JEMBER UNIVERSITY RECTOR REGULATION
NUMBER 17 OF 2021 ON

IMPLEMENTATION OF EDUCATION AT JEMBER UNIVERSITY

MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND
TECHNOLOGY JEMBER UNIVERSITY

JEMBER UNIVERSITY RECTOR REGULATION
NUMBER 17 OF 2021

ON

IMPLEMENTATION OF EDUCATION AT JEMBER UNIVERSITY

BY THE GRACE OF GOD ALMIGHTY RECTOR

OF JEMBER UNIVERSITY,

Considering:  a.  that in order to prepare students to become resilient graduates relevant to the needs of the times and ready to become leaders with a high national spirit, it is necessary to transform learners to be able to equip and prepare graduates of higher education to become a superior generation;

b.  that in an effort to improve the quality of the implementation of higher education as referred to point a, the need for guidelines for the implementation of education at Jember University which is guided by the provisions of laws and regulations;

c.  that based on the consideration referred to in point a and point b, it is necessary to establish a Rector Regulation that regulates the implementation of Education at Jember University.

Observing :   1.  Law Number 20 of 2003 on the National Education System (State Gazette of the Republic of Indonesia year 2003 No. 78, supplement to the State Gazette of the Republic of Indonesia No. 4301);

2.  Law Number 12 of 2012 on Higher Education (State Gazette of the Republic of Indonesia year 2012 No. 158, supplement to the State Gazette of the Republic of Indonesia No. 5336);

3.  Government Regulation Number 4 of 2014 on the Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia year 2014 Number 16, supplement to the State Gazette of the Republic of Indonesia number 5500);

4.  Regulation of the Minister of Administrative Reform and Bureaucratic Reform Number 46 of 2013 on amendments to the Regulation of the Minister of Administrative Reform and Bureaucratic Reform Number 17 of 2013 on Functional Positions of Lecturers and Their Credit Figures (State Gazette of the Republic of Indonesia year 2014 number 151);

5.  Regulation of the Minister of Research, Technology, and Higher Education Number 88 of 2017 on the Organization and Work Procedures of Jember University (State Gazette of the Republic of Indonesia year 2017 number 1925);

6.  Regulation of the Minister of Education and Culture Number 3 of 2020 on the National standard of Higher Education (State Gazette of the Republic of Indonesia year 2020 Number 47);

7. Regulation of the Minister of Education and Culture Number 21 of 2020 on the Statute of Jember University (State Gazette of the Republic of Indonesia year 2020 number 460) as amended by the Regulation of The Minister of Education, Culture, Research, and Technology Number 22 of 2021 on amendments to the Regulation of the Minister of Education and Culture Number 21 of 2020 on the Statute of Jember University (State Gazette of the Republic of Indonesia year 2021 Number 929);

HAS DECIDED:

To enact : REGULATION OF RECTOR ON IMPLEMENTATION OF EDUCATION AT JEMBER UNIVERSITY

## Article 1

(1) The Implementation of Education at Jember University requires guidelines for students, educators, and educational personnel of Jember University in carrying out the duties of the three pillars of higher education, namely education, research, and community service which is hereinafter referred to as Guidelines for the Implementation of Education

(2) The purpose of the formulation of Guidelines for the Implementation of Education as meant in Paragraph 1 is as a guide to the implementation of the implementation of learning activities in Jember University.

## Article 2

Guidelines for the Implementation of Education as referred to in Article 1 refers to various regulations/legal basis of higher education as stipulated by the Ministry of Education, Culture, Research, and Technology of the Republic of Indonesia.

## Article 3

(1)    The Implementation of Education at Jember University is carried out based on the Guidelines for the Implementation of Diploma, Undergraduate, Professional, and Postgraduate Education Programs of Jember University.

(2)    Guidelines for the Implementation of Education as meant in Paragraph (1) are contained in the annex to this Rector Regulation.

(3)    The annex as meant in Paragraph (2) is an integral part of this Rector Regulation.

## Article 4

At the time of this Rector Regulation came into force, Rector Decree Number 17239/UN25/KR/2016 on Guidelines for Education Programs Diploma, Bachelor, and Profession Jember University Academic Year 2016/2017, Rector Decree Number 7769/UN25/EP/2017 on Guidelines for the Implementation of Master Programs at Jember University and Rector Decree Number 7770/UN25/EP /2017 on Guidelines for the Implementation of Doctoral Programs at Jember University, revoked and declared invalid.

## Article 5

This Rector Regulation comes into force on the date set.

Set in Jember
on October 5, 2021 RECTOR
JEMBER UNIVERSITY,

IWAN TARUNA
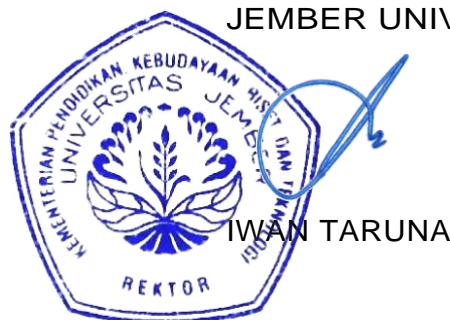
ANNEX OF JEMBER UNIVERSITY RECTOR
REGULATION NUMBER 17 OF 2021 ON
IMPLEMENTATION OF EDUCATION AT JEMBER UNIVERSITY

**GUIDELINES FOR THE IMPLEMENTATION OF EDUCATION**

**AT JEMBER UNIVERSITY**

VOCATION, ACADEMIC, PROFESSION

**GUIDELINES FOR THE IMPLEMENTATION OF EDUCATION AT JEMBER UNIVERSITY**

**MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY JEMBER UNIVERSITY**
**2021**

# GUIDELINES FOR THE IMPLEMENTATION OF EDUCATION AT JEMBER UNIVERSITY

# Information  Phone

| Number | Work Unit | Phone Number |
|---|---|---|
| 1. | Head office (Public Relations, UPT publishing, Security Unit, and other work units) | 330224, 334267, 336580, 333147 |
| 2. | Institute of Research and Community Service (IRCS) | 339385, 337818 |
| 3. | Institute for Learning Development and Quality Assurance (ILDQA) | 324088 |
| 4. | UPT Information and Communication Technology (UPT ICT) | 331042 |
| 5. | UPT Library | 338261 |
| 6. | UPT Printing and Publishing | 330224 319, 320 |
| 7. | UPT Field of study Language Center | 336870 |
| 8. | Faculty of Law (FH), Legal Aid Bureau (BBH) | 335462, 330482, 322808, 322809 |
| 9. | Faculty of Social and Political Sciences (FISIP) | 335586 |
| 10. | Faculty of Agriculture (FP) | 339596 |
| 11. | Faculty of Economics and Business (FEB) | 332150, 337990 |
| 12. | Faculty of Teacher Training and Education (FKIP) | 334988, 330738 |
| 13. | Faculty of Cultural Sciences (FIB) | 332738, 337188 |
| 14. | Faculty of Agricultural Technology (FTP) | 321784 |
| 15. | Faculty of Dentistry (FKG) | 333536 |
| 16. | Faculty of Mathematics and Natural Sciences (FMIPA) | 330225, 334293 |
| 17. | Faculty of Medicine (FK) | 337877 |
| 18. | Postgraduate | 339827 |
| 19. | Faculty of Engineering (FT) | 484977 |
| 20. | Faculty of Public Health (FKM) | 337878, 322995 |
| 21. | Faculty of Pharmacy (FF) | 324736 |
| 22. | Faculty of Nursing (FKep) | 487145 |
| 23. | Faculty of Computer Science (FIK) | 339827 |
| 24. | Bureau of Academic, Student Affairs, and Alumni (BAKA) | 335055.321239 |
| 25. | D3 Nursing (Lumajang Campus) | 882262 |
| 26. | D3 Nursing (Pasuruan Campus) | 426730 |

* ) Jember Region Code (0331)
* ) Lumajang Region Code (0334)
* ) Pasuruan Region Code (0343)

# JEMBER UNIVERSITY COAT OF ARMS



The symbol of Jember University in the form of: a container of equilateral pentagons with curved sides in which there is writing and an imaginary circle formed by images with the following meanings.

1. The imaginary circle illustrates the determination of the community to establish Jember University

2. Three fresh tobacco leaves, symbolizing the Tri Darma of Higher Education.

3. Tobacco leaves, rice, and corn symbolize the fertility of the former residency of Besuki, as an agricultural and export tobacco producing area, where Jember University grows and develops.

4. The binding root symbolizes Panca Bharata, consisting of ratio (reason), spirit (spirit and courage), idealism (ideals), ethics (sense of humanity), and realism (reality).

5. The tongue of fire symbolizes the fighting spirit of the people (Besuki Governor's Auxiliary area) and surrounding areas that equip the creation of Jember University

6. Seven grains of rice symbolizes seven people who have sat in the seven committee formed by the Minister of PTIP in 1962 in the establishment of Jember University.

7. The pentagonal container of images symbolizes the basic philosophy of the state, namely Pancasila.

8. The basic color symbol is yellow, tobacco leaves, rice leaves, and corn leaves are green; rice is golden yellow; tongues of fire are red; binding stalks, writing, and pentagons are black. The Black color symbolizes firmness and fertility in science. Green symbolizes the hope of fertility and freshness of the soul, yellow symbolizes the dynamics and silence and purity for the people who glorify God Almighty.

# JEMBER UNIVERSITY HYMNS

Do = E, 4/4
MAESTOSO
**Arr: Moordiana**

Lyrics : Drs. Soejono SW
Song : Drs. Gunawan H

# JEMBER UNIVERSITY MARCH

Do=C,4/4
MARCIA

Song/Od : A. Lilik SR
Arr : Moordiana

S    5.6    5   .   3.1 3.5   ·1

UNI VER SITAS JEMBER JA YA    AL MA MA TER
BANG ILMU DAN BU DA YA    WU JUB KAN TRI

S  4  .  2  2.3    4  .  2.3  4.5  7  .  ·2
T  6  .  4  4.5    7  .  5.1  2.3  2  .  5  .  5  6  5  4
                   5  .  4.5  6.7  ·2

KI TA DI SI NI LAH AKU DI TEM PA UNTUK BERKAR
DHAR MA MEMBINA TUNAS TUNAS BANG SA IN D0 NE SI

S  5  .  .  5.6    5  .  3.1  3.5  ·1

YA UNDANG UNDANG DASAR EMPAT LI MA DAN PANCA SI
A MENGEMBAN MISI PEMBA NGU NAN TU JU AN KI

S  6  .  .  6.6    6  .  6.7  ·1.6    4  4
T  1  .  .  ·1.1

LA TERTA NAM DIDALAM SETIAP DA DA LANDASAN UTA
TA JAYA LAH ALMAMATER KUBANGGA

I  II

S  ·1

MA PENGEM
UNTUK SELAMA NYA

viii

# Introduction

Book preparation *GUIDELINES FOR THE ORGANIZATION OF EDUCATION AT JEMBER UNIVERSITY* aims to provide information to all students, educators, and Educational Personnel of Jember University in carrying out the task of the three pillars of higher education and other parties who want to obtain information about Jember University. This handbook is also intended to provide initial information for new students of Jember University in entering the world of higher education so that they really know, understand, and observe the learning activities at Jember University.

The materials of this manual have been tried to be as accurate as possible by referring to the Applicable Reference sources. If information and / or data are found that are not precise and incomplete presentation, the reader is advised to refer to the original source of the information. Constructive suggestions and criticism are expected as material for improvement in future editions.

The highest award was presented to the drafting team for their efforts to collect information in the form of this manual. To the parties who have given input (all work units in Jember University) and have helped the completion of this manual, also thanked. Hopefully, this handbook is useful for residents of Jember University, especially for new students of the 2021 class, and the community in general.

Rector,

Dr. Ir. Iwan Taruna, M.Eng
NIP 196910051994021001

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3. Submission of College Leave by Students
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6. Mentoring (DPA) and Programming Studies
7. Changes and Cancellations of The Study Plan (last approval by DPA)
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9. Learning Questionnaire Filling
10. End Of Semester Exams
11. Entry Course Value by Lecturer
12. Last Date to Entry Score of Final Project/Thesis/Dissertation to be free from UKT/SPP

# CHAIRMANSHIP IN JEMBER UNIVERSITY

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| Coordinator of Public Working Group, Law, Governance and State Property | : | Mohamad Jazuli, S.H. |
| Staffing Working Group Coordinator | : | Adeharda Boru Sibasopait, S.S. |
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| Study Program D3 Financial Administration Coordinator | : | Drs. Marmono Singgih, M.Si. |
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| Study Program Coordinator D3 Accounting | : | Bunga Maharani, S.E., MSA. |
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| Coordinator of Science Education Study Program | : | Dr. Sri Wahyuni, S.Pd., M.Pd. |
| Coordinator of Extramural Education Study Program | : | Lutfi Ariefianto, S.Pd., M.Pd. |
| Coordinator of Primary School Teacher Education Study Program | : | Fajar Surya Hutama, S.Pd., M.Pd. |
| Economic Education Study Program Coordinator | : | Wiwin Hartanto, S.Pd., M.Pd. |
| History Education Study Program Coordinator | : | Drs. Marjono, M.Hum. |
| English Education Study Program Coordinator | : | Eka Wahyuningsih, S.Pd., M.Pd. |
| Coordinator of Indonesian Language and Literature Education Study Program | : | Dr. Rusdhianti Wuryaningrum, S.Pd., M.Pd. |
| Coordinator Of Early Childhood Education Study Program | : | Senny Weyara Dienda Saputri, S.Spsi., M.A. |
| Coordinator of Geography Education Study Program | : | Dr. Sri Astutik, M.Si. |
| Head of Study Program Teacher Professional Education Program | : | - |
| The Administrative Working Group Coordinator | : | Eko Widodo, S.S.. |

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| Chairman of The Department Of Indonesian Literature | : | Dr. Agustina Dewi Setyari, S.S., M.Hum. |
| Head of The Department of English Literature | : | Indah Wahyuningsih, S.S., M.A. |
| Head of History Department | : | Dr. Eko Crys Endrayadi, S.S., M.Hum. |
| Head of Television and Film Study Program | : | Dwi Haryanto, S.Sn., M.Sn. |
| The Administrative Working Group Coordinator | : | Drs. Adi Supriono |

FACULTY OF AGRICULTURAL TECHNOLOGY

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# CHAPTER 1. INTRODUCTION

Publishing of GUIDELINES FOR THE IMPLEMENTATION OF EDUCATION AT JEMBER UNIVERSITY (UNEJ) is one of the efforts to provide complete information about UNEJ to the academic community in particular and the public in general. This is considered important so that the academic community has clear references in implementing the Tri Dharma of higher education, especially in the fields of education and teaching; and thus the public, especially UNEJ stakeholders, have a proper interpretation in understanding the intricacies of UNEJ. The implementation of the Tri Dharma of higher education which includes education, research, and community service requires the participation of the academic community. The implementation of this participation needs to be based on the new paradigm of the higher education system which includes quality, accreditation, autonomy, accountability, and evaluation. The availability of information greatly determines the quality of the participation of the academic community in the process of implementing the higher education system. Therefore, this manual must be read by the academic community and all UNEJ citizens and be known by the public, especially UNEJ stakeholders.

## 1.1 A Brief History of UNEJ

UNEJ originates from a private university called Tawang Alun University which was established in 4 November 1957. Initially, Tawang Alun University had one faculty, namely the Faculty of Law. In 1960 the Faculty of State and Corporate Administration (ANP) was established, a year later it became the Faculty of Social and Political Affairs. At the request of the community, Tawang Alun University in the same year added new faculties, namely: Faculty of Agriculture, the Faculty of Education, and the Faculty of Medical Education.

Based on the Decree of the Minister of Higher Education and Science (PTIP) No. 95/1962 dated 01/08/1962, the Faculty of Agriculture and the Faculty of Medical Education were fostered by Airlangga University, Surabaya. On 5th January 1963, Tawang Alun University was legalized along with Universitas Brawidjaja Malang based on the Decree of the Minister of Higher Education and Science (PTIP) No. 1/1963, dated 01/05/1963. Although Tawang Alun University had been legalized, its status is still a branch of Universitas Brawidjaja (UNBRA) domiciled in Jember. with several faculties, namely: (1) Faculty of Law and Public Knowledge, (2) Faculty of Agriculture, (3) Faculty of Education, (4) Faculty of Social and Political Sciences, and (5) Faculty of Medicine. The status of the Faculty of Law and the Faculty of Agriculture respectively as branches of the Faculty of Law and the Faculty of Agriculture UNBRA Malang, while the Faculty of Social and Political Sciences, Faculty of Education, and Faculty of Medicine are independent in Jember. Later in the 1963/1964 Academic Year, two new faculties were established, namely the Faculty of Letters and the Faculty of Economics, located in Banyuwangi under UNBRA Tjabang Djember.

In 1963, the Faculty of Medical Education UNBRA Malang Tjabang Djember was integrated into Universitas Airlangga Surabaya, while the Faculty of Teacher Training and

Education was integrated into Malang State IKIP. The integration was based on the considerations of the Minister of Higher Education and Science *(PTIP)* as stated in Presidential Decree No. 196 /1963, dated 23/09/1963, which lasted until November 1964. Based on the Decree of the Minister of Higher Education and Science No. 151/1964, dated9/11/1964, Universitas Brawidjaja Tjabang Djember was declared independent by the state status became Djember State University with the abbreviation UNED. At that time, the State University of Djember had four faculties, namely: (1) Faculty of Law (in Jember with branches in Banyuwangi), (2) Faculty of Social and Political Affairs (in Jember), (3) Faculty of Agriculture (in Jember), (4) Faculty of Economics (in Banyuwangi), and (5) Faculty of Letters (in Banyuwangi).

Based on the policy of the Rector's Decree of UNED No. 583/AU/22/1965, dated 31/12/1965, the Faculty of Economics and the Faculty of Letters based in Banyuwangi were moved to Jember. Furthermore, with the Decree of the Director General of Higher Education Number 161/1967, starting January 1, 1968, the Institute of Teacher Training and Education (IKIP) Malang Tjabang Djember which was originally integrated with UNBRA Malang, was later integrated into the State University of Djember. The Faculty of Education, Faculty of Cultural Sciences and Arts of IKIP Malang Tjabang Djember respectively became the Faculty of Education and Faculty of Cultural Sciences, Djember State University.

Based on the Presidential Decree of the Republic of Indonesia No. 61/1982, dated 07/09/1982, the State University of Djember was designated as Universitas Jember with the acronym UNEJ. Then, in 1983 based on the Decree of the Minister of Education and Culture of the Republic of Indonesia No. 05161/0/1983, dated 8/12/1983 and followed by other Regulation concerning the development of faculties and study programs, until now the faculties, departments, and study programs have been determined. as in Table 1.1.

**Bondowoso, Lumajang, and Pasuruan campuses**

Based on the Director General of the Ministry of Research, Technology and Higher Education's Directives No. 1754/C.C4/KL/2017, dated 02/06/2017, the Jember University opened the Bondowoso Campus which officially started lectures in the 2017/2018 academic year. There were 243 students in the first batch, most of whom came from Bondowoso and the surrounding area. Occupying 9.6 hectare campus in the Education Development Center (EDC) area, the Jember University, the Bondowoso Campus, continues to improve with the full support of the Bondowoso Regency Government. This support is evidenced by the construction of a three-story lecture building and other supporting infrastructure. The plan is for the Bondowoso Regency Government and the surrounding area as an educational area in the Bondowoso Regional Spatial Plan (RT/RW). The Bondowoso Regency Government also provides scholarships for students from Bondowoso who study at various universities, including Jember University.

The study programs offered at Jember Universities on Bondowoso Campus are: Agribusiness Study Program, Plantation Concentration Agricultural Science Study Program, Sharia Economics Study Program, Accounting Study Program, Elementary School Teacher Education Study Program, Mathematics Education Study Program, Animal Husbandry and Nutrition Studies Program.

Campus 3 of the Jember University in Lumajang, based on the Decree of the Minister of Research, Technology and Higher Education Number 160/KPT/I/2018, dated 6/02/2018, the study program at the Lumajang campus is Associate Degree in Nursing.

Campus 4 of the Jember University in Pasuruan, based on the Decree of the Minister of Research, Technology, and Higher Education Number 495/KPT/I/2019 dated 25/06/2019, located in Pasuruan City, now the Nursing Academy of the Pasuruan City Government or commonly called the Academy of Nursing of Pasuruan City Government, has been officially became Jember University, Pasuruan Campus. After the management was handed over to the Jember University, students became part of the Jember University under the name of Associate Degree in Nursing Student at Jember University, Pasuruan Campus.

Table 1.1 List of Faculties, Departments, and Study Programs of UNEJ

| Faculties | SP Code | Study Program Category | Level |
|---|---|---|---|
| Faculty of Law | 0730101 | Legal Studies | Postgraduate |
| | 0720201 | Notarial Law | Graduate |
| | 0720101 | Legal Studies | Graduate |
| | 0710101 | Legal Studies | Undergraduate |
| Faculty of Social Science and Politics | 0930101 | Administrative Science | Postgraduate |
| | 0920101 | Administrative Science | Graduate |
| | 0910101 | International Relation | Undergraduate |
| | 0910201 | Administrative Science | Undergraduate |
| | 0910202 | Business Administration | Undergraduate |
| | 0910301 | Social Welfare | Undergraduate |
| | 0910302 | Sociology | Undergraduate |
| | 0903101 | Taxation | Associate |
| | 0903102 | Travel Agency | Associate |
| Faculty of Agriculture | 1530101 | Agricultural Science | Postgraduate |
| | 1520101 | Agronomy | Graduate |
| | 1520102 | Agribusiness | Graduate |
| | 1510501 | Agrotechnology | Undergraduate |
| | 1510301 | Geology | Undergraduate |
| | 1510701 | Plant Protection | Undergraduate |
| | 1510601 | Agribusiness | Undergraduate |
| | 1510101 | Agronomy | Undergraduate |
| | 1510801 | Geology | Undergraduate |
| | 1510901 | Agricultural Extension | Undergraduate |
| | 1510102 | Animal Husbandry | Undergraduate |
| Faculty of Economy and | 0830101 | Management Science | Postgraduate |

| | | | |
|---|---|---|---|
| Business | | | |
| | 0820301 | Accounting | Graduate |
| | 0820101 | Management | Graduate |
| | 0830101 | Economics | Postgraduate |
| | 0820201 | Economics | Graduate |
| | 0810101 | Management | Undergraduate |
| | 0810201 | Economic Development | Undergraduate |
| | 0810102 | Sharia Economics | Undergraduate |
| | 0810301 | Accounting | Undergraduate |
| | 0803101 | Business Management | Associate |
| | 0803102 | Financial Management | Associate |
| | 0803103 | Secretarial Science | Associate |
| | 0803104 | Accounting | Associate |
| Faculty of Teacher Training and Education | 0230104 | Natural Science Education | Postgraduate |
| | 0220104 | Natural Science Education | Graduate |
| | 0220303 | Social Science Education | Graduate |
| | 0220101 | Mathematics Education | Graduate |
| | 0210101 | Mathematics Education | Undergraduate |
| | 0210102 | Physics Education | Undergraduate |
| | 0210103 | Biology Education | Undergraduate |
| | 0210104 | Natural Science Education | Undergraduate |
| | 0210201 | Non-formal Education | Undergraduate |
| | 0210204 | Primary School Teacher Education | Undergraduate |
| | 0210205 | Early Childhood Education | Undergraduate |
| | 0210302 | History Education | Undergraduate |
| | 0210301 | Economics Education | Undergraduate |
| | 0210401 | English Education | Undergraduate |
| | 0210402 | Indonesian Language and Literature Education | Undergraduate |
| | 0210303 | Geography Education | Undergraduate |
| | 0211101 | Professional Teacher Education | Professional |
| Faculty of Humanities | 0120101 | Linguistics | Graduate |
| | 0110101 | English Literature | Undergraduate |
| | 0110201 | Indonesian Literature | Undergraduate |
| | 0110301 | History | Undergraduate |
| | 0110401 | Television and Film Studies | Undergraduate |
| Faculty of Agricultural Technology | 1720101 | Agro-industrial Technology | Graduate |
| | 1710101 | Agricultural Technology | Undergraduate |
| | 1710201 | Agricultural Engineering | Undergraduate |
| | 1710301 | Agricultural Industry Technology | Undergraduate |

| Faculty | Code | Program | Level |
|---|---|---|---|
| Faculty of Dentistry | 1610101 | Dental Education | Undergraduate |
| | 1611101 | Dentist Professional Program | Professional |
| Faculty of Mathematics & Sciences | 1820101 | Mathematics | Graduate |
| | 1810101 | Mathematics | Undergraduate |
| | 1820201 | Physics | Graduate |
| | 1810201 | Physics | Undergraduate |
| | 1810301 | Chemistry | Undergraduate |
| | 1820401 | Biology | Graduate |
| | 1810401 | Biology | Undergraduate |
| Faculty of Medical School | 2010101 | Medical Education | Undergraduate |
| | 2011101 | Medical Professional Program | Profesi |
| Faculty of Engineering | 1920101 | Mechanical Engineering | Graduate |
| | 1910101 | Mechanical Engineering | Undergraduate |
| | 1910201 | Electrical Engineering | Undergraduate |
| | 1920301 | Civil Engineering | Graduate |
| | 1910301 | Civil Engineering | Undergraduate |
| | 1910401 | Chemical Engineering | Undergraduate |
| | 1910501 | Urban and Regional Planning Engineering | Undergraduate |
| | 1910601 | Environmental Engineering | Undergraduate |
| | 1910701 | Marine Construction Engineering | Undergraduate |
| | 1910901 | Mining Engineering | Undergraduate |
| | 1910801 | Petroleum Engineering | Undergraduate |
| | 1903101 | Mechanical Engineering | Associate |
| | 1903102 | Electrical Engineering | Associate |
| | 1903103 | Civil Engineering | Associate |
| | 1911101 | Profesi Insinyur | Professional |
| Faculty of Public Health | 2110101 | Public Health | Undergraduate |
| | 2110102 | Nutrition | Undergraduate |
| Faculty of Pharmacy | 2210101 | Pharmacy | Undergraduate |
| | 2211101 | Pharmacist | Professional |
| Nursing School | 2310101 | Nursing Science | Undergraduate |
| | 2311101 | Nursing Profession | Professional |
| | 2303101 | Nursing | Associate |
| Faculty of Computer Science | 2410101 | Information System | Undergraduate |
| | 2410102 | Information Technology | Undergraduate |
| | 2410103 | Informatics Engineering | Undergraduate |
| Postgraduate Program | 2520101 | Biotechnology | Graduate |
| | 2520102 | Public Health Science | Graduate |

**1.2 Vision, Mission and Objectives Statement**

The vision and set out in the Business Strategic Plan *(RENSTRA Bisnis)* of UNEJ, which is set out in the Statute, is served as a reference for preparing activity and work plans for all work units within UNEJ. The Vision and Mission are as follows.

**1.2.1 Vision**

UNEJ's vision is to become a leading university in the development of environmentally sound science, technology and arts, business, and industrial agriculture.

**1.2.2 Mission**

Meanwhile, UNEJ's Mission to actualize the Vision includes:

1. organize and develop quality academic, vocational, and professional education with environmental perspective, business, and industrial agriculture with an international reputation;
2. produce and develop science, technology and art through creative, innovative, and valuable learning, research and community service processes;
3. develop a transparent and accountable university management system based on information technology; and
4. develop a network of cooperation with stakeholders to increase the capacity and capability of UNEJ.

**1.2.3 Objectives**

In accordance with the vision and mission above, the objectives to be achieved by UNEJ in the period 2020-2024 are as follows:

1. to generate intelligent, competitive, and adaptive graduates;
2. to produce works of science, technology, and art that are superior and have economic value, are environmentally friendly, have local wisdom and are contributive to the community;
3. to realize a superior work culture by strengthening the implementation of an accountable, effective, and efficient quality management system based on information and communication technology; and
4. to realize UNEJ which is recognized nationally and internationally.

**1.3 Main Duties and Functions of UNEJ**

**1.3.1 Main Tasks**

UNEJ has the main task of providing higher education and providing education based on the culture of the Indonesian nation in a scientific manner which includes education, research, and community service to develop capabilities and improve the quality of life and Indonesian human dignity in an effort to manifest national goals.

**1.3.2 Function**

In order to carry out its main tasks, UNEJ has the following functions:

1. implement and develop education;
2. conduct research in the context of developing science and technology;
3. carry out community service;

4. execute the development of the academic community and their relationship with the environment;

5. carry out administrative service activities.

## 1.4 Structure and Organization

UNEJ consists of the following elements:

1. Leaders (Rector and Vice Rector);
2. University Senate;
3. Academic Executor;
   a. The faculties are the Faculty of Law, Faculty of Social and Political Sciences, Faculty of Agriculture, Faculty of Economics and Business, Faculty of Teacher Training and Education, Faculty of Humanities, Faculty of Agricultural Technology, Faculty of Dentistry, Faculty of Mathematics and Natural Sciences, Faculty of Medicine, Faculty of Public Health, Faculty of Engineering, Faculty of Pharmacy, Faculty of Nursing, Faculty of Computer Science, and Postgraduate.
   b. Research institutions and community service
   c. Institute for Learning Development and Quality Assurance.
4. Administrative Executive
   a. Bureau of Academics, Students and Alumni
   b. Bureau of General Administration and Finance
   c. Bureau of Planning and Information Systems Administration
5. Supporting Elements
   a. Library Technical Implementation Unit
   b. Information and Communication Technology Technical Implementation Unit
   c. Language Technical Implementation Unit
   d. Printing and Publishing Technical Implementation Unit
   e. Integrated Laboratory and Technological Innovation Center Technical Implementation Unit
   f. Agricultural Technology Park (Agrotechnopark) Technical Implementation Unit

UNEJ's organizational chart is shown in Figure 1.1 page 21. The duties, functions, and authorities of each element are as follows.

