



FAKULTAS ILMU SOSIAL DAN ILMU POLITIK
UNIVERSITAS GADJAH MADA

ACADEMIC GUIDELINES UNDERGRADUATE PROGRAM





**ACADEMIC GUIDELINES
UNDERGRADUATE PROGRAM (S1)**

DECREE

DEAN OF FACULTY OF SOCIAL AND POLITICAL SCIENCES

UNIVERSITAS GADJAH MADA

NUMBER: 343/UN1/FSP/SDEK/OT/2022

ON

**ACADEMIC GUIDELINES FOR UNDERGRADUATE PROGRAM (S1) FISIPOL
UGM**

DEAN OF FACULTY OF SOCIAL AND POLITICAL SCIENCES

UNIVERSITAS GADJAH MADA,

Considering:

- a. That the undergraduate programs of Faculty of Social and Political Sciences are necessary to be managed in an integrated and accountable manner;
- b. That in relation to letter a, it is necessary to stipulate a Decree of the Dean concerning the Academic Guidelines for Undergraduate Program (S1).

Observing:

1. The law of the Republic of Indonesia Number 20 of 2003 on National Education System (The State Gazette of the Republic of Indonesia of 2003 Number 78, Supplement to the State Gazette of the Republic of Indonesia Number 4301) or *Undang-Undang Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional (Lembaran Negara Tahun 2003 Nomor 78, Tambahan Lembaran Negara Nomor 4301)*;

2. The Law of the Republic of Indonesia Number 12 of 2012 on Higher Education (The State Gazette of the Republic Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336) or *Undang-Undang Republik Indonesia Nomor 12 Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 158, Tambahan Lembaran Negara Republik Indonesia Nomor 5336)*;
3. The Law of the Republic of Indonesia Number 14 of 2005 on Teacher and Lecturer (The State Gazette of the Republic of Indonesia of 2005 Number 157, Supplement to the State Gazette of the Republic of Indonesia Number 4586) or *Undang-Undang Republik Indonesia Nomor 14 Tahun 2005 tentang Guru dan Dosen (Lembaran Negara Republik Indonesia Tahun 2005 Nomor 157, Tambahan Lembaran Negara Republik Indonesia Nomor 4586)*;
4. The Regulation of the Government of the Republic of Indonesia Number 4 of 2014 on The Administration and Management of Higher Education (Supplement to the State Gazette Number 5500) or *Peraturan Pemerintah Republik Indonesia Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi (Tambahan Lembaran Negara Republik Indonesia Nomor 5500)*;
5. The Regulation of the Government of the Republic of Indonesia Number 67 of 2013 on The Statute of Universitas Gadjah Mada (The State Gazette of the Republic of Indonesia of 2013 Number 165, Supplement to the State Gazette of the Republic of Indonesia Number 5454); or *Peraturan Pemerintah Republik Indonesia Nomor 67 Tahun 2013 tentang Statuta Universitas Gadjah Mada (Lembaran Negara Republik Indonesia Tahun 2013 Nomor 165, Tambahan Lembaran Negara Republik Indonesia Nomor 5454)*;
6. The Regulation of the President of the Republic of Indonesia Number 8 of 2012 on Indonesian National Qualifications Framework (The State Gazette of the Republic of Indonesia of 2012 Number 24); or *Peraturan Presiden Republik Indonesia Nomor 8 Tahun 2012, tentang Kerangka Kualifikasi Nasional Indonesia (KKNI) (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 24)*;

7. The Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 73 of 2013 on The Implementation of Indonesian National Qualifications Framework in Higher Education Sector or *Peraturan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 73 Tahun 2013, tentang Penerapan KKNI Bidang Perguruan Tinggi*;
8. The Regulation of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 62 of 2016 on The Higher Education Quality Assurance System or *Peraturan Menteri Riset, Teknologi, dan Pendidikan Tinggi Republik Indonesia Nomor 62 Tahun 2016 tentang Sistem Penjaminan Mutu Pendidikan Tinggi*;
9. The Regulation of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 59 of 2018 on The Diplomas, Certificates of Competence, Professional Certificates, Degrees and Procedures for Writing Degrees in Higher Education or *Peraturan Menteri Riset, Teknologi, dan Pendidikan Tinggi Nomor 59 tahun 2018, tentang Ijazah, Sertifikat Kompetensi, Sertifikat Profesi, Gelar dan Tata Cara Penulisan Gelar di Perguruan Tinggi*;
10. The Decree of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 123 of 2019 on The Internships and Recognition of Industrial Apprentice Credits for Undergraduate and Applied Undergraduate Programs or *Keputusan Menteri Riset, Teknologi, dan Pendidikan Tinggi Nomor 123 Tahun 2019 tentang Magang dan Pengakuan Satuan Kredit Semester Magang Industri untuk Program Sarjana dan Sarjana Terapan*;
11. The Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 on The Higher Education National Standard or *Peraturan Menteri Pendidikan dan Kebudayaan No. 3 Tahun 2020 tentang Standar Nasional Pendidikan Tinggi*;
12. The Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 22 of 2020 on The Ministry of Education and Culture's Strategic Plan or *Peraturan Menteri Pendidikan dan Kebudayaan No. 22 Tahun 2020 tentang Rencana Strategis Kementerian Pendidikan dan Kebudayaan*;

13. The Regulation of the Board of Trustees of Universitas Gadjah Mada Number 1 of 2021 on Universitas Gadjah Mada's Master Plan of the Year 2017 - 2037 or *Peraturan Majelis Wali Amanat Universitas Gadjah Mada Nomor 1 Tahun 2021 tentang Rencana Induk Kampus Universitas Gadjah Mada Tahun 2017—2037*;
14. The Decree of the Board of Trustees of Universitas Gadjah Mada Number 12/SK/MWA/2003 on Universitas Gadjah Mada's Bylaws or *Keputusan Majelis Wali Amanat UGM Nomor 12/SK/MWA/2003 tentang Anggaran Rumah Tangga Universitas Gadjah Mada*;
15. The Decree of the Board of Trustees of Universitas Gadjah Mada Number 04/SK/MWA/2013 on Universitas Gadjah Mada's Strategic Plan of the Year 2012-2017 or *Keputusan Majelis Wali Amanat UGM Nomor 04/SK/MWA/2013 tentang Rencana Strategis Universitas Gadjah Mada Tahun 2012-2017*;
16. The Decree of the Board of Trustees of Universitas Gadjah Mada Number 02/SK/MWA/2005 on Universitas Gadjah Mada's Academic Policy of 2005-2010 or *Keputusan Majelis Wali Amanat UGM Nomor 02/SK/MWA/2005 tentang Kebijakan Akademik Universitas Gadjah Mada Tahun 2005-2010*;
17. The Decree of the Board of Trustees of Universitas Gadjah Mada Number 04/SK/MWA/2014 on Universitas Gadjah Mada's Organisation and Governance or *Keputusan Majelis Wali Amanat UGM Nomor 04/SK/MWA/2014 tentang Organisasi dan Tata Kelola (Governance) Universitas Gadjah Mada*;
18. The Regulation of the Rector of Universitas Gadjah Mada Number 809/P/SK/HT/2015 on The Faculty's Organisational Structure and Governance at Universitas Gadjah Mada or *Peraturan Rektor Universitas Gadjah Mada Nomor 809/P/SK/HT/2015 tanggal 31 Juli 2015 tentang Struktur Organisasi dan Tata Kelola (Governance) Fakultas di Lingkungan Universitas Gadjah Mada*;
19. The Regulation of the Rector of Universitas Gadjah Mada Number 15 of 2017 on The Academic Standard at Universitas Gadjah Mada or *Peraturan Rektor UGM Nomor 15 Tahun 2017 tentang Standar Akademik Universitas Gadjah Mada*;

