

**ACADEMIC REGULATIONS OF
UNIVERSITAS NEGERI PADANG**



MINISTRY OF EDUCATION AND CULTURE
UNIVERSITAS NEGERI PADANG
2015

FOREWORD

This book contains academic regulations that must be used as a reference by teaching staff, students, and academic administration staff in the learning and service process.

The source of academic regulations of Universitas Negeri Padang is the government's legal product, including laws, government regulations, the Decree of the Minister of National Education, and the Decree of the Director-General of Higher Education, and Statute of Universitas Negeri Padang.

With a correct understanding of the academic regulations issued, it is hoped that the education process at Universitas Negeri Padang will be more accountable to the public, efficient in the process, and relevant to the community's needs.

Finally, high appreciation is given to the entire drafting team and the UNP senate members who participated in providing input and refinement of this book.

Padang, 20 February 2015

Vice-Rector for Academic Affairs

Prof. Dr. Agus Irianto

NIP 195408301980031001

DECREE OF RECTOR
UNIVERSITAS NEGERI PADANG
Number: 086 / UN35 / AK / 2015

Concerning
Academic Regulations of Universitas Negeri Padang

RECTOR OF UNIVERSITAS NEGERI PADANG

- Considering:
- a. that to ensure the implementation of academic activities at Universitas Negeri Padang, it is necessary to issue an Academic Regulation;
 - b. that the Academic Regulation issued must serve as a guideline for lecturers, students, and educational staff in carrying out academic activities at Universitas Negeri Padang;
 - c. that in connection with points "a" and "b" as stated above, it is necessary to issue a Rector's decision regarding the enforcement of Academic Regulations in the Universitas Negeri Padang.

Recalling: 1. Law:

- a. Number 20 Of 2003 concerning the National Education System
 - b. Number 14 Of 2005 concerning Teachers and Lecturers
 - c. Number 12 Of 2012 concerning Higher Education
2. Government Regulation:
- a. Number 17 Of 2010 concerning Management and Implementation of Education
 - b. Number 4 Of 2014 concerning the Implementation and Management of Higher Education
3. Presidential Decree No.93/1999 concerning the Change of IKIP Padang to Universitas Negeri Padang.
4. Minister of National Education Regulation:
- a. No. 10/2010 concerning the Second Amendment to Kepmendikbud No. 276 / O / 1999 concerning OTK Universitas Negeri Padang
 - b. Number 49 Of 2014 concerning National Standards for Higher Education
5. Minister of National Education Decree:
- a. Number 276 / O / 1999 Number 093 / O / 2004 concerning OTK UNP
 - b. Number 222 / O / 2000 concerning Statute of Universitas Negeri Padang

- c. Number 232 /U/ 2000 concerning Guidelines of Higher Education Curriculum Preparation and Assessment of Student Learning Outcomes
- d. Number 045 / U / 2002 concerning Higher Education Core Curriculum

Noticing: Decision of the senate meeting of Universitas Negeri Padang on 17 February 2015.

Has Decided

- Enacting :
- First : Academic Regulations of Universitas Negeri Padang used as Academic Guidelines by all UNP students and all academicians in organizing academic activities at UNP.
- Second : This decree comes into force from the stipulation's date, provided that if there is an error in this decision later, it will be corrected accordingly.
- Third : Academic Regulations that previously contradicted this regulation are declared null and void.

Enacted in: Padang

On: 20 February 2015

Rector,

Prof. Dr. Phil. Yanuar Kiram

NIP. 19570101 198403 1 004

CC:

1. Minister of Research and Technology in Jakarta
2. Higher Education Director General of DIKTI in Jakarta
3. Inspector General of Menristekdikti in Jakarta
4. Vice-Rectors of UNP
5. Deans of Faculty of UNP
6. Heads of UNP Institutions
7. Heads of UNP Bureau
8. Heads of UNP
9. Departments / Study Programs.

TABLE OF CONTENT

PREFACEi

THE DECREE OFRECTOR OF UNIVERSITAS NEGERI PADANGii

TABLE OF CONTENTiv

CHAPTER I	GENERAL CONDITIONS	1
	Article 1 Explanation of Terms	1
CHAPTER II	PURPOSE AND FUNCTION	7
	Article 2 Objective	7
	Article 3 Functions	7
CHAPTER III	STAFF	8
	Article 4 Lecturers	8
	Article 5 Main Duties of Lecturers	9
	Article 6 Qualifications and Authorities of Lecturers	10
	Article 7 Rights and Obligations of Lecturers	12
	Article 8 Staff	13
	Article 9 Violations and Sanctions	15
CHAPTER IV	STUDENTS	17
	Article 10 Student Admission Pathways	17
	Article 11 Registration of New Student Admissions	17
	Article 12 Student Rights and Obligations	18
CHAPTER V	ACADEMIC ADMINISTRATION	20
	Article 13 Education Program	20
	Article 14 Academic Year	20
	Article 15 Lecture Management System	21
	Article 16 Academic Supervising	21
	Article 17 Departments / Study Programs	21
	Article 18 Supervision of Academic Activities	22
	Article 19 Academic Sanctions	23
	Article 20 Load and Period Study	25
	Article 21 Grouping of Subjects	27
	Article 22 Taking Courses	29
	Article 23 Implementation of Lectures	29
	Article 24 Changes in Subjects Lecture	30
	Article 25 Attendance of Lecture	31
	Article 26 Semester Off	31

Article 27 Transferring	32
Article 28 Requirements for Transfer to UNP	33
Article 29 Requirements for Transferring from UNP	33
Article 30 Transferring Study Programs in the Environment of UNP	34
Article 31 Transfer	35
Article 32 Teacher Professional Education	36
Article 33 Counselor Professional Education	36
CHAPTER VI ASSESSMENT OF LEARNING OUTCOMES	38
Article 34 Objectives of Assessment of Learning Outcomes	38
Article 35 Functions and Usefulness of Results Assessment Learning	38
Article 36 Forms of Assessment	38
Article 37 Examination Administration	39
Article 38 Requirements for Taking Semester Exams	39
Article 39 Examination Administration	40
Article 40 Exam Schedule	40
Article 41 Changes in Test Schedule	40
Article 42 Procedures for Written Examinations	41
Article 43 Examination Supervisors	42
Article 44 Tasks and the Authority of Examination Supervisor	42
Article 45 Sanctions against Violation of the Rules Exam	43
Article 46 Assessment Standards	43
Article 47 Final Score of Subjects	43
Article 48 Incomplete Score (T)	44
Article 49 Score Entry	45
Article 50 Student Study Result Report	45
Article 51 Improvement of Score	46
CHAPTER VII FINAL PROJECT	47
Article 52 Form of Final	47
Article 53 Language of Final Project	47
Article 54 Credit of Final Project	47
Article 55 Time of Final Project Compilation	48
Article 56 Process of Final Supervising	48
Article 57 Proposal Seminar	49
Article 58 Research Permit and Use of Instruments	51
Article 60 Implementation of Final Project Examinations	52

Article 61 Time Project Examination Final.	52
Article 62 Commission of Examination	53
Article 63 Determination of Test Date	54
Article 64 Implementation of Final Project	54
Article 65 Final Revision	55
Article 66 Validity of Final Project	55
Article 67 Special Guidelines on Final project	56
CHAPTER VIII STUDY COMPLETION AND GRADUATION	57
Article 68 Completion of Study	57
Article 69 Graduation Predicate	58
Article 70 Education Quality Assurance	59
Article 71 Transitional Rules	59

**ACADEMIC REGULATIONS OF
UNIVERSITAS NEGERI PADANG**

CHAPTER I GENERAL CONDITIONS

Article 1

Terms Explanation

- (1) Universitas Negeri Padang, abbreviated as UNP, is a state university located in Padang City, West Sumatra Province, which provides academic education, profession, and vocational in education and non-education.
- (2) Faculty is a collection of supporting resources, which can be grouped according to department/study program, which organizes and manages academic, vocational, or professional education in 1 (one) cluster of disciplines of science, technology, arts, and/or sports.
- (3) Department is a set of supporting resources for study programs in 1 (one) discipline of science, technology, arts, and/or sports.
- (4) Study program includes a unified study plan as a guideline for the implementation of education organized based on a curriculum, and it is intended students can master knowledge, skills, and attitudes following curriculum goals.
- (5) Academic regulations are rules that are used as guidelines by lecturers, students, academic support staff, and administrative staff in carrying out academic activities at UNP.
- (6) Lecturers are professional educators and scientists with the main task of transforming, developing, and disseminating science, technology, arts, and/or sports through education, research, and community service.
- (7) Permanent lecturers are civil servants who work as permanent educators at UNP.
- (8) Guest lecturers are educators or other professionals invited to teach at UNP for a certain period.
- (9) Adjunct lecturers are lecturers or employees of other government or private institutions who work part-time and are appointed by the rector to teach at UNP.
- (10) Non-permanent lecturers are non-civil servant employees employed and appointed by the higher education leadership with a work contract agreement for a certain period.
- (11) Professor is the highest functional position for lecturers who are still teaching in the higher education unit.
- (12) Profession is a job or activity carried out by someone who requires expertise, and

proficiency meets specific quality standards or norms, requires special education for a long time, and is proven by a certificate.

