BANGGA UNAIR

UNAIR HEBAT
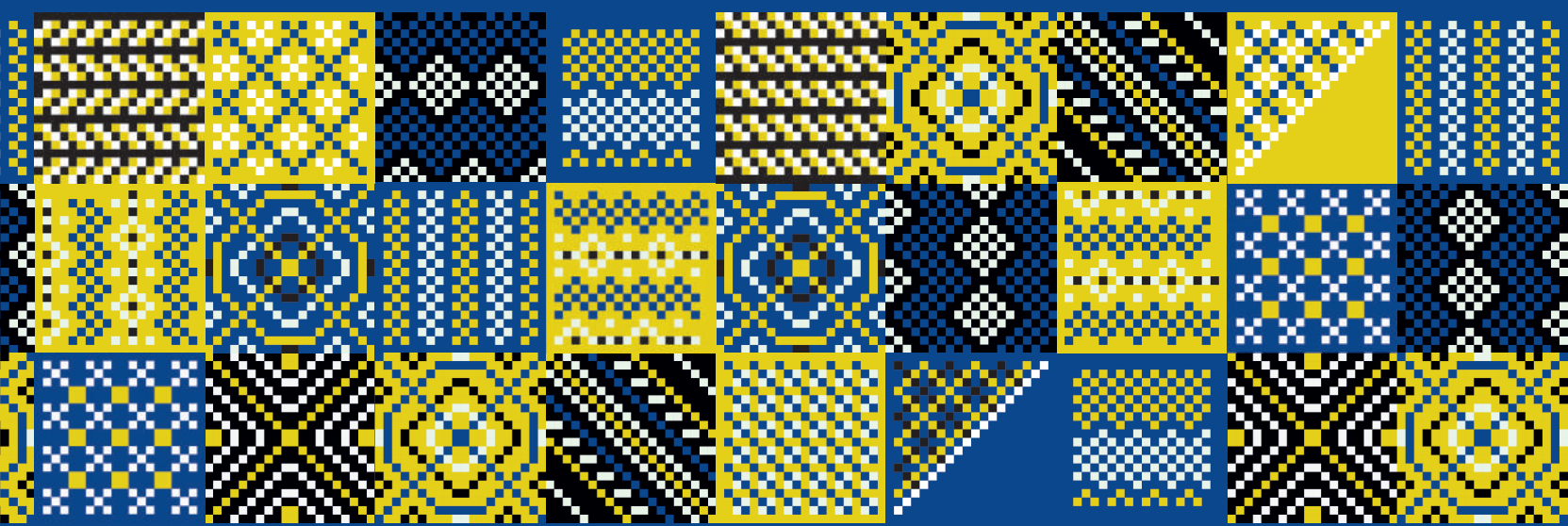
ACADEMIC GUIDELINES
2023/2024

VOCATIONAL PROGRAM
UNDERGRADUATE PROGRAM
MASTER'S PROGRAM
MAGISTER PROGRAM
SPECIALIST & SUB-SPECIALIST EDUCATIONAL PROGRAMS
DOCTORAL PROGRAM
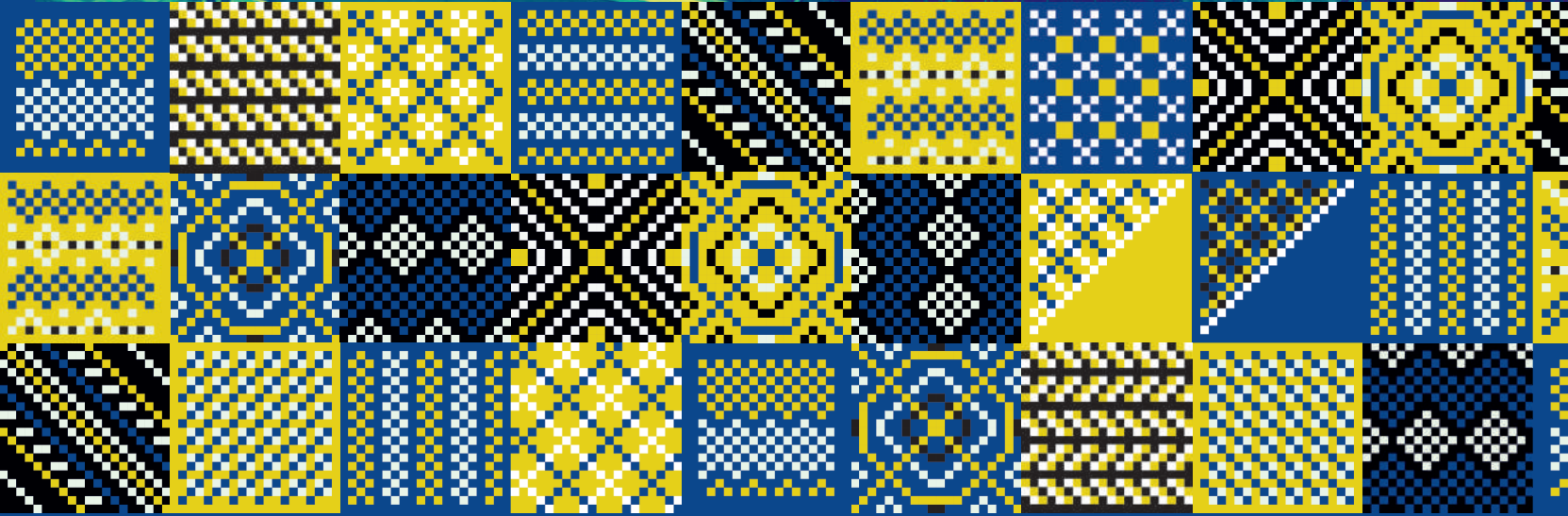
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ACADEMIC GUIDELINES 2023/2024
Vocational Programs, Undergraduate Programs, Profession Programs
Master Programs, Specialist education programs, Sub-specialist education programs, and
Doctoral Programs
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Reviewer : Dr. Listiyono Santoso, S.S., M.Hum.

Decree of Universitas Airlangga Rector Number: 825/UN3/2023

PREFACE

"Be a part of the golden chain for the glory of
almamater, nation, and humanity"

Welcome new students of Universitas Airlangga. Congratulations on your success in overcoming all obstacles you faced during the selection process for prospective students of Universitas Airlangga. Your success in passing the selection process is a victory, a great achievement. It is an initial victory that will determine your many victories in the future. You deserve to be proud and grateful for the achievement you have made.

Universitas Airlangga, our alma mater (a mother who fosters us), is the oldest and largest university in East Indonesia. Not only does Universitas Airlangga have many experiences, but it also continues to grow, gaining more appreciation, and becoming a beacon of many hopes.

New students of Universitas Airlangga are not passengers, let alone hitchhikers or freeloaders who want to indulge in the works of others. We all must make up our minds that there is no place for freeloaders in a university that strives for advancement. A rector, a

Prof. Dr. Sukardiman, MS., Apt
Director of Directorate of Academic Affairs

professor, a student, an administrative staff, and even a janitor play their parts in determining whether Universitas Airlangga will be better, advanced, and respectable in the future.

Be a part of a chain, the golden chain that determines the glory of almamater, nation, state, and humanity. Not only does your shoulder carry your dreams but it also carries the hopes of your families, nation, and the future of humanity. Indeed, this is not an easy task but there is no excuse to deny this responsibility and delegate it to others.

We, the members of Universitas Airlangga academic society, especially the university leaders, professors, and student mentors welcome you all. We try our best to assist you in achieving your success and our success. This book is our small gift dedicated to the best cadres of the nation, a small token of our goodwill, commitment, and care for your success and the glory of our almamater.

We would like to convey our gratitude and appreciation to all parties who have put their best efforts into organizing this book.

To all new students of Universitas Airlangga, we welcome you and wish you the best of luck. Amen.

Surabaya, August 2023

The Committee

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SYMBOL OF UNIVERSITAS AIRLANGGA

In the early years after the establishment of Universitas Airlangga, the first rector saw the seal (stamp) of Prabu Airlangga in *Graha Arca,* Jakarta. The royal seal depicted *Garuda,* the mount of Vishnu, carrying an urn containing *Amerta* water. Legend has it, *Amerta* water is eternal and can revive the dead. The mount of Vishnu, *Garuda Muka*, is used as the symbol of Universitas Airlangga
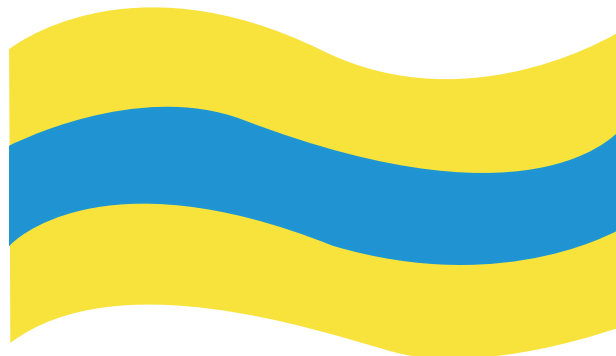
FLAG OF UNIVERSITAS AIRLANGGA

The inauguration ceremony of Universitas Airlangga by President Soekarno was initiated by removing the shroud covering the statue of Vishnu. The shroud was golden and blue. To commemorate this event, Prof. R.M. Soejoenoes proposed the color of the shroud be appointed as the flag of Universitas Airlangga. Yellow symbolizes glory and blue symbolizes noble spirits.

UNIVERSITAS AIRLANGGA
RECTOR REMARKS

Assalamu alaikum warahmatullahi wabarakatuh

Peace be upon us all.

We continuously express our most tremendous gratitude to Allah SWT, God the Almighty, for His love and blessings, you all have succeeded in becoming a member of Universitas Airlangga's big family. As students of Universitas Airlangga, from this moment on, you are entering a new phase of life that may be very different from the life of high school students.

The outlook and knowledge you learned during high school will serve as provisions to enable you to go through academic activities at university excellently. This is the main reason why we conduct a selection test. Your passing of the test is the initial proof that you have met the requirements for studying at the faculties of Universitas Airlangga. Academic activities at Universitas Airlangga have been meticulously designed to provide education that produces high-quality graduates.

From the beginning, especially since obtaining the status of a legal entity, Universitas Airlangga has definitely managed the implementation of all educational activities in more professional ways. As an excellent university, one of the changes made is adopting new values and technology and implementing them quickly and precisely to grow as a proactive entrepreneurial campus. For this reason, the management of Universitas Airlangga has set basic strategies in education, research, and community services that reflect the dynamics of changes. To be able to attend all the programs well, students are expected to carry out all phases of the sequence of programs in a diligent and patient manner, including campus orientation programs, academic activities, non-academic activities, and fieldwork activities.

Diligence, patience, and honesty will guide you to successfully undergo every phase of the program. Students are also expected to maintain their physical and mental condition because the university as the seeding place of the values of excellence and morality-based science and technology requires different ways to enter. Through hard work accompanied by sincere prayers, you will successfully go through education and become a virtuous scholar, an excellent scholar who upholds the values of religious morality, and who is able to conquer global competition. This is the hope implied in the motto of Universitas Airlangga, *Excellent with Morality*. Finally, the leaders and academic community of Universitas Airlangga bid all new students a warm welcome and wish you a good study and good luck.

Wassalamu alaikum warahmatullahi wabarakatuh.

Peace be upon us all.

Rector,

Prof. Dr. Moh. Nasih, SE., MT., Ak.
NIP 196508061992031002

A BRIEF HISTORY OF THE KING AND HERO AFTER WHOM UNIVERSITAS AIRLANGGA WAS NAMED

Universitas Airlangga was founded according to Government Regulation Number 57/1954, and was inaugurated by the President of the Republic of Indonesia on the 10th November, 1954, on the Ninth Annual Commemoration of Heroes Day.

Universitas Airlangga was presented to the city of Surabaya to express appreciation for the sacrifices made and services done by Surabaya's youth, in their struggle for independence in 1945.

The name "Airlangga" was chosen for the new university to honor an Indonesian hero who, at the beginning of the Eleventh Century, built a national state covering the eastern part of Indonesia.

Airlangga, which means "Drinker of Water", was the name of a king ruling over East Java from 1019 until 1042 A. D. He might have been born in Bali because when he was born in 1001, his parents reigned over Bali, as representatives of the King of Java.

His mother was Sri Gunaprijadharmapatmi, or Mahendradatta, and his father was Sri Dharmodayanawarmadewa, also called Udayana. Mahendradatta was a descendent of Empu Sindok. She was the daughter of King Makuttawangsawardana of Java, and possibly reigned over Bali, representing her father and assisted by her husband, Udayana.

In about the year 1000, the King of East Java was Sri Dharmawangsa Teguh Anantawikramattunggadewa who was assumed to be the husband of Mahendradatta's sister. In 1016 Prince Airlangga, at only 16 years old, became the son–in–law of Dharmawangsa. In the same year, disasters struck East Java. First, there was an attack from the force of Sriwijaya, under Haji Wurawari. Afterwards, internal rebellions broke out. King Dharmawangsa perished, the capital was occupied by the enemy, and the country broke apart. Prince Airlangga, accompanied by faithful followers, withdrew into the forests where he started a life of meditations to mentally prepare himself for his coming duties.

In 1019 Airlangga was proclaimed King by his loyal followers, and reigned until 1042. His full name as king was Rakar Galu Sri Lakeswara Dharmawangsa Airlangga Anantawikramattunggadewa. Within a period of just more than 20 years, Airlangga succeeded in consolidating his position and gained control over the entire region of East Java and part of the lesser Sunda Islands (Nusa Tenggara). Finally, there were two large kingdoms in Indonesia, Airlangga in the east, and Sriwijaya, with its central government in Palembang, in the west.

Ever since Airlangga became a king, he pursued a policy to restore a good relation with Sriwijaya, and as a result, it was said that Airlangga married King Sriwijaya's daughter in 1023.

We are convinced that Airlangga's struggle to bring about peaceful coexistence between two powerful and prosperous kingdoms meant a great step on the road to Indonesian Unity.

During his reign, Airlangga labored with all his strength to improve the prosperity of his people. He took measures to improve irrigation, communication, and trade. In addition, he paid a great deal of attention to education and spiritual life. Furthermore, he also became a priest with the name "Resi Gentaya".

After his death in 1042, he was immortalized in a statue representing Airlangga as Batara Vishnu riding the Garuda. It was mentioned that King Airlangga used a seal representing the bird, Garuda, carrying an urn. It was said that the urn contained "Amrta", the water of eternal life. Those who were given Amrta after death would be revived. Those who drank Amrta would live forever.

During his life, Airlangga's mystical belief was that he was chosen by the gods to dispel disaster and restore prosperity and happiness and to revive "Sacred Law" as a pillar of the community. in short, it was his duty to rebuild the state based on justice.

Hence, Airlangga already had in mind the idea to base community life and the state on the philosophy of our present Pancasila.

Now, 900 years later, we continue to honor Airlangga. And therefore we expect every member of the Airlangga Community to always praise the name of Airlangga and to uphold his ideals.

HISTORY OF
UNIVERSITAS AIRLANGGA

The history of Universitas Airlangga began with two educational institutions, *Nederland Indische Artsen School (NIAS)* and *School Tot Opleiding van Indische Tandartsen (STOVIT)* which were established by the Dutch Indies government in 1913 and 1928 as the embryo of Universitas Airlangga. The upheavals for Indonesian independence disrupted the operation of these schools. In 1948, the Dutch colonial government established *Tandheelkundling Institute* and reopened NIAS under the name *Faculteit der Geneeskunde* as two branches of *Universiteit van Indonesie,* Jakarta.

Inauguration of Universitas Airlangga by President Soekarno on November 10, 1954

The Indonesian government officially established Universitas Airlangga Surabaya, the largest educational institution in East Indonesia, in 1954. The inauguration of Universitas Airlangga by President Soekarno was held on November 10, 1954, commemorating the ninth annual National Heroes Day. The establishment of Universitas Airlangga is legally stipulated in Government Regulation Number 57 of 1954.

At the time of its establishment, Universitas Airlangga consisted of five faculties. They were:

1. Faculty of Medicine
2. Faculty of Dental Medicine, previously a branch of Universitas Indonesia
3. Faculty of Law, previously a branch of Universitas Gadjah Mada
4. Faculty of Letters, located in Denpasar. In 1962, the Faculty of Letters dissociated from Universitas Airlangga and integrated into Universitas Udayana
5. Faculty of Teacher Training and Education, located in Malang. In 1963, the Faculty of Teacher Training and Education dissociated from Universitas Airlangga and transformed into the Institute for Teacher Training and Education (IKIP) Malang, now it is known as Universitas Negeri Malang.

Since its establishment, Universitas Airlangga has continued to grow by establishing and developing new faculties. In chronological order, the newly established faculties are:

1. Faculty of Economics, established in 1961. This faculty originated from Surabaya Economics Higher Education. In 2010, this faculty transformed into the Faculty of of Economics and Business.
2. Faculty of Pharmacy, established in 1963
3. Faculty of Veterinary Medicine, established in 1972. This faculty was previously a branch of Universitas Brawijaya.
4. Faculty of Social and Political Sciences, established in 1977.
5. Faculty of Mathematics and Sciences, established in 1982. This faculty transformed into the Faculty of Sciences and Technology in 2008.
6. Non-degree Faculty of Health, a development of Medical Laboratorian Education (*Pendidikan Ahli Laboratorium Kesehatan/PALK)*. In 1993, the faculty was closed and integrated into other faculties with relevant study programs.
7. Faculty of Postgraduate, established in 1982. In 1991, this faculty transformed into Postgraduate Program and then into Postgraduate School
8. Faculty of Psychology, established in 1993. This faculty is a development of the Psychology Study Program at the Faculty of Social and Political Sciences
9. Faculty of Public Health, established in 1993. This faculty is a development of the Public Health Study Program at the Faculty of Medicine.
10. Faculty of Letters, established in 1998. This faculty was developed from Indonesian Language Study Program and English Language Study Program at the Faculty of Social and Political Sciences. In 2008, this faculty transformed into the Faculty of Humanities.
11. Faculty of Nursing, established in 2008. This faculty is a development of the Nursing Study Program at the Faculty of Medicine
12. Faculty of Fisheries and Marine, established in 2009. This faculty is a development of the Aquaculture Study Program at the Faculty of Veterinary Medicine

13. School of Vocational Studies, established in 2012. In 2014, it was renamed as the Faculty of Vocational Studies. This faculty is a development of all vocational diploma (three-year diploma/ D3 and four-year diploma/D4) programs previously managed by other faculties.

This development indicates that the presence and progress of Universitas Airlangga are accepted, appreciated, and needed by society. This development is currently ongoing, signified by the opening of new study programs and the improvement and development of the existing field of studies and levels of education. Today, Universitas Airlangga has fourteen faculties, and one graduate school organizing about 165 courses, including vocational diploma programs (D3, D4), undergraduate programs (S1), master programs (S2), specialization, profession, and doctoral programs (S3) and serves more than 37,000 students.

The names of rectors who have led and currently leading Universitas Airlangga are:

Prof. Mr. A. G. Pringgodigdo	(1954-1961)
Prof. dr. Moh. Toha	(1961-1965)
Kol. CKH. Chasan Durjat, SH.	(1965-1966)
Prof. Dr. dr. Eri Sudewo	(1966-1974)
Prof. Dr. Kwari Setjadibrata	(1974-1975)
Prof. Abdul Gani, SH. MS.	(1976-1980)
Prof. Dr. dr. Marsetio Donoseputro	(1980-1984)
Prof. dr. Soedarso Djojonegoro	(1984-1993)
Prof. dr. H. Bambang Rahino S.	(1993-1997)
Prof. dr. H. Soedarto, DTM&H., Ph.D.	(1997-2001)
Prof. Dr. Med. dr. H. Puruhito	(2001-2006)
Prof. Dr. H. Fasich, Apt.	(2006-2015)
Prof. Dr. Moh. Nasih, SE. MT. Ak.	(2015-now)

VISION AND MISSIONS OF UNIVERSITAS AIRLANGGA

VISION

To become an independent, innovative, leading university at the national and international levels, a pioneer in the development of science, technology, humanities, and arts, based on religious morality.

MISSIONS

1. Organizing and developing academic, profession, and/or vocational education with world-class excellence based on national values and religious morals.
2. Carrying out basic, applied, and innovative policy research with world-class excellence based on nationalism and religious moral values to support the development of education and to conduct community service.
3. Devoting its expertise in the field of science, technology, and humanities to society.
4. Managing the university independently with good governance through institutional development oriented towards quality and ability to compete internationally.

OBJECTIVES

General Objectives

1. To produce qualified graduates who are able to develop science, technology, and humanities based on religious morals, and to compete at the national and international levels;
2. To produce innovative research that encourages the development of science, technology, and humanities within the national and international scopes;
3. To produce reasoning-based community service and research that is useful in advancing the general welfare, educating the nation, and innovatively empowering the community so that people are able to solve problems independently and sustainably;

4. To continuously improve the quality of learning management to achieve excellence in national and international competitions and cooperation;
5. To become a moral and intellectual force in building Indonesian civil society; and
6. To develop student potential so that they believe in and be pious to God Almighty, have noble characters, are healthy, knowledgeable, capable, creative, independent, skilled, competent, and proactive to the demands of society and to the challenges of development both nationally and internationally, and are cultured for the sake of the nation.

Specific Objectives

1. To develop an entrepreneurial research-based university with world-class excellence based on national and religious values.
2. To carry out independent university management in an accountable, transparent, efficient, and effective manner.
3. To develop a sustainable quality-oriented institution.

UNIVERSITAS AIRLANGGA
ACADEMIC POLICIES

Academic policies are rational decisions taken by an educational institution to govern the implementation of academic processes that have been planned to achieve academic objectives. The academic policies of Universitas Airlangga have been institutionally stated in the Statute of Universitas Airlangga, which contains general provisions related to the basis, institutionalization, guidelines, and implementation of the educational institution.

The statute of Universitas Airlangga is provisions or basic regulations of the implementation of activities which are aimed to design and develop programs as well as implementing functional activities based on the objectives of Universitas Airlangga. The statute serves as the reference in formulating general regulations, academic regulations, and operational procedures that apply in Universitas Airlangga.

Universitas Airlangga's academic policies have been formulated into general provisions that can be read in detail on the Statute of Universitas Airlangga. One of the policies stated in the statute is:

In developing science, technology, humanities, and arts, the primary scientific patterns are oriented to relevance, cohesiveness, and the balance between science, technology, humanities, and arts aimed at improving the quality of human life.

Those are brief explanations of the academic policies of Universitas Airlangga. You can read the detailed version in the Universitas Airlangga Statute book.

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and Information

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Secretary : Dr. Fatimah, S.Si., M.Kes.

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Head : Dr. Purwati, dr., Sp.PD., FINASIM
Secretary : Dr. Yunus Abdul Bari, dr., Sp.OT.

Center for World Universities Association for Community Development
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Halal Center
Secretary : Dr. Abdul Rahem, Drs., Apt., M.Kes.

Airlangga Assessment Center
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  Secretary   :   Dr. Erna Setijaningrum, S.Ip., M.Si.

Universitas Airlangga Hospital
  Director   :   Prof. Dr. dr., Nasronudin, Sp.PD., KPTI

Airlangga Oral and Dental Education Hospital
  Director   :   Prof. drg. R.M. Coen Pramono D., SU., Sp.BM(K)., FICS

Airlangga Veterinary Education Hospital
  Director   :   Dr. Ira Sari Yudaniayanti, drh., M.P

Library
  Head   :   Suhernik, S.Sos., M.Si.

UNIVERSITAS AIRLANGGA
ACADEMIC CALENDAR 2023/2024

No.	ACTIVITIES		DATE
A	ODD SEMESTER 2023/2024		
1	**STUDENT RE-REGISTRATION (RECURRING STUDENTS)** Vocational/Diploma Program, Undergraduate Program, Profession Program, Master's Program, Doctoral Program, Specialist/Sub-specialist education Program		17-28 July 2023
2	**TUITION FEE PAYMENT (RECURRING STUDENTS)** Vocational/Diploma Program, Undergraduate Program, Profession Programs, Master's Programs, Doctoral Program, Specialist/Sub-specialist Education Program		24 July – 4 August 2023
3	ACADEMIC ACTIVITIES		
	3.1	**STUDY PLAN FORM (KRS) APPLICATION** Vocational/Diploma Program, Undergraduate Program, Profession Program, Master's Program, Doctoral Program, Specialist/Sub-specialist Education Program	14-19 August 2023
	3.2	**REVISED STUDY PLAN FORM (KPRS) APPLICATION** Vocational/Diploma Program, Undergraduate Program, Profession Program, Master's Program, Doctoral Program, Specialist/Sub-specialist Education Program	4 September – 16 September 2023
	3.3	DEADLINE FOR ACADEMIC LEAVE APPLICATION	21 August 2023
	3.4	LEARNING ACTIVITIES	28 August – 16 December 2023
		Midterm Examination	16 – 28 October 2023
		Study Week	18 – 23 December 2023
		Final Examination	27 December 2023 – 6 January 2024
		Deadline for final grade inputs on Cybercampus	20 January 2024
		Intermediate Semester*	8 January s.d 3 February 2024

No.		ACTIVITIES	DATE
5		GRADUATION	
	5.1	Graduation 233	12 August 2023
		Final judicium	12 July 2023
	5.2	Graduation 234	14-15 October 2023
		Final judicium	14 September 2023
	5.3	Graduation 235	9 December 2023
		Final judicium	9 November 2023
6		STUDENT ACTIVITIES	
	6.1	Inauguration Ceremony of Universitas Airlangga New Students	
		Vocational/Diploma Program, Undergraduate Program, and Transfer Degree Program	16 August 2023
		Master Program, Doctoral Program, Profession Program, Specialist/Sub-specialist Education Program	28 August 2023
	6.2	Campus Orientation Program (PPKMB) for New Students	18-26 August 2023
	6.3	Student Activities	8 January – 3 February 2024
7		HIGHER EDUCATION DATABASE REPORT (PD DIKTI)	
	7.1	Odd semester 1st phase (Study Plan Form)	9 – 20 October 2023
	7.2	Odd Semester 2nd phase (Student Grades and Status)	1 – 15 February 2024
8		EARLY WARNING SYSTEM	
	8.1	Administrative Evaluation (Re-registration)	10 – 14 July 2023
	8.2	Academic Status Evaluation (Study Plan Form)	
	8.3	Limit of Length of Study Evaluation (BWS)	28 August – 8 September 2023
	8.4	Prolonged Length of Study	
	8.5	Under-achieved ELPT Score	
9		STUDY EVALUATION	
	9.1	Limit of Length of Study Evaluation (BWS)	17 July – 25 August 2023
	9.2	Administrative Evaluation (Re-registration)	
	9.3	Academic Status Evaluation (Study Plan Form)	
B		**EVEN SEMESTER 2023/2024**	
1		**STUDENT RE-REGISTRATION (RECURRING STUDENTS)** Vocational/Diploma Program, Undergraduate Program, Profession Program, Master's Program, Doctoral Program, Specialist/Sub-specialist Education Program	22 January s.d 3 February 2024
2		**TUITION FEE PAYMENT (RECURRING STUDENTS)** Vocational/Diploma Program, Undergraduate Program, Profession Program, Master's Program, Doctoral Program, Specialist/Sub-specialist Education Program	29 January -9 February 2024
3		ACADEMIC ACTIVITIES	
	3.1	Study Plan Form (KRS) Application	5-10 February 2024
	3.2	Revised Study Plan Form (KPRS) Application	26 February – 9 March 2024
	3.3	Learning Activities	12 February – 8 June 2024
		Midterm Examination	1 – 20 April 2024
		Study Week	10 – 15 June 2024
		Final Examination	18 June – 29 July 2024
		Deadline for final grade inputs on Cybercampus	12 July 2024
		Intermediate Semester*	1 – 20 July 2024
	3.4	Deadline For Academic Leave Application	9 February 2024

No.	ACTIVITIES		DATE
5	GRADUATION SEMESTER GENAP		
	5.1	Graduation 241	2 March 2024
		Final judicium	2 February 2024
	5.2	Graduation 242	8 June 2024
		Final judicium	8 May 2024
6	STUDENT ACTIVITIES		
	6.1	Inauguration Ceremony of Universitas Airlangga New Students	
		Master Program, Doctoral Program, Profession Program, Specialist/Sub-specialist Education Program	12 February 2024*
	6.2	Student Activities	Commencing 1 July 2024
7	HIGHER EDUCATION DATABASE REPORT (PD DIKTI)		
	7.1	Even Semester 1st Phase (Study Plan Form)	1 - 15 April 2024
	7.2	Even Semester 2nd Phase (Student Grade and Status)	18 - 30 July 2024
8	EARLY WARNING SYSTEM		
	8.1	Administrative Evaluation (Re-registration)	22-27 January 2024
	8.2	Academic Status Evaluation (Study Plan Form)	
	8.3	Limit of Length of Study Evaluation (BWS)	12 – 16 February 2024
	8.4	Prolonged Length of Study	
	8.5	Under-achieved ELPT Score	
9	STUDY EVALUATION		
	9.1	Limit of Length of Study Evaluation (BWS)	15 January – 16 February 2024
	9.2	Academic Evaluation	
	9.3	Administrative Evaluation (Re-registration)	
	9.4	Academic Status Evaluation (Study Plan Form)	
10	10.1	PEKERTI Training	1-5 April 2024
	10.2	*Applied Approach* (AA) Traning	1-5 July 2024
	10.3	37th Airlangga Career, Entrepreneurship, and Scholarship Fair (ACESFA)	7-8 March 2023
	10.4	38th Airlangga Career, Entrepreneurship, and Scholarship Fair (ACESFA)	17-18 October 2023

NATIONAL HOLIDAYS

2023

July 19	:	Islamic New Year (1 Muharram 1445 H)
August 17	:	Indonesia's Independence Day
September 28	:	Maulid (the Birth of) Prophet Muhammad PBUH.
December 25	:	Christmas
December 26	:	National Leave

2024

January 1	:	New Year 2024
February 8	:	Isra Miraj Prophet Muhammad PBUH.
February 10	:	Chinese New Year
March 10	:	Nyepi (Balinese Hindu Day of Silence) 1946
March 29	:	Easter
April 10-11	:	Eid al Fitri
May 1	:	International Labor Day
May 9	:	Ascension Day
May 23	:	Vesak Day 2568 BE
June 1	:	Pancasila Day
June 17	:	Eid al Ad-ha

National holidays and leaves are determined by referring to the decree stipulated by the government.

LAMPIRAN II KEPUTUSAN REKTOR UNIVERSITAS AIRLANGGA
TENTANG : KALENDER AKADEMIK UNIVERSITAS AIRLANGGA TAHUN 2023/2024

KALENDER AKADEMIK
TAHUN 2023/2024

Juli 2023

Agustus 2023

September 2023

Oktober 2023

November 2023

Desember 2023

Januari 2024

Pebruari 2024

Maret 2024

April 2024

Mei 2024

Juni 2024

KEG MHS/ RISET

Legenda:

ELPT course	= Program *ELPT Intensive Course* Bantuan DIRDIK
	= Kegiatan Tri Dharma PT
Keg.Mhs 1 - 14	= Minggu Perkuliahan (Tatap Muka Perkuliahan)
MT	= Minggu Tenang
P-1	= Pengukuhan D3, S1 (Tgl. 16 Agustus 2023)*
P-2	= Pengukuhan pascasarjana (Tgl. 28 Agustus 2023)*
P-3	= Pengukuhan pascasarjana (Tgl. 12 Februari 2024)*

KRS	= Pengisian Kartu Rencana Studi
KPRS	= Pengisian Kartu Perubahan Rencana Studi
LHR	= Hari raya Natal + cuti bersama*
	= Hari Raya Idul Fitri 1445 + cuti bersama*
UAS	= Ujian Akhir Semester
UTS	= Ujian Tengah Semester
WSD	= Wisuda
SMT-A	= Semester Antara

Keterangan :

Kegiatan belajar mengajar di kelas dilaksanakan selama 14 minggu

R1 = Her-Registrasi Semester Gasal 2023/2024

R2 = Her-Registrasi Semester Genap 2023/2024

Tanggal Wisuda dapat berubah menyesuaikan dengan jumlah wisudawan

PKKMB   : Tgl 18 s.d 26 Agustus 2023

Semester Antara   1   : 8 Januari s.d 3 Februari 2024

Semester Antara   2   : 1 s.d 20 Juli 2024

CHAPTER I
GENERAL PROVISIONS

1) Higher education is a level of education after the secondary education level. It includes diploma programs, undergraduate programs, master programs, doctoral programs, profession programs, specialist education programs, and sub-specialist education programs carried out by higher education institutions in accordance with Indonesian culture.

2) Universitas Airlangga, hereinafter abbreviated as UNAIR, is a legal entity higher education institution.

3) Minister is the minister who organizes government affairs in the field of education.

4) Academic Senate, hereinafter abbreviated as SA, is the organ of UNAIR which functions to design, formulate, and stipulate policies, provide considerations, and carry out academic supervision.

5) Rector is the organ of UNAIR which leads the organization and management of UNAIR.