## 1.4.1 Leader

### A. Rector

The Rector is an assistant element of the Minister of Education and Culture, Research and Technology in the fields that are his duties and obligations, in addition to his position as the leader of UNEJ. Rector has the following duties:

1) leading the implementation of education, research and community service, fostering education staff, students, administrative staff, and their relationship with the environment;

2) fostering and implementing cooperation with agencies, private bodies, and the community to solve problems that arise, especially regarding their areas of responsibility.

In carrying out daily tasks, the Rector is assisted by three Vice Rectors who are under and directly responsible to the Rector.

**B. Vice Rector**

1) Vice Rector for Academic, Student Affairs, and Alumni *(VR I)*

Deputy Rector I for Academics, Student Affairs and Alumni has the task of assisting the Rector in leading the implementation of education, research, and community service as well as organizing activities in the field of student affairs and alumni.

2) Associate Vice-Rector for General Administration and Finance (VR II)

Vice Rector II for General Affairs and Finance has the task of assisting the Rector in leading the implementation of activities in the field of general administration and finance.

3) Assistant Vice-Rector for Planning, Information Systems, and Public Relations (VR III)

Vice Rector III for Planning, Information Systems, and Public Relations has the task of assisting the Rector in leading the implementation of activities in the fields of planning, management of information systems, cooperation, and public relations.

**1.4.2 University Senate**

The University Senate is the highest normative and representative body at UNEJ which has the following main tasks:

a. establishes academy norms and policies;

b. execute supervision of:

    1. Application of academic norms and policies;

    2. Implementation of higher education quality assurance refers to the National Higher Education Standards;

    3. The implementation of academic freedom;

    4. Implementation of academic rules;

    5. Implementation of lecturer performance appraisal policies, and;

    6. Implementation of the learning process, research and community service.

c. provides considerations and suggestions for improving the learning process, research and community service to the Rector;

    1. give consideration to the granting or revocation of academic degrees and awards;

    2. give consideration to the Rector in proposing professors; and

    3. provide recommendations for imposing sanctions on violations of academic norms and policies by the Academic Community to the Rector.

d. formulates norms and benchmarks for the implementation of higher education;

e. provides consideration and approval of the UNEJ revenue and expenditure budget plan submitted by the Rector;

f. assessing the rector's accountability for the implementation of the policies that have been determined;

g. formulates regulations for implementing academic freedom, freedom of academic pulpit, and scientific autonomy at UNEJ;

h. give consideration to the Ministry of Education, Culture, Research and Technology regarding the candidates proposed to be appointed as Rector of UNEJ and lecturers who are nominated to hold academic positions above the position of Lecturer;

i. enforces the norms that apply to the academic community;

j. through a team (determined by the Rector after receiving consideration from the senate) assessing the proposed promotion to Professor and the award of Doctoral Honoris Causa (Honorary Doctorate);

k. confirms the position of Professor and grants the title of Honorary Doctorate to those who meet the requirements.

Members of the Senate consist of:
1. at most 3 (three) deputy professors from each faculty;
2. (two) non-professor lecturers from each faculty;
3. Rector;
4. Vice Rector;
5. dean;
6. graduate director;
7. Head of the Institute for Research and Community Service; and
8. Head of the Institute for Learning Development and Quality Assurance.

Members of the Senate are from:
a. Deputy professor from every field of science
1. elected by the Faculty Senate if there are 3 (three) professors or more from each field of science; or
2. appointed as a member of the Senate if there are at most 2 (two) professors from each field of science;
b. Deputy Lecturers are not professors from each faculty elected by the Faculty Senate.
The term of office for members of the Senate from the Rector, Vice Rector, Dean, Director of Postgraduate, Head of the Institute for Research and Community Service, and Head of the Institute for Learning Development and Quality Assurance is ex officio. The Senate in carrying out its functions may form a commission or other designations as needed.

### 1.4.3 Faculty
The faculty is an academic implementing element that carries out some of the main tasks and functions of UNEJ under the rector. The faculty is led by a dean who reports directly to the Rector. In carrying out his duties, the dean is assisted by three deputy deans who are under and responsible directly to the dean. To carry out these tasks, faculties equivalent to faculties have the following functions:
a. implement and develop education;
b. conduct research to develop science and technology;
c. undertake community service; and
d. carry out management or administration activities of the faculty. The faculty consists of the following elements:
* faculty leaders: Dean and Deputy Dean;
* faculty senate;
* academic implementers: departments/sections, study programs, laboratories, studios, installations, and groups of lecturers;
* administrative executor.

The Dean of the faculty has the task of leading the implementation of education, research, and community service; fostering education staff, faculty administrative staff, and students; and is responsible to the Rector. The Dean of the faculty in carrying out his duties is assisted by:
a. Deputy Dean for Academic Affairs
b. Associate -Deputy Dean for General Administration and;
c. Assistant-Deputy Dean for Student Affairs.

The Coordinator of the Administrative Working Group carries out duties in the fields of general administration, equipment, finance, staffing, and education at the faculty. To carry out this task, the Administrative Working Group Coordinator has three Deputy Coordinators of Working Group as follows:

a. Deputy Coordinator of the Working Group for Academic, Student and Alumni Affairs;

b. Deputy Coordinator of the Working Group for General Affairs and State Property;

c. Deputy Coordinator of the Working Group for Finance and Personnel;

Departments/Sections carry out their duties as academic implementing elements in faculties in certain fields of study. The department/section is led by the head of the department/section who is directly responsible to the dean of the faculty. In carrying out the duties, the head of the department/section is assisted by the secretary of the department/section. The head of the department/section has the task of carrying out academic and or professional education in part or one branch of science and technology. The laboratory/studio is a supporting device for the implementation of education in majors in academic and or professional education. The laboratory/studio is led by a lecturer whose expertise has met the requirements in accordance with a certain science and technology branch to support the implementation of the main tasks of the department/section in accordance with the provisions of the relevant field.

### 1.4.4 Postgraduate

Postgraduate is an institution that acts as the coordinator of academic administration management (from registration until the person concerned graduates / graduates) and guarantees the quality of the implementation of academic activities for all undergraduate and postgraduate students. Postgraduate is led by a director assisted by two deputy directors. Postgraduate duties and authorities are as follows:

a. conducts inter and multidisciplinary postgraduate program activities

b. undertakes a postgraduate student admission selection under the coordination of the Vice Rector I; new postgraduate admissions are determined by the Rector;

c. determines and carry out quality assurance of academic activities as well as prepare filling formats for the purposes of proposal seminars, research results seminars, final exams, and graduation administration requirements;

d. monitors and administers the results of the evaluation of student learning in the master's and doctoral programs;

e. coordinates and carries out all postgraduate financial administration including the Domestic Postgraduate Program Education Scholarship (BPPDN) for undergraduate students;

f. develops networking both with universities at home and abroad in order to develop Tri Dharma cooperation.

### 1.4.5 Institution

### A. Institute for Research and Community Service (LP2M)

The Institute for Research and Community Service has the task of coordinating, implementing, monitoring, and evaluating research and community service activities.

The Institute for Research and Community Service carries out the following functions:
a. preparation of plans, programs, and budget of the Institution;
b. carrying out pure and applied scientific research;
c. implementation of community service;
d. coordinating the implementation of research activities and community service;
e. implementation of publication of research results and community service;
f. implementation of cooperation in the field of research and community service with universities and/or other institutions both domestically and abroad;
g. monitoring and evaluating the implementation of research activities and community service; and
h. implementation of the Institution's administrative affairs.

**B. Institute for Educational Development and Quality Assurance – IEDQA** *(LP3M)*
LP3M has the task of coordinating, implementing, monitoring, and evaluating learning development activities and academic quality assurance.
The Institute for Learning Development and Quality Assurance carries out the following functions:
1. preparation of plans, programs, and budgets of the Institution;
2. implementation of learning improvement and development as well as academic quality assurance;
3. implementation of academic quality assurance system development;
4. coordination of the implementation of learning improvement and development activities as well as academic quality assurance;
5. monitoring and evaluation of learning improvement and development as well as academic quality assurance; and
6. implementation of the Institution's administrative affairs.

### 1.4.6 Bureau
Bureau is the administrative implementing element at the university level. UNEJ has three bureaus, as follows.

A. Academic, Student and Alumni Bureau (Bureau I)
Bureau I is a leadership assistant element which is under and directly responsible to the Rector. Bureau I has the task of carrying out services in the academic, student and alumni fields. Bureau I consists of two sections and six subsections, namely:
Academic Section, consisting of: (i) Academic and Evaluation subsection, and (ii) Registration and Statistics subsection, Student Affairs Section, consisting of: (i) Interest, Talent, Reasoning, and Student Information Subsection; (ii) Welfare and Alumni Subdivision.

B. General Bureau, Personnel, and Finance (Bureau II)
Bureau II is a leadership assistant element which is under and directly responsible to the Rector. Bureau II has the task of carrying out administrative affairs, housekeeping, legal studies, administration, management of state property, personnel, and finance. Bureau II consists of three sections and nine subsections, namely:

1) General, Law, Administration, and State Property Section, consisting of: (i) Administration subsection, (ii) Household subsection, (iii) Law and Administration subsection, and (iv) General and State Property subsection.
2) Personnel Division, consisting of: (i) Academic Staff sub-section and (ii) Administrative Staff sub-section.
3) Finance Section, consisting of: (i) Non-Tax State Revenue Budget subsection, (ii) Non-Tax State Revenue Budget subsection, and (iii) Accounting and Reporting subsection.

C. Bureau of Planning, Cooperation, and Public Relations (Bureau III)

Bureau III is the implementing element in the field of planning administration and information systems which is under and directly responsible to the Rector. Bureau III has the task of providing administrative services in the field of planning and information systems. Bureau III consists of two sections and four subsections, namely:
1) Planning and Cooperation Section, consisting of: (i) Program Planning and Budget subsection, (ii) Program and Budget Implementation Evaluation subsection, and (iii) Cooperation Subsection.
2) Information and Public Relations Section, consisting of: (i) Data and Information subsection and (ii) Public Relations subsection.

### 1.4.7 Supporting Elements
Supporting elements are complementary tools in the fields of education, research, and community service outside the faculties, departments, and laboratories. The supporting element is in the form of a technical implementing unit (UPT). In UNEJ, there are six UPTs and five special support units. The seven UPTs are:
(i)      Library Technical Implementation Unit (TIU)
(ii)     Information and Communication Technology TIU
(iii)    Language TIU
(iv)    Printing and Publishing TIU,
(v)     Agricultural Technology Park (Agro-technopark),  TIU
(vi)    UPT Integrated Laboratory and Technology Innovation Center and five special support units, to as follows:
 a.  Dental and Oral Hospital (RSGM),
 b.  Internal Monitoring Unit (SPI),
 c.  Center for Development of Advance Science and Technology (C-DAST),
 d.  Combinatorics Graph Theory and Network Topology (CGANT), and
 e.  Center for Research in Social Sciences and Humanities (C-RiSSH).

**CHAPTER 2. ACADEMIC ETHICS**

The Jember University (UNEJ) was born from the accumulated desire and commitment of the Jember community in preparing its citizens who are strong, characterized, resilient, and competitive through the development of quality higher education. The continuity of this desire and commitment is contained in the sesanti "The Work of Rinaras Ambuka Budhi and the Gate of Mangesthi Aruming Bawana". All UNEJ citizens are determined to organize themselves through harmonious and balanced work based on faith and piety to generate graduates as complete and dignified human beings whose service in society always holds respectable reputation of the nation and state, prosperity, prosperity, and peace for mankind.

The implementation is always translated into the vision and mission periodically, systematically, and continuously. Activities to achieve the vision and mission are formulated into higher education tri dharma activities, namely: education and teaching; integrated research and community service. In its implementation, the academic community must uphold the provisions, regulations, and values that have been set by the institution to produce quality, innovative, dynamic, and efficient output so that they are able to contribute benefits to the welfare of society. These regulations provide direction for students to behave in relation to academic and non-academic activities, order and security on campus.

## 2.1 Academic Ethics

Academic ethics is a set of rules or the application of good and bad values and norms and right and wrong in carrying out educational and teaching activities, research, and community service. The cultivation of academic ethics will deliver graduates with the capacity of knowledge, character, and scholars. The formulation of academic ethics is stated in the form of a firm and clear statement about things that need and should be done in response to problems.

## 2.2 Academic Ethics Violations

In the last ten years, violations of academic ethics have attracted public attention, including: cheating in exams, cheating, jockeys, plagiarism of scientific works, and others. Some student activities that are classified as violations of academic ethics are:

1. cheating, namely using dishonest methods during the exam, for example opening notes, books, or other information media, in collaboration with other participants;

2. becoming a test jockey, replacing another person's position to carry out or complete exam questions either at the request of another person or at his own will;

3. asking or ordering other people to become jockeys, whether their activities are in Jember or in other places;

4. persuading, giving gifts or threatening with the intent to influence the results of the assessment of academic activities;

5. taking action to change, replace, falsify the content or information contained in: Presence of learning activities, Student ID Card *(KTM),* proof of payment for academic activities, proof of library and laboratory dependents, Study Result Report, final project, transcript grades, diplomas.

6. conducting plagiarism:

a. publishes works: reports, paper assignments, articles, theses, theses or dissertations made by ordering or buying from other people;

b. acknowledges or uses the work of: reports, paper assignments, articles, theses, theses or dissertations of people who first wrote or published as the fruit of his work;

c. uses, publishes or displays other people's ideas or ideas in the form of data, text, audio, video or other forms without referring or obtaining the owner's consent;

d. uses other people's ideas into one's own language without adequate reference to the source or obscuring the source;

e. collects assignments, papers, articles or academic reports such as practicum reports, field studies, internships that are the same or similar to the work of others that have been collected previously.

## 2.3 Sanctions for Violation of Academic Ethics

UNEJ develops academic regulations that are persuasive, clear, and firm. Violation of the academic norms and rules that have been set has the consequence of giving sanctions. This is done so that sanctions in the form of actions or coaching can build or force students to obey the applicable rules.

Actions or coaching carried out by leaders, rectors or deans, to students are based on valid reports and supported by evidence from parties who are authorized to carry out monitoring or evaluation tasks. Sanctions given to students who commit fraud/violations of academic ethics can be in the form of:

1. warnings either directly/oral or written by lecturers or employees who are authorized in writing by the faculty leadership;

2. reduction in the value of learning outcomes from courses taken as low as E by the lecturer in charge of the course;

3. cancellation of grades already obtained/given after being proven to have violated academic ethics;

4. cut off scholarships or other educational assistance;

5. suspension for 6 months to 1 year;

6. return the student concerned to his parents.

## 2.4 Enforcement of Sanctions

Sanctions are given by the leader of the university or faculty after the person concerned is proven to have violated academic ethics. The amount or severity of the sanctions imposed is proportional to the level of violations that have been committed by students.

# CHAPTER 3. STUDENT ADMISSION SYSTEM OF JEMBER UNIVERSITY

UNEJ as one of the higher education institutions has a student admission system. The UNEJ student admission system aims to attract prospective students who excel in academic and or non-academic fields, have skills, and have good personalities thus they are able to complete their education at UNEJ with maximum results and be successful in society and be able to compete in the global era.

The UNEJ student admission system is divided into seven pathways, namely:
1. Selection of Postgraduate Admissions (SPMBPS) for Graduate and Postgraduate levels;
2. National Selection for State University Entrance (SNMPTN) for undergraduate level (Bidik Misi and Non-Bidik Misi Scholarship Programs);
3. Joint Selection for State University Entrance (SBMPTN) which is a Written Examination for the S1 level (Bidik Misi and Non Bidik Misi Scholarship Programs);
4. Joint Selection for Higher Education Entrance in Besuki Raya Region (SBMPTBR) and Jember University Entrance Examination (UM-UNEJ);
5. Selection of type switching for D2 and or D3 graduates to continue their studies to the S1 level;
6. Selection of professional education for graduates who have obtained a bachelor's degree, either directly for graduates of UNEJ or indirectly for graduates of other universities.
7. Selection of Foreign Student Admissions (PMA) for S1, S2, and S3 levels.
8. The selection of admissions to the national affirmation program follows the national selection pattern organized by the Ministry of Education and Culture, Research and Technology.

Details of the seven selection pathways, and their input qualifications and selection procedures can be seen in Table 3.1.

Table 3. 1 Selection Path for Freshmen Admissions at
Jember Univeristy

| No | Path | Program/ Levels | Qualification Level | Selection Method |
|----|------|-----------------|---------------------|------------------|
| 1. | Selection of Postgraduate Admissions (SPMBPS) | Doctoral/Post graduate and Master /Graduate | Master / Graduate Bachelor level / Undergraduate | Written Test - Paper Based Test |
| 2. | State University National Entrance Exam (SNMPTN) | Bachelor level / Undergraduate | High School / Islamic High school / Vocational High | No Written Test (based on report cards, other achievements and National final exam |

| | | | school / Islamic Vocational High school | grades) |
|---|---|---|---|---|
| 3. | Joint Entrance Test for State Universities (SBMPTN) | Bachelor level / Undergraduate | High School / Islamic High school / Vocational High school | Computer Based Test *(UTBK)* |
| 4. | Joint Entrance Test for State Universities for Besuki Raya Region (SBMPTBR), Jember University Entrance Exam (UM-UNEJ) | Bachelor level / Undergraduate | High School / Islamic High school / Vocational High school | Computer Based Test *(UTBK)* |
| 5. | Switching Course | Bachelor level / Undergraduate | 2 years and 3 years level of Associate Degree | Scoping Test and Interview |
| 6. | Professional Education Program | Proficiency / Professional | Undergraduate | Ujian Khusus |
| 7. | Foreign Student Admission *(PMA)* | Bachelor level / Undergraduate Master / Graduate | Arranged Specifically | Verified Document and Permit from Bureau of International Cooperation |
| 8. | Affirmation | Undergraduate and Associate Degree | High School / Vocational School | National Selection |
| 9. | Interest and Ability Search (PMDK) - National Selection for Public Polytechnics by Invitation | Associate Degree | High School / Vocational School | National Selection |

Meanwhile, the new student admissions path for each study program is presented in Table 3.2.

Table 3. 2 Freshman Admission Paths for Each Study Program

| Faculties | Acceptance Path | | | | | | |
|---|---|---|---|---|---|---|---|
| | SPMBPS | SNMPTN | SBMPTN | SBMPTBR/ UM-UNEJ | ALIH JENIS | PEND PROF | PMA |
| **1. Law** | | | | | | | |
| Doctoral in Legal Studies | √ | | | | | | √ |
| Master in Legal Studies | √ | | | | | | √ |
| Master in Notarial Law | √ | | | | | | √ |
| Bachelor in Legal Studies | | √ | √ | √ | | | √ |
| **2. Social Science and Politics** | | | | | | | |
| Doctoral in Administrative Science | √ | | | | | | √ |
| Master in Administrative Science | √ | | | | | | √ |
| Bachelor in International Relation | | √ | √ | √ | √ | | √ |
| Bachelor in Administrative Science | | √ | √ | √ | √ | | √ |
| Bachelor in Business Administration | | √ | √ | √ | √ | | √ |
| Bachelor in Social Welfare | | √ | √ | √ | √ | | √ |
| Bachelor in Sociology | | √ | √ | √ | √ | | √ |
| Associate Degree in Taxation | | | | √ | | | |
| Associate Degree in Travel Agency | | | | √ | | | |
| **3. Agriculture** | | | | | | | |
| Doctoral in Agricultural Science | √ | | | | | | √ |
| Master in Agronomy | √ | | | | | | √ |
| Master in Agribusiness | √ | | | | | | √ |
| Bachelor in Agrotechnology | | √ | √ | √ | √ | | √ |
| Bachelor in Agribusiness | | √ | √ | √ | √ | | √ |
| Bachelor in Plant Protection | | √ | √ | √ | √ | | √ |
| Bachelor in Geology | | √ | √ | √ | √ | | √ |
| Bachelor in Agronomy | | √ | √ | √ | | | √ |
| Bachelor in Agricultural Science | | √ | √ | √ | | | √ |
| Bachelor in Agricultural Extension | | √ | √ | √ | | | √ |
| Bachelor in Animal Husbandry | | √ | √ | √ | | | √ |

**Economics and Business**

| | | | | | | |
|---|---|---|---|---|---|---|
| Doctoral in Management | √ | | | | | √ |
| Master in Management | √ | | | | | √ |
| Bachelor in Management | | √ | √ | √ | √ | √ |
| Bachelor in Sharia Economics | | | | √ | | |
| Doctoral in Economics | √ | | | | | √ |
| Master in Economics | √ | | | | | √ |
| Bachelor in Economic Development | | √ | √ | √ | √ | √ |
| Master in Accounting | √ | | | | | |
| Bachelor in Accounting | | √ | √ | √ | √ | √ |
| Associate Degree in Business Management | | | | √ | | |
| Associate Degree in Financial Management | | | | √ | | |
| Associate Degree in Secretarial Science | | | | √ | | |
| Associate Degree in Accounting | | | | √ | | |
| **Teacher Training and Education** | | | | | | |
| Doctoral in Natural Science Education | √ | | | | | |
| Master in Natural Science Education | √ | | | | | |
| Master in Social Science Education | √ | | | | | |
| Master in Mathematics Education | √ | | | | | |
| Bachelor in Mathematics Education | | √ | √ | √ | √ | √ |
| Bachelor in Physics Education | | √ | √ | √ | √ | √ |
| Bachelor in Biology Education | | √ | √ | √ | √ | √ |
| Bachelor in  Non-formal Education | | √ | √ | √ | √ | |
| Bachelor in  Natural Science Education | | | | √ | | |
| Bachelor in Economics Education | | √ | √ | √ | √ | √ |
| Bachelor in  History Education | | √ | √ | √ | √ | √ |
| Bachelor in English Education | | √ | √ | √ | √ | √ |
| Bachelor in  Geography Education | | √ | √ | √ | | √ |
| Bachelor in  Indonesian Language and Literature Education | | √ | √ | √ | √ | √ |
| Bachelor in  Primary School Teacher Education | | √ | √ | √ | √ | |
| Bachelor in Early Childhood Education | | √ | √ | √ | | |
| Professional Teacher Education | | | | | √ | |
| **Humanities** | | | | | | |
| Master in Linguistics | √ | | | | | |
| Bachelor in English Literature | | √ | √ | √ | √ | √ |
| Bachelor in Indonesian Literature | | √ | √ | √ | √ | √ |
| | | | | | | |
| Bachelor in History | | √ | √ | √ | √ | √ |
| Bachelor in Television and Film Studies | | √ | √ | √ | | √ |
| **Agricultural Technology** | | | | | | |

| | C1 | C2 | C3 | C4 | C5 | C6 |
|---|---|---|---|---|---|---|
| Master in Agro-industrial Technology | √ | | | | | √ |
| S1 Teknologi Hasil Pertanian | | √ | √ | √ | √ | √ |
| S1 Teknologi Industri Pertanian | | √ | √ | √ | | √ |
| S1 Teknik Pertanian | | √ | √ | √ | √ | √ |
| **Dentistry** | | | | | | |
| Dental Education | | √ | √ | | | √ |
| Dentist Professional Education | | | | | √ | |
| **Mathematics and Science** | | | | | | |
| Master in Physics | √ | | | | | |
| Master in Mathematics | √ | | | | | |
| Master in Biology | √ | | | | | |
| Bachelor in Mathematics | | √ | √ | √ | | √ |
| Bachelor in Physics | | √ | √ | √ | | √ |
| Bachelor in Chemistry | | √ | √ | √ | | √ |
| Bachelor in Biology | | √ | √ | √ | | √ |
| **Medical School** | | | | | | |
| Bachelor in Medical Education | | √ | √ | | | √ |
| Medical Professional Program | | | | | √ | |
| **Public Health** | | | | | | |
| Bachelor in Public Health | | √ | √ | √ | √ | √ |
| Bachelor in Nutrition | | | | √ | | |
| **Engineering** | | | | | | |
| Master in Mechanical Engineering | √ | | | | | |
| Bachelor in Mechanical Engineering | | √ | √ | √ | √ | √ |
| Bachelor in Electrical Engineering | | √ | √ | √ | √ | √ |
| Bachelor in Civil Engineering | | √ | √ | √ | √ | √ |
| Bachelor in Chemical Engineering | | √ | √ | √ | | √ |
| Bachelor in Urban and Regional Planning Engineering | | √ | √ | √ | | √ |
| Bachelor in Environmental Engineering | | √ | √ | √ | √ | √ |
| Bachelor in Marine Construction Engineering | | √ | √ | √ | √ | √ |
| Bachelor in Mining Engineering | | √ | √ | √ | √ | √ |
| Bachelor in Petroleum Engineering | | √ | √ | √ | √ | √ |
| Professional Engineering Program | | | | | √ | |
| Associate Degree in Mechanical Engineering | | | | √ | | |
| Associate Degree in Electrical Engineering | | | | √ | | |
| Associate Degree in Civil Engineering | | | | √ | | |
| **Pharmacy** | | | | | | |
| Bachelor in Pharmacy | | √ | √ | √ | | √ |
| Pharmacist Professional Program | | | | | √ | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Nursing** | | | | | | | |
| Bachelor in Nursing Science | | √ | √ | √ | √ | | √ |
| Associate Degree in Nursing | | | | √ | | | |
| Nursing Professional Program | | | | | | √ | |
| **Computer Science** | | | | | | | |
| Bachelor in Information System | | √ | √ | √ | | | √ |
| Bachelor in Information Technology | | √ | √ | √ | | | |
| Bachelor in Informatics Engineering | | √ | √ | √ | | | √ |
| **Postgraduate** | | | | | | | |
| Master in Biotechnology | √ | | | | | | √ |
| Master in Health Science | √ | | | | | | √ |
| Master of Science in Agriculture, Natural Resource & Environment | √ | | | | | | √ |

## 3.1 National Selection to Enter State Universities (SNMPTN)

The SNMPTN path is used to recruit prospective students who choose the S1 program through academic achievement, other achievements and the value of the National Examination conducted nationally for graduates of High School / Islamic High School / Vocational School / Islamic Vocational School in the current year. SNMPTN registration is undertake online by involving schools as initial selectors. In the SNMPTN pathway, the registration fee is covered by the Government and Bidik-Misi scholarships are provided for students who excel and are economically disadvantaged.

In 2021, the SNMPTN will be implemented through the following stages.

### 3.1.1 School and Student Database (PDSS)

The School and Student Database is a portal for schools to enter data for all students from grade X - XII, with the condition that the school's students must have a NISN (National Student Number). The requirements for schools that can register through the PDSS are schools that have an NPSN (National School Number).

The principal must register his school profile and fill in student data through the http://pdss.snmptn.ac.id page in the following way.

a. Select the "Register School" button if you have never registered in the PDSS, and fill in the NPSN and all the requested data;

b. If you have registered for PDSS, enter your NPSN and password to login on the PDSS page;

c. For High School / Islamic High School, enter curriculum data, list of classes, list of students for each class that has NISN, and fill in the value for each student in each class;

d. For Vocational School / Islamic Vocational School, enter a list of majors, enter curriculum data (subjects and KKM are filled in every semester), fill out the class list, enter a list of students per class, and enter the grades of each student for each class;

e. Download the password for each class XII student and give it to NISN students along with the downloaded password for verification of grades by students.

f. Students use the NISN and the password provided by the school to login via the http://pdss.ltmpt.ac.id/siswa page to verify the track record of academic achievement/grades that have been entered by the school;

g. Students who do not carry out verification, the track record of academic achievement (report scores) filled in by the Principal is considered correct and cannot be changed after the verification time ends.

## 3.1.2 SNMPTN Registration

SNMPTN registration is carried out by students after verifying the score at School and Student Database (*PDSS).* Registration is carried out on the http://web.ltmpt.ac.id page. The procedure for registration on the SNMPTN page is as follows:

a. Student Applicants, using the NISN and password, given by the Principal at the time of data verification at the PDSS, log in to the SNMPTN page http://web.ltmpt.ac.id/siswa to register.

b. Student Applicants fill in biodata, choice of State University, and option of study program, as well as upload (upload) the latest official photograph and additional achievement documents.

c. Student applicants print a Proof of Registration Card as proof of SNMPTN participants.

d. The health support capacity to achieve the competence of each study program is the main consideration for applicants in order to achieve or complete their educational program.