- (13) Academic qualification is the level of academic education that must be possessed by a lecturer as evidenced by the possession of a diploma following the type, level, and formal education unit recognized by the Ministry of Education and Culture.
- (14) Competence is a set of knowledge, skills, and behaviors that must be possessed, mastered, and used by lecturers in carrying out their main tasks and functions.
- (15) Certification is the granting of teacher certificates to lecturers in particular disciplines.
- (16) Educator certificates are formal evidence of the recognition given to lecturers as professionals by an authorized institution.
- (17) UNP Staff is UNP employees assigned to carry out administration, management, development, supervision, and technical services to support the education process.
- (18) Students are those who are registered and studying at UNP according to the applicable rules and curriculum.
- (19) An academic advisor (PA) is a lecturer assigned by the head of the department/study program to provide academic guidance and other guidance for the smooth running of studies to students who are determined to be students under their care while participating in the education program UNP.
- (20) The Semester Credit System is an education delivery system that uses the semester as the smallest unit of time for implementing a study program.
- (21) Semester is the smallest unit of time to state the length of an educational program at an education level. One semester is equivalent to 16 to 18 workweeks.
- (22) Course Credit (SKS) are units used to express the amount of study load a student has in one semester, the amount of recognition for student businesses' success, and the effort to organize educational programs for tertiary institutions, especially for teaching staff.
- (23) 1 (one) course credit is equivalent to 50 minutes of scheduled academic activities, 50 minutes of structured academic activities, and 60 minutes of independent academic activities.
- (24) Implementation of education is the process of implementing academic activities at UNP.
- (25) Assessment is the process of collecting and processing academic information to measure the achievement of student learning outcomes.
- (26) Exams are activities carried out to collect academic information to assess student competencies as a measurement of learning outcomes in a course in the study program.
- (27) The final project is a compulsory assignment that students must complete at the end of their study period, which can be in the form of a final project, paper, thesis, thesis, and

dissertation.

- (28) Academic education is higher education directed primarily at mastering science, technology, sports, and/or the arts.
- (29) Vocational education prepares students to have jobs with skills /*skills* specific applied, at a maximum equivalent to an undergraduate program.
- (30) Professional Education is higher education after the undergraduate program that prepares students to have exceptional skill requirements.
- (31) Pedagogic Competence is the ability in the management of learning which at least includes:
 - (a) understanding educational insight,
 - (b) understanding students,
 - (c) developing curriculum and syllabus,
 - (d) learning design,
 - (e) implementing educational and dialogical
 - (f) learning,
 - (g) utilizing learning technology,
 - (h) evaluating learning outcomes,
 - (i) Developing students to actualize the various potentials they have.
- (32) Professional Competence is the ability to master knowledge in the fields of science, technology, and/or arts and culture, which at least includes the mastery of:
 - (a) Comprehensive and in-depth learning materials following the content standards of the educational unit program, subjects, and/or group of subjects will be able to teach
 - (b) Concepts and methods of relevant scientific, technological, or artistic disciplines are conceptually overshadowed or coherent with the academic unit program, subjects, and/or group of subjects to be taught.
- (33) Personality Competence is an ability that at least includes personalities who are:
 - (a) faithful and righteous,
 - (b) noble,
 - (c) wise and wise,
 - (d) democratic,
 - (e) steady,
 - (f) dignified,
 - (g) stable,
 - (h) mature,

- (i) honest,
 - (j) sportive,
 - (k) being role models for students and society,
 - (l) Objectively evaluating their performance. ,
 - (m) Develop themselves independently and sustainably.
- (34) Social Competence is the ability as part of society which at least includes competencies to:
- (a) communicate verbally, in writing, and/or gestures politely,
 - (b) use communication and information technology functionally,
 - (c) interact effectively with students, fellow educators, educational staff, leadership educational units, parents or guardians of students,
 - (d) interact politely with the surrounding community by observing the prevailing norms and value systems,
 - (e) Applying the principles of true brotherhood and the spirit of togetherness.

CHAPTER II

OBJECTIVES AND FUNCTIONS

Article 2

The objectives

The Academic Regulation's objective is to ensure academic activities under the Conditions in force at UNP.

Article 3

The function

The function of this Academic Regulation serves as a guideline for:

- (1) lecturers in carrying out academic activities,
- (2) educational staff in helping to organize academic administration activities,
- (3) students in carrying out activities academic while attending UNP

CHAPTER III

HUMAN RESOURCES

Article 4

Lecturers

- (1) Lecturers are required to have academic qualifications, competencies (pedagogic, professional, personality, and social), educator certificates, physically and mentally healthy, meet other qualifications required by UNP, and realize the goals of national education.
- (2) As referred to in paragraph (1) above, lecturers' academic qualifications and competence are obtained through an accredited higher education graduate program following their field of expertise.
- (3) The academic positions for permanent lecturers consist of associate lecturers, lecturers, associate professors, and professors.
- (4) Academic positions for adjunct lecturers under the prevailing laws and regulations.
- (5) The requirements to become a lecturer are having:
 - (a) faith and devotion to Allah SWT,
 - (b) having a Pancasila insight and the 1945 Constitution,

- (c) having a minimum academic qualification of S2 (master) and competence as teaching staff,
- (d) having high morals and integrity and having noble character,
- (e) Having a great sense of responsibility for the future of the nation, state, and religion.

Article 5

Lecturers Main Duties

- (1) To plan and implement a learning process that educates, assesses, and evaluates learning outcomes; conduct research and community service, and provide supervising and training.
- (2) To plan the learning process, including preparing a syllabus and a lesson plan that includes, among others, learning objectives, teaching materials, teaching methods, learning resources, and assessment of learning outcomes.
- (3) Carry out the learning process in academic units in an active, innovative, creative, interactive, inspirational, practical, and fun way to develop student competencies.
- (4) Evaluate and assess learning processes and outcomes to improve programs and learning outcomes.
- (5) Carry out research and publication activities to develop and discover science, technology, arts, and sports in the educational and non-educational fields.
- (6) Organize community service activities to disseminate and apply science, technology, arts, and sports in the educational and non-educational fields.
- (7) Conducting student supervising and training, in the form of:
 - (a) academic supervising,
 - (b) seminar supervising,
 - (c) educational fieldwork, KKN, industrial practice, and internships supervising,
 - (d) final assignment/project, thesis, and dissertation supervising,
 - (e) Supervising and training for student activities.
- (8) Fostering lecturers who are not yet having the functional position and associate lecturer.

Article 6

Lecturers Qualifications and Authorities

- (1) Lecturers have a minimum academic qualification:
 - (a) graduate from master's program to teach students of diploma and undergraduate

- programs,
- (b) Graduate from doctoral programs to teach students of diploma, undergraduate, and postgraduate programs.
- (2) Educator certificates for lecturers are given after fulfilling the following requirements:
- (a) having worked experience as an educator in tertiary institutions for at least 2 (two) years;
- (b) has an academic position at least as an associate lecturer;
- (c) has passed the certification held by the competent authority stipulated by the Directorate General of Higher Education.
- (3) The authorities and responsibilities of the lecturers in teaching study programs are following the table.