6) Quality Assurance Board is an element of the university organization that assists the leaders in conducting academic quality assurance.

7) Accreditation is a recognition of a university or study program(s) of higher education institution meeting the standards set by the National Accreditation Board for Higher Education (BAN-PT), Independent Accreditation Institute (LAM), and international accreditation bodies.

8) Directorates are the supporting units of UNAIR that assist the Rector in carrying out management and administration according to their tasks and functions.

9) Lecturers are professional educators and scientists whose main duties are transforming, developing, and disseminating science and technology through education, research, and community services.

10) Permanent lecturers are civil-servant lecturers and non-civil servant lecturers of Universitas Airlangga who are registered with a National Lecturer ID Number (NIDN) and a Specific Lecturer ID Number (NIDK) as professional educators and scientists whose main duties are transforming, developing, and disseminating science and technology through education, research, and community services.

11) Non-permanent lecturers are part-time lecturers with the status of non-permanent lecturers of UNAIR

12) Supporting staff are the members of communities who dedicate themselves and are appointed by Universitas Airlangga to support the implementation of academic activities.

13) Students are the participants in higher education programs in UNAIR.

14) Alumni are the graduates of study programs organized by UNAIR.

15) Vocational education is an education focusing on fulfilling recent specific work competencies so that the graduates can provide real contributions and solve problems related to the industry at national and international levels.

16) Academic education is an education that is oriented toward mastering and developing specific branches of science and technology.

17) Profession education is the advanced education after undergraduate programs that prepares the students for professions with specific skills.

18) Faculty is a collection of supporting resources, grouped according to department, which organizes and manages academic, vocational, and/or profession education in one cluster of science, technology, and humanities disciplines.

19) School is an academic implementing element similar to a faculty that organizes and manages academic education in certain scientific fields;

20) Dean of Faculties/Director of Schools are the heads of faculties/schools within UNAIR who are in charge of and responsible for organizing education in their respective faculties/schools.

21) Department is an element of the faculty/school that supports the implementation of academic activities in one or several branches of science, technology, and/or humanities in the type of academic, profession, or vocational education led by the Head of the Department.

22) Study Program is a unit of educational and learning activities that has a curriculum and certain learning methods in one type of academic education, profession education, and/or vocational education led by a study program coordinator.

23) Division is the organizer of administrative affairs in schools/faculties whose functions are to coordinate, develop, and improve the implementation of administration in integrated, transparent, and accountable ways.

24) Laboratory is a physical facility that aims to support the implementation of academic activities under a faculty or department in certain fields of study.

25) Course Coordinator (*Penanggung Jawab Mata Kuliah*), hereinafter abbreviated as PJMK is a permanent lecturer who is assigned and has the authority to organize, implement, and evaluate a course.

26) Academic advisor is a lecturer who is assigned and has the authority to advise the students he/she is assigned to.

27) Professor is the highest functional position of an active lecturer in a higher education institution.

28) Academic advisor is a permanent lecturer of UNAIR with the position of Professor or Doctor with the lowest position of Lector who is assigned and authorized to advise students until the determination of promoters.

29) New Students are students who are registered to a study program for the first time.

30) Transfer students are students of higher education institutions who transfer to other higher education institutions or students who transfer from one study program to another study program in the same university.

31) Partnership program students are students of other study programs outside UNAIR who attend courses in UNAIR.

32) Foreign students are non-Indonesian students who have permission from the Directorate General of Higher Education, Indonesian Ministry of Education, Culture, Research, and Technology to attend a degree or a non-degree program in a university.

33) Adapting students are Indonesian students who graduated from foreign universities carrying out practice programs in Indonesia and require competency adjustments.

34) Credit system is a system of education organization where the students' study load, the lecturers' workload, and the institution's program load are measured in the unit of credits;

35) Semester is a unit of activity length that consists of effective learning for at least 16 weeks, including a midterm examination and a final examination.

36) Semester credit system (*Sistem Kredit Semester*), hereinafter abbreviated as SKS, is an education organization system that uses course credits as the unit of students' study load, lecturers' workload, learning experience, and load of programs.

37) Intermediate semester is learning activities equal to 16 sessions including midterm examination and final examination with the maximum study load of 9 (nine) course credits aimed at achieving the learning outcomes set that can be used to improve grades, shorten study length, and carry out learning activities outside the study program.

38) Semester credit unit, hereinafter referred to as credits, is the amount of time for learning activities, which is charged to students per week per semester in the learning process through various forms of learning or the amount of recognition for the success of a student in participating in curricular activities in a study program.

39) Curriculum is a set of plans and adjustments of the content of a course or subject as well as the learning and assessment methods used as a guideline for learning activity implementation.

40) Core curriculum is a set of courses and subjects that has to be included in a study program, formulated in a nationwide curriculum.

41) Institutional curriculum is a set of courses and subjects that are determined by each study program by considering the conditions, needs, and characteristics of a university.

42) Learning implementation is the learning activities carried out through regular systems (i.e. package system), block systems, modules, or other forms determined based on the needs of each study program to achieve its learning outcomes.

43) Course is learning activities that may include direct or indirect communications, practicums, experimentations, and other academic assignments.

44) Achieved Learning Outcomes include 4 (four) aspects, namely attitudes, general competencies, specific competencies, and knowledge. The formulation of these learning outcomes must comply with the provisions of National Standards for Higher Education and Indonesian Qualification Frameworks.

45) Dissertation Supporting Courses (*Mata Kuliah Penunjang Disertasi*), hereinafter abbreviated as MKPD, are courses required by doctoral candidates for in-depth dissertation study materials that are being researched and used to identify, analyze, and solve the studied problems in the dissertation.

46) Grade Point Average, hereinafter abbreviated as GPA, is the multiplication result of credit loads and grades achieved in every course divided by the number of total course credits taken.

47) Study Load of Academic Programs are the total study load (measured in the unit of credits) that must be taken by a student to complete a degree in a higher education.

48) Final projects are written documents that reflect the learning experiences of a student of Three-Year and Four-Year Diplomas, Undergraduate, Master, Applied Master, Specialist, and Sub-specialist education programs in the form of a final paper, undergraduate thesis, thesis, or other names like projects, prototypes, or products by applying scientific methods, attitudes, and reasoning in solving problems. Students must be able to present and defend the findings orally and in writing as a requirement in completing education.

49) Final project is an activity that provides experiences for students of diploma programs in writing a scientific report and/or creating projects/prototypes/products by applying scientific methods, attitudes, and reasoning in solving problems. Students must be able to present and defend the findings orally and in writing as a requirement in completing vocational programs.

50) Proposal or research proposal for a final project/undergraduate thesis/thesis/dissertation is a programmed academic activity. A proposal or research proposal is written according to scientific principles so that it can be used as research guidelines in the final project/undergraduate thesis/thesis/dissertation.

51) Proposal examination is an examination of undergraduate thesis/thesis/dissertation proposal documents.

52) Undergraduate thesis is an assignment that gives a student learning experiences in the form of writing a scientific report by applying scientific methods, attitudes, and reasoning in solving problems in the field of study. Students must be able to present and defend the findings orally and in writing as a requirement in achieving undergraduate degrees.

53) Principal Supervisor is a permanent lecturer in his/her respective study programs who has at least a position of assistant professor and holds a master's degree and is assigned to guide students in completing their undergraduate thesis.

54) Co-supervisor is a permanent lecturer in his/her respective study programs who has at least a position of assistant professor and holds a master's degree and is assigned to assist the principal supervisor in advising students in completing their undergraduate thesis.

55) Thesis is an academic report on the results of in-depth research following the principles of scientific research and methodologies of certain fields of studies in completing study loads and achieving a Master's degree.

56) Principal Supervisor is a permanent lecturer who has at least the position of Lector and holds a Doctoral degree and is assigned to lead an advisory board to advise a student in completing a Master/specialist program.

57) Co-supervisor is a permanent lecturer who has at least the position of assistant professor and holds a Doctoral Degree and is assigned to guide a student in completing a Master/specialist degree.

58) Thesis examination is an examination of the thesis document to fulfill the requirements for achieving a master's degree.

59) Dissertation is an academic final project resulting from an in-depth study and/or research conducted independently. Dissertation contains new contributions for the development of science and/or finding new answers to problems that currently has unknown answers or question various things considered to have been established in the field of science, technology, and art to obtain a doctoral degree under the guidance of promoters and co-promoters.

60) Doctoral candidate is the status of a participant in Universitas Airlangga doctoral program who has passed qualification examination.

61) *Promovendus* is the name for doctoral candidates who have passed the first phase examination (closed examinations).

62) Promoter is a permanent lecturer of Universitas Airlangga who has the position of Professor or holds a doctoral degree with the position of Head Lector, has experience as a main author in reputable international scientific journals, and is assigned to guide doctoral candidates in completing their study.

63) Co-promoter is an assistant of a promoter who has the position of professor or holds a doctoral degree with the minimum position of Lector originating from Universitas Airlangga or outside Universitas Airlangga assigned to guide the doctoral candidates in completing their study.

64) Academic transcription is a list containing the result of learning evaluations and GPAs of all courses taken by a student during his/her study.

65) Academic calendar is the schedule of annual academic activities organized in detail for every semester.

66) Semester Tuition Fee (UKS)/Single Tuition Fee (UKT) or similar terms are funds that must be paid by students every semester.

67) Initial Tuition Fee (UKA) or similar terms are funds that must be paid by new admitted students from all student admission pathways.

68) Quality Assurance is a program to carry out determination, planning, evaluation, and improvement actions to continuously and systematically improve the quality of all aspects of higher education to ensure the perfection of achieving the standards stated in the university's vision, missions, and objectives.

69) Self-Evaluation is a systematic effort to collect and manage reliable and valid data (facts and information) to generate real conclusions that serve as references in taking managerial actions to manage the continuity of a program/institution.

70) Midterm examination, hereinafter abbreviated as UTS, is a student learning evaluation carried out in the middle of a semester.

71) Final Examination, hereinafter abbreviated as UAS, is a student learning evaluation carried out at the end of a semester and regulated in the academic calendar.

72) Remedial examination, hereinafter abbreviated as UP, is an ancillary examination carried out after the final examination and before the determination of final grades by considering the results of student learning evaluation.

73) Make-up examination is an examination carried out for students who are unable to attend the examination at the scheduled time due to valid excuses.

74) Valid excuses are excuses that exempt students from attending curricular activities or examinations that can be proven with valid documents.

75) Special programs are programs that aim to give students opportunities to complete student competencies in the course learning outcomes. The program is carried out after the deadline for grade inputs on Cybercampus and before the deadline for tuition fee payment.

76) Judiciary Meeting is a forum to decide the study completion and graduation of a student carried out by faculties/schools.

77) Judicium is the decree of dean/school director declaring students' graduation in accordance with graduation conditions based on the result of judiciary meeting.

78) Graduation is an academic event in a university forum to inaugurate graduates of a higher education institution who have completed a degree of education.

79) Semester Learning Plan, hereinafter abbreviated as RPS, are learning activity plan set and developed by lecturers individually or together in a group of experts in a field of study and/or technology within a study program. RPS contains learning outcomes imposed on courses.

80) Course contract is an agreement between the course coordinator and students concerning the implementation of learning activities.

81) Matriculation is an enrichment program in a field of study aimed at improving student's knowledge and skills.

82) Competence is the accumulation of a person's ability to carry out a measurable job description through a structured assessment, including aspects of independence and individual responsibility in the field of work.

83) Practicum is a subsystem of courses which are structured and scheduled activities that provide opportunities for students to gain real experience to increase students' understanding of certain theories or skills related to knowledge or a course conducted in the laboratory.

84) *Merdeka Belajar dan Campus Merdeka (MB-KM)* program is a learning activity carried out in higher education institutions aiming to give students the freedom to complete course credits outside their study program for three semesters from other study programs within the same university or outside the university. Learning activities outside the university include student exchanges, internships, teaching at schools, research, humanitarian projects, entrepreneurship, or other independent projects under the supervision of academic advisors.

85) Fieldwork Practice is learning activities carried out by a student in the industry and professional world. The objective of this activity is that students are able to apply their knowledge and skills obtained from courses in real situations of the professional world based on skills and competencies of the course learning outcomes of respective study programs.

86) Internships and/or fieldwork practice is a student activity aiming to apply knowledge, attitude, general skills, and specific skills in the workplace.

87) Learning with Community (*Belajar Bersama Komunitas*) is an off-campus learning activity transformed from the Community Outreach Program (*Kuliah Kerja Nyata/KKN*). This program is carried out independently by UNAIR with loads of 20 credits in an academic year.

88) Competency certification is a certification process of certain competencies carried out in systematic and objective ways through assessments referring to national standards of professional competencies, international standards, and/or other specific standards.

89) Competency completion is the minimum score required by each study program.

90) Bridging Program is a program with loads of certain credits carried out to equalize the academic competencies of transfer degree program students.

91) Diploma Supplement (*Surat Keterangan Pendamping Ijazah/SKPI*) is a legal document issued by a higher education institution containing information about the graduate's academic achievements or qualifications. The graduate's qualification is stated in a descriptive narration stating the achieved learning outcomes of the graduate based on relevant Indonesian Qualification Framework levels.

92) Registration refers to the registration of prospective students who have passed the student selection examination and obtained rights as a student.

93) Re-registration refers to repeated registration of recurring students to attend courses, obtain academic rights, and use facilities as a student.

94) Administratively active is the status of a student who has registered/re-registered according to provisions.

95) Academically active is the status of a student who has filled and submitted Study Plan Form.

96) Graduate is the status of a student who has completed the minimum number of study program curriculum credits within the deadline determined by the study program in a judiciary meeting.

97) Academic leave is the status of a student who is not registered in any semester under the Rector's permission.

98) Resignation is the status of a student stipulated by a Rector's decree containing the dismissal of a student based on the student's proposals, results of study length, academic, and administrative evaluations, or based on proposals made by dean/school director.

99) Academic resignation is the status of a student who has been academically inactive for 2 (two) semesters or longer. The resignation is stipulated by a Rector's decree.

100) Administrative resignation is the status of a student who has not registered for 2 (two) semesters or longer. The resignation is stipulated by a Rector's decree.

101) Dropout is the status of a student that is stipulated by a Rector Decree containing the expulsion of the student based on proposals made by the dean/school director or recommendations from authoritative unit.

102) Recognition of Prior Learning (RPL) is the recognition of learning achievements made by an individual obtained through formal, non-formal, or informal education, professional training, and self-learned life experiences. The recognition at a higher education level starts from the third level of IQF (one-year diploma program) to the ninth level of IQF (doctoral program).

CHAPTER II
TYPES OF EDUCATION

UNAIR organizes vocational, academic, and profession education

2.1 VOCATIONAL EDUCATION

Vocational Education is higher education that prepares students for professions with certain applied expertise in Three-Year Diploma (D-III), Four-Year Diploma/Bachelor of Applied Sciences (D-IV), Applied Master, and Applied Doctoral Programs.

UNAIR organizes three degrees of vocational education, namely:
a. Three-Year Diploma Program (D-III)
b. Four-Year Diploma/Bachelor of Applied Sciences Program (D-IV)
c. Master of Applied Science Program

2.1.1 THREE-YEAR DIPLOMA PROGRAMS (D-III)

The three-year diploma programs are oriented to produce graduates with the following qualifications:
a. Being able to complete a wide range of works, choose the appropriate method from various methods (standard and non-standard ones) based on data analysis, and show performance with measurable quality and quantity.
b. Being able to master theoretical concepts of certain fields of study in general and formulate solutions for procedural issues.
c. Being able to manage a working group and prepare a comprehensive report.

d. Being able to be responsible for their individual work and can be given responsibility for the achievement of group work.

2.1.2 FOUR-YEAR DIPLOMA PROGRAMS (D-IV)

The four-year diploma programs are oriented to produce graduates with the following qualifications:

a. Being able to apply their field of expertise, utilize science and technology in their area of expertise in solving problems, and adapt to the situation at hand as well as working conditions and technological changes.

b. Being able to master the theoretical concepts of certain fields of knowledge and their application in general and the theoretical concepts of the specific and applied sections in accordance with the Learning Outcomes of the Bachelor of Applied Sciences Study Program in depth and formulate solutions for procedural issues.

c. Being able to make the right decisions based on information and data analysis and give guidance in choosing various alternative solutions independently and in groups.

d. Being responsible for their individual work and can be given responsibility for the achievement of organizational work.

2.1.3 MASTER OF APPLIED SCIENCE PROGRAMS

The Master of Applied Science programs are oriented to produce graduates with the following qualifications:

a. Being able to develop science, technology, and/or art in their field of study or professional practice through research to generate innovative and proven works.

b. Being able to solve problems in science, technology, and/or art in their field of study through interdisciplinary or multidisciplinary approaches.

c. Being able to make the right decisions based on information and data analysis and give guidance in choosing various alternative solutions.

d. Being able to manage research and development that are beneficial to society and science as well as being able to gain national or international recognition.

2.2 ACADEMIC EDUCATION

Academic education consists of:

a. Undergraduate Programs
b. Master's Programs
c. Doctoral Programs

2.2.1 UNDERGRADUATE PROGRAMS

The Undergraduate programs are oriented to produce graduates with the following qualifications:

a. Mastering scientific principles and skills in certain fields of expertise to discover, understand, explain, and formulate solutions for problems in their areas of expertise.

b. Being able to apply their knowledge and skills based on their areas of expertise in productive activities and community services with appropriate behaviors and attitudes according to social norms.
c. Being able to behave and perform appropriately while working in their areas of expertise and in daily social life.
d. Being able to catch up with the development of science, technology, and/or art in their expertise.

2.2.2   MASTER'S PROGRAMS

The Master's programs are oriented to produce graduates with the following qualifications:
a. Being able to develop and apply science, technology, and/or art by mastering and understanding scientific approaches, methods, and principles and their applications.
b. Being able to solve problems in their areas of expertise through research and development according to scientific principles.
c. Being able to develop professional performance indicated by formulating approaches in solving problems through scientific or professional reasoning.

2.2.3   DOCTORAL PROGRAMS

The Doctoral programs are oriented to produce graduates with the following qualifications:
a. Being able to develop new concepts of science, technology, and/or art in their areas of expertise through research.
b. Being able to manage, lead, and develop research programs.
c. Being able to apply interdisciplinary approaches in working within their areas of expertise.

2.3 PROFESSION EDUCATION

UNAIR organizes three types of professional education, namely:
a. Professional education programs
b. Specialist education programs
c. Sub-specialist education programs

2.3.1   PROFESSION EDUCATION PROGRAMS

The Profession education programs are oriented to produce graduates with the following qualifications:
a. Being able to plan and manage resources within their responsibility and comprehensively evaluate their performance by utilizing science, technology, and/or art to generate strategic development plans for an organization.
b. Being able to solve problems of science, technology, and/or art in their field of study through monodisciplinary approaches.
c. Being able to conduct research and make strategic decisions full of accountability and responsibility to all aspects within their professional responsibilities.

2.3.2 SPECIALIST EDUCATION PROGRAMS

The Specialist education programs are oriented to produce graduates with the following qualifications:

a. Being able to develop new science, technology, and/or art in their areas of expertise or professional practices through research to produce innovative and proven works.

b. Being able to solve problems of science, technology, and/or art in their field of study through interdisciplinary and multidisciplinary approaches.

c. Being able to manage research and development that are beneficial to society and science as well as being able to gain national and international recognition.

2.3.3 SUB-SPECIALIST EDUCATION PROGRAMS

The Sub-specialist education programs are oriented to produce graduates with the following qualifications:

a. Being able to develop science, technology, and/or art in their field of study or professional practices through research to produce creative, original, and proven works.

b. Being able to solve problems of science, technology, and/or art in their field of study through interdisciplinary, multidisciplinary, and transdisciplinary approaches.

c. Being able to manage, lead, and develop research that are beneficial for society as well as being able to gain national and international recognition.

CHAPTER III
LECTURER STANDARDS

Lecturers are required to have academic qualifications and educator competencies, be physically and mentally healthy, and have abilities to organize teaching and learning process to achieve the expected learning outcomes. Academic qualification refers to the minimum academic degree that a lecturer has to achieve, proven by an academic certificate/diploma. Educator competencies are proven by educator certificates and/or professional certificates.

3.1 STANDARDS FOR THREE-YEAR AND FOUR-YEAR DIPLOMA PROGRAM LECTURERS

The lecturers of three-year diploma and four-year diploma programs
a. Must at least hold a Master's degree or Master of Applied Science's degree that is relevant to the study program.
b. Can also come from lecturers holding professional certificates relevant to the study program with the minimum professional qualification equal to the eighth level of IQF (Indonesia Qualification Frameworks).

3.2 STANDARDS FOR UNDERGRADUATE PROGRAM LECTURERS

The lecturers of undergraduate programs
a. Must at least hold a Master's degree or Master of Applied Science's degree that is relevant to the study program.
b. Can also come from lecturers holding professional certificates relevant to the study program with the minimum professional qualification equal to the eighth level of IQF (Indonesia Qualification Frameworks).

3.3   STANDARDS FOR PROFESSION PROGRAM LECTURERS

The lecturers of profession programs
a.   Must at least hold a Master's degree or Master of Applied Science's degree that is relevant to the study program and have a minimum of two years of professional experience.
b.   Can also come from lecturers holding professional certificates relevant to the study program with the minimum professional qualification equal to the eighth level of IQF (Indonesia Qualification Frameworks).

3.4   STANDARDS FOR MASTER'S PROGRAM AND MASTER OF APPLIED SCIENCE'S PROGRAM LECTURERS

The lecturers of Master's programs and Master of Applied Science's programs
a.   Must at least hold a Doctoral degree or Doctoral of Applied Science degree that is relevant to the master program.
b.   Can also come from lecturers holding professional certificates relevant to the study program with the minimum professional qualification equal to the ninth level of IQF (Indonesia Qualification Frameworks).

3.5   STANDARDS FOR SPECIALIST AND SUBSPECIALIST PROGRAM LECTURERS

The lecturers of specialist and sub-specialist education programs lecturers must at least graduate from subspecialist education programs or doctoral programs relevant to the study program and have a minimum of two years of professional experience.

3.6   STANDARDS FOR DOCTORAL PROGRAM LECTURERS

The lecturers for doctoral program
a.   Must at least hold a Doctoral degree or Doctoral of Applied Science degree that is relevant to the study program and have qualifications equal to the ninth level of IQF.
b.   As a principal supervisor, a lecturer is expected to produce:
   1.   One scientific article published in nationally accredited scientific journals or internationally reputable scientific journals, or
   2.   Another form of work recognized by experts determined by the university senate.

CHAPTER IV
LEARNING METHODS AND FORMS

4.1 LEARNING METHODS

Learning methods in learning activities of a course varies from group discussions, simulation and role play, case based-learning, collaborative learning, cooperative learning, project based-learning, problem based-learning, to other similar methods that effectively facilitate the achievement of expected learning outcomes. Every course may apply one learning method or a combination of several learning methods accommodated in a learning form.

4.2 LEARNING FORMS

Learning activities can be carried out in the form of:
a.   Lectures
b.   Responses and Tutorials
c.   Seminars
d.   Practicums, studio practices, workshops, fieldwork practices
e.   Research, design, or development
f.   Military drills
g.   Student exchanges
h.   Internships
i.   Entrepreneurship
j.   Community services
k.   Independent learning

These forms of learning can be carried out inside and outside the study program. Learning activities outside of study programs include:

a. Learning at other study programs within the same university
b. Learning in the same study program at different universities
c. Learning at other study programs at different universities
d. Learning at non-academic institutions

CHAPTER V
STUDY LOAD AND LENGTH OF STUDY

5.1 OBJECTIVES OF CREDIT SYSTEM IMPLEMENTATION

The general objective of credit system implementation in UNAIR is to enable students to choose academic/profession/special skills programs based on their needs and developmental demands through learning plans programmed every semester.

The specific objectives of credit system implementation are:

a. Giving opportunities to competent and diligent students to finish their study in a relatively short time according to their capabilities and plans,

b. Giving opportunities to students to take appropriate courses according to their talents, interests, and capabilities,

c. Enabling the implementation of education with complex inputs and outputs,

d. Facilitating regular curriculum revisions according to changes in science, technology, and society demands,

e. Enabling the implementation of thorough and objective student learning evaluations,

f. Enabling credit transfers between study programs/faculties in UNAIR,

g. Enabling student transfers from other universities to UNAIR and vice versa.

    The amount of students' study load in a course is expressed in a unit of credits. Activities related to lectures, seminars, group discussions, practicums, research, fieldwork practices, and similar activities are measured in credits.

5.1.1 STUDY LOAD AMOUNT MEASUREMENT

The measurement of study load in one-course credit is carried out as follows:

1. Learning activities in the form of lectures or responses and tutorials consist of:
    a. A 50-minute learning activity per week per semester
    b. A 60-minute structured assignment per week per semester
    c. A 60-minute independent activity per week per semester
2. Seminars and similar activities consist of
    a. A 100-minute learning activity per week per semester
    b. A 70-minute independent learning per week per semester
3. Learning activities in the form of practicums, studio practices, workshops, fieldwork practices, student exchanges, internships, entrepreneurships, research, community services, and/or other similar activities are carried out for 170 minutes per week per semester.
4. The measurement of study load in block systems, modules, or other forms is carried out in accordance with the achievement of learning outcomes and formulated in the faculty's academic guidelines.
5. The measurement of *Merdeka Belajar Campus Merdeka* (MBKM) is carried out according to the provisions in *Airlangga Smart Education* Guidebook.

5.1.2 FULFILLMENT OF LENGTH OF STUDY AND STUDY LOAD

The fulfillment of length of study and study load for students from undergraduate programs or undergraduate of applied science program is carried out through

a. Attending the entire learning process in the Study Program of a higher education institution according to the length of study and study load.
b. Attending a portion of the learning process in their study program and completing the remaining credits outside the study program, inside or outside the higher education institution.

A student's study load in a semester is determined based on the average daily working hours and his/her capabilities, namely learning inside and outside classrooms or about 8-10 learning hours per day or 48-60 learning hours per week. The value of one-course credit equals to three working hours. Therefore, the study load of a student is 15-24 credits or an average of 18 credits per semester.

As provisioned above, the determination of study load after the second semester must consider the student's capabilities and his/her learning achievements in the previous semester expressed in GPA. A student having

a. GPA < 2.00 is allowed to take a maximum of 15 credits.
b. GPA 2.00-2.50 is allowed to take a maximum of 18 credits.
c. GPA 2.51-3.00 is allowed to take a maximum of 20 credits.
d. GPA > 3.00 is allowed to take a maximum of 24 credits.

5.2   LEARNING ACHIEVEMENT ASSESSMENTS

Learning achievements are expressed in the form of semester GPA and cumulative GPA (CGPA). GPA refers to a student's achievements in completing courses in a semester and CGPA refers to a student's achievements in completing courses from the beginning of his/her study until the last semester he/she attends. The amount of GPA and CGPA is measured through this formula:

$$IPS = \frac{\sum (Ks \times N)}{\sum Ks} \qquad IPK = \frac{\sum (Kk \times N)}{\sum Kk}$$

Note:

Ks = Number of courses taken in a semester (credits)

Kk = Number of courses taken since the beginning of study without failing grade (E)

N   = Grades for each course

The study load for the following semester are determined by GPA obtained in the current semester as provisioned by the regulation of faculty's dean.

5.3   STUDY LOAD

The study load is different based on the degree of education (i.e. three-year diploma programs, four-year diploma programs, undergraduate programs, profession education programs, master programs, doctoral programs, specialist education programs, and sub-specialist education programs). The study load taken by students is measured in the unit of credits. Study load for diploma, undergraduate, profession education, master, specialist, and sub-specialist education, and doctoral programs is:

No.	Degree	Study Load (credits)	
		Minimum	Maximum
1	Three-year Diploma Program (D-III)	108	120
2	Four-Year Diploma Programs and Undergraduate Programs	144	160
3	Profession Education	24	Provisioned by each study program
4	Master Programs	36	50
5	Specialist Education	36	Provisioned by each study program
6	Sub-specialist Education	42	Provisioned by each study program
7	Coursework-based and Research-based Doctoral Programs	42	56
	Interdisciplinary Doctoral Programs	52	56

5.3.1   DOCTORAL PROGRAM STUDY LOAD

The study load for doctoral programs is:

a.   The study load for students who graduate from master's programs in the same discipline at coursework-based doctoral programs is 42 credits consisting of 12 credits of courses and 30 credits of dissertation

b.   The study load of coursework-based doctoral programs for students who graduate from interdisciplinary master's programs includes 12 credits of mandatory matriculation courses as provisioned by the study program.

c.   The study load for research-based doctoral programs is 42 credit, consisting of 30 credits of dissertation and 12 credits of non-dissertation components.

d.   The study load of multidisciplinary doctoral programs for students who graduate from interdisciplinary master's programs is 52 credits that must be taken within a minimum of 6 (six) semesters and a maximum of 14 semesters.

5.3.2   SPECIALIST EDUCATION AND SUB-SPECIALIST EDUCATION PROGRAM STUDY LOAD

a.   The minimum study load for specialist education programs is 36 credits scheduled for a minimum of 4 (four) semesters and a maximum of 10 semesters after completing an undergraduate program.

b.   The minimum study load of sub-specialist education programs are 42 credits scheduled for a minimum of 4 (four) semesters and a maximum of 11 semesters after completing a specialist education program or a master's program.

5.4   LENGTH OF STUDY

The limit of length of study for profession education programs, master programs, doctoral programs, and specialist education programs is stipulated in the Decree of Rector. Length of Study refers to the length of scheduled study that must be taken by a student according to the provisioned study length. The provisioned lengths of each degree of education are:

No.	Degree	Length of Study (in semesters)	
		Timely	Maximum
1	Three-Year Diploma Programs (D-III)	6	10
2	Four-Year Diploma Programs (D-IV) and Undergraduate Programs	8	14
3	Undergraduate Programs (Medicine, Dental Medicine, Nursing)	7	14
4	Medical Doctor And Dentistry Profession Programs	4	10
	Midwifery Profession Programs		
	Other Profession Programs	2	6
5	Master Programs and Master of Applied Science Programs	4	8
	Psychologist Profession Programs*	5*	8*

No.	Degree	Length of Study (in semesters)	
		Timely	Maximum
6	Master Programs (Nursing, Economics, Health, Disaster Management, Human Resources, Police Studies, Forensics)	3	8
7	Doctoral Programs	6	14
8	Specialist Education Programs**	Regulated by each study program/ provisioned in study program/collegium	2n-2 (n is the normal study length(years)
9	Nursing Specialist Education Programs	3	8
10	Sub-specialist Education Programs	Regulated by each study program/ provisioned in study program/collegium	2n-2 (n is the normal study length(years)
11	Fast Track	Referring to the Decree of Rector Number 17 of 2019 on Guidelines for Fast Track Programs	
12	Recognition of Prior Learning	Referring to the Decree of Rector on Past Learning Recognition Management	

*   Maximum length of study for Psychologist Profession Program applied since the academic year 2021

**   Normal length of study is applied since Odd semester 2023

***   Maximum length of study for specialist and sub-specialist programs is applied since the odd semester of 2023

Students must be able to complete their study on time according to the provisioned to obtain the National Diploma Number. Students can complete their study before the expected length of study if they have completed the minimum amount of study load provisioned.

Students are declared dropouts if they are unable to complete their study within the maximum length of study provisioned. Declaration of academic dropout and resignation is stipulated by a decree of the rector.

CHAPTER VI
STUDY EVALUATION

6.1   STUDY EVALUATION

Study evaluation is carried out based on the evaluation of learning achievements at the end of the 2nd, 4th, 6th, and 8th semesters with the following provisions:

No	Degree	2nd Semester		4th Semester		6th Semester		8th Semester	
		credits	GPA	credits	GPA	credits	GPA	credits	GPA
1	Three-Year Diploma (D-III)	≤ 20	≤ 2.00			≤ 60	≤ 2.00		
2	Undergraduate (Bachelor) Programs and Four-Year Diploma (Bachelor of Applied Science) Programs	≤ 20	≤ 1.00	≤40	≤ 2.00			≤ 80	≤ 2.00

Students will be dismissed if they cannot fulfill these provisions:

a. Learning evaluations for three-year diploma programs are carried out at the end of the first academic year, at the end of the third academic year, and every year since the fourth academic year as regulated by Standard Operating Procedure (SOP)

b. Learning evaluations for four-year diploma programs (bachelor of applied science) are carried out at the end of the first academic year, at the end of the second academic year, the fourth academic year, and every year since the fifth academic year as regulated by Standard Operating Procedure (SOP)

c. Learning evaluations for undergraduate programs (bachelor degrees) are carried out at the end of the first academic year, at the end of the second academic year, the fourth academic year, and every year since the fifth academic year as regulated by Standard Operating Procedure (SOP).

d. Learning evaluations for master programs and doctoral programs are carried out and regulated in Standard Operating Procedure (SOP).

e. Students are allowed to continue their study after completing a minimum of half of courses programmed in the curriculum with a minimum GPA of 2.00.

f. If a student has completed more than half of the courses programmed with a GPA lower than 2.00, the evaluation is carried out by calculating the best grades of all course credits taken.

g. The result of the evaluation serves as the reference in determining whether a student is allowed to continue his/her study or not

h. Students who are not allowed to continue their study will receive a decree from the rector that declares their dropout status.

i. If a student is academically inactive and has not filled and submitted Study Plan Forms for two consecutive semesters, he/she is declared as a dropout.

j. Dropouts/student dismissals as referred to above is stipulated in a Decree of Rector.

