



ACADEMIC HANDBOOK

**MASTER PROGRAM
THE GRADUATE SCHOOL**

UNIVERSITAS GADJAH MADA
2022

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PREFACE

All praise is merely to Allah SWT for His permission, so that this Graduate School Academic Handbook (SPs) can be published. This academic handbook is an improvement from the previous handbook, which due to the existence of new regulations and policies from the University/ Government, it is necessary to make adjustments. These new policies are the answer for the increasing needs of academic requirements as well as the development of scientific community.

The multidisciplinary study programs within the SPs are managed according to the development and the dynamics of the society, primarily oriented to the advancement of science, technology and solution to the nation's problems. Besides, the problem of implementing an academic quality assurance system needs serious attention in SPs among the input, process, output and outcome stages, considering various facts and inputs from critical and straightforward stakeholders.

As a leader at SPs, I would like to express my appreciation to the executive committee for improving this academic handbook who has worked hard and successfully published this book. Hopefully this handbook can expedite the academic management process in SPs as well as make the SPs more successful and blessed, insyaallah.

Yogyakarta, January 31st, 2022

Dean Prof. Ir. Siti Malkhamah, M.Sc., Ph.D

CHAPTER I

GENERAL PROVISIONS

In this Regulation, the following terms have the following meanings:

- (1) University is Universitas Gadjah Mada.
- (2) The Academic Senate is the highest normative body in Universitas Gadjah Mada in the academic field.
- (3) Academic activities are formal activities that include education, research and community service.
- (4) The Rector is the highest governance of Universitas Gadjah Mada.
- (5) Vice Rector for Academic Field is the Vice Rector of Universitas Gadjah Mada who authorize and responsible for the implementation of education.
- (6) The Directorate of Education and Teaching (DPP) is a university implementing unit in the academic administration's field.
- (7) Academic Innovation and Policy Centre (PIKA) is a university supporting unit in the education development's field.
- (8) Quality Assurance Office (KJM) is a university supporting unit in the academic quality assurance's field.
- (9) The Dean is the highest governance of the faculty within the Universitas Gadjah Mada who authorize and responsible for the faculty management.
- (10) The Vice Dean for Academic and Student Affair is the vice dean who authorize and responsible for the implementation of education.
- (11) The Director of the Graduate School is the highest governance of the Graduate School who authorize and responsible for the school administration.
- (12) Faculty Senate is an organ that functions as the highest normative body of the faculty who is in charge to describe university policies and regulations for faculties, as well as being in charge of curriculum and implementing supervision of the implementation of education at the faculty.
- (13) Faculties are university academic implementing elements that have responsibility to managing and implementing one or more undergraduate and postgraduate monodisciplinary study programs, which can be composed of Departments/Sections, Laboratories, Studios, and other academic implementing units deemed necessary.
- (14) Postgraduate School, hereinafter referred as Cross-disciplinary Postgraduate School, is an element of academic implementation which is in charge of organizing and/or coordinating Postgraduate Education in the strategic field of science for the nation consisting of several Schools of Science.
- (15) School of Science is an element of the Interdisciplinary Postgraduate School at the same level with the Department which is in charge of receiving the University's mandate to organize the Postgraduate Education Study Program in the field of strategic science for the nation.

- (16) Department is the implementing element of the faculty/school as referred in the University's Bylaws which is an academic implementing unit that carry out academic activities at the undergraduate, postgraduate and professional levels.
- (17) Sections are faculty elements as referred in the University's Bylaws that support the implementation of undergraduate and postgraduate study programs, in part or in a particular field of science, technology and/or arts.
- (18) Laboratory/Studio is an implementing unit for research activities and academic practice within one Department or Section which is in charge/supported by part or one branch of science, technology, or art that organizes two or more courses.
- (19) A scientific clump is a unit/group of science that is used as the basis for achieving the competencies and qualifications required by the curriculum.
- (20) Principal science is a core science that is used as the basis for achieving the competencies and qualifications required by the curriculum.
- (21) Study Interest or Concentration is a part of the Study Program that gives students the option to obtain specific studies from the related Study Program and is held based on a curriculum that contains scientific subjects and/or other related sciences.
- (22) Study Program is a unit of education and learning activities that have a certain curriculum and learning method in postgraduate education.
- (23) A monodisciplinary postgraduate program is an educational program at the master, doctoral, and specialist levels that have curriculum core from one science field and is organized by the related faculties.
- (24) A multidisciplinary postgraduate program is an educational program at the master and doctoral level where the core curriculum substance comes from multidisciplinary and/or interdisciplinary.
- (25) Master program (S2) is an educational program aimed to achieving master's degrees.
- (26) Doctoral program (S3) is an educational program aimed to obtaining the highest academic degree (Doctoral).
- (27) Parallel classes are classes that are held concurrently with regular classes for the same study programs.
- (28) International Class is a class with certain subjects, which are superior and get international recognition, which is held in English;
- (29) Credit Acquisition Program is a credit given to students through the UGM Academic Credit Acquisition Program for the subject that being followed.
- (30) Entrusted Student Program is a program that provides education to students who are entrusted for a certain period due to a certain need from the institution that has an MoU with UGM.
- (31) Student Exchange Program is a program of sending students to other universities and accepting students from other universities to the universities to participate in the teaching and learning process within a certain period according to the agreement.

- (32) Lecturers are university educators who carry out education, research and community service based on their education and expertise, appointed in accordance with applicable regulations.
- (33) Students are learners who are registered and currently attend an education program in university.
- (34) A new student is someone who is registered for the first time to take part in a study program in the university.
- (35) A foreign student is someone who is not a Citizen of Indonesia which has received permission from the Directorate General of Resources for Science, Technology and Higher Education as well as Ministry of Research and Higher Education in order to take a part in a study program in the university.
- (36) Transferred students are students from other universities who transferred and registered at the university; or university students who transferred between study programs within the universities.
- (37) Entrusted students are students who come from other universities who take part in academic activities at the university.
- (38) Sit in students are students who attend lectures but are not officially registered in the University as a student in the course;
- (39) National accreditation is an acknowledgment of status on academic performance of study programs at tertiary education that meet the minimum standards set by the National Accreditation Organization.
- (40) Academic supervisor (DPA) is a lecture who has responsibility in guiding, monitoring and directing students in academic activities, as well as other problems that have an impact on student academic performance.
- (41) Curriculum is a set of plans and arrangements regarding objectives, content and learning materials, implementation time, methods of evaluating learning outcomes, as well as learning methods and techniques to achieve educational goals.
- (42) Academic Calendar is a calendar for organizing learning activities process compiled by the University in one academic year.
- (43) Registration is student registration in the first semester of the first year (new students).
- (44) Her-registration is re-registration for students in the second and subsequent semesters (old students).
- (45) Semester is a time unit of scheduled academic activities consisting of 14-16 (fourteen to sixteen) weeks of lectures or other scheduled activities, including assessment activities or exams.
- (46) Semester Credit System (SKS) is an education administration system that uses semester credit unit (sks) and block credit units to state the Student study load, lecturer workload, learning experience, and program implementation load;
- (47) Semester credit unit (sks) is a measure of appreciation for learning experience gained for 1 (one) semester through scheduled activities per week of 50 (fifty) minutes of

study or 3-4 (three to four) hours of practical class, or 4-5 (four to five) hours of field activities where each accompanied by approximately 1 (one) to 2 (two) hours of structured activities and about 1 (one) to 2 (two) hours of independent activities.