Table 1. Authorities and Responsibilities of Lecturer in Teaching Program

No.	ACADEMIC POSITION	EDUCATION QUALIFICATIONS	STUDY PROGRAM		
			DIPLOMA / Sergeant A	MASTER	DOCTORATE
1.	Associate lecturer	Master	M	-	-
		Doctoral	M	B	B
2.	Lecturer	Master	M	-	-
		Doctoral	M	M	B
3.	Associate Professor	Master	M	-	-
		Doctor	M	M	M
4.	Professor	Doctor	M	M	M

Description:

B = Assisting

M = Executing

- (4) The authority and responsibility of the lecturer in thesis supervising can be seen in the following table.

Table 2. The authorities and Responsibilities of Lecturer in Final Project Supervising

No.	ACADEMIC POSITION	EDUCATION QUALIFICATIONS	FINAL PROJECT SUPERVISING		
			Thesis / FINAL	THESIS	Dissertation

			PROJECT		
1.	Associate lecturer	Master	M	-	-
		Doctoral	M	B	-
2.	Lecturer	Magister	M	B *	-
		Doctor	M	M	B
3.	Associate Professor	Master	M	M **	-
		Doctor	M	M	B / M **
4.	Professor	Doctoral	M	M	M ***

Description:

* = Group III / d

** = As the first author in a reputable international scientific journal

*** = Under Article 26 paragraph 10 (b) Permendikbud Number 49 of 2014

B = Assisting

M = Executing

- (5) The duties and responsibilities of lecturers for journal publication can be seen in the following table.

Table 3. Duties and Responsibilities Lecturer in Journal Publication

NO	POSITION ACADEMIC	JOURNAL OF NATIONAL	NATIONAL JOURNAL accredited I	JOURNAL OF INTERNATIONAL	JOURNAL international reputable
1.	Associate lecturer	W	S	S	S
2.	Lecturer	W	S	S	S
3.	Associate Professor /Master		S	W	S
4.	Associate Professor /Doctor	S	W	S	S
5.	Professor	S	S	S	W

Information:

W = compulsory

S = suggested

Article 7

Lecturers Rights and Obligations

- (1) In carrying out their duties, lecturers have the right to:
 - (a) earn above the minimum necessities of life and guarantees social welfare;
 - (b) get promotions and awards following work assignments and achievements;
 - (c) obtain protection in carrying out duties and intellectual property rights;
 - (d) get the opportunity to improve competence, use learning resources, information, learning facilities, and infrastructure, and carry out research and community service;
 - (e) have academic freedom, freedom of academic expression, and scientific autonomy following the prevailing laws and regulations;
 - (f) provide an assessment and determine the graduation of students under applicable regulations;
 - (g) have the freedom to associate in professional organizations / scientific professional organizations;
 - (h) Get guarantees and protect and defend the good name of community members' disgraceful behavior, both inside and outside the campus environment.
- (2) In carrying out their duties, lecturers are obliged to:
 - (a) carry out education, research, and community service;
 - (b) plan, carry out the learning process, and evaluate learning outcomes;
 - (c) Improve and develop academic qualifications and competencies on an ongoing basis in line with the development of science, technology, arts, and/or sports.
 - (d) act objectively and do not discriminate against differences in gender, religion, ethnicity, race, certain physical conditions, or the socio-economic background of students in learning;
 - (e) upholds laws and regulations, law, code of ethics, religious values and ethics and has a high commitment to professional duties;
 - (f) maintain the integrity of the academic community, maintain the honor of the alma mater, nation, state and religion and have a high commitment in carrying out their duties;
 - (g) comply with all applicable Conditions;
 - (h) participate in programmed activities or other activities regulated by the leadership;

- (i) get permission from the leadership if he will carry out activities outside the campus either individually or in groups related to UNP;
- (j) guiding students;
- (k) maintain and cultivate the unity and integrity of the nation;
- (l) get permission from the leadership when traveling outside the region;
- (m) Save the face of the alma mater.

Article 8
Academic Staffs

- (1) UNP staff consists of academic support staff and academic administrative staff.
- (2) Academic support staff consists of librarians, computer administrators, public relations officers, laboratory assistants, and technicians.
- (3) Requirements, procedures for appointment, and authority for academic support staff are regulated by the university based on the prevailing laws and regulations.
- (4) The academic support staff's duty is assisting the learning process, practicum, and providing library services and maintenance of media equipment used in the learning process.
- (5) The rights of academic support staff.

Every academic support staff has the right to:

- (a) get their rights as civil servants under applicable regulations;
- (b) obtain education relevant to the task;
- (c) participate in activities non-academic that UNP has programmed;
- (d) Get guarantees and protection, save the face of community members' disgraceful behavior, both inside and outside the campus environment.

- (6) Obligations of academic support staff.

Every academic support staff is obliged to:

- (a) assist in the implementation of UNP's academic and non-academic programs;
- (b) maintain the integrity of the academic community, maintain the honor of the alma mater, nation, state and religion and have a high commitment in carrying out their duties;
- (c) comply with all applicable Conditions;
- (d) participate in programmed activities or other activities regulated by the leadership;
- (e) Get permission from the leadership if he will carry out activities outside the campus either individually or in groups related to UNP.

- (7) Academic administrative staffs are elements of academic administration executing who have the main task of administering all academic activities.
- (8) The rights of academic administrative personnel are to:
 - (a) obtain their rights as civil servants under the status and applicable regulations;
 - (b) obtain relevant education and training;
 - (c) participate in activities of non-academic programmed;
 - (d) Get guarantees and protect and defend the good name of community members' disgraceful behavior, both inside and outside the campus environment.
- (9) Obligations of academic administration staff:
 - (a) assisting the implementation of academic and non-academic programs;
 - (b) maintain the integrity of the academic community, and maintain the honor of the alma mater, nation, state, and religion and have a high commitment in carrying out their duties;
 - (c) comply with all applicable Conditions;
 - (d) participate in programmed activities or other activities regulated by the leadership;
 - (e) Get permission from the leadership in advance if the lecturer will carry out activities outside the campus either individually or in groups as long as the name UNP is concerned.

Article 9

Violations and Sanctions

- (1) Educators and staff who violate the prevailing values and norms will get sanctions imposed by the university's Ethics Commission.
- (2) Educators and staff who commit disciplinary violations will be given sanctions following the disciplinary regulations for Civil Servants (PNS) and/or other applicable regulations.

CHAPTER IV STUDENTS

Article 10 Students Admission Scheme

Student admission is carried out through:

- (1) national selection (without test or by test),
- (2) independent selection including Achievement Path Selection, Written Examination Selection, and National Examination Result Selection and report cards,
- (3) sports and arts selection is carried out by completing the Portfolio / Skills Test for the Faculty of Language and Arts and the Faculty of Sport Sciences for the undergraduate education program,
- (4) selection to move from other universities,
- (5) transfer selection to a higher level / Recognition Program for Work Experience and Learning Outcomes (PPKHB) / Professional Education Program,
- (6) special selection (cooperation),
- (7) admission to the Postgraduate Program (S2 and S3),
- (8) Other selections are determined based on applicable regulations.

Article 11 New Students Registration

Admissions Registration of all new admissions schemes is carried out *online* prepared by the IT Center (Puskom) of UNP and BAAK.

Article 12 Student Rights and Obligations

- (1) Students Rights
Every student has the right to:
 - (a) obtain academic services and academic administration as well as possible following the study program he is participating in;
 - (b) make use of university, faculty, study programs, and/or supporting facilities in order to make the learning process smooth under applicable regulations;
 - (c) receive academic supervising from a lecturer in the study program he is participating

in;

- (d) obtain academic and non-academic information services;
- (e) use academic freedom responsibly to demand and study science, knowledge, technology, and art under the norms and ethics prevailing in the academic environment;
- (f) get supervising and counseling services;
- (g) completing educational programs according to their respective learning speeds and do not deviate from the stipulated time limit;
- (h) transferring study programs within the university or to another university under regulations;
- (i) Obtain special services in the academic field for students with disabilities.

