

GUIDELINE OF

ACADEMIC ADMINISTRATION AND GRADUATION

DIRECTORATE OF EDUCATION TRANSFORMATION AND LEARNING TECHNOLOGY

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2024

FOREWORD

The Academic Administration and Graduation Handbook of Surabaya State University (Unesa) in 2024 contains Unesa institutions, academic administration, graduation. The academic administration section contains information on new student admissions, registration / re-registration of new student candidates, student load and study period, Student Identification Number (NIM) and academic calendar. Furthermore, the academic administration section discusses in detail related to student status including active, inactive, academic leave, resignation, mutation and dropping out of college. The next section is graduation which contains the determination of graduation, graduation, graduation, diploma, academic transcript, certificate accompanying diploma, reporting graduation status, degree, award, and academic ethics.This guidebook is expected to be used as a guideline for the implementation of the academic administration process and graduation in Unesa.

The Unesa University Academic Administration and Graduation Guidebook 2024 is published for all study programs in each faculty in Unesa, used as a guide for the implementation of education in Unesa, especially the implementation of academic administration and graduation. With the publication of the Unesa University Academic Administration and Graduation Guidebook, we on behalf of the leadership of the Directorate of Educational Transformation and TP would like to thank the drafting team and all those who have helped complete this guidebook. We hope that constructive suggestions and input will improve this Guidebook.

Surabaya, 2024

Director of Education Transformation and Learning Technology

CHAPTER I
ACADEMIC REGISTRATION

A. Student Registration

Student registration is the process of registering students to obtain the right to participate in academic activities in a particular semester by making UKT payments and programming lectures according to the provisions. Student registration activities must be carried out by all students in an orderly manner at the beginning of each semester according to the schedule set based on the academic calendar that applies in that semester.

Objective:

1 To order the implementation of academic activities in each semester.

2 To determine the size of the *"Student body"* and the number of students who actively participate in academic activities in each semester.

3 To obtain data on student academic activities.

4 To compile reporting data on the Higher Education Database.

Types of Student Registration:

1. New Student Registration

   an administrative process carried out by prospective students to officially become part of a higher education institution after being accepted through the selection process. Academic registration activities are carried out with the following procedures:

   a. Prospective students complete personal data, family data, and family financial conditions for Bachelor and Applied Bachelor levels
   b. Prospective students complete their personal data, previous college information, and family data for Masters and Doctoral levels.
   c. Students upload supporting documents according to the re-registration announcement.
   d. Students upload a health certificate issued by a medical institution.
   e. Students upload a drug-free certificate issued by a medical institution or the National Narcotics Agency with information on at least three parameters of the substance tested.
   f. The Registration Team verifies the personal data of new students and provides validity to the data filled in by prospective new students.

   Administrative registration activities are carried out with the following procedures:

   a. New students make UKT and IPI payments in accordance with the nominal set by UNESA
   b. New students get a Student Identification Number (NIM) after being declared valid by the registration team and making UKT and IPI payments.
   c. New students get a lecture system account

d. Students can print proof of registration documents, Temporary Student Identity Cards (KTMS), library member registration forms, alma mater suit collection forms, and Selection Pass Certificates.

2. Registered Student Registration (Old Students)
Student status is active if they have administrative registration and academic registration in the current semester.

Administrative registration activities are carried out with the following procedures:

a. Students pay UKT in accordance with the set schedule;
b. Student status will be administratively active

Academic registration activities are carried out with the following procedures:

a. Students check and fill in the updated information on their personal data according to the predetermined time schedule.
b. Students register for advising and approval of KRS filling according to the schedule on the academic calendar.
c. Students do filling in KRS by *online* at under the guidance/approval of the DPA.
d. Students print KRS which has been approved by the DPA and then signed by the person concerned and the DPA.

B. STUDENT IDENTIFICATION CARD

KTM is a proof of being registered as a student, as for some things related to KTM, among others:

a. KTM is given when new students have carried out the registration process.
b. KTM can be accessed online when students have entered SIDIA.
c. KTM is valid while registered as a Unesa student
d. KTM is printed by the bank that has been appointed by Unesa, and the collection of printed KTM can be done at the bank according to each faculty.
e. If the printed KTM is lost / damaged / there is a data error, students can visit the bank that has been appointed by Unesa.

C. Student Identification Number (NIM)

Student Identification Number (NIM) is a number used as a student identity number during the study period. Surabaya State University uses 11 numbers with the following details:

1. Digits 1 and 2: Year code
2. Digits 3 and 4 : Faculty code
3. Digits 5 to 8: Study Program code
4. Digits 9 through 11: Student Sequence number

D. Study load and period

Based on the Regulation of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia number 53 of 2023 concerning Quality Assurance of Higher Education, Unesa applies a student learning load unit expressed in credits (semester credit units), with the following regulations:

a. Period and Study Load for Undergraduate (S-1) and Applied Undergraduate (D-IV) Levels
   The learning load for the S-1 and D-IV levels is a minimum of 144 (one hundred forty-four) credits with a curriculum period of 8 (eight) semesters and a maximum study period at UNESA of 14 semesters. The study load of undergraduate or applied undergraduate students who have high academic achievement after two semesters in the first academic year can take a maximum of 24 credits in the following semester.
b. Professional Education Period and Study Load
   The professional program learning load is at least 36 (thirty-six) credits designed with a 2 (two) semester curriculum period. The study period does not exceed twice the curriculum period.
c. Period and Study Load for Master Degree (S-2)
   The learning load for the master program level is in the range of 54 (fifty four) credits to 72 (seventy two) credits with a curriculum period of 3 (three) semesters to 4 (four) semesters and a maximum study period of twice the curriculum period.
d. Period and Study Load for Doctoral Degree (S-3)
   The learning load for the doctoral program level is in the range of 54 (fifty four) credits to 72 (seventy two) credits. The curriculum period is 6 (six) semesters consisting of 2 (two) semesters of learning that supports research, 4 (four) semesters of research, and a maximum study period of 12 (twelve) semesters.

E. Academic Calendar

An academic calendar is a document that contains a schedule of academic activities and administration for one academic year. The academic calendar serves as a guide for academic activities of the entire UNESA academic community.

