

RECTOR REGULATION OF UNIVERSITAS JENDERAL SOEDIRMAN

NUMBER 24 OF 2017

ON

POSTGRADUATE ACADEMIC GUIDELINES
OF UNIVERSITAS JENDERAL SOEDIRMAN

BY THE GRACE OF GOD ALMIGHTY

RECTOR OF UNIVERSITAS JENDERAL SOEDIRMAN,

- Considering :
- a. that in order that the learning process of Postgraduate Program of Universitas Jenderal Soedirman run well, achieve high academic quality, and is oriented to information technology, it is necessary to create regulation in the form of Postgraduate Academic Guidelines of Universitas Jenderal Soedirman.
 - b. that based on the suggestions and the considerations of the University Senate regarding Postgraduate Academic Guidelines of Universitas Jenderal Soedirman;
 - c. that based on the considerations as referred to a and b, it is necessary to stipulate Rector Regulation on Postgraduate Academic Guidelines of Universitas Jenderal Soedirman.

- Remembering :
1. Law of Republic of Indonesia Number 2A Year 2003 on the National Education System (Official Gazette of Republic of Indonesia Year 2003 Number 78, Supplement to Official Gazette of Republic of Indonesia Number 4301);
 2. Law of the Republic of Indonesia Number 12 Year 2012 on Higher Education (Official Gazette of Republic of Indonesia 2002 Number 158, Supplement to the Official Gazette of Republic of Indonesia Number 5336);
 3. Government Regulation of Republic of Indonesia Number 19 Year 2005 on National Education Standards as amended last time

- by Government Regulation Number 13 Year 2015 on Second Amendment to Government Regulation Number 19 Year 2005 on National Education Standards (Official Gazette of Republic of Indonesia Year 2015 Number 45, Supplement to Official Gazette of Republic of Indonesia Number 5670);
4. Government Regulation of Republic of Indonesia Number 23 Year 2005 on Financial Management of Public Service Agencies as amended by Government Regulation Number 74 Year 2012 on amendment to Government Regulation of the Republic of Indonesia Number 23 Year 2005 on Financial Management of Public Service Bodies (Official Gazette of Republic of Indonesia Year 2012 Number 171, Supplement to Official Gazette of the Republic of Indonesia Number 5340);
 5. Government Regulation of Republic of Indonesia Number 4 Year 2014 on the Implementation of Higher Education and Higher Education Management (Official Gazette of the Republic of Indonesia Number 16 Year 2014, Supplement to the State Gazette of the Republic of Indonesia Number 5500);
 6. Regulation of Minister of Research, Technology and Higher Education of Republic of Indonesia Number 10 Year 2016 as amended by Regulation of Minister of Research, Technology and Higher Education of Republic of Indonesia Number 23 Year 2017 on Amendment to Regulation of Minister of Research, Technology and Higher Education of Republic of Indonesia Number 10 Year 2016 on the Organization and Work Procedure of Universitas Jenderal Soedirman (Official Gazette of Republic of Indonesia Year 2017 Number 474);
 7. Regulation of the Minister of Research, Technology and Higher Education Number 28 Year 2017 on the Statute of Universitas Jenderal Soedirman (Official Gazette of Republic of Indonesia Number 614);
 8. Decree of the Minister of Finance of Republic of Indonesia. Number 502/KMK.05/2009 on the stipulation of Universitas

Jenderal Soedirman at the National Education Department as a Government Agency that Implements the Financial Management of Public Services Agencies;

DECIDES:

To Stipulate : REGULATION OF RECTOR OF UNIVERSITAS JENDERAL SOEDIRMAN ON L ACADEMIC GUIDELINES OF POSTGRADUATE STUDIES OF UNIVERSITAS JENDERAL SOEDIRMAN

CHAPTER I GENERAL PROVISIONS

ARTICLE 1

In this Rector Regulation, the terms referred to as:

1. University is Universitas Jendral Soedirman.
2. Postgraduate Studies is Postgraduate Studies of Universitas Jendral Soedirman.
3. Study Programs are Study Programs of Postgraduate Studies of Universitas Jendral Soedirman.
4. Academic Guidelines are guidelines for every faculty, program, and Study Programs in carrying out Three Pillars of Higher Education in their respective environments and are the basis for creating academic regulations at the Faculty level.
5. The Credit System is a system of administering education by using a semester credit unit to express the student's study load, the staff's workload and the load of education program organizer.
6. Semester credit unit, hereinafter abbreviated as SKS, is a credit unit used to declare the number of credit from one subject in a semester.
7. Semester is a period of activity consisting of 16weeks of face-to-face lectures or other scheduled activities following the accompaniment activities including two weeks of assessment activities.
8. Postgraduate lecturers are educators who have minimal doctoral qualifications.

