Kampus
Merdeka
INDONESIA JAYA

UN SRI

UNIVERSITAS
SRIWIJAYA

ILMU ALAT PENGABDIAN

UNIVERSITAS SRIWIJAYA

BUKU PEDOMAN
AKADEMIK DAN KEMAHASISWAAN
TAHUN AKADEMIK 2021/2022

SRIWIJAYA UNIVERSITY ACADEMIC AND STUDENTS GUIDELINES ACADEMIC YEAR 2021/2022

SRIWIJAYA UNIVERSITY

INDRALAYA 2021

WELCOMING REMARKS

Praise and gratitude are expressed to Allah SWT who has allowed us to complete the preparation of this Academic and Student Guidelines. We view the importance of publishing this academic and student guidelines as a common basis and reference to be able to carry out higher education consistently, systematically to ensure quality education processes, outcomes and impacts. The publication of this guidance is part of the efforts of Sriwijaya University to improve the quality of education in a systematic and sustainable manner as the main agenda of Sriwijaya University.

Academic and Student Affairs Guidelines are important to ensure the implementation of an accountable and quality higher education system at Sriwjaya University. In addition, this guideline serves as a reference for planning programs and academic activities for students and lecturers, as well as a guide for educational staff in carrying out their duties so that they jointly maintain and guarantee the quality of education at Sriwijaya University.

The implementation of this guideline through the Rector's Decree Number 0199/UN9/SK.BAK.Ak/2021 on August 18, 2021 makes this guideline binding on all academics and education staff of Sriwijaya University. With these guidelines, it is hoped that the teaching and learning process will be better and smoother, and the academic atmosphere will be more conducive so as to create a pleasant learning atmosphere for all parties with maximum learning outcomes. This Academic and Student Guideline is a revision of the 2020/2021 Academic Guidelines. Revisions are carried out taking into account various inputs and suggestions, as well as changes to applicable laws and regulations.

This book consists of six chapters, containing information on the implementation of Academic and Student activities within the Sriwijaya University. More technical and detailed information regarding the implementation of Tridharma activities for each study program can be seen in the Curriculum Implementation Guidelines for each faculty/program. The first chapter contains general information about Sriwijaya University. In the second and subsequent chapters, it contains technical information about procedures, new student admission routes, academic and student regulations, scholarships, dormitories, transcripts, diplomas, graduations and others. Examples of forms used in academic and student administration services are provided in this book for students who need them.

The third chapter is the core of this Academic Manual. This chapter contains various provisions regarding academic implementation in the teaching and learning process at Sriwijaya University. Chapter 4 describes student services and Chapter 5 outlines the provisions on graduation, diplomas, Certificate Companion Diplomas (SKPI) and others. The current Academy Guidelines close with Chapter 6.

This guidelines still requires various inputs and suggestions in order to achieve its goal of becoming a reference for the implementation of quality higher education at Sriwijaya University. We hope for constructive input and suggestions for the improvement and improvement of the Sriwijaya University Academic Guidelines in the future.

Thanks are conveyed to the Drafting Team for completing their tasks, so that this 2021/2022 Academic and Student Guidelines can be published.

Hopefully this Academic Guideline is useful for all of us.

Indralaya, August 18th,2021
Rector of Sriwijaya University

Prof. Dr. Ir. Anis Saggaff, MSCE., IPU
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MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY
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THE RECTOR'S DECREE
OF SRIWIJAYA UNIVERSITY
No: 0199/UN9/SK.BAK.Ak/2021
ON
SRIWIJAYA UNIVERSITY ACADEMIC AND STUDENT GUIDELINES
ACADEMIC YEAR 2021/2022

RECTOR OF SRIWIJAYA UNIVERSITY

considers : a. that in the context of providing education at university that refers to the Regulation of the Minister of Education and Culture Number 3 of 2020 concerning National Higher Education Standards and the Regulation of the Rector of Sriwijaya University Number 5 of 2020 concerning Educational Standards, it is necessary to establish an academic guideline that regulates the implementation of Sriwijaya University Academic and Student activities Sriwijaya;

b. that in order to guarantee and maintain the quality and consistency of the implementation of academic and student activities fulfilling the mandate, it is necessary to issue a Rector's Decree as a guidance and legal basis.

observes : 1. Regulation of the Republic of Indonesia Number 20 of 2003 concerning the National Education System;
2. Regulation of the Republic of Indonesia Number 12 of 2012 concerning Higher Education;
3. Government Regulation of the Republic of Indonesia Number 42 of 1960 concerning the Establishment of Sriwijaya University;
4. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning Management and Implementation of Higher Education;
5. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 12 of 2015 concerning the Organization and Work Procedure of Sriwijaya University;
6. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 17 OF 2018 concerning Sriwijaya University statutes;
7. Regulation of the Minister of Education and Culture Number 3 of 2020 concerning National Standards for Higher Education;
8. Decree of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 32031/M/KP/XI/2019, concerning the Dismissal and Appointment of the Rector of Sriwijaya University;
9. Regulation of Rector of Sriwijaya University Number 5 of 2020 concerning Sriwijaya Univesity Education Standard;
10. Regulation of Rector of Sriwijaya University Number 6 of 2020 on Research Standards and Community Service Sriwijaya University;

11. Regulation of Rector of Sriwijaya University Number 8 of 2020 concerning Sriwijaya University Study Program Curriculum;

12. Regulation of Rector of Sriwijaya University Number 9 of 2020 concerning Academic Year and Academic Calendar Sriwijaya University;

13. Regulation of Rector of Sriwijaya University Number 10 of 2020 concerning E-learning at Sriwijaya University; and

14. Decree of the Rector of Sriwijaya University Number ... concerning the Calendar of Academic Activities of Sriwijaya University in 2021/2022.

HAS DECIDED:

TO ENACT : DECREE OF THE RECTOR OF SRIWIJAYA UNIVERSITY ON ACADEMIC GUIDELINES AND STUDENT AFFAIRS OF SRIWIJAYA UNIVERSITY FOR THE ACADEMIC YEAR 2021/2022

FIRST : This Academic Guideline applies to Diploma, Undergraduate, Professional, and Postgraduate education levels within the Sriwijaya University;

SECOND : More detailed procedures, mechanisms and or procedures can be regulated in guidelines, standard operating procedures or technical instructions regarding the implementation of various academic and student activities and services, as long as they do not conflict with these Academic guidelines;

THIRD : This Academic Guidelines can be applied to batch students before 2021/2022 as long as they provide better benefits for students;

FORTH : This Academic Guideline is a reference for Faculties and Postgraduate Programs in compiling and determining the Curriculum Implementation Guidelines applicable in each Faculty/Postgraduate Program;

FIFTH : With the enactment of the Sriwijaya University Academic and Student Guidelines for the 2021/2022 Academic Year, all provisions and procedures that have been published at the University, Faculty/Postgraduate Program, Department, and Study Program levels that contradict this decision are declared invalid; and

SIXTH : This decision is effective from the date of stipulation with the provisions that everything will be changed and or corrected as appropriate if it turns out that in the future there is an error in this decision.

Issued in Indralaya,
On August 18th, 2021
RECTOR

ANIS SAGGAFF
NIP.196210281989031002

Initials					

Appendix : Decree of the Rector of Sriwijaya University
Number   : 110/UN9/SK.BAK.Ak/2020
DATE   : 23 of July 2020

CALENDAR OF ACADEMIC ACTIVITIES OF SRIWIJAYA UNIVERSITY
ACADEMIC YEAR 2020/2021

Odd Semester 2020

No.	Description of Activities	Activity Date
1	Re-registration of new students of SNMPTN	10th -17th of July 2020 (Online)
2	Re-registration of new students of SBMPTN	Early September 2020 (Online)
3	National Community Service	20th of July -10th of August 2020
4	Re-registration of new students of USM	Early September 2020 (Online)
5	Re-registration of old students / payment of tuition for old students	25th of July – 18th of August 2020
6	Filling out Student Study Cards (KSM) for Odd Semesters	3rd -18th of August 2020
7	Beginning of Academic Year 2020/2021	10th of August 2020
8	Beginning of Odd Semester Lectures in 2020	10th of August 2020
9	The registration deadline for the 149th Graduation	11th of August 2020
10	Filling out in Student Study Change Card (KPSM) in odd semesters	18th – 21st of August 2020
11	The 149th Graduation	26th of August 2020
12	New Student Admission Event (Online)	8th of September 2020
13	New Student Academic Introduction (E-Learning Training, Digi-Lib Library & KSM Filling)	9th -10th of September 2020
14	Deadline for submission of Stop Out (SO)	11th of September 2020
15	The registration deadline for the 150th Graduation	05th of October 2020
16	The 150th Graduation	21st of October 2020
17	The registration deadline for the 151th Graduation	30th of November 2020
18	Completion Week of Lecture Administration and Preparation of Final Evaluation for Odd Semester in 2020	23th – 28th of November 2020
19	The 151st Graduation	16th of December 2020
20	End of Semester Evaluation Examination Period	30th of November – 11 of December 2020
21	Week of Semester Final Score Improvement (Her/Remedial)	13th – 23th of December 2020
22	End of Semester Grade Entry	30th November- 24th December 2020
23	Semester Transfer Period	18th -30th of December 2020
24	KHS issuance (final)	30th of December 2020
25	Implementation of Community Service Program (KKN) of 92nd batch.	12th of December 2020 – 18th of January 2021
26	Academic End of odd semester 2020	31th of December 2020