The academic year consists of odd and even semesters. The odd semester starts on August 1st and ends on January 31st of the following year. Even semester starts on February 1st and ends on July 31st of the current year.

F. Active Status

Active status is students who have done administrative registration and academic registration. Active status students are entitled to receive academic services and carry out academic activities.

G. Inactive Status (N)

1. Inactive Status is

1.1 Students who do not carry out administrative registration both in terms of payment of Single Tuition Fees (UKT) and academic registration according to the academic calendar.

1.2. Students who do not apply for Academic Leave according to the academic calendar

2. Students who are in a non-active status cannot participate in academic activities in the current semester and are still counted as a student study period.
3. Non-active status is determined by a Decree issued at the end of the semester.
4. The faculty conducts monitoring and evaluation of students with inactive status to be reported to the university.

H. Academic Leave Status

Academic leave is a condition of students registered as Unesa students who are permitted by the university not to participate in academic activities with the consequence of not paying UKT within a certain time limit.

1. General Conditions
   a. The length of leave is a maximum of 2 (two) semesters within the period of study of the student concerned.
   b. Academic leave is carried out per semester and counted in the study period.
   c. Academic leave is not granted in semester 1 (one), except due to circumstances justified by the University leadership.
   d. Academic leave is also not granted in the final semester of the study period.
   e. Students who are allowed leave have taken at least 24 credits, sick, pregnant proven by a certificate from the hospital / doctor.
   f. Students who receive scholarships are not allowed to apply for academic leave.

2. Leave Application Mechanism
   a. **Leave of absence must be** submitted **no later than the 4th week of class.**
   b. Students apply for college leave along with the reason for applying for leave *online* in the **SIDIA** app
   c. Upload supporting documents for the reason for leave *online* in the **SIDIA** application
   d. Academic Advisor (DPA) *approves* student leave requests in SIAKADU.
   e. The Study Program Coordinator validates the student leave application in SIAKADU.
   f. The registration team carries out the verification process in SIAKADU.
   g. Students can view verification results in the **SIDIA** application
   h. The Directorate of Academic Affairs submits an application for a Decree (SK) for college leave to the Rector.

I. Resignation Status

A resigned student is a student who submits to stop conducting academic activities at UNESA of his/her own free will.

1. General provisions:
   a. Prolonged pain;
   b. Switching studies;

2. Mechanism of resignation submitted by students with conditions:
   a. Students apply online through SIAKADU;
   b. The letter of withdrawal must be known and signed by the parent/guardian;
   c. In the resignation letter, a clear reason must be given;
   d. When submitting a resignation, students are not in the course program, students will be confirmed by the Registration team.
   e. The resignation application is approved by the Academic Advisor (DPA).
   f. The Study Program Coordinator validates the resignation application by considering the urgency of the student's reason.
   g. The registration team checks the resignation application through the system.
   h. When the student programs the course, the registration team will delete the courses that have been programmed in the current semester.
   i. If the student does not program KRS, the application can be processed in accordance with the provisions.
   j. A reply letter from the university through SIAKADU after the registration team changes the resignation status in SIAKADU.
3. Students are entitled to a certificate of having attended college and an academic transcript of the results of their studies while attending college.
4. Resignation is determined by the Rector's Decree.

J. Mutations

Mutation is a change in student status which includes administrative status, academic status, and so on. Mutation can be done based on the background of the study program by considering capacity.

General Provisions:

a. The originating university has Superior (A) accreditation and the accreditation of the originating study program is at least the same as the accreditation of the mutation destination study program.
b. Education program students are not allowed to transfer to non-education programs. Conversely, non-education students are not allowed to transfer to the education program.
c. Students who apply for mutation do not have drop out status and are not undergoing academic sanctions from the original university.
d. The mutation applicant has taken education at the university of origin for at least 2 (two) semesters for undergraduate and applied undergraduate programs, as well as 1 (one) semester for master and doctoral programs with the following conditions.

a. Applied Undergraduate and Undergraduate Programs: Have completed at least 40 credits with GPA ≥ 3.00
b. Master and Doctoral Programs: Have completed at least 15 credits with a GPA ≥ 3.00

e. The mutation applicant is still in mutation status at the original university and still has an adequate study period.
f. Applicable for applied undergraduate, undergraduate and postgraduate students

The types of mutations in Unesa are regulated as follows.

1. Mutation between study programs in one faculty
   Mutation between study programs in one faculty is only allowed for a minimum of 2 (two) semesters with the requirement of a formation in the intended study program or with certain considerations including:
   a. GPA of the student concerned≥ 2.0;
   b. mutations in study programs recommended by the leadership with the aim of improving the academic performance of the students concerned to study programs that have a lower level of entry stringency (based on the number of enthusiasts, minimum scores during new student admissions, and study program accreditation) or mutations to lower study program levels.

   There are several mutation procedures between study programs in one faculty, including:
   a. Students submit a written request for mutation to the Dean with the approval of the Academic Advisor (DPA) and the Coordinator of the study program.
   b. The Department / Study Program of the mutation destination conducts an interview test to the mutation applicant student.
   c. If the mutation application is accepted, the destination Department / Study Program converts the courses that have been taken.
   d. The Dean of the Faculty sends a letter of acceptance to the Vice Rector for Division I along with the course conversion for administrative processing.
   e. Students re-register to get a new NIM.

2. Inter-Faculty Study Program Mutation
   Mutation between study programs between faculties is only permitted for a minimum of 2 (two) semesters with the requirement of a formation in the intended study program or with certain considerations including:
   a. GPA of the student concerned≥ 2.0;
   b. mutations in study programs recommended by the leadership with the aim of improving the academic performance of the students concerned to study programs that have a lower level of entry stringency (based on the ratio of ceiling and number of applicants / applicants, minimum scores during new student admissions, and study program accreditation) or mutations to lower study program levels.

