ACADEMIC HANDBOOK

UNIVERSITAS BRAWIJAYA

ACADEMIC YEAR
2021/2022

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UNIVERSITAS BRAWIJAYA

ACADEMIC YEAR 2021/2022

UNIVERSITAS BRAWIJAYA

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FOREWORD

Universitas Brawijaya issues Academic Handbook of academic year 2021/2022 in order to achieve the objectives of higher education implementation based on the National Standards of Higher Education set by the Ministry of Education and Culture.

The Academic Handbook states the implementation of Law Number 12 of 2012 on Higher Education. In addition, Regulation of Research, Technology, and Higher Education Number 44 of 2015 on National Standards of Higher Education and also Regulation of Research, Technology, and Higher Education Number 55 of 2018 on the Amendment of Regulation of Research, Technology, and Higher Education Number 44 of 2015 on National Standards of Higher Education, as well as Regulation issued in early 2020, namely Regulation of Ministry of Education and Culture Number 3 of 2020 on National Standards of Higher Education.

The Academic Handbook is meant to provide clear information and explanation to the leaders, students, lecturers, as well as stakeholders regarding the basics of provisions of teaching and learning process at Universitas Brawijaya. The Academic Book is implemented per academic year for problems in education and government's regulation continuously evolve. Hence, regular adjustment and improvement are necessary.

All in all, hopefully the Academic Handbook can be used as reference in teaching and learning activities and be used in accordance with prevailing regulations and procedures.

Universitas Brawijaya
Rector,

signed

Prof. Dr. Ir. Nuhfil Hanani AR., MS
NIP. 195811281983031005

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ACADEMIC CALENDAR

UNIVERSITAS BRAWIJAYA

Academic Year 2021/2022

I	ODD SEMESTER	DATE
3	Registration (UKT/SPP online payment) for current students	10 - 27 August 2021
4	Academic Registration (study plan fulfilment) for current students	17 - 28 August 2021
5	Due date of course annulment	According to the Faculty policy
6	Odd Semester Lecture + Midterm + Final Exam (Midterm and Final Exam are unscheduled)	21 September – 23 December 2021
7	Reconciliation of Students' Data	28 September - 17 October 2021
8	The Reporting to PDDikti, Reporting Semester 2019.2 dan 2020.1 (freshman)	Following the schedule from DIKTI
9	Due date of Exam Result Announcement and Study Result Fulfilment	12 January 2022
10	The Process of Student Achievement Evaluation	13 January2022
11	Due date of Judicium*	14 January 2022
12	Due date of Student Achievement Evaluation	15 January 2022
13	Due date of first semester	15 January 2022
II	EVEN SEMESTER	DATE
1	Registration (online tuition payment)	25 January - 4 February 2022
2	Academic Registration (study card fulfillment)	25 January - 5 February 2022
3	Due date of course annulment	According to the Faculty policy
4	Second semester lecture	15 February – 29 May 2022
5	Reconciliation of Students' Data	8 - 27 March 2022
6	The Reporting to PDDikti, Reporting Semester 2020.1 dan 2020.2 (postgraduate freshman)	Following the schedule from DIKTI
7	Mid Semester Exam (UTS)	5 - 10 April 2022
8	Final Exam (UAS) in Second Semester	7 - 12 June 2022
9	Due date of Exam Result Announcement and Study Result Fulfilment	17 June 2022
10	Inter-semester implementation	21 June – 17 July 2022
11	Due date of Exam Result Announcement and Study Result Fulfilment in Inter-semester	22 July 2022
12	The Process of Student Achievement Evaluation	29 July 2022
13	Due date of Judicium*	28 July 2022
14	Due date of Student Achievement Evaluation	30 July 2022
15	Due date of second semester	30 July 2022
III	UNIVERSITY AGENDA	DATE
1.	The 58th *Dies Natalis* Ceremony of UB	05 January 2022

LEADERS OF UNIVERSITY FACULTIES AND GRADUATE SCHOOL UNIVERSITAS BRAWIJAYA

1. **Leaders University**
   Rector   : Prof. Dr. Ir. Nuhfil Hanani AR., MS.
   Vice Rector I   : Prof. Dr. drh. Aulanni'am, DES
   Vice Rector II   : Prof. Drs. Gugus Irianto, MSA., Ph.D., Ak.
   Vice Rector III   : Prof. Dr. Drs. Abdul Hakim, M.Si.
   Vice Rector IV   : Prof. Dr. Ir. Moch. Sasmito Djati, M.S., IPU, Asean Eng.

2. **Faculty of Law**

   Dean   : Dr. Muchamad Ali Safa'at, S.H., M.H.

   Vice Dean I   : Dr. Siti Hamidah, S.H.,M.M.

   Vice Dean II   : Dr. Aan Eko Widiarto, S.H., M.Hum.

   Vice Dean III   : Dr. Setiawan Noerdajasakti,S.H., M.H.

3. **Faculty of Economics and Business**

   Dean   : Abdul Ghofar, S.E., M.Si., M.Acc. DBA., Ak., CA.

   Vice Dean I   : -

   Vice Dean II   : Ainur Rofiq, S.Kom., S.E., M.M., Ph.D., CFA.

   Vice Dean III   : Prof. Dr. Muh. Khusaini, S.E., M.Si., M.A.

4. **Faculty of Administrative Sciences**

   Dean   : Drs. Andy Fefta Wijaya, MDA., Ph.D.

   Vice Dean I   : Yusri Abdillah, M.Si., Ph.D.

   Vice Dean II   : Dr. Hamidah Nayati Utami, M.Si.

   Vice Dean III   : Dr. Mohammad Rozikin, M.Si.

5. **Faculty of Agriculture**

   Dean   : Dr. Ir. Damanhuri, M.S.

   Vice Dean I   : Dr. Sujarwo, S.P.,M.P.

   Vice Dean II   : Mangku Purnomo, S.P., M.Si., Ph.D.

   Vice Dean III   : Dr. Agr. Sc. Hagus Tarno, S.P., M.P.

6. **Faculty of Animal Science**

   Dean   : Prof. Dr. Sc. Agr. Suyadi, M.S. IPU., Asean Eng.

Vice Dean I   :   Prof. Dr. Ir. Muhammad Halim Natsir, S.Pt., M.P., IPM. Asean Eng.

Vice Dean II   :   Prof. Dr. Ir. Budi Hartono, M.S., IPU. Asean Eng.

Vice Dean III :   Dr. Ir. Agus Susilo, S.Pt., M.P., IPM. Asean Eng.

7. **Faculty of Engineering**

Dean   :   Prof. Ir. Hadi Suyono ST., MT., Ph.D., IPU., Asean Eng.
Vice Dean I   :   Ir. Ishardita Pambudi Tama, S.T., MT., Ph.D., IPU.

Vice Dean II   :   Dr. Ir. Muhammad Ruslin Anwar, M.Si. IPU
Vice Dean III :   Dr. Eng. Ir. Denny Widhiyanuriyawan, S.T., M.T. IPU

8. **Faculty of Medicine**

Dean   :   Dr. dr. Wisnu Barlianto, M.Si.Med., Sp.A.(K).

Vice Dean I   :   Prof. dr. M. Saifur Rohman, Sp.JP, Ph.D., FICA.

Vice Dean II   :   Dr. dr. Masruroh Rahayu, M.Kes.

Vice Dean III :   dr. Eriko Prawestiningtyas, Sp.F.

9. **Faculty of Fisheries and Marine Sciences**

Dean   :   Prof. Dr. Ir. Maftuch, M.Si..

Vice Dean I   :   Dr. Ir. Daduk Setyohadi, M.P.

Vice Dean II   :   Dr. Ir. Arning Wilujeng Ekawati, M.S.

Vice Dean III :   Dr. Ir. Guntur, M.S.

10. **Faculty of Mathematics and Natural Sciences**

Dean   :   Prof. Drs. Adi Susilo, M.Si, Ph.D.

Vice Dean I   :   Dr. Serafinah Indriyani, M.Si.

Vice Dean II   :   Prof. Sukir Maryanto, S.Si., M.Si, Ph.D.

Vice Dean III :   Darjito, S.Si, M.Si.

11. **Faculty of Agricultural Technology**

Dean   :   Prof. Dr. Ir. Imam Santoso, M.P.

Vice Dean I   :   Prof. Dr. Teti Estiasih, S.T.P., M.P.

Vice Dean II   :   Dr. Dodyk Pranowo, S.T.P., M.Si.

Vice Dean III :   Yusuf Hendrawan, S.T.P., M.App.Life.Sc, Ph.D.

12. **Faculty of Social and Political Sciences**

Dean	:	Dr. Sholih Mu'adi, SH., M.Si
Vice Dean I	:	Siti Kholifah, S.Sos., M.Si., Ph.D.
Vice Dean II	:	Anang Sujoko, S.Sos., M. Si., D.Comm.
Vice Dean III	:	Akhmad Muwafiq Saleh, S.Sos., M.Si.

13. **Faculty of Cultural Studies**

Dean	:	Prof. Dr. Agus Suman, SE., DEA.
Vice Dean I	:	Hamamah, S.Pd., M.Pd., Ph.D.
Vice Dean II	:	Dr. Esti Junining, S.Pd., M.Pd.
Vice Dean III	:	Ismatul Khasanah, S.Pd., M.Pd., M.Ed., Ph.D.

14. **Faculty of Veterinary Medicine**

Dean	:	drh. Dyah Ayu Oktavianie A.P., M. Biotech.
Vice Dean I	:	drh. Fajar Shodiq Permata, M. Biotech
Vice Dean II	:	drh. Herlina Pratiwi, M. Si
Vice Dean III	:	drh. Analis Wisnu Wardhana, M. Biomed

15. **Faculty of Computer Science**

Dean	:	Wayan Firdaus Mahmudy, S.Si., M.T., Ph.D.
Vice Dean I	:	Dr. Eng. Herman Tolle, ST., MT.
Vice Dean II	:	Agus Wahyu Widodo, ST., M.Cs.
Vice Dean III	:	Drs. Muh. Arif Rahman, M. Kom.

16. **Faculty of Dentistry**

Dean	:	Dr. Nur Permatasari, drg.,M.S.
Vice Dean I	:	Yuliana Ratna Kumala, drg. Sp.KG
Vice Dean II	:	dr. Novi Khila Firani, M.Kes., Sp.PK.
Vice Dean III	:	Miftakhul Cahyati, drg., Sp.PM.

17. **Graduate School**

Director	:	Prof. Dr. Marjono M.Phil.
Vice Director I	:	Fadillah Putra, S.Sos., M.Si., MPAff., Ph.D
Vice Director II	:	Andi Kurniawan, S.Pi, M.Eng, D.Sc

18. Vocational Programme

Director	:	Prof. Dr. Unti Ludigdo, SE., M.Si., Ak.
Vice Director I	:	Dr. Ulfa Andayani, S.Si., M.Si.
Vice Director II	:	Mukhammad Kholid Mawardi, S.Sos., M.AB., PhD
Vice Director III	:	Dr. rer. pol. Romy Hermawan, S.Sos., M.AP.

19. UB Kediri

Director	:	Prof. Dr. Ir. Darsono Wisadirana, M.S.
Vice Director I	:	Prof. Dr. Ir. Agus Suryanto, SU.
Vice Director II	:	Drs. Sunaryo, M.Si., Ph.D.
Vice Director III	:	Prof. Dr. Ir. Puguh Surjowardojo, MP.

20. UB Jakarta

Director	:	Prof. Dr. Ir. Kusmartono
Vice Director	:	Prof. Dr. Kusdi, DEA.

CHAPTER I

INTRODUCTION

1.1 HISTORY

Universitas Brawijaya is located in Malang, East Java. The university was founded on January 5, 1963 with the Decree of the Minister of Higher Education and Science (PTIP) Number 1 of 1963, and then promulgated by the Decree of the President of the Republic Indonesia Number 196 of 1963 on September 23, 1963.

The university was originally a private university, which was established in 1957, consisting of Faculty of Law and Faculty of Economics which was a branch of Universitas Sawerigading, a private university in Makassar. The development of the two faculties were lower than what was expected, and it brought anxiety and uneasiness among students. Some people and student leaders were aware of the situation then approached the community leaders. This effort led to a meeting in Malang Town Hall on May 10, 1957. In the meeting, an idea to establish Universitas Kotapraja *(Gemeentelijke Universiteit)* which was expected to better guarantee the future of the students came up.

As the first step, Malang Higher Education Foundation (*Yayasan Perguruan Tinggi Malang*) was founded on May 28, 1957. The foundation later established College of Law and Community Knowledge (PTHPM) on July 1, 1957. The students and lecturers of PTHPM consisted of former students and lecturers of the Faculty of Law from Universitas Sawerigading. At around the same time, on August 15, 1957 another foundation, namely Foundation of Malang Economic Higher Education, founded Malang Economic College (PTEM). In subsequent development, the Regional People's Representative Council of the Municipality of Malang on July 19, 1958 made a Decision acknowledging PTHPM to belong to Malang Municipality. On the 3rd Dies Natalis of PTHPM on July 1, 1960, the college was inaugurated as Universitas Kotapraja Malang. The university then founded Faculty of Business Administration (FAN) on November 10, 1960.

At the 4th Dies Natalis, the name of Universitas Kotapraja Malang was changed into Universitas Brawijaya. The name was given by the President of the Republic of Indonesia through a wire no. 258/K/1961 on July 11, 1961. On October 3, 1961 a merger was done within Yayasan Perguruan Tinggi Ekonomi Malang, which had managed PTEM, into a new foundation, Yayasan Universitas Malang.

Based on this merger, Universitas Brawijaya had 4 (four) faculties, namely Faculty of Law and Public Knowledge (FHPM), Faculty of Economics (FE) which was known as PTEM, Faculty of Business Administration (FAN), and Faculty of Agriculture (FP). The merger was meant as a

way to obtain Universitas Brawijaya a state university status. Even though the university was acknowledged as Malang Municipality's, the university funding and expenses were the foundation's responsibility. As one of conditions to qualify as state university, Universitas Brawijaya founded a new faculty, Faculty of Veterinary Medicine and Animal Science (FKHP), on October 26, 1961.

In a meeting on July 7, 1962 between the 8th Regional Military Commander/ Brawijaya, the President of Universitas Brawijaya, the President of Universitas Tawangalun (Jember) and the Ministry of Higher Education and Science; a decision was made. Universitas Brawijaya was approved to become state university by the Ministry of PTIP. There would be gradual process which was started with faculties of exact sciences. Social Science Faculty was still under consideration. Through the Decree of the Minister of PTIP no. 92 dated August 1, 1962, Faculty of Agriculture as well as Faculty of Veterinary Medicine and Animal Science obtained the state status. It was promulgated from July 1, 1962 and under the auspices of Universitas Airlangga.

Meanwhile, on September 30, 1962, Faculty of Business Administration was renamed Faculty of Public and Business Administration (FKK), to conform to the Higher Education Law Number 22 of 1961. In further development, along with scientific and regulatory dynamics in Higher Education, in 1982 FKK was officially changed into Faculty of Administrative Sciences based on Government Regulation Number 27 of 1982 concerning the Faculty Structuring at State Universities/Institutes.

Meanwhile, in Probolinggo a College of Marine Fisheries Department was opened on October 28, 1961 by Higher Education Foundation of Probolinggo. This department later became one of the departments at the Faculty of Veterinary Medicine and Animal Science, namely based on the Decree of Ministerial of PTIP Number 163 of 1963 dated May 25, 1963.

On January 5, 1963, State status of Universitas Brawijaya along with all its faculties was inaugurated by the Decree of Minister of PTIP Number 1 of 1963. The Faculty of Agriculture as well as the Faculty of Veterinary Medicine and Animal Science, which previously were under the auspices of Universitas Airlangga, were returned to Universitas Brawijaya. In addition, the branches of Universitas Brawijaya in Jember were also inaugurated, namely Faculty of Agriculture, Faculty of Educational Science, and Faculty of Medicine. These branches in Jember were originally faculties at Universitas Tawangalun. By the Decree of Minister of PTIP Number 97 of 1963, since August 15, 1963, Faculty of Public and Business Administration (FKK) in Kediri was designated as the branch of Universitas Brawijaya's Faculty of Public and Business Administration (FKK).

PTIP Ministerial Decree concerning the inauguration of State status of Universitas Brawijaya was also confirmed by the Decree of the President of the Republic of Indonesia Number 196 of

1963 which took effect started on January 5, 1963. The date was later determined as the Anniversary (Dies Natalis) of Universitas Brawijaya.

1.2 ACADEMIC DEVELOPMENT (INSTITUTIONAL)

At its inception in 1963, Universitas Brawijaya opened Faculty of Engineering based on PTIP Ministerial Decree Number 167 of 1963 dated October 3, 1963. In 1964, branches of Universitas Brawijaya in Jember formed Universitas Jember. Meanwhile, Faculty of Medicine was dissolved through PTIP Ministerial Decree Number 54 of 1964 dated May 23, 1964. Thus, Universitas Brawijaya had 6 (six) faculties with two branches in Probolinggo and Kediri.

The university continued to developed. In the meantime, the situation of the nation deteriorated and the climax was reached on Thirtieth of September Movement (the G30S/PKI Insurgency) on September 30, 1965. Universities, as well as Universitas Brawijaya, were in upheaval that their activities were totally in halt since April 1966. In dealing with the situation, PU Pepelrada/The Commander of Korem 083 relying on the Ministerial Decree Number 012/IV/66 stipulated the Head of Universitas Brawijaya which were a Presidium along with the Deans to run and manage the faculties. These decisions were later ratified by the Vice Minister of PTIP with a Decree Number 4358 of 1966. The Presidium started to work on April 7, 1966 and Universitas Brawijaya was reopened on April 12, 1966.

After undergoing the replacement process of the Chairman of the Presidium which was followed by Universitas Brawijaya to be led by the Acting Rector for 3 years, the situation shifting to normal. Universitas Brawijaya then led by a Definitive Rector who was appointed through proper replacement process in 1966. This process continues to be done periodically every 4 years.

The development of physical facilities as well as the increasing in number and quality development efforts toward teaching and administrative staff were intensively done since the New Order period. The university branches in Probolinggo and Kediri were gradually moved to Malang to facilitate its management and development.

The Department of Veterinary Medicine from the Faculty of Veterinary Medicine and Animal Science, which was founded in the late 1970 in Surabaya, merged with Universitas Airlangga since August 1973. Meanwhile, the Decree of the Minister of Education and Culture Number 220/1973 dated December 3, 1973 stated that Faculty of Veterinary Medicine and Animal Science as of January 1, 1973 was renamed Faculty of Animal Science. The faculty was later refined to become the Faculty of Animal Science and Fisheries (FPP) by the Decree of the Minister of Education and Culture Number 51/Ministerial Decree of PTIP/77 dated July 5, 1977. Furthermore in 1982, the Faculty of Animal Science and Fisheries was split into two; namely the

Faculty of Animal Science and the Faculty of Fisheries and Marine Sciences by Government Regulation Number 27 of 1981.

The number of faculties increased since January 1, 1974. The Decree of the Minister of Education and Culture Number 001/0/1974 mandated Sekolah Tinggi Kedokteran Malang (Medical College of Malang) which was founded in September 14, 1963, to be inaugurated as the Faculty of Medicine at Universitas Brawijaya.

Faculty of Medicine officially opened Surgery Study Programme, which was Specialist Doctor 1 education programme, by the Decree of the Director General of Higher Education Number 045/DIKTI/Kep/1991 dated July 29, 1991. The Decree of the Director General of Higher Education Number 036/U/1993 dated February 9, 1993 admitted the Bachelor of Medicine (S.Ked) degree. This turned academic program at the Faculty of Medicine into an Academic Education Program (Bachelor of Medicine) and professional education program (Doctor). Aside from the Surgery Specialist Program, the Faculty of Medicine since 2000 has opened some specialist programmes such as Pulmonary Disease, Internal Medicine, Clinical Pathology as well as Obstetrics & Gynaecology. In 2003, the Ophthalmology and Otolaryngology (ENT) Specialist Programs were added.

In further development, Universitas Brawijaya added some more faculties which were the Faculty of Law, Faculty of Economics, Faculty of Administrative Sciences, Faculty of Agriculture, Faculty of Animal Science, Faculty of Engineering, Faculty of Medicine, Faculty of Fisheries and Marine Sciences, and Polytechnic. Also, there were some Diploma III Program (DIII) in Accounting, *Koperasi*, Secretary, Plantation and Agriculture, and also English.

The Faculty of Agriculture opened the Agricultural Technology Study Programme in the academic year of 1984. This Study Programme later becomes the Faculty of Agricultural Technology. In 1981, Universitas Brawijaya initiated Postgraduate Programme by collaborating with Universitas Gadjahmada. This programme was known as the UGM-UNIBRAW Credit Collection Program / *Program Kegiatan Pengumpulan Kredit* (KPK). The Postgraduate Programme was then approved by the Decree of Minister of Education Number 325/DIII/1982 (for Plant Science Study Programme) and number 1872/DK/1985 (for Soil and Water Management Study Programme).

Relying on the Decree of the Director General of Higher Education Number 104/DIKTI/Kep/1993, 105/DIKTI/Kep/1993 and 105/DIKTI /Kep/1993 dated February 27, 1993, Universitas Brawijaya fulfilled the requirements to independently hold Postgraduate Programme of Soil and Water Management, Agricultural Economics, and Plant Sciences Study Programmes.

Rector of UGM handed over the management of the KPK UGM-UNIBRAW Postgraduate Programme to the Rector of Universitas Brawijaya on September 11, 1993, at Widyaloka Building, Universitas Brawijaya. The name of the KPK UGM-UNIBRAW Postgraduate Programme was later changed to Postgraduate Programme of Universitas Brawijaya. This Postgraduate Programme managed the 3 Study Programmes mentioned earlier.

In 1995, the Postgraduate Programme opened 7 additional Master Programmes, namely Crop Post-Harvest Technology, Animal Science, Management, Administrative Sciences, Biomedicine, Molecular Biology, and Water Resources Technology. In October 1995, Study Programme of Business Administrative Sciences obtained the Decree from the Director General of Higher Education Number 479/DIKTI/Kep/95 for its status. In subsequent developments, in the academic year 1997/1998, Study Programme of Public Administrative Science was opened with the Decree of the Director General of Higher Education Number 208/DIKTI/Kep/1997. On July 21, 1997, the Doctoral Programmes in Economics and Biomedical were opened. In addition, the Doctoral Programmes in Administrative Sciences and Law were opened in 2001.

In the 1995/1996 academic year, Universitas Brawijaya opened several programmes, namely Master Programme in Public and Business Administrative Science, Diploma III in Taxation, Animal Science, Fisheries Agribusiness, Information Management, and Computer Engineering with concentration in Information Management and Computer Engineering.

In 1997/1998 academic year, 4 Study Programmes were confirmed supported by Decree of the Director General of Higher Education Number 21, 22, 23, and 28 of 1989. The Study Programmes are in Biology and Chemistry at Faculty of Agriculture, and Mathematics and Physics at Faculty of Engineering. Along with the institution development plan, based on the Decree of the Minister of Education and Culture Number 0371/0/1993 dated October 21, 1993, the four Study Programmes were inaugurated as Study Programmes at the Faculty of Mathematics and Natural Sciences.

The Decree of the Director General of Higher Education of the Ministry of Education and Culture No. 78/DIKTI/Kep/1997 supported the opening of a new Study Programme at the Faculty of Agriculture in 1997, namely Plant Breeding Study Programme. In the 1997/1998 academic year, Universitas Brawijaya launched Diploma Programmes in Finance and Banking, Tourism, Agricultural Agribusiness, Landscape Architecture, Agricultural Industrial Technology and Chemical Analyst. These Diploma III Programmes continued to grow with Japanese, French and Arabic Language Study Programmes as addition in 2003.

In further developments, Universitas Brawijaya in the academic year of 1998/1999 added new Faculty and Study Programmes, namely the Faculty of Agricultural Technology, which

formerly part of Faculty of Agriculture, with Agricultural Engineering, Agricultural Product Technology and Agricultural Industry Technology Study Programmes acknowledged by the Decree of Minister of Education No. 012a/0/1998 on January 6, 1998. There were also 2 new Study Programmes such as Urban and Regional Planning at the Faculty of Engineering and Statistics in the Mathematics Department of the Faculty of Mathematics and Natural Sciences based on the Decree of the Director General of Higher Education Ministry of Education and Culture No. 69/Dikti /Kp/1998 dated March 2, 1998 and No. 54/DIKTI/Kep/1998 dated February 23, 1998. In 2000/2001 academic year, Study Programme of English was opened with a Decree No. 448/DIKTI/Kep/1999 dated December 17, 1999. In 2001, a Doctoral Program in Administrative Sciences (PDIA) was opened through the Decree of the Director General of Higher Education No. 265/D/T/2001. In 2002, with the Decree No. 1594/D/T/2002, Study Programme of Computer Science was opened and later in 2004, Study Programme of Sociology and Communication were opened with the Decree No. 3545/D/T/2003, followed by Nutrition Science Programme with the Decree No. 1031/D/T/2004 dated February 27, 2004.

Study Programme of Industrial Technology received an operating permit based on the Decree of the Director General of Higher Education No. 2004/D/T/2005 dated June 24, 2005 and at the beginning of academic year 2005/2006 it began to admit new students. Supported by the Decree No. 109/Dikti/Kep/2005 dated 15 August 2005, Study Programme of Urban and Regional Planning became Department of Urban and Regional Planning. The Department of Utilization of Fisheries and Marine Resources was established based on the Decree No. 226/D/0/2006 dated October 2, 2006.

In 2007, with the Operating Permit of the Director General of Higher Education No. 1504/D/T/2005 dated June 22, 2007, some new programmes were opened, such as the Undergraduate Study Programmes in Japanese Literature and Psychology, Master's Programmes in Agricultural Industrial Technology, and Environmental and Development Resource Management, and a Doctoral Programme in Economics. More programmes were opened such as the Doctoral in Accounting by support of the Director General of Higher Education Operating Permit No. 1575/D/T/2007 dated June 29, 2007. There were also the Master's Programme in Electrical Engineering as well as Undergraduate Programmes in Software Engineering and International Relations which were opened through the Operating Permit of the Directorate General of Higher Education No. 1621/D/T/2007 dated July 6, 2007.

In the academic year of 2008/2009 with the Operating License from the Director General of Higher Education No. 4017/D/T/2007 dated November 29, 2007, Study Programme of French Language and Literature was opened. The Operating License from the Directorate General

of Higher Education 1614/D/T/2008 dated May 15, 2008, was used in the opening of Master of Notary Programme. With the Decree of the Director General of Higher Education No. 550/D/T/2008 dated March 5, 2008, Doctoral Programme of Animal Science was launched. In accordance with the Decree of the Director General of Higher Education No. 163/DIKTI/Kep/2007 on the Regulation and Codification of Study Programme, the Faculty of Agriculture had internal change which led to the faculty only had 2 (two) study programmes; namely Agribusiness and Agroecotechnology. This was also applied to the Faculty of Animal Science which only had 1 (one) Study Programme, which is Animal Science. In this academic year, Universitas Brawijaya also admitted new students in Undergraduate Program of Dentistry, Veterinary Medicine, Marine Sciences, and Political Sciences. Whereas, the Faculty of Engineering opened Doctoral Program in Civil Engineering and Mechanical Engineering.

In accordance with letter of approval from the Director General of Higher Education No. 536/D/T/2008 on Permit to establish the Faculty of Social Sciences, Universitas Brawijaya then officially established the Faculty of Social Science through the Rector's Decree of Universitas Brawijaya No. 090/SK/2008. Meanwhile, the Faculty of Cultural Studies was ratified through the Rector's Decree of Universitas Brawijaya No. 0279A/SK/2009. The establishment of this faculty was meant to respond toward the public demands on balanced development of culture, language and literature in the development of Indonesian society. In the academic year of 2009/2010, Master's Programme of Engineering opened Study Programme of Water Resources Engineering as well as Built Environment Architecture.

Aside from Undergraduate Programmes mentioned above, Non-Regular Undergraduate Programme at the Faculty of Law was opened since the academic year of 1995/1996. One year afterwards, similar programmes were opened at the Faculty of Economics, Administrative Sciences, Agriculture, Animal Science, Engineering, and Agricultural Technology. Based on Ministerial Decree No. 28/DIKTI/Kep/2002, non-regular students' status was no longer existed since 2003. Based on Rector's Decree No. 246A/SK/2009, the management of Diploma I, II, III, and IV Programmes are held and managed centrally by the university. The management was carried out by the Vocational Education Program.

The Faculty of Administrative Sciences in the academic year of 2010/2011 opened several new Undergraduate Study Programmes based on the UB Rector's Decree No. 245/SK/2010. Department of Public Administration opened Undergraduate Programs in Public Administration and Development Planning, Department of Business Administration opened Undergraduate Programme in Taxation and International Business. In the academic year of 2011/2012, some Undergraduate to Doctoral Programmes were opened based on Rector's Decree No. 233-

237/SK/2011. Department of Public Administration opened Undergraduate Program in Library Studies and Master's Program in Higher Education Management, while Department of Business Administration opened Undergraduate Programme in Hospitality and Tourism as well as Doctoral Program in Business Administration.

In 2011, Kediri Distance Learning Resources Unit (USBJJ) was opened with 11 (eleven) Undergraduate Programmes, namely: Law, Management, Communication Science, Public Administration, Business Administration, Agroecotechnology, Agribusiness, Informatics Engineering, Agricultural Industrial Technology, Nursing, and Fisheries Agribusiness.

Programme of Information Technology and Computer Science was established based on Rector's Decree No. 516/SK/2011 dated October 27, 2011. The Programme had 4 Undergraduate Study Programs: Informatics Engineering, Computer Science, Computer Engineering, and Information System. Prior to this, Study Programmes of Informatics Engineering, Computer Engineering and Information Systems were part of the Faculty of Engineering, while Study Programme of Computer Science was part of the Faculty of Mathematics and Natural Sciences.

In 2014, based on the Decree of the Minister of Education and Culture of the Republic of Indonesia No. 595/E/O/2014 dated October 17, 2014, Universitas Brawijaya obtained the Permit to establish 14 Undergraduate Study Programmes namely Library Science, Tourism, Chemical Engineering, Geophysical Engineering, Environmental Engineering, Biotechnology, Fine Arts, Indonesian Language and Literature Education, Japanese Language Education, English Language Education, Anthropology, Educational Administration, Chinese Literature, and Information Technology Education, as well as 3 Master's Programmes in Agribusiness, Computer Science, and Linguistics.

In the period of 2015-2016, Universitas Brawijaya was granted the Permit by the Minister of Research and Higher Education with the Decree No. 35/KPT/I/2015 for Master's Program in Urban and Regional Planning and Undergraduate Programme in Instrumentation. The Decree No. 35/KPT/I/2016 was the base of the establishment of Undergraduate Programmes in Entrepreneurship and Information Technology, and also D4 Applied Scholar Program in Hospitality Management.

In 2016, there were several new Undergraduate Study Programmes in Economics, Finance, and Banking, Bioprocess Technology and Computer Engineering (Decree No. 63/KPT/I/2016), Specialist 1 Study Programme in Anatomical Pathology, Doctoral in Chemistry, Physics, and Mathematics (Decree No. 69/KPT/I/2016), Undergraduate Programme in Entrepreneurship and Information Technology, D-4 Hospitality Management Programme (Decree No.53/KPT/I/2016), Pharmacist Professional Programme (Decree No. 243/KPT/I/2016), D-4

Graphic Design Programme (Decree No. 397/KPT / I / 2016), Dietitian Professional Programme (Decree No. 407/KPT /I /2016), and Veterinary Medicine Professional Programme (Decree No. 444/KPT/I/2016)

Minister of Research, Technology and Higher Education Regulation No. 4 of 2016 on OTK Universitas Brawijaya set 3 Study Programmes to become Faculties, namely Faculty of Veterinary Medicine, Faculty of Dentistry, and Faculty of Computer Science. Still based on the same Regulation, the Institute for the Study and Development of Education of Universitas Brawijaya (LP3), which was stipulated through UB Rector's Decree No. 020/SK/1998 dated March 12, 1998, merged with the Quality Assurance Center (PJM) to become the Institute for Educational Development and Quality Assurance (LP3M).

The main task of LP3M is to improve the performance and quality control of Universitas Brawijaya as well as to improve and develop the quality of teaching staff in the teaching and learning process, to review and develop curricula which are in line with national development, science and technology, to review the management of Faculties, Departments, Study Programmes, Postgraduate Programmes, and Diploma Programmes within the framework of implementing academic and professional education in accordance with the development of science and technology as well as national development needs, also to review and develop ways of implementing efficient academic and professional education. This unit is expected to create ideas, concepts of innovation and new views in the field of educational science which, in turn, will be able to manifest one of Universitas Brawijaya's visions, namely Universitas Brawijaya as the 'centre of ideas.'

In addition to the above, to support the implementation of the Three Pillars of Higher Education (*Tri Dharma Perguruan Tinggi*) in Universitas Brawijaya, technical implementation units (UPT) were formed: The Library, Information and Communication Technology, Career and Entrepreneurship Unit, Central Laboratory of Life Science, and Central Laboratory of Science and Engineering. The current direction of the development of Universitas Brawijaya is to become World Class Entrepreneurial University.

In 2017, several permits of new Study Programmes were issued including: Doctoral Programmes in Management Science and Law which are located in Jakarta (Decree No. 7/KPT/I/ 2017), Doctoral Programme in Water Resource Engineering (Decree No. 448 /KPT/I/2017), Doctoral Programme in Food Science (Decree No. 448 /KPT/ I /2017), Doctoral Programme in Environmental Science (Decree No. 341/KPT /I/2018), Master's Programme in Plant Pathology (SK No. 322/KPT /I/2017), Master's Programme in Agricultural Entomology (Decree No. 383/KPT/I/2017), Specialist I Programme in Clinical Microbiology (Decree No.

380/KPT/I/2017), Specialist I Programme in Physical Medicine and Rehabilitation (Decree No.112/KPT/I/2018), Professional Midwifery Professional Programme (Decree No. 599/KPT/I/2017) and Engineer Professional Programme (Decree No. 595/KPT/I/2017).

Based on the Decree of Minister of Research, Technology and Higher Education No. 944/KPT/I/2018 dated 30 October 2018, Universitas Brawijaya was granted the Permit to open 5 (five) Study Programmes Outside the Main Campus (PSDKU) in Kediri, namely the Undergraduate Study Programmes in Agroecotechnology, Agribusiness, Animal Science, Aquaculture, and Socio-Economic of Marine Fisheries.

In 2020, Faculty of Agriculture was approved to open Undergraduate Study Programme in Forestry based on the Decree of Ministry of Education and Culture No. 9/M/2020. In the same year, Undergraduate Study Programme in Actuarial Science was approved based on the Decree of Ministry of Education and Culture No.70/M/2020.

1.3 VISION, MISSIONS AND BASICS OF EDUCATIONAL OBJECTIVES

1.3.1 Vision

Universitas Brawijaya's vision is to become a superior university with international standards and able to actively participate in national development through education, research and community service.

1.3.2 Missions

Universitas Brawijaya's missions are:

a. To conduct international standard education to mold the students to be academically capable human beings and/or qualified professionals, and to own entrepreneurial personality, passion, and/or capability;

b. To develop and propagate science, technology, arts and humanity, and attempt to improve people's standard of living and enrich the national culture.

1.3.3 Basics of Education

Higher Education in the Environment of the Ministry of Education and Culture is regulated by Law No. 12 of 2012 on Higher Education. In accordance with the law, higher education in Universitas Brawijaya consists of:

a. Vocational education which is a diploma education programme that prepares students for jobs with certain applied skills equals to Bachelor of Applied Science degree. This programme can be developed to Master's Programme in Applied Science or Doctoral Programme in Applied Science. Currently, Universitas Brawijaya has the Diploma Programme.

b. Professional/Specialist Education Programme is an educational programme in Universitas Brawijaya post the completion of the Undergraduate Programme. This programme is meant to prepare the students for occupations which require special skills. This programme is held by Universitas Brawijaya in cooperation with the Ministries, other Ministries, Non-ministerial Government Department (LPNK), and/or professional organizations responsible for the quality assurance of professional services.

c. Academic Education Programme, consisting of Undergraduate Programmes, Master's Programmes, and Doctoral Programmes, is an education directed primarily at the mastery and development of science, technology and art.

The Ministry of Education and Culture facilitates Universities to embody the national goals of education as mandated by Law No. 12 of 2012 through the policy of Freedom to Learn – Independent Campus (*Merdeka Belajar - Kampus Merdeka*). The Regulation of the Ministry of Education and Culture No. 3 of 2020 on Higher Education National Standards clarifies that there are four mandate policies related to Freedom to Learn concept.

1.4. BASICS AND PRINCIPLES OF EDUCATION

1.4.1 Basics and Principles

Education conducted in Universitas Brawijaya is based on Pancasila, the 1945 Constitution of the Republic of Indonesia, the Unitary State of the Republic of Indonesia, and Bhinneka Tunggal Ika. The principles of education in Universitas Brawijaya are:

a. Scientific truth;

b. Reasoning;

c. Honesty;

d. Justice;

e. Benefits;

f. Virtue;

g. Responsibility;

h. Diversity; and

i. Affordability.

1.4.2 Educational Functions and Objectives

The functions of administering education in Universitas Brawijaya are:

a. to develop capabilities and to form dignified national characters and civilization in order to educate the life of nation;

b. to promote innovative, responsive, creative, skilled, competitive, and cooperative academic community through the implementation of *Tridharma* (the Three Pillars of Higher Education); and

c. to develop science and technology by regarding and applying the values of humanities.

Education at Universitas Brawijaya aims for:

a. Developing the potential of students to become human beings who have faith in the Almighty God, noble, healthy, knowledgeable, capable, creative, independent, skilled, competent, and cultured for the sake of the nation;

b. Producing graduates who master branches of science and/or technology to fulfil the interests of the nation and increase the nation's competitiveness;

c. Producing science and technology through research which pays attention and applies the value of humanities to be beneficial for the advancement of the nation, as well as the advancement of civilization and the welfare of mankind; and

d. Manifesting community services based on reasonings and research results which are meant to advancing public welfare and enriching the nation.

1.4.3 Principles in Organizing Education

Education at Universitas Brawijaya is conducted with the following principles:

a. The search for scientific truth by the academic community;

b. Democratic and not discriminatory by upholding human rights, religious values, cultural values, dignity, unity, and national unity;

c. Development of academic culture and literacies for the academic community;

d. Life-long culturalization and empowerment of the nation;

e. Exemplary, willingness, and development of student creativity in learning activities;

f. Student-centered learning by considering environmental harmony and balanced manner;

g. Freedom to choose courses based on students' interests, talents, and abilities;

h. A systemic unity with an open and multi-meaning system;

i. Alignments in economically disadvantaged communities; and

j. Empowerment of all components of society through participation in the implementation and control of the quality of education services at Universitas Brawijaya.

k. Options availability to take course credits outside the Study Programme which includes: internships/work practices, projects in the village, teaching at schools, student exchange, research, entrepreneurship projects, independent studies/projects, and projects in humanity.

In the implementation of education and the development of science and technology, the academic freedom, academic platform freedom, and scientific autonomy are applied. The

development of science and technology is carried out by the academic community through learning and/or scientific research by upholding religious values and national unity for the advancement of civilization and the welfare of mankind. The implementation of academic freedom, academic platform freedom, and scientific autonomy in Universitas Brawijaya is personal responsibility of the member of the academic community which must be protected and facilitated by Universitas Brawijaya leaders. Academic freedom is the freedom of the academic community in Higher Education institution to explore and develop science and technology responsibly through the implementation of the Three Pillars of Higher Education (*Tridharma*). Academic platform freedom is the authority of professors and/or lecturers with their authority and scientific authority to openly and responsibly declare anything related to the scientific cluster and their scientific branches. Scientific autonomy is the autonomy of the academic community in certain branch of science and/or technology in finding, developing, expressing, and/or maintaining scientific truth according to rules, scientific methods, and academic culture.

1.5 ACADEMIC COMMUNITY

Academic community is a community of scientific tradition through effort to develop academic culture. Academic culture is a whole system of values, ideas, norms, actions, and works originating from science and technology in accordance with the principle of higher education. The development of academic culture is carried out by social interaction without distinguishing ethnicity, religion, race, class, gender, social position, level of economic status, and political view. Social interaction is carried out in learning, scientific truth seeking, mastery and/or the development of science and technology as well as Universitas Brawijaya's development as a scientific institution. The academic community is obliged to maintain and develop academic culture by treating science and technology as processes and products as well as moral charities and paradigms.

