

RECTOR OF UNIVERSITAS HALU OLEO REGULATION
NUMBER 1 OF 2019 CONCERNING
ACADEMIC REGULATIONS IN UNIVERSITAS HALU OLEO

BY THE GRACE OF GOD ALMIGHTY

RECTOR OF HALU UNIVERSITAS OLEO

- Considering :
- a. that in order to implement the applicable provisions in Law Number 12 of 2012 concerning Higher Education, Regulation of the Minister of Research, Technology and Higher Education Number 50 of 2018 concerning Amendments to Regulation of the Minister of Research, Technology and Higher Education Number 44 of 2015 concerning Higher Education National Standards;
 - b. that the Academic Regulations are references, guidelines and guides in implementing Higher Education "Tridharma" activities at Universitas Halu Oleo;
 - c. that based on the considerations referred to in letters a and b, it is necessary to stipulate Academic Regulations within Universitas Halu Oleo;
- In view of :
1. Law Number 20 of 2003 concerning the National Education System (State Gazette of the Republic of Indonesia of 2003 Number 78, Supplement to the 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 the State Gazette of the Republic of Indonesia Number 4586);
 3. Law Number 12 of 2012 concerning Higher Education (State Gazette of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);
 4. Government Regulation Number 19 of 2005 concerning National Education Standards (State Gazette of the Republic of Indonesia of 2005 Number 41, Supplement to the State Gazette of the Republic of Indonesia Number 4496) as amended by Government Regulation Number 32 of 2013 concerning Amendments to Government Regulation Number 19 of 2005 concerning National Education Standards (State Gazette of the Republic of Indonesia of 2013 Number 71, Supplement to State Gazette of the Republic of Indonesia Number 5410) as amended by Government Regulation Number 13 of 2015 concerning the Second Amendment to Government Regulation Number 19 of 2005 concerning National Education Standards (State Gazette of the Republic of Indonesia Year 2015

Number 45, Supplement to the State Gazette of the Republic of Indonesia Number 5670);

5. Government Regulation Number 37 of 2009 concerning Lecturers (State Gazette of the Republic of 2009 Number 76, Supplement to the State Gazette of the Republic of Indonesia Number 5007);
6. Government Regulation Number 53 of 2010 concerning Civil Servant Discipline (State Gazette of the Republic of Indonesia of 2010 Number 74, Supplement to the State Gazette of the Republic of Indonesia Number 5135);
7. Government Regulation Number 4 of 2014 concerning Implementation of Higher Education 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);
8. Presidential Decree Number 37 of 1981 concerning the Establishment of Universitas Halu Oleo;
9. Regulation of the Minister of Education and Culture Number 43 of 2012 concerning Statutes of Universitas Halu Oleo (State Gazette of the Republic of Indonesia of 2012 Number 660);
10. Regulation of the Minister of Education and Culture Number 73 of 2013 concerning Application of the Indonesian National Qualifications Framework in the Field of Higher Education (State Gazette of the Republic of Indonesia of 2013 Number 831);
11. Regulation of the Minister of Education and Culture Number 84 of 2013 concerning the Appointment of Non-Civil Servant Permanent Lecturers at State Universities and Permanent Lecturers at Private Universities (State Gazette of the Republic of Indonesia of 2013 Number 961);
12. Joint Regulation of the Minister of Education and Culture and the Head of the State Civil Service Agency Number 4/VIII/PB/2014, Number 24 of 2014 concerning Provisions for the Implementation of the Regulation of the Minister of Administrative Reform and Bureaucratic Reform Number 17 of 2013 as Amended by the Regulation of the Minister of Administrative Reform And Bureaucratic Reform of the Republic of Indonesia Number 46 of 2013 concerning Functional Positions of Lecturers and Their Credit Scores (State Gazette of the Republic of Indonesia of 2014 Number 1171);
13. Regulation of the Minister of Education and Culture Number 92 of 2014 concerning Technical Instructions for the Implementation of Assessment of Credit Scores for Functional Positions of Lecturers (State Gazette of the Republic of Indonesia of 2014 Number 1337);

14. Regulation of the Minister of Education and Culture Number 149 of 2014 concerning the Work Organization of Universitas Halu Oleo (State Gazette of the Republic of Indonesia of 2014 Number 1682);
15. Regulation of the Minister of Research, Technology and Higher Education Number 44 of 2015 concerning National Standards for Higher Education (State Gazette of the Republic of Indonesia of 2015 Number 1952) which has been amended by Regulation of the Minister of Research, Technology and Higher Education Number 50 of 2018 concerning Amendments to Regulation of the Minister of Research, Technology and Higher Education Number 44 of 2015 concerning National Standards Higher Education (State Gazette of the Republic of Indonesia of 2018 Number 1496);
16. Regulation of the Minister of Research, Technology and Higher Education Number 32 of 2016 concerning Accreditation of Study Programs and Higher Education (State Gazette of the Republic of Indonesia of 2016 Number 774);
17. Regulation of the Minister of Research, Technology and Higher Education Number 61 of 2016 concerning Higher Education Database (State Gazette of the Republic of Indonesia of 2016 Number 1461);
18. Regulation of the Minister of Research, Technology and Higher Education Number 62 of 2016 concerning Higher Education Quality Assurance Systems (State Gazette of the Republic of Indonesia of 2016 Number 1462);
19. Regulation of the Minister of Research, Technology and Higher Education Number 51 of 2017 concerning Certification of Educators for Lecturers (State Gazette of the Republic of Indonesia of 2017 Number 1149);
20. Regulation of the Minister of Research, Technology and Higher Education Number 90 of 2017 concerning Acceptance of New Undergraduate Students at State Universities (State Gazette of the Republic of Indonesia of 2017 Number 1928);
21. Regulation of the Minister of Research, Technology and Higher Education Number 6 of 2018 concerning Operational Assistance for State Universities (State Gazette of the Republic of Indonesia of 2018 Number 209);
22. Regulation of the Minister of Research, Technology and Higher Education Number 18 of 2018 concerning National Standards for Medical Education (State Gazette of the Republic of Indonesia of 2018 Number 693);
23. Regulation of the Minister of Research, Technology and Higher Education Number 51 of 2018 concerning Establishment, Amendment, Dissolution of State Universities, and Establishment, Amendment, Revocation of

Permits of Private Higher Education (State Gazette of the Republic of Indonesia of 2018 Number 1497);

24. Regulation of the Minister of Research, Technology and Higher Education Number 59 of 2018 concerning Diplomas, Competency Certificates, Professional Certificates, Degrees and Procedures for Writing Degrees in Higher Education (State Gazette of the Republic of Indonesia of 2018 Number 1763)
25. Decree of the Minister of Research, Technology and Higher Education Number 257/M/KPT/2017 of 2017 concerning Names of Study Programs at Higher Education;
26. Decree of the Minister of Research, Technology and Higher Education Number 327/M/KPT.KP/2017 concerning the Appointment of Rector of Universitas Halu Oleo for the 2017-2021 period;
27. Regulation of the National Accreditation Board for Higher Education Number 2 of 2017 concerning the National Accreditation System for Higher Education;
28. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 Concerning Guidelines for Compiling Self-Evaluation Reports, Guidelines for Compiling Higher Education Performance Reports, and Assessment Matrix in Higher Education Accreditation Instruments;

HAS DECIDED:

To Stipulate : REGULATION OF UNIVERSITAS HALU OLEO RECTOR CONCERNING ACADEMIC REGULATIONS IN UNIVERSITAS HALU OLEO.

CHAPTER I

GENERAL PROVISIONS

Definition

Article 1

Referred to herein as:

1. Academic regulations are guidelines for educators, educational staff, and students of Universitas Halu Oleo in carrying out academic activities within the Universitas Halu Oleo.
2. Universitas Halu Oleo, hereinafter abbreviated as UHO, consists of a number of faculties that organize academic, professional and/or vocational education programs.
3. Postgraduate/Faculty/Vocational Education Program (PPV), which consists of a number of Departments and/or Study Programs as implementing elements, is an organizational structure unit at the University that coordinates and/or implements

academic, professional and/or vocational education in one and/or a set of branches of science, technology and/or art;

4. Study Program is a unit of educational and learning activities that has a specific curriculum and learning methods in one type of academic education, professional education, and/or vocational education;
5. Academic education is education directed at mastering science, technology, and/or art organized by the University in the form of undergraduate and postgraduate education programs;
6. Professional education is education directed at specialist knowledge after undergraduate education programs;
7. Vocational education is education that is directed at knowledge and skills, especially at the readiness to apply certain skills consisting of Diploma III and Diploma IV educational programs;
8. Curriculum is a set of plans and arrangements regarding graduate learning outcomes, study materials, processes, and assessments used as guidelines for implementing study programs;
9. The curriculum contains a unit of courses for all levels or levels in educational programs that are arranged in an integrated manner to achieve the desired competencies in each field of science by taking into account the needs of students and society, developments in science, technology and/or art and paying attention to facilities, resources and capabilities of higher education institutions;
10. The credit system is a system of providing education using semester credit units (credits) and stating the amount of time learning activities are charged to students per week per semester in the learning process through various forms of learning or the amount of recognition for the success of student efforts in participating in curricular activities in a program study;
11. Semester is a unit of time for an effective learning process for at least 16 (sixteen) weeks including midterm exams (UTS) and final semester exams (UAS);
12. Sivitas akademika (Academic community) is teaching and educational staff as well as students at the University;
13. Academic freedom is the freedom possessed by academics to issue opinions both orally and in writing based on academic studies for the development of civilization in a responsible and independent manner;
14. Freedom of academic expression is part of academic freedom which allows lecturers to express thoughts and opinions freely to the academic community concerned in accordance with scientific norms and principles;
15. Students are students who are registered at the University/Postgraduate/Faculty/Vocational/Section/Department/Study Program;

16. Active students are students who are enrolled in a certain semester so that they are entitled to take part in academic activities and receive administrative and academic services as evidenced by filling out a Study Plan Card (KRS) online.;
17. Non-active students are students who are not registered in a certain semester without the permission of the Rector. Non-active students are subject to fixed tuition/UKT fees while inactive and must be paid when they are active again and can only take a maximum of 16 (sixteen) credits;
18. A suspended student is a student who violates student discipline regulations so that he is subject to sanctions and is not entitled to participate in academic activities within a certain period of time. Students who undergo a suspension period lose their rights as students and the suspension period is counted as a study period;
19. Students failed study or drop out (DO) are students who do not pass the Study Period Evaluation and/or Study Period Final Evaluation and/or students who are subject to sanctions;
20. Outgoing students are students who are declared to have stopped studying or Passed Out (PO) if they resign, declare a move, and/or do not pay tuition/UKT for two consecutive semesters;
21. Academic leave students are students who are not enrolled in a particular semester and the person concerned submits an application for leave through the Dean/Director to obtain permission from the Rector;
22. Intra-curricular activities are academically scheduled learning activities;
23. Extra-curricular activities are activities that are not scheduled in the academic calendar but are a complement to intra-curricular activities;
24. Academic registration is the process of offering courses at the beginning of each semester;
25. Regular program is an educational program organized by the University which is attended by students on a full-time basis in study programs that have obtained an operating permit from the government;
26. Community Service Program (KKN) is a form of community service carried out by students in an interdisciplinary, institutional, and partnership manner as one of the manifestations of the Threefold Missions of Higher Education ("Tridharma");
27. Terminal students are students who have studied at a tertiary institution as evidenced by a certificate signed by the head of the tertiary institution concerned;
28. Alumni are students who have completed their education at the University.

CHAPTER II

EDUCATION OBJECTIVES AND DIRECTIONS

Part One
Vocational Education

Article 2

- (1) Vocational education aims at preparing students to become citizens who fear God Almighty and have professional skills in applying and disseminating technology and/or art and seeking their use to improve people's lives;
- (2) The Diploma III program is directed at producing graduates who have mastered skills in routine and non-routine work independently, as well as carry out supervision and guidance as well as have managerial skills;
- (3) The Diploma IV program is directed at producing graduates who have mastered the ability to carry out complex work, on the basis of certain professional skills in planning and carrying out certain activities and can solve problems with independent responsibility at a certain level, have managerial skills, and are able to keep up with developments knowledge and technology in their field of expertise.

The second part
Undergraduate Education

Article 3

- (1) Undergraduate education aims at preparing students to become citizens who fear God Almighty, have the spirit of Pancasila and have the academic ability to apply and develop science, technology and/or art to improve people's lives.
- (2) Undergraduate education is directed at producing graduates who have the following qualifications:
 - a. master the scientific basics and skills in a particular field of expertise so as to be able to observe, recognize and approach problem solving in the field of science scientifically and full of initiative;
 - b. able to apply the knowledge and skills they have for productive activities and services to the community;
 - c. able to act and behave in accordance with the order of life together and work according to the field of expertise;
 - d. able to deal with change and keep abreast of developments in science, technology and/or art according to their field;
 - e. able to become a pioneer of change towards an independent and democratic society.

Third Part
Professional Education

Article 4

- (1) Professional education aims at preparing students to become citizens who fear God Almighty and have professional skills in applying, developing and disseminating technology and/or art and seeking to use it to improve people's lives.
- (2) Professional education is directed at producing graduates who have the expertise to apply science, technology and/or art.