Table 3. 3 List of Study Programs for SNMPTN and SBMPTN

| No | Study Program Code | Study Program | Description |
|---|---|---|---|
| 1 | 582014 | Legal Studies | The success of studies in the field of law and successfully fulfilling legal competencies, a good social and health science background is required |
| 2 | 582022 | International Relation | The success of studies in the field of competence in International Relations requires a social science background, good communication and health skills |
| 3 | 582036 | Public Administration | The success of studies in the field of competence in Public Administration requires a good background in social and health sciences |
| 4 | 582044 | Business Administration | The success of studies in the field of competence in Business Administration requires an adequate background in socio-economics and health |
| 5 | 582052 | Social Welfare | The success of studies in the field of competence in Social Welfare Sciences requires a good social and health background |
| 6 | 582066 | Sociology | The success of studies in the field of Sociology competence, requires a good background in social science and health |
| 7 | 581012 | Agro-technology / | The success of studies in the field of agricultural competence requires good physique and the |

| | | Agro-eco technology | ability to distinguish colors. |
|---|---|---|---|
| 8 | 581026 | Agribusiness | The success of studies in the field of Agribusiness competencies, requires a good background in Natural science and health |
| 9 | 54295 | Plant Protection | The success of studies in the field of agricultural competence requires good physique and the ability to distinguish colors. |
| 10 | 54294 | Geology | The success of studies in the field of agricultural competence requires good physique and the ability to distinguish colors. |
| 11 | 54204 | Agronomy | The success of studies in the field of agronomy competence requires a good background in natural science and health |
| 12 | 54271 | Agricultural Science | The success of studies in the field of agricultural competence requires good physique and the ability to distinguish colors. |
| 13 | 54203 | Agricultural Extension | The success of studies in the field of Agricultural Extension competencies, requires a good background in natural science and health |
| 14 | 54231 | Animal Husbandry | The success of studies in the field of animal husbandry competence requires a good background in natural science and health |
| 15 | 582074 | Economic Development | The success of studies in the field of Development Economics competence requires an adequate background in socio-economic and health sciences |
| 16 | 582082 | Management | The success of studies in the field of Management Science competence, requires an adequate background in socio-economic and health sciences |
| 17 | 582096 | Accounting | The success of studies in the field of competence in Accounting Science requires an adequate background in socio-economic and health sciences |
| 18 | 60206 | Sharia Economics | The success of studies in the field of Islamic Economics competence, requires an adequate background in socio-economic and health sciences |
| 19 | 581034 | Mathematics Education | The success of studies in the field of Mathematics Education competence requires a good background in natural sciences and health |
| 20 | 581042 | Physics Education | The success of studies in the field of competence in Physics requires good physique and the ability to distinguish colors. |
| 21 | 581056 | Biology Education | The success of studies in the field of competence in Biological Sciences requires good physique and the ability to distinguish colors. |
| 22 | 582103 | Non-Formal Education | The success of studies in the field of competence in Out-of-school Education requires an adequate background in social and health sciences |
| 23 | 582111 | Economics Education | The success of studies in the field of Economic Education competence requires an adequate |

| | | | background in socio-economic and health sciences |
|---|---|---|---|
| 24 | 582125 | History Education | The success of studies in the field of historical education competence requires an adequate background in social and health sciences |
| 25 | 582133 | English Education | The success of studies in the field of competence in English Language Education requires an adequate background in social sciences and linguistics as well as health |
| 26 | 582141 | Indonesian Language and Literature Education | The success of studies in the field of competence in Indonesian Language and Literature Education requires an adequate background in social sciences and linguistics as well as health |
| 27 | 582155 | Primary School Teacher Education | The success of studies in the field of elementary school teacher education competencies, requires a social science background and communication skills as well as adequate health |
| 28 | 582214 | Early Childhood Education | The success of studies in the field of Early Childhood Teacher Education competencies, requires a social science background and communication skills as well as adequate health |
| 29 | 84206 | Science Education | The success of studies in the field of science competence requires good physique and the ability to distinguish colors |
| 30 | 87202 | Geography Education | The success of studies in the field of Geography Education competence, requires a social science background and communication skills as well as adequate health |
| 31 | 582163 | English Literature | The success of studies in the field of competence in English Literature requires an adequate background in social sciences and linguistics as well as health |
| 32 | 582171 | Indonesian Literature | The success of studies in the field of Indonesian Literature competence requires an adequate background in social sciences and linguistics as well as health |
| 33 | 582185 | History | Successful study in the field of historical science competence requires an adequate background in social and health sciences |
| 34 | 582193 | Television and Film Studies | Successful study in the field of Television and Film competence requires an adequate background in social and health sciences and the ability to distinguish colors. |
| 35 | 581064 | Agricultural Product Technology | The success of studies in the field of Agricultural Product Technology competence requires good physique and the ability to distinguish colors. |
| 36 | 581072 | Agricultural Engineering | The success of studies in the field of Agricultural Engineering competence requires a good background in natural science and health |
| 37 | 581242 | Agricultural Industrial | The success of studies in the field of Agricultural Industrial Technology competence requires good |

| | | Technology | physique and the ability to distinguish colors. |
|---|---|---|---|
| 38 | 581086 | Dental Education | The success of studies in the field of Dentistry Education competence requires good physique and the ability to distinguish colors. |
| 39 | 581094 | Mathematics | The success of studies in the field of competence in Mathematics requires a good background in natural science and health |
| 40 | 581101 | Physics | The success of studies in the field of competence in Physics requires good physique and the ability to distinguish colors. |
| 41 | 581115 | Chemistry | The success of studies in the field of competence in Chemistry requires good physique and the ability to distinguish colors. |
| 42 | 581123 | Biology | The success of studies in the field of competence in Biological Sciences requires good physique and the ability to distinguish colors. |
| 43 | 581131 | Medical Education | The success of studies in the field of medical education competence requires good physique and the ability to distinguish colors. |
| 44 | 581145 | Public Health | The success of studies in the field of competence in Public Health Sciences requires a natural science background and knowledge of health and good health |
| 45 | 13211 | Nutrition | The success of studies in the field of Nutrition Science competence requires a natural science background and knowledge of health and good health |
| 46 | 581153 | Mechanical Engineering | The success of studies in the field of Mechanical Engineering competence, requires a background in Natural science and knowledge of machines as well as good health |
| 47 | 581161 | Electrical Engineering | The success of studies in the field of Electrical Engineering competence requires good physique and the ability to distinguish colors. |
| 48 | 581175 | Civil Engineering | The success of studies in the field of Civil Engineering competence, requires a good background in natural science and health |
| 49 | 24201 | Chemical Engineering | The success of studies in the field of Chemical Engineering competence requires good physique and the ability to distinguish colors |
| 50 | 35201 | Urban and Regional Planning Engineering | The success of studies in the field of Regional and Urban Planning competencies, requires good physique and the ability to distinguish colors |
| 51 | 352045 | Environmental Engineering | The success of studies in the field of Environmental Engineering competence, requires a good physique and the ability to distinguish colors |
| 52 | 36201 | Marine Construction Engineering | Successful study in the field of Marine Construction Engineering competence requires good physique and the ability to distinguish colors |

| 53 | 32201 | Petroleum Engineering | The success of studies in the field of Petroleum Engineering competence requires good physique and the ability to distinguish colors |
|---|---|---|---|
| 54 | 31201 | Mining Engineering | The success of studies in the field of Mining Engineering competence requires good physical and ability to distinguish colors |
| 55 | 581183 | Pharmacy | The success of studies in the field of competence in Pharmaceutical Science requires good physique and the ability to distinguish colors |
| 56 | 581191 | Nursing Science | The success of studies in the field of Nursing Science competence, should have the ability to distinguish colors and heights of at least 150 cm for women, 155 cm for men. |
| 57 | 581204 | Information System | The success of studies in the field of Information Systems competence, requires a background in natural science and knowledge of the world of computers and good health |
| 58 | 59201 | Information Technology | The success of studies in the field of Information Technology competence requires a background in natural science and knowledge of the world of computers and good health |
| 59 | 55201 | Informatics | The success of studies in the field of Informatics competence requires a background in natural science and knowledge of the world of computers and good health |

### 3.1.3 Bidikmisi Scholarship Program at SNMPTN

Government provides scholarships and living expenses for students who excel academically with economy disadvantage condition the while studying in college. The Bidikmisi scholarship is given for 8 semesters. Bidikmisi Scholarship registration is integrated with SNMPTN registration. Bidikmisi scholarship applicants who will be selected for SNMPTN are required to register on the Bidikmisi page and have a Bidikmisi PIN. Information about Bidikmisi can be accessed online on BidikMisi official website: http://bidikmisi.belmawa.ristekdikti.go.id.

### 3.1.4 Verification (online) and Registration

For applicants who are declared to have passed the selection through the SNMPTN at the Jember University, they must do it online and register. Verification of the implementation to ensure the correctness of the academic data of prospective students and as a process of predicting the amount of UKT (single tuition).

Verification begins with data entry by prospective students using the SNMPTN participant number and date of birth on the SISTER (Integrated Information System) page. The data entered include:
1. Personal data;
2. Education data;
3. Family data;
4. Residential data;

5. Supporting data (report scores and academic achievement);
6. Upload files.

Furthermore, verification is carried out by the UNEJ verification team. The truth and validity of the data in this process is the basis for the acceptance of new students at Jember University. Bidik Misi Scholarship applicants who do not pass the verification are required to pay Tuition Fees (*UKT)* according to the verification results.

Prospective students who have been accepted then register by completing the administrative requirements and ensuing the following procedures.
a. Participants must come to the Jember University and cannot be represented.
b. Show and submit the SNMPTN Registration Proof Card and Bidik Misi Participant Card for Bidik Misi applicants.
c. Show diploma or graduation certificate and submit 1 (one) copy of it which has been approved by the principal.
d. Show the report card and submit a photocopy that has been approved by the Principal of 1 (one) file.
e. Show proof of receipt / original payment receipt for tuition fees and submit a photocopy of 1 (one) sheet (NON BIDIKMISI).
f. Bring stamp duty Rp. 10,000, - for Bidik Misi recipients.
g. Submit a photocopy of Parent/Guardian ID card
h. Take a medical test by UNEJ Medical Center (UMC).
i. Alma mater Suit Measurement.
j. Printing of student identity cards (KTM) which is integrated with bank accounts by the designated bank.
k. Participants who have registered and then withdraw, the tuition fees cannot be refunded.

## 3.2 Joint Entrance Test for Higher Education in Besuki Raya Region *(SBMPTBR)* Program and Jember University Entrance Examination (UM-UNEJ)

The SBMPTBR and UM-UNEJ pathways provide opportunities for high school graduates to enroll in Undergraduate and Associate Degree Programs.

### 3.2.1. Joint Entrance Test for Higher Education in Besuki Raya Region *(SBMPTBR)*

The SBMPTBR is carried out to recruit prospective new students at the Undergraduate and Associate levels who are eligible; which academically qualified and do not differentiate gender, race, religion, ethnicity, social position, and level of economic ability, while still complying with the applicable laws and regulations.

### A. General Provision
The requirements for SBMPTBR applicants for Undergraduate and Associate Degree levels are as follows:
a. High school graduate last three years.
b. Graduates of Homeschooling C group – equivalent with High School Diploma for the last three years.

**B. Procedures for Registration of the SBMPTBR Undergraduate Program**

The procedure for registration of SBMPTBR participants at the S1 level is as follows.

a. SBMPTBR registration for S1 and D3 levels is carried out by prospective participants on-line through the *https://sister.unej.ac.id* page.

b. The procedure for registration for the SBMPTBR S1 level can be downloaded on the website of the Jember University at the http://www.unej.ac.id page.

**C. List of Study Programs**

SBMPTBR S1 and D3 levels have two test groups, namely the STEM and SocHum groups. The choice of study program for the SBMPTBR pathway does not have to be in accordance with the major in high school. Applicants for the STEM or SocHum exam group can choose 4 study programs from the STEM or SocHum only clumps.

**D. Verification and Registration**

Applicants who are declared to have passed the selection through the SBMPTBR at the Jember University are required to carry out online verification and registration. Verification is carried out to ensure the correctness of the academic data of prospective students and as a process of predicting the amount of UKT (Single Tuition Fee).

Verification begins with data entry by prospective students using a PIN on the SISTER (Integrated Information System) page. The data entered include:

1. Personal data
2. Education data
3. Family data
4. Residence data
5. Supporting data
6. Upload files

Furthermore, verification is carried out by the UNEJ verification team in front of prospective students (not represented), by bringing physical evidence of data that has been entered and uploaded. The truth and validity of the data in this process is the basis for the acceptance of new students at Jember University.

Prospective students who have been accepted then register by completing the administrative requirements and following the following procedures.

a. Participants must come to Jember University and cannot be represented.

b. Show and submit the SBMPTBR Registration Proof Card.

c. Show diploma or graduation certificate and submit 1 (one) copy of it which has been approved by the principal.

d. Show proof of receipt/original payment receipt for tuition fees and submit 1 (one) copy of it.

e. Bring stamp duty Rp. 10,000,- .

f. Submit a photocopy of the parent/guardian's ID card.

g. Take a medical test by UNEJ Medical Center (UMC).

h. Temporary Student Card Collection.

i. Alma Mater Suit Measurements.

j. Printing of student identity cards (KTM) which is integrated with bank accounts by the designated bank.

k. Participants who have registered and then withdraw, the tuition fees cannot be refunded.

### 3.2.2 Jember University Entrance Exam (UM-UNEJ)

UM-UNEJ provides an opportunity for prospective participants to become UNEJ students through a selection organized by the Jember University. Opportunities are available for applicants from the SocHum and STEM groups for both Associate and Undergraduate levels.

### 3.3 Switching / Transfer

UNEJ provides the opportunity for Associate Degree graduates to continue their studies to Undergraduate program through the transfer. Transfer can only be done for the appropriate study program. Specially held for Faculties who have Diploma III Programs.

### 3.3.1 Registration Requirements

The requirements for the type transfer registrar are as follows.
a. Participants submit an application letter to the Rector of UNEJ for the chosen major (form provided by the committee).
b. Participants submit a photocopy of the diploma and academic transcript of the D3 program which is legalized by the university of origin, one sheet each.
c. Private higher education graduates must include proof of PTS Accreditation with a minimum Accreditation of B (based on Accreditation issued by BAN-PT), especially for those interested in the Public Health Study Program, and at least accredited Nursing Science.
d. For those who are already working, the application letter must be approved by the head of the agency/institution where they work and stamped.
e. Participants submit three pieces of 4x6 photographs.
f. Grade Point Average 2.75 specifically for interested in Nursing Studies Program, Grade Point Average 2.75.
g. The application is submitted to the Education and Cooperation Section of the UNEJ Head Office.

### 3.3.2. Registration place

Registration is carried out at the Education and Cooperation Section of the UNEJ Head Office, Kalimantan Road, No. 37, Jember.

### 3.3.3. Registration Procedure

The registrant of the type transfer must follow the following procedure:
a. pays registration fee at the bank;
b. exchanges payment receipts with registration forms to be filled out;
c. the completed form is completed with two 4x6 size photos attached with the registration requirements;
d. receives the marks of the participants in the scoping test and take the interview test organized by each study program.

### 3.3.4. Study Program Options

The choice of study program for the Selection of the Type Transfer Path is as listed in Table 3.2. Especially for Agrotechnology, Agribusiness, and Public Health Sciences Study Programs are only offered in the Odd Semester.

### 3.3.5. Graduation, Verification and Registration

The announcement of the selection results for the Type Transfer Path can be seen in the Academic and Student Administration Building and on the UNEJ website (http://www.unej.ac.id). Announcement of selection results is final and cannot be contested. Applicants who are accepted/passed the selection are required to verify income and register.

### A. Verification

Applicants who are accepted/passed the selection for those who are already working/own expenses are required to do Income Verification at the BAKA Building (Academic and Student Administration Bureau) by bringing the administrative requirements and following the following procedures:

1. Participants' parents/guardians must come to the Jember University and cannot be represented;
2. Submit a Photocopy of the Identity Card of the Participant in the Type-Transfer Assessment Test;
3. Submit a copy of the Family Card;
4. Submit a copy of the latest KTP Parents/Guardians (husband and wife);
5. Show proof of the latest salary/income slip (husband and wife) and submit a photocopy of it. For those whose occupations are farmers, fishermen, and entrepreneurs, bring a Certificate of Income from the Village;
6. Show the latest Land and Building Tax slip and submit a photocopy of it;
7. Show the latest Electricity Account payment slip and submit a photocopy of it;
8. Submit a Certificate of Number of Motorized Vehicles owned by the Village (Wheel 2 and Wheel 4) and a photocopy of the STNK;
9. Bring stamp duty Rp. 10,000,-;
10. Fill in the statement of data truth.

### B. Registration

Applicants who are accepted/passed the selection, then register at the BAKA Building with administrative requirements and follow the following procedure.

1. Participants must come to the Jember University and cannot be represented;
2. Submit the Identity Card of the Participant in the Type-Transfer Assessment Test;
3. Paying the full tuition fee according to the results of the Verification and submitting a photocopy of the proof of payment;
4. Submit a photocopy of diploma and transcript that has been legalized;
5. Fill in the biodata;
6. Taking Temporary Student Cards;
7. Alma mater coat measurement;

8. Printing of Student ID cards (KTM) which is integrated with a bank account by a designated bank;
9. Participants who have registered and then withdraw, the tuition fees cannot be withdrawn.

## 3.4 Foreign Student Admission

Since the 2010/2011 Academic Year, the Jember University has provided opportunities for foreign nationals to continue their studies in the undergraduate (undergraduate) program at Jember University. This proves that Jember University is increasingly trusted in the administration of the academic field at the local, national and international levels.

Terms and procedures for admission of foreign students can be accessed online via IO official website http://international.unej.ac.id.

The process of admitting foreign students at the Jember University in general can be summarized as follows:

### 3.4.1 Registration Process

Prospective foreign students must register online via IO official website http://international.unej.ac.id, by attaching the following required documents:
1. Copy of diploma and transcript;
2. Curriculum Vitae;
3. Financing Guarantee Letter;
4. Copy of account min. $2500;
5. Recommendation Letter from the school or agency of origin;
6. Health Certificate from the Hospital;
7. Motivation Letters;
8. Statement Letter (will not work and will comply with regulations);
9. Copy of Passport (Cover and Identity Page);
10. Recent photo size (4 x 6);

### 3.4.2 Selection Process

The International Office of Jember University will conduct a selection of prospective foreign students. For prospective students who are declared accepted, they will receive a Letter of Acceptance via email, and then the person concerned must provide confirmation.

### 3.4.3. Study Permit Application Process and TelexVisa

After the process of accepting foreign students from the International Office of the Jember University is complete, the documents for prospective foreign students will be submitted to the Academic Section of the Jember University head office to then proceed with the processing of study permits and telex visas by officers.

The process for obtaining study permits and telex visas for prospective foreign students is as follows:

a. Study Permit

   Study permit is a letter of approval for prospective foreign students who will study at the Jember University. Study permits are submitted by officers online to the Institutional Director of the Ministry of Education, Culture, Research, and Higher Education via official website https://izinlearning.ristekdikti.go.id/ by attaching the following required documents.
- Copy of Passport;
- Financing Guarantee Letter;
- Statement letter;
- Letter of Acceptance;
- Copy of diplomas and transcripts;
- Certificate of health;
- Photo Size 4x6;
- Cover Letter from Vice Rector 1.

b. Telex Visa

   Telex visa is an approval from the Directorate General of Immigration to Indonesian Embassies around the world to issue visas for foreigners. Telex visas are applied for after prospective foreign students have obtained study permit approval from the Ministry of Education, Culture, Research, and Higher Education. Based on the Circular of the Director General of Immigration Number.IMI-IZ.01.10-1217 concerning Visa Requirements and Limited Stay Permits for Foreign Students, prospective foreign students who will study in Indonesia must enter using a Limited Stay Permit Visa for Students (Index Visa C316). Prospective foreign students are no longer allowed to enter using a Socio-Cultural Visit Visa (Index Visa B211A) except for student exchange activities under 6 (six) months.

   Telex visas are submitted online by university officials via the website https://visa-online.imigration.go.id/ by attaching the following required documents:
- Copy of Passport (Cover and Identity Page);
- Copy of account min. $2500;
- Letter of Guarantee from the University;
- Approval of study permits from the Ministry of Education, Culture, Research, and Higher Education.

   If the verification process has been completed and the visa application has been approved, prospective foreign students can come to the designated Indonesian Embassy to make payments and collect visas, and then come to Indonesia.

### 3.4.5. Limited Stay Permit Card (KITAS) Application Process

After prospective students arrive in Indonesia, they must report their arrival at the Jember Class II Immigration Office and then process the application for a Limited Stay Permit Card (KITAS).

Reporting of the arrival and management of the Kitas will be carried out by university officials by attaching the following required documents:
- Application Letter from the University;
- Letter of guarantee;
- Copy of the guarantor's ID card;
- Power of attorney;
- Copy of ID of the Authorized Person;
- Copy of Passport;
- Copy of Study Permit;
- Copy of Telex Visa;
- Certificate of Domicile from the Village.

After the KITAS application is approved, the prospective student must pay the residence permit fee at the post office or bank. Prospective students will get the KITAS approval via email sent to the Jember University.

### 3.4.6. Indonesian Language Course

Prospective foreign students who will study at Jember University, are required to take an Indonesian language course for 4 (four) months at the Language Unit of Jember University. Indonesian language courses are conducted before active lectures, between April-August.

# CHAPTER 4. LEARNING SYSTEM

Learning is an academic interaction that allows opportunities for students to be actively involved in exploring, understanding and utilizing knowledge, technology and art as learning outcomes. The learning conditions developed can provide space and access for students to take advantage of supporting facilities and learning resources, and can interact with certain parties (students, lecturers, experts, and other resource persons) inside and outside the study material being studied. Learning activities that can be developed such as face-to-face, practicum, field work, research and enriched through seminars, workshops and academic meetings.

To improve the quality of learning, UNEJ prepares the availability of human resources and supporting infrastructure in accordance with national higher education standards. This can ensure effective learning, namely the suitability of activities with lesson plans, updating of teaching materials, completeness of learning facilities, updating of learning facilities, fulfillment of learning outcomes with a high achievement index, and timely completion of studies.

## 4.1 Semester Credit System

Semester Credit System is a learning system using semester credit units (credits) as a measure of student learning load, study load of a study program, and lecturer's task load in learning. The semester credit unit is the amount of time for activities that are 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 students' efforts in participating in curricular activities in a study program. Credit is a unit or units that state the content of a course quantitatively. While the semester is the smallest unit of time to express the length of an educational program in an educational level.

The implementation of education in one semester consists of lecture activities, response and tutorials, seminars, practicum, studio practice, workshop, field practice, work practice, research, design or development, paramilitary, student exchange, internship, fund entrepreneurship or other forms of community service, in the form of face-to-face, as well as structured and independent academic activities, or Independent Learning activities. In each semester a number of courses are presented and each subject has a weight stated in semester credit units (credits), in accordance with what is stipulated in the curriculum of each faculty. The implementation of education in one semester at Jember University is divided into regular semesters and intermediate semesters.

a. One regular semester is equivalent to 16 working weeks in terms of effective lecture weeks including final exams, or a maximum of 18 working weeks including re-evaluation time and quiet weeks.

b. One Intermediate Semester is equivalent to 16 effective lecture meetings including the final exam.

The objectives of the implementation of the Semester Credit System are as follows.
1. Provide opportunities for students to complete their studies in the shortest possible time.
2. Provide opportunities for students to take courses according to their interests, talents, and abilities.
3. Facilitate curriculum adjustments from time to time in accordance with the development of science and technology.
4. Allows the evaluation system of student learning progress to be carried out as well as possible.
5. Make it easier for students to transfer credit at Jember University or other universities in relation to independent learning.
6. Allows transfer of students from other universities to Jember University.

Semester Credit System has the following characteristics.
a. In the credit system, each course is given a price called a credit score.
b. The number of credit scores for different courses need not be the same.
c. The number of credits for each course is determined on the basis of the amount of effort to complete the tasks stated in lecture activities, practicum, field work or other tasks.

### Credit Score and Study Load
1. The form of learning is 1 (one) credit in the learning process in the form of lectures, responses, or tutorials, consisting of:
   a. learning process activities 50 (fifty) minutes per week per semester;
   b. structured assignment activities 60 (sixty) minutes per week per semester; and
   c. 60 (sixty) minutes of independent activities per week per semester.
2. The form of learning is 1 (one) credit in the learning process in the form of seminars or other similar forms, consisting of:
   a. learning process activities 100 (one hundred) minutes per week per semester; and
   b. independent activities 70 (seventy) minutes per week per semester.
3. Calculation of the learning load in a block, module, or other form of system is determined as needed to meet the learning outcomes set out in the Education Manual of each faculty that implements this system.
4. Learning Forms 1 (one) credit in the learning process in the form of practicum, studio practice, workshop practice, field practice, work practice, research, design, or development, student exchange, internship, entrepreneurship, and/or Community Service, 170 (one hundred and seventy) minutes per week per semester.

## 4.2 Lecturer

Lecturers are professional educators and scientists with the main task of transforming, developing, and disseminating science, technology, and art through education, research, and community service. In carrying out their duties as professional educators, academic qualifications and competencies are a measure of their eligibility as indicated by appropriate and relevant diplomas and/or certificates of expertise. The duties and functions of lecturers are as follows;

**Non-academic position**

1. Non-academic Lecturers who have the qualifications of Master/Specialist I assist in educational and teaching activities in Diploma Programs or Undergraduate Programs.
2. Non-academic Lecturers who have Master/Specialist I qualifications and have participated in activities, carry out educational and teaching activities in Diploma Programs or Undergraduate Programs.
3. Non-academic Lecturers with Doctoral/Specialist II qualifications carry out guidance on completing thesis final assignments and carry out educational and teaching activities in the Undergraduate Program.
4. Non-academic Lecturers with Doctoral/Specialist II qualifications assist in educational and teaching activities in the Postgraduate Program.
5. Non-academic Lecturers with Masters/Specialist I qualifications with 2 (two) years of work experience assisting in the completion of thesis completion.
6. Lecturers of non-academic positions carry out research activities related to the field of science being taught or studied either independently or in groups and can involve students under their guidance.
7. Lecturers of non-academic positions carry out community service activities in the context of the Tri dharma of Higher Education and can involve students.

**Expert Assistant**

1. Expert Assistants with Master/Specialist I qualifications carry out educational and teaching activities in Diploma Programs or Undergraduate Programs.
2. Expert Assistants with Master/Specialist I qualifications carry out guidance on the completion of the final project/thesis in the Diploma Program or Undergraduate Program.
3. Expert Assistants with Doctoral/Specialist II qualifications carry out educational and teaching activities in the Diploma Program or Undergraduate Program.
4. Expert Assistants with Doctoral/Specialist II qualifications carry out guidance on completing the final project/thesis in the Diploma Program or Undergraduate Program.
5. Expert Assistants with Doctoral/Specialist II qualifications assist in educational and teaching activities in the Postgraduate Program.
6. Expert Assistants with Doctoral/Specialist II qualifications assist in guiding the completion of the thesis in the Postgraduate Program.
7. Expert Assistants carry out research activities related to the fields of science being taught or studied either independently or in groups and can involve students under their guidance;
8. Expert Assistants carry out community service activities within the framework of the Tri dharma of Higher Education in vocational and undergraduate education programs.

**Lecturer, Head Lecturer and Professor**

1. Lecturers and Head Lectors with Master/Specialist qualifications carry out educational and teaching activities in Diploma Programs or Undergraduate Programs.
2. Lectors, Head Lecturers and Professors with Doctoral/Specialist II qualifications carry out guidance on completing the final project/thesis/thesis in Diploma Programs, Undergraduate Programs or Postgraduate Programs.
3. Lectors and Head Lectors with Doctoral/Specialist II qualifications assist in guiding the completion of a dissertation in the Postgraduate Program.

4. Head Lecturer with Doctoral/Specialist II qualifications and has been the main author of reputable international scientific journals to provide guidance for the completion of a dissertation in the Postgraduate Program.
5. Professors with Doctoral/Specialist II qualifications carry out guidance on completing a dissertation in the Postgraduate Program.
6. Lecturers, Head Lecturers and Professors carry out research activities related to the fields of science being taught or studied either independently or in groups and can involve students under their guidance.
7. Lectors, Head Lecturers and Professors carry out community service activities within the framework of the Tri dharma of Higher Education in vocational and undergraduate programs;

The provisions for limiting the number of student in class by lecturers in learning activities are set at a maximum of 21 - 27 credits. with limitations for each level as follows:
1. Pre-Undergraduate level maximum 5 courses
2. Undergraduate level maximum 5 courses
3. Graduate level maximum 5 courses
4. Postgraduate level maximum 5 courses

In planning learning, the lecturer's duties are as follows:
1. The lecturer prepares a lesson plan every semester for each subject which contains at least:
a. the name of the study program, the name and code of the course, semester, credits, and the identity of the supporting lecturer;
b. the learning outcomes of graduates charged to the courses;
c. planned final abilities at each learning stage;
d. study materials related to the capabilities to be achieved;
e. learning methods and forms of learning;
f. the time provided to achieve the ability at each stage of learning;
g. student learning experience embodied in the description of tasks that must be done by students for one semester;
h. criteria, indicators, and assessment weights; and
i. list of references used.
2. Lecturers upload semester learning plans into University learning management media that can be accessed by students.

**The duties of the lecturer in the Learning Process are as follows:**
1. carry out learning activities starting with opening the material in the semester learning plan which is in the learning management media;
2. select and implement learning interactions with various methods such as group discussions, simulations, case studies, collaborative learning, cooperative learning, project-based learning, problem-based learning or other learning methods that can meet the specified learning outcomes;
3. determine the form of learning in the form of; responses and tutorials; seminar; and practicum, studio practice, field practice;
4. Learning in the form of service, research, design, or development can be provided for Diploma, Undergraduate, and Postgraduate students.

**The duties of the Lecturer in the Learning Evaluation are as follows:**

1. carry out a comprehensive learning evaluation towards the fulfillment of the specified learning outcomes;
2. evaluate three aspects related to the academic dimension, personal dimension and transferrable dimension;
3. evaluate through the assessment stage, measurement using the instrument right;
4. enter the results of the evaluation of learning through the sister on time;
5. analyze the learning process and make improvements.

**The duties of a Lecturer as an Academic Advisor (DPA) are as follows:**

1. schedule regular meetings with students under their guidance;
2. monitor the academic performance of students every semester and take an inventory of academic problems under their guidance;
3. provide direction for the development of potential and talents of students to participate in co-curricular, extra-curricular and/or non-curricular programs.
4. provide direction in independent study and form discussion groups to build cooperation and communication;
5. prompting students of the obligation to understand academic guidelines both at the institutional level and at the faculty level;
6. receive complaints and provide suggestions or solutions for solving academic problems under their guidance;
7. counsel on solving non-academic problems of students by sending their students to counseling guidance;
8. Lecturers provide advice in selecting courses and give approval thus students are able to graduate on time or avoid being dropped out;
9. Lecturers report the progress of their guidance to the Head of the Study Program/Department and Student Affairs of the faculty;
10. Lecturers assist students administratively related to delays in Tuition payments, Leave and Drop out Evaluation and Graduation Evaluation for Associate, Undergraduate, Professional and Postgraduate Programs.