(2) Student Obligations

Every student is obliged to:

- (a) comply with all rules/regulations that apply to the university and the units in it;
- (b) participate in maintaining facilities and infrastructure as well as cleanliness, order, and security of the university and its units;
- (c) bear the cost of providing education, except for students who are exempt from these obligations under the applicable regulations;
- (d) respect science, technology, and/or the arts;
- (e) maintain the dignity and save the university fame and the units in it;
- (f) uphold national culture;
- (g) comply with all applicable rules/regulations in order to foster a conducive learning and teaching atmosphere;
- (h) dress neatly and politely under the values and norms that apply in the learning process and the campus environment;
- (i) Pass the TOEFL with a minimum score of 400 for D3, D4, S1, 450 for S2, and 500 for S3 before the thesis/thesis/dissertation exam is carried out.

CHAPTER V
ACADEMIC ADMINISTRATION

Article 13
Educational Programs

- (1) Educational programs at UNP consist of academic, professional, and vocational education, both educational and non-educational.
- (2) The implementation of education is carried out by the Department / Study Program / Faculty / UPT based on a curriculum arranged according to the vision, mission, and objectives of the study program, referring to the faculty and university's vision and mission.
- (3) The levels of vocational education and academic education study programs consist of Diploma III (D3), Diploma IV (D4), Undergraduate (S1), Master (S2), and Doctoral (S3).
- (4) Students follow professional education after completing their undergraduate education in the same field of science.
- (5) The implementation of an independent program is regulated under the applicable regulations.

Article 14
Academic Year

- (1) One academic year is divided into two semesters, namely odd semester and even semester.
- (2) Each semester, several courses are offered for each study program to guide in filling out the Course Selection Sheet.
- (3) Short-semester lectures can be held at the end of the January-June semester.
- (4) The short semester is held at least 16 face-to-face meetings.

Article 15
Lecture Management System

- (1) Lecture is administered using the Semester Credit System (SKS).
- (2) Each semester, several courses are presented, and each subject has a weight stated in Semester Credit Units (SKS) following the stipulated curriculum.

- (3) The implementation of one credit for theoretical courses is carried out 1 x 50 minutes face to face, 1 x 50 minutes structured, and 1 x 60 minutes independently.
- (4) One credit for practical courses 2 x 50 minutes.
- (5) One credit for field courses 4 x 50 minutes.

Article 16

Academic Supervising

- (1) Supervising aims to help students achieve optimal learning achievement.
- (2) Academic supervising is given to students through consultation to determine a study plan for each semester and solve other academic problems.
- (3) In determining the credits that students should take, the academic advisor considers the previous semester's grade point.

Article 17

Department / Study Program

- (1) Department / Study Program plans, implements, supervises, evaluates, and reports are implementing academic, vocational, and professional education in one clump of science and technology, arts, and/or sports disciplines.
- (2) Departments / Study Programs are held to obtain a graduation certificate or diploma, which authorizes them according to their expertise.
- (3) Departments / Study Programs are held for a level of education as needed.
- (4) Each Department / Study Program, according to its classification and professional education, has a specific learning load which is stated in the number of semester credit units.

Article 18

Academic Activities Supervision

- (1) To ensure the quality and discipline of lectures, the Head of the Department / Study Program is responsible for supervising lectures within his authority and reporting them to the Heads of Faculties and Universities.
- (2) The Assistant Dean for Academic carries out supervision of faculty-level courses
- (3) The General Course Coordinator carries out supervision of University-level courses

(MKU and MKB).

- (4) Supervision is carried out to ensure that academic activities are carried out by teaching staff according to minimum service standards and are followed up by sending reports to the Assistant Dean for Academic and/or the Assistant Rector for Academic.
- (5) At the Dean's suggestion, the Rector can cancel courses deemed not meeting academic requirements and appoint other teaching staff to solve the problem with the aim that the students concerned are not harmed.

Article 19

Academic Sanctions

Academic sanctions are intended to maintain student academic standards so that the quality of graduates can be guaranteed. The forms of academic sanctions given are as follows.

1. The first written warning is given by the head of the department/study program to diploma and undergraduate students who, in the first semester, passed less than 11 credits with a GPA of less than 2.0.
2. The Dean / Director of PPs gave the first written warning at the suggestion of the head of the study program to master (S2) level students who in the first semester passed less than six credits with a GPA less than 2.5.
3. The second written warning was given by the Dean, at the suggestion of the head of the department/study program, to diploma and undergraduate students who in the second semester passed less than 22 credits with a Grade Point Average (GPA) of less than 2.0.
4. The Dean / Director of PPs gave the second written warning at the suggestion of the head of the study program to students of the master study program (S2) who in the second semester passed less than 12 credits with a Grade Point Average (GPA) of less than 2.5.
5. The third written warning is given by the Dean, at the suggestion of the head of the department/study program, to diploma and undergraduate students who in the third semester graduated less than 33 credits with a GPA of less than 2.0.
6. The third written warning was given by the Dean / Director of PPs, at the suggestion of the head of the study program, to students of master study programs (S2) who in the second semester passed less than 18 credits with a Grade Point Average (GPA) of less than 2.5.
7. Students of diploma and undergraduate programs can be dismissed by the Rector at the Dean's recommendation if, after studying for four semesters, they pass less than 44 credits and a GPA of less than 2.0. The same sanction is imposed on students who pass less than 55 credits in the fifth semester or achieve a GPA of less than 2.0 with the minimum requirement after improving their scores for one semester.

8. If the student exceeds the used study period, the Rector can dismiss the student concerned at the suggestion of the Dean / Director of PPs. The maximum study period used for students is as follows:
 - a. 3 (three) to 5 (five) years for the diploma III program.
 - b. 4 (four) to 6 (six) years for diploma IV and undergraduate programs.
 - c. 1 (one) to 2 (two) years for professional programs after completing a four-year undergraduate or diploma program.
 - d. 1.5 (one point five) to 4 (four) years for a master program after completing a four-year undergraduate or diploma program.
9. Students are declared to have failed. Their academic activities are suspended for a maximum of two semesters if they are proven to have plagiarized papers, reports, final projects, final projects, theses, and dissertations belonging to others, either partially or entirely. If it is proven that students have committed plagiarism after the passing score has been given, then the score is canceled.
10. If plagiarism is discovered after a student has graduated, the certificate in question can be canceled by the UNP Rector's decision.
11. Suppose the student is known and proven to be using another party's services to replace him and/or assist in carrying out the examination. In that case, he will be subject to sanctions for suspension of academic activities for a maximum of two semesters.
12. Suppose the UNP student is known and proven to be the party substitute and/or assisting in carrying out the exam. In that case, the person concerned will be subject to the severest sanction of being dismissed as a UNP student.
13. If proven to falsify grades or falsify lecturers' signatures, elements of heads of departments/study programs, faculties, and universities, the student concerned will be suspended academic activities for a maximum of two semesters.
14. Students are suspended for their academic activities for a maximum of two semesters if they are proven to have damaged UNP facilities, criminal acts, immorality, and drugs.
15. Students are dismissed if they are sentenced to prison for committing criminal, immoral, and drug acts based on a court decision that has permanent legal force.
16. Students must replace equipment that is damaged due to negligence in using the equipment.
17. Students have their academic activities suspended for at least one semester. They can be dismissed if they make threats, acts of violence against fellow UNP students, employees, lecturers, students, teachers or employees of training schools, supervisors, and leaders of

companies/clubs where students carry out Field Experience/ Field Industry Practice / Internships and Coaching Practices.

18. Students are dismissed if they do not participate in the academic program and do not re-register for three consecutive semesters without official permission.
19. The Rector sets sanctions in the form of suspension of academic activities and dismissal of students on the recommendation of the dean/director of PPs. Other sanctions are given by the dean/director of the PPs concerned at the suggestion of the head of the department/study program.