20. The Regulation of the Rector of Universitas Gadjah Mada Number 581/P/SK/HT/2010 on The Curriculum Preparation Guidelines of 2010 for Undergraduate Program of Universitas Gadjah Mada;
21. The Regulation of the Rector of Universitas Gadjah Mada Number 14 of 2020 on The Basic Curriculum Framework at Universitas Gadjah Mada or *Peraturan Rektor UGM Nomor 14 Tahun 2020 tentang Kerangka Dasar Kurikulum Universitas Gadjah Mada*;
22. The Regulation of the Rector of Universitas Gadjah Mada Number 711/P/SK/HT/2013 date 26 August 2013 on The Code of Conduct for The Students of Universitas Gadjah Mada or *Peraturan Rektor Universitas Gadjah Mada Nomor 711/P/SK/HT/2013 tanggal 26 Agustus 2013 tentang Tata Perilaku Mahasiswa Universitas Gadjah Mada*;
23. The Decree of the Rector of Universitas Gadjah Mada Number 690/P/SK/HT/2015 date 1 June 2015 on The Training for Successful Learners for The Newly-Admitted Students Universitas Gadjah Mada or *Keputusan Rektor Universitas Gadjah Mada Nomor 690/P/SK/HT/2015 tanggal 1 Juni 2015 tentang Pelatihan Pembelajar Sukses Mahasiswa Baru Universitas Gadjah Mada*;
24. The Decree of the Rector of Universitas Gadjah Mada Number 279/P/SK/HT/2009 dated 22 June 2009 on the Amendment for Decree of the Rector of Universitas Gadjah Mada Number 22/P/SK/HT/2006 on The Curriculum Preparation Guidelines of 2006 for Undergraduate Program of Universitas Gadjah Mada or *Keputusan Rektor Universitas Gadjah Mada Nomor 279/P/SK/HT/2009 tanggal 22 Juni 2009 tentang Perubahan Keputusan Rektor Universitas Gadjah Mada Nomor 22/P/SK/HT/2006 tentang Panduan Penyusunan Kurikulum Tahun 2006 pada Program Studi Jenjang Sarjana di Universitas Gadjah Mada*;
25. The Decree of the Rector of Universitas Gadjah Mada Number 6200/UN1.P/KPT/HUKOR/2021 on The Dean of Faculty of Social and Political Sciences Universitas Gadjah Mada for the Period of 2021-2026 or *Keputusan Rektor Universitas Gadjah Mada Nomor 6200/UN1.P/KPT/HUKOR/2021 tentang Dekan Fakultas Ilmu Sosial dan Ilmu Politik Universitas Gadjah Mada Periode 2021– 2026*;

26. The Decree of the Dean of Faculty of Social and Political Sciences Universitas Gadjah Mada Number 4561/J01.SP/SK-3/VII/2016 on The Academic Guidelines for Undergraduate Program (S1) at FISIPOL UGM or *Keputusan Dekan Fakultas Ilmu Sosial dan Ilmu Politik Universitas Gadjah Mada Nomor 4561/J01.SP/SK-3/VII/2016 tentang Pedoman Akademik Pendidikan Sarjana (S1) FISIPOL UGM.*

With regard to	:	The approval of the Senate Meeting of the Faculty of Social and Political Sciences, Universitas Gadjah Mada on January 6 th , 2022
HAS DECIDED:		
TO ISSUE	:	THE DECREE OF THE DEAN ON ACADEMIC GUIDELINES FOR UNDERGRADUATE PROGRAM (S1) FISIPOL UGM

Notes: Translation of the Indonesia Regulations is referring to the formal translation on <https://peraturan.go.id/peraturan/terjemahan.html>

CHAPTER I

GENERAL PROVISIONS

Article 1

In this Guideline, what is meant by:

1. Universitas Gadjah Mada (UGM), hereinafter referred to as the University, is a Legal Entity State University (PTN-BH) based on Regulation of the

Government of the Republic of Indonesia Number 67 of 2013 on the Statute of Universitas Gadjah Mada.

2. Board of Trustees, hereinafter abbreviated as MWA, is an organ of the University that compiles and determines the general policy of the University.
3. Rector is a University organ that leads the organisation and management of the University.
4. The Directorate of Education and Teaching, hereinafter abbreviated as DPP, is a unit that implements the University's academic administration.
5. Faculty Senate, hereinafter abbreviated as SF, is a body that holds the authority to describe MWA's policies and regulations within the Faculty.
6. Faculty of Social and Political Sciences, Universitas Gadjah Mada (FISIPOPOL UGM), hereinafter referred to as the Faculty, is an element of academic implementation that is an aggregation of supporting resources that are designated into departments, each of which organises and manages academic education within a cluster of scientific disciplines.
7. Dean is the head of the Faculty who is authorised and responsible for the implementation of the higher education's "*tridharma*" in the Faculty.
8. Vice Deans are officials at the Faculty level who are appointed to assist the Dean in the implementation of the higher education's "*tridharma*" of higher education in the Faculty.
9. Department is an element of the Faculty in charge of developing knowledge and able to provide academic education for the undergraduate (S1) and/or postgraduate (S2 and/or S3) levels.
10. Department Administrators are the Head and Secretary of the Department.
11. Study Program, hereinafter referred to as Prodi, is a unit of education and learning activities with a specific curriculum and learning method in one type of academic education.
12. Prodi Administrators are the Head of the Prodi and, if it fulfils the University requirement, can be supported by a Secretary of the Prodi.
13. Lecturers are professional educators and scientists with the main task of transforming, developing, and disseminating science and technology through education, research, and community service.

14. Guest Lecturer is someone outside of the university and is an expert in a particular field to be later invited for the purpose of transforming knowledge to students.
15. Practitioner is someone outside of the university and possesses expertise in a particular field.
16. Professor is the highest functional position for lecturers at the University.
17. Academic Advisory Lecturer, hereinafter abbreviated as DPA, is a Lecturer whose education and expertise are proposed by the Head of Prodi to provide guidance on academic activities to students.
18. Final Project Advisory Lecturer, hereinafter abbreviated as DPTA, is a Lecturer whose education and expertise are proposed by the Head of Prodi to provide guidance on the preparation of the Final Project to Students.
19. Students are students at the level of higher education at the Faculty and University.
20. New student is someone who is registered for the first time in a Prodi at the Faculty of Social and Political Sciences UGM.
21. International student is someone who is not an Indonesian citizen and has received permission from the Directorate General of Higher Education of the Ministry of National Education to be registered as a student in the Faculty and University.
22. International Undergraduate Program student is a student in an international program at the Faculty and University.
23. Affairs is an implementing element of the Faculty that supports the implementation of Prodis, both academically and professionally, in a part of or a whole particular field of science.
24. Accreditation is an acknowledgement of Prodis at universities upon meeting the minimum standards set by the National Accreditation Board.
25. Semester is a unit of activity period consisting of 16 (sixteen) to 19 (nineteen) weeks of lectures or other activities, along with accompanying activities, including 2 (two) to 3 (three) weeks of assessment activities.
26. Curriculum is a set of plans and arrangements regarding the content and materials of studies and lessons, as well as the method of delivery and assessments, which are used as guideline for the implementation of teaching

and learning activities, and is arranged with reference to the higher education curriculum.

27. Academic Calendar is an agenda and schedule of the academic activities within the span of one academic year that has been determined by the University and/or the Faculty.
28. Semester Credit Unit, hereinafter abbreviated as SKS, is an education administration system that utilises credit units to state the student's study load, lecturer's workload, learning experience, and program administration's load.
29. Credit System is an education administration system that utilises SKS to state the student's study load, lecturer's workload, learning experience, and program administration's load.
30. Study Plan Card, hereinafter abbreviated as KRS, is a sheet containing all information on courses and/or academic activities taken by students for 1 (one) semester.
31. Study Results Card, hereinafter abbreviated as KHS, is a measure of appreciation for learning experiences obtained during 1 (one) Semester through scheduled activities per week in the form of lectures, practicums, field activities and independent activities.
32. Integrated Information System of UGM, hereinafter abbreviated as SIMASTER, is an integrated information system and resources that Lecturers, Education Staff and Students can use to benefit student's education, both academic and non-academic activities. In addition, the parents/guardians of the students can access SIMASTER online and in real-time to monitor students' study progress.
33. The Achievement Index, hereinafter abbreviated as IP, is the student's academic achievement number calculated from the sum of multiplication between the course grade points by the course credits, divided by the total number of credits.
34. Semester Achievement Index, hereinafter abbreviated as IPS, is a student's academic achievement number for each semester calculated from the sum of multiplication between course grade points by the course credits, divided by the total credits earned in that semester,

35. Grade Point Average (GPA), hereinafter abbreviated as IPK, is the accumulated IP obtained during the study period.
36. Remedial is an improvement in grades for students who did not pass a certain course without having to repeat the course, which is given with specific requirements.
37. Research is an activity using scientific methodologies and methods in an attempt to find the truth and/or solve problems in science.
38. Final Project is an academic work to obtain a Bachelor's degree (S1) written/produced at the end of the study period that demonstrates the ability to master the methodology, theoretical framework, research method, analysis, ethics in preparation of academic work, and specific skills that reflect Graduate Learning Outcomes, hereinafter abbreviated as CPL.
39. Co-curricular activities are activities carried out by students that are programmed under the guidance of Lecturers as curriculum support, and can be given credits that are determined based on an assessment of Prodi between 3 (three) to 9 (nine) SKS.
40. Co-curricular activities are activities carried out by students, Established under the guidance of Lecturers as curriculum support, and can be given credits that are determined based on the Prodi assessment between 3 (three) to 9 (nine) SKS.
41. Merdeka Belajar Kampus Merdeka, hereinafter abbreviated as MBKM, is a policy of the Ministry of Education, Culture, Research and Technology which gives students the right to take part of the study load outside the learning scheme specified in the curriculum so that students can fulfil the CPL. MBKM is a learning method that allows students to gain knowledge, experience, and abilities outside the conventional learning/lecture method.
42. Diploma is a document given to academic graduates as an acknowledgment of learning achievement and completion of the education in accredited Prodis organised by universities.
43. Academic Transcript is a learning outcomes document that contains the grades of all courses and final projects taken by students during their study.
44. Temporary Grade is a grade entered by the Academic Affairs into SIMASTER, which is used for planning studies in the next semester and will be given to

students if, until the KRS period starts, the Final Grade has not been submitted by the Lecturer.