- (48) Study Plan Card (KRS) is a study plan for the next semester carried out by a student by including the course plans to be taken after obtaining approval from the Academic Supervisor.
- (49) Study Results Card (KHS) is a card that contains a record of the result of the courses taken by a student in a semester along with the achievement index and the maximum load of credits that may be taken in the following semester.
- (50) Semester Learning Activities Implementation Plan (RPKPS) is the formulation of the main learning implementation that contain components: name, code, schedule and time allocation, learning objectives, main and sub-topics of discussion, teaching and learning activities, evaluation, and course references.
- (51) Graduate profile is a role in life that can be performed by graduates in the future (outcomes).
- (52) Competence is the ability to behave, think, and act consistently as a manifestation of the knowledge, attitudes, and skills possessed by students from learning outcomes.
- (53) Qualification is the level of learning achievement whose weight is agreed upon nationally, compiled based on the measurement of education and/or training outcomes obtained through formal, non-formal, informal education, or work experience.
- (54) The Indonesian National Qualifications Framework (KKNI) is a framework for grading the competency qualifications of learning outcomes that can juxtapose, equalize, and integrate between the education and job training fields as well as work experience nationally in order to provide recognition of work competencies in accordance with the work structure in various sectors .

CHAPTER II

POSTGRADUATE GOALS

Postgraduate education is held with the aim to generate graduates who mastering theory at the master's level and/or scientific philosophy in the fields of knowledge, technology, and/or certain arts at the doctoral level and can develop them in the context of serving the interests of the nation and humanity based on the values of Pancasila and Indonesia's cultures.

CHAPTER III

STUDENT ADMISSION

- (1) Student Admission is carried out in accordance with the applicable regulations at the University.
- (2) The technical implementation of student admissions as referred to section (1) is carried out by the University, under the coordination of the directorate of education and teaching.
- (3) Student Admission is carried out through a new student admissions selection system, by considering 3 (three) criteria, namely:
 - a. Academic Achievement as measured by the Achievement Index value of prospective students in previous education programs.
 - b. Academic Potential as measured by current academic potential test scores.
 - c. English Proficiency as measured by current English test scores.
- (4) Prospective Students must fulfill the requirements registration as follows:
 - a. a bachelor's degree or equivalent from an accredited study program in the appropriate field of science and/or related to the Master's program that being followed.
 - b. the appropriate and/ or related field of science as referred to in letter a is determined by the Interdisciplinary Faculty/Postgraduate School according to the characteristics of each Study Program.
 - c. has a good academic achievement, indicated by the value of the Grade Point Average (GPA).
 - d. has a good academic potential and still valid, indicated by test scores:
 1. Academic Potential Test (TPA);
 2. Postgraduate Academic Potential Test (PAPs); or
 3. Other tests that are equivalent and recognized by the University.
 - e. has good English skills and still valid, indicated by test scores:
 1. Academic English Proficiency Test (AcEPT);
 2. International English Language Testing System (IELTS);
 3. Test of English as a Foreign Language (TOEFL), both Internet Based Test (IBT) and Institutional Testing Program (ITP);
 4. Test of English Proficiency (TEP); or
 5. Other tests that are equivalent and recognized by the University.
 - f. the tests as referred in letter d and letter e above can be obtained from the organizing institution from within and outside the University.
- (5) Prospective students register themselves through the procedure as follows:
 - a. fill in the registration form correctly, consists of:
 1. Recommendations from two people who know the prospective Student at the previous level of education, Academic Supervisor and/or another

- person deemed competent, for example the candidate's employer's supervisor;
 - 2. Projection of prospective students' urge to take part in the Master's Program, which includes:
 - (a). research interest; and
 - (b). reasons and expectations for joining the program chosen.
 - b. complete the documents together with the registration form as referred to section (1) and section (2) letter a above, accompanied by:
 - 1. Scientific papers that have been published by prospective students, if any;
 - 2. Letter of Permit and/or study assignment from the workplace agency, for prospective students who are already working; and
 - 3. Health certificate, free of drugs (NAPZA), and special health certificate required for prospective students of certain study programs.
 - c. send the documents as referred to section (1) and section (2) letter b to the directorate of education and teaching.
- (6) The determination of student admissions is carried out by the Interdisciplinary Faculties/Postgraduate Schools together with the Departments/Schools of Science Field and Study Programs, with the following provisions:
- a. Prospective students can be accepted as Master Program Students if they meet the requirements as referred to section (1), and are carried out following the procedures referred to section (2), and are declared to have passed the selection based on the criteria set by the University.
 - b. Has a Grade Point Average (GPA) with following criteria:
 - 1. more than or equal to 2.50 (two point five zero) for A-accredited Study Programs, or;
 - 2. more than or equal to 2.75 (two point seven five) for B-accredited Study Programs, or;
 - 3. more than or equal to 3.00 (two point five zero) for C-accredited Study Programs.
 - c. Has an Academic Potential Test (TPA) score of more than or equal to 450 (four hundred and fifty) and a standard score of English Language Proficiency equivalent to a *Test of English as a Foreign Language* (TOEFL) score of more than or equal to 400 (four hundred).
 - d. Interdisciplinary Faculties/Postgraduate Schools with Departments/Schools of Science Field and Study Programs can determine the standard of the Grade Point Average (GPA), Academic Potential, and English Language Ability which is higher than the University standard, according to the demands of the field of study.
 - e. Prospective students who do not meet the standard of English Language Proficiency as referred to in letter c, can be accepted as Master Program Students with the following conditions:

1. within a maximum of 3 (three) months at the beginning of study period, student can improve their English language proficiency score through a special test organized by the University or other institutions recognized by the University.
 2. in terms of time as referred to number 1) still does not meet the criteria as referred in letter c, in the first year since acceptance the student is obliged to take part in the *Academic English Course* organized by the University or other institution recommended by the University and get a certificate of participation.
 3. in the event that the student reaches the standard of English proficiency as referred to in letter c before the time as referred to in section 2), the student does not need to continue to participate in the *Academic English Course*.
- f. In the event that the University, based on the Rector's decision, for certain reasons accepts students who do not meet the standard grades as referred to in letters b and c, they can be substituted with other requirements, namely:
1. Scientific publications;
 2. Experience in managerial positions that support the field of science; or
 3. Professional experience that supports the field of science.
- (7) University S1 graduates who have a Grade Point Average (GPA) of more than or equal to 3.50 (three point five zero) and a study period of not more than 9 (nine) semesters can be accepted directly without following the requirements, procedures, and selection acceptance of new students for the Master's Program.
- (8) Acceptance of new Master Program students as referred to section (7) applies to the nearest new semester/academic year.