Article 20

Study Load and Period

1. The diploma III program's study load is 108 (one hundred and eight) credits scheduled for 6 (six) semesters. It can be taken within at least 6 (six) semesters and for a maximum of 10 (ten) semesters after secondary education.
2. The study load of undergraduate or diploma IV program, 144 (one hundred and forty-four) credits scheduled for 8 (eight) semesters. It can be taken in less than 8 (eight) semesters and a maximum of 12 (twelve) semesters after secondary education.
3. Professional program study load, 36 (thirty-six) credits scheduled for 2 (two) semesters and a maximum of 4 (four) semesters after undergraduate education.
4. Master program study load, 46 (forty-six) credits scheduled for 4 (four) semesters and can be taken within 3 (three) semesters and a maximum of 8 (eight) semesters after undergraduate education or diploma IV.
5. Doctoral program study load, 52 (fifty-two) credits which are scheduled for a minimum of 6 (six) semesters and a maximum of 11 (eleven) semesters after the master program education.
6. The amount of study load that a student can participate in a given semester is determined by the student's GPA concerned in the previous two semesters (odd-odd and even) with PA approval based on the guidelines below. It except for semesters 1 and 2, which are defined by the package system.

Table 4. Study Load

Achievement Index Last semester Diploma and Strata 1	Maximum credits taken
0.00 - 2.00 (Low)	15
2.01 - 3.00 (Moderate)	18
3.01 - 4.00 (High)	20 The

7. After the first two semesters of the first year, high academic achievement students can be added up to 64 (sixty-four) hours per week, equivalent to 24 credits per semester.
8. Students who take a semester off from college and want to be active again are assigned a credit load based on the previous relevant semester's GPA (Even-Even, Odd-Odd).
9. Students who have finished their study period can be extended a maximum of 1 (one) semester if they receive consideration and approval from the Head of Department / Head of Study Program and the Dean / Director of PPs.
10. Students who take the Educational Field Experience (PLK) may take a maximum of 1 (one) course other than a thesis / final diploma project. They can follow all the course requirements.

Article 21

Subjects Grouping

1. Subject grouping is carried out based on study themes and the course's exact characteristics and *learning outcomes* (LO) of each study program.
2. Course grouping for the field of Education is:
 1. General Course Group (MKU)
 2. Basic Educational Course Group (MKDK)
 3. Expertise Areas Courses Group (MKBK)
 4. Learning Process Skills Courses Group (MKKPP)
 5. Education Development Courses Group (MKPP)
3. General Course aims to equip students with general essential competencies such as faith and piety, Indonesian, and others.
4. Basic Educational Course Group aims to equip students as prospective educators with essential competencies related to basic educational sciences.

5. Expertise Areas Courses Group aims to equip students with the academic competence of the primary study substance (content knowledge) following their respective majors or study programs.
6. Learning Process Skills Courses Group (MKKPP) equips students with various approaches, models, methods, strategies, and learning theories.
7. Education Development Courses Group (MKPP) equips students with the ability to do; research in education, development of teaching materials, development of learning tools, and development of learning curricula.
8. The grouping of courses for non-educational fields considers the Indonesian National Competency Framework (KKNI), which consists of general competencies, main competencies, particular competencies, and other competencies based on learning outcomes compiled by each study program.
9. General competence courses study covers religious education, citizenship education, Indonesian, English (foreign language), and mathematics or statistics.
10. Each study program's main competency course groups are developed concerned with the graduate's characteristics under the study program's vision and mission.
11. Groups of special competency courses are developed by each study program concerned following the study program graduates' characteristics proclaimed in the university's vision and mission.
12. Other groups of competency courses are developed by each study program concerned under the study program's specific characteristics compared to other similar study programs.

Article 22

Taking courses

1. Courses are taken according to the study program curriculum following the year of entry of the student concerned.
2. The prerequisite courses can be taken following the Conditions of the Department / Study Program.
3. The introduction of the Educational Field is carried out with an integrated system with learning courses.

Article 23

Lecture Implementation

1. Each course can be held in the form of academic activities as follows:
 1. face-to-face,
 2. laboratory practicum,
 3. field lectures,
 4. educational field experience,
 5. industrial practice/ apprenticeship,
 6. apprenticeship,
 7. training practice,
 8. research,
 9. tutorials,
 10. lectures *e-learning, distance-learning, and blended-learning,*
 11. other academic activities.
2. Competency standards and essential competencies for each subject are stated in the syllabus of the relevant course.
3. The course syllabus prepared by the lecturer/lecturer group is given to students participating in the lecture at the beginning of the lecture.
4. Structured individual tutorials/studies are held for one semester and are registered in KRS.
5. Individual structured tutorial/study may be given for the following cases:
 - a. the course is no longer offered in the current semester and/or the following semester;
 - b. students who can take the tutorial are students who live a maximum of 2 courses.
6. The tutorial/structured individual study referred to in points "a" and "b" above can be given if it has received approval from the head of the department and is known by the assistant dean of academic affairs.
7. The maximum semester credit load is nine credits only for theory courses.
8. All courses offered for each semester in a study program must be registered with the Bureau of Academic Administration and Student Affairs.
9. E-learning can be done for several topics in a subject that has been prepared by a lecturer, a maximum of 40% of learning activities each semester.

Article 24

Changes in Courses

1. Changes to courses taken by a student in one semester, either in the form of replacements, additions or cancellations, can be made after obtaining permission from the head of the

Department / Study Program / UPT MKU / MKB /MKF coordinator with the approval of the Academic Advisor.

2. According to the predetermined schedule (academic calendar), the student concerned can carry out the changes referred to in paragraph (1) *online* according to the predetermined schedule (academic calendar).
3. Cancellation of courses outside the procedure in paragraph (2) results in giving an "E" score on the relevant course.

Article 25

Lectures Attendance

1. One semester consists of 16 lectures (including midterm and final semester examinations) and/or have been achieved *learning outcomes/* competencies through learning activities as referred to in article 23 paragraph (1), which is equivalent to the Conditions of the Semester Credit System (SKS).).
2. Students must take at least 80% of the total attendance as referred to in paragraph (1) above as a condition for taking the final semester exam.

Article 26

Semester Off

1. Semester off is an official postponement of lectures and other academic activities for one semester, as evidenced by a Certificate of Study Break issued by BAAK UNP.
2. Students are free from the obligation to pay tuition fees during the semester off period and are not entitled to academic services and are not counted as the study period.
3. Students who are allowed to take a semester off after studying for a minimum of one semester and a maximum of ten semesters are allowed.
4. Students who want to take a break from college must apply for a semester off to the Rector through the head of BAAK after receiving written approval from the Academic Advisor lecturer and the head of the department/study program.
5. Applications for college breaks are submitted at the time of re-registration at the beginning of the semester.
6. Semester off can be given a maximum of 2 (two) semesters.

7. Students who do not submit a semester off letter and do not re-register will be automatically rested through a Rector's Decree. To be active again, students must meet the following requirements:
 - a. the semester off period is counted as the study period;
 - b. pay SPP / UKT / Practicum during automatic rest;
 - c. received written permission from the Head of Department / Study Program and the Dean to be active again.
8. Students who are automatically rested by the rector for 2 (two) consecutive semesters or not in a row will be given sanctions to be dismissed as UNP students through a Rector's Decree.

Article 27

Transferring College

1. Students who are allowed to move to UNP with the following conditions:
 - a. students come from state universities,
 - b. study programs, or scientific accreditation and are at least the same.
 - c. the study program concerned accepts the student's transfer application as evidenced by the acceptance letter of approval.
2. Moving courses in environmental UNP is moved from one course to another course, both inside and outside the faculty of UNP.

Article 28

Requirements for Transferring to UNP

1. General Requirements
 - a. Submit a letter of application to the Rector of UNP by attaching a transfer letter and transcript issued by the state university of origin.
 - b. At least students have attended lectures for two semesters and a maximum of 4 semesters.
 - c. Physically and mentally healthy.
 - d. Apply before the semester runs.
 - e. Never violate the rules/regulations at the home university as evidenced by a valid certificate issued by the head of the state university of origin.
2. Special Requirements

- a. Have a minimum GPA cumulative of 3.00.
- b. Fulfill other administrative requirements set by UNP.
- c. Willing to obey all regulations at UNP.
- d. The decision for admission of students moving from other tertiary institutions is determined by the Rector based on recommendations from the head of the department/study program and the Dean / Director of PPs.

Article 29

Conditions for Transfer from UNP

Submit a letter of application that has been approved by the head of the department and the dean to the UNP Rector by attaching the following letter.