- 45. Final grade is a fixed grade that will appear in the Academic Transcript.
- 46. Diploma Companion Statement Letter, hereinafter abbreviated as SKPI, is an official statement issued by a tertiary institution containing information about the academic achievement or qualifications of a graduate of higher education with a degree, which does not serve as a substitute for a diploma and or academic transcript.
- 47. Certificate of Courseworks Completion, hereinafter abbreviated as SKTL, is a certificate issued by the Academic Affairs containing information explaining the completion of courseworks by students during their study period based on the curriculum of each department, and is used for the requirement of the Final Project Examination.

CHAPTER II

EDUCATIONAL PURPOSE

Article 2

The Undergraduate Program aims to produce graduates with the following qualifications:

- (1) Character that upholds the truth, environmental awareness, personality, an attitude toward diversity, national insight, social solidarity, and a vision of innovation and progress for the future of the Indonesian nation and state.
- (2) Comprehensive mastery of theoretical concepts in social and political fields, able to take advantage of the development of Science, Technology and the Arts (hereinafter abbreviated as IPTEKS), think systematically and reason scientifically to make strategic decisions, and able to formulate various alternative solutions based on analysis of information and data to solve various problems of society, government, and the business sector.
- (3) The capacity and ability to analyse, act intelligently and creatively, as well as being communicative in responding to various strategic issues in global competition and cooperation.

CHAPTER III
MANAGEMENT OF UNDERGRADUATE PROGRAM

Article 3

The management of Undergraduate Program is done by:

- (1) Person in charge of Undergraduate Program, *ex-officio* Dean;
- (2) Vice Dean in accordance with the field of duty;
- (3) The Department administrators;
- (4) The Prodi (S1) administrators; and
- (5) Bodies, task forces and other units deemed necessary.

Article 4

The Undergraduate Program (S1) is managed by permanent teaching staff with at least a Doctorate degree with an academic position of at least an Expert Assistant.

Article 5

The duties of the managers of the Undergraduate Program (S1) are:

- (1) The Dean is responsible for all processes and implementation of the undergraduate programs
- (2) The Deputy Dean is in charge of assisting and supporting the Dean in all processes of organising the undergraduate programs;
- (3) The Head of the Department is in charge of coordinating the implementation of the undergraduate program at the Departmental level;
- (4) The Secretary of the Department is in charge of assisting the Head of the Department in organising the academic activities and administrations;
- (5) The Department's Academic Review Team consists of:
 - a. Department Manager;
 - b. Prodi Manager; and/or

- c. Other competent lecturers according to the situation, who are appointed by the Head of the Department.
- (6) The Department's Academic Review Team is tasked with conducting a curriculum review, evaluating the results of MBKM activities, implementing "Higher Education Tridharma", (determining? Deciding on?) assessment methods, and performing quality assurance at the Department level.
- (7) The Head of Prodi (S1) is in charge of coordinating the implementation of the Undergraduate Program (S1) at the Prodi level;
- (8) The Secretary of Prodi (S1) is in charge of assisting the Head of Prodi (S1) in organising the academic activities and administrations;
- (9) The Academic Administration Implementing Unit is in charge of carrying out administrative activities, academic services, and student affairs in the Undergraduate Program (S1) at the Faculty level;
- (10) The Financial Administration Implementing Unit is in charge of administering the financial affairs of the Undergraduate Program (S1) at the Faculty level.

CHAPTER IV

INTERNATIONAL PROGRAMS

Article 6

International Undergraduate Program

- (1) The International Undergraduate Program (IUP) in Fisipol UGM is a program managed by *Prodi*.
- (2) IUP Students are obligated to participate in international exposure in foreign universities or foreign partner organisations.
- (3) The provisions on international exposure, as referred to in paragraph (2), shall be further regulated by each Prodi with the approval of the Department.
- (4) IUP is not a separate program from the Undergraduate Program (S1).

CHAPTER V

FAST TRACK PROGRAMS

Article 7

Fast Track Programs

The Fast Track program is a program with a 3+1 scheme designed so that the students can obtain Undergraduate's and Master's degrees at the same time with the following conditions:

- a. Completion of courseworks (including carrying out KKN) as evidenced by a Certificate of Courseworks Completion (S1), have an IPK equal to or above 3.51 (three point five one) and have taken 4 (four) semesters, minimum TOEFL 500/IELTS 6.0.
- b. Tested paper by prodi as a substitute for the requirements for the Final Project to pass the Undergraduate Program (S1).
- c. The qualifications and provisions regarding the paper, as referred to in letter b, shall be further determined by the Prodi with the approval of the Department. Obtaining a recommendation from the Lecturer (preferably from a prospective thesis supervisor) for the intended Master's Program (S2).
- d. Signing a statement letter of agreement to complete the Master's program within 3 (three) Semesters.
- e. Administrators of the Master's Program (S2) will conduct an assessment of applications submitted by students to take part in the Fast Track program.
- f. A Undergraduate's Degree (S1) is awarded together with a Master's Degree (S2), so students will receive an Undergraduate's Degree (S1) upon completion of their Master's Program Studies (S2).
- g. If the student unable complete this program, the student is still entitled for an Undergraduate's Degree (S1) and a non-degree diploma certificate.

CHAPTER VI

STUDENT ORIENTATION

Article 8

- (1) Before the semester starts, newly admitted students must participate in the student orientation, namely Pelatihan Pembelajar Sukses bagi Mahasiswa Baru Universitas Gadjah Mada (hereinafter abbreviated as PPSMB).
- (2) PPSMB is organised to prepare new students to become successful learners.
- (3) PPSMB is implemented by Universities, Faculties, and Departments, and its implementation involves student organisations at the Faculty level.
- (4) Newly admitted students who have participated in the PPSMB and are declared to have passed are entitled to a certificate.
- (5) PPSMB is a compulsory subject with a minimum passing grade of C.
- (6) The requirements to obtain a certificate and be declared to have passed the PPSMB are:
 - a. meet a minimum attendance of 75%;
 - b. perform tasks according to the provisions;
 - c. do not violate the rules regarding the Students' code of conduct.
- (7) Students who are declared failing the PPSMB can improve their PPSMB scores by following the Dharma Bhakti Campus (DBK).
- (8) Information related to DBK activities is determined by the University and implemented by the Faculty.
- (9) PPSMB is conducted by implementing adult learning principles, tolerance, responsibility, and non-violence.
- (10) If there is a violation of PPSMB principles, the Dean may stop the implementation of the PPSMB by the Faculties and Departments.

Article 9

Subject Matter of PPSMB

- (1) The subject matter of PPSMB is determined by the university, faculties, and departments.
- (2) The main aspects of the PPSMB material are as follows, among others:
 - a. soft skills: living skills, learning skills, communication skills, writing skills, and thinking skills;

- b. introduction to the University, Faculties, and Departments;
- c. introduction to the environment of academic supporting facilities for education.

CHAPTER VII

CURRICULUM AND LEARNING METHOD

Article 10

- (1) The curriculum is prepared as a follow up for the development of scientific and professional needs to produce graduates with the best competencies.
- (2) The curriculum structure includes:
 - a. compulsory university courses;
 - b. compulsory faculty courses;
 - c. compulsory and elective courses of the Department;
 - d. general elective courses (across departments, faculties, and universities);
and
 - e. MBKM activity scheme as a course substitution and conversed into SKS.