Article 1

Academic Orientation

- (1) New students are required to participate in academic orientation activities;
- (2) The implementation of academic orientation activities are regulated by Rector's decree.

Article 2

Foreign Students

- (1) Foreign Citizens may attend education, after obtaining written permission from the Directorate General of Resources for Science, Technology and Higher Education as well as Ministry of Research, Technology and Higher Education Republic of Indonesia;
- (2) Admission and financing of Foreign Students is regulated separately by the Rector's decree;
- (3) Foreign students must comply with all the academic and non-academic regulations that are applicable at the University;
- (4) Foreign students with regular programs are required to take part in the Bahasa Indonesia program with the mechanism regulated by each Study Program.

Article 3

Transfer Students

- (1) Transfer student's admission programs from domestic and foreign universities can be considered if the transfer requirements are met;
- (2) Transfer student requirements:
 - a. Comes from Study Programs accredited A by BAN-PT (for National Universities) or Foreign Universities recognized by Dikti;
 - b. The study program at the original university must be linear with the intended study program at Universitas Gadjah Mada;
 - c. Students who will transfer must have attended education for at least 2 (two) semesters and have good academic achievements ($GPA \geq 3.75$), as evidenced by a study result card (KHS) or a valid transcript;
 - d. The period of study at the original university is still taken into account in the period of study at Universitas Gadjah Mada;
 - e. Have never violated the rules/regulations of the original university, as evidenced by a certificate from the competent authority;
 - f. The reason for moving is not because of dropping out of study (Drop Out), as evidenced by a certificate from the original university;
 - g. Availability of study program capacity;
 - h. Fulfilling special requirements related to academic qualifications and determined by the designated Department/Study Program with the approval from the Dean;
 - i. Approved by the Faculty Senate;

- j. Priority for transfer students is given to those who follow their parents/guardians/husband/wife who move to Yogyakarta as evidenced by a certificate from the authorized official.

CHAPTER IV

STUDY PROGRAM

- (1) Establishment of a Study Program in the field of strategic science for nation is based on an academic text that contains:
 - a. academic reasons for the establishment of the Study Program in the field of strategic science for the nation;
 - b. planning of activities, development, and funding sources for the Study Program in the field of strategic science for the nation;
 - c. the position of the Study Program in the field of strategic science for the nation in the curriculum competency map which makes the basis for the Study Program in the strategic field of science for the nation should be established; and
 - d. the positions and responsibilities of the Faculties/Departments in the map of procurement and resource development of Lecturers who teach in the Study Program in the field of strategic science for the nation.
- (2) Other than based on the academic text as referred to section (1), the proposed study program in the field of strategic science for the nation must meet the following requirements:
 - a. supported by Department lecturers in the faculties who assigned in the Cross-disciplinary Graduate School;
 - b. available facilities in the form of spaces supported by adequate infrastructure; and
 - c. available learning resources by utilizing existing facilities at the Faculty/ University.
- (3) A proposal for the establishment of a Study Program in the field of strategic science for the nation is submitted by the Rector to the SA.
- (4) Rector assign the establishment of a Study Program in the field of strategic science for the nation after obtaining approval of academic eligibility from the SA.
- (5) In the Study Program in the field of strategic science for the nation, the main interest or concentration can be developed.
- (6) The academic development of the main interest or concentration as referred to section (5) is proposed by the Rector at the consideration of the Advisory Council to obtain SA approval.
- (7) The composition of the main interest curriculum or concentration as referred to section (6) must include 70% (seventy percent) of the Study Program curriculum and 30% (thirty percent) of the main interest curriculum or concentration.
- (8) The Study Program is led by the Chair of Study Program who is under and responsible to the dean through the School of Science.
- (9) In the event that there is only 1 (one) Study Program in the School of Science, the Chair of the Study Program is concurrently the Chair of the School of Science.

- (10) The Study Program functions as the implementer of education and learning for Postgraduate Education in the School of Science, in accordance with the Curriculum prepared by the Academic Committee.

Article 4

Opening of Study Program

- (1) The opening of new Study Program can only be proposed by Faculty or School Chair after being approved by Faculty Senate or equivalent function institution;
- (2) The curriculum for the new Study Program must contain certain scientific subject which developed by Faculties/Postgraduate Schools with approval and/or mandate from the University, and have a difference in the scientific content at least 70% from the curriculum of similar study programs;
- (3) The proposal for a new Study Program can be made by Faculties/Schools, under the condition that all Study Programs in the same level and Department/Section are accredited A and Study Program Evaluation Reports Based on Self-Evaluation (EPSBED) submitted in full or in compliance with applicable regulations;
- (4) The proposal for study program must have a minimum of 6 (six) university lecturers who are specially placed as lecturers who are responsible for the management and development of the Study Program;
- (5) Lecturers who are specially placed in new Study Programs, including managing lecturers, must have competencies and qualifications that are in accordance with the type and level of the Program Study, and obtain written permission from the Leader Faculty/Postgraduate School;
- (6) The new study program opened must fulfil a feasibility study that contains at least the following criteria:
 - a. The new Study Program must meet academic, administrative, and sustainability eligibility in accordance with the applicable regulations;
 - b. The new study program must be aimed at the development of science, technology, and/or art in a sustainable manner;
 - c. The new study program must have clarity and follow the basic scientific fields within the framework of grouping science fields at the University;

Article 5

Feasibility Study Format for Studying Program

- (1) The format of the feasibility study in proposing the opening Study Program consist of:
 - a. Introduction;
 - b. Curriculum;
 - c. Administrative studies;
 - d. Conclusion; and
 - e. Attachment;
- (2) Introduction as referred to section (1) letter a containing:
 - a. Reason for establishment, philosophical foundation, vision, mission and goals of Study Programs, competencies and qualifications of graduates;
 - b. Position of the proposed study program in the science field at the international, national, university, faculty and department level;
 - c. Graduate profile has to meet the demands of the development of science and/or work world;
 - d. Description of the number of graduate needs at national and international levels, both qualitative and quantitative;
 - e. SWOT analysis;
- (3) The curriculum as referred to section (1) letter b shall be prepared with the following provisions:
 - a. Must contain scientific basis (ontological, epistemological and axiological);
 - b. Must contain the relevance of the curriculum map with the competencies and qualifications of graduates to ensure the achievement of graduate competencies and qualifications based on a vision of knowledge and/or labor market signals;
 - c. Must refer to or compare with national and international level Study Programs;
 - d. Must be in accordance with moral, ethical, scientific and Pancasila values;
- (4) The administrative review as referred to section (1) letter c includes the following provisions:
 - a. The proposed Study Program resources must meet the University's Academic Standards;
 - b. The proposed Study Program resources are at least having 6 (six) permanent lecturers, who are equipped with a written permission from the Chair of Faculty or School;
 - c. Financial feasibility which includes sources of funds and its use;
 - d. Academic management plan for short term (1-3 years), medium term (3-5 years) and long term (5-10 years) which includes:
 1. Study Program Development Plan;
 2. Resource Management;