6.2   WARNING FOR LENGTH OF STUDY

Students who have not completed their study within the scheduled time will receive a notice that warns them about the limit of length of study at:

NO	Degree	Maximum Study Length (Semester)	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV
1	Three-year Diploma Programs	10							1	*				
										2				
2.	Undergraduate (Bachelor) Programs and Four-Years Diploma Programs	14									1	2	*	*
													3	4
3	Medical Doctor and Dentistry Profession Program	10						1	2	*				
										3				
	Other Profession Education Programs	6	1	2	*	*								
					3	4								
4	Master Programs and Master of Applied Science Programs	8					1	*						
								2						
5	Doctoral Programs	14							1	2	*	*		
											3	4		

NO	Degree	Maximum Study Length (Semester)	Semester Warning											
			III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV
6	Medical and Dentistry Specialist Programs	2n-2	Regulated and carried out by study programs/faculties											
7	Medical and Dentistry Sub-specialist Programs													
8	Other Specialist Programs	8												

Note

1	1st warning from faculties/study programs
*	Warning from the Directorate of Academic Affairs

6.3 TRANSFER STUDENT EVALUATION

The provisions of transfer student evaluation are:

a. Evaluation of transfer students at three-year diploma programs, four-year diploma programs, and undergraduate programs follows the regulations of applicable evaluation systems by considering the length of study at the academic institutions of origin.

b. Transfer students at undergraduate programs, three-year diploma programs, and four-year diploma programs are allowed to continue their study if they have achieved the minimum required credits with the minimum GPA of 2.00

c. Transfer students are not allowed to continue their study if they fail to fulfill the provisions regulated by each undergraduate program, three-year diploma program, and four-year diploma program.

CHAPTER VII
STUDY PROGRAMS

The implementation of study programs in UNAIR. Study programs

a. Must have an operating license or have valid accreditation results.
b. Must have a minimum of 5 (five) permanent lecturers in accordance with applicable regulations.
c. Must meet quality standards according to the Academic Quality Assurance System.

The organization of study programs in UNAIR must meet the quality standards according to the Academic Quality Assurance System:

a. Every study program in UNAIR must carry out its academic quality assurance system.
b. The academic quality assurance system covers four dimensions of higher education, namely inputs, processes, outputs, and impacts.
c. The quality assurance is carried out through five steps, namely planning, observation, internal audits, self-evaluation, and corrections to achieve a sustainable improvement.
d. Study programs must have and carry out quality assurance documents which include study program specifications, academic policies, academic standards, and academic regulations and procedure guidelines.

New study programs must be accredited according to the applicable regulations. Study programs can carry out international programs, Double Degree/Joint Degree/Combined Degree Programs, and fast track programs. International programs, double degree/joint degree/combined degree programs, and fast track programs as referred to above can only be carried out by study programs that have the minimum accreditation score of "B" from the National Accreditation Board for Higher Education (BAN-

PT) or the Independent Accreditation Institution for Higher Education (LAM-PT) and have permission from the academic Senate validated and stipulated by a decree of Rector.

The opening, disbanding, merging, and renaming of study programs are carried out by following applicable regulations.

CHAPTER VIII
CURRICULUM

The curriculum that serves as the basis for implementing educational programs at UNAIR consists of the core curriculum of the study program and the institutional curriculum which includes:

a. National Character Building and Entrepreneurship Courses.
b. Interdisciplinary Courses of the same scientific cluster.
c. Interdisciplinary Courses from different scientific clusters.

The institutional curriculum includes the institution's compulsory courses and compulsory courses of the scientific cluster that constitute Joint Basic Compulsory Courses (*Pembelajaran Dasar Bersama/ PDB*) for first-year students of UNAIR's Diploma and Undergraduate Students.

The organization and implementation of the curriculum of all study programs in UNAIR refer to the provisions stipulated by the Ministry of Higher Education. The learning outcomes of study program graduates consist of four aspects, namely:

a. Attitude
b. General competencies
c. Specific competencies
d. Knowledge

The proportion of attitude, general competencies, specific competencies, and knowledge elements equivalent to course credits is determined based on the alignment between stakeholders' inputs and the vision and missions of the university.

The curriculum in diploma programs consists of 40% of core curriculum loads and 60% of institutional curriculum loads of the total credits for diploma programs. The curriculum in bachelor (undergraduate) programs and bachelor of applied science (four-year diploma) programs consists of 40%-60% of core curriculum loads and 40-60% of institutional curriculum loads of the total credits for four-year diploma and undergraduate programs.

The courses in the core curriculum of master programs consist of the university's compulsory courses, the study program's mandatory courses, and the major's mandatory courses. The courses in coursework-based doctoral programs consist of the university's compulsory courses, the study program's mandatory courses, the major's mandatory courses, and dissertation supporting courses (MKPD).

The curriculum that has been reviewed by the Faculty Advisory Boards (BPF) and approved by the Directorate of Educational Innovations and Development (DIPP) is ratified and stipulated by a decree of the Rector. The academic curriculum must implement outcome-based education. Curriculum reviews can be carried out regularly at least once in 5 (five) years in accordance with the development of science, technology, humanities, and arts and by considering the study length and community needs. The mechanism of curriculum reviews and reorganization is regulated by procedure guidelines.

Study programs that carry out international programs, combined degree programs, and fast-track programs must implement the same curriculum and produce graduates with learning outcomes equal to the regular programs. Study programs that carry out Double Degree/Joint Degree programs with single or double degrees must implement a minimum of 50% of regular programs and produce graduates with the same learning outcomes as the regular programs.

CHAPTER IX
COURSES

The contents and scope of a course must support the vision of sciences, missions, and objectives of the study programs, and be measurable in course credits. A course can be taught by a lecturer or a group of lecturers (team teaching) stipulated by a dean based on recommendations from the Head of the Department or by a school director based on recommendations from Study Program Coordinators or the Head of Quality Assurance Units. Various learning strategies must be implemented to achieve the learning outcomes of every course (CPMK). Every course must implement e-learning in a minimum of 50% of its total meeting.

The implementation of each course must be equipped with the semester learning plans (RPS) and course contracts. Students carry out learning activities by referring to the semester learning plans (RPS) prepared by course coordinators (PJMK) or study program coordinators (KPS). Learning plan monitoring and evaluation are carried out by the head of the department or study program coordinator as a part of quality assurance process.

CHAPTER X
ACADEMIC CALENDAR

Universitas Airlangga academic calendar is prepared by the Directorate of Academic Affairs and serves as the basis for academic calendars in each faculty/school and the schedule of academic activities carried out by study programs. The academic calendar functions as a timeline of learning activities to make effective and efficient learning processes.

10.1 CONTENTS OF ACADEMIC CALENDARS

Academic calendars contain the timeline of:
a. Student registration and re-registration
b. Study Plan Form (KRS) and Revised Study Plans Form (KPRS) submission
c. Courses, practicums, examinations, and intermediate semesters
d. Community Outreach Program-Learning with Community
e. Graduation
f. Events that support academic activities

Academic activities are lectures, practicums/workshops, fieldwork practices

10.2 COURSE ACTIVITIES

Course activities are classified into offline (classroom) activities, online activities, combined (blended/hybrid) activities, and outside-campus activities in the form of *Merdeka Belajar Campus Merdeka* (MBKM).

a. Direct activities refer to the interaction between lecturers and students in transferring knowledge, conducting discussions and similar activities carried out indoors (in a classroom).

b. Fieldwork activities are the process of knowledge transfers, student discussions carried out at certain places aiming to strengthen students' comprehension about courses learned in classrooms.

c. Practicums/fieldwork practices are activities that deepen student understanding of theories learned in classrooms and develop them to build students' confidence.

d. Academic activities carried out by faculties are carried out based on the university's academic calendar.

e. Odd and even semester activities last for 14 weeks, intermediate semester activities are allocated for four weeks, midterm examination and final examination last for 2 (two) weeks each.

f. Academic calendar must be used by:
   1. Rector and his/her subordinate
   2. Deans and vice deans
   3. Head and secretary of departments
   4. Study program coordinators
   5. Heads of laboratories/studios
   6. Lecturers
   7. Heads of Divisions and Sub-divisions
   8. Students

CHAPTER XI
STUDENT ADMISSION

11.1   NEW STUDENT ADMISSION

a.   The Admission of New Students for Diploma and Undergraduate Programs

The admission of new students for diploma and undergraduate programs is carried out by the university. The admission of new students for undergraduate programs is carried out based on the system and pathways regulated by the Ministry of Education and/or UNAIR policies.

b.   The Admission of New Students for Transfer Degree Programs

The admission of new students for transfer degree program in UNAIR is carried out based on systems and pathways stipulated by UNAIR

c.   The Admission of New Students for Recognition of Prior Learning Pathway

Study programs can also carry out student admission processes through Recognition of Prior Learning (RPL) pathway aiming to expand access to higher education and support lifelong learning. The admission process is carried out based on systems and pathways regulated by UNAIR.

d.   The Admission of Transfer Students from Other Institutions

UNAIR can consider the admission of transfer students from other universities/institutes based on applicable regulations.

1.   **Requirements for transfer student's admission are:**
    a.   Transfer students come from study programs at state universities that are not government-affiliated institutions, religious education institutions, and teaching education institutions.
    b.   Transfer students come from study programs at state universities that have the same or higher accreditation score.

c. Transfer students of four-year diploma and undergraduate program must have taken courses at the institutions of origin for a minimum of 4 (four) semesters in a row and completed a minimum of 48-course credits with a minimum GPA of 2.00.

d. Transfer students of three-year diploma program must have taken courses in their universities of origin for a minimum of 2 (two) semesters in a row and completed a minimum of 24-course credits with a minimum GPA of 2.00

e. Transfer students must take astudy program in accordance with the study program at UNAIR in their institutions of origin.

f. Transfer students never violate rules/regulations at the university of origin as proven by valid documents, and

g. Transfer students are willing to comply with regulations at UNAIR.

2. Credit transfer of transfer students and transfer degree programs is based on the student's credentials provided by receiving study programs and carried out according to Standard Operating Procedure (SOP)

3. The length of study that has been taken by a transfer student at study program in his/her university of origin is included in the measurement of the limit of length of study.

11.2   STUDY PROGRAM TRANSFER

Transfer from an undergraduate study program to another undergraduate study program, within the same discipline and cluster of science in Universitas Airlangga can be carried out under the Rector's approval and recommendations from the faculty's dean. Transfer from an undergraduate program to a diploma study program within the same discipline and cluster of science in Universitas Airlangga can be carried out under the Rector's approval and recommendations from the Faculty's Dean. The procedures of inter-study program transfers are provisioned in Standard Operating Procedure (SOP). Inter-study program transfers can only be conducted once and the transferred student cannot return to their study program of origin including to diploma programs. The length of study that has been taken in the study program of origin will be included in the measurement of the limit of length of study.

11.3   STUDENT ADMISSION FOR PROFESSION EDUCATION PROGRAMS, MASTER'S PROGRAMS, SPECIALIST EDUCATION PROGRAMS, DOCTORAL PROGRAMS, AND SUB-SPECIALIST EDUCATION PROGRAMS

Student admission to profession education programs, master's programs, specialist education programs, doctoral programs, and sub-specialist programs is carried out by UNAIR. The students admitted to profession education programs, master programs, specialist education programs, doctoral programs, and sub-specialist education programs are the candidates who meet academic requirements regulated in Standard Operating Procedure (SOP)

Prospective students who come from different fields of study than the study program they apply for must take matriculation programs and pass the matriculation programs before taking the regular course. The basis for new student selection processes in profession education programs, master programs, specialist education programs, doctoral programs, and sub-specialist education programs is regulated in the Standard Operating Procedure (SOP) of UNAIR's Student Admission Center (PPMB).

Inter-study program transfer in UNAIR is carried out under the Rector's approval and recommendation of the Faculty's Dean. Credit transfer of transferred students is based on the

destination study program's recognition of credits taken by the student and is provisioned in Standard Operating Procedure (SOP)

11.4 STUDENT ADMISSION FOR DOCTORAL PROGRAMS

Prospective students admitted to doctoral programs are those who meet academic requirements regulated in a Rector's decree. Student candidates who come from different fields of study than the study program he/she apply for must take matriculation programs and pass the matriculation programs before taking the regular course. The basis for new student selection process in doctoral programs is provisioned in the Standard Operating Procedure (SOP) of UNAIR's Student Admission Center (PPMB).

Transfer from one doctoral program to another doctoral program, within the same discipline and cluster of science in Universitas Airlangga can be carried out under the Rector's approval and recommendations from the faculty's dean/school director. Credit transfer of transferred students is based on the destination study program's recognition of credits taken by the student and is provisioned in Standard Operating Procedure (SOP).

UNAIR can consider the admission of transfer students from other universities/institutes based on applicable regulations.

Requirements for transfer student admission are:

a. Transfer students come from study programs at state universities that are not government-affiliated institutions, religious education institutions, and teaching education institutions

b. Transfer students come from study programs of state universities that have the same or higher accreditation score.

c. Transfer students of master programs must have taken courses at the learning institutions of origin for a minimum of 2 (two) semesters in a row and completed a minimum of 18-course credits with a minimum GPA of 3.00.

d. Transfer students of doctoral programs must have taken courses in their universities of origin for a minimum of 2 (two) semesters in a row and completed a minimum of 15-course credits with a minimum GPA of 3.00

e. The study program taken at the university of origin must be in accordance with the study program at UNAIR

f. Transfer students never violate rules/regulations at university of origin as proven by valid documents, and

g. Transfer students are willing to comply with regulations at UNAIR

Credit transfer of transfer students is based on the student's credentials provided by destination study programs and carried out according to Standard Operating Procedure (SOP). The length of study that has been taken by a transfer student at his/her study program of origin is included in the measurement of the limit of study length.

Procedures of student admission for Indonesian students and foreign students are determined by the Rector. Airlangga Global Engagement (AGE) communicates with and facilitates non-Indonesian prospective students who are admitted to UNAIR based on the decree of the Rector.

All prospective students who are admitted to UNAIR are required to register at the Directorate of Academic Affairs and fulfill all applicable requirements. The prospective students will be inaugurated as official students of UNAIR in an academic ceremony.

CHAPTER XII
SEMESTER CREDIT SYSTEM ADMINISTRATION

Every student must fulfill the following requirements:

a. Free from academic sanctions
b. Has paid the Initial Tuition Fee (UKA) and/or similar terms for new students of undergraduate programs, diploma programs, transfer degree programs, master programs, doctoral programs, and specialist education programs
c. Has paid Semester Tuition Fee (UKS) and/or Single Tuition Fee (UKT) and/or similar terms
d. Has a student card
e. Has filled and submitted Study Plan Forms (KRS) in his/her faculty at the beginning of each semester based on the academic calendar

Students who failed to fulfill these requirements are not allowed to attend academic and non-academic processes. The administration of semester credit systems is regulated in Standard Operating Procedure (SOP). Students who failed to fulfill these requirements in 2 (two) consecutive semesters are dismissed. In taking the Semester Credit System, students must be under the guidance of an academic advisor. The procedures of academic advisory and learning evaluations are regulated in Standard Operating Procedure (SOP).

Every faculty in UNAIR must implement an academic management information system. The academic management information system aims to accelerate communication and monitoring process between UNAIR and faculties/study programs. The system is expected to improve acceleration and accuracy in making decisions related to academic quality improvements.

CHAPTER XIII
ACADEMIC IMPLEMENTATION CONDUCTS

13.1   COURSES

Students are required to attend a lecture on time until it finishes and are prohibited to do things that can interfere lectures. While attending lectures, students are required to:
a.   Be polite.
b.   Dress cleanly, neatly, and appropriately.
c.   Wear shoes, unless it's not possible to do so.

During lectures, students are prohibited from:
a.   Eating and smoking.
b.   Leaving classrooms/laboratories without permission from the lecturers.
c.   Turning on electronic devices, such as mobile phones, music players (MP3 players, iPods), and gaming devices.

Students are required to attend a minimum of 75% of total course meetings and 90% of total course meetings for Joint Basic Compulsory Courses (PDB). The consequence of having attendance lower than the minimum requirements is the prohibition to take examinations in that course. Deans may permit students to take examinations based on the following reasons:
a.   Being ill, proven by medical statements
b.   Attending curricular activities outside campus, proven by statements from the dean/rector
c.   Having other excuses under the dean/rector approvals

13.2   PRACTICUMS

Students are required to attend all programmed practicum/tutorial activities with 100% attendance. Having less than 100% attendance for practicums/tutorials without valid excuses may result in the exemption from practicum examinations. Deans may permit students who are not permitted to take practicum examinations based on provisioned excuses. These provisioned excuses are aligned with the faculty's policies regarding the expected competencies resulting from the practicum activities.

While attending practicums/tutorials, students are required to:
a.   Be polite
b.   Dress cleanly, neatly, and appropriately
c.   Wear shoes, unless it's not possible to do so

During practicums/tutorials, students are prohibited from:
a.   Eating and smoking
b.   Leaving classrooms/laboratories without permission from the lecturers
c.   Turning on electronic devices, such as mobile phones, music players (MP3 players, iPods), and gaming devices

13.3   MIDTERM EXAMINATION AND FINAL EXAMINATION

Midterm examination and final examination are carried out as scheduled in the academic calendar. Time allocated for examinations depends on the determined credit load of the examined course. Students are required to be present in the examination room.

Provisions of Midterm Examination and Final Examination

a.   Students who are more than 30 minutes late are not allowed to attend the examination.
b.   Students who are late by less than thirty minutes will not have additional time.
c.   Students are required to sign the examination attendance list.
d.   Students are required to indicate their valid student cards.
e.   During examinations, students are required to work calmly, honestly, and independently.
f.   Students who have proven cheated during examinations are expelled from the examination room and get an "E" score.
g.   Students who do not attend the examination without valid excuses will get an "E" score.
h.   Students who do not attend examinations due to valid excuses can attend makeup examinations according to the faculty's policies.

Course coordinators (PJMK) are responsible for the implementation of examinations. PJMK has the authority to impose examination score-related sanctions on students who violated examination provisions.

CHAPTER XIV
STANDARD GRADING SYSTEM AND EVALUATION OF STUDY RESULT

14.1 GRADING SYSTEM

The grading system at Universitas Airlangga for Diploma, Undergraduate, Profession, Specialist, Sub-Specialist, Master's, and Doctoral Program is as follows.

Numerical Grade	Letter Grade	Grade Point
86-100	A	4
78-<86	AB	3.5
70-<78	B	3
62-<70	BC	2.5
54-<62	C	2
40-<54	D	1
<40	E	0

14.2 EVALUATION OF SEMESTER STUDY RESULT

Evaluation of semester study results is carried out at the end of each semester for courses programmed by students in that semester which is stated by the Semester Grade Point Average (GPA). Students can improve their grades through remedial examinations as long as the allowed study time limit has not been exceeded. Meanwhile, the grade used is the best one, and the highest grade is B.

Students can also improve grades by reprogramming in the Study Plan Form (KRS), as long as the study time limit has not been exceeded. The grade used is the best one, and the highest grade is A.

Moreover, students can improve the grades of courses that have been taken or take new courses to shorten the length of study through an intermediate semester organized by the faculty and regulated by the SOP.

Students are declared to have completed their studies/graduated if they have accumulated credits at least according to the curriculum with:

a. CGPA = 2.00 for Diploma and Undergraduate levels;
b. CGPA = 3.00 for Master's level;
c. CGPA = 3.00 for Doctoral level;
d. No E grade;
e. Having completed the final project/thesis/dissertation and other requirements stipulated by the university and/or faculty; and
f. Having completed a graduation audit or judicium.

14.3   GRADUATION PREDICATE

a.   Undergraduate and Diploma

CGPA serves as the basis for determining the predicate for graduating from Undergraduate and diploma programs with criteria as follows:

a. CGPA = 2,76 – 3,00: satisfactory
b. CGPA = 3,01 – 3,50: very satisfactory
c. CGPA = 3,51 – 4,00: with honors (Cumlaude)

The predicate "Cumlaude" for undergraduate programs (S1) and diploma four (D-IV) programs is given with regard to the maximum length of study of 4 (four) years and for diploma three (D-III) programs with regard to the maximum length of study of 3 (three) years.

b.   Master's, Profession, and Specialist

For Master's program (S2), applied Master's program, specialist program, dan basic profession program, the graduation criteria are as follows:

a. CGPA = 3,00 – 3,50: satisfactory;
b. CGPA = 3,51 – 3,75: very satisfactory
c. CGPA = 3,76 – 4,00: with honors (Cumlaude).

The predicate "Cumlaude" for Master's (S2) and applied Master's programs is given by taking into account the maximum length of study of 2 (two) years and the fulfillment of the publication obligations that are stipulated.

c.   Doctoral

For doctoral programs (S3), the basis for graduation predicates is as follows:

a. CGPA = 3.00 - 3.50: satisfactory
b. CGPA = 3.51 - 3.75: very satisfactory
c. CGPA = 3.76 - 4.00: with honors (Cumlaude).

The predicate "Cumlaude" for doctoral programs (S3) is given by taking into account the length of study of maximum of 4 (four) years and fulfillment of publication obligations stipulated.

Publication Assessment	Scientific Publication		Score Conversion
	(Master/SP 1)	(Doctoral/SP 2)	
	Reputable International Journal (SCOPUS-Indexed Q1, Q2, Q3, Q4/Etc.)	Reputable International Journal (Scopus-Indexed Q1, Q2, Q3/Etc.)	1
	Accredited National Journal SINTA 1 (S1), SINTA 2 (S2), SINTA 3 (S3), SINTA 4 (S4)	Accredited National Journal SINTA 1 (S1), SINTA 2 (S2)	
	SCOPUS-indexed Special Issue International Journal		
	SCOPUS-indexed Proceedings		
	International Journal with ISSN	SCOPUS-indexed Reputable International Journal Q4/Etc.	0.9
		SCOPUS-indexed Special Issue International Journal	
	National Accredited Journal SINTA 5 (S5), SINTA 6 (S6)	SCOPUS-indexed Proceedings	
		Accredited National Journal SINTA 3 (S3), SINTA 4 (S4)	
	National Journal with ISSN	International Journal with ISSN	0.8
	Proceedings with ISSN		

14.4   PUBLICATION ASSESMENT

Assessment for publications for Master's (S2) and Doctoral (S3) programs is determined by assessing conversion value as follows:

The example of a thesis final assessment formula:

$$\text{Thesis final score} = \frac{2 \times UT + 1 \times NP}{3}$$

The example of a dissertation final assessment formula:

$$\text{Dissertation final score} = \frac{(1 \times CGPA) + (3 \times UTTP) + (2 \times UTBK) + (2 \times NP)}{8}$$

Information:

CGPA is the Cumulative Academic Grade Point of semester I and semester II

UT is the score of a thesis examination

UTTP is the score of a closed examination

UTBK is the score of an open examination

NP is the publication score (4 X the conversion value of publication type)

CHAPTER XV
INTERMEDIATE SEMESTER

Intermediate semesters are carried out 2 (two) times a year, which is during the academic breaks. The semesters are offered to provide an opportunity for students who wish to retake courses taken in the previous semester or new courses as an attempt to accelerate. Students who retake or accelerate can obtain the highest score (A). However, when the grade of the retaken courses is lower than the previous one, students will get the best grade.

Taking new courses as an attempt to accelerate can be carried out with the requirement of a minimum GPA of 3.00 and can obtain the highest score of A. An intermediate semester consists of 16 (sixteen) face-to-face meetings including midterm examination (UTS) and final examination (UAS). Students can take a maximum of 9 (nine) credits. Courses that have been programmed cannot be cancelled. The intermediate semester can be opened if it meets a minimum of 10 (ten) students per course. Students are charged according to the credits taken.

CHAPTER XVI
ACADEMIC LEAVE

Academic leave is the status of a student legally permitted by the Rector not to participate in academic activities for 1 (one) semester. During the period of study, students are allowed to take academic leave for a maximum of 2 (two) semesters, but not consecutively. In certain cases/reasons, the Rector can grant permission for academic leave for 2 (two) consecutive semesters.

Academic leave is only approved to students who have studied for 4 (four) consecutive semesters for undergraduate program (S1) and applied undergraduate program (D-IV), for two semesters successively for a three-year diploma program (D-III), master's program (S2) and doctoral program (S3). During academic leave, students are required to re-register but exempt from paying for UKS/UKT. The period of academic leave is not taken into account in the evaluation of the length of study.

CHAPTER XVII
PROHIBITED CONDUCT AND ACADEMIC SANCTIONS

17.1 PROHIBITED CONDUCT

Every student is prohibited from:

a. Cheating, i.e., acts committed by students consciously (deliberately) of using or attempting to use information or other study aids without the authorization of the supervisor or examiner;

b. Forgery, i.e., acts committed by students intentionally substituting or changing the academic scores or transcript, diploma, student identity card, lecture/tutorial/lab work/exam duties, certificates, reports or signatures within the scope of academic activities;

c. Doing plagiarism, i.e., acts committed by students intentionally using sentences, data, or another person's work, and misrepresenting them as their own work (without mentioning the original source) in an academic activity;

d. Bribing and/or blackmailing, i.e., acts committed by students trying to influence others with the intention of manipulating the assessment of academic achievement;

e. Substituting the position of others in academic activities, i.e., acts committed by students replacing the position for, or performing the duties of, or doing activities for others on his/her own will;

f. Having another person replace one's position in academic activities, i.e., acts committed by students having another person to replace their position or to perform a task or activity either for the benefit of themselves or others;

g. Cooperating without authorization during an oral or written test, by gesture or electronic means;

h. Taking an exam without permission.

i. Violating other internal rules of Universitas Airlangga.

17.2 SANCTIONS

Penalties that can be imposed for any violation include:

a.   A stern verbal or written warning;

b.   Cancellation of examination scores for the course or academic activity;

c.   Failure in the course or academic activity;

d.   Failure in all courses in the ongoing semester;

e.   Suspension from participating in academic activities at a certain time; or

f.   Dismissal or expulsion from Universitas Airlangga.

UNAIR can impose sanctions for a student when it officially states that a student has committed a defamatory act and/or detrimental to the good reputation of UNAIR. UNAIR can also impose sanctions to a student who has been punished based on a court decision and obtained permanent legal force stating that he/she has committed a crime.

The sanctions in letters a, b, c, and d are stipulated by the dean/director in response to a letter proposed by the PJMK (Course Coordinator) and approved by the head of the department. Meanwhile, the sanctions in letters e and f are stipulated by the Rector of UNAIR on the proposal of the dean/school director. Procedures for imposing sanctions will be regulated by SOP.

CHAPTER XVIII
JUDICIUM AND GRADUATION

18.1 JUDICIUM

Faculties/schools are required to carry out a judiciary meeting. The judiciary meeting was attended by participants whose elements and numbers are stipulated based on the provisions of the faculty/ school. The meeting is carried out at least 1 (one) time in each semester and can be carried out no later than 1 (one) month prior to the graduation. Requirements for students to be proposed for graduation in a judiciary meeting are stipulated by the faculty/school.

18.2 GRADUATION

Every student who has passed the graduation must attend the graduation. Students who attend the graduation will receive a diploma, an academic transcript, a Certificate of Diploma Companion (SKPI), and a Student Activity Transcript (TKM).

Students who do not attend the graduation cannot take a diploma. In certain cases/reasons, the Rector can grant permission to students who do not attend the graduation to be able to take a diploma.

18.3 BEST GRADUATES

The best graduates are determined through the minutes of meeting by the dean of a faculty/school director with criteria:

a. The lowest CGPA is 3.51 (three point five one) for graduates of a three-year diploma program (D-III), a four-year diploma (D-IV)/applied undergraduate program, and undergraduate program (SI);

b.   The lowest CGPA is 3.76 (three point seven five) for graduates of applied master's/master's program; and

c.   The lowest CGPA is 3.76 (three point seven five) for doctoral graduates (S3).

b.   The best graduates are determined based on the highest CGPA, the fastest, and the most punctual length of study, as well as other criteria stipulated by the dean/school director.

18.4   OUTSTANDING GRADUATES

Outstanding graduates are selected through a resolution signed by the dean of the faculty. Graduates eligible for this award are those obtaining the highest achievement among the graduates in the proposing faculty in the field of science and technology, humanities, law, sports, arts, and culture at the national/international level and/or other soft skill development activities. It is possible to have more than 1 (one) outstanding graduate as long as the criteria are fulfilled.

CHAPTER XIX
CANCELLATION OF GRADUATION

Plagiarism found in a student's final project will lead to the cancellation of the student's graduation. He/she is required to rewrite the final project. If he/she cannot manage to do so, his/her academic degree will be revoked.

CHAPTER XX
REPLACEMENT FOR DEGREE CERTIFICATES AND STUDENT ID CARD

A degree certificate/professional certificate replacement letter will be issued if the original document is lost or damaged. The letter is issued by the Rector at the request of the owner.

A letter for correction in a certificate/professional certificate will be issued if incorrect information is found in the certificate. The letter is issued by the Rector at the request of the owner.

Student ID Card (KTM) is issued by the Directorate of Academic Affairs for both degree and non-degree students. E-KTM is an electronically-based Student ID Card issued by the Directorate of Academic Affairs for both degree and non-degree students. KTM and e-KTM can be used to access academic and student services. A replacement KTM will be issued if the KTM is lost or damaged. A replacement KTM is issued by the Directorate of Academic Affairs.

CHAPTER XXI
CHANGE OF EDUCATIONAL REGULATION

After receiving consideration from the Faculty Advisory Board (BPF), the dean can submit a proposal on changes of educational regulations to the Rector.

Reference:

Rector's Regulation Number 2023 Concerning Universitas Airlangga Education Guidelines

VOCATIONAL EDUCATION

1.1 METHODS AND FORMS OF LEARNING

1) Learning methods that can be selected for the implementation of the learning process are interactive, holistic, integrative, scientific, contextual, thematic, effective, collaborative, and student-centered, or so-called Student Centered Learning (SCL);

2) Learning methods in support of Student Centered Learning (SCL), consist of:
   a) Small Group Discussion
   b) Role-Play & Simulation
   c) Case Study
   d) Discovery Learning (DL)
   e) Self-Directed Learning (SDL)
   f) Cooperative Learning (CL)
   g) Collaborative Learning (CbL)
   h) Contextual Instruction (CI)
   i) Project Based Learning (PjBL)
   j) Problem Based Learning and Inquiry (PBL)

3) Small Group Discussion learning method in paragraph (2) letter a is a learning method involving small discussions, which are conducted by a group of students usually consisting of 5-10 members. In this case, each group member interacts globally on a certain goal or target through exchanging information, defending opinions, or solving problems;

4) Role-Play & Simulation learning method in paragraph (2) letter b is a learning method that is designed to achieve specific educational objectives with 3 (three) main aspects that include Role Taking, Role Negotiation and Simulation, enabling students to elaborate on their roles as part of the Student Centered Learning (SCL).

5) Case Study Model learning method in paragraph (2) letter c is a learning method where students are provided with a description of a situation and they are required to make certain decisions to solve the problem. Students learn either a realistic case of study or a hypothetical one in order to develop their abilities/skills in problem-solving.

6) Discovery Learning (DL) learning method in paragraph (2) letter d is a learning method where lecturers design some problems and give them to the students. Meanwhile, in the inquiry learning model, the problems that are presented are based on reality.

7) The Self-Directed Learning (SDL) learning method in paragraph (2) letter e is a learning method carried out on the initiative of the students themselves as a process, in which individuals take the initiative, with or without the help of others in diagnosing what is required in their learning, formulating learning targets, identifying human and material resources for learning, selecting and implementing appropriate learning strategies, and evaluating learning outcomes.

8) The Cooperative Learning (CL) learning method in paragraph (2) letter f is a learning method conducted in groups and designed by lecturers to solve a problem or case or work on a task. This group consists of several students with diverse academic abilities. The group is divided into several students (small groups in general). The students are divided evenly according to the needs and learning materials.

9) The Collaborative Learning (CbL) learning method in paragraph (2) letter g is a learning method that emphasizes cooperation among students based on consensus built by group members. The problem/task/case is presented by the lecturer and is open-ended. However, group formation which is based on interest, group work procedures, time allocation and place of discussion/group work, and how the results of the discussion/group work are to be assessed by the lecturer are all determined through consensus among the group members.

10) The Contextual Instruction (CI) learning method in paragraph (2) letter h is a learning method that posits students to discuss concepts (theories) that are related to realistic situations and conduct field studies/enter actual workplace to learn the suitability of the theory with the reality.