Article 11

Preparation of Department's Curriculum

- (1) Curriculum preparation includes the preparation for new Prodis, or improvements of the existing curriculum.
- (2) Department's curriculum changes are formulated by each Department.
- (3) Changes to the Department's curriculum are carried out with at least the following steps:
 - a. internal review of the Department's Academic Review Team;
 - b. workshops involving all the members of the Department's teaching staff, students, experts, scientific associations, professional associations, alums, users, and representatives of stakeholders;
 - c. Department meetings to decide on the curriculum, after considering input from internal and external parties as mentioned in paragraph (3) letter b.

- (4) The curriculum is evaluated every 5 (five) years at the latest.
- (5) The curriculum is valid after obtaining approval from SF.
- (6) To ensure student rights, the change from the old curriculum to the new curriculum is regulated by a transition clause.

Article 12

Principles, Approaches and Learning Methods

- (1) The learning process at Fisipol UGM adheres to the principle of academic freedom, academic platform, and lifelong learning, where formal education at Fisipol UGM is only a small fraction of the entire learning process that will last a lifetime.
- (2) Using a learning approach that prioritises learner autonomy/heutagogy combined with pedagogy and andragogy according to the learner's age.
- (3) Using various learning methods to ensure the achievement of learning objectives.

CHAPTER VIII

ACADEMIC ADMINISTRATION

Article 13

Registration

Students who are entitled to participate in learning activities must be registered as active students at the Directorate of Education and Learning as regulated by University regulations.

Article 14

Registration/Re-registration

- (1) Each student must re-register at the beginning of each semester by paying the specified Single Tuition Fee (hereinafter abbreviated as UKT) within the period set by the University.
- (2) Tuition fees are determined by the Rector's Decree on UKT and Tuition Fees at UGM.
- (3) Students who do not re-register (not paying the tuition fee) with the purpose of taking academic leave must follow the Academic Leave Procedure.
- (4) Students who take Academic Leave are considered Inactive Students with Permission.
- (5) Students who do not re-register (not paying the tuition fee) and do not take Academic Leave according to the procedure are considered Inactive Students without Permission.
- (6) Students who do not re-register are not entitled to participate in academic activities and the usage of campus facilities.

Article 15

Provisions for Single Tuition (UKT)

- (1) Students can apply for tuition waiver through SIMASTER during the period determined by the University.
- (2) Further arrangements and procedures regarding the application for tuition waiver are further regulated through the Rector's Decree (SK).

CHAPTER IX EDUCATION PROCESS

Article 16

Learning Method

- (1) The learning methods are carried out by:
 - a. offline;
 - b. online (synchronous or asynchronous); and
 - c. a combination of offline and online or other methods designed by the lecturer(s) of the course

(2) The arrangement of each learning method is regulated through Dean's Circular Letter.

Article 17

Online Lecture

(1) Online lectures can be held for all meetings (100% of meetings).

(2) The faculty provides the facilities to prepare and facilitate the implementation of Online Lectures.

(3) Further provisions regarding Online Lectures are regulated through the Decree of the Dean.

Article 18

Credit System and Semester Credit Units (SKS)

(1) Lectures adhere to the Credit System.

(2) SKS is used to prepare, plan, and conduct the lectures as a point of reference for student academic load.

Article 19

Credit Load and Study Period

(1) The study load for the Undergraduate Program (S1) is a minimum of 144 (one hundred and forty-four) SKS and must be carried out for a maximum of 10 (ten) semesters.

(2) Under certain circumstances, Study Period Extension may be granted as an exception for students, upon consideration of input from the Prodi.

(3) Study Period Extension, as stated in paragraph (2), is granted by considering the student's academic performance in the previous semesters.

(4) Study Period Extension, as stated in paragraph (2), is a maximum of 4 (four) semesters following the regulations of the University as well as the Institution of Higher Education (DIKTI).

(5) The consideration for the Study Period Extension, as stated in paragraph (4), is based on humanitarian considerations (illness, financial difficulties proven by written documents, disaster, or other matters).

(6) Students who cannot finish their studies within a maximum of 14 (fourteen) semesters will automatically be declared as dropouts.

Article 20

Study Plan Card

(1) Before the new semester starts, students must fill out the KRS within the period determined by the Faculty.

(2) The number of SKS that the students can take in the first semester follows the package system set by the Faculty.

(3) The number of SKS that the students can take in the second and later semester is determined based on the achievement of the Semester Achievement Index (IPS), which is regulated as follows:

a. IPS 3.00 - 4.00 : 24 SKS

b. IPS 2.50 - 2.99 : 21 SKS

c. IPS 2.00 - 2.49 : 18 SKS

d. IPS 0.00 - 1.99 : 15 SKS

(4) Students who are taking Academic Leave in the previous Semester may take a maximum of 24 (twenty-four) SKS.

(5) The number of SKS that the students can take, as stated in paragraph (4), should adjust the IPS they achieved in the semester prior to taking academic leave.

(6) Students with the status of Inactive Students Without Permission in the previous semester may take a maximum of fifteen (15) SKS.

(7) IUP students participating in the international exposure program in the previous semester can take a maximum of twenty-four (24) SKS.

(8) In filling out and revising the KRS, students must follow the provisions:

a. Students have registered and filled out course evaluations at SIMASTER.

b. Students whose status is active again after taking Academic Leave in the previous semester, students who only take the Final Project course, and students who take part in the international exposure program in the previous semester must report to the academic officer.

- c. Not enrolling in courses with total SKS that exceeds the allotment as stipulated in paragraphs (3), (4), (5), (6), and (7);
 - d. Taking courses by referring to the Prodi curriculum guidelines;
 - e. If students require information about KRS, they can consult with the DPA;
 - f. Using SIMASTER on the simaster.ugm.ac.id webpage;
 - g. Filling out the KRS according to the schedule determined by the Faculty;
 - h. KRS revisions are carried out by students in accordance with the provisions issued by the Faculty every semester.
- (9) KRS becomes the basis for the issuance of KHS at the end of the Semester with the following conditions:
- a. Courses grades written in the KHS are according to the courses listed in the KRS;
 - b. KHS is one of the instruments for monitoring and controlling the learning process at Fisipol UGM.

Article 21

Course Schedule

The course schedule follows the provisions at the university and/or faculty levels.

Article 22

Lecture Format

- (1) Lectures at Undergraduate Program (S1) can be in the form of offline lectures, online (synchronous or asynchronous), blended learning, field study, internships, research and other specified methods.
- (2) The number of lectures for each course in 1 (one) semester is at least 12 (twelve) meetings.
- (3) Lectures are taught by one lecturer or a team of lecturers who hold at least a Master's degree (S2).
- (4) The Lecturer Team consists of Lecturers, Visiting Lecturers, and/or Practitioners relevant to the subject.
- (5) Guest lecturers and/or practitioners who are part of the Lecturer Team are proposed along with the submission of proposed courses offered at the beginning of the Semester.

- (6) Lecture time for each course is determined based on the course Credit Units.
- (7) One credit unit worth of the number of lectures per week for each course is as follows:
 - a. 1 (one) SKS is equivalent to 160 (one hundred and sixty) minutes;
 - b. The learning methods include class discussions, independent and structured assignments, field lectures, internships, and other methods.

Article 23

Cross-Department Learning

- (1) Cross-Department Learning is learning activities where students enrol in courses that are offered by other departments within the Faculty.
- (2) Courses that can be taken outside the Department are general elective courses.
- (3) students from the Department that put these courses as compulsory courses are given priority to enrol in cross-department courses, with the following conditions:
 - a. Students taking compulsory courses are guaranteed to be able to register these courses in the KRS following the prevailing regulations;
 - b. Students who intend to take Department and general elective courses may be rejected if the class size has exceeded.

Article 24

Cross-Faculty Learning

- (1) Cross-Faculty Learning is learning activities where students enrol in courses offered by other faculties within UGM, or students from other faculties within UGM enrol in classes offered by the Faculty.
- (2) Cross-Disciplinary Courses are courses other than those offered by the Prodi, including courses offered across Prodis, Faculties, or Universities.
- (3) Requirements for Cross-Faculty Learning in other faculties within UGM:
 - a. Students ensure that the desired courses are offered as cross-faculty courses at SIMASTER;
 - b. Courses that can be taken include: university courses, general elective courses, or interdisciplinary courses offered by the faculty; and
 - c. Selected courses are relevant to study interests;

- (4) Procedures for Fisipol UGM students to take cross-faculty courses within UGM:
- a. Students request a cover letter via OSS in the student service menu;
 - b. Students submit the cover letter from the faculty to the academic office at the faculty where the course will be taken (host faculty);
 - c. Students report to the academic office at their home faculty and input the selected cross-faculty courses to SIMASTER;
 - d. Students attend the lectures according to the schedule determined by the host faculty;
 - e. Students must comply with all regulations the host faculty sets concerning the courses taken at the host faculty.
- (5) Procedures for students from outside the faculty taking courses at Fisipol UGM:
- a. Students submit a cover letter from their home faculty to the academic office at Fisipol UGM;
 - b. Academic officer at Fisipol UGM informs available courses at SIMASTER along with the number of quotas available for each course;
 - c. Students fill their KRS at SIMASTER;
 - d. Students attend lectures according to the predetermined schedule;
 - e. Students must comply with all regulations concerning the courses taken and Fisipol UGM in general;
 - f. The grades of courses taken at Fisipol UGM will automatically appear on students' SIMASTER.