**The duties of the Lecturer as a Final Project Supervisor are as follows:**

1. The lecturer accepts the task of the Guidance Commission to guide students in completing their final assignments, especially those related to their fields of knowledge;
2. Lecturers prepare a plan for Guidance activities with their students;
3. The lecturer assists and directs the formulation of the problem or research topic of the student's final project under his guidance;
4. Lecturers direct and demonstrate research frameworks and concepts with the latest literature;
5. Lecturers direct and assist in the preparation of research methodologies and writing of the final assignment;
6. Lecturers are fully responsible for the implementation of seminars, examinations and final project assessments of their mentored students;
7. The lecturer is responsible for the substance of the student's final project, starting from writing, revising and preparing scientific articles; (differentiated between report and thesis).

8. In writing scientific articles, lecturers act as correspondence authors and students as article writers.

The provisions for the number of guidance students are set as follows:
1. Pre-Undergraduate level maximum 10 students;
2. Undergraduate level maximum 10 students;
3. Graduate level maximum 10 students;
4. Postgraduate level maximum 10 students;

### 4.3 Education Personnel

In managing the institution, the institution requires supporting staff to support all academic and non-academic activities. Supporting activities in the academic field in the form of administrative activities starting from the implementation of student admissions to graduation, are supported by administrative development and development of education, research and community service. The process of administrative activities is also integrated in relation to student development activities, both in terms of interests, talents, reasoning and welfare. Non-academic support activities include administrative support in the management of human resources, infrastructure, finance and assets. Academic and non-academic administrative activities are professionals who are appointed to support the implementation of education and have met the appropriate and relevant qualification criteria as follows:
1) Education personnel should hold minimum academic qualification which is stated by a diploma according to the qualifications of their main duties and functions;
2) Educational personnel with special competencies such as librarians, laboratory assistants, technicians, financial personnel and procurement of goods and services are required to have a certificate of competence in accordance with their field of duty issued by a certification agency recognized by the government;
3) The institution always provides guidance to improve the competence of every education staff through the process of education, training and competency certification;
4) The institution also develops the careers of educational staff and/or educational staff with special competencies based on meritocracy.

### 4.4 Facilities and Infrastructure

Effective learning can be carried out with the support of adequate facilities and infrastructure. The types and completeness of infrastructure facilities are in accordance with the needs of the study program with their respective specifics. Learning support facilities that are needed and fulfilled by the institution are at a minimum:
1. Availability of furniture; learning equipment; instructional Media; books and other learning resources; information and communication technology; consumables; and other necessary equipment.
2. An adequate library which covers all study programs that are managed in the form of reference books, textbooks, text books, journals/scientific periodicals and other library materials, both in print and in digital/electronic files.
3. Availability of access to information and communication (bandwidth) with a ratio of 5 (five) Kbps/student.

4. Availability of infrastructure includes land; classroom; college leadership room; lecturer room; administration room; library room; laboratory; workshop space; production unit space; canteen; and places to exercise.

5. The adequacy of the facilities is based on the ratio of the number of each facility to students, according to the characteristics of each study program.

6. Fulfillment of the availability and adequacy of educational facilities and infrastructure is carried out in stages adjusted to the ability and capacity of the institution.

To ensure an effective learning process and create a conducive learning atmosphere for students, it is necessary to limit the number of students in each learning class and practicum. These limits are set as follows:

1. Lectures for Pre-Undergraduate and Undergraduate levels are followed by a minimum of 5 and a maximum of 40 - 60 students per class

2. Lectures at the Graduate and Postgraduate levels are followed by a minimum of 5 and a maximum of 20 - 25 students per class

3. Practicum for Pre-Undergraduate and Undergraduate level is followed by a maximum of 20 students per class

4. Practicum for Graduate and Postgraduate levels is followed by a maximum of 13 students per class

## 4.5 Learning

### 4.5.1. Semester Learning Plan (RPS)

Learning developed by lecturers or groups of lecturers in one semester can be carried out in a structured or integrated manner, so that any predetermined learning outcomes can be fulfilled at the end of the semester. The preparation of the SLP refers to the Rector's Decree No. 12609/UN25/KR/2018.

The promptness of lecturers in learning management is carried out carefully through the preparation of Semester Learning Plans (SLP), taking into account the following aspects:

1) Preparation of Semester Learning Plan (SLP) must consider the level of student participation, application of information and communication technology, linkages and integration between materials, feedback, and follow-up.

2) The preparation of the Semester Learning Plan (SLP) developed by the faculty shall at least contain:

a. the name and code of the study program, semester, credits, lecturers, as well as the learning outcomes of the course or course block;

b. planned final abilities at each learning stage;

c. the time provided to achieve the ability at each stage of learning;

d. learning materials or study materials;

e. assessment criteria or indicators;

f. assessment weight;

g. learning strategies/student learning experiences;

h. list of references used;

i. details/descriptions of all assignments that must be done by students;

j. RPS and references, in the form of textbooks or text books (digital files) are uploaded in the Learning Management Media (MMP) which are distributed in 16-18 weeks of activity.

### 4.5.2 Implementation of Learning

Implementation of Learning refers to the Rector's Decree No. 12609/UN25/KR/2018, and simplified as follows.

1) The effectiveness of the implementation of learning is largely determined by many variables so that it needs to be managed carefully, such as:

a. determination of place/class for learning, lecturer's workload, and preparation of learning resources;

b. determining the number of students per class for each course or block of courses adjusted to the characteristics of the course or block of courses that allow interaction between students and lecturers to meet learning outcomes;

c. the availability of learning support capacity includes compulsory books, access to information, research/work results, events/facts, and research results and community service;

d. Lecture contracts and learning materials are uploaded in the Learning Management Media.

2) An effective learning process is largely determined by an interactive, inspiring, fun, challenging, and motivating atmosphere for students to participate actively, as well as providing opportunities for initiative, creativity, and independence according to their talents, interests, and physical and psychological development of students, including students with special needs. The learning process uses learning management media (SOP MMP).

3) The stages in the learning interaction process are simply as follows:

a preliminary activity, which is the provision of comprehensive information about the learning plan and the stages of its implementation, as well as information on the results of the assessment and feedback on the previous learning process;

b core activities, which are learning activities using learning methods that ensure the achievement of certain abilities that have been designed in accordance with the curriculum;

c closing activity, is a reflection activity on the atmosphere and learning outcomes that have been produced, as well as information on the next learning stage

4) Interaction in the learning process can be done with various approaches and learning models including demonstrations, case studies, group study, information gathering, collaborative learning, problem based learning, discussion, competitive learning, and other innovative approaches.

5) Interaction in learning can take place in the form of face-to-face at a minimum of 50% and hold online learning a maximum of 50%. Further explanation about online learning can be seen in Chapter 11.

6) Learning management media uses SISTER.

### 4.5.3 Presence

1) Minimum attendance of students is 75% as a requirement to take the Final Semester Examination (UAS).

2) The presence of lecturers in face-to-face lectures is at least 80% as a condition for carrying out the final semester exams and entry of course scores.

3) Students make attendance using QR Code.

4) Lecturers can help student attendance through MMP or using SISTER for Lecture (SFL).

5) Improvements/changes in attendance can be made by the Faculty Academic Operator with the approval of the Head of Subsection. Academic, Student Affairs, and Alumni and Assistant-Deputy Dean for Academic Affairs before UTS and UAS.

### 4.5.4 Evaluation of Learning Outcomes

Learning evaluation is an assessment of student learning activities and progress which is carried out regularly and formulated into student learning outcomes which are represented in letters and grades. The assessment component is the accumulation of the results of the Mid-Semester Exam (UTS), Block Exam, Insertion Exam, Quiz, Assignment, and Final Semester Exam (UAS). The weighting is carried out by the lecturer as agreed by the student through a lecture contract. In carrying out the evaluation of learning outcomes, it can refer to the terminology of the form of the exam, as follows:

1) Mid-semester Examination (UTS) is an examination given at universities which is held in the middle of the semester.
2) Block Exam is a test conducted by a certain study program after the block/competency lecture ends.
3) Insertion exams or follow-up exams are exams given after the exam ends (both UTS and UAS) given to students who are unable to take the exam due to special reasons.
4) Quiz is a short oral or written exam in the form of a simple list of questions given to students as an additional component or enrichment.
5) Assignments are additional activities that students must do with a certain time span.
6) Final Semester Examination (UAS) is an examination given by universities which is held at the end of the semester after the lecture ends.
7) At the end of each exam, the lecturer can upload exam questions along with their learning achievements in SISTER.

### 4.5.5 Exam Implementation

Learning achievement exams are in the form of:
1. UTS

   The implementation of UTS can be carried out by each Study Program, whether scheduled or not. UTS can be replaced by giving quizzes, independent assignments, and group assignments.
2. Block Exam

   Block Exams are carried out by certain study programs which are carried out after the end of the block/competency lectures.
3. Insertion exams / follow-up exams are carried out after the UTS or UAS exam ends.
4. UAS

   The end-of-semester and end-of-semester exams are carried out by referring to the agreed lecture contract based on the academic calendar. Course exams or course blocks (except seminar courses, work courses, internships, field practice, and final assignments) at the end of the semester can be conducted if the number of meetings/face-to-face meetings is at least 80% of the total face-to-face and the substance of the targeted study. Students can take the final semester exam if they meet the following requirements:
a. attendance 75% of the total face-to-face for each programmed course, unless there is a justifiable reason; and

b. The number of face-to-face that is used as a reference for calculating the percentage of attendance is 14 face-to-face.
c. The number of practicum activities used as a reference is 48 hours of activity.
d. Lecturers in charge of courses are present at the time of the exam to provide information about the clarity of exam questions.

After the implementation of UTS and UAS, Lecturers are required to upload exam questions and learning achievements with table 4.1 as follows:

| Question Item | LO related questions |
|---|---|
| 1.  ….. <br> 2.  ….. <br> 3.  etc | 1.  …… <br> 2.  …… <br> 3.  etc |

Table 4. 1 Learning Outcomes

Students who are not present during the midterm or end of semester exams are allowed to take the follow-up exam by showing evidence due to illness, assignments from the institution, or other evidence that can be accounted for. The follow-up exam will follow the academic calendar, which is one week after the end of the semester exam.

The follow-up exam procedure is as follows:
a. Students submit applications by referring to the standard procedures of their respective faculties;
b. Value entry is carried out by the lecturer in charge of the course.

The assessment of learning outcomes is carried out in accordance with the learning achievements of each subject or competency block.
- Criteria Reference Assessment (PAK);
- Norm Reference Assessment (PAN);
and declared passed with a minimum mastery of 60% of the material and grouped based on the criteria for the range of values. The grouping can be seen in Table 4.2 below

Table 4. 2 Grouping of Student Learning Outcomes Assessment

| Grade | Grade Point | Score | Description |
|---|---|---|---|
| A | 4.00 | $\geq 80$ | Excellent |
| AB | 3.50 | $75 \leq AB < 80$ | Very Good |
| B | 3.00 | $70 \leq B < 75$ | Good |
| BC | 2.50 | $65 \leq BC < 70$ | Above Average |
| C | 2.00 | $60 \leq C < 65$ | Average |
| CD | 1.50 | $55 \leq CD < 60$ | Deficient |
| D | 1.00 | $50 \leq D < 55$ | |
| DE | 0.50 | $45 \leq DE < 50$ | Unsatisfactory |
| E | 0.00 | $< 45$ | |

Courses with grades B, BC, C, CD, D, DE and E in all educational programs can be reprogrammed. All courses are reprogrammed, the value recognized is the value obtained in the latest program.

# CHAPTER 5

## EDUCATIONAL MANAGEMENT SYSTEM

Academic activities are held in odd and even semesters, and also in short semesters. The odd semester starts from July to December and the even semester starts from January to June. The short semester is implemented in two stages that are in January to February, and July to August. Some things that become the basis of education management are described as follows.

### 5.1 Integrated Information System (SISTER)

Integrated Information System (SISTER) is a platform used in Jember University. SISTER is used by lecturers, students, faculty administrators, Rector/Dean, prospective students, and parents. SISTER begins to be used for prospective applicant of Jember University until the graduation process. Login on SISTER was developed with Single Sign On model which means the login users will automatically be able to access/connect with other application platforms according to their access rights.

### 5.2 Semester and Short Semester (Semester Antara)

Semester is a lecture academic activity that is carried out for a minimum of 16 meetings in each semester. Short Semester is a lecture academic activity that is carried out between regular semesters of each academic year with a number of face-to-face meetings equivalent to the regular semester.

### 5.3 Academic Advisor

Academic Advisor/DPA, for all strata, is prepared for a student for his/her study fluency and must understand the academic administration guidelines and the education administration system that applies in the Study Program, faculty and Jember University. DPA has some tasks, such as:

a. Provide direction to students in preparing their study plans and give considerations in choosing courses to be programmed in the ongoing semester;
b. Give consideration to students about the number of credits programmed;
c. Monitor the progress of student studies and give leave permission for the programming process of the students they supervised.
d. Conduct guidance and monitoring through SISTER, by giving approval in every student's academic and non-academic activities.

### 5.4 Academic Documents

Student Identification Number (NIM)

(i)     Every student of Jember University is given a registration number in the form of a Student Identification Number (NIM) in each education level. The valid NIM in Jember University consists of 12 digits and has characteristics based on the current Academic

Year, Faculty, Education Level, Department, Study Program, and Serial Number, as shown in Figure 5.1.

**Figure 5.1.Composition of Student Identification Number**

(ii)      Each student has academic administration documents in the form of electronic files in SISTER. Academic administrative documents include:
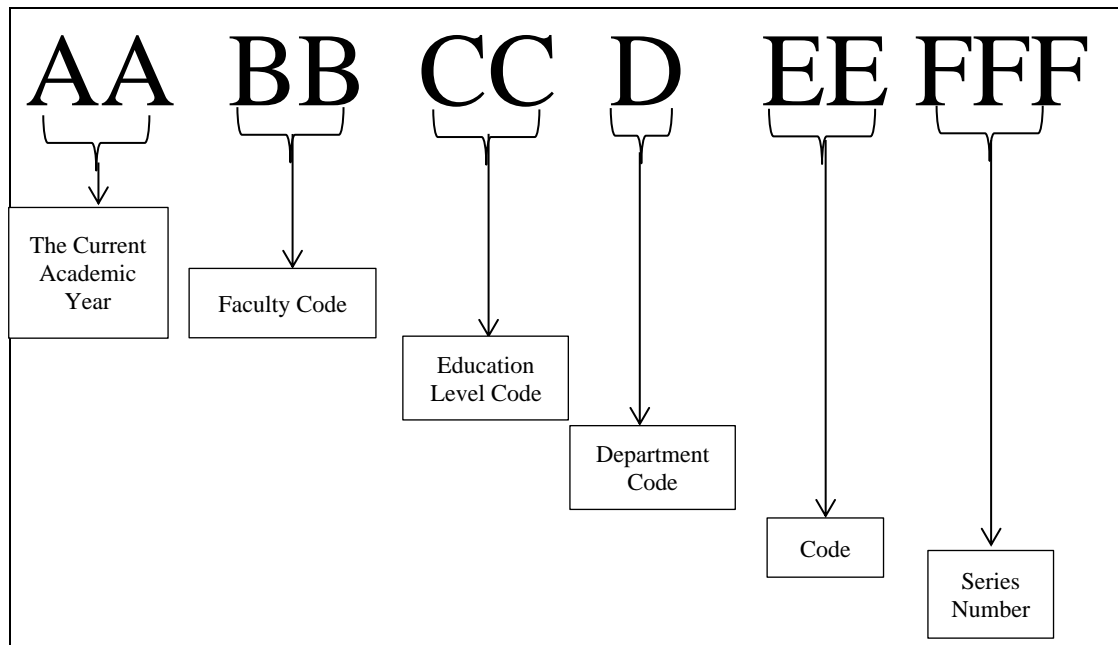


a.   Student Identity (for new students only);
b.   Study Plan Sheet (LRS);
c.   Study Results Report (LHS);
d.   Transcripts;
e.   Certificate;
f.   Diploma Companion Certificate (SKPI).

## 5.5 Educational Management

## 5.5.1 New Students Registration

Registration is a process of noting new students as UNEJ students which is marked by giving the Student Identification Number (NIM) and Student Identity Card (KTM). However, the registration process is preceded by the following process: (1) After the announcement of SNMPTN, SBMPTN, SBMPTBR or UM, students upload personal data, family data, and academic data. The data includes student data, parent data, family economic data, report card data, and Evaluation of Computer and Smartphone Based Learning Outcome data (EHB-BKS) i. e. (1) Portfolio, (2) assignments, (3) tests, and (4) assessment results from the education unit. The registration process is then carried out through the following steps.

a. Academic Verification

(1) Prospective students upload report cards and EHB-BKS scores online (complete);

(2) Verify the score of database report card, upload report card, and original report card;

(3) Approval to follow the further process; and

(4) Students become candidates for UKT verification or not eligible to follow the further process.

b. UKT Determination

(1) Students who pass the academic verification complete personal, family, and economic data online.

(2) Verification the data of parents and family economy by showing the evidence of original documents;

(3) Approval to follow the further process; and

(4) The student has received the amount of the UKT bill recorded in a certain bank.

c. Registration

(1) Students accomplish UKT payments at the specified bank;

(2) By paying the UKT, the prospective students have been registered as a prospective student of Jember University who has carried out the Registration/Re-registration process;

(3) The BAKA operators/committee verify the students who are accepted based on the admission path and the study program chosen; and

(4) Prospective students take medical tests, and check documents, ending with giving NIM; and

(5) Prospective students take photos for Student Identity Cards (KTM) which are integrated with student bank accounts and end with jacket measurements.

## 5.5.2 Registration of Old Students

Old students are required to register at the beginning of each semester. The re-registration process that must be carried out is the activation and processing of study plan. The activity follows the procedures below:

a. Activation Procedure

Students activate by paying UKT or other tuition fees at the designated bank. For students who delay the payment of UKT or other tuition fees, activation can be done by requesting the payment of UKT or other tuition fees to BAKA.

b. Study Plan Programming Activities

Students who have active status must prepare a study plan regarding the courses to be programmed with the approval of the Academic Advisor (DPA). Before students do programming at SISTER, the course schedule must be announced at least one week before the programming period.

Students who will program the study plan are required to follow the procedures below.

1) Study Plan Programming is carried out online at SISTER according to predetermined course programming schedule. The study program that implements

the package system is done by the faculty operator for all students who are active in accordance with the course packages offered. If there are students who want to add courses other than the package course, it can be done by the faculty operator (only courses that have been programmed) a maximum of 24 credits may be programmed.

2) Study Plan Programming for study programs that do not apply the block system is carried out by each student through SISTER (by taking into maximum limit of credits course which become their right). Approval of programmed courses is accomplished by DPA through SISTER and students can choose the desired schedule and class if the quota is still available. Programming delays that have passed the schedule, students are given sanctions in the form of limiting the maximum load that can be taken in that semester is 15 credits.
Students are allowed to change and cancel the study plans until the end of the schedule. The change and cancellation process is ended by the DPA's Approval. The results of changes and cancellations are permanent and cannot be changed.

3) Students print out the Study Plan Sheet (LRS) that has been approved by DPA online double two (for students, and faculty archives) no later than 3 days after the Study Programming schedule ends.

4) If the students change and cancel the study plan, the students are required to print out the LRS as a result of the changes to be approved by DPA and submit the LRS to the Faculty (as archive) no later than 3 days after the schedule for changing the Study Plan Program ends.

In programming, students must enter their NIM as user and password as Single Sign On (SSO), which can be used by academics and employees to enter the SISTER page, e-learning and other features. The password is given by UPT Information Technology (TI), it is stored because it is valid for that person who is active as a big family of UNEJ. If the password is lost or reset for security purposes, the students can get a new password by clicking "forgot password" on the SSO page, then fill in the username and *captcha*, therefore the new password will be informed via student's email.

a. Type https://sister.unej.ac.id using a web browser, the SSO display will appear as shown below:



Figure 5.2 Display of SISTER page

b. Enter your NIM and password in the space provided as shown in Figure 5.2, then click login, a lecture progress display will appear as shown in Figure 5.3 below.

Figure 5.3 Display of Lecture Progress

c.  Make sure the Lecture Status has been active in the semester taken as a requirement for Study Plan Programming. Perform Study Plan Programming through the regular KRS sub-menu. On this page, students can see the last semester active, IP in the previous semester, maximum credits taken in the current semester, the number of credits that have been used, and the remaining credits that have not been used. Students can choose courses and lecture rooms and can delete selected courses. Addition of courses can be done by clicking the 'New Data' link.



Figure 5.4 Display of Study Plan Sub Menu

d.  After clicking on "New Data", the sister will display a list of courses that have not been taken by students. The selection of courses is grouped into 3 categories, namely study programs, faculty sharing, and university sharing. The study program category is a course that is only available in the student study program. Faculty sharing is a category of courses that exist in student faculties. Meanwhile, university sharing is courses that exist between faculties at Jember University.



Figure 5.5.Display of Course Categories

After selecting the course category, the students choose the selected course by clicking the course name, then, the system will display the course details. On the course detail page, students can see the type of course activity, number of credits course required, class, quota, participants, class description, menu for selecting

courses, and course schedule. The course schedule can be viewed by clicking on the class link.

<center>Figure 5.6 Display of Course Lists</center>

After clicking, SISTER will display information about the schedule and the room used in the selected course. If the student does not want to take the course, the student can press the back button at the bottom of the page.



<center>Figure 5.7.Display of Schedule, Class, Quota and Registrant Participants</center>

Students who will choose these courses can press the select link based on the



selected class as shown below.

<center>Figure 5.8.Display of Select Links in Schedule, Class, Quota and Registrants Participants</center>

After selecting, click the "<< Back" button to display the course list page, then click the "<< Back" button to display the Study Plan page. It can be seen that the selected courses appear on the Study Plan page.



<center>Figure 5.9.Display of Courses Selected by Students</center>

If a student wants to delete a course, the student can do it by selecting a course and

then click the delete button as follows:

Figure 5.10 Display of Courses Choice to Be Changed

After clicking the delete button, SISTER will display a warning message like the
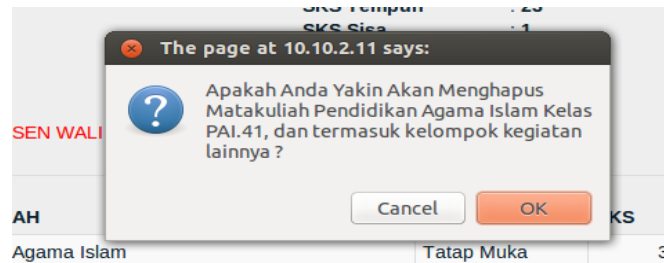


following.

Figure 5.11 Display of Warning for Deleting or Changing Courses

If the students really want to delete then click the "OK" button. If not, the students can click the "Cancel" button. After clicking the "OK" button, the deleted courses will disappear from the Study Plan page, and a new list of courses that no longer contain the deleted courses will appear.



| No. | KODE | MATAKULIAH | KELOMPOK KEGIATAN | SKS | Kelas | |
|---|---|---|---|---|---|---|
| 1 | SPP0308 | Praktikum Pajak Pertambahan Nilai | Tatap Muka | 3 | H | 🗑 |
| 2 | SPP0309 | Pajak Penghasilan Pasal 21 | Tatap Muka | 3 | H | 🗑 |
| 3 | SPP0310 | Pemungut.& Pemotong.Pajak Penghslan | Tatap Muka | 3 | H | 🗑 |
| 4 | SPP0311 | Pajak Bumi dan Bangunan | Tatap Muka | 3 | H | 🗑 |
| 5 | SPP0312 | Akuntansi Keuangan Lanjutan I | Tatap Muka | 3 | H | 🗑 |
| 6 | SPP0313 | Bea dan Cukai | Tatap Muka | 3 | H | 🗑 |
| 7 | SPP0314 | Sistem Ekonomi Indonesia [S.E.I] | Tatap Muka | 2 | H | 🗑 |

Figure 5.12 Final Display of Post-Deletion Courses List

After the students are sure of the choice of courses to be taken, the students must click "finish" (as shown in Figure 5.14) on the Study Plan page, so that DPA can approve the student's Study Plan and the student's name will appear on the attendance list in each programmed courses.



| No. | KODE | MATAKULIAH | KELOMPOK KEGIATAN | SKS | Kelas |
|---|---|---|---|---|---|
| 1 | MPK9006 | Pendidikan Kewarganegaraan | Tatap Muka | 3 | 02 |
| 2 | PNE1201 | Metode Ilmiah | Tatap Muka | 3 | A |
| 3 | PNE1205 | Etika Lingkungan | Tatap Muka | 3 | A |
| 4 | PNE1402 | Pengendalian Hayati | Tatap Muka | 3 | D |

Figure 5.13 Final Display of Student Study Plan

### 5.5.3 Changes and Cancellations of Study Plans

Students can change and cancel the study plans according to the academic calendar with the approval of DPA. The procedure for students who will change their study plans is as follows:

1) Students change and cancel the study plans that are approved and signed by DPA and then submitted to the faculty equivalent to their respective faculties.
2) Students change the study plan programming at SISTER online where DPA must cancel the approval of the Study Plan, so that students can change or cancel their

chosen courses. After making changes/cancellations, the DPA must re-approve the Study Plan of the student concerned.

### 5.5.4 Short Semester (*Semester Antara*)

Besides the regular semester, Diploma and Bachelor Program students are given the opportunity to take short semesters. Short semester will be held equivalent with odd and even semesters in terms of credits course. The purposes of implementation the short semester are:

a. Accelerate students in completing their studies;
b. Enriching abilities related to student competencies according to their expertise field;
c. Improve student achievement.

The requirements for implementation the short semester are as follows:

a. The maximum programmable study load is 9 credits;
b. Programmed courses are courses that have been taken/remedied;
c. The number of face-to-face of short semester lectures must be same with regular semester lectures;
d. Fulfill the administrative requirements determined by the faculty.
e. Minimum attendance.

Before students program the short semester, the faculty operator offers courses that the students are probably programmed. The head of department evaluates the appropriate courses to be held, then offers them back to students along with the implementation schedule. The programming of short semester study plan is carried out by following the procedure as shown in the following figure.



Figure 5.14 Display of Short Semester Study Plan Sub Menu

To add courses to be taken, students can click the "New Data" link on the left side of the page. The display of Short Semester Study Plan Sub menu is shown in Figure 5.15.

After clicking the "New Data" link, SISTER will display the "Adding study plan courses" page. On this page, students can add courses to be programmed in Short Semester.

Figure 5.15.List of Short Semester Courses

Click the name of the course to be taken, then the sister will display the details of the course. On the course detail page, students can choose courses based on their class by clicking the select link. After selecting the courses to be taken during short semester, students can print out the short semester bill by clicking the "Print Short Semester Bill" button.

Students can program a maximum of 9 credits which is a repetition of courses that have been taken in the regular semester.

### 5.5.5 The Entry Score

The entry score process is carried out through SISTER by the authorized person according to the schedule set in the academic calendar. The delay in entry score causes the system executes the score and this is a sanction, giving score B for Diploma and Bachelor Programs.

The results of the entry score that have been uploaded by the course supervisor at SISTER must be printed and submitted to the Academic and Student Affairs sub-division in each faculty.

The people who are given the authority and task of entry are presented in the following table:

Table 5.1 Entry Score

| No | The Authorized People | Entry task | Description |
|----|----------------------|------------|-------------|
| 1. | Lecturers | Entry the course scores | |
| 2. | Institute for Research and Community Service (LP2M) | Entry the Community Service scores | Coordinate with Field Supervisor (DPL) |
| 3. | KOMBI | Entry the final project scores | Coordinate with DPU, DPA, and Examiners |
| 4. | Head of Study Program (KAPRODI) | Entry the scores of practical work, seminars/proposals, professional placement, Internship and D3 Final Report | Entry scores and date of graduation |
| 5. | BAKA | Entry the change of scores ends in two weeks after the period of entry scores | Cover letter with supporting evidence |

Faculties are given the authority to delete courses and their scores only to adjust the number of student graduation credits course. The deleted courses are adjusted to the faculty curriculum or only apply to elective courses.

### 5.5.6 Courses Result Sheet Printing

The faculty operator prints or saves the student's Course Results Report (LHS) digitally as valid evidence and becomes the faculty archive. KHS printing is done after two weeks after the entry period ends.

### 5.5.7 Diploma transcript checking

Implementing diploma transcript verification uses LHS references, if there is a difference in score data, the faculty validates using the score data archive from the lecturers.

### 5.5.8 Sanctions

Sanctions will be given to each student if:

  a. Programming exceeds the maximum study load so that the number of credits course will be adjusted automatically by the system;
  b. Doing study programming past the deadline will be given a penalty of reducing the maximum study load taken to 15 credits; or
  c. Cheating in exams (both UTS and UAS) or falsifying documents (LRS and LHS) so that course is declared not to pass.