Fourth Part
Postgraduate Education

Article 5

- (1) The Master's Program aims to prepare students to become citizens who fear God Almighty and have academic ability and creativity in their field, carry out synthesis and draw conclusions from a research activity, apply, develop and/or enrich the repertoire of science, technology and/or art as well as disseminating and trying to use it for the benefit of society.
- (2) The Master's Program aims to produce graduates who:
 - a. Pancasila spirit;
 - b. have scientific integrity;
 - c. has the ability to develop science, technology and/or art by mastering and understanding the rules and their application;
 - d. has the ability to solve problems in the field of expertise through research and development activities based on scientific methods;
 - e. has the ability to develop professional performance as indicated by the sharpness of problem analysis, the comprehensiveness of the review, and the coherence of problem solving.
- (3) The Doctoral Program aims at producing graduates who:
 - a. Pancasila spirit;
 - b. have scientific integrity;
 - c. be open, responsive to developments in science and technology as well as problems faced by society and development;

- d. have basic scientific knowledge and skills and technical skills needed to adapt and/or create new methodologies that can be used to carry out scientific studies and research;
- e. mastering the theoretical approaches, concepts and paradigms most appropriate to their field of expertise;
- f. familiar with scientific problems, the latest works and thoughts of experts in their fields of expertise;
- g. able to use science and technology in their field of expertise to find answers and/or solve complex problems, including those that require an interdisciplinary approach;
- h. able to communicate his thoughts and results of his work, both with colleagues and a wider audience.

CHAPTER III EDUCATORS AND EDUCATION

Part One Lecturer

Article 6

- (1) Educators are lecturers at tertiary institutions specially appointed with the main task of carrying out the "tridharma" of higher education.
- (2) Lecturers consist of permanent lecturers, adjunct lecturers, guest lecturers and special lecturers whose duties and functions are regulated in accordance with the provisions of laws and regulations.
- (3) Permanent lecturers are Civil Servants (PNS) and Non-Civil Servants (Non PNS) who are assigned by Higher Education administrators to carry out the "tridharma" of Higher Education in one or several Faculties/Sections/Departments/Study Programs.
- (4) Extraordinary lecturers are non-permanent lecturers at a particular Faculty/Department/Department/Study Program, because of their expertise in devoting themselves in the administration of education from outside UHO.
- (5) Visiting lecturers are lecturers whose presence is due to being invited and/or due to special assignments given by relevant officials to give general lectures or special explanations related to the development of "tridharma" or other forms of lectures.

The Second Part

Education Staff

Article 7

- (1) Educational personnel are academic support staff and academic administration staff.
- (2) Academic support personnel as referred to in paragraph (1) consists of:
 - a. technician;
 - b. operator;
 - c. laboratory assistant;
 - d. librarian; and
 - e. archivist.
- (3) Academic administrative personnel as referred to in paragraph (1) are staff who carry out academic administrative tasks.
- (4) The technicians as referred to in paragraph (2) letter a are employees whose job is to assist the leadership in the technical field.
- (5) The operator as referred to in paragraph (2) letter b is someone who is assigned to operate and turn on the hardware, run the software, interact with the hardware and software that is operating, and stop the software and turn off the hardware.
- (6) Laboratory staff as referred to in paragraph (2) letter c are educational staff who work in laboratories to assist student learning processes and lecturer research.
- (7) The librarians as referred to in paragraph (2) letter d are professional and functional staff in the field of library, information and documentation.
- (8) Archivists as referred to in paragraph (2) letter e are someone who has competence in the field of archiving obtained through formal education and/or archiving education and training and has the functions, duties and responsibilities of carrying out archival activities.

CHAPTER IV

DUTIES, OBLIGATIONS AND ETHICS OF LECTURERS

Part One

Lecturer assignment

Article 8

- (1) A lecturer has the main task of carrying out teaching, research and community service which is determined by the Full Teaching Time Equivalent (EWMP).

- (2) The main duties of a lecturer as referred to in paragraph (1) are described in institutional tasks which are stated in terms of equivalent/full teaching time equivalent (EWMP/SWMP), namely 12 credits and calculated for each semester with the understanding of 1 (one) credit equivalent to 3 working hours per week for 1 semester (6 months), or 1 credit equal to 50 working hours per semester.
- (3) The institutional tasks referred to in paragraph (2) consist of:
 - a. tasks given by UHO Leaders, Faculties, Institutions, Sections/Departments/ Study Programs, Laboratories,
 - b. Library and/or Studio;
 - c. assignments on personal or group initiatives and approved by the leadership to be assessed by colleagues (both suggestions and results);
 - d. tasks in the framework of cooperation with other parties approved by the UHO leadership (both the proposals and the results of their activities).
- (4) Lecturers who get additional assignment positions are stated in teaching equivalents with a certain number of credits according to laws and regulations.

The second part

Obligation

Article 9

Lecturers have the obligation:

- a. fear of God Almighty and obey the Unitary State of the Republic of Indonesia based on Pancasila and the 1945 Constitution;
- b. be open and uphold academic honesty and carry out duties and profession as well as possible;
- c. be disciplined, be humble, careful, conscientious, careful and respect the opinions of others;
- d. behave and act fairly towards students;
- e. guide and provide opportunities for students to obtain, develop and practice science, technology and/or art in accordance with the provisions and laws and regulations;
- f. guiding and educating students towards the formation of the personality of educated people who are independent and responsible;
- g. uphold the honor of the nation and state as well as the dignity and good name of UHO;

- h. prioritizing the interests of the nation and state rather than personal or group interests;
- i. uphold state secrets and official secrets and not abuse office;
- j. paying attention to the limits of scientific authority and responsibility in using the freedom of academic speech and not exceeding the authority of expertise or the authority of colleagues;
- k. maintain, maintain honor, dignity and self-dignity;
- l. avoiding acts that violate academic ethics such as plagiarism;
- m. comply with all laws and regulations and the lecturer code of ethics.

Third Part
Lecturer Ethics

Article 10

Lecturers have the following ethics:

- a. uphold the implementation of the Tri Dharma of higher education;
- b. refuse and do not accept any gift that is real or not known and should be suspected of being directly or indirectly related to their profession in an illegal way;
- c. demonstrate an attitude worthy of being a role model for students;
- d. respect fellow lecturers and employees and try to correct the disgraceful actions of colleagues;
- e. hold on self-respect, preserve honor, self-worth and self-dignity;
- f. follow, develop and practice science, technology and/or art according to their field;
- g. create and promote unity and participate in the collective development of the University.

CHAPTER V
LECTURER SANCTIONS

Part One
General

Article 11

Lecturers who do not comply with the provisions referred to in Article 8 and Article 9 are given sanctions according to the level of violation.

The second part

Sanction Level and Type of Sanction

Article 12

- (1) The level of sanctions referred to in Article 11 consists of:
 - a. minor sanction;
 - b. moderate sanction;
 - c. severe sanctions.
- (2) The types of sanctions referred to in paragraph (1) letter a are in the form of:
 - a. verbal warning;
 - b. written warning.
- (3) The types of sanctions referred to in paragraph (1) letter b are in the form of:
 - a. reduction in the value of the employee performance appraisal list (DP3);
 - b. suspension;
 - c. alimony delay.
- (4) The types of sanctions referred to in paragraph (1) letter c are in the form of:
 - a. demotion to a lower rank;
 - b. honorable discharge;
 - c. dishonorable discharge.
- (5) Minor sanctions as referred to in paragraph (2) letters a and b are imposed on violators of the obligations referred to in Article 9 letters a, b, c and d.
- (6) Moderate sanctions as referred to in paragraph (3) letter a, letter b and letter c are imposed on violators of the obligations as referred to in Article 9 letter e and letter f.
- (7) Severe sanctions as referred to in paragraph (4) letters a, b and c shall be imposed on violators of the obligations as referred to in Article 8 and Article 9 letters g, h, i, j, k, l and the letter m.
- (8) The lecturer sanction as referred to in paragraph (1) is stipulated by a Rector's Decree at the suggestion of the Dean/Director after receiving consideration from the Code of Ethics Council and or the University Senate.

CHAPTER VI
FUNCTIONAL POSITION OF LECTURERS, AUTHORITIES AND RESPONSIBILITIES OF
LECTURERS AND LECTURER ACHIEVEMENTS

Part One
Lecturer Functional Position

Article 13

- (1) Lecturer functional levels consist of lecturers in academic education programs and lecturers in vocational education programs.
- (2) Lecturer's position level as referred to in paragraph (1) is:
 - a. Lecturer (Asisten Ahli);
 - b. Senior Lecturer (Lektor);
 - c. Associate Professor (Lektor Kepala); and
 - d. Professor (Guru Besar).

The second part
Authorities and Responsibilities of Lecturers

Article 14

- (1) The educational level authority of lecturers who teach in the Vocational Education Program is a minimum of Diploma IV and Bachelor (S1) education, in the Bachelor Education Program (S1) a minimum of Masters (S2) education, in professional education, a minimum of masters or applied masters relevant to the program his studies, in the Masters (S2) and Doctoral (S3) Education Programs must have a Doctoral education.
- (2) The main adviser who meets the educational criteria as referred to in paragraph (1) must have relevant expertise and functional positions as follows:
 - a. at least Lector for the Vocational Education Program;
 - b. at least Lector for Undergraduate Education Program (S1);
 - c. at least Lector for Masters Education Program (S2).
- (3) Promoters who meet the educational criteria as referred to in paragraph (1) must have expertise relevant to the functional position of Associate Professor as lead author in an accredited national journal or reputable international journal within the

last five years and/or as a Professor (Guru Besar), or one other form that is recognized by a group of experts determined by the college senate.

- (4) Professors have duties and responsibilities:
 - a. teaching;
 - b. guiding students, especially doctoral students (S3);
 - c. writing books or journals for the development of science;
 - d. guiding young lecturers;
 - e. creating a network with third parties for the benefit of advancing the university/faculty/department/study program in the "tridharma";
 - f. representing themselves as experts and institutions to express opinions, research results in various scientific forums at the university, regional, national and international levels.
- (5) The designation Professor or "Guru Besar" is only used as long as the person concerned is still actively working as an educator at the University.

Third Part

Outstanding Lecturer

Article 15

- (1) Lecturers who have high achievements in implementing the "Tridharma" of Higher Education are given reward and/or awards by the Rector or other authorized institutions.
- (2) High achievements as referred to in paragraph (1) are work achievements related to the implementation of the main tasks of lecturers in the fields of education and teaching, research, and community service.
- (3) Implementation of the provisions referred to in paragraph (2) is proposed by Faculty/Professional/Vocational Leaders after going through objective selection by each Department/Section/Study Program and obtaining approval from the Faculty Senate and/or University.
- (4) Determination of high achieving lecturers as referred to in paragraph (1) and paragraph (3) is stipulated by a Rector's Decree.

CHAPTER VII

STUDENTS AND STUDENT ADMISSION

The First Part

Student

Article 16

- (1) UHO students consist of regular and international students.
- (2) Regular students as referred to in paragraph (1) are Indonesian citizens (WNI) studying at UHO.
- (3) International students as referred to in paragraph (1) are Foreign Citizens (WNA) studying at UHO through a student exchange program, double degree/twin program or other designations.
- (4) International students as referred to in paragraph (3) are regulated based on cooperation agreements between UHO and overseas universities or institutions based on statutory regulations.

The Second Part

New Student Admission Selection

Article 17

- (1) Regular students can be accepted through:
 - a. State University Entrance National Selection (SNMPTN) Academic Achievement Tracking Path;
 - b. State University Entrance Joint Selection (SBMPTN) Written/Practice Path;
 - c. State University Entrance Independent Selection (SMMPTN) Written/Practice Pathway;
 - d. Another selection is determined by the Ministry of Research, Technology and Higher Education or the Rector of UHO.
- (2) The acceptance selection mechanism as referred to in paragraph (1) determined based on statutory regulations.

The Third Part

Admission of Undergraduate and Vocational Program Students

Article 18

- (1) Registration of new students is carried out in the new academic year every odd semester online.

- (2) Acceptance of new students for the Undergraduate and Vocational Programs is carried out centrally based on statutory regulations and the Rector's policy by taking into account the capacity of each Study Program and the policy of increasing the Gross Participation Rate (APK) for High School graduates (SMTA).
- (3) New students are accepted through the national higher education entrance examination, independent selection and other selection.
- (4) The independent selection and other selections referred to in paragraph (3) can be through a written test and/or practice and or through a partnership stipulated by a Rector's Decree.
- (5) Administrative and academic requirements for prospective students of the Undergraduate and Vocational Programs are regulated based on a Rector's Decree.

The Fourth Part

Admission of Professional Program Students

Article 19

- (1) Registration of new students is carried out every odd semester or even semester online.
- (2) Acceptance of new students for the Professional Program is carried out centrally based on statutory regulations and the Rector's policy by taking into account the capacity of each Study Program.
- (3) Professional Program students are accepted through independent selection or other selection determined based on the Rector's Decree.
- (4) The independent selection referred to in paragraph (3) can be through written channels and/or practice and/or partnerships.
- (5) Administrative and academic requirements for prospective Professional Program students are regulated based on a Rector's Decree.

The Fifth Part

Postgraduate Student Admissions

Article 20

- (1) Registration of new students is carried out in the new academic year every odd semester online.
- (2) Acceptance of new students for the Postgraduate Program is carried out centrally by taking into account the capacity of each Study Program.

- (3) Postgraduate Program students are accepted through an independent selection process which is regulated based on a Rector's Decree.
- (4) The independent selection referred to in paragraph (3) may use written tests and/or practice and/or interviews.
- (5) Administrative and academic requirements for prospective students of the Postgraduate Program are regulated based on a Rector's Decree.