1. Letter of Statement issued by the Head of the UNP Library that the student concerned does not have a library book loan within the UNP environment.
2. Letter of Statement issued by the Vice Dean III of the faculty that the student concerned has no student activities problems.
3. Letter of Statement issued by the head of the department/study program that the student concerned has completed everything that could be detrimental to the department/study program.

Article 30

Changing Study Programs within the UNP

1. Changing study programs must be at the same entry path and program level.
2. Moving to a department/study program at a different faculty by:
 - a. submitting an application letter to the Rector of UNP and the Head of BAAK UNP, which is known by the head of the department and the dean of the faculty of origin, as well as receiving approval from the head of the department/study program and the dean of the intended faculty;
 - b. has attended lectures for at least two semesters;
 - c. apply before the current semester;
 - d. The student's entry status does not go through the SNMPTN Invitation, Bidik Misi, and Achievement paths.
3. Switching to a department in the same faculty by

- a. submitting an application letter to the Rector of UNP and the Head of BAAK UNP approved by the head of the department/study program recipient and acknowledged by the dean of the faculty;
 - b. has attended lectures for at least two semesters;
 - c. apply before the current semester;
 - d. The student's entry status does not go through the SNMPTN Invitation, Bidik Misi, and Achievement paths.
4. Changing study programs is only valid once and is not allowed to return to the original study program or other study programs.

Article 31

Transfer

1. Transfer is an advanced education program from the diploma program to undergraduate (S1).
2. Students who can take part in the transfer are:
 - a. UNP alumni,
 - b. alumni of other universities whose study programs have been accredited at least the same as the study program's accreditation to be entered.
3. Transfer procedure
 - a. Candidates make an application letter to the UNP Rector up to the head of BAAK, complete with attachments to the necessary administrative and academic requirements.
 - b. BAAK carries out a selection of administrative requirements.
 - c. Files that meet the requirements are forwarded to the faculty/department/study program for consideration/assessment, acceptance, or rejection.
 - d. The considerations for the department/study program and the dean are forwarded to the Rector / BAAK;
 - e. The Rector will announce student admissions.
4. Admission of transfer students is regulated in separate rules.

Article 32

Teacher Professional Education

1. Teacher Professional Education Program hereinafter referred to as the PPG program, is an educational program organized to prepare non-education S1 / DIV graduates who have the

talent and interest in becoming teachers in order to fully master the competence of teachers following national education standards so that they can obtain professional educator certificates in early childhood education, primary education, and secondary education.

2. PPG program objectives;
 - a. to produce teacher candidates who have the competence in planning, implementing, and assessing learning;
 - b. follow up on the results of the assessment by conducting guidance and training students; and
 - c. able to carry out research and sustainably develop professionalism.
3. PPG's technical implementation refers to the applicable regulations, PPG quality assurance manual, and Universitas Negeri Padang PPG program guidebook.

Article 33

Counselor Professional Education

1. Counselor professional education is an advanced education taken by graduates of the Supervising and Counseling study program S1 to become a counselor.
2. Counselor Professional Education is oriented towards experience and practical skills in the field. The graduates obtain a supervising and counseling professional certificate with a professional degree following applicable regulations.
3. The counselor's academic and professional competencies are mapped and formulated into pedagogical, personal, social, and professional competencies.
4. The Counselor Professional Education implementation refers to the prevailing laws and regulations and the guidebook for the Professional Education for Counselors at the Universitas Negeri Padang.

CHAPTER VI
ASSESSMENT OF LEARNING OUTCOMES

Article 34

Objectives of Learning Outcomes

1. Lecturers assess learning outcomes to monitor the process, progress, and improvement of the student learning process on an ongoing basis in quality control.
2. Assessment of learning outcomes is based on the principles of objectivity, openness, and honesty.

Article 35

Learning Outcomes Assessment Functions and Uses

1. Assessment of learning outcomes provides information on the extent to which student learning outcomes are shown in a broad sense, including the dimensions of mastery of subject matter in the field of study.
2. Assessment of learning outcomes helps improve the learning process and measure student learning achievement.

Article 36

Assessment Forms

1. Assessment of learning outcomes can be carried out in the form of tests and non-tests.
2. Assessment in the form of tests, i.e., objective tests and essay tests.
3. Assessment in the form of non-tests, i.e., tests of skills, processes, products, and portfolios or authentic.
4. Objective tests and descriptions can be carried out in written or oral form using standard and objective instruments.
5. Components assessment Portfolio can be obtained through assignments/homework, group seminars, making collections, case study reports, literature studies, book reports, translations, and observations.

Article 37

Organizing Examination

1. Examinations can be held in the form of quizzes, semester exams, and final assignments, theses, and dissertations.
2. The semester exams consist of the Mid-Semester Examination (UTS) and the Final Semester Examination (UAS).
3. Final project exams are held at the end of a student's study according to the program's level.

Article 38

Semester Exams Requirements

1. A student has the right to take summative exams / final semester examinations (UAS) if he is registered as a participant in the course with a minimum attendance of 80%.
2. Students who have attended lectures and practicum at least 80% but cannot take the scheduled summative exam / final semester exam (UAS) due to illness or other obstacles for logical reasons and can be accepted by lecturers and heads of departments/study programs, then they can take the summative exam / final semester exam (follow-up exam) whose time is set separately.
3. Especially for students who are assigned by the rector/dean/head of department/head of study program to represent the interests of the university/faculty/department/study program, they can take summative exams / final semester exams (supplementary exams) with a minimum of 70% of lectures for one semester. If the attendance is less than 70%, the lecturer provides a tutorial to take the follow-up exam.

Article 39

Examination

The person in charge of holding summative exams / final semester examinations (UAS) and final assignments is the department/study program/faculty / PPs. General Courses (MKU) and Basic Education Course (MKDK) organized by the institute/unit coordinates the courses and are assisted by the subjects' coordinator.

Article 40

Examination Schedules

1. According to the academic calendar, the summative Examination Schedule / Final Semester Examination (UAS) is under the academic calendar.
2. Summative Examination / Final Semester Examination (UAS) outside the predetermined schedule cannot be held except with the permission of the Head of Department / Study Program / Vice-Dean I.

Article 41

Changes in Examination Schedule

1. Changes in the examination schedule and place must be announced in writing by the department/study program/faculty / PPs / organizer coordinator.
2. Changes to the exam schedule and place may be held due to an urgent matter or an emergency.
3. Mistakes in reading the exam schedule or venue cannot be used as a valid reason for requesting a follow-up exam.

Article 42

Written Examination Rules

1. Students are allowed to take a course examination with the following conditions:
 - a. the section number and name of the course are listed on the student's Course Selection Sheet for the current semester;
 - b. not be subject to sanctions in the form of a written prohibition from participating in academic activities when the exam is taking place;
 - c. wear modest and proper clothing;
 - d. meet all the requirements to take the exam.
2. During the exam, students are required to:
 - a. comply with all applicable exam rules and regulations;
 - b. obey the instructions technical regarding the administration of examinations given to students by the supervisor;
 - c. ask for the supervisor's approval before leaving the seat or exam room;
 - d. submit the exam answer sheet to the supervisor on duty before leaving the exam.
3. During the examination, students are not allowed to:
 - a. cooperate with other students in completing exam assignments;

- b. cheating or giving exam answers to other students;
- c. use notes, books, or other sources of information during the exam, unless the examining lecturer permits this;
- d. take advantage of the services of other parties who assist in exam violations.
- e. behave that disturbs the orderliness of the administration examination;
- f. communicate in any form with other test-takers, without the permission of the examining lecturer / supervisory lecturer;
- g. activate all forms of electronic communication tools.

Article 43

Examination Supervisors

1. Supervisors are lecturers of the relevant subject or other lecturers.
2. Staff can be assigned to supervise exams in dire need under the supervision of the lecturer concerned.

Article 44

Duties and Authorities of the Examination Supervisor

1. The examination supervisor has to maintain order during the examination.
2. The examination supervisor has the following authorities: to
 - a. arrange and determine the seat of each student;
 - b. curbing equipment or objects that can interfere with the smooth running of the exam;
 - c. refuse the presence of an unauthorized person as a participant in the exam room;
 - d. report the cheating act of the examinees in the Minutes of Examination Implementation.