   There are several procedures for transferring between study programs between faculties, including:

a. Students submit a written request for mutation to the Dean, which is approved by the Academic Advisor (DPA), Coordinator of the study program;
b. The dean of the faculty of origin sends a cover letter for mutation along with attachments to the Vice Chancellor for Field I.
c. The Vice Rector for Field I delegates the request for mutation to the Dean of the faculty to follow up and then the Dean asks for consideration of the Coordinator of the related study program;
d. If the test results state that the student can be accepted, the intended Department / Study Program sends the minutes of the interview test and the conversion of the courses taken;
e. The Dean of the faculty to which the mutation is directed sends a notification letter to the Vice Chancellor for Division I about the process and results of the acceptance;
f. The Vice Chancellor for Division I disposes to the Academic Directorate to follow up on the decision and forward it to the academic services team;
g. The academic services team processes the mutation cover letter and changes the student's status in the personal data database and study history when accepted by the destination study program;
h. When students are accepted in the destination study program, they re-register to get a new NIM.

3. Mutation outside UNESA

Permission to transfer outside UNESA is given after the student has completed the financial administration requirements in accordance with the provisions. The procedure is as follows.

a. Students submit a written application by stating the university to be addressed, the application letter is signed by the Academic Advisor (DPA), the Coordinator of the study program, and the Dean.
b. The Dean makes a cover letter according to the request to the Vice Rector for Division I for transfer out of UNESA.
c. The Vice Chancellor for Division I disposes to the Directorate of Academic Affairs to be followed up by the Head of the Sub-Directorate of Academic Administration and Graduation to process mutation cover letters, mutation certificates and transcripts of grades according to the provisions.
d. The academic registration team checks the academic status and financial administration of students who apply for outgoing mutations.
e. The academic registration team processes the mutation cover letter with its completeness, after the cover letter is signed by the leader, the registration team registers the mutation in SIAKADU.
f. The Directorate of Academic Affairs reports student mutation status to PDDikti.

4. Mutation from outside UNESA

Mutation from the UNESA area is the acceptance of students who come from other universities who have a history of study and want to continue their studies.

their studies at UNESA. The following are the requirements that must be met by prospective transfer students from outside UNESA.

1. Students who apply for mutation do not have *drop out* status and are not undergoing academic sanctions from the original university.
2. The originating university has Superior (A) accreditation and the accreditation of the originating study program is at least the same as the accreditation of the mutation destination study program.
3. The mutation applicant has taken education at the university of origin for at least 2 (two) semesters for undergraduate and applied undergraduate programs, and 1 (one) semester for master and doctoral programs with the following conditions.
    c. Applied Undergraduate and Undergraduate Programs: Have completed at least 40 credits with GPA ≥ 3.00
    d. Master and Doctoral Programs: Have completed at least 15 credits with GPA ≥ 3.00
4. The mutation applicant is still in mutation status at the original university and still has an adequate study period.

The mechanism is as follows.

a. Prospective students submit a written application letter to the Rector of UNESA along with attachments of academic achievement statements and accreditation certificates of study programs and universities of origin.
b. The Rector delegates the application letter to the Vice Rector for Field I and then forwards it to the intended Dean and Koorprodi for consideration.
c. The Coordinator of the mutation destination Study Program conducts written tests, interviews, and/or skills in accordance with their field of study including file verification.
d. The Dean submits the results of the test conducted by the Coordprodi either accepted or not accepted, if the Coordprodi rejects the applicant, the Coordprodi must provide reasons for not accepting the mutation application.
e. If the mutation request is accepted by the Coordprodi, then the Coordprodi attaches the equivalence value and along with the amount of UKT and IPI (for applied undergraduate and undergraduate) to the Vice Rector for Field I to issue a reply letter accepted in the study program according to the request.
f. After being declared accepted or not accepted, the registration team makes a reply letter to the applicant.
g. when declared accepted students register and pay the registration form in accordance with the schedule and applicable provisions.
h. Mutation students are required to fill in courses, credits, and course grades according to the final transcript on the Unesa PMB application.
i. After filling it in, the study program coordinator converts the course in SIMREG.
j. Students re-register to get a new NIM.

K. *Drop Out* Status (DO) / Discontinued Study

Drop Out (DO) status is the dishonorable termination of a student's studies.

General provisions:

(1) A drop-out is made against a student, if:
   a. semester 2 (two) who have a GPA < 1.00;
   b. 4 (four) semester who have GPA < 2.00 with credits < 30 (thirty);
   c. inactive status (N) 3 (three) semesters; not necessarily consecutive;
   d. serving a sentence of imprisonment; and
   e. Study period has expired

(2) A student who is serving a prison sentence and/or is convicted with severe administrative sanctions in accordance with statutory provisions;

(3) Students are entitled to a certificate of having attended college and an academic transcript of the results of their studies while attending college.

The mechanism for identifying students to be proposed for dropout is as follows:

(1) The Head of Academic Registration identifies student status and evaluates study success, this is done after the fourth week of lectures each semester;

(2) The results of the identification or evaluation of study success are submitted to the Head of the Sub-Directorate of Academic Administration and Graduation and the Director of the Directorate of Educational Technology and TP so that they can be submitted to the Faculty (Deputy Dean for Field I) for follow-up;

(3) The Vice Dean for Division I reviews the report of the Head of Academic Registration together with the Study Program Academic Advisor and the Head of Academic Affairs of the faculty in a coordination meeting;

(4) The Study Program Coordinator together with the Academic Advisor Lecturer (DPA) also submitted data on monitoring and evaluation of student studies at the study program level;

(5) In the meeting, the Vice Dean for Field I and the Study Program Coordinator determine students who can be followed up further;

(5) The Vice Dean for Field I conveys the results to the faculty counseling team and the Faculty Academic team to take several actions, namely being able to prepare a warning letter to the student and the student's parents / guardians by attaching a study result card (KHS) or being able to call the student's parents / guardians to the faculty;

(6) The process is for the faculty to prepare an official report as proof that they have summoned or provided information to students and parents, if these actions have been taken and in the process can be carried out more than once.