The task of lecturers as members of the academic community is to transform knowledge and/or technology they master to students by creating teaching and learning atmosphere to encourage students to actively develop their potential through Higher Education Curriculum with learning outcomes referring to the President of Republic of Indonesia Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework (KKNI). Lecturers' task as scientists is to develop branches of science and/or technology through reasoning and scientific research and disseminating it. Lecturers, whether individually or in group, must write modules or textbooks, published by Universitas Brawijaya or other universities/publishers and/or scientific publications

as source of learning and for the development of academic culture and civilization of literacy for the academic community.

Students as members of the academic community are positioned as adults who are aware on how to develop their potential at Universitas Brawijaya to become intellectuals, scientists, practitioners, and/or professionals. Students actively develop their potential by conducting learning, scientific truth seeking, and/or mastering, developing, and practicing branches of science and/or technology to become cultured scientists, intellectuals, practitioners, and/or professionals.

Students have academic freedom by prioritizing noble reasoning and morality as well as being responsible in accordance with academic culture. Students are entitled to education services in accordance with their talents, interests, potential and abilities. Students can complete their education in their own learning speed and not to exceed the study time limit set by Universitas Brawijaya. Students are obliged to maintain ethics and adhere to Higher Education norms to ensure the implementation of Three Pillars of Higher Education (*Tridharma*) and the development of academic culture. Students develop their talents, interests and abilities through co-curricular and extracurricular activities as part of their education process. Co-curricular and extracurricular activities can be carried out through student organizations. Other provisions on co-curricular and extracurricular activities are arranged in Universitas Brawijaya's statutes.

CHAPTER II

ADMISSION SYSTEM AND STUDY PROGRAMMES

2.1 ADMISSION SCHEME

Universitas Brawijaya offers various admission schemes as follows.

a. **Independent Selection for Vocational Programme Admission** (*Seleksi Mandiri Pendidikan Vokasi/SMPV*)

Admission to candidature for the Associate and Applied Bachelor's Programmes at Vocational Programme is administered independently by Universitas Brawijaya through a written test. For admission into candidature for the Associate and Applied Bachelor's Programmes at Vocational Programme, students must pass a written test administered independently by Universitas Brawijaya. Details of the admission policy are available on UB official admission page https://selma.ub.ac.id

b. **Undergraduate Programmes**

Admission to candidature for Undergraduate Programmes at Universitas Brawijaya are available in various schemes as follows:

- **National Selection of State Universities Admission (*Seleksi Nasional Masuk Perguruan Tinggi Negeri/SNMPTN*)**

The selection is made based on applicant's academic records and/or portfolio. Intended to recruit prospective students who have excellent academic and non-academic achievements, the selection is carried out simultaneously by all state universities in Indonesia. Details of the admission information are available on https://selma.ub.ac.id

- **Joint Selection of State Universities Admission** (*Seleksi Bersama Masuk Perguruan Tinggi Negeri/ SBMPTN*)

The selection is based on the results of the computer-based entrance test caried out simultaneously by all state universities in Indonesia. Details on the selection program are available on https://selma.ub.ac.id

- **UB Independent Selection Programme (*Seleksi Mandiri UB/SMUB*)**

The selection is based on the results of the national computer-based test and academic records of the candidates. An applicant's academic and non-academic achievements will also be considered. The selection mechanism is subject to the UB Rector's Decree. UB Independent Selection Programme consists of:

- Selection based on results of the national computer-based test and academic records.

- International Student Admission is an admission scheme for non-Indonesian citizen (*WNA*) to enroll in a mainstream regular program (Indonesian as the medium of instruction) or in an international program (English as the medium of instruction) at Universitas Brawijaya; and

- Admission for people with disabilities (*Seleksi Mandiri Penyandang Disabilitas/ SMPD*), which is conducted through administrative selection and interview carried out by the Center for Disability Studies and Services, Universitas Brawijaya (*PSLD UB*) in collaboration with the partner study programmes.

- Independent Selection for Vocational Programme Admission, based on candidates' academic and non-academic records and portfolios. Details of the admission information are available on https://selma.ub.ac.id

• **Undergraduate Transfer Programme (*Seleksi Alih Program/ SAP*)**

Several faculties offer an admission scheme for graduates from associate programmes of state universities in Indonesia. The candidates must have passed a written examination to be admitted in an undergraduate study programme. Details of the admission information are available on https://selma.ub.ac.id

• **Employer-Sponsored Students**

Universitas Brawijaya accepts students who are sponsored by their institutions under the following conditions:

- The applicant meets the academic and administrative requirements determined by the faculty.

- The applicant graduated from a faculty or study programme of relevant discipline.

- Rector opens this admission programme based on the recommendation of the Dean or Director of UB Graduate School on the admission quota. Applicants are required to send a written application to the Rector and the Dean/ Director of the Graduate School, no later than one month before the new academic year commences.

- The applicant provides a recommendation letter from their institution.

c. Professional Education and Specialist Programmes

Professional Program is an education taken after completing bachelor/undergraduate program to prepare the students with skills for specific profession suited to the field of study. The regulation on this professional education programme is stipulated in Law No. 20 of 2003 on the National Education System and Law No. 12 of 2012 on Higher Education. In addition, medical doctor and dentist professional education programmes refer to Law No. 20 of 2013 on Medical Education, article 7 point 6. Professional education programme is an advanced programme that is

inseparable from the undergraduate programme, so graduates from an undergraduate programme can automatically enroll in a professional education programme. Professional education in midwifery and nursing is a continuation of their respective academic education at the undergraduate level, so there is no other admission process for midwife and nurse candidates to continue to the professional education programme. Professional Engineering education programme is run according to Law No. 14 of 2014 on Engineering and Government Regulation No. 25 of 2019.

d. Postgraduate Programmes

Admission to candidature for postgraduate programmes (master, specialist or doctoral programmes) opens in every semester of an academic year. The registration is organized by the university, while the selection is carried out by each faculty. Details of the admission information and requirements are available on https://selma.ub.ac.id or on http://io.ub.ac.id for non-Indonesian citizen.

General requirements for postgraduate programme candidates are:

1. Certificate and academic transcript
    a. from an undergraduate programme or its equivalence to apply for a master's degree
    b. from a master's programme or its equivalent for to apply for a doctoral degree
2. Grade Point Average (on a 4.0 scale)
    a. Minimum of 2.75 for Master's Programme
    b. Minimum of 3.00 for Doctoral Programme
3. TOEFL ITP score of at least 450 or an equivalent of IELTS Band 5.0.
4. Minimum Academic Aptitude Test Score of 450 (from the score range of 200 to 800).
5. Information about other requirements in each study programme is available on https://selma.ub.ac.id.

2.2 DEPARTMENTS AND STUDY PROGRAMMES

2.2.1 Vocational Education Programmes

Vocational education programmes provide students with vocational and technical trainings in a particular discipline. Universitas Brawijaya offers three-year vocational programmes in the following disciplines.

a. Business Administration (formerly known as Secretarial Studies)

Majors:

- Office Administration and Secretarial Studies

- Law Administration

- Public Relations

- Library dan Archival Studies

- Business English

b. Finance and Banking

Majors:

- Banking

- Taxation

- Applied Accounting

c. Information Technology (formerly known as Computer Engineering)

Majors:

- Information Technology and Computer

- Information System

- Film and Television

- Digital Business and E-commerce

In addition, Universitas Brawijaya also offers four-year vocational education programmes in the following majors.

a. Hospitality Management

Major: Hospitality Management

d. Graphic Design

Majors:

- Visual Communication design

- Interior Design

2.2.2 Undergraduate Programmes

Undergraduate programmes are directed primarily at mastering certain disciplines. Universitas Brawijaya holds its undergraduate programmes at the main campus in Malang and its branch campus in Kediri. The following is the list of the undergraduate study programmes offered at Universitas Brawijaya.

a. *Faculty of Law*

- Study Programme of Law

b. *Faculty of Economics and Business*

Department of Economics

- Study Programme of Economic Development

- Study Programme of Islamic Economics

- Study Programme of Economics, Finance, and Banking

Department of Management

- Study Programme of Management

- Study Programme of Entrepreneurship

Department of Accounting

- Study Programme of Accounting

c. *Faculty of Administrative Sciences*

Department of Business Administration

- Study Programme of Business Administration

- Study Programme of Tourism

- Study Programme of Taxation

Department of Public Administration

- Study Programme of Public Administration

- Study Programme of Library and Information Studies

- Study Programme of Education Administration

d. *Faculty of Agriculture*

Department of Socioeconomics of Agriculture

- Study Programme of Agribusiness

- Study Programme of Agribusiness (Kediri Campus)

Department of Agronomy

- Study Programme of Agrotechnology

  Majors:

  - Agronomy

  - Soil and Water Management

  - Plant Pathology

- Study Programme of Agrotechnology (Kediri Campus)

  Majors:

  - Agronomy

  - Soil and Water Management

  - Plant Pathology

Department of Soil Science

- Study Programme of Forestry

e. Faculty of Animal Science

Department of Animal Science

- Study Programme of Animal Science

  Majors:

  - Animal Production
  - Animal Feed and Nutrition
  - Animal Product Technology
  - Livestock Socioeconomics

- Study Programme of Animal Science (Kediri Campus)

f. Faculty of Engineering

Department of Civil Engineering

- Study Programme of Civil Engineering

Department of Mechanical Engineering

- Study Programme of Mechanical Engineering

  Majors:

  - Construction Engineering
  - Manufacturing Industry
  - Energy Conservation
  - Material and Manufacturing Industry

Department of Electrical Engineering

- Study Programme of Electrical Engineering

  Majors:

  - Electrical Energy
  - Electronic Engineering
  - Telecommunications Engineering
  - Control Engineering

- Computer Engineering

Department of Water Resources Engineering

- Study Programme of Water Resources Engineering

Department of Architecture

- Study Programme of Architecture

  Majors:

  - Art and Architectural Design

- Urban Design

- Nusantara Architecture

- Building Science and Technology

Department of Urban and Regional Planning

- Study Programme of Urban and Regional Planning

Department of Industrial Engineering

- Study Programme of Industrial Engineering

Department of Chemical Engineering

- Study Programme of Chemical Engineering

g. Faculty of Medicine

Department of Medicine

- Study Programme of Medicine

Department of Nursing

- Study Programme of Nursing

Department of Nutrition Science

- Study Programme of Nutrition Science

Department of Pharmacy

- Study Programme of Pharmacy

Department of Midwifery

- Study Programme of Midwifery

h. Faculty of Fisheries and Marine Sciences

Department of Aquatic Resource Management

- Study Programme of Aquatic Resource Management

- Study Programme of Fisheries and Product Technology

- Study Programme of Aquaculture

- Study Programme of Aquaculture (Kediri Campus)

Department of Fisheries Resources Utilization

- Study Programme of Fisheries

- Study Programme of Marine Science

Department of Socioeconomics of Fisheries and Marine

- Study Programme of Fisheries Agrobusiness

- Study Programme of Socioeconomics of Fisheries (Kediri Campus)

i. Faculty of Mathematics and Natural Sciences

Department of Biology

- Study Programme of Biology

Department of Chemistry

- Study Programme of Chemistry

Department of Physics

- Study Programme of Physics
- Study Programme of Electronics and Instrumentation
- Study Programme of Geophysical Engineering

Department of Mathematics

- Study Programme of Mathematics
- Study Programme of Actuarial Science

Department of Statistics

- Study Programme of Statistics

j. Faculty of Agricultural Technology

Department of Agricultural Product Technology

- Study Programme of Food Science and Technology
- Study Programme of Biotechnology

Department of Agricultural Engineering

- Study Programme of Agricultural Engineering
- Study Programme of Bioprocess Technology
- Study Programme of Environmental Engineering

Department of Agroindustrial Technology

- Study Programme of Agroindustrial Technology

k. Faculty of Social and Political Sciences

Department of Sociology

- Study Programme of Sociology

Department of Communication Science

- Study Programme of Communication Science

Department of Psychology

- Study Programme of Psychology

Department of Political Science, Governmental Studies, and International Relations

- Study Programme of International Relations
- Study Programme of Political Science

- Study Programme of Governmental Studies

l. *Faculty of Cultural Studies*

Department of Languages and Literature

- Study Programme of English Literature

- Study Programme of Japanese Literature

- Study Programme of French Language and Literature

- Study Programme of Chinese Literature

Department of Language and Education

- Study Programme of Indonesian Language and Literature

- Study Programme of English Language Education

- Study Programme of Japanese Language Education

Department of Art and Cultural Anthropology

- Study Programme of Fine Arts

- Study Programme of Anthropology

m. *Faculty of Veterinary Medicine*

- Study Programme of Veterinary Medicine

n. *Faculty of Computer Science*

Department of Informatics Engineering

- Study Programme of Informatics Engineering

- Study Programme of Computer Engineering

Department of Information System

- Study Programme of Information System

- Study Programme of Information Technology Education

- Study Programme of Information Technology

o. *Faculty of Dentistry*

- Study Programme of Dentistry

2.2.3 Specialist and Professional Education Programmes

a. *Faculty of Medicine*

Professional Programmes

- Professional Programme of Medicine

- Professional Programme of Nursing

- Professional Programme of Midwifery

- Professional Programme of Dietetics

- Professional Programme of Apothecary Education

Specialist Programmes

- Internist
- Orthopedic and Traumatology
- Neurology
- Otorhinolaryngology
- Radiology
- Ophthalmology
- Pediatrics
- Pulmonology and Respiratory Medicine
- Obstetrics and Gynecology
- Clinical Pathology
- Surgery
- Anesthesiology and Intensive Therapy
- Dermatology dan Venereology
- Cardiology and Vascular Medicine
- Urology
- Anatomic Pathology
- Clinical Microbiology
- Physical Medicine and Rehabilitation

b. Faculty of Economics and Business
- Professional Education Programme of Accounting

c. Faculty of Dentistry
- Professional Programme of Dentistry

d. Faculty of Veterinary Medicine
- Professional Programme of Veterinary Medicine

e. Faculty of Engineering
- Professional Programme of Engineering

2.2.4 Master's Programmes

Master's programmes offer education that is directed at mastering certain disciplines. Universitas Brawijaya offers various master's programmes as follows.

a. Faculty of Law
- Master's Programme in Law

  Majors:
  - Economic Law

- Agrarian Law

- Criminal Law

- Constitutional and Administrative Law

- International Law

- Master's Programme in Notarial Law

b. *Faculty of Economics and Business*

- Master's Programme in Economics

    Majors:

    - Development Economics

    - Economics of Finance and Banking

    - Sharia Economics

    - Local Government Finance and Development Planning

- Master's Programme in Management

    Majors:

    - Marketing Management

    - Finance Management

    - Human Resource Management

    - Strategic Management

    - Operations Management

- Master's Programme in Accounting

    Majors:

    - Financial Accounting

    - Public Accounting

    - Sharia Accounting

    - Tax Accounting

    - Management Accounting

    - Accounting Information System

c. *Faculty of Administrative Sciences*

- Master's Programme in Business Administration

- Master's Programme in Public Administration

    Majors:

    - Public Policy

    - Public Management

- Local Government Administration

- Local Government Financial Administration

- Local Development Planning

- Community Empowerment

- Emergency Management and Policy

- Master's in Higher Education Management (*Master of Art in Higher Education*/MAHE)

  Majors:

  - Higher Education Management

  - Education Administration

d. Faculty of Agriculture

- Master's Programme in Agronomy

  Majors:

  - Plant Science

  - Plant Breeding and Biotechnology

- Master's Programme in Soil and Water Management

- Master's Programme in Agricultural Economics

  Majors:

  - Resource Economics

  - Agricultural Development Economics

- Master's Programme in Sociology

- Master's Programme in Agribusiness

- Master's Programme in Plant Pathology

- Master's Programme in Agricultural Entomology

e. Faculty of Animal Science

- Master's Programme in Animal Science

  Majors:

  - Animal Reproduction

  - Animal Feed and Nutrition

  - Animal Breeding and Production

  - Animal Agribusiness

  - Animal Production Technology

f. Faculty of Engineering

- Master's Programme in Civil Engineering

Majors:

- Transportation Engineering
- Structural Engineering
- Construction Engineering
- Geotechnical Engineering
- Infrastructure and Water Disaster Mitigation Engineering

- Master's Programme in Mechanical Engineering

Majors:

- Energy Conversion
- Industrial Manufacturing Engineering
- Material Engineering and Manufacturing

- Master's Programme in Electrical Engineering

Majors:

- Electric Power System
- Electronic and Control System
- Communication and Informatics System

- Master's Programme in Water Resources Engineering

Majors:

- Water Resources Management
- Water Resources Infrastructure

- Master's Programme in Built Environment Architecture
- Master's Programme in Urban and Regional Planning

g. Faculty of Medicine

- Master's Programme in Biomedical Science

Majors:

- Anatomy and Histology
- Pharmacology, Toxicology, and Physiology
- Immunology, Microbiology, Parasitology
- Preventive Medicine and Clinical Medicine

- Master's Programme in Hospital Management
- Master's Programme in Nursing

Majors:

- Emergency Nursing
- Mental Health Nursing
- Master's Programme in Midwifery

h. *Faculty of Fisheries and Marine Sciences*

- Master's Program in Aquaculture

    Majors:

    - Seed and Reproduction Engineering
    - Fish Disease
    - Fish Feed
    - Environment

i. *Faculty of Mathematics and Natural Sciences*

Department of Biology

- Master's Programme in Biology

    Majors:

    - Bioengineering
    - Bioconservation

Department of Chemistry

- Master's Programme in Chemistry

    Majors:

    - Analytical Chemistry
    - Materials Chemistry
    - Environmental Chemistry
    - Organic Chemistry
    - Inorganic Chemistry
    - Physical Chemistry
    - Biochemistry

Department of Physics

- Master's Programme in Physics

    Majors:

    - Materials Physics
    - Geophysics
    - Instrumentation
    - Medical Physics and Biophysics

- Multidisciplinary Research on Alternative Energy

Department of Mathematics

- Master's Programme in Mathematics

  Majors:

  - Biomathematics
  - Computational Science
  - Industrial Mathematics
  - Algebraic Analysis
  - Physical Mathematics
  - Mathematics Education

Department of Statistics

- Master's Programme in Statistics

  Majors:

  - Business and Industrial Statistics
  - Spatial Statistics
  - Computational Statistics and Data Science

j. Faculty of Agricultural Technology

- Master's Programme in Agricultural Product Technology
- Master's Programme in Agricultural Engineering
- Master's Programme in Agroindustrial Technology

k. Faculty of Social and Political Sciences

- Master's Programme in Social Science

  Majors:

  - Developmental Sociology
  - Poverty Studies
  - Politics and Governance
  - Sociopolitical Entrepreneurship

- Master's Programme in Communication Science

l. Faculty of Cultural Studies

- Master's Programme in Linguistics

  Majors:

  - Descriptive Linguistics
  - Translation and Interpretation

- Educational Linguistics

m. Faculty of Computer Science

- Master's Programme in Computer Science/ Informatics

    Majors:

    - Information-Based Network

    - Intelligent System

    - Media Technology, Games, and Mobile Device

    - Software Engineering

n. Graduate School

- Master's Programme in Women Studies

- Master's Programme in Environmental Management and Development

- Master's Programme in National Security

2.2.5 Doctoral Programmes

Doctoral programmes offer education that is directed at mastering certain disciplines. Universitas Brawijaya offer various doctoral programmes as follows.

a. Faculty of Law

- Doctoral Programme in Law

    Majors:

    - Criminal Law

    - Agrarian Law

    - Economic Law

    - Constitutional Law

    - State Administrative Law

    - Civil Law

    - Security Studies

- Doctoral Programme in Law (Jakarta Campus)

b. Faculty of Economics and Business

- Doctoral Programme in Economics

- Doctoral Programme in Management

- Doctoral Programme in Accounting

- Doctoral Programme in Management (Jakarta Campus)

c. Faculty of Administrative Sciences

- Doctoral Programme in Administrative Sciences

Majors:

- Public Administration

- Business Administration

- Doctoral Programme in Administrative Sciences (Jakarta Campus)

d. Faculty of Agriculture

- Doctoral Programme in Agronomy

Majors:

- Agronomy and Horticulture

- Plant Breeding and Biotechnology

- Crop Protection

- Land Resources and Environment

- Economics of Agriculture

- Counseling and Communication in Agricultural Development

e. Faculty of Animal Science

- Doctoral Programme in Animal Science

Majors:

- Animal Nutrition and Feed

- Animal Production

- Animal Agribusiness

- Animal Production Technology

f. Faculty of Engineering

- Doctoral Programme in Mechanical Engineering
- Doctoral Programme in Civil Engineering

Majors:

- Structural Engineering

- Transportation Engineering

- Construction Engineering

- Geotechnical Engineering

- Infrastructure and Water Disaster Mitigation Engineering

- Doctoral Programme in Water Resources Engineering

g. Faculty of Medicine

- Doctoral Programme in Medicine

Majors:

- Biomedical Science
- Reproductive Biology
- Medical Technology

p. Faculty of Fisheries and Marine Sciences

- Doctoral Programme Fisheries and Marine Sciences

    Majors:

    - Tropical Aquaculture
    - Marine Technology
    - Fisheries and Marine Product
    - Aquatic Resource Management
    - Fisheries and Marine Biotechnology
    - Coastal and Marine Management
    - Economics of Fisheries and Marine Resources
    - Capture Fishery Management and Technology

h. Faculty of Mathematics and Natural Sciences

- Doctoral Programme in Biology

    Majors:

    - Bioengineering
    - Bioconservation

- Doctoral Programme in Chemistry

    Majors:

    - Natural Material Exploration
    - Natural Material Engineering

- Doctoral Programme in Physics

    Majors:

    - Renewable Energy
    - System and Smart Material
    - Biophysics and Medical Physics
    - Geophysics and Environmental Mitigation
    - Instrumentation Technology and Science

- Doctoral Programme in Mathematics

    Majors:

    - Physical Mathematics

- Biological Mathematics
- Statistics/ Optimisation
- Analytical Mathematics
- Computational Science
- Algebra/ Combinatorics

i. *Faculty of Agricultural Technology*
  - Doctoral Programme in Agroindustrial Technology
  - Doctoral Programme in Food Science

j. *Faculty of Social and Political Sciences*
  - Doctoral Programme in Sociology

k. *Graduate School*
  - Doctoral Programme in Environmental Studies

CHAPTER III

EDUCATIONAL SYSTEM

3.1 INTRODUCTION

The educational system in UB is based on the Law of the Republic of Indonesia No. 20 of 2003 on the National Education System. Accordingly, Semester Credit System (SKS) is enacted in the educational system of Universitas Brawijaya. The Semester Credit System (SKS) has the following objectives.

a. General Objectives

To participate more in the national development, it is necessary for the university to present a varied and flexible education programme in keeping up with the dynamics of technology and innovation. This method will give a broader possibility for students to determine the courses in the curriculum and strategy of teaching and learning process in order to obtain the best results in accordance with the plans and conditions of each student.

b. Specific Objectives

- To provide opportunities for students who are capable and persistent in order to finish their studies in the shortest possible time.
- To provide opportunities for students to be able to take courses which match their interests, talents, and abilities.
- To provide the possibility to implement the education system with various input and output.
- To facilitate curriculum adjustments from time to time to adjust with the rapid development of science and technology.
- To open possibilities so that the evaluation system of student learning progress can be held at its best.
- To open possibilities for credit transfer between Study Programmes or between faculties in one university or between partner universities.
- To allow transfer of students from one university to another or from one study programme to another in a particular university.
- Semester Credit System (hereinafter abbreviated as SKS) is a measure of the time of learning activities assigned to students per week per semester within the learning process through various forms of instructions or the amount of recognition on the success of student's efforts to participate in curricular activities within a study programme.
- Each course or other academic activity is presented in each semester with a set unit value of semester credit units (sks) affirming the loads of activities in the course.

3.2 THE BASIC DEFINITION OF SEMESTER CREDIT SYSTEM (SKS)

3.2.1 Semester Credit System

a. Semester Credit System (SKS) is an educational system using credit system unit (sks) as a measure of student study load, study load of a study programme, and lecturer workload in teaching. Semester is the smallest time unit to show the length of an education programme in an education level.

b. Credit is a unit or entity that quantitatively represents the contents of a course.

c. The features of the credit system are:
   - In the credit system, each course is valued with a credit value.
   - The number of credit scores for different courses is not necessarily the same.
   - The number of credit scores for each course is determined on the basis of the amount of effort to complete the tasks stated in the course activities, practicums, field work or other tasks.

3.2.2 Semester System

a. Semester is the smallest unit of time to represents the length of an educational activity in a certain level/ educational programme.

b. One semester is equivalent to 16-19 weeks including final exams or at most 19 active weeks counting re-evaluation time and (tentative) silent week.

c. One Intersession Semester equivalent to 16 effective lecture meetings including final exams.

d. The implementation of education in one semester consists of lecture activities in the form of face-to-face, practicums, field work, seminars, and structured and independent academic activities.

e. In each semester, a number of courses are presented and each course has the weight expressed in the semester credit unit (credits), in accordance with the provision stipulated in the respective faculty curriculum.

3.2.3 SKS Fulfillment

The fulfillment of SKS learning process in the study programme is carried out in and/or outside the Higher Education (PT) according to the time and study loads/activities of students.

3.3 CREDIT VALUE AND STUDY LOAD

3.3.1 Semester Credit Value for Lectures, Responsiveness, and Tutorials

The Form of Learning in 1 (one) Semester Credit Unit in the Learning process is in the form of lectures, responsiveness, or tutorials, consisting of:

a. Face-to-face activities of 50 (fifty) minutes per week per semester;

b. Structured assignment activities of 60 (sixty) minutes per week per semester; and

c. Independent activities of 60 (sixty) minutes per week per semester.

3.3.2 Semester Credit Value for Seminars or Other Similar Activities

The Form of Learning 1 (one) Semester Credit Unit in the learning process in the form of lectures, responses, or tutorials, consists of:

a. 100 (one hundred) minutes of study per week per semester; and

b. Independent activities of 70 (seventy) minutes per week per semester.

3.3.3 Semester Credit Value for Practicums, Field Studies, Internships, Research and Other Similar Activities

a. Semester credit unit value for practicums/clinical skills in the laboratory/workshop /studio on campus: one credit is a workload in the laboratory/workshop/studio equivalent to 170 minutes per week for one semester.

b. Semester credit unit value for Field Trip: one credit is a task load in the field equivalent to 170 minutes per week for one semester.

c. Semester credit unit value for Internship/Entrepreneurship/Independent Research/ Teaching Assistant/Independent Project/Community Service/Humanitarian Project: one credit is a task load in the field equivalent to 170 minutes per week for one semester.

d. Thesis is a research activity on the Master's programme equivalent to a minimum of 9 credits (9 x 170 minutes) per week, per semester.

e. Dissertation is a research activity on the Doctoral's programme equivalent to a minimum of 28 credits (28 x 170 minutes) per week, per semester.

3.3.4 Semester Credit Value for Block Systems and Modules or Other Forms

Calculation of study loads in block systems, modules, or other forms is determined to meet the requirements of learning achievements set out in the Educational Handbook of each faculty implementing this system.

3.3.5 Study Load in a Semester

In determining the load of one semester study, individual abilities are also important to be considered based on the results of a student's study in the previous semester as measured by the Grade Points. The Grade Point (GP) is calculated using the following formula:

$$IP = \frac{\sum_{i=1}^{n} Ki\ NAi}{\sum_{i=1}^{n} Ki}$$

Note: IP = GP : Grade Point, which can be a semester achievement index or a cumulative achievement index

K   : Credits of each course

NA   : The final scores of each course

n   : The total courses taken

The study load in the first and second semesters is determined equally for each student, then in the following semester the study load is determined in accordance with the GP achieved in the earlier semester. Thus, students can take a number of credits (study load) according to the achievement of GP as explained in Table 1.

Table 1. The study loads each semester determined by GP achieved in the earlier semester

GP	Study load (credits)
≥3.00	22 – 24
2.50 – 2.99	19 – 21
2.00 – 2.49	16 – 18
1.50 – 1.99	12 – 15
<1.50	<=12

3.4 ACADEMIC SKILLS ASSESSMENT

3.4.1 General Terms

a. The academic skills assessment activities of a course are conducted by implementing structured assignments, quizzes, mid-term exam, final exam, and assessment of practicums, and other applicable tests.

b. Subjects with collaborative and participatory learning methods are required to provide a minimum of 50% assessment on the participatory component, the assessment consists of participatory activities and or project results as well as cognitive assessments (assignments, quizzes, midterm exams and end-semester exams)

c. The midterm and final exams are held according to schedule indicated in the academic calendar.

d. The Assessment through structured assignments, quizzes, midterm exams, final semester exams, and practicums exams is intended to determine the final grade (NA) with a certain weighting. The minimum final value is determined with 3 assessment components.

e. The assessment in the implementation of Freedom to Learn is set out individually in Chapter V.

3.4.2 Final Grade

a. The successful assessment of student studies for each course is based on the Criterion-Referenced Evaluation (PAP) by setting the passing grade

b. The results of the final assessment of courses are stated in Grade Value and Grade Points as listed in Table 2.

Table 2. The results of the final assessment of courses stated in Grades and Scores

Grade Value	Grade Point	Remarks
A	4	Excellent
B+	3.5	Between Excellent and Good
B	3	Good
C+	2.5	Between Good and Fair
C	2	Fair
D+	1.5	Between Fair and Poor
D	1	Poor
E	0	Fail

c. The grading of each course is referring to Grade Value (E-A) which is then converted to Grade Points (0-4).

d. The weight of a course assessment activity is determined according to the activities and course material as a whole in one semester.

e. The Final Grade is measured by giving a weight to each lecture activity in the semester using a formula

$$NA = \frac{\sum_i^n Bti.Nti + Bqi.Nqi + Bm.Nm + Ba.Na + Bp.Np}{\sum_{i=1}^n Bti + Bqi + Bm + Ba + Bp}$$

with:

Bti	: the weighted value of the i-th structured assignment
Bqi	: the weighted value of the i-th quiz
Bm	: the weight of the midterm test score
Ba	: the weighted value of the final semester examination
Bp	: the weight of the practicums value
Nti, Nqi, Nm, Na, Np	: the value of each academic activity

Note: NA = final grade

f. The results of the calculation of the formula in point (e) can be converted to Grade Value. The reference is available in Table 3.

Table 2. Conversion of the Grade Range to Grade Value

Grade Range	Grade Value
> 80 - 100	A
> 75 - 80	B+
> 69 - 75	B
> 60 - 69	C+
> 55 - 60	C
> 50 - 55	D+
> 44 - 50	D
0-44	E

3.4.3 Remedial Programme and Special Examinations

Remedial programme and special examinations can be done to improve the final score of a course. The terms and conditions are as follows:

a. Taking part in all academic activities related to lectures in the semester in which the course is taken. The remedial programme can be given for those who get maximum Grade Value B. The maximum Grade Value that can be applied in the remedial programme is B+. The implementation is adjusted to the policies of each faculty.

b. Special examination with special assignments for final semester students who have accumulated 144-160 credits and have completed their final assignments but the GPA obtained is less than 2.00 or the value of D / D +> 10%. Special examination is limited to a maximum of 9 credits and only 1 time during the study period. The maximum Grade Value that can be applied in the special examination is C. The implementation is adjusted to the policies of each faculty.

3.4.4 Make-up Test

Make-up Test is held for particular reasons that can be accounted for with justified evidences. It applies to each course or each student.

3.5 DEFINITION OF NATIONAL DIPLOMA NUMBER (*NINA*)

Decree of the Director General of Learning and Student Affairs, Ministry of Education and Culture of the Republic of Indonesia Number 318/B/HK/2019 concerning Amendments to the

Decree of the Director General of Learning and Student Affairs Number 209/B/HK/2019 concerning the National Certificate Numbering System and the Electronic Certificate Verification System explains the meaning National Diploma Number (*NINA*) explains that: The National Diploma Number (*NINA*) is the diploma certificate number issued by the Ministry of Research, Technology and Higher Education through the National Diploma Numbering System application.

Implementation of NINA by Higher Education is connecting the NINA that has been ordered and the Student Identification Number (NIM/ NPM). NINA implementation is carried out for students who have passed the education at an accredited tertiary institution and / or study programme. The educational institution needs to order NINA for the students who have fulfilled the requirements. NINA orders can be made on the condition that the data of active students are reported to PDDIKTI in the same period as the year of entry, without interruption, until the time of ordering NINA.

3.6 GRADE APPEAL

The student grade complaint handling procedure is designed to give students the opportunity to submit complaints against the academic decisions (grades) received, if students have strong underlying reasons. To get a score complaint handling, there are 2 tiered stages that can be taken:

a. Students must first try to solve the problem through discussions with the complained academic decision-giver/ lecturer;

b. If the problem cannot be resolved satisfactorily after the steps in point 1 have been taken, students can submit a complaint in writing to request a review by the Head of the Study Programme no later than one week after the notification of the score.

3.7 ACADEMIC SANCTIONS

Academic sanctions are imposed on Vocational, Undergraduate, Professional, Specialist and Postgraduate Programme students violating academic requirements:

a. Students who take less than 80% of the total face-to-face learning (14 times), are not allowed to take the Final Examination (UAS) because of the student's negligence.

b. Students who cancel a course outside the predetermined time are given grade E for the course.

c. Students who commit administrative fraud (falsifying formal documents, data and signatures) are subject to sanctions in the form of cancellation of the entire semester study plan concerned and other sanctions in accordance with applicable laws and regulations.

d. Students who commit academic fraud in the exam will be subject to sanctions for cancellation of the course.

e. Students who get caught working on other students' exam and / or students whose exams are taken by other students will be subject to sanctions for cancellation of exams for all courses in the semester concerned.

f. Students who make changes to the semester study plan (KRS) illegally will be subject to KRS cancellation sanctions for all courses in the semester concerned.

g. Students who commit acts of violence in the form of fights and other criminal acts are subject to sanctions in the form of cancellation of all courses taken in that semester, and other sanctions in accordance with applicable laws and regulations.

h. Students who make changes in grades illegally will be subject to suspension of at least 2 (two) semesters and are not counted as terminals.

i. Students who do plagiarism in making their Final Project will cancel their Final Project and Final Assignment test scores.

j. Students who commit the above-mentioned violations (points a-i) if accompanied by threats of violence or giving of something, or promises or tricks will be subject to sanctions of expulsion from Universitas Brawijaya.

CHAPTER IV
GUIDELINES FOR IMPLEMENTING
OUTCOME BASED EDUCATION (OBE)

4.1 INTRODUCTION

The initial awareness of the insufficient quality of education is felt from the lack of role of Indonesian human resources in global activities, even in their own country. It is in regard with the ability to produce products, the ability to innovate, and the ability to work that are less competitive than other countries, even within the ASEAN communities. It can be seen that our human resources are innovating to only keep up with the developments made by developed countries so as not to be left behind. The mentality of being followers makes us never in front of other nations, being in the middle at best if not in behind, making it difficult for us to become a reference in various fields of life. Realizing this matter, the government created the Indonesian National Qualifications Framework (KKNI) in 2012, aiming to equalize the capabilities of Indonesian human resources with other countries from various professional and expertise sectors with a minimum standard of learning outcomes. Efforts that have been made to date have been to achieve this learning outcomes standard, which of course requires enormous efforts from all stakeholders, especially higher education.

The paradigm chosen by Universitas Brawijaya (UB) to achieve resource capabilities beyond the existing standards (KKNI and SNPT) is by implementing Outcome Based Education (OBE), focusing on classrooms or learning activities to determine what students should achieve (Graduate Learning Outcomes), so that the mentality of lifelong learning in the real world can be achieved for the sake of oneself, the environment and the world. Output Based Education (OBE) will be easy to conceptualize, but difficult to define. OBE can first be distinguished from traditional educational methods by combining three elements: educational theory, a systematic structure for education, and a specific approach to its learning practices.

Outcomes-Based Education (OBE) focuses and organizes everything in the education system concerning what is essential for all students to be successful at the end of their learning experience. This means starting from a clear picture of what is important for the students to be able to achieve certain abilities, then organizing the curriculum and its instructions, and designing assessments to ensure that the learning process has occurred and can be measured and proven at the end of the learning process. In this case, Universitas Brawijaya follows the National Higher Education Standards which consist of 8 education sector standards, namely:

1. Graduates' competency standards
2. Learning content standards
3. Learning process standards
4. Learning assessment standards
5. Lecturers and educational staff standards
6. Learning facilities and infrastructure standards
7. Learning management standards; and
8. Learning financing standards.

Fulfillment of the OBE paradigm is carried out by meeting these standards in order to achieve superior accreditation, and international accreditation.

4.2 LEGAL BASIS

In implementing the OBE paradigm in the curriculum, UB refers to the following laws and regulations:

a. Law number 12 of 2012 concerning Higher Education;
b. Presidential Regulation number 8 of 2012 concerning Indonesian National Qualifications Framework;
c. Minister of Education and Culture Regulation number 73 of 2013 concerning Application of Indonesian National Qualifications Framework in the field of Higher Education;
d. Minister of Education and Culture Regulation number 3 of 2020 concerning National Higher Education Standards;
e. Universitas Brawijaya Regulation number 1 of 2017 concerning Universitas Brawijaya Quality Standards;
f. Guidelines for Higher Education Curriculum Development in the Industrial Era 4.0, Ministry of Research Technology and Higher Education in 2019;
g. Freedom of Learning Guide Book – Freedom Campus, Ministry of Education and Culture in 2020;
h. ASEAN Qualifications Reference Framework 2014.

4.3 PURPOSE

One of the considerations of issuing a law on higher education is to improve the nation's competitiveness in the face of globalization in all fields; higher education is expected to contribute in developing science and technology and producing intellectuals, scientists and/or professionals who are cultured and creative, tolerant, democratic, strong in character, and dare to defend the

truth for the benefit of the nation. Therefore, Universitas Brawijaya must take part in fulfilling the expectation which is bestowed by the law.

The Higher Education Law states that the existence of higher education aims to:

a. Develop students' potential to become human beings who believe in God Almighty and have noble, healthy, knowledgeable, creative, independent, skilled, competent, and cultured characters for the benefit of the nation;

b. Produce graduates who master science and/or technology to meet national interests and increase national competitiveness;

c. Produce science and technology through research that takes into account and applies humanities values which is beneficial for the progress of the nation, as well as the advancement of civilization and the wellbeing of mankind; and

d. The realization of community service based on reasoning and research products that are useful in advancing general wellbeing and educating the nation.

To achieve the goals (a) and (b), SNPT establishes educational standards by meeting the 8 existing standards. In order to achieve these goals, the OBE paradigm is used so that it achieves success. Currently UB has a higher quality standard than SNPT as the implementation of the law mandate.

In the field of education, UB has a goal: to produce graduates with academic ability and entrepreneurial spirit who are professional, independent, hard worker, disciplined, noble, and insightful with the latest technology so that they can compete, and excel at national and international levels. Thus, the OBE paradigm is chosen so that all directions of the learning process are for future reach. With the goal that is oriented towards the future, all UB academicians must be able to prepare everything to face problems that may occur far in the future.

4.4 EDUCATION CONCEPT OF OBE

The OBE concept prepares students to recognize their potential and be ready to live their life and work in line with self-development process.

There are three important factors in regard with the achievement of OBE, namely:

a. Course Learning Outcomes (CPMK), are learning achievements that are specific to the course which includes attitudes, skills and knowledge formulated based on several Graduates Learning Outcomes targeted by the course;

b. Graduates Learning Outcomes (CPL), are abilities possessed by each Study Programme graduate which is an internalization of attitudes, mastery of knowledge and skills in accordance with the level of Study Programme obtained through the learning process;

c. Study Programme Educational Objectives (TPP), are statements that describe the career and professional achievements prepared by the Study Programme to be achieved by graduates within the first few years after graduation and must be measureable.

Consequently, discussions on cutting-edge science and technology must be prepared for the purposes of the OBE. Lecturers and all academicians must be aware of this. If lecturers are aware of their roles, then the scope of knowledge discussed must be able to prepare students to study in the context of future scientific prospects at least 5 years after they graduate, or approximately ten years from when students start studying in the university. Currently, most of the lecturers have understood the OBE principles, but are still need to be given insight in terms of follow-up of OBE in daily practice and its evaluation. The Study Programmes at UB are of course expected to immediately be able to meet the highest level of OBE implementation as shown in Table 4. Fulfillment at level 4 or 5 is needed to achieve superior accreditation or international accreditation.

Table 4. OBE implementation level

OBE	Outcomes	Curriculum	Planning assessment	Outcome's assessment	Continuous Quality Assurance Improvement
Level 1	√				
Level 2	√	√			
Level 3	√	√	√		
Level 4	√	√	√	√	
Level 5	√	√	√	√	√

4.5 OBE CURRICULUM

In the current globalization era, the world of education is facing challenges to produce human resources who are able to play a global role. The impact of globalization is characterized by the flow of people, information, technology, capital, ideas, and images. This situation causes changes in some values of community life and changes in the demands of the world of work for university graduates. The challenges faced by graduates in facing the impact of globalization are that graduates are expected to have competencies in accordance with the demands of scientific development, technology and art, the world of work, profession, and personality development which instills cultural characteristics.