11) Project Based Learning (PjBL) learning method in paragraph (2) letter j is a learning method where students design projects systematically in order to acquire knowledge and skills through a structured and complex inquiry process, formulate and conduct the process of supervision and assessment, and demonstrate performance and accountability for the results of work in the forum.

12) *Problem Based Learning and Inquiry* (PBL) learning method in paragraph (2) letter i is a learning model that challenges students to solve problems that occur in realistic settings. Students must actively seek/search for information (inquiry) and utilize the information obtained to solve problems/cases, enabling students to obtain specific competencies in solving problems in realistic settings.

13) Each course may utilize one or a combination of several learning methods as referred to in paragraph (2) and is included in a single form of learning

14) The forms of learning can consist 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) State Defense
   g) Student exchange
   h) Internship;
   i) Entrepreneurship; and/or
   j) Other forms of community service

1.2   VOCATIONAL LEARNING METHODS

Learning methods that can be selected for the implementation of the learning process are interactive, holistic, integrative, scientific, contextual, thematic, effective, collaborative, and student-centered, or so-called *Student Centered Learning* (SCL); Learning methods in support of *Student Centered Learning* (SCL), consist of:

a) Small Group Discussion
b) Role-Play & Simulation
c) Case Study
d) Discovery Learning (DL)
e) Self-Directed Learning (SDL)
f) Cooperative Learning (CL)
g) Collaborative Learning (CbL)
h) Contextual Instruction (CI)
i) Project Based Learning (PjBL)
j) Problem Based Learning and Inquiry (PBL)

Small Group Discussion learning method is a learning method involving small discussions, which are conducted by a group of students usually consisting of 5-10 members. In this case, each group member interacts globally on a certain goal or target through exchanging information, defending opinions, or solving problems;

Role-Play & Simulation learning method is a learning method that is designed to achieve specific educational objectives with 3 (three) main aspects that include *Role Taking, Role Negotiation and Simulation*, enabling students to elaborate on their roles as part of the *Student Centered Learning* (SCL).

Case Study Model learning method is a learning method where students are provided with a description of a situation and they are required to make certain decisions to solve a problem. Students learn either a realistic case of study or a hypothetical one in order to develop their abilities/skills in problem-solving.

Discovery Learning (DL) learning method is a learning method where lecturers design some problems and give them to the students. Meanwhile, in the inquiry learning model, the problems that are presented are based on reality.

The *Self-Directed Learning* (SDL) learning method is a learning method carried out on the initiative of the students themselves as a process, in which individuals take the initiative, with or without the help of others in diagnosing what is required in their learning, formulating learning targets, identifying human and material resources for learning, selecting and implementing appropriate learning strategies, and evaluating learning outcomes.

The *Cooperative Learning* (CL) learning method is a learning method conducted in groups and designed by lecturers to solve a problem or case or work on a task. This group consists of several students with diverse academic abilities. The group is divided into several students (small groups in general). The students are divided evenly according to the needs and learning materials.

The *Collaborative Learning* (CbL) learning method is a learning method that emphasizes cooperation among students based on consensus built by group members. The problem/task/case is presented by the lecturer and is *open-ended*. However, group formation which is based on interest, group work procedures, time allocation and place of discussion/group work, and how the results of the discussion/group work are to be assessed by the lecturer are all determined through consensus among the group members.

The *Contextual Instruction* (CI) learning method is a learning method that posits students to discuss concepts (theories) that are related to the realistic situations and conduct field studies/enter actual workplace to learn the suitability of the theory with the reality.

Project Based Learning (PjBL) learning method is a learning method where students design projects systematically in order to acquire knowledge and skills through a structured and complex inquiry process, formulate and conduct the process of supervision and assessment, and demonstrate performance and accountability for the results of work in the forum.

Problem Based Learning and Inquiry (PBL) learning method is a learning model that challenges students to solve problems that occur in realistic settings. Students must actively seek/search for information (inquiry) and utilize the information obtained to solve problems/cases, enabling students to obtain specific competencies in solving problems in realistic settings.

1.3   ASSESSMENT AND EVALUATION OF VOCATIONAL EDUCATION LEARNING

1.3.1   ASSESSMENT

(1) Assessment is the process of identifying, collecting, and preparing data and information aimed at evaluating student learning outcomes and the achievement of education program goals;

(2) Learning evaluation is the process of interpreting data and its evidence from the results of the assessment process. Learning evaluation is conducted to determine the extent to which students have achieved their learning outcomes. Evaluation results are implemented to decide if the student learning outcomes needs to be followed up;

(3) The learning outcomes assessment system in vocational studies of higher education can be carried out as follows:
   a.   Measuring all aspects of learning including process, performance, and product with emphasis on the ability to demonstrate the expected learning outcomes (CP) or competencies;
   b.   Conducting assessments during and after the learning process;
   c.   Applying various ways of assessment and various sources;
   d.   Utilizing the test only as one of the assessment data collection instruments;

e.   Assessing the tasks that emphasize on the understanding and mastery of knowledge and skills of students in accordance with the expected competencies;

(4) Students' participation and contribution in group discussions, students' ability to present the results of group discussions, the content of group discussion reports measured by non-test category measurement instrument, for instance checklists, *performance appraisal*, scales (Likert, Gussman), *participation lists*, portfolios, and so on, are all assessed;

(5) Assessment and evaluation in learning must be educational, authentic, objective, accountable, transparent, and integrated;

(6) Assessment on learning outcomes is carried out in the aspect of attitude, knowledge, and skills. In details, it is described as follows:

a.   Assessment of the attitude aspect is carried out through observation, self-assessment, assessment between students (students assess the performance of their colleagues in one field or group), and assessment of personal aspects that emphasize the aspects of faith, noble character, confidence, discipline, and responsibility in interacting effectively with the social environment, the natural environment, as well as the world and civilization;

b.   Assessment of the knowledge aspect through various forms of written and oral examinations technically can be conducted directly or indirectly. Direct examinations imply that lecturers and students meet face-to-face during the assessment, for instance during seminars, thesis, and dissertation examinations. Meanwhile, indirect examinations include, for instance, using question sheets;

c.   Assessment of the skills aspect through performance assessment can be implemented through practicums, practices, simulations, field practices, and other similar activities, allowing students to improve their skills.

(7) Assessment of learning outcomes in paragraph (6) can be carried out using the assessment instruments as follows:

a.   Rubric for process assessment;

b.   Portfolio or design work for result assessment;

(8) Instrument for achievement of learning outcome assessment utilizing the rubric referred to in paragraph (7) point a can be implemented with the following types of rubrics:

a.   Holistic rubric is a guideline for assessing based on the overall impression or combination of all criteria;

b.   Descriptive rubric contains levels of assessment criteria that are described and a rating scale or rating score is given;

c.   Perception scale rubric contains levels of assessment criteria that are not described but a rating scale or rating score is still given;

(9) Instrument for learning outcomes assessment utilizing portfolio referred to in paragraph (7) point b can be implemented with the following types of portfolios:

a.   Developmental portfolios, which contain a collection of student work artifacts that demonstrate progress in achieving their abilities in accordance with the stages of learning that have been undertaken;

b.   Showcase portfolios, which contain artifacts of student work that exhibit the results of their best learning performance;

c. Comprehensive portfolios, which contain artifacts of all students' works during the learning process.

(10) Each course is assessed by utilizing one or a combination of several learning assessment instruments as referred to in paragraph (7) and is contained in an evaluation of learning outcomes;

1.3.2 EVALUATION

(1) Evaluation of course learning outcomes may include:
   a. Formative Evaluation;
   b. Summative Evaluation;
   c. Skill Passport Evaluation;

(2) Formative evaluation in paragraph (1) letter a is carried out by conducting an evaluation at the end of each discussion of a subject matter or topic or sub-Course Learning Outcomes (CPMK) and is intended to determine the extent to which the learning process has run as planned, including the following: quizzes, project presentations for each topic;

(3) Summative evaluation in paragraph (1) letter b is carried out by conducting an evaluation at the middle of the semester and/or the end of the semester at the end of each learning process of a course and is intended to determine the extent to which the learning process meets the Course Learning Outcomes (CPMK). Activities may include the following: Midterm Examination and Final Examination;

(4) Evaluation of student learning outcomes is carried out at the end of each sub CPMK (Course Learning Outcomes). If the competency has not been completed, students are required to complete the competency with a remedial examination before continuing to the next sub-CPMK;

(5) Standard grades for summative and formative evaluations and the Grading System (PAP) are listed as follows:

Numerical Grade	Letter Grade	Grade Point
86-100	A	4
78-<86	AB	3.5
70-<78	B	3
62-<70	BC	2.5
54-<62	C	2
40-<54	D	1
<40	E	0

(6) Evaluation with a *skill passport* in paragraph (1) letter c is carried out by assessing lectures and practicum by utilizing *skill passport* or competency deposit based on Performance Criteria (KUK). In every lecture or practicum, students are required to submit the competencies that have been achieved based on the KUK (Performance Criteria) per course. Track records or list of competencies that have been achieved are recorded in a document signed by the lecturer, and it is called a *skill passport.* In the *skill passport*, a number of KUKs (Performance Criteria), that can be achieved by a student will be recorded. As a result, the percentage of achievement can be determined. The conversion of the assessment based on the *skill passport* to letter grades (A, AB,

B, BC, D, and E) can be seen in the following table:

Letter Grade	Grade Point	Competency Achievement Percentage KUK
A	4	> 90.0
AB	3.5	80.0–89.9
B	3	70.0–79.9
BC	2.5	60.0–69.9
C	2	50.0–59.9
D	1	40.0–49.9
E	0	< 40.0

(7) Selection of learning evaluation assessment instruments is adjusted to the evaluation of competencies and learning outcomes of respective study program;

(8) Assessment of student's achievement is in form of CGPA;

(9) If the student wants to improve the CGPA, then he/she may improve the grades obtained in accordance with applicable regulations;

A. ADDITIONAL EXAMINATION, REMEDIAL EXAMINATION, AND SPECIAL PROGRAM

Students who do not take the examination with a valid reason can take an additional examination according to the faculty's policy. The valid reasons for applying for an additional examination are as follows:

Hospitalization, and/or; other reasons that are considered valid according to applicable regulations.

Students who receive a D or E at the end of semester evaluation are required to take the Remedial Examination. However, it is optional for students who receive C and BC grades. The maximum grade of the Remedial Examination is B, and the final grade is collected from the best grade. Students who have not completed their competencies in the Remedial Examination can take the Special Program. Remedial Examinations and Special Programs are regulated in the Work Instruction.

B. CURRICULUM

The curriculum applied at the Faculty of Vocational Studies is a curriculum with a Semester Credit System which is implemented in a package system every semester. The package system referred to in paragraph 1 is a learning system implemented in vocational education that has been thoroughly designed, starting from the initial semester to the final semester in sequence. As a result, students are no longer required to choose courses freely. Students are obliged to complete all courses (pass) in one semester before proceeding to the next semester. The Faculty of Vocational Studies curriculum is compiled by considering the SN DIKTI, SKKNI, Professional Association, industries, Independent Learning, Independent Campus (MBKM), *Airlangga Smart Education,* and other curriculum references/ guidelines.

The curriculum which serves as the basis for the implementation of educational programs at the Faculty of Vocational Studies UNAIR is comprised of the core curriculum of the study program and the institutional curriculum which includes:

a. Courses on Strengthening National Character and Entrepreneurship
b. Cross-program courses;
c. Cross-curricular courses;

The curriculum development and implementation of all study programs at Faculty of Vocational Studies UNAIR refer to provisions stipulated by the Ministry in charge of higher education and vocational affairs. The core curriculum load of Diploma Three (D-III) Program is at least 40% (forty percent). The curriculum of Diploma Three (D-III) Program is at least 60% (sixty percent) of the institutional curriculum. The core curriculum load of the Diploma Four/Applied Bachelor's Degree Program (D-IV) ranges from 40%-60% (forty percent to sixty percent) of the total credits of the Diploma Four/Applied Bachelor's Degree Program (D-IV) curriculum and the institutional curriculum ranges from 40%-60% (forty percent to sixty percent).

The curriculum structure at the Faculty of Vocational Studies consists of Practical or Practicum and Theory courses. The curriculum structure for Practical or Practicum course hours is at least 60%-80% (sixty percent to eighty percent). Curriculum structure in theory course hours at least ranges from 20%-40% (twenty percent to forty percent).

C. STUDENT ADMISSION

The admission of new students for Diploma Three (D-III) and Diploma Four/Applied Bachelor's degree (D-IV) programs is conducted by the University. New student admissions for Diploma Four/Applied Bachelor's degree (D-IV) programs are conducted based on the system and channels stipulated by the Ministry in charge of Higher Education and or policies stipulated by UNAIR. New student admissions for Diploma Three (D-III) programs can be carried out with the Regular scheme of new student admissions intended for SMA/MA/SMK graduates through the Independent Examination (*Ujian Mandiri*).

New student admissions for Diploma Four/Applied Bachelor's degree (D-IV) programs can be conducted by following schemes:

a) Regular
b) Transfer

New student admissions for Diploma Four/Applied Bachelor's degree (D-IV) programs with regular schemes is the admission of new students who graduated from SMA/MA/SMK through the admission pathway organized by the Higher Education Entrance Test Institute (LTMPT) and the Independent Examination.

New student admissions for Diploma Four/Applied Bachelor's degree (D-IV) programs with Transfer scheme referred to in article paragraph 4 point b is the admission of new students through Transfer intended for Diploma Three (D-III) graduates with the method of *Recognition of Prior Learning* (RPL).

Types of *Recognition of Prior Learning* (RPL) implemented are as follows:

a) type A1;
b) type A2;
c) type B1;

Recognition of Prior Learning (RPL) type A1 as referred to in paragraph 7 point a is RPL for learning outcomes derived from formal education in higher education.
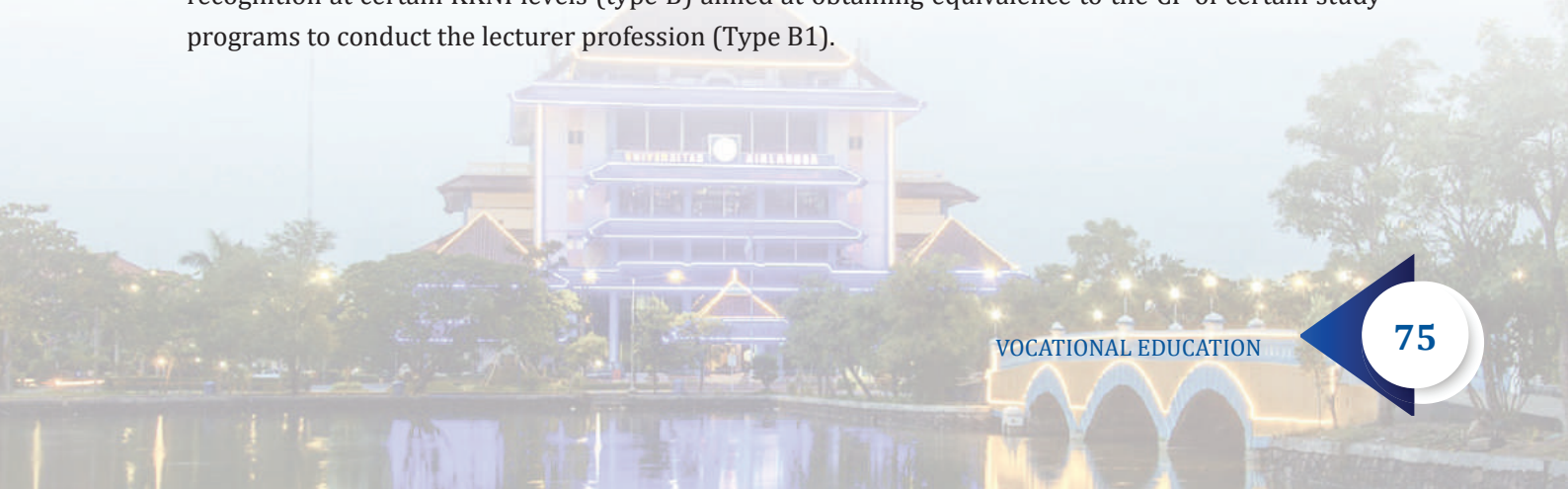
Type A1 is equivalent to the *credit transfer* process. This type of RPL aims to facilitate students who are transferred from one study program to another study program for reasons of moving from one location to another.

RPL Type 1	Prior Study Outcomes	Recognition Method	Result of Recognition	Administrator	Outcome
RPL formal education	Formal education in other universities (Higher Education Institution) via transcript and syllabus evaluation.	Credit Transfer	Letter of Recognition (SK) of Credit Transfer	A university (Higher Education Institution) with an accredited study program	Certificate

Recognition of Prior Learning (RPL) type A2 is RPL of learning outcomes derived from non-formal, informal education, and/or work experience to continue pursuing studies in higher education. In order to obtain partial recognition of Semester Credit Units (Type A2), two stages are carried out, namely the assessment and recognition process.

RPL Type 2	Prior Study Outcomes	Recognition Method	Result of Recognition	Administrator	Outcome
RPL non-formal, informal education, and/or work experience	non-formal, informal education, and/or work experience	Assessment and Recognition	letter of Recognition (SK) on the total of Semester Credit Units and recognized subjects.	A university (Higher Education Institution) with a B-accredited study program or equivalent.	Certificate

Recognition of Prior Learning (RPL) type B1 is RPL in relation to the learning outcomes obtained by the applicant from formal, non-formal, informal education and/or work experience to obtain equivalency recognition at certain KKNI levels (type B) aimed at obtaining equivalence to the CP of certain study programs to conduct the lecturer profession (Type B1).

Aspect	RPL Equivalency Recognition at a certain KKNI level for lecturer profession (Type B1)	RPL Equivalency Recognition at certain KKNI levels for other purposes (Type B2)
Goals	Facilitating a university (Higher Education Institution) in need of lecturers as stated in Teacher and Lecturers Law	Awarding an individual without non-formal education background.
Initiatives and Administrators	A university (Higher Education Institution) that requires lecturers from expert practitioners of the administrating university (Higher Education Institution) with study program accredited at least B. For another university (Higher Education Institution) with study program accredited at C, the needs assessment process and RPL lecturers are accompanied by other university (Higher Education Institution) that obtains an accreditation of study program at least B.	Administrator of the program study is required to be accredited to B for minimum or equivalent.
Recognition Method	Assessment and Recognition	Assessment and Recognition
Outcomes	Minister of Research, Technology and Higher Education will issue a Certificate of Recognition Equivalence with Qualifications at the KKNI level. Based on the decree, a university (Higher Education Institution) can appoint lecturers who do not possess formal education in accordance with the requirements of the Teachers and Lecturers Law	1. Minister of Research, Technology and Higher Education will issue a Decree of Equivalency Recognition with qualification of certain level on KKNI, which is at least equivalent to the profession of lecturer. 2. Director General of *Belmawa* will issue a Letter on Equivalency Recognition with qualification of level 3 to 7 on KKNI.

Aspect	RPL Equivalency Recognition at a certain KKNI level for lecturer profession (Type B1)	RPL Equivalency Recognition at certain KKNI levels for other purposes (Type B2)
Individual outcomes	1. SK (letter) of Equivalency Recognition with qualification on certain levels of KKNI issued by Ministry; and 2. SK (letter) of an appointment as lecturer from a university (Higher Education Institution)	1. Minister of Research, Technology and Higher Education will issue a Letter of Equivalency Recognition with qualification of certain level on KKNI which is at least equivalent to the profession of lecturer. 2. Director General of *Belmawa* will issue Certificate on Equivalency Recognition with Qualification of level 3 to 7 on KKNI.

References:

1. Rector's Regulation No.24 of 2021 on Education Guidelines for Vocational Programs at Universitas Airlangga
2. Rector's Regulation No.27 of 2022 concerning Amendments to Rector's Regulation No.24 of 2021 on Education Guidelines for Vocational Programs at Universitas Airlangga

PROFESSION PROGRAM

GENERAL PROVISIONS

1) A Profession Program is higher education after an undergraduate program that is directed to attain certain professional expertise.
2) Field supervisors are lecturers and/or practitioners as personal professionals, who are tasked with guiding students in profession education.
3) Study Plan Form (KRS) is a card that contains compulsory and elective course plans that will be attended by profession program participants or students.
4) Profession Program Participants are those who are registered and follow the Profession Education process at faculties within Universitas Airlangga.
5) Block System is a learning system for a particular course, in which the topics are taught serially with various comprehensive learning methods within a certain period of time.
6) *Bedside teaching* is the process of learning directly with real patients in inpatient or outpatient installations.

EDUCATION IMPLEMENTATION, STUDY LOAD, LENGTH OF STUDY, AND EDUCATION IMPLEMENTATION CURRICULUM

The academic year is arranged in accordance with the academic calendar of the profession program established by the Rector. Profession Program Education is a structured education consisting of:

a. Scientific education includes the theory of application of certain fields of knowledge and skills
b. Profession Program education applies a block system in accordance with respective study program as a strategy for achieving certain competencies with a study load measured in Semester Credit Units (SKS); and

c.   Implemented through lectures, responses, referrals, tutorials, field practice, seminars, case reports, duty assignments, independent study, bedside teaching, surgery guidance, scientific communication, research, and community service.

Study Plan Form (KRS) in profession programs are regulated as follows:

a.   Every student of the profession program is required to fill in the Study Plan From (KRS) provided by the faculty according to the academic calendar of the profession program; and

b.   Study Plan Form (KRS) is approved by the Academic Advisor.

Educational platforms in profession programs are regulated as follows:

1)   the educational platform utilized for profession programs is determined based on a cooperation agreement between educational institutions and related institutions; and

2)   the educational platforms include: Hospitals, health centers, animal health centers, industries, government agencies, private agencies, and communities/societies.

CURRICULUM

The curriculum of the Profession program at Universitas Airlangga is formulated based on the vision and mission of Universitas Airlangga in order to produce qualified graduates who are able to master the application theory of certain fields of knowledge and skills and develop scientific knowledge, technology, humanities based on religious morals and are able to compete at the national and international levels.

The formulation and/or redesign of the curriculum is stipulated through a meeting of the Faculty Leaders, Coordinator of the Study Program (KPS), Lecturer in Charge of the Course (PJMK), Lecturers, *stakeholders*, professional associations and alumni, who qualify in respective Study Program in order to adjust to the development of scientific disciplines and/or answer the stakeholder needs.

The curriculum that forms the basis for the implementation of profession education programs at Universitas Airlangga is constructed based on competency standards equivalent to level 7 (seven) of KKNI and has been agreed upon by the council/collegium/consortium/professional association/ professional organization.

The curriculum that has been considered by each Faculty Advisory Board and approved by the Directorate of Educational Innovation and Development is authorized and stipulated by the Rector's Decree.

EDUCATION IMPLEMENTATION

The minimum qualification of lecturers for profession programs is a Master's degree or a lecturer with professional certificate relevant to the study program and a qualification at minimum equivalent to level 8 (eight) KKNI and non-permanent lecturers for profession programs can be proposed by KPS and approved by the dean of the faculty.

Academic Advisors are in charge and responsible for guiding and/or supervising students in participating in the implementation of education and Academic Advisors are appointed by a decree of the dean of the faculty on the proposal of the KPS.

Supervision process is organized as follows: The supervision process is carried out by lecturers and field supervisors. Lecturers and field supervisors are appointed by a decree of the ean of the faculty on the proposal of the KPS. Lecturers and field supervisors are in charge of supervising students and are responsible for:

1. Dissemination of application theories of certain fields of knowledge and skills,
2. Accuracy of professional practice methods, mastery of theory, and depth of reasoning;
3. Lecturers and field supervisors who periodically evaluate the progress of profession student learning achievements.

Assessment of learning outcomes is regulated as follows:

a. to be able to take the examination, Participants must fulfill the requirements stipulated by the respective study program;
b. assessment of the activities and learning progress of profession program participants is carried out periodically, which can take the form of examinations, responses, seminars and/or assignments with grades according to the provisions of respective study program;
c. retake examinations can be carried out in accordance with the provisions of respective study program;
d. assessment of learning outcomes is stated by absolute numerical values as well as letter grades A, AB, B, BC, C, D, and E;
e. The minimum limit for passing the course is grade B.

Graduation requirements are regulated as follows:

1) completing all courses;
2) completing the competency examination;
3) producing a final work that is regulated in the educational guidelines of respective study program;
4) holding a minimum CGPA of 3.00

   Profession graduates are entitled to a degree certificate, academic transcript, profession certificate, competency certificate, and SKPI. Competency certificates can be handed over after passing the competency examination according to respective profession program.

References:
1. Rector's Regulation No. 27 of 2017 on Education Guidelines for Profession Programs at Universitas Airlangga

MASTER'S PROGRAM

A. EDUCATION IMPLEMENTATION

The Master's program is a structured learning that:

a. Consists of scientific learning of advanced and specialized abilities and independent research/ Thesis

b. Follows the Semester Credit System (SKS) with a study load measured by Semester Credit Units (credits), and

c. The activities are implemented through lectures, seminars, independent study, scientific communication, research, and writing of scientific papers and or residency.

B. CURRICULUM

The curriculum of Master's program at UNAIR is constructed based on the vision and mission of UNAIR to produce qualified graduates who are able to develop science, technology, humanities and able to compete at the national and international levels based on religious morals.

Curriculum development is stipulated through a meeting of faculty/school leaders, study program coordinators, PJMK lecturers, lecturers, *stakeholders* and alumni who qualify in respective study program, in order to adapt to the development of disciplines and or answer stakeholder needs.

C. CURRICULUM STRUCTURE

1   Research-based Master's program

   a.   The curriculum structure and stages of learning activities consist of:

      1.   Lectures   : 10-14 credits; and

      2.   Research and thesis writing   : 22-24 credits.

      3.   Community Service   : 2-6 credits

      4.   Bridging program and/or matriculation if required.

   b.   The research and thesis writing component consist of:

      1.   Proposal

      2.   Theme Seminar/Colloquium

      3.   Research Activity

      4.   Result Seminar

      5.   Thesis Examination

      6.   Publication

      7.   Other components in accordance with the provisions of the study program.

2   Coursework-based Master's program

   a.   The curriculum structure and stages of learning activities consist of:

      1.   Lectures   : 26-40 credits; and

      2.   Research and thesis writing   : 10 credits.

      3.   Bridging program and/or matriculation if required.

   b.   The research and writing component of the thesis, consists of:

      1.   Proposal

      2.   Result Seminar

      3.   Thesis Examination

      4.   Publication

      5.   Other components in accordance with the provisions of the study program.

D. EDUCATION IMPLEMENTATION

1.   Lecturer Qualification

   a.   Qualified permanent lecturers with at least a Doctoral degree with the lowest title of assistant professor or already obtain RPL (Recognition of Prior Learning) certificate equivalent to Doctorate;

   b.   Non-permanent lecturers are tenure-track lecturers who master expertise in certain fields of knowledge, which is stipulated by the dean of the faculty on the proposal of KPS;

   c.   Doctor with the position of Assistant Professor can assist in the implementation of the learning process.

2.   Academic Advisor

   a.   Academic advisors are permanent lecturers who are assigned and responsible for assisting students in following the implementation of education.

   b.   Academic Advisors are proposed by the KPS to the dean of the Faculty/School Director.

   c.   Program Participants are required to have an Academic Advisor who is appointed based on the Decree of the Dean of the Faculty/Director of the School

3. **Supervisor and Supervision Process**
   a. Thesis supervisor consists of a principal supervisor and a co-supervisor;
   b. The criteria of the principal Supervisor are as follows:
      1. UNAIR permanent lecturer;
      2. Doctor with the lowest position of lector;
      3. Already produced international publications;
      4. The dean of the faculty/director of the school can implement a policy for supervisors with doctoral degree with the position of assistant professor as principal supervisor;
      5. Must master expertise in accordance with the thesis material; and
      6. The dean of the faculty/school director may implement a policy for supervisors who have entered retirement age and are still supervising the thesis to complete their duties as Principal Supervisor.
   c. The criteria for the co-supervisor are listed as follows:
      1. Permanent lecturer or non-permanent lecturer of UNAIR;
      2. Doctor with the lowest position of Assistant Professor;
      3. Master with the lowest position of Lector
      4. The dean of the faculty/director of the school can implement a policy for supervisors, the lowest Master's degree companion, who is an expert in the field of science required.
   d. The prospective principal supervisor and co-supervisor are inquired for their availability, which is stated by filling out the availability form as a thesis supervisor;
   e. The principal supervisor and co-supervisor are proposed by the KPS and appointed by the dean of the ffaculty/school director.
   f. A principal supervisor is only allowed to supervise a maximum of 6 (six) Research-Based Master's program students cumulatively per semester;
   g. The principal supervisor and co-supervisor are in charge of guiding students and responsible for:
      1. Research and contribution to the repertoire of knowledge, and is not the result of plagiarism;
      2. Accuracy of mastery of theory, research methods, and depth of reasoning;
      3. Systematization of thoughts and conclusions of student research; and
      4. Scientific publication as a student obligation.
   h. The principal supervisor and co-supervisor periodically evaluate the progress of research and the writing of the thesis manuscript, as well as signing the record of supervisory activities in the Student Activity Book;
   i. In the event that the principal supervisor or co-supervisor is permanently absent, the dean of the faculty/school director shall immediately appoint a substitute for the principal supervisor or second supervisor who is in accordance with his/her field of knowledge upon the proposal of KPS;
   J. The substitute the principal supervisor and/or co-supervisor as referred to in letter i must pay attention to and prioritize the continuity of the research proposal, that has been approved by the Assessment Team for thesis
   k. During the length of study, the principal supervisor and/or co-supervisor may be substituted if there are non-academic obstacles in the relationship between the principal supervisor and/or co-supervisor with students;

l.   A principal supervisor cannot be substituted with another principal supervisor solely due to academic obstacles with students;

m.   The provisions on the limitations of academic obstacles or non-academic obstacles are stipulated by the ethics commission of the faculty/school;

n.   The procedure for replacing the principal supervisor and/or co-supervisor is stipulated by the dean of the faculty/school director.

1. **Consultants**

    a.   if required, a consultant can be proposed by the student and approved by the supervisor and known by the coordinator of the study program and then appointed by the decree of the dean of the faculty/school director.

    b.   a consultant is in charge of supervising students **to assist the formulation and implementation of the thesis.**

2. **Lecture and Learning Outcome Assessment**

    a.   to be able to take the examination, participants must attend lectures at least 75% (seventy five percent).

    b.   assessment of the activities and learning progress of program participants in lectures is carried out periodically, which can take the form of examinations or assignments.

    c.   retaking examinations can be conducted in writing or in speech.

    d.   assessment of learning outcomes is stated by absolute range values as well as letter grades A, AB, B, BC, C, D, and E with the following equivalence:

Numerical Grade	Letter Grade	Grade Point
86-100	A	4
78-<86	AB	3.5
70-<78	B	3
62-<70	BC	2.5
54-<62	C	2
40-<54	D	1
<40	E	0

    e.   the passing grade of the proposal examination and thesis examination is equal to or greater than the value grade of 3 (three) or letter grade B.

3. **Thesis Research Proposal**

    a.   Assessment of the Research Proposal for thesis is carried out at most 2 (two) times.

    b.   If a student of the research-based Master's program is declared not to have passed the second examination, he/she is required to change the topic of his/her research proposal examination.

    c.   The research proposal assessment team for the thesis is led by the principal supervisor as the chairperson of the examiner.

d. The research proposal assessment team for the thesis is comprised of at least 4 (four) lecturers, including the principal supervisor and co-supervisor are proposed by the supervisor and appointed by the dean of the faculty/school director after receiving consideration from the KPS.

e. Assessment of research proposals for thesis can only be carried out and **decided if attended by at least 4 (four) members of the assessment team, including** the principal supervisor and the co-supervisor.

4 **Thesis Examination**

a. Thesis examination can only be carried out and decided if attended by at least 5 (five) thesis examination team members, including the principal supervisor and the co-supervisor. The dean of the faculty/school director can implement a policy to determine the number of examiners.

b. The criteria for thesis examination examiners are as follows: holding a degree of at least doctoral with functional position at least lector. The dean of the faculty/school director can implement a policy for the supervisor to hold at least a doctoral degree with the position of assistant professor or master with the lowest position of lector and master the expertise in accordance with the thesis material. The criteria for thesis examiners from non-internal UNAIR are determined by respective study programs.

c. Research-Based Master's program students who are declared not to have passed are given the opportunity to retake and revise the thesis manuscript, which is carried out no later than 6 (six) months since the date of the thesis examination.

d. Research-Based Master's program students, who are declared not to have passed after the second examination will be declared to have failed their studies.

e. Thesis examination is chaired by an examiner, who does not act as the supervisor.

f. If the principal examiner is absent, the thesis assessment committee will be led by another examiner appointed by the KPS.