### 5.6 Postponement of Tuition Fees/UKT

For students who face financial difficulties in paying tuition fees/UKT, Jember University provides a policy in the form of delaying tuition fees/UKT. The flow of application for Postponement of UKT can be described as follows:
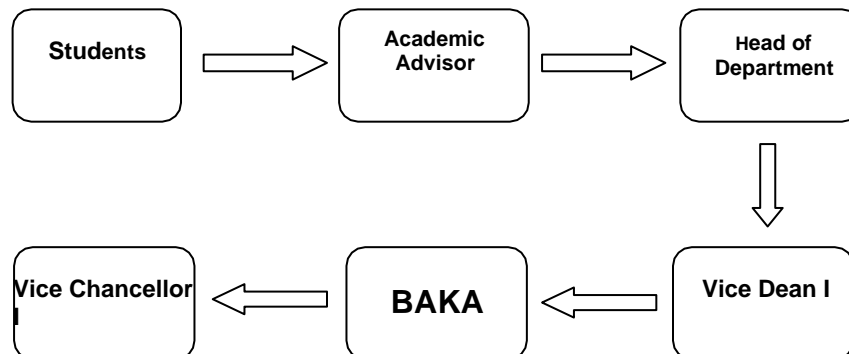


Figure 5.16 Proposed Flow of Postponement of SPP/UKT Payments

Submission for Postponement of UKT Payments can only be done according to the schedule made by BAKA. Students who program the Final Project cannot ask for Postponement of SPP/UKT.

Students who will submit for Postponement of UKT must go through the following processes.

  a. Students login through https://sister.unej.ac.id page using their NIM and Password;

b. Select the "Status" menu and "UKT Postponement" sub menu, Fill in the reason for submitting the UKT Postponement and phone number of their parent, then click Save;
c. Contact the Academic Advisor, Study Program/Department Coordinator and Vice Dean I regarding the submission for Postponement of UKT payment;
d. After faculty submits a submission for Postponement of UKT, BAKA will verify the accuracy of the submission to each parent. Errors in filling in the student's and student's parent phone number or it cannot be contacted cause in the non-approval of the submission of UKT postponement;
e. The Vice Chancellor I on behalf of the Chancellor will approve the submission for UKT payment postponement according to the results of BAKA verification.
f. BAKA prints out the decision to postpone the payment of tuition fees/UKT and publish the decision through the websites of Jember University (http://www.unej.ac.id).
g. If the students will pay off the UKT postponement payment, so the students must print out the payment to the BANK via the http://www.unej.ac.id page and ask for a signature and stamp to BAKA.

Students who do not meet these conditions will be penalized i. e. they may not her-register (activation). Students who are late in paying off the UKT postponement payment are not being allowed to attend lectures, practicums, exams, and student status becomes inactive.

## 5.7 Permission to Stop Study Temporarily (Leave)

Students deserve to get permission to their stop study with the following conditions.

a. Have fulfilled the requirements for second semester final evaluation for Diploma Programs, Masters Programs and Doctoral Programs, fourth semester evaluations, for Undergraduate Programs except for faculties that carry out final evaluations in second semester;
b. During study, students are only allowed to stop studying temporarily once and for a maximum of two consecutive semesters;
c. Permission to stop study temporarily is submitted according to the schedule issued by BAKA;
d. Permission to stop study temporarily can be given outside of the point above if in a force majeure situation;
e. Leave lectures must be reported to the Higher Education Database (PD DIKTI);
f. During a temporary study stop, students do not need to pay tuition fees/UKT and the length of time they stop study temporary is not counted in the study period;
g. The number of study loads (credits course) that can be programmed by students after stopping study is determined based on the latest grade index.
h. In certain study programs that apply course blocks, students can adjust the course offerings according to the program.

The procedure of submission for permission to stop study temporarily can be described as follows:
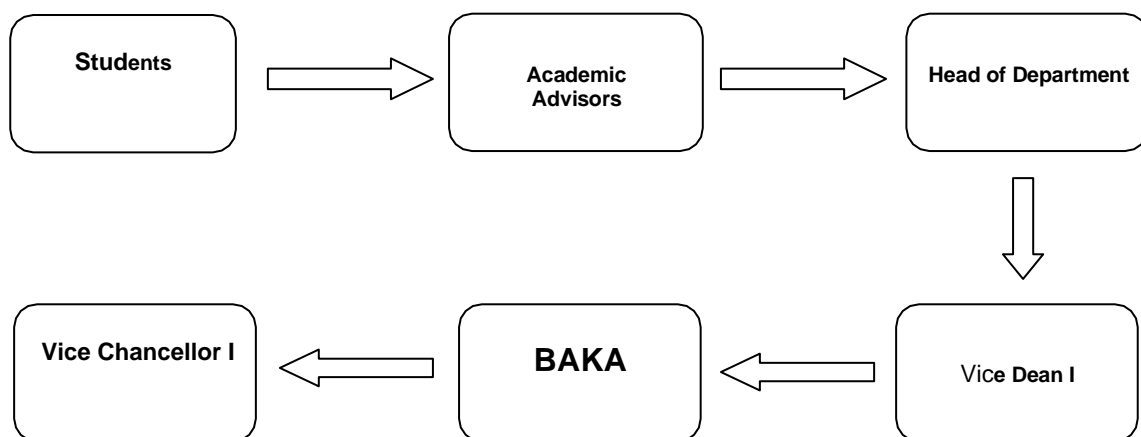
Figure 5 17 Flow of Submission for Permission to Stop Study Temporarily

a. Students login through https://sister.unej.ac.id page using their NIM and Password;
b. Select the "Status" menu and the "Leave" sub menu, Fill in the reason for submission for permission to stop study temporarily, select the length of leave and fill in the phone number of students' parent, then click Save;
c. Contact the Academic Advisor, Study Program Coordinator and Vice Dean I regarding the submission for permission to stop study temporarily;
d. After the Faculty submits, BAKA will verify the accuracy of that submission to each Parent. Errors in filling in the student's and student's parent phone number or it cannot be contacted cause in the non-approval of the submission;
e. The Vice Chancellor I on behalf of the Chancellor will approve the submission for permission to stop study temporarily according to the results of BAKA verification.
f. BAKA prints out the decision of permission to stop study temporarily through the websites of Jember University (http://www.unej.ac.id).

Students who temporarily stop their study without permission are still required to pay UKT and the period is calculated within the study period. The study load (credits course) that can be programmed by students after temporarily stopping study without permission is a maximum of 15 credits. If students stop their study temporarily without permission for two consecutive semesters, the student is declared resigned and his/her rights as a UNEJ student are declared lost.

## 5.8 Resignation

The process of resignation as Jember University students must the request of the student concerned.

## 5.9 Transfer Students

Transfer of students from other state universities to UNEJ applies to similar faculties/departments as long as the capacity allows. Some of the minimum requirements that must be met are:

a. Students come from study programs whose accreditation is at least the same as the intended study program.

b. The students have fulfilled the four-semester evaluation requirements at the origin university.

c. Passed the evaluation courses equivalence in accordance with the curriculum/credit course of the intended faculty, and cumulatively did not exceed the study period limit.

d. The decision to accept students who transfer to UNEJ is determined by the Chancellor with the consideration of the Dean of the faculty / head of study program equivalent to the intended faculty.

### 5.9.1 UNEJ Transfer Students

The transfer of UNEJ students to other universities can be served as the request of the students with the consideration of the Dean of faculty / head of study program equivalent to the faculty concerned and obtaining a determination from the Chancellor. Students who have received a transfer letter from UNEJ to another university cannot be re-admitted as UNEJ students.

The procedure for transferring students from UNEJ to other universities is as follows.

a. Students register for a transfer submission online through SISTER by filling in the reason and phone number of the student's parents.

b. Students contact the head of department for approval by attaching a certificate of freedom from library responsibility from the UPT Library.

c. Students meet the Vice Dean I for approval to transfer college.

d. After a faculty equivalent to a faculty submits a student transfer application, BAKA will verify the correctness of the submission to the Parent/Guardian;

e. Vice Chancellor I will give approval based on confirmation from BAKA.

f. BAKA will print out Lecture Transfer Decision four sheets: for faculties, departments, students, and archives.

### 5.9.2 Transfer Students to Jember University

The process of transferring to Jember University can be carried out in the following order.

a. Prospective students submit an application to the Chancellor of Jember University by attaching a letter of release from the original university, a letter that has passed four semester evaluation from the original university and the transcripts.

b. The Chancellor through the Vice Chancellor I ask for consideration from the faculty that is equivalent to the intended faculty, including the equivalence of courses that have been taken.

c. Equal faculties give consideration to the application of the prospective student.

d. The Chancellor issues an answer letter regarding the acceptance or rejection of prospective students.

e. Accepted students verify and register at BAKA.

f. The BAKA operator enters the recognized courses and prints out a temporary KTM.

g. Students program study plan online after getting password from UPT TI and contact the Vice Dean of the receiving Faculty.

**5.10 Student Study Service (KKN)**

The implementation of KKN is held to accommodate the needs and desires of students and lecturers, especially the community where the KKN is located. KKN is a compulsory subject, the implementation of community service carried out by students.

The process of implementing KKN for students administratively follows the procedure below.

1. The total number of credit is 120 credits, including the ongoing KRS applies to students who have KRS or have not taken KKN courses.
2. The KKN period is 45 days (144 hours) with a load of 3 credits.
3. Registration of KKN for two periods, which are KKN Period I in September will be held in January and KKN Period II in March will be held in July.
4. The flow of the KKN administration procedure is simplified as follows.
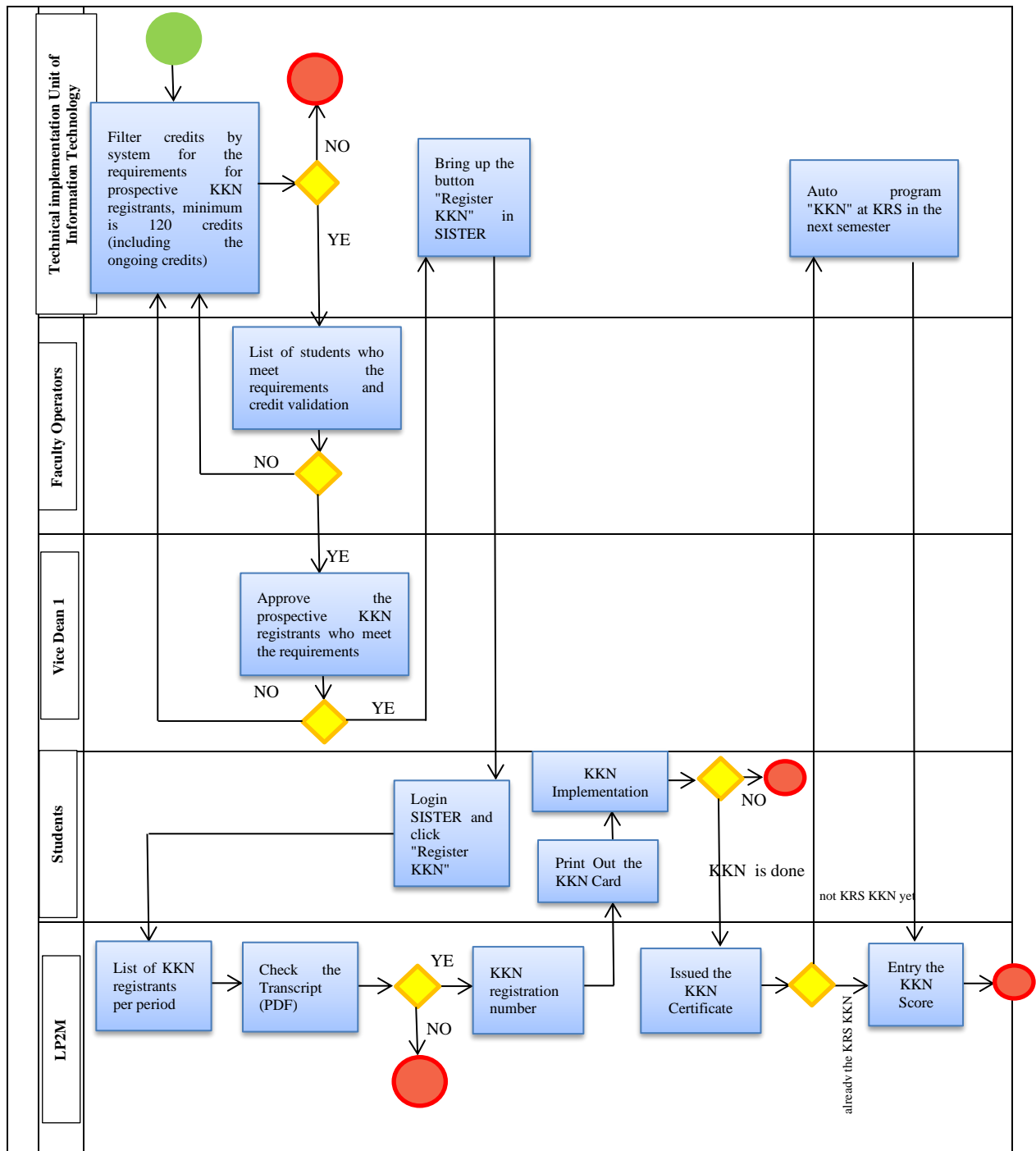
Figure 5.18 Procedures Flow of KKN Administration

## 5.11 Final Project

Final Project is an activity that must be carried out by every student at the end of his/her studies. It is a series of activities consisting of: preparation of proposals, research and writing of final assignments, seminars, and publication of scientific papers.

The final project for the Diploma level is in the form of a Final Report, the Undergraduate/Bachelor level is in the form of *Bachelor Thesis* and scientific articles, the Graduate/Master level is in the form of a thesis, while the Postgraduate/Doctor level is in the form of a dissertation and scientific publications.

The process of carrying out the final project is administratively facilitated in SISTER, starting from the registration process until the proof of published scientific papers. The procedure for carrying out the final project is simplified in the following figure.
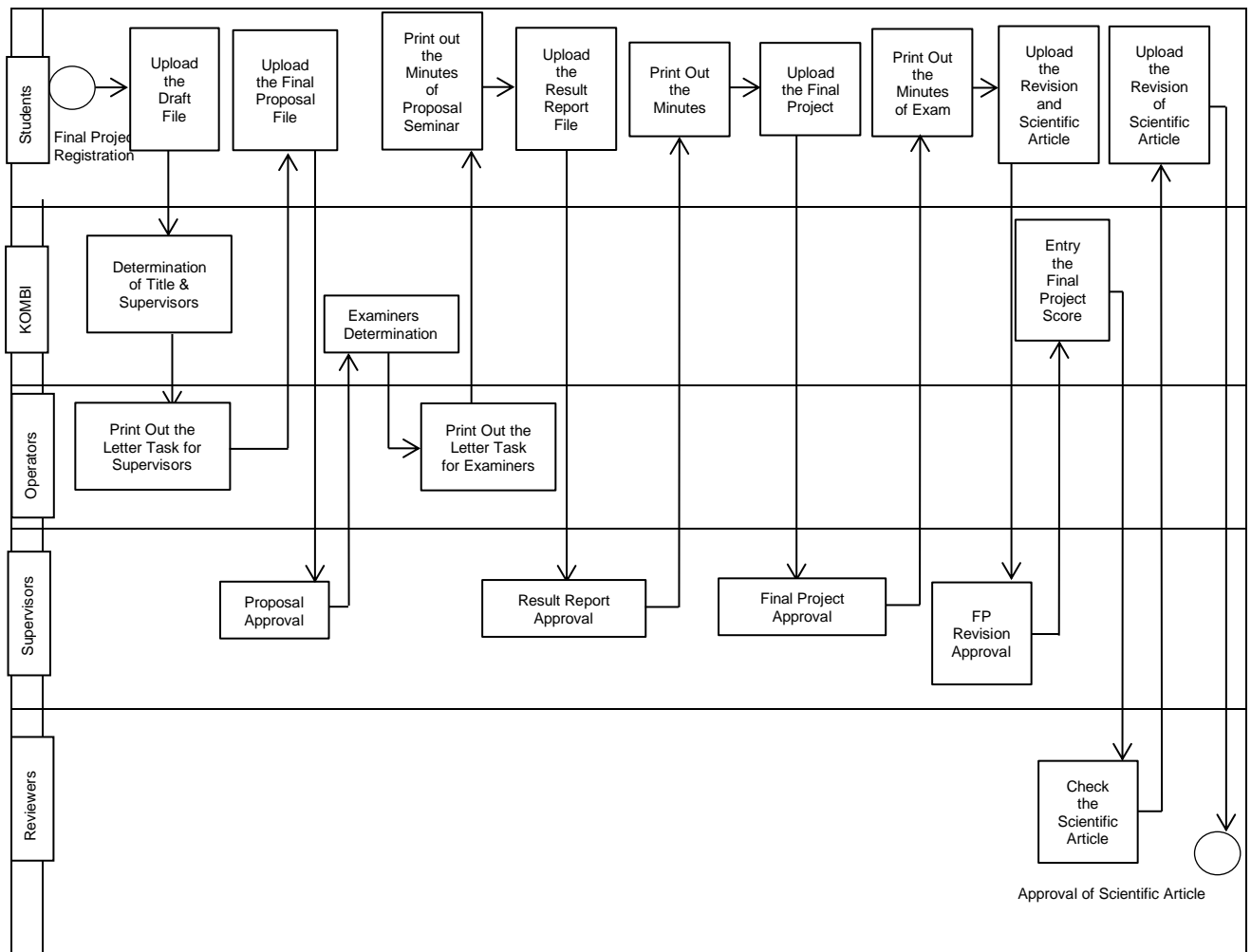


Figure 5.19 Process Flow of Final Project

The results of final project that still need improvement, are given two months from the time the final project exam is done. If it exceeds the specified deadline, the graduation of the final project is announced void and the student must re-examine the final project.

Specifically for the Doctor Education Study Program and the Dentist Education Study Program, which has finished the final project exam and it is graduated, and the value has been entered by KOMBI, then the students immediately continue the Professional Program by selecting the Professional registration menu at SISTER and also registering for their undergraduate program graduation.

**5.12 English Proficiency**

The English language proficiency of Jember University evidenced by the CBEPT (Computer Based English Proficiency Test) UNEJ score of at least 450 must be completed before registration for graduation.

Registration for CBEPT UNEJ can be done since the student has passed the evaluation of four semesters until before registering for graduation. Registration is done online through SISTER Students.

Students are allowed to take the CBEPT test five times in a row without being charged. If the CBEPT score has not reached 450, students are required to attend English language training with procedures of the Language UPT.

After participating in the training, students are allowed to re-take the CBEPT test five times in a row without being charged. If the students still have not achieved the minimum CBEPT score, they can print a certificate with the last score as a condition for attending graduation.

## 5.13 Yudisium and Graduation

Yudisium and graduation are a series of academic activities at Jember University which are held at least four times each academic year. Judiciary and graduation are a single procedure that must be followed by students who have been declared to meet the requirements.

Yudisium is a graduation ceremony for students whose implementation is regulated by each faculty and carried out at least three weeks before the graduation ceremony in university.

Students can take the judiciary if they meet the following requirements.

a. Have completed all academic and vocational education obligations that must be fulfilled in participating in a study program.
b. Have completed all administrative obligations and financial relating to activities in the study program being followed.

Graduation is a ceremony to inaugurate academic degrees and or professional designations to students who have completed academic and vocational education through an open meeting of the UNEJ Senate and marked by the handover of a diploma/certificate. Graduation is carried out based on the fulfillment of the quota of 900 graduation participants.

Graduation in absentia can be awarded to:

a. Foreign students who have been declared graduated;
b. Students who are already registered as participants of the judiciary and graduation, and experience this condition force majeure;
c. Students who have been declared graduated but do not register for judiciary and graduation five times in a row;

Graduates must follow the conditions below:

a. Students who have registered and followed the judiciary according to the period.
b. Have the ability to speak English as evidenced by a minimum CBEPT UNEJ score of 450.

c. If they are unable to attend the graduation in that period, the new graduates are given the opportunity to take part in the graduation activities in the next period a maximum of four graduation periods.

d. If the new graduates do not meet the provisions of point c above, the graduation is not confirmed, but it is still given the rights as a graduate with an associate or bachelor degree.

The process of implementing judiciary and graduation for students administratively follows these procedures.

a. KOMBI/Head of Study Programs will enter the final project score/Final Report through SISTER, and continue with approval of the graduation status (Approval) by BAKA.

b. Students are required to upload a color photo and the latest diploma/certificate before Bachelor/Diploma education in the form of *jpg files with a maximum size of 150 Kb each.

c. Students are required to distribute the hard and soft Final Project/Thesis files to UPT. Library.

d. Students whose status has changed to graduated can register for graduation at the faculty.

e. Students verify data to BAKA by bringing draft diploma/certificate, draft transcripts, and final diploma/certificate.

f. Students make graduation payments to the designated bank.

g. Students register for graduation through SISTER and print graduation participant cards.

## 5.14 Schedule of Activities

Every academic year, the Chancellor makes a decision on the academic calendar containing the period and types of activities which include: (i) new student admissions, (ii) tuition fees/UKT payment and her-registration, (iii) announcement of class schedules for each study program (iv) mentoring (Academic Advisor) and study programming for old students, (v) change of study plan, (vi) cancellation of study plan, (vii) lecture/practicum period, (viii) midterm exam, (ix) judiciary, (x) graduation, (xi) quiet week/holiday, (xii) final semester exam, (xiii) evaluation period and score submission, and (xiv) implementation of short semester.

The class schedule starts at 07.00 WIB and ends at 22.00 WIB which is divided into eight sessions with a time as shown in Table 5.2. Lectures are carried out in a time unit of 2 x 50 minutes which is equivalent to two credits, for subjects with a larger credit load implementation can be adjusted.

Table 5.2 Lecture Sessions

| Session | Time |
|---|---|
| I | 07.00 – 08.40 |
| II | 08.50 – 10.30 |
| III | 10.40 – 12.20 |
| IV | 12.30 – 14.10 |

| | |
|---|---|
| V | 14.20 – 16.00 |
| VI | 16.10 – 17.50 |
| VII | 18.00 – 19.40 |
| VIII | 19.50 – 21.30 |

Faculties can carry out lecture hours outside of the above schedule by giving lectures in session 0 (05.10–06.50).

# CHAPTER 6. IMPLEMENTATION OF ASSOCIATE DEGREE EDUCATION

The implementation of Associate Degree Education (D3) at Jember University is intended to meet the National Standards of Higher Education supported by standard operational procedures established. The detailed description of the associate degree implementation at UNEJ is as follows.

## 6.1    Competency Standards for Graduates

Graduates' competency standards become the achievement criteria of graduate learning developed and determined by the study program, supervised by the Institute of Educational Development and Quality Assurance (LP3M). Learning achievement is the internalization result of attitude (personal dimension), knowledge (academic dimension), skill (transferable dimension) and accommodates the vision and mission of Jember University, which is further formulated into Graduates' Attribute/Profile of Jember University as follows:

1. fear of God Almighty;
2. knowledgeable and responsible;
3. mastering the studied major;
4. self-confident;
5. investigative;
6. independent and critical;
7. effective communicators;
8. open and adaptive to changes and work environment;
9. reliable collaborators;
10. ethical, environmentally conscious and reflective learners throughout life.

These attributes/profiles rely on learning achievements in the Indonesian Qualification Framework (IQF).

The efforts to fulfill the learning achievements are carried out through curricular activities, and can be supplemented with co-curricular and/or extracurricular and non-curricular activities. The minimum learning achievement for each study program of each type and strata of education in Jember University is as follows.

Every graduate of Associate Degree Education Program must possess the following attitudes:

1. fear of God Almighty and able to show a religious attitude; upholding human values in carrying out tasks based on religion, morals and ethics;
2. contributing in life quality improvement in society, nation, state and the civilization progress based on Pancasila;
3. taking role as a proud citizen and love the country, hold nationalism and sense of responsibility to the state and nation;
4. respecting the diversity of cultures, views, religions, beliefs as well as others' original opinions or findings;
5. cooperating and having social sensitivity and concern for the community and environment;
6. law-abiding and discipline in the life of society and state;
7. internalizing academic values, norms and ethics;

8.   demonstrating self-responsibility for work in their field of expertise; and

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

Every graduate of the Associate Degree Program must possess the following general skills:

1.   able to complete a wide scope of work, choosing the appropriate method from various options that have and have not been standardized by analyzing data, and able to show performance with measurable quality and quantity, also paying attention to environmental and business aspects;

2.   mastering the theoretical concept of certain areas of knowledge in general, as well as capable of formulating procedural problem solving;

3.   able to manage working groups and prepare written reports comprehensively;

4.   responsible for their own work and can be given responsibility for the achievement of group work;

5.   able to work in areas of expertise for specific types of work, both routine and non-routine, in accordance with work requirements and quality standards, as well as having a comparative advantage in environmental, business and industrial agricultural insights;

6.   able to solve job problems with the nature and context in accordance with their field of applied expertise, based on logical and innovative thinking, independently both in the implementation and responsibility of their work;

7.   able to compile reports on the results or work processes accurately and legitimately, and able to communicate effectively to the user community;

8.   responsible for group work's achievement;

9.   able to supervise and evaluate workers who are under their responsibility in the context of particular job's completion assigned;

10.  able to evaluate themselves, managing their own learning.

## 6.2   Curriculum

The curriculum of the Associate Degree Program was developed in conjunction with the industrial and business world to increase the number of graduates. Curriculum preparation involves associations, industries and stakeholders related. The content of curriculum consists of courses that emphasize applied competences. Curriculum development is carried out founded on the needs of job market and industrial development.

The curriculum structure of Associate Degree Program is as follows:

1)   graduate profile based on study program;

2)   learning achievement comprising attitude, mastery of knowledge, general skills and special skills tailored to the study program;

3)   a number of general compulsory subjects aimed at shaping attitudes and values, including religion, Pancasila, citizenship and Indonesian language;

4)   the marking graduates of Jember University with insights of environmental knowledge, business/entrepreneurship and industrial agriculture are included in the subject material or stand alone as a study program subject;

5)   compulsory subjects in accordance with the graduates' competence of each study program aimed at mastering knowledge, general and special skills;

6) comprising a minimum of 10 compulsory subjects of study program as a superior and marker of study program's graduates developed in the research roadmap and community service in the study program research group;
7) a number of field practice subjects conducted outside the campus in collaboration with government agencies, the business world, industry and society which is suitable with the graduates' competence of each study program;
8) study program sets a number of elective subjects to support students' specialization on the basis of graduates' profile of the study program.

## 6.3 Learning Load and Study Period

The learning system of Associate Degree Program is executed by applying semester credit system whose learning weight is represented in semester credit units (SKS). Academic year is held in two semesters. D3 Program has a learning load of at least 108 credits and can be taken a maximum of 10 semesters or 5 years, including:
1) Compulsory curriculum subjects (MKWK) consisting of 8 credits:
   a. Religious Education 2 credits;
   b. Citizenship Education 2 credits;
   c. Pancasila 2 credits; and
   d. Indonesian Language 2 credits
2) Compulsory subjects of study program at least 100 credits with division:
   a. Marking subjects of Jember University's graduates within minimum of 4 credits;
   b. Scientific and expertise subjects for at least 82 credits consisting of theoretical subjects within a maximum of 60%, practicum and field practice for at least 40%;
   c. Elective subjects for specialization and self-development as the leading program of study program for at least 10 credits;
   d. Making a final report of academic activities, artwork or in other forms, as much as 4 credits.

The institution sets the learning load and study period for each study program taking into account the normal burden of student learning. The load has a range of 8 hours per day or 48 hours per week; equivalent to 18 credits per semester up to 9 hours per day or 54 hours per week; equivalent to 20 credits per semester. Students who have more learning ability can learn up to 64 hours per week; equivalent to 24 credits per semester. Details of the study load on the basis of students' ability are presented in Table 6.1 below.

Table 6. 1 Performance Index and Study Load

| Performance Index (in two decimals) | Maximum programmable study load (SKS) |
|---|---|
| $\geq 3.00$ | 24 |
| 2.50 – 2.99 | 21 |
| 2.00 – 2.49 | 18 |
| 1.51 – 1.99 | 15 |
| $\leq 1.50$ | 12 |

The curriculum is designed to give students the opportunity to take the maximum study load allowed to be programmed each semester.

### 6.4 Bachelor Thesis

Students can take the final exam of thesis if they meet the following requirements.

a. Has completed the minimum of 104 credits with minimum C grade and minimum GPA of 2.00.

b. The implementation of thesis final exam pursues the preparation process of thesis on SISTER.

c. After the exam, students are given the opportunity to make improvements/revisions of thesis report for maximum of 60 days.

d. After the exam, students are given the opportunity for re-examination for those who are declared not to meet the learning achievements.

e. Guidance committee (*kombi*) does the final grade entry after students complete and upload the revision of thesis.

f. Students are said to have completed and fulfilled the thesis' academic administration final pass if the test scores have been input by the guidance committee.

g. Students do not need to pay tuition (UKT) if the final score has been input by guidance committee no later than January 31 in the odd semester and July 31 in the even semester.

h. Thesis supervisor consists of 2 people as main supervisor (DPU) and co-supervisor (DPA).

i. Thesis examiner consists of maximum 2 people (1 academic examiner and 1 practitioner examiner).

The flow of D3's thesis system is displayed in the following diagram.

**Vocation's Thesis Flow System**

| Student | Guidance Committee | Operator | DPU/DPA/Examiner |
|---|---|---|---|

Start

Disagree

Title Entry

Agree

Supervisor Determination → Printing the supervisor's letter of assignment

Letter of Assignment → Having counselling and asking for proposal seminar

Thesis Research Permit Application

Proposal/Draft of Thesis Report → Approval of Thesis Report

Disagree

Examiner Determination ← Agree

Printing the examiner's letter of assignment

Examiner's Letter of Assignment

Thesis Examination

Disagree

Revision → Thesis' Revision Approval

Uploading Thesis' Revision → Grade Entry

Finish

Figure 6. 1 Flow System of Thesis in D3 Program

## 6.5    Evaluation of Study Success

Evaluation is an activity of control, guarantee and the basis for determining education quality. The implementation evaluation of education at UNEJ is carried out through evaluation of study results, learning outcomes and learning process on various

components of education from each path, level and type of education as an accountability for implementing education. Evaluation of D3 program is carried out at the end of each semester, the end of the fourth semester and the end of the study.