The Sixth Part

New Student Validity for Vocational and Undergraduate Programs

Article 21

- (1) Prospective students are declared valid as new students if they meet the following requirements:
 - a. passed the selection;
 - b. re-registration;
 - c. pay the Single Tuition Fee (UKT) and/or entrance fee which is determined based on the Rector's Decree;
 - d. certificate of good health and drug-free from the institution determined by the Rector's Decree;
 - e. administrative documents in the form of photocopies of diplomas, report cards, test scores, identity cards (KTP), and family cards (KK).
- (2) Prospective new students who have passed the selection but do not meet the requirements referred to in paragraph (1) then the approval is declared cancelled.
- (3) Prospective new students are determined as students through Rector's Decree.

The Seventh Part

Acceptance Cancellation

Article 22

- (1) New students who are not active in the first semester will have their student status declared cancelled, unless the student concerned suffers a disaster or natural disaster which is reported in writing supported by information from the authorities and the supporting reasons are declared valid by the university leadership.

- (2) Students who have just received student status can be canceled if the person concerned violates the applicable laws and regulations in accordance with Academic Regulations.
- (3) Implementation as referred to in paragraph (1) and paragraph (2) is stipulated by a Rector's Decree after receiving consideration from the Dean/Director.

CHAPTER VIII ACADEMIC REGISTRATION

Article 23

Every student is required to carry out academic registration after paying the Single Tuition Fee (UKT) and other conditions stipulated by the Rector's Decree.

Article 24

- (1) Every student is required to offer courses in the Department/Study Program by showing evidence as referred to in Article 21.
- (2) Students in semesters 1 and 2 can program all courses offered on the Study Plan Card (KRS).
- (3) Filling in the KRS as referred to in paragraph (2) is carried out through the online Academic Information System (SIKAD).
- (4) Course offerings as referred to in paragraph (2) are consulted with the Academic Advisor (PA) with reference to the GPA (IP).
- (5) The GPA as referred to in paragraph (4) consists of:
 - a. Semester Achievement Index (IPS);
 - b. Provisional Grade Point Average (IPKS); and c. Grade Point Average (GPA).
- (6) The Semester Achievement Index (IPS) as referred to in paragraph (5) letter a is stated in the amount calculated by adding up the multiplication between the letter grades of each course taken and the credits of the course concerned divided by the number of credits of the courses taken in one semester including credits of courses that are not passed (Score E).
- (7) Provisional Grade Point Average (IPKS) as referred to in paragraph (5) letter b is stated in the amount calculated by adding up the multiplication between the letter grades of each course taken and the credits of the course concerned divided by the number of credits of the courses taken and have been taken in certain semesters including credits of courses that were not passed (Grade E).

- (8) The Grade Point Average (GPA) as referred to in paragraph (5) letter c is stated in the amount calculated by adding up the multiplication between the letter grades of each course taken and the credits of the course concerned divided by the number of credits of courses taken and completed taken.
- (9) Offering courses every semester must be made by the student concerned and cannot be represented.
- (10) The number of credits that can be programmed in the following semester follows the following table:

Semester Grade Point Index (IPS)	The maximum number of credits that can be programmed in the following semester
3,01 - 4,00	24 credits
2,75 - 3,00	22 credits
2,51 - 2,74	20 credits
2,01 - 2,50	18 credits
≤ 2,00	16 credits

- (11) The number of credits referred to in paragraph (10) must be proven by the last semester's Study Result Card (KHS).
- (12) KHS is printed in 4 copies by the Department/Study Program.
- (13) The number of credits programmed is determined through SIAKAD based on the table in paragraph (10).
- (14) Students fill in the KRS online through SIAKAD and then print 4 copies of the KRS to be signed by the PA and the Study Program Coordinator.
- (15) Specifically for study programs that implement a block system, the number of credits programmed for the following semester is regulated by a Rector's Decree.
- (16) Students who pass courses with grades C and D are given the opportunity to re-program for the coming semester, provided that the last grade will be recognized.
- (17) Other provisions that have not been regulated in this regulation will be further regulated.

Article 25

- (1) Students can change or cancel (modify) the courses listed on the Study Plan Card (KRS) a maximum of 2 weeks after the lecture takes place.

- (2) Modification of courses must be approved by the Academic Advisor (PA) and known by the Head of the Department/Section/Study Program concerned.
- (3) Implementation of changes to the study plan cannot be represented.
- (4) The Study Plan Change Form (PRS) approved by the PA must be submitted to the Head of the Faculty Academic Subdivision through the Department/Section/Study Program.

CHAPTER IX STUDENTS

The First Part

Student Status

Article 26

Student status consists of active students, non-active students, suspension students, outgoing students, students on academic leave, and students who fail to study or drop out.

The Second Part

Obligations, Rights and Prohibitions

Paragraph 1

Obligation

Article 27

Every student is required to:

- a. participate in Character Education or other designations in accordance with university provisions;
- b. share in the costs of organizing education except for students who are exempt from this obligation in accordance with the applicable laws and regulations;
- c. learn, study, and practice developing knowledge;
- d. take part in maintaining facilities and infrastructure as well as cleanliness, order and security;
- e. appreciate science, technology and/or art;
- f. maintain and uphold the authority and good name of the alma mater;

- g. uphold ethical and moral values;
- h. have a high tolerance in various differences;
- i. uphold the national culture;
- j. comply with the provisions of the applicable laws and regulations.

Paragraph 2
Student's Right

Article 28

Every student has the right:

- a. use academic freedom responsibly to demand and study knowledge in accordance with scientific norms and ethics that apply in the academic environment;
- b. obtain the best teaching and services in the academic field in accordance with interests, talents, hobbies and abilities;
- c. utilize University/Faculty/Profession/Vocational/Section/Department/Study Program facilities in the context of a smooth learning process;
- d. receive guidance from the lecturer in charge of the Section/Department/Study Program he/she is participating in in completing his/her studies;
- e. obtain information services relating to the Section/Department/Study Program he/she attends and the results of his study;
- f. obtain welfare services in accordance with the applicable laws and regulations;
- g. utilize UHO resources through representatives or student organizations to manage and regulate the welfare, interests, talents and governance of social life;
- h. transfer to another tertiary institution/Faculty/Profession/Vocational/Section/Department/Study Program with rational reasons and fulfill the transfer requirements;
- i. participate in University/Faculty/Vocational/Section/Department/Study Program student organization activities;
- j. get special services if you have a disability according to your ability;
- k. selecting candidates for thesis/paper supervisors to the Head of Department/Study Program Coordinator on the advice of the Academic Advisor.

Paragraph 3
Prohibition

Article 29

- (1) Each student is prohibited:
 - a. boycotting or obstructing lectures or academic activities;
 - b. using campus facilities and infrastructure as a place to live and live every day;
 - c. fighting/brawling;
 - d. carrying out practical political activities on campus;
 - e. committing an academic violation;
 - f. plagiarism;
 - g. falsifying data, information and identity;
 - h. violating campus rules;
 - i. misusing of state finances;
 - j. carrying, sell and/or consume alcoholic beverages on campus;
 - k. carrying, distribute and/or abuse narcotics and illegal drugs;
 - l. carrying or misusing sharp weapons and firearms;
 - m. threatening, stealing, and commit extortion or piracy;
 - n. conspiring with other people to commit crimes both on and off campus;
 - o. damaging campus facilities and infrastructure;
 - p. carrying out a demonstration within a 500-meter radius from the Universitas Halu Oleo environment without written permission from the Dean/Director;
 - q. committing immoral acts;
 - r. acting on behalf of UHO without permission to gain profit and enrich oneself or others; and
 - s. committing other crimes.
- (2) Students who do not comply with the provisions referred to in paragraph (1) letter a, letter b, letter c, and letter d, are subject to suspension for 1 year and/or their scholarship is revoked for scholarship recipients;
- (3) Students who do not comply with the provisions referred to in paragraph (1) letter e, letter f, letter g, letter h, letter i, letter j, letter k, letter l, letter m, letter n, letter o, letter p, letters q, letters r, and letters s can be issued as UHO students.
- (4) Students who are proven to have committed a criminal act that has permanent legal force by the court with a prison sentence of more than 6 (six) months are expelled as a student.

- (5) Implementation of the provisions referred to in paragraph (2), paragraph (3) and paragraph (4) is stipulated by a Rector's Decree on the recommendation of the Dean/Director.

CHAPTER X ACADEMIC SERVICES

The First Part Academic Calendar

Article 30

- (1) The academic calendar must be carried out consistently by the academic community and all units at UHO.
- (2) Academic calendars are issued at the beginning of every odd semester/new school year.
- (3) Odd Semester period starts from 1 August - 31 January of the following year and the even semester period starts from 1 February – 31 July of the current year.
- (4) Implementation of the provisions referred to in paragraph (1) determined by the Rector's Decree.

The Second Part Academic Advisor

Article 31

- (1) Every student has the right to receive academic guidance from an Academic Advisor (PA).
- (2) PA is a permanent lecturer in a Department/Section/Study Program who has a minimum education qualification of Masters for vocational and undergraduate programs, and Doctor for masters and doctoral programs.
- (3) Academic guidance as referred to in paragraph (1) is a face-to-face activity between PA and students in planning courses to be followed in the following semester, overcoming academic problems encountered, planning research proposals, consulting prospective final assignment/thesis/thesis supervisors / dissertation or other relevant matters.
- (4) PA is proposed by the Head of Department/Section/Study Program Coordinator and determined by the Dean/Director with the following tasks:

- a. directing students in preparing study plans and giving consideration in selecting courses and the number of credits to be programmed in each semester to support the success of student studies in accordance with applicable regulations;
 - b. cultivate creativity and habits of effective ways of learning and academic activity;
 - c. monitor and evaluate student study progress;
 - d. giving warnings to students whose guidance is threatened with drop-out (DO) and being reported to the Head of the Department/Study Program Coordinator;
 - e. discuss and give consideration to the proposed title of the final assignment/thesis/thesis/dissertation based on student interests and competencies;
 - f. provide considerations and recommendations to students under their guidance if they wish to transfer or move to another Study Program/Department/Section/Faculty/Higher Education;
 - g. propose to obtain a scholarship if you meet the requirements;
 - h. foster academic attitudes, mentality, ethics, and morals to shape student character.
- (5) The implementation of the provisions referred to in paragraph (4) must be recorded or recorded in the student monitoring book (log book).
 - (6) PA is valid as long as the student attends education, unless PA is permanently absent.
 - (7) The number of students supervised by an PA is adjusted to the ratio of lecturers and students in each study program.

The Third Part Exams Implementation

Article 32

- (1) The timing of midterm and final semester exams shall follow the academic calendar.
- (2) A detailed examination schedule is prepared and published by the Department/Study Program in coordination with the Dean/Director cq. Deputy Dean/Deputy Director for Academic Affairs.
- (3) The time for carrying out the final exam may begin with a quiet period of 1 (one) week.
- (4) During the quiet period, the Department/Section/Study Program announces students who can take the exam based on student attendance.
- (5) Examinations are carried out by the Examination Committee assigned by the Dean/Director.

- (6) Examination questions can be submitted by the lecturer to the examination committee no later than one day before the schedule for the examination of the said course.
- (7) The committee will submit the answer sheet for the exam results to the lecturer after the exam is carried out.
- (8) Other provisions that have not been regulated in this regulation will be further regulated.

The Fourth Part Exam Participants

Article 33

- (1) Students are declared valid and allowed to take the exam if:
 - a. registered in the course tested;
 - b. attend lectures at least 80% of the total effective learning process for at least 16 (sixteen) weeks and listed in the announcement of the student taking the exam;
 - c. show a KRS print out obtained through SIAKAD and a valid Student Identity Card (KTM) as proof of identity;
 - d. not being subject to academic sanctions;
 - e. meet all requirements to take the exam; and
 - f. may not be represented.
- (2) During the exam, examinees are required to:
 - a. comply with all applicable examination rules and regulations;
 - b. comply with all technical instructions regarding the implementation of the exam given by the exam supervisor;
 - c. ask the supervisor for approval before leaving the seat or exam room;
 - d. submit the exam answer sheet to the supervisor on duty before leaving the exam room.
- (3) The rules and procedures for the exam as referred to in paragraph (2) letter a in the form of:
 - a. neatly dressed;
 - b. behave politely and do not interfere with the rules of administration of the exam;
 - c. it is prohibited to communicate in any form with other examinees or with other people outside the exam room;
 - d. prohibited from cooperating, trying to cooperate, or supporting collaboration with other examinees in completing the exam;

- e. is prohibited from copying or attempting to copy other participants' exam answers, or giving other participants the opportunity to copy exam answers;
 - f. prohibited from using notes, books, and/or other sources of information during the exam, unless permitted by the supervisor;
 - g. Do not activate your cellphone during the exam, unless permitted by the supervisor.
- (4) Students who violate the provisions referred to in paragraph (2) and paragraph (3) are given the sanction of not passing the course being tested.
- (5) Other provisions that have not been regulated in this regulation will be further regulated.

The Fifth Part
Examination Supervisor

Article 34

- (1) Examination supervisors are formed by the Dean/Director consisting of lecturers and administrative staff, with the following tasks:
- a. examine the validity of the examinees as referred to in Article 33 paragraph (1) letter e;
 - b. arrange and determine the seat of each examinee;
 - c. determine the objects or items that can be brought by the examinee to the seat;
 - d. refuse the presence of someone who is not on duty as a supervisor or who has no interest as an examinee, in the exam room;
 - e. receive exam scripts and submit exam results to the lecturer concerned.
- (2) The exam supervisor as referred to in paragraph (1) must make a Minutes of Examination Implementation.
- (3) Other provisions that have not been regulated in this regulation will be further regulated.