Article 25

Course Code of Conduct

- (1) Each course must include a course syllabus.
- (2) Courses begin according to the predetermined schedule, or an agreement between the lecturer and students.
- (3) At the beginning of a course, lecturers and students are required to make a study contract.
- (4) Recording attendance for lecturers and students is done through SIMASTER.
- (5) Recording attendance, as referred to in paragraph (4), is further regulated by each Prodi coordinator.

- (6) Permission for students to be absent from learning activities may be granted for cases such as:
- a. experiencing an unexpected incident (sickness proven by a medical statement);
 - b. death of a close family member;
 - c. assigned by the Prodi/Faculty/University for participation in scientific activities, student competitions, and other student activities (benchmarking, student exchanges, and so on);
 - d. participating in activities related to career development.
- e. In regards to paragraph (d), the Career Development Centre (CDC) unit at Fisipol UGM has the right to assess the activity participated by students and its relevance to their career development.
- (7) During the lecture, students must obey the prevailing ethical provisions;
- (8) In case of a course cancellation, students must be informed no later than 1x24 hours before the schedule.
- (9) Rescheduling class sessions must be agreed upon between lecturers and students.
- (10) The maximum number of rescheduling class sessions is 2 (two) times per lecturer for each course in the ongoing semester.
- (11) Exceptions to paragraph (9) above apply if:
- a. Lecturer is sick and/or has to be hospitalised;
 - b. Lecturer carries out the duties of the department, faculty, and or university with the faculty approval;
 - c. Lecturer experiences an unexpected incident.
- (12) Regulations regarding the online lecture's code of conduct will be further regulated in the Decree of the Dean.

Article 26

Course Evaluation

- (1) Course evaluation includes lecturer's performance, implementation of Semester Learning Activity and Program Plans (RPKPS), and availability of learning resources.
- (2) Course evaluation is performed jointly by lecturers and/or students and/or the team of evaluators appointed by the faculty.
- (3) Provisions for lecture evaluation are as follows:
- a. course evaluation is carried out online through SIMASTER;

- b. the summary of evaluation results will be used as the basis for the evaluation conducted by the Vice Dean of Academic and Student Affairs;
- c. evaluation results are submitted to the Prodi;
- d. the Vice Dean of Academic and Student Affairs reports the evaluation results in the Faculty Work Meeting (RKF);
- e. The results of the online questionnaire are used as evaluation materials and recommendations for RPKPS revision.

(4) Provisions for evaluating lecturer performance include:

- a. course materials;
- b. mastery of the subjects;
- c. learning methods;
- d. ability to motivate students;
- e. lecturer attendance and maximum utilisation of time

(5) Provisions for evaluating RPKPS implementation include:

- a. consistency between RPKPS and its implementation;
- b. achievement of learning objectives;
- c. effectiveness of learning methods.

(6) Provisions for evaluating learning resources include:

- a. availability of learning resources (comprehensive reading materials/libraries, laboratories, and e-learning);
- b. the ease of access toward learning resources.

Article 27

Sanctions

(1) Students who do not comply with the course code of conduct, as referred to in Article 25, will be penalised.

(2) Sanctions given by Lecturers such as:

- a. verbal warning;
- b. disallowed to participate/continue lectures;
- c. written warning from the Prodi;
- d. course grade reduction;
- e. disallowed to take the exam;
- f. failing the examination of the course in question.

Article 28

Complaint

- (1) Students and lecturers can submit written complaints according to the complaint mechanism set by the faculty.
- (2) The complaint mechanism, as referred to in paragraph (1), will be regulated later in the Decree of the Dean.

Article 29

Course Examination

- (1) Examination is held at least 1 (one) time in 1 (one) semester.
- (2) Form of examination and the mechanism are decided by the course lecturer.
- (3) Students entitled to take the examination must be registered as active, proven by:
 - a. completing registration or re-registration process;
 - b. filling out KRS.
- (4) Permission to be absent during examination may only be granted to students who are on a particular assignment by the University, Faculty, or Prodi.
- (5) Students are allowed to take make-up examinations if:
 - a. experiencing an unexpected incident (sick proven by a medical statement);
 - b. death of a close family member;
 - c. assigned by the Prodi/Faculty/University in scientific activities, student competitions, and other student activities (benchmarking, student exchanges, and so on);
 - d. requirements in letter a or b or c are applied with the permission from the lecturer.
- (6) The make-up examination is carried out no later than 7 (seven) working days after the examination date of the subject in question.

Article 30

Course Assessment

- (1) Course assessment is carried out by the lecturer, which includes:
 - a. accumulated exam scores;
 - b. activity in class;

c. assignments;

d. discipline; and

e. academic honesty.

(2) Assessment portion for each component is determined by the course lecturer.

(3) If the course lecturer has not issued examination grades by the predetermined deadline, a grade letter "T" will be given as a temporary grade.

(4) If the course lecturer is late or does not submit the final grade by the predetermined deadline, the assessment will be done by the Prodi Administrators no later than 7 (seven) working days after the deadline for grade submission given to the concerned lecturer.

(5) If the Prodi Administrators do not give a final grade after the deadline, as referred to in paragraph (4), students will be graded B for the concerned subject.

(6) Student's Final Grade in letters and numbers are as follows:

Grade	A	A-	A/B	B+	B	B-	B/C	C+	C	C-	C/D	D+	D	E
Grade Point	4	3.75	3.5	3.25	3	2.75	2.5	2.25	2	1.75	1.5	1.25	1	0
Score	100 - 90	89 - 85	84 - 80	79 - 75	74 - 70	69 - 65	64 - 60	59 - 55	54 - 50	49 - 45	44 - 40	39 - 35	34 - 30	<30

(7) If the lecturer gives a blank or incomplete grade, it will be considered as grade E.

(8) Students hold the right to inquire with the lecturer regarding their grade within a maximum of 5 (five) working days after the grade is issued.

(9) Lecturers must respond no later than 5 (five) working days upon receiving a student's inquiry.

(10) Should there be no response from the lecturer or no solution regarding the grade, the final decision will be made by the Head of the Prodi.

(11) The minimum passing grade of compulsory courses for the study period final evaluation is C.

(12) Courses that have been taken and graded B or more cannot be repeated.

(13) Students may repeat a course for a maximum of one time, except for failed compulsory courses.

(14) The final grade for the repeated course is the best grade.

(15) Dropping a course must be done before submitting for a certificate of courseworks (consider: Course Completion Certificate under the condition that it is only allowed 1 (one) time, with a maximum number of 9 (nine) SKS of elective courses.

Article 31

Remedial

(1) Students who fail a course may be given the opportunity for a remedial course with the approval of the course lecturer.

(2) Remedial course is considered an emergency, therefore it can only be given to students who are already in a critical period of finishing their studies.

(3) Requirement to take remedial courses is at least 75% attendance and completion of the assignment given in accordance with the syllabus.

(4) Remedial only applies to compulsory courses.

(5) If a student passes the remedial, as declared by the course lecture, the student will get a maximum score of C.

(6) Remedial result does not affect the number of SKS to be taken in the next semester.

Article 32

Rights and Responsibilities of Lecturer

(1) Every lecturer of Fisipol UGM must:

a. teach at Undergraduate Program as a requirement to be able to teach at Postgraduate Prodis (Masters and Doctoral Degree Programs);

b. prepare lecture materials in RPKPS format;

c. teach in an orderly manner:

- 1) be present on time according to the course schedule;
 - 2) the minimum attendance frequency is a total of lectures aside from mid-term and final-term examinations of at least 12 (twelve) meetings;
 - 3) adhere to the agreed schedule, except in urgent conditions that require rescheduling. Rescheduling meetings is a maximum of 2 (two) meetings with the students' agreement.
- d. provide information on academic principles in scientific writing that are set by the university;
 - e. provide opportunities for lecture consultations for students;
 - f. evaluate teaching and learning activities;
 - g. provide feedback on learning evaluation results;
 - h. submit students' grades on time. If lecturer does not submit grades on time for 2 (two) consecutive semesters, the person in question will be sanctioned in the form of:
 - 1) prohibition to participate in research and development grants provided by the universities, faculties and departments;
 - 2) prohibited from teaching in the next semester.
 - i. responding to complaints from students in regards to the lecture;
 - j. comply with the code of ethics for UGM lecturers as regulated in University Regulations.
- (2) Lecturers who are eligible to teach in class are those who have received a teaching certificate for the ongoing semester.
- (3) Every lecturer of Fisipol UGM has the right to:
- a. give awards and sanctions to students in accordance with the university's academic regulations;
 - b. give assignments during lectures;
 - c. determine the assessment method and grade.