Even Semester 2021

No	Description of Activities	Activity Date
1	Beginning of Even Semester in the Academic Year 2020/2021	4th of January 2021
2	Filling out Student Study Cards (KSM) for Even Semesters	04th-15th of January 2021
3	Beginning of Even Semester Lectures in 2021	18th of January 2021
4	Re-registration of old students / payment of tuition for old students	04th – 15th of January 2021
5	Filling out in Student Study Change Card (KPSM) in even semesters	18th – 29th of January 2021
6	The registration deadline for the 152nd Graduation	05th of February 2021
7	Deadline for submission of Stop Out (SO)	17th of February 2021
8	The 152nd Graduation	17th of February 2021
9	The registration deadline for the 153rd Graduation	05th of April 2021
10	The 153rd Graduation	21th of April 2021
11	Completion Week of Lecture Administration and Preparation of Final Evaluation for Even Semester in 2021	26th -30th of April 2021
12	End of Semester Evaluation Examination Period	03th – 15th of May 2021
13	Week of Semester Final Score Improvement (Her/Remedial)	17th – 22nd of May 2021
14	End of Even Semester Grade Entry in 2021	04th -22th of May 2021
15	KHS issuance (final)	24th of May 2021
16	Even semester transfer period 2021	24th of May – 30th of June 2021
17	The registration deadline for the 154th Graduation	11th of June 2021
18	Implementation of Community Service (KKN) of 93rd batch.	24th of May – 27th of July 2021
19	The 154th Graduation	23th of June 2021
20	End of Academic Year 2020/2021	31st of July 2021

Intermediate Semester in 2021

No	Description of Activities	Activity Date
1	Class Schedule Announcement	23th of April – 04th May 2021
2	Registration of participants and filling out KSM	04th – 22th of May 2021
3	Beginning of Intermediate Semester	01th of June 2021
4	Eid holidays	24th – 31th of May 2021
5	End of Intermediate Semester	24th of June 2021
6	Examination period of Intermediate Semester	26th -29th of July 2021
7	Entry and submission of test scores	27th -30th of July 2021
8	Issuance of KHS of Intermediate semester	31st of July 2021

Indralaya, 23th of July 2020
Rector

ANIS SAGGAFF
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Initials					

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CHAPTER I
INTRODUCTION

18.1. The Brief History of Sriwijaya University

The desire of the people of South Sumatra to have a university in South Sumatra had existed since the early 1950s. This desire was officially expressed by several community leaders at the reception of the Indonesian Independence Day celebration on August 17, 1952, and was realized into an agreement to form a "Faculty of South Sumatra Committee". Then under the "Syakyakirti Higher Education Foundation" on October 31, 1953 the Faculty of Economics was established officially. This occasion was attended by Mr. Hadi (Secretary General of the Ministry of Education, Teaching and Culture), Drg. M. Isa (Governor of South Sumatra), Bambang Utoyo (Commander of TT II Sriwijaya), and Ali Gathmyr (Chairman of Provincial Legislatives Council South Sumatra). The Authority of Sriwijaya's Territorial II Military Emergency provided financial assistance to construct a permanent building for the Syakyakirti Higher Education Foundation in Bukit Besar (now the Language Institute Building on the Sriwijaya University Bukit Besar Campus, Palembang).

The groundbreaking ceremony was held on October 31, 1957. On November 1, 1957, coinciding with the celebration of the Fourth Anniversary of the Faculty of Economics, the "Faculty of Law and Public Knowledge" was inaugurated. South Sumatran community leaders, including Colonel Harun Sohar (Panglima as Chair of the Regional Regulations) TT II / Sriwijaya) and Ahmad Bastari (Governor/Head of Region) as the delegate who met the Minister of Education, Teaching and Culture (Mr. Mohamad Yamin) in December 1959 received a guarantee of the Government's willingness to take over Syakyakirti College into a State University. Finally, based on Government Regulation no. 42 of 1960 dated October 29, 1960 (State Institution of 1960 No. 135) Sriwijaya University was established, abbreviated as Unsri as a State University in South Sumatra.

The inauguration ceremony was held by President Soekarno on November 3, 1960 (Figure 1.1.) with a charter of establishment (Figure 1.2.) witnessed by the Minister of Education, Teaching and Culture (Mr. Priyono), and several Ambassadors of friendly countries. As the President of Sriwijaya University (now Rector) was the first appointed Drg. M. Isa who was appointed by Presidential Decree no. 696/M 1960 dated October 29, 1960.

Figure1.1. **The signing of the Charter of the establishment of Sriwijaya University by the President of the Republic of Indonesia, Ir. Soekarno**

Peresmian Universitas Sriwijaya, Palembang, 3 Nopember 1960
(Dok: ANRI | Colorized by @Rajakelir)

Figure1.2.   **The signing of the Charter of the establishment of Sriwijaya University by the Minister of Education and Culture of Indonesia Prof. Dr. Prijono.**

Figure1.3.Sriwijaya University's founding charter.

Until now, Sriwijaya University has experienced the change of 10 rectors, namely (1)Drg. M. Isa; (2) Kol. Pol. Amir Datuk Palindih, S.H.; (3) Kol. CDM. dr. Noesmir; (4) Prof. H. DjuainiMukti,M.A.;(5)Drs.SjafranSjamsuddin;(6)Prof.Dr.AmranHalim,M.A.;(7)Prof.Ir.H.Machmud Hasjim, MME; (8) Prof.Dr.Ir. H. Zainal Ridho Djafar;(9) Prof.Dr.Badia Perizade, M.B.A,dan(10)Prof.Dr.Ir.H.AnisSaggaff,MSCE (2015 to present).

At the beginning of its establishment, Sriwijaya University was located on Srijaya Negara street, Bukit Besar Palembang. Starting in 1995, Sriwijaya University's lectures were centered on Indralaya Campus, Ogan Ilir, South Sumatra. The Main Campus of Sriwijaya University is located in Indralaya. It was inaugurated on March 6, 1997 by President Soeharto (Figure 1.3.) and attended by the Academic Community, elements of government, business, and community leaders in South Sumatra with the signing of the inauguration inscription of the Sriwijaya University Campus (Figure 1.4).

Figure1.4. **Photo of a button press by the President of the Republic of Indonesia, Suharto at the inauguration ceremony of Sriwijaya University campus in Indralaya on March 6, 1996.**

Figure1.5. **Theinaugurationinscriptionof Sriwijaya Indralaya University Campus was signed by the President of the Republic of Indonesia, Suharto.**

As of 2018, Sriwijaya University has ten faculties, and Postgraduate Programs that provide Diploma Three (D3) Education, Undergraduate Education Programs (S1), Masters (S2), Doctorate (S3), and Professional Education.

The faculties at Sriwijaya University are as follows: (1) Faculty of Economics, (2) Faculty of Law, (3) Faculty of Engineering, (4) Faculty of Medicine, (5) Faculty of Agriculture, (6) Faculty of Teacher Training and Education, (7) Faculty of Social and Political Sciences, (8) Faculty of Mathematics and Natural Sciences, (9) Faculty of Computer Science, and (10) Faculty of Public Health.

1.2 The Symbol of Sriwijaya University

1.2.1 The symbol of Sriwijaya University (Figure 1.5) consists of the following five elements:

1. The crown of jasmine;
2. The crown of chrysanthemums with the tip of the petals pointing to the left above the jasmine crown;
3. The light is focused on the crown of chrysanthemums above the crown of jasmine;
4. The word"SRIWIJAYA UNIVERSITY";
5. Ribbon bearing the motto "ILMU ALATPENGABDIAN" meaning science of service tools.

Figure1.6. The Symbol of Sriwijaya University

1.2.2 The Symbol Color Description

1. The outline of the jasmine petals is blue.
2. The jasmine petals are light yellow.
3. The chrysanthemum petals are golden yellow.
4. The circle is black with the words SRIWIJAYA UNIVERSITY in white.
5. The radiating light is white.
6. The background is dark blue.
7. The black ribbon with the motto: "ILMU ALATPENGABDIAN" meaning science of service tools is in yellow gold.

1.2.3 The Symbol Description

1. Jasmine (*Jasminum sambac*) is a sacred flower symbolizing purity, elegance, nobility, authority, and fidelity to ideals. On the symbol, five flower crowns (corollas) are depicted with a light yellow color. The five flower crowns symbolize Pancasila as the life philosophy of the Indonesian, while the light yellow color symbolizes the University's color.
2. Chrysanthemum is as the oldest symbol found in Sriwijaya history. On the symbol, a crown of flowers (corolla) of marginal flowers is depicted, 29 in total, colored in golden yellow, and twisted in shape. The number 29 symbolizes the date of birth of Sriwijaya University on October 29, 1960 and the golden yellow color signifies the majesty of Sriwijaya. The crown of the flower that is twisted to the right which causes the tip of the petals to point to the left means that this University is in tune with the times.
3. The light symbolizes science, which illuminates the universe, showing that only with SCIENCE can ignorance be dispelled. Science is figured with light (nur) as many as 60 rays of light with 10 large rays, meaning the month of October 1960.
4. The word SRIWIJAYA UNIVERSITY is written in white letters on a black base which is circled inside the Chrysanthemum. Black symbolizes ignorance. With the light, the ignorance can be dispelled, which is symbolized by white letters on the words SRIWIJAYA UNIVERSITY signifies Sriwijaya University as a source of knowledge.
5. The motto'ILMU ALAT PENGABDIAN' meaning science of service toolsis written in gold letters on a black base located in a shawl at the bottom of the symbol. This motto symbolizes that humans are obliged to serve God, the State, the nation, society and family. Devotion that is not accompanied by knowledge is not perfect.

1.2.4 The Symbol Meaning

Sriwijaya University as the property of the the nation whose philosophy of life is Pancasila is always full of power and dynamics in increasing knowledge in order to combat ignorance which is a barrier for the Indonesian to achieve the goals of a just and prosperous society and in the pleasure of God Almighty.

In addition to the symbol, there is also a flag with the Sriwijaya University Symbol in the center. The university flag with the Sriwijaya UniversitySymbol is yellow and rectangular in shape with a length to width of 3: 2. The base color is yellow with a color code (R = 255 G = 255 B = 0). In the middle there is a picture of the Sriwijaya University Symbol (Figure 6). Every Faculty also have a flagwith a special color on each Faculty. The Faculty flags can be seen in (Figure 1.7). Alongside, there are also Mars and Hymn of the Sriwijaya University.