3. Academic Quality Assurance Management includes the management of inputs, processes, outputs, and all resources;
 4. External Cooperation Support;
 5. Benefits and impacts for the development of the nation and state;
- (5) The attachments as referred to section (1) letter e consist of:
- a. For Study Programs under the Department/Faculty or Postgraduate School, it must be accompanied by a letter of approval from the Faculty Senate or the Advisory and Development Board of the Graduate School;
 - b. For Study Programs that are in a multidisciplinary Postgraduate School, it must be accompanied by a letter of approval from the related Faculty Senate submitted by the related Dean to the Director of Postgraduate and a letter of approval from the Postgraduate School Advisory and Development Agency;
 - c. Specification of Study Program which includes curriculum, curriculum map that describes the relationship between competence and courses, list of courses, and syllabus;
 - d. List of lecturers and their fields of knowledge accompanied by photocopies of the S-1, S-2, and S-3 diplomas of the lecturers concerned, as well as the courses they teach;
 - e. Curriculum Vitae of Lecturers;
 - f. Letter of Willingness to Teach/Guide Study Program of each Lecturer accompanied by a letter of permission from the related Dean/Director;
 - g. List of Education Personnel;
 - h. List of Facilities and Infrastructure such as lecture rooms, lecturer rooms, administration rooms, seminar rooms, laboratories/ studios, libraries, computer and internet facilities, academic information system facilities for education, research, and community service;
 - i. List of Laboratory Equipment for certain study programs;
 - j. List of books, scientific journals, and related magazines;
 - k. List of Public Facilities;
 - l. Other supporting documents such as: memorandum of understanding, cooperation agreements, with other institutions, recommendations, etc.;
 - m. Strategic and Operational Plan for new Study Program proposed.

Article 6

Procedures for Proposing the Opening of a Study Program

- (1) The proposal for the opening of a new Study Program is proposed by Dean of the Faculty/Postgraduate School through an in-depth academic feasibility study;

- (2) The proposal for the opening of a monodisciplinary study program is discussed in stages at the Department/Faculty/University level;
- (3) The proposal for the opening of a multidisciplinary Study Program is discussed in stages at the Senate level of the related Faculties, Postgraduate Schools, Advisory and Development Agency, University;
- (4) University's Chair forms a team that has responsibility to reviewing the academic and non-academic feasibility of the new Study Program proposal with the Vice Rector of academic field as coordinator;
- (5) The results of the team's study can be in the form of
 - a. Follow-up on the proposal for the establishment of a new Study Program to obtain approval from the Academic Senate;
 - b. Recommendations to improve the proposal for the establishment of a new Study Program to the proposer, or;
 - c. Rejection of the proposed formation of a new Study Program;
- (6) The results of the Team's study are completed no later than 3 (three) months after the proposal for the establishment of a new Study Program is received by the University's Chair;
- (7) The Rector's decision regarding the determination of the opening of a new Study Program is issued after obtaining the approval of the Board of Trustees based on the consideration of the Academic Senate;
- (8) The approved study program is given a probationary period of 2 (two) years. If the probationary period does not show good performance, the Study Program can be closed by the University.
- (9) The evaluation of the performance of the new Study Program is carried out by a team consisting of elements of the Quality Assurance Office, Directorate of Education and Teaching, Centre for Innovation and Policy Academic and other required elements with Vice Rector for Academic and Student Affairs as coordinator;
- (10) The new Study Program is prohibited from holding any academic activities prior to the Rector's Decree officially published.

Article 7

Closing of Study Programs

- (1) A Study Program may be closed if:
 - a. Does not comply with one of the regulations for the administration of the Study Program;
 - b. Not yet accredited after 2 (two) years since publication operational permit;
 - c. Accredited C for 3 (three) consecutive periods;

- d. The results of the Internal Quality Audit (AMI) show that there is a discrepancy (KTS) with the standards and regulations set by the University and there is no attempt to improve the findings for 3 (three) consecutive years based on the recommendation of the Team Investigations established by the University;
 - e. For 2 (two) consecutive years, the number of applicants is less than 5 prospective students per year, Study Programs whose existence aims to maintain the identity of the University or are assigned by universities and/or the government;
- (2) If the Study Program does not meet the provisions as referred to section (1), the University' Chair forms an Evaluation Team under the coordination of the Vice Rector of Academic and Student Affairs;
 - (3) The closing of the Study Program is carried out by the Rector, after obtaining the approval of the Board of Trustees based on the consideration of the Academic Senate.

Article 8

Merger and Change of Study Programs

- (1) Mergers and changes of Study Programs are carried out with the aim of improving the quality of Study Programs in order to respond to the demands of the development of science and the world of work;
- (2) The process of merging and changing of Study Programs is carried out through the formation of a Team under coordination Vice Rector for Academic and Student Affairs who is in charge of evaluating the potential and prospects of the newly merged Study Program;
- (3) Mergers and changes of Study Programs are carried out by Rector, after obtaining the approval of the Board of Trustees based on the consideration of the Academic Senate.

CHAPTER V

DEGREES AND DIPLOMAS

- (1) Degrees and diplomas are awarded based on competence and qualification of learning outcomes in the Study Program;
- (2) Study Interests or Concentrations taken by students can be written in a certificate, and determined by a Rector's Decree with the approval of the Academic Senate, based on a proposal from the Dean after passing the approval of the Faculty Senate/ Advisory and Development Agency;
- (3) Designations and abbreviations for graduate degrees in academic and professional education shall be regulated by a Rector's Decree based on applicable regulations.

CHAPTER VI

CURRICULUM AND LEARNING PROCESS

- (1) The curriculum is prepared based on the University's General Policy, which includes ethics, scientific philosophy, Pancasila, and UGM values as the basis for education and teaching.
- (2) The Study Program Curriculum must contain certain scientific subjects that developed in accordance with the University's mandate to the Faculties/Schools, and have a difference in the content of the scientific subjects of at least 70% from the Curriculum of other Study Programs.
- (3) The Study Program curriculum consists of a number of courses directed to developing general competencies, main competencies, and supporting competencies in achieving graduate qualifications according to the Indonesian national qualification framework.
- (4) The curriculum is based on the competence of graduates who stated in the formulation of learning outcomes.
- (5) The curriculum is developed based on the Rector's Regulation regarding the basic curriculum framework.
- (6) The general competency of the Postgraduate Study Program is developed by referring to the Rector's Regulation regarding the basic curriculum framework.
- (7) The main competency is developed through several of courses and other scientific activities which is the substantial material in the science field and/or expertise in the Program Studies.
- (8) Supporting competencies are developed through several courses and other scientific activities to strengthen the development of the main competencies of Study Program graduates.
- (9) The main competencies developed through the Master's Program refer to the description of the level of the Indonesian national qualification framework:
 - a. Able to analyse the development of knowledge, technology, and/or art by mastering and understanding scientific approaches, methods and principles along with their application in accordance with the disciplines of the Study Program;
 - b. Able to solve problems in the disciplines of the Study Program through research and development based on scientific principles; and
 - c. Able to develop performance in certain careers as indicated by the acumen of comprehensive problem analysis.