9. Students are students who are registered and study in the postgraduate studies of Universitas Jendral Soedirman which is determined by the rector's decree.
10. Foreign students are students who are not Indonesian citizens.
11. Study Period is the length of time taken by students to complete postgraduate education.
12. Concentration is the field of specificity of a science of study programs.
13. Participation is a learning activity intended to prepare and to provide basic knowledge for new graduate students.
14. Academic Advisors are lecturers who are given the task of assisting students in preparing plans and study processes.
15. Study Plan Card, hereinafter abbreviated as KRS, is a course plan form that students will take in one semester.
16. Student Study Card, hereinafter abbreviated as KSM, is a form containing courses taken by students in a particular semester.
17. The Study Result Card, hereinafter referred to as KHS, is a collection of grades obtained by a student in one particular semester.
18. Writing Test is written evaluation of students' academic abilities in mastering the materials of a particular subject.
19. Oral Examination is an oral evaluation of students' academic abilities in mastering the materials of a particular subject.
20. Mid Semester Examination, hereinafter abbreviated as UTS, is an evaluation activity of students' study results conducted in the middle of the semester.
21. Final Semester Examination is a final semester evaluation activity.
22. Structured Tasks are tasks that must be given by a lecturer in a particular subject, as one of the assessment components of students' academic abilities
23. Seminar on Research Proposals is an activity of presenting a research plan to compile a thesis and/or a dissertation.
24. Research is a rule-based scientific study activity in an effort to find the truth and/or solve problems in knowledge, technology and/or art.
25. A thesis is an academic paper produced by in-depth research carried out independently and containing new contributions to the development of science or finding new answers to problems that are temporarily established or asking new questions about what is considered established in the field of technological science, and/or art done by master candidates under the supervision of his mentors.

26. Dissertation is an academic paper, result of in-depth research conducted independently to solve the problems of science, technology, and/or art in the scientific field through an inter-multi-or trans-disciplinary approach, the result of which contribute directly or indirectly to the benefit of people and deserve recognition at national or international level in the form of scientific publications in accredited national and international scientific journals.
27. Thesis Advisors are a lecturer or a group of lecturers who have the qualification and authority to guide a thesis construction.
28. The dissertation promoter is a lecturer or a group of lecturers who have the qualification and authority to guide a dissertation construction.
29. Examiner Team are a group of lecturers and who have knowledge and certain authority to examine the students' academic abilities.
30. Thesis Examination is an evaluation carried out by the examination team on the ability of students to master the written theses.
31. Dissertation Examination is an evaluation carried out by the examination team on the ability of the student to master the written dissertation
32. Academic Transcripts are a list of scores of the courses students have taken during the period of the study in the postgraduate programs.
33. An academic certificate is a document recognizing a learning achievement and/or the completion of tertiary education level after passing the exam held by the university.
34. Diploma supplement, hereinafter abbreviated as SKPI, is a document that contains information about academic achievement or qualifications of graduates of tertiary education.
35. Semester Achievement index, hereinafter abbreviated as IPS, is the average score achieved for all courses by calculating the number of credit for each course in one semester.
36. Cumulative Achievement Index, hereinafter abbreviated as IPK, is the average score achieved for all courses by calculating the number of credit for each course that has been taken in postgraduate programs.
37. *Yudisium* is the determination of the graduation of postgraduate students after through the Decree of the Dean or the Director of Postgraduate Studies.
38. A title is an academic or professional designation given to postgraduates and included in the certificate.

39. Credit Transfer is an acknowledgment of a number of semester credit unit that have been obtained by a student at a tertiary institution/other study program in order to improve competence after the evaluation process by the study program commission at each Faculty/Postgraduate Programs.
40. Student Transfer is a transfer of a student from the original tertiary institution to the destination university.

CHAPTER II STUDENTS ADMISSION

Article 2

- (1) The postgraduate student admission is started with registration by the candidates of students.
- (2) Registration as referred to in article (1) is carried out online at *spmb.pasca.unsoed.ac.id* by uploading the file in the form of:
 - a. The latest photo size of 4x6 cm;
 - b. A legalized diploma; and
 - c. A legalized Transcripts.
- (3) Carrying out manual registration by submitting the file containing the application proposal accompanied by the following documents:
 - a. 2 (two) legalized copies of diplomas and academic transcripts;
 - b. written academic recommendation from 2 (two) competent people;
 - c. permit from the institutions for those who have worked;
 - d. warrantee of education funding from sponsors/agencies/themselves;
 - e. health certificate from government doctors;
 - f. information on the accreditation of the original undergraduate study program; and
 - g. 2 (two) pieces of the latest colored photographs size of 4x6 cm color.