Figure1.7.The Flag of Sriwijaya University

THE FACULTY OF ECONOMICS

THE FACULTY OF LAW

THE FACULTY OF MEDICAL

THE FACULTY OF ENGINEERING

THE FACULTY OF AGRICULTURE

THE FACULTY OF TEACHER TRAINING AND EDUCATION

5

THE FACULTY OF MATHEMATICS AND NATURAL SCIENCE

THE FACULTY OFSOCIAL AND POLITICAL SCIENCE

THE FACULTY OF COMPUTER SCIENCE

THE FACULTY OF PUBLIC HEALTH

POSTGRADUATE PROGRAM

Figure1.8.The Flags of 10 Faculties and Postgraduate Program of Sriwijaya University

The Mars of Sriwijaya University
Songwriter:dr.TutiArianiBachtiarArran
ger: Ishak Machmudin

The Hymn of Sriwijaya University
Songwriter:
dr.TutiArianiBachtiarAranger.: Ishak
Machmudin

Hei warga Unsri pahlawan mudaMaju bergerak maju (ya maju)Dengan pancasila nyata di dadaBinahidup baru

Hei warga Unsri angkatan mudaMaju membangun maju (ya maju)Menuju masyarakat adil dan makmurMengembanampera

Di dalam Unsri bersatu paduPengabdian dan ilmu (dan ilmu)Mengabdi kepada Tuhan Yang EsaNegaradan bangsa

Hei warga Unsri mari berseruSeruankudussyahdu(dansyahdu)DirgahayuUnsridirgahayulah Selama-lamanya

Sriwijaya UniversityLambangkemajuan bangsakuDengan falsafah PancasilaMengabdikepadaibu pertiwi

Ilmualatpengabdian Tuk menerangi alam semestaDengansemboyanpengabdianKearah kejayaanabadi

Sriwijaya University Sumber ilmu sepanjang masaMembentuk generasibaru Yangpenuhsemangatuntukmengabdi

MelatibungayangsuciLambang agung keluhuran ciptaDenganrahmatTuhanYangEsa Menujumasyarakat adil'makmur

1.3 The Campus of Sriwijaya University

The Sriwijaya University campus is located in several places, namely: Indralaya Main Campus, Ogan Ilir with an area of 712 Ha and Bukit Besar Campus with an area of approximately 20 Ha. The Indralaya Campus is located on Palembang – Prabumulih Street, about 38 km from the Bukit Besar Campus. In addition, there is a Medical Faculty Campus at the Mohammad Hoesin Hospital Complex in Palembang, a FKIP Campus at Srijaya Street km 5.5 and at Jalan Ogan, Palembang, the Postgraduate Program Campus, and the Faculty of Agriculture at Padang Selasa Street, Bukit Besar, Palembang.

On the Indralaya Campus there are Main Library, Central Administration Office, Auditorium, Language Institute, Research Institute and Community Service, Learning Development Institute and Education Quality Assurance, Laboratory, Information and Computer Center, Character and Career Development Center, Archives Center, Student Activity Center, Health Clinic, Mosque, Stadium and Sports Facilities, Student Dormitory and Apartments, Student Training Center, Camping Ground, Experimental Garden, and fire station.

The educational facilities at the Indralaya campus are located in eight zones, namely:

1. Zone : The Faculty of Economics
2. Zone : The Faculty of Teacher Training and Education and The Faculty of Computer Science;
3. Zone : The Faculty of Agriculture;
4. Zone : The Faculty of Mathematics and Natural Science
5. Zone : The Faculty of Engineering;
6. Zone : The Faculty of Medical and Public Health;
7. Zone : The Faculty of Law;
8. Zone : The Faculty of Social and Political Science.

In addition, Sriwijaya University also has a Experimental Garden facility with an area for about 45.3 hectares in Gelumbang District, Muara Enim, 62 kilometers from Palembang City.

1.4 Study Program

Currently Sriwijaya University has 10 Faculties, and Postgraduate Programs that provide Education for Diploma Programs (D3), Undergraduate Programs (S1), Professional Programs, Postgraduate Programs (S2), Doctoral Programs (S3), Professional Education Programs, and Professional Programs for SpecialistDoctor(PPDS).

Tabel1.1.Programs in Sriwijaya University

a. Faculty of Economics

No	Department/ Study Program	Program
1.	Management	Undergraduate
2.	Economic development	Undergraduate
3.	Accounting	Undergraduate
4.	Accounting	Diploma III
5.	Secretariat	Diploma III
6.	Management	Postgraduate
7.	Economics Science	Postgraduate
8.	Management Science	Postgraduate
9.	Economics Science	Doctoral
10.	Management	Doctoral

b. Faculty of Law

No	Department/ Study Program	Program
11.	Law Science	Undergraduate
12.	Law Science	Postgraduate
13.	Notary	Postgraduate
14.	Law Science	Doctoral

c. Faculty of Engineering

No	Department/ Study Program	Program
15.	Civil Engineering	Undergraduate
16.	Mining Engineering	Undergraduate
17.	Chemical Engineering	Undergraduate
18.	Electrical Engineering	Undergraduate
19.	Mechanical Engineering	Undergraduate
20.	Architecture	Undergraduate
21.	Geology Engineering	Undergraduate
22.	Chemical Engineering	Postgraduate
23.	Civil Engineering	Postgraduate
24.	Mechanical Engineering	Postgraduate
25.	Mining Engineering	Postgraduate
26.	Engineering Science	Doctoral

d. Faculty of Medical

No	Department/ Study Program	Program
27.	Medical Doctor	Undergraduate
28.	Nursing	Undergraduate
29.	Dentistry	Undergraduate
30.	Psychology	Undergraduate
31.	Child Health	Undergraduate

32.	Surgery	Specialist 1
33.	Eye Health	Specialist 1
34.	Internal Disease	Specialist 1
35.	Obstetrics and Gynecology	Specialist 1
36.	Anatomical Pathology	Specialis1
37.	Dermatology and Venerology	Specialist 1
38.	Neurology	Specialist 1
39.	Ear, Nose, and Throat	Specialist 1
40.	Anesthesiology	Specialist 1
41.	Clinical Doctor	Postgraduate
42.	Internal Disease	Specialist 2 (Subspecialist)
43.	Biomedic Science	Doctoral

e. Faculty of Agriculture

No	Department/ Study Program	Program
44.	Agribusiness	Undergraduate
45.	Agricultural Engineering	Undergraduate
46.	Agricultural Product Technology	Undergraduate
47.	Animal Husbandry	Undergraduate
48.	Aquaculture	Undergraduate
49.	Soil Science	Undergraduate
50.	Plant Protection	Undergraduate
51.	Agronomy	Undergraduate
52.	Fishery Products Technology	Undergraduate
53.	Agroecotechnology	Undergraduate
54.	Plant Science	Postgraduate
55.	Agribusiness	Postgraduate
56.	Agricultural Science	Doctoral

f. Faculty of Teacher Training and Education

No	Department/ Study Program	Program
57.	English Language Education	Undergraduate
58.	Indonesian Language and Literature Education	Undergraduate
59.	Pancasila and Civic Education	Undergraduate
60.	History Education	Undergraduate
61.	Economic Education	Undergraduate
62.	Physical Education and Health Sciences	Undergraduate
63.	Guidance and Counseling	Undergraduate
64.	Mechanical Engineering Education	Undergraduate
65.	Mathematics Education	Undergraduate
66.	Physical Education	Undergraduate
67.	Chemistry Education	Undergraduate
68.	Biology Education	Undergraduate
69.	Primary Teacher Education	Undergraduate
70.	Early Childhood Education (PAUD) Teacher Education	Undergraduate
71.	Non-Formal Education	Undergraduate
72.	Language Education	Postgraduate
73.	Mathematics Education	Postgraduate
74.	Mathematics Education(IMPoME)	Postgraduate

75.	Education Technology	Postgraduate
76.	Sports Education	Postgraduate
77.	Physical Education	Postgraduate
78.	Mathematics Education	Doctoral

g. Faculty of Social and Political Science

No	Study Program	Program
79.	Public Administration	Undergraduate
80.	Sociology	Undergraduate
81.	Communication Studies	Undergraduate
82.	International Relations	Undergraduate
83.	Public Administration	Postgraduate
84.	Sociology	Postgraduate
85.	Public Administration	Doctoral

h. Faculty of Mathematics and Natural Science

No	Study Program	Program
86.	Mathematics	Undergraduate
87.	Physics	Undergraduate
88.	Chemistry	Undergraduate
89.	Biology	Undergraduate
90.	Marine Science	Undergraduate
91.	Pharmacy	Undergraduate
92.	Physics	Postgraduate
93.	Chemistry	Postgraduate
94.	Biology	Postgraduate
95.	Mathematics and Natural Science	Doctoral

i. Faculty of Computer Science

No	Study Program	Program
96.	Computerized Accounting	Diploma III
97.	Informatics Management	Diploma III
98.	Computer Engineering	Diploma III
99.	Computer System	Undergraduate
100.	Information Engineering	Undergraduate
101.	Information System	Undergraduate
102.	Information Engineering	Postgraduate

j. Faculty of Public Health

No	Study Program	Program
103.	Public Health Science	Undergraduate
104.	Public Health Science	Postgraduate
105.	Nutrition	Undergraduate
106.	Environmental Health	Undergraduate

k. Postgraduate Program

No	Study Program	Program
107.	Environmental Management	Postgraduate
108.	Population	Postgraduate
109.	Environmental Science	Doctoral

I. Profession Program

No	Study Program	Program
110.	Accounting	Profession
111.	Doctor Profession	Profession
112.	Nurse Profession	Profession
113.	Dentistry Profession	Profession
114.	Teacher Training Profession	Profession

1.5 The Vision, Missions, and Objectives of Sriwijaya University

1.5.1 The Vision

Becoming a leading and research-based higher education are excelled in various fields of science and technology.

1.5.2 The Missions

The missions of Sriwijaya University are:
1. Organizing and developing higher education in an effort to produce educated human beings who can apply, develop, and/or create science and/or technology;
2. Organizing and developing research in order to improve the quality of learning, science and/or technology, as well as having application value in development;
3. Organizing and developing community service by applying science and/or technology to realize the progress and welfare of the community;
4. Organizing coaching and development of talents, interests, reasoning, and welfare of students;
5. Cooperating with other institutions, both nationally and internationally; and
6. Realizing a higher education management system that is professional, effective, efficient, and accountable.