Referring to its development, there was a change in the curriculum for higher education in Indonesia in early 1990s. It switched from focusing on solving internal university problems with a

target of mastery of science and technology (Decree of the Minister of National Education No. 056/U/1994) to curriculum that emphasized educational process which referred to cultural context and human development in a comprehensive and universal way. This curriculum had a target to produce graduates who have cultural insight and able to play a role in the international world. The signs for a new curriculum that was more adaptive to the aforementioned conditions were then stipulated and outlined in the Minister of National Education Decree No. 232/U/2000 regarding Guidelines for Higher Education Curriculum Development and Student Learning Outcomes Assessments which were then completed in the Minister of Education Decree No. 045 /U/2002 concerning Higher Education Core Curriculum replacing the Minister of Education Decree No. 056 /U/1994. The Higher Education Curriculum was originally referred to as the Content-Based Curriculum (KBI), later changed to the Competency-Based Curriculum (KBK). The objective of the Minister of National Education Decree No. 232/U/2000 was to provide freedom for each university in developing curriculum according to their respective interests and potentials. Furthermore, it aimed to respond the growing demands for competency of national university graduates, especially in facing global competition, so that alumni could be competitive in the era of free competition.

Higher education as one of the national components that produces graduates is required to increase its quality by developing the KBK (Competencies Based Curriculum) system in accordance with the Indonesian National Qualifications Framework (KKNI), through the policy of Presidential Regulation Number 8 of 2012, which emphasizes more on exploring the potential of graduates as individuals who are able to compete in the world of work both at national and international levels. Furthermore, this regulation has been translated into the Minister of Education and Culture Regulation Number 73 of 2013 concerning the Application of the Indonesian National Qualifications Framework in the field of Higher Education and the Minister of Research, Technology, and Higher Education Regulation Number 44 of 2015 concerning National Higher Education Standards, which is revised into Regulation of the Minister of Education and Culture Number 3 of 2020. These regulations are in line with the OBE curriculum. The difference between the OBE curriculum and the curriculum design based on the Regulation of the minister of Research, Technology, and Higher Education Number 44/2015 is the process of determining Learning Outcomes (LO) of Study Programme. Before OBE, the study programme LO was originally based on the Indonesian National Qualifications Framework (KKNI) principles, which was determined based on (1) attitude, (2) knowledge, (3)) general skill, and (4) special skill. Then, to adapt with OBE, the LO need to be added with the learning outcomes of Study Programmes which are generally determined by international accreditation institutions. Measurable Study

Programme objectives and Study Programme graduates' profiles (graduate attributes) are determined by each Study Programme. Therefore, all Study Programmes in UB are required to adapt their curriculum to this approach.

The curriculum at Universitas Brawijaya is the main basis for the implementation of academic, professional, specialist and vocational education towards achieving learning outcomes in accordance with the standards of Universitas Brawijaya graduates. The curriculum is a set of plans and regulations regarding the content and learning materials, as well as delivery and assessment methods to ensure the achievement of graduate competencies. Therefore, curriculum is used as the main reference for each Study Programme in planning and controlling the teaching and learning process. Department leader functions as a human resource manager so that the Study Programme can run effectively and efficiently and remains in the corridor of quality, both in the process and expected outcomes. Thus, the curriculum must be ratified by the Rector in accordance with the results of the Faculty Senate Meeting, and then the curriculum document is verified by the Institute of Educational Development and Quality Assurance (LP3M) Universitas Brawijaya. The curriculum of Study Programmes in UB should be prepared based on the vision and mission of UB in order to produce highly competent graduates in line with the needs of communities and the development of science, technology, and/or arts. The stages of preparing the Study Programme curriculum can be seen in Figure 1.
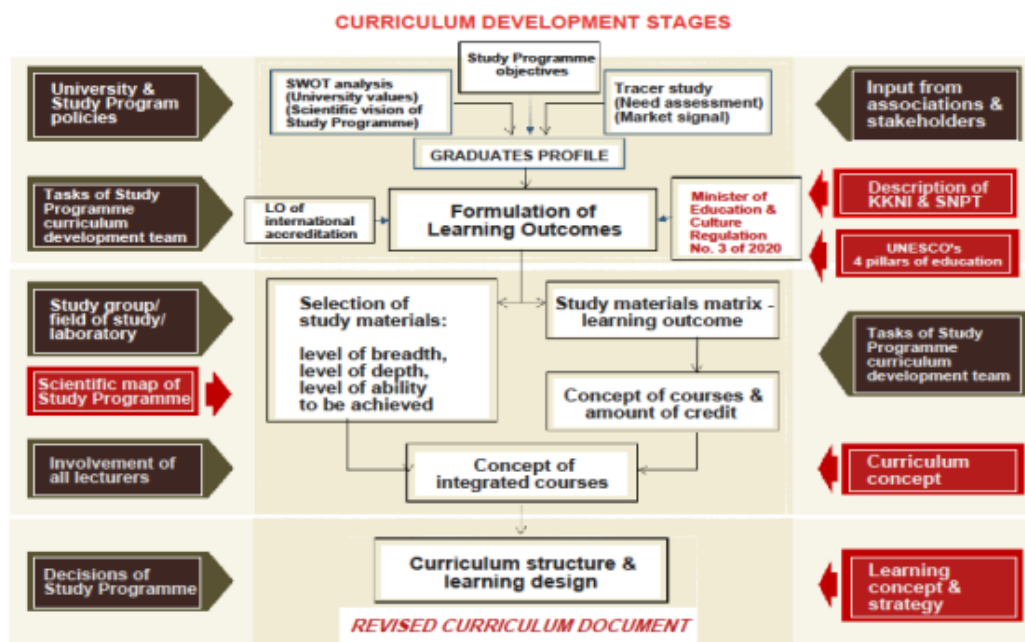
Figure 1. Stages of Curriculum Development Process
(Modified from Sumber Endrotomo, DIKTI Curriculum Team)

Curriculum of a Study Programme includes a unified arrangement of courses for all levels to enable students to obtain the outcomes set by the Study Programme. The composition of courses is adjusted to the development of student understanding in related fields of study. Each course is required to have a Semester Lesson Plan (RPS) in accordance with a certain credit load (semester credit units), and to have a learning process portfolio. The curriculum provides specific characteristics of a Study Programme and provides a complete picture of study materials, requirements, and general guidance in carrying out the educational process. The process of developing a Study Programme curriculum in UB is required to follow the steps presented in Figure 1. The scope of the Study Programme curriculum is required to follow the template prepared by the Institute of Educational Development and Quality Assurance (LP3M) Universitas Brawijaya. Curriculum serves as an instrument for shaping students' scientific mindset, skills and personality. Therefore, the curriculum must encourage the fulfillment of the required Study Programme learning outcomes in the form of knowledge and understanding, cognitive skills, special skills (including practical or professional skills), transferable skills, the need for employment and/or further study, and personality development. The process of developing a Study Programme curriculum at UB is required to follow the steps presented in Figure 1.

4.6 CHARACTERISTICS AND PLANNING OF OBE LEARNING PROCESS

In accordance with the Minister of Education and Culture Regulation No. 03 of 2020 concerning National Higher Education Standards, Universitas Brawijaya is required to carry out the standard of the learning process, which is the minimum criterion regarding the implementation of learning process in Study Programmes to obtain graduate learning outcomes. Learning process standards include: (a) characteristics of the learning process; (b) planning of the learning process; (c) implementation of the learning process; and (d) student learning load.

The characteristics of the learning process consist of interactive, holistic, integrative, scientific, contextual, thematic, effective, collaborative, and student-centered. **Interactive** means that the graduate learning outcomes are achieved by prioritizing a two-way interaction process between students and lecturers. **Holistic** means that the learning process encourages the formation of a comprehensive and broad mindset by internalizing local and national excellence and wisdom. **Integrative** means that the graduate learning outcomes are achieved through an integrated learning process to meet the overall graduate learning outcomes in a single program through an interdisciplinary and multidisciplinary approach. **Scientific** means that the graduate learning outcomes are achieved through a learning process that prioritizes scientific approach so that an academic environment is created on the basis of a system of values, norms and scientific principles

and upholds religious and national values. **Contextual** means that the graduate learning outcomes are achieved through a learning process that is tailored to the demands of the ability to solve problems in accordance with the field of expertise. **Thematic** means that the graduate learning outcomes are achieved through a learning process that is adjusted to the scientific characteristics of the Study Programme and is linked to real problems through a transdisciplinary approach. **Effective** means that the graduate learning outcomes are achieved effectively by emphasizing the internalization of the study materials properly and correctly in an optimum period of time. **Collaborative** means that graduate learning outcomes are achieved through a shared learning process that involves interaction between individual learners to produce a capitalization of attitudes, knowledge, and skills. **Student-centered** means that graduate learning outcomes are achieved through a learning process that prioritizes the development of student creativity, capacity, personality and needs, as well as developing independence in seeking and finding knowledge.

The learning process planning must be prepared for each course and presented in the Semester Lesson Plan (RPS), which is determined and developed by the lecturers independently or together in a group of the same area of expertise in the Study Programme. RPS in UB contains at least: (a) name of Study Programme, name and code of courses, semester, semester credit units, and names of lecturers; (b) graduate learning outcomes targeted by courses; (c) abilities aimed at each stage of learning to meet graduate learning outcomes; (d) study materials related to the targeted abilities; (e) forms and methods of learning; (f) time provided to achieve the ability at each stage of learning; (g) students' learning experience which is manifested in a description of the assignments that they have to do for one semester; (h) criteria, indicators, and assessment elements; and (i) a list of references.

Learning planning related to students' research must refer to the Research Standards mentioned in UB Quality Standards. Learning planning related to students' community service must also refer to the Community Service Standards mentioned in UB Quality Standards. Learning planning related to students' research and community service is regulated by each faculty according to their scientific characteristics.

4.7 IMPLEMENTATION OF OBE

The implementation of the OBE-based learning process generally takes place in the form of interactions between lecturers, students, and learning resources in a particular learning environment that has been designed properly. In addition, the OBE-based learning process in each course must also be implemented according to the Semester Lesson Plan (RPS). The learning process through curricular activities must be carried out systematically and structurally through various courses and

with measurable learning load. The characteristic of OBE implementation is in the assessment process on students' abilities. The OBE-based learning process is implemented through a series of curricular activities that use effective learning methods in accordance with the characteristics of the courses to achieve certain abilities specified in graduate learning outcomes.

There are a lot of OBE-based learning methods that can be chosen for the implementation of learning in courses, which include: group discussions, simulations, case studies, collaborative learning, cooperative learning, project-based learning, problem-based learning, or other learning methods, which effectively facilitate the fulfillment of Graduate Learning Outcomes (CPL). Each course can use one or a combination of several learning methods and be accommodated in several forms of learning process. Therefore, the forms of learning process can be:

a. Lecture;

b. Responses and tutorials;

c. Seminar;

d. Practicum, studio practice, workshop practice, field practice; work practice

e. Research, design or development;

f. Military training;

g. Student exchange;

h. Internship;

i. Entrepreneurship; and/or

j. Another form of community service.

The learning process of research, design or development must be added as a form of learning for Diploma IV Programmes, Undergraduate Programmes, Profession Programmes, Master Programmes, Specialist Programmes, and Doctoral Programmes. The form of learning process is under the guidance of lecturers in the context of developing attitudes, knowledge, skills, authentic experiences, and improving community wellbeing and national competitiveness.

Different from research learning, community service learning must only be added as a form of learning for Diploma IV Programmes, Undergraduate Programmes, Professional Programmes, and Specialist Programmes. However, same with research learning, this community service learning is also a student activity under the guidance of lecturers in utilizing science and technology to support community wellbeing and educate the nation.

The form of the aforementioned learning process can be done inside and outside the Study Programme. The form of learning process outside the Study Programme is a learning process which consists of:

a. Learning in other Study Programmes at the same university;

b. Learning in the same Study Programmes at different universities;

c. Learning in other Study Programmes at different universities; and

d. Learning at non-university institutions.

However, currently, the learning process in other Study Programmes is implemented only for Undergraduate Programmes and applied Undergraduate Programmes which are non-health sector programmes. It is in accordance with freedom of learning policy issued by the Ministry of Education and Culture.

4.8 OBE ASSESSMENT

Assessment is a process to identify, collect, and prepare data to evaluate the achievement of student learning outcomes. Effective assessment usually uses direct measurement, indirect measurement, quantitative measurement, and qualitative measurements that are relevant in accordance with the measured outcomes. Appropriate sampling methods may also be used as part of the assessment process. Assessment is also a systematic collection, review, and use of information about educational programs with the aim of improving student learning and development.

In accordance with the Minister of Education and Culture Regulation No. 03 of 2020, Universitas Brawijaya is obliged to carry out learning assessment standards, which are the minimum criteria for assessing student learning processes and outcomes in order to meet graduate learning outcomes. The assessment process and student learning outcomes include: (a) assessment principles; (b) assessment techniques and instruments; (c) assessment mechanisms and procedures; (d) assessment implementation, (e) assessment report; and (f) student graduation.

UB lecturers are obliged to carry out the principles of assessment in an integrated manner, which include educational, authentic, objective, accountable, and transparent principles. **Educational principle** is an assessment that motivates students to be able to: (a) improve planning and learning methods; and (b) achieve graduate learning outcomes. **Authentic principle** is an assessment that is oriented towards a continuous learning process and learning outcomes that reflect student abilities during the learning process. **Objective principle** is an assessment based on standards agreed upon between lecturers and students and is free from the influence of the assessor's subjectivity and the ones being assessed. **Accountable principle** is an assessment which is carried out in accordance with clear procedures and criteria, agreed upon at the beginning of the lecture, and understood by students. **Transparency principle** is an assessment whose procedures and results of the assessment can be accessed by all stakeholders.

Assessment techniques performed by lecturers include observation, participation, performance, written tests, oral tests, and questionnaires. Assessment instrument is a process assessment in the form of a rubric and/or a portfolio or a design. Attitude assessment employs observational assessment techniques. Assessment of mastery of knowledge, general skills, and specific skills is carried out by selecting a technique or combination of various techniques and instruments applied by the lecturers. The final result of assessment is integration between various techniques and instruments used in the assessment.

Assessment mechanism consists of, at least, the following activities: (a) preparing, conveying, agreeing on stages, techniques, instruments, criteria, indicators, and assessment weighting in accordance with the lesson plan; (b) carrying out the assessment process in accordance with the stages, techniques, instruments, criteria, indicators, and assessment weighting that refers to assessment principles, (c) providing feedback and opportunities to question the results of the assessment to students; and (d) documenting the assessment of student learning processes and outcomes accountably and transparently.

Lecturer assessment procedure includes planning, providing assignment, observing performance, returning the results of observations, and giving final grades. The assessment procedure at the planning stage can be carried out through a gradual assessment and/or reassessment. The implementation of the assessment is carried out in accordance with the lesson plan, namely measuring the Course Learning Outcomes (CPMK), which is an aggregation of the Sub-Course Learning Outcomes (Sub-CPMK). The assessment can be carried out by: (a) a lecturer or a team of lecturers; (b) a lecturer or a team of lecturers and involving students; and/or (c) a lecturer or a team of lecturers and involving relevant stakeholders. The forms of assessment can be seen in Table 5.

Table 5. Example of assessment and learning forms

Assessment Forms	Forms of learning that are probable for assessment
Essay	
Essay exam	Answers to questions, and accuracy form the answer structure
Open book	Like an essay exam, but with limited use of memory, and also based on the coverage/breadth of answers
Take-home assignment	Read a wide range, connect, organize, and see the implementation
Objective Test	
Multiple choice	Recognition, strategies, comprehension
Directed results	Hierarchy of understanding

Assessment Forms	Forms of learning that are probable for assessment
Performance Assessment	
Practicum	Real work skills
Seminar, presentation	Communication skills
Poster	Concentration on relevance and applicability
Interview	Interactive response
Interview of critical incidents	Reflection, application, feeling of relevance
Project	Application, skills in research
Journal review	Reflection, application, feeling of relevance
Case study	Application, professional skills
Portfolio	Reflection, creativity, desired results
Rapid assessment (large group)	
Map of concept	Coverage, relationship
Venn diagram	Relationship
Answers in one or three minutes on paper	Level of understanding, selection of relevance
Short answer	Retrieving information, coverage
Notes to friends	Holistic understanding, application, reflection

Each course learning outcome is then aggregated by the Study Programme to be used to measure the achievement of Graduate Learning Outcomes (CPL) which is reported to the Dean every year. However, in terms of the implementation of assessment for the Subspecialty Programme, Doctoral Programme, and Applied Doctoral Programme, it is mandatory to include external assessors from different universities.

The appropriate form of assessment must be based on the indicators of Course Learning Outcomes (CPMK). Lecturers and students are expected to have the same view of the assessment model. Thus, the process of creating the same perceptions of the targeted CPMK must be done from the start in hope that if students already know it, they can arrange independent learning models that are suitable for their learning methods. Examples of assessment and learning forms can be seen in Table 4. The preparation of questions, assignments, and examinations carried out by the lecturer should be in line with the following characteristics:

a. Valid: the validity of the questions is tested

b. Relevant: in accordance with competence/outcome

c. Specific: not biased

d. Representative: representing elements of competence

e. Balanced: in accordance with the complexity of learning materials

f. Open: in accordance with the RPS agreed upon by the lecturers and students

4.9 OBE PORTFOLIO DOCUMENTS

Full implementation of the OBE requires continuous improvement, and consequently requires a mechanism for regular feedback. The results of the feedback are used by the lecturers for the evaluation of the lecture which is described in the course portfolio.

The course portfolio is made by the lecturer at the end of each running semester. This portfolio is a tool to see the extent to which the learning outcomes are achieved by students in the class. It will also be aggregated at the Study Programme level to see the extent to which the Study Programme learning outcomes are achieved. This assessment of achievement becomes evaluation material for the Study Programme for necessary corrective actions.

The lecture portfolio format is a description consisting of:

1. Introduction and objective of the course

2. Description of the course

3. Learning method

4. Learning media

5. Learning Evaluation and its assessment tools

6. Statistics describing class conditions

7. Students' feedback

8. Short syllabus of the course

9. Semester Lesson Plan

10. Reflection and solution to the problems at hand

11. Attachments required

Learning evaluation section which takes place continuously throughout the semester is necessary to determine (1) conformity level of course material with Semester Lesson Plan (RPS), (2) participation level of lecturers and students, (3) percentage of grade distribution, (4) achievement of quality of course completion, and (5) evaluation per study materials if needed, to explain the applied learning mechanism.

4.10 LEARNING INNOVATIONS IN OBE

The learning process created by the lecturer must be able to meet certain characteristics, which consist of interactive, holistic, integrative, scientific, contextual, thematic, effective, collaborative, and student-centered characteristics. Thus, the lecturer must prepare himself and the material to be able to bring out these characteristics in the learning process.

UB lecturers are welcomed to use learning methods that can be selected for the implementation of learning in courses as described in sub chapter 4.8. The method chosen requires a lecturer to make innovations that will benefit his students. For this purpose, supporting facilities will be prepared by the faculties and departments.

The characteristics of the learning process and learning method used should be dynamic and reflected in the portfolio of courses after their implementation, thus they cannot be set statically and must follow developments that occur during the learning process; therefore, innovation must be developed continuously.

4.11 OBE QUALITY ASSURANCE

Internal Quality Assurance System (SPMI) is a systemic activity of higher education quality assurance conducted autonomously by every university to control and improve the implementation of higher education in a planned and sustainable manner. The purpose of quality assurance is to maintain and improve the quality of higher education in a sustainable manner, which is carried out internally to realize the vision and mission of the university, as well as to meet the needs of stakeholders through the implementation of Three Pillars (Tridarma) of Higher Education. Internal Quality Assurance is an important factor in getting to a quality university. This can be carried out internally by the university, controlled and audited through accreditation activities carried out externally by the National Accreditation Board (BAN) of Higher Education or other institutions. So, the objectivity of the assessment of maintenance and improvement of academic quality on an ongoing basis in a university can be realized.

UB has implemented quality assurance since the establishment of the Quality Assurance Center in 2005, and since then has implemented a quality assurance cycle known as OSDAT (Figure 2). To run SPMI, UB implements steps called "quality assurance cycle", namely OSDAT, which stands for:

1. Developing a quality assurance **Organization** (O)
2. Developing a **System** (policies, documents in the form of SPMI standards, SPMI manuals, SPMI Forms) (S)
3. The system is run / **Do** (socialization and work reference) (D)

4. Conducting an internal quality **Audit** (A)

5. **Follow-up** (T)

    However, with the issuance of the Minister of Research, Technology, and Higher Education Regulation number 62 of 2016 concerning Higher Education Quality Assurance Systems, UB changes the quality assurance cycle and follows a cycle consisting of 5 stages (Determination, Implementation, Evaluation, Control and Standard Improvement) or more commonly referred to as the PPEPP Cycle (Figure 3). Based on the Internal Quality Assurance System Guidelines issued by the Ministry of Research, Technology and Higher Education, the PPEPP cycle consists of:

1. Determination is an activity of setting standards set by higher education.

2. Implementation is an activity carried out in order to comply with the standards.

3. Evaluation is an activity to compare the implementation outputs with predetermined standards.

4. Control is an activity of analyzing the causes of non-achievement and/or deviation in the implementation of standards to take corrective action.

5. Improvement is a standard improvement activity so that it is higher than the predetermined standard.
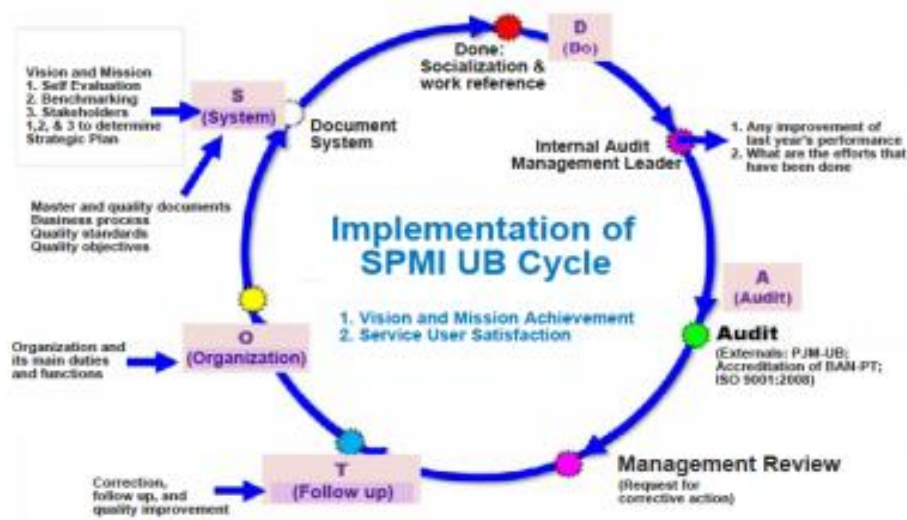
Figure 2. Implementation of SPMI UB cycle before 2016 (OSDAT)

(Source: website of PJM UB, http//pjm.ub.ac.id)
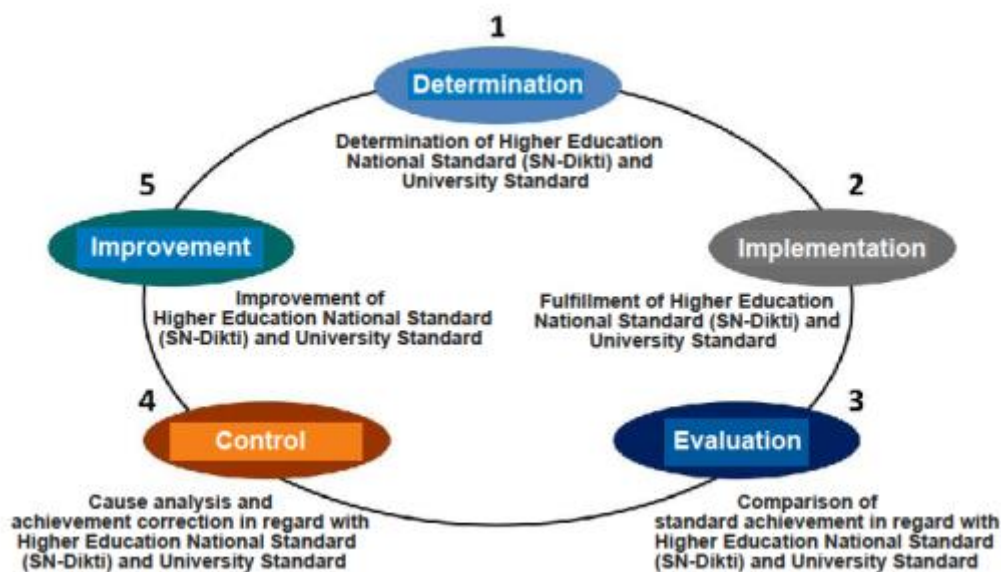
Figure 3. Implementation of SPMI UB cycle starting in 2016 (PPEPP)

(Source: Presentation entitled "Improving Higher Education Quality through Implementation of Quality Assurance Systems (SPMI and SPME)" by Prof. Dr. Mansyur Ramly at Wiraraja University Sumenep (2015))

Quality assurance in OBE curriculum is aimed at monitoring Continuous Quality Improvement (CQI), which can be seen in Figure 4. Each Study Programme is formed by determining its mission and vision, which then becomes the basis for determining Study Programme Educational Objectives (TPP), which then becomes the basis for determining Graduate Learning Outcomes (CPL), and will then be implemented in detail in Course Learning Outcomes (CPMK). Therefore, each Study Programme in UB must determine Course Learning Outcomes (CPMK) every semester. It is then assessed, analyzed, then improved so as to develop the CPMK. Next, the Study Programme also do the same process with Graduate Learning Outcomes (CPL). It is based on the results of a graduate tracer survey, which is then assessed, analyzed, and improved so as to perfect the CPL. In addition, each Study Programme also conducts assessments, analysis, and improvements at least once every 4 years to perfect the Study Programme Educational Objectives (TPP). It is usually conducted after a graduate tracer study has been done to graduates who graduated 5-10 years ago from the Study Programme.
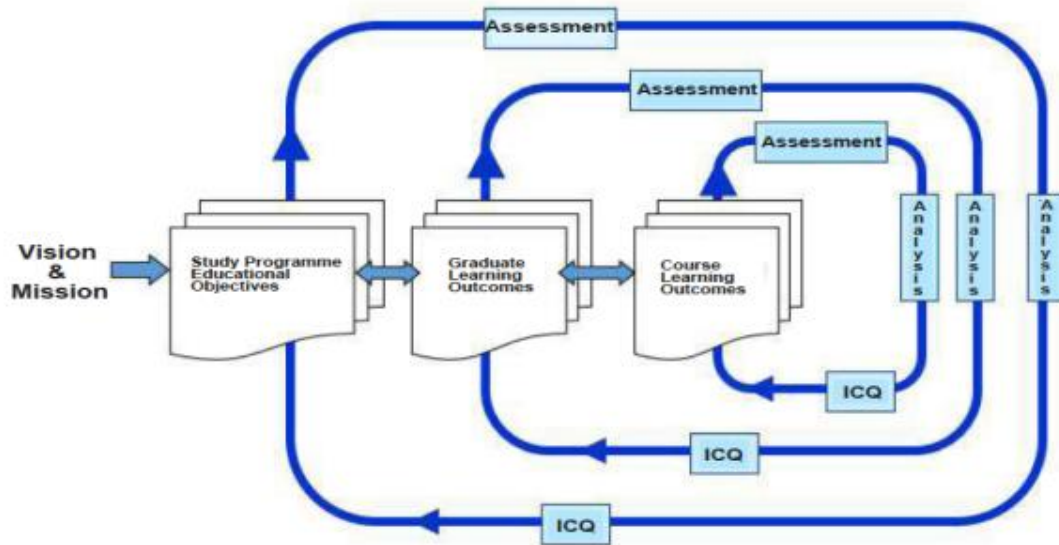
Figure 4. Implementation of the quality assurance cycle in OBE curriculum

Source: Haris Wahyudi and Ignatius Agung Wibowo (2018), Innovation and Implementation of Outcome-Based Education (OBE) and Washington Accord in the Mechanical Engineering Study Programme of Mercu Buana University, Journal of Mechanical Engineering Vol. 07, No. 2, June 2018.

Furthermore, the corrective actions in regard with the improvement of courses and accreditation of Study Programmes, along with the steps taken, that can be seen in Figures 5 - 7.

Figure 5. Implementation of quality assurance model in courses

(Source: Presentation entitled "Quality Assurance for Outcomes Based Education" by Dr. Ir. Pepen Arifin (SPM ITB) at Workshop on Curriculum Development with Outcomes Based Education Paradigm, ITB West Hall, July 16-17, 2018)
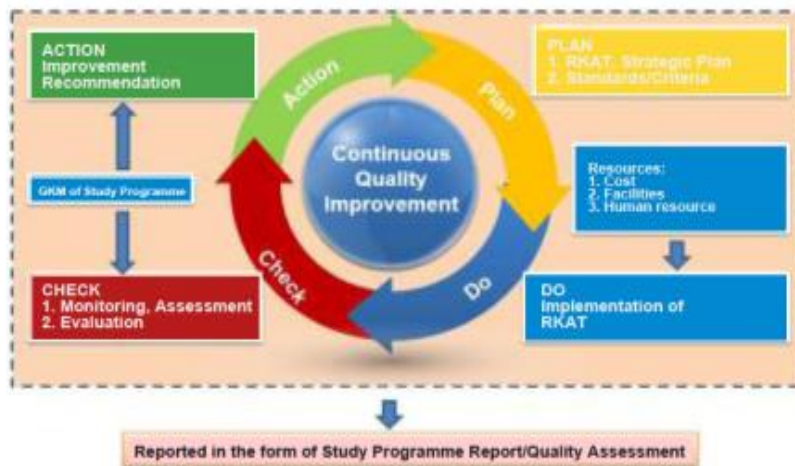
Figure 6. Implementation of quality assurance model in Study Programme

(Source: Presentation entitled "Quality Assurance for Outcomes Based Education" by Dr. Ir. Pepen Arifin (SPM ITB) at Workshop on Curriculum Development with Outcomes Based Education Paradigm, ITB West Hall, July 16-17, 2018.
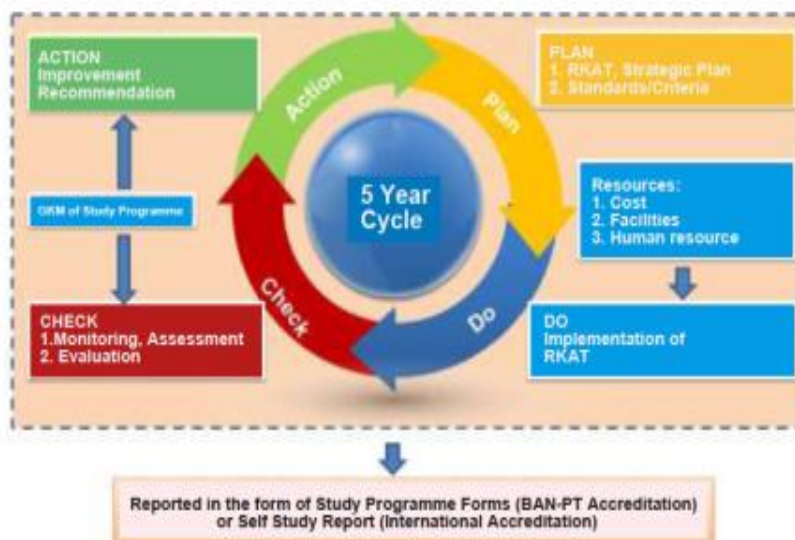
Figure 7. Implementation of quality assurance model in Study Programme
for accreditation purpose

(Source: Presentation entitled "Quality Assurance for Outcomes Based Education" by Dr. Ir. Pepen Arifin (SPM ITB) at Workshop on Curriculum Development with Outcomes Based Education Paradigm, ITB West Hall, July 16-17, 2018).

CHAPTER 5
'FREEDOM TO LEARN'

5.1 INTRODUCTION

The need for higher education by today's society is to prepare students to face the challenges of life in the career world. Because of the various paths to success that exist today, each individual needs to have learning outcomes derive from experiencing various education systems. Higher education does not just strive for the achievement of learning outcomes, education must prepare students to think critically with the values of life and choose the opportunities they need to succeed in their chosen path. For this reason, the learning process can range from learning with a "wherever and whenever" approach, personal approach, flexible mode of learning, "peer and mentor", appropriate applications, modules, and project-based learning (Figure 8).

Figure 8. Education in the Industrial Age 4.0

To meet this need, the Ministry of Education and Culture, through *Permendikbud* (Decree of the Ministry of Education and Culture) No. 3 of 2020 on National Higher Education Standards, stipulates the Policy for 'Freedom to Learn'-*Kampus Merdeka* (Independent Campus). This policy empowers students to study 3 semesters outside their study programme. Through this programme, students are given broad opportunities to enrich and develop their knowledge and skills in the real world according to their interests and values. This strategy provides a mechanism for preparing adaptive and versatile graduates with strong nationalism and leadership. To respond to this policy, UB undertakes a learning transformation to equip and prepare its graduates to become a superior

generation, adaptable and ready to face the challenges of their time, without negating the local wisdom of the nation.

The system of 'Freedom to Learn' is designated for an undergraduate programme, vocational education programme, specialists, and applied vocational programme. By the direction of the Ministry of Education and Culture, this 'Freedom to Learn' is not designed for professional and specialists programme at the Faculty of Medicine, the Faculty of Dentistry, and the Faculty of Veterinary Medicine of UB.

5.2 LEGAL BASES

The 'Freedom to Learn' is one of the policies affirmed by the Minister of Education and Culture, through *Permendikbud* (Decree of the Ministry of Education and Culture) No. 3 of 2020. In this policy, students are given the right to study three semesters outside of the study programme. This programme is the mandate of various regulations/ legal foundations for higher education to improve the quality of learning and higher education graduates. The legal basis for implementing the Three Semester Learning Rights policy programme outside the Study Programme includes the following:

1. Law Number 20 of 2003, on the National Education System.
2. Law Number 12 the Year 2012, on Higher Education.
3. Law Number 6 of 2014 on Villages.
4. Government Regulation Number 04 of 2014, on the Implementation of Higher Education and Management of Higher Education.
5. Presidential Decree number 8 of 2012, on KKNI.
6. Decree of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020, on National Higher Education Standards.
7. Decree of the Minister of Villages, Development of Disadvantaged Areas, and Transmigration Number 11 of 2019, on Priority for the Use of Village Funds in 2020.
8. Decree of the Minister of Villages, Development of Disadvantaged Areas, and Transmigration Number 16 of 2019, on Village Deliberations.
9. Decree of the Minister of Villages, Development of Disadvantaged Areas, and Transmigration Number 17 of 2019, on General Guidelines for Development and Empowerment of Village Communities.
10. Decree of the Minister of Villages, Development of Disadvantaged Areas, and Transmigration Number 18 of 2019, on General Guidelines for Village Community Assistance.
11. 'Freedom to Learn' Guide Book - *Kampus Merdeka* (Independent Campus). Directorate General of Higher Education Ministry of Education and Culture 2020.

5.3 AIM

The purpose of the 'Freedom to Learn' Guidelines is to fulfil the obligations of UB to allow students the right to study in three semesters outside the study programme. Students are given the opportunity to decide on an approach to the learning process based on their character and learning styles, assisted by a lecturer so that the Study Programme Learning Outcomes can be accomplished more effectively and successfully, be more ready and responsive to the needs of the times, and to prepare graduates as potential future leaders of the nation who are superior and have personality. Experimental learning programmes with diverse pathway are structured as a way for students to develop their potential interests and talents.

5.4 POLICY FOCUS

5.4.1 Policy Focus

Decree of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 Article 4, states that "National Education Standards consist of: (a) standards of competency for graduates; (b) standards of learning content; (c) standards of learning process; (d) standards of education assessment; (e) standards of lecturers and educational staff; (f) standards of facilities and infrastructure; (g) standards of management; and (h) standards of learning financing". There was a change in education process standards compared to the previous Decree of the Ministry of Research and Technology No. 44 of 2015 on National Higher Education Standards.

Decree of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020, in Article 9: "Graduates of Diploma 4 and undergraduate programmes have at least mastered in detail the theoretical concepts of certain fields of knowledge and skills in general and the theoretical concepts of special parts in the field of knowledge and skills."; and Article 10 "The standard of the learning process is the minimum criterion regarding the implementation of learning in the study programme to obtain graduate learning outcomes". This shows that Learning Outcome plays a role as a focus for the achievement of study programmes, following the notion of Outcome-Based Education.

Decree of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020, Article 11 underlines the need for study programmes to make improvements toward the learning design to be more successful in accomplishing the learning outcomes of the study programme, provided that this article asserts "Student-centred, as referred to in paragraph (1), states that the learning outcomes of graduates are achieved through a learning process that prioritizes the development of student creativity, capacity, personality, and needs, as well as

developing independence in seeking and finding knowledge ". Article 14 (3) affirms the need for innovative learning methods, which states: "Learning methods as referred to in paragraph (2) which can be selected for the implementation of the learning forms include: group discussions, simulations, case studies, collaborative learning, cooperative learning, project-based learning, problem-based learning, or other learning methods, which can significantly improve the accomplishment of graduate learning outcomes". Likewise, the form of learning is also challenged to be more innovative as outlined in Article 14 (5) that "The form of learning as referred to in paragraph (4) can be in the form of: (a) lectures; (b) responses and tutorials; (c) seminars; (d) practicum, studio practice, workshop practice, field practice, work practice; (e) research, design or development; (f) military training; (g) student exchange; (g) an internship; (h) entrepreneurship; and/ or, (i) other forms of community service".

Decree of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020, in Article 14 (6) indicates that the Final Project is mandatory for students not only in the form of research but also in the form of designing or development, as follows. "The form of learning is research, design, or development. as referred to in paragraph (5) letter **e** must be added as a form of learning for diploma four education programmes, undergraduate programmes, professional programmes, master programmes, applied master programmes, specialist programmes, and doctoral programmes and applied doctoral programmes". It is further governed in Article 14(7): "The mode of learning in the form of research, design or development as referred to in paragraph (6) is a student activity under the guidance of lecturers in the sense of the development of attitudes, knowledge, skills, authentic experiences and the improving of the welfare of the community and national competitiveness.".

Decree of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020, in Article 14 (8) emphasizes that Community Service is required for students, which states: "The form of Community Service as referred to in paragraph (5) letter **j** must be added as learning forms for diploma four programmes, undergraduate programmes, professional programmes, and specialist programmes". Implementation of Community Service must be supervised by lecturers as stated in Article 14 (9): "The community service as referred to in paragraph (8) is a student activity under the supervision of lecturers to utilize science and technology to advance community welfare and enrich the life of a nation".

Decree of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020, regulates student for 'Freedom to Learn' in Article 15, as follows:

1. The form of learning as referred to in Article 14 paragraph (5) can be carried out within the study programme and outside the study programme.

2. The form of learning outside the Study Programme as referred to in paragraph (1) is a learning process consisting of:

a. Learning in other study programmes within the same university;

b. Learning in the same study programme at different universities;

c. Learning in other study programmes at different universities; and

d. Learning in non-tertiary institutions.

3. The learning process outside the Study Programme as referred to in paragraph (2) letter **b**, letter **c**, and letter d is carried out based on a cooperation agreement between the Tertiary Education Institution and the Tertiary Education Institution or other related institutions and the course results are converted through the transfer mechanism of semester credit units. (Credits).

a. The learning process outside of the Study Programme as referred to in paragraph (2) is an activity within the programme that can be approved by the Ministry and / or Higher Education Leaders.

b. The Learning Process outside of the Study Programme as referred to in paragraph (2) is carried out under the supervision of the lecturer.

c. The learning process outside of the Study Programme as referred to in paragraph (2) letter **c** and letter **d** is implemented only for undergraduate programmes and applied undergraduate programmes outside the health sector "

Article 18:

1. Fulfilment of the period and study load for undergraduate students or applied undergraduate programmes as referred to in Article 17 paragraph (1) letter **d** can be carried out by:

a. Attend the entire learning process in the Study Programme at Higher Education according to the period and learning load; or

b. Attend the learning process in the Study Programme to fulfil the required part of the study period and load and the rest attend the learning process outside the Study Programme as referred to in Article 15 paragraph (1) and paragraph (2).

2. Tertiary Education Institutions are required to facilitate the fulfilment of the period and the load of the Learning process as referred to in paragraph (1).