Article 33

Student Rights and Responsibilities

- (1) Every student of Fisipol UGM has the right to:
- a. receive education and teaching that meets the academic standards of Fisipol UGM;

- b. utilise the available academic facilities in accordance with the prevailing regulations at Fisipol UGM;
 - c. receive grades for the participated courses;
 - d. give substantial input to lecturers at the beginning of the lecture;
 - e. raise concerns or complaints on the course implementation to lecturers;
- (2) Every student of Fisipol UGM must:
- a. behave politely, be responsible and have high ethics in order to maintain a good reputation of the alma mater;
 - b. complete the assignments and exams given by the lecturer;
 - c. submit coursework on time;
 - d. adhere to the academic rules in writing scientific papers;
 - e. attend lectures in an orderly manner and be present on time according to the class schedule;
 - f. adhere to all arranged educational activities.

Article 34

Sit-In Students

- (1) Sit-In Students are students who participate in certain course activities but do not take credit for those courses.
- (2) Prodis can provide opportunities for Sit-In Students to attend lectures.
- (3) Sit-In students do not take credits and are not entitled to take exams and other evaluative assignments.
- (4) Sit-In students can be cross-program, cross-strata, cross-faculty, as well as international students who are registered as UGM students.
- (5) Sit-In students are required to fulfil administrative and academic requirements in accordance with the prevailing provisions as active students at UGM.

CHAPTER X

FREEDOM OF LEARNING - INDEPENDENT CAMPUS (MBKM)

Article 35

Provisions of Freedom of Learning - Independent Campus

- (1) MBKM is a student's right and the Faculty is obliged to facilitate this right.

- (2) MBKM is one of the methods to achieve Graduate Learning Outcomes (CPL).
- (3) Students in Semester 5 (five) or above can participate in the MBKM program.
- (4) Students can participate in the MBKM program for a maximum of 3 (three) Semesters.
- (5) Students can convert MBKM program credits up to a maximum of 20 (twenty) SKS per semester. Therefore, each student can take up to 60 (sixty) SKS of MBKM during their period of study.
- (6) Students in semester 9 or 10 who are doing their Final Project and applying for tuition fee deductions cannot convert MBKM credits for more than the maximum credits that can be taken upon getting UKT deductions, as provisioned.
- (7) Students referred to in paragraph (6) of this Article can only take 12 (twelve) SKS, including 6 (six) SKS of Final Project and 6 (six) SKS of courses.

Article 36

Arenas for MBKM

- (1) The Faculty grants students the right to participate in the MBKM program in the following arenas:
 - a. student exchange;
 - b. independent study;
 - c. research;
 - d. internship;
 - e. Village Building project;
 - f. teaching in the Education Unit;
 - g. Social entrepreneurship;
 - h. humanitarian projects; and
 - i. other MBKM arenas which will be determined later by the University/Directorate General of Higher Education/state institutions that have the authority to regulate higher education.
- (2) Further arrangements regarding each MBKM arena as referred to in paragraph (1) shall be regulated through MBKM guidelines issued by the Faculty.

Article 37

Conversion and Recognition of MBKM Credits

(1) Students participating in the MBKM program can convert MBKM credits in the form of:

- a. Prodi courses;
- b. Cross-Prodi/faculty elective courses; and
- c. Departmental elective courses.

(2) The assessment and determination of the weight of the credit and converted courses as referred to in paragraph (1) letter a of this Article are carried out by the Department's Academic Review Team based on the MBKM Guidebook published by the Faculty.

(3) After Prodi Administrators conduct the assessment as referred to in paragraph (2) of this Article, they are required to forward the results to determine the worth of credits and courses to the Academic Affairs of the Faculty, so that it can be recorded by the system.

(4) The conversion process of MBKM that is conducted in an ongoing Semester can be done in the following Semester.

CHAPTER XI

THESIS

Article 38

Provisions of Final Project

(1) Final Projects can be in the form of:

- a. thesis;
- b. journal articles;
- c. policy papers;
- d. advocacy products;
- e. social campaign program;
- f. internship report;
- g. organisational profile and analysis;

h. cinematographic and photographic works such as short films, video documentaries, radio/tv dramas, commercial/product advertisements, photonovels and photo essays;

i. MBKM research activities as referred to in Article 36 paragraph (1) letter c;

j. and other forms of work recognized by the Faculty.

(2) The period to work on the Final Project is a maximum of 2 (two) semesters, who start from the time students input the Thesis/Final Project in the KRS.

(3) Students who exceed the period of completing the Final Project as referred to in paragraph (2) may request for an extension of time to complete it.

(4) The request for time extension as referred to in paragraph (3) shall be addressed to the Prodi Administrators.

(5) Students who are granted time extension from the Prodi Administrators must complete their Final Project within the extended time.

(6) Students who do not receive approval for time extension from the Prodi Administrators, or do not complete the Final Project within the extended time set by the Prodi Administrators, will be declared as dropping out.

(7) The Final Project is worth 6 (six) SKS.

Article 39

Explanation of the forms of the Final Project as referred to in Article 38 paragraph (1) and the process of completing the Final Project is provisioned in the Final Project Guidebook published by the Faculty.

Article 40

Pre-Final Project

(1) Students who have completed 94 (ninety-four) SKS are entitled to seek for guidance in the preparation of the Final Project;

(2) The process of preparing the Pre-Final Project is carried out by submitting a proposal draft of the Final Project, and a request for supervision to the Prodi Administrators;

- (1) (3) Submission of a proposal draft is accompanied by the required documents for proposing the topic/title of the Final Project to the head of the Prodi through the Prodi Administrators consisting of:
 - a. The proposed theme and form of the Final Project as referred to in Article 38 paragraph (1);
 - b. Student Identity Card that is still valid for the current semester;
 - c. KRS of the current semester (Final Project does not have to be included);
 - d. Academic transcript;
 - e. Active student status verification.
- (2) Students get a monitoring form for the preparation of the Final Project, which includes meeting schedules and guidance materials.
- (3) Students develop and complete the Final Project proposal with the guidance of the DPTA assigned by the Prodi.

Article 41

Final Project Guidance

- (1) Head of Prodi determines supervisors for students who have submitted the theme or title of the Final Project
- (2) The considerations and criteria used in determining DPTA are:
 - a. the suitability of the topic of the Final Project with the expertise of the Lecturer
 - b. Mentoring workload for each Lecturer
 - c. other criteria determined by the Prodi
- (3) The Head of Prodi submits the DPTA proposal to the Dean
- (4) Dean issues the DPTA Decree
- (5) Final Project guidance can be done after the Prodi submits the DPTA proposal to the Dean

- (6) In the event that the mentoring process does not run smoothly due to a discrepancy between the DPTA and the student, it will be resolved by the Head of Prodi by referring to the Rector's Regulation on Guidance Ethics.

Article 42

Seminar of the Final Project

- (1) Seminar of the Final Project aims to assess the substantive and methodological feasibility of the proposal as a reference for completing the Final Project.
- (2) The execution mechanism of the Final Project proposal seminar is fully decided by the Prodi.

Article 43

Final Project Preparation

- (1) Students can conduct the research and preparation for the Final Project after the proposal is approved by the DPTA
- (2) Students formulate the Final Project under the guidance of DPTA
- (3) Students may carry out regular consultations with the DPTA, and are required to fill out a monitoring form for the supervision of the preparation of the Final Project.
- (4) Students are required to complete the research and preparation of the Final Project within a period of time in accordance with the provisions of the applicable study period.
- (5) The preparation of the Final Project refers to the drafting guidelines issued by the Faculty.

Article 44

Final Project Preparation Progress Report

- (1) Students are required to make an outline for the preparation of the Final Project, which contains a work plan per semester, which is subjected to approval by the DPTA.
- (2) Each semester, students are required to report the progress of research and preparation for the Final Project to the DPTA and the Head of Prodi.