1.5.3 The Objectives

The objectives of Sriwijaya University are:

1. Producing graduates who have noble character, quality and are independent.
2. Producing empirical, theoretical, and conceptual knowledge, in the fields of science, technology and or art.
3. Producing superior and appropriate technology.
4. Producing studies and works of art.
5. Increasing its role as a center for the development of science, technology, information, communication, sports and the arts.
6. Increasing active role in assisting government and society and,
7. Improving performance and responsibility, effectively and efficiently, integrated, relevant and sustainable..

1.6 The Development Strategy of Sriwijaya University Towards 2025

By paying attention to the main national strategic issues and by linking the results of the internal environmental studies with the external environment, the strategic development issues implemented by Sriwijaya University towards its vision are as follows:

1. Equal distribution and expansion of access to education.
2. Improved Quality, Relevance and Competitiveness.

3. Governance, Accountability and Public Image Reinforcement.
4. Funding Sources Reinforcement.
5. Globalization and Competitiveness.

1.7 University Leaders and Internal Supervisory Unit

1.7.1. Rectorand ViceRector Terms of Service2019- 2023

Rector	**:**	Prof.Dr.Ir.H.Anis Saggaff,MSCE,IPU
Vice Rector I	**:**	Prof.Ir.Zainuddin Nawawi,Ph.D
Vice Rector II	**:**	Prof. Dr.Taufik Marwah,M. Si
Vice Rector III	**:**	Iwan Stia Budi,S.K.M.,M. Kes
Vice Rector IV	**:**	Prof.Dr.Ir.M.Said,MSc

1.7.2. Internal Supervisory Unit:

Chairperson:Dr. Ir.Isnurhadi, M.B.A.

1.8. Chairperson, Secretary of Institution, Head of Bureau, Head of Technical Implementation Unit (UPT) and Center

Research and Community Service Institutions (LP2M)
Chairperson   :   Dr. Samsyuriadi,M.Si
Secretary   :   Prof.Dr.Mulyadi Eko Purnomo,M.Pd

LearningDevelopment and Education Quality Assurance Institute (LP3MP)
Chairperson   :   Dr.Ir.KikiYuliati,M.Sc.
Secretary   :   Dr. Ardiyan Saptawan, M.Si.

Ad Interim Bureau of Academic and Student Affairs (BAK)
Chairperson   :   Inayati Mandayuni,S.T.,M.Si.
Bureau of General and Finance (BUK)
Chairperson   :   Anita Rachmawati,SE.
Bureau of Planning and Public Relations (BPHM)
Chairperson   :   Deddy Supriadi, ST., MSi

UPT of Library
Chairperson   :   Dip-Ing.Ir.Amrifan Mohruni,Ph.D.
UPT of Information Technology and Computer (TIK)
Chairperson   :   -
UPT of Publishers and Printing
Chairperson   :   Prof.Dr.Alfitri,M.Si.
UPT of Language Institute
Chairperson   :   Drs.Djunaidi jarnoebi,MSLS.
UPT of Personality Development Course (MPK)
Chairperson   :   H.Fahmi Yoesmar,SH,M.Hum
UPT of Health Clinic
Chairperson   :   Dr. Syifa,Sp.OG.
UPT of Joint Basic Laboratory
Chairperson   :   Prof.Dr.Muharni,M.Si

UPT of International Service Cooperation
Chairperson   :   Ir.Sabaruddin,M.Sc.,Ph.D.
Character and Career Development Center (CDC)
Chairperson   :   Deris Stiawan,M.T.,Ph.D.

1.9. Faculty/Program Leaders of Sriwijaya University

1.	Dean of Economics Faculty	:	Prof.Dr.Muhamad Adam
2.	Dean of Law Faculty	:	Dr.Febrian,SH.,MH.
3.	Dean of Engineering Faculty	:	Prof.Dr.Ir.Joni Arliansyah,M.T.
4.	Dean of Medical Faculty	:	dr. Syarif Husin, MS
5.	Dean of Agriculture Faculty	:	Dr.Ir.A.Muslim,M.Agr.
6.	Dean of Teacher Training and Education Faculty	:	Dr.Hartono,M.A.
7.	Dean of Mathematics and Natural ScienceFaculty	:	Hermansyah,S.Si.,M.Si.,Ph.D.
8.	Dean of Social and Political Science Faculty	:	Prof.Dr.Kiagus.Muhammad Sobri,M.Si.
9.	Dean of Computer Science Faculty	:	Jaidan Jauhari,M.T.
10.	Dean of Public Health Faculty	:	Dr.Misnaniarti,M.Kes.
11.	Director of Postgraduate	:	Prof.Dr.Ir.Amin Rejo,MP.

CHAPTER II
ADMISSION OF NEW STUDENTS

2.1 Prospective Student Admission Entrance

The admission of new student candidates for Sriwijaya University is carried out through three selection routes, namely the National Selection for State University Entrance (SNMPTN), Joint Selection for State University Entrance (SBMPTN) and Independent Selection with the name Joint Entrance Screening Examination (USMB). USMB was held by involving various private universities in South Sumatra. Admission of new students for Diploma and Postgraduate programs is only done through the self-selection of the Joint Entrance Screening Examination .

2.1.1 National Selection for State University Entrance (SNMPTN)

The process of accepting new students through this route is carried out online. Information on how to take part in it can be found on the page
https://portal.ltmpt.ac.id/

2.1.2 Joint Selection for State University Entrance (SBMPTN)

Admission of prospective students through this pathway is intended for prospective students who are interested in attending education in the Undergraduate Program Study Program at Sriwijaya University. The registration process is done online. Complete requirements and procedures for registration can be found on the page
https://portal.ltmpt.ac.id/

2.1.3 Joint Entrance Screening Examination (USMB)

The process of accepting new students through the USMB independent path is carried out by a committee formed by the Decree of the Rector of Sriwijaya University. Participant requirements, registration process and all information and activities related to USMB are publicly announced through *www.usmb.unsri.ac.id*. The implementation of the USMB is carried out simultaneously at the Sriwijaya University Bukit Besar Campus and other locations according to the needs and number of participants

2.1.4 Entrance Screening Examination (USM) for Postgraduate Program, Specialist, and Profession

1. The process of accepting new students for this path is carried out in Odd semesters and Even semesters through the USM selection route. The time and procedure for registration for the selection can be seen on *www.usm.unsri.ac.id*.
2. The process of accepting new students for the Diploma program is carried out at the beginning of each academic year through the USM selection route. The time and procedure for registration for the selection can be seen on *www.usm.unsri.ac.id*.

2.1.5 Indonesia Smart Card Scholarship (KIP) for College (formerly the Indonesia Poor Education program – Bidikmisi)

Prospective students who wish to receive the KIP Lecture scholarship must follow the following mechanisms:

1. Opening https://kip-kumpul.kemdikbud.go.id to learn and understand the registration procedure for the KIP Lecture program.
2. Participants can directly register independently in the KIP online system through the *kip-University.kemedikbud.go.id* page or through the KIP Lecture mobile apps which can be downloaded on the Play Store.
3. During registration, participants enter their National Identity Number (NIK), National Student Identification Number (NISN), National School Identification Number (NPSN), and an active email address.
4. The next lecture KIP system will validate the NIK, NISN, and NPSN as well as the eligibility to get the College KIP.
5. If the validation process is successful, the KIP Lecture System will then send a Registration Number and Access Code to the registered email address.
6. Participants complete the KIP Lecture registration process and choose the selection process to be followed (SNMPTN/SBMPTN/Independent).
7. Participants complete the registration process on the portal or information system for

the national selection of tertiary institutions according to the chosen path.

8. For prospective KIP Lecture recipients who have been declared accepted in the university, further verification can be carried out by Sriwijaya University before being proposed as a prospective KIP Lecturer recipient.

2.2 New Student Re-registration

All prospective new students of Sriwijaya University, whether accepted through SNMPTN, SBMPTN, and USM, **are required to** register online and submit the required files to the Academic and Student Affairs Bureau (BAK) of Sriwijaya University at the specified place and time. Candidates will be disqualified if they do not re-register at the specified time.

Requirements and procedures for re-registration are stated in the announcement of the Rector of Sriwijaya University which can be downloaded through www.unsri.ac.id. Prospective students who have re-registered and meet all the requirements will get a Student Identification Card (SIC), and Almamater Jacket.

Sriwijaya University's new students were officially accepted by the Rector in an official ceremony for Sriwijaya University's New Student Admissions. After that, new students are asked to take part in the Introduction to Campus Life (PK2) to get information about education at Sriwijaya University, the implementation of academic activities, the name of the academic advisor, and filling out the first semester Student Study Card (SSC).

2.2.1. Procedure for Foreign Students Studying at Sriwijaya University.

a. Prospective foreign students who wish to register at Sriwijaya University contact the International Service Cooperation Office (KLI) to obtain information on the requirements for prospective foreign students to register at Sriwijaya University.

b. Foreign students who take short courses or the work of students who are less than one year studying at Sriwijaya University, the management of administrative completeness is carried out at KLI after first registering in the affairs of foreign students, the Academic and Student Affairs Bureau of Sriwijaya University.

c. Foreign students who have been accepted as students of the Undergraduate program, Postgraduate program, or Doctoral program of Sriwijaya University, manage their academic requirements at the Academic and Student Affairs Bureau of Sriwijaya University.

d. Foreign students who will take care of all administrative needs for their existence in Indonesia such as Residence Visas, Passports, Limited Stay Permit Cards, and other matters related to their residence in Indonesia contact KLI for a letter of introduction from the Rector to the authorized agency.

e. All letters issued from Sriwijaya University to other institutions for the purposes of foreign students are signed by the Rector or Official authorized for that purpose, at least equivalent to Echelon 2 (two) according to **Sriwijaya University Rector's Decree No. 261 / UN9 / DT.Kep / 2016.**

f. Admission of foreign students to Sriwijaya University is regulated separately in the Rector's Regulation.