5 **Graduation Requirements**

a. The program graduation requirements are listed as follows
1. RESEARCH-BASED MASTERS
   a. completing all compulsory courses;
   b. CGPA of at least 3.00;
   c. publishing 2 scientific papers, at least 1 (one) Journal with an assessment referring to Rector's Regulation Number 22 of 2021 concerning Universitas Airlangga Education Guidelines; and at least 1 (one) *proceeding* indexed by SINTA;
   d. the ELPT score standard is at least 475;
   e. special requirements are regulated by the education guidelines of respective study program.

b. For Master's programs (S2) the basis for graduation predicates is listed as follows:
1. CGPA = 3.00 - 3.50 : satisfactory
2. CGPA = 3.51 - 3.75 : very satisfactory
3. CGPA = 3.76 - 4.00 : with honors (Cumlaude)

c. The predicate "cumlaude" for the Master program (S2) is given with due regard to the maximum length of study of 2 (two) years and fulfillment of the publication obligations stipulated.

d. The assessment of the final project for the Master's program (S2) for all batches is determined by the achievement of student scientific publications with a conversion value in accordance with the Rector's Regulation Number 22 of 2021 concerning Universitas Airlangga Education Guidelines.

References:
1. Rector's Regulation Number 6 of 2019 on Education Guidelines for Master's programs at Universitas Airlangga (February 11, 2019)
2. Rector's Regulation Number 22 of 2020 concerning Amendments to Rector's Regulation Number 6 of 2019 on Education Guidelines for Master's program at Universitas Airlangga (June 29, 2020)
3. Rector's Regulation Number 24 of 2022 concerning the Second Amendment to Rector Regulation Number 6 of 2019 on Education Guidelines for Master's program at Universitas Airlangga
4. Rector's Regulation Number 14 of 2020 on Education Guidelines for Research-Based Master's program at Universitas Airlangga (April 27, 2020)
5. Rector's Regulation Number 26 of 2022 concerning Amendments to Rector's Regulation Number 14 of 2022 on Guidelines for Research-Based Master's program at Universitas Airlangga

DOCTORAL PROGRAM

A. GENERAL PROVISIONS

1) Promoters are permanent lecturers of UNAIR, a professor or Doctoral degree with the title of head lector and has been the main author in a reputable international scientific journal, and who is assigned to supervise doctoral Candidates in completing their studies.

2) Co-promoters are lecturers with the title of professor or professor emeritus, or doctoral degree with the lowest position of lector, or non-lecturers/practitioners with doctoral degree, who come from internal or non-internal UNAIR and are assigned as a companion to the promoter in guiding doctoral candidates in completing their studies.

3) Consultant is an expert in a particular scientific field and or special skills that are needed by students to assist in the formulation and implementation of the dissertation with the approval of the promoter.

4) Academic Advisor, hereinafter referred to as PA, is a permanent UNAIR lecturer with the title of professor or Doctoral degree with a minimum title of lector whose duty and responsibility are to provide guidance to students until the appointment of the Promoter.

5) Dissertation Supporting Courses, hereinafter abbreviated as MKPD, are courses required by Doctoral Candidates to expand the study of the dissertation being researched to identify, analyze, and solve problems that are being researched for the dissertation.

6) Study Plan Forn, hereinafter abbreviated as KRS, is a card that contains the course plans and will be followed by Doctoral Program Participants and Doctoral Candidates.

7) Prospective Promoter are permanent lecturers of Universitas Airlangga who will be tasked with guiding Doctoral candidates in completing their studies, and are holding the title of professor or doctoral degree with head lector position, who in the last 5 (five) years has produced at least 1 (one) scientific paper in an accredited national journal and/or a reputable international journal, or other forms recognized by a group of experts appointed by the higher education senate.

8) Prospective doctoral students are those, who will register for pursuing the Doctoral education process at the faculty/school of Universitas Airlangga and have attended the Doctoral Student Candidate Preparation Program (PPCMD) for a maximum of 6 (six) months under the supervision of prospective Promoters.

9) Qualification Examination is a comprehensive examination to obtain Doctoral Candidate status.

10) Proposal Examination is an examination of the dissertation research proposal manuscript.

11) Eligibility Examination is a research paper examination to assess its eligibility as a dissertation.

12) Closed Examination/Closed Dissertation (Stage 1) is an examination of a dissertation manuscript, that has been deemed worth promoting as a promovendus.

13) Open Examination/Open Dissertation (Stage 2) is an examination to determine the graduation of promovendus to become a doctor after passing the Closed Dissertation (Stage 1) in front of an open session.

14) Dissertation is the final academic assignment of the outcomes of study and/or in-depth research conducted independently and contains a new contribution to the development of science and/or find new answers to unsolved problems or question new things about various things, that are considered advanced in the fields of science, technology, and art carried out by Doctoral candidates under the supervision of promoters and co-promoters.

15) Doctoral program participants are those who are registered and follow the Doctoral education process at UNAIR Faculties/Schools.

16) A dissertation research proposal is an academic activity that is formulated and organized according to the rules of scientific research in order to serve as a research guideline for a dissertation

17) Doctoral candidate is the status of Doctoral program participants in UNAIR Faculties/Schools who have passed the qualification examination.

18) Promovendus is a title for Doctoral candidates who have passed the first stage of the final examination (closed examination).

19) Sit in is a status for students who take a certain course but not included in the list of taking courses/without taking SKS from the ongoing course.

B. EDUCATION IMPLEMENTATION, STUDY LOAD, AND CURRICULUM

Doctoral Program Education is a structured education consisting of advanced skills education and specialization as well as independent research. Adhering to the Semester Credit System (SKS) with a study load measured by Semester Credit Units (credits), activities are organized through lectures, seminars, independent study, scientific communication, research, writing scientific papers, community service. The implementation of Doctoral Program education is carried out in accordance with academic calendar stipulated by the Rector, which consists of odd and even semesters.

Each Participant of the Doctoral program is required to fill out a study plan on the Study Plan Form (KRS) provided by the faculty/school in accordance with the academic calendar. The study plan as referred to in paragraph (1) must obtain approval from the academic advisor (PA) and be known by

the study program coordinator. Each Doctoral program participant and Doctoral candidate must fill out the Doctoral program participant activity book during the education process.

Every Doctoral program participant and Doctoral candidate who do not comply with the stated is regarded committing an academic offense.

1   COURSEWORK-BASED DOCTORAL PROGRAM

A.   EDUCATION IMPLEMENTATION, STUDY LOAD, AND CURRICULUM

1) The coursework-based Doctoral Program study load for participants, who hold Master's degree (S2) is at least 42 (forty-two) credits scheduled for 6 (six) semesters and a maximum length of study of 14 (fourteen) semesters.

2) Students who hold a Master's equivalent education (S2) in a different field must follow a matriculation program at a maximum of 12 (twelve) credits according to the needs of the study program.

3) Composition of the coursework-based Doctoral program study load includes:
   a. lectures/lessons with a study load of at least 12 (twelve) credits and at most 20 (twenty) credits; and
   b. dissertation with a study load of 30 (thirty) credits.

4) The coursework-based Doctoral program curriculum at UNAIR is formulated based on the vision and mission of UNAIR to produce highly competent graduates in accordance with the needs of society and the development of science, technology, and art.

5) Curriculum formulation and development is carried out through a meeting of faculty/ school director, study program coordinators, PJMK Lecturers, and Lecturers who qualify in respective Study Program to adjust to the development of disciplines.

6) curriculum structure and stages of lecture/learning activities may include components:
   a. compulsory courses;
   b. elective courses; and
   c. MKPD

7) curriculum study load is at least 12 (twelve) credits and at most 20 (twenty) credits. The curriculum structure at the dissertation stage includes the components and loads as follows:
   a. the dissertation components listed in the transcript consist of:
      1. dissertation proposal worth 6 (six) credits.
      2. dissertation worth 24 (twenty-four) credits.
   b. the dissertation components stated consist of:
      1. dissertation seminar;
      2. publication;
      3. dissertation eligibility (dissertation manuscript);
      4. closed dissertation (stage I);
      5. open dissertation (stage II); and
      6. other components according to the needs of respective study program

B. EDUCATION IMPLEMENTATION

B.1 Academic Advisor

1) Program participants must have an Academic Advisor.

2) The academic advisor as referred to in paragraph (1) is a lecturer with certain qualifications stipulated by a Decree of the dean/director of the school based on the availability of the lecturer concerned.

3) Academic advisors are assigned and are responsible as a companion for program participants in following the implementation of education as Doctoral program participants take the examination to obtain the status of Doctoral Candidate.

4) Academic Advisors are only allowed to supervise a maximum of 10 (ten) Doctoral program participants cumulatively.

5) Participants of the coursework-based Doctoral Program are obliged to consult with the academic advisors actively and regularly at least 2 (two) times in each semester, which is proven by filling out the activity sheet of doctoral program participants and known by the Coordinator of the Study Program.

6) Academic Advisors cannot directly become Promoters/Co-promoters.

B.2 Promoters, Co-Promoters, and Supervision

1) Participants of the coursework-based Doctoral Program, who pass the qualification examination and obtain the status of Doctoral Candidate must propose a Prospective Promoter to the dean/school director no later than 6 (six) months after the examination.

2) Prospective Promoter as referred to in paragraph (1) must meet the following requirements:
   a. permanent lecturer of UNAIR;
   b. having the position of professor or doctor with the position of head lector and have been as the first author in reputable international scientific journals; and
   c. mastering expertise in accordance with the dissertation topic/material.

3) In the event that the promoter with the title of professor,who is tasked with supervising enters the age of retirement, the Rector is authorized to appoint the person concerned to complete the supervision duties.

4) The promoter is obliged to propose a candidate for co-promoter or in case of urgency, 2 (two) co-promoter candidates can be proposed to the dean/school director.

5) Co-promoter candidates as referred to in paragraph (4) must meet the following requirements:
   a. Holding the position of professor, or professor emeritus, or
   b. Doctor with the lowest position of lector;
   c. Non-lecturer/practitioner doctorate.

6) Promoters and co-promoters are appointed by decree of the dean/school director after stating availability in written form to supervise Doctoral Candidates.

7) A promoter and/or co-promoter is only allowed to supervise a maximum of 10 (ten) Doctoral candidates cumulatively since validation is in effect.

8) Promoters, who are appointed by a Decree of the dean/school director are in charge of authorizing the Study Plan Form (KRS) of coursework-based Doctoral program students.

9) Promoters and co-promoters are in charge of supervising coursework-based Doctoral candidates and are responsible for:
    a. originality of research and contribution to the repertoire of knowledge;
    b. accuracy of methodology, mastery of theory, and depth of reasoning;
    c. the systematics of thoughts and conclusions of the Doctoral candidate's research;
    d. selection of MKPD if programmed and fulfillment of academic requirements; and
    e. publication as an obligation of coursework-based doctoral candidates.
10) Promoters and co-promoters periodically evaluate the progress of research and the writing of the dissertation manuscript through seminars and record it in the activity book of coursework-based Doctoral program participants.
11) Promoters and co-promoters are required to carry out a dissertation manuscript assessment examination before the dissertation examination I (closed).
12) In the event that the promoter and/or co-promoter is permanently absent, the dean/ director of the school shall immediately appoint a suitable substitute for the promoter and/ or co-promoter, whose field of knowledge is in accordance with the previous promoter and or co-promoter, upon the proposal of the Doctoral candidate with the consideration of the Coordinator of the Study Program (KPS).
13) The substitute promoter and or co-promoter as referred to in paragraph (11) must pay attention to and prioritize the continuity of the research proposal, that has been approved by the assessment committee for the dissertation.
14) During the length of study, the promoter and/or co-promoter can be substituted with another promoter and/or co-promoter if there are non-academic obstacles to the relationship between the promoter and/or co-promoters with coursework-based program Doctoral candidates.
15) A promoter cannot be substituted with another promoter solely due to academic obstacles on a coursework based Doctoral candidate.
16) Procedures for substituting promoters and/or co-promoters are stipulated by the dean/ director of the school.

B.3 Consultants
1) A consultant is proposed by the coursework-based Doctoral candidate and approved by the promoter and known by the Coordinator of the Study Program and then appointed by the dean/director of the school.
2) A consultant is tasked with accompanying the promoter to provide material in certain scientific fields in the context of research and dissertation writing required by the Doctoral candidate.

B.4 Learning Outcomes Assessment
1) Assessment of the activities and learning progress of Doctoral program participants in lectures is carried out periodically and can be in the form of examinations or assignments.
2) To be able to take the examination, participants must attend lectures at least 75% (seventy-five percent).
3) In the event that a participant fails to obtain a certain grade, an opportunity may be given for a written or oral retest.

4) Assessment of learning outcomes is stated by absolute range values as well as letter grades A, AB, B, BC, C, D, and E with the following equivalence:
   a) passing grades for course examinations including MKPD are equal to or greater than B.
   b) The passing grade of the proposal examination is equal to or greater than the value grade of 3 (three) or letter grade B

B.5 Qualification Examination
1) qualification examination is a comprehensive examination that must be taken by Doctoral program participants by coursework to obtain the status of Doctoral candidate.
2) qualification examination is proposed by the Academic Advisor through the Study Program Coordinator to the dean/director of the school by attaching academic transcripts.
3) In the event that the academic advisor is absent, the qualification examination is led by one of the present committees through mutual agreement.
4) The assessment committee of the qualification examination consists of 7 (seven) lecturers, including the academic advisor, proposed by the academic advisor and stipulated by the dean/director of school after receiving consideration from the KPS.
5) qualification examination assessment can only be carried out and decided if attended by at least 5 (five) members of the assessment committee, including academic advisor (PA).
6) To pass the qualification examination, Doctoral program participants must obtain a grade of at least equivalent to a value grade of 3 (three) or letter B.
7) Participants of the coursework-based Doctoral program who pass the qualification examination obtains the status of Doctoral candidate, which is stated in the certificate of passing the qualification examination.
8) Participants of the coursework-based doctoral program, who fail the qualification examination are given the opportunity to take the remedial examination 1 (one) time. If the Doctoral program participant fails the remedial examination, then he/she will be declared failed study/Drop Out (DO).

B.6 Dissertation Research Proposal
1) Assessment of research proposals for dissertations is carried out a maximum of 2 (two) times.
2) The committee for evaluating research proposals for dissertations is led by the promoter as the chairperson of the examiner.
3) If the promoter is unable to attend as the chairperson of the examiners, the research proposal assessment committee for the dissertation will be led by the co-promoters.

B.7 Dissertation Manuscript And Dissertation Manuscript Assessment Seminar
1) Before the dissertation manuscript assessment examination, course work-based Doctoral candidates are required to produce a statement of dissertation originality.
2) Before being submitted to the closed dissertation examination, the dissertation manuscript must be presented by the
3) Doctoral candidates in the dissertation manuscript assessment examination.
4) The dissertation manuscript assessment examination is carried out by the Team in accordance with the work instruction of respective study program.

B.8 Final Examination

1) The final examination for coursework-based Doctoral education is carried out in 2 (two) stages, namely:
   a. closed dissertation examination (stage I) which is comprehensive and closed; and
   b. open dissertation examination (stage II) which is open. One member of the examination committee both closed and open dissertation examinations must be a lecturer from non-internal Universitas Airlangga (external examiner) who does not hold status as a lecturer in the Doctoral study program and is not from the Doctoral candidate's institution, with at least a doctoral degree and equipped with a curriculum vitae.

2) Closed dissertation examination can only be carried out and decided if it is attended by at least 7 (seven) dissertation examining committee members, including promoter and co-promoter and an examiner from non-internal UNAIR.

3) Criteria for closed dissertation examination examiners are as follows: hold the title of full professor/professor, or Doctoral degree, who masters expertise in accordance with the scientific field of the material being examined.

4) Coursework-based doctoral candidates, who are declared not to have passed are given the opportunity to retake and revise the dissertation manuscript, which is carried out no later than 6 (six) months from the date of the closed dissertation examination.

5) Coursework-based doctoral candidates who are declared not to have passed the closed dissertation re-examination will be declared status of failure of study/drop out (DO).

6) Open Dissertation final examination is a rebuttal forum consisting of mostly 10 (ten) Examiners or Refutators, including promoters and co-promoters as well as one examiner from non-internal Universitas Airlangga and 15 (fifteen) academic invitees organized by respective faculty/school.

7) open dissertation final examination can only be carried out and decided if it is attended by at least 8 (eight) examiners or refuter.

8) The chairman of the closed and open dissertation examinations will be appointed by the respective dean/postgraduate director on the proposal of the Study Program Coordinator.

9) Coursework-based Doctoral Candidates, who possess 3 (three) publications in reputable international journals during the doctoral length of study can be exempted from the Open Dissertation Examination.

B.9 Final Examination Assessment and Doctoral Degree Award

1) The requirements for graduation are:
   a. the period of study is not more than 14 (fourteen) semesters;
   b. CGPA of at least 3.00; and
   c. publish scientific work in accordance with the Rector Regulation Number 22 of 2021 concerning Universitas Airlangga Education Guidelines.

2) Promovendus is obliged to submit improvements to the dissertation manuscript before the open dissertation examination.

3) Promovendus who successfully defends the dissertation and passes the dissertation examination are entitled to a Doctoral degree.

4) The awarding of a coursework-based Doctoral degree is accompanied by a statement of predicate of graduation:
    a. CGPA : 3.00 - 3.50 : satisfactory
    b. CGPA : 3.51 - 3.75 : very satisfactory
    c. CGPA : 3.76 - 4.00 : Cumlaude
5) The predicate of graduation "Cumlaude" for coursework-based Doctoral programs is given with due regard to the maximum length of study of 4 (four) years and the fulfillment of publication obligations set.
6) The final project assessment for coursework-based Doctoral programs is determined by the achievement of student scientific publications with a grade in accordance with the Rector's Regulation Number 22 of 2021 concerning Universitas Airlangga Education Guidelines.
7) The assessment provisions as stated apply to all batches within Universitas Airlangga.

2. RESEARCH-BASED DOCTORAL PROGRAM

A. EDUCATION IMPLEMENTATION, STUDY LOAD, AND CURRICULUM

1) Candidate Students before entering the Doctoral study program can take part in the Preparation Program for Doctoral Student Candidates (PPCMD) for 6 (six) months which is proposed by the prospective promoter to prepare for the Doctoral program qualification examination.
2) Students, who hold a different Master's degree (S2) are required to follow the matriculation program according to the needs of the study program.
3) Promoters are given the authority to direct Doctoral candidates to explore the focus of a particular field and require the Doctoral candidates to attend lectures on a sit-in basis, which is adjusted to the study program guidebook at the faculty.
4) The study load of the Doctoral program for students who hold a Master's degree (S2) is at least 42 (forty-two) credits scheduled for 6 (six) semesters and the period of study is a maximum of 14 (fourteen) semesters.
5) The curriculum of the Research-Based Doctoral program at Universitas Airlangga is formulated based on the vision and mission of Universitas Airlangga to produce highly competent graduates in accordance with the needs of society and the development of science, technology, and art.
6) The formulation and development of the curriculum are carried out through a meeting of the head of the faculty/school directors, Study Program Coordinators (KPS), and lecturers who qualify of respective study program to adjust to the development of scientific disciplines by involving internal and external stakeholders.
7) The curriculum constructed as referred to in paragraph (1) is stipulated by a Rector Decree.
8) The curriculum structure at the dissertation stage includes the components and loads as follows:
    a. Dissertation components listed in the transcript consist of:
        1. Dissertation proposal with a load of 6 (six) credits.
        2. Dissertation with a load of 24 (twenty four) credits with components:
            a) Dissertation Eligibility Examination;
            b) Closed Dissertation Examination (stage I); and
            c) Open Dissertation Examination (stage II);

  b. Non-Dissertation components with a load of at least 12 (twelve) credits include:
    1. Qualification examination;
    2. Periodic Seminar;
    3. International Publication;
    4. International Seminar; and
    5. Other components in accordance with the specification of respective study program.

9) The dissertation format can be in the form of a dissertation manuscript as in a coursework-based Doctoral program, which is regulated by respective study program.

10) Doctoral candidates, who possess 3 (three) publications in reputable international journals during the Doctoral length of study can be exempted from the Open Dissertation Examination.

B. EDUCATION IMPLEMENTATION

B.1 Promoter, Co-Promoter, and Supervision

1) Research-Based Doctoral Program Participants, who pass the qualification examination and obtain status of Doctoral Candidate must propose a candidate for Promoter to the dean/school director no later than 2 (two) months after the qualification examination.

2) Prospective Promoters and Promoters as referred to in paragraph (1) must fulfill requirements:
  a. permanent lecturer of Universitas Airlangga;
  b. holding the position of professor or doctor with the position of head lector, who in the last 5 (five) years have produced at least 1 (one) scientific paper in an accredited national journal and/or reputable international journal orother forms recognized by a group of experts stipulated by the college senate
  c. Mastering expertise in accordance with the topic/matter of the dissertation; and has a research platform/agenda.

3) In the event that a promoter with the title of professor who is in the task of supervision enters retirement age, the Rector is authorized to appoint the person concerned to complete the supervision duties.

4) the promoter is obliged to propose a co-promoter or, if necessary, can propose 2 (two) co-promoters to the dean/director of the school.

5) Co-promoters as referred to in paragraph (4) must fulfill the following requirements:
  a. Holding the title of professor, or professor emeritus;
  b. Doctor with the lowest position of Lector; and
  c. Non-lecturer/practitioner doctorates.

6) Promoters and co-promoters are appointed by decree of the dean/director of the school after stating availability in writing to supervise Doctoral candidates.

7) A Promoter and/or co-promoter is only allowed to supervise a maximum of 10 (ten) Doctoral candidates cumulatively since validation is in effect.

8) Promoters, who are appointed by Decree of the Dean/Director of the School are in charge of authorizing the Study Plan Form (KRS) of Doctoral program students.

9) Promoters and Co-Promoters are in charge of supervising doctoral candidates and are responsible for:
   a. originality of research and contribution to the repertoire of knowledge;
   b. accuracy of methodology, mastery of theory and depth of reasoning;
   c. systematization of thoughts and research conclusions of doctoral candidates; and
   d. publication as an obligation of doctoral candidates.

10) Promoters and co-promoters periodically evaluate the progress of research and writing of the dissertation manuscript through seminars and record it in the Participant Activity Book of Doctoral program participant.

11) Promoters and Co-promoters are required to conduct a Dissertation Manuscript Eligibility Assessment Examination before the closed dissertation defense (stage 1).

12) When the Promoter and/or Co-promoter is permanently absent, the dean/director of the school shall immediately appoint a suitable substitute for the promoter and/or co-promoter whose field of knowledge is in accordance with the previous promoter and/or co-promoter upon the proposal of the Doctoral candidate with the consideration of the Study Program Coordinator (KPS).

13) The substitute Promoter and/or Co-promoter as referred to in paragraph (12) must pay attention to and prioritize the continuity of the research proposal, that has been approved by the Research Proposal Assessment Committee for Dissertation.

14) During the length of study, the promoter and/or co-promoter may be substituted with another promoter and/or co-promoter if there are non-academic obstacles to the relationship between the promoter and/or co-promoter with the Doctoral candidate.

15) A Promoter cannot be substituted with another Promoter solely due to the academic obstacles with the Doctoral candidate.

16) Procedures for replacing promoters and/or co-promoters are further stipulated by the dean/school director.

B.2 Consultants

1) A consultant is proposed by the Doctoral candidate and approved by the promoter and known by the Head of the Study Program and subsequently determined by a Decree of the dean/director of the school.

2) A consultant is tasked with accompanying the promoter to provide material in certain scientific fields in the context of research and dissertation writing required by the Doctoral candidate.

B.3 Assessment of Learning Outcomes

1) Assessment of the activities and learning progress of Doctoral Program Participants is carried out periodically in accordance with stated components.

2) Assessment of learning outcomes is stated by absolute range values as well as letter grades A, AB, B, BC, C, D, and E with the following equivalence:

Letter Grade	Grade Point	Numerical Grade
A	4	86-100
AB	3.5	78-<86
B	3	70-<78
BC	2.5	62-<70
C	2	54-<62
D	1	40-<54
E	0	<40

3) All dissertation and non-dissertation component assessments are equal to or greater than B.
4) The passing grade of the proposal examination is equal to or greater than a grade point of 3 (three) or a letter grade of B.

B.4 Qualification Examination

1) The qualification examination is a comprehensive examination that must be taken by Research-Based Doctoral program participants to obtain Doctoral candidate status no later than 2 (two) months after being declared to have passed the selection of Research-Based Doctoral program candidates.
2) The qualification examination is proposed by the prospective Promoter through the Study Program Coordinator (KPS) to the dean/director of the school.
3) When the prospective promoter is absent, the qualification examination will be chaired by one of the committees who is present through mutual agreement.
4) The Qualification Examination Assessment Committee consists of 7 (seven) lecturers, including prospective promoters and co-promoter candidates, who are appointed by the dean/director of the school after receiving consideration from KPS.
5) The Qualification Examination Assessment can only be carried out and decided if it is attended by at least 5 (five) members of the Assessment Committee including promoters and/or co-promoters.
6) To pass the qualification examination, Doctoral program participants must obtain a score of at least equivalent to a grade point of 3 (three) or letter B.
7) Participants of the Research-Based Doctoral program who pass the qualification examination obtain the status of doctoral candidate as stated in the Certificate of Passing the Qualification Examination.
8) Research-Based Doctoral program participants who fail the qualification examination are given the opportunity to take the revision examination 1 (one) time at most 1 (one) month after being declared failed in the qualification examination.
9) If a Doctoral Program participant fails the remedial examination as referred to in paragraph (8), then the person will be declared a study failure (drop out).

B.5 Dissertation Research Proposal

1) Dissertation research proposal assessment is conducted in the first semester of the Doctoral Education Program and carried out at most 2 (two) times.
2) The Dissertation Research Proposal Assessment Committee is led by the promoter as the chairperson of the examiners.
3) If the promoter is unable to attend as the chair of the examiners, the dissertation research proposal assessment committee will be led by the co-promoter.
4) The Dissertation Research Proposal Assessment Committee consists of 7 (seven) lecturers, including the promoter and co-promoter, proposed by the promoter and stipulated by the dean/director of the school after receiving consideration from the KPS.
5) Dissertation research proposal assessment can only be carried out and decided if attended by at least 5 (five) members of the Assessment Committee, including promoters and co-promoter.

B.6 Dissertation Manuscript and Dissertation Manuscript Assessment

1) Doctoral candidates are required to produce a statement of originality of the dissertation before the dissertation eligibility test.
2) The dissertation manuscript must be presented by the Doctoral candidate at the eligibility examination of the dissertation manuscript before being submitted to the closed dissertation examination.
3) The Dissertation Manuscript Eligibility Examination is carried out by the Team in accordance with the Work Instructions of respective study program.

B.7 Final Examination

1) The final examination for research-based doctoral education is carried out in 2 (two) stages, namely:
   a. Closed dissertation examination (stage I) which is comprehensive and closed; and
   b. An open dissertation examination (stage II) which is open, except for Doctoral candidates, who possess 3 (three) publications in reputable international journals. One member of Dissertation Examination Committee, both closed and open, must be a lecturer who comes from non-internal Universitas Airlangga (external examiner), who does not hold the status as a lecturer in the Doctoral program and is not from the Doctoral candidate's institution, with at least a Doctoral degree and equipped with a curriculum vitae.
2) The closed dissertation examination can only be carried out and decided if attended by at least 7 (seven) dissertation examination committee members, including the promoter and co-promoter as well as an examiner from the promoters and one examiner from non-internal Universitas Airlangga.
3) Closed dissertation examination examiners must fulfill the following requirements:
   a. Holding the title of full professor/professor; or
   b. Hold Doctoral degree who masters expertise in accordance with the scientific field of the material tested.

4) Doctoral candidates who fails are given the opportunity to repeat and improve the dissertation manuscript which is carried out for a maximum of 6 (six) months starting from the date of the Closed Dissertation Examination.

5) Doctoral candidates who fails the closed dissertation re-examination will be declared a study failure (drop out).

6) The Open Dissertation final examination is a refutation forum consisting of at least 8 (eight) and a maximum of 10 (ten) Examiners or Refuters, including the promoter and co-promoter as well as an examiner from non-internal Universitas Airlangga and 15 (fifteen) academic invitees organized by respective faculty/school.

7) The chairperson of the closed dissertation examination and the chairperson of the open dissertation examination are appointed by the dean/postgraduate director on the proposal of the study program coordinator.

B.8 Final Examination Assessment and Doctoral Degree Award

1) The requirements for graduation are:
   a. the length of study is not more than 14 (fourteen) semesters;
   b. CGPA of at least 3.00;
   c. possessing an article in a reputable international journal indexed by ISI Knowledge-Thompson Reuter, SCOPUS, or Microsoft Academic Search as first author with the status of 1 (one) published and 1 (one) accepted;
   d. 1 (one) international conference proceeding indexed by ISI Knowledge-Thompson, Reuter, SCOPUS, or Microsoft Academic Search; and submit evidence of scientific work after the open examination.

2) The promovendus is obliged to submit improvements to the dissertation manuscript before the open dissertation examination.

3) Promovendus who successfully defends the dissertation and is declared to have passed the dissertation examination is entitled to the title of Doctor (Dr).

4) The awarding of Doctoral degree is accompanied by a statement of graduation predicate:
   a. CGPA : 3.00 - 3.50 : satisfactory;
   b. CGPA : 3.51 - 3.75 : very satisfactory; and
   c. CGPA : 3.76 - 4.00 : with Cumlaude.

5) The predicate of graduation "Cumlaude" can be given if:
   a. the maximum length of study is 4 (four) years; and
   b. possessing 3 (three) publications in reputable international journals relevant to the dissertation, as the first author.

References

1. Rector's Regulation No: 5 of 2019 on Education Guidelines for Coursework-Based Doctoral Program at Universitas Airlangga (February 8, 2019)

2. Rector's Regulation No: 21 of 2020 concerning the Amendment to Rector's Regulation No: 5 of 2019 on Education Guidelines for Coursework-Based Doctoral Program at Universitas Airlangga (2020)

3. Rector's Regulation No: 22 of 2022 concerning the Second Amendment to Rector's Regulation No: 5 of 2019 on Education Guidelines for Coursework-Based Doctoral Program at Universitas Airlangga

4. Rector's Regulation Number 36 of 2017 on Education Guidelines for Research-based Doctoral Program at Universitas Airlangga (August 14, 2017)

5. Rector's Regulation Number 20 of 2020 concerning the Amendment to Rector's Regulation Number 36 of 2017 on Education Guidelines for Research-Based Doctoral Program at Universitas Airlangga (June 29, 2020)

6. Rector Regulation Number 21 of 2022 concerning the Second Amendment to Rector Regulation Number 36 of 2017 on the Education Guidelines for Research-Based Doctoral Program at Universitas Airlangga.

ELPT
ENGLISH LANGUAGE PROFICIENCY TEST

GENERAL REQUIREMENTS

1) The English Language Proficiency Test, hereinafter referred to as ELPT, is a test of English language ability conducted at the Language Center of UNAIR (PUSBAMULYA).
2) The UNAIR Language Center is a work unit that organizes language learning/courses and language proficiency tests managed by the Faculty of Humanities at UNAIR.

1. DIPLOMA REQUIREMENTS

1.1 OBLIGATIONS AND STANDARDS

1) Every student of the Diploma Program and Undergraduate Program is required to take the ELPT and obtain a test score.
2) The standard ELPT test scores for Diploma program students are at least 400 for Three-Year Diploma Program and 450 for Four-Year Diploma Program, and for Undergraduate Program students a minimum of 450.
3) Standard test scores as referred to in paragraph (2) may be set higher according to each respective study program.
4) The determination of ELPT test scores as mentioned in paragraph (3) is established by the Dean's decision after obtaining approval from the Rector.
5) Students who have not met the standard ELPT test scores as referred to in paragraph (2) are required to attend the English language class designated by the University.
6) The obligation to have ELPT test results must be fulfilled as a graduation requirement for the final examination or as otherwise determined by the Dean.

7) During the waiting period for the fulfillment of the ELPT test results, students are exempted from the obligation to pay tuition fees (S for a maximum of 2 semesters after being declared as graduates.

8) Students who have been exempted from the obligation to pay tuition fees (SOP) for two (2) semesters as referred to in paragraph (7), but have not yet met the ELPT test results requirement, are required to pay 50% (fifty percent) of tuition fees as specified.

9) The ELPT test scores recognized by UNAIR are those issued by the Language Center managed by the Faculty of Humanities at UNAIR.

10) Recognized ELPT test scores are those obtained during the student's period of study.

11) The ELPT test scores of new UNAIR students from batch 2014/2015 onwards can be recognized as ELPT scores for graduation requirements if they have reached the specified standard scores, for Three-Year Diploma Program = 400, Four-Year Diploma Program and Undergraduate Program = 450.

1.2 TRANSITIONAL PROVISIONS

1) Three-Year Diploma Program, Four-Year Diploma Program, and Undergraduate Program students from batch 2014/2015 and earlier may use ELPT test results or other designations issued by language institutions from other state universities.

2) The obligation to attend English language classes as referred to in the "Obligations and Standards" paragraph (5), applies to the students of Three-Year Diploma Programs, Four-Year Diploma Programs, and Undergraduate Programs from batch 2015/2016 onwards.