The stages of evaluation of study success are described as follows.

a.  *Evaluation at the end of each semester*

This evaluation aims to determine the study load programmed in the next semester, which is based on the performance index achieved.

b.  Evaluation at the end of the second semester

This evaluation aims to determine students' eligibility to continue their studies in accordance with the provisions. They are said to be eligible if the number of credits collected is at least 16 credits without any E, DE or D grades, with GPA $\geq$ 2.00; PP $\geq$ 90%.

c.  *Final evaluation of the fourth semester*

This evaluation aims to determine students' eligibility to continue their studies. They are said to be eligible if they earn at least 40 credits without any D, DE and E grades, with GPA $\geq$ 2.00.

d.  *Evaluation of two consecutive semesters*

If a student temporarily stops studying without permission for 2 consecutive semesters, the person concerned is declared to be resigned, or the right as Jember University's student is taken out.

e.  *Final evaluation of the study*

The final evaluation of the study aims to determine students' graduation. D3 students are declared graduated if they meet the following requirements:

1.  Have collected at least 108 credits and passed the final exam without DE and E grades.
2.  GPA $\geq$ 2.00; PP $\geq$ 85%.
3.  General Compulsory Subject grades $\geq$ C.

## 6.5.1  Learning Evaluation Result

Students who are declared graduated have:

1.  *Diploma*

Diploma is a document given to graduates of academic and vocational education in recognition of learning achievement and/or completion of an accredited study program organized by the college;

2.  *Diploma Supplement (SKPI)*

SKPI is a document containing information about the fulfillment of graduates' competence in the Higher Education Program;

3.  *Academic Transcript*

This transcript comprises a collection of cumulative course values that have been taken and endorsed by faculty leaders;

4.  *Title*

Title is a prefix of suffix added to a person's name to signify a graduate qualification given to higher education graduates of a particular field of study of a college. The degree for D3 program is associate (Amd.), placed after the student's name.

5.  *Certificate of Competence*

Certificate of competence is a document containing a statement about graduates' competence in accordance with their expertise in the branch of science and/or

achievements earned outside the study program organized by the national certification body.

6. *Internship Certificate*

An internship certificate is achieved from the internship place for one special skill as a result of the link and match education program with business and industrial world (DUDI).

Students who are declared graduated are entitled to a certificate of graduation issued by the faculty. The date of graduation is in reference to the date of grade entry by the head of department who states that the thesis revision process has been completed.

The students' study period is calculated from the beginning of the lecture activities in the first semester to complete and fulfill the thesis' final pass academic administration and scores have been input by the head of department.

Graduation predicate is determined based on GPA with provisions in the following table.

Table 6. 2 Graduation Predicate of D3 Program

| Program | GPA | Period of Study | Predicate | Period of Study | Predicate |
|---|---|---|---|---|---|
| Diploma | 2.00 – 2.75 | | | <= 5 years | Good |
| | 2.76 – 3.25 | Max 4 years | Satisfactory | <= 5 years | Good |
| | 3.26 – 3.50 | Max 4 years | Very Satisfactory | <= 5 years | Satisfactory |
| | 3.51 – 4.00 | Max 3 years | With Praise (Cum Laude) | <= 5 years | Very Satisfactory |

Graduation predicate is included in the academic transcript. Predicate with honor for D3 program is determined as follows:

a. graduates have never received academic sanctions;
b. the maximum study period is 3.0 years with PP = 100%.

### 6.5.2 Process and Learning Substance Evaluation

In addition to learning evaluation of student learning progress, the evaluation of Internal Quality Audit (AMI) was also conducted. This evaluation was conducted by Quality Assurance Group (GPM), Quality Assurance Unit (UPM) and LP3M. The evaluated components include:

1. Characteristics.
2. Planning.
3. Implementation of the learning process.
4. Completeness and suitability between the planning (syllabus) and the learning implementation.
5. Students' learning load.
6. Students' participation in learning activities.
7. Implemented consistently.
8. Conformity between means and learning objectives.
9. Followed up to obtain the achievement of graduates' learning in the study program.

Implementation of evaluation activities in the form of learning quality audit process is conducted every semester.

# CHAPTER 7

## THE IMPLEMENTATION OF UNDERGRADUATE ACADEMIC EDUCATION

The implementation of undergraduate academic education in Jember University is intended to meet the National Standard of Higher Education supported by standard operational procedures that have been set. A detailed description of the implementation of undergraduate education in Jember University is as follows.

### 7.1 Graduate Competency Standards

Graduate competency standards are the criteria for graduate learning outcomes that are developed and determined by the study program and supervised by the Institute for Learning Development and Quality Assurance (LP3M). Learning achievement is the result of internalizing the domain of attitude (personal dimension), knowledge (academic dimension), skills (transferable dimension) and accommodating the vision and mission of Jember University, then formulated into the Attributes of Graduates of Jember University as follows;

1. fear to God Almighty;
2. intelligent and responsible;
3. master the field of science being studied;
4. confident;
5. investigative;
6. independent and critical;
7. effective communicator;
8. open and adaptive to changes and work environment;
9. reliable cooperation;

ethical and environmentally conscious and lifelong reflective learner.

Efforts to fulfill learning outcomes are done through curricular activities, and can be added with co-curricular and/or extra-curricular and non-curricular activities. Minimum learning outcomes for each study program are described as follows.

Every undergraduate program must have the attitude:

Fear to God Almighty and be able to show a religious attitude; upholding human values in carrying out tasks based on religion, morals, and attitude;

Contribute to improving the quality of life in society, nation, state, and the progress of civilization based on Pancasila;

Act as citizens who are proud and love their homeland, have nationalism and a sense of responsibility to the country and nation;

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

Cooperate and have social sensitivity and concern for society and the environment;

Obey the law and discipline in the life of society and the state;

Internalize the academic values, norms, and ethics;

Show an attitude of work responsibility in the field of expertise independently; and

Internalize the spirit of independence, struggle, and entrepreneurship.

Every graduate of the Undergraduate Program has general skills in environmental, business and industrial agriculture which are described as follows:

Be able to apply their expertise field and use the science and technology in their field in solving problems and being able to adapt to the situation;
Mastering the theoretical concepts of certain fields of knowledge in general and the theoretical concepts of specific sections in those fields of knowledge in depth, as well as being able to formulate solutions to procedural problems;
Be able to make decisions, select and communicate various appropriate alternatives based on analysis of information and data as well as the alternative solutions independently and in groups;
Be able to be responsible openly, ethically and adaptively to work alone or in groups;
Be able to apply science and technology in their expertise field through logical, critical, systematic, and innovative scientific reasoning;
Be able to study science and technology in their field of expertise or produce design/art work with the description based on scientific principles compiled in the form of a thesis or final project report;
Be able to publish the results of the final project or design/art work, which meet the requirements of scientific writing, and can be accessed by the academic community;
Be able to supervise and evaluate the responsible work;
Be able to learn independently and have the soul as a true learner (long life learning);
Be able to develop and maintain a network of cooperation with colleagues, peers both inside and outside the institution.

## 7.2 Curriculum

The study program in Jember University has prepared a curriculum, namely a set of plans and arrangements for study materials, as well as learning methods implemented and used to meet learning outcomes. The arrangement of study program curriculum refers to the preparation guidelines of the Rector's Decree No. 12609/UN25/KR/2018. Besides, it is carried out comprehensively and holistically, involving stakeholders and supervised by LP3M. The curriculum as a plan is realized in a series of courses or competency blocks as a series of study materials needed to obtain one or more learning outcomes.

Types of courses or competency blocks in a study program curriculum consist of:

a number of compulsory curriculum courses, aimed to create attitudes and values, including Religion, Pancasila, Civic and Indonesian Language;
a number of compulsory courses or competency blocks, aimed to master the knowledge and skills;
a number of elective courses or competency blocks within or outside the study program concerned, aimed to develop abilities according to student interests and as a marker for graduates of Jember University, including knowledge of environmental insight, business/entrepreneurship, and industrial agriculture;
a number of courses or competency blocks from a higher semester can be taken to accelerate the learning process;
a number courses or competency blocks requires prerequisites for other courses to be taken first.

**7.3 Unit of Course Load or Competency Block**

The implementation of courses or competency blocks during the learning process is measured in semester credit units, abbreviated as credits. Credit is a measure of the time of learning activities that are imposed on 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 (learning achievements) in participating curricular activities in a study program.

One credit is equivalent to 170 (one hundred and seventy) minutes of learning activities per week per semester and each course has a weight of at least one credit. Study load of students has various in the form of learning. It is described as follows:

One credit of lectures, responses and tutorials, including:
50 minutes per week per semester for face-to-face learning activities;
60 minutes per week per semester for learning activities with structured assignments; and
60 minutes per week per semester for independent study activities.
One credit of learning seminars or other similar forms of learning, including:
100 minutes per week per semester for face-to-face learning activities; and
70 minutes per week per semester for self-study activities.
One credit in practicum learning, studio practice, workshop practice, field practice, research, community service, and other equivalent forms of learning, is 170 minutes per week per semester or the total activities is 48 hours.

**7.4 Study Load and Study Period**

The institution determines the study load and study period for each study program by considering the normal study load of students. The load has a range of 8 hours per day or 48 hours per week equivalent to 18 credits per semester, up to 9 hours per day or 54 hours per week equivalent to 20 credits per semester. For students who have more learning abilities, they have study load up to 64 hours per week, equivalent to 24 credits per semester.

Based on the consideration of normal study load, the students can determine the study load of the Undergraduate program as follows.

Academic programs in the Undergraduate Program have a study load of at least 144 credits and can be taken in a span of 4-7 years, which include:

Curriculum of the compulsory courses include:
Islamic Education 2 credits;
Civic Education 2 credits;
Pancasila 2 credits; and
Indonesia 2 credits
The study substance or competency block that characterizes the institution is at least 4 credits, covering environmental knowledge, business/entrepreneurship, English and industrial agriculture;
Compulsory courses of study programs and elective courses of at least 120 credits;
Thesis/final project/artwork/other form equivalent to 4 – 6 credits;

The study load can be completed in a span of 8-10 semesters. For students who have more abilities, can complete within 7 semesters.

Learning achievement and remedial are carried out with the following conditions:

Each course has Graduate Learning Achievement (CPL) consisting of two or more Course Learning Achievement (CPMK). Students who do not meet the Minimum Mastery Criteria (KKM) at the CPL or CPMK level (a grade of D for similar study programs and university characteristics, and a grade of C for courses with learning achievement of Attitudes and Values) may be given remedial opportunities within current semester. If students cannot take one of the evaluation series due to illness and assigned by the faculty or UNEJ, they are given the opportunity to take part in a remedial evaluation with applicable requirements. Students who are required to take part in remedial activities only to improve CPMK scores who still do not meet the KKM.

If students have not been able to achieve the minimum score after being given a remedial until the end of the current semester, therefore the students will be given the opportunity to do remedial in the short semester or in the next semester on the component of learning achievement that has not been achieved.

## 7.5 Final Project

Students can program the final project, if they have taken a minimum of 120 credits, PP 90% and minimum GPA 2.00. Students can take the final project exam, if they meet the following requirements:

Have completed all courses determined by the faculty with a minimum grade of D, PP 90% and a minimum GPA of 2.00;

The implementation of the final task examination follows the flow of the final task preparation process in SISTER (SITA flow);

After the exam, students are given the opportunity to make improvements/revisions to the final project report for a maximum of 60 days;

Students who do not pass are given the opportunity to re-examine;

Upload or send an article from the results of thesis research / design work / art / other forms to journals / national scientific periodicals or repositories.

The Guidance Commission (KOMBI) can enter the final project score after the student has completed, upload the revision of the final project and approval of the submitted article;

Students are declared graduated if the exam scores have been entered by KOMBI, then students are required to process the National Diploma Number (NIN) to BAKA to get a Bachelor's Degree.

Two supervisors.

Two examiners.

The flow of the Final Project Information System (SITA) is presented in Figure 7.1 below.
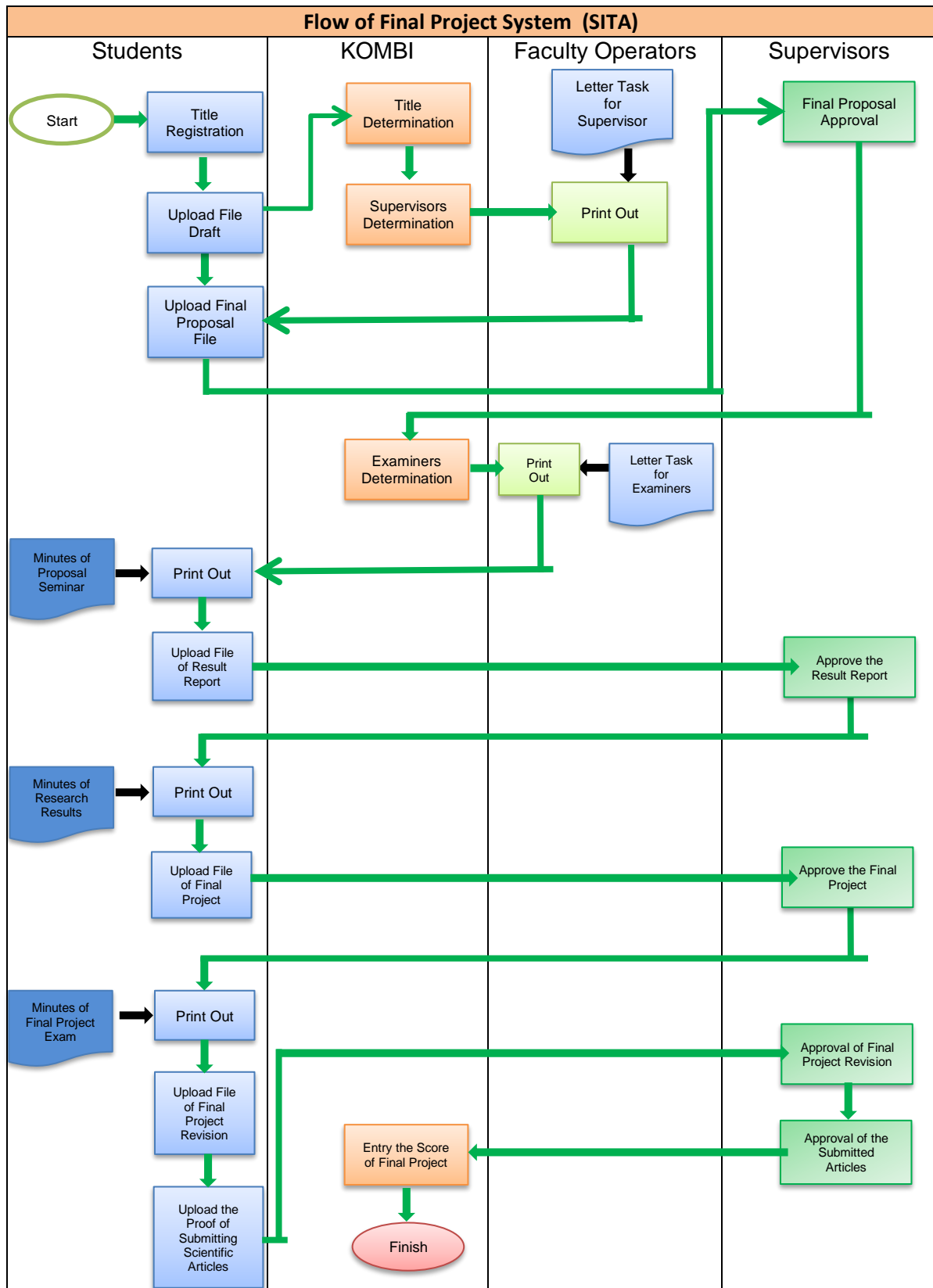
Figure 7.1 Flow of Final Project Information System

## 7.6 The Supervisors and the Examiners

The requirements for supervisors and examiners are as follows.

Non-academic Lecturers with Doctoral/Specialist II qualification carry out guidance on completing the final project and educational and teaching activities in undergraduate programs.

Non-academic Lecturers with Master/Specialist I qualification with two years of work experience carry out guidance on completing the final project and educational and teaching activities in undergraduate programs.

Expert Assistants with Doctoral/Specialist II qualification carry out guidance on completing the final project and educational and teaching activities in undergraduate programs.

Expert Assistants with Master/Specialist I qualification carry out guidance on completing the final project and educational and teaching activities in undergraduate programs.

Lectors with Doctoral/Specialist II qualification carry out guidance on completing the final project and educational and teaching activities in undergraduate programs.

Lectors with Master/Specialist I qualifications carry out guidance on completing the final project and educational and teaching activities in undergraduate programs.

The head lectors with Doctor/Specialist II qualification carries out guidance on completing of the final project and educational and teaching activities in the undergraduate program.

The head lectors with Master/Specialist I qualification carry out guidance on the completion of the final project and educational and teaching activities in the undergraduate program.

Professors with Doctoral/Specialist II qualifications carry out guidance on completing the final project and educational and teaching activities in undergraduate programs.

Thesis supervisors and examiners can be from outside Jember University, by following the SOP for external examiners prepared by the university's BAKA.

## 7.7 Evaluation of Study Success

Evaluation is an activity of controlling, guaranteeing, and as the basis for determining the quality of education. Evaluation of the education implementation in Jember University is carried out through the evaluation of study results, learning outcomes, and learning process on various components of education from every path, level, and type of education as a form of responsibility for education. Evaluation of the Undergraduate Academic Program is completed at the end of each semester, the end of the second semester, the end of the fourth semester, and the end of the study.

The stages of evaluating the success of the study are described as follows.

*Evaluation at the end of each semester*
This evaluation aims to determine the study load that may be programmed in the next semester, which is based on the grade point achieved. These criteria can be seen in Table 7.1 follows.

Table 7.1 Grade Point and Study Load

| Grade Point (in two decimal) | Programmable Maximum Study Load (SKS/credits) |
| --- | --- |
| ≥ 3,00 | 24 |

| 2,50 – 2,99 | 21 |
|---|---|
| 2,00 – 2,49 | 18 |
| 1,51 – 1,99 | 15 |
| ≤ 1,50 | 12 |

*Evaluation at the end of second semester*

This evaluation aims to determine the feasibility of students continuing their studies in accordance with the provisions. Students are declared eligible to continue their studies if the number of credits successfully collected is at least 16 credits without any E, DE or D grades, with a GPA 2.00; PP 90%. The final evaluation of second semester applies specifically to Faculty of Medicine and Faculty of Dentistry.

*Evaluation at the end of fourth semester*

This evaluation aims to determine the feasibility of students continuing their studies. Students are declared eligible to continue their studies if they obtain at least 40 credits without grades E, DE and D, with a GPA 2.00.

*Evaluation at two consecutive semesters*

If a student stops studying temporarily without permission for two consecutive semesters, then the person concerned is declared to have resigned or his/her rights as Jember University student are lost.

*Final evaluation of the study*

The final evaluation of the study aims to determine student graduation. Undergraduate students are declared graduated if they meet the following requirements.

Have accumulated a minimum of 144 credits and passed the final project exam without grades E and DE.
GPA 2.00; PP 90%.
General Courses (MKU) group score are C.

## 7.8 Learning Evaluation Results

Students who are declared graduated are entitled to get degree, diploma, transcript, Diploma Companion Certificate (SKPI), graduation certificates and internship certificates issued by the faculty.

*Degree*

Degree is a prefix or suffix that is added to a person's name to indicate graduate qualifications given to graduates in certain fields of study from a university.

*Diploma/Certificate*

Diplomas/Certificates are documents given to graduates of academic education as an acknowledgment of learning achievement and completion of study program;

*Academic Transcript*

Academic transcript is a collection of cumulative course scores that have been taken and approved by the Faculty Leaders;

*Diploma Companion Certificate (SKPI)*

SKPI is a document that contains information about the fulfillment of graduate competencies in a Higher Education Program;

*Certificate of Graduation*
The graduation certificate states that the student has graduated from the Study Program. It is issued by the Faculty and it is valid for three months from the date of graduation.

*Internship Certificate*
An internship certificate is a certificate from an internship place for a specific skill as a result of the Education link and match program with DUDI (business and industry);

*Certificate of Competence*
Certificate of competence is a document containing a statement regarding the competence of graduates in accordance with expertise in their branch of knowledge and having achievements outside their study program;

Students will be declared passed if they follow the SITA flow and fulfill all the obligations at SISTER. Graduation date is determined based on the date of entry of the final project scores finished by the KOMBI.

The student's study period is calculated from the beginning of lecture activities in the first semester which is determined based on the academic calendar until the entry of the final project scores by the KOMBI.

The graduation predicate is determined based on the GPA with the provisions in accordance with the following Table 7.2.

Table 7.2 Predicate of Graduation of Undergraduate Program

| Study Period | GPA | Predicate |
|---|---|---|
| < 4 years | > 3,50 | Cumlaude |
| ≥4-7 t years | > 3,50 | Very satisfactory |
| <4 years | ≥ 3,01 - 3,50 | Very satisfactory |
| ≥4-7 years | ≥ 3,01 - 3,50 | Satisfactory |
| < 4 years | ≥ 2,76 – 3,00 | Satisfactory |
| ≥4-7 years | ≥2,76 – 3,0 | Good |
| Maks 7 years | ≥2 - < 2,76 | Good |

The graduation predicate is included in the academic transcript. The predicate of cum laude for undergraduate academic programs is given if the graduate has never received an academic sanction. Academic sanctions are given based on the Chancellor's Decree.

## 7.9 Graduation

Registration for undergraduate graduation is carried out following the graduation SOP set by the university.
Students are allowed to register for graduation with requirement that the UNEJ CBEPT (Computer Based English Proficiency Test) score is at least 450.

# CHAPTER 8

## THE IMPLEMENTATION OF MASTER PROGRAM EDUCATION

### 8.1 Study Load

### 8.1.1 Study Load

The Master Program has a minimum study load of 36 (thirty six) credits with the distribution of courses as follows.

General courses or basic courses of study programs are a minimum of six credits;
Subjects or blocks of compulsory study programs and elective courses are a minimum of 18 credits;
The final project load is in the form of a thesis which is equivalent to 12 credits in the form of research activities and seminars, as well as article writing;
Produce at least one article from the results of thesis research or articles that have been accepted for publication in accredited national scientific journals or periodicals, or international scientific journals or periodicals (not indicated by predatory journals) or reputable proceedings as evidenced by a Letter of Acceptance (LOA);
Arrangement regarding national or international journals as referred to in number (4) above, are further regulated by the Dean's Decree for mono-disciplinary Postgraduate and Postgraduate Director's Decree for Multidisciplinary Postgraduate.
The study load in the Master program can be completed in a span of third to eighth semesters.

### 8.1.2 Education Implementation

The Master Program is organized by the Faculty or Postgraduate whose implementation must fulfill the applicable regulations in Jember University.
The Master Program is implemented by applying a semester credit system whose study load is stated in Semester Credit Units (credits).
The academic year is divided into odd and even semesters.
The implementation of the Mono-disciplinary Program is carried out by the Faculty.
The implementation of Multidisciplinary, trans-disciplinary, and interdisciplinary programs is carried out by Postgraduates.
Quality control of postgraduate programs, both mono and multidisciplinary, is carried out by the Postgraduate Commission.

### 8.1.3 Quality Assurance System

The Master Program of Jember University is held by encountering the quality standards of Postgraduate quality assurance system and following the Determination, Implementation, Evaluation, Control and Improvement (PPEPP) flow.
Faculties or Postgraduate Program have access to quality control in the cycle of education implementation in the process of selection, determination, mentoring, examiners, as well implementation of exams and diplomas.
Access to quality control is carried out by the Postgraduate Commission which is formed by Postgraduate consisting of Faculty leaders (Dean, Vice Dean I) or Postgraduate Program Leaders (Director, Head of Postgraduate Study Program).

Monitoring and evaluating the Master Program is carried out by the Quality Assurance Center (GPM) of Postgraduate, Faculties, and other designated units such as the Quality Assurance Unit (UPM) of Study Program, as well as quality assurance involvement in University level (BPM) and reported to Postgraduate Commission.

## 8.2 Contents of the Curriculum

### 8.2.1 Curriculum

The Master Program is a scheduled academic activity consisting of basic and specific skills education, and independent activities or final assignments;

Basic and specific skills education consists of lectures, laboratory/field work, and academic interactions;

The academic interaction includes seminar and discussion scientific;

Independent activities in the Master Program in the form of research or problem solving outlined in a thesis or other scientific papers;

Postgraduate provides general courses or basic courses that can be taken by the Master Study Program Jember University. The courses with study substance are as follows:

Statistics;

Mathematics;

Philosophy Science ;

English especially for academic writing;

Basic Research Methods and Scientific Writing;

Higher Education Management (especially for Jember University staffs).

The arrangements for General Courses (MKU) and Basic Courses (MKD) are further regulated by the Dean's Decree for mono-disciplinary program and the Postgraduate Director's Decree for multidisciplinary.

### Learning Process

The learning process in each course is done according to the Semester Learning Plan (RPS).

Learning through curricular activities must be carried out in a systematic and structured through various courses and with a learning load that is measured in credits.

Learning is finished effectively in accordance with the characteristics of the course to meet the learning outcomes required in the course.

The forms of learning that can be developed are lectures, responses, tutorials, seminars, practicums, studio practices, workshop practices, field practices, research, design, or development.

Credits courses are the amount of time for learning activities that are charged to students per week per semester in the learning process through various forms of Learning Activities (BKP) or the amount of recognition for the success of students' efforts in participating in curricular activities in a study program.

### 8.2.3 Teaching Staffs

Postgraduate teaching staffs are lecturers who have a minimum academic position of Lector with Doctoral qualifications.

The teaching staff only teaches in their field of knowledge with maximum 4 credits each semester.

Teaching staff according to the scientific field in one of the study programs is limited, so the faculty can apply for additional credits to the university.

### 8.2.4 Study Period

The implementation of study period for Master Program is 1.5 years with a study duration limit of 4 years. The length of study is calculated from the beginning of the lecture until the date of entry the thesis score by the KOMBI. Students have the right to apply for leave for a maximum of 2 semesters, leave are not counted as a study period, provided that they are registered in PD DIKTI.

### 8.3 Final Project

The Final Project for Master Postgraduate Program is arranged as follows.

The organizer of the Thesis Examination is the Postgraduate Director or the Dean of the Faculty.
The Director of the Postgraduate Program or the Dean of the Faculty may delegate the Study Program to administer the Thesis Examination.
Determination of examiners and supervisors for Postgraduate students by the KOMBI and obtaining approval from the Postgraduate Commission/Dean.
To ensure the intensity of the guidance process, limitations are imposed, which are:
Supervisor is someone who masters the field or topic of student research;
Supervisors can only provide guidance to a maximum of five students for DPU and seven students for DPA;
Examiners can only test a maximum of six students per semester.
Thesis for Master program is guided by a main supervisor and a member supervisor with a minimum Doctoral degree of Lecturer.
The Thesis Examiner Team consists of two lecturers with the provision that one lecturer tests the substance of Academic Ethics and one lecturer tests the Academic Substance.
Thesis exam can be done after the student's article is accepted and published in an accredited national or international journal as evidenced by the publication of LOA, and accompanied with evidence of CBEPT (Computer Based English Proficient Test) with a minimum score of 475.
The thesis must be free of plagiarism that has been verified by supervisors, lecturers who appointed to test academic ethics or a task force team who appointed using anti-plagiarism software, with a maximum similarity level of 35% and each source item quoted should not be more than 3% in the references.
The process of implementation the thesis administratively is facilitated in SISTER, starting from the registration process until the proof of scientific work is published.

The Thesis implementation procedure is presented through the following flow
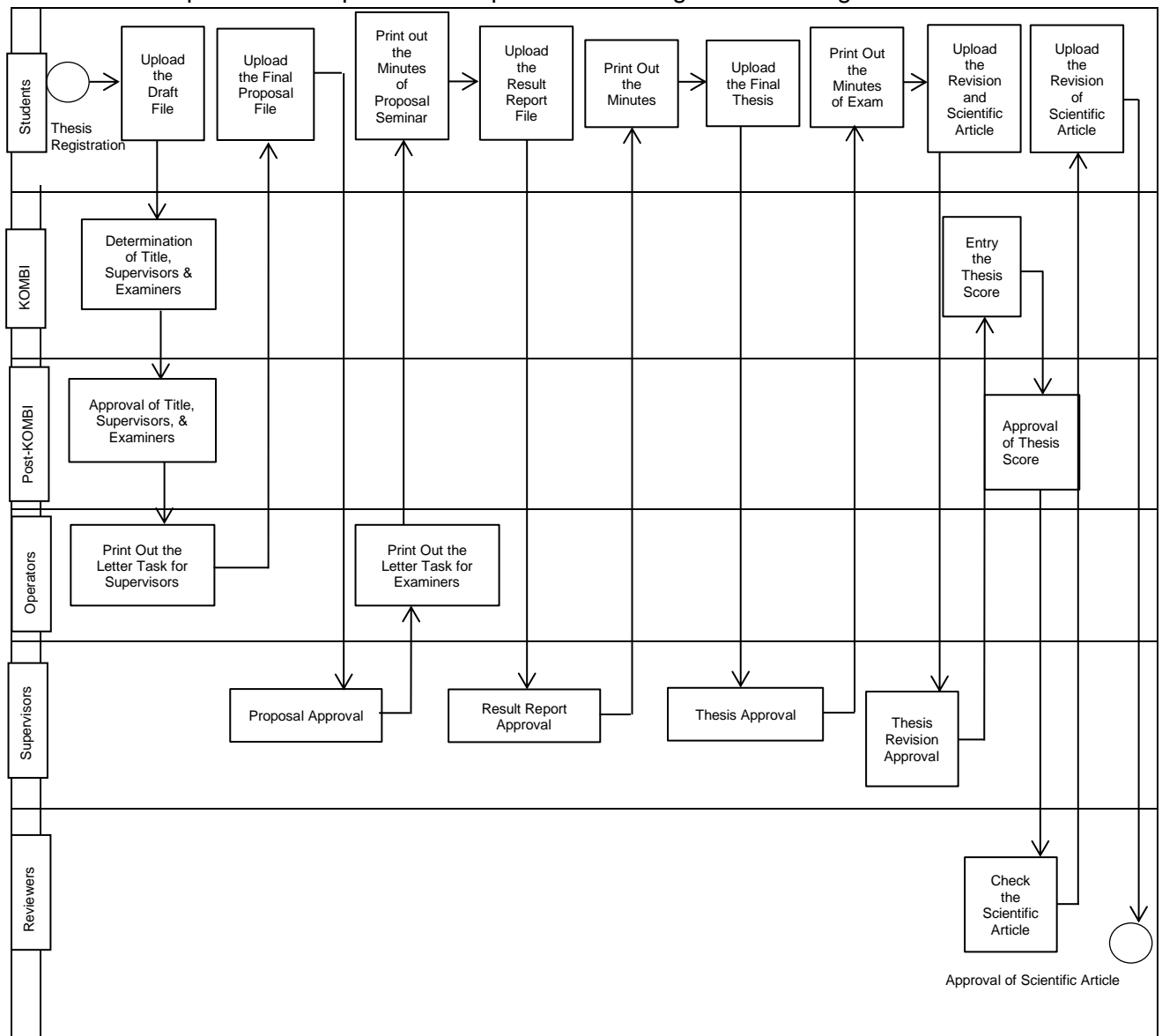


Figure 8.1 Flow of Thesis Implementation Procedure

## 8.4 Evaluation of Study Success

### 8.4.1 Study Evaluation

Evaluation study of Master Program is held in the end of the second semester, and the end of the study.