Article 3

- (1) Students Admission as referred to in Article 2 are administered through administrative and academic selection.
- (2) Administrative selection as referred to in paragraph (1) is carried out through the verification of the followings:
 - a. administrative requirements;

- b. the cumulative achievement index (GPA) of undergraduates with the minimum score of 2.75 (two point seventy five) (range 0-4) for candidates of master program and GPA of master program with the minimum score of 3.00 (three point zero zero) (range 0-4) for the candidates of doctoral program;
 - c. TOEFL with the minimum score of 450 (four hundred and fifty) and SAT with the minimum score of 450 (four hundred fifty) for the candidates of the master program; and
 - d. TOEFL with the minimum score of 500 (five hundred) and SAT with the minimum score of 500 (five hundred) for the candidates of the doctoral program.
- (3) Academic selection as referred to in section (1) is carried out through written examinations and/or interviews by the managers of study programs involving the study program commission.

Article 4

The results of the selection of candidates as referred to in Article 3 are decided in a plenary attended by the Rector and/or Vice Rector for Academic Affairs, Dean and/or Deputy Dean for Academic Affairs, The Director of Postgraduate Studies and/or the Deputy Director for Academic Affairs, and the Coordinator of Study Program.

Article 5

Foreign Students Candidates must be from the Universities recognized by the Indonesian government.

Article 6

Students Candidates who are accepted are stipulated as students who pass the selection by the Rector Decree

Article 7

- (1) The Candidates of the master program are undergraduates or equivalent from an accredited study program.
- (2) The candidates that do not fit the field of study with the chosen study program must follow the matriculation program.

Article 8

- (3) The candidates of doctoral program are graduates of masters or equivalent from an accredited study program.
- (4) The master graduate as referred to in section (1) who comes from overseas, must include proof of diploma equalization from the Ministry of Research, Technology and Higher Education.
- (5) The candidates who take the major of study that is different from their background must take matriculation and pass the pre-doctoral program.

Article 9

The transfer student candidates must meet the following requirements:

- a. coming from the same study programs with the accreditation rating at least equivalent to the study program will be taken;
- b. having an undergraduate program GPA of a minimum of 2.75 (two point seven five) (range 0-4) for the candidates of master program and GPA of a minimum of 3.25 (three point two five) (range 0-4) the candidates of doctoral programs.

CHAPTER III CREDIT TRANSFER

Article 10

- (1) Credit transfer is carried out by students who have entered at least 1 (one) semester
- (2) Credit transfer is carried out by students who take credit in other higher education study programs appointed by the Dean/Director of the Postgraduate Studies.
- (3) Credit transfer as referred to in sections (2) is carried out for 1 (one) semester.
- (4) The the recognized number of the credits of the credit transfer is not more that 15 (fifteen) credits determined by the study program commission.

CHAPTER IV STUDENT TRANSFER

- (1) Students move from other Universities to one of the Study Programs at Jenderal Soedirman University.
- (2) Student transfer requirements are as follows:

- a. The status of the original tertiary institution of the candidates is a state university with the same or higher accreditation of study program than that of the chosen study program;
 - b. The chosen study program must be in accordance with the original study program;
 - c. The study program curriculum must be relevant/equivalent to that of the chosen study program;
 - d. Having spent at least 1 (one) semester and a maximum of 3 (three) semesters at the original tertiary institution with a minimum GPA of 3.00 (three point zero zero) for the Master's program;
 - e. Having spent at least one semester and for a maximum of 5 (five) semesters with a minimum GPA of 3.00 (three point zero zero) for a Doctoral program;
 - f. Never committed a violation of the rules and regulation in the original tertiary institution,
 - g. Not a student dropped out of study or not meeting academic requirements;
 - h. The period of study in the original tertiary institution is calculated,
 - i. The courses that have been taken are acknowledged in accordance with the curriculum of the chosen study program;
 - j. Slots in the chosen study program are available;
 - k. Paying the fees;
- (3) The procedure for submitting student transfer as referred to in section (1) is as follows:
- a. Submit a written application to the Rector;
 - b. An application is submitted no later than 30 (thirty) days before the registration period at the beginning of the academic year;
 - c. The application as referred to in section (3) letter "a" was completed with:
 - 1) The card of study results or their copies that have been legalized by the original university;
 - 2) The temporary transcript that have been legalized by an authorized official.
 - 3) A letter from the original university stating that the candidates have never committed academic violations;
 - 4) A letter of approval of the transfer from the head of the original university.

CHAPTER V
TUITION FEE

Article 12

- (1) Every student is obliged to pay tuition fees.
- (2) The tuition fee as referred to in section (1) is stipulated by the rector decree.