(7) When the results state that the student can be processed further, the Study Program Coordinator submits it to the Deputy Dean for Field I to determine the action for the student;

(8) The Vice Dean for Division I sends the answer to the study evaluation results to the Vice Chancellor for Division I after 4 weeks after receiving the identification results from the Vice Chancellor.

university;

(9) The Vice Chancellor for Division I receives the results of the answer and then forwards it to the Directorate of Educational Technology and TP for follow-up and the decision letter process based on the faculty's proposal.

(10) The Head of Academic Registrar certifies Drop Out based on a Decree issued in the last month of the semester.

NUMBER OF CREDITS-CUMULATIVE PASS AND FORM OF ACADEMIC SANCTIONS

Education Program	End of Semester	Total credits-cumulative pass*)		
		Normal	The must be noticed Student	
			Very Critical	Sanctions Academics
S-1 or Diploma	I	18	≤ 9	
	II	36	≤ 18	Warning
	III	54	≤ 30	Written I
	IV	72	≤ 40	Warning
	V	90	≤ 50	Written II
	VI	108	≤ 60	Student
	VII	136	≤ 70	otherwise
	VIII	144	≤ 80	dropping out of college

*)SKS-Cumulative pass is the number of credits of all courses with a minimum grade of 2.00 (C)

The table explanation is as follows.

a. At the end of each semester, the DPA must make a report on the progress of students who do not reach the minimum number of credits to the Coordinator of the study program.

b. Written Warning I is made by the Coordinator of the study program with the knowledge of the Dean and then sent to the parents of the student concerned with a copy to the BK Faculty / Department.

c. Written Warning II is made by the Coordinator of the study program with the knowledge of the Dean and then sent to the parents of the student concerned with a copy to the BK Faculty / Department.

d. If you have made a second warning but the number of credits collected is still less than the provisions in the current semester, the Coordinator of the study program submits a letter proposing the student's study status to the Dean so that the student is processed at the University level.

The flow of determining the status of *Drop Out* (DO) is as follows:

(1) The Study Program Coordinator submits the determination of dropouts to the Chancellor through the Dean;
(2) The Dean proposes the determination of DOs to the Rector; and
(3) The Rector determines the dropout based on the faculty's proposal.

L. Defer

Defer or postpone college is a situation where prospective new students at the master's and doctoral levels who have been declared accepted by the university which is validated by a Certificate of Passing Selection with the condition of registering through the scholarship channel where the new student decides to postpone college in the first semester and start active again in the second semester.

General provisions:

1. Candidates choose the scholarship enrollment path;
2. The candidates submit an application letter to the faculty;
3. Camaba is only allowed to defer in the first semester when declared to have passed the registration selection.

The mechanism for applying for a defer is as follows

1. Candidates apply for a defer online through the registration system.
2. The defer request letter must be signed by the study program coordinator and the vice dean or deputy director for field I according to the faculty.
3. The defer permission reply letter is signed by the vice rector for education, student affairs, and alumni.
4. A defer permission reply letter is issued by academic services through the registration system.
5. The defer permission reply letter is downloaded by the candidates through the registration system.
6. Defer permission letters can be used to postpone classes only in the first semester and students must be active again in the second semester. If in the second semester the student decides not to be active, then the defer letter that has been obtained is declared invalid.
7. If in the first and second semesters, the student decides to be inactive, then in the third semester, the student must re-register.

CHAPTER II
GRADUATION

A. Graduation Determination

Students who are declared graduated will get a Graduation Determination Letter (SPK) signed by the Dean and issued by the faculty. Students who want to get an SPK must complete the requirements specified in the **SIM Yudisium** application, as for the requirements that must be met by students as follows.

1. Be an **active** student.
2. Have completed the thesis/final project/thesis/dissertation as evidenced by uploading the thesis/final project/thesis/dissertation attestation sheet.
3. Thesis/final project/thesis/dissertation grades have been uploaded by the **Study Program Coordinator**.
4. Fulfill the number of credits according to the academic guidebook as a condition for completing the course.
5. Transcripts that **have been validated by the Study Program Coordinator** with the following conditions.
    a. Able to achieve a minimum GPA of 2.50 by obtaining a minimum grade of C for General Mandatory Courses (MKWU: Religious Education, Pancasila Education, Civic Education, and Indonesian Language) and **no E grades.**
    b. The maximum number of D grades is 5% of all credits achieved and spread across Institutional Mandatory Courses (MKWI) and courses at the faculty / department / program level.
6. Fill in the journal *link*, upload the journal file, and upload the proof of uploading the journal issued by the e-journal officer and **validated by the Study Program Coordinator**.
7. Complete supporting documents for biodata including the following.
    a. Fill in the place and date of birth fields,
    b. Upload the last diploma *file*.
    c. Upload an identity card (KTP).
    d. Upload Family Card (KK)

After all requirements in SIM Yudisium have been fulfilled by the student, the **Faculty Academic Officer** validates the data for SPK issuance. The date of SPK issuance is the date the student is declared graduated. The process of determining graduation and issuing SPK is not limited to the judicium quota.

B. Judiciary

Judicium is a process for determining student graduation from a level of education at the faculty level. The judicium process is carried out *online* with the help of the SIM Yudisium application. Further provisions of the judicium are as follows.

1. Judicium quota
    a. The quota for graduation each period is determined by the **Director of Education Transformation and TP** based on the consideration of the **University Leaders**.

b. The opening date of the judicium registration quota is carried out by the Head of the **Graduation Administration Section** based on instructions from the Head of the **Directorate of Educational Transformation and TP**.

c. **The closing of the judicium registration quota is carried out after the quota is met or in accordance with the predetermined date**. **If the quota has not been met by the predetermined date, the judicium registration will be extended until the quota is met or closed based on instructions from the Head of the Directorate of Education Transformation and TP**.

2. Judicium registration requirements

The requirements that must be met by students to register for graduation are as follows.

a. Students already have SPK and have been uploaded in SIM Yudisium by faculty academic officers.

b. Students have passed TEP/TOEFL/ITP with a minimum score of 425 (for English Department students the minimum score is 525) and have been validated by the Unesa Language Center. **Students who are in the critical batch (13th and 14th semester) and have not passed TEP/TOEFL/ITP can upload a statement letter which is then validated by the Faculty Academic Officer**.

c. Students do not have faculty library dependents validated by faculty library officers on the Digital Library Information System application.

d. Students upload the final work consisting of articles, abstracts, *full manuscripts*, and attachments to the final work in the Digital Library Information System and validated by Unesa Library Officers.

e. Students upload a passport photo in SIM Yudisium with the following conditions.