CHAPTER IX
EDUCATIONAL IMPLEMENTATION AND DEVELOPMENT SYSTEM

The First Part
Education Implementation System

Article 35

- (1) Implementation of educational programs at UHO adheres to a semester system:
 - a. the provision of education is carried out using semester credit units (credits);
 - b. the academic year consists of odd semesters and even semesters, each of which is the time of implementation of academic activities for at least 16 (sixteen) weeks of lectures and/or practicum including midterm exams (UTS) and final semester exams (UAS);
 - c. the implementation of the lectures and practicum as referred to in letter b refers to the Standard Operating Procedures (SOP) stipulated by the Decree of the Dean/Director.
- (2) The credits as referred to in paragraph (1) letter a is a system in which the student's study load, teacher's energy load, and the burden of administering an educational institution's program is expressed in credits.
- (3) The burden of implementing an educational institution's program as referred to in paragraph (2) is the unit used to express the amount of student study load, the amount of recognition for student business success, the amount of recognition for cumulative business success for a particular program, and the amount of effort to organize education for universities and especially for teaching staff.
- (4) The load of 1 (one) credit in the learning process in the form of lectures, responses, or tutorials, consists of:
 - a. face-to-face activities 50 (fifty) minutes per week per semester;
 - b. structured assignment activities of 60 (sixty) minutes per week per semester; and
 - c. independent activity of 60 (sixty) minutes per week per semester.
- (5) The load of 1 (one) credit in the learning process is in the form of a seminar or other similar form, consisting of:
 - a. face-to-face activities 100 (one hundred) minutes per week per semester; and
 - b. 70 (seventy) minutes of independent activity per week per semester.
- (6) 1 (one) credit load in the learning process in the form of practicum, studio practice, workshop practice, field practice, research, community service, and/or other similar learning processes, 170 (one hundred and seventy) minutes per week per semester.
- (7) Calculation of learning load in a system of blocks, modules, or other forms is determined according to the needs in meeting learning outcomes.
- (8) The value of 1 credit of academic load for postgraduate programs in the form of lectures is equivalent to a student's effort of 4 hours per week in 1 semester, which includes 1 hour of face-to-face activity with 1 teaching staff in class, 1 hour of structured activities and a minimum of 2 hours of activities independent.

- (9) The value of 1 credit of academic load for final project activities, thesis, theses and dissertations or other similar activities equivalent to student academic work for 3 hours to 5 hours per week in 1 semester.

The Second Part

Short Semester

Article 36

- (1) One academic year consists of 2 (two) semesters and a short semester can be added.
- (2) Short semester as referred to in paragraph (1) held:
 - a. for at least 8 (eight) weeks;
 - b. student study load is at most 9 (nine) credits and specifically for the Medical Study Program at most 3 courses;
 - c. according to student learning load to meet predetermined learning outcomes.
- (3) Short semester is held in the form of lectures, face to face at least 16 (sixteen) times including the midterm exam and the final semester exam.
- (4) Short semesters are held between even semesters and odd semesters in accordance with the academic calendar.
- (5) The short semester is only intended for students who make grade improvements.
- (6) The procedure for implementing the short semester is regulated by a Rector's Decree and its implementation follows the SOP according to the Rector's Decree.

The Third Part

Semester Credit Unit (SKS) Objectives

Article 37

- (1) The general objective of implementing semester credit units (credits) is so that tertiary institutions can better meet the demands of development, because it is possible to present varied and flexible educational programs, thereby giving students wider possibilities to choosing a program towards a certain kind of professional level demanded by development.
- (2) The specific purpose of administering semester credit units (sks) that is:
 - a. provide opportunities for students who are capable and active in learning so that they can complete their studies in the shortest possible time;

- b. provide opportunities for students to be able to take courses according to their interests, talents and abilities;
- c. facilitating curriculum adjustments from time to time by keeping abreast of developments in science, technology and/or art;
- d. provide the possibility that the student learning progress evaluation system can be implemented as well as possible;
- e. allows the transfer (transfer) of credit between Departments/Sections, between Study Programs, between Faculties in a Tertiary Education Institution;
- f. allows the transfer of students to Study Programs, Departments/Sections, Faculties or other Universities, and vice versa.

The Fourth Part

Intra-curricular and Extra-curricular Activities

Article 38

- (1) The implementation of intra-curricular and extra-curricular activities is carried out through face-to-face lectures, seminars, symposiums, panel discussions, workshops, practicums, field work practices and other scientific activities deemed relevant.
- (2) Intra-curricular activities are given the credits listed in the curriculum including:
 - a. teaching in the form of face-to-face lectures, Job Training Field (PKL), and other forms of lectures;
 - b. research, seminars and other forms with the guidance of lecturers in accordance with the provisions that apply to each Faculty;
 - c. community service in the form of activities such as Community Service Program (KKN), PPL or apprenticeships guided by lecturers with material appropriate to the disciplines of each study program.
- (3) Extra-curricular activities include activities for developing reasoning power (scientific writing, research and community service and social service), developing interest in talent (art culture, sports, spirituality), student welfare outside the curriculum (scholarships, awards, social assistance) which its implementation is approved by the head of the faculty and/or university.
- (4) The implementation of intra-curricular and extracurricular activities in the Postgraduate Program is regulated by the Postgraduate Director with the approval of the Rector.
- (5) In the implementation of each intra-curricular and extracurricular activities, it is obligatory to have SOPs stipulated by a Rector's Decree.

The Fifth Part
Learning Implementation

Article 39

- (1) Operational technical implementation of learning is the duty and responsibility of every lecturer and technical staff according to the authority that has been determined.
- (2) Learning process planning is prepared for each subject and presented in the Semester Learning Plan (RPS).
- (3) In order to optimize the implementation as referred to in paragraph (1) and paragraph (2) prior to the implementation of learning must refer to the SOP stipulated based on the Rector's Decree.
- (4) Implementation of Learning as referred to in paragraph (1) includes planning, implementation and control including mentoring, evaluation of learning outcomes, and program evaluation.

The Sixth Part
Lecture Administration

Article 40

- (1) The administration of lectures is the duty and responsibility of all leadership elements at the Department/Study Program, Faculty, and/or University level who are in charge of academic affairs.
- (2) The implementation of the activities referred to in paragraph (1) must be documented in the form of hard copy and soft copy in the framework of internal and external performance accountability.
- (3) The results of the implementation of the activities referred to in paragraph (2) are part of the implementation of self-evaluation and accreditation forms to improve the quality of education.

The Seventh Part
Educational Development

Article 41

- (1) The development of education is part of the implementation of the education system with the principle of relying on student independence (student centered learning).
- (2) The achievement of the principles referred to in paragraph (1) is the responsibility of each lecturer starting from planning, implementing and evaluating learning.
- (3) Lecturers are required to develop new innovations in the development and implementation of education.

The Eighth Part Innovation Development

Article 42

- (1) Development of new innovations as referred to in Article 41 paragraph (3) is expected to find new concepts, models, prototypes, designs and technologies.
- (2) New innovations as referred to in paragraph (1) especially those related to the development of learning, the output can be in the form of learning methodologies/models, textbooks, modules, practicum guides, art and cultural performance guides, designs/builds that are useful for lecturers and students.
- (3) The achievement of new innovations as referred to in paragraph (2) is realized through the implementation of integrated learning with research and community service.
- (4) Other provisions for innovation development that have not been regulated in this regulation will be further regulated.

CHAPTER XII REQUIRED CREDIT LOAD AND STUDY PERIOD

The First Part Vocational Program

Article 43

Diploma 3 (three) study load is at least 108 (one hundred and eight) credits and taken for a maximum of 5 (five) academic years.

The Second Part Degree Program

Article 44

The study load for undergraduate programs, diploma four/applied undergraduate programs is a minimum of 144 (one hundred and forty-four) credits and taken a maximum of 7 (seven) academic years.

The Third Part Professional Program

Article 45

The study load for professional programs after completing the undergraduate program, or diploma four/applied undergraduate program is at least 24 (twenty-four) credits including Professional Work Practice and taken for a maximum of 3 (three) academic years.

The Fourth Part Master Program

Article 46

- (1) The study load for the Master's program for participants with a Bachelor degree (S1) degree is at least 36 (thirty-six) credits including a thesis and taken for a maximum of 4 (four) academic years.
- (2) The load and study period for the Master's program for participants with a Bachelor's degree (S1) are not of the same group as regulated by a Rector's Decree.

The Fifth Part Doctoral Program

Article 47

- (1) The study load for the Doctoral program for participants with a Master's degree (S2) in the field of at least 42 (forty-two) credits including a dissertation and taken a maximum of 7 (seven) academic years.
- (2) The load and study period for the Doctoral program for participants with a master's degree (S2) are not of the same group as regulated by a Rector's Decree.

The Sixth Part
Transfer of Course Grades

Article 48

Courses that have been programmed and declared passed in other Study Programs/Departments/Faculties/Higher Universities can be recognized as part of the credit score and determined through a Rector's Decree at the suggestion of the Dean/Director after receiving an assessment from the Study Program/Department.

CHAPTER XIII
CURRICULUM

Article 49

- (1) The curriculum used in the implementation of education in Study Programs/Sections/Departments is the Higher Education Curriculum and is stipulated by a Rector's Decree.
- (2) The Higher Education Curriculum which refers to the Indonesian National Qualifications Framework (KKNl) and the National Higher Education Standards is a competency qualification framework that can juxtapose, equalize and integrate between the fields of education and the fields of job training and work experience.
- (3) The qualification framework is set forth in the form of an instrument to determine qualification levels based on the description of Graduate Learning Outcomes (CPL).
- (4) Other provisions that have not been regulated in this regulation will be further regulated.

Article 50

- (1) Graduate Learning Outcomes (CPL) are abilities acquired by students through the internalization of knowledge, attitudes, skills (general skills and specific skills), and accumulation of work experience both obtained through structured learning processes and unstructured learning processes.
- (2) The formulation of Graduate Learning Outcomes (CPL) is structured into 4 (four) elements, namely attitude, work ability, mastery of knowledge, as well as authority and responsibility. The four elements in CP are defined as follows:
 - a) attitudes and values: are behaviors and values that are the character or identity of the Indonesian nation and state. These attitudes and values are internalized during the learning process, both structured and unstructured;

- b) work ability: is the final manifestation and transformation of the potential that exists in each individual learner into applicable and useful competencies or abilities;
- c) mastery of knowledge: is information that has been processed and organized to gain understanding, knowledge, and accumulated experience to have an ability;
- d) authority and responsibility: are a consequence of a learner who already has the ability and supporting knowledge to play a role in society correctly and ethically.

Article 51

Equivalence of Graduate Learning Outcomes (CPL) produced through education with qualification levels at the IQF consists of:

- a) Diploma 3 graduates are at least equivalent to level 5;
- b) Diploma 4 or Bachelor of Applied and Bachelor graduates are at least equivalent to level 6;
- c) graduate of professional education equivalent to level 7;
- d) Applied Masters and Masters graduates are at least equivalent to level 8;
- e) specialist education graduates equivalent to level 8 or 9; and
- f) Applied Doctoral and Doctoral graduates equivalent to level 9;

Article 52

Graduate Competency Standards (SKL) are expressed in three elements, namely attitudes, knowledge and skills which are divided into general and specific skills, which are adapted for graduates of majors/study programs.

- a) attitude is correct and cultured behavior as a result of the internalization and actualization of values and norms that are reflected in spiritual and social life through the learning process, student work experience, research, and/or community service related to learning;
- b) knowledge is systematic mastery of concepts, theories, methods, and/or philosophies of certain fields of science obtained through reasoning in the learning process, student work experience, research and/or community service related to learning;
- c) what is meant by student work experience is experience in activities in a certain field for a certain period of time in the form of job training, practical work, field work practice or other forms of similar activity;
- d) skills are the ability to do work using concepts, theories, methods, materials, and/or instruments, obtained through learning, student work experience, research and/or

community service related to learning. The skill element is divided into two, namely general skills and specific skills which are defined as follows:

1. general skills are general work abilities that must be owned by every graduate in order to ensure equality of graduates' abilities according to program level and type of higher education; and
2. special abilities are special work abilities that must be possessed by every graduate in accordance with the scientific field of the study program.

Article 53

- (1) The weight and percentage of each subject group in the curriculum is formulated by each Department/Section/Study Program through the stages of assessment, including:
 - a. workshop;
 - b. seminar; and
 - c. symposium.
- (2) The curriculum as referred to in paragraph (1) can be in the form of competency supporting courses.
- (3) Implementation of the provisions referred to in paragraph (2) determined by the Rector's Decree.

Article 54

- (1) The study program management unit is required to prepare curriculum and learning plans for each subject;
- (2) The curriculum in each Department/Section/Study Program is determined by the scientific cluster and/or group of each scientific field.
- (3) The curriculum referred to in paragraph (1) is determined by a Rector's Decree.

Article 55

- (1) The curriculum can be evaluated in part or in whole based on the needs and developments in Science and Technology (IPTEK), no later than 4 years.
- (2) The revised curriculum for each Department/Section/Study Program is applied to all new students.
- (3) The implementation of the provisions referred to in paragraph (1) and paragraph (2) is stipulated by a Rector's Decree.