Article 13

Students who do not fulfill the obligations as referred to in Article 12 section (1) for two consecutive semesters were declared dropped out (DO).

CHAPTER VI
ACADEMIC ACTIVITIES

Article 14

- (1) The learning process of the master's program is carried out at the faculties organizing monodisciplinary study program.
- (2) The learning process of the master's program is carried out in the Postgraduate Program organizing multidisciplinary study programs.

Article 15

- (1) The matriculation as regulated in Article 7 section (2) is carried out by the study program, the credit load and the time are determined by the related study programs.
- (2) Pre-doctoral as stipulated in Article 8 section (3) is carried out by the study program, the credit load and the time are determined by the related study program.

Article 16

- (1) To obtain a master's degree, students must take a minimum of 36 (thirty six) credits.
- (2) The title as referred to in section (1) is taken for a maximum of 8 (eight) semesters since the student is registered.

Article 17

- (1) To obtain a doctorate, students must take a minimum of 42 (thirty two) credits.
- (2) The title referred to in section (1) is taken for a maximum of 14 (fourteen) semesters since students are registered.

Article 18

- (1) Students are declared to be dropped out if the maximum time limit as referred to in Article 16 section (2) or Article 17 section (2) is exceeded.
- (2) The decision of dropping out was stipulated by the Rector decree as proposed by the Postgraduate Studies Director for the interdisciplinary study program and the Dean of the Faculty for monodisciplinary study program.

Article 19

- (1) Every student must fill in the KRS that is approved by academic supervisors every semester
- (2) Changes in KRS are conducted no later than 2 (two) weeks after the lectures start.
- (3) Students print the KSM after the fixed KRS is approved by the academic supervisor.

Article 20

The Learning process is carried out through face-to-face lectures or other methods that meet the requirements and are stipulated at the time of the contract.

Article 21

- (1) Students must come to the lectures at least 70% (seventy percent) of the stipulated number of the lectures.
- (2) The number of the lectures in one semester is at least 14 (fourteen) excluding the evaluation.

Article 22

Each subject is designed according to the university's academic standards.

Article 23

- (1) The Learning process is carried out by lecturers from the field that is appropriate to the subjects taught.
- (2) Lecturers as referred to in section (1) are determined through the decision of the Director of the Postgraduate Studies or Dean of the Faculty).

CHAPTER VII EVALUATION

Part One

Evaluation of of the Course Instruction

Article 24

- (1) Evaluation of of the Course Instruction is carried out at least 2 (two) times in one semester.
- (2) Evaluation of of the Course Instruction as referred to in section (1) consists of midterm exams, and final semester exams.
- (3) In addition to the evaluation as referred to in paragraph (2), evaluation of of the Course Instruction is also carried out through structured assignments and/or evaluation of practicum results.

Article 25

- (1) Evaluation of of the Course Instruction is carried out through the assessment of learning subjects.
- (2) The results of the evaluation as referred to in section (1) include the combination of the result of the midterm exam, the final semester exam, structured assignments, and/or practicum results.
- (3) The results of the evaluation as referred to in section (2) are weighted by lecturers according to the learning contract.

Article 26

- (1) The results of the evaluation are qualified in the form of quality values expressed in letter symbols and numbers.
- (2) Students who have obtained D and E in the evaluation must repeat the subject.
- (3) In terms of improving the score, the evaluation results used are the best score.

Article 27

The results of the evaluation of the learning of a course as mentioned in Article 25 paragraph (1) with the provisions as followings:

- a. A for score > 80.00;
- b. AB for score of 75.00 - 79.99;
- c. B for score of 70.00 - 74.99;
- d. BC for score of 65.00 - 69.99;
- e. C for score of 60.00 - 64.99;
- f. CD for score of 56.00 - 59.99;
- g. D for score of 46.00 - 55.99;
- h. E for score <46.00.

Part Two

Teaching And Learning Process Evaluation

Article 28

Teaching and learning process evaluation is carried out through three mechanisms, namely:

- a. final semester evaluation;
- b. evaluation during the period of study; and
- c. final study evaluation.

Article 29

Final semester evaluation as referred to in Article 28 point a is stated in the form of KHS issued by faculties for monodisciplinary study programs, and postgraduate studies for multidisciplinary studies.

Article 30

Evaluation during the period of study as referred to in Article 28 poin b is carried out through:

- a. minimum credits;
- b. minimum GPA score;
- c. pass seminar examination; and/or
- d. pass qualification examination.