2.3 Student Identification Number (NIM)

The Student Identification Number (NIM) of Sriwijaya University is determined based on the coding system for the student ID number as stated in the Decree of the Rector of Sriwijaya University Number: **122/UN9/DT.Kep/2013 dated 27 May 2013.**

The master number consists of a 14-digit number, each sequentially indicating a code:ankode:
- Faculty/Program (2 digits)
- Study Program (2 digits)
- Education Program (1 digit)
- Entry Line (1 digit)
- Entry Month (1 digit)
- Entry Year (2 digits)
- Study Period Deadline Year (2 digits)
- Registration Sequence Number (3 digits)

The example of Student Identification Number is as follows:

Tabel2.1.The example of student Identification Number (NIM) coding.

Alphabet	A		B		C	D	E			F	G	H			I
Digit	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Code	Faculty		Study Program		Program	Entry Line	Entry Month	Entry Year		Study Period Deadline Year		Student Number			Number becomes
Example of NIM for Undergraduate	0	3	0	1	1	1	8	1	7	2	2	0	0	1	03011181722001
Example of NIM for Postgraduate	1	0	0	1	2	6	2	1	8	2	2	0	0	2	10012621822002

TABLE DESCRIPTION 2.1

03-01	1-1	8-17-22	001
Faculty and Study Program	Program and Entry Line	Month – Entry Year – End Year	Student Number

10-01	2-6	2-18-22	002
Faculty and Study Program	Program and Entry Line	Month – Entry Year – End Year	Student Number

CHAPTER III
ACADEMIC AND STUDENT
MANAGEMENT

3.1 Education Management System

The implementation of education is carried out based on the Semester Credit System (Credits) with the following meanings:

3.1.1 Semester Credit System (Credit System)

Semester Credit System(Credits)is a system of education management using semester credit units (credits).

3.1.2 Semester Credit Unit (Credit Unit)

Semester Credit Unit (credits) is the amount of time for learning activities that is charged to students per week per semester in the learning process through various forms of learning or the amount of recognition for the success of students' efforts in participating in curricular activities in a Study Program.

The calculation of 1**(one)**creditper week equals to:
1. *Lecture learning, responses and tutorials, including*:
    1) learning activities for 50 (fifty) minutes;
    2) Structured assignments for 60 (sixty) minutes;
    3) Self-study for 60 (sixty) minutes.
2. *Learning seminars or other forms, including:*
    1) Learning activities for 100 (one hundred) minutes;
    2) Self-study for 70 (seventy) minutes.
3. Practical learning, studio practice, workshop practice and/or other equivalent forms, is 170 (one hundred and seventy) minutes.
4. The calculation of one semester credit unit (1 credit) for field practice, research, community service or other similar learning processes is 170 (one hundred and seventy) minutes per week per semester.

If learning is carried out in the form of e-learning, the time for **student learning activities is** 170 minutes/credit/week which is realized in the form of synchronous virtual face-to-face meetings and asynchronous learning. Asynchronous learning can be structured in the form of independent learning and or group learning. The supporting lecturer determines the allocation of learning time for each form of learning activity that is needed according to the learning strategy.

3.1.3 The Definition of OneSemester Credit Unit (1 credit)

One semester credit unit refers to the Regulation of the Minister of Education and Culture Number 3 of 2020 concerning National Higher Education Standards and Regulation of the Rector of Sriwijaya University Number 5 of 2020 concerning Educational Standards of Sriwijaya University:

1. For students, one semester credit unit (1 credit) of lectures is a weekly activity load of 170 minutes with details:
    a. 50 minutes of scheduled learning activities with supporting lecturers;
    b. 60 minutes of structured academic activities, namely activities that are not scheduled but are planned by the lecturer. Examples of this activity are student activities to do/complete coursework;
    c. 60 minutes of independent academic activities, namely activities carried out by students independently, to prepare, explore, expand, and or other purposes of an academic assignment. Examples of this activity are students reading other reading sources other than those given by the lecturer, discussing science and technology related to lecture material, and others.

Learning strategies implemented in the form of e-learning can use a flip class approach. This approach is a learning design that is preceded by the provision of learning materials to be studied first by students through asynchronous structured academic activities. Thus, students are more ready to follow and be actively involved in the next activity, namely synchronous virtual face-to-face. After synchronous virtual face-to-face activities are carried out, further assignments are given to students as a form of asynchronous structured academic activities. Students also study independently to improve their understanding of the material provided. Synchronous virtual face-to-face learning activities are carried out to clarify, confirm, discuss questions, discuss, present assignments, or other required learning activities. **Synchronous virtual face-to-face learning activities are not just to deliver lecture.**

2. For lecturers, one semester credit unit (1 credit) for lectures is the activity load per week as follows:
   a. 50 minutes of scheduled study activities with students;
   b. 60 minutes to plan and evaluate the learning implementation process;
   c. 60 minutes of developing/preparing course materials and or assessing assignments/exams/work papers/student work.

   If learning is carried out in the form of e-learning, **the allocation of the lecturer's working time** per 1 (one) credit is 170 minutes, among others to: a) prepare lecture materials and learning strategies, b) prepare assessments and assess student learning processes and outcomes, c) engage and interact in discussions and other asynchronous structured student learning activities, and d) synchronous virtual face-to-face interactions. Lecturers can carry out other activities needed for the benefit of the courses they are teaching. Synchronous virtual gaze is not always 50 minutes/credit.

3. Calculation of one semester credit unit (1 credit) for thematic real work lectures, field practice, research, community service, internships, entrepreneurial activities, carrying out assistance in education units, or other learning processes as determined by the Rector to implement the right to study outside The Study Program for Undergraduate students (**Independent Campus Policy**) is 170 minutes/week/credit in one semester, or between 35 to 40 (forty) hours per week per credit for institutionalized activities outside Sriwijaya University. The implementation of the Independent Campus Freedom to Learn is regulated separately in separate guidelines set by the Rector.

3.1.4 Semester

Semester is a unit of time for the effective learning process according to the provisions on the Academic Calendar, used for the implementation of the learning process, assessment during the learning process, and final evaluation of lectures or other assessments determined by the lecturer. The learning process including the assessment is stated in the Semester Learning Plan (RPS) of the course. At the end of the lecture, the lecturer evaluates the achievement of Subject Learning Outcomes (CPMK) which is the end of the semester evaluation, and can be done through the end of the semester exam.

All learning activities in the form of lectures, including e-learning, are arranged in the study program and adjusted to the schedule and needs, lasting for one semester including completion of assignments and assessment of learning outcomes.

3.2 Academic Atmosphere and Activities

Sriwijaya University aims to produce graduates who are able to carry out development that is in line with national development. Therefore, Sriwijaya University is also required to constantly change and be able to adapt to changing needs and developments, in addition to adapting to the development of science, technology, art, and world information.

The learning process at Sriwijaya University is directed to be effective, efficient, relevant and based on information technology. The learning process in higher education today and in the future needs to provide contextual direct learning experiences to students (experiential learning). In addition, increasing the relevance of learning outcomes is based on a relevant curriculum, which has a future perspective, supported by adequate learning infrastructure, learning laboratory services and quality library services and in line with the curriculum. The entire learning program is carried out to achieve graduate competence based on the IQF level set out in the curriculum. Students are required to participate in all academic activities specified in the Study Program curriculum.

The academic atmosphere plays an important role in encouraging reasoning, soft skills, and creating a pleasant learning atmosphere. This is very important to develop students' love for learning so that they become lifelong learners, to foster a student's love for academic values and culture, and to increase the enthusiasm of lecturers and students to be involved in various academic activities.

Academic activities are carried out through various forms of learning such as lectures (public lectures); face-to-face lectures in class or online, on campus grounds, in the field; responses and tutorials; seminar; practicum, laboratory practice, studio practice, workshop practice; field practice, work practice; real work lectures (regular or thematic); and research, design, or development.

Especially for education in the Undergraduate program, in addition to the forms of learning as mentioned above, there are other forms of learning in the context of implementing the three-semester learning rights policy outside the study program called FREEDOM TO LEARN INDEPENDENT CAMPUS (MBKM). This implementation can be in the form of:
a. Study outside the study program within Sriwijaya University, either at the same faculty or at different faculties;
b. Study outside Sriwijaya University, either in the same study program as the student's study program or in a different study program; and or
c. Non-lecture activities in the form of state defense training, student exchanges, internships, entrepreneurship, humanitarian projects, teaching assistance in education units, research, independent study projects, real work lectures and or other forms of community service activities.

The Activities of **Independent Campus Freedom to Learn** in the form of non-lecture activities as stated in letter c above are given credit weights according to the load of competency achievement that must be achieved and the length of time for the implementation of these non-lecture activities. The implementation of learning activities within the framework of the Independent CampusFreedom to Learnis regulated in separate guidelines set by the Rector.

3.2.1 Requirements for Participating in Academic Activities

Students can participate in academic activities if they meet the following requirements:
1. Registered as an active student;
2. Not in the stop-out period;
3. Has paid the education fees that are set;
4. Have filled in the online course registration and submitted a print out of the Student Study Card (KSM) which has been signed by the Academic Advisor (AA) for the semester taken to the academic sub-section and department/study program/section;
5. Not in the period of serving suspension.

3.2.2 Frequency of Academic Activities

Academic activities in one academic year are held in two semesters, namely odd semesters and even semesters. The odd semester (odd) starts from August to December, while the even semester starts from January to July which is filled with even semesters (January to May) and if needed, can be held between semesters (May to July). The amount of academic time available each semester is 20 weeks which can be filled with effective learning activities for one semester, plus various non-lecture academic activities including quiet weeks, evaluations including improvement of grades (remedial/her). For study programs within the Faculty of Medical or other faculties that use the block system, it must comply with the rules listed in the Guidelines for Curriculum Implementation at the Faculty.

Students are required to take part in learning activities in the courses they are participating in at least 80% of the total effective learning set.