Article 9

Study Load and Study Period of Education Program

- (1) Study load of Postgraduate Program Students expressed in credits.
- (2) Master Program students must carry out learning activities according to the Study Program Curriculum.
- (3) The learning activities as referred to section (2) are 40 (forty) credits to 50 (fifty) credits consisting of:
 - a. Lecture activities are 28 (twenty-eight) credits up to 38 (thirty-eight) credits; b.
 - b. Research activities and thesis writing are 8 (eight) credits up to 12 (twelve) credits, including writing of thesis research proposals, seminars, thesis examinations, and scientific publications;
 - c. The scientific publications as referred to letter b are at least 1 (one) publication from the thesis research that has been approved by the editor to be published in qualified national scientific journals or international journals, and does not violate writing ethics;
 - d. The approval as referred to letter c is in the form of a communication result and/or a statement letter from the editor and attached with a manuscript.
- (4) Research and thesis writing as referred to section (3) letter b, can be in the form of writing other scientific works and tested in accordance with the curriculum.

Article 10

Term of Study

- (1) The length of study for the Master Program is at least 2 (two) semesters and a maximum of 6 (six) semesters.
- (2) The length of study as referred to section (1) is calculated from being registered as a student to Judiciary.

Article 11

Courses

- (1) Courses in the Study Program curriculum are focused to implement research-based learning;

- (2) The curriculum contains several courses to develop general competencies, main competencies, and supporting competencies;
- (3) The substance of the courses in the curriculum is directed to achieve certain qualifications according to the type and level of the Study Program;
- (4) Courses are grouped into competency elements, which include (a) personality foundation, (b) mastery of knowledge and skills, (c) ability to work, (d) attitude and behaviour in working, and (e) understanding of the rules of social life;
- (5) One course can build one or more of the competencies and elements of competency, and vice versa one competency and element of competence can be built by one or more than one course, stated in the curriculum map;
- (6) The content and scope of a course must support the achievement of educational program objectives and is measured by semester credit units;
- (7) A course can be taught by a Lecturer or The Lecturer Team (Team Teaching) determined by the Dean based on a proposal from the Head of the Department/Head of Section or the Dean of the Graduate School at the suggestion of the Head of the Program Studies.

Article 12

Semester Learning Activity Plan

- (1) The semester learning activity plan contains the name, course code number, brief description of the course, learning objectives, weekly learning activity plan, planned evaluation, and sources of information/ references;
- (2) The weekly lesson plan contains learning outcomes, topics, learning methods, student activities, lecturers activities, teaching media, assessment criteria, and assessment methods;
- (3) Monitoring and evaluation of learning implementation is carried out by the Head of the Department or by the Dean of the School for Faculties that do not have a Department and Chair Study Program concerned at least 2 times in 1 semester;
- (4) In preparing the semester learning activity plan, it is mandatory to accommodate:
 - a. The material is closer to real problems,
 - b. Integration between inter-disciplines knowledge,
 - c. Have an International perspective, based on excellence national,
 - d. Optimal utilization of Information Technology, and
 - e. Innovation that opens access to increase creativity and leadership.

Article 13

Curriculum Evaluation

- (1) Curriculum evaluation is carried out in order to adjust to the development of science, technology, and art, considering to the duration of the programmed study period and community needs;
- (2) Curriculum evaluation at least once in 4 years;
- (3) The curriculum that has been approved by the Faculty Senate through the Dean is submitted to the university to be determined by the Rector's Decree.

CHAPTER VII

LECTURER

Article 14

Lecturer of Courses

- (1) Lecturers must have formal qualifications of S3 with competencies that are in accordance with the field assignment;
- (2) One course can be taught by a lecturer or several lecturers whose fields are linear with the subject being taught, who work in a team to obtain the effectiveness of the learning process;
- (3) Each course is coordinated by a permanent lecturer who has appropriate scientific competence, education level, and/or functional position in accordance with applicable regulations;
- (4) As part of the enrichment of lecture materials, Faculties/Schools may invite lecturers/practitioners from outside the Faculty/School both from within and outside the University environment;
- (5) Assignment of lecturers/practitioners from other institutions, must be comply with the rules and regulations of the University.

Article 15

Academic Supervisor

- (1) Academic Supervisor (DPA) who have met the qualifications according to the applicable regulations, are obligated to become student academic supervisors;
- (2) Academic Supervisor provide quality guidance and a minimum number of face-to-face meeting session once a semester, giving approval for the contents of the study plan card from the students they supervise;
- (3) In face-to-face meetings with students, Academic Supervisor provide consultations in both academic and non-academic fields that have an academic impact; (4)
- (4) Duties of academic supervisors:
 - a. Cultivate the habit of effective learning in the students they guide to be able to become quality and successful learners;
 - b. Directing the arrangement of study plans intelligently to the students they guide so that they can graduate according to the program and competencies that have been set;

- c. Provide assistance to students who are guided to develop a commendable intellectual character;
 - d. Motivating students to become graduates who always follow the development of science, technology, and art;
- (5) DPA has responsibility to identify students who have the potential to fail in completing their studies, and officially submit the students to the rescue team development;
- (6) DPA does not have to be concurrently by the Thesis Supervisor;
- (7) DPA is determined by the Dean at the suggestion of the Head of the Study Program.

Article 16

Thesis Supervisor

- (1) The thesis supervisor is in charge of:
- a. provide quality consulting in the field of research, including making research proposals, conducting research, and writing a thesis.
 - b. ensure the load and implementation of research in accordance with applicable requirements and on time.
 - c. ensure the fulfilment of publication requirements for Students.
 - d. guide Students in a certain amount according to the applicable regulations.
- (2) The thesis supervisor is appointed by the Dean.

CHAPTER VIII

ORGANIZATION OF LEARNING ACTIVITIES

Article 17

Academic Calendar

- (1) Faculty/School academic activities are carried out according to the academic calendar determined by the University;
- (2) The function of the Academic Calendar is a guideline for organizing learning activities so that the learning process can take place in harmony between units at UGM;
- (3) The Academic Calendar contains:
 - a. New student admission period;
 - b. Student registration and her-registration period;
 - c. The period of filling out the KRS and changing the KRS;
 - d. Lecture period, practicum, and exam;
 - e. KKN period;
 - f. Graduation period;
 - g. Student vacation period;
 - h. Period of other academic support activities;
- (4) Academic activities including lectures, exams, practical class/studio, practice/ field lectures;

Article 18

Re-registration (Her-registration)

- (1) Students are required to re-register administratively and academically according to the academic calendar schedule;
 - a. Student re-registration must meet university regulatory requirements;
 - b. Re-registration of students who are on leave, must obtain permission to be active again from the Dean at the suggestion of the Head of Study Program;
 - c. Students who are late for re-registration must obtain permission from the Directorate of Education and Teaching at the suggestion of the Head of Study Program which is known by the Dean of the Faculty/ School;
- (2) The Directorate of Education and Academic Teaching is obliged to notify the Directorate of Finance regarding to the list of students who are not entitled to registration, and the Directorate of Finance is obliged to follow up on the notification

- of the Directorate of Education and Teaching to not accept payments for students who are not entitled to registration;
- (3) The Directorate of Finance is obliged to close the payment status according to the academic calendar;
 - (4) Students who do not re-register at the specified time will lose their rights as students, unless the student submits an active application again by following the procedure as stipulated in section 1 c above;
 - (5) For students who do not re-register and do not get leave, if they will be active again, the following rules apply:
 - a. Study period still counts;
 - b. Obligation to pay tuition fees as long as the person concerned does not re-register plus 10% fine of the total bill of tuition.