Article 31

- (1) Evaluation during the period of study as referred to in Article 30 point a and b applies to the students of the master's program at the end of the 3rd semester with the acquisition of a minimum of 30 (thirty) credits and a minimum GPA of 2.75 (two point seven five).
- (2) Evaluation during the period of study as referred to in Article 30 point c applies to students of the master's program at the end of the 4th semester.
- (3) In case the evaluation as referred to in section (1) and (2) are not fulfilled, written reprimand shall be given.

Article 32

- (1) Evaluation during the period of study as referred to in Article 30 of point a and b applies to the students of doctoral program at the end of the fourth semester with the acquisition of a minimum of 14 (fourteen) credits and a minimum GPA of 3.00 (three point zero zero).
- (2) Evaluation as referred to in section (1) is given in the form of written reprimand.

Article 33

The final evaluation as referred to in article 28 point c is carried out for students who have completed all courses in their study programs.

Article 34

- (1) The students master's program are declared to have finished their studies if they take a minimum of 36 (thirty six) credits with a minimum GPA of 3.00 (three point zero zero) without D and E grades, with no more than 8 (eight) semesters,
- (2) Doctoral students are declared to have finished their studies if they take a minimum of 42 (forty two) credits with a minimum GPA of 3.00 (three point zero zero) without D and E scores with a study period of no more than 14 (fourteen) semesters.

Article 35

In case a student does not fulfill the requirements as referred to in Article 28, Article 30, and Article 33, they will be dropped out (DO).

CHAPTER VIII FINAL PROJECT

Part One

Thesis and Dissertation

Article 36

- (1) Every master's or doctoral student who has fulfilled the academic requirements, must compile a thesis or dissertation.
- (2) The requirements as referred to in section (1) are determined by the study programs.

Article 37

- (1) The thesis or dissertation writing is started with an application to the study program coordinator for the appointment of a supervisor or promoter.
- (2) The research framework must be enclosed with the application as referred to in section (1).

Article 38

- (1) The thesis writing is conducted under the guidance of 2 (two) people who act as the supervisors.

- (2) The dissertation writing is conducted under the guidance of 2 (two) people who act as the promoters.
- (3) The study program coordinator appoints the supervisors and promoter as referred to in section (1) and section (2) with consideration of the study program commission.
- (4) Supervisors and promoters as referred to in section (1) and section (2) are determined by a decree from the Dean of the Faculty or Director of Postgraduates Program.

Part Two

Thesis Supervisors and Dissertation

Article 39

- (1) The main supervisor of the thesis is the university teacher with academic position at least as a lecturer who has graduated from doctoral program and has expertise qualification as well as research and publication track records relevant to the topic of the thesis.
- (2) The assistant thesis supervisor is the university teacher with an academic position at least as a lecturer who has graduated from doctoral program, and/or a practitioner with a doctoral degree and has expertise qualifications that is relevant to the topic of the thesis.
- (3) The promoter is the university teacher who has graduated from a doctoral degree with an academic position at least as the head of lecturer, having a publication in nationally or internationally accredited journals.
- (4) Co-promotor is the university teacher who has graduated from a doctoral degree with an academic position at least as the head of lecturer and/or practitioner with a doctoral degree who possesses expertise qualification that is relevant to the substance of the dissertation.

Article 40

- (1) Thesis supervisors and promoters can be substituted, if they cannot perform their duties due to some causes, as follows:
 - a. demise
 - b. health reasons

- c. resignations, and/or
 - d. other accountable reasons
- (2) Substitution as referred to in section (1) is determined by the dean of the faculty for the non-disciplinary study programs or the director of the postgraduates studies for the multidisciplinary study programs or the study program coordinator based on the consideration of study program commission.

Article 41

Thesis advisers and promoters are responsible for:

- a. guiding students in writing thesis or dissertation continuously;
- b. verifying and evaluating the progress of the students' thesis or dissertation periodically;
- c. guiding students to publish the results of their research in national scientific journals for master programs and indexed international scientific journals for doctoral programs;
- d. Examining and giving the score of the thesis or dissertation that has been written.

Part Three

Thesis and Dissertation Writing and Seminar

Article 42

- (1) Thesis or dissertation writing begins with writing the research proposal by the students.
- (2) The research proposal as referred to in section (1) is approved and signed by the supervisors, promoters and is acknowledged by the study program coordinator.
- (3) The format and procedures for writing the proposed thesis or dissertation research are stipulated by the dean of faculties for monodisciplinary study program or the director of the postgraduate studies for the multidisciplinary study program based on the proposal of the study program coordinator after requesting the consideration of the study program commission.

Article 43

- (1) The proposal for a thesis or dissertation that has been approved by the supervisors or promoters must be presented in seminar.

- (2) The seminar as referred to in section (1) is conducted if the student has participated in research proposal seminar at least 5 (five) times and has completed the administrative obligations.