Students who are unable to attend lectures due to participating in various institutional activities as indicated by a certificate/assignment letter from Sriwijaya University or the Faculty must be facilitated. As a substitute for missed lectures, students are given structured and documented assignments as a substitute for learning that they did not follow or an assessment of the implementation of these assignments.

The Study Program and/or academic sub-section announces the names of students who are not allowed to take the semester exam for reasons of not meeting the specified attendance requirements.

3.2.3 Intermediate Semester

According to the Regulation of the Minister of Education and Culture Number 3 of 2020, one academic year consists of 2 (two) semesters and universities can hold **intermediate semesters**. Provisions for holding the **intermediate semester** are:

a. for at least 8 (eight) weeks,
b. student learning load is a maximum of 9 (nine) semester credit units;
c. if the courses taken in the intermediate semester are courses that have never been taken in the regular semester, then the total number of credits for new courses taken in the previous even semester and the intermediate semester is a maximum of 24 (twenty four) credits;
d. if the intermediate semester is held in the form of lectures, face-to-face at least 16 (sixteen) times including all stages of assessment of learning processes and outcomes.

Semester lecture activities follow the following principles:

1. Intermediate semester activities to help students achieve the specified competencies and be able to complete their studies on time.
2. The intermediate semester is held to utilize the time between the two main semesters.
3. Courses in the intermediate semester are repeat courses or courses that have not been taken in the main semester.
4. Courses held in the intermediate semester may not be subjects with responses, practicum or laboratory work.
5. Courses in the intermediate semester can also come from courses in the curriculum held in the regular semester, or knowledge and skill enrichment courses according to student interests.
6. The courses in the intermediate semester are determined based on an agreement in the study program/department/section.
7. Courses in the intermediate semester can be held if the number of students who register is at least 15 students in the course.
8. In the semester between the number of courses taken a maximum of three courses or with a maximum number of 9 (nine) credits.
9. In the event that the number of participating students who register to take part in the semester is less than 15 people, the Dean of the Faculty may determine/make a policy on whether or not the course will be held.

3.2.4 Place and Lecture Implementation System

Lecture activities are carried out at the time and place determined in accordance with the lecture schedule set by the head of the Faculty / Program according to the Sriwijaya University Academic Calendar for the current academic year.

Academic activities carried out outside working hours and the designated learning places are reported to the Study Program coordinator. Changes in the time and place of lectures must not interfere with the schedule and place of other courses that have been previously determined.

Lecture activities carried out by e-learning are in the form of documents, assignments, online discussions, online lectures or video conferences using information and communication technology (ICT) facilities**. In special conditions, lecture activities can be carried out entirely with e-learning with the approval and or determination of the Rector.**

3.2.5 Course Change

Students can change the courses listed in the KSM with other courses no later than 2 (two) weeks for odd and even semesters, or no later than 1 (one) week for intermediate semesters after the studies begin. This change is made by filling out and changing courses taken and canceled online. Courses canceled or replaced by students must obtain approval from the Academic Advisor (AA).

3.2.6 Academic Activities at the End of the Program

For Undergraduate education programs, Profession Programs, Postgraduate programs, specialist programs, and Doctoral programs, the form of learning must be added in the form of research, design, or development learning in accordance with the characteristics of the field of science and or expertise. **This learning activity is under the guidance of lecturers in the context of developing students' attitudes, knowledge, skills, and authentic experiences as well as improving the welfare of society and the competitiveness of the nation.**

For Undergraduate programs, Profession Programs, and specialist programs, it is mandatory to add a form of learning in the form of community service. This activity is a student activity under the guidance of **lecturers in order to utilize science and technology to advance the welfare of the community and educate the nation's life**. Complete guidelines for implementing academic activities at the end of the program are regulated in Section 3.6.

3.3 Student Status

Determination of status as an active student of Sriwijaya University if it meets the following requirements:
1. Registered as a student of Sriwijaya University;
2. Paying tuition fees in accordance with the provisions and at the time and in the manner specified;
3. Not in a temporary stop (stop out), or suspension;
4. Fill out the Student Study Card (KSM) online for the semester taken and submit the print out to the respective Faculties/Programs and Study Programs after being signed by the AA lecturer;
5. Participate in academic activities according to the specified KSM;
6. Free from drugs/nafza, criminal acts/acts against the law, immorality, indiscipline, trouble and/or anarchism on and off campus.

3.4 Study Load and Period

3.4.1 Study Load and Period Based on Academic Level

The student's academic study period in the Study Program participated in is calculated in semester units, starting in the semester when the student is accepted at Sriwijaya University and ending in the semester when the student is declared to have passed a graduation. The study period calculates the period of study leave (stop out) taken by students. For transfer students, the study period also calculates the study period at the original university. The academic study period is used to determine the award of graduation predicate (Table 3.6).

The administrative study period is the study period used for the purposes of university management at Sriwijaya University, such as for the purpose of accreditation and or evaluation of the education system at Sriwijaya University. This study period is the average of all student study periods in a certain period divided by the number of students of the same program who graduated in that period. The unit of administration study period can be expressed in semesters, years, and/or months.

Tabel 3.1.Minimum Study Load and Study Period at Sriwijaya University

No	Academic Level	Total ofMinimumcredits	Study Period(Semester)
1	Diploma III	108	5 –8
2	Undergraduate	144	7–10
3	Profession	24	3 –6
4	Postgraduate and Specialist	36	3 –8
5	Doctoral and Subspecialist	42	4– 10

The student's academic study period in the Study Program participated in is calculated in semester units, starting in the semester when the student is accepted at Sriwijaya University and ending in the semester when the student is declared to have passed a graduation. The study period calculates the period of study leave (stop out) taken by students. For transfer students, the study period also calculates the study period at the original university. The academic study period is used to determine the award of graduation predicate (Table 3.6).

The calculation of the study period for administrative purposes is the calculation of the study period for the benefit of university management at Sriwijaya University, such as for the purpose of accreditation and or evaluation of the efficiency of the education system at Sriwijaya University. This study period is the average of all student study periods in a certain period divided by the number of students of the same program who graduated in that period. The unit of administration study period can be expressed in semesters, years, and/or months.

3.4.2 Study Load Per Semester for Undergraduate Program

The amount of study load per semester for Undergraduate programs, in general, is as follows:
1. The study load that must be taken by new students in the first and second semesters is a maximum of 20 credits (Srwijaya University Rector Regulation No. 5 of 2020 concerning Sriwijaya University education standards article 21 paragraph 2).
2. The study load that can be taken for the third and subsequent semesters is determined by the previous Semester Achievement Index (IPS), with the following conditions:
   1) IPS ≥ 3,00   as maximum as 24 credits.
   2) IPS 2,50 to 2,99 as maximum as 21 credits.
   3) IPS 2,00 to 2,49 as maximum as 18 credits.
   4) IPS 1,50 to 1,99 as maximum as 15 credits.
   5) IPS <1,50   as maximum as 12 credits.
3. The total number of study loads in even semesters and intermediate semesters for courses that are first taken by students is a maximum of 24 (twenty four) credits.
4. The total number of study loads in Postgraduate and Doctoral programs is a maximum of 12 (twelve) credits per semester.
5. Especially for faculties that apply the block system, the study load is arranged according to the provisions set by the Rector at the suggestion of the Dean.

3.5   Academic Advisor (AA)

During their education, students of Diploma III, Undergraduate, Profession, Postgraduate, Specialist and Subspecialist as well as Doctoral Program are accompanied by an Academic Advisor (AA), who is determined by the Faculty/Program based on the proposal from the department/section/Study Program.

AA lecturers are not limited to providing academic guidance/advice but also non-academic to their students. The duties, obligations and rights of AA lecturers include:

3.5.1 Duties of Academic Advisor

1. Assist, guide, and motivate students to successfully complete their studies on time.
2. Helping students under their guidance to identify the student's interests, talents and academic abilities.
3. Guiding students to behave well according to religious norms, socio-cultural values of the community, and upholding academic ethics.
4. Instilling moral and spiritual values so that students are guided by character and have noble character.
5. Provide advice and views to students under their guidance in dealing with academic, social, and economic obstacles and help find solutions to these problems.
6. Facilitate student guidance in planning their studies, including determining the choice of courses to be followed every semester.

3.5.2 Obligations of Academic Advisor

1. Ensuring that the students under their guidance can complete their studies according to the plan and/or mitigate the serious obstacles faced by students, which have the potential to hinder the completion of their studies.
2. Academic Advisors are distributed by study programs in proportion to the provisions of Lecturers as AA students for a maximum of 20 students, from all levels, every semester. If the number of lecturers is limited, the number of mentors may be more than 20 people. If a study program charges more than 20 lecturers to become Academic Advisors and a maximum of 30 people, the Dean reports it to the Rector in writing.
3. Monitor the study progress of their tutored students in each semester directly or through an online viewing account that is owned by each Academic Advisor to avoid dropouts.
4. Carry out scheduled guidance with the guidance students at least 3 (three) times in each semester.
5. Studying the academic, personal, and social problems of the students under his guidance.
6. Discussing the results and approving the study plans of the students under his guidance at the beginning of each semester, either in person or on-line.
7. Sign the printout of Course Selection Sheet (CSS) or Course Change Sheet (CCS).
8. Report the process and results of the guidance in writing to the Study Program coordinator at the end of the semester with the coverage of reports including: student learning progress (number of credits and GPA until the last semester of the reporting period), student learning constraints (if any), student study implementation plans in next semester; and special notes to note (if any).

3.5.3. The Rights of Academic Advisor

1. Being prioritized to supervisethe implementation of the final project, including in the preparation of the student's thesis under his guidance.
2. In the preparation of theses and dissertations, being considered to be involved as advisors or promoter teams in accordance with the relevance of his scientific fields.
3. Delivering input, advice, guidance and various forms of coaching and mentoring to students in the corridor of academic procedures and appropriate social behavior.
4. Receiving recognition of workload and or performance rewards in accordance with the provisions of laws and regulations.