3. Facilitation by the Tertiary Education Institution to accomplish the learning period and load in the Learning process as referred to in paragraph (1) letter **b** in the following manner:

a. at least 4 (four) semesters and no longer than 11 (eleven) semesters constitute Learning in the Study Programme;

b. 1 (one) semester or the equivalent of 20 (twenty) semester credit units is learning outside

the Study Programme within the same tertiary institution; and

c. Maximum of 2 (two) semesters or equivalent to 40 (forty) semester credit units are:

- Learning in the same study programme at different universities;

- Learning in different study programmes at different universities; and / or

- Learning outside of the universities.

5.4.2 Outcome Based Education and 'Freedom to Learn'

Universities tend to have difficulties due to the regulation and rigid administrative procedures which are not flexible in the application of the KKNI (Indonesian National Qualifications Framework) and the National Standard for Higher Education. To achieve perfect Learning Outcomes under the OBE (Outcome Based Education) paradigm, it is essential to have high flexibility and adaptability that are not constricted by strict regulations that must be enforced and coached during the learning process to achieve the Learning Outcomes throughout the learning process. This is vital because the Learning Outcomes are very much determined by the accomplishments of each individual who builds his or her competence based on the talents that already exist in the learning process.

'Freedom to Learn' that has emerged in *Permendikbud* (Decree of the Ministry of Education and Culture) No. 3 of 2020 is expected to be able to modify regulations to promote the achievement of *KKNI* (Indonesian National Qualifications Framework) and *SN Dikti* (National Higher Education Standard). 'Freedom to Learn' occurs in the standard of the learning process, which includes a minimum of 4 (semester) and a maximum of 11 (eleven) semesters of learning withiin the study programme. One semester or the equivalent of 20 (twenty) credits shall be taken outside the Study Program at the same tertiary institution; and a maximum of 2 (two) semesters or the equivalent of 40 (forty) credits is: (1) Studying in the same Study Program at various tertiary institutions; (2) Learning in different programs of study at different universities; and/or (3) Learning outside access to the higher education institution.

Implementation of this would require adjustments based on the current circumstances. UB is attempting to adopt the 'Freedom to Learn' Guide Book-*Kampus Merdeka*, which must be tailored to the actual conditions in UB so that the option of the 'Freedom to Learn' procedure can eventually be established and the *CPL* (learning outcomes) that has been documented so far in the curriculum of each programme of study can be achieved.

5.5 THE IMPLEMENTATION OF 'FREEDOM TO LEARN' PROGRAMME AT UNIVERSITAS BRAWIJAYA (UB)

The actualization of the implementation of the 'Freedom to Learn' depends on the circumstances of the UB Study Program and all those participating in the learning activities. Planning has to be carried out very carefully so that the *CPL* (learning outcomes) can be measured in the required assessment. Faculties, departments, and study programmes must work together to ensure that the CPL is feasible and that the degree of performance can be measured.

5.5.1 UB Standard for the 'Freedom to Learn' Program

UB standards for Freedom to Learn are as follows:

1. The study load of educational programmes for the undergraduate academic programme is at least 144 credits and a maximum of 160 credits.

2. General Courses of 8 credits:
   a. Religion (2 credits).
   b. Pancasila Education (2 credits).
   c. Civics (2 credits).
   d. Indonesian Language (2 credits).

3. University Content Courses of 14 credits:
   a. Thesis (6 credits).
   b. Community Service (4 credits).
   c. Internship (2 credits).
   d. English (2 credits).

4. The Study Programme Compulsory Courses are maximum of 90 credits if there is an interest/concentration, then (a) the Study Programme Compulsory Courses of a maximum of 66 credits, (b) the Interest/Concentration Compulsory Courses are required to be of 24 credits.

5. The Study Programme Elective Courses of minimum 28 credits + Internship of 4 credits are obligated for those who do not enrol the 'Freedom to Learn' outside University

6. An internship may be made as an elective course instead of a compulsory one at the level of the Study Programme so that 4 credits are allocated to the elective course.

7. 'Freedom to Learn' options for 1 semester, 2 semesters, and 3 semesters
   a. Can take credits in various study programmes within the same university for 1 semester or equal to 20 credits.
   b. Can take credits from outside of University for a maximum of 2 semesters or equal to 40 credits.

5.5.2 Distribution of Credits of Curriculum

To enact Article 18 of the *Permendikbud* (Decree of the Ministry of Education and Culture) No. 3 of the 2020 UB encourages the option of 8 pathways for 'Freedom to Learn'. UB provides the opportunity for students to learn via 'Freedom to Learn' Program by choosing 6 options of educational paths, i.e.:

1. Regular programme

2. 'Freedom to Learn' Programme for 1 semester in UB

3. 'Freedom to Learn' Programme for 1 semester outside UB

4. 'Freedom to Learn' Programme for 2 semesters inside and outside UB

5. 'Freedom to Learn' Programme for 2 semesters outside UB

6. 'Freedom to Learn' Programme for 3 semesters

The determination is based on the completion of the study period and the workload in the learning process. The specifics of the credits accompanying the option are as follows:

1. The total credits load (semester credit units) during the study for undergraduate programmes is a minimum of 144 credits and a maximum of 160 credits

2. The total credits load for General Compulsory Courses is 8 credits (Religion 2 credits, Pancasila 2 credits, Citizenship Education 2 credits, and Indonesian Language 2 credits)

3. The total credits load for Compulsory University Courses is 14 credits (2 credits of English, 2 credits of Entrepreneurship, 4 credits of Community Service (PKM), and 6 credits of Final Project or Thesis)

4. The total credits load for Study Programme Compulsory Courses is a maximum of 90 credits. If the Study Program has Specialization/Concentration, the total credits load consists of:

   a. Maximum 66 credits for Study Programme Compulsory Courses.

   b. 24 credits for Compulsory Concentration Major Courses.

5. The total credits load for Study Programme Elective Courses is at least 28 credits + Internship 4 compulsory credits for those who do not enrol 'Freedom to Learn' outside of the Study Program, or Elective Courses at least 32 credits for Study Program that do not require Internship.

6. The total credits load of the elective pathways of 'Freedom to Learn' Programme:

   a. Regular programme

   - Minimum of 32 credits for Study Programme Elective Courses, or

   - Minimum of 28 credits for Study Programme Elective Courses + 4 credits for Internship for 1 - 1.5 months

b. 1 semester of 'Freedom to Learn' Programme at UB (20 credits)

- 12 credits consisting of 8 credits of General Compulsory Courses, 2 credits of entrepreneurship, and 2 credits of English

- 8 credits of Elective Courses from other Study Programme

- at least 24 credits outside of 'Freedom to Learn' or a minimum of 20 credits for Study Programme Courses + 4 credits for Internship

c. 1 semester of 'Freedom to Learn' Programme outside of UB (20 credits)

- 14 credits as an option out of the 8 'Freedom to Learn' paths

- 6 credits for Final Project / Thesis

- At least 18 credits outside of 'Freedom to Learn' for Study Programme Elective Courses

d. 2 semesters of 'Freedom to Learn' Programme inside and outside of UB (40 credits)

- 1 semester of 20 credits for 'Freedom to Learn' outside of the Study Programme within the University, consisting of 8 credits of General Compulsory Courses + 2 credits of entrepreneurship + 2 credits of English + 8 credits of other courses

- 1 semester of 20 credits for 'Freedom to Learn' outside of the University, consisting of 14 credits as an option out of the 8 'Freedom to Learn' paths + 6 credits of Final Project/ Thesis

- At least 10 credits for Study Programme Elective Courses outside 'Freedom to Learn'

e. 2 semesters 'Freedom to Learn' Programme outside of UB

- 34 credits of two options out of the 8 'Freedom to Learn' paths

- 6 credits of Final Project / Thesis

f. 3 semesters of 'Freedom to Learn' Programme

- 1 semester of 15-20 credits for 'Freedom to Learn' outside of the Study Programme within the University, consisting of 8 credits of General Compulsory Courses + 2 credits of entrepreneurship + 2 credits of English + at least 3 credits of other courses

- 2 semesters of 40 credits for 'Freedom to Learn' outside of the University, consisting of 34 credits as an option out of the 8 'Freedom to Learn' paths+ 6 credits of Final Project/ Thesis

7. Implementation of Community Service (PKM) is carried out in between the fourth and Fifth semesters

8. 1-semester implementation of 'Freedom to Learn' outside of the Study Programme within the University can be enacted by distributing and dividing the credits into several semesters

9. 1 semester of 'Freedom to Learn' outside of the university can be implemented after the 6th semester

10. 2 semesters of 'Freedom to Learn' outside of the university can be implemented after the 5th semester

11. 2 semesters of 'Freedom to Learn', consisting of 1 semester outside of the study program within the university (can be enacted by distributing and dividing the credits into several semesters) and 1 semester outside of the university (can be enacted after the 6th semester)

12. 3 semesters of 'Freedom to Learn', consisting of 1 semester outside of the Study Programme within the university (can be enacted by distributing and dividing the credits into several semesters and 2 semesters outside the university (can be implemented after the 5th semester)

The distribution of the credit load details for each semester with the 8 'Freedom to Learn' paths choices is shown in Figure 9.
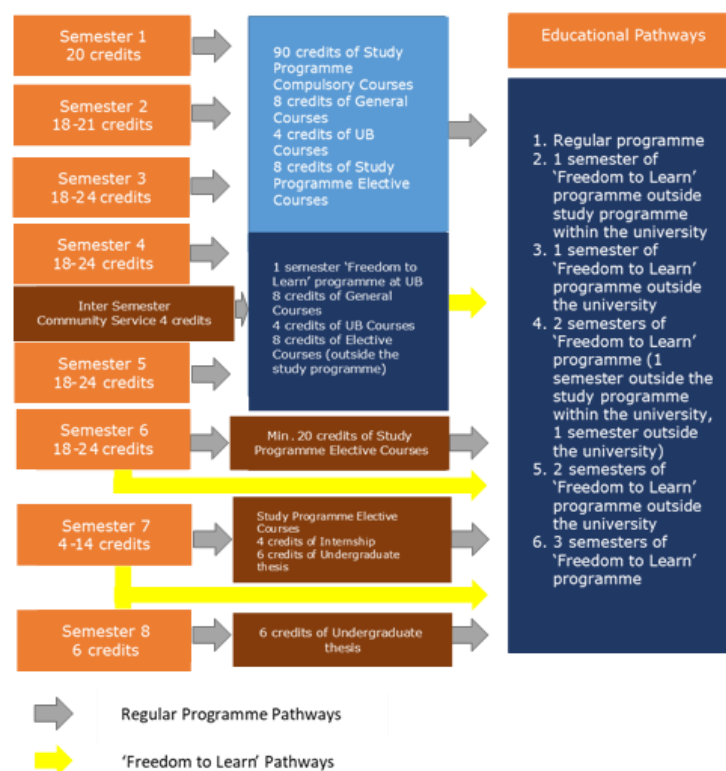
Figure 9. The distribution of credit loads each semester with the 'Freedom to Learn' pathways

5.6 THE ELECTIVE PATHWAYS WITHIN THE EDUCATIONAL SYSTEM

5.6.1 Regular Programme

The choice of a regular program path is the educational process that is carried out at the level of the Study Programme, except for the Community Service, the Internship, and the Final Project that is carried out outside the UB. The scheme and details of the credit load during the

study are as follows:

    a. The total credits load during the study for the undergraduate programme is a minimum of 144 credits and a maximum of 160 credits;

    b. Total credits load for General Compulsory Courses 8 credits (Religion 2 credits, Pancasila 2 credits, Citizenship 2 credits, and Indonesian Language 2 credits) from Semester 1 to 5.

    c. The credit load for Compulsory University Courses of English is 2 credits held in semesters 1 to 5.

    d. The total credits load for the Study Programme Compulsory Courses is a maximum of 90 credits. If there is a Specialization / Concentration in the Study Program, the total credits load shall consist of: maximum 66 credits for the Compulsory Subjects for the Study Programme and 24 credits for the Compulsory Subjects Concentration Interest from semester 1 to 5

    e. The credit load for University Content Courses of Entrepreneurship is 2 credits and is carried out in semester 4 or 5

    f. The credit load for University Content Courses of Community Service (*PKM*) 4 credits is carried out in the *Semester Antara* (Intermediate semester)

    g. The minimum credit load for the Study Programme Elective Courses is at least 32 credits or the total credits load for the Study Programme Elective Courses is at least 28 credits + Internship 4 credits held in semester 5 to 7

    h. Thesis load for University Content Courses of Final Projects or Thesis 6 credits carried out in the 7th and or 8th semester

The distribution of credits for the regular programme can be seen in Table 6 and Figure 10.

Table 6. The distribution of credits for regular programme

Sem	MKWU	MKWUB	MKWPS	MKPPS	MKPLPS	PKM	PKL	MBLUB	Thesis	Total
1	8	2	10							20
2			21							21
3			21							21
4		2	19							21
Antara						4				4
5			19	2						21
6				21						21
7				5			4		6	9
8										6
Total	8	4	90	28	0	4	4	0	6	144

Notes: 1. MKWU: General Compulsory Courses, 2. MKWUB: UB Compulsory Courses, 3. MKWPS: Study Programme Compulsory Courses, 4. MKPPS: Study Programme PS Elective, 5. PKM: Community Service, 6. PKL: Internship, 7. MBLUB: 'Freedom to Learn' outside UB.
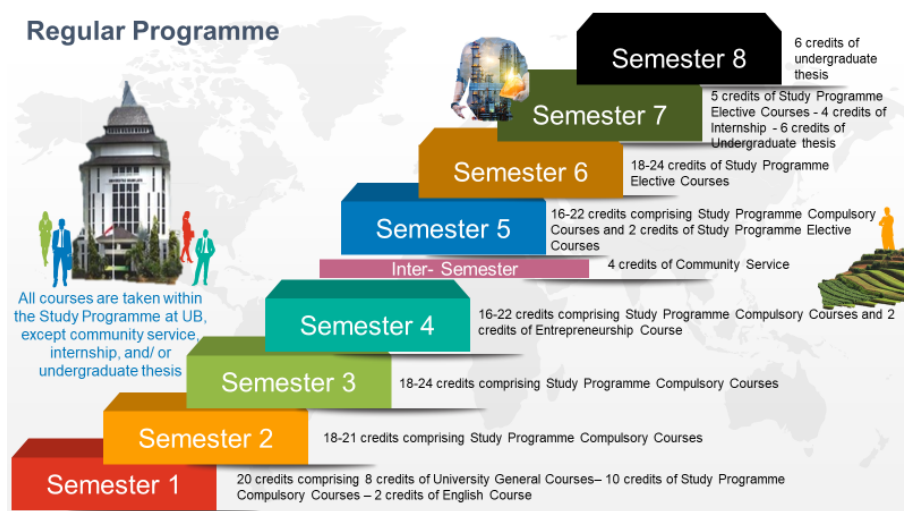
Figure 10. Regular Programme

5.6.2 1 semester of 'Freedom to Learn' Programme at UB

1 Semester of 'Freedom to Learn' Programme at UB is an educational process, besides being incorporated in the Study Programme, and there are also 20 credits taken from different Study Programmes at UB. Community Service, Internship, and Final Project are conducted outside of UB. The scheme and details of the credit load during the study are as follows:

a. The total credits load during the study for undergraduate programs is a minimum of 144 credits and a maximum of 160 credits.

b. Implementation of 1 semester of 'Freedom to Learn' Program outside the Study Programme at UB can be enacted by distributing and dividing the credits into several semesters

c. The total credits load for General Compulsory Courses 8 credits (2 credits of Religion, 2 credits of Pancasila, 2 credits of Citizenship, and 2 credits of Indonesian Language) implemented/taken outside The Study Programme at UB in semester 1 to 5

d. the credit load for Compulsory University Course of English is 2 credits implemented/taken outside the Study Programme at UB in semester 1 to 5

e. A total load of credits for the Study Programme Compulsory Courses is a maximum of 90 credits. f there is a Specialization / Concentration in the Study Programme, the total credit load shall consist of: maximum 66 credits for the Compulsory Courses for the Study Programme and 24 credits for the Compulsory Courses Interest from semester 1 to 5

f. The credit load for University Compulsory Course of Entrepreneurship is 2 credits and in semester 4 or 5

g. The credit load for University Content Course of Community Service (*PKM*) is 4 credits on the *Semester Antara* (intermediate semester)

h. The credit load of taking courses outside the Study Programme within UB is 8 credits held in semester 3 to 6

i. The minimum credit load for the Study Programme Elective Courses is at least 24 credits or the total credits load for the Study Programme Elective Courses at least 20 credits + Internship of 4 credits in semester 5 to 7

j. Credit load for University Content Course of Final Projects or Thesis (6 credits) carried out on 7th and 8th semester

The distribution of credits for 1 semester of 'Freedom to Learn' path outside the Study Programme within UB can be seen in Table 7 and Figure 11.

Table 7. The distribution of credits for 1 semester of 'Freedom to Learn' path outside the Study Programme within UB

Sem	MKWU	MKWUB	MKWPS	MKPPS	MKPLPS	PKM	PKL	MBLUB	Thesis	Total
1	8	2	10							20
2			21							21
3			21							21
4		2	19							21
Antara						4				4
5			19	2						21
6				13	8					21
7				5			4		6	9
8										6
Total	8	4	90	20	8	4	4	0	6	144

Notes: 1. MKWU: General Compulsory Courses, 2. MKWUB: UB Compulsory Courses, 3. MKWPS: Study Programme Compulsory Courses, 4. MKPPS: Study Programme Elective Courses, 5. MKPLPS: External Elective Courses, 6. PKM: Community Service, 7. PKL: Internship, 8. MBLUB: 'Freedom to Learn' outside UB, Internship can be substituted by Study Programme Elective Courses.

    20 credits are taken outside of the Study Programme within University and can be distributed in several semesters
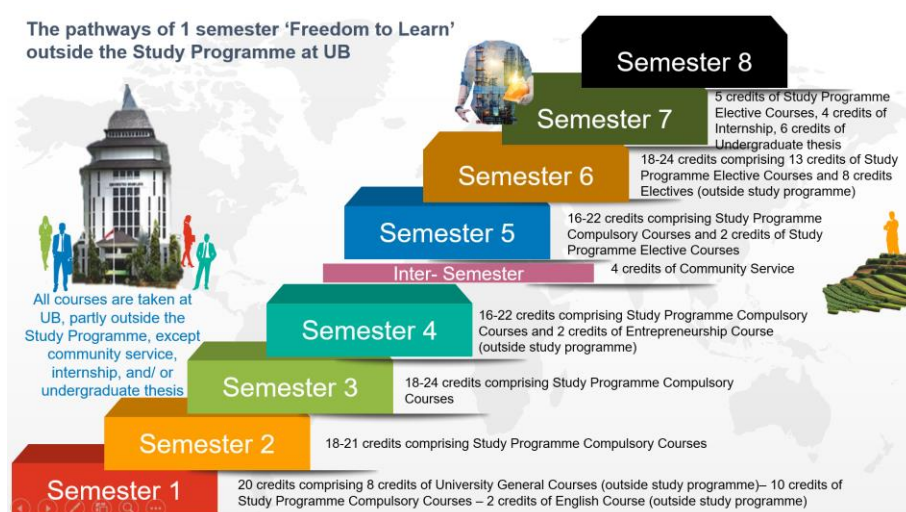
Figure 11. The pathways of 1 semester 'Freedom to Learn' programme at UB

5.6.3   1 semester of 'Freedom to Learn' Programme outside UB

The choice of 1-semester independent study outside UB is an educational process that is carried out within the study program and carried out outside UB (20 credits) coupled with Community Service (PKM) activities. The scheme and details of the credit load during the study are as follows:

a. The total credits load during the study for undergraduate programs is a minimum of 144 credits and a maximum of 160 credits.

b. The total credits load for General Compulsory Courses 8 credits (2 credits of Religion, 2 credits of Pancasila, 2 credits of Citizenship, and 2 credits of Indonesian Language) implemented/taken outside the Study Programme within UB in semesters 1 to 5.

c. The credit load for Compulsory University Courses of English is 2 credits held/taken outside the Study Programme within UB in semesters 1 to 5.

d. A total load of credits for the Study Program Compulsory Courses is a maximum of 90 credits. If there is a specialization/concentration in the Study Programme, the total credit load is of a maximum of 66 credits for the Study Programme Compulsory Courses and 24 credits for the Compulsory Concentration Interest Courses from semester 1 to 5.

e. The credit load for Compulsory University Courses of Entrepreneurship of 2 credits and is carried out in the 4th or 5th semester.

f. The credit load for Compulsory University Courses of Community Service/*PKM* of 4 credits is carried out in the intermediate semester.

g. The minimum credit load for the Study Programme Elective Courses is 18 credits and is held in semester 5 to 6

h. A load of 20 credits can be taken as one of the options of the 'Freedom to Learn' with the Final Project carried out in the 7th or 8th semester outside UB (If the 'Freedom to Learn' approved is less than 20 credits, then the remaining credits are substituted by taking the Study Program Elective Courses)

The distribution of credits for the 'Freedom to Learn' outside UB can be seen in Table 8 and Figure 12.

Table 8. Distribution of credits for 1 semester 'Freedom to Learn' Programme outside UB

Sem	MKWU	MKWUB	MKWPS	MKPPS	MKPLPS	PKM	PKL	MBLUB	Thesis	Total
1	8	2	10							20
2			21							21
3			21							21
4		2	19							21
Inter-sem						4				4
5			19	2						21
6				16						16
7							4	10	6	14
8										6
Total	8	4	90	18	0	4	4	10	6	144

Notes: 1. MKWU: General Compulsory Courses, 2. MKWUB: UB Compulsory Courses, 3. MKWPS: Study Programme Compulsory Courses, 4. MKPPS: Study Programme Elective Courses, 5. MKPLPS: Elective Courses Outside Study Programme, 6. PKM: Community Service, 7. PKL: Internship 8. MBLUB: 'Freedom to Learn' outside UB.

20 credits taken outside UB

Figure 12. The pathways of 1 semester 'Freedom to Learn' programme outside UB

5.6.4 2 Semesters of 'Freedom to Learn' Programme (1 semester in UB and 1 semester outside UB)

The choice of 2 semesters of 'Freedom to Learn' (1 semester in UB and 1 semester outside UB) is a learning process of 20 credits implemented/taken from different StudyProgrammes within UB and 20 credits held outside UB and complemented by Community Service (*PKM*)). The scheme and details of the credit load during the study are as follows:

a. The total credits load during the study for undergraduate programs is a minimum of 144 credits and a maximum of 160 credits

b. The implementation of 1 semester of 'Freedom to Learn' outside the Study Programme within the University can be enacted by distributing and dividing the credits into several semesters

c. The total credit load for General Compulsory Courses 8 credits (2 credits of Religion, 2 credits of Pancasila, 2 credits of Citizenship, and 2 credits of Indonesian Language) implemented/taken outside of the Study Program within UB in semesters 1 to 5

d. Credit load for Compulsory University Course of English 2 credits implemented/taken outside the Study Programme within UB in semesters 1 to 5

e. The total credit load for the Study Programme Compulsory Courses is a maximum of 90 credits. If in the Study Program there is a Specialization / Concentration, the total credit load consists of: Maximum 66 credits for the Study Programme Compulsory Courses and 24 credits for Compulsory Courses Concentration Interest is carried out from semester 1 to 5

f. The credit load for Compulsory University Courses of Entrepreneurship 2 credits is carried out in semester 4 or 5

g. The credit load for Compulsory University Courses of Community Service (4 credits) is carried out in the intermediate semester.

h. The minimum credit load for the Study Programme Elective Courses is 10 credits in semester 5 and / or semester 6

i. The credit load of taking courses outside the Study Programme within UB is 8 credits held in semester 3 to 6

j. A load of 20 credits can be taken as one of the options of the 'Freedom to Learn' with the Final Project carried out in the 7th or 8th semester outside UB (If the 'Freedom to Learn' approved is less than 20 credits, then the remaining credits are substituted by taking the Study Program Elective Courses)

The distribution of credits of the 'Freedom to Learn' for 2 semesters (1 semester outside the Study Programme within UB and 1 semester outside UB) can be seen in Table 9 and Figure 13.

Table 9. Distribution of credits for 2 semesters 'Freedom to Learn' Programme (1 semester outside the study programme within UB and 1 semester outside UB)

Sem	MKWU	MKWUB	MKWPS	MKPPS	MKPLPS	PKM	PKL	MBLUB	Thesis	Total
1	8	2	10							20
2			21							21
3			21							21
4		2	19							21
Antara						4				4
5			19	2						21
6				8	8					16
7							4	10	6	14
8										6
Total	8	4	90	10	8	4	4	10	6	144

Note: 1. MKU: General Courses, 2. MKUB: UB Courses, 3. MKWPS: Study Programme Compulsory Courses, 4. MKPPS: Study Programme Elective Courses, 5. MKPLPS: Elective Courses Outside Study Programme, 6. PKM: Community Service, 7. PKL: Internship, 8. MBLUB: 'Freedom to Learn' outside UB.

        20 credits taken outside of the study programme within the University can be enacted in several semesters

        20 thesis taken outside UB are integrated
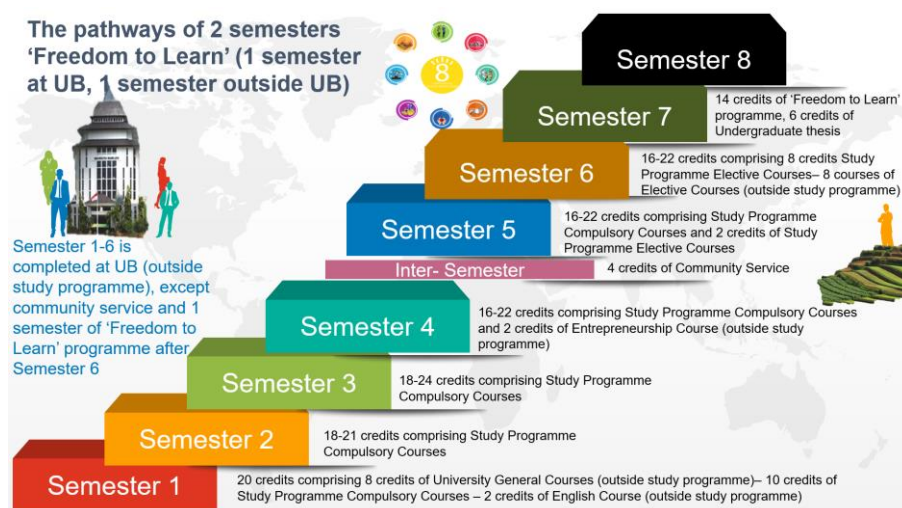
Figure 13. The pathways of 2 semesters 'Freedom to Learn' programme (1 semester in UB and 1 semester outside UB)

5.6.5 2 Semesters of 'Freedom to Learn' Programme outside UB

'Freedom to Learn' Program that allows students to study for 2 semesters outside UB refers to an educational process in which 40 credits as well as Community Service (PKM) are carried out outside UB and the rest credits are taken in the study Programme. The scheme and details of the credits that need to be taken during the study are as follow:

a. The total credits for undergraduate Programme are a minimum of 144 and a maximum of 160 credits.

b. The total credits for the University General Courses are 8 credits (Religion 2 credits, Pancasila Education 2 credits, Civics 2 credits, and Indonesian Language 2 credits) which are taken in the 1st semester to the 5th semester outside the students' study programme but still within UB.

c. The credits for English as a University Content Course are 2 credits that are taken in the 1st semester to the 5th semester outside the students' study programme but still within UB.

d. The total credits for Study Programme Contents Courses are a maximum of 90 credits. When the Study Programme applies a Specialization/ Concentration system, the total credits consist of a maximum of 66 credits for Study Programme Contents Courses and 24 credits for Specialization/ Concentration Courses, which are carried out from the 1st semester to the 5th semester.

e. The credits for Entrepreneurship as a University Content Course are 2 credits that are carried out in the 4th or 5th semester.

f. The credits for Community Service as a University Content Course are 4 credits that are carried out in semesters break / short semester

g. The credits for Study Programme Elective Courses are not mandatory

h. A total of 40 credits for 2 semesters outside UB is integrated with students' final project/assignment as a manifestation of 'Freedom to Learn'. It is offered in two options; whether it is taken in the 6th and 7th semesters or in the 7th and 8th semesters (in a case that the total credits of 'Freedom to Learn' is only acknowledged to be less than 40 credits, the rest credits should be replaced by Study Programme Elective Courses)

The credit distribution of the 'Freedom to Learn' Program for 2 semesters outside UB is presented in Table 10 and Figure 14.

Table 3. Distribution of credits for 2 semesters 'Freedom to Learn' Programme outside UB

Sem	MKWU	MKWUB	MKWPS	MKPPS	MKPLPS	PKM	PKL	MBLUB	Thesis	Total
1	8	2	10							20
2			21							21
3			21							21
4		2	19							21
Semester Break/ Short semester						4				4
5			19							19
6							4	16		20
7								14	6	14
8										6
Total	8	4	90	0	0	4	4	30	6	146

Note: 1. MKWU: University General Courses, 2. MKWUB: University Content Courses, 3. MKWPS: Study Programme Contents

Courses, 4. MKPPS: Study Programme Elective Courses, 5. MKPLPS: Non-Study Programme Elective Courses, 6. PKM: Community Service, 7. PKL: Internship Programme, 8. MBLUB: 'Freedom to Learn' outside UB.

40 credits taken outside UB
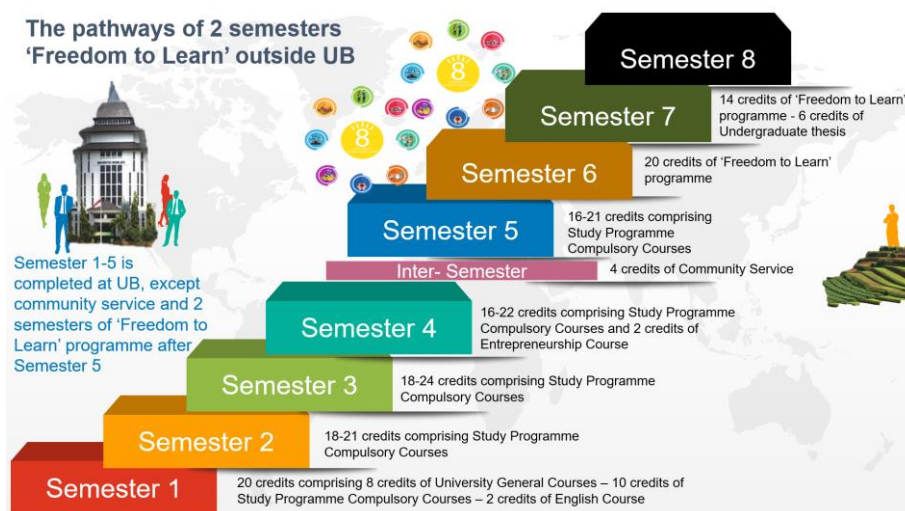
Figure 1. The pathways of 2 semesters 'Freedom to Learn' programme outside UB

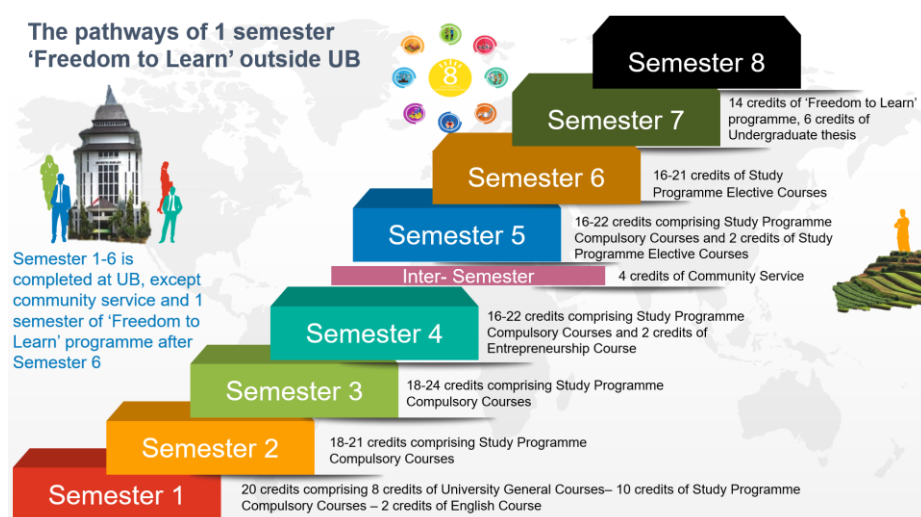### 5.6.6 3 Semesters of 'Freedom to Learn' Programme (1 semester in UB and 2 semesters outside UB)

The choice of 3 semesters 'Freedom to Learn' Educational Pathway refers to an educational process in which 20 credits are taken from other study programmes in UB, 40 credits are carried out outside UB, topped up by Community Service (PKM), and the rest credits are carried out in the study programme. The scheme and details of the credits that need to be taken during the study are as follow:

a. The total credits for undergraduate programme are a minimum of 144 and a maximum of 160 credits.

b. Implementation of 1 semester of 'Freedom to Learn' outside the students' study programme within a university can be done throughout several semesters.

c. The total credits for the University General Courses are 8 credits (Religion 2 credits, Pancasila Education 2 credits, Civics 2 credits, and Indonesian Language 2 credits) which are taken in the 1st semester to the 5th semester outside the students' study Programme but still within UB.

d. The credits for English as a University Content Course are 2 credits that are taken in the 1st semester to the 5th semester outside the students' study programme but still within UB.

e. The total credits for Study Programme Contents Courses are a maximum of 90 credits. When a Study Programme applies a Specialization / Concentration system, the total credits consist of a maximum of 66 credits for Study Programme Contents Courses and 24 credits

for Specialization / Concentration Courses, which are carried out from the 1st semester to the 5th semester.

f. The credits for Entrepreneurship as a University Content Courses are 2 credits that are carried out in the 4th semester or the 5th semester.

g. The credits for Community Service as a University Content Courses are 4 credits that are carried out in semesters break / short semester.

h. The credits taken outside the students' study programme within UB are of a minimum 3 credits and maximum 8 credits, which are carried out from the 3rd to the 5th semester.

i. The credits for Study Programme Elective Coursess are not mandatory.

j. A total of 40 credits for 2 semesters outside UB is integrated with students' final project/assignment as a manifestation of 'Freedom to Learn'. It is offered in two options; whether it is taken in the 6th and 7th semester or in the 7th and 8th semester (in a case that the total credits of 'Freedom to Learn' is only acknowledged to be less than 40 credits, the rest credits should be replaced by Study Programme Elective Courses)

The credits' distribution of 'Freedom to Learn' Educational Pathway for 3 Semesters (1 semester within UB and 2 semesters outside UB) can be seen in Table 11 and Figure 15.

Table 4. Distribution of credits for 3 semesters 'Freedom to Learn' Programme

Sem	MKWU	MKWUB	MKWPS	MKPPS	MKPLPS	PKM	PKL	MBLUB	Thesis	Total
1	8	2	10							20
2			21							21
3			21							21
4		2	19		3					24
Inter-sem						4				4
5			19		5					24
6							4	16		20
7								10		10
8								4	6	10
Total	8	4	90	0	8	4	4	30	6	154

Note: 1. MKWU: University General Courses, 2. MKWUB: University Content Courses, 3. MKWPS: Study Programme Contents Courses, 4. MKPPS: Study Programme Elective Courses, 5. MKPLPS: Non-Study Programme Elective Courses, 6. PKM: Community Service, 7. PKL: Internship Programme, 8. MBLUB: 'Freedom to Learn' outside UB.

◻ 20 credits taken outside the student's study programme but still within UB throughout several semester

◻ 40 credits integrated to Skripsi (undergraduate thesis) taken outside UB
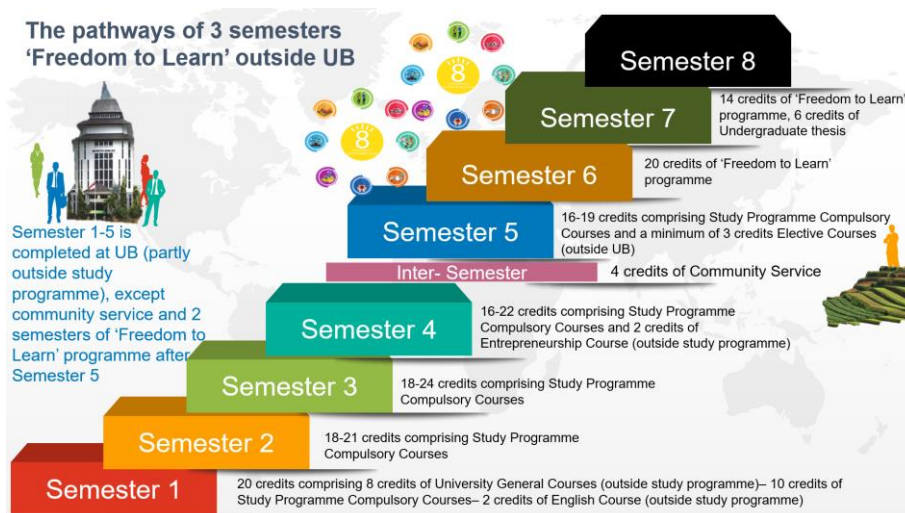
Figure 2. The pathways of 3 semesters 'Freedom to Learn' programme

5.7 IMPLEMENTATION OF 'FREEDOM TO LEARN' PROGRAMME

5.7.1 Forms of Activities

There are eight (8) choices of forms of 'Freedom to Learn' activities outside the university in regard with Permendikbud No.3 of 2020 Article 15 paragraph 1 (Figure 16). UB prepares the eight forms of the learning activities outside the university with the explanation and conditions as shown in Table 12.

Figure 16. Forms of 'Freedom to Learn' Activities in UB

Table 12. Explanation and conditions applied for the forms of 'Freedom to Learn' activities outside UB

No	Activities	Elaboration	Terms
1	Internship Programme /Job Training	Internships at companies, non-profit foundations, multilateral organizations, government institutions, and startups.	Supervised by a lecturer or teacher
2	Teaching assistance at schools	Teaching activities in elementary, middle, and high schools for several months. The schools can be in urban or remote locations.	This programme will be facilitated by the Ministry of Education and Culture
3	Research	Academic research activities, either in science or social and humanities that can be done for a research institution such as LIPI / BRIN, LAPAN, NASA, or universities outside UB	Supervised by a lecturer or teacher
4	Humanity/ Voluntary Project	Social activities for a foundation or humanitarian organization approved by Higher Education, either in Indonesia or abroad	- Examples of formal organizations that can be approved by the Chancellor: Indonesian Red Cross, Mercy Corps, and others - Supervised by a lecturer or teacher
5	Entrepreneurial Activities	Students establish entrepreneurial activities independently proven by explanations or proposals of the entrepreneurial activities and supported by proof of consumer transactions or employee salary records.	Supervised by a lecturer or teacher
6	Independent Project/ Study	Students can create a project based on a certain social topic that is feasible to be executed in collaboration with other students.	Supervised by a lecturer or teacher
7	Rural Area Development	Social projects to help people in rural or remote areas to work out on their economy, infrastructure, and others.	- Can be done in collaboration with village officials (village heads), BUMDes, Koperasi, or other village organizations. - Supervised by a lecturer or teacher
8	Student Exchange	Take classes or semesters at foreign and domestic universities, based on a cooperation agreement that has been made by the Government.	The grades and credits taken at non-UB universities will be acknowledged by each university.

A. Internship Programme /Job Training

Internship Programme/ Job Training refers to 1-2 semesters of internship activities that provides sufficient experience for students, and that enable the students to have direct learning in the workplace (experiential learning). During the internship, students will get hard skills (technical skills, complex problem solving, analytical skills, etc.), as well as soft skills (professional / work ethics, communication, cooperation, etc.). Meanwhile, the industry gets talents that, whenever appropriate, can be recruited immediately, thereby reducing costs of recruitment and initial training/ induction. Students who are familiar with the workplace will be more resilient in entering the work life and careers. Through this activity, industrial problems will connect to universities so that lecturers can update their teaching and learning materials and conduct research with more relevant topics. UB implements an integrated industrial apprenticeship with the final project. Thus, UB is responsible for:

1. preparing students' departure.
2. assigning lecturers as supervisors who will guide the students from campus during the internships.
3. arranging lecturers as supervisors' visit to the apprenticeship, whenever possible, for monitoring and evaluation.
4. enabling lecturers as supervisors and internship supervisors to assess students' performance during the internship including their final assignments.

B. Teaching assistance at schools

This activity provides opportunities for students who have an interest in education to participate in teaching and broaden their knowledge by becoming teachers in educational units. This form also helps increasing equity in the quality of education as well as relevance of primary, secondary, and higher education to keep up with the world. Therefore, UB will be responsible for:

1. providing opportunities for students to take part in school teaching programmes organized by the Ministry of Education and Culture (Kemendikbud).
2. providing information about school data as determined by the Ministry of Education and Culture
3. providing lecturers as advisors to provide assistance, training, monitoring, and evaluation of the teaching activities conducted by students in the schools.
4. transferring the hours of the voluntary teaching activities into credits.