1) A 3x4 photo with a blue background.
2) A 3x4 photo with a white background.
3) Clothing requirements for men are wearing an alma mater suit with the Unesa logo, white shirt, tie, and not wearing glasses.
4) Clothing requirements for women are wearing an alma mater suit with the Unesa logo, white shirt, **no tie,** and no glasses.
5) The Unesa logo on the alma mater is located on the right.
6) Photos must not show teeth.

f. Students make a statement signed on a stamp duty of Rp. 10,000, - if there are differences in the name and / or place of birth date listed on the last diploma and KTP. The statement letter is submitted and uploaded by the faculty academic officer.

g. After students fulfill all the requirements in the SIM Yudisium, students contact the faculty academic officer to be verified and validated.

3. Data validation of judiciary participants

a. Faculty academic officers are tasked with verifying the data of the judiciary participants. Academic officers are given access to revise the data of the judiciary participants if there are filling errors.

b. The Head of Section (Kasie) Field I Faculty is tasked with validating the data of the judiciary participants that have been verified by the faculty academic officer. If still

If there is an error in the data of the judiciary participants, the Head of Division I can cancel the verification and inform the faculty academic officer to immediately revise the data error.

c. Academic administration officers and graduates are tasked with validating the data of judicium participants that have been validated by the Head of Division I of the Faculty. If there are still errors in the data of the judiciary participants, the academic administration officer and graduates can cancel the validation and provide input on errors in the data of the judiciary participants.

4. Decision Letter (SK) and Minutes of Judicium
   a. The Judicium Decree issued by the faculty and signed by the Dean contains the determination of graduation for students who have registered for judicium and is listed in the Judicium Minutes.
   b. The Minutes of Judicium contains a list of names of students who have registered for judicium through SIM Yudisium in one period.
   c. Decree and Minutes of Judiciary in one period can be issued periodically without having to wait for the quota to be met or the judiciary period to be closed, in order to accelerate the processing of diplomas and academic transcripts.
   d. The Decree and Minutes of Judiciary that have been signed by the Dean are uploaded by the faculty academic officer in SIM Yudisium to complete the decree number and judicium date data needed for graduation status reporting.
5. Graduation predicate
   a. Based on the National Higher Education Standards, the graduation predicate given is as follows.

Tabel 4.5. Rentang IPK dan Predikat Kelulusan Program

Program Sarjana Terapan (D4) dan Sarjana (S1)	Program Profesi dan Magister (S2)	Program Doktor (S3)	Peringkat
3,51 – 4,00	3,76 – 4,00	3,76 – 4,00	Dengan Pujian (*cumlaude*)
3,01 – 3,50	3,51 – 3,75	3,51 – 3,75	Sangat Memuaskan
2,76 – 3,00	3,00 – 3,50	3,00 – 3,50	Memuaskan

   b. For S-1 and D-IV programs, the maximum study period is to get an honors predicate for a maximum of 4 years.
   c. The above provisions do not apply to transfer programs.
6. Graduation culmination

   The topper of the judicium is the student who graduates with the highest GPA and the shortest study period in one judicium period. The topper of the judicium is determined by each Faculty through the Decree of the Topper of Judicium.

C. Graduation

Graduation is a ceremonial event for graduating students of an educational level at the University level which is regulated based on the Decree of the Indonesian Minister of Education and Culture No. 0602a/V/1984.

1. Implementation of graduation

   Graduation in Unesa is held at least three times in one academic year based on a quota system established during judicium registration. Determination of graduation dates and months is adjusted to the direction of the University leadership according to the rules that apply in Unesa.
2. Graduation participants

Every student who has graduated from an education program at Surabaya State University. Students must be listed in the Judiciary Decree authorized by the Dean of the Faculty / Postgraduate Director and sent to the Directorate of Education Transformation and TP.

3. Graduation equipment attributes

   Every student who has fulfilled the requirements for graduation is required to take a toga and invitation according to the schedule set by the Directorate of Education Transformation and TP. Taking toga and invitations is adjusted to the determination of the date and month of graduation. The complete graduation attributes consist of

   a. Robe

      Toga graduates are robes worn by college graduates (in the country) at the graduation ceremony. The form of Toga graduates for the Diploma Program (D III), Bachelor Program (S-1), Master Program (S-2), and Doctoral Program (S-3) has elements in common, namely the form of a long-sleeved black robe.

   b. Hat

      The graduand's hat is pentagon-shaped, black in color and uses a black tassel.

   c. Samir

      Samir is a graduation attribute worn around the neck. Samir has the characteristics of a semicircular front view with a border according to the faculty color, while on the back view in addition to the faculty color border, for D III graduates it is semicircular, S-1 and D IV are trapezoidal, S-2 is short triangular, and S-3 is long triangular.

   d. Gordon

      Gordon graduand is one of the completeness of the graduates' clothes in participating in the graduation ceremony in the form of a necklace made of cloth with the characteristics: the necklace is colored according to the color of the faculty. This necklace is equipped with a Surabaya State University emblem made of golden yellow metal hung on the graduand's necklace.

4. Inauguration of alumni

   Students who have been confirmed as graduates of a certain level of study program then become members of the Surabaya State University Alumni Family Association (IKA UNESA).

D. Diplomas, Academic Transcripts, and Certificate of Diploma Companion

1. Diplomas

   a. UNESA diploma is a letter of determination given to Unesa graduates in accordance with the level of education taken. Unesa diplomas are determined in accordance with the Regulation of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia Number 6 of 2022 concerning Diplomas, Certificates of Competence, Professional Certificates, Degrees, and Equivalency Procedures for Diplomas of Other State Universities.

   b. Unesa diplomas are written in two languages, namely Indonesian and English, signed electronically by the Dean and Rector, and use the National Diploma Number.

c. Diploma processing is carried out by academic administration officers and graduates based on the Decree and Minutes of Judiciary issued by the faculty.
d. The date the diploma is issued is not the date the student graduates. The date of the diploma is different from the date of the SPK.
e. Students can take a diploma if they no longer have dependents. Certificate collection is carried out according to the schedule chosen by the student through the SIANI application.
f. Electronic documents of diplomas and academic transcripts can be downloaded by students through the SIANI application if students have taken the queue and approved by the academic administration officer and graduates.