Article 44

- (1) The thesis or dissertation proposal seminar is attended by:
 - a. supervisor for thesis proposal seminar;
 - b. promoter for proposal dissertation seminar;
 - c. examiners;
 - d. students; and / or
 - e. other stipulated participants.
- (2) The thesis proposal seminar as referred to in section (1) can be conducted if it is attended by at least:
 - a. 1 (one) supervisor,
 - b. 2 (two) examiners, and
 - c. 5 (five) students.
- (3) The proposal for dissemination seminar as referred to in paragraph (1) can be implemented if attended at a minimum:
 - a. 2 (two) members of the promoter team;
 - b. 3 (three) examiners: and
 - c. 5 (five) Postgraduate students.
- (4) (1) The thesis proposal seminar is led by the study program coordinator or supervisors;
(2) The dissertation proposal seminar is led by the Director/Dean of the Promoter.
- (5) The way of conducting and assessing the thesis or dissertation research proposal seminar is stipulated by the dean of the faculty for a monodisciplinary study program or the director of postgraduate studies for multidisciplinary study program based on the proposal of the study program coordinator after requesting consideration to the study program commission.

Part Four

Writing and Seminar of the Thesis and Dissertation Research Results

Article 45

- (1) The thesis or dissertation writing is carried out after the student is declared to have passed the thesis or dissertation research proposal seminar.
- (2) The thesis or dissertation writing as referred to in section (1) is written in the form of thesis or dissertation report.
- (3) The format of thesis or dissertation refers to the thesis or dissertation writing guide stipulated by the dean of the faculty for a monodisciplinary study program or the director of postgraduate studies for multidisciplinary study program basen on the proposal of the study program coordinator after requesting for the the consideration of the study program commission
- (4) The thesis or dissertation report is approved by the supervisors or promoters.

Article 46

- (1) The thesis or dissertation report that is approved by supervisors or promoters must be presented in a seminar.
- (2) The seminar on the results of the thesis research as referred to in section (1) is attended at a minimum of:
 - a. 1 (one) supervisor,
 - b. 2 (two) examiners, and
 - c. 5 (five) students.
- (3) The dissertation research seminar as referred to in section (1) is attended at a minimum of:
 - a. 2 (one) promoters,
 - b. 3 (two) examiners, and
 - c. 5 (five) postgraduate students.

Article 47

- (1) The seminar on the thesis or dissertation research results that has been declared pass, can be proposed for the thesis or dissertation examination.
- (2) Application for the exam as referred to in section (1) is submitted to the dean of the faculty for the monodisciplinary study program or the director of postgraduate studies for the multidisciplinary study program and through the study program coordinator.

Part Five

Thesis and Dissertation Examination

Paragraph 1
General Provisions

Article 48

- (1) The thesis or dissertation examination covers the aspects of the followings:
 - a. the depth of the contents of the thesis or dissertation;
 - b. the ability to answer questions; and
 - c. the verbal presentation and the effectiveness of the use of media.
- (2) The aspect of assessment as referred to in section (1) has a certain weight with the total weight of 100 (one hundred) percent.
- (3) The weight of assessment as referred to in section (2) is stipulated by the faculty/postgraduate program.

Article 49

- (1) The final results of the thesis or dissertation examination is the average of the total score given all of the examiners which is then converted into letter.
- (2) The thesis examinees are regarded pass if they obtain a minimum grade of C.
- (3) The dissertation examinees are regarded pass if they obtain a minimum grade of B.

Article 50

- (1) The thesis or dissertation examination is conducted by the examination team.
- (2) The team as referred to in section (1) consists of:
 - a. supervisor examiner; and
 - b. non-supervisor examiner.
- (3) The team as referred to in section (1) consists of:
 - a. promoter examiner; and
 - b. non-promoter examiner.

Article 51

- (1) The non-supervisor or non-promoter examiner of thesis or dissertation thesis are appointed by the Study Program Coordinator by considering the proposal of the program study commission.

- (2) The examiners as referred to in section (1) are stipulated by the decree of the dean of the faculty for monodisciplinary study program or the director of postgraduate studies for a multidisciplinary study program.

Paragraph 2
Thesis Examination

Article 52

- (1) The thesis examination can be conducted if the students:
 - a. has taken all the required courses and has submitted a scientific paper in an accredited national journal;
 - b. has a minimum GPA of 3.00 (three point zero zero) without D and E scores;
 - c. fulfill other stipulated administrative requirements.
- (2) The thesis examination is conducted no later than 14 (fourteen) days after the registration.

Article 53

- (1) The thesis examination is led by the program study coordinator or supervisor
- (2) The thesis examination is conducted by the examiner team consisting of supervisors, and 2 non-supervisor examiners who have specialization in relation with the thesis content.