Article 56

The distribution of workability keywords at each qualification level and each program within the scope of UHO is as follows:

Qualification	Keywords Level Workability	Program
Level 9	Conduct deepening and expansion of science and technology, multi-transdisciplinary research	Doctoral
Level 8	Develop science and technology through research, inter/multi-disciplinary, innovation, tested	Master
Level 7	Manage resources, implement, at least equivalent to professional standards, evaluate the development of organizational strategy	Profession
Level 6	Applying, studying, designing, utilizing science and technology, solving problems	Bachelor
Level 5	Complete a wide range of work, choose a variety of methods	3-Year Diploma

Article 57

- (1) Courses contained in each curriculum for the Vocational, Undergraduate, Professional, and Postgraduate Programs are given a course code.
- (2) The course code for each study program is preceded by the first three letters as the course code at the University/Faculty/Study Program/Concentration/Section level, the first number is the course code at the IQF level according to the level/level of education, the second number is the code semester a course is offered, the third, fourth, and fifth digits are the code for the serial number of the course according to the Rector's Decree.
- (3) One example of the course code referred to in paragraph (2) with Code UHO61002 (Pancasila) has the following code meaning:
 - a. the three letters UHO are the course codes for the level University;
 - b. number 6 is the course level code for the program Bachelor in IQF;
 - c. number 1 is the Pancasila course offered at semester 1; and
 - d. the number 002 is the serial number of the appropriate Pancasila course Rector's Decree.

- (4) Implementation of the provisions referred to in paragraph (1), paragraph (2) and paragraph (3) is stipulated by a Rector's Decree on the recommendation of the Dean.

Article 58

- (1) The Semester Learning Plan (RPS) for the course is prepared by a group of lecturers teaching the course.
- (2) Implementation of the provisions referred to in paragraph (1) guided by the applicable curriculum.
- (3) Other provisions that have not been regulated in this regulation will be further regulated.

CHAPTER XIV

DUTIES, RESPONSIBILITIES AND PROCEDURES OF LECTURING

The First Part

Duties and responsibilities

Article 59

- (1) Duties and responsibilities of organizing lectures:
 - a. Lectures are organized by the Head of Department/Study Program Coordinator under the coordination of the Deputy Dean for Academic Affairs/Deputy Director for Academic Affairs;
 - b. The preparation of the class schedule is carried out by the Head of the Department/Study Program under the coordination of the Deputy Dean for Academic Affairs/Deputy Director for Academic Affairs;
 - c. The preparation of the practicum course schedule is carried out by the Head of the Laboratory and/or the Head of the Department/Study Program Coordinator;
 - d. Preparation of lecture infrastructure is carried out by the Administration Section under the coordination of the Deputy Dean/Director of General Planning and Finance in each Faculty/Program;
 - e. The course assignment for lecturers is determined by the Dean/Director on the recommendation of the Head of Department/Study Program Coordinator;
 - f. The material taught/practiced is based on the RPS made by lecturers or groups of expertise.

- (2) Each lecturer or teaching team is required to prepare lesson plans and submit them to the Department/Study Program/Section before lectures begin, as a guide in teaching.
- (3) Lecturers who do not fulfill their responsibilities as subject tutors may be subject to sanctions in accordance with the code of ethics and statutory regulations.

The Second Part

Lecture Rules

Article 60

- (1) Requirements for students to attend lectures:
 - a. meet all applicable general administrative and academic requirements;
 - b. have filled out the Study Plan Card (KRS) online via SIAKAD and approved by the Academic Advisor (PA);
 - c. obey all school rules.

- (2) Class rules for lecturers:
 - a. come on time;
 - b. carrying out student attendance, filling out and signing the lecturer attendance list as well as lecture control;
 - c. giving lectures as many as 16 effective meetings in one semester, including the implementation of midterm exams (UTS) and end of semester exams (UAS).
 - d. specifically for the Medical Study Program, the implementation of learning evaluation is carried out at the end of the block;
 - e. prepare substitute lecture time in case of temporary absence or immediately replaced by another lecturer if permanent absence;
 - f. Lecturers who will move lecture schedules must be agreed with students and reported to the Head of Department/Study Program Coordinator.

- (3) Class rules for lecturers and students:
 - a. minimum attendance of 80%;
 - b. does not interfere with the smooth and orderly lectures;
 - c. be present at the lecture venue before the lecture begins;
 - d. in lectures must be polite, dress neatly and wear shoes;

- e. not wearing T-shirts, torn pants, and/or sandals;
 - f. students who do not comply with this provision may be expelled from the lecture hall by the lecturer concerned.
- (4) Lecturers and students who violate the provisions referred to in paragraph (2) are given sanctions based on statutory regulations.

The Third Part

Community Service Program (KKN)

Article 61

- (1) Community Service Program (KKN) is a form of community service carried out by students in an interdisciplinary, institutional, and partnership manner as a form of "tridharma" of higher education.
- (2) KKN intra-curricular activities must be attended by every undergraduate program student and internship intra-curricular activities must be attended by every diploma student.
- (3) KKN consists of Regular KKN and Non-Regular KKN.
- (4) Regular KKN as referred to in paragraph (3) is KKN which is carried out on a scheduled basis according to academic leadership, while Non-Regular KKN as referred to in paragraph (3) is KKN whose implementation is based on a cooperation agreement with other parties.
- (5) Non-Regular KKN as referred to in paragraph (3) can be in the form of Thematic KKN, Community Learning and Empowerment (KKN-PPM), Apprenticeship, PKL, PBL, and/or other equivalent designations based on the Rector's Decree.
- (6) KKN is given a weight of 4 (four) credits and apprenticeship is given a weight of 3 (three) credits held every semester.
- (7) Undergraduate students who have completed a minimum of 100 credits of courses are involved in the Regular Community Service program, while the internship program is attended by vocational programs that have completed a minimum of 75 credits of courses.
- (8) Specifically for students whose proposals are accepted and funded through the Student Creativity Program (PKM) within the scope of the Ministry of Research, Technology and Higher Education and/or other institutions, the student concerned is deemed to have attended KKN and is of equivalent value to KKN after submitting the PKM Final Report and determined through the Rector's Decree.
- (9) The Appraisal Format and Final Report as referred to in paragraph (8) follow the stipulated assessment and report format.

Article 62

Implementation of KKN and apprenticeship aims to:

- a. provide opportunities for students to appreciate the process of social development, the problems faced by the community in development and learn to solve problems practically in accordance with their scientific disciplines;
- b. bringing the academic community closer to the community and adapting higher education to the demands of development;
- c. help the government accelerate development and prepare development cadres who love the coast and the countryside.

Article 63

The thematic KKN as referred to in Article 61 paragraph (5) can be programmed by students if they meet the following requirements:

- a. active student;
- b. have passed a minimum of 75 credits of courses.
- c. meet the additional requirements set by the Person in Charge of Thematic KKN and recommended by the Head of Department/Study Program Coordinator.

Article 64

KKN Supervisors or Internships are proposed by the Head of Department/Study Program Coordinator approved by the Dean/Director to be further determined by a Rector's Decree.

The Fourth Part

Scholarship

Article 65

- (1) Scholarships are financial assistance given to students that are used for the continuation of their education.
- (2) The scholarships referred to in paragraph (1) may come from government institutions, companies and foundations.
- (3) Processing of proposals for prospective scholarship recipients for students is carried out based on predetermined terms and criteria.
- (4) Certain scholarship recipients who have gone through selection at the Postgraduate/Faculty/PPV level must be proposed to the Rector to be determined.

- (5) Students are not allowed to receive scholarships from two or more specific institutions in the same period.

CHAPTER XV

ASSESSMENT OF TEACHING LEARNING OUTCOMES

The First Part

Lecture Evaluation

Article 66

- (1) Evaluation of the success of teaching and learning is part of the process of determining student academic achievement and the success of teaching lecturers.
- (2) Evaluation of teaching and learning outcomes is carried out at least twice in one semester.
- (3) Each evaluation is weighted proportionally.
- (4) Students can only take the final semester exam for a course and/or practicum if they have already taken it at least 80% of all academic activities scheduled in 1 semester which is equivalent to 14 face-to-face meetings and announced by the Head of Department/Study Program Coordinator during quiet week.
- (5) The overall weighting of the evaluation results is recapitulated into one final score (NA) for a student in following a certain subject using a benchmark reference assessment (PAP).
- (6) All stages of evaluation of teaching and learning outcomes for courses and/or practicum are carried out by a group of lecturers together.

The Second Part

Student Achievement Assessment

Article 67

- (1) Assessment of student learning outcomes is carried out every semester and announced at a predetermined time.
- (2) The assessment referred to in paragraph (1) can take the form of exams, assignments, quizzes, and lecturer observations, including practicum implementation for courses that have practicums.

- (3) Assessment of student academic achievement for a subject is carried out by each group of lecturers for students registered in SIAKAD.
- (4) Assessment of student academic achievement is carried out through evaluation by adhering to the principles of objectivity, fairness, non-discrimination, relevance and accountability.

The Third Part

Score Intervals, Letter and Number Values

Article 68

- (1) On the basis of the overall evaluation data for student learning outcomes as referred to in Article 66 and Article 67, the subject lecturer determines the final score of student success with grade intervals, grades with letters, grades with numbers and categories as follows:

Interval Grade	Letter Grade	Numerical Grade	Category
≥ 81	A	4	Very good
66 – 80	B	3	Good
51 – 65	C	2	Sufficient
36 – 50	D	1	Pass
≤ 35	E	0	Fail

- (2) The results of the final assessment are given by the lecturer in charge of the course on the assessment form obtained through SIAKAD and no student names are added other than those already listed in the assessment template.
- (3) Courses in the Medical Study Program and Postgraduate Programs may be given a final grade in a different form from that described in paragraph (1) and is regulated in a Decree of the Dean/Director.

The Fourth Part

Course Assessment

Article 69

- (1) The final results of student learning in each subject use the Benchmark Reference Assessment (PAP), including the values of attitudes, knowledge and skills.
- (2) Determination of grades for each course that does not use practicum includes the following components:

- a. task assessment;
 - b. midterm exam assessment; and
 - c. final semester exam assessment in one unit.
- (3) The specified score as referred to in paragraph (2) is two times the assignment score plus three times the midterm exam scores plus five times the end semester exam score divided by ten, or

$$\text{Final Score (NA)} = \frac{2\text{NT} + 3\text{NTS} + 5\text{NAS}}{10}$$

whereas NT= Task Score; NTS = Mid Test Score; NAS = Final Semester Grade.

- (4) Determination of grades for each course using practicum includes the following components:
- a. task assessment;
 - b. midterm exam assessment;
 - c. practicum assessment; and
 - d. final semester assessment in one unit.
- (5) The specified value referred to in paragraph (4) is two times the value of the assignment, plus three times the midterm score, plus four times the practicum value and plus six times the final semester exam score divided by fifteen, or

$$2\text{NT} + 3\text{NTS} + 4\text{NP} + 6\text{NAS}$$

$$\text{Final Score (NA)} = 15$$

where NT = Assignment Grade, NTS = Mid Semester Grade, NP = Grade Practicum, and NAS = Final Semester Grades.

- (6) The final score (NA) as referred to in paragraph (4) and paragraph (5) cannot be given if one of the NT, NTS, NP, and/or NAS does not have a score (blank) and is then declared passed with a grade E.
- (7) Certain values as referred to in paragraph (1), paragraph (2), paragraph (3), paragraph (4), paragraph (5) and paragraph (6) use a value range of 0 to 100.

Article 70

- (1) The final assessment of student learning in certain subjects can be set as a lower limit for graduation according to the level of mastery of the required competencies.
- (2) Certain courses as referred to in paragraph (1) are dissertations for Doctoral Programs, theses for Masters Programs, theses for Undergraduate Programs, papers/final assignments for Vocational Programs, final assignments for Professional Programs.
- (3) The assessment of the dissertation/thesis/thesis/final project is determined by an examination committee consisting of 1 (one) chairperson who is also a member, 1 (one) secretary who is also a member and at least 3 (three) assessors.
- (4) The evaluation of KKN/PKL is regulated by the administering institution/unit.
- (5) The results of the assessment referred to in paragraph (2), paragraph (3) and paragraph (4) shall have a minimum value of B.
- (6) Other provisions that have not been regulated in this regulation will be further regulated.

Article 71

- (1) The graduation predicate stated on the academic transcript consists of 3 (three) levels namely:
 - a. satisfying;
 - b. very satisfactory; and
 - c. with honors (cum laude).
- (2) The cumulative grade point average (GPA) as the basis for determining the degree program graduation title and vocational program are:
 - a. GPA 3.51 – 4.00: with honors (cum laude);
 - b. GPA 3.01–3.50: very satisfactory;
 - c. GPA 2.76–3.00: satisfactory.
- (3) The cumulative grade point average (GPA) as the basis for determining the graduation predicate for professional, master and doctoral education programs are:
 - a. GPA 3.76 – 4.00: with honors (cum laude);
 - b. GPA 3.51–3.75: very satisfactory;
 - c. GPA 3.00 – 3.50: satisfactory.
- (4) Determination of the graduation title with honors (cum laude) as referred to in paragraph (2) and paragraph (3) in addition to taking into account the maximum study period, namely n (scheduled study period) is added 1 year for undergraduate

programs or vocational programs, and added 0 .5 years for master, doctoral and professional programs.