2. Academic Transcript
   a. Academic transcripts contain student data, Faculty, Study Program, GPA, thesis title, number of credits, and the value of each course achieved by students.
   b. Academic transcripts are processed by academic administration officers and graduates based on the Decree and Minutes of Judiciary issued by the faculty.
   c. Academic transcripts are written in two languages and signed by the Dean.
   d. Retrieval of academic transcripts together with the collection of diplomas through the SIANI application.
3. Certificate of Diploma Companion (SKPI)
   SKPI is a document that contains information about the achievements of study programs or qualifications of higher education graduates.
   a. SKPI contains student data, graduate learning outcomes, KKNI levels, admission requirements, language of instruction, assessment system, and length of study.
   b. SKPI is written in two languages, namely Indonesian and English.SKPI signing is carried out by the Dean.
   c. Ratification of SKPI photocopies is carried out by the Dean.

E. Graduation Status Reporting

Student graduation status is reported on PDDIKTI after the Judgment Letter is sent to the Directorate of Education Transformation and TP. The provisions for reporting student graduation status are as follows:

1. Students whose graduation status is reported are those who have been registered in the Judiciary Decree which has been authorized by the Dean;
2. Students have been reservation and installation of National Diploma Number (NINA);
3. Graduation status reporting consists of GPA data, graduation date, Judicium Decree number, judicium date, diploma number and graduation period.

F. Degree

1. The awarding of academic degrees and professional designations for Unesa graduates is given in accordance with the Regulation of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia Number 6 of 2022 concerning Diplomas, Certificates of Competence, Professional Certificates, Degrees, and Equivalency Procedures for Diplomas from Other State Universities.
2. Unesa provides academic degrees to its graduates.
3. Professional designation is a designation given to Unesa graduates who take professional education.

4. The use of academic degrees and fields of expertise for undergraduates in abbreviated form is placed behind the name entitled to the degree concerned as follows.

ACADEMIC DEGREES AND THEIR ABBREVIATIONS

NO	AGE	STUDY PROGRAM (INDONESIAN LANGUAGE)	STUDY PROGRAM (ENGLISH)	INA GELAR	TITLE	ENG GRADE	TITLE
1	S-1	Guidance and Counseling	*Guidance and Counseling*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
2	S-1	Education Technology	*Educational Technology*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
3	S-1	Out-of-School Education	*Non Formal Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
4	S-1	Special Education	*Special Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
5	S-1	Elementary School Teacher Education	*Elementary Teacher Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
6	S-1	Early Childhood Education Teacher Education	*Program of Early Childhood Teacher Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
7	S-1	Education Management	*Educational Management*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
8	S-2	Education Management	*Educational Management*	M.Pd.	Master of Education	M.Ed.	*Master of Education*
9	S-2	Out of School Education	*Non-formal Education*	M.Pd.	Master of Education	M.Ed.	*Master of Education*
10	S-2	Special Education	*Special Education*	M.Pd.	Master of Education	M.Ed.	*Master of Education*
11	S-2	Basic Education	*Elementary Education*	M.Pd.	Master of Education	M.Ed.	*Master of Education*
12	S-2	Education Technology	*Educational Technology*	M.Pd.	Master of Education	M.Ed.	*Master of Education*
13	S-2	Guidance Counseling	*Counselor Education*	M.Pd.	Master of Education	M.Ed.	*Master of Education*
14	S-2	Early Childhood Education		M.Pd.	Master of Education	M.Ed.	*Master of Education*
15	S-3	Education Management	*Education Management*	Dr.	Doctorate	Dr.	*Doctor*
16	S-3	Education Technology	*Educational Technology*	Dr.	Doctorate	Dr.	*Doctor*
17	S-3	Basic Education		Dr.	Doctorate	Dr.	*Doctor*
18	S-1	Indonesian Language and Literature Education	*Indonesian Language and Literature Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
19	S-1	English Education	*English Language Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
20	S-1	German Language Education	*German Language Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
21	S-1	Japanese Language Education	*Japan Language Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*

NO	AGE	STUDY PROGRAM (INDONESIAN LANGUAGE)	STUDY PROGRAM (ENGLISH)	INA GELAR	TITLE	ENG GRADE	TITLE
22	S-1	Javanese Language and Literature Education	*Javanese Language and Literature Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
23	S-1	Fine Arts Education	*Visual Arts Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
24	S-1	Drama, Dance and Music Education	*Drama, Dance, and Music Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
25	S-1	Indonesian Literature	*Indonesian Literature*	S.S.	Bachelor of Literature	B.A.	*Bachelor of Arts*
26	S-1	English Literature	*English Literature*	S.S.	Bachelor of Literature	B.A.	*Bachelor of Arts*
27	S-1	German Literature	*German Literature*	S.S.	Bachelor of Literature	B.A.	*Bachelor of Arts*
28	S-1	Chinese Language Education	*China Language Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
29	S-1	Fine Arts	*Visual Arts*	S.Sn.	Bachelor of Arts	B.A.	*Bachelor of Arts*
30	S-1	Music Arts	*Music*	S.Sn.	Bachelor of Arts	B.A.	*Bachelor of Arts*
31	S-1	Music	*Music*	S.Sn.	Bachelor of Arts	B.A.	*Bachelor of Arts*
32	S-1	Visual Communication Design	*Visual Communication Design*	S.Ds.	Bachelor of Design	B.A.	*Bachelor of Arts*
33	S-2	Language and Literature Education	*Language and Literature Education*	M.Pd.	Master of Education	M.Ed.	*Master of Education*
34	S-2	Cultural Arts Education	*Arts and Cultural Education*	M.Pd.	Master of Education	M.Ed.	*Master of Education*
35	S-2	Indonesian Language Education	*Indonesian Language Education*	M.Pd.	Master of Education	M.Ed.	*Master of Education*
36	S-2	English Education		M.Pd.	Master of Education	M.Ed.	*Master of Education*
37	S-3	Language and Literature Education	*Language and Literature Education*	Dr.	Doctorate	Dr.	*Doctor*
38	S-3	Art Education		Dr.	Doctorate	Dr.	*Doctor*
39	S-1	Mathematics Education	*Mathematics Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
40	S-1	Physics Education	*Physics Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
41	S-1	Chemistry Education	*Chemistry Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
42	S-1	Biology Education	*Biology*	S.Pd.	Bachelor	B.Ed.	*Bachelor of*