Evaluation at the end of each second semester aims to determine the feasibility of students continuing their studies in the next semester, with the following conditions:

GPA of the last first semester is 2.75;

GPA of the last second semester is 3.00 and has earned 18 credits (minimum grade B).

The evaluation report is given in the form of a warning, a study completion plan for Postgraduate or Faculty students by the postgraduate commission and GPM to determine the feasibility of study for the next semester.

Final evaluation of study is held every fourth, fifth, sixth, seventh and eighth semester by the postgraduate commission and GPM to determine graduation.

Evaluation of learning every semester can be done with exams, assignments, practicum observations, and study progress.

Examinations can be held through mid-semester exam, end-semester exam, and thesis exam.

## 8.4.2 Study Assessment

Study assessment in the Master Program consists of Mid-Semester Exam, End-Semester Exam, Thesis Proposal Exam, Research Result Seminar, and Thesis Exam.

The assessment of the academic ability of the Master program participants is carried out on the programmed credit load.

Assessment of student achievement are grouped based on the following criteria:

| Letter | Value | Number | Category | Description |
|--------|-------|--------|----------|-------------|
| A | 4.00 | ≥ 80 | Excellent | Graduate |
| AB | 3.50 | 75≤ AB < 80 | Very Good | Graduate |
| B | 3.00 | 70≤ B < 75 | Good | Graduate |
| BC | 2.50 | 65≤ BC< 70 | Average | Not Graduate |
| C | 2.00 | 60≤ C < 60 | Below Average | Not Graduate |
| CD | 1.50 | 55≤ CD< 60 | Deficient | Not Graduate |
| D | 1.00 | 50≤ D <55 | Deficient | Not Graduate |
| DE | 0.50 | 45≤ DE < 50 | Very Deficient | Not Graduate |
| E | 0.00 | <45 | Very Deficient | Not Graduate |

Table 8.1 Assessment of student learning outcomes

The assessment process and entry of score are accomplished by lecturers and the Guidance Commission through SISTER.

Entry of scores can be done by the course lecturer according to the regulatory schedule that has been set in each semester.

Changes in scores can be made by the Academic Operator of BAAK through a letter of application from the Dean or Vice Dean I for a maximum of six month or one current semester and does not apply to scores that have been penalized.

## 8.4.3 Drop Out of the Study

Master Program students can be declared as dropping out of study, if:

If at the end of the study evaluation in every fourth semester and has received three written warnings, then the student has been considered for dropping out (DO);

Dropped out students according to point 1 above are identified in SISTER and approved by the Postgraduate Director or Faculty Dean;

The Chancellor, based on a proposal from the postgraduate commission or the Dean by the Chancellor's Decree, decides to drop out of study;

Students who have been declared as dropping out of study by Jember University are not allowed to re-register in the postgraduate study program.

The provisions for dropping out of study are not only based on academic ability, but also on administrative issues, ethical and moral violations, violations of the rules of campus life or defamation of Jember University.

## 8.4.4 Graduation

Master Program students are declared graduate if they meet the following requirements:

MPK Group Score ≥ B;

Collecting a minimum of 36 credits and passed the final exam (thesis) and making revisions (if any);

GPA ≥ 3.0;

Showing the evidence that the article has been accepted or published in an accredited national or international journal with evidence of LOA;

Evaluation for the study success of student is guided by the values of the letters A, AB, B, BC, C, CD, D, DE and E which are 4.00; 3.50; 3.00; 2.50; 2.00; 1.50; 1.00; 0.50; and 0.00;

The predicate of graduation after following and completing the Master Program consists of the following levels:

Good;

Satisfying;

Very satisfactory;

With Praise (cum laude);

The GPA as a reference for determining the graduation predicate of Master Program is:

3.00 – 3.50 with a study period > 2 years get the Good predicate;

3.00 – 3.50 with a maximum study period of 2 years get the Satisfactory predicate;

3.51 – 3.75 with a study period > 2 years get the predicate Satisfactory;

3.51 – 3.75 with a maximum study period of 2 years get the title of Very Satisfactory;

3.76 – 4.00 with a study period > 2 years, and the research output has been accepted for publication in an accredited national or international journal, get the title Very Satisfactory;

3.76 – 4.00 with a maximum study period of 2 years, and the research output has been accepted for publication in accredited national or international journals, getting the predicate With Praise (cum laude);

Has submitted the final project report (Thesis) in the form of soft copy in the final project system (SISTER).

**Yudisium and Graduation**

Master Program students who have been declared academically and administratively graduated are required to take part in Judiciary whose implementation is regulated by the Faculties or Postgraduate;

Graduation participants are Master Program students who have attended the Judiciary according to the period, if they are unable to attend the graduation in that period, they will be given the opportunity to take part in the next graduation period for a maximum of four current periods;

Graduates who do not meet the provisions of points 1 and 2, the graduation concerned are not confirmed but they are still given the right as a graduate with a Master's degree.

**CHAPTER 9**

**THE IMPLEMENTATION OF EDUCATION PROFESSION**

The Profession Program Study Program is a seventh level education of the Indonesian National Qualification Framework (*Kerangka Kualifikasi Nasional Indonesia*, hence shorten as KKNI) with the descriptions of graduates, as follow:

Be able to plan and manage resources under their responsibility, and evaluate their work comprehensively by utilizing science and technology to produce strategic organizational steps;

Be able to solve science, technology or art problems in their scientific field through a mono-disciplinary approach; and

Be able to conduct research and make strategic decisions with full accountability and responsibility for all aspects that become the responsibility of the field of expertise.

**9.1 Graduate Competency Standards**

Each provider of the Education Profession Program has different national education standards. The medical profession refers to the Indonesian Doctor Competency Standards (SKDI), the dentist profession refers to the Dentist Competency Standards (SKDGI), the nurse profession refers to the Indonesian Nurse Competency Standards (SKNI). However, as mandated in Regulation of The Minister of Education and Culture (*Permendikbud*) Number 3 in 2020 about National Standards for Higher Education, and Law Number 11 in 2014 about engineering, as well as the Indonesian Pharmacist Competency Standards (SKAI) in 2020, every graduate of the Profession Program must have the following attitudes:

Fear to God Almighty and be able to show a religious attitude;

Upholding human values in carrying out tasks based on religion, morals, and attitude;

Contribute to improving the quality of life in society, nation, state, and the progress of civilization based on Pancasila;

Act as citizens who are proud and love their homeland, have nationalism and a sense of responsibility to the country and nation;

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

Cooperate and have social sensitivity and concern for society and the environment;

Obey the law and discipline in the life of society and the state;

Internalize the academic values, norms, and ethics;

Show an attitude of work responsibility in the field of expertise independently; and

Internalize the spirit of independence, struggle, and entrepreneurship.

While general skills as general work abilities that must be had by every graduate of the Profession Program in order to ensure the equality of graduates' abilities include:

Be able to work in the field of basic expertise for specific types of work and have work competencies equivalent to the standard of professional work competence;

Be able to make independent decisions in carrying out their professional work based on logical, critical, systematic, and creative thinking;

Be able to communicate the beneficial thoughts, arguments or innovative works for professional development and entrepreneurship, which can be accounted for scientifically and professionally ethically, to the society, especially the professional society;

Be able to critically evaluate the results of work and decisions made in carrying out their work;

Be able to improve their profession expertise in specific fields through training and work experience;

Be able to improve the quality of resources for the development of the organization's strategic program;

Be able to lead a work team to solve problems in their profession field;

Be able to work together with other professions in the same field in solving work problems in their profession field;

Be able to develop and maintain a network with the profession society and its clients;

Be able to be responsible for work in the field of their profession in accordance with the code of profession ethics;

Be able to increase learning capacity independently;

Be able to contribute the evaluation or development of national policies in the context of improving the quality of education profession and  profession fields; and

Be able to document, store, audit, secure, and rediscover data and information for the purposes of developing the results of their profession work.

**9.2 Curriculum, Study Load, Study Period and Study Evaluation**

**9.2.1 Curriculum**

Study Program of Profession Program is a learning activity to master the application theory of certain knowledge and skills in order to fulfill the competency seventh level of the *KKNI*;

The learning can be in the form of lectures, responses and tutorials, seminars, practicum, studio practice, field practice, bedside teaching, pre and post conferences;

Profession learning is integrated with research and community service;

The learning activity models use Student Centered Learning (SCL), Project Based Learning (PjBL), Case Study.

**9.2.2. Study Load**

The Profession Program has a minimum study load of 24 credits with the following distributions:

Minimum 40% of the study load in the field or workplace with an intern supervisor;
Maximum 60% of face-to-face learning in class with internal supervisors and practitioners. Learning

The learning process in each course is carried out according to the Semester Learning Plan (RPS) or other terms;

Learning through curricular activities must be done in a systematically and structurally through various courses and with a study load that is measured in credits;

Learning is carried out effectively in accordance with the characteristics of the course to meet the learning outcomes specified in the course;

One credit in the learning process in the form of lectures, responses, or tutorials is held by 50 minutes for face-to-face , 60 minutes for structured assignments , and 60 minutes for independent activities  per week per semester or it is equivalent to that study load;

One credit in the learning process in the form of seminars or other similar forms is held with 100 minutes for face-to-face  per week per semester; and 70 minutes for independent activities of  per week per semester or equivalent to that study load;

One credit in the learning process in the form of workshop practice, field practice, research, design, or development as well as community service is held for 170 minutes per week per semester or equivalent to that study load.

Lecturers and Field Supervisors

The teaching staff of the Profession Program must have the minimum academic qualifications of a Master's degree, an applied Master's degree and have a relevant profession certificate.

Field supervisors must have relevant profession certificates or those required by profession organizations.

### 9.2.3. Study period

The implementation period for the Profession Program is at least one year with a study duration limit of three years or in accordance with the provisions of the association of educational institutions or professional organizations;

The length of study is calculated from the beginning of the lecture until it is declared to have passed the competency exam as an exit exam.

### 9.2.4. Study Evaluation

Study evaluation of Education Profession  is carried out at the end of each activity stage;

The final evaluation of the study is carried out by the study program to determine graduation.

### 9.3 Learning assessment

Learning assessment can be used on the process and learning outcomes by written, oral, practical, observation, portfolio, colloquial, or peer assessment tests;

The assessment of student achievement learning outcomes are grouped based on the following criteria.

| Letter | Score | Number | Category |
|--------|-------|--------|----------|
| A | 4.00 | $\geq 80$ | Excellent |
| AB | 3.50 | $75 \leq AB < 80$ | Very Good |
| B | 3.00 | $70 \leq B < 75$ | Good |
| BC | 2.50 | $65 \leq BC < 70$ | Average |
| C | 2.00 | $60 \leq C < 65$ | Below Average |
| CD | 1.50 | $55 \leq CD < 60$ | Deficient |
| D | 1.00 | $50 \leq D < 55$ | Deficient |
| DE | 0.50 | $45 \leq DE < 50$ | Very Deficient |
| E | 0.00 | $<45$ | Very Deficient |

Table 9.1 Assessment of Student Learning Outcomes

The assessment process and entry the score are finished by the lecturer through SISTER.

**9.4 Leave of Absence/School Holiday**

For students who cannot attend lectures in the following semester for some reason, they can apply for permission to stop studying temporarily (Leave of Absence/School Holiday) with the following condition:

Have completed the final evaluation of the first semester;
During the study, students are only allowed to stop studying temporarily once;
Permission to leave of absence/school holiday is submitted according to the schedule issued by BAAK and carried out online through SISTER;
Permission to leave of absence/school holiday outside of the provisions of points 1 and 2 above if in a force majeure situation whose provisions are determined by the Faculty;
During the permit period to leave of absence/school holiday, students do not need to pay tuition fees or UKT and the length of leave is not counted in the study period if the leave status is recorded on the PDPT;
Students with Non-active status are still required to pay tuition fees or UKT and as long as students are Non-active, it will be counted as the study period;
If the students are non-active for two consecutive semesters, then the next semester concerned is declared to have resigned and their rights as Jember University student are declared lost.

**9.5 Resignation**

The process of resigning as Jember University students based on the request of the student and carried out online;
Transfer of Jember University students to other universities can be served based on the request of students with the consideration of the Dean of the related Faculty and obtaining a determination from the Chancellor;
Students who have received a transfer letter from Jember University to another university cannot be reinstated as Jember University students in the same program.

**9.6 Drop out of the Study**

Students of the Profession Program can be declared as dropping out of study, if:

Students cannot complete the maximum period of study.
Students who drop out of study in accordance with point 1 above are identified in SISTER and approved by the Vice Dean I of the Faculty;
The Chancellor through the Vice Chancellor I decides to drop out of study according to the proposal from the Vice Dean I of the Faculty; and
Students who have dropped out of study cannot re-register in the Profession Study Program in Jember University.
In addition to the provisions for dropping out of study as stipulated above, students can be declared as dropping out of study if the student has problems in terms of administration and gets sanctions for violating the rules of campus life in accordance with the regulations in Jember University and experiencing health problems that make it impossible to continue education profession.

**9.7 Graduation**

Students of the Profession Program are declared graduate in Jember University, if they have taken all specified study load and have the graduate learning outcomes targeted by study programs with Grade Point Average (GPA) or in accordance with the requirements of each study program.

Students who are declared graduate are eligible to have a diploma/profession certificate issued by Jember University, the Ministry, and profession organizations;

The implementation of the profession oath is regulated and carried out by each faculties or study programs.

**9.8 Quality Assurance**

The Profession Program in Jember University is organized by meeting the quality standards according to the quality assurance system;

Profession Program has access to quality control in the education administration cycle, including the selection process, examination and profession diplomas or certificates;

Access to quality control is carried out by the Quality Assurance Center through monitoring and evaluating the activities of Profession Program.

# CHAPTER 10. IMPLEMENTATION OF DOCTORAL STUDY PROGRAM

## 10.1 Study Load

The Doctoral Program can be implemented through 3 (three) educational models, namely Coursework Model, Research Model and PMDSU Model (Master of Education towards Doctoral Scholarship Program for Excellence Undergraduate).

### 10.1.1 Study Load

**A. Coursework Model**

Student study load is at least 42 (forty two) credits, with the distribution as follows:

1. Subjects or blocks of compulsory courses and elective courses for a maximum of 33 (thirty three) credits;

2. Subjects or blocks of courses for supporting research can be developed by the study program within a maximum of 5 (five) credits;

3. The final year project is a dissertation which is equivalent to a maximum of 16 (sixteen) credits in the form of research, seminars, and scientific articles;

4. The fastest span of taking study load in doctoral program can be completed for 6 (six) semesters;

5. The maximum limit of taking study load in doctoral program can be completed for 14 (fourteen) semesters.

**B. Research Model**

1. The study period will be focused on strengthening research.

2. Research is carried out starting in semester one. Therefore, students already have a dissertation proposal in semester one and a draft of a "literature review" article that is ready to be submitted.

3. Students take courses that support research needs, as many as 15 credits.

4. During the study, students are required to publish a number of articles as first author and include promoters and co-promoters in reputable international journals with impact factors with a total accumulated impact factor (WOS) of at least 3.00.

5. The target journal has an Impact Factor (WOS) or SJR of at least 0.5/Q3.

**C. PMDSU model**

1. The study period will be focused on semester 1 and semester 2.

2. PMDSU students are required to produce at least two publications of research results in reputable international journals as first authors during their studies.

3. PMDSU students must produce at least 1 research article in a reputable international journal (Q1/Q2) as first author in the first 2 years.

4. If PMDSU students have not produced research articles (at least LOA) at the end of the fourth semester, then the leading to doctorate will be cancelled and only entitled to a master's degree.

### 10.1.2 Implementation of Education

1. Doctoral Program is organized by Postgraduate/Faculty whose implementation must comply with the applicable regulations at Jember University;

2. Doctoral Program is implemented by applying a semester credit system whose credit score is stated in Semester Credit Units (credits);

3. The academic year is divided into 2 (two), namely odd and even semesters;

4. The implementation of Mono-disciplinary Program is carried out by the Faculty;

5. The implementation of Multidisciplinary, Trans-disciplinary, and Interdisciplinary programs is carried out by Postgraduates;

6. Quality control of postgraduate program implementation, both mono and multidisciplinary, is carried out by the Postgraduate Commission/Faculty;

## 10.1.3 Schedule of Implementation of Educational Activities

1. Implementation of educational activities between Course Model, Research Model and PMDSU Model is designed to have different schedules based on the competency qualifications of the three existing models;

2. The schedule for the implementation of Course Model is designed for lectures of a maximum of 3 semesters, followed by the preparation of a dissertation in the fourth to the fourteenth semester;

3. The schedule for the implementation of Research Model is designed for lectures in the first semester, then continued with the preparation of the dissertation in the second to the fourteenth semester,

4. The schedule for implementing PMDSU model is designed for lectures with a maximum of 2 semesters, then the dissertation is prepared in the following semester. The following table shows the schedule for the three models of education implementation plans:

| Semester | Course Model | Research Model | PMDSU Model |
|---|---|---|---|
| 1 | a | a/c/e | a |
| 2 | a | b/c | a |
| 3 | a | b/c | b/c |
| 4 | e/b/c | b/c | b/c/e |
| 5 | b/c | b/c | b/c |
| 6 | b/c/d | b/c/d | b/c |
| 7 | | | b/c |
| 8 | | | b/c/d |

Table 10. 1 Schedule of Education Implementation Plans

Information:
a.  Lectures          c. Articles          e. Candidate
b. Research          d. Dissertation

### 10.1.4 Quality Assurance System

1. Doctoral Program at Jember University is organized by qualifying the quality standards of postgraduate quality assurance system and following the standard development stages of PPEPP (Determination, Implementation, Evaluation, Control, and Improvement);

2. Faculties/Postgraduate Programs have access to quality control in educational implementation in the process of selection, determination, mentoring, examiners, implementation of examinations and diplomas;

3. Access to quality control is carried out by Postgraduate Commission consisting of faculty leaders (Dean, Vice Dean I) or postgraduate program Leaders (Director, Head of Postgraduate Study Program);

4. Monitoring and evaluation of Doctoral Program is carried out by the Postgraduate Quality Assurance Group (GPM), Faculties, and/or other designated units such as the Study Program Quality Assurance Unit (UPM) (under the coordination of GPM) and reported to the postgraduate commission.

## 10.2 Curriculum Content

### 10.2.1 Curriculum

The curriculum for Doctoral Program at Jember University is aimed at achieving graduate competency standards. The variables used to form each graduate competency descriptor are as follows:

1. Graduates who have faith and devotion to God Almighty, politely verbal and written communication, noble character, a strong personality, are independent, tolerant of society, religion, and other ethnicities, social responsibility and nationalism, love the homeland, have the spirit of maintaining the Unitary State Republic of Indonesia;

2. Able to discover or develop new scientific theories/conceptions/ideas, contribute to the development and practice of science and/or technology oriented towards the environment, business and industrial agriculture by applying humanities values in the field of science, and produce scientific research based on scientific methodologies, logical, critical, systematic, and creative thinking;

3. Able to compile interdisciplinary, multidisciplinary or trans-disciplinary research, including theoretical studies and/or experiments in the fields of science, technology, art, and innovation as produced in the form of dissertations and papers that have been published in reputable international journals;

4. Able to choose research that is appropriate, current, advanced, and provides benefits to mankind through an interdisciplinary, multidisciplinary, or trans-disciplinary approach, in order to develop and/or produce problem solving in the fields of science, technology, art, or society, based on the comprehensive and holistic study results;

5. Able to develop a research roadmap with an interdisciplinary, multidisciplinary, or trans-disciplinary approach, based on study concerning the main research objectives and their constellation on broader targets;

6. Able to formulate scientific, technological or artistic arguments and solutions based on a critical view of facts, concepts, principles, or theories that can be accounted for scientifically and academically, and communicate them through the mass media or directly to the public;

7. Able to demonstrate academic leadership in the management, development and guidance of resources and organizations under their 9 responsibilities;

8. Able to manage, including storing, auditing, securing, and retrieving data and information on research results that are under their responsibility; and

9. Able to develop and maintain collegial and peer relations within their own environment or through collaborative networks with research communities outside the institution.

### 10.2.2 Learning Process

1. The learning process in each course is carried out according to the Semester Learning Plan (RPS);

2. Learning through curricular activities must be carried out in a systematic and structured manner through various courses and with a learning load that is measured in credits;

3. Learning is carried out effectively in accordance with the characteristics of the course to meet the learning outcomes specified in the course;

4. The forms of learning that can be developed are lectures, responses, tutorials, seminars, practicums, studio practices, workshop practices, field practices, research, design, or development;

5. Semester credit units, hereinafter referred to as credits, are the amount of time for learning activities that are charged to students per week and per semester in the learning process through various forms of learning or the amount of recognition for the success of students' efforts in participating in curricular activities in a study program.

### 10.2.3 Teaching Staff

Doctoral Program lecturers are lecturers with doctoral qualifications with the following conditions:

1) Lecturers in the doctoral program consist of permanent and non-permanent lecturers;

2) Permanent lecturers in doctoral program have at least doctoral degree and have functional position, at least Assistant Professor;

3) Non-permanent lecturers come from practitioners or experts in the field of science according to the study program with education equivalent to doctoral degree;

4) Lecturers only teach in their field of study with a maximum of 4 (four) credits each semester.

### 10.3 Final Year Project

Doctoral final year project is completed through the stages of qualifying examinations, proposal examinations, closed examinations (pre-doctoral promotion) and open examinations (doctoral promotion), as well as scientific articles. The number of credits for the final year project is 16 credits with a distribution of 1 credits of qualifying exam assessment, 2 credits of proposal exams, 5 credits closed exams, 2 credits open exams and 4 credits scientific articles, as well as conferences or seminars 2 credits.

### 10.3.1 Doctoral Program Guidance Process

1. The process of supervising doctoral student is carried out by the promoter and co-promoter;

2. Promoters and co-promoters are appointed by the dean on the recommendation of the guiding commission with approval of head of study program for mono-disciplines or appointed by the director on the recommendation of postgraduate commission with approval of head of study program for multidisciplinary;

3. To ensure the intensity of mentoring process, there are limitations as follows:

a. Professors can supervise to a maximum of 4 (four) doctoral candidates as promoters and 5 (five) doctoral candidates as co-promoters.

b. A doctor with the functional position of Associate Professor can supervise to a maximum of 3 (three) doctoral candidates as promoters and 5 (five) doctoral candidates as co-promoters.

c. If the doctor has 2 international articles, then he can guide as many as 4 (four) doctoral candidates as promoters;

d. Requirements as promoter and co-promoter are required to have at least one article published in a reputable international journal for the last 7 years;

e. Professors can test as many as 5 (five) doctoral candidates in one semester.

f. Doctors can test as many as 4 (four) doctoral candidates in one semester;

g. In the event that points a to f are not met, the dean can make a policy and submit an approval to the rector.

4. The supervisor is responsible for the substance of the doctoral candidate study;

5. Articles prepared by doctoral candidates must include a promoter (must be a correspondence author) and a co-promoter as an additional author/member for scientific articles published with the doctoral candidate.

## 10.3.2 Doctoral Program Supervisor

1. The supervisor/promoter of doctoral program consists of a promoter and a co-promoter of which at least one of them is a professor, and if the professor is not able to supervise, it is considered that both promoter and co-promoter are doctors who have at least 2 scientific articles published in reputable international journals or accredited national journals;

2. Promoters and co-promoters are appointed by the director for multidisciplinary study programs and the dean for mono-disciplinary study programs;

3. Promoter Requirements:

a. Have a minimum academic position of Associate Professor with doctoral degree;

b. Have a scientific field / expertise that are relevant to the doctoral program participant's dissertation;

c. Within the last 5 (five) years, at least 1 (one) article has been published in a reputable international journal or other form recognized by a group of experts determined by the university senate;

d. Lecturer at Jember University;

4. Co-Promoter Requirements:

a. Have academic position at least Assistant Professor with doctoral degree;

b. Have a scientific field / expertise that are relevant to the doctoral candidate's dissertation;

c. Within the last 5 (five) years, at least 1 (one) article has been published in a reputable international journal or other form recognized by a group of experts determined by the university senate;

d. The maximum number of Co-promoters is 2 (two) people;

e. The co-promoter may be from outside Jember University who has the qualifications of a Associate Professor or an expert in the field according to the doctoral candidate's dissertation;

5. Promoters and co-promoters are appointed by the rector or delegated to the postgraduate director for multidisciplinary study programs or the dean for mono-disciplinary study programs no later than 1 (one) semester after the qualification exam.

### 10.3.3 Dissertation Examination

1. The organizer of dissertation examination is the rector;
2. The rector may delegate/appoint the postgraduate director/faculty dean to administer Dissertation Examination;
3. The rector may delegate/appoint the postgraduate director/faculty dean as the head of the examiner team;
4. Determination of examiners and supervisors for postgraduate students is carried out by the guidance commission (KOMBI) and approved by the postgraduate commission;
5. Doctoral Program Dissertation is supervised by 1 (one) main supervisor (promoter) and 2 (two) member supervisors (co-promoter);
6. The Dissertation Examiner Team consists of a maximum of 5 (five) Lecturers with the provision that 1 (one) Lecturer tests the substance of Academic Ethics and 4 (four) Lecturers examines Academic Substance;
7. An open examination can be conducted after the student's article is accepted (proven by LOA) and/or published in a reputable international journal (at least indexed by Scopus Q4 or other equivalent index);
8. If the published article is accepted in a Scopus indexed journal and has an impact factor of 1 (for science) and 0,5 (social science) with a total of 2 (two) articles, the doctoral candidate does not need to hold an open examination.
9. The dissertation must be free of plagiarism that has been verified by supervisors or lecturers who are appointed to test academic ethics using anti-plagiarism software, with a maximum similarity level of 30% (thirty percent) spread across various references and one reference cannot be more than 3% (three percent).

### 10.3.4. Qualifying Exam

1. Qualifying exams are scheduled academic activities in order to evaluate doctoral student to obtain doctoral candidate status and evaluate student eligibility in preparing dissertation proposals or eligibility to become doctoral candidates;
2. Qualifying exams are held after the doctoral students have taken and passed all courses in accordance with the provisions of each study program;
3. The qualification exam is taken no later than the end of the 3rd (third) semester;
4. Qualifying exams are conducted in written and/or verbal test by the Qualification Examination Committee proposed by the study program and appointed by the Director for multidisciplinary postgraduate programs or the Dean for mono-disciplinary study programs;
5. The person in charge of the qualification examination is the Director of the Postgraduate Program or the Dean with involving the Postgraduate Commission;
6. The exam participants are declared to have passed if the qualification test score is at least B;
7. The Director of Postgraduate Program/the Dean determines the Promoter, Co-Promoter and Examiner based on the results of the qualification exam.
8. If the doctoral candidate has not passed the qualification exam twice, then the person concerned is declared to have failed and cannot be continued to the next stage.