C. Research

This activity aims at improving students' quality research. Further, the student experience in a large research project is expected to topically strengthen the research talent pool. Students can

get competence in research through direct mentoring by researchers at research institutes/ study centers. This form will improve the ecosystem and quality of research in laboratories and research institutions in Indonesia by providing research resources and regenerating researchers from an early age. In this case, UB is responsible for:

1. collaborating with research institutes / laboratories.
2. giving students the right to participate in the selection and evaluation of research programmes in research institutes / laboratories outside the campus.
3. providing lecturers as advisors to provideassistance, supervision, and assessment in collaboration with supervisors in research institutions / laboratories.
4. conducting a final evaluation and equalizing research activities in institutions / laboratories to be transferred as students' credits.

D. Humanity/ Voluntary Project

The goal of humanity/voluntary project activities is to prepare excellent students who uphold humanity values in carrying out their duties based on religion, morals, and ethics. In addition, it is also to train students to have social sensitivity to explore and carefully observe existing problems to provide solutions according to their respective interests and expertise. In this activity, UB is responsible for:

1. cooperating with the Ministry of Education and Culture as well as humanitarian organizations both at the national and international levels to organize programmes based on national and international agendas (such as MDGs, health, population, and so on),
2. directly assigning students to work on humanitarian projects in the event of an emergency humanitarian disaster,
3. organizing volunteer selection/recruitment for humanitarian projects,
4. ensuring that the humanity / volunteer projects performed by students run according to their main objectives,
5. providing lecturers as advisors to monitor and evaluate humanity / volunteer projects carried out by students,
6. transferring the hours of humanity / volunteer project into credits.

E. Entrepreneurial Activities

This activity aims at providing students with entrepreneurial interests to initiate business with some supervision. Moreover, this activity will reduce problems related to the increasing intellectual unemployment among scholars. Therefore, UB is responsible for:

1. providing a startup business incubation center for students,
2. providing an integrated entrepreneurial learning system with direct practice,

3. provide training, mentoring, and guidance, from lecturers and entrepreneurship experts,

4. linking student businesses to the market,

5. providing lecturers as advisors to students,

6. transferring the entrepreneurial activities into credits earned by students.

F. Independent Project/ Study

The objectives of this activity are (1) realizing students' ideas in developing innovative products, (2) organizing research and development-based education (R&D), and (3) increasing student achievement in national and international events. In this case, UB is responsible for: providing lecturers as advisors for independent projects proposed by students

1. facilitating the formation of an independent project team consisting of students across study programmes and across faculties

2. organizing academic considerations on the feasibility of the proposed independent project

3. providing lecturers as advisors whose expertise is in line with the proposed independent project topic

4. organizing guidance, mentoring, and training during the process of realization of an independent project run by students

5. conducting evaluations and assessments for students' independent projects to be transferred into credits.

G. Rural Area Development

The purpose of this activity is to provide professional experience in the field of community development and empowerment so that students can be optimal generation. In addition, students can develop their fields of knowledge and interests with the final output in the form of written, audio-visual, and other student final reports. The presence of students in the village / rural area for 6-12 months is expected to be able to assist programme planning activities, ranging from assessing village potential, problems and challenges in the development of the village, setting development priorities, designing programmes, designing infrastructure, empowering communities, managing BUMDes, supervising development, to monitoring and evaluation. In this case, UB is responsible for:

1. conducting cooperation with the Ministry of Rural Affairs and PDTT, as well as the Ministry of Education and Culture in implementing project programmes in villages or cooperating directly with local governments for the implementation of project programmes in villages.

2. managing student registration and placement to destination villages.

3. assigning lecturers as supervisors who will guide students from campus during their activities.

4. monitoring and evaluating by sending supervisors to make visits in the village.

5. dispatching students.

6. conducting assessments (done by lecturers as supervisors in collaboration with supervisors from the village) on projects carried out by students.

H. Student Exchange

This activity means studying across campuses (domestic and overseas), living together with host family or in dormitories in the host campus to broaden students' knowledge about Unity in Diversity so that inter-cultural and inter-ethnic solidarity will be stronger. Further, this activity is expected to promote friendships between regions, ethnicities, cultures, and religions, to increasing the spirit of national unity and integrity. This activity is also aimed at organizing transfer of knowledge to cover the disparities in education either among domestic universities or between domestic and foreign universities. Therefore, UB is responsible for:

1. establishing cooperation with domestic and foreign universities or with scientific consortiums to organize credit transfers that students can participate in.

2. providing certain allocation for inbound and outbound students (reciprocal).

3. organizing a student exchange selection system that fulfills the principles of justice for students.

4. controlling the implementation of student exchanges.

5. assessing and evaluating the results of student exchange activity to be recognized as student credits.

Faculty is responsible for:

1. providing a list of faculty level courses that can be taken by students across study programmes.

2. providing cooperation documents (MoU / SPK) with relevant partners.

The study programme is responsible for:

1. arranging or adjusting the curriculum to fit with the implementation of 'Freedom to Learn' model.

2. facilitating students who will take courses across-study programme within the university.

3. offering courses and requirements needed by students from other study programme and from other universities who want to study in the study programme.

4. conducting courses matching between courses offered at the study program and courses / activities carried out in other the study program and other universities.

5. providing online courses as an alternative for students whose credits earned from other study programmes and other university have not reached the required numbers.

Students are obliged to:

1. plan together with the Academic Supervisor about courses / programmes to be taken outside the study programme.

2. register to a programme of activities that is conducted outside the study programme.

3. fulfill all requirements to join the programme of activities conducted outside the study programme, including selection process if any.

4. joining the programme of activities conducted outside the study programme by obeying all terms in the academic handbook.

The aforementioned purposes of each form of the 'Freedom to Learn' activities can be adopted into Activity Learning Outcomes and will be matched with Course Learning Outcomes (CPMK). Due to diverse academic fields from various study programmes, a careful review of the 2020 National Higher Education Standard Learning Outcomes is needed.

5.7.2 Credit Arrangement

Each credit is defined as "hours of activity", not "hours of study". The definition of "activities" is learning in the classroom, job training (internships), student exchanges, rural area development projects, entrepreneurial activities, research, independent projects/ studies, voluntary project and teaching assistance. All types of selected activities must be guided by lecturers (the lecturer is determined by UB).

The list of the aforementioned "activities" that can be taken by students in a maximum of 3 semesters can be selected from: (a) programmes determined by government, (b) programmes approved by the university counselor. Students can earn credits from university other than UB for a maximum of 2 semesters (equivalent to 40 credits) and to add up, they can earn credits from different study programmes in UB for a maximum of 1 semester (equivalent to 20 credits). The calculation of the credits for off-campus learning is equivalent to 170 (one hundred and seventy) minutes per week per semester. In general, the equivalent weight of the 'Freedom to Learn' - Free Campus activities can be grouped into 3 forms, namely:

1. free form based on the distribution of Learning Outcomes

2. structured form based on equivalent courses

3. mixed form 1 and 2

5.7.3 Courses offered for other study programmes

One of the main programmes in *Kampus Merdeka* is the right to study up to 3 semesters outside the study programme comprising 1 semester study by taking courses from other study programme within a university and 2 semesters study to earn credits from activities carried out outside the university. To follow up, UB provides an opportunity for students to take courses from other study programme in UB by providing several elective courses across study programmes.

Learning activities across study programmes in UB are expected to support the achievement of student learning outcomes as stated in curriculum structure of the study programme. The number of credits earned from other study programme is 20 credits. Here is the mechanism of the implementation of across study programmes:

1. study programme designs a curriculum that can facilitate students to take courses in other study programmes

2. study programme determines and offers courses that can be taken by students from other study programmes

3. study programme regulates the quota of participants who take the across study programmes courses offered

4. students submit and get approval from the Academic Supervisor to take courses from other study programmes

5. students participate in learning activities in other study programmes in accordance with the rules applied by the study programmes providing the course

6. List of across study programmes courses can be accessed in https://drive.google.com/file/d/1rXTWXvvZaIiBix-JzzN6PtUhjitNpwCu/view?usp=sharing

5.8 QUALITY ASSURANCE OF 'FREEDOM TO LEARN' PROGRAMME

5.8.1 Policy and Manual of Internal Quality Assurance System

a. UB provides documents of Internal Quality Assurance System (SPMI) policy and manuals for Kampus Merdeka Programme, which is integrated with the existing quality assurance system;

b. The SPMI policy and the manual for the SPMI for Kampus Merdeka Programme that have been determined must be disseminated and made public.

5.8.2 Quality Compliance

To ensure quality compliance of the implementation of the 'Freedom to Learn' – Kampus Merdeka policy for the programme of "the right to study for three semesters outside the study programme", it is necessary to determine several types of qualities that need to be taken into account, including:

a. Learning quality standards consisting of competence, learning content, process, assessment, lecturers and supervisors, facilities and infrastructure, management, financing;

b. The quality of student competencies;

c. Implementation quality;

d. Quality of internal and external guidance processes;

e. Quality of facilities and infrastructure for implementation;

f. Quality of reporting and presentation of results.

g. Quality of assessment.

Some of the recommended criteria for activities outside of campus to maintain quality and at the same time fulfill credit are shown in Table 13.

Table 13. Criteria for Off-Campus Activities

No.	Activities	Criteria for 20 credits compliance (20 credits)
1.	Internship Programme /Job Training	1. The level of proficiency required for the internship must be equivalent to that of a bachelor's level; 2. Students become part of a team and are actively involved in team activities; 3. Students get input related to performance achievement every 2 months; 4. Students must deliver a presentation at the end of the internship to one of the company leaders.
2.	Teaching assistance at schools	1. Determining targets to be achieved during the activity (e.g., improving students' numerical abilities, etc.) and evaluating their achievement at the end of the activity.
3.	Research	1. The type / topic of research (level of difficulty) must be in accordance with the undergraduate level; 2. Students must be actively involved in formulating research proposals and the final report / presentation of research results.
4.	Humanity/ Voluntary Project	1. Dedicated to 1 or 2 main projects, with a focus on solving social problems (eg lack of health personnel in the area, inadequate sanitation, lack of energy in the area); 2. Providing manpower assistance to ease the burden of disaster victims; 3. Result in a real impact at the end of the activity (for example being a medical worker in the middle of an epidemic)
5.	Entrepreneurial Activities	1. Have a business plan and targets (short and long term). 2. Successfully achieved sales targets in accordance with the business plan targets set at the beginning; 3. The growth of human resources in the company is in accordance with the business plans.
6.	Independent Project/ Study	1. The type (level of difficulty) of independent study must match the undergraduate level; 2. The topic of independent study is not currently offered in the college curriculum / study programme; 3. Students develop independent objectives along with curriculum design, lesson plans, types of final projects, etc. that must be achieved at the end of the study;
7.	Rural Area Development	1. Dedicated to 1 or 2 main projects, with a focus on increasing the entrepreneurial capacity of the community, UMKM, or BUM Desa 2. Solving social problems (e.g., lack of health workers in the village, inadequate sanitation development) 3. Result in a real impact at the end of the activity (e.g., more adequate village irrigation, village cooperatives generate more profit, sufficient energy)

No.	Activities	Criteria for 20 credits compliance (20 credits)
8.	Student Exchange	1. The type of courses taken must meet the requirements for graduation set by the home study programme (for example meeting the basic curriculum, meeting general course requirements, fulfilling electives requirements, etc.)

5.8.3 Characteristics of the Learning Process

All of the aforementioned activities must be accompanied by a supervisor whose responsibility is to facilitate students in carrying out the chosen activities. Further, the supervisor must ensure that the learning process is expected to fulfill the characteristics of the learning process in UB Quality Standards, which consist of: 1) interactive, 2) holistic, 3) integrative, 4) scientific, 5) contextual, 6) thematic, 7) effective, 8) collaborative, and 9) student-centered.

5.8.4 Implementation of the Assessment and Evaluation

Each faculty has a formal mechanism to evaluate and monitor students periodically. To ensure the quality of the programme, monitoring and evaluation are carried out starting from the preparation, implementation, and assessment stages. In addition, monitoring and evaluation of the implementation of the learning process includes characteristics, planning, implementation, learning process, and student learning load to obtain graduate learning outcomes. Assessment / evaluation is one of a series of activities to improve quality, performance and productivity in implementing industrial apprenticeship programmes. The focus of evaluation is on individual students, namely the achievements achieved in the implementation of internships by students. From the evaluation, information about what has been achieved and what has not been achieved by students during the activity will be obtained. The evaluation can provide information related to what abilities students have achieved during the programme. In addition, a review of the value or implications of the programme results can be carried out. Through evaluation, assessment whether the programme is suitable to be implemented to improve student competence can be performed.

1. Assessment Principles

    Assessment in the implementation of the 'Freedom to Learn' – Kampus Merdeka policy for the programme of "the right to study for three semesters outside the study programme" refers to the 5 (five) principles according to SNPT, namely educational, authentic, objective, accountable, and transparent which is carried out in an integrated manner.

2. Assessment Aspects and Techniques

    In line with the assessment principles, the aspects assessed in implementing 'Freedom to Learn' – Kampus Merdeka policy for the programme of "the right to study for three semesters outside the study programme" are at least as follows:

    a. attendance at preparation events and implementation;

b. discipline and responsibility in carrying out tasks;

c. attitude;

d. ability to carry out tasks;

e. ability to write reports.

Meanwhile, the assessment techniques consist of: 1) observation, 2) participation, 3) performance, 4) written test, 5) oral test, and 6) questionnaire. The assessment instrument consists of: 1) assessment of the process in the form of a rubric, and / or; 2) assessment of results in the form of a portfolio, or 3) design work.

3. Assessment Procedure and Implementation

In accordance with the sustainability principle, the assessment in the implementation of the 'Freedom to Learn' – Kampus Merdeka policy for the programme of "the right to study for three semesters outside the study programme" is carried out during the activity (process assessment) and at the end of the activity (product assessment) in form of activity report. The process assessment is carried out by means of observation (personality and social) as the main technique. Meanwhile, the product assessment is carried out using reports made by students at the end of the implementation of the programme. The assessment is conducted by assistants from third parties related to activities taken by students and lecturers as supervisors from UB. The implementation of the assessment covers the following elements:

a. having an appraisal plan contract,

b. carrying out an assessment according to the contract or agreement,

c. providing students with feedback and opportunities to question the results,

d. having documentation of process assessment and student learning outcomes,

e. having a procedure that includes the planning stage, assignment or question assignment activities, performance observation, returning observation results, and giving final grades,

f. reporting the assessment in form of student success qualifications in taking a course in the form of letters and numbers,

g. having evidences of plans and having carried out a process of improvement based on the results of the assessment monitoring and evaluation.

In addition to the above components, UB requires the faculty to create a system in form of online survey to know 1) students satisfaction index towards the education process and 2) partner/ user satisfaction index regarding the quality of freedom in learning activities taken for 1 semester outside the university, which is measured from their experience and assessment of having the students in their institution. This can be used to get feedback from students as a means of evaluation for UB in developing the next programme.

CHAPTER VI
ONLINE LEARNING GUIDELINES

6.1 UB ONLINE LEARNING MECHANISM

Online learning offers two interaction models between lecturers and students based on the time of the learning process, which are synchronous learning and asynchronous learning. In synchronous learning, both lecturers and students do the online learning process at the same time, where they learn directly and engage in live discussions. While in asynchronous learning, both lecturers and students do the online learning process at different times, thus, they learn and engage in discussions indirectly. Asynchronous learning provides some advantages such as convenience, flexibility, more intensive interaction and it functions as fulfillment of the responsibilities of both personal and professional life. Both methods can be applied in learning activities as a whole. In an emergency situation, it is suggested that lecturers will not continuously use synchronous learning, due to the students' limited internet facilities.

6.1.1 Synchronous learning mechanism

a. Lecturers can upload their course materials to the Learning Management System (LMS) by means of VLM UB, SPADA, LMS Faculty, Google Classroom, or Social Media.

b. Lecturers may give live online lectures through broadcast facilities such as Zoom, Google Meet, Live Instagram, or Live YouTube.

c. Students have to attend lectures given from Live streaming.

d. Students can discuss, ask and answer questions to and from the lecturer via broadcast or chat provided by the application.

e. Lecturers can provide assignments, quizzes, or exams through the LMS

6.1.2 Asynchronous learning mechanism

a. Lecturers can upload their course materials to the Learning Management System (LMS) using faculty LMS, SPADA, Google Classroom, or social media.

b. Lecturers may record videos of online lecture materials using video recording applications such as Camera (HP), Filmora (PC), and OBS Studio (PC).

c. Lecturers may upload recorded video lectures to LMS or YouTube

d. Students can attend lectures through LMS or YouTube

e. Students can ask and answer questions to and from the lecturers via email or social media platform.

f. Lecturers can give assignments, quizzes, or exams through LMS or social media

6.1.3 The attendance mechanism for lecturers and students

The attendance of online lectures is recorded by each lecturer through http://gapura.ub.ac.id

6.1.4 Learning Duration

Synchronous learning interaction using vicon (Video Conference) such as Google Meet, Zoom or similar applications indeed requires a good internet network. Furthermore, vicon also requires more internet quota than the one needed for textual interaction (online discussion or chatting).

For lectures that apply blended learning, the recommended time for live streaming should not exceed 90 minutes, while interactions between both the students and lecturer might take more under sensible purpose. Synchronous lectures can be done in the form of discussions, questions and answers sessions, assignments, and other forms which are held during lecture hours where the lecturer interacts directly with students. Asynchronous lectures can be done by providing recorded or pre-prepared materials which can be accessed by students during or outside lecture hours. The implementation of synchronous learning should be at least 50% of the total amount of the lectures.

Synchronous interaction is carried out at scheduled class hours to avoid conflict with other courses' schedules. Vicon can also be used in limited conditions, such as result seminar, thesis examinations and others.

6.2 ONLINE LEARNING ETHICS

6.2.1 Online Learning Communication Ethics

Communication ethics in online learning are:

a. Upholding honesty; the academic members carry out honesty in all scientific communications.

b. Having integrity; the academic members have to keep every promise or agreement, act sincerely, and maintain the consistency of every thought and action.

c. Emphasizing objectivity in communication to avoid bias in all scientific communications.

d. Being careful by avoiding mistakes, carelessness and negligence, and always evaluating the works of others and oneself carefully and critically.

e. Willing to share information, ideas, tools, and resources. Being open toward criticism and new ideas.

f. Honoring intellectual properties; respecting patents, copyrights, and other forms of intellectual properties. Providing scientific information recognition.

g. Maintaining confidentiality; protecting the secret of communication, such as learning materials sent for learning process.

h. Being responsible for publication; in order to advance the university education level, the academic members have to be responsible for their own competencies, and avoid insignificant and duplicative publications.

i. Being responsible for mentoring: educate, guide, and provide advice to the students. Encouraging the students to make their own independent decisions.

j. Respecting fellow academic members and treating them objectively.

k. Providing solutions to the emerging problems.

l. Being socially responsible: promoting social interests in good education and preventing the existence of social dangers in education.

m. No discrimination: avoiding discrimination against fellow lecturers or students on the basis of gender, race, ethnicity, or other factors irrelevant to scientific competence and integrity.

n. Being professional and competent: maintaining and enhancing one's own professional competences and expertise through life-long learning; as well as promoting competences in science as a whole.

o. Maintaining legality in communication: having knowledge of legality and obeying the relevant laws as well as both institutional and government policies.

6.2.2 Ethics of Online Learning Implementation

Some of the ethical conducts in online learning implementation are:

a. Participatory: both lecturers and students are participating in online learning. Lecturers fill out the attendance record after having an online class either through SIADO or other forms. Students actively participate in joining online learning and accomplishing structured assignments given by the lecturer. Lecturers need to pay attention to the required time needed by students in completing the assignment to avoid overloading.

b. Introducing and greeting each other politely.

c. Starting online learning by giving encouragement to each other, preferably greeting others with a smile or encouraging words.

d. Using appropriate words and sentences, volume, tone, intonation and understandable rate of speech.

e. Wearing appropriate clothes

f. Using polite and appropriate gestures, maintaining good attitude and behavior, for example not smoking, not leaving online meetings without permission, using phone while attending an online meeting, etc.

g. Looking at others during online meeting, for example, through Google Meet or Zoom. It is advised not to avert the attention –or even leave-- when others are talking.

h. Respecting each other's opinions when communicating.

i. When communicating, synchronously or asynchronously, it is suggested to maintain the ethics for sitting, standing or other communication ethics that must be followed and implemented while communicating. It is advised to cover your mouth immediately using your hands when you are coughing or sneezing to respect the person you are talking to and those around you.

j. Not being emotional while communicating with others

k. Not interrupting others.

l. Thanking others when being helped and apologizing when you make a mistake.

m. Respecting older people.

n. Addressing people with appropriate name or title.

o. Using some jokes in communicating with others in order to bring enthusiasm and happiness.

6.3 ONLINE LEARNING FACILITY

The online learning process may use several existing online applications, including:

a. VLM UB (vlm2.ub.ac.id)

b. WAG (Whatsapp Group)

c. Instagram (www.instagram.com)

d. Faculty's LMS

e. SPADA (https://spada.kemdikbud.go.id/)

f. Google Classroom (https://classroom.google.com/)

g. Google Meet (https://meet.google.com/)

h. ZOOM (https://zoom.us/)

i. and other similar applications

6.4 ONLINE SEMINAR AND EXAMINATION

In general, seminars and student examinations are carried out following the regular procedures in faculties or works units. The difference lies of the use of online mode instead of face-to-face mode between examiners and students. Things that need to be considered in conducting online seminars and student examinations are:

a. Administrative arrangements and/ or procedures that must be done by both the students and lecturers in conducting online seminars and/ or examinations are determined by each faculty or work unit. It is recommended that all administrative processes are performed via online.

b. The documents for seminar and/ or examination, for example PKL reports, Final Project Proposals/ Reports (Undergraduate Thesis, Master Thesis, Dissertation) must be received by the examiners before the seminar / examination.

c. Student seminar or examination, such as PKL Results seminars, Proposal seminars, Thesis examinations, Comprehensive Examinations, closed/ open examinations and others can be carried out using VICON (Zoom, Google Meet, or others).

d. Students or other invitees are allowed to join online seminars or open examinations as in the regular procedure that has be done so far. The moderator is in charge of coordinating the online seminar (for example asking all participants to turn off the mics, mode-mute, except the ones allowed by the moderator).

CHAPTER VII

EDUCATIONAL SYSTEM OF DIPLOMA III AND DIPLOMA IV VOCATIONAL PROGRAMME

7.1 LEARNING OUTCOMES

In general, the main learning outcomes of the Vocational Programme are formulated as follows:

1. Three-Year Diploma Programme

The main learning outcomes designed for graduates of the D-3 programme are the students have an ability to complete broad-scope work and analyze data with a variety of appropriate methods using both standardized and non-standardized procedures. Besides, the students are expected to be able to solve work problems in the area of their field of study based on logical, innovative thinking, and the latest advancement in science and technology. They should also be responsible for the results.

2. Four-Year Diploma Programme/Applied Bachelor

The main learning outcomes of graduates at the D-4 programme or Applied Bachelor programme are the students are able to analyze application cases of science and technology that consider and apply humanities values in their areas of expertise in order to produce prototypes, standard procedures, designs or works of art. Moreover, the students are also expected to be able to synthesize the results of their studies in a form of working paper, design specification, or art essay, and upload them on the university official website.

7.2 STUDY LOAD

7.2.1 Three-Year Diploma Programme

 a. The minimum required credits are 108 credits.

 b. Course content.

  - General Compulsory Courses with 8 credits

  - University Compulsory Courses with 12 credits

  - Specialty Courses with a minimum of 88 credits.

 c. Length of Study is 3 - 5 years.

7.2.2 Four-Year Diploma Programme/ Bachelor of Applied Science Degree

 a. The minimum required credits are 144 credits.

 b. Course content

- General compulsory courses with 8 credits
- University Compulsory Courses with 14 credits
- Specialty Courses with a minimum of 122 credits.
  c. Length of Study is 4 - 7 years.

7.3 CURRICULUM CONTENT

The content of the curriculum is a number of courses arranged in the curriculum. Courses are study materials that are aligned with the graduates' competencies and learning outcomes set by the programme. The curriculum of the study programme contains a number of general courses and a number of specialty courses to develop graduate competencies in vocational programmes. Courses that are offered in the programme are divided into two groups, namely general courses and specialty courses. The general courses consist of two parts, namely the National Compulsory Courses and the University Compulsory Courses. On the other hand, there are two groups of specialty courses: compulsory courses of Study Programme and elective specialty courses.

a. National Compulsory Courses
- Religion (2 credits)
- Pancasila (2 credits)
- Civics (2 credits)
- Indonesian Language (2 credits)

b. University Compulsory Courses
- 4-credit Final Project for the D-3 programme and 6-credit Final Project for the D-4 programme.
- Community Service (PKM) with 4 credits.
- Entrepreneurship with 2 credits.
- English with 2 credits.

c. Compulsory Courses of Study Programme

Compulsory courses of study programme are courses developed by each study programme to achieve graduate competencies that characterize a particular study programme and that are aligned with the vision and mission of UB. The specialty courses for each study programme are further regulated in the Handbook of Vocational Programme.

d. Elective Specialty Courses

Elective specialty courses are developed by each concentration to achieve graduate competencies that characterize each concentration as well as reflect the specific graduate competencies of study programme in accordance with its vision and mission. These courses are

further regulated in the Handbook of Vocational Programme.

7.4 FINAL PROJECT OF VOCATIONAL PROGRAMME

The Vocational Programme in UB applies a semester credit system and ends with a final examination.

a. Final Project and Final Project Examination at Vocational Programme

- D-3 Programme: the final project for students in this programme is in a form of report which is relevant to the student's provision. The report is written on the basis of problem-solving projects in certain specialty courses or other assignments.

- D-4 Programme: the final project for an applied undergraduate programme is in a form of a thesis presenting design specifications, or an art essay in order to explain the results of prototype work, standard procedures, designs, or works of art.

b. Requirements for Final Project Application

Students at Vocational Programme are allowed to take a final project when they fulfill the following requirements:

- Students are registered in the current academic year.
- Students have accomplished all compulsory courses and collected a certain number of credits regulated in the Handbook of the Vocational Programme.
- Students have a minimum Cumulative GPA of 2.00.
- The number of their courses with grade D does not exceed 10% of the total number of courses required by the programme
- There is no grade E.
- Students have met other requirements set by the Head of the Programme.

c. Procedures of Final Projects Examination

The procedures for the final examination is regulated in the Handbook of Vocational Final Project Writing.

d. Credit Points

Final Project at the Vocational Programme has a minimum of 4 (four) credits.

e. Completion Time

- The final project must be completed within 6 (six) months after the Final Project Decree is issued by the Head of the Programme.
- An extension is subject to the Head of the Programme's approval following a procedure determined by the Head of the Programme.

f. Supervisors

Students, in writing their final project, are guided by a supervisor who is proposed by the Coordinator of Study Provision. The proposed supervisor is then approved by the Head of Study Programme and the Head of the Programme. The requirements for a supervisor are as follows:

- Lecturers who are eligible to be a final project supervisor have at least an Assistant Professor academic position and holds a Masters degree or a Lecturer academic position and holds a Doctor degree.
- The appointment of a supervisor with other aforementioned requirements above is regulated by the Head of the Programme based on the recommendation given by the Head of the Study Programme.

The Duties and Obligations of Supervisors are:

- Assisting students in evaluating problems in their final project.
- Supervising students in carrying out their final project.
- Supervising students in writing their final project report.
- One supervisor accompanies students in their final project examination.

g. Characteristics and Objectives of Final Projrct Examination at Vocational Programme

- Students at the Vocational Programme must take a final project examination as a condition to be awarded the titles of Associate Expert (A.Md) and Applied Bachelor (S.Tr).
- The final project examination for the Vocational Programme is comprehensive.
- The examination of the final project is conducted verbally and it aims at evaluating students' performance in applying their fields of specialty.

h. Requirements for Final Project Examination Application at Vocational Programme

Student of Vocational Programme are permitted to take a final project examination if they meet the following requirements:

- Students are registered as an active student in the current academic year.
- Students have passed all compulsory courses and attained a certain number of credits required by each study programme.
- Students have a minimum Cumulative GPA of 2.00.
- The number of courses with grade D does not exceed 10% of the total number of courses required by the programme
- There is no grade E.
- Students have completed the final project.
- Students have met other requirements set by the Head of the Programme.

i. Procedures for Final Project Examination Application

- The procedure for applying for final assignment exams is regulated by the Vocational Programme by considering administrative and academic requirements.

j. The Board of Examiners

- The Board of Examiners is appointed by the Head of the Programme.
- The Board of Examiners consists of a Chairperson concurrently a member, and 2 members of the examiners.
- The Board of Examiners consists of lecturers who have at least an Assistant Professor academic position and holds a Masters degree or a Lecturer academic position and holds a Doctor degree. The appointment of supervisors who do not meet the aforementioned requirements is determined by the Head of the Programme based on the recommendation given by the Head of the Study Programme.
- The examiners who are not members of supervisory board can be appointed from other study programmes whose fields are relevant to the student' final project.

k. Duration of Examination

The duration provided for the final project examination is 60 (sixty) minutes.

l. Assessment

- The final examination for the vocational programme assesses the following points:
  - The quality of the final project report resulted from field work/ practicums or other tasks.
  - The quality of manuscripts / working papers, design specifications, or essays on artwork explaining prototypes, standard procedures, designs, or artworks.
  - The performance during the examination and mastery of examination material.
- In determining the final score, the Chairperson of the Board of Examiners leads a deliberation to determine the final exam score which is stated in letters A, B +, B, C +, C, D +, D, or E.
- Students are declared to pass the Final Examination if they have at least obtained a grade of C.
- Students who are declared not to have passed the final examination is subject to the Board of Examiners' decision.

m. Judicium

- Students can be awarded titles from the Vocational Programme if they meet the requirements as described in Chapter III and they do not exceed the maximum study period of 5 years for D-3 and 7 years for D-4.

- The graduation predicate which is stated in an academic transcript consists of 3 predicates, namely Satisfactory, Very Satisfactory, and With Praise (Cum Laude). Grade Point Average (GPA) is used as a basis to determine the graduation predicate, with the following criteria:

        GPA> 3.50   =   **Cum Laude**

        GPA 3.01 – 3.50   =   **Very satisfactory**

        GPA 2.76 – 3.00   =   **Satisfactory**

        GPA 2.00 – 2.75   =   -

- Cum Laude predicate is also determined by taking some other issues into consideration besides GPA. Students with Cum Laude predicate do not exceed the maximum study period (a maximum of 3 years for D-3 and 4 years for D-4). Besides, students with Cum Laude predicate must never be subject to disciplinary and academic sanctions, have no grade C + (minimum B) and meet other requirements set by the Vocational Programme.

7.5 EVALUATION OF STUDY

The success of students' study is expressed by grade points (IP). Students' success in their study is evaluated at the end of each semester, first year, second year, third year, fourth year and at the end of study. The evaluation is regulated in the Education Handbook issued by the Vocational Programme Committee. The study load for the D-3 programme ranges from a minimum of 108 credits to a maximum of 120 credits and it is arranged for 6 (six) semesters by using a package system. However, students can complete their study in less than 6 semesters. Furthermore, the maximum length of study is 10 (ten) semesters. Students who are unable to complete their study load up to 10 semesters will be considered failed and will not be awarded a degree in the D-3 programme.

The study load for the D-4 Programme/ Applied Bachelor Programme includes a minimum of 144 credits which can be completed in 8 (eight) semesters using the package system. However, the study load can be accomplished in less than 8 semesters and at a maximum of 14 (fourteen) semesters. Students who are unable to complete their study load up to 14 semesters will be considered failed and will not be awarded a degree in the D-4 programme.

The evaluation of study for students at the Vocational Programme/ Diploma programme is carried out in the following sequence:

a. Evaluation of the first-year study

First-year students are allowed to continue their study to semesters III and IV if they meet the following requirements:

- The minimum GPA in the first and second semesters is> 2.00

- The number of courses with Grade D does not exceed 10% of the total number of courses required for vocational programme.
- There is no grade E.

b. Evaluation of the second-year study

Second-year students are allowed to continue their study to semesters V and VI if they meet the following requirements:
- The minimum GPA in the third and fourth semesters is> 2.00
- The number of courses with Grade D does not exceed 10% of the total number of courses required for vocational programme
- There is no grade E.

c. Evaluation of the third-year study (for D-3 programme)

Third-year students are allowed to proceed to semester VII and VIII if they meet the following requirements:
- The minimum GPA in the fifth and sixth semesters is> 2.00
- The number of courses with Grade D does not exceed 10% of the total number of courses required for vocational programme
- There is no grade E.

d. Evaluation of the fourth-year study (for the D-4 programme)

Students are awarded titles in Applied Bachelor programme if they meet the following requirements:
- The minimum GPA in the seventh and eighth semesters is> 2.00
- The number of courses with Grade D does not exceed 10% of the total number of courses required for vocational programme
- There is no grade E
- Have completed the Final Project with a minimum score of C or obtain a national or international certificate of competence.

Students can graduate from Vocational Programme if they have met all the requirements and do not exceed the maximum length of study.

CHAPTER VIII

EDUCATION SYSTEM OF UNDERGRADUATE PROGRAMME

8.1 LEARNING OUTCOMES

Referring to Decree No.3 of 2020 concerning National Standards of Higher Education, the Learning Outcomes of the Undergraduate Programme are as follow:

- **Attitude**

    Every graduate of vocational, profession and undergraduate programmes must have the following attitudes:

    a. devoted to God Almighty and able to show religious attitude;

    b. upholding the value of humanity in carrying out duties based on religion, morals, and ethics;

    c. contributing to improve the quality of life of society, nation, state, and civilization based on Pancasila;

    d. acting as a proud and loving citizen of the country, having nationalism and a sense of responsibility to the country and nation;

    e. respecting the diversity of cultures, views, religions and beliefs, as well as the opinions or original findings of others;

    f. working together and having social sensitivity and care for the community and the environment;

    g. obeying the law and being disciplined in social and state life;

    h. internalizing academic values, norms, and ethics;

    i. demonstrating responsibility toward work in the field of expertise independently; and

    j. internalizing the spirit of independence, struggle, and entrepreneurship.

- **General Skills**

    Graduates of the Undergraduate Programme are required to have the following general skills:

    a. able to apply logical, critical, systematic, and innovative thinking in the context of developing or implementing science and technology that pays attention to and applies the value of humanities in accordance with their area of expertise;

    b. able to demonstrate independent, excellent, and measurable performance;

    c. able to study the implications of the development or implementation of science and technology that pays attention to and applies academic according to their expertise based on scientific principles, procedures, and ethics in order to create solutions, ideas, designs

or art criticism. The graduates are also able to compose a scientific description of the results of their studies in the form of a thesis or final project report, and upload it on the university official website;

d. able compose a scientific description of the results of the study mentioned above in the form of a thesis or final project report, and upload it on the university official website;

e. able to make appropriate decisions in the context of problem solving in their areas of expertise, based on the results of information and data analysis;

f. able to develop and maintain a network with mentors, colleagues, friends both inside and outside the institution;

g. able to be responsible for the achievement of group work and to supervise and evaluate the completion of work assigned to workers who are under their responsibility;

h. able to carry out a self-evaluation process of a work group under their responsibility, and to manage independent learning; and

i. able to document, store, secure, and recover data to ensure validity and avoid plagiarism.

8.2 STUDY LOAD

The study load of Undergraduate Programme is as follows:

1. The study load contains a minimum of 144 credits, including Thesis.

2. The composition of courses is:

    a. General compulsory courses with 8 credits

    b. University Compulsory Courses with14 credits

    c. Specialty courses with a minimum of 122 credits a maximum of 138 credits, which consist of:

        • Compulsory courses of Study Programme with 90 credits

        • Elective courses of Study Programme with 32 credits

3. The study can be completed in less than 4 years, while the maximum length of study is 7 years, which is aligned with UB's internal quality assurance system. There is no extension of the length of study.

8.3 CURRICULUM CONTENT

The curriculum of the Undergraduate Programme at UB is a higher education curriculum with learning outcomes referring to Decree Number 12 of 2012 concerning Higher Education; Presidential Decree Number 8 of 2012 concerning the Indonesian National Qualifications

Framework (KKNI); Decree of Ministry of Research, Technology and Higher Education Number 44 of 2015 concerning National Higher Education Standards; and Decree of Ministry of Research, Technology and Higher Education Number 50 of 2018 concerning Amendments to Regulation of Ministry of Research, Technology and Higher Education Number 44 of 2015 concerning National Standards for Higher Education and Decree of Ministry of Research, Technology and Higher Education Number 3 of 2020 concerning National Standards for Higher Education.

General Compulsory Courses

a. Religion with 2 credits.
   - Islam (MPK60001)
   - Catholic (MPK60002)
   - Christian (MPK60003)
   - Hindu (MPK60004)
   - Buddhist (MPK60005)

b. Civis with 2 credits (MPK60006)

c. Indonesian Language with 2 credits (MPK60007)

d. Pancasila with 2 credits (MPK60008)

The codes for each of the General compulsory courses are the same across all Study Programmes/ Departments at Universitas Brawijaya and they apply nationally.

University Compulsory Courses

University Compulsory Courses consist of the following courses:

a. Final Project/ Thesis with 6 credits (UBU60001)

b. Community Service with 4 credits (UBU60005)

c. Entrepreneurship with 2 credits (UBU60003)

d. English with 2 credits (UBU60004)

Compulsory Courses of the Faculty or Study Programme

The compulsory courses of the Faculty or Study Programme are regulated in the Faculty Academic Guidelines.

Cross-Faculty Elective Courses

Students can take cross-faculty elective courses with a maximum of 20 credits per student. The curriculum of the Study Programme at Universitas Brawijaya must contain personality and cultural contents to build nation character and develop soft skills. Besides, the curriculum also includes contents that provide opportunities for students to discover, express, and develop identity and personality in accordance with their potential, talents, interests, needs and their conditions. All of the aforementioned contents and values can be delivered in a specific course designed for

particular values, or integrated in certain courses, or carried out through extracurricular and co-curricular activities.

8.4 FINAL PROJECT OF UNDERGRADUATE PROGRAMME

A student is assigned to make a final project in a form of thesis before taking an undergraduate final project examination. The undergraduate thesis is a scientific paper written by students in the field of knowledge based on the results of research, literature study, apprenticeship, internships, or other assignments regulated by each faculty.

a. **Application Requirements**

Students are eligible to take a final project if they meet the following requirements:
- They are registered in the current academic year
- They have programmed the final project in their KRS.
- They have accomplished all compulsory courses and collected a certain number of credits regulated by each faculty.
- They have a minimum Cumulative GPA of 2.00.
- They meet other requirements set by each faculty.

b. **Procedures**

The procedures for making the final project are regulated in the respective Faculty Academic Guidebook.

c. **Completion Time**
- The final project must be completed within 6 (six) months since it is programmed into KRS.
- An extension is subject to the Dean's approval in the form of an extension of Supervisory Assignment Letter or replacement of supervisors, and it is programmed in the next semester KRS in a manner regulated by each faculty.

d. **Final Project Supervisor**

In doing a final project, a student is supervised by 1 or 2 supervisors consisting of a Main Supervisor and a Co-Supervisor. Provisions other than the aforementioned requirements are determined by the Dean based on suggestions from the Head of the Department/Head of Study Programme and are regulated in the Faculty Academic Guidelines.

e. **Supervisors Requirements**

A Main Supervisor has at least an Assistant Professor academic position and holds a Masters/equivalent degree or a Lecturer academic position and holds a Doctor degree. A Co-Supervisor should at least have a Lecturer (*Asisten Ahli*) academic position and holds a Masters/equivalent degree. The appointment of a supervisor with other aforementioned

requirements is regulated by the Head of the Programme based on the recommendation given by the Head of the Department/Study Programme.

f. The Appointment of Supervisors

The Main Supervisor and Co-Supervisor are appointed by the Dean/ Head of the Programme at the recommendation of the Head of the Department/ Head of the Study Programme. Part-time lecturers/ guest lecturers can be proposed to be the Main Supervisor or Co-Supervisor.

g. The Duties and Obligations of Main Supervisor are

- Assisting and directing students in finding problems for the students' final project.
- Guiding students in carrying out their final project.
- Guiding students in writing their final project report.
- Having coordination with Co-Supervisor in the process of mentoring students in completing their final project. One of the supervisors can accompany students during their final project examinations.
- The duty and obligation of the Co-Supervisor is to assist the Main Supervisor in supervising and guiding students with their final project.

h. Characteristics and Objectives of the Final Project Examination

- Students at the Undergraduate Programme must take a final project examination to complete their Bachelor degree.
- The final project examination of undergraduate programme is comprehensive.
- The examination is carried out orally and it aims at evaluating students' scientific mastery and application of technology in their area of expertise.
- The final project examination of undergraduate programme also aims at improving students' competence.
- The final project can be in the forms of the thesis, national or international achievements of scientific work, reputable publications, innovations or reports which are regulated at the faculty level.

i. Requirements for Taking the Final Examination

Students are allowed to take the Undergraduate Final Project Examination if they meet the following requirements:

- Registered as a student in the current academic year.
- Have taken all the required courses except thesis or as it is regulated by each faculty.
- Have a minimum Cumulative GPA of 2.00.
- There is no final grade E in all courses taken.