NO	AGE	STUDY PROGRAM (INDONESIAN LANGUAGE)	STUDY PROGRAM (ENGLISH)	INA GELAR	TITLE	ENG GRADE	TITLE
			Education		Education		*Education*
43	S-1	Math	*Mathematics*	S.Mat.	Bachelor of Mathematics	B.Math.	*Bachelor of Mathematics*
44	S-1	Physics	*Physics*	S.Si.	Bachelor of Science	B.Sc.	*Bachelor of Science*
45	S-1	Chemistry	*Chemistry*	S.Si.	Bachelor of Science	B.Sc.	*Bachelor of Science*
46	S-1	Biology	*Biology*	S.Si.	Bachelor of Science	B.Sc.	*Bachelor of Science*
47	S-1	Science Education	*Science Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
48	S-1	Science Education	*Science Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
49	S-1	Data Science					
50	S-1	Actuarial Science					
51	S-2	Mathematics Education	*Mathematics Education*	M.Pd.	Master of Education	M.Ed.	*Master of Education*
52	S-2	Science Education	*Natural Science Education*	M.Pd.	Master of Education	M.Ed.	*Master of Education*
53	S-2	Chemistry					
54	S-2	Biology Education	*Biology Education*	M.Pd.	Master of Education	M.Ed.	*Master of Education*
55	S-2	Physics Education		M.Pd.	Master of Education	M.Ed.	*Master of Education*
56	S-3	Mathematics Education	*Mathematics Education*	Dr.	Doctorate	Dr.	*Doctor*
57	S-3	Science Education	*Natural Science Education*	Dr.	Doctorate	Dr.	*Doctor*
58	S-1	Pancasila and Citizenship Education	*Pancasila and Civics Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
59	S-1	Geography Education	*Geography Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
60	S-1	History Education	*History Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
61	S-1	Sociology	*Sociology*	S.Sos.	Bachelor of Social Science	B.Soc.Sci.	*Bachelor of Social Science*
62	S-1	State Administration Science	*Public Administration*	S.Sos.	Bachelor of Social Science	B.P.A.	*Bachelor of Public Administratio n*
63	S-1	Communication Science	*Communication Science*	S.I.Kom.	Bachelor of Communicatio n Science	B.A.Coms.	*Bachelor of Art in Communicatio n*
64	S-1	Social Studies Education	*Social Science Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*

NO	AGE	STUDY PROGRAM (INDONESIAN LANGUAGE)	STUDY PROGRAM (ENGLISH)	INA GELAR	TITLE	ENG GRADE	TITLE
65	S-1	Political Science					
66	S-2	Social Studies Education	*Social Science Education*	M.Pd.	Master of Education	M.Ed.	*Master of Education*
67	S-2	Geography Education	*Geography Education*	M.Pd.	Master of Education	M.Ed.	*Master of Education*
68	S-2	Public Administration					
69	S-3	Social Science Education		M.Pd.	Master of Education	M.Ed.	*Master of Education*
70	S-1	Culinary Education	*Cookery Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
71	S-1	Fashion Education	*Apparel Design Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
72	S-1	Electrical Engineering Education	*Electrical Engineering Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
73	S-1	Mechanical Engineering Education	*Mechanical Engineering Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
74	S-1	Building Engineering Education	*Building Engineering Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
75	S-1	Cosmetology Education	*Beauty Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
76	S-1	Civil Engineering	*Civil Engineering*	S.T.	Bachelor of Engineering	B.Eng.	*Bachelor of Engineering*
77	S-1	Mechanical Engineering	*Mechanical Engineering*	S.T.	Bachelor of Engineering	B.Eng.	*Bachelor of Engineering*
78	S-1	Electrical Engineering	*Electrical Engineering*	S.T.	Bachelor of Engineering	B.Eng.	*Bachelor of Engineering*
79	S-1	Information Technology Education	*Information Technology Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
80	S-1	Informatics Engineering	*Informatics*	S.Kom.	Bachelor of Computer	B.C.S.	*Bachelor of Computer Science*
81	S-1	Information System	*Information System*	S.Kom.	Bachelor of Computer	B.C.S.	*Bachelor of Computer Science*
82	S-1	Urban and Regional Planning					
83	S-2	Electrical Engineering					
84	S-1	Physical Education, Health and Recreation	*Physical Education, Health and Recreation*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
85	S-1	Sports coaching education	*Sports Coaching Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
86	S-1	Sports Science	*Sport Science*	S.Or.	Bachelor	B.Sp.Sc.	*Bachelor of*