Article 19

Study Plan Card

- (1) The Study Plan Card (KRS) functionate as an instrument for monitoring and controlling the learning process in Higher Education;
- (2) The student's study plan adheres to semester credit units (sks), and determined by the outcome/result of exam/practical class obtained in accordance with the applicable regulations;
- (3) Students are required to consult with DPA in filling out the KRS;
- (4) Students are required to fill out an online study plan card provided at each Faculty/Postgraduate School at the beginning of each semester.

Article 20

Student Plan Changes and Cancellations

- (1) Changes and/or cancellations of study plans are only allowed no later than 2 (two) weeks from the start of learning activities;
- (2) Changes and cancellations of educational activities referred to section (1) must be known and permitted by the Academic Supervisor;
- (3) Changes and cancellations of educational activities after the time specified in section (1) are not permitted.

Article 21

Rules for the Learning Process Implementation

- (1) All learning activities are carried out by Faculties/Schools in an orderly and well-organized according to class schedules, practical class and other academic activities;
- (2) Face-to-face lectures are held between 14-16 meetings per semester including mid-semester examinations and end-of-semester examinations;
- (3) Each learning activity is provided with a list of attendance which must be signed by the participating students;
- (4) Every lecture, provided with an attendance list of Lecturer/Lecturer Team which must be filled with material that has been lectured and signed by the Lecturer or The Lecturer Team concerned;
- (5) Each student is required to attend lectures at least 75% of the total number of face-to-face in each subject attended;
- (6) If attendance is less than 75%, the student concerned is not entitled to take the final semester exam;
- (7) List of students who do not meet the requirements for attending lectures/ practical class, announced before the exam time is held;
- (8) Lectures are carried out by means of lectures, discussions, seminars, presentations and others according to learning methods that are suitable for each Department/ Section/ Study Program;
- (9) The lecture program for each subject matter is divided into mid-semester and post-mid-semester terms which are distributed according to the number of face-to-face meetings in a balanced as stipulated in section 2 above;
- (10) Each student is required to obey the norms and respect the Lecturer and is responsible for the orderliness and serenity of the class during lectures, practical class or other academic activities that are being carried out;
- (11) Students who meet the requirements for orderly lectures/practical class are entitled to take the exams that will be held by the relevant Postgraduate School/ Faculty/ Department/ Section/ Study Program.

Article 22

Learning Process Implementation

- (1) The learning process is held by each Faculty/School every working day from morning to evening in accordance with the Academic Calendar, from 07.00 to 21.00 WIB, except for special activities arranged by the Faculty/Postgraduate School;

- (2) Each Faculty/Postgraduate School arranges lecture schedules, practical class, field work practices and other academic activities referring to the Academic Calendar Universities that are aligned with available facilities;
- (3) All lecture rooms are equipped with good multimedia learning facilities, as well as air ventilation facilities, and adequate lighting;
- (4) All students are entitled to full academic services in accordance with applicable regulations; including obtaining a semester learning activity plan for each subject;
- (5) All students are bound to carry out academic obligations and follow all the provisions of fixed procedures which applies in each Faculty/Postgraduate School based on general regulations from the University;
- (6) The administration of the course is carried out classically or tutorials;
 - a. Classical lectures are lectures held with a regular schedule attended by a minimum of 5 students;
 - b. Tutorial lectures are lectures that are held on a schedule according to the agreement between lecturers and students; the number of participants is less than 5 people;

Article 23

Organizing Parallel Class

- (1) Parallel classes are held using the principle of uniformity in terms of materials and methods of assessment;
- (2) The number of students must pay attention to the ratio between lecturers and students, available classrooms, and types of courses.

Article 24

Organizing International Classes

International Classes are specifically regulated through separate regulations.

Article 25

Sit in Students

- (1) Listening students are UGM students who registered from another study program/faculty;
- (2) Listening students can attend lectures after obtaining permission from the receiving and sending Study Programs, with the knowledge of the Lecturer in charge of the course;
- (3) Number of sit-in students per class of each program study by considering class capacity.

Article 26

Entrusted Student Program

- (1) Admission of Entrusted Students is carried out within the framework of a national higher education pattern through cooperation between Universities;
- (2) The implementation of this collaboration is carried out with universities that have cooperation programs and within the limits of existing capabilities. Universitas Gadjah Mada assists in educating entrusted students who meet the admissions administration requirements set and determined by Universitas Gadjah Mada.

Article 27

Student Leave

- (1) Students are entitled to apply for leave for a maximum of two semesters during the study period, with the permission of the Head of Study Program and Dean;
- (2) Leave application is given every semester;
- (3) A new leave permit can be given in the third semester for master students;
- (4) Leave permission for more than two semesters up to a maximum of four semesters must obtain special permission from the Rector at the suggestion of the Dean and Head of the Study Program;
- (5) Application for leave shall be submitted no later than one month before the end of the relevant semester registration period.

Article 28

Extension of Study Period

- (1) Students who are unable to complete certain levels of education in accordance with the requirements and the maximum time limit set due to unavoidable obstacles, may submit a written application to the Dean of the Graduate School c.q. Vice Dean that in charge of academic, accompanied by evidence of the obstacle to obtain an extension of the study period;
- (2) The extension of the study period requested by the student must be submitted within 2 (two) months before the relevant semester starts and has been approved by the Academic Supervisor and is known by the Head of the Study Program;
- (3) Evaluation of the extension of the student's study period is carried out at the Faculty or Postgraduate School level led by the Vice Dean in charge of academics together with the Head of the relevant Study Program to make a decision on the request of the student concerned;
- (4) If the study extension permit is granted, the applicant will receive an active re-study permit from the Director Directorate of Education and Teaching as the basis for re-registration before the start of lectures in the next semester;
- (5) Students whose study period has been extended are required to pay an educational assistance contribution of the amount paid by new students for that year;
- (6) Extension of study period is given for 1 semester, maximum 2 (two) times.

CHAPTER IX EXAMINATION

Article 29 Administration of the Exam

- (1) Examinations are held through mid-semester examinations, end-of-semester examinations, block examinations, and other forms of accountable examinations;
- (2) Mid-semester, end-of-semester and block exam questions must be verified by the Head of Study Program or Head of Study Program Department;
- (3) The examination can only be held on campus or in other places determined by the Study Program/Department;
- (4) Implementation of the exam arranged by the Faculty/ Postgraduate School.

CHAPTER X

THESIS

Article 30

Thesis Research Guidance

- (1) Research and thesis preparation must be supervised by a lecturer or supervisor team approved by the Head of the Study Program, and determined by the decision of the Dean;
- (2) The entire technical process of mentoring is further regulated by each Faculty/ Postgraduate School according to the needs of the relevant field of science.