- The maximum D + / D value is 10% of the total credits that must be taken.
- Have completed the Final Project.
- Meet academic and other administrative requirements set by each faculty.

j. Procedures for Final Project Examination Application

The procedure for applying for final project examinations is determined by each faculty by considering administrative and academic requirements.

k. Board of Examiners for Final Project Examination

- The Board of Examiners is appointed by the Dean on the recommendation of the Head of the Department/Head of Study Programme.
- The Board of Examiners consists of a Chairperson concurrently a member, and 2 or 3 members or examiners.
- The Chairperson of the Board of Examiners can be the Head of the Department/Department Secretary/Head of the Study Programme/ Main Supervisor or other lecturers appointed by the Head of the Department.
- The Board of Examiners consists of lecturers who have at least an Assistant Professor academic position and holds a Masters degree or a Lecturer academic position and holds a Doctor degree. The appointment of the Board of Examiners with other aforementioned requirements is regulated by the Dean based on the recommendation given by the Head of the Department/Study Programme.
- Members of Examiners can be taken from Supervisory Board or non-Supervisory Board.
- The examiners who are not members of supervisory board can be appointed from other study institutions whose fields are relevant to the student' final project and they are determined by the Dean based on the recommendation given by the Head of the Department/Study Programme.
- Duties of Examiners.
    - The chair of the Board of Examiners is in charge of regulating examination process.
    - The Board of Examiners is in charge of evaluating and assessing students' final project.
- The replacement of the main supervisor and co-supervisor is arranged by each faculty.

l. Duration of Examination

The duration provided for the final project examination is at maximum of 2 (two) hours.

m. Assessment

The final examination for the undergraduate programme assesses the following points:

- The quality of the scientific paper (thesis) which includes academic content and writing procedures.
- The mastery of the materials shown during the question-answer session with the Board of Examiners.
- The attitude and performance during examination.

n. Final Score Determination
- In determining the final score, the Chairperson of the Board of Examiners leads a deliberation to determine the final exam score which is stated in letters A, B +, B, C +, C, D +, D, or E. The score of the final project is taken from grades of final project process and of final project seminar. The proportion for each grade is determined by each faculty.
- Students are declared to pass the Final Examination if they have at least obtained a grade of C.
- Students who are declared not to have passed the final examination is subject to the Board of Examiners' decision.
- Students' complaints regarding grades must be consulted to their academic advisor prior to submission to UJM (*Unit Jaminan Mutu*/ Quality Assurance Unit).

8.5 UNDERGRADUATE PROGRAMME JUDICIUM

a. The implementation of the judicium is in accordance with the predetermined academic calendar, and the schedule is set by each faculty. Students are allowed to take the judicium if they have fulfilled all the requirements (financial, academic, library, etc.).

b. Students can be awarded a Bachelor degree if they meet the requirements and they do not exceed the maximum study period of 14 (fourteen) semesters.

c. The graduation predicate is given based on the Grade Point Average (GPA/ *Indeks Prestasi Kumulatif*-IPK). Cum Laude predicate also takes into account the maximum length of study (4 years for undergraduates). Besides, students with Cum Laude predicate must never be subject to disciplinary and academic sanctions, have no grade C + (minimum B) and meet other requirements set by each Faculty. The criteria for graduation predicate are as follow:

GPA>3.50	=	**Cum Laude**
GPA 3.01 – 3.50	=	**Very Satisfactory**
GPA 2.76 – 3.00	=	**Satisfactory**
GPA 2.00 – 2.75	=	**-**

8.6 EVALUATION OF STUDY

The study load for Undergraduate Programme is a minimum of 144 (one hundred and forty-four) credits which can be completed in 8 (eight) semesters. However, the study load can be accomplished in less than 8 semesters and at a maximum of 14 (fourteen) semesters. Students who are unable to complete their study load up to 14 semesters will be considered failed and will not be awarded a degree in the Undergraduate Programme.

The success of students' study is indicated by the Grade Point Average (GPA/IP), which is written in numbers. Students' success in their study is evaluated at the end of each semester, first year, second year, third year, fourth year and at the end of study. The evaluation of study for undergraduate students are conducted in the following:

8.6.1 Evaluation of Study at the end of Semester

Evaluation of study in each semester is carried out at the end of each semester, covering the courses that students take in respective semester. The results of this evaluation determine the study load that students are able to take in the following semester (Table 14).

Table 14. Guidelines for study load taken based on the GPA/IP obtained in the previous semester.

GPA of Previous Semester	Study loads next semester
≥ 3.00	22 - 24 credits
$2.50 – 2.99$	19 - 21 credits
$2.00 – 2.49$	16 - 18 credits
$1.50 – 1.99$	12 - 15 credits
< 1.50	<= 12 credits

8.6.2 Evaluation of the First Year Study

Evaluation of the first-year study takes place after students have taken two cumulative semesters (excluding academic leave). Students are allowed to continue their studies if they meet the following requirements:

- Collecting a minimum of 20 credits.
- Achieving a minimum Grade Point Average (GPA/IP) of 2.00 which is calculated on the basis of 20 credits of the best courses.
- Meeting other requirements determined by each faculty.

8.6.3 Evaluation of the Second Year Study

Evaluation of the second-year study takes place after students have taken four cumulative semesters (excluding academic leave). Students are allowed to continue their studies if they meet the following requirements:

- Collecting a minimum of 48 credits.

-   Achieving a minimum Grade Point Average of 2.00 which is calculated on the basis of 48 credits of the best courses.
-   Meeting other requirements determined by each Faculty.

8.6.4 Evaluation of the Third Year Study

Evaluation of the third-year study takes place after students have taken six cumulative semesters (excluding academic leave). Students are allowed to continue their studies if they meet the following requirements:

-   Collecting a minimum of 72 credits.
-   Achieving a minimum Grade Point Average of 2.00 which is calculated on the basis of 72 credits of the best courses.

8.6.5 Evaluation of the Fourth Year Study

Evaluation of the fourth-year study takes place after students have taken eight cumulative semesters (excluding academic leave). Students are allowed to continue their studies if they meet the following requirements:

-   Collecting a minimum of 96 credits.
-   Achieving a minimum Grade Point Average of 2.00 which is calculated on the basis of 96 credits of the best courses.
-   The Final Project will be evaluated every semester through a mechanism regulated by each Faculty.
-   Evaluation of Study for students of Transfer Programme is regulated by each Faculty.

8.6.6 Evaluation of the Final Year of Study

To complete undergraduate study, students must collect 144 - 160 credits including thesis/ other assignments determined by each faculty. The minimum requirement for credit points is determined by each faculty within the distribution limit. Students who have collected a minimum of the required credits can graduate from an undergraduate study programme if they meet the following requirements:

-   Achieving a minimum Grade Point Average (GPA/IPK) of 2.00.
-   The maximum D + / D value is 10% of the total credits that must be taken as a graduation requirement, except for certain courses which are not allowed to obtain a D / D+ score as regulated in the Faculty/Study Programme Academic Guidelines.
-   There is no E score.
-   Passing the undergraduate final project examination and upload the undergraduate thesis to the university repository which is integrated with Student Final Project repository of

the Ministry of Research, Technology and Higher Education portal (rama.ristekbrin.go.id) unless it is published in a journal.

- Meeting other requirements set by each Faculty.

- If the GPA achieved is less than 2.00, students are advised to retake the course to improve the grade as long as it does not exceed the length of study. This action must be made in the following semester when the course is offered. The highest score for each course taken is used as a basis for evaluation.

8.7 INTER-SEMESTER SUMMER PROGRAMME (*SEMESTER ANTARA*)

Inter-Semester (*Semester Antara*) Programme is a lecture programme held during the interim period between Second semester and First semester which is organized at the faculty level. The Inter-Semester Programme at Universitas Brawijaya is held in accordance with Government Regulation Number 66 of 2010 concerning Management and Implementation of Education (Legal Basis of Law Number 20 of 2003 and UUD 1945 and Permendikbud No.3 of 2020).

The Inter-Semester Programme aims at increasing the cumulative grade point of students, shortening the length of study, and avoiding the dropping out of study. The Inter-Semester Programme provides opportunities for students:

a. to improve the grades of courses that have been taken. These courses may or may not contain practicum activities.

b. to take new courses which do not have practicum activities.

The implementation of Inter-Semester Programme is arranged at the faculty level.

1. Implementation

   The implementation of the Inter-Semester programme includes face-to-face activities, structured assignments, individual assignments, midterm exam, and final exam. The schedule and procedures of the programme are organized by the faculty.

2. Curriculum and Academic Regulations

   The curriculum and academic regulations in the Inter-Semester programme refer to the curriculum and academic regulations that apply when the programme takes place. Students who have passed a practicum are not required to retake the practicum.

3. The final grade of the course retaken in the Inter-Semester programme is maximum A.

4. Inter-Semester programme is held for a minimum of 8 weeks. The lectures are held for 16 times face-to-face including Midterm Examinations (*Ujian Tengah Semester*/ UTS) and Final Semester Exams (*Ujian Akhir Semester*/ UAS).

5. The maximum number of credits that can be taken by students participating in the Inter-Semester Programme is a maximum of 9 credits.

8.8 FAST TRACK PROGRAMME

The Fast Track Programme is an accelerated programme at the undergraduate degree which is leading to the master degree within 5 (five) years length of study. The implementation of this programme is regulated in Rector Regulation No. 19 of 2020.

CHAPTER IX
EDUCATION SYSTEM FOR PROFESSIONS AND SPECIALIST

9.1 GRADUATE COMPETENCY

The establishment of competencies of each Professional Education follows different Standards of Competence. For instance, the medical profession refers to the Indonesian Doctor Competency Standards (SKDI), the dentist profession refers to the Indonesian Dentist Competency Standards (SKDGI), the Nurse profession refers to the Indonesian Nurse Competency Standards (SKNI), the Veterinary Profession refers to the Standards of Competence for Doctor graduates. Veterinarians are normatively stated in the Decree of the Veterinary Professional Education Council (MP2KH). The competency standard of Specialist education, on the other hand, refers to each Collegium. The graduate competencies of professional, specialist and sub-specialist education programmes generally refer to Permenristekdikti Number 18 of 2018 concerning National Standards for Medical Education and Regulation of the Minister of Education and Culture No.3 of 2020 concerning National Standards for Higher Education.

9.1.1 Professional Education Programme

Graduates of Professional Programme are required to have the following general skills:

a. Able to work in key areas of expertise for specific types of work and have work competencies that are at least equivalent to the standard of professional competence.

b. Able to make independent decisions in conducting their professional work based on logical, critical, systematic, and creative thinking.

c. Able to communicate ideas/ arguments or innovative work that are beneficial for professional and entrepreneurial development, and are accounted for scientific and professional ethics, to society, especially the professional community;

d. Able to critically evaluate their work and decisions made through self or peer evaluation;

e. Able to improve their professional skills in specific fields through training and working experience;

f. Able to improve the quality of resources for the development of organizational strategic programs;

g. Able to lead a team work to solve problems in their professional field;

h. Able to cooperate with other linear professions in solving problems in their professional fields;

i. Able to develop and maintain networks with professional communities and their clients;

j. Able to be responsible in their professional field in accordance with the professional ethics;

k. Able to improve individual learning capacity;

l. Able to contribute to the evaluation or development of national policies in order to improve the quality of professional education or to develop national policies in their professional fields; and

m. Able to document, store, audit, secure, and retrieve data and information for the purposes of developing the results of their professional work.

9.1.2 Specialist Education Programme

Graduates at Professional Specialist Programme are required to have the following general skills:

a. Able to work in key areas of expertise for specific types of work and have work competencies that are at least equivalent to the standard of professional work competence.

b. Able to make independent decisions in carrying out their professional work based on logical, critical, systematic, and creative thinking.

c. Able to communicate the results of studies, criticisms, appreciations, arguments, or innovations that are useful for professional development, entrepreneurship and mankind, and are accounted for scientific and professional ethics, to society through various forms of media;

d. Able to critically evaluate their work and decisions made through self-evaluation, peer evaluation or evaluation system in their institution;

e. Able to improve his professional expertise in a specific field through training and working experience by considering the latest advancement in their professional field at the national, regional and international levels;

f. Able to improve the quality of resources for the development of organizational strategic programs;

g. Able to lead a work team to solve problems both in their professional field and in a wider scope than their professional field;

h. Able to cooperate with both linear and non-linear professions in solving complex problems in their professional fields;

i. Able to develop and maintain networks with professional communities and their clients;

j. Able to be responsible in their professional field in accordance with the professional ethics;

k. Able to improve their individual learning capacity as well as the learning capacity of the team which is under their supervision;

l. Able to contribute to the evaluation or development of national policies in order to improve the quality of professional education or to develop national policies in their professional fields; and

m. Able to document, store, audit, secure, and retrieve data and information for the purposes of developing the results of their professional work.

9.1.3 Subspecialist Education Programme

Graduates at Subspecialist Programme are required to have the following general skills:

a. Able to work in key areas of expertise for specific types of work and have work competencies that are at least equivalent to the standard of professional work competence.

b. Able to make independent decisions in carrying out their professional work based on logical, critical, systematic, and creative thinking.

c. able to communicate the results of studies, criticisms, appreciations, arguments, or innovative works that are useful for professional development and human benefit, and are accounted for scientific and professional ethics, to society through various forms of media;

d. Able to critically evaluate their work and decisions made through self, peer evaluation or evaluation system in their institution;

e. Able to improve their professional expertise in a specific field through training and working experience by considering the latest advancement in their professional field at the national, regional and international levels;

f. Able to improve the quality of resources for the development of organizational strategic programs;

g. Able to lead a work team to solve problems both in their professional field and in a wider scope than their professional field;

h. Able to cooperate with both linear and non-linear professions in solving complex problems in their professional fields;

i. Able to develop and maintain networks with professional communities and their clients;

j. Able to be responsible for work in the professional field in accordance with the professional ethics;

k. Able to improve individual learning capacity as well as the learning capacity of a team which is under their supervision;

l. Able to contribute to the evaluation or development of national policies in order to improve the quality of professional education or to develop national policies in their professional fields; and

m. Able to document, store, audit, secure, and retrieve data and information for the purposes of developing the results of their professional work.

9.2 STUDY LOAD

The graduate competencies of professional, specialist and sub-specialist education programmes generally refer to Permenristekdikti Number 18 of 2018 concerning National Standards for Medical Education and Regulation of the Minister of Education and Culture No.3 of 2020 concerning National Standards for Higher Education.

1. Professional Programme
   a. The study load contains a minimum of 24 credits.
   b. Maximum length of study is 3 years (6 semesters).
   c. All courses in the General Professional Programme are specialty courses.

2. Doctor and Dentist Professional Programme
   a. The study load contains a minimum of 24 credits.
   b. Maximum length of study is 3 years (6 semesters).
   c. All courses in the Doctor and Dentist Professional Programme are specialty subjects.

3. Specialist Professional Programme is based on Permenristekdikti Number 18 of 2018 concerning National Standards for Medical Education
   a. The study load contains a minimum of 36 credits.
   b. Maximum length of study is 3.5 years (7 semesters)
   c. All courses in the Specialist Professional Programme are specialty courses.

4. Subspecialist Professional Programme
   a. The study load contains a minimum of 42 credits.
   b. Maximum length of study is 3 years (6 semesters).
   c. All courses in the Subspecialist Professional Programme are specialty courses.

5. To be admitted in the Subspecialist Professional Programme, students must have completed the Specialist Professional Programme and to be admitted in the Specialist Professional Programme, students must have completed the Doctor's Professional Programme.

9.3 CURRICULUM CONTENT

The curriculum of Professional, Specialist, and Subspecialist Education in UB is a Competency-Based Curriculum (KBK) with learning outcome referring to the Regulation of the

President of the Republic of Indonesia No. 8 of 2012 concerning the Indonesian National Qualifications Framework (KKNI) and Regulation of the Minister of Research, Technology and Higher Education no 44 of 2015 concerning National Higher Education Standards. The professional, specialist and subspecialist education curriculum in UB is regulated in each Faculty Academic Handbook.

9.4 THE FINAL PROJECT OF PROFESSIONAL, SPECIALIST AND SUBSPECIALIST PROGRAMME

Final assignments for professional, specialist and subspecialist programmes are arranged further in the Academic Handbook for the respective Faculties/ Study Programmes.

9.5 EVALUATION OF STUDY

The evaluation of study is further regulated in the Academic Handbook for the respective Faculties/ Study Programmes.

CHAPTER X
GRADUATE EDUCATION SYSTEM

10.1 LEARNING OUTCOMES

Graduate education in this book refers to master's degree programme at Universitas Brawijaya. Referring to Permendikbud No. 03/2020 on the National Standard of Higher Education, the learning outcomes of the Master's degree programme are generally formulated as follows:

a. Being able to develop logical, critical, systematic, and creative thinking through scientific research, design or artwork creation in the field of science and technology that embodies and applies the values of the humanities in accordance with students' field of expertise, to generate scientific conceptions and academic work based on scientific rules, ordinances, and ethics in the form of thesis or other equivalent forms, and to get it uploaded in university sites, and to have academic papers published in accredited national scientific journals or accepted in international journals;

b. Being able to conduct an academic validation or study according to the field of study in solving problems existed in the society or industry through the development of knowledge and expertise;

c. Being able to formulate ideas, thoughts, and scientific arguments in a responsible and academic manner, and communicate them through the media to the academic community and the wider community;

d. Being able to identify the object of scientific research in the field and position it into a research map developed through an interdisciplinary or multidisciplinary approach;

e. Being able to understand the decision-making process in the context of solving the scientific and technological development issues that take into account and apply the value of humanities through analytical or experimental studies;

f. Being able to manage, develop and maintain a network of work with colleagues within institutions and a broader research community;

g. Being able to increase learning capacity independently; and

h. Being able to document, store, secure, and rediscover research data in order to ensure validity and prevent plagiarism.

10.2 STUDY LOAD

The study loads in Master's programmes are as follows:

a. The minimum credits are 36 including thesis.

b. Matriculation can be applied prior to the beginning of the programme in accordance with the needs of the student's competency and readiness.

c. Matriculation credits are limited to a maximum of 12 credits and are determined by the study programme in accordance with the needs of graduate competency, or given to prospective students who have not met input quality standards. The load of this matriculation is not included in the 36 credits in the Master's programme.

d. Course composition:

 1. Compulsory subjects

 2. Skills subjects

 - Thesis/artwork/other equivalent forms, weighted 9 - 15 credits, and part of the skill course.

 - Academic publications indexed by Scopus or Web of Science Core Collection (Thomson Reuter), and at least Sinta 2 accredited national journal, or UB journal that is stipulated by the Rector; or Scopus-indexed proceedings that refer to Rector Regulation No. 52 of 2018.

 - The master's programme takes a maximum of 4 years (8 semesters) to complete.

e. To be admitted in the master's programme, students must have completed the undergraduate programme, except for students who are taking special programmes such as the Fast-Track Programme.

10.3 CURRICULUM CONTENT

The curriculum arrangement for the master's programme as a guideline for the teaching and learning process in UB refers to a Law on the National Education System (No.20/2003). The curriculum implemented in the master's programme at UB is the Higher Education Curriculum (*Kurikulum Perguruan Tinggi*/ KPT) with learning outcomes referring to the Regulation of the President of the Republic of Indonesia No. 8 of 2012 concerning the Indonesian National Qualifications Framework (KKNI/*Kualifikasi Kurikulum Nasional Indonesia*) and Permendikbud Number 03 of 2020. The curriculum of the master's programme is as follows:

 1. Compulsory courses (according to each Study Programme): 12 - 18 credits.

 2. Elective courses: 6 - 15 credits.

 3. Total study load for lectures: 25 - 40 credits.

4. The maximum study load per semester is 18 credits.

10.4 FINAL PROJECT OR THESIS

10.4.1 Definition

a. A thesis is an academic paper as a result of an independent research by students under the guidance of supervisors.

b. Thesis is a final project that must be completed by master's programme students in UB.

c. The thesis has a minimum study load of 9 credits.

d. The substance of the thesis is the development of science, technology or art according to the scientific field and must align with the scope of the scientific field in the study programme where the student is registered.

e. Further requirements regarding the substance and the depth of the study/ thesis are regulated in the guidelines of the Faculty/ Postgraduate Programme administering the University Postgraduate programme.

f. The data or evidence as the basis for the preparation of the thesis must be from research activities and/ or literature studies.

g. Data must be obtained honestly, legally and free from plagiarism.

h. Further provisions regarding the form of research / analysis activities and procedures for obtaining data, compilation and systematics of writing and other technical matters related to the thesis are stipulated in the guidebook of the Faculties administering the master's programme and/ or the University Postgraduate Programme.

10.4.2 Thesis Study Load

The thesis learning load is 9-15 credits consisting of:

a. Preparation of research proposals;

b. Proposal examination/ seminar;

c. Research implementation;

d. Writing and publication of scientific articles in accredited and reputable journals or conference proceedings;

e. Thesis Preparation;

f. Thesis results seminar; and

g. Final Thesis Examination.

10.4.3 Thesis Research Proposal Examination

a. Requirements

- Minimum14 credits of offered courses have been completed with a minimum GPA of 3.00 out of 4.00

- Research Methods course has been completed with a minimum grade B.

- Students should find supervisor for their proposed thesis

- All administrative requirements regarding thesis regulations have been met.

b. Implementation

- Thesis Proposal Examination is assessed through a closed or open examination (seminar) by a team of examiners consisting of a supervisory board and two examiners.

- The proposal examination can be carried out if it is attended by at least 3 out of 4 members of the examining team. In the event that the main supervisor is unable to attend the seminar/ proposal examination, he/she must delegate to the second supervisor to represent him/her.

c. Thesis Proposal Examination Procedure

- Students submit proposals to all examination teams several days before the implementation of the thesis proposal examination.

- The Academic Department prepares the documents needed in the thesis proposal examination.

- The proposal examination is carried out within a maximum of 120 minutes. The closed examination is chaired by the head of the supervisory commission, while the open examination is led by a designated student participating in the master's programme.

- The head of the supervising board submits the score to the Academic Department. The thesis proposal examination results are stated in the form of numeric grades and letters.

- The academic department processes grades into student data archives.

d. Proposal Examination Assessment Procedures

- The assessment was carried out by all the present supervisors and examiners. Supervisors who are not present in the thesis proposal examination forum cannot make an assessment.

- Each examiner assesses the thesis proposal examination using assessment format.

- The proposal examination ends up with the signing of the thesis proposal examination assessment report as signed by the head of the examination and all the present examination committee (examiners).

- The thesis proposal seminar results are stated in the form of numerical values and grades (letters).

10.4.4 Research and Thesis Writing

a. The supervisory board is required to monitor and evaluate the progress of students' thesis research.

b. The evaluation of the progress of thesis research is carried out by the supervisory board by taking into account at least two of the components below.

- Research Control Card (KKP/*Kartu Kendali Penelitian*).
- Log book thesis research activities.
- Research progress report (LKP/*Laporan Kemajuan Penelitian*).
- Research supervision report and assessment form.
- On site or progress report-based monitoring.
- Desk evaluation assessment through forum of the supervisory board as resulted in the form of number and letter grade.
- The procedures and financing of monitoring and assessment of research managed by the study programmes.

10.4.5 Thesis Results Seminar

a. Thesis Result Seminar Requirements

The thesis result seminar can be conducted for the following requirements:

- The student has conducted research and has a draft thesis approved and signed by the supervisory board members.
- The student has submitted a journal article draft to the supervisory board.
- The student has attended Thesis Result Seminar conducted by other students with the minimum number stipulated in each Study Programme.
- The student has fulfilled all administrative requirements as regulated.

b. The Administration of Thesis Result Seminar

- Thesis result seminar examination is assessed through a closed or open examination (seminar) by a team of examiners consisting of a supervisory board and two examiners.
- If the Study Programme stipulates that the board of examiners consists of a supervisory board only, the examination can be administered when at least one of the supervisors attends the examination.
- If the Study Programme stipulates that the board of examiners consists of a supervisory board and additional examiners, the examination can be administered when at least three members attend the examination.

c. Thesis Result Seminar Procedure:

- The students should provide seminar papers to be distributed to participants during the seminar and to all board of examiners a few days prior to the day of the seminar.

- The Academic Department prepares the files needed in implementing thesis result seminar.

- A research results seminar (*SHP/Seminar Hasil Penelitian*) is held within a maximum of 120 minutes, led by a designated student participating in the master's programme.

- The head of the supervising commission submits the score file both in the form of number and letter grade value to the Academic Department.

- The thesis result seminar notes and other documents signed by all the supervisors and attending participants are submitted to the Academic Department.

d. Procedures for the Assessment of Thesis Result Seminar:

- The assessment is carried out by all members of the examining team who attend the session. Absent members of the examining team are not allowed to make an assessment.

- Each examiner conducts an assessment using the Thesis Result Seminar rating format.

- The Thesis Result Seminar score is the average scoring value of all the present supervisors and examiners.

- Thesis Result Seminar scores are stated in numbers and letters.

- The official report on the results of the Thesis Result Seminar assessment is signed by the chairman of the session and the attendance of all the examination committee (examiners) must be ensured.

e. Suggestions from the Research Results Seminar

- The suggestions are written in the "suggestion sheet" that has been provided by the Academic Department.

- Students are required to improve their thesis by the guidance of supervisor.

- The supervising committee is responsible for the revision based on the agreed recommendations.

10.4.6 Thesis Final Examination

a. Thesis final examination requirements

- The thesis has been revised based on the suggestion made from thesis result seminar and has been approved and signed by all supervisors.

- The thesis has passed thesis quality assurance check in each faculty to prevent ethical and plagiarism issues.

- The thesis has been declared free from plagiarism and similarity check (introduction to conclusion suggestion) for a maximum of 20% by the plagiarism detection team of

Postgraduate Programme or Faculty at Universitas Brawijaya. Should there be any special matters, regarding *similarities*, the decision will be is assigned to each faculty.

- The student has fulfilled all administrative requirements as regulated.
- Registration for Thesis Examination is conducted at least 7 days before the examination.
- The student has at least presented his/her research in international seminars both at national and international level or published research in accredited national journals or UB journals appointed by the Rector.

b. Implementation of the thesis final examination

- Thesis examination board consists of a supervisory commission and two examiners.
- The examination can be carried out if it is attended by at least 3 out of 4 members of the examination board.
- In case the main supervisor is unable to attend the examination, the main supervisor must delegate roles to the second supervisor.

c. Final examination procedures:

- The Academic Department staff checks the completeness of the administration and prepares examination files
- The staff submits an invitation to the student's thesis examination to be signed by the Head of the Study Programme
- The student receives examination files from the Academic Department, asks for a signature from head of the study programme, distributes invitations and thesis to the supervisory commission and examiners within 5 days prior to the thesis examination.
- On the day of the thesis examination, the Academic Department submits the thesis examination file to the head of the examination committee before the examination begins.
- After conducting the examination, the head of the supervisory commission submits the score file to the teaching division.
- The teaching division processes grades to the student data archive.
- The final examination is declared valid if it is attended by at least one supervisory commission and two examiners.

d. Scoring Procedure for Thesis Assessment:

- The assessment is carried out by all supervisors and examiners.
- Each examiner conducts an assessment using the thesis assessment format.
- The thesis assessment score is the average score of total scores received from all the supervisors and examiners.

- Thesis examination scores are expressed in form of numerical score and letter grades.

- The official report on the results of the thesis assessment is signed by the head of the session and all the present board of examiners.

- In a special case for students of the master's programme who have extraordinary achievements in international publications as determined by the rector, proposed by the Board of Examiners to the Dean / Director of the Postgraduate Programme, they can be declared to have thesis score "A" without final examination.

- The extraordinary achievements as set out above referred to the following criteria:
    (a) scientific publications
        • at least two (2) scientific articles published or accepted for publication in a minimum of the second grade of national accredited scientific journal (Sinta 2);
        • at least one article published or accepted for publication in *proceeding*, or
        • at least one article published or accepted for publication in an international journal indexed by Scopus or the Web of Science Core Collection (Thomson Reuter).
    (b) The average grade of all stages of the thesis examination / seminar is A.
    (c) The Thesis Manuscript has been evaluated by the board of examiners and the revisions / corrections from the board of examiners have been examined and approved by the Supervisory Team.

- Each supervisor and examiner can make necessary suggestions to improve the final thesis

- The board of examiners meeting led by the appointed chair or head set suggestions and students in turn must revise the thesis accordingly. These agreed upon suggestions are contained in the minutes of the thesis examination signed by the head of the session.

- Students are required to revise based on those suggestions.

- Students are required to revise the thesis and make copies of the thesis.

- The copy of thesis or manuscript is regulated in the academic guidelines of each study programme.

- Suggestions from the Supervisory Commission and Thesis Examiners
    • Students are required to undertake the recommendations delivered and the Supervisory Commission is responsible for implementing these suggestions.

- Students are required to revise the thesis and make copies of the thesis as regulated in the academic guidelines of each study programme.

10.4.7 Qualifications, Appointment, Rights and Obligations of Supervisors

a. The thesis preparation is guided by two (2) or more Supervisors holding Doctoral degrees in the field of science or in a scientific sub-group according to the study programme where the student is registered and at least has an academic position as associate professor (Lektor). It is possible for those who are not affiliated to UB to be a second supervisor.

b. The thesis supervisor is appointed by the Dean of the faculty or the Director of the Postgraduate Programme.

c. Further regulations regarding the qualifications, determination procedures, rights and obligations of supervisor shall be regulated by the study programme.

10.4.8 Assessment of learning outcomes

a. The assessment method used can be either objective or subjective to evaluate and improve students' performance both individually and collectively.

b. Assessment methods can involve self-assessment, peer-assessment and tutor assessment.

c. Self-assessment is an assessment method requiring students to monitor and evaluate their own learning process.

d. Peer assessment is an assessment method which involves students receiving feedback from their peers in terms of learning performance. This method builds trust and mutual respect among students.

e. Tutor assessment is a method of assessment involving one or a group of teachers (lecturers or teaching assistants) in providing comments and feedback on students' work.

f. The assessment techniques referring to in point (c) consist of observation, participation, performance, written tests, oral tests and questionnaires.

g. The assessment instrument as referred to in point (d) consists of process assessment in the form of a rubric and / or assessment of results in the form of a portfolio or design work.

h. The observation assessment technique can be used in attitude assessment.

i. The assessment of mastery of knowledge, general skills and specific skills is carried out by selecting one or a combination of the various assessment techniques and instruments as referred to in numbers (1) and (2).

j. The final result of the assessment is an integration of various assessment techniques and instruments used, and this is developed by the study programme.

The Equivalence of Numerical Scores, Grades and Score

The equivalence of numerical scores, grades and score in UB uses a range of 0 - 100 (Table 15).

Table 15. Numerical Scores, Grades and Score in UB

Numerical Scores	Grades	Score	Category
> 80 - 100	A	4	Excellent
> 75 - 80	B+	3.5	Between Excellent and Good
> 69 - 75	B	3	Good
> 60 - 69	C+	2.5	Fail
> 55 - 60	C	2	Fail
> 50 - 55	D+	1.5	Fail
> 44 - 50	D	1	Fail
0 - 44	E	0	Fail

10.5 LENGTH OF STUDY AND JUDICIUM OF MASTER'S PROGRAMME

The maximum length of study for the Master Programme is four (4) years. The judicium is held after students complete all academic and administrative requirements as follows.

a. Students have completed all subjects or courses, thesis and other academic assignments with a Grade Point Average of > 3.0 during the study period.

b. The minimum score for all courses is B.

c. Students have completed other requirements set out by the study programme.

10.6 GRADUATION HONOR OF MASTER

Students who have passed the graduation are given a predicate of graduation as follows:

a. Students are graduated with Cum laude predicate with the following requirements:

- GPA> 3.75;

- Publishing the results of his/her thesis research of more than one article title in scientific publications in the form of proceedings and / or international scientific journals indexed by Scopus or Web of Science Core Collection, national journals that are accredited or in a minimum of the second grade of national accredited scientific journal (Sinta 2), and UB journals appointed by the Rector.

- The maximum length of study is five semesters.

b. Students are graduated with the predicate **Very Satisfactory** based on the following requirements:

- Unfulfilled requirements for point (a);

- GPA > 3.5;

c. Graduated with the predicate **Satisfactory**, the requirements:

- GPA of 3.0 <GPA <3.5;

d. This graduation predicate is determined by the Thesis Final Examination Committee and approved by the Dean / Director of PPSUB, and announced at the graduation ceremony.

10.7 EVALUATION OF STUDY ACHIEVEMENT

Evaluation of the success of the master's study programme is:

a. Students who, at the end of the first semester, achieve GPA of 3.0 for the best eight credits will receive a warning notification from the faculty

b. Students who are active at the end of the third semester and failing to achieve a GPA of 3.0 for the best 16 credits, then they are declared failed and are not allowed to continue their study.

c. Repetition of a course can only be done once.

d. Students who have taken a minimum of 14 credits with a minimum GPA of 3.0 and passed the Research Methods course, they can formally submit a thesis research proposal.

e. The thesis research proposal must be approved by the supervisory commission and be defended and passed as determined by the Research Proposal Assessment Team (namely the supervisory commission plus two examiners who have been appointed by the Executive Chair of the Postgraduate Programme based on the recommendation of the Head of the Study Programme).

f. Students have passed the research proposal examination and have revised the document based on the suggestion of improvement made.

10.8 FAILURE

Students are declared to have failed their studies if at least meeting one of the following criteria:

a. GPA of <3.0 for the best 16 credits as regulated in the evaluation of study success, or

b. Failure to pass the thesis proposal exam on a second chance, or

c. Failure to pass the thesis exam on a second chance, or

d. Failure to finish the study or complete all courses required within the duration of study as regulated.

10.9   ACADEMIC HANDBOOKS FOR STUDY PROGRAMME

Any information that has not been explained in this educational guidebook will be regulated in the study programme's academic handbook, thesis preparation guidebook and procedure manual by postgraduate programme organizers at the faculty and the study programme profile book programme containing at least the characteristics of study programmes, graduate profiles, Indonesian national qualification curriculum or KKNI-based competency matrices, list of compulsory and elective courses, syllabus, depth level of thesis, assessment forms, and others.

CHAPTER XI
EDUCATION SYSTEM OF DOCTORAL PROGRAMME

11.1 LEARNING OUTCOMES

Referring to Regulation of Minister of Education and Culture No. 3 Year 2020 on Higher Education National Standard, the learning outcomes of Doctoral Programme are as follows:

a. Being able to discover or develop new scientific theories/conceptions/ideas and to make a contribution to the development of science and/or technologies without ignoring the values of humanities by producing scientific research based on scientific method as well as logical, critical, systematic, and creative thinking;

b. Being able to write interdisciplinary, multidisciplinary or transdisciplinary research, including theoretical studies and/or experiments in the fields of science, technology, art, and innovation in the form of dissertations, and papers published in reputable international journals;

c. Being able to conduct research with novelty, efficiency, and impact through an interdisciplinary, multidisciplinary, or transdisciplinary approach, which generates ideas to help in problem solving in the field of science, technology, art, or society, based on the availability of internal and external resources;

d. Being able to develop research roadmaps with interdisciplinary, multidisciplinary, or transdisciplinary approaches based on its constellation on broader targets;

e. Being able to propose scientific solutions and arguments based on critical views on facts, concepts, principles, or theories and disseminate or publish them directly or indirectly through mass media;

f. Being able to demonstrate academic leadership in the management and development of resources and organizations within assigning duties and responsibility;

g. Being able to manage research data and information, including storing, auditing, securing, and rediscovering data and information of research result with full responsibility;

h. Being able to to develop and maintain collegial relationships with other researchers both from his workplace and other institutions.

11.2 STUDY LOAD

The study load of Doctoral Programme is as follows:

a. Number of credits.

b. Linear enrolled students should take min 42 credits including dissertation.

c. Nonlinear enrolled students should take min 52 credits including dissertation.

d. Course Distribution is developed by study programme.

e. The programme includes course and research.

f. Dissertation/artwork/other related work is equivalent to 28 credits.

g. Publishing scientific paper is in the forms of 2 (two) scientific articles in the internationally indexed Scientific Journal Scopus or Web of Science Core Collection (Thomson Reuter) with an impact factor of at least 0.1 or Microsoft Academic Research; or, 1 (one) scientific article in a scientific journal and 1 (one) article in the proceeding in accordance with Rector Decree 52/2018.

h. Maximum length of study is 7 years (14 semesters)

i. Matriculation is administered and must be completed before commencing formal learning process according to the needs of the study programme for students' competence and readiness.

j. To apply for Doctoral Programme, applicants must have completed the Masters Programme and to apply for Masters Programme, applicants must have completed the Undergraduate Programme, except for those joining PMDSU or PPDU-UB.

k. Prospective students with outstanding academic achievements can take part in the acceleration programme from Master to Doctoral Programme known as PMDSU or PPDU-UB.

11.3 CURRICULUM CONTENT

The curriculum structure of the Doctoral programme as a guideline for the teaching and learning process in UB refers to Law Number 20 of 2003 concerning the National Education System. The curriculum of the Doctoral programme at UB is Higher Education Curriculum (HEC or *Kurikulum Perguruan Tinggi/KPT*) with learning outcomes referring to the Regulation of the President of the Republic of Indonesia No. 8 of 2012 concerning the Indonesian National Qualifications Framework (INQF or *Kerangka Kurikulum Nasional Indonesia/KKNI*), and Regulation of Minister of Education and Culture Number 03 of 2020. The course distribution of the Doctoral programme is as follows:

a. Compulsory Courses of Universitas Brawijaya

- Research Method and Academic Writing (3 – 4 credits).

- Dissertation (28 credits)

a. Compulsory Courses of the Study Programme (9 - 12 credits)

- Dissertation courses with 0 - 12 credits.

- Total course load with 16 - 32 credits

- Course load per semester max. 18 credits.

11.4 QUALIFYING EXAMINATION

a. Qualifying examination is to test the academic qualification of the students. Students are required to take this step after completing all courses with GPA at least 3.00 out of 4.00 and at least B score.

b. Qualifying examination may include written or oral examination, and the assessment is carried out by the examination committee.

c. The Chair of the qualifying examination is at least an associate professor with doctoral degree, while the members are at least assistant professors with doctoral degree. The qualifying examination committee are 3-5 members with one can be from other university but fulfilling the requirements as an examiner.

d. Standard score of the qualifying examination is at least 70 or B.

e. Those failing in the qualifying examination can apply once for a re-examination.

11.5 DISSERTATION

11.5.1 Definition

a. Dissertation is the final work that must be completed by doctoral students.

b. Dissertation has 28 credits.

c. Dissertation at least comprises of:

- Proposal writing

- Research

- Result seminar

- International publication

- Examination of doctoral dissertation (closed and/or opened)

Each study programme may have different steps which affect the number of credits for each step, but the steps should not be more than 8 phases.

a. The supervisors consist of 1 promotor and 2 co-promotors from various disciplines for the achievement of doctoral learning programme. The Promotor must be a professor or at least an associate professor with doctoral degree; while the Co-Promotors sould be at least assistant professors with doctoral degree. The promotor should have written at least 2 (two) articles published in indexed/reputable international scientific journals, both as the first author and the correspondence author. The procedure for determining the promoter and co-promotor is regulated by the study programme.

b. Depth of the coverage regarding dissertation content is regulated by each study programme.

c. Data, facts, materials, and works used as the basis for the dissertation are taken from field/library research applying qualitative or quantitive approach.

d. Data, facts, materials, and works taken should be authentic, legitimate and free from plagiarism.

e. Details on research activities including data collection and writing dissertation is regulated by each study programme.

11.5.2 Dissertation Research Proposal

a. Requirements

To be elligible to take dissertation research proposal, students must: pass a qualifying exam; have supervisors; have compiled a dissertation proposal written following the dissertation proposal writing format applied in each study programme (the dissertation proposal submitted for dissertation proposal examination is approved and signed by all supervisors (promotor and co-promotors)); and have fulfilled all administrative requirements in accordance with applicable regulations.

b. Implementation:

- Stages in conducting dissertation proposal include a dissertation proposal hearing and a Dissertation Research Proposal seminar and/or exam.

- A dissertation proposal can be open (seminar) or closed (exam) and assessed by examination committee consisting of promotors and examiners.

- The dissertation proposal is approved by the supervisors if it meets the qualifications for dissertation learning outcomes.