## 10.3.5 Proposal Examination

1. The dissertation proposal examination is a scheduled academic activity in order to evaluate the dissertation proposal after it has been approved by the Promoter and Co-Promoter;

2. The examination of the proposal for the dissertation is carried out by the Examination Committee;

3. The Committee for the Dissertation Proposal Examination is determined by the Dean for the Mono-disciplinary Study Program under the recommendation of the Guidance Commission (KOMBI) or the Director for the Multidisciplinary Study Program at the recommendation of the Postgraduate Commission;

4. The dissertation proposal examination is led by the Director of the Postgraduate Program for the Multidisciplinary Study Program or the Dean for the Mono-disciplinary Study Program which can be delegated to the Head of Study Program or the Promoter;

5. The Dissertation Proposal Examination includes the completeness of the proposal for the dissertation, mastery of knowledge about disciplines related to the research topic, depth of research material, mastery of state of the art developments in the field of science and research interests, originality and contribution to the field of science and/or or its application;

6. The Examiner Team for the proposal examination consists of a Promoter, Co-promoter and Examiner Members totalling 5 (five) – 7 (seven) persons led by the Promoter;

7. Doctoral candidates are declared to have passed the dissertation proposal exam if they get a minimum score of B.

## 10.3.6 Pre-Promotion Examination (Closed Examination)

1. The pre-promotional examination is a scheduled academic activity in order to provide an assessment of the dissertation manuscript for doctoral candidates which is prepared on the basis of research results that have obtained the approval of the promoter and co-promoter;

2. The substance of the dissertation manuscript consists of several sub-researches as a unified research work that is linked, interrelated and free of plagiarism that has been verified by the Turnitin software;

3. Students are required to use the dissertation material/substance (part of the material) to compile articles to be published in reputable international scientific journals or accredited national journals at least 2 (two);

4. The pre-promotional examination must be preceded by a seminar on research results which is held openly and led by the Head of Study Program or the Promoter;

5. The pre-promotional examination is carried out by the pre-promotional examination committee proposed by the study program through the Postgraduate Director for multidisciplinary study programs or the Dean for mono-disciplinary study programs and determined by the rector;

6. The pre-promotional examination committee consists of Promoters and Co-Promoters as well as proponents (who come from experts related to the scientific field the doctoral candidate is engaged in) at least 5 (five) people and a maximum of 7 (seven) people and at least one of them comes from outside Jember University;

7. The pre-promotion exam is led by the Dean/Director or the one appointed/assigned;

8. The pre-promotion exam includes the depth of research material, analytical skills, discovery of new things, application of new things or approaches, and contribution of research results to the development of science and academic ethics;

9. The pre-promotional examination takes place behind closed doors which is held in 2 (two) stages, presentation of the dissertation and question and answer;

10. Doctoral candidates are declared to have passed the pre-promotional exam if they get a minimum score of B with a minimum GPA of 3.00 (three point zero zero);

11. Doctoral candidates who have been declared to have passed the pre-promotional examination are obliged to improve the dissertation draft to be submitted to the Doctoral Promotion Examination.

### 10.3.7 Doctoral Promotion (Open Examination)

1. Doctoral Promotion is a scheduled academic activity in order to evaluate a doctoral candidate's dissertation to obtain the highest academic degree, namely Doctorate;

2. Doctoral Promotion is carried out by the Doctoral Promotion Committee proposed by the study program through the Postgraduate Director for multidisciplinary study programs or the Dean for mono-disciplinary study programs and determined by the rector;

3. Doctoral Promotion is led by the rector who can be delegated to the Dean for Mono-disciplinary Programs or the Director for Multidisciplinary Study Programs;

4. Doctoral Promotion Committee consists of Promoters and Co-Promoters as well as proponents (from experts related to the scientific field that the doctoral candidate is engaged in) at least 5 (five) people and a maximum of 7 (seven) people with at least one of them is from outside Jember University;

5. In special circumstances, examiners who are not from academic affairs may be invited;

6. Doctoral promotion is carried out through an open session led by the Rector or the Vice Rector/Director/Dean who has been appointed by, for and on behalf of the Rector;

7. Doctoral promotion is divided into 2 (two) stages, presentation by doctoral candidates and question and answer;

8. Doctoral candidates are exempt from the doctoral promotion if they are able to produce at least two scientific articles published in reputable international journals.

9. The dissertation assessment is a comprehensive evaluation of the qualifying exam, proposal exam, pre-promotion and promotion, as well as scientific articles.

### 10.3.8 Dissertation Implementation Process

The process of administering the Doctoral Program Dissertation is administratively facilitated in SISTER (the Integrated Resource Information System of UNEJ) which starts from the candidate selection process to entry grades. The procedure for conducting the dissertation is presented in the following chart:
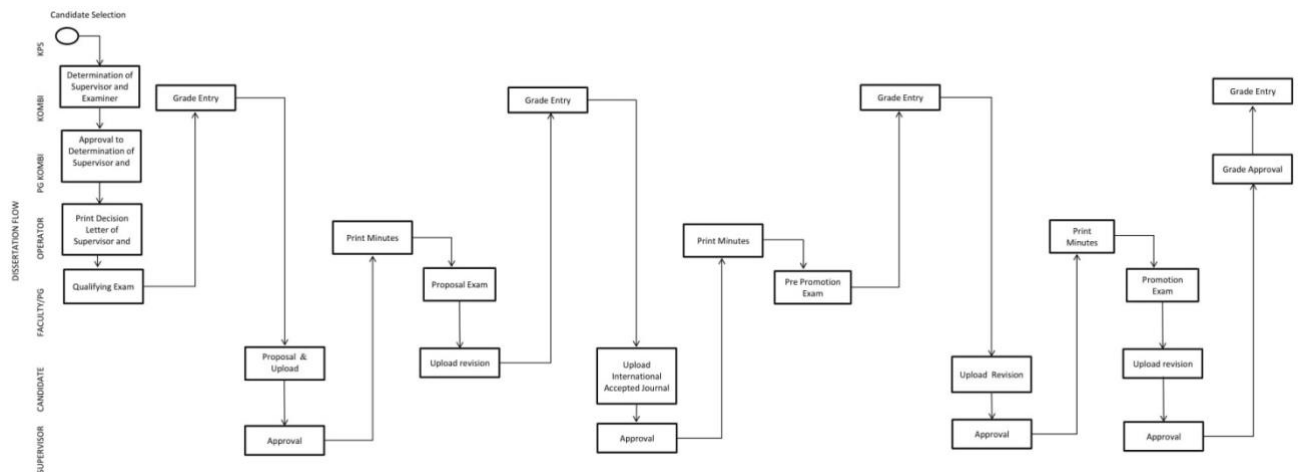
Figure 10. 1 Dissertation Implementation Procedure

## 10.4 Evaluation of Study Success

### 10.4.1 Study Evaluation

1. Doctoral Program Evaluation is carried out at the end of each second semester and the end of the study;

2. Evaluation at the end of each second semester for the Doctoral Program aims to determine the feasibility of students continuing their studies according to the following provisions:

a. GPA at the end of the first semester is $\geq 2.75$;

b. GPA at the end of the second semester is $\geq 3.00$ and has obtained 18 (eighteen) credits (minimum grade B);

c. Evaluation results are given in the form of a report, such as graduation predictions for Doctoral Candidates;

3. Final evaluation of studies conducted in every fourth, fifth, sixth, seventh and eighth semesters until the fourteenth semester is carried out by the postgraduate commission or Quality Assurance Group (GPM) to determine graduation;

4. Evaluation of learning held on every semester can be done by means of exams, assignments, and study progress;

5. Examinations can be held through mid-semester examinations, end-semester examinations, and dissertation examinations.

### 10.4.2 Assessment

1. Assessment of Doctoral Program consists of Mid-Semester Examination, Final Semester Examination, Qualifying Examination, Dissertation Proposal Examination, Pre-Promotion Examination, and Doctoral Promotion Examination;

2. The assessment of academic ability of Doctoral Program participants is carried out on the programmed credit load;

3. Assessment of student achievement learning outcomes are grouped based on the following criteria:

| Grade | Value | Number | Category | Pass |
|-------|-------|--------|----------|------|
| A | 4.00 | ≥ 80 | Excellent | Pass |
| AB | 3.50 | 75≤ AB < 80 | Very Good | Pass |
| B | 3.00 | 70≤ B < 75 | Good | Pass |
| BC | 2.50 | 65≤ BC< 70 | Above Average | Not Passed |
| C | 2.00 | 60≤ C < 60 | Average | Not Passed |
| CD | 1.50 | 55≤ CD< 60 | Deficient | Not Passed |
| D | 1.00 | 50≤ D <55 | Deficient | Not Passed |
| DE | 0.50 | 45≤ DE < 50 | Very Deficient | Not Passed |
| E | 0.00 | <45 | Very Deficient | Not Passed |

Table 10. 2 Assessments of Student Learning Outcomes

4. The assessment process and value entry are carried out by the lecturer through SISTER.
5. Entry of Final Semester Exam (UAS) scores can be carried out by Lecturers in accordance with the regulation schedule that has been set in each semester, the late score entry exceeding 1 (one) month from the end of the regulatory period will be result in a penalty of the B grade to all students;
6. Changes in grades can be made by the Academic and Student Administration Bureau (BAAK)'s operator through a letter of application from the Dean/Vice Dean I for a maximum of 6 (six) months or 1 (one) current semester and does not apply to grades that have resulted in penalties.

### 10.4.3 Dropouts
Doctoral students are declared to have dropped out of study:
1. If the evaluation of the first 4 (four) semesters fails to pass the qualification exam twice;
2. If the evaluation of the first 6 (six) semesters fails to pass the proposal exam with a minimum achievement index of 3.00 (three point zero zero) for all required courses;
3. If the end evaluation of study period does not meet the requirements to take the final educational exam (doctoral promotion exam in the form of an dissertation assessment) with a cumulative grade point average of the required study load of at least 3.00 (three point zero zero).

### 10.4.4 Graduation
Doctoral candidates are declared to have passed the doctoral program at Jember University if they have successfully completed the required doctoral program study load (lecture/exploration of material and dissertation) with a cumulative achievement index (GPA) greater than or equal to 3.00 (three point zero zero) and have submitted a dissertation with a writing format referring to the Guidelines for Writing Scientific Papers, and has a English Proficiency Test (TKBI) and Academic Potential Test (TPA) score of 500.
1. Evaluation for the student academic success is guided by the values of the grade A, AB, B, BC, C, CD, D, DE and E, which are 4.00; 3.50; 3.00; 2.50; 2.00; 1.50; 1.00; 0.50 and 0.00;
2. The predicate of graduation after following/completing the Doctoral Program consists of the following levels: a. Good; b. Satisfactory; c. Very Satisfactory; d. Cum Laude;

3. The GPA as a reference for determining the graduation predicate of the Doctoral Program is as follows:

a. 3.00 – 3.50 with a study period > 5 (five) years gets the good predicate;

b. 3.00 – 3.50 with a maximum study period of 5 (five) years gets the satisfactory predicate;

c. 3.51 – 3.75 with a study period of > 5 (five) years gets the satisfactory predicate;

d. 3.51 – 3.75 with a maximum study period of 5 (five) years gets the very satisfactory predicate;

e. 3.76 – 4.00 with a study period > 5 (five) years gets the very satisfactory predicate;

f. 3.76 – 4.00 with a maximum study period of 4 (four) years, and research outputs in the form of publications in international journals indexed at the Institute for Scientific Information (ISI) with an impact factor >1 or cluster Q3 in Scopus, get cum laude predicate.

**10.4.5 Yudisium and Graduation**

1. Doctoral candidates who have been declared academically and administratively graduated are required to attend the Yudisium whose implementation is regulated by each Faculty/Postgraduate;

2. Graduation participants are doctors who have attended the graduation according to their period, if they are unable to attend the graduation during that period, they will be given the opportunity to take part in the next graduation period for a maximum of 4 (four) current periods;

3. For doctors who do not meet the provisions of points 1 and 2, the graduation concerned is not confirmed but is still given the right as a graduate with a doctorate degree.

# CHAPTER 11 ONLINE LEARNING GUIDELINES

## 11.1 Legal Basis

Regarding the legal basis for online learning, there are several regulations that form the legal basis, namely:

1. Law of the Republic of Indonesia Number 11 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);

2. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 24 of 2012 concerning the Implementation of Distance Education in Higher Education;

3. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 109 of 2013 concerning the Implementation of Distance Education in Higher Education;

4. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education;

## 11.2 UNEJ Online Learning

Online learning at Jember University uses three models, namely synchronous learning (SL), asynchronous learning (ASL) and Hybrid Learning (HL). SL is online learning where lecturers and students carry out the learning process at the same time according to the lecture schedule. Meanwhile, ASL is an online learning process where lecturers and students carry out learning at different times. HL is a combination of SL and AL. The mechanisms and regulations of these three online learning models are described in the sub-chapters below.

### 11.2.1 Mechanism of Synchronous Learning

1. Lecturers prepare lecture materials and upload them to the storage media provided by Technical Implementation Unit of Information and Communication Technology (UPT TIK) Jember University, namely KAWANDA, Google Drive, and Onedrive. Then, the link for the lecture material is placed in the Learning Management Media (MMP).

2. The lecturer creates a virtual meeting link by choosing one of the platforms provided, namely Zoom, Google Meet and Microsoft Team.

3. During lecture hours, students and lecturers must make attendance using the QR-Code in SISTER which is scanned using the Sister for Lecturer (SFL) application for lecturers and Sister for Student (SFS) for students. Attendance can also use MMP attendance. If lecturers and/or students do not make a presence during lecture hours, it is considered that there will be no lectures. If the SISTER and MMP servers experience disruptions beyond two hours of lectures, centralized whitening can be done.

4. Lecturers give live lectures through the application available at point (b) and can be followed by students either face-to-face in the classroom and/or outside the classroom.

5. There is two-way communication between lecturers and students either through direct or virtual discussion or question and answer.

6. Lecturers can give assignments, quizzes, mid-examination and final examination through MMP or other media.

**11.2.2 Mechanism of Asynchronous Learning**

1. The lecturer prepares lecture materials and uploads them to the storage media provided by the UPT TIK Jember University, namely KAWANDA, Google Drive, and OneDrive. Then the link for the lecture material is placed in the MMP.

2. Lecturers prepare virtual meetings by choosing one of the platforms provided, namely Zoom, Google Meet and Microsoft Team, which are then used for recording lecture presentations and can save the recording results to the provided Cloud storage (Google Drive, OneDrive, or other storage media such as Youtube and Facebook)

3. The process of recording video learning materials can use the OBS Studio (PC) application or other recording applications. Next, the lecturer uploads the video that has been made on storage media such as Youtube or other storage media and puts the video link in the MMP.

4. The lecturer makes lecture scenarios using videos that have been made in MMP.

5. During lecture hours, students and lecturers must make attendance using the QR-Code in SISTER which is scanned using the Sister for Lecturer (SFL) application for lecturers and Sister for Student (SFS) for students. If lecturers and/or students do not make attendance during lecture hours, it is considered that there will be no lectures. If the SISTER and MMP servers experience downtime for more than two hours of lectures, manual absence can be entered by the academic operator.

6. Students attend lectures according to the lecture schedule set by the lecturer at MMP.

7. Students can ask questions with lecturers through chat, forums on MMP or other media.

8. Lecturers can give lecture assignments, quizzes, mid-examination or final-examination through MMP or other media.

**11.2.3 Mixed Mechanisms of Synchronous And Asynchronous Learning**

1. Lecturers conduct hybrid lectures (SL and ASL) where face-to-face lecture activities are recorded and distributed to lecture participants to be studied again at a later date.

2. During lecture hours, lecturers can provide video recordings (ASL) and conduct questions and answers/discussions during part of the lecture time (SL).

**11.2.4 Mechanism of Online Lecture Attendance**

1. Lecturers and students access the QR-Code provided by SISTER in each lecture.

2. Lecturers and students scan the QR-Code using the Sister for Lecturer (SFL) application for lecturers and Sister for Student (SFS) for students.

3. Lecturers and students must ensure their presence in lectures. If students have trouble making attendance, please contact the lecturer a maximum of 30 minutes from the start of the lecture by attaching the available evidence.

**11.3 Online Learning Ethics**

Lecturers and students need to pay attention to ethics when undergoing online learning. The following points describe the things that must be followed by lecturers and students when conducting online learning.

1. Lecturers and students prepare for all the needs in lectures.

2. Discipline to on-time presence. Five minutes before the lecture, students are already staying at virtual rooms.

3. Profile Photo (according to student card)

4. Lecturers and students wear appropriate and polite clothes.

5. Lecturers and students are required to use an email account with the domain @mail.unej.ac.id and display the identity of the real name.

6. Students turn off the microphone when the lecturer gives lectures and turns on the video (optional) if they are in the process of asking and answering or indeed being invited for interactive communication activities.

7. Lecturers and students turn on video cameras if needed.

8. Do not eat, drink or smoke during the lecture.

9. Keep lectures conducive, responsive, and interactive.

10. Maintain good manners in speaking or communicating and respecting lecturers.

11. Do not call or leave the virtual room while the lecture is in progress.

12. Do not make a noise.

## 11.4 Online facilities

The online learning process can take advantage of several existing online applications, including:

a. MMP

b. Zoom

c. Google Meet

d. Microsoft Teams

## 11.5 Online Seminar and Final Year Project Examination

The implementation of online seminars and Final Year Project (TA) exams is principally similar to conduct offline seminars and TA exams. What distinguishesis is the replacement of the direct face-to-face mode to virtual face-to-face with the help of devices (mediated communication). Some things that need to be considered in online seminars and TA exams are as follows.

a. Seminars or TA exams are carried out using the provided applications, namely Zoom, Google Meet and Microsoft Team.

b. Virtual meeting link for seminars or TA Exams are created by each faculty.

# CHAPTER 12. IMPLEMENTATION OF INDEPENDENT LEARNING CAMPUS - INDEPENDENT PROGRAM (MBKM)

The Independent Learning Campus-Independent Program is based on Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards on Learning Process Standards, especially in articles 15 to 18. MBKM aims to encourage students to gain learning experiences with various additional competencies outside the study program and/or or off campus. The fulfilment of the study period and load for undergraduate or applied undergraduate students can be carried out: 1) following the entire learning process in the study program at the tertiary institution according to the study period and load; and 2) following the learning process in the study program to fulfil part of the time and learning load and 3) following the learning process outside the study program. Jember University responded to MBKM's policy through the Regulation of the rector of Jember University Number 2 of 2021 concerning Guidelines for the Implementation of Independent Learning at Jember University's Independent Campus.

In the Guidelines for the Implementation of Independent Learning at the Independent Campus at Jember University, eight forms of learning activities (BKP) can be chosen by students, namely: 1) Student Exchange; 2) Internship/Work Practice; 3) Teaching Assistance in Education Units; 4) Research; 5) Entrepreneurial Activities; 6) Empowering Village/Thematic Student Study Service; 7) Humanitarian Projects; and 8) Independent Study/Project.

Taking courses outside the study program, both inside and outside the tertiary institution, can fulfil the learning outcomes that have been stated in the curriculum structure, or to enrich the learning outcomes of graduates which can be in the form of elective courses. Based on the arrangement of learning outcomes that have been enacted, the forms of learning activities are made Semester Learning Plan (RPS) which refers to the National Standard of Higher Education (SN-Dikti), and then the RPS is approved by the study program/faculty to be implemented. Thus, the Semester Credit Units (credits) of the legal and recognized forms of learning activities are listed in the Academic Transcript/ Result Sheet. After receiving recognition and equality from the study program for MBKM learning activities carried out by students, the study program reports the recognition of credits in the credit transfer program to the Higher Education Database.

## 12.1 Recognition of MBKM Program Semester Credit Units
The university will provide recognition for the implementation of the MBKM program with the following calculation conditions:
$\rightarrow$ 1 credit = 170 minutes x 16 weeks = 2,720 minutes = 45 hours
$\rightarrow$ 20 credits of learning activities = 20 credits x 45 hours = 900 hours
Based on this formula, the form of credit recognition for the MBKM program is as follows:
a. 16 weeks of learning or 900 cumulative hours can be equivalent of 20 (twenty) credits.
 b. 32 weeks of study or 1800 cumulative hours can be equivalent of 40 (forty) credits.

Credit recognition of Student Exchange Learning Activity (BKP) can be directly adjusted to the course credits taken by students outside the study program. Course equivalence refers to the suitability of learning outcomes or additional competencies. If there is a difference in study program credits, they may make policies that do not harm both parties.

Each university has a different assessment range, depending on the policies of each university. If during the student exchange implementation there are differences in the range of assessments, it is better to make a comparison table of the assessment ranges such as Table 11.1. Furthermore, based on the table of assessment ranges, the original study program and the new study program arranges a mutual agreement to determine an assessment based on the principle of not affecting students.

Table 12. 1 Comparison of assessment ranges between universities

| UNEJ | Range | PT A | Range | PT B | Range | PT C | Range |
|---|---|---|---|---|---|---|---|
| A | 80,00-100 | A | 85,0-100 | A | 80,00-100 | A | 90,00-100 |
| AB | 75,00-79,99 | A- | 80-84,49 | B+ | 75,00-79,99 | A- | 80,00-89,99 |
| B | 70,00-74,99 | B+ | 75-79,99 | B | 70,00-74,99 | B+ | 75,00-79,99 |
| BC | 65,00-69,99 | B | 70-74,99 | C+ | 65,00-69,99 | B | 70,00-74,99 |
| C | 60,00-64,99 | B- | 65-69,99 | C | 60,00-64,99 | B- | 65,00-69,99 |
| CD | 55,00-54,99 | C+ | 60,00-64,49 | D+ | 50,00-59,99 | C+ | 60,00-64,99 |
| D | 50,00-54,99 | C | 55,00-59,99 | D | 40,00-49,99 | C | 56,00-59,99 |
| DE | 45,00-49,99 | D | <55 | E | 0-34,99 | D | 50,00-55,99 |
| E | 0-44,99 | E | 0 | | | E | <50,00 |

Credit recognition on non-student exchange (BKP) is stated in the form of equality with the courses offered whose competence is in line with the BKP activities chosen by the student. The amount of credit recognition is determined based on the hours of activity taken by the student. To facilitate the equivalence of courses and the number of credit recognition, study programs are required to make a Learning Activity Plan (RKP).

**12.2 Credit Recognition of Thesis/Final Year Project of MBKM Program**

Thesis/final year project can be converted as the equivalent of the MBKM course for all BKPs except for the student exchange. The requirements for the implementation of the thesis/final year project which are equivalent to the MBKM program are as follows.

1. Students can program their thesis/final year project after taking a minimum of 120 credits.

2. The MBKM thesis follows the flow of the SITA (Information System for Final Project).

3. Supervisors and supervisors of MBKM activities become thesis supervisors. The requirements for the first supervisor (DPU) for the thesis refer to the guidelines related to the qualifications of the thesis supervisor.

4. GPA is a minimum of 2.00.

5. There is a description of MBKM activities that support the completion of the thesis/final project with a credit conversion of at least 6 credits.

6. The description of MBKM activities which have been equated as part of the thesis course cannot be re-equivalent with other courses.

UNEJ facilitates students to carry out theses/final assignments packaged in the form of MBKM learning activities with the following options and conditions:

1 semester MBKM learning outside UNEJ
1. 14 credits for one of forms of 7 BKP Non-PT / Non-Student Exchange
2. 6 credits of Final Year Project/Thesis
3. Can only be done after students have taken at least 120 credits.

The following is an illustration of the implementation of the MBKM program for 1 semester and 2 semesters which are equivalent to the thesis/final credit credits.

1. Learning MBKM 1 semester outside UNEJ

Seventh semester Bachelor Informatics students, Faculty of Computer Science, take the MBKM program, namely BKP Internship in a virtual reality (VR) company for 6 months individually. During the internship, students will carry out several descriptions of activities that are aligned with the achievement of the Bachelor Informatics CPL (graduate learning achievement) and in line with the planned thesis topic to be worked on. The plan description of activities carried out during the internship is accompanied by duration of work (in days) and the allocation of working time per day as illustrated in table 11.2 below.

Table 12. 2 Examples of Conversion of Internship Descriptions in Credit Units/semester in the MBKM 1 Semester Learning Scheme

| Internship Position | Description | Duration of work (days) | Time allocation per day | Credit/Semester |
|---|---|---|---|---|
| Immersive Engineer | Product Feature Development "Space Collab" | 80 | 5 | 8,8 |
| | Learning the technical requirements needed in making VR products | 80 | 1.5 | 2,6 |
| | Preparation of Test Cases for Product Testing | 30 | 2,5 | 1,65 |
| | Doing Product Testing | 30 | 2,5 | 1,65 |
| | Creating Product Testing documents | 20 | 2 | 1,32 |
| | Doing project consultation | 20 | 4 | 1,76 |
| | Holding Daily Meetings with Project Shinta VR Team | 100 | 1 | 2,20 |
| | **Total of Credit/Semester** | | | **19,98** |

Table 12.2 contains information related to the planned description of the internship activities that will be carried out by students. From the illustration above, it is found that the workload of students during a 1-semester internship is 19.98 credits. The calculation of the credit refers to the UNEJ MBKM Implementation Guidelines with the following conditions:

1 credit = 170 minutes x 16 weeks = 2,720 minutes = 45 hours
1 day of learning activities = 8 hours
20 credits of learning activities = 20 credits x 45 hours = 900 hours/8 hours = 112.5 days.

After converting the description of activities to the credit, then the next step is to do the equivalence of the courses that will be programmed by students. The equivalence of activity descriptions for courses is illustrated in table 11.3.

Table 12. 3 Examples of Equivalence of Internship Descriptions with Courses

| Internship Position | Description | Credit/Semester | CPL Code | Course Code | Course Name | Credit |
|---|---|---|---|---|---|---|
| *Immersive Engineer* | Product Feature Development "Space Collab" | 8,8 | KK1; KK3; KK7 | KTU1045 | *Multimedia System* | 3 |
| | | | | KTU1043 | 3D Modeling & Animasi | 3 |
| | | | | KTU1044 | *Game Engine Design & Development* | 3 |
| | Learning the technical requirements needed in making VR products | 2,6 | PP3; PP5 | KIU1046 | *Requirement Engineering* | 3 |
| | Preparation of Test Cases for Product Testing | 1,65 | KK3 | KSU 1801 | Thesis | 6 |
| | Doing Product Testing | 1,65 | KK3 | | | |
| | Creating Product Testing documents | 1,32 | KK3 | | | |
| | Doing project consultation | 1,76 | S5; S8; KU2; KU6; KU7; PP10 | | | |
| | Holding Daily Meetings with Project Shinta VR Team | 2,20 | KU6; KU7; KU9 | KSU1701 | Field Practice | 2 |
| **Total of Credit Weight** | | **19,98** | **Total of Equivalent Credit** | | | **20** |

Based on table 12.2 above, these students in parallel carry out the thesis/final project by taking the topic of software testing. The thesis is supported by an activity plan that is in line with the completion of the thesis with credit load approximately similar to the credits of the thesis course. If a student chooses to carry out a 1-semester MBKM internship which is equivalent to a thesis, then at the end of the semester the student must complete his

thesis. It is expected that before carrying out the internship, students have had enough preparation, for example: they already have a research design, have determined research methods, data collection plans, etc., so that the thesis can be completed on time.

2. Learning MBKM 2 semesters outside UNEJ
Students can carry out MBKM internships for 2 semesters and are equivalent to a maximum of 40 credits including thesis. During the first semester of doing an internship, students can plan and carry out activities related to the preparation of completing the thesis/final project in the second semester of the MBKM internship. The description of the first semester and second semester internship activities must be aligned and sustainable to support the completion of the thesis/final project.

## 12.3 Credit Recognition for Student Study Service (KKN) for the MBKM Program
Student Study Service (KKN) can be taken through the non-exchange MBKM program with the following requirements.
1. The students have the appropriate CP (Learning Achievement) for KKN courses.
2. Recognition of KKN credits of 3 credits as proven by 135 hours of activity.
3. Every student must still register for KKN at SISTER-.
4. The KKN assessment of the equivalence of MBKM activities is carried out by the Head of Study Program, which is then reported by the Faculty to Institute for Research and Community Service (LP2M).
5. For students in the current semester who are implementing MBKM whose activities are equivalent to CP, but the student has not registered for KKN in that semester, then the KKN value from the MBKM activity can be entered in the following semester after the student registers for KKN at SISTER.

## 12.4 Recognition of the MBKM Program in the Certificate of Companion of Diplomas (SKPI)
In addition to the form of achievement assessment through credit recognition, the experience/competence gained during the implementation of MBKM can also be written in the form of a portfolio as SKPI (Diploma Supplement).
In Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 59 of 2018 it is stated that the SKPI is an official certificate issued by a university, containing information about the academic achievement or qualifications of a graduate with a higher education degree. Graduate qualifications are narrated descriptively stating the learning outcomes of graduates at the relevant IQF (The Indonesian Qualification Framework) level, in a standard format that is easily understood by the general public. SKPI is not a substitute for a diploma and is not an academic transcript.
The duration of study and the range of credit units vary between countries at the same level of education. For example, the Bachelor level in Indonesia is taken for 4 years with a credit range of 144-166, in Malaysia it is taken for 120 credits, in Thailand it is taken for 4 years with a credit range of 120-180, and in Japan it is taken for 4 years with 120 credits. The duration of study and the range of credits for the same level of education or qualification create difficulties in conducting an equivalency or joint degree program, if only accompanied by a diploma and academic transcript. For this reason, the description of learning outcomes as outlined in a Diploma Supplement (SKPI) is very important as a way of providing information between qualifications. The existence of this SKPI really

supports the implementation of the Indonesian Qualification Framework (IQF) and the recognition of equal qualifications between countries.

SKPI as referred to in Article 5 paragraph (1) Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 59 of 2018 includes:

a. SKPI number;
b. national diploma number;
c. college logos;
d. college name;
e. accreditation status;
f. name of study program;
g. full name of SKPI holder;
h. place and date of birth of the SKPI holder;
i. student identification number;
j. date, month, year of entry, and graduation;
k. degrees awarded and their abbreviations;
l. type of education (academic, vocational, or professional);
m. higher education programs;
n. learning outcomes of graduates of study programs according to the competence of graduates in a narrative manner;
o. ranking of work competencies according to the Indonesian National Qualifications Framework;
p. language of instruction;
q. scoring system; and
r. type and level of further education.

The SKPI may also contain additional information about student academic achievements, including student achievements in co-curricular, extra-curricular, or non-formal education. Furthermore, the SKPI is issued by the faculty after going through the study program validation.

## 12.5 Credit Recognition of Student Achievement

Achievements obtained by students in competitions and/or activities organized by the Ministry of Education and Culture, Research and Technology can be recognized as credits. The calculation of the credits obtained and the conversion of courses from these activities are determined by the study program coordinator according to the type of activity and its duration.