2. MASTER AND DOCTORAL PROGRAMS

2.1 OBLIGATIONS AND STANDARDS

1) Every student of the Master Programs and Doctoral Programs is required to take the ELPT test and obtain a test score.

2) The standard ELPT test score for Master Program students is at least 475, and for Doctoral Program students is at least 500.

3) The standard test scores of the ELPT as referred to in paragraph (2) may be set higher according to each respective study program

4) The determination of test scores as referred to in paragraph (3) is established by the Dean's or School Director's decision, after obtaining approval from the Rector.

5) Students who have not met the standard test scores as referred to in the paragraph (no paragraph) are required to attend English language classes designated by the University.

6) International Publication Results achieved during the length of study can be utilized as a component for assessing the ELPT for students who have not met the ELPT requirements.

7) ELPT test scores recognized by UNAIR are those issued by the Language Center managed by Pusbamulya

8) Recognized test scores are those obtained during the study period.

9) ELPT test scores of new students of Universitas Airlangga from batch 2016/2017 onwards can be recognized as ELPT scores for graduation requirements if they have reached the specified Standard Scores, which are 475 for Master's Program and 500 for Doctoral Program.

2.2 TRANSITIONAL PROVISIONS

1) Master and Doctoral Program students from batch 2015/2016 and earlier may use ELPT test results or other designations issued by language institutions at other state universities, which can be equated with ELPT scores issued by the UNAIR Language Center.

2) The obligation to attend language classes as referred to in Article 2, paragraph (5), applies to Master and Doctoral Programs students from batch 2016/2017 onwards.

References

1. Rector's Regulation Number 40 of 2015 concerning ELPT Standard Scores for Diploma and Bachelor's Degrees Students (December 7, 2015)

2. Rector's Regulation Number 6 of 2017 concerning ELPT Standard Scores for Master's and Doctoral Degrees Students (February 9, 2017)

3. Rector's Regulation Number 2 of 2019 concerning Amendments to Rector's Regulation Number 6 of 2017 concerning ELPT Standard Scores for Master's and Doctoral Degrees Students (January 3, 2019)

GUIDELINES FOR IMPLEMENTING *MERDEKA BELAJAR CAMPUS MERDEKA* IN THE FORM OF LEARNING WITH THE COMMUNITY

GENERAL PROVISIONS

Article 1

1. *Merdeka Belajar Campus Merdeka* further referred to as MBKM, is the embodiment of student-centered learning to enhance the quality of education and higher education graduates.
2. MBKM flagship is a form of MBKM designed and funded by the Ministry.
3. Learning is the process of interaction between students, lecturers, and learning resources within a learning environment.
4. Learning outside the Study Program is a form of learning conducted outside the study program, either within or outside the institution where the students are enrolled, encompassing intra-curricular, co-curricular, and extra-curricular activities.
5. Learning with the Community is a form of learning activity conducted outside the campus, which is a transformation of the Community Outreach Program (KKN), independently organized by UNAIR with a total of 20 (twenty) credits within one (1) current budget year.
6. A lecturer is a professional educator and scholar with the responsibility to transform, develop, and disseminate knowledge and technology through education, research, and community service.
7. An Advisor is a faculty/school-appointed lecturer tasked with guiding and directing students in formulating their study plans according to the applicable regulations within a specific timeframe or activity.
8. A Study Plan Form (KRS) is a sheet containing a list of compulsory and elective courses that each student will undertake in a single semester.

9.   Credits (SKS) are the measure of learning activity time allocated to students per week per semester in the learning process through various forms of instruction or the quantification of a student's achievement in participating in curricular activities within a Study Program.

10. Joint Basic Compulsory Courses (PDB) is a course to enhance character and national identity.

11. Compulsory Courses of the Study Program are primary courses that directly shape the main competencies of graduates.

12. Achieved Learning Outcomes are the competencies possessed by each graduate of a study program, representing the internalization of attitudes, knowledge, and skills mastery in accordance with the level of the study program, acquired through the learning process.

13. Conversion is the equating and recognition of semester credit achievements for students participating in the MBKM program.

14. Conversion Team is a team established by the Dean/Director to carry out the task of converting forms of learning activities into credits.

15. Tuition Fee is the mandatory fee to be paid by students every semester.

16. Final Project is a written work or product created at the end of the study period as a graduation requirement.

17. Community Outreach Program (KKN) is a form of education that provides learning experiences to students at the Bachelor of Science and Bachelor of Applied Science levels in the midst of community life, actively contributing to solving community problems based on each participant's expertise, in accordance with the applicable regulations.

18. Student exchange is a form of learning activity that students can undertake to support the fulfillment of learning outcomes, as well as enrich their experiences and academic context in the same/different universities, both domestically and internationally, based on cooperation agreements established by the government.

19. Internship/work practice is a form of learning activity conducted directly at partner institutions to apply general and specific knowledge, attitudes, and skills in the workplace (experiential learning), including both hard skills (skills, complex problem solving, analytical skills, etc.) and soft skills (professional ethics, communication, teamwork, etc.)

20. Building Village (thematic BBK) is a form of learning activity that provides real-life experiences for students to live within a community outside the campus for 1-2 semesters, directly engaging with the community to identify potentials and address issues. This is aimed to develop the potential of the village/region and crafting solutions for existing village problems. Thematic BBK activities are expected to enhance students' soft skills in partnerships, cross-disciplinary/cross-field teamwork (cross-competency), and leadership in managing development programs in rural areas.

21. Research is a form of learning activity conducted in laboratories/research institutions/study centers involving academic research activities, both in the sciences and social humanities, carried out under the supervision of a lecturer or researcher. This allows students with research interests to develop critical thinking skills and enables them to delve deeper, comprehend, and proficiently employ research methods.

22. Entrepreneurship activity is a form of learning activity that encourages the development of students' entrepreneurial interests, allowing them to establish their businesses earlier and receive guidance through suitable learning programs, whether specified in the study program's curriculum or not.

23. Independent Study/Project is a form of learning activity to motivate students who have an interest in creating great works that can be contested at national or international levels or encourage the development of student ideas in realizing innovative products.

24. Teaching at Educational Institutions is a learning activity in the form of teaching assistance that provides an opportunity for those interested in the field of education to participate in teaching and further enhance their knowledge in educational institutions such as elementary, middle, and high schools.

25. Humanitarian project is a form of learning activity to assist areas affected by natural disasters, engage in social activities for a foundation or humanitarian organization, as well as other humanitarian projects both domestically and internationally, approved by the Rector, so as to train students to uphold humanitarian values in carrying out their duties based on religion, moral, and ethics, possessing social awareness to explore and understand existing issues and contribute solutions according to individual interests and expertise.

26. National Defense (*Bela Negara*) is defined as an activity that shapes the attitude and behavior of citizens, fueled by their love for the Unitary State of the Republic of Indonesia, based on Pancasila and the 1945 Constitution, in ensuring the complete continuity of the nation's life and the State.

LEARN WITH THE COMMUNITY
First part
Forms of Learning

Article 2

(1) The learning form of Learning with the Community organized at UNAIR is an implementation of the MBKM policy that is interdisciplinary and multidisciplinary.

(2) Learning with the Community is a transformation of the Community Outreach Program (KKN) Course, which is a compulsory course for all undergraduate students at UNAIR.

(3) Learning with the Community activities are conducted in groups or individually, depending on the type of Learning with the Community being pursued.

(4) Learning with the Community at UNAIR can be in the form of the following schemes:
   a. Internship/work practice;
   b. Student exchange;
   c. Research;
   d. Entrepreneurship activities;
   e. Independent Study/Project;
   f. Thematic Village Development/Learning with the Community;
   g. Teaching at Educational Institutions;
   h. Humanitarian Projects; and
   i. National Defense (*Bela Negara*).

(5) Internship/work practice as referred to in paragraph (4) point a can be carried out in a company, industry, non-profit foundation, multilateral organization, government institution, or startup.

(6) Research as referred to in paragraph (4) point c can be conducted at research institutions such as the Indonesian Institute of Sciences/National Research and Innovation Agency (BRIN), National Institute of Aeronautics and Space (LAPAN), National Aeronautics and Space Administration,

Higher Education Institutions, or in the form of Student Creativity Programs related to research, technology application, creative work, scientific article writing, written ideas, constructive futuristic ideas, and student critical thinking competitions.

(7) Entrepreneurship activities as referred to in paragraph (4) point d are carried out with the involvement of guidance from expert entrepreneur/entrepreneur mentors who have succeeded, as well as university business incubation and acceleration centers and partner institutions.

(8) Independent Study/Project activities as referred to in paragraph (4) point e can be carried out in the form of interdisciplinary group work. These activities can include research-based learning and development, as well as competency-related activities participated in by students of the National Mathematics and Natural Sciences Olympiad, Indonesian Robotics Contest, National Student Qur'an Recitation Competition, Outstanding Student Selection, National University Debate Championship/World University Debating Championship, and Indonesian Student Business Competitions.

(9) Thematic Village Development/Learning with the Community activities as referred to in paragraph (4) point f is expected to sharpen partnership-related soft skills, cross-disciplinary/cross-field teamwork, and student leadership in managing the program development in rural areas

(10) Teaching at Educational Institutions activities as referred to in paragraph (4) point g can be conducted in schools located in both urban and remote areas, facilitated by the Ministry of Education and Culture/Universitas Airlangga.

(11) Humanitarian Projects as referred to in paragraph (4) point h are implemented within formal organizations that are approved by the Rector, both with domestic partners and foreign institutions, including:
   a) Local Government;
   b) Indonesian Red Cross;
   c) National Disaster Management Agency;
   d) Regional Disaster Management Agency;
   e) Inclusive Learning;
   f) Covid-19 Task Force;
   g) Mercy Corps;
   h) United Nations Educational Scientific and Cultural Organization (UNESCO);
   i) United Nations International Children's Emergency Fund (UNICEF);
   j) World Health Organization (WHO);
   k) United Nations Office for the Coordination of Humanitarian Affairs (OCHA);
   l) United Nations High Commissioner for Refugees (UNHCR); and
   m) Other Institutions.

Second Part
Objectives

Article 3
The objectives of Learning with the Community are as follows:
a. Establishing an autonomous and flexible learning process to create an innovative learning culture that is liberating and aligns with the needs of students;
b. Enhancing students' competencies, both in soft skills and hard skills, to be better prepared and relevant to the demands of the times;

c. Enhancing linkages and connections with the business and industrial sectors, preparing students for the workforce from an early stage, and increasing graduates' employability;

d. Preparing students to become competitive individuals - healthy, intelligent, adaptive, creative, innovative, skilled, dignified, productive, and possessing character in line with Pancasila values;

e. Equipping graduates to become outstanding future leaders of the nation with strong personalities.

Article 4

(1) Thematic Village Development/Learning with the Community activities are expected to sharpen partnership-related soft skills, cross-disciplinary/cross-field teamwork (cross-competency), and student leadership in managing development programs in rural areas.

(2) Thematic Village Development/Learning with the Community activities can be carried out collaboratively with:

a. Ministry of Villages, Development of Disadvantaged Regions, and Transmigration;
b. Ministry of Health;
c. Department of Public Works and Spatial Planning;
d. Ministry of Agriculture;
e. Ministry of Social Affairs;
f. Ministry of Environment and Forestry;
g. Ministry of Home Affairs;
h. Ministry of Foreign Affairs;
i. Indonesian National Army;
j. Police;
k. Local Government;
l. Guided Village;
m. Regionally-Owned Enterprises;
n. Industry;
o. Social Investment;
p. Community Groups; and
q. Other Institutions.

CHAPTER III
LEARNING PLANNING

Article 5

(1) Study Programs can determine specific learning with the community schemes based on the scheme as referred to in the first part of paragraph (4), adjusted to the characteristics of the study program.

(2) Study Programs identify courses that can be integrated into the learning with the community program according to the selected scheme as mentioned in paragraph (1), with a total minimum load of 20 (twenty) credits.

(3) The courses as referred to in paragraph (2) are courses that come from compulsory, elective, and/ or courses designed to enhance students' hard and/or soft skills.

(4) Compulsory courses as referred to in paragraph (3) may include courses with learning activities conducted outside the classroom, such as:
   a.   Final Project;
   b.   Internship Course;
   c.   Field Work Practicum Course; and
   d.   Similar courses conducted outside the study program.
(5) Elective courses as referred to in paragraph (3) are all optional courses within the curriculum structure of the study program.
(6) Courses that can be developed as hard skills and/or soft skills as mentioned in paragraph (3) are courses established by the study program and approved by the Rector.
(7) If the total credit load of courses within the Learning with the Community program is less than 20 (twenty) credits, students may enroll in linear compulsory courses that are and have been previously taken, aiming to improve their grades.
(8) The list of courses integrated into Learning with the Community is specified in a dedicated roster on Cybercampus.
(9) Learning with Community activities can take the form of an integrated series of activities that can enhance the relevance and competence of graduates from the Study Program.

Article 6
(1) The study program determines collaboration partners for the implementation of Learning with the Community.
(2) The study program facilitates students in deciding on a Learning with the Community study plan through the completion of the MBKM Study Plan Form on Cybercampus.
(3) Courses integrated into Learning with the Community, listed in the MBKM Study Plan Form must obtain approval from the Academic Advisor.

CHAPTER IV
IMPLEMENTATION OF LEARNING
First Part
Technical Implementation of Learning Together with the Community

Article 7
(1) The implementation of learning with the community is coordinated by the Directorate of Academic Affairs in collaboration with the Research and Community Development Institute, as well as the Program Study Coordinator.
(2) Interdisciplinary and multidisciplinary learning with the community is conducted under the coordination of the Research and Community Development Institute.
(3) Monodisciplinary learning with the community is conducted under the coordination of the faculty.
(4) Learning with the community under *Magang dan Studi Independen Bersertifikat* (MSIB) scheme as well as *Program Magang Mahasiswa Bersertifikat* (PMMB) scheme is conducted under the coordination of the Directorate of Entrepreneurship Incubation Career Development and Alumni Affairs or the program study.

(5) The implementation of learning with community activities must be guided by supervisors/ supervising lecturers.

(6) The technical guidance of learning with the community is further regulated by the Program Study.

Second Part
Credit Load Acknowledgment

Article 8

(1) The number of credits for activity equivalency is adjusted according to the workload and the implementation process of the activity.

(2) The recognition of credits related to the equivalency of learning with the community activities is determined based on the established learning with the community activity plan.

(3) The form of recognition of the activity's weight in learning with the community is the number of credits that can be acknowledged based on the integrated courses within the learning with the community program.

(4) Credits conversion takes into consideration the enhancement of graduate competencies and/or the addition of soft skills that support the graduate profile.

Article 9

The conversion method for learning with the community activities can use the following methods:

a. Free form learning with the community, which is a form of learning with the community in the form of 1 (one) complete activity equivalent to 20 (twenty) credits and is not directly linked to specific courses within the study program;

b. Structured form learning with the community, which is a form of learning with the community designed by the study program that can be converted into specific courses within the study program;

c. Blended form learning with the community (a combination of free form and structured form), that is, some are equated with courses and the rest are soft skills.

Third Part
Implementation Time

Article 10

Learning with the Community at UNAIR can be carried out from semester VI within 1 (one) full semester and/or 2 (two) semesters in the same budget year.

Fourth Part
Implementation Mechanism

Article 11

The Mechanism for Implementing Learning with the Community is as follows:

a. The study program socializes independent learning with community activities;

b. Students select the type of learning with the community activities by filling out the KRS-MBKM (Learning with the Community Study Plan) and consulting with their academic advisor;

c. The academic advisor reviews the courses planned by the student in the KRS-MBKM;

d. The academic advisor approves the KRS-MBKM;

e. Students participate in the learning with the community activities according to the type of activity designed by the program in collaboration with the learning with community partners.

f. The academic supervisor provides guidance during the learning with the community learning activities along with a mentor from the partner.

g. The academic supervisor and the partner's mentor for learning with the community conduct the assessment process according to the assessment rubric specified in the learning module;

h. Students upload the final report of the learning with the community activities on Cybercampus;

i. The academic supervisor inputs the grade into Cybercampus;

j. The academic department of the faculty and University recapitulates student data for learning with the community activities and course grades integrated within the learning with the community activities to Cybercampus;

k. The academic department of the faculty reports to the Directorate of Academic Affairs, which subsequently reports to the Higher Education Database System;

l. Further provisions for the implementation of learning with the community activities fall under the authority of the Directorate of Academic Affairs.

Fourth Part
General Requirement

Article 12

The general requirements for participating in learning with the community are as follows:

a. Learning with the community is attended by all Undergraduate Program students, both in the science and applied science programs, and Three-Year Diploma Program, except for students who have already completed 20 (twenty) credits of MBKM activities outside the campus;

b. The eligibility requirements for students to participate in learning with the community are as follows:

1) Undergraduate Program students in Science and Applied Science programs must have completed the 5th semester; and

2) Three-Year Diploma Program students must have completed the 3rd semester.

CHAPTER IV
MONITORING AND EVALUATION OF QUALITY ASSURANCE

Article 13

(1) Quality assurance for learning with the community is carried out by the Quality Assurance Group, Quality Assurance Unit, and Quality Assurance Boards.

(2) Quality assurance as referred to in paragraph (1) covers the following aspects:

a. planning, implementation, control, and development of the quality assurance system; and

b. reporting the results of monitoring and evaluation to the management at the level of the program study, faculty, and university.

(3) The process of monitoring and evaluation of quality assurance activities as referred to in paragraph (2) is coordinated by the Quality Assurance Boards.

(4) Monitoring and evaluation of quality assurance as referred to in paragraph (3) are conducted regularly, at least every 6 (six) months.

(5) Further provisions regarding the implementation of quality assurance are within the authority of the Quality Assurance Boards.

Article 14

(1) The financing of the implementation of learning with the community activities is based on the annual work plan and budget of the faculty, university, partner institution, or other legitimate and non-binding funding sources.

(2) Students participating in learning with the community activities, whether within or outside UNAIR, are still required to pay the tuition fee according to applicable regulations.

CHAPTER VI
TRANSITONAL PROVISIONS

Article 15

(1) Matters that have not been addressed in this Rector's Regulation, as far as technical implementation is concerned, will be further regulated by the Directorate of Academic Affairs.

(2) Students who have already participated in Community Outreach Program or have planned Community Outreach activities in the odd semester of 2022/2023 are still subject to Rector's Regulation Number 4 of 2020 concerning Guidelines for the Implementation of Community Outreach Program and are not obliged to follow the provisions in this Rector's Regulation.

(3) Upon the enforcement of this Rector's Regulation, Rector's Regulation Number 4 of 2020 concerning Guidelines for the Implementation of Community Outreach Program at Universitas Airlangga, shall be revoked and declared null and void.

(4) This Rector's Regulation shall come into effect on the date of its issuance.

References

Rector's Regulation Number 6 of 2023 concerning Guidelines for Implementing Merdeka Belajar Campus Merdeka in the Form of Learning with the Community

INTERNSHIP STANDARDS

GENERAL PROVISIONS

1. Universitas Airlangga, hereinafter referred to as UNAIR, is a legal entity state higher education institution.
2. The Rector is the leader behind the management and operation of UNAIR.
3. Internship Program is a program intended for students as a means of implementing knowledge, attitude, and general and specific skills at the workplace.
4. Study Program is a unit of educational and learning activities with a specific curriculum and teaching methods in a particular type of academic education, profession education, and/or vocational education.
5. Credits (SKS) are measurements of the learning process divided into a weekly basis in one given semester, executed through different methods, in order to measure students' ability and success when following a subject in a Study program.
6. Internship Workplace:
   a) Any form of legal or non-legal business, owned by individuals, partnerships, or legal entities, both private and state-owned, that employs workers by providing wages or other forms of compensation;
   b) Social (or/and) other enterprises with management that employ individuals by providing wages or other forms of compensation.

PURPOSE AND OBJECTIVES

This regulation is issued with the purpose of serving as a guideline for the internship standards of the Three-Year Diploma Program, Applied Bachelor, and Undergraduate Program.

The internship activities aim to:
a) Apply general knowledge, skills, and specific job skills/expertise; and
b) Internalize professional attitudes and appropriate work culture necessary for the business world

GENERAL GUIDELINES

Students engaging in the internship must adhere to the following provisions:
1) Internship duration is a minimum of 6 months.
2) Students must be guided by an internal supervisor from UNAIR and an external supervisor from the Internship Workplace;
3) Throughout the internship, students must work full-time at the workplace, as agreed;
4) During the internship, students are allowed to take leaves for certain academic purposes, with agreement from the workplace;
5) The industry provides certificates for interns in the form of:
    a) Industry Certificate: given to interns based on the competencies achieved by the intern, and/or;
    b) Competency Certificate, directly authorized by a Certification Institute (CI) in order to validate students' competency.
6) Prior to the commencement of the internship, there must be a memorandum of understanding and a cooperation agreement between the faculty/Institution/Work Unit and the Internship Workplace;
7) If the internship is converted into a different subject in a study program curriculum, the internship's achievement must be standardized according to the specific subject, as planned in the Study Plan Card;
8) The guiding team formed by the study program is responsible for mapping, implementing, and evaluating the internship learning outcomes, which later will be converted into course grades;
9) The memorandum of understanding outlines the rights and responsibilities of the students; and
10) Students' must have Health Insurance and/or BPJSTK (National Social Security Agency for Employment) for Accident Insurance and Death Benefits coverage.

FORMS OF INTERNSHIP

Forms of Internship Participated by Students include:
a) Industrial/Hospital Internship;
b) Entrepreneurial Internship;
c) Research Internship; and
d) Other Internships according to the study program.

INTERNSHIP IN CURRICULUM

Internship activities in a study program can take the form of:
a) One internship course;
b) One or several courses within the study program that are equivalent to internship activities; or
c) A combination of points a and b.

INTERNSHIP ACKNOWLEDGED AS A STUDY PROGRAM SUBJECT

Students' internship program can be acknowledged as a study program subject if it meets these criteria:
a) A signed contract (Memorandum of Understanding);
b) The internship activity plan is approved by the study program;
c) Study program determines the suitable internship activities that are equivalent to the learning outcomes of the course;
d) Mechanisms for assessing internship activities and transferring grades to the study program courses are determined by the study program; and
e) Students can also take an additional subject through online learning.

ADDING A NEW INTERNSHIP SUBJECT

1) Study programs can establish internship subjects if they prefer not to transfer internship activities to the existing subjects available in the curriculum.
2) Internship subject will be submitted to the curriculum
3) The credit loan for the internship subject, as mentioned in paragraph (2) will then be proportioned according to the SNDIKTI (National Higher Education Database of Indonesia) calculation.
4) SNDIKTI, as referred to in paragraph (3), declares that 1 credit for internship equals to 45-hour class period per semester.
5) Internship activities can be pursued for a maximum of 40 credits within 2 semesters.

INTERNSHIP EVALUATION

1) Internship evaluation encompasses the evaluation of the organization and the evaluation of the learning outcomes achieved by the internship participants.
2) The evaluation of the organization is conducted by the study program.
3) The evaluation of the learning outcomes achieved by the internship participants is conducted by the internship guiding team, based on the evaluation instrument/mechanism which is already drafted.
4) The results of the internship learning outcomes evaluation are included in the academic transcript.

References:

Rector's Regulation Number 16 of 2020 Concerning Internship Standards for Three-Year Diploma Program, Applied Bachelor, and Undergraduate Program within Universitas Airlangga (May 22, 2020).

FAST TRACK

GENERAL PROVISIONS

1. *Fast Track is* an accelerated education program offered by Universitas Airlangga to provide an opportunity for high-potential students to complete their Undergraduate program and Master's program within 5 (five) years, as well as Master's program and Doctoral program within 4 (four) years. This program aims to prepare excellent and qualified human resources to enhance their personal development and contribute to the nation's competitiveness, supporting the Sustainable Development Goals (SDGs) programs by 2030.

2. A research proposal or proposal for thesis writing is an academic activity that is planned and prepared according to the principles of scientific research, aiming to serve as a guideline for conducting research for a thesis.

3. A thesis is a final academic assignment that represents in-depth study and/or research carried out independently under the guidance of a First Supervisor and a Co-supervisor.

4. A proposal defense is an examination of the research proposal for a thesis.

5. A thesis defense is an examination of the thesis manuscript to fulfill the requirements for obtaining a Master's degree

6. The Study Program Coordinator is the manager of the study program who is responsible for planning, implementing, and evaluating program-related tasks. The responsibilities include program planning, execution, and evaluation, which are reported to the Dean and/or School Director.

7. A Prospective Promoter is a permanent faculty member of Universitas Airlangga who will be assigned the task of supervising a Doctoral candidate to complete their studies. They hold the position of Professor or have a Doctoral degree with the rank of Associate Professor (Lektor Kepala). In the last 5 (five) years, they have produced at least 1 (one) academic work in accredited national journals and/or reputable international journals or other recognized forms, as acknowledged by the expert group designated by the university senate.

8. A Promoter is a permanent faculty member of Universitas Airlangga who is assigned the task of supervising a Doctoral candidate to complete their studies. They hold the position of Professor or have a Doctoral degree with the rank of associate professor (Lektor Kepala). In the last 5 (five) years, they have produced at least 1 (one) academic work in accredited national journals and/or reputable international journals, or other forms recognized by the university.

9. A qualification examination is a comprehensive test taken to obtain the status of a Doctoral Candidate.

10. A dissertation is a final academic project resulting from independent, in-depth study and/or research that provides a new contribution to the advancement of knowledge and/or offers new solutions to previously unanswered problems, or questions existing paradigms in the field of science, technology, and art. It is undertaken by a Doctoral Candidate under the guidance of a Promoter and a Co-promoter.

11. A proposal or research proposal for a dissertation is an academic activity that is planned and prepared according to the principles of scientific research, aiming to serve as a guideline for conducting research for the dissertation.

12. A Doctoral Candidate is the status of a participant in the Doctoral Program at a Faculty/School of Universitas Airlangga who has been declared to have passed the qualification examination.

EDUCATIONAL IMPLEMENTATION, STUDY LOAD, AND CURRICULUM

Requirements for Study Program Offering the Fast Track Program include:

a. The study program for Bachelor Degree, Master Degree, and Doctoral Degree has obtained a minimum of B accreditation from the National Accreditation Board for Higher Education(*Badan Akreditasi Nasional Perguruan Tinggi/BAN-PT*)/Indonesian Accreditation Agency for Higher Education in Health(*Lembaga Akreditasi Mandiri Perguruan Tinggi Kesehatan/LAMPT-Kes*);

b. For the fast track from Bachelor Degree to Master Degree, there are no prerequisite courses for Master Degree offered in semesters 7 and 8 of the Bachelor Degree.

c. For the fast track from Master Degree to Doctoral Degree, there are no prerequisite courses for Master Degree offered in semesters 3 and 4 of the Doctoral Degree.

    1) The fast track program is an acceleration program from Undergraduate Program to Master Program within 5 (five) years and from Master Degree to Doctoral Degree within 4 (four) years. This program is designed for academically *excellent* students with high potential;

    2) The implementation of education in the fast-track program is conducted according to the university's academic calendar set by the Rector;

    3) The academic calendar, as referred to in paragraph (2), consists of odd semesters and even semesters.

    4) Any participant in the fast track program who does not adhere to the regulations as mentioned in paragraph (1), paragraph (2), and/or paragraph (3) is considered an academic violation.

STUDY LOAD AND DURATION

1) The study load for the fast track program is for participants who have at least 144 (one hundred and forty-four) credits from their Bachelor degree, scheduled for 8 (eight) semesters or a maximum of 4 years, with a minimum CGPA of 3.50;

2) The credit load achievement for the first year of the Master Degree or in the 7th and 8th semesters with a minimum total of 12 credits and a minimum CGPA of 3.50;

3) The total study load for the Master Degree that the fast track student must complete is at least 36 (thirty-six) credits, scheduled for 4 (four) semesters;

4) The study load for the fast track program for participants progressing from a Master Degree to Doctoral Degree must be at least 36 (thirty-six) credits, scheduled for 4 (four) semesters, or completed within a maximum of 2 (two) years, with a minimum CGPA of 3.50;

5) The credit load achievement for the first year of the Doctoral Degree or in semesters 3 and 4 with a total of 24 credits and a minimum CGPA of 3.50;

6) The total study load for the S-3 program that the fast track student must complete is at least 42 (forty-two) credits, scheduled for 6 (six) semesters.

CURRICULUM

1) The curriculum of the fast-track program from Bachelor Degree to Master Degree is approved through a review conducted by the Directorate of Academic Affairs in collaboration with the Quality Assurance Boards, and the Directorate of Innovation and Educational Development;

2) The fast-track program from Bachelor Degree to Master Degree refers to the regular curriculum of the Study Program that has been approved through the Rector's Decree;

3) The fast-track program from Master Degree to Doctoral Degree continues to adhere to the Curriculum of the Study Program that has been approved through the Rector's Decree.

EDUCATION PROCEDURE

Registration, selection, and admission process

1) Socialization and selection for the fast track program from Bachelor Degree to Master Degree is carried out at the beginning of the 6th semester in each faculty;

2) Registration for the fast track program from Master Degree to Doctoral Degree is carried out at the beginning of the 3rd semester in each faculty;

3) Selection is performed by the faculty based on the highest CGPA and the highest ELPT scores;

4) Candidates who pass the selection for the fast track program from Bachelor Degree to Master Degree are announced at the end of the 6th semester around June/July;

5) Candidates who pass the selection for the fast track program from Master Degree to Doctoral Degree are announced at the end of the 3rd semester around June/July.

The requirements for candidates of the fast track program from Bachelor Degree to Master Degree include:

a. Undergraduate Program students who are enrolled in a study program in one of the faculties at UNAIR;

b. Candidates of the fast track program from Bachelor Degree to Master Degree can apply for the Master Degree in a linear (related field) or multidisciplinary manner according to the academic requirements of the Master Degree study program;

c. Have taken the 5th semester with a minimum of 100 credits and a minimum CGPA of 3.50 and have planned/participated in Community Outreach (KKN BBM) activities;

d. ELPT (English Language Proficiency Test) score issued by the UNAIR Language Center > 475;

e. Obtain approval from the Dean and a recommendation from the Head of the Bachelor Degree Study Program and the prospective thesis supervisor for the Master Degree.

The requirements for candidates of the fast track program from Master Degree to Doctoral Degree include:

a. Students who have graduated from the Undergraduate Program (S-1) as fresh graduates and have been accepted as Master Degree students at UNAIR;

b. Students at the Master Degree level who are registered in a study program in one of the faculties at UNAIR;

c. Candidates of the fast track program from Master Degree to Doctoral Degree can apply for the Doctoral Degree in a linear (related field) or multidisciplinary manner according to the academic requirements of the Doctoral Degree study program;

d. Have taken the 2nd semester of the Master Degree with a minimum of 24 credits and a minimum CGPA of 3.50;

e. Master Degree students who previously participated in the fast track program from Bachelor Degree to Master Degree can apply/continue for the fast track program from Master Degree to Doctoral Degree to meet the specified requirements;

f. ELPT (English Language Proficiency Test) score issued by the UNAIR Language Center > 500;

g. Obtain approval from the Dean and a recommendation from the Head of the Master Degree Study Program and the prospective dissertation supervisor for the Doctoral Degree.

Provisions for participants in the Fast Track Program from Bachelor Degree to Master Degree:

a. Participants of the Bachelor Degree to master Degree fast track program must complete the Undergraduate Program within a maximum of 4 years with a minimum CGPA of 3.50;

b. Achieve a minimum CGPA in the first year of the Master Degree program, with a minimum of 12 credits and a minimum CGPA of 3.50;

c. Students who do not meet the requirements as referred to in points a and b are canceled for participating in the Bachelor Degree to Master Degree's fast track program and will return to the regular Undergraduate Program and are allowed to continue their Master Degree after completing the Undergraduate Program;

d. Students who meet the requirements as referred to in point b will automatically be accepted as regular Master Degree students and must register as new students for the Master Degree at UNAIR;

e. Students will continue to use the Undergraduate Program Student Number (NIM) until they graduate from Undergraduate Program, with specific facilities added to their cyber campus account for the Bachelor Degree to Master Degree fast track program, so that students can enroll in the Master Degree courses that have been determined and they will receive a Master Degree Student Number (NIM) upon completing the Undergraduate Program;

f. Students only pay tuition fees (SOP) without SP3 fees;

g. Students will pay the Master Degree SOP:
    1) After passing the Undergraduate Program, in the first year of the opening of the fast-track program;
    2) In semesters 7 and 8 of the Undergraduate Program/semesters 1 and 2 of the Master's Degree, and pay the Master Degree SOP in semesters 3 and 4 of the Master Degree in the second year and subsequent years of the opening of the fast track program;

h. Students who continue to follow the regular Master Degree as referred to in point d will be subject to SOP and SP3 fees as in the regular Master Degree.