Article 54

- (1) The results of the thesis examination consist of:
 - a. pass without revision;
 - b. pass with revision; or
 - c. not pass.
- (2) In regard to the thesis examination a student is declared as passed with revision as referred to in section (1) point b, the thesis revision is carried out no later than 30 (thirty) days after the thesis examination.

- (3) If the time limit as referred to in section (2) is exceeded, the student has to repeat the thesis examination.
- (4) In case a student is declared as not passed as referred to in section (1) point c, the thesis reexamination is conducted no later than 7 (seven) days after the thesis examination.

Paragraph 3

Desertation examination

Article 55

- (1) The dissertation examination is conducted in a closed and open sessions.
- (2) The closed session as referred to in section (1) can be conducted if the student has a reseacrh based scientific publication at least 1 (one) in an international journal.
- (3) The closed examination as referred to in section (1) is conducted no later than 3 (three) months after the registration.
- (4) The open session is held no later than 6 (six) months after the closed examination.

Article 56

- (1) The dissertation exam can be carried out if the student:
 - a. has taken all the required courses;
 - b. has submitted the manuscript to an indexed international journal;
 - c. have a minimum GPA of 3.00 (three point zero zero) without D and E scores;
 - d. fulfill other administrative requirements.
- (2) The dissertation exam is conducted by a team of examiners consisting of promoter team, 2 (two) proposal reviewers, 1 (one) internal examiner, and 1 (one) external university examiners.

Article 57

- (1) The dissertation exam is led by:
 - a. The Postgraduate Director; or
 - b. The Vice director of the academic affairs;

- c. The Dean of the faculty; or
 - d. The Vice Dean of academic affairs.
- (2) The dissertation exam is attended by at least 5 (five) and 9 (nine) at most consisting of:
- a. Promoter Team;
 - b. Reviewers;
 - c. internal examiner; and
 - d. external examiners

Article 58

- (3) The results of the closed examination consist of:
- a. pass without revision;
 - b. pass with revision; or
 - c. not pass.
- (4) In regard to closed examination a student is declared as passed with revision as referred to in section (1) point b, the dissertation revision is carried out no later than 90 (ninety) days after the dissertation examination.
- (5) In case a student is declared as not passed as referred to in section (1) point c, the dissertation reexamination is conducted no later than 14 (seven) days after the dissertation examination.

Part 7

Approval of Thesis or Dissertation

Article 59

The thesis or dissertation approved by the examiners, is signed and approved by the dean of the faculty for the monodisciplinary study program or the post director for the multidisciplinary study program.

Article 60

- (1) Students submit their thesis or dissertation approved by the examiners, by the Study Program Coordinator and the dean of faculty for monodisciplinary study program or the postgraduate director for multidisciplinary study program no later than 7 (seven) days

before the graduation to the faculty for monodisciplinary study program or the post graduate director for multidisciplinary study program.

- (2) The number of theses or dissertations submitted as referred to in paragraph (1) is 2 (two) copies with original signatures.

Chapter IX ACADEMIC LEAVE

Part One Reasons for Academic Leave

Article 61

Academic leave is granted for the following reasons:

1. Financial Problems as evidenced by a statement from the student.
2. Health Problems as evidenced by Medical Certificate
3. Other reasons that are relevant to academic leave requirements as evidenced by a certificate or recommendation from an authorized official.

Part Two Duration of Academic Leave

Article 62

- (1) The maximum duration of academic leave is 2 (two) semesters.
- (2) Academic leave can only be taken 1 (one) time during the study period.
- (3) The duration of academic leave is not regarded and calculated as an active study period
- (4) The provisions as referred to in section (1) do not apply to students who take academic leave without permission.

Part Three

Academic Leave Requirements

Article 63

- (1) Students are allowed to take academic leave with the following requirements:
 - a. Having undergone the study for at least 1 semester
 - b. Not a dropped out student due to the failure of meeting the academic requirements to continue his study in the chosen Study Program.
 - c. Submitting a written permission application for academic leave to the Director of the Postgraduate/ The Dean of Study Programs through the Study Program Coordinator.
- (2) The application as referred to in section (1) point c are enclosed with:
 - a. copy of student card,
 - b. payment receipt of semester education fee paid before the proposal of the academic leave,
 - c. no due certificate from the library, and
 - d. copy of the latest study result card (KHS) obtained before the academic leave .
- (3) Application for academic leave as referred to in section (1) point c is submitted one month before the lecture period begins and no later than one month after the lecture period begins.