- Proposal exams can be carried out when attended by at least 2 members of supervisor and 2 examiners. In case the promotor is unable to attend the seminar/proposal exam, he or she must delegate it to the 1st co-promotor to represent him/her.

c. The procedure for each stage in the Dissertation Proposal is regulated as follows:

- Students consult with their promotor and co-promotors regarding the proposal manuscript. The supervisors propose a schedule of proposal hearing/exam/seminar to the head of the study programme.
- Students complete and submit the requirements for the hearing/exam/seminar to the support staff.
- The support staff prepares exam/seminar files.
- The support staff processes invitation letters.
- The Head of the Study Programme signs the invitation letters.
- The support staff distributes invitations and manuscripts to the examination committee no later than 5 days before the hearing/exam/seminar.
- Before conducting the exam, the support staff submits the exam proposal file to the chairman of examination committee.
- Proposal seminar/examination will last in aproximately 90 - 120 minutes. The closed exam is led by a promotor, while in the open exam it is led by a designated participating student in the Doctoral Programme.
- The implementation of the hearing/exam/seminar follows the rules set by the study programme.
- The supervisors and examiners conduct an assessment after the presentation and discussion is over.
- After examination, the chairman of the examination committee submits the score file to the support staff.
- Support staff processes grades to student data archives.
  d. Procedure for Assessment of Dissertation Proposal Examination
  - The assessment is carried out by all attending promoters, co-promoters and examiners. Promoters and co-promoters who could not attend the thesis proposal examination forum do not make an assessment.
  - Each examiner assesses the dissertation proposal examination by following assessment format determined by the study programme.
  - The score of the dissertation proposal is stated in grade and score.
  - Minutes of dissertation proposal examination is signed by the chairman and all attending examination committees (examiners).

11.5.3 Implementation of Dissertation Research

- The promotors monitor and assess the implementation of the dissertation research.
- Assessment considers the following components:

- Research Control Card and/or Dissertation Research Logbook.
- Research Progress Report and/or Research Supervision Report and Assessment Form.

- Research Control Card (RCC)
    - Research Control Card contains brief information about the progress of the research process periodically (weekly).
    - RCC is managed by students and periodically (monthly) is consulted and informed to the supervisors.
    - Supervisors sign the RCC periodically during consultations.
    - Before seminar, RCC should be completely filled and signed by the promotor.
    - A complete RCC (point 4) is one of the requirements for registering a result seminar of a dissertation research.

- Dissertation Research Logbook
    - The logbook contains notes/brief information about the things to do for the research, notes from promoters.
    - The logbook can also contain notes/information on theoretical reviews.
    - The logbook managed by students is periodically consulted and informed to the supervisors.
    - Supervisors sign the logbook periodically during students' consultations.
    - A complete logbook is one of the requirements to apply for the Dissertation Exam.
    - Students can collect the logbook from the support staff by showing evidence of having passed the qualifying exam.

- Dissertation Research Progress Report
    - The students should write their progress report on the process of research every mid-semester and at the end of each semester.
    - The progress reports can be in the form of: (1) the progress report on the research, (2) the progress report on data processing and analysis, (3) the progress report for Seminar Papers and manuscript of the dissertation.
    - The progress report contains information: (1) student's identity, (2) dissertation title, (3) examination committee, (4) overall dissertation schedule.
    - The elements of progress report include: (1) completed activities and their results. if possible, these results can be written in the form of scientific articles, (b) on going activities completed with timeline, and (c) planned activities completed with timeline.
    - The progress report must be approved and signed by the Promotor.

- This progress report is reported to the Head of the Doctoral Programme.
- Progress reports are made in five copies: for Student, Promotor, 2 Co-promotors, and Head of the Doctoral Programme.
- Progress reports are submitted to the support staff and the students will be given proof of receipt.
- This progress report will be used by the Promotor as one of the considerations in monitoring and evaluating the implementation of dissertation research.
- Monitoring can be carried out on site or based on a written report.
- Procedures and funding for research monitoring and assessment are regulated by each study programme.
- The assessment can be done through a desk evaluation or a supervisory commission meeting forum and the score is stated in grade and score.

11.5.4 Supervision of Research Implementation

a. Supervision on research implementation is for research with experimental methods carried out in laboratories, greenhouses, and/or in the field.

b. Research supervision aims to (1) verify if the implementation of the research is in accordance with what was planned in the research proposal, and (2) find solutions to problems faced by the students in carrying out their research in the laboratory and/or in the field.

c. Research supervision is carried out once by the promotor or co-promotor if appointed by the promotor to represent him.

d. Supervisors should write a supervision report and assess the research implementation.

e. The Research Supervision Report contains information on:
   - Student's identity and Supervisors' name.
   - Dissertation title.
   - Title/current research activity.
   - Student's problems in carrying out research.
   - Documentary evidence of research implementation.
   - Other important information.

f. Research supervision funding is borne by the student. Provisions regarding this matter are stipulated by the Dean's Decree/Director of Post-Graduate Programme.

11.5.5 Seminar on Dissertation Research Results

a. Requirements

The seminar is conducted by students after completing research and writing a dissertation manuscript approved and signed by the supervisors, at least a manuscript of journal article,

and has met all administrative requirements in accordance with applicable regulations. The seminar is attended by supervisors and examiners and is open to public.

b. Implementation of Research Results Seminar.

- The examination committee for Seminar on Research Results consists of (1) Promotor (one person), (2) Co-Promotors (two or three people), and (3) Examiners.
- The seminar can be held when attended by at least two examiners and two supervisors (promotor and /or co-promotor).
- In case the promotor is unable to attend the seminar, he/she must delegate to 1st co-Promotor to represent him/her.

c. Procedure for Assessment of Research Results Seminar (RRS).

- The assessment is carried out by all attending promotors, co-promotors and examiners. Promotors and co-promotors who unable to attend the Research Results Seminar are not elligible to aassess.
- The assessment components consist of: (1) journal and dissertation manuscripts, (2) presentation of papers in seminars, and (3) discussions during the seminar.
- The assessment uses the RRS assessment format and its components are set by the study programme.
- Minutes of dissertation assessment are signed by the chairman and all the attending examination committees.

d. Suggestions from Seminar

- Suggestions from each examiner are written in the "suggestion sheet" provided by the support staff of the Post-Graduate Programme/Faculty
- Students must revise their dissertation manuscript while consulting with their promotors and / or co-promotors.
- The supervisors are responsible for the revision of the dissertation manuscript based on the agreed recommendations.

e. Implementation Procedure

- The student completes the required data and information in the required documents, including the seminar date agreed by all the examination committee.
- Having approved by the supervisors to proceed to result seminar, students are required to report to the Head of the Doctoral Programme to set a schedule for the results seminar.
- The student then registers his/her result seminar to the support staff and take the required documents of academic administration.
- The student shows the required academic documents to the support staff.

- The student consults with the head of the Doctoral Programme to report the date, time and place of his result seminar by showing (1) receipt of completing requirements from the support staff, and (2) dissertation manuscript, dissertation summary, and journal article manuscript.
- The support staff writes seminar invitations.
- The head of Doctoral Programme (on behalf of the Dean/ Director of Post-Graduate Programme) signs the invitation.
- The support staff distributes the invitations and the manuscripts to all seminar committee.
- The student writes dissertation summary and shares the summary to the committee 5 days before the seminar and to the attending participants on the seminar day.
- The student and the support staff prepare the technicalities for the seminar, including the distribution of invitations and summary, as well as the announcement about the implementation of the result seminar to all students.
- The support staff coordinates with the Head of the Doctoral Programme to prepare the documents needed in the seminar, including the copies of summary and journal articles.
- The result seminar lasts aproximately in 90 - 120 minutes, led by a designated student participating in the Doctoral Programme.
- The minutes of the seminar is signed by the Promotor/Co-promotor.
- The minutes and other related documents signed by all attending seminar committee are submitted to the support staff of the Graduate Programme/Study Programme/Faculty. Submission of these documents is carried out by the Promotor or the one appointed to represent him.

11.5.6 Closed Dissertation Examination

a. Requirements
- The student has passed the results seminar; revised the dissertation manuscript based on the suggestions of the examiners accordingly. The dissertation manuscript must be approved and signed by the Supervisors and has met all administrative requirements as regulated.
- The sstudent is required to have at least 2 (two) scientific publications from the results of dissertation/design work/art/other forms published or accepted for publication, as regulated in the Regulation of the Office No. 52/2018 article 5 paragraph 2.
- The promotor can propose to the Dean/Director of the Post-Graduate Programme that the student is eligible for obtaining A for his/her dissertation without a final exam if he/she meets the following requirements:

- Having at least two scientific articles published or accepted for publication in international scientific journals indexed by Scopus or the Web of Science Core Collection (Thomson Reuter) which have the lowest quality Q3, and/or have the lowest impact factor of 0.1;
- Average score of all examination stages/seminar for Dissertation is A; and
- The dissertation is evaluated and approved by the Promoter Team and disseminated in a scientific forum at the faculty/postgraduate level.

b. Implementation: The dissertation elligibility test can be carried out if it is attended by at least a promotor and one of the co-promotors, 2 examiners and 1 reviewer.

c. The procedure for the Dissertation Elligibility Test is regulated as follows:
- After having appoved by the supervisors about Dissertation Elligibility Test, the student immediately reports to the Head of the Doctoral Programme to schedule for the implementation of the test.
- Students then register to the support staff by submitting required documents.
- The supervisors propose (to the head of Study Programme) to choose prospective evaluators/ reviewers and schedule for the dissertation elligibility test.
- The Head of the Study Programme determines 1 or 2 reviewers/evaluators based on the promotor's proposal.
- The Head of the Study Programme invites students, the supervisors, the examiners, and the evaluator/reviewer to take the dissertation elligibility test.
- The elligibilty test lasts in aproximately 90 - 120 minutes.
- The elligilibity test is led by the Chair of the Doctoral Programme, or person who is assigned.
- The elligibility test is closed.
- After examination, the Head of the Doctoral Programme submits the score file to the support staff.
- The support staff processes a grade to student data archives.

d. Dissertation Eligibility Test
- The chairman of the eligibility test collects the results of the assessment from all examiners, recapitulates and calculates the average of all the existing scores. This average score is the score for the eligibility test.
- The score is stated in grade and score. The minimum grade and score to pass the test is B (> 70).

- The recapitulation of this assessment shall be signed by the Chair of the examination committee.

e. Suggestions from the Dissertation Eligibility Test Committee

- Suggestions from each examiner are written in the "suggestion sheet" provided by the support staff.
- The committee decides and agrees on the suggestions needed to improve the dissertation manuscripts.
- The student must revise the dissertation manuscript in consultation with their promotors and / or co-promotors. If deemed necessary, the student can consult with competent lecturers.
- The supervisors are responsible for the revision of the dissertation manuscript based on the agreed recommendations/ suggestions.
- Support staff submits the minutes of the dissertation manuscript revision to the student.
- The minutes of dissertation manuscript revision is signed by the promotors and the examiner, and evaluator.

11.5.7 Open Dissertation Examination

a. Requirements

- The open examination is carried out in accordance with the regulations of the Post-Graduate Programme as stated in Rector Regulation No. 52 of 2018 article 5 paragraph 2;
- The exam is carried out at most one month after the dissertation eligibility test and at least six months after the dissertation eligibility test;
- Non-conformity upon these provisions requires special approval from the Head Doctoral Programme, an official report on the revision of the dissertation manuscript signed by the supervisors and the evaluator;
- The dissertation manuscript is aproved and signed by all supervisors (promotors and all co-promotors);
- The dissertation has been declared free from plagiarism, has fulfilled all administrative requirements as regulated (administrative requirements documents are provided in the support staff);
- Registration for the final dissertation exam is ten days before the examination.

b. Implementation of Dissertation Examination

- The dissertation examination committee consists of Chairman (Dean / Director / lecturer appointed to represent), 1 (one) Promotor, 2 (two) Co-Promotors, Examiners (2 - 3

people); 1 (one) external examiner, who has an expertise in a field that matches the content of the dissertation. The external examiner is proposed by the Promoter to the Head of the Doctoral Programme, and determined by the Decree of the Dean / Director of Post-Graduate Programme.

- Open dissertation examination can be carried out if it is attended by at least a promotor and one of the co-promotors, 2 examiners and an external examiner. Non-compliance of these provisions requires special approval from the Head of the Doctoral Programme.

c. Procedures for Dissertation Examination

- The student consults the dissertation examination schedule with the supervisors and examiners, and informs the dissertation exam schedule to the support staff.
- The support staff informs and shows the dissertation exam requirements to students.
- The student completes and submits dissertation examination requirements to the support staff.
- The support staff checks the completeness of administrative requirements and prepares exam files.
- The teaching support staff gives the student the invitation letter for the final dissertation exam to be signed by the Head of the Study Programme (*Ketua Programme Studi*/ KPS).
- The Head of the Study Programme (on behalf of the Dean / Director of Post-Graduate Programme) signs the invitation letter.
- The support staff distributes invitations and dissertation manuscripts to the supervisors and examiners 5 days before the dissertation examination.
- The support staff gives the dissertation exam files to the chairman of the examination before the examination starts.
- The final dissertation exam lasts in approximately 120 - 150 minutes led by the chairman of the examination appointed by the Dean / Director.
- After the exam, the promotor submits the score file to the support staff.
- The support staff processes the grade to student data archives.
- The Doctoral Programme students who have outstanding achievements in international publications as regulated by the Rector, can be declared passing the dissertation with grade A without open final dissertation exam.

d. Assessment

- Assessment of dissertation
    - If the dissertation consists of several sub-studies, it must be a complete research work that is interrelated or sequential.

- The assessment starts from writing proposal, implementing research and reporting result, writing manuscripts, to examinations.
- The assessment criteria is stated in the faculty academic handbook/Post-Graduate Programme.
- The students are required to use the material of the dissertation to write articles to be published in a reputable international scientific journals; but the student is also required to complete a dissertation to be assessed by the Board of Examiners in a Closed Examination.
- Provisions regarding the qualifications of the Examiners, the assessment procedure and the implementation of the closed examination are regulated in the faculty academic handbook/ Post-Graduate Programme.
- The dissertation assessment component is adjusted to the faculty academic handbook

- Scoring

  The assessment is stated in grades (A-E) and score (0 -100).

  Table 15. Student Assessment System

Score Range	Grade Value	Grade Point	Remarks
> 80 - 100	A	4	Excellent
> 75 - 80	B+	3.5	In between excellent and good
> 69 - 75	B	3	Good
> 60 - 69	C+	2.5	Fail
> 55 - 60	C	2	Fail
> 50 - 55	D+	1.5	Fail
> 44 - 50	D	1	Fail
0 - 44	E	0	Fail

11.6 STUDY LOAD AND LENGTH OF STUDY

a. The study load of the regular Doctoral Programme for linear enrolled students includes at least 42 credits, for a minimum of 6 (six) semesters and a maximum of 14 (fourteen) semesters.

b. The study load of the Doctoral Programme for non-linear enrolled students includes at least 52 credits, for a minimum of 6 (six) semesters and a maximum of 14 (fourteen) semesters.

11.7 GRADUATION OF DOCTORAL PROGRAMME

The students can graduate after completing all academic and administrative requirements, namely:

a. has fulfilled all academic requirements (lectures and academic assignments) and administrative requirements and has passed the final exam.

b. has uploaded international scientific journal articles according to the Rector's regulations (at least a letter of acceptance of the article for publication).

c. has received a GPA of > 3.00 out 4.00 during the study period.

d. has completed other requirements set by the study programme.

11.8 PREDICATES FOR DOCTORAL GRADUATES

Students who have passed the graduation are given a predicate of graduation as follows:

a. Studens are **graduated with honours** with the following requirements:

   • GPA> 3.75;

   • Publishing more than one article title in reputable international scientific journals from his dissertation;

   • The maximum length of study is eight semesters.

b. Students are graduated with the predicate **Very Satisfactory** based on the following requirements:

   • Does not meet the other requirements in point (a).

   • GPA> 3.50-3.75 (overall for lectures and dissertations).

c. Students are graduated with the predicate **Satisfactory** with the following requirements:

   • Achieve a GPA of 3.00 - 3.50 (overall for lectures and dissertations).

This graduation predicate is determined by the Dissertation Final Examination Committee and approved by the Dean/ Director of Post-Graduate Programme, and announced at the graduation ceremony.

11.9 EVALUATION OF STUDY ACHIEVEMENT

Achievement evaluations of the Doctoral Programme are as follows:

a. At the end of the first semester, the students failing to achieve a minimum GPA of 3.0 from 12 credits will be given a warning to improve their academic performance in the following semesters.

b. At the end of the first semester, the students achieving a GPA of 3.00 from 12 credits can apply for a qualifying exam in the second semester.

c. Any course with score below A can be retaken in the following semester.

d. The retaken course can only be done twice.

11.10 FAILURE

Students are declared to have failed studies if meeting the following criteria:

a. failing a qualifying exam on a second chance, or

b. failing the dissertation proposal exam on a second chance, or

c. failing the dissertation exam on a second chance, or

d. over study period (more than 14 semesters)/ the student has not been able to complete the study load according to the applicable regulations.

e. Inactive enrollment status for 3 consecutive semesters.

CHAPTER XII

DUAL DEGREE, DOUBLE DEGREE, AND JOINT DEGREE PROGRAMME EDUCATION SYSTEMS

12.1 DUAL DEGREE PROGRAMME

Dual degree programme is an educational programme that provides two graduation degrees from two different study programmes in UB for students who have met the requirements.

12.1.1 Students

a. Students participating for the dual degree programme are citizens registered as active students in two different study programmes offered in UB.

b. Prospective students are required to meet both administrative and academic requirements and take and pass the admission / selection entry test for each study programme.

12.1.2 Requirements

a. Students must be registered as active students in two different study programmes.

b. Students must take full responsibility for academic administration impact during participating in the dual degree programme.

12.1.3 Academic Title

The academic title from two different study programmes are given to the students after completing the entire curriculum of the dual degree programme legally as required.

12.2 DOUBLE DEGREE PROGRAMME

Double Degree education programme is an educational programme that enable students to earn two degrees concurrently from both UB and overseas partner universities, and this programme is for students who have met the requirements.

12.2.1 Students

a. Students for the Double Degree Education Programme are citizens who are registered as active students in the Undergraduate, Master, or Doctoral programme at UB with the registration time set by each Faculty.

b. Prospective students must take and pass the selection examination administered in the Double Degree Education Programme.

c. The selection system, which contains the requirements, procedures and graduation, and the overseas universities as partners are stated by the Rector's regulation.

12.2.2 Requirements

a. During the academic activities in UB, students must be registered as active students in the study programme at the chosen education level which organizes the Double Degree Education Programme.

b. During academic activities in the overseas universities, the students must be registered as active students in the specified study programme.

c. Students must take full responsibility for any consequence of academic administration as a result of participation in the Double Degree Education Programme as regulated in the Faculty level, Universitas Brawijaya, and Partner University.

12.2.3 Curriculum

a. Students participating in the Double Degree Education Programme are required to follow the curriculum determined by both the chosen study programme at Universitas Brawijaya and overseas universities.

b. The head of the faculty/ programme proposes the requirements and curriculum that must be accomplished at UB to the Rector before students are allowed to take the Double Degree Education programme set by both UB and overseas universities as partners of UB.

c. Students must meet the academic and/ or administrative requirements set by the overseas partner universities.

d. Double Degree is included in regular class, not a kind of special class.

e. To earn two degrees, students are required to complete all academic requirements and the administrative requirements at the chosen education level in the Double Degree Education Programme set by UB and overseas universities as partners.

12.2.4 Diploma and Academic Title

a. There are two sheets of diploma, one from the study programme in UB and the other one from overseas partner university. Both are given to the students who have completed all Double Degree education programme curriculum at the chosen level legally as required.

b. The academic title given by overseas universities as partners follows the overseas university regulation and policy.

12.3 JOINT DEGREE PROGRAMME

12.3.1 Definition

As stated in the guidelines as written in the Academic Manuscripts of Higher Education Collaboration in Indonesia with Universities or other Institutions at home and abroad, Joint Degree Programme is:

a. The Joint Degree Programme is done by at least two universities with the same study programme at the same level to produce one degree as an acknowledgment of educational outcomes for undergraduate or graduate degree;

b. The Joint Degree Programme must consider the similarities of the fields of study;

c. Study programmes that carry out the Joint Degree Programme are required to have an operational permit and the minimum accreditation score required is B;

d. Overseas universities that carry out the Joint Degree Programme in partnership with UB must have good or excellent accreditation score assessed and recognized in their countries;

e. The load of study required for the students participating in the Joint Degree programme at partner universities including a copyright to curriculum, Intellectual Property Rights (IPR), legalization of diplomas, and other fundamental matters must be stated in the Memorandum of Agreement (MoA) and must follow the laws and regulations in both Indonesia and in overseas partner universities;

f. Students will obtain a Joint Degree after they have completed the required load of study for obtaining the related Joint Degree, or have taken at least 50% of the total load of study as required by the university;

g. Joint Degree Programme graduates can obtain two diplomas (diplomas) issued by both the originating university and partner universities for the same degree;

h. Each diploma or certificate must be equipped with Diploma Supplement providing brief information regarding the outcomes of the Joint Degree.

CHAPTER XIII
FAST-TRACK AND ACCELERATED EXCELLENT DOCTORAL PROGRAMMES

13.1 FAST-TRACK PROGRAMME

The acceleration programme from undergraduate to the master's degree or also known as Fast-track is an educational programme that is held by UB to facilitate students with strong academic performance, proficient in English, high motivation, and willingness to complete their study in both undergraduate and master's program within ten semesters. The Fast-track programme aims to:

a. facilitate excellent undergraduate students in academics, English, high motivation to continue to the master's level;

b. increase the number of excellent students in the master's programme;

c. increase the number of scientific journal publications in UB;

The fast-track programme is held with the following provisions:

a. It is in accordance to UB's academic calendar determined by the Rector (within 10 semesters);

b. The study programme's accreditation is at least B;

c. Fast-track programme's students receive a master's student identification number after they have completed the undergraduate programme;

d. The funding of the programme abides the Rector's regulation in regards to education fees in UB.

13.1.1 Registration, Selection, and Acceptance

The registration of the fast-track programme

a. Socialization of the fast-track programme is held in the sixth semester at each faculty in UB.

b. Students applying for the fast-track programme should meet the following requirements;

- The students are currently active/ has an active status in UB.

- The student is currently in his/her sixth (6) semester and has at least completed 110 credits with a GPA of: (1) 3.50 or higher, or (2) at least 3.25 with grades no lower than B.

- The student has a TOEFL score of 450 or higher.

- The students receive a recommendation from a lecturer with doctoral title with at least an academic position of lector or assistant professor;

- The students receive approval and evidence of financial ability to finance the education from parents/guardian and/or other parties.

Selection

a. The selection process is held at each faculty in UB following to the academic schedules.

b. The selection team is formed based on each Dean's decision.

c. The selection team comprises of Dean, Vice Dean of academics, Head of the undergraduate study programme, Head of the intended master's study progamme in the fast-track programme.

d. The assessment of the fast-track programme's candidates are based on the requirements set out above.

Acceptance

a. The accepted students are announced at the end of the sixth (6) semester.

b. The accepted students are required to enroll their study course plan *(Kartu Rencana Studi/KRS)* for the undergraduate and master's programme with an approval from the academic advisor.

13.1.2 Study Load

a. The study load for the fast-track programme student is at least 144 (one hundred and forty-four) credits for the undergraduate programmes and at least 36 (thirty-six) credits for the master's programme.

b. The study load of fast-track students for the first and second semester of the master's programmes is at least 14 credits.

13.1.3 Curriculum Content

The curriculum applied in fast-track programme follows the curriculum of the intended study programme.

13.1.4 Lectures and Supervising

Lectures

a. The fast-track programme students follows all lectures (teaching and learning) in order to fulfill the qualification standard on each education level.

b. The lectures of the fast-track programme follows the lecture activities regulations determined by the regular programmes on each level.

c. The fast-track programme students on their seventh or eighth semester continue their undergraduate semester credit programme and takes at least six (6) credits each semester on the master's programme.

Supervisors and Supervising

a. The supervisors are determined by the head of study programme.

b. The supervisors are appointed with the Dean's Decree.

c. The supervising components for the fast-track programme students comprises of;

  - Supervising of the study plan;

  - Supervising of the final project (thesis);

  - Supervising of scientific publications.

d. The supervising of the fast-track study plan on the seventh and/or eighth semester is done by the academic advisor.

e. The supervising of the final project (thesis) and scientific publication is done by the final project's (thesis) supervisor on each education level

13.1.5 Final project (Thesis) and Publication

Final project (Thesis)

a. Fast-track programme students must complete their undergraduate final project (*skripsi*) no later than in their eight semester and complete their master's final project (thesis) no later than in their fourth semester of the fast-track programme.

b. Fast-track programme students can receive research funding from any of the following; their research supervisors, independent or institutional funding.

c. Fast-track programme students conduct a continuation of their undergraduate research toward their thesis so that a more advanced and better-quality research can be achieved.

d. The thesis must include the development in knowledge, technology or arts in line with their majors, and it must also comply with the undertaken study programme.

e. Further provisions regarding the contents and depth of the research are regulated in the faculty's academic handbook/postgraduate programme/ administrators of the university's postgraduate programme.

Publication

The publications of the fast-track programme students refer to Universitas Brawijaya's Rector regulation about scientific publications as a part of the final project in a master's or doctoral programme.

13.1.6 Monitoring and Evaluation of Study Achievement

a. The Head of the Programme and the Head of the Study Programme conduct monitoring and evaluation toward study achievement by the fast-track programme students

b. The monitoring of a student's study achievement, involves the following;

  - Credit/unit total

  - Length of study

  - GPA

c. The study achievement of the fast-track programme students are conducted in two stages:
   - First year evaluation
   - Second year evaluation
d. First year evaluation consists of:
   - Fast-track programme students graduate from their undergraduate programme within eight (8) semesters with an GPA of at least 3.25.
   - Fast-track programme students have at least 14 credits with an GPA of at least 3.25 in the master's programme.
e. Evaluation in the second year is conducted with when the fast-track programme students graduate from their master's programme within 4 (four) semesters with an GPA of at least 3.5.

13.1.7 Academic Leave, Study Failure, and Academic Sanctions

Academic Leave

Fast-track programme students in their first and second year are not allowed to request academic leave.

Study Failure and Academic Sanctions

a. Failure of the fast-track programme is declared for the following conditions;
   - Students apply for an academic leave after being accepted on the fast-track programme
   - students do not fulfill the first- and second-year evaluation
   - Students violate code of academic ethics
b. Students who fail in the first-year evaluation can continue their regular undergraduate programme.
c. Students who fail in the fast-track programme can continue to the regular master's programme and credits that have been taken in the master's fast track program can be acknowledged through the credit transfer mechanism managed by the credit transfer team.
d. The determination of the other academic sanctions of the fast-track programme follows the provisions of Universitas Brawijaya's Academic Administration.

13.2 THE ACCELERATED EXCELLENT DOCTORAL PROGRAMME (*Program Percepatan Doktor Unggul Universitas Brawijaya/PPDU-UB*)

This program is an education acceleration programme for graduates from undergraduate degree who fulfill the requirements to undertake a Doctoral programme with a 4 (four) year (8 semesters) study length. The candidate will be guided by excellent promotors in the university. For

those who are accepted in the programme can finance their studies independently or through a scholarship.

This programme adopts the *PMDSU* programme managed by the Ministry of Education that aims to create excellent students that can complete a doctoral program in a faster manner, have in-depth research knowledge, have international networking, and generate high quality academic productivity. This programme is conducted with a creative doctoral programme learning model that in turn simultaneously it results in high quality graduates with optimal study length.

This programme is also believed to increase the number and quality of international publications produced by the students and lecturers as promotors with the availability of support from various programmes that are available in Universitas Brawijaya.

13.2.1 Students

    a. Participants for the accelerated excellent doctoral programme are graduates from undergraduate degree qualified to pursue a doctoral programme.

    b. Candidates must participate and pass the selection process of the programme.

    c. The selection system that contains all the regulations and procedures are determined by the Rector.

13.2.2 Criteria and Provisions of the Promotors and Students

Promotor

    a. has a good research background;

    b. has at least 3 *h*-index Scopus in natural science and has become the first author/corresponding author in the last 5 (five) years;

    c. has at least 2 *h*-index Scopus in social science, arts and has become the first author/corresponding author in the last 5 (five) years;

    d. has a functional position of at least *Lektor Kepala* or associate professor holding a doctoral degree;

    e. aged 65 years old or below for professors and 61 years old or below for those who have a doctoral degree;

    f. has at least graduated 3 (three) doctoral programme students with reputable international publications (both as promotors or co-promotors);

    g. has international networking that stimulates success of the programme.

Students

    Fresh graduates that have an undergraduate degree and also have the following requirements;

    a. They have completed an undergraduate programme;

- They have a GPA and university accreditation in accordance with the provisions as follows;

- The candidate's university accreditation is A, the candidate's undergraduate programme accreditation is A, then GPA = 3.25

- The candidate's university accreditation is B, the candidate's undergraduate programme accreditation is A, then GPA = 3.5

- The candidate's university accreditation is A, the candidate's undergraduate programme accreditation is B, then GPA = 3.5

- The candidate's university accreditation is B, the candidate's undergraduate programme accreditation is B, then GPA = 3.75

- The candidate's university and undergraduate are B, then GPA = 3.8

b. Their age when applying is 24 years old or younger for non-professional graduates and 27 years old for professional graduates;

c. They receive academic recommendations from their final project's (*skripsi*) supervisors and/or relevant experts in their field of interest;

d. They are not awardees of a scholarship for the *PMDSU* programme;

e. They are physically and mentally healthy and are not using drugs;

f. They are committed to participate in the four-year accelerated excellent doctoral programme.

13.2.3 Curriculum

a. The curriculum was designed to fulfill the academic needs of the graduates in an accommodating and adaptive manner.

b. The curriculum comprises lectures and research, internship, seminar proposal and research results, and publications in seminars and international journals.

c. The curriculum set from the first to the third year comprises of master's programme lectures, research, seminar proposal and research results, journal publications, and thesis examination.

d. The curriculum in the fourth until eighth semester comprises of doctoral programme lectures, qualification examination, seminar proposal and research result, internship, journal publication, and dissertation examination.

e. The postgraduate curriculum of the programme is designed and determined with the director's regulation.

f. The faculty curriculum of the programme is determined with the Dean's regulation.

13.2.4 Study Load and Length of Study

a. Study load of the master's programme is $\geq$ 24 credits of courses and 12 credits of thesis.

b. To continue to the doctoral, the accelerated excellent doctoral programme students must complete the master's degree with the following requirements;

- completing the lectures and research resulting in ≥ 36 credits in the third semester
- completing scientific works/thesis
- publishing scientific article as the first author with affiliation to Universitas Brawijaya and including the supervisors' name in the publications.

c. Learning load of the doctoral programme is ≥ 14 credits of courses and 28 credits of dissertation

d. To complete the doctoral degree, the accelerated excellent doctoral programme students must complete the following requirements;

- completing the lectures and research resulting in ≥ 42 credits in the eighth semester
- composing a dissertation
- publishing a scientific article as the first author with affiliation to Universitas Brawijaya and including the supervisors' name in the publications.

e. As a requirement for graduation of the programme, the publication as mentioned in (C) and (D) can be added together and must fulfill the publication provisions (publishing in a reputable international journal)

f. The publication provisions as mentioned previously are as follows.

- ≥ 2 Scopus Q2/Q1
- ≥ 2 Scopus Q3 and 1 Scopus Q4/ 1 Sinta 2
- ≥ 1 Scopus Q3 and 2 Scopus Q4 and 1 Sinta 2

The international publications must also be proven with an acceptance letter.

13.2.5 Mechanism of the Accelerated Excellent Doctoral Programme *(Program Percepatan Doktor Unggul Universitas Brawijaya/ PPDU-UB)*

a. **University**

- Universitas Brawijaya informs about the availability of scholarship for the Accelerated Excellent Doctoral Programme to potential graduates that are interested in pursuing lecturer as future career.
- UB conducts academic and adminiastrative selections in accordance to the provisions.
- UB determines the applicants' status via online platform in the university's website (http://ub.ac.id)
- UB informs the final decision of the selection results to the applicants.

b. **Applicants**

- Applicants register themselves through the university's website (http://ub.ac.id) and provide the requested requirements.

- They apply to the intended graduate schools or organizers and complete the application requirements.

- They follow and fulfill all the requirements of the selection process held by the organizers.

- They check the announcement of those accepted in the program.

- If accepted, they are required to sign a contract with Universitas Brawijaya as a prospective lecturer.

13.2.6 Administrative and Academic Registration

- The accepted students register administratively and academically on the master's program during the first until third semester.

- The students who are deemed suitable to continue on a doctoral degree register administratively and academically on the doctoral program during the fourth until eighth semester.

- For students who are not able to complete their doctoral must complete their master's degree by registerring administratively and academically on the master's program.

- The students who are accepted on the programme cannot request an academic leave.

13.2.7 Study Achievement, Academic Leave, and Sanctions

a. A student's study achievement and evaluation are conducted 3 (three) times; at the end of the third, fifth, and eight semesters.

b. A student's study achievement as mentioned in point (a) is designed based on the learning outcomes, so it can be used as a measurable parameter of the course's success.

c. The measurable parameters in the evaluation stage as mentioned in point (b) are as follows;

- If the student after the third semester has a GPA of ≥ 3.25 as calculated from ≥ 36 credits of courses, scientific work (thesis) and has a publication as the first author with affiliation to UB, the student can be declared as graduates of the master's programme and can continue to the doctoral programme.

- If the student after the third semester has an GPA of < 3.25 as calculated from ≥ 36 credits of courses and/or has not completed the thesis and has a publication as the first author with affiliation to UB, the student is disqualified from the Accelerated Excellent Doctoral Programme.

- At the end of the of the fifth semester, the students must complete ≥ 14 credits of courses and the doctoral degree qualification examination.

- If the student after the eighth semester has an GPA of ≥ 3.50 as calculated from ≥ 78 credits of his/her best graded courses, and has a publication as the first author with affiliation to UB, the student is declared to have completed the Accelerated Excellent Doctoral Programme.

- If the student after the eighth semester has an GPA of < 3.50 as calculated from ≥ 78 credits of his/her best graded courses, and or does not have any publications as the first author with affiliation to UB, the student is disqualified from the Accelerated Excellent Doctoral Programme.

d. The students who are disqualified from the Accelerated Excellent Doctoral Programme during the evaluation stage can complete their studies through the regular pathway in both masters and doctoral by independent funding.

e. For the students who are disqualified from the Accelerated Excellent Doctoral Programme during the evaluation stage, the determined mechanisms and provisions by the scholarship provider apply.

f. Students are informed about the results of study evaluation on each stage as mentioned in point (c).

13.2.8 Stages of the Accelerated Excellent Doctoral Programme *(Program Percepatan Doktor Unggul Universitas Brawijaya/PPDU-UB)*

Several stages of the Accelerated Excellent Doctoral Programme can be seen in table 17.

Table 17. Stages, study load, study achievement of the Accelerated Excellent Doctoral Programme

Education Level	Semester	Stages	Study load	Evaluation
M A S T E R	I	Semester I course	Total course credits on the first semester are ≥12	- Total credits on the third semester are ≥ 36 - If GPA is <3.00, disqualification - If the student has an GPA >3.50, completed scientific works/thesis, has a publication as the first author with affiliation to UB, the student can continue to the doctoral programme. - If the student has an GPA ≥3.00, has not finished his/her thesis and does not have any publications as the first author with affiliation to UB, the student can only complete the programme through a regular pathway.
	II	- Semester II courses - Seminar Proposal - Result Seminar - Journal Publications - Thesis Examination	Total course credits on the second semester are ≥ 12	
	III		Total thesis credits are 12	

Education Level	Semester	Stages	Study load	Evaluation
D O C T O R A T E	IV		Total course credits on the first semester are ≥14	- Total credits are ≥ 50 (≥ 36 + ≥ 14) - If GPA is <3.00, disqualification - If GPA is ≥ 3.00 – ≤ 3.50, the student can complete the doctoral programme through the regular pathway. - If GPA is ≥ 3.50 and student does not have any publications as the first author with affiliation to UB, the student can only continue the doctoral programme through the regular pathway. - If GPA is ≥3.50 and student has a publication as the first author with affiliation to UB, he/she can continue to the doctoral programme.

	V	- Doctoral courses
		- Qualification Examination
		- Dissertation Proposal Seminar
		- Dissertation Research Result
		- Dissertation Suitability Examination
		  - Journal Publication
		  - Dissertation Examination		

	VI			
	VII		Total dissertation credits are 28	
	VIII			- Total credits are ≥ 78 (≥ 36 + ≥ 14 + 28) - If GPA is < 3.50 and student does not have any publications as the first author with affiliation to UB, the student can only continue the doctoral programme through the regular pathway. - If GPA is ≥ 3.50 and student has a publication as the first author with affiliation to UB, the student can complete the doctoral programme.

CHAPTER XIV

ACADEMIC ADMINISTRATION

UB aims at implementing educational administration that is conducted in an efficient, effective, and integrated manner. In so doing, the student's academic administration, as part of the educational administration, is administered at the university level. The student's academic administration consists of the followings.

14.1 ACADEMIC STATUS

The academic status of students will change according to the administration processes that take place:

a. Not registered

Being unregistered is the academic status of a student before completing the registration.

b. Registered

Being registered is the academic status of a student after completing the administrative registration.

c. Active

Being active is the academic status of a student after completing administrative and academic registration.

d. Academic leave and/or academic terminal

Academic leave and/or academic terminal is a postponement of administrative registration within a certain period after getting the approval of the Rector. It is not calculated as the study period and is allowed to take from semester I. The procedures for submitting academic leave and/or terminal are as follows:

- A request for an academic leave is submitted no later than 1 (one) month after the due date of the enrollment and, in consequence, the student is exempted from the tuition fees.

- If the academic terminal is submitted exceeding 1 (one) month after the end of the enrollment period, the student is subject to tuition fees for the semester. A student submits a request for academic leave and/or academic terminal through the online portal.

- A student can submit academic leave and/or academic terminal for a maximum of 4 (four) semesters for those who take vocational and undergraduate programs; a maximum of 2 (two) semesters for postgraduate, professional and specialist programs I. A request for academic leave and/or academic terminal is a maximum of 4 (four) semesters for dual degree students in the Master's degree at the Faculty of Medicine. An academic leave

and/or academic terminal is not permitted for double degree students that their prior courses from the university partner can be converted (i.e., an exemption from the equivalent courses of UB degree)

- A request for academic leave and/or academic terminals is submitted in each semester.

- An academic leave and/or academic terminal is allowed for those students who are active, registered, being on academic leave/terminal in the previous semester, and if the limited study period is not exceeded.

- A request for academic leave and/or academic terminal for the ended semesters is not possible.

- The academic status of a student on academic leave and/or academic terminal stated on the system as Academic Terminal (according to *PDDikti).*

e. Study Evaluation

Study evaluation is an academic status if a student does not meet the academic requirements to continue his/her study in the next semester.

f. Study Failure / Drop Out

Drop Out is the status of a student (1) who does not meet the academic requirements, (2) unregistered for more than 2 (two) cumulative/consecutive semesters, and (3) violates the rules and other regulations of the Universitas Brawijaya. The Rector will issue the decree of the student's failure based on the report submitted by the head of the Faculty/Study Program. The decree must include a notice about the recognized courses that student has taken during the period of study at UB.

g. Withdrawing/ transferring to Other Universities

Withdrawal is an academic status when a student applies for leaving permanently/transfer to other universities. A request for withdrawal/transfer is submitted through the online form to the Rector. The procedures are:

- A student applies online for withdrawal by uploading an application letter, including the granted permission of his or her parents/ guardians.

- Obtaining validation from the current faculty/program. A student uploads an authorized letter of approval to withdraw from the dean of the faculty/head of the program (only possible if all the requirements for withdrawal have been fulfilled (free of financial responsibility, faculty library loan, etc.).

- Obtaining validation from the university. Student uploads a letter of approval from the Rector (only possible if all the requirements for withdrawal at the university level have been fulfilled (free of financial responsibility, library, etc.).

- An authorized letter from the Rector can be collected in person and the student MUST be handling back the student ID Card (KTM) to UB.
- A withdrawal cannot be amended.

h. Death

The dean of faculty/head of study program submits a report to the Rector if any student dies.

14.2 STUDENT REGISTRATION

The student's registration is a process for students to fully registered and active in academic activities in a certain semester after a student paid the tuition fees and fulfilled a study plan in the respective semester. Administrative registration must be secured by all students at the beginning of each semester following the academic calendar.