- (5) Other provisions that have not been regulated in this regulation will be further regulated.

Article 72

- (1) Assessment of student learning outcomes is carried out thoroughly and continuously in a way that is in accordance with the characteristics of the education concerned.
- (2) To encourage higher academic achievements, a reward system can be developed for students and graduates who achieve high achievements.
- (3) Implementation of the provisions referred to in paragraphs (1) and (2) is stipulated by a Rector's Decree after receiving input from each faculty.

CHAPTER XVI PROGRAM COMPLETION

The First Part

Completion of the Vocational Education Program

Article 73

- (1) Completion of the Vocational Education program stage is determined on the basis of the Grade Point Average (IP) achieved by students.
- (2) To complete the Vocational Education program, each student can be declared passed if:
 - a. have taken all the courses required by the Vocational Program curriculum and passed without an E grade;
 - b. achieve a GPA of ≥ 2.76 (two point seven six);
 - c. has fulfilled all the requirements set by the study program;
 - d. its graduation has been reported by the Vocational Director to Rector.

The Second Part

Completion of Undergraduate Education Program

Article 74

- (1) Completion of the educational stage of the Undergraduate Program is determined on the basis of the Grade Point Average (GPA) achieved by students.
- (2) To complete the Bachelor Program education, each student can be declared passed if:
 - a. have taken all the courses required by the Undergraduate Program curriculum and passed without an E grade;
 - b. achieve a GPA of ≥ 2.76 (two point seven six);
 - c. has met all the requirements set by the Program Studies;
 - d. its graduation has been reported by the Faculty to the Rector.

The Third Part

Completion of the Professional Education Program

Article 75

- (1) Completion of the stages of the Professional Education program is determined on the basis of the Grade Point Average (GPA) achieved by students.
- (2) To complete the Professional Education program, each student can be declared passed if:
 - a. have taken all the courses required for the Professional Program and have passed according to the applicable regulations;
 - b. achieve a GPA of ≥ 3.00 (three point zero);
 - c. has submitted the final assignment that has been approved by the supervisor and other requirements to the Study Program and has been reported to the Dean;
 - d. meet all administrative requirements set by the Dean;
 - e. the Dean has reported his graduation to the Rector.

The Fourth Part

Completion of the Masters Education Program

Article 76

- (1) Completion of the stages of the Masters Education program is determined on the basis of the Grade Point Average (GPA) achieved by students.

- (2) To complete the Masters Education program, each student can be declared passed if:
 - a. have taken all the required courses for the Master's Program and have passed according to the applicable regulations;
 - b. achieve a GPA of ≥ 3.00 (three point zero);
 - c. has submitted a thesis that has been approved by the supervisor and other requirements to the Study Program and has been reported to the Director of the Postgraduate Program;
 - d. has published his scientific articles in accredited national journals and/or international journals;
 - e. meet all administrative requirements set by the Director of the Postgraduate Program;
 - f. its graduation has been reported by the Program Director Postgraduate to Rector.

The Fifth Part

Completion of Doctoral Education Program

Article 77

- (1) Completion of the stages of the Doctoral Education program is determined on the basis of the Grade Point Average (GPA) achieved by students.
- (2) To complete the Doctoral Education program, each student can be declared passed if:
 - a. have taken all the courses required for the Doctoral Program and have passed according to the applicable regulations;
 - b. achieve a GPA of ≥ 3.00 (three point zero);
 - c. has submitted a dissertation approved by the promoter/co-promoter and other requirements to the Study Program and has been reported to the Postgraduate Director;
 - d. has published scientific articles in reputable international journals;
 - e. meet all administrative requirements set by the Postgraduate Director;
 - f. its graduation has been reported by the Postgraduate Director to the Rector.

The Sixth Part

Final Project Completion

Article 78

- (1) Completion of student final assignments is in the form of theses, theses and dissertations as well as other final assignments.
- (2) The format of the thesis, thesis and dissertation as well as other final assignments is determined by each Faculty/Department/Study Program.
- (3) The title of the thesis, thesis and dissertation as well as other final assignments as referred to in paragraph (1) is contained in the academic transcript.

CHAPTER XVII FINAL EXAMINATION

The First Part

Implementation of Final Assignment Exams, Thesis, Thesis, and Dissertation

Article 79

- (1) The final exam is a test to obtain academic/professional/vocational degrees at each level of education from each Department/Study Program.
- (2) The final exam as referred to in paragraph (1) is carried out through a final assignment/thesis/dissertation exam after fulfilling the requirements set by the Department/Study Program.
- (3) The requirements referred to in paragraph (2) include:
 - a. apply for examinations at the Department/Study Program known by the PA and approved by the Advisor/Promoter;
 - b. attach proof of payment of SPP/UKT for the current semester;
 - c. have completed all the required courses;
 - d. attach a thesis, thesis, dissertation, or other final project which has been approved by the Supervisor/Promoter;
 - e. specifically for Masters/Doctoral programs, must attach evidence of research/research-related journals in the form of a physical journal or a letter from the publisher stating acceptance of the paper ready for publication with international journal level provisions for Doctoral programs, national journals that can be accessed online for Masters/Professional programs;
 - f. attach a Certificate of Free Borrowing of books from the Study Program/Faculty/University Library, Statement of Free Borrowing of tools and/or materials from the Laboratory relevant to the Study Program;

- g. attach a Test of English Foreign Language (TOEFL) or TOEFL-like certificate and or equivalent with a minimum score of 400 for S1 and diploma, 450 for S2 and 500 for S3 which is valid for the last 2 years;
- h. implementation requirements to get a TOEFL certificate or TOEFL-like determined by the Rector's Decree; and
- i. other requirements based on laws and regulations.

Article 80

- (1) Execution of final assignment, undergraduate thesis, and dissertation examinations in accordance with Standard Operating Procedures (SOP), namely:
 - a. regularly scheduled, the implementation time of which is regulated by the department/study program and/or a special committee;
 - b. determine the final task Examination Committee by the Dean or Director;
 - c. the examination committee consists of 1 (one) chairperson who is also a member, 1 (one) secretary who is also a member and at least 3 (three) members;
 - d. the exam committee has at least a Masters (S2) / Specialist-1 (Sp-1) for undergraduate programs, Bachelor (S1) for vocational programs, Specialist-2 (Sp.2)/Doctoral (S3) for professional/master and Doctoral programs (S3) with a minimum position of Lector for doctoral programs;
 - e. if the head of the committee is unable to be replaced by one of the members agreed upon and reported to the Head of the Department/Study Program;
 - f. the head of the committee is not one of the student supervisors being tested;
 - g. students can be tested if attended by at least one supervisor, specifically for the Doctoral Program all promoters and co-promoters must be present except in emergency/special circumstances.
- (2) The time for the final assignment and thesis examination as referred to in paragraph (1) is a maximum of 2 (two) hours, while the thesis and dissertation examination (closed and open) is determined by the Postgraduate Director.

Article 81

- (1) Students are declared to have passed the final exam if they obtain a minimum grade of B for all levels and types of education.
- (2) Students who have not obtained the minimum score referred to in paragraph (1) may be given a re-examination no later than 2 the following week.

Article 82

- (1) The final assignment/thesis/thesis/dissertation is a scientific work prepared based on the scientific method regarding a theme in a manner and form in accordance with the guidelines for writing the final assignment/thesis/thesis/ dissertation of each Faculty/Department/Study Program.
- (2) The field of study for the final project/thesis/thesis/dissertation must be in accordance with the field of expertise in the Department/Study Program concerned.
- (3) Student final assignment/thesis/thesis/dissertation proposals are submitted to a seminar to assess their feasibility.
- (4) Undergraduate/vocational program students, postgraduate programs before conducting seminars, each of them must first attend seminars at least 10 times as evidenced by a seminar card signed by the Chairperson or Secretary of the seminar committee.
- (5) The final assignment/thesis/thesis/dissertation has credits according to the curriculum of each Department/Study Program.
- (6) The maximum period for writing a thesis/final assignment is 6 months, a thesis is a maximum of 1 year, a dissertation is a maximum of 1.5 years starting from the decision to determine the supervisor.
- (7) Research permits are issued by the Dean/Director upon the recommendation of the department/study program by taking into account the recommendation of the supervisor/promoter.
- (8) Every student who consults on the writing of the final assignment/thesis/thesis/ dissertation must be proven on the consultation sheet provided by the Department/Study Program.
- (9) The consultation sheet as referred to in paragraph (7) contains the problem, consultation time and the signature of the supervisor/promoter.
- (10) If the writing period as referred to in paragraph (6) exceeds the deadline, students may submit previous proposals or new proposals with the composition of supervisors/promoters determined by the Department/Study Program.
- (11) Implementation of the provisions referred to in paragraph (3), paragraph (4), paragraph (5), paragraph (6), paragraph (7), paragraph (8), and paragraph (9) is regulated by each Department/Section/Study Program.

Article 83

- (1) The supervisor/promoter/co-promoter for the final project/thesis/thesis/ dissertation is determined by the Head of Department/Study Program Coordinator based on their expertise and competence.

- (2) The supervisor of the final assignment/thesis/thesis/dissertation consists of the main advisor/promoter and the assistant advisor/co-promoter.
- (3) The number of supervising members referred to in paragraph (1) and paragraph (2) is determined by each Department/Study Program.
- (4) The supervisor of the final project/thesis/thesis/dissertation before carrying out their duties first gets a Decree of Appointment as Advisor from the Dean/Director.
- (5) If there is a change of supervisor/promoter/co-promoter, the title of the final assignment/thesis/thesis/dissertation can be replaced with a new title.

The Second Part

Judicium

Article 84

- (1) Undergraduate Program Students, Vocational Programs, Professional Programs and Postgraduate Programs can graduate if they have completed the appropriate academic administration requirements for the final exam.
- (2) The Judiciary is held immediately after the final exam (on the same day) with the provision that for Undergraduate Program students and the Vocational Program it is carried out by the Head of the Department/Study Program/Chair of the Examination Committee on behalf of the Dean/Director of Vocational Studies, students of the Master's Program (S2)/Profession carried out by the Study Program Coordinator/Deputy Director for Academic Affairs/Deputy Dean for Academic Affairs on behalf of the Postgraduate Director/Dean and Doctoral Program students (S3) carried out by the Postgraduate Director on condition that the students who were tested at that time were eligible to be declared passed (not repeat for the final exam).
- (3) The predicate of graduation in graduation is determined by the GPA score.

CHAPTER XVIII

EVALUATION OF STUDENTS LEARNING PERFORMANCE

Article 85

- (1) Evaluation of students learning performance for Undergraduate Program students is carried out in the following stages:
 - a. at the end of semester III (initial evaluation of the program);
 - b. at the end of semester VII (middle program evaluation);
 - c. at the end of semester XIV (final evaluation of the program).

- (2) The evaluation of students learning performance referred to in paragraph (1) will determine whether a student can or cannot continue his studies.
- (3) Students can continue their studies after the evaluation referred to in paragraph (1) letter a if:
 - a. have collected at least 30 credits;
 - b. achieve the Provisional Cumulative Grade Point Average (IPKS) at least 2.00;
 - c. students who do not fulfill the conditions referred to in letters a and b are declared unable to continue their studies or Drop Out (DO) unless they have been and are currently on academic leave.
- (4) Students can continue their studies after the evaluation referred to in paragraph (1) letter b if:
 - a. have collected at least 75 credits;
 - b. achieve a Provisional Grade Point Average (IPKS) of at least 2.25 (except for Medical Study Programs with a minimum IPKS of 2.00);
 - c. students who do not fulfill the conditions referred to in letters a and b are declared unable to continue their studies or Drop Out (DO) unless they have been and are currently on academic leave.
- (5) Evaluation at the end of the program as referred to in paragraph (1) letter c will determine whether or not a student can be considered for an extension of the study period.
- (6) Implementation of the provisions referred to in paragraph (1), paragraph (2), paragraph (3), paragraph (4) and paragraph (5) is stipulated by a Rector's Decree at the suggestion of the Dean.

Article 86

Evaluation of the success of the Vocational, Professional and Postgraduate Education Programs is regulated individually based on the provisions that apply to the program.

CHAPTER XIX

EXTENSION OF STUDY TIME

Article 87

- (1) Extension of study time as referred to in Article 85 paragraph (5) can be given to students if a force majeure occurs or has taken academic leave.

- (2) Force majeure as referred to in paragraph (1) is a natural disaster or riot that occurs within the campus environment, causing the teaching and learning process to be disrupted.
- (3) Extension of the study period can be given to students if:
 - a. have passed all the required courses in the curriculum;
 - b. is in the process of completing a thesis;
 - c. total credits collected are at least 144 credits (including thesis courses);
 - d. achieve the Provisional Cumulative Grade Point Average (IPKS) at least 2.76;
 - e. willing to complete the study no longer than 1 (one) semester later by attaching a Statement Letter concerned and a Letter of Approval from the Head of the Department/Study Program;
 - f. extension of the study period is held in odd semesters and is proposed by the Dean to the Rector.
- (4) Students who exceed the study period are terminated and are entitled to receive grade transcripts.
- (5) The extension of study time as referred to in paragraph (1), paragraph (2) and paragraph (3) is stipulated by a Rector's Decree.