    (1) Provisions for Participants in the Fast Track Program from Master Degree to Doctoral Degree:
        a. Fresh graduates of the Bachelor's who have passed the UNAIR entrance examination (PPMB);
        b. Participants of the fast track program from Master Degree to Doctoral Degree must have graduated from Master Degree within a maximum of 2 (two) years with a minimum CGPA of 3.50;
        c. Achieve a minimum CGPA in the first year of the Doctoral Degree, with a total of 24 credits and a minimum CGPA of 3.50;
        d. Students who do not meet the requirements as referred to in points a, b, and c are canceled from participating in the Master Degree or Doctoral Degree fast track program and are allowed to continue the Doctoral Degree after completing Master Degree;
        e. Students will continue to use Master Degree Student Number (NIM) until they graduate from Master Degree, with specific facilities added to their cyber campus account for Master Degree to Doctoral Degree fast track program so that students can enroll in Doctoral Degree;
        f. Students will receive a Doctoral Degree Student Number (NIM) after completing the Master Degree;
        g. Students only pay tuition fees (SOP) without SP3 fees;
        h. Students only pay the Doctoral Degree SOP in semesters 3 and 4 of the Master Degree/ semesters 1 and 2 of the Doctoral Degree, and pay the Doctoral Degree SOP in semesters 3 and 4 of the Doctoral Degree;
        i. Students who continue to follow the regular Doctoral Degree as referred to in point d will be subject to SOP and SP3 fees, similar to the regular Doctoral Degree.

LEARNING PROCEDURE:

1) In order to participate in exams, participants of the fast track program are required to attend classes at least 75% (seventy-five percent);
2) Assessment of the activities and learning progress of participants in the fast track program during lectures is conducted periodically and may involve exams or assignments;
3) Retake exams can be conducted in written or oral form.

Research and Publication for Fast Track Master Degree to Doctoral Degree:

1) Fast-track students can obtain research funding from both promoter and institution, as per regulations to be established later;

2) The publication obligations for fast track students adhere to the Rector's Regulation concerning publications.

Learning Outcome Assessment:
1) Assessment of activities and learning progress of fast-track participants is conducted periodically in accordance with predetermined components;
2) Learning outcome assessment follows the regulations at each respective level;
3) Student learning achievement is expressed in the form of a Grade Point Average (GPA);
4) If a student wants to improve their CGPA, the student can improve the grades obtained according to the regulations set by their respective faculties;
5) Passing grades for proposal exams, thesis exams, and dissertation exams are equal to or greater than a score of 3 (three) or grade B.

ACADEMIC LEAVE, ACADEMIC FAILURE, AND ACADEMIC SANCTIONS:

1) Students in semesters 7 and 8 of the Undergraduate Program, as well as in semesters 1 and 2 of the Master Degree, are not allowed to apply for academic leave;
2) Students in semesters 3 and 4 of the Master Degree, as well as in semesters 1 and 2 of the Doctoral Degree, are not allowed to apply for academic leave;
3) Provisions regarding academic sanctions and academic failure (drop-out) in the fast-track program follow the regulations set by the Rector concerning the education guidelines and student evaluation of UNAIR students.

References:
1) Rector's Regulation No. 17 of 2019 concerning the Education Guidelines for Fast Track at Universitas Airlangga (March 1, 2019)
2) Rector's Regulation No. 35 of 2019 concerning Amendments to Rector's Regulation No. 17 of 2019 concerning the Education Guidelines for Fast Track at Universitas Airlangga (May 17, 2019)
3) Rector's Regulation No. 39 of 2019 concerning the Second Amendment to Rector's Regulation No. 17 of 2019 concerning the Education Guidelines for Fast Track at Universitas Airlangga (June 18, 2019)

INTERNATIONAL DEGREE PROGRAM

GENERAL CONDITIONS

1. Higher education cooperation is an agreement between Indonesian universities and other universities, businesses, or other parties either domestically or internationally;
2. UNAIR's international cooperation program is defined as collaboration between Indonesian Higher Education Institutions and Foreign Higher Education Institutions which is institutionalized;
3. Degree cooperation is a form of collaboration involving the awarding of degrees or diplomas to students participating in the cooperation program;
4. International degree cooperation program is an international cooperation program that results in the awarding of degrees or diplomas to students involved in the cooperation program;
5. International academic cooperation involves integrating international dimensions into academic activities to participate in international relations without losing Indonesian values based on principles of equality and mutual respect by promoting Science, Technology, and human values that contribute to human life;
6. Memorandum of Understanding (MoU) is a statement of agreement to collaborate in specific areas that are not legally binding for specific purposes in accordance with the contents of the Memorandum of Understanding;
7. Memorandum of Agreement (MoA) in international degree cooperation programs is a detailed written agreement document between each party;
8. Partner University is a university that becomes a partner in conducting international degree cooperation programs;

9.   Students or learners in the international cooperation program are members of the community who are registered as active students in the Undergraduate, Master, or Doctoral Programs at UNAIR.

TYPES OF INTERNATIONAL COLLABORATIVE DEGREE PROGRAMS

Joint degree programs are collaborative educational initiative involving the same academic program offered by faculties within UNAIR and other foreign universities. These programs aim for equivalence or recognition of the degree outcomes from one of the universities.

International collaborative degree programs consist of:
1)   Joint Degree: This collaboration is carried out by two or more universities, involving foreign universities as well. These universities offer the same academic program at the same degree level. In this arrangement, students can enroll in the program at one of the universities and receive a single degree.
2)   Double Degree: This collaboration is conducted by two or more universities, including foreign universities. The universities might offer the same or different academic programs at the same or different degree levels. The outcome is the issuance of diplomas or degrees from each respective university involved.

Double Degree Program as referred to in point 2 can be carried out through:
a.   Regular Double Degree Program is a collaborative education arrangement conducted by faculties within UNAIR in partnership with other universities, involving foreign universities in the same or different study programs at the same academic level;
b.   Accelerated Double Degree Program is a collaborative education arrangement conducted by faculties within UNAIR in partnership with other universities, involving foreign universities in the same or different study programs at different academic levels.

The outcome of the Double Degree Program as intended is the degree from each respective university.

IMPLEMENTATION OF INTERNATIONAL COLLABORATIVE DEGREE PROGRAMS

Fundamental Provisions for Establishment:
1)   Partner universities abroad must be accredited by their respective educational institutions and have successfully undergone evaluation by the Directorate General of Higher Education of the Ministry of Research, Technology, and Higher Education.
2)   International collaborative degree programs must be based on a Memorandum of Understanding and/or Memorandum of Agreement.
3)   In cases where potential partner universities prefer MoA before MoU, as long as it does not contradict the general principles at UNAIR, the MoA, and MoU can be developed concurrently, or the MoU can be established later in accordance with the parties' agreement
4)   Collaboration is based on the principles of equality and mutual recognition, taking into consideration both national and international laws. It should align with the nation's and state's development policies, as well as national defense and security.

5) The implementation of academic and administrative activities in international collaborative degree programs can be integrated with existing educational programs, or through the creation of new programs.

Opening Procedure
1) Head of the Program of Study intending to open an international collaborative degree program submits an application to the Dean, which is then forwarded to the Faculty Advisory Board (BPF) for approval. If the Faculty Advisory Board approves, the Dean forwards the application to the Rector through the Director of the Directorate of Academic Affairs for further review;
2) The application as stated in Article 4 paragraph 1 is accompanied by a proposal for the opening of the international collaborative degree program. This proposal should include, at a minimum:
   a. Background, objectives, and benefits of opening the international collaborative degree program;
   b. Explanation about the partner university, including the profile and the academic program that will be collaborating with the program of study at UNAIR.
   c. MoA or MoA draft between the program of study at UNAIR and the program of study at the partner university.
   d. Feasibility study related to the vision, mission, strategic plan, curriculum, and benefit and financial analysis.
3) The Memorandum of Association (MoA) as referred to includes are as follows:
   a. Program Educational Objectives or equivalent;
   b. Learning Outcomes or equivalent;
   c. Curriculum with equivalency alignment;
   d. Total of credits and the distribution of credits as stipulated by each party;
   e. Duration of study;
   f. Degree attainment requirements;
   g. Teaching processes and methods, guidance procedures, and final projects (undergraduate thesis, thesis, dissertation);
   h. Diplomas, degrees including their inscriptions;
   i. Ownership rights of produced written works;
   j. Possible patent rights, termination procedures, and dispute resolution mechanisms;
   k. Candidate participant requirements for the program;
   l. Course program design;
   m. Evaluation system;
   n. The degree to be conferred;
   o. Administrative requirements related to registration, leave of absence, reactivation, study termination, and other relevant matters;
   p. Financing;
   q. Student quota;
   r. Agreements related to MoA and the termination of collaboration;
   s. Dispute resolution.

1) The faculty provides a copy of the MoA to the Directorate of Academic Affairs and AGE;
2) The Rector decides either to accept or reject the proposal for opening the international collaborative degree program;
3) The university notifies the Ministry of Research, Technology, and Higher Education through the Directorate of Institutional and Collaboration Affairs and the Directorate of Academic and Student Affairs about the international collaborative degree program.

Registration of Prospective Students
Requirements and registration procedures refer to the provisions stipulated in the MoA.

Students
1) Students in the international collaborative degree program are members of the community who are enrolled as active students in the Bachelor's, Master's, or Doctoral Degree at UNAIR;
2) Prospective students must participate in and pass the selection process as students in the international collaborative degree program;
3) The selection results are determined by the Rector.

ACADEMIC PROCEDURES

1) Faculty leader proposes to the Rector regarding the requirements and curriculum of education that must be completed at UNAIR before the international collaborative degree program can be conducted;
2) Students in the international collaborative degree program must follow the curriculum set by the chosen study program level at UNAIR and the foreign partner university, as agreed upon in the MoA.
3) To obtain a degree and/or additional degree information (diploma supplement), students must successfully complete all academic requirements and fulfill administrative conditions at the chosen educational level in the international collaborative degree program, as determined by UNAIR and the foreign partner university.
4) The educational process of the international collaborative degree program can be undertaken through credit transfer and/or credit acquisition methods.
5) Credit transfer is carried out by mutually recognizing the educational processes between the same study programs at the same or different levels, or between different study programs at the same level.
6) Credit acquisition is carried out when a student takes courses provided by the partner university but not offered by UNAIR, or vice versa.
7) The equivalence of credit points obtained at the partner university is determined according to the Airlangga University Credit Transfer System (ACTS)

Learning Process
1) The learning process of the international collaborative degree program can be integrated with existing programs or through special programs, starting from lectures, and examinations, up to graduation ceremonies.
2) The duration of study for the international collaborative in Bachelor's, Master's, or Doctoral Degree must adhere to the applicable regulations and be stipulated in accordance with the MoA.

3) The provisions regarding the final project (undergraduate thesis, thesis, and dissertation) and its guidance are regulated in the MoA

Academic Administration
1) During academic activities at Universitas Airlangga, students must be enrolled as active students in the chosen study program level that offers the international collaborative degree program.
2) During academic activities at foreign partner universities outside Indonesia, students must be enrolled as active students in the study program that has been determined according to the MoA.
3) All administrative consequences resulting from participation in the international collaborative degree program are entirely the responsibility of the student

Financing

Students are required to settle all payment obligations related to the international collaborative degree program according to the applicable regulations, except for students who have been granted scholarships.

Graduation
1) Students who have successfully completed the international collaborative degree program are entitled to receive a degree, academic transcript, and/or additional degree information according to the level and program pursued.
2) The academic degree conferred aligns with the completed study program.
3) The graduation classification corresponds to the terms agreed upon in the MoA.
4) Acquired academic degrees can be revoked if it is later discovered that the degree was obtained through illegitimate means.
5) Students who have successfully completed the program are eligible to participate in the graduation ceremony.

Educational Certificate/Diploma
1) Educational Certificates/Diplomas from the study program at UNAIR and the partner university are awarded to students who have lawfully completed all the curricula of the international collaborative degree program at the chosen level and in accordance with regulations.
2) The awarding of diplomas is governed by the type of international collaborative degree program as follows:
   a. Joint Degree: A single diploma is granted, recognized by both universities.
   b. Double Degree: Diplomas are awarded by each respective university.
3) The nomenclature of diplomas from foreign partner universities follows the nomenclature rules established by those universities.

LEAVE OF ABSENCE, ACADEMIC FAILURE, AND ACADEMIC SANCTIONS

Provisions concerning academic leave of absence and academic failure that will be applied to students in the international collaborative degree program follow the regulations set forth in the Rector's Regulation regarding Education Regulations at UNAIR.

Academic Failure

1) Criteria for academic failure in the international collaborative degree program are stipulated in the MoA.

2) Students who are declared unsuccessful in their studies at the partner university's study program may continue their studies in the regular program at Universitas Airlangga if they comply with the academic regulations established by each faculty or study program at UNAIR

Academic Sanctions

Provisions regarding academic sanctions in the international collaborative degree program adhere to the regulations set by the Rector concerning education regulations at UNAIR.

With the implementation of this regulation, all previous determinations related to the execution of the international collaborative degree program, whether at the University level or the Faculty/Study Program level, that are contradictory to this regulation are deemed invalid.

This regulation is effective from the date of its establishment, with the provision that if any errors are discovered in this regulation in the future, corrections will be made.

Reference:

Rector's Regulation Number 56 of 2018 concerning Guidelines for the Implementation of International Collaborative Degree Programs at Universitas Airlangga (May 28, 2018)

LEARNING OUTSIDE THE STUDY PROGRAM

GENERAL PROVISIONS

Article 1

1. In this general guideline what is meant by:
2. Universitas Airlangga, hereinafter abbreviated as UNAIR, is an Autonomous University.
3. Rector is an agent of UNAIR that leads the organization and management of UNAIR.
4. Lecturers are professional educators and scientists with the main task of transforming, developing, and disseminating science and technology through education, research, and community development.
5. Permanent lecturers are permanent UNAIR's lecturers who have a National Lecturer Identification Number (NIDN)/Special Lecturer Identification Number (NIDK), as professional educators and scientist with the main task of transforming, developing and disseminating science, technology and art through education, research and community development.
6. National Lecturer Identification Number, hereinafter abbreviated as NIDN, is a master number issued by the Ministry for lecturers who work full-time and are not currently serving as employees of the base administrative unit/other institutions.
7. Special Lecturer Identification Number, hereinafter abbreviated as NIDK, is a master number issued by the Ministry for lecturers/instructors working part time or lecturers working full time yet whose base administrative unit is in another institution and are appointed by the university based on an employment agreement.

8. Study Program Coordinator hereinafter abbreviated as KPS is a permanent lecturer in charge of coordinating the study program and is responsible to the Dean of the Faculty/School/School or Head of the Department.

9. Academic Advisor is a lecturer who has the duty and authority to provide academic advice to a group of students under his/her care.

10. Person in Charge of the Subject, hereinafter abbreviated as PJMK, is a permanent lecturer, who has the duty and authority to compile, implement, and evaluate the learning process in certain courses.

11. The workload of lecturers as the principal supervisor in structured research in the context of preparing an undergraduate thesis/final assignment, thesis, dissertation, or work of design/art/ other equivalent forms is a maximum of 10 (ten) students.

12. Curriculum is a set of plans and arrangements regarding the objectives, contents, and learning materials as well as methods used as guidelines for organizing learning activities to achieve Higher Education purposes.

13. Learning is the process of student interaction with lecturers and learning resources within a learning environment.

14. Learning Outside the Study Program is a form of learning carried out outside the study program both within the university and outside the university where students are registered; its form includes intra-curricular, co-curricular, and extra-curricular activities.

15. Intra-curricular activity refers to a learning process that directly supports the competencies of the study program and is carried out on campus and/or off campus and is listed in the study program curriculum.

16. Co-curricular activity refers to a learning process that directly supports the competencies of the study program and is carried out on campus and/or off campus but is not listed in the study program curriculum.

17. Extra-curricular activity refers to a learning process that indirectly supports the competencies of the study program, it is carried out on campus and/or off campus and is not listed in the study program curriculum.

18. Lecture is a learning/teaching process that may include direct or indirect communication, practicum, experimentation and other academic assignments.

19. *Merdeka Belajar Campus Merdeka* hereinafter abbreviated as MBKM, is a Ministerial policy that aims to encourage students to master various sciences that are valuable for entering the work sphere.

20. Semester Credit Units, hereinafter referred to as sks, is a measure of learning activity time assigned to students per week per semester in the learning process through various forms of learning or the amount of recognition for the success of student efforts in following curricular activities in a study program.

21. Semester is a unit of time for the effective learning process in at least 16 (sixteen) weeks, including midterm and final semester exams.

22. Study Plan Card, hereinafter abbreviated as KRS, is a card that contains required and elective course plans that will be taken by program participants or students.

23. Conversion is the recognition of semester credit achievements for students who accomplish the learning implementation of the *Merdeka Belajar Campus Merdeka* program.

24. Conversion Team is a team assigned by the Dean/Director to perform the task of converting the form of learning activities into semester credit units.
25. MBKM advisors are lecturers assigned by faculties/schools or practitioners assigned by partners to guide and direct students in preparing study plans in accordance with applicable regulations, and keep on the progress of students' studies to achieve the learning outcome for which they are responsible.
26. Proposal or research proposal for writing a thesis/final assignment is an academic activity that is planned and arranged according to scientific research principles so that it can be used as a research guideline for a thesis/final assignment.

CHAPTER II
LEARNING OUTSIDE THE STUDY PROGRAM

Article 2
1. The learning process outside the study program held at UNAIR is an implementation of *merdeka belajar* policy.
2. The learning process outside the study program as referred to in paragraph (1) is student centered learning that provides challenges and opportunities for the development of creativity, capacity, personality, and student needs, as well as developing independence in seeking and finding knowledge through reality and field dynamics based on the sustainability of lifelong learning for all learning actors (lecturers, students) as a manifestation of strategic initiatives of the Sustainable Education for All program.
3. The learning process outside the study program as referred to in paragraph (1) can be carried out for a maximum of 3 (three) semesters.
4. The learning process outside the study program includes **intra-curricular, co-curricular, and extra-curricular activities.**

Article 3
The objectives of organizing learning outside the study program include:
1. Establishing an autonomous and flexible learning process to create a learning culture that is innovative, not restrictive, and in accordance with student needs.
2. Improving graduate competencies, both soft skills and hard skills, to be better prepared and relevant to the needs of the times.
3. Improving the link and match with the business world and the industrial world, and to prepare students for the work sphere from the beginning.
4. Preparing students to become competitive graduates; namely healthy, intelligent, adaptive, creative, innovative, skilled, dignified, productive, and characterized in accordance with the values of Pancasila.
5. Preparing graduates to become future leaders of the nation who excel and have personality.

Article 4

1. Learning programs outside the study program include:
    a. the MBKM program designated by the Ministry;
    b. the MBKM program designated by the Rector.
2. Learning activities outside the study program designated by the Ministry as referred to in paragraph (1) point a are:
    a. student exchange;
    b. internship/industrial practice;
    c. project in a rural area;
    d. research;
    e. entrepreneurship;
    f. independent study/project;
    g. teaching in an education unit;
    h. humanitarian projects; and
    i. other programs as designated by the Ministry
3. The MBKM programs designated by the Rector as referred to in paragraph (1) point b are:
    a. cross-disciplinary learning; and
    b. other activities as designated by the Rector.
4. Learning activities outside the study program as referred to in paragraph (2) must be guided by a lecturer or teacher.

Article 5

1. Student exchange is a form of learning activity that students can take to support the fulfillment of learning outcomes, as well as enrich the experience and scientific context obtained at the same/different universities both in foreign and domestic universities, pursuant to a cooperation agreement that has been established by the government.
2. Internship/fieldwork practice is a form of learning activity carried out at partner's institutions directly to apply knowledge, attitudes, general and specific skills in the workplace (experiential learning) both in the form of hard skills (skills, complex problem solving, analytical skills, etc.) and soft skills (professional/work ethics, communication, cooperation, etc.).
3. Internship/fieldwork practice as referred to in paragraph (2) can be carried out at a company, industry, non-profit foundation, multilateral organization, government institution, or startup company.
4. Village Establishment/Thematic Real Work Lecture (KKNT) is a form of learning activity by providing real experience to students to live in the community outside the campus for 1-2 semesters, directly together with the community to identify potential and handle problems so that they are expected to be able to develop the potential of the village/region and formulate solutions to existing problems in the village. KKNT activities are expected to hone the soft skills of partnership, cross-disciplinary/scientific teamwork (cross-competency), and student leadership in managing development programs in rural areas.
5. Village Establishment Activities/Thematic Real Work Lecture (KKNT) as referred to in paragraph (4) are expected to hone the soft skills of partnership, cross-disciplinary/scientific teamwork (cross-competency), and student leadership in managing development programs in rural areas. KKNT activities can be carried out together with, among others.

a. Government (Ministry of Village, University-supported villages, Ministry of Health, Ministry of Public Works and Housing (PUPR), Ministry of Agriculture, Ministry of Social Affairs, Ministry of Environment and Forestry (KLHK), Ministry of Home Affairs, Ministry of Foreign Affairs, Indonesian National Armed Forces (TNI), Indonesian National Police (Polri), and other institutions).

b. Local Government.

c. State-Owned Enterprises (BUMN) and Industries.

d. Social Investment.

e. Communities (migrants and diaspora).

6. Research is a form of learning activity carried out in laboratories/research institutes/study centers in the form of academic research activities, both natural sciences and humanities, which are carried out under the supervision of lecturers or researchers so that students who have an interest in research can build critical thinking, and will explore, understand, and be able to do research methods better.

7. Research as referred to in paragraph (6) can be carried out at research institutions such as LIPI/BRIN, LAPAN, NASA, Universities, and so on or in the form of Student Creativity Programs related to research, Technology Application, Copyright, Scientific Article Writing, Written Ideas, Constructive Futuristic Ideas, Student Critical Thinking Competition.

8. Entrepreneurial Activities are a form of learning activities that encourage the development of students' entrepreneurial interests so that they can develop their businesses earlier and guided through an appropriate learning activity program, both those that have not been and have been determined in the study program curriculum.

9. Entrepreneurial activities as referred to in paragraph (8) are carried out by involving the guidance of expert mentors of successful entrepreneurs as well as incubation center and business acceleration of universities and partner institutions.

10. Independent study/project is a form of learning activity to encourage students who have an interest in realizing major works that are competed at the national and international levels or encourage the development of students' ideas in realizing innovative products.

11. Independent study/project activities as referred to in paragraph (910) can be carried out in the form of cross-disciplinary group work. These activities can be in the form of organizing research and development-based learning and competition activities participated by students such as the National Olympiad in Mathematics and Natural Sciences (MIPA), Indonesian Robot Contest, National Students' *Musabaqah Tilawatil Quran*, Outstanding Student Selection, National University Debate Championship/World University Debating Championship, and Indonesian Student Business Competition.

12. Teaching Assistance in Education Units is a learning activity in the form of teaching assistance that provides opportunities for students who have an interest in the field of education to participate in teaching and deepening their knowledge in educational units such as elementary, middle and high schools.

13. Teaching Assistance in Education Units as referred to in paragraph (12) can be carried out at schools located in urban and remote areas and will be facilitated by the Ministry of Education and Culture.

14. Humanitarian projects are a form of learning activities to help in areas affected by natural disasters, social activities for a foundation or humanitarian organization and other humanitarian projects both at home and abroad approved by the Rector, so as to train students to uphold humanitarian values in carrying out tasks pursuant to religion, morals and ethics, have social sensitivity to explore and dive into existing problems, and participate in providing solutions in accordance with their respective interests and expertise.

15. Humanitarian projects as referred to in paragraph (13) shall be implemented in formal organizations that the Rector may approve: both with domestic partners (Local Government, Indonesian Red Cross (PMI), BPBD, BNPB, Inclusive Learning, Covid-19 Task Force, and etc.), and foreign institutions (Mercy Corps, UNESCO, UNICEF, WHO, UNOCHA, UNHCR, and others).

16. Cross-disciplinary learning refers to cross-disciplinary learning in order to support professionalism and a more comprehensive academic insight.

17. Cross-disciplinary learning as referred to in paragraph (16) can be in the form of}, credit acquisition across faculties/study programs within UNAIR.

18. The list of courses across study programs is available at a special roster on cyber campus.

CHAPTER III
THE IMPLEMENTATION OF LEARNING OUTSIDE THE STUDY PROGRAM

Part One
Forms of Learning Outside the Study Program

Article 6
1. The implementation of Learning outside the Study Program consists of:
   a. Learning in another Study Program at the same University;
   b. Learning in the same Study Program at different University;
   c. Learning in another Study Program at different University; and
   d. Learning at non-University institution.
      2. Learning as referred to in paragraph (1) is carried out under the coordination of the study program.
      3. The learning process as referred to in paragraph (1) point b, point c, and point d is carried out pursuant to the cooperation agreement between UNAIR and Partner Universities or other institutions and mutual recognition of learning outcomes through a credit transfer mechanism.
      4. The cooperation agreement as referred to in paragraph (3) includes, among others, financial obligations.
      5. Students who take part in learning outside the study program beyond the provisions as referred to in paragraph (3) are obliged to bear the educational costs incurred.

Article 7
1. Learning as referred to in article 7 paragraph (1) is carried out at a maximum of 3 (three) semesters during the length of study with the following provisions:
   a. in 1 (one) semester students can take a maximum of 20 (twenty) credits in other study programs within UNAIR; and/or

b. in 2 (two) semesters students can take a maximum of 40 (forty) credits or the equivalent of 40 (forty) credits in study programs outside UNAIR in the form of activities converted into courses, determined by a conversion team formed by the Dean of the Faculty/School Director.

1) In organizing learning outside the study program, the Faculty/School is responsible for:
   a. compiling or adapting the curriculum to the independent campus implementation model.
   b. creating/arranging plans for learning activity outside the study program;
   c. regulating the quota of participants who take courses offered in the form of learning in other study programs at different University;
   d. preparing facilitation of faculty-level course lists that can be taken by cross-disciplinary students.
   e. facilitating students who will take cross-disciplinary learning at UNAIR.
   f. offering courses that can be taken by students outside the study program and outside UNAIR along with the requirements.
   g. developing partnership cooperation in learning activities outside the study program through Memorandum of Understanding (MoU) and Cooperation Agreements with relevant partners;
   h. verifying the plan of learning activities outside the study program submitted by students to be converted to courses in the study program;
   i. determining the Letter of Acceptance of learning activities outside the study program that are adjusted to the courses to be converted;
   j. coordinating the conversion of courses and grades resulting from learning activities outside the study program into study program courses; and
   k. making report of proof of attendance of courses and/or implementation of activities that are adjusted to the academic information system integrated with cyber campus.

Part Two
Credit Load Recognition

Article 8

1. Activities taken by students in learning programs outside the study program can be equated with credits in the curriculum;
2. The number of credits of equalization of activities is adjusted to the time load and process of implementing activities.
3. Recognition of activity credits referred to in article 4 paragraph (2) point b through point h, the calculation of 1 (one) credit is equivalent to 2.720 (two thousand seven hundred twenty) minutes of student activities.
4. Recognition of credits related to the conversion of learning activities outside the study program based on course learning outcomes is determined based on the study plan that has been approved by the study program.
5. Recognition of credits taken or transferred from overseas student exchange programs can be formulated with a conversion of 1,2 (one point two) for the Airlangga University Credit Transfer System (ACTS) to the European Credit Transfer System (ECTS), and 0,83 (zero point eight three) for the ECTS to the ACTS or a transfer credit system based on agreements with partner universities.

Article 9

1. The conversion of learning activities into credits will be carried out by the faculty/school conversion team, based on the competency achievements suitability as well as the total number of hours of activities and types/forms of learning activities outside the study program followed by students.

2. The conversion team as referred to in paragraph (1) consists of:
   a. Monitoring and evaluation team; and
   b. Verifier team

3. The monitoring and evaluation team as referred to in paragraph (2) point a is a lecturer in the student's original study program or from another study program in the faculty who is assigned to accompany and monitor *Merdeka Belajar Campus Merdeka* activities participated by students including:
   a. Academic Advisor
   b. Field supervisors and/or supervisors at Partners

4. The verifier team as referred to in paragraph (2) point b is an official at the faculty level who is responsible for Education and/or Student Affairs whose task is to verify, determine weighting, and propose an assessment of student performance in *Merdeka Belajar Campus Merdeka* activities participated by students including:
   a. Dean/Director
   b. Vice Dean/Vice Director for Academic, Student and Alumni Affairs
   c. Study Program Coordinator
   d. Academic Advisor
   e. Lecturer in Charge of the Course (PJMK)
   f. Head of Academic Subdivision

5. The Conversion Team as referred to in paragraph (2) is determined by a Decree of the Dean/Director.

6. Further provisions regarding the working mechanism of the Conversion Team are stipulated by a Decree of the Dean/Director.

7. The Conversion Team as referred to in paragraph (2) has the authority to:
   a. convert learning activities outside the study program into the curriculum of compulsory or elective courses in the form of credits and/or grades;
   b. provide assessment of learning activities outside the study program after being converted into courses;
   c. request information and documents to all parties related to learning activities outside the study program; and
   d. evaluate learning activities outside the study program.

8. Decision-making of the Conversion Team is carried out by consensus, but in the event that no consensus is reached, the decision is made by the Dean/Director of the School.

9. Course lecturers or supervisors in learning activities outside the study program can provide grades and final evaluation results (full credit transfer) for students to be recognized and converted.

10. In the event that the lecturer in charge of the course or supervisor in learning activities outside the study program does not provide grades and final evaluation results (full credit transfer) for students, the assessment will be carried out by the Conversion Team.

Article 10

1. The form of conversion/equalization/recognition of the weight of learning activities outside the study program can be grouped into 2 (two), namely:
   a. Free form;
   b. Structured form; or
   c. Hybrid form (a combination of free form and structured form)

2. Free form as referred to in paragraph (1) point a is a form of equalization of learning activities outside the study program for 6 (six) months with 20 (twenty) credits without equalization with courses. The amount is expressed in the form of competencies obtained by students during the program, both in hard skills and soft skills competencies in accordance with the planned learning outcomes.

3. Structured form as referred to in paragraph (1) point b is a form of equalization of learning activities outside the study program that can be structured in accordance with the curriculum taken by students. The amount of 20 (twenty) credits is expressed in the form of equivalence with courses offered whose competencies are in line with learning activities outside the study program.

4. Learning activities outside the study program can be converted and recognized as credits of compulsory courses of the study program and/or elective courses based on the decision of the Conversion Team as referred to in article 10 paragraph (2).

5. The mechanism for recognizing credits of learning activities outside the study program is carried out by:
   a. adjusting learning activities outside the study program with the learning outcomes of the courses listed in the study program curriculum; or
   b. if there is no suitable course or the taking of credit exceeds 24 credits in the Study Plan Card (KRS) for the current semester, then the excess hours are written in the attachment to the diploma/Diploma Supplement (SKPI).

6. The conversion as referred to in paragraph (5) takes into account the achievement of learning outcomes consisting of hard skills and/or soft skills relevant to the study materials and/or courses, with the calculation:
   a. Learning more than 16 (sixteen) weeks or 560 (five hundred and sixty) cumulative hours up to 24 (twenty-four) weeks or 840 (eight hundred and forty) cumulative hours is given recognition equivalent to 20 (twenty) credits;
   b. Learning more than 24 (twenty-four) weeks or 840 (eight hundred forty) cumulative hours up to less than 40 (forty) weeks or 1400 (one thousand four hundred) cumulative hours, is given additional credit recognition of 1 credit for every additional 1 week or 35 cumulative hours; and
   c. Learning between 40 (forty) weeks or 1400 (one thousand four hundred) cumulative hours up to 48 (forty-eight) weeks or 1680 cumulative hours is given recognition equivalent to 40 (forty) credits.

Simulation example

References to the grade conversion & credit weight of learning activities to courses are:
1. The suitability of Graduate Learning Outcomes (CPL)/Graduate Profile; and
2. The suitability of learning activity time with credits.

Example of learning activity: Internship/Fieldwork Practice
Weight of credits: 20 credits

1 credit = 170 minutes x 16 weeks= 2.720 minutes ≈ 45 hours
1 day of learning activities ≈ 8 hours
20 credits (learning activities) = 20 credits x 45 hours = 900 hours/8 hours = 112,5 days/20 working days in a month ≈ 5,6 months

Article 11

1. The mechanism for fulfilling the period and learning load for students who take part in learning activities outside the study program, especially the student exchange program for taking courses, either compulsory courses or elective courses, can be obtained at other universities through a credit transfer mechanism.
2. The selection of the course taking scheme in the student exchange program must be consulted with the study program.

Article 12

1. Conversion can also be done through recognition of student achievements into learning activities outside the study program in competitions organized by national and international organizations or institutions recognized by the government and/or UNAIR.
2. Conversion/recognition of credits taken or transferred from independent study activities related to student activities is regulated in the appendix which is an integral part of this regulation.

Part Three
Implementation Time

Article 13

Learning activities outside the study program can be carried out in odd, even, and/or in the intermediate semester.