14.2.1 Objectives

a. To maintain the implementation of academic activities each semester.
b. To know the size of the 'student body' and the number of students who registered in academic activities each semester.
c. To collect data on the academic activities of the students.
d. To provide data for DGHE database (*Pangkalan Data Pendidikan Tinggi- PDDikti*).

14.2.2 Types

a. Administrative Registration

Administrative registration is a process to fully-registered status as a student of Universitas Brawijaya.

- Administrative registration for prospective new students
  After being officially accepted, the prospective student should meet the requirements and conditions, announced at https://selma.ub.ac.id.
- Administrative registration for continuing students
  The administrative registration requirements for continuing students are announced at the https://ub.ac.id page at the end of each semester, and students must fulfil other academic requirements stated by each faculty/program.

b. Academic Registration

Academic registration means registration to obtain active status in each respective faculty and the right to join in academic activities for a certain semester. Academic registration is following the academic calendar, which includes:

- Programming the Online Study Plan (KRS)

- Consulting the study plan and securing approval from the Academic Advisor.
- Revising and changing in the study plan are arranged separately by each faculty/program.

c. Sanctions

- A prospective student who does not meet the procedures and regulations for acceptance is declared to withdraw as a candidate for UB students.
- A continuing student who fails to re-registered in a certain semester without securing the approval of the Rector is declared as a non-student for that semester but it is counted as a study period.
- A continuing student that is late for administrative enrollment for any reason cannot take any course and is declared as not registered as UB students in that semester.
- A continuing student that is not registered (as in the case above) can apply for an academic leave to the Rector no later than 1 (one) month after the closing date of administrative registration.
- A continuing student that fails to re-registered more than 2 (two) cumulative/consecutive semesters are stated to have dropped out.

14.3 PROVISIONS FOR TUITION FEE

The amount of tuition fees for UB students is determined based on the Rector Regulation. The classifications are: a new student accepted at UB is obliged to pay an amount of tuition fee according to the year of administrative registration as a new student;

a. Tuition fee is paid every semester during the administrative registration;
b. Students who do not re-register without securing permission from the Rector are required to pay the full amount of the tuition fee. The payment is charged when the students re-register to be active in the coming semester. It is only made possible by applying to the faculty. The faculty will provide an official letter addressed to the Rector to allow the process continues.
c. If the students are granted academic leave from the Rector, they are free from paying the full tuition. Officially, for obtaining the weaver, a student should collect the approval letter for academic leave from the university finance department.
d. If the students (new/continuing) get the approval of the Rector for the academic terminal, those students are still required to pay tuition fees.

14.4 STUDENT ID CARD (*Kartu Tanda Mahasiswa/ KTM*)

KTM is proof of being registered as a student of UB, the information concerning KTM is as follows:

a. KTM is issued for each student who has completed all requirements in administrative registration.

b. KTM can be collected in each faculty.

c. KTM is valid if the student is registered as a UB student.

d. The inbound student (i.e., exchange/cooperation program) at UB receives a special student card that is valid for the period of student exchange.

e. If KTM is lost/broken or it contains a piece of wrong information, the student should report to BAK (Academic and Student Affairs Bureau) for the replacement.

14.5 STUDENT TRANSFER

Having an equal level of education is the pre-requisite for both a transfer within UB and an incoming student from other state universities into UB.

14.5.1 Student transfers within UB

The student transfer among study programs at UB comprises:

a. A transfer into a study programme in a faculty.

b. A transfer into another faculty at UB.

The requirements and procedures that must be followed in requesting a study program transfer within UB are:

1. Those who are eligible for a transfer are:

    a. Students at Undergraduate Program: having a minimum of 2 (two) semesters and a maximum of 4 (four) semesters with the following requirements:

        - 2 (two) semesters: the student has completed a minimum of 24 credits with a GPA>2.75 or

        - 4 (four) semesters: the student has completed a minimum of 48 credits with a GPA>2.75.

    b. Students at Vocational Program (Diploma III): having a minimum of 2 (two) semesters and a maximum of 3 (three) semesters with the following requirements:

        - 2 (two) semesters: the student has completed a minimum of 24 credits with a GPA>2.75 or

        - 3 (three) semesters: the student has completed a minimum of 36 credits with a GPA>2.75.

2. The student is not failed in prior study programs.

3. The student never violates academic rules in the prior study program.

4. Transfers must be carried out at an equal educational level; meanwhile, the recognition of prior courses will be determined by each respective faculty/program.

5. For all types of study transfer, the request must be submitted by the student in a written form explaining a strong reason for the Dean/Director/Head of Study Programme.

6. If the request is approved by the faculty, the Dean/Director/Head of Study Programme will secure approval from the Rector.

7. Approval and acceptance from the Dean/Director/Head of Study Programme of the intended study programme is required.

8. A student of UB is not allowed to transfer for another study programme more than once.

9. A transfer is finalized through the Rector's decree.

10. A study programme transfer does not change the student identification number *(Nomor Induk Mahasiswa/ NIM).*

11. The transfer application must be received by the Rector no later than 3 (three) months before the commencement of a semester. The transfer application will not be considered if the time limit is exceeded.

12. Other requirements regarding study program transfer within one's faculty are regulated in the academic handbook of each faculty.

14.5.2 Student Transfer from Other State Universities to UB

Student transfers to UB must be at the same level of education.

a. The requirements

Those who can be accepted as a transfer student are:

- **Vocational Program (Diploma III):** a minimum of 2 (two) semesters and a maximum of 3 (three) semesters with the following requirements:

  - 2 (two) semesters: the student has completed a minimum of 36 credits with a GPA>2.75 or

  - 3 (three) semesters: the student has completed a minimum of 54 credits with a GPA>2.75.

- **Undergraduate Program:** a minimum of 2 (two) semesters and a maximum of 4 (four) semesters with the following requirements:

  - 2 (two) semesters: the student has completed a minimum of 40 credits with a GPA of 3.00 or

  - 4 (four) semesters: the student has completed a minimum of 80 credits with a GPA>3.00.

- **Master's Programme**: at a minimum of 1 (one) semester and a maximum of 2 (two) semesters with the following requirement:

- 1 (one) semester: the student has completed a minimum of 15 credits with a GPA>3.00 or

- 2 (two) semesters: the student has completed a minimum of 30 credits with a GPA>3.00.

- **Doctoral Programme:** a minimum of 1 (one) semester and a maximum of 2 (two) semesters with the following requirement:

- 1 (one) semester: the student has completed a minimum of 15 credits with a GPA >3.00 or

- 2 (two) semesters: the student has completed a minimum of 30 credits with a GPA >3.00.

b. The candidate is not a drop-out student and never get and/or are undergoing academic sanctions from the previous university.

c. The previous subject/study programme is equal to what is available in Universitas Brawijaya.

d. The candidate is originated from a state university and BAN/LAM accredited study programmes at a minimum of 'B' status.

e. The candidate has taken continuous education from the previous university.

f. The candidate gets permission/approval to move from the head of the previous university and submit evidence of other legitimate academic activities.

g. The candidate has valid Academic Potential Test results from the OTO (Overseas Training Office) *Bappenas* certificate with a value of > 450, for postgraduates.

h. The application for transferring prospective students from other state universities to UB is addressed to the Rector with a copy of the letter to the Dean of the Faculty/ Head of the Programme/ Director of the Postgraduate Programme in charge of the study programme addressed by attaching:

- Original grade sheet from the previous university, including GPA.

- The transfer letter from the previous university.

- Approval from parents/guardians/agencies.

- Statement letter mentioning that the candidate is free from academic violations from the previous university.

i. The transfer application must be received by UB no later than 1 (one) month before the new academic year (odd semester) begins. The transfer application will not be considered if the time limit is exceeded.

j. Other requirements are regulated and arranged in the academic handbook of each faculty.

k. Other requirements for transfer students from foreign universities to UB are further stipulated in the handbook for international students.

l. To guarantee the quality of graduates, the Faculty/ Programme/ Postgraduate Programme can establish additional conditions.

m. Transfer students accepted in UB must pay tuition fees as new students.

14.6 CREDIT SYSTEM ADMINISTRATION

14.6.1 Requirements

To implement a good credit system, several conditions must be fulfilled, namely:

a. Handbook

This handbook is provided before the start of a particular academic year and some of the contents are:

- Academic calendar that regulates the beginning and end of lectures, examinations, re-enrolment and other academic activities in the odd and even semester.

- Explanation of the semester credit system.

- Explanation of the educational objectives of Vocational, Bachelor, Masters', Specialist and Doctoral programmes.

- Explanation of academic regulations related to lectures, examinations, evaluation of study success, student transfer and others.

- Explanation of educational administration management.

- Explanation of counselling and academic advisors.

- Explanation of campus life etiquette

b. Academic Advisor (*Pembimbing Akademik/ PA)* (Detailed explanation is on chapter XII)

c. Student Identification Number (*Nomor Induk Mahasiswa/ NIM)* as stipulated in Student Identification Number Issuing Policy and can be seen in Table 18.

Table 18. Student identification nomenclature

Description	Figures														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Registered Year in UB	■	■													
Education / Strata Level			■												
Faculty / Program				■	■										
Study Program						■	■								
Admission								■	■						
Semester Intake										■					
Class (Bahasa Indonesia/ English)											■				
Campus UB												■			
Student Registration Number													■	■	■

14.6.2 Administrative Implementation

To carry out the credit system administration, several stages are needed in each semester, which are:

a. Registration Preparation

The materials needed at this registration preparation stage include:

- List of Academic Advisors' names and their advisee students.
- Completion Guidance followed by related cards, namely:
    - Course Selection Sheet (*Kartu Rencana Studi/ KRS*)
    - Study Plan Amendments' Sheet (*Kartu Perubahan Rencana Studi/ KPRS*)
    - Course Cancellation Sheet (*Kartu Pembatalan Mata Kuliah/ KPM*)
    - Course Result Sheet (*Kartu Hasil Studi/ KHS)*

b. Course Selection Sheet Completion

- Determining the Semester Course Selection Sheet

    Determination of this semester study plan is carried out under the guidance of a designated Academic Advisor (PA). For new students, it is required to take a specific learning load for their first semester. Determination of the next semester study plan is determined based on the students' achievements in the previous semester. The amount of learning load that can be taken in the next semester is determined by the grade point average that has been achieved with the PA's approval. The semester study plan that has been validated through the online SIAKAD system is then submitted to the Faculty's Academic Division.

- Study Plan Amendments

    The amendment in the study plan is to replace a course with another course in the same semester. Amendments to the study plan are carried out no later than the end of the first week and must be approved by the Academic Advisor (PA).

- Course Cancellation

    Course cancellation is the cancellation of a course so that the relevant course would not be tested in that semester. Students who cancel a course are given the opportunity no later than the second week. This cancellation must be approved by the PA, and immediately reported to the Faculty Academic Division.

- Course Result

    Course Result is the score obtained by students in all programmed courses in the KRS and included in the Course Result Sheet (KHS).

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c. **Lecture, Seminar, Practicum and Other Similar Academic Activities**

Students are required to attend lectures, seminars, practicum and similar academic activities following their study plans in an orderly manner according to the applicable provisions. The available schedules for lecture and practicum are arranged by the Faculty or the Postgraduate Programme and are from 06.00 until 21.00 WIB.

d. **Implementation of the Course Exam**

The important stages in the implementation of the course exam are:

-   Planning and Determining the Exam Schedule

    Under the academic calendar, midterm and final examinations' schedules must be carefully planned and announced to students and lecturers. The exam schedule is announced no later than a week before the exam takes place so that students and lecturers can arrange the necessary preparations as early as possible. The exam schedule should be arranged together with the preparation of class schedules and practicum schedules. The Mid Semester Examination and the Final Examination are held by the committee determined by the Dean.

-   Implementation of the Exam

    Those who are allowed to take the exam are students who have participated in at least 80% of the lectures in the semester and fulfilled other requirements. Students who take classes less than 80% are not entitled to take part in the Final Examination and all grades obtained for the course are declared a fail and SKS (Semester Credit System) on that courses are considered as semester point average/score. The results of the exam in the form of final scores and their components (midterm scores, practicum scores, quiz scores etc.) are announced to students.

e. **Score Administration**

-   Course Result Sheet (*Kartu Hasil Studi/ KHS*)

    The results of examinations must be immediately submitted to the Academic Division according to the schedule determined by the Faculty so that KHS and KRS can be filled for the next semester. KHS is made for PA, students, students' parents/guardians, and Faculty's Academic Division.

-   Storing of Students' Examination Result

    The storing of student exam results is conducted by the Faculty's Academic Division and the UB Postgraduate Programme. Students' exam results which are restorable are as follows:

    •   List of examination result of each course

- KHS which includes the cumulative value of the exam results of the student concerned in each semester and the achievement index is signed by the competent Faculty official (Vice Dean I/ Head of the Department/ Head of Study Programme/ Head of Academic Division of the Faculty)
- Cumulative score/grade for all courses from the first semester up to the relevant semester.

f. **Judicium Administration**
- Judicium is the determination of a student's graduation based on a process of assessments from all the completed courses and is written in the academic transcript at a certain time. Students can participate in a judicium if they have fulfilled the requirements in each educational programme. Students can enlist for graduation after the judicium and is stated to pass the particular educational programme.
- The requirements of judicium are:
  - Judicium requirements as determined by each Faculty
  - Academic transcript
  - Judicium decree letter that is signed by the Dean
- The schedule of the judicium is determined by each Faculty under the applicable academic calendar.

14.7 GRADUATION REQUIREMENTS FOR VOCATIONAL, UNDERGRADUATE, PROFESSIONAL, AND SPECIALIST, AND POSTGRADUATE PROGRAMMES

a. Students have participated in the judicium and have been declared to have passed the final examination on a particular educational programme, and have fulfilled the graduation requirements.

b. Students who graduate from the Vocational, Bachelor, Postgraduate, Professional Education and Specialist Education programmes have to attend graduation as a requirement for obtaining a diploma that is later given at a graduation ceremony.

c. Graduation participants who cannot attend the graduation ceremony can take their diploma at the Faculty or re-enrol to take part at the next graduation.

d. If a student does not attend a graduation ceremony within 1 year after the graduation date, UB is not responsible for the loss and damage of the diploma.

e. Diploma needed before graduation can be borrowed by depositing a cash deposit to the Rector's account by the applicable provisions.

f. Diplomas that have been given to UB Alumni cannot be re-issued when lost, damaged, burned, or misprinted.

g. If diplomas are damaged, lost, or destroyed as is proven in writing from the police, a statement letter of substitution *(Surat Keterrangan Pengganti)* can be issued under the provisions of *Permenristekdikti* Number 59 of 2018.

CHAPTER XV

RULES AND CODE OF ETHICS FOR STUDENTS

15.1 RULES

15.1.1 Students' Rights and Obligations

Students' Rights

a. Obtaining education and teaching in accordance with the study program they demand.

b. Participating in all student activities organized and approved by the Faculty and University.

c. Obtaining and using provided facilities according to the approved methods and conditions.

d. Conveying constructive suggestions and opinions in accordance with approved regulations by considering decency norms, politeness and in accordance with the Indonesian personality and philosophy.

Students' Obligations

a. Along with other academic community members, developing cultured scientific society life which embodies Pancasila morality and Indonesian values.

b. Strengthening and maintaining the sense of togetherness among the members of Universitas Brawijaya.

c. Helping and actively participating in every implementation of curricular, co-curricular and extra-curricular programmes.

d. Maintaining integrity as graduate in the making and being loyal to regulation implemented in Universitas Brawijaya.

e. Showing chivalrous and polite attitude, as well as responsibility toward the members of Universitas Brawijaya.

f. Obeying the laws.

15.1.2 Social Responsibilities and Code of Conduct

a. Social code of conduct implemented in Universitas Brawijaya is based on humanity principles and upholds harmony and balance in accordance with Pancasila values.

b. It is the responsibility of Universitas Brawijaya members to maintain the integrity of the campus and to understand that higher education must truly be a scientific society which will develop continually in accordance with the development of knowledge. Thus, conducive atmosphere to achieve broader learning process is a mutual responsibility.

15.2 CODE OF ETHICS FOR STUDENTS OF UNIVERSITAS BRAWIJAYA

15.2.1 Definition

Based on Rector Regulation of Universitas Brawijaya No 328 of 2011, code of ethics for students of Universitas Brawijaya is a written guideline which is the manifestation of a standard code of conduct for Universitas Brawijaya students in interacting with the academic community in the scope of learning activities, extracurricular and other activities as well as with society in general. Meanwhile, student ethics are values, moral principles that must be practiced in everyday life by students of Universitas Brawijaya based on the norms in the society.

15.2.2 Purposes and Objectives

a. Code of Ethics is intended to provide guidelines for UB students on how to behave properly in UB campus and society.

b. Implementing code of ethics is regarded as students' commitment to embody visions, missions, aims and values of UB; to create students who are knowledgeable and virtuous; to create educational process in a conducive academic atmosphere; and to create students who are discipline, ethical, and obedient to legal and other norms in society.

15.2.3 Benefits

The benefits of Code of Ethics:

a. Reaching conducive academic atmosphere which facilitates the achievement of UB's vision, missions and goals;

b. Increasing the satisfaction of students, teaching and supporting staff as well as stakeholders of Universitas Brawijaya including the families of Universitas Brawijaya students; and

c. Creating competent and qualified human resources with noble character.

15.2.4 Standards of Behavior

Proper behavioral standards reflect morals and ethical norms in the society, including:

a. Being pious toward the Almighty God, in accordance to their religion/beliefs;

b. Respecting science, technology, literature and art;

c. Upholding the national culture;

d. Maintaining the authority and reputation of the university;

e. Actively participating in maintaining the university facilities and infrastructure as well as maintaining cleanliness, orderliness and campus security;

f. Maintaining personal integrity as a member of the academic community in the university;

g. Obeying the rules and regulations of the Faculty and University;

h. Neatly and politely dressed (not wearing sandals, T-shirts or tight and open clothes);

i.   Being kind and having good manners towards others, and maintaining relationships with the opposite sex without disobeying religious values;

j.   Not smoking in any rooms except in the space provided;

k.   Respecting others regardless their ethnicity, religion, race and social status;

l.   Following legal and other norms in the society;

m. Respecting others' opinion;

n.   Being responsible for one's actions; and

o.   Avoiding any actions which are useless and/or contrary to legal or other norms in society;

15.2.5 Standards of Behavior in Lecture Halls and Laboratories

a.   Being present in lecture room or laboratory on time or in time;

b.   Neatly and properly – clean and decent – dressed;

c.   Respecting other students by not doing actions that can interfere lecturing process, for example using mobile phones or other electronic devices during lectures, sitting inappropriately that may disturb other students, and other activities that potentially disturb other students;

d.   Not smoking in the classrooms, laboratories or any prohibited places;

e.   Giving or refuting opinions politely;

f.   Not using inappropriate words which potentially hurt other people's feelings;

g.   Being honest. It means not signing the attendance list for the behalf of other students who are not present in the lecture;

h.   Maintaining a lecture room or laboratory inventory;

i.   Not taking actions that can cause harm during laboratory sessions without the guidance of a lecturer or laboratory staff; and

j.   Not polluting the rooms and University inventories such as littering, making scratches out the tables, chairs and walls.

15.2.6 Students Code of Ethics in Conducting Assignments, Undergraduate Thesis Research Reports, Thesis, Dissertations

a.   Submitting the assignments/ reports on time;

b.   Being honest in the sense of not practicing plagiarism or claiming assignments/ reports of the other students;

c.   Not making any attempt to influence the lecturers to allow the students for not submitting their assignment/ report in exchange for anything;

d.   Complying with scientific ethics in undergraduate thesis/thesis/dissertation writing, for example complying with the provisions and procedures of paper writing, participating in

assignment/report/undergraduate thesis/thesis/dissertation supervision, not committing in plagiarism; and

e. Not promising or giving a certain amount of money or other facilities to the lecturer or other parties with the objective to influence the process of assignments/reports, thesis/dissertation supervision.

15.2.7 Ethics during Examinations

a. Complying with the examination rules set by the University/Faculty;

b. Being honest and well-intentioned, do not cheat by using books or other sources that are prohibited, except for particular assignment in which those things are allowed;

c. Not disturbing other students who are taking their test;

d. Not deliberately making any scratch and/or making any damage to the University inventories such as tables, chairs, walls before and during examination;

e. Not making any promises or giving a certain amount of money or other facilities to the lecturer or other parties in order to influence the process and results of the examination; and

f. Believing in one's individual abilities, in the sense of not using the influence of others to influence the process and the results of the test.

15.2.8 Ethics in terms of Students-Lecturers Relationship

a. Respecting all lecturers regardless their ethnicity, religion, race, and are not based on personal feelings of likes or dislikes;

b. Being polite and proper in making interactions with all lecturers not only inside but also outside campus;

c. Maintaining the lecturers' and their family's reputation;

d. Not spreading any rumors about a lecturer to others, except information about violations of law and ethics based on legal and regulatory provisions in the university;

e. Being polite and proper in expressing opinions or disagreements about scientific matters which must be accompanied by rational arguments;

f. Being honest with lecturers in any aspects;

g. Not making promise or giving a certain amount of money or other facilities to lecturers or other parties to influence lecturers' judgements;

h. Believing in one's individual abilities, in the sense of not using the influence of others to influence lecturers' judgements;

i. Not giving any threats either directly or indirectly through other people against the lecturer;

j. Cooperating with lecturers in achieving learning objectives, including preparing themselves before interacting with lecturers in the lecture room;

k. Maintaining courtesy when filing objections to the attitude of the lecturer and must be accompanied by sufficient evidence;

l. Avoiding the hatred or other improper attitudes towards the lecturers due to the score the students get from the lecturers;

m. Complying with the instructions and the guidance giving by the lecturers as long as the instructions and the guidance are not against legal and other norms in the society; and

n. Being responsible for any actions related to their interactions with lecturers.

15.2.9 Ethics of the Relationship among Fellow Students

a. Respecting all students regardless of their ethnicity, religion, race, social status and are not based on personal feelings of likes or dislikes;

b. Being polite and proper in making interactions with all of the students both inside or outside campus;

c. Working together with other students in learning and pursuing knowledge;

d. Having strong solidarity and helping each other for good cause which is not against legal or other norms in society;

e. Being fair to fellow students;

f. Avoiding words and utterances that can hurt other students' feelings.

g. Not giving threats or committing any acts of violence against fellow students inside and outside the campus;

h. Giving advice to each other for the mutual good;

i. Being helpful to other students who are having difficulties in learning and those who are economically disadvantaged;

j. Maintaining the reputation of the university and not committing improper actions that could damage the reputation of the university;

k. Respecting other students' differences and point of views;

l. Not disturbing other students during the learning process; and

m. Not influencing other students to commit improper acts against legal and other norms in the society.

15.2.10 Ethics in the Relationship between Students and Administrative Staff

a. Respecting all administrative staffs regardless their ethnicity, religion, race, social status and are not based on personal feelings of likes or dislikes;

b. Being friendly and polite towards all administrative staffs while interacting both inside and outside campus;

c. Not promising or giving a certain amount of money or other facilities to administrative staff to get special treatment or to take actions against the laws and regulations in the university;

d. Not giving threats either directly or indirectly through other people against administrative staff; and

e. Not influencing administrative staff to commit improper acts against legal and other norms in the society.

15.2.11 Ethics in the Relationship between Students and the Society

a. Committing acts that elevate university image in the society;

b. Being helpful to others people equipped with their educational background;

c. Avoiding actions that violate legal, religious norms and values in society,

d. Promoting good attitude, intentions and actions and preventing disgraceful attitude and actions in society; and;

e. Giving examples of good behavior in society.

15.2.12 Ethics in Religious Activities

a. Respecting other's religion;

b. Avoiding actions that may defame other people's religion and beliefs;

c. Avoiding anarchic, destructive and disruptive actions;

d. Obeying and implementing religious teaching and values;

e. Maintaining the reputation and image of the university as well as avoiding any acts that can spoil the reputation and image of the university in religious activities;

f. Not taking any actions against the law and other norms in the society, especially those related to religious matters;

g. Not compelling others to adopt the religion one believes in;

h. Not interfering other people's religious practices;

i. Being fair to all people regardless their religion; and

j. Complying with university rules regarding the religious activities.

15.3 CODE OF ETHICS ENFORCEMENT

a. The code of ethics must be disseminated to all new students in every school year;

b. Dissemination can be done through New Student Development Program, Campus Life Orientation Program, UB Website, and other media that are considered effective.

c. The obligation to disseminate the code of ethics lies in faculty leaders.

d. Each member of the academic community has an obligation to report any violations of the code of ethics;

e. The Head of the University and the Faculty are obliged to protect the identity of the informant in point (d); and

f. Each member of the academic community is obliged to prevent anyone in the university violate the code of ethics.

15.4 PENALTIES

a. Every violation of the code of ethics will get the penalties from the leaders of each faculty;

b. Rector may consider giving heavier penalties based on the statements of the witnesses of violation of the code of ethics cases.

c. Penalties for offender of the code of ethics can be in the form of: reprimand, strong warning, suspension for certain period of time; and expulsion from the university.

d. Every offender of the code of ethics is given the right to defend him/herself, no later than one week after the notification of the violation.

e. Offenders of the code of ethics receive written notification from the Head of their faculties.

f. Students who commit criminal act and are sentenced with permanent legal force for at least 2 (two) years of imprisonment are expelled from Universitas Brawijaya based on the Rector's Decree.

15.5 OTHER PROVISIONS

a. The enforcement of this code of ethics is not meant to diminish the students' rights, but to bring out their potential, instead. Code of Ethics is the manifestation of transformational actions that are considered relevant to the vision, missions and goals of Universitas Brawijaya.

b. It is expected that the code of ethics can create conducive academic atmosphere based on good ethics, morals and attitude performed by UB's students.

c. Since Code of Ethics can always be revised, adjusted and added according to development of the era, constructive suggestions from Universitas Brawijaya's students are highly expected to achieve bigger goal of UB students with strong character and morality.

CHAPTER XVI

ACADEMIC ADVISOR AND COUNSELING SERVICE

16.1 ACADEMIC ADVISOR

Academic Advisor (*Pembimbing Akademik*/ PA) is a lecturer who assists students in the form of giving advice to the students on academic matters based on their study program to increase students' academic abilities, so that they can finish their study well. The duties of Academic Advisor are:

a. Providing information about the use of supporting facilities and infrastructure for academic and non-academic activities.

b. Helping students to overcome their academic problems.

c. Helping students in developing good learning attitudes and habits (learning skills), so that students can study independently to achieve his learning goals and eventually become an expert in their fields.

d. Giving recommendations on the students' learning level of for certain needs.

e. Helping students in developing their personalities to become Indonesians as a whole who are insightful as well as thinking and behaving accordingly to religious values, nationalism as well as the customs and other positive norms.

f. Helping students develop independent life-long learning concept.

g. Giving a warning for students who are on academic evaluation. They are those with GPA less than 2 and have less than 20 credits (on the 2nd semester), less than 48 credits (in semester 4), less than 72 credits (in semester 6) and less than 96 credits (in semester 6).

h. Assisting students to enrol in Freedom of Learning track.

During academic registration at the beginning of each semester, Academic Advisor is obliged to carry out their advisory duties with the following activities, including:

a. Processing the study plan card's filling/completion and taking responsibility to make sure the content of the study plan card is valid.

b. Determining the amount of credit students can take in the relevant semester by taking into account the applicable regulations.

c. Inspecting and approving students' each semester study plans through the study plan card.

d. When determining the amount of study load, Academic Advisor is obliged to provide sufficient explanations for the decisions taken by students, so that students are aware and accept the burden and responsibilities that must be made related to the number of credits and courses they take.

Other things related to the duties of Academic Advisor are regulated as follows:

a. In doing their job per semester, Academic Advisor should pay attention to the learning outcomes of their student whether individually or in group.

b. Academic Advisor could request for support from other units (such as Counseling Service) for counseling.

c. The supervision in academic fields is coordinated by Vice Dean of Academic Affairs (WD I), while non-academic matters is coordinated by Vice Dean of Student Affair (WD III).

d. Every Academic Advisor should always pay attention to the Campus Life Code of Conduct.

e. The advisory administration is regulated by the faculty.

f. Every Academic Advisor must report his/her assignments periodically to the Head of the Faculties, Departments, Vocational and Postgraduate programs.

g. Head of the Faculty, Departments, Vocational, and Postgraduate programs should pay attention to the rights of Academic Advisor lecturers.

16.2 COUNSELING SERVICE

Counseling Service (*Bimbingan Konseling*/ BK) is the process to provide systematic and intensive assistance carried out by experts who are assigned specifically to students in personal, social, and learning skills context for the sake of their future careers. The service is carried out by team specially assigned in the faculty level.

16.2.1 Tasks

Counseling Service tasks is to assist students in:

a. Achieving his/her potential optimally for both his/her and society's interest.

b. Placing and adjusting to their environment constructively.

c. Realistically solving academic and non-academic problems that they face.

d. Rationally making decisions about various choices rationally.

e. Concretely carrying out decisions and be responsible for decisions stipulated.

f. Making plans for a better future.

16.2.2 Functions

The functions of Counseling Service and Academic Advisers are as follows:

a. Distribution: counseling is meant to help students to be in an environment that fit their circumstances.

b. Adaptation: counseling is meant to help students to adapt to the environment, both in residential and Universitas Brawijaya's environment, and also help Universitas Brawijaya to adjust its policies based on the conditions of the students.

c. Prevention: counseling serves to help students avoid possible obstacles in self-development in order to achieve optimal learning results in achieving successful learning.

d. Improvement: counseling is intended to help students improving their considered inadequate condition.

e. Counseling Service officers must keep the confidentiality of students who participate in the counseling sessions.

16.2.3 Service Programmes

The counseling service programmes are available in the form of:

a. Academic Advisor Training. Universitas Brawijaya has training program for Academic Advisor in order to train them to be counsellor.

b. Counseling Bureau in the faculty, which is carried out through certain officers who handle non-academic issues which can affect students' academic life. If the Academic Advisor experience any obstacles in coping with the students' problems, the Academic Advisor could send the students to the Faculty's counseling bureau.

c. Student Counseling Services at the University level. Universitas Brawijaya has a department related to counseling under the Academic and Professional Education Development Center (*Pusat Pengembangan Pendidikan Akademik dan Profesional*/P3AP*)*, which is by Organizational and Methodological is under the Institute for Educational Development and Quality Assurance (*Lembaga Pengembangan Pendidikan dan Penjaminan Mutu*/ LP3M*)*. Student Counseling Services can be accessed online and also can be done by face-to-face meeting. Both are managed by those professionally licensed in psychology. Students can directly access this service through the website www.ub.ac.id, or by using Academic Advisor's referral or counseling bureaus in the faculty. Academic Advisor or counseling bureaus in the faculty can send referrals on behalf of students who need problems and need assistance from Student Counseling Services.

d. Training to students in groups for personal, social, study and career development.

e. Problem solving assistance services, both academic and non-academic through counseling/consultation.

f. Provision of referral services to students whose problems are not resolved by counseling staff or counsellor lecturers.

g. Training and consultation to academic advisors in relation to the counseling service process for students who are in their custody.

h. Information to the head of university, faculty, departments, diploma programs and postgraduate programs on various characteristics related to the successfulness level of student learning in general.

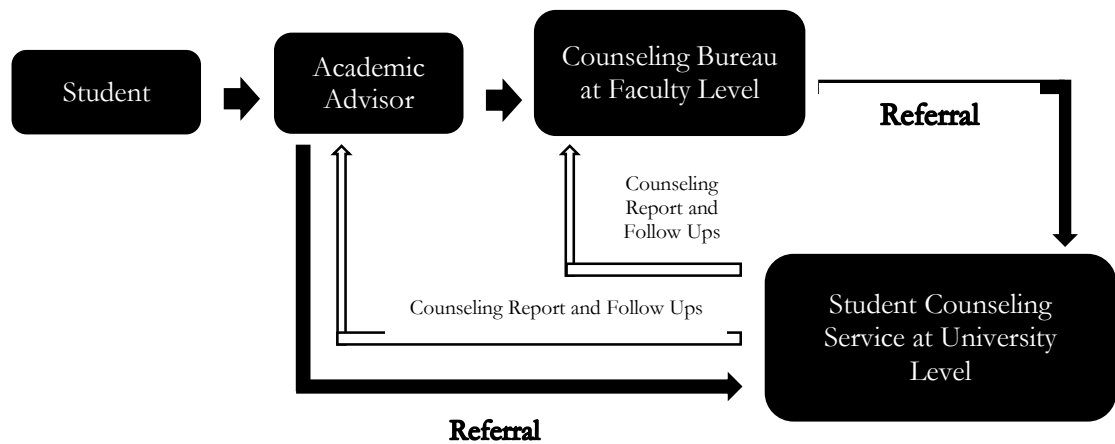**REFERRAL FLOW**

Figure 17. Referral Flow

16.2.4 Others

a. Guidance and Counseling Officers must report their assignments regularly to the head of faculties, departments, diploma programs and postgraduate programs.

b. Head of the University faculties, departments, diploma and postgraduate programs must pay attention to the must pay attention to the rights of Counseling Services Staffs.

CHAPTER XVII
TECHNICAL IMPLEMENTATION UNITS

Based on *Permenristekdikti* Number 4 of 2016 concerning the Organization and Work Procedure of Universitas Brawijaya, the Technical Implementation Unit (*Unit Pelaksana Teknis/ UPT*) is an academic supporting element/ learning resource in UB.

17.1 UB LIBRARY

UB Library is determined to provide quality services, with international standards in order to build stakeholders' trust and satisfaction. UB Library activities are aimed at:

a. Providing and disseminating scientific information sources, in the context of teaching and learning process of the UB academic community, so as to produce qualified, independent and professional human resources who are accepted at the local, national and international levels.

b. Enhancing UB's ability to conduct teaching – learning, research and community service.

c. Conducting international standard library services to support UB's vision to become world class entrepreneurial university.

Services

- Audio Visual
- CD-ROM Service
- Local collections
- Reference Service
- Reserved Book
- Serial Collection

Facilities

- Membership service rooms, circulation and multimedia services
- Free wifi area
- Free internet service
- Parking area
- Free download e-content (e-book dan e-journal)
- Praying room

Service Hours:

Monday to Thursday: 08.00 a.m. - 10.00 p.m.

Friday: 08.00 - 11.00 a.m.

(Break 11.00 a.m. - 01.00 p.m.)

01.00 - 10.00 p.m.

Saturday and Sunday: 09.00 a.m.- 05.00 p.m.

Contact

Jl. Veteran Malang 65145, Indonesia

Phone. +62341551611, 5757777; Ext. 308; Fax Rectorate +62341565420

Direct: +62341571032 Fax. +62341583966

Website: http://lib.ub.ac.id

Email: library@ub.ac.id

17.2   INFORMATION AND COMMUNICATION TECHNOLOGY

Information and Communication Technology (ICT) Service Unit is responsible to conduct, develop, manage, and provide information and communication technology. ICT Unit programmes aim for:

a. Providing information technology in academic activities, administration, research, community services and teaching-learning process.

b. Conducting information and communication technology studies to be able to provide up-to-date and reliable ICT to serve the needs of university.

c. Developing information and communication technology in order to provide effective ICT-based system to assist university activities.

d. Providing information and communication technology services for all UB academics.

Services:

- Administration
- Academic
- Communication
- Publication
- Microsoft Software
- Web Hosting
- Email

- Network Services Status

Facilities:

- Helpdesk ICT Unit

- Computer laboratory

- Multimedia Studio

- Data Center

- Backup Data Center

Service Hours:

Monday – Thursday: 07.30 a.m. – 12.00 & 01.00 – 04.00 p.m.

Friday: 07.30 a.m.– 11.00 a.m. & 01.00 – 04.30 p.m.

Contact:

Helpdesk TIK UB

Rectorate Building, 2nd fl.

Universitas Brawijaya

Jl. Veteran – Malang – Indonesia

helpdesk@ub.ac.id

Phone: (0341) 575878

Twitter: @UB_IT

Website: https://bits.ub.ac.id

17.3 CAREER DEVELOPMENT AND ENTERPRENEURSHIP

Career Development and Entrepreneurship Unit aims to (1) be the center of information, training and personal development for students and alumni in making their career choices, (2) connect universities with government institutions, business and the industrial world, (3) prepare students and alumni to have entrepreneurial insights, and (4) become data and information center for UB tracer study. The functions of this unit are as the following:

a. becoming the center of information, training and personal development for students and alumni in making their career choices

b. connecting universities with government institutions, business and the industrial world

c. preparing students and alumni to have entrepreneurial insights

d. becoming data and information center for UB tracer study.

Services:

- Job vacancy information

- On Campus Recruitment

- Workshop

- Job Fair

Service Hours:

Working Hour: 07.30 a.m.– 04.00 p.m

Break: 12.00 – 01.00 p.m.

Contact:

Career development and Enterpreneurship Unit (UPKK-JPC) UB

Universitas Brawijaya

Jl. Veteran Malang

Phone. (0341) 583787, (0341) 551611 Ext. 130

Fax: (0341) 575453

Website: http://upkk.ub.ac.id

Email: jpc@ub.ac.id

Facebook: UPKK JPC UNIVERSITAS BRAWIJAYA

Twitter & Telegram: @upkkjpcub

Line: upkkjpcub

Whatsapp: 081259619392

17.4 CENTRAL LABORATORY OF LIFE SCIENCE

Central Laboratory of Life Science (*Laboratorium Sentral Ilmu Hayati*/ LSIH) provides laboratory of life science services in the fields of education, research and community services. LSIH is equipped with various tools for research and test needs.

Services:

a. ISO 17025:2005 certified testing services

b. Food sample testing

c. Molecular sample testing

d. Microbiology sample testing

e. Research

f. Internship

g. Providing chemical substance for research purposes

Contact:

Jl. Veteran, Malang, Indonesia 65145

Email: labsentralub@ub.ac.id; labsentralub@gmail.com

Website: http://lsih.ub.ac.id

Phone. 0341-559054, Fax. 0341-559054

17.5 CENTRAL LABORATORY OF SCIENCE AND ENGINEERING

Central Laboratory of Science and Engineering (*Laboratorium Sentral Sains dan Rekayasa/* LSSR) is one of laboratories in Universitas Brawijaya which is responsible for assuring the quality and validity of testing and measurement results of laboratory equipment in Universitas Brawijaya. In fulfilling its functions, LSSR is equipped with the latest laboratory equipment calibration suitable with the recent science and technology development and needs to be able to provide nationally and internationally approved calibration test result and laboratory equipment validity. LSSR is supported by certified laboratory staff in the field of laboratory equipment calibration. Calibration services provided by LSSR includes mass, volume, temperature and electricity.

Contact:

Balai Senat Baru Building, 2nd fl.

Behind Rectorate Building

Universitas Brawijaya

Telp: +62341-551611 ext. 148

Website: http://lssr.ub.ac.id/

Email: 2sr@ub.ac.id

DEGREES OF HIGHER EDUCATION GRADUATES

(SOURCE: GOVERNMENT REGULATION NUMBER 17 YEAR 2010 CONCERNING EDUCATIONAL MANAGEMENT AND IMPLEMENTATION)

1. Graduates of academic, vocational, professional or specialist education have the right to use academic degrees, vocational degrees, professional degrees or specialist degrees.

2. The degree for graduates of academic education consists of:

   a. bachelor (*Sarjana*), written behind the entitled name by adding the letter **S.** and followed by the initials of study programmes or fields of science;

   b. master (*Magister*), written behind the entitled name by adding the letter **M.** and followed by the initials of study programmes or fields of science; and

   c. doctoral, written in front of the entitled name by adding the abbreviation **Dr.**

3. The title for vocational education consists of:

   a. the entitled to include the abbreviation **A.P.** and followed by the initials of study programme or field of expertise;

   b. young experts for graduate diploma two programmes, written behind the entitled name by adding the abbreviation **A.Ma.** and followed by the initials of study programme or field of expertise;

   c. middle expert for graduate diploma programme three, written behind the entitled name by adding the abbreviation **A.Md.** and followed by the initials of study programme or field of expertise; and

   d. applied science scholars for graduates of four diploma programmes, written behind the entitled name by adding the abbreviation **S.S.T.** and followed by the initials of study programme or field of expertise.

4. A degree for professional education graduates is written in front of or behind the entitled name by adding the abbreviation for the profession.

5. A degree for specialist education graduates is written behind the entitled name by adding the abbreviation **Sp.** and followed by the abbreviation of specialty field.

6. Further provisions regarding the title as referred to in article (2) to article (5) shall be regulated by the Regulation of the Minister.

7. Inclusion of the title/degree of a graduate from a foreign tertiary institution still uses the title in accordance to the abbreviations and placements applicable in the country of origin.

8. The Minister determines the equalization between foreign tertiary diploma with diploma and degrees from Indonesian higher education.

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UNIVERSITAS BRAWIJAYA ACADEMIC HANDBOOK
ACADEMIC YEAR 2021/2022

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