CHAPTER XX
ACADEMIC MISS CONDUCT AND SANCTIONS

The First Part
Academic Cheating

Article 88

Students are prohibited from carrying out the following actions:

- a. cheating during exams;
- b. use or try to use information, materials, or other study aids during exams, except with the permission of the lecturer or supervisor;
- c. replace, modify, or falsify grades, academic transcripts, student identification cards, course assignments, reports, certificates, or signatures within the scope of academic activities, as well as other attributes used for campus life;
- d. provide facilities or infrastructure that can lead to fraudulent academic activities;
- e. use other people's ideas/concepts or work as their own in an academic activity without mentioning the reference used;

- f. influence or try to influence other people by persuading, giving gifts, or threatening, with the aim of obtaining convenience in completing exams, independent assignments, practicum reports, and so on;
- g. taking the place of or carrying out activities for the benefit of others in academic activities, such as lectures, examinations, practicum, completing other academic assignments or final assignments, either at the request of other people or of their own free will;
- h. order other people, both UHO academics and people outside UHO to replace positions or carry out academic tasks, both for their own interests and for others;
- i. order or hire other people to make the final project / thesis / thesis / dissertation.

The Second Part

Penalty

Article 89

- (1) Students who do not comply with the provisions referred to in Article 88 may be given sanctions in the form of:
 - a. verbal warning;
 - b. written warning;
 - c. suspension or not being allowed to receive academic services for a certain period of time;
 - d. conduct research/re-assignment for students who violate the provisions referred to in Article 88 letter i;
 - e. his student status is permanently revoked.
- (2) The implementation of the sanctions referred to in paragraph (1) will not change the study time limit that has been determined.
- (3) All results obtained by committing academic fraud are declared null and void

CHAPTER XXI

MUTATION AND TRANSFER STUDENT

The First Part

Student Mutation

Article 90

"Student Mutation" is referred to student transfers that cause changes in student status which include academic status and registration status, such as:

- a. moving between study programs in one Department/Study Program, and/or other Departments/Study Programs in one Faculty at UHO;
- b. moving between faculties at UHO;
- c. moving from another state university to UHO;
- d. moving from UHO to another university;
- e. active again after academic leave;
- f. dropping out of college;
- g. do not re-register;
- h. termination of study rights or DO;
- i. pass the final exam of the program.

The Second Part

Transfer Student

Article 91

- (1) Transfer students between Study Programs are students who move from one Study Program to another Study Program with the same or lower accreditation score in one faculty within the UHO environment.
- (2) In order to be processed as students moving between Departments/Study Programs, they must meet the following requirements:
 - a. has obtained written approval from the Chairman of the intended Department/Study Program coordinator;
 - b. apply for a transfer to the Head of Department/Coordinator of the original Study Program after the conditions referred to in letter a are fulfilled;
 - c. Attach academic achievement and approval letter to move from Head of Department/Study Program Coordinator concerned;
 - d. attach a certificate of never or not being subject to academic sanctions from the Dean/Director;
 - e. have completed at least 5 (five) semesters of study and collected at least 70 credits with a minimum GPA of 2.76;
 - f. the student concerned is deemed capable of completing his studies within the maximum study limit available to him in the new study program;

- g. the transfer application in the current semester will be implemented the following semester;
 - h. administrative processes and moving documents must be completed before payment of SPP/UKT in the following
 - i. has made payment of SPP/UKT for the current semester in accordance with the amount of the study program's original SPP/UKT;
 - j. the amount of SPP/UKT in the following semester will be adjusted to the amount of SPP/UKT of the destination study program.
- (3) Credit transfers for transfer students between Departments/Study Programs are carried out by the Head of the Department/Study Program Coordinator whose stipulation is made in writing by the Dean/Director.
 - (4) The maximum study time limit for transfer students between Departments/Study Programs, is calculated from the time the person concerned is registered as a new student at the Department/Study Program he/she originally came from.
 - (5) Reports on acceptance of transfer students between Departments/Study Programs are submitted to the Dean to be copied to the Rector prior to re-registration of students in the ongoing semester to obtain a student identification number according to the new Department/Study Program.

Article 92

- (1) Students moving between faculties are students who move from one faculty to another in a particular study program within UHO with the same accreditation score or lower.
- (2) To be accepted as a transfer student between Faculties must meet the following requirements:
 - a. has obtained written approval from the Dean of the intended Faculty;
 - b. apply for a transfer to the Dean of the Faculty of origin, a copy of which is submitted to the Rector after the conditions referred to in letter a are fulfilled;
 - c. attach the academic achievements achieved and a letter of approval to move from the Dean of the Faculty of origin;
 - d. attach a certificate of never having or not being subject to academic sanctions from the Dean of the Faculty of origin;
 - e. have completed at least 5 (five) semesters of study and collected at least 70 credits with a minimum GPA of 2.76;
 - f. the student concerned is deemed capable of completing his/her studies within the maximum study limit still available to him/her at the new Faculty;

- g. the transfer application in the current semester will be implemented the following semester;
 - h. administrative processes and moving documents must be completed before payment of SPP/UKT in the following semester;
 - i. has made payment of SPP/UKT for the current semester in accordance with the amount of SPP/UKT Study Program at the original faculty;
 - j. the amount of SPP/UKT in the following semester will be adjusted to the amount of SPP/UKT Study Program at the destination faculty.
- (3) Transfer of credit for transfer students between Faculties is carried out by the Head of Department/Study Program Coordinator, the determination of which is made in writing by the relevant Dean.
- (4) The decision to accept transfer students between faculties is made in writing by the Rector on a written suggestion from the relevant Dean.
- (5) The maximum study time limit for transfer students between Faculties, starting from the time the person concerned is registered as a new student at the faculty of origin.

Article 93

- (1) Transfer students from other State Universities are transfer students at UHO whose Department/Study Program is the same and/or relevant.
- (2) The original accreditation value of the institution and the Department/Study Program is at least the same as the accreditation value of the institution and the Department/Study Program at UHO.
- (3) To be processed as a transfer student as referred to in paragraph (1) must meet the following requirements:
- a. are still actively studying at their original Department/Study Program at the time of applying to move to UHO as evidenced by a certificate from the PTN leadership that can be accounted for;
 - b. apply for a transfer to the Rector no later than one month prior to payment of tuition/registration for the first semester (odd) in the ongoing academic year;
 - c. attach the academic achievements achieved and the certificate of transfer as well as the accreditation score from the State University (PTN) of origin;
 - d. have taken at least 5 (five) semesters of study and have accumulated at least 70 credits, with a minimum GPA of 2.76;
 - e. courses that have been taken at the Department/Study Program originally carried out as equivalent to courses at the intended Department/Study Program at UHO;
 - f. the student concerned is deemed capable of completing his studies within the maximum study limit still available to him in accordance with the provisions;

- g. not being subject to academic sanctions at the PTN of origin;
 - h. the capacity of the intended Study Program/Department/Department at UHO is still possible to be accepted; and
 - i. has been registered in the Higher Education Database (forlap.ristekdikti.go.id).
- (4) The decision to accept transfer students from a State University to UHO is stipulated by the Rector after obtaining written approval from the Dean of the intended Faculty.
 - (5) Credit transfer of transfer students from State Universities to UHO is carried out in writing by the intended Dean and determined by the Rector.
 - (6) Transfer of credit as referred to in paragraph (5) includes courses that are recognized and courses that must be programmed at UHO.
 - (7) The maximum study time limit for transfer students from State Universities is 2 (N – 1) where N is a normal year of study), starting from the time the person concerned is registered as a new student at his/her home State University.
 - (8) Students with study assignments will be considered for acceptance in accordance with statutory regulations, the provisions of which are regulated by a Rector's Decree.

Article 94

- (1) Students transferring from UHO to other tertiary institutions are students who transfer from the same study program and/or other study programs at the intended tertiary institution.
- (2) In order to be processed as a transfer student to another tertiary institution, the following conditions must be met:
 - a. apply for a transfer to the Rector;
 - b. still registered as an active student;
 - c. attach the academic transcripts that have been achieved and the approval letter to move from the Dean/Director of origin and the Certificate received from the intended tertiary institution;
 - d. has been registered in the Higher Education Database (forlap.ristekdikti.go.id).
- (3) If a student has been determined to move from UHO to the intended tertiary institution, then the student cannot be accepted back at UHO.
- (4) The Rector determines/provides a transfer certificate after considering a written transfer approval letter from the Dean of the Faculty of origin.

The Third Part

Undergraduate Advanced Studies

Article 95

- (1) Further study of diploma program graduates can be admitted on Degree program.
- (2) Advanced studies as referred to in paragraph (1) can be carried out if the following conditions are met:
 - a. submit a letter of application to the Rector;
 - b. have a minimum GPA of 3.00;
 - c. graduates who have worked for at least 2 (two) years in their field, as evidenced by a written statement from the place where the person works with a minimum GPA of 2.50;
 - d. Diploma programs previously taken are accredited by the National Accreditation Board (BAN) of PT or other official Accreditation Institutions;
 - e. Diploma program graduates from private universities (PTS) have at least institutional accreditation and a minimum study program of B.
- (3) Credit transfer of students who continue their studies from the Diploma Program to the Undergraduate Program is carried out by the Head of Department/Study Program Coordinator and is proposed through the Dean to be stipulated by a Rector's Decree.
- (4) Transfer of credit as referred to in paragraph (3) includes courses that are recognized and courses that must be programmed at UHO.
- (5) Recognized credit transfer is at least 60 credits towards the curriculum that applies to the intended Department/Study Program.
- (6) The minimum credit transfer as referred to in paragraph (5) does not include prospective study assignment students from agencies/institutions that already have an MoU with UHO.
- (7) Admission of advanced study students from the diploma program to the undergraduate program is stipulated by a Rector's Decree with the written approval of the Faculty Dean.

The Fourth Part Academic Leave

Article 96

- (1) Academic leave is the status of a student who for some reason is forced to temporarily stop academic activities.
- (2) In order to be processed/considered as an academic leave student, the following requirements must be met:

- a. submit a written request to the Dean/Director of which a copy is submitted to the Rector;
 - b. requests for leave are submitted no later than 2 (two) weeks before the end of the current semester lectures;
 - c. the application includes the reasons for applying for academic leave such as economic difficulties as evidenced by a statement from the parent/guardian of the student concerned or health problems as evidenced by a doctor's certificate and other reasons as evidenced by a certificate or recommendation letter from an authorized official;
 - d. attach proof of payment of SPP/UKT or statement of free SPP/UKT for the current semester;
 - e. have attended lectures for at least 1 (one) semester.
- (3) Academic leave for a student is a maximum of 3 (three) non-consecutive semesters for Bachelor/Vocational programs and a maximum of 2 (two) non-consecutive semesters for Masters and Doctoral programs during their respective study periods.
 - (4) Provision of academic leave is determined by the Rector at the suggestion of the Dean/Director.
 - (5) Students who are approved to take academic leave are not counted towards the maximum study time limit available to them and are not subject to payment of tuition fees/UKT.
 - (6) In the event that temporary suspension (not leave) is caused by academic action/punishment/sanctions, then the temporary suspension is calculated in the maximum length of study.
 - (7) In order to be readmitted as an active student after undergoing an academic leave period, that is by means of the person concerned returning to pay the SPP/UKT for the current semester by showing the previous academic leave.

The Fifth Part

Discontinued Education

Article 97

Students discontinued education if:

- a. die;
- b. illness that makes it impossible to attend lectures;
- c. does not fulfill obligations/is not registered as a student; and/or
- d. at own request.

CHAPTER XXII

DEGREE

Article 98

The writing of degrees and designations for graduates of Universitas Halu Oleo consists of:

- a. The title of Associate Expert, written behind the name of a graduate from the Vocational Education Diploma III study program, by including the letters "A.Md." and followed by the initials of the title;
- b. The title of Bachelor is written behind the name of the graduate from the Bachelor study program (S1) by including the letter "S." and followed by the initials of the title;
- c. The title of Master is written behind the name of the graduate from the Postgraduate Master study program, by including the letter "M." and followed by the initials of the title;
- d. Doctoral title is written in front of the graduate's name from the Postgraduate Doctoral study program, by including the letter "Dr." and can be followed by the initials of the title;
- e. Titles for professional or specialist education graduates are written in front of or behind the name of the person entitled to include the title initials.

Article 99

Title initials, designations, abbreviations and use of titles as referred to in Article 98 are regulated in accordance with the provisions of laws and regulations.

Article 100

Requirements for awarding academic degrees or professional and vocational designations include:

- a. complete academic and/or professional and/or vocational education obligations in participating in a study program;
- b. complete administrative and financial obligations regarding the study program followed;
- c. has scientific work that is monumental and or extraordinary, especially for awarding the title of Doctor Honoris Causa.

Article 101

- (1) Academic degrees or professional or vocation titles that are legally obtained in accordance with applicable laws and regulations and comply with academic ethics cannot be revoked or abolished by anyone.
- (2) Other provisions for writing titles and their use must be in accordance with laws and regulations.

CHAPTER XXIII

DIPLOMAS, ACADEMIC TRANSCRIPTS, CERTIFICATE OF ACCOMPANYING DIPLOMAS (SKPI), CERTIFICATE OF COMPETENCY AND PROFESSIONAL CERTIFICATE

The First Part

Certificate

Article 102

- (1) A diploma is submitted as proof of graduation from a study program related to an academic degree or professional or vocational designation, signed by the Rector and the Dean/Director.
- (2) In addition to signing the diploma as referred to in paragraph (1), acting rector, acting dean of faculty or acting director can sign diplomas.
- (3) Submission of diplomas as referred to in paragraph (1) formally carried out during the graduation ceremony.
- (4) A letter of proof (certificate) of completing an educational program that is not related to an academic degree or professional or vocation designation, signed by the Dean/Director, or a certain institution together with the organizing committee.
- (5) The standard forms of diplomas and certificates as referred to in paragraph (1), paragraph (2), and paragraph (3) shall be determined by the Rector in accordance with the provisions of laws and regulations.
- (6) Diplomas that have not been signed by the Rector/Dean/Director of the previous period, can be signed by an official during the term of office concerned with the permission of the new official.
- (7) Diplomas are written in Indonesian and can be translated into English in accordance with statutory provisions.