Article 45

Arrangement of the Examiner Committee

- (1) Head of Prodi appoints a committee of 3 (three) examiners, namely:
 - a. 1 (one) DPTA, as head of the examiner committee
 - b. 2 (two) examiner (non DPTA)
- (2) DPTA may propose 1 (one) Examiner from outside the Prodi to the Head of Prodi based on competency considerations.

Article 46

Determination of the Examination Schedule

- (1) The Final Project Examination is scheduled by the Prodi after the complete electronic document of the Final Project has been received.
- (2) The exam schedule shall be informed to students no later than 3 (three) working days prior to the Examination.

Article 47

Final Project Examination

Execution of the Final Project Examination:

- a. Students who have completed the process of preparing the Final Project and have received DPTA approval are required to take the Final Project Examination.
- b. The methods of the Final Project Examination are:
 - 1) Offline Examination;
 - 2) Online Examination (Synchronous or asynchronous)
 - 3) Written review
- c. Prodis can determine the method of the Final Project Examination mentioned in point b after obtaining approval from the Department.
- d. To take the Final Project Exam, students are required to register with the Head of Prodi, after submitting the following documents:
 - 1) Electronic document of the Final Project that has been approved by DPTA
 - 2) SKTL issued by the Academic and Student Affairs Division of the Faculty of Social and Political Sciences UGM
 - 3) Monitoring form for the preparation of the Final Project;
 - 4) other conditions determined by the Prodi
- e. Prodi notifies the examiners (through invitation letters, announcements, etc.) by attaching an electronic document of the Final Project that has been approved by the DPTA, no later than one week before the Final Project Examination
- f. The Final Project Examination is an open process; the implementation of which is further regulated by each Prodi after obtaining approval from the Department

Article 48

Final Project Assessment

- (1) The Faculty provides the Revision Form and the rubric for Final Project evaluation

- (2) The Prodi may adjust the substance of the revision form and rubric for Final Project evaluation as referred to in paragraph (1) after obtaining approval from the Department.
- (3) Final Project Assessment is based on the following aspects:
- a. The quality of the Final Project which includes: the background of the problem, methods, data and analysis, and writing techniques.
 - b. presentations and or materials delivered during the Final Project Examination.
 - c. further arrangements regarding each component are stated in the form of the rubric for Final Project evaluation.
- (4) The proportion of the assessment of the Final Project by the examiner team is:
- a. DPTA : 50%
 - b. Examiner – non DPTA I : 25%
 - c. Examiner – non DPTA II : 25%
- (5) Upon finishing the Final Project Examination and being declared passed, the student will receive a temporary grade.

Article 49

Determination of Final Project Examination

The results of the Final Project exam are divided into:

- a. passing without revision will be granted an A grade
- b. passes with revisions will be granted Temporary Grade below A to C.
- c. Students must retake the Final Project Examination upon receiving a grade below C.

Article 50

Final Project Revision

- (1) Students who pass the Final Project Examination with revisions are required to complete the revision of the Final Project within 1 (one) month and then apply for approval to the DPTA.
- (2) Final Project revision consultation and approval are carried out by DPTA.
- (3) Final grade of the Final Project is given by DPTA and Examiner (non DPTA).
- (4) In the event that the Examiner (non DPTA) does not provide the Final Project grade within 5 (five) working days since the Student submits the Final Project Revision to the Examiner (non DPTA), then the DPTA is authorised to grant the final grade for Final Project.
- (5) If the DPTA does not use their authority referred to in paragraph (4), then the Temporary Grade given by the examiner committee during the Final Project Exam will be used as the Final Grade.
- (6) If the student does not complete the revision referred to in paragraph (1), the Temporary Grade given by the examiner committee during the Final Project Exam will be determined as the Final Grade.
- (7) The Final Project that has been approved is submitted to the Prodi and the library, in accordance with applicable regulations.

Article 51

Final Project Examination Remedial

- (1) Students who are failing the Final Project Examination are required to take the remedial Final Project Examination.
- (2) The Remedial Final Project Examination to be held at least 3 (three) months after the prior Final Project Exam.
- (3) The maximum grade that can be obtained in the Final Project Exam is A/B.
- (4) If a student fail the Remedial Final Project Exam, the student is unable to continue his studies and must resign.

Article 52

Final Project Approval

The Final Project approval is carried out by the Examiner Committee and the Head of Prodi.

CHAPTER XII

MONITORING OF STUDY PROGRESS

Article 53

- (1) Monitoring of study progress is carried out through SIMASTER.
- (2) The monitoring results from SIMASTER become the basis for the faculty to impose drop-out sanctions on the students.
- (3) Drop-out sanctions are determined by the amount of SKS that have been completed by students in the remaining study period.
- (4) Parents are able to monitor the study progress through SIMASTER.
- (5) Students' parents or guardians can access SIMASTER by following the activation guide issued by the university.

CHAPTER XIII

CO CURRICULAR AND EXTRACURRICULAR ACTIVITIES

Article 54

- (1) The faculty supports co curricular and extracurricular activities through funding and/or mentoring.
- (2) The faculty appreciates the co curricular and extracurricular activities in the form of Certificate of Diploma Companion.

- (3) Students' co curricular and extracurricular activities can be converted into courses with a certain credit weight with the approval of the Prodi Administrator.
- (4) Students are obliged to:
 - a. fill out the plans for co curricular and extracurricular activities into the online form that has been provided;
 - b. provide the evidence of the co curricular and extracurricular activities in the form of certificates, charters, and/or other certificates;
 - c. Upload the evidence of these activities into the Student Achievement Portal.
- (5) The faculty verifies the validity of the data uploaded by the student before the Certificate of Diploma Companion can be issued.

Article 55

Certificate of Diploma Companion

- (1) Certificate of Diploma Companion contains additional information about students' academic achievements, which include achievements in co curricular, extracurricular, or non-formal education.
- (2) Things that can be included in the Certificate of Diploma Companion:
 - a. Student organisation: as an administrator or one of the committee of activities;
 - b. Student scientific activities: research or attendance in scientific events
 - c. Supporting activities: community service, work experience, training;
 - d. Achievements (*Sang Juara*): achievements in international, national, or regional championships/contests/competitions;
 - e. Entrepreneurship: entrepreneurial activities that are performed by students.
- (3) Certificate of Diploma Companion submissions is issued no later than the period of *Judicium* before the graduation in a certain period.

CHAPTER XIV

GRADUATION REQUIREMENTS, *JUDICIUM*, AND GRADUATION

Article 57

Judicium

- (1) *Judicium* is the verification and data validation stage to determine the student's graduation status, which is determined in a joint meeting between the Faculty Administrator (academic affairs) and Prodi.
- (2) *Judicium* is determined by the Faculty Administrator (academic affairs) every month on the 4th week
- (3) Graduation date is the date of the Final Project examination when students are declared to have passed.

Article 58

Judicium Stage

- (1) *Judicium* registration announcement.
- (2) *Judicium* registration
- (3) The conducting of the *Judicium*
- (4) Announcement of the list of students who passed the *Judicium*.

Article 59

Judicium Results

A student is declared graduated if:

- (1) They no longer have due responsibilities, both academic and financial;
- (2) They never commit serious violations or deviations

Article 60

Graduation Criteria for Undergraduate Program

- (1) Graduation predicate includes:

- a. Graduated with Praise;
 - b. Highly Satisfactory
 - c. Satisfactory
- (2) The graduation criteria for each predicate are as follows:
- a. Students are declared Graduated with Praise if they achieve a IPK equal to or higher than 3.51 (three point five one), within maximum of 10 (ten) semesters of study;
 - b. Students are declared graduated Highly Satisfactory if they achieve the IPK of 3.01 (three point zero one) to 3.50 (three point five zero);
 - c. Students are declared graduated Satisfactorily if they achieve the IPK of 2.76 (two point seven six) to 3.00 (three point zero zero).
- (3) The University holds authority to determine graduation with the predicate of Graduate with Praise, Highly Satisfactory, and Satisfactory.

Article 61

Graduation

- (1) Students may begin and complete the administrative requirements of the faculty's graduation if they have submitted all matters related to the Final Project.
- (2) Administrative requirements for graduation at the Faculty level include:
- a. has been declared passed by the Prodi;
 - b. fill out the registration form for prospective graduates in The Academic Administration Implementing Unit to complete other requirements contained therein.
- (3) Students who do not submit the electronic documents of the Final Project are not permitted to attend graduation, obtain diplomas, academic transcripts, or Certificate of Diploma Companion
- (4) Students who have completed all graduation requirements at the Faculty are then referred to as "prospective graduates."