3.6   Final Project Program

3.6.1   The Substance of the Final Project

The substance of the Final Project for each educational program is adjusted to the applicable Indonesian National Qualifications Framework (INQF) level. For the Diploma III program, the substance of the final project is a final project and **does not** take the form of research, development or design. In accordance with Rector's Regulation Number 5 of 2020 concerning Sriwijaya University Education Standards which refers to SN-Dikti, Undergraduate, Postgraduate, Doctoral, specialist, and Profession programs must carry out learning forms in the form of research, development, or design. Undergraduate programs, Profession Programs and specialist programs must also carry out a form of community service learning.

For the Undergraduate Program, **Undergraduate thesis** is a report on the implementation of research, development or design learning activities and/or community service. The purpose of the final project of the Undergraduate program is to provide a learning experience (academic exercise) to students so that students think logically, scientifically, critically, innovatively, and creatively based on data in solving simple problems in their field of study. The data used can be in the form of primary data and/or secondary data, both quantitative and/or qualitative data which are processed and analyzed using scientific approaches and methods. During the implementation of the final project, Undergraduate students also learn and are trained to protect their work from academic fraud in the form of plagiarism, data facilitation, and or data fabrication.

The breadth and depth of the Undergraduate **Final Project** for the form of research, development or design learning and or community service aims to provide a learning experience for students to be able to apply and utilize science, knowledge, technology, and or art in their field of expertise equivalent to level 6 (six) INQF, namely for:
a.   solving procedural problems and adapting to the situation at hand;
b.   make the right decisions based on the analysis of information and data; and
c.   provide guidance in choosing various alternative solutions independently or in groups.

The breadth and depth of the Profession Program and specialist final project for the form of research, development or design learning and or community service aims to provide a learning experience for students so that they are able to utilize science, technology, and/or art equivalent to level 7 (seven) INQF, namely for:
a.   plan and manage the resources under its responsibility, and comprehensively evaluate its work;
b.   produce organizational strategic development steps;
c.   solve the problems of science, technology, and/or art in the field of science through a mono disciplinary approach;
d.   manage research and development that is beneficial to society and science, and is able to gain national and international recognition.

For the Postgraduate Program, **Thesis** is a report on the implementation of research, development or design learning activities based on the acquisition, processing and analysis of primary data using scientific approaches and methods. Primary data can be strengthened by secondary data. Data is processed, analyzed and managed scientifically using a multi and interdisciplinary approach. Students use their research experience and use their research conclusions to develop science, knowledge and/or technology. During the implementation of this final project, it is ensured that the Postgraduate program students are able to protect their work from academic fraud in the form of plagiarism, data facilitation, and/or data fabrication.

The vastness and depth of the Postgraduate final project aims to provide students with a learning experience so that they are able to use an inter or multidisciplinary approach, equivalent to level 8 (eight) INQF, namely to:
a.   solve problems of science, technology and or art in the field of science;
b.   develop knowledge, technology and or art in the field of science or professional practice to produce innovative and tested intellectual works; and
c.   manage research and development that is beneficial to the community and its scientific knowledge that is recognized nationally and international.

For Doctoral Programs, the **Dissertation** is a report on the results of the implementation of research, development or design learning activities based primarily on primary data obtained, processed, analyzed using a multi, inter, and intra disciplinary approach to produce novelty in the field of science, knowledge and or the technology he uses. In carrying out this research, Doctoral program students gain experience planning and leading research, managing data according to scientific data management standards to prevent violations of academic ethics such as plagiarism, data facilitation, and data fabrication.

The breadth and depth of the Doctoral program final project aims to provide a learning experience for students to be able to use an inter, multi, and trans disciplinary approach, equivalent to level 9 (eight) INQF, namely to:
a. solve problems of science, technology, and or art in their scientific field;
b. develop knowledge, technology and art to produce creative, original and tested intellectual works in their scientific fields through research; and
c. manage, lead, and develop research and development that is beneficial for the benefit of mankind which is recognized nationally and internationally.

3.6.2 Implementation and Guidance of the Final Project

Preparation for the implementation of academic activities at the end of the program can be started no later than the fourth semester for the final project of the Diploma III program, the fifth semester for the Undergraduate thesis, and the first semester for the Postgraduate thesis and Doctoral dissertation program.

For the Diploma III program and the Undergraduate program, data preparation can be done as early as semester 3 if involved or participating in the research of Sriwijaya University lecturers, with the agreement that some of the lecturer's research data is used for research by students of the Diploma III program or Undergraduate program. This agreement was made by the research lecturers and students involved. Research lecturers can be proposed as well as supervising the final project of the students involved. The implementation of activities at this early stage is not given credits weights and will be taken into account/included in the credits of the final project of Diploma III students or undergraduate thesis students. Before starting to be implemented, this research activity and collective agreement must be reported to the Study Program Coordinator so that it is documented and this activity is institutionalized.

The mentoring process between students and advisors/promoters must run properly, effectively, and on a schedule. The mentoring period for the Final Project/Undergraduate thesis/Thesis/Dissertation is carried out intensively with the following conditions:
1. The period of guidance for the Diploma Final Project is 1 (one) semester.
2. Thesis mentoring period for the Undergraduate program is 1 (one) semester.
3. Thesis mentoring period for the Postgraduate program is 2 (two) semesters.
4. The dissertation mentoring period for the Doctoral program starts from writing a research proposal in the first semester until the completion of the student's studies in the 6th semester.
5. If the Final Project guidance period (Final Project, Undergraduate Thesis, Thesis, and Dissertation) needs to be extended by one semester, the advisor/promoter proposes an extension of the final project guidance period to the Faculty Dean/Postgraduate Director through the Study Program Coordinator. The extension proposal is accompanied by a description of: a) the reason for the extension; and b) stage plans and timelines for the completion of Undergraduate Thesis, Thesis, and Dissertation.
6. The period of supervising the Specialist and Sub-specialist programs is determined in accordance with the provisions stipulated by the Rector at the suggestion of the Medical Faculty dean.
7. The period of guidance for the Profession Program is determined in accordance with the provisions set by the Rector at the suggestion of the Dean.
8. In the mentoring process, students can propose a change of advisor/promoter with a written request from the student after discussion has been preceded by the study program, student and advisor/promoter. The proposal for a change of advisor/promoter is submitted by students to the Study Program coordinator. The Study Program Coordinator forwards this application to the Dean/Director of the Postgraduate.
9. In the mentoring process, the advisor/promoter can propose discontinuation of the guidance service to certain students with a written request from the lecturer after a

discussion has been preceded by the Head of Study Program, students and the Advisor/Promoter. The proposal to terminate the guidance service is submitted to the Study Program Coordinator. The Study Program Coordinator forwards this application to the Dean/Director of the Postgraduate.

10. If the final project mentoring period including the Final Project/Undergraduate Thesis/Thesis/Dissertation has ended and the remaining study period is not adequate according to the provisions in the table

3.1 to complete a study or a Final Project/Undergraduate thesis/Thesis/Dissertation, students can apply for the opportunity to complete their studies to the Rector accompanied by information: a) the reasons for the opportunity to complete the study; and b) stage plans and timelines for the completion of Undergraduate Thesis, Thesis, and Dissertation. The application must be based on the knowledge and assurance of the advisor/promoter.

11. Students submit a request for the opportunity to complete their final study through the Study Program Coordinator (Stamped). Furthermore, the Study Program Coordinator forwards this application to the Dean/Director of the Postgraduate, to be forwarded to the Rector.

12. Granting permission to complete studies and/or Final Project/ Undergraduate Thesis / Thesis / Dissertation must not exceed the provisions of the study period that has been stipulated by the Regulation of the Minister of Education and Culture Number 3 of 2020 concerning National Standards for University.

3.6.3 Final Project for Diploma III and Undergraduate Programs

The form of academic activity at the end of the diploma program is a **Final Project**.

Academic activities as the final project of the Undergraduate program are required in:
a. the form of learning in the form of community service: such as real work lectures (KKN) or thematic real work lectures (KKN-Thematic) or other forms specified in the curriculum,
b. forms of learning that provide work experience: such as field practice (PL)/field work practice (PKL), industrial internships or internships, humanitarian activities/projects, teaching assistance in educational units, and other forms specified in the Study Program curriculum, and
c. the form of learning is in the form of research, design, or development which is reported in the form of a thesis.

The implementation of KKN, KKN-Thematic, field practice/practical work, or internships can be carried out by Undergraduate program students according to available programs or as needed with the approval of the AA lecturer.

Activities in the form of community service learning or research, design/development, can be carried out separately or integrated. The implementation of the form of community service learning in regular KKN activities is carried out for a maximum of 1.5 (one and a half) months, while the Thematic KKN is carried out for 1 (one) month. Thematic KKN is carried out in the fostered village of Sriwijaya University or in other designated places.

The implementation of KKN, Thematic-KKN, field practice/practice work, or internships and the implementation of research for thesis can be carried out separately or in an integrated manner. Integrated implementation is the implementation of the Independent Campus. Students and lecturers who supervise the implementation of integrated activities for the Independent Campus Freedom to Learn policy are determined by the Dean on the proposal of the Study Program coordinator.

If community service activities and research activities, design/development are carried out in an **integrated** manner in the context of implementing the **Independent Campus**, the credit weights are determined based on:
a. the weight of learning outcomes to be achieved from learning activities; and
b. the duration (length of time) of the implementation of learning activities.

The calculation of credits based on the implementation time/length is:
a. Learning activities are 170 minutes/credits/week and carried out for a minimum of 16 weeks; or
b. 40 hours/week of learning activities are counted as 1 (one) credit.

The credit weight of learning activities carried out in an integrated manner or in the context of implementing the Independent Campus is a maximum of 20 (twenty) credits/semester and a maximum of 2 (two) semesters.

The implementation of community service activities or research, design/development can be carried out in an integrated manner with the output in the form of a thesis. If the form of community service learning or research, design / development is carried out in an integrated manner, then each activity is assessed and the result is reported in writing according to the learning achievements achieved. Activity reports are prepared based on the established report writing guidelines
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3.6.4 Final Project for Postgraduate and Doctoral Programs

Academic activities at the end of the **Postgraduate program** in the form of research, design, or development are reported in the form of a **thesis**. Academic activities at the end of the **Doctoral program** in the form of research, design, or development are reported in the form of a **dissertation**.