- (8) Photocopies of diplomas are kept at the Department/Study Program, Academic and Student Affairs divisions of the faculties, BAK and UPT. University Archives.
- (9) Numbering of National Diplomas (PIN) and other provisions that have not been regulated in this regulation will be further regulated.

The Second Part Academic Transcript

Article 103

- (1) Academic transcripts are lists of course grades that have been completed according to the level of education pursued.
- (2) Academic transcripts are issued by the Head of Department/Study Program Coordinator and signed by the Dean/Director.
- (3) In addition to signing the Academic Transcript as referred to in paragraph (2), the acting dean/executing director can sign the Academic Transcript.
- (4) Submission of academic transcripts is carried out officially at the graduation ceremony.
- (5) Photocopies of academic transcripts are kept at the Department/Study Program, the Faculty Academic and Student Affairs section, BAK, and UPT. University Archives.
- (6) The standard form of academic transcripts as referred to in paragraph (1), paragraph (2), paragraph (3), paragraph (4) and paragraph (5) shall be stipulated by the Rector in accordance with the provisions of laws and regulations.
- (7) Academic transcripts are written in Indonesian and can be translated into English in accordance with statutory provisions.

The Third Part Diploma Companion Certificate (SKPI)

Article 104

- (1) Certificate of Diploma Companion, hereinafter abbreviated as SKPI, is a document that contains information about the fulfillment of competence for UHO graduates.
- (2) SKPI as referred to in paragraph (1) may contain additional information about student academic achievement, including student achievement in co-curricular, extracurricular, or non-formal education.

- (3) SKPI is issued by the Head of Department/Study Program Coordinator and signed by the Dean/Director.
- (4) Apart from signing the SKPI as referred to in paragraph (2), the executor of the duties of the dean/executing director of duties can sign the SKPI.
- (5) Submission of SKPI is carried out officially at the graduation ceremony.
- (6) Photocopy of SKPI is kept at the Department/Study Program, section of Faculty Academic and Student Affairs, BAK, and UPT Kearsipan.
- (7) The standard form of SKPI as referred to in paragraph (1), paragraph (2), paragraph (3), paragraph (4), paragraph (5) and paragraph (6) is determined by the Rector in accordance with the provisions of laws and regulations.
- (8) SKPI is written in Indonesian and can be translated into English in accordance with the provisions of laws and regulations.

Fourth Part

Competency Certificate

Article 105

- (9) Competency Certificates are written evidence regarding competency recognition for graduate achievements in accordance with expertise in the branch of knowledge and/or having achievements outside the study program.
- (10) Competency Certificate as referred to in paragraph (1) published in collaboration with:
 - a. professional organizations;
 - b. training institutes; or
 - c. accredited certification body.
- (11) Competency Certificates are written in Indonesian and English in accordance with statutory provisions.
- (12) The standard forms of Competency Certificates as referred to in paragraph (1), paragraph (2), and paragraph (3) are stipulated by the Rector in accordance with statutory provisions.

Fifth Part

Professional Certificate

Article 106

- (1) A Professional Certificate is an acknowledgment document to carry out professional practice that is obtained by a graduate of professional education in a Higher Education Program after passing the test competence.
- (2) The Professional Certificate as referred to in paragraph (1) is issued together with:
 - a. Ministry;
 - b. other ministries;
 - c. Non-ministerial Government Institutions (LPNK);
 - d. professional organizations responsible for the quality of professional services; and/or
 - e. other bodies in accordance with the provisions of the legislation.
- (3) A description of the competence of graduates holding Professional Certificates shall be stipulated by the Ministry, other ministries, LPNK, professional organizations responsible for the quality of professional services, and/or other bodies in accordance with the provisions of laws and regulations.
- (4) Professional Certificates are written in Indonesian and can be translated into English in accordance with the provisions of laws and regulations.
- (5) The standard format for Professional Certificates as referred to in paragraph (1), paragraph (2), paragraph (3) and paragraph (4) shall be determined by the Rector in accordance with the provisions of laws and regulations.

CHAPTER XXIV

DIES NATALIST AND GRADUATION IMPLEMENTATION

Part One

Anniversary

Article 107

- (1) Academic ceremonies which include the Dies Natalis ceremony, Graduation Ceremony, Professor Confirmation, and Doctor Honoris Causa inauguration are held in an extraordinary senate meeting and are open to the public.
- (2) The Dies Natalis Ceremony is held in commemoration of UHO's birthday which is held once a year.
- (3) In the anniversary ceremony, the Rector delivers an annual report speech, and if possible, an expert delivers a scientific oration.

- (4) The graduation ceremony for graduates is held in the context of inaugurating graduates and handing over diplomas.
- (5) The Ceremony of Inauguration of Professors is held within the framework of the Inauguration of new Professors by delivering an inaugural speech.
- (6) The ceremony for conferring the title of Doctor Honoris Causa (Dr.HC.) is held in an extraordinary senate meeting and is open to the public by delivering speeches on scientific work and receiving disclaimers from several Professors which will be regulated by the Rector's regulations.

The second part
Implementation of Graduation

Article 108

- (1) Graduations are held 4 (four) times a year, namely in January, April, July and October, the time of which is determined based on the academic calendar.
- (2) The graduation ceremony is attended by students who have graduated after completing all administrative requirements stipulated by the Rector and Dean/Director.
- (3) Prospective graduates must register online and be verified by the BAK by attaching certain files, including a graduation decree and paying the graduation administration fees determined based on the Rector's Decree.
- (4) The best graduates at the Postgraduate/Faculty/PPV level are proposed by the Dean/Director to the Rector to be further determined by a Rector's Decree and receive a certificate of appreciation from the Rector.
- (5) The best graduates at the department and/or study program level are determined by the Dean/Director and receive a certificate of appreciation from the Dean/Director.
- (6) Determination of the best graduates as referred to in paragraph (4) and paragraph (5) is based on the highest GPA and normal study period.
- (7) If there are two or more graduates who have the same highest GPA, then the determination of the best graduate is carried out on the basis of shorter length of study and/or consideration of the highest score in the final exam/thesis/thesis/dissertation.

CHAPTER XXV
LOST DOCUMENTS

The First Part
Lost Student Identity Card

Article 109

- (1) If the Student Identity Card (KTM) is lost, students are required to have a missing KTM Certificate issued by the Head of BAK UHO.
- (2) Failure to replace KTM cannot be used as an excuse for not fulfilling administrative requirements in obtaining academic services.
- (3) Procedure for filing an application for a replacement certificate the missing KTM's are as follows:
 - a. students submit proof of loss certificate KTM from the Police;
 - b. the student in question submits an application for processing the lost KTM which is approved by the Head of the Department, by showing a photocopy of the certificate of loss of KTM from the Police;
 - c. the student fills out the form provided by BAK, by attaching:
 1. photocopy of certificate of loss of KTM from Police;
 2. photocopy of payment receipt for the relevant semester's tuition fees;
 3. 2 (two) recent color photographs of 2 x 3 cm in size;
 4. proof of payment for a Substitute Certificate KTM.
 - d. After the requirements as referred to in paragraph (3) letter c are declared complete, the Head of BAK issues a replacement KTM.

The second part
Lost Certificate

Article 110

- (1) In the event that a diploma is damaged, lost or destroyed, the issuance of a Certificate of Replacement for a Diploma can be carried out under the following conditions:
 - a. UHO graduates who have lost their diplomas report to the Police to obtain a certificate of loss of diplomas;
 - b. the graduate may submit an application to the Rector with a copy to the relevant Dean/Director to obtain a Certificate of Replacement for the lost diploma, by attaching a photocopy of the certificate of loss of diploma from the Police;

- c. The Rector will issue a Decree containing a statement that the graduate is truly a UHO graduate and assigns the relevant Dean/Director to issue a Certificate of Substitute Diploma;
 - d. The concerned Dean/Director issues the Certificate as referred to in letter c.
- (2) Issuance of Certificate of Substitute Diploma as referred to in paragraph (1) must be based on diploma archives stored at BAK and UPT. Record management.
 - (3) Certificate of Substitute Diploma written in Indonesian and can be translated into English in accordance with the provisions of the legislation.
 - (4) The standard form of Certificate for Substitute Diploma as referred to in paragraph (1), paragraph (2), and paragraph (3) is determined by the Rector in accordance with the provisions of laws and regulations.

CHAPTER XXVI

RESEARCH ACTIVITIES AND COMMUNITY SERVICE

The First Part

Research Activities

Article 111

- (1) Research is part of the implementation of education in general, to find the truth, develop, solve problems in science, technology and/or art.
- (2) Research whose funding comes from the community or other relevant funds, is concentrated on the development "tridharma" of higher education which includes activities: developing education and teaching, developing research, and developing community service, developing institutions, and accelerating the completion of student studies in supporting the creation academic atmosphere.
- (3) Educational development research as referred to in paragraph (2) is research carried out by each lecturer, group of lecturers and/or student research the results of which are expected to foster new innovations in learning, community service development, institutional development, and study completion research students in creating a more conducive academic atmosphere between lecturers and students.
- (4) New educational development innovations as referred to in paragraph (3) are expected to be able to find new concepts, models, prototypes, designs and technologies.
- (5) The new innovations referred to in paragraph (3) especially those related to the development of learning, the output is in the form of:

- a. learning methodology;
 - b. module; and
 - c. Useful guide for lecturers and students.
- (6) Collaborative research carried out by groups of lecturers and students is coordinated by the Research Institute.
 - (7) Each Study Program/Department/Faculty is required to have a research roadmap document in accordance with the vision, mission and competence of each.
 - (8) Research proposals that are not included in the Study Program/Department/Faculty research roadmap cannot be submitted for approval by the Dean and Chair of the Research Institute.
 - (9) The research proposal as referred to in paragraph (8) must obtain approval from the Dean and Head of the Research Institute if the lecturer who makes the proposal can prove that the research is a request from another institution or related to urgent matters for the development of knowledge.
 - (10) Other provisions that have not been regulated in this regulation will be further regulated.

The Second Part

Community Service Activities

Article 112

- (1) Community service is the application of science, technology and/or art aimed at the greatest benefit of society.
- (2) Community service by lecturers is directed at each scientific discipline included in the study program/department/department concerned.
- (3) The implementation of the activities referred to in paragraph (2) can be integrated into student KKN activities and other forms of service determined by each department/section/study program and approved by the faculty and/or the KKN Implementing Committee.
- (4) Materials for KKN activities are prepared by each Department/Section/Study Program in accordance with the disciplines covered in the Department/Section/Study Program concerned and approved by the head of the faculty, and can be coordinated with the KKN Implementing Committee.
- (5) Each Study Program/Department/Faculty is required to have a community service roadmap document that is in accordance with the vision, mission and competence of each.

- (6) Proposals for community service activities that are not included in the roadmap as referred to in paragraph (5) cannot be submitted for approval by the Dean and Chair of the KKN Implementing Committee.
- (7) Study Programs/Departments/Sections/Faculties can determine the priority of KKN activity materials proposed by each Study Program based on the readiness of funds, time and place of implementation of activities.
- (8) Community service is a form of collaboration carried out by lecturers and students coordinated by the faculty and/or the KKN Implementing Committee.
- (9) Implementation of the provisions referred to in paragraph (3) is stipulated by a Rector's Decree.

CHAPTER XXVII CURRICULUM CHANGES

Article 113

- (1) The curriculum can be changed according to the provisions of the legislation.
- (2) The implementation of curriculum changes as referred to in paragraph (1) is stipulated by a Rector's Decree.
- (3) The new curriculum as referred to in paragraph (2) applies from the date it is stipulated.
- (4) Other provisions that have not been regulated in this regulation will be further regulated.

CHAPTER XXVIII TRANSITIONAL PROVISIONS

Article 114

- (1) Matters that have not been regulated in this regulation will be stipulated in another regulation.
- (2) Sanctions imposed prior to the entry into force of this Rector's regulation and being carried out by the teaching staff (lecturers), educational staff, and students concerned are declared to remain valid.
- (3) If there is a violation of obligations, ethics, and prohibitions committed by teaching staff (lecturers), educational staff, and students and an inspection has been carried out before the enactment of this Rector's regulation, the results of the examination will remain valid and the provisions in this regulation will apply.

- (4) If there is a violation of obligations, ethics, and prohibitions prior to the entry into force of this Rector's regulation and an examination has not been carried out, then the provisions in this Rector's regulation apply.
- (5) If there is a change in the curriculum as referred to in Article 113 paragraph (2), this change will only apply to new students.

CHAPTER XXIX
CLOSING PROVISIONS

Article 115

With the enactment of this Rector's Regulation, Rector's Regulation Number 798/UN29/SK/PP/2015 concerning Universitas Halu Oleo Academic Regulations is declared no longer valid.

Article 116

This Rector's Regulation comes into force on the date it is stipulated.

Set in Kendari
on January 25, 2019

Rector of Universitas Halu Oleo,

MUHAMMAD ZAMRUN F.