NO	AGE	STUDY PROGRAM (INDONESIAN LANGUAGE)	STUDY PROGRAM (ENGLISH)	INA GELAR	TITLE	ENG GRADE	TITLE
					Sports		*Sports Science*
87	S-1	Nutrition	*Nutrition*	S.Gz.	Bachelor of Nutrition	B.Sc.	*Bachelor of Science with Honors in Nutrition*
88	S-1	Sports Management					
89	S-1	Massages					
90	S-2	Sports Education	*Physical Education*	M.Pd.	Master of Education	M.Ed.	*Master of Education*
91	S-2	Sports Science	*Sport Science*	M.Or.	Master of Sports	M.Sp.Sc.	*Master of Sports Science*
92	S-3	Physical Education		Dr.	Doctorate	Dr.	*Doctor*
93	S-1	Accounting Education	*Accounting Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
94	S-1	Office Administration Education	*Office Administration Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
95	S-1	Commerce Education	*Commerce Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
96	S-1	Business Education	*Business Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
97	S-1	Economic Education	*Economics Education*	S.Pd.	Bachelor of Education	B.Ed.	*Bachelor of Education*
98	S-1	Management	*Management*	S.M.	Bachelor of Management	-	*Bachelor of Management*
99	D III	Accounting	*Accounting*	A.Md.	Associate Expert	-	*Diploma*
100	S-1	Accounting	*Accounting*	S.Ak.	Bachelor of Accounting	B.Acc.	*Bachelor of Accounting*
101	S-1	Islamic Economics	*Islamic Economics*	S.E.	Bachelor of Economics	B.Ec.	*Bachelor of Economics*
102	S-1	Economy	*Economics*	S.E.	Bachelor of Economics	BSc	*Bachelor of Science*
103	S-1	Digital Business					
104	S-2	Economic Education	*Economics Education*	M.Pd.	Master of Education	M.Ed.	*Master of Education*
105	S-2	Management	*Management*	M.M.	Master of Management	M.M.	*Master of Management*
106	S-2	Accounting	*Accounting*				
107	S-2	Islamic Economy and Halal Industry					
108	S-3	Economic Education		Dr.	Doctorate	Dr.	*Doctor*
109	S-3	Management					
110	D III	Graphic Design	*Graphic Design*	A.Md.	Associate Expert	-	*Diploma*
111	D III	State Administration	*Public Administration*	A.Md.	Associate Expert	-	*Diploma*
112	D III	Electrical Engineering	*Electrical*	A.Md.	Associate Expert	-	*Diploma*

NO	AGE	STUDY PROGRAM (INDONESIAN LANGUAGE)	STUDY PROGRAM (ENGLISH)	INA GELAR	TITLE	ENG GRADE	TITLE
			Engineering				
113	D III	Mechanical Engineering	*Mechanical Engineering*	A.Md.	Associate Expert	-	*Diploma*
114	D III	Civil Engineering	*Civil Engineering*	A.Md.	Associate Expert	-	*Diploma*
115	D III	Catering	*Culinary Arts*	A.Md.	Associate Expert	-	*Diploma*
116	D III	Fashion Management	*Fashion Design*	A.Md.	Associate Expert	-	*Diploma*
117	D III	Transportation	*Transportation*	A.Md.	Associate Expert	-	*Diploma*
118	D III	Informatics Management	*Informatics Management*	A.Md.	Associate Expert	-	*Diploma*
119	D IV	Graphic Design	*Graphic Design*	S.Tr.Ds.	Bachelor of Applied Design	B.A.Ds.	*Bachelor of Applied Design*
120	D IV	State Administration	*Public Administration*	S.Tr.A.P.	Bachelor of Applied Public Administration	B.A.PA.	*Bachelor of Applied Public Administratio n*
121	D IV	Electrical Engineering	*Electrical Engineering*	S.Tr.T.	Bachelor of Applied Engineering	B.A.Eng.	*Bachelor of Applied Engineering*
122	D IV	Informatics Management	*Informatics Management*	S.Tr.Kom.	Bachelor of Applied Computing	B.A.CA.	*Bachelor of Applied Computer*
123	D IV	Mechanical Engineering	*Mechanical Engineering*	S.Tr.T.	Bachelor of Applied Engineering	B.A.Eng.	*Bachelor of Applied Engineering*
124	D IV	Civil Engineering	*Civil Engineering*	S.Tr.T.	Bachelor of Applied Engineering	B.A.Eng.	*Bachelor of Applied Engineering*
125	D IV	Transportation	*Transportation*	S.Tr.T.	Bachelor of Applied Engineering	B.A.Eng.	*Bachelor of Applied Engineering*
126	D IV	Catering	*Culinary Arts*	S.Tr.Par.	Bachelor of Applied Tourism	B.A.CM.	*Bachelor of Applied Culinary*
127	D IV	Fashion Management	*Fashion Design*	S.Tr.Ds.	Bachelor of Applied Design	B.A.Ds.	*Bachelor of Applied Design*
128	D IV	Sports Coaching	*Sport Coaching*	S.Tr.O.R.	Bachelor of Applied Sports	B.A.SC.	*Bachelor of Applied Sport*
129	S-2	Technology and Vocational Education	*Vocational and Technology Education*	M.Pd.	Master of Education	M.Ed.	*Master of Education*
130	S-3	Vocational Education	*Vocational Education*	Dr.	Doctorate	Dr.	*Doctor*
131	S-3	Inclusive Education					
132	S-3	Research and					

NO	AGE	STUDY PROGRAM (INDONESIAN LANGUAGE)	STUDY PROGRAM (ENGLISH)	INA GELAR	TITLE	ENG GRADE	TITLE
		Education Evaluation					
133	S-1	Medicine					
134	S-1	Psychology	*Psychology*	S.Psi.	Bachelor of Psychology	B.Psych.	*Bachelor of Psychology*
135	S-2	Psychology					
136	S-1	Legal Science	*Law*	S.H.	Bachelor of Laws	B.L.	*Bachelor of Law*

G. Award

1. Students who have taken 2 (two) semesters of college and have academic achievement have the opportunity to get a scholarship. Other requirements are based on applicable regulations.
2. Students can have the opportunity to become Outstanding Students if they meet the requirements/criteria set by the Outstanding Student Assessment Team.
3. Students who are designated as the best graduates at the graduation ceremony are students who graduate with the *highest GPA* and in the *shortest study period*.
4. Awards for national and international outstanding students are regulated in the Rector's Regulation.

H. Academic Ethics

Academic ethics are formulated with the aim of maintaining the quality of educational outcomes and providing sanctions for students who violate existing regulations.

1. Students who commit cheating in examinations (cheating, distributing answers to other students, etc.) and academic plagiarism are declared not to pass and receive an "E" grade in the course.
2. Students who forge the signatures of lecturers or administrative activities related to the process of providing education, the grades obtained by all courses programmed in the current semester are declared not to pass or get an "E" grade.
3. Students who falsify the graduation requirement letter, their graduation is suspended in the current semester.
4. For violations of academic ethics are regulated in the Academic Ethics Guidelines.