Article 31

Thesis Supervisor

- (1) The supervisor consists of a main supervising lecturer and can be added a companion supervisor;
- (2) The supervisor must have the appropriate field of expertise with research topics;
- (3) The supervisor has no kinship with student guidance;
- (4) Family kinship relations are marital relations, parents, siblings, children, daughters-in-law, parents-in-law;
- (5) Maximum number of students supervised by the main supervisor is 6 people;
- (6) Matters that have not been regulated in the paragraphs above will be regulated in special provisions by each Faculty/ Postgraduate School.

Article 32

Thesis Compilation

In preparing the thesis, students must carry out the stages of research until the preparation of the thesis as follows:

1. The thesis proposal exam or seminar must be held no later than the end of the 3rd semester,

2. The implementation of thesis research under the guidance of the thesis supervisor, is carried out after the student is declared to have passed the examination or thesis proposal seminar,
3. Seminar on thesis research results, held after students finish carrying out and get research data to be written in the thesis,
4. Closed thesis examination, after the thesis text gets approval of the thesis supervisor.

Article 33

Thesis Examination

The thesis examination is led by the Head of Study Program or Secretary of Study Program or Thesis Main Supervisor

CHAPTER XI

GRADUATION, JUDIMENT AND EVALUATION OF LEARNING PROGRESS

Article 34

Graduation Requirements

- (1) Students who have completed the number of credits in accordance with the curriculum provisions of the study program are declared to have passed the Master's Program if they meet the following requirements:
 - a. Minimum IP 3.00;
 - b. No D and/or E grades;
 - c. Have passed the Thesis exam;
 - d. Have submitted the thesis text which has been approved by the Dean/ Head of Department/Head of the School of Science;
 - e. Has had scientific publications/manuscripts worthy of being published in accredited national scientific journals or international journals at least 1 (one) article originating from thesis research.
- (2) Has been declared passed in the judicial meeting which organized by the Cross-Discipline Graduate School.

Article35

Judiciary

- (1) A postgraduate education student graduation meeting is held to determine graduation and predicate based on the combined cumulative achievement index of the entire learning process.
- (2) The judicial meeting as referred to section (1) is held specifically by the Faculties/Inter-disciplinary Postgraduate Schools/ Departments/ Schools of Science for Master Programs who pass the thesis exam and attend the graduation.
- (3) Judicial Meeting of Master Program Students for determine graduation in the following manner:
 - a. Students who have been declared to have passed the Master's Program thesis examination submit a judicial proposal to the relevant Study Program, accompanied by the following documents:
 1. Transcript of grades during the Master's Program which has been approved by the Head of the Study Program.

2. Thesis manuscript that has been approved by the Supervisor Team, Examiner Team, and Head of Study Program.
3. Evidence of having scientific publications/manuscripts worthy of being published in scientific journals and other necessary requirements.
- b. The head of the related study program evaluates and submits the completeness of the file as evidence that the student has taken all the learning loads and has the learning achievement of graduates from the graduation in accordance with the curriculum in the Judiciary meeting held by the Faculty/ Postgraduate School in order to deciding the student's graduation.
- c. Faculty/Cross-Disciplinary Postgraduate School report student graduation to the University for the issuance of diplomas for those concerned.
- (4) The University determines the Graduation Predicate for each Master Program graduate, based on the results of a comprehensive final assessment that reflects the academic performance of the graduate concerned during the Postgraduate Education process at the University.
- (5) Graduation predicate includes:
 - a. Cumlaude (graduation with honors);
 - b. Very Satisfactory (high passing predicate); and
 - c. Satisfactory (medium graduation predicate).
- (6) The graduation predicate for the Master Program is as following:
 - a. Graduates receive Cumlaude predicate (graduation with honors), if the person concerned has a Grade Point Average (GPA) of more than 3.75 (three point seven five) and completes studies in less than or equal to 5 (five) semesters;
 - b. Graduates receive the title of Very Satisfactory (high passing grade), if the person concerned has a Grade Point Average (GPA) of more than or equal to 3.51 (three point five one) and less than or equal to 3.75 (three point seven five) , or the person concerned has a Grade Point Average (GPA) of more than 3.75 (five point seven five) and has completed his studies in more than 5 (five) semesters; and
 - c. Graduates get the predicate Satisfactory (medium graduation predicate), if the person concerned has Grade Point Average (GPA) more than or equal to 3.00 (three point zero zero) and less than 3.51 (three point five one)

Article36

Learning Progress Evaluation

- (1) Monitoring and evaluation of postgraduate education student learning is based on student achievement.
- (2) The monitoring and evaluation as referred to section (1) is carried out in 2 (two) stages, namely:

- a. Early Stage Learning Evaluation; and
 - b. Final Stage Learning Evaluation.
- (3) Evaluation of Early Stage Learning for Master Program Students implemented with the following provisions:
- a. Students who until the end of semester 2 (two) do not reach the total of 15 (fifteen) credits and with an achievement index of at least 3.00 (three point zero zero) are not allowed to take the thesis until the deadline set by the Department/ School of Science/ Faculty/ Cross-Disciplinary Postgraduate School.
 - b. In the event that the time limit is 1 (one) additional semester, the student cannot achieve the study progress as referred in letter a, the student concerned is not allowed to continue his studies and is declared to have resigned or dropped out.
- (4) Final Stage Study Evaluation of Master Program Students implemented with the following conditions:
- a. Students who until the end of semester 3 (three) have not completed all learning activities with an achievement index of at least 3.00 (three point zero zero), will be given a First Warning Letter.
 - b. Students who until the end of semester 4 (four) have not completed all learning activities with an achievement index of at least 3.00 (three point zero zero), will be given a Second Warning Letter.
 - c. Students who until the end of semester 5 (five) have not completed all learning activities with an achievement index of at least 3.00 (three point zero zero), will be given a Third Warning Letter and given the opportunity to complete studies for a maximum of 1 (one) semester.
 - d. In the event that the time limit is 1 (one) additional semester, the student cannot achieve the study progress as referred in letter c, the student concerned is not allowed to continue his studies and is declared to have resigned or dropped out.

Article 37

Study Result Assessment

- (1) The final grade of a course is determined based on the exam results and other assignments given by the lecturer;
- (2) In the event that more than one type of evaluation is used, the contribution of each type of evaluation data is manifested in the form of loads so that the overall characteristics of the subject in question are reflected;
- (3) The measurement of study results is expressed in absolute values that are converted into a relative value expressed in letters, namely:
 - a. A means very good;
 - b. B means good;

- c. C means enough;
- d. D means less;
- e. E means failed.

If a student withdraws from a course illegally, then the result for the course the E.

- (4) Results that have been converted into letter grades are recorded in the form of study result cards;
- (5) All grades that have been achieved by a student are used as study evaluation material;
- (6) At the end of each semester, students are given a report on the results of their studies as outlined in the study result card.