Article 62

Graduation Ceremony

- (1) Students who have been designated as prospective graduates are entitled to attend the graduation ceremony organised by the University
- (2) Prospective graduates who have not fulfilled all the administrative requirements set by the University and Faculties are given the opportunity for a maximum of 2 (two) times to attend graduation in the next period.
- (3) If prospective graduates miss 2 (two) opportunities to attend the subsequent graduation period, as referred to in paragraph (2), then prospective graduates may no longer take part in the graduation ceremony.
- (4) Students who have attended the graduation ceremony will receive a diploma and academic transcript as an attachment to the diploma.
- (5) Prospective graduates who do not attend the graduation ceremony, certificates, academic transcripts, graduation scarf, and other equipment are stored at the Academic Division of Fisipol UGM.

CHAPTER XV

ACADEMIC LEAVE

Article 63

Academic Leave

- (1) Academic Leave is a condition in which a student is not registered as an active student of the Faculty of Social and Political Sciences for a maximum of 2 (two) consecutive semesters, with written permission from the Dean or Rector.
- (2) Permission for Academic Leave is granted by the Dean based on a recommendation from the Prodi
- (3) Students may apply for Academic Leave if they have taken at least 4 (four) Semesters.

- (4) In cases where students who do not meet the requirements for academic leave, permission for academic leave is submitted to the Rector of UGM.
- (5) The mechanism for Academic Leave as referred to in paragraph (1) is as follow:
 - a. Students apply for Academic Leave accompanied by supporting documents through SIMASTER. The Head of Prodi will carry out Verification Stage 1. On the consideration of the verification of the Head of Prodi, the Academic Affairs of the Faculty conducts verification stage 2;
 - b. Academic Leave must be requested no later than the end of the semester's re-registration or her-registration period.
- (6) Academic Leave is not counted as an active period in regard to the study time limit, and during their Academic Leave, the students are not required to pay UKT fees.
- (7) During their Academic Leave, students are considered as Inactive Student with Permission and are not entitled to academic services and facilities.

Article 65

Re-registration for Inactive Students Without Permission

- (1) Inactive Students Without Permission are required to submit a letter of reactivation request addressed to the Dean, with a copy for the Head of the Academic and Student Affairs.
- (2) After obtaining approval from the Dean, the student referred in paragraph (1) is required to proceed with the re-registration procedure (paying UKT for the upcoming semester) and paying UKT during inactive period (inactive student status without permission).
- (3) As long as the student remains an Inactive Student Without Permission, the period will still be counted as a study period.
- (4) Students with Inactive Students Without Permission status for 2 (two) consecutive semesters will be evaluated in accordance with the regulations regarding Student Study Evaluation.

CHAPTER XVI

STUDENT STUDY EVALUATION

Article 66

- (1) Evaluation Phase I, or the first year, is an evaluation of new students who have taken 2 (two) semesters. Students are required to have > 30 (greater than thirty) SKS and a minimum IPK of 2.00 (two point zero zero).
- (2) The consequence of not meeting the student criteria in Phase I Evaluation as referred to in paragraph (1) of this article is that the student will receive a Study Progress Warning Letter.
- (3) Evaluation Phase II is an evaluation conducted at the end of the 4th (fourth) semester, after the student has attended education for the first 4 (four) consecutive semesters since their enrollment as a new student.
- (4) In Evaluation Phase II as referred to in paragraph (3), students must have collected a minimum of 30 (thirty) SKS with a minimum IPK of 2.00 (two point zero zero).
- (5) If the student does not meet the requirements in the Evaluation Phase II Evaluation as referred to in paragraph (4), the student concerned is no longer allowed to continue their studies at UGM or drop out.
- (6) Evaluation Phase III is an evaluation that is applied before the study period ends in accordance with the time period determined by each Prodi, namely at the end of Semester 6 (six) or 3 (three) years.
- (7) Evaluation Stage III, as referred to in paragraph (6), is applied to students who have problems with achieving academic achievements that are far from applicable regulations, such as the number of SKS for graduation.
- (8) Students who have problems with achieving academic semesters as referred to in paragraph (7) are those who have not met the minimum SKS and IPK that must be achieved at the end of Semester 6 (six).

- (9) The minimum SKS and IPK that must be achieved as referred to in paragraph (8) is 90 (ninety) SKS and a minimum IPK of 2.5 (two point zero zero) at the end of Semester 6 (six). The consequence of not meeting the student criteria in Evaluation Phase III, as referred to in paragraph (9) of this article is that the student gets a Study Progress Warning Letter.
- (10) 12 Semester Evaluation is an evaluation that is applied to the 12 (twelve) Semester that has been taken by the Student.
- (11) In the 12th (twelve) semester as referred to in paragraph (11), students are required to have taken at least 94 (ninety-four) or SKTL.
- (12) If the student does not meet the criteria as referred to in paragraph (12), the evaluation given is a warning letter.
- (13) Final Evaluation is an evaluation that is carried out at the end of the study period, namely in the 14th (fourteenth) Semester or after 7 (seven) years of study.
- (14) In the Final Evaluation as referred to in paragraph (14), students who have not completed their studies are asked to submit a letter of resignation.
- (15) If the student does not submit the resignation letter as referred to in paragraph (15) until the deadline for the start of the next semester, the Faculty submits a proposal to the University to drop the student out of study.

CHAPTER XVII

PLAGIARISM

Article 67

The Definition of Plagiarism

Referring to the Regulation of the Minister of National Education of the Republic of Indonesia Number 17 of 2010, plagiarism is an act committed intentionally or unintentionally in obtaining or trying to obtain credit or value for a scientific work, by quoting part or all of the work or scientific work of other parties that are recognised as scientific works without citing the source accurately and adequately.

Article 68

Scope of Plagiarism

The scope of plagiarism refers to the Universitas Gadjah Mada Anti-Plagiarism Guide, which includes:

- (1) Quoting other people's words or sentences without using quotation marks and without mentioning the identity of the source.
- (2) Using other people's ideas, views, or theories without acknowledging the identity of the source.
- (3) Using facts (data, information) belonging to others without mentioning the identity of the source
- (4) Acknowledging other people's writings as your own
- (5) Paraphrasing (changing other people's sentences into their own sentences without changing the idea) without mentioning the identity of the source.
- (6) Submitting a scientific work produced and/or published by another party as if it were one's own work.

Article 69

Types of Plagiarism

Several types of plagiarism refer to the Gadjah Mada University Anti-Plagiarism Guidelines, including:

- (1) Word-for-word plagiarism. The author uses the words of other authors (exactly) without mentioning the source.
- (2) Plagiarism of the source (Plagiarism of Source). The author uses other people's ideas without giving sufficient acknowledgment (without clearly mentioning the source)
- (3) Plagiarism of Authorship (Plagiarism of Authorship). The author is acknowledged as the author of other people's works.

- (4) Self Plagiarism. The author publishes the same article in more than one editorial publication and or recycles his written/scientific work without any significant changes.

Article 70

Plagiarism Sanction

- (1) Sanctions for plagiarism follow the sanctions set by the applicable laws and regulations.
- (2) Sanctions for students, lecturers, researchers, or educational personnel who commit acts of plagiarism are regulated, but are not limited to:
- a. Law No. 20 of 2003 on the National Education System Article 25 paragraph 2 jo. Article 70;
 - b. Regulation of the Minister of National Education Number 17 of 2010 on the Prevention and Overcoming of Plagiarism in Higher Education Article 12; and
 - c. Other laws and regulations that regulate and apply.
- (3) The rules regarding the handling of plagiarism at the Faculty level are further regulated by the Decree of the Dean.

CHAPTER XVIII

TRANSITIONAL TERMS

Article 71

Plagiarism Sanction

- (1) Arrangements regarding Final Project and Final Project Revisions as regulated in Chapter XI concerning Final Project come into force for 2020 students.
- (2) If a student's right to carry out academic activities is affected by changes to the department's curriculum after the stipulation of this decree, the faculty,

department, and/or Prodi are required to provide policies that are not detrimental to the student.

- (3) The period for the preparation of the Final Project as stipulated in Article 38 paragraph (2) and its implications for those who exceed the provisions as stipulated in Article 38 paragraph (3) shall come into force for 2020 students.
- (4) For students who have not passed the mandatory course grades and must immediately attend the graduation before this regulation is made, the remedial program will be carried out by the Prodi
- (5) With the enactment of this guideline, the existing academic provisions and procedures, and those that conflict with these guidelines are declared invalid.

CHAPTER XIX

CLOSING TERMS

Article 72

This guideline comes into force on the date of stipulation, provided that if there is an error in this decision, it will be corrected accordingly.



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