Article 45

Sanctions Against Violation of the Examination Code of Conduct

1. According to the violation's level, students who violate the examination rules as referred to in Article 42 will be given sanctions.
2. For students who are proven to have cheated during the exam, as referred to in article 42 paragraphs (2) and (3), will be sanctioned being expelled from the exam room and given an E (failed).

Article 46
Assessment Standards

1. Assessment can use the *Criterion Reference Test*.(CRT) and/or *Norm Reference Test* (NRT).
2. Benchmarking Assessment is used when the learning process demands accurate and mature mastery to achieve specific competencies.
3. Norms Reference Assessment is used when it aims to compare learning outcomes among students.

Article 47
Courses Final Score

1. The scores of the processed courses are those that are officially registered on the Course Selection Sheet.
2. A course's total value is a combination of the Practicum Score, Mid-Semester Examination (UTS), Final Semester Examination (UAS), and other structured assignments.
3. The lecturer determines credit of scores.
4. The complete score of a course is expressed by the Quality Score (NM), namely A, A-, B+, B, B-, C+, C, C-, D, and E which in the Quality Score (AM) are 4.0, 3, 6, 3,3, 3.0, 2,6, 2,3, 2.0, 1.6, 1.0, and 0.0, respectively.
5. Score from 0 (zero) to 100 (one hundred) is used to get the Quality Score
6. The relationship between Score Value, Quality Score, Value Score, and Quality Designation (SM) is as follows.

Table 5. Distribution of Score

Score	Quality Score	Value Score	Designation
85 to 100	A	4.0	With Praise
80 to 84	A-	3.6	Very Good
75 to 79	B +	3.3 Very	Good
70 to 74	B	3.0	Good Enough
65 to 69	B-	2.6	Fairly Good

60 to 64	C +	2.3	More than Enough
55 to 59	C	2.0	Enough
50 to 54	C-	1.6	Less Sufficient
40 to 49	D	1.0	Less
≤ 39	E	0 , 0	Failed
-	T	-	Delayed

7. For the assessment system for the final score of student courses in 2012 and previously still using the old grading system (A, B, C, D, and E)

Article 48

Incomplete Score (T)

1. A student who has not can complete all the assignment requirements charged by the lecturer. Then a temporary score can be given; **T** (delay).
2. As referred to in paragraph 1 above, students who get a T score must complete all the relevant course requirements within a time limit no later than one month after the score **T** is announced.
3. The lecturer in question must immediately eliminate the change in the value T through the Academic Portal at the stipulated time.
4. The value **T** automatically becomes **E** (fail) if the student concerned cannot complete the assignments within one month.
5. In determining the GP, the value of **T** is not taken into account.

Article 49

Score Entry

1. The course lecturer carried out score entry through an academic information system *online* according to a predetermined schedule.
2. Lecturers should not be late to enter the predetermined schedule because it will risk an "E" score for students.
3. The lecturer concerned must save the score archive as an assessment document and submit a *print-out of the grades* to the department/study program.

4. The department/study program must archive all the students' grades as soon as the lecturer grades them.

Article 50

Student Report

Student Reports on study results can be accessed by the student concerned *online* through the UNP Academic Portal.

Article 51

Correction of Score

1. Correction of course scores are only allowed for courses that earn C- (C min) and D scores for undergraduate (S1) and Diploma programs, C + (C plus) for master (S2), and B- (B min) for the doctoral program (S3).
2. Any student who fixes the score is required to repeat and follow lectures, lab work, and academic work more for the course as a whole and should be included in the Course Selection Sheet.
3. The final score is the last score that the students get after taking the repetition class.

CHAPTER VII

FINAL PROJECT

Article 52

Forms of Final

1. Project Final Project is a scientific work of prospective Bachelor, Master, and Doctoral candidates, which results from research in a written paper, which is compiled by themselves based on a *Final Writing Guide* separate Project as one of the requirements in completing the study.
2. The topic of the final project must be the subject matter or problem in the study of the study program. According to the study field, the topic is researched scientifically based on scientific theory in the study in question and uses the scientific method.

Article 53

The Language Used in Final Project

1. The project is written in good and correct Indonesian.
2. The final project may be written in English, especially for the English Education Study Program.
3. The final project is accompanied by an abstract which is written in Indonesian and English.

Article 54

Final Project Credit

Credit for the final project is following the curriculum of each study program.

Article 55

Time of Final Project Preparation

1. Students of the diploma III program can start compiling their final since semester V.
2. Students of diploma IV and undergraduate programs can start compiling their final project/thesis since semester VI.
3. Masters program students can start compiling a thesis since semester III.
4. Doctoral program students can start compiling a dissertation since semester III.

Article 56

Final Project Supervising Process

Students follow the mentoring process with the following steps:

1. After the Advisory Team is determined (based on the Decree of the Dean / Director of PPs), students contact the two supervisors to establish the topic to be researched.
2. The advisor's appointment must pay attention to the rank, functional position of the lecturer, and the field of science.
3. Students must fill out a supervising book every time they meet with one and two supervisors during the supervising process. The supervising book is used as material for consideration by the Head of Study Program / Dean in evaluating the process and progress of writing student proposals/theses.
4. Writing a final project must follow the Conditions of scientific writing, and its validity can be proven. If it cannot prove its validity, the final project may be canceled by the Advisor and/or Examiner Commission.

5. Under normal circumstances, the final project material from students is checked by the advisor within seven days of receipt before being returned to the student for repair.
6. Students must report the progress made in writing a final project to the Head of the Department / Head of Study Program.
7. If students do not show progress in the research and writing of their final assignments, the Head of the Study Program / Dean / Director of PPs and the Advisory Team try to find a solution.
8. If there is a mismatch between the advisor and the student, the Head of the Study Program becomes the mediator in resolving existing differences.
9. In certain conditions and there is no common ground for completion in supervising, the Dean / Director of PPs can take a policy to replace the Advisor.

Article 57

Proposal Seminar

After the preparation of the proposal, a proposal seminar is held with the following steps:

1. Requirements and Steps
 - a. To be able to be in the seminar, the final project proposal must have been approved by the advisor. This proposal is submitted in duplicate to the Administration section of the Faculty.
 - b. Students who will present their proposals must have attended *the Proposal Seminar* of other students at least five times in their field of study.
 - c. The Head of the Study Program determines proposal Seminar Examiners and Thesis Examinations.
 - d. Study Program staff and/or students contact the lecturers to ask for their willingness to attend the Proposal Seminar at the specified time.
 - e. Students submit a list of the Advisory Team's willingness and lecturers who will be present on the day mutually agreed upon and forwarded by the Head of the Study Program to register the schedule with the Administration Department no later than **one week** before the seminar.
 - f. The invitation to attend the proposal seminar was issued by the Head of the Department / Head of Study Program / Vice-Dean I / Vice- Director I.
2. Administering Proposal Seminar

- a. The purpose of the seminar was to seek input to refine the proposal used as a basis for research.
- b. Students submit invitations and duplicated proposals to lecturers who will attend the seminar three days before the seminar.
- c. The seminar administration is regulated by the Administration Section of the Faculty / PPs.
- d. Students whose proposals will be in the seminar need to remind the Advisory Team and lecturers to attend the seminar according to the scheduled time and place.
- e. The seminar is held if at least attended by one of the advisors and two examiners.
- f. Not only being attended by the Advisory Team, but the Seminar is also attended by a minimum of 5 (five) students from the Study Program itself or others.
- g. A moderator leads the proposal seminar from one of the advisors or another student whose assistance is asked by the student concerned.
- h. Students share a summary of their proposals with other students who attend the seminar.
- i. Students present the contents of the proposal for a maximum of 15 minutes.
- j. After the presentation, questions and answers are conducted between the presenter and the students present, and the examiners.
- k. Lecturers who are not present at the seminar must approve the decision on the seminar proposal results.
- l. The Advisory Team and examining lecturers give a score to the student summarized in a separate format.