Part Four
General Requirements

Article 14

The general requirements for implementing learning outside the study program are as follows:

1. Activities taken by students for a maximum of 3 (three) semesters outside the study program can be selected from programs determined by the government and/or programs approved by the Rector of Universitas Airlangga;
2. 1 (one) semester or equivalent to 20 (twenty) semester credit units is learning outside the study program at UNAIR and a maximum of 2 (two) semesters or equivalent to 40 (forty) semester credit units outside UNAIR;
3. Students who can take part in learning outside the study program must fulfill the requirements of having completed at least 80 (eighty) credits and other requirements in accordance with the MBKM program in the current semester;

4. In certain cases, the Rector may reduce the requirement for the number of credits as referred to in paragraph (3) for students who will take the MBKM program;
5. Students must program learning activities outside the study program that will be taken at the time of filling out the Study Plan Card (KRS);
6. Students are declared to have passed the administrative and academic selection according to the mechanism of the company/industry/other universities;
7. The implementation of the activity chosen by the student must be under the guidance of a designated lecturer;

Part Five
Implementation Mechanism

Article 15
1. Learning activities outside the study program are intended for learning in undergraduate and applied undergraduate programs beyond the health field;
2. Health-related undergraduate study programs (Medicine, Dentistry, Nursing, Midwifery) are not mandatory.
3. The Faculty/School/Study Program must facilitate the implementation of the *Merdeka Belajar Campus Merdeka* program in order to fulfill the period and load in the learning process.
4. The implementation of learning activities outside the study program starting from the type of activity, equalization of credit load, the flow of implementation mechanisms is further regulated in the guidelines for learning procedures outside the study program;

CHAPTER IV
QUALITY ASSURANCE MONITORING AND EVALUATION

Article 16
1. Quality Assurance of learning outside the study program is carried out by the Quality Assurance Agency (BPM) and the Quality Assurance Group (GPM).
2. Quality Assurance as referred to in paragraph (1) includes:
   a. Planning the learning process and/or other activities;
   b. Teaching and learning process and/or other activities; and
   c. Teaching and learning assessment process and/or other activities.
3. The process of monitoring and evaluating the quality assurance activities as referred to in paragraph (2) is coordinated by the BPM.
4. Monitoring and evaluation of quality assurance as referred to in paragraph (3) is carried out periodically at least every 6 (six) months.
5. Further provisions on the implementation of quality assurance are listed in the appendix which is an integral part of this regulation.

CHAPTER V
EXPENSE

Article 17

1. The expense for the implementation of learning activities outside the study program is imposed on the budget of the faculty of, university, partner or independent.
2. The implementation expense for learning outside the study program which is the Ministry's program or other parties' is funded by the Ministry or other parties.
3. The implementation expense for learning outside the study program which is beyond the Ministry's program or other parties' is funded by program participants.
4. Cost standards for the implementation of learning outside the study program as referred to in paragraph (3) shall be stipulated by the Rector.
5. UNAIR students who take part in learning activities outside the study program both outside and within UNAIR pay the Single Tuition Fee (UKT) according to applicable regulations.

CHAPTER VI
CLOSING PROVISIONS

Article 18

1. This Regulation of Rector comes into force as of the date of enactment.
2. With the enactment of this regulation, the Regulation of the Rector Number 23 of 2020 regarding Guidelines of Learning Implementation outside Study Program of Universitas Airlangga, is revoked and declared invalid;
3. Matters that have not been regulated in this regulation as far as its implementation is concerned shall be regulated in a separate provision.

Reference

Regulation of the Rector Number 23 of 2020 Regarding Guidelines of Learning Implementation Outside Study Program at Universitas Airlangga (6 July 20

SCIENTIFIC PUBLICATION OBLIGATION

GENERAL PROVISIONS

1) Journal is a form of news or communication that contains scientific work and is published on a scheduled basis in printed and/or electronic form.

2) Accredited journal is scientific journal that has been assessed and declared eligible for accreditation by the Ministry of Research, Technology and Higher Education.

3) International scientific journal is scientific journal which uses the official language of the United Nations (UN) and fulfills the criteria as international journal as determined by the Ministry of Research, Technology and Higher Education.

4) Scientific article is scientific writing written by applying scientific principles, individually or collaboratively with other authors, which has been reviewed and is ready to be published in scientific journals.

5) International Standard Serial Number, hereinafter referred to as ISSN, is a specific number used to identify publications of printed or electronic scientific journals.

6) Reputable international scientific journals are scientific papers published in ISI Knowledge - Thompson Reuter, SCOPUS, and Microsoft Academic Search indexed scientific journals.

7) Science and Technology Index, hereinafter abbreviated as SINTA, is a national journal that is determined by the Ministry of Research, Technology and Higher Education which consists of SINTA 1 to SINTA 6 based on the Regulation of the Minister of Research, Technology and Higher Education Number 9 of 2018 regarding Scientific Journal Accreditation.

SCIENTIFIC JOURNALS

1) Based on the publisher, scientific journals can be published by:
    a) Universities;
    b) Research and development institutes; and
    c) Professional organizations.
2) Based on the media, scientific journals can be:
    a) Printed media;
    b) Printed media uploaded by using a PDF file version or similar; and
    c) Electronic media (e-journal)
3) Based on their status, journals are classified as follows:
    a) Non-accredited national scientific journals;
    b) Accredited national scientific journals;
    c) International scientific journals;
    d) Reputable international scientific journals; and
    e) Scopus and/or ISI Thompson-indexed international scientific journals;
4) Departments and/or Study Programs and/or Faculties within Universitas Airlangga are able to publish scientific journals.
5) Scientific journals published by the Department and/or Study Program and/or Faculty must have an ISSN.
6) The management of scientific journals published at Universitas Airlangga refers to the management of modern scientific journals involving peer reviewers.
7) Printed scientific journals published at universities must have an electronic form (e-journal).

SCIENTIFIC ARTICLES

1) Every lecturer's research result must be published in national or international journals as referred to in article 2 paragraph (3).
2) Every student of the Bachelor Degree (S1), Master Degree (S2), Specialist Degree (Sp-1 and Sp-2) and Doctoral Degree (S3) is required to publish scientific papers.
3) Student publication as referred to in paragraph (2) is carried out with the following provisions:
    a) Bachelor Degree (S1) students are required to publish at least in the college repository which is integrated in the Ministry of Research, Technology and Higher Education student final project repository portal (RAMA) or published in other higher journals;
    b) Master Degree (S2) students and Specialist Degree (Sp-1 and Sp-2) students are required to publish at least in Special issued indexed by Scopus;
    c) Doctoral Degree (S3) students are required to publish in international journals indexed by Scopus and/or ISI Thompson and free from the status of predatory journals and/or predatory publishers.
4) Student publication as referred to in paragraph (3) is a learning process and academic responsibility by students and supervisors.
5) The order of authors listed in scientific articles is adjusted by the agreement of all authors;
6) Scientific articles published by students related to theses and dissertations must be approved by the supervisor/promoter, and must involve the supervisor/promoter in determining the order of authors either as **author**, **co-author** and/or **corresponding author**.

7) The obligation of publication for students as referred to in point (3) is a requirement for graduation.
8) The obligation of publication as referred to in paragraph (6) is at least with an accepted status with proof of acceptance letter from the journal or proceeding publisher.
9) Every student who does not complete the publication responsibility as referred to in paragraph (6) cannot be declared a graduate.
   Scientific Articles;

CLOSING PROVISIONS

1) All provisions related to graduation requirements in the form of publishing scientific papers that are not contradictory to this regulation are declared to remain valid.
2) The obligation of publication as referred to in the chapter of scientific article paragraph (3) applies to students starting from the batch of 2017/2018.
3) For students from batch of 2016/2017 and earlier, the publication provisions still apply with reference to the Regulation of the Rector on the program concerned, among others:
   a. Regulation of the Rector of Universitas Airlangga Number 4/UN3/PR/2013 Regarding Publication;
   b. Regulation of the Rector of Universitas Airlangga Number 21 of 2014 Regarding Guidelines for Doctoral Degree (S3) at Universitas Airlangga;
   c. Regulation of the Rector Universitas Airlangga Number 36 of 2015 Regarding Educational Guidelines for Master Degree at Universitas Airlangga Year 2015/2016 as amended by Regulation of the Rector of Universitas Airlangga Number 8 of 2016 Regarding Amendment to the Regulation of the Rector Number 36 of 2015 Regarding Educational Guidelines for Master Degree at Universitas Airlangga Year 2015/2016.
4) This regulation comes into force on the date of enactment.

References:

1) Regulation of the Rector Number 2 of 2017 Regarding the Obligation to Publish Scientific Articles on Research Results of Lecturers, Students of Bachelor Degree, Master Degree, Specialist Degree and Doctoral Degree at Universitas Airlangga (6 February 6 2018)
2) Regulation of the Rector Number 9 of 2020 Regarding Amendments to Regulation of the Rector No. 2 of 2017 Regarding Obligations to Publish Scientific Articles on Research Results of Lecturers, Students of Bachelor Degree, Master Degree, Specialist Degree and Doctoral Degree at Universitas Airlangga (15 April 2020)
3) Regulation of the Rector Number 4 of 2021 Regarding the Second Amendment to Regulation of the Rector Number 2 of 2017 Regarding the Obligation to Publish Scientific Articles on Research Results of Lecturers, Students of Bachelor Degree, Master Degree, Specialist Degree and Doctoral Degree at Universitas Airlangga (2 March 202....

THE RULE OF CONDUCT

CHAPTER 1
GENERAL PROVISIONS

Article 1

In this rule of conduct what is meant by:

1) Universitas Airlangga, hereinafter abbreviated as UNAIR, is an Autonomous University
2) Rector is an agent of UNAIR that leads the organization and management of UNAIR.
3) Academic Senate, hereinafter abbreviated as AS, is an agent of UNAIR who compiles, formulates and establishes policies, provides considerations, and carries out supervision in the academic affair.
4) Dean is the leader of the faculty in UNAIR who is authorized and responsible on the administration of education in their respective faculties.
5) Lecturers are professional educators and scientists with the main task of transforming, developing and disseminating science and technology through education, research, and community development.
6) Students are students at the higher education level in UNAIR.
7) Support staff are UNAIR's employees who serve to support the programs and tasks of the academic community.
8) Professor is a lecturer with the highest functional position and has academic ability who can be relied upon to guide doctoral candidates in accordance with the expertise practiced.
9) The ethics committee is a board that has the authority to receive, process and/or decide on alleged violations of ethics, norms and behavior.

10) UNAIR citizens refer to leaders and all staff, lecturers either permanent or non-permanent, support staff, both permanent and non-permanent and students.

11) Violation is any action that goes against this rule of conduct.

12) Prohibition is any action that may not be performed because it is against laws and regulations and rules of conduct.

13) Sanctions are any actions imposed on perpetrators who are proven to have violated the laws and rules of conduct.

14) Harassment is an action that can cause unpleasant feelings for other people.

15) Activities are all related activities carried out in UNAIR with academic and non-academic activities, and do not contradict with regulations, applicable laws, religious norms and moral norms.

16) Authorized officials are UNAIR rector and/or officials assigned and certain authority by the rector of UNAIR.

CHAPTER II
THE VALUES OF EXCELLENCE WITH MORALITY

Article 2

1) Every lecturer, student and support staff at Universitas Airlangga are required to apply values of excellence with morality in any conducts.

2) The Value of Excellence with Morality as referred to in sentence (1) has the following characteristics:
   a. Be religious-humanist and religious in multiculturalism;
   b. Behave honestly;
   c. Be confident and humble;
   d. Be Responsible;
   e. Hard Working;
   f. Be Discipline;
   g. Be Cooperative;
   h. Be Fair and trustworthy leadership;
   i. Able to work together;
   j. Have an Enterpreneurial spirit; and
   k. Think critically and innovatively.

CHAPTER III
THE RULES OF CONDUCT FOR SUPPORT STAFF

Article 3

1) Support staff carrying out their duties and obligations have to be fully devoted and be responsible, always have faith and piety to Allah SWT, uphold the values of truth, honesty, humanity, and justice based on values in Pancasila, obey and comply with applicable law.

2) Support staff must respect the rules and regulations that apply in UNAIR, and must maintain the dignity and UNAIR's reputation.

Article 4

1) Support staff must comply with and implement the rules of conduct.
2) The rules of conduct include:
   a. ethics towards himself;
   b. ethics towards fellow support staff;
   c. ethics in organization; and
   d. ethics in society.

Article 5

The Ethics of support staff towards himself is manifested in the form of:

a. carrying out worship according to their respective religions and beliefs;
b. being polite and humble in daily behavior;
c. being proactive in broadening one's horizons and developing one's own abilities;
d. refusing gifts (gratifications) in any form related to work/position;
e. upholding honesty and truth and be responsible in every action;
f. maintaining physical and spiritual health;
g. being neat and polite appearance; and
h. always maintaining the integrity, harmony, and well-being of the family.

Article 6

The Ethics of support staff towards fellows is manifested in the form of:

a. upholding the honor of UNAIR and all UNAIR citizens;
b. mutually respecting academics and fellow support staff who embrace different beliefs;
c. establishing good and synergistic cooperation with academics and fellow support staff;
d. being responsive, caring, and helping each other generously towards the academic community and fellow support staff;
e. respecting the opinion   s of others and being open to criticism and suggestions in implementing the tasks;
f. appreciating the work of academicians and fellow support staff;
g. respecting and appreciating the academic community, fellow support staff, and other people in working together.

Article 7

The ethics of support staff in organization is manifested in the form of:

a. carrying out the duties and functions according to their responsibilities;
b. prioritizing his duties over other matters;
c. upholding official secrets;
d. adhering to standard operating procedures for work;
e. being innovative and visionary work;
f. providing excellent service;
g. adhering to working hours according to the provisions;
h. prioritizing cooperation;
i. assisting other parties both inside and/or outside the work unit to complete the interests of unair even though it is not their main function;

j. complying with the provisions regarding occupational health and safety within unair;

k. respecting and appreciating fellow support staff and other people in working together;

l. submitting a report to superiors in case of deviations from work procedures done;

m. not falsifying data and/or omitting official data and information;

n. being willing to accept new assignments with full responsibility;

o. not conveying information in any form that contains untruth and/or lie;

p. taking care of all work tools and assets of unair and/or the country; and

q. being clean, tidy, polite, formal and modest in accordance with applicable regulations at unair.

Article 8

The ethics of Education Personnel in society is manifested in the form of:

a. respecting other people's religions, beliefs, cultures, and customs;

b. being tolerant of other people and the environment;

c. prioritizing deliberation and consensus in solving problems;

d. taking no anarchic and provocative actions that can be disturbing and disturbing community harmony;

e. maintaining the sustainability and cleanliness of the surrounding environment;

f. taking part in community activities;

g. cultivating an attitude of mutual help and mutual cooperation;

h. maintaining social harmony on social media;

i. sharing no personal information about other people without the permission of the person concerned;

j. submitting no information that is uncertain and/or not based on facts and has potential cause of anxiety.

CHAPTER IV
RULES OF LECTURER BEHAVIOR

Article 9

Lecturers are obliged to:

a. have faith and fear of God's almighty, uphold the law based on Pancasila, the 1945 constitution, the vow of civil servants/unair employees, and vow of office;

b. uphold the morals of religion and morality to create public order;

c. uphold the universality and the objectivity of science to realize truth; and

d. uphold the civilized and teleological of scientific endeavors for the benefit of human life

Article 10

A lecturer is obliged to uphold academic freedom, such as the obligation to maintain and advance knowledge through study, research, discussion or dissemination of knowledge to students, fellow lecturers and community, responsibly, independently in accordance with personal aspirations and based on scientific norms and rules, namely:

a. honesty, universal insight, togetherness, and scientific way of thinking;

b. appreciation toward the findings and opinions of other academics; and

c. not solely for personal gain.

Article 11

1) A lecturer is obliged to uphold the freedom of academic speech, such as freedom to convey thoughts and opinions in the environment and academic forums in the form of lectures, seminars, and other scientific activities in accordance with scientific norms and rules.
2) A lecturer must always be introspective and evaluate his performance as an internal lecturer fostering and developing academic and professional careers.
3) A lecturer is obliged to develop an academic atmosphere in his work environment.

Article 12

As a scientist, a lecturer uses polite and courteous language, unemotional, think clearly, in communicating both orally and in writing and do not offend other's feelings.

Article 13

A lecturer is obliged to maintain and develop the academic community between lecturers, that is:

a) uphold and respect academic rights and freedoms as well as the right to freedom of academic speech among the lecturers;
b) live out the basics of society in the administration of the university in the form of assignments
c) participate in social activities in organizing efforts to build, maintain and develop community life and culture;
d) live the basics of kinship in the organization of the university based on the statutes Unair

Article 14

A lecturer must always maintain the preservation of household integrity, harmony and welfare, and social reputation in society.

Part One
Lecturer Obligations to UNAIR

Article 15

1) A lecturer must uphold UNAIR principles, vision, mission, and goals.
2) A lecturer is obliged to uphold, live up to, and practice the Tridarma of Education (The Three Pillars of Education).
3) A lecturer is obliged to uphold the right to teach given to him by the spirit of professionalism as an educator which is manifested in the form of behavior and exemplary, such as:
   a. teach and provide academic services to the best of his ability and full of dedication, discipline, and wisdom;
   b. stay away from and avoid things that lead to the possibility of their occurrence conflicts of personal interests in carrying out their duties and positions;
   c. stay away and avoid things and actions that can reduce the degree and dignity of lecturers as an honorable teaching profession;
   d. provide motivation to students so as to stimulate the power of thought.
4) A lecturer is required to provide guidance and information services needed by students in order to expedite the completion of their studies with full wisdom.
5) A lecturer with the position of Professor must be willing to become a promoter according to the assignment.

Article 16

In conducting research, a lecturer must:
a) behave and think analytically and critically;
b) be honest, objective, and adhere to all aspects of the research process and may not falsifying or manipulating data or research results;
c) avoid mistakes in research, especially in presenting research results;
d) be open in sharing data, results, methods, and other ideas, except data that can be patented;
e) treat colleagues politely; and
f) respect and appreciate the object of research, both in the form of humans and animals, both living or dead, or parts/fragments of human/animal research.

Article 17

1) Researchers are responsible for providing an understanding of research by conducting interpretation of research results and conclusions so that research results can be understood.
2) Researcher is responsible for his professional colleagues.
3) Researchers show the weaknesses and strengths of the research results proportionally.
4) Researcher must explain explicitly the benefits that will be obtained by the research subject.
5) Researchers must produce research outputs in accordance with research capacity.

Article 18

A lecturer who conducts research must:
a) scientifically, obtain facts objectively, through a systematic procedure with valid evidence;
b) improve ongoing research;
c) be honest, professional, humane and pay attention to the factors of accuracy, thoroughness and rigor, religious feeling and gender justice;
d) provide new discoveries;
e) be beneficial for unair scientifically, institutionally, and financially.
f) be competent and logical; and
g) consider the aspect of accountability

Part Two
Relations between Researchers and Students

Article 19

In conducting research, a lecturer must involve students to meet academic requirements or learning arenas, actuality of competence in scientific field and personal development.

Part Three
Basic and Applied Research

Article 20

As a researcher, a lecturer must:
a) Direct research for the advancement of science and/or obtain patents for encouraging the development of the national industry;

b) Increase national resilience through extracting natural resources; and

c) Synergize various disciplines.

Part Four
Research Effectiveness and Cost

Article 21

1) Researcher must examine the expected benefits with the costs and burdens involved issued, in particular the burden demanded by the funder.

2) Researchers should not promise things beyond the ability of researchers.

3) Researchers are required to produce or provide what can be promised as research outputs.

4) Researcher must explain whether the data from the research can or cannot help the process decision-making

Part Five
Research Conclusion

Article 22

1) Researcher is obliged to explain to the funder the conclusions obtained.

2) Researchers must assist and participate in the interpretation of results and conclusions.

3) Researchers must explain the limitations of results and distinguish between conclusions and extrapolation.

4) Researcher must show the validity of the research.

5) Researchers are responsible for ensuring that research results can be understood by funder.

Part Six
Production Sharing Contract

Article 23

A scientist as an intellectual in handling production sharing contracts must be free from interest, class, ruler, religion, or political party so that their intellectual thoughts can justify every decision.

Part Seven
Plagiarism

Article 24

Researchers or writers of scientific work are not justified in plagiarizing other people's scientific work any shape.

Part Eight
Lecturer Responsibilities in the Field
Community service

Article 25

1) In carrying out community development, a lecturer:
   a) Must have sincerity to work synergistically with other lecturers from various kinds of disciplines;
   b) appreciate community participation in establishing community service programs; and should not impose his will on society.
2) A lecturer is obliged to guide students as work friends who still need social learning process.

Article 26

A lecturer who performs community service must:
a) refer to community needs;
b) reflect the real contribution of Unair;
c) utilize development of science, technology, and art for public;
d) involve student participation; and
e) provide enlightenment and improve the welfare of the community as well as benefit the community all academics.

Part Nine
Publication

Article 27

A lecturer who writes publications must:
a) use scientific language;
b) get permission from the funder;
c) remember any other previous studies and researchers;
d) use truthful quotations in publications and be true to their original meaning;
e) when displaying figures and tables cited, state the source;
f) when displaying images of individuals or human trials (probandus), be given permission, and if researcher does not want to be recognized, he has to cover part of his face, especially his eyes or parts by which an identification guide can be given;
g) list all contributors except those who are not willing;
h) give a statement of services also to the giver of the idea, in addition to the giver of the permit, facilities and other assistance; and
i) avoid things related to the plagiarism.

CHAPTER V
STUDENT RULES OF BEHAVIOR

Article 28

Every student is obliged to:

a) believe in and be fear of God almighty, uphold the law based on Pancasila and the 1945 constitution;

b) understand and uphold the vision, mission and goals of UNAIR;

c) maintain the reputation, honor and dignity of UNAIR;

d) uphold religious morals and ethics;

e) prioritize an inclusive attitude;

f) have a high attitude of integrity, intellect, and responsibility;

g) have sensitivity to the campus and off-campus environment;

h) create and uphold a conducive scientific life;

i) respect and create a conducive relationship with lecturers, support staff and fellow students;

j) implement the regulations applied on campus;

k) prioritize reading, writing and using electronic information in an efficient and wise manner;

l) participate actively in various campus activities, both academic and non-academic;

m) maintain the integrity of learning media equipment, cleanliness and the beauty of the campus;

n) dress neatly and politely on campus; behave honestly, speak polite words and respect each other; and is willing to accept the sanctions set for violations of campus regulations.

Article 29

Every student is prohibited from doing the following actions:

a) Cheating, is an action committed by students consciously/deliberately using or trying to use informational materials or other study aids without permission from supervisor or examiner;

b) Falsifying, is an act committed by a student intentionally replacing or changing grades or academic transcripts, diplomas, student number card, assignments in the context of lectures/tutorials/ practicums/exams, certificates, reports, signatures or other documents regarding the scope of academic activities;

c) Commit acts of plagiarism, is an action committed by students intentionally use sentences, data or other people's work as their own without mentioning the original source in an academic activity;

d) Giving gifts and/or threatening, is an action carried out by students to influencing or trying to persuade others with the intention of influencing assessment of academic achievement;

e) Replacement of the position of other people in academic activities, is the actions taken by students by taking the place of or doing tasks or activities for the interests of others on one's own will;

f) Ordering another person to take the place of an academic activity, is an action that carried out by students by ordering other people to replace positions or carry out tasks or activities either for their own interests or for the interests of others;

g) Cooperating without permission during exams by words from utterances, gestures or through electronic devices;

h) Taking exam questions without permission; or smoking is not permitted in campus.

Article 30

Any violation of the provisions referred to in Article 28 and Article 29 can be subjected to sanctions in the form of:

a.   Strong warning verbally or in written form;

b.   Cancellation of exam scores for the relevant course or academic activity;

c.   Fail at the course or academic activity concerned;

d.   Fail at all courses in the current semester;

e.   No taking a part in academic activities at a certain time; and/or

f.   Dismissal/dismissal or expulsion from UNAIR

CHAPTER VI

RIGHTS AND OBLIGATIONS OF UNAIR CITIZENS AND GUESTS

Article 31

1)   Rights of UNAIR citizens:

   a.   every UNAIR citizen has the right to enjoy a well-organized, safe and peaceful life in UNAIR environment; and

   b.   every UNAIR citizen has the right to use and/or utilize facilities, infrastructure and facilities of UNAIR infrastructure as long as it does not contrast with applicable regulations.

2)   Obligations of UNAIR citizens:

   a.   every UNAIR citizen, is obliged to try to create a safe, well-organized, peaceful, dynamic and harmonious in the UNAIR environment; and

   b.   every UNAIR citizen must report an action that is contrary to laws and regulations and rules of conduct in the UNAIR campus environment to the competent authority.

3)   All UNAIR citizens are prohibited from doing the following:

   a.   misusing UNAIR's name, logo and all forms of attributes;

   b.   falsifying or misusing UNAIR letters or documents;

   c.   obstructing and disrupting UNAIR activities;

   d.   performing any actions or activities that may interfere the process of teaching and learning, research and community development as well as giving rise disorder in UNAIR campus.

Article 32

1)   UNAIR guest rights: every guest who visits UNAIR has the right to receive the best service.

2)   Obligations of UNAIR guests:

   a.   every guest in UNAIR must comply with all applicable regulations and rules of conduct on the UNAIR campus; and

   b.   every guest who intentionally or unintentionally sees, hears, and/or knows that there is an act that is contrary to law, religious norms, decency, must report it to the security department or direct supervisor henceforth forwarded to the relevant authority.

3)   All UNAIR guests are prohibited from doing the following:

   a.   misusing UNAIR's name, logo and all forms of attributes;

   b.   falsifying or misusing UNAIR letters or documents;

c. obstructing and disrupting UNAIR activities; and

d. perform any actions or activities that may interfere the learning process on the UNAIR campus

CHAPTER VII
ACTIVITIES AND PERMISSIONS

Article 33

1) Activities on the UNAIR campus environment consist of:
    a. curricular activities;
    b. co-curricular activities; and
    c. other activities.
2) Curricular activities in UNAIR can be carried out on weekdays or weekends between 07.00 WIB and 22.00 WIB.
3) Activities conducted outside the campus area should obtain a special and written permission from the authority.

Article 34

1) Activities in the UNAIR environment and the use of facilities owned by UNAIR should have a written permission from the Rector or other officials assigned the task.
2) For activities involving outsiders, UNAIR must obtain a permission from the Rector or other officials assigned with the task with a written notification. The Rector can delegate the authority to issue permits as referred to in sentence (1) to:
    a. Director of student affairs for curricular activities, co-curricular activities and other activities carried out by students and the use of facilities designated for student activities;
    b. Director of facilities, infrastructure and environment for other activities carried out by UNAIR residents, besides students, and facility use owned by UNAIR.

Article 35

1) The procedure for permitting co-curricular activities for students at the department, study program and faculty level, is carried out by the student organizations to representatives, Dean I, while university-level student organizations apply for permits directly to the director of Directorate of Student affairs.
2) Deputy Dean I must forward the application for a license as referred to in sentence (1) to the Director of student affairs if the activity involves other parties outside faculty.

Article 36

1) Every citizen and guest of UNAIR must look after and maintain all the facilities had or used by UNAIR in accordance with its function and usage.
2) Every use, control, change, transfer and retrieval of UNAIR's facilities must get permission from the authorized official.

3) All UNAIR residents and guests are prohibited from:
   a. controlling and illegally possessing, entering, using, and or illegally hand overing all facilities in the form of chattel or immovable property owned or controlled by UNAIR;
   b. polluting or damaging rooms, buildings and other facilities, belonging to or located in under the supervision of UNAIR; and
   c. irresponsibly using facilities and funds owned or under the supervision of UNAIR.

Article 37

1) Campus traffic regulation orders are required to ensure the effectiveness and efficiency of teaching and learning process inside UNAIR.
2) UNAIR environment is a restricted area for motorized vehicles.
3) Campus traffic regulation will be regulated by the Rector.

CHAPTER VIII
BEHAVIOR AND CLOTHING

Article 38

1. Every UNAIR citizen must:
   a. act Politely and courteously in behaving, speaking and dressing in the campus environment.
   b. Be honest, discipline, and responsible in carrying out the process of education, research, community service, writing papers, and in carrying out other actions concerning the name UNAIR.
   c. Maintain self-respect and the reputation of the alma mater, do not commit immoral or actions that are contrary to the conducted rules, laws, and norms of religion and decency; and
   d. Maintain the integrity, reputation and credibility of UNAIR in carrying out every activity, both on campus and off campus.
2) Each guest must:
   a. Act politely and courteous in behaving, speaking and dressing in the campus environment;
   b. Maintain self-respect and do not commit immoral actions that are contrary to the rules of conduct and the applicable laws and regulations as well as religious and moral norms; and
   c. Maintain the integrity, reputation and credibility of UNAIR in carrying out every activity in UNAIR campus environment or anything related to UNAIR.

Article 39

1) Every citizen and guest of UNAIR must dress politely and neatly with the following restrictions:
   a. For men: neat shirt/shirt/shirt with a collar, neat and polite trousers;
   b. For women: wear neat clothes, not tight and not see-through; and
   c. Clothing for sports activities is adjusted to the type and field of the sport concerned.
2) The types of clothing are adjusted to the activities and do not reduce the provisions as regulated in sentence (1).
3) Every resident or guest who enters the UNAIR campus must wear shoes.
4) The type of footwear is adjusted to the activity being carried out.

CHAPTER IX
POSTER AND BANNER INSTALLATION

Article 40

1) Installation of posters and banners as well as distribution of pamphlets, leaflets, brochures at UNAIR must obtain a written permission from the authorized official.
2) Posters, banners, pamphlets, flyers, brochures must consider politeness, religion and decency and obey the harmony or tolerance issues of class, ethnicity, religion, and race.
3) Cooperation Posters, banners, pamphlets, flyers, brochures must include the UNAIR logo, at least the same size as the funder emblem or logo.
4) Banners from outsiders, if they do not include the UNAIR logo, must be accompanied by the UNAIR banners with the same number of banners.
5) Installation of posters and banners may only be done on the spot which is determined by the authorized official.
6) The authorized official can order the removal of posters and banners if they do not meet the provisions as stipulated in sentence (1), sentence (2), sentence (3), sentence (4) and sentence (5).

CHAPTER X
PROHIBITIONS

Part One
Liquor, Narcotics, Psychotropics and Cigarettes

Article 41

1) Every citizen and guest om the UNAIR Campus is prohibited from owning, bringing, storing, trading, distributing, manufacturing and consuming liquor, narcotics and psychotropics.
2) Exceptions to the provisions referred to in sentence (1) are permitted in terms of use for activities related to medicine, research and science held by UNAIR in limited numbers and under the authorized supervision.

Article 42

1) Every UNAIR citizen and guest are prohibited from smoking in UNAIR's environment, except in places which are provided.
2) Any form of promotion related to smoking products is not permitted.

Part Two
Gambling, Possession of Weapons and Explosives

Article 43

1. All forms of gambling on the UNAIR campus are prohibited. Every citizen and guest on the UNAIR campus is prohibited from gambling and doing things which can be categorized as gambling.
2. Every citizen and guest at UNAIR who is proven to have committed an act as referred to in sentence (2) can be legally processed in accordance with the current regulation.

Article 44

1. Every resident and guest who is in the UNAIR environment, without permission from the party authorities are prohibited from carrying, storing, making, trading and/or distributing and using firearms and weapons on campus UNAIR.
2. Exceptions to the provisions as regulated in sentence (1) may be used only limited in the context of carrying out duties and authorities for security.

Article 45

1. Every citizen and guest who is in the UNAIR environment, without permission from the authorities, are prohibited to carry, store, trade or distribute an explosive on the UNAIR campus.
2. Exceptions to the provisions as regulated in sentence (1) are limited in activities related to science in a limited number and depth supervision of the competent authorities.

Part Three
Sexual Harassment and Violation

Article 46

1. Every citizen and guest are prohibited from committing any form of bullying (bullying), humiliating, harassment and sexual violations on the UNAIR campus.
2. Every act of bullying (bullying), humiliating, harassment and violations of sex will be subject to administrative sanctions and criminal sanctions in accordance with the provisions/applicable law.

CHAPTER XI
ETHICS COUNCIL

Article 47

1. The Rector establishes an ethics council.
2. The ethics council as referred to in sentence (1) is formed in the faculty as the first institution and at UNAIR as the highest and last institution.
3. The composition, duties and authorities of the ethics board as referred to in sentence (1) are regulated in Rector's Regulations.

Article 48

1) Any violation of these rules of conduct will be subject to appropriate sanctions with the severity of the offence.
2) The sanctions referred in sentence (1) are in the form of:
    a. verbal warning;
    b. written warning;
    c. delay for a while; or
    d. dismissal or expulsion from UNAIR.

CHAPTER XII
CLOSING

Article 49

1. All regulations relating to the implementation of the conducted rules and ethics remain valid, as long as they are not contradictory and have not been replaced based on this Rector's regulation.
2. Any matters that have not been regulated in this Rector's Regulation will be further regulated by regulations and other executors.
3. This Rector's regulation comes into force from the date of stipulation.

Reference:

Rector's Regulation Number 34 of 2019 Conducted for Universitas Airlangga (May, 16 2019)