Article 38

Achievement Index Calculation

- (1) The student achievement index is determined from the value of all courses that have been taken with a range of result between 0 to 4. The achievement index can be calculated on a semester basis (semester achievement index) or on a cumulative basis (cumulative achievement index);
- (2) A student's achievement index in one semester determines the maximum study load for the next semester;
- (3) The result of a course used to determine graduation can be taken from the highest value or the last value depending on the policy of the Faculty/ Postgraduate School;
- (4) Achievement index is calculated by converting absolute value (number value) to relative value (letter value) whose equivalent are:
 - a. A = 4 (four)
 - b. B = 3 (three);
 - c. C = 2 (two);
 - d. D = 1 (one);
 - e. E = 0 (zero).

with the following formula:

$$IP = \frac{\text{Amount of credits of educational activities taken} \times \text{each load value}}{\text{Amount of credits of educational activities taken}}$$

Article 39
Unit Load for Semester Credits

- (1) Participants of the Master's program can take courses with a study load of 8 to 18 credits per semester with the approval of the Academic Supervisor;
- (2) Deviations from the total semester credit unit load regulated by this provision can only be made in accordance with the policy of the concerned Faculty/ Postgraduate School which must be stated in a Dean's Approval Letter.

Article 40
Study Result Card

- (1) Study Results Card (KHS) contains a record of the result of the courses taken by a student in a semester along with the achievement index and the maximum load of credits that may be taken in the following semester;
- (2) Student Study Results Cards (KHS) can be accessed through academic information system;
- (3) Official transcripts can be obtained at the academic section of the Faculty/ Postgraduate School.

CHAPTER XII

OTHER PROVISIONS

Article 41

Re-sit Exam

- (1) Re-sit examinations can only be held based on special reasons;
- (2) Several special matters, namely:
 - a. Prospective participants are university ambassadors participating in national-regional-international science, sports and arts events;
 - b. The biological parent/ sibling/ husband/ wife/ child dies, as evidenced by a death certificate from the village head office and/or hospital;
 - c. Natural disasters;
 - d. Illness that must be proven by a certificate legal doctor;
- (3) The time and technical implementation of the follow-up exam is determined by the Study Program Manager.

Article 42

Diploma Certificate Substitution

- (1) Alumni who lose their diploma or are damaged must report it to the Police;
- (2) The Alumni submits an Application which is accompanied by a photocopy of the certificate of loss of diploma report from the police to the Rector with a copy to the relevant Dean to obtain a Certificate of replacement for the lost diploma;
- (3) The Rector or the appointed Official issues a Letter of a statement stating that the applicant is a true alumnus of Universitas Gadjah Mada and assigns the relevant Dean to issue a replacement certificate of lost diploma;
- (4) The related Dean issues a Certificate which referred to section 3.

Article 43

Student Card Substitution

- (1) Students who lose their Student Cards are required to report to the Police (ownership of student cards);
- (2) The report of loss accompanied by a photocopy of the report from the police must be notified to the Head of the Department;
- (3) The Head of the Department issues a cover letter to Directorate of Education and Teaching to be given a duplicate student card to the student concerned;
- (4) The student concerned fills out the form from Academic Directorate and attach evidence of loss to be verified;
- (5) The Directorate of Education and Teaching issues Duplicate Student Card to be given to the student concerned;
- (6) Only the Directorate of Education and Teaching is authorized to issue Duplicate Student Cards to replace lost Student Cards.

Article 44

Student Presence on Campus

- (1) The existence of students on campus can be justified on the basis of the following considerations:
- (2) The Universitas Gadjah Mada Campus which consists of physical and non-physical facilities, is basically used to carry out education, research, and community service programs for the academic community;
- (3) Educational facilities are only provided for students who are still registered; then for students who are not allowed to continue their studies or who are not allowed to take part in academic activities because they violate the regulations of the Universitas Gadjah Mada, the following provisions are applied:
 - a. They are not allowed to be served in curricular activities as enjoyed by ordinary students;
 - b. Their presence on the campus of Universitas Gadjah Mada is subject to regulations that apply to non-academic members of Universitas Gadjah Mada in particular, and laws and regulations that apply in Indonesia in general.

CHAPTER XIII

QUALITY ASSURANCE OF POSTGRADUATE EDUCATION

- (1) Self-evaluation of the entire performance of the implementation of Graduate Education is carried out annually as an integral part of academic quality assurance.
- (2) Academic quality assurance of Postgraduate Education is carried out in an integrated manner starting from Study Programs, Departments/ Schools in the Field of Science, Faculties or Cross-Discipline Postgraduate Schools.
- (3) Academic quality assurance of Postgraduate Education is carried out systematically based on documents of academic quality assurance.
- (4) Academic quality assurance of Postgraduate Education is carried out under the coordination of the implementing unit in the field of quality assurance.
- (5) The results of the academic quality assurance of Postgraduate Education as referred to section (2) are reported by the Dean to the Rector.
- (6) Academic quality assurance of Postgraduate Education in the entire process must comply with the applicable provisions concerning plagiarism and academic ethics.
- (7) The Study Program must take part in an external evaluation by an accreditation agencies appointed by the University at least once in 5 (five) years.
- (8) The results of the external evaluation of the Study Program as referred to section (7) are reported directly by the accreditation body to the Rector with a copy to the Dean.
- (9) The Reporting System on the results of the external evaluation as referred to section (8) may be determined otherwise in accordance with the provisions that apply to the accreditation agencies concerned.
- (10) The results of the external evaluation are used by the Faculties and Cross-Discipline Graduate Schools to carry out continuous improvement in the implementation of the learning process in each Study Program.

CHAPTER XIV

CLOSING

Article 45

Proposed Amendment

- (1) Proposals for amendment of the Academic Regulations may be submitted by Dean to Rector, upon approval of the Senate Faculty/ Advisory and Development Agency;
- (2) The Rector follows up on the proposal by forming a Special Team coordinated by the Vice Rector in charge of Academics which consists of the Chair and Secretary of the Academic Senate, Chair and Secretary of the Commission, Academic Development Academic Senate, Chair and Secretary of the Council of Professors, Director of the Directorate Education and Teaching, Head of PIKA and Chair of KJM to review the proposal;
- (3) In the event that the proposal is accepted, a Rector's Decree is required to implement these changes.

Article 46

Transitional Period

- (1) This Academic Regulation must be implemented with a period of transition for 1 (one) year from the stipulation date;
- (2) All students' academic rights and obligations that have been fulfilled prior to the enactment of this regulation are still recognized and declared valid;
- (3) All academic provisions regulated outside this Academic Regulations, as long as the content does not conflict with this Academic Regulation, can still apply as a complementary rule.

Article 47

Unregulated Matters

- (1) Matters that have not been regulated in this regulation will be determined by the Rector's Decree, while very basic matters are determined by the Rector after receiving consideration from the Academic Senate;
- (2) This regulation shall come into force on the date of stipulation.

THE GRADUATE SCHOOL OF
UNIVERSITAS GADJAH MADA
Jl. Teknika Utara, Pogung, Sleman, Yogyakarta
55281
website: <http://pasca.ugm.ac.id>
e-mail: sps@ugm.ac.id