Article 58

Research Permit and Instruments Uses

In carrying out research, students can have a Research Permit and Research Instruments

1. Permission to conduct research (collecting data) to the research location can be requested from the Head of the Faculty through the Head of the Department / Head of the Study Program after the proposal is corrected based on the proposal seminar results and has been approved by the Advisory Team.
2. This research permit application letter is issued by the Head of the Faculty / PPs.
3. If the research uses instruments, then the research instrument (according to the method used) must first be:
 - a. tested for validity and calculate its reliability.

- b. Approved by the Advisory Team.

Article 59

Final Examination/Project Requirements

1. Registered as a student in the semester during the exam.
2. Have a maximum D score of 1 (one) for undergraduate and D3 students.
3. Students can have a maximum C + score of 1 (one) for Masters level students.
4. May have a B-value of a maximum of 1 (one) for students from the S3 program.
5. Must write articles and be published in *e-journals*; for undergraduate/diploma IV programs, it must be published in *e-journals* of study programs, for master programs published in *e-journals* national, and for doctoral programs published in *e-journals* nationally accredited / international e-journal.

Article 60

Final Project Examination

1. After the diploma program's thesis and final assignment have been prepared and approved by the Advisory Team, the diploma program's thesis and final assignment are submitted to the Head of the Study Program for approval to take the exam.
2. After the thesis has been prepared and approved by the Advisory Team, the thesis is submitted to the Head of the Study Program to attend the seminar on the results (if required) and the thesis examination.
3. After the dissertation has been prepared and approved by the promoters' team, the dissertation can be submitted to the Dean / Director of PPs to get approval to attend seminar results, closed exams, and open exams.
4. Final project exams can be carried out after completing all academic activities and administrative obligations.

Article 61

Final Project Examination Time

1. Final exams can be held following students' readiness and requests after being approved by the advisor or for a dissertation by a team of promoters appointed by each department/study program through a decree of the dean/director of the graduate program.

2. Final project exams can be carried out after students complete and pass the entire course credits according to the program level.
3. Final project exams are carried out throughout the semester.

Article 62

Commission of Examiners

1. Commission of Examiners for diploma III program consists of an advisor who is concurrently the chairman and two other examiners who teach in the study program concerned.
2. The commission of examiners for undergraduate, diploma IV, and master programs consist of The
 - a. The chairperson is an advisor I, concurrently as an examiner.
 - b. The secretary is advisor II, concurrently as an examiner.
 - c. Three other examiners who teach in the study program concerned.
3. commission of examiners for the closed examination of the doctoral program consists of:
 - a. The chairperson is the Director of PPs, who is also an examiner.
 - b. The secretary is the head of the study program and also serves as an examiner.
 - c. Three promoters as examiners.
 - d. Two professors from UNP as discussants and examiners.
 - e. One professor from outside the UNP is the examiner.
4. The commission of examiners for the open examination of the doctoral program consists of:
 - a. The supervisor is the Rector, who is also an examiner.
 - b. The chairman is the Director of PPs and also serves as an examiner.
 - c. The secretary is the Assistant Director I PPs, who is also an examiner.
 - d. Head of Doctoral Study Program as the examiner.
 - e. Three promoters as examiners.
 - f. Two professors from UNP as discussants and examiners.
 - g. One professor from outside the UNP is the examiner.

Article 63

Determination of Examination Date

Determination of test date is determined jointly between students, the Advisory Team, and examiners approved by the Head of the Study Program.

Article 64

Administering Final Project Examination

1. Examination for the final project diploma III program can be carried out if one advisor and one examiner are present.
2. Thesis and thesis exams can be carried out if at least one advisor and two examiners are present.
3. Examining lecturers who cannot attend must notify the Head of the Study Program and be replaced by another lecturer or take the exam at another time after the official exam is carried out.
4. Students who take the final project examination must prove the validity of the final project's writing concerned to the examining team.
5. Each examiner assesses the final project according to the assessment format. The meeting to determine the pass is carried out in *the Commission of Examiners Session* immediately before the exam ends.
6. If the lecturer cannot attend, he/she cannot carry out the examination separately and is deemed to agree with the examination commission hearing results.
7. The test results can be in the form of a statement:
 - a. Passed without improvement
 - b. Passed with improvement
 - c. Not passed
8. Students are declared to have passed the final diploma, thesis, and thesis exams if they have reached the minimum Average Value of the diploma final assignments, thesis, and thesis B- (65-69).
9. The results of the final diploma, thesis, and thesis exams are directly submitted to students who are tested by the Chairperson of the Commission of Examiners and then submitted to the Head of the Faculty / PPs by the Commission of Examiners through the Head of the Study Program.

Article 65

Revision of Final Project

1. Each examiner provides suggestions for improvement in written form and is submitted to students after the exam ends.
2. In revising the final project, the student in question consults the Advisory Team and the examining lecturer. Repairs must be made no later than 15 (fifteen) days after being declared passed with the repairs.
3. The overall format of the final project follows the UNP final assignment Writing Guidelines.

Article 66

Validity of Final Assignment A

The final project is declared valid if:

1. Students include a statement that they have not plagiarized.
2. Contains all components of the final project according to the Final Project Writing Guide.
3. The final project is approved and signed by all advisors and examiners.
4. The thesis is signed by the Head of the Study Program and the Dean / Director of PPs.
5. The Dean / Director of PPs signs the dissertation.
6. The final project's validity will be canceled if it is found that part / all of the final project is plagiarism, duplication/adaptation of existing scientific works, or the final project is made by someone else.

Article 67

Special Guidelines on Final Assignments

Matters relating to the final project that has not been included in the Universitas Negeri Padang's academic manual are included in the particular guidebook on the final project.

CHAPTER VIII
STUDY COMPLETION AND GRADUATION

Article 68
Study Completion

1. A student is declared to have passed the diploma, S1, S2, S3, and Professional Education programs if:
 - a. Has collected the minimum number of credits required for each study program and professional program concerned ;
 - b. Minimum Grade Point Average (GPA) of 2.00 for Diploma programs, undergraduate programs, Professional Education programs and 2.75 for master programs, and 3.00 for doctoral programs;
 - c. Has passed the final project exam;
 - d. Has proof of submission of *soft-copy* and *hard-copy* scientific articles from the head of the department/study program to be published in *e-journals* local/national/international;
 - e. has completed all academic and financial administrative matters.
2. Every student who has met the requirements referred to in paragraph (1) above is graduated and is given a diploma, transcript, and certificate of companion diploma (SKPI) following the applicable regulations.
3. Every student who has graduated is entitled to use an academic degree, vocational degree, or professional title under applicable regulations.

Article 69
Graduation Predicate Graduation

1. predicate is given based on the student's Grade Point Average (GPA). The classification of the Graduation Predicate is as shown in the following table.

Table 6. Predicate of Graduation

PROGRAM GRADUATION		Predicate for Graduate
Diploma and Undergraduate	Program S2 / S3 and Professions	
> 3.50	> 3.75	With Praise

3.01-3.50	3.51 - 3.75	Very Satisfactory
2.76-3,00	3,00 - 3,50	Satisfactory

2. Graduation predicate with honors can be given to graduates who meet the following requirements.
 - a. With honors, if students achieve a GPA greater than 3.50 for diploma III programs, with a length of study time on time (≤ 6 semesters);
 - b. With praise, if students achieve a GPA greater than 3.50 for S1 and D IV programs with a length of ≤ 8 semesters of study;
 - c. With honors, if students achieve a GPA greater than 3.75 for a master program with a study period of ≤ 4 semesters;
 - d. With honors, if students achieve a GPA greater than 3.75 for a doctoral program with a study period of ≤ 7 semesters;
 - e. A predicate with praise is not given to graduates if:
 - (1) there is a C + value in the transcript;
 - (2) transfer student and Recognition of Work Experience and Learning Outcomes (PPKHB).

Article 70

Education Quality Assurance

1. Internal quality assurance is established at the university, faculty, and department/study program levels to ensure education quality.
2. Internal university-level quality assurance is established and is responsible to the Rector.
3. Faculty-level internal quality assurance is established and is responsible to the dean.
4. An internal quality assurance agency at the department/study program level is established and is responsible to the head of the department/study program.

Article 71

Transitional Conditions

All regulations related to the UNP Academic Regulations when this regulation comes into force are still valid as long as they do not conflict with these regulations.