Part Four

Rights and Obligations of Students Taking Academic Leave

Article 64

Students who are allowed to take academic leave have the following rights:

1. exempt from the obligation to pay tuition and other fees charged to the semester used for academic leave.
2. Tuition and other fees that has been paid for the semester used for academic leave cannot be reimbursed.
3. Students who are active again after academic leave are required to apply for active permission and fill in the Study Plan Card (KRS) in accordance with the provisions stipulated by the Postgraduate Program/Faculty

Part Five

Requirements for Return after Academic Leave

Article 65

Students can return after taking part or all of the academic leave period as evidenced by an academic leave permit.

Article 66

- (1) The return request is written and submitted by the student concerned one month before the lecture period begins.
- (2) The application as referred to in section (1) is submitted to the Postgraduate Director/Dean and is acknowledged by the Study Program Coordinator.
- (3) The application as referred to in paragraph (2) is accompanied by the Certificate of Academic Leave Permit.
- (4) The application cannot be taken into consideration if its submission exceeds the time limit as stated in section (1).

CHAPTER X

YUDISIUM AND DEGREE TITLES

Part One

Yudisium

Article 67

- (1) Yudisium is conducted for students who:
 - a. are declared as passed the thesis or dissertation examination; and
 - b. has submitted 2 (two) copies of the thesis or dissertation.
- (2) The yudsium statement is carried out on behalf of the Rector by the dean of the faculty for the monodisciplinary study program or postgraduate director for the multidisciplinary study program.

Article 68

- (1) The Yudisium of the master's program can be conducted individually or collectively, and can be carried out at the same time with the end of the thesis examination or at other stipulated times.
- (2) The Yudisium of the doctoral program is conducted at the end of the open examination.
- (3) The Yudisium as referred to in point (1) is accompanied by a Yudisium report signed by the dean of the faculty for the monodisciplinary study program or the postgraduate director for the multidisciplinary study program.

Part Two

Titles

Article 69

- (1) A Master title is given to the master's program students who are graduated in the Yudisium.
- (2) The title as referred to in paragraph (1) can be revoked if it is later proven that it is obtained illegally.
- (3) The title of a master's degree is in accordance with the field of science based on the provisions of the legislation.

Article 70

- (1) A Doctor title is given to doctoral students who are graduated in the Yudisium.
- (2) The title as referred to in section (1) can be revoked if it is later proven that it is obtained illegally.

CHAPTER XI

GRADUATION PREDICATE

Article 71

- (1) The graduation predicate for the master's program students is stated in three levels, namely:
 - a. satisfactory;
 - b. very satisfactory; and

- c. cumlaude.
- (2) Predicate as referred to in section (1) is written on academic transcript with the following GPA ranges:
 - a. GPA 3.00 - 3.50: satisfactory;
 - b. GPA 3.51 - 3.75: very satisfactory; and
 - c. GPA 3.76 - 4.00: cumlaude
- (3) Graduation predicate as referred to in section (2) point c, is given if the study period taken by students is not more than 4 (four) semesters.

Article 72

- (1) The graduation predicate of doctoral students is stated in three levels, namely:
 - a. satisfactory;
 - b. very satisfactory; and
 - c. cumlaude.
- (2) The predicate as referred to in section (1) is written on academic transcript with the following GPA ranges:
 - a. GPA 3.00 - 3.50: satisfactory;
 - b. GPA 3.51 - 3.75: very satisfactory; and
 - c. GPA 3.76 – 4.00: cumlaude
- (3) Graduation predicate as referred to in section (2) point c, is given if the study period taken by students is not more than 8 (eight) semesters

CHAPTER XII GRADUATION

Article 73

- (1) The students of master's and doctoral programs who have graduated have the right to attend graduation.
- (2) Graduation as referred to in section (1) is stipulated by the Rector.

CHAPTER XIII ACADEMIC TRANSCRIPT AND DIPLOMA

Article 74

- (1) The students of master's and doctoral programs who have graduated are given academic diplomas and transcripts.
- (2) Diplomas and academic transcripts as referred to in section (1) are given once.
- (3) The name of the recipient of a diploma and academic transcript is uploaded on the Unsoed's website.

Article 75

Course that can be transferred come from:

- a. Educational programs that have ever been taken before (transfer), both Study Programs within the University and other accredited college;
- b. Student exchange program;
- c. International class program;
- d. Credit earning program;
- e. Other programs recognized by the university.

CHAPTER XIV

CLOSING

Article 76

With the enactment of this Rector Regulation, the Rector of Universitas Jenderal Soedirman Regulation Number 024 Year 2015 on the student academic guidelines is declared revoked and invalid.

This regulation is in effect from the date of stipulation.

Stipulated in Purwokerto

At (date)

RECTOR

ACHMAD IQBAL