3.6.5 Outcome and Reporting of Thesis, Thesis and Dissertation

Academic activities at the end of the program which include undergraduate theses, theses and dissertations must produce the minimum specified outcomes in accordance with the provisions of the National Higher Education Standards. In addition to the minimum outcomes that **must** be met, Sriwijaya University determines the achievement outcomes according to Table 3.2.

Table 3.2. Minimum Outcomes and Outcomes of Undergraduate Thesis, Thesis, and Dissertation Achievements

Program	Report Form	Minimum Outcomes	Achievements Outcomes[*]
Under graduate	Under graduate Thesis	Uploaded on the Sriwijaya University page according to the provisions.	able to complete a maximum of 8 (eight) semesters of study and publish at least 1 (one) scientific article on: a. Journal equivalent of SINTA 4, or b. reputable international proceedings, *or* c. reputable international journal
Post graduate	Thesis	Thesis abstract is uploaded on the Sriwijaya University website and **at least 1 (one)** scientific article in **a reputable International Journal** (at least the status is accepted) **or 1 (one)** scientific article published in an accredited **National Scientific Journal** equivalent to SINTA 4	able to complete the study program in a maximum of 4 (four) semesters, and publish **scientific articles** (published) with the following details: a. 2 (two) articles in international journals equivalent to at least Q4, *or* b. 1 (one) article in an international journal equivalent to at least Q4 **and** 1 (one) article in international proceedings published by a reputable publisher; *or* c. 1 (one) article in an international journal equivalent to at least Q4 **and** 1 (one) article in a journal nationally accredited minimum equivalent to SINTA 4
Doctoral	Dissertation	The dissertation abstract is uploaded on the Sriwijaya University website **and** at least 1 (one) scientific article is published in an international scientific journal equivalent to Q3.	able to complete the study program in a maximum of 6 (six) semesters and publish **scientific articles** (published) with the following conditions: a. a minimum of 3 (three) scientific articles published with details of 1 (one) scientific article in an international journal equivalent to SINTA 3 **and** 1 (one) article in an international journal equivalent to at least Q3, **and** 1 (one) article in international proceedings published by a reputable publisher, **or** b. 2 (two) scientific articles in international journals equivalent to a minimum of Q2.

Undergraduate thesis, thesis, or dissertation with a minimum output is reported in the appropriate format, applicable guidelines/guidelines.	

Undergraduate theses, theses and dissertations with achievement outcomes are reported in the following format:
   a. Cover, title, approval sheet, Statement of Integrity, and Acknowledgements
   b. Chapter 1 Introduction
   c. Chapter 2: Published scientific articles
   d. Chapter 3: Discussion of research results
   e. Chapter 4: Conclusion and Suggestions
Students who graduate with outstanding outcomes, at the time of graduation are given a certificate with certain academic achievements	

Students who graduate with outstanding results, at the time of graduation are given a certificate with certain academic achievements.	
[*]Reputable scientific journals are journals indexed by an indexing agency recognized by the Government, such as Scopus, Thomson Reuters, or Web of Science.	

3.6.6 Final Project Advisor

In completing the education, especially in the preparation of the final project, students are guided by an advisor appointed by the Faculty/Program on the proposal of the department/section/Study Program. In general, the duties of the undergraduate thesis/thesis advisor and the dissertation promoter team are as follows:
1. Assist and facilitate students in formulating the topic of the final project.
2. Guiding students in preparing a final project implementation plan in the form of a proposal.
3. Directly direct and monitor students in preparing and carrying out final project activities, as well as in analyzing data and information obtained from final project activities.
4. Guiding students in compiling, presenting, and publishing the final project in the form of scientific work.

The main advisor and the head of the Sriwijaya University student promoter team are permanent lecturers at Sriwijaya University. Sriwijaya University lecturers who invite/recommend Doctoral program students can be prioritized to become Promoters or co-promoters if their scientific fields are in accordance with the dissertation topic.

Academic Qualifications and Competencies of advisors/promoters are determined in accordance with statutory regulations. The advisors and promoters are determined by the faculty/program leaders referring to the requirements of the advisors in the Decree of the Minister of Administrative Reform and Bureaucratic Reform Number: 46 of 2013 and the Education Standards of Sriwijaya University. The number of final project advisors for each program can be seen in Table 3.3.

Tabel3.3.Number of Advisors for Final Projects, Undergraduate Theses, Theses, and Dissertations

No.	Program	Advisor
1.	Diploma III	one lecturer
2,	Undergraduate	one lecturer. Especially for students who are researching in other institutions, mentoring can be assisted by one assistant of adviser lecturer from outside institutions.
3.	Profession and Specialist	determined by each Profession association or provisions of the specialist doctor's education collegiums
4.	Postgraduate	two lecturers
5.	Doctoral	one promoter who is assisted as much as possible by two co-promoters who can come from National or International universities outside Sriwijaya University, and or practitioners/experts who meet the qualifications in accordance with the provisions of the legislation.

The mechanism for determining the advisor/promoter team for students is regulated by each faculty/program by paying attention to:
a. the suitability of the field of science of the advisor/promoter team with the topic of the final project/undergraduate thesis/thesis/dissertation;
b. the equal distribution of the burden of study program lecturers in guiding the final project/undergraduate thesis/thesis/dissertation; and
c. the fulfillment of the requirements for academic qualifications and functional positions of lecturers as advisors for the final project/thesis/thesis/dissertation in accordance with the laws and regulations.

Assistant advisors and or promoter team members can come from lecturers outside Sriwijaya University, practitioners or experts who meet academic qualifications referring to Presidential Regulation Number 8 of 2012 concerning the Indonesian National Qualifications Framework (KKNI), Law Number 12 of 2012 concerning Higher Education, and Regulation of the Minister of Education and Culture Number 3 of 2020 concerning National Standards for Higher Education.

3.6.7 Final Project Assessment

The final assignment assessment is carried out according to the provisions in Table 3.4. In the process of completing the program's final project in the form of a Final Project, Undergraduate Thesis, Thesis, and Dissertation, the stages of proposal seminars, progress seminars, and research results seminars can be carried out according to the program being followed. **At this stage there is no examination and assessment**. Students receive suggestions and feedback from their advisors and lecturers who are not their advisors, as well as from other students if presented, to improve, enrich, and improve the quality of their final project or publication.

The program final project exams in the form of final project exams, undergraduate theses, theses, and dissertations are carried out with the following provisions:
1. The final program examination is a comprehensive assessment of the achievement of graduate competencies by students who are tested and attended by all examining committees.
2. Exams can be conducted separately if one or part of the testing team is suddenly unable to test at the specified time. Exams that are conducted separately can be done a maximum of 2 (two) times including the previously determined exams. Each time the exam is attended by at least one advisor or promoter team.
3. The substance of the questions/questions and the implementation of the final exam program must not be in the form of exam questions or an exam atmosphere that is discriminatory, intolerance, sexual violence, and or bullying.
4. The final examination of the program is held after the student has gone through the process of mentoring the final project by the advisor or promoter.
5. The final examination of the program is carried out by the Study Program and the examining commission which is determined by a decree of the Dean/Program Director.
6. Final exams for sub-specialist programs and Doctoral programs must include external assessors from universities/agencies outside Sriwijaya University.
7. Requirements for academic qualifications and academic positions of the examining commission are stipulated in accordance with the Regulation of the Minister of State Apparatus Control Number 46 of 2013, Presidential Regulation Number 8 of 2012 concerning the Indonesian National Qualifications Framework, and Regulation of the Minister of Education and CultureNumber 3 of 2020 concerning National University Standards.

Tabel 3.4.Final Project Assessment

No.	Learning Form	Examined by	Assessment Report Time
1.	Community Service Program or Thematic Community Service Program	Lecturer or a team of advisors for activities. emphasizing on process assessment, **not in form special exam.**	No later than one month after the completion of Community Service Programor Thematic Community Service Program
2.	Thematic Community Service Program expanded *(held for one full semester, implementation of the Right to Study Three Semesters Outside Study Program)*	Lecturers or a team of activity advisors and partners in the assisted villages or other places where the activities take place, emphasize process assessment, **Not in the form of special exam.**	At the end of the current semester when the implementation of activities is carried out.
3.	▪ Field Practice/Field Work/Practice Work/ ▪ Internships /Industrial Internships	Lecturer or a team of advisors for activities. emphasis on process assessment, **Not in the form of a special exam.**	No later than two months after the Field Practice/Field Work/Practice Work/Internship is completed.
4.	▪ Field Practice/Field Work/Practice Work/ ▪ Internships/Industrial Internships,entrepreneurs	Lecturers or team of advisors for activities and partners atindustry/institution/	At the end of the semester when the activities are carried out.

▪ Teaching Assistance in Education Units, ▪ National Defense Training, Research, ▪ Study / Independent Project *(held one full semester, implementation of Independent Campus, Right to Study Three Semesters Outside Study Program)*	organization where the activity takes place, **Not in the form of a special exam.**	

Final Project, Undergraduate Thesis, Thesis and Dissertation assessments, called final project exams, undergraduate theses, theses and dissertations, are carried out by a committee of examiners. The examiner team and the duration of the Final Project Examination, Undergraduate Thesis, Thesis, and Dissertation are presented in Table 3.5.

The examining committee is determined by the Dean/Director consisting of four elements:

1. Chairperson : Lecturer assigned to lead the exam
2. Secretary : Secretary of department or assigned lecturer
3. Advisor : Advisor/Promoter and Co-promoter
4. Examiner : according to the provisions in Table 3.5.

The examining committee has expertise in a field that is in accordance with the scientific clump of the field of study to be tested. The functions and duties of each component of the examiner commission are:
1. The chairperson (lecturer assigned to lead the examination and not the advisor/promoter) is in charge of managing the examination process and the division of the examiner's duties. The chairperson is obliged to carry out the function as a controller of the examination process not to be out of the context of the material being tested.
2. The secretary (secretary or assigned lecturer who is not a advisor/co-promoter) has the function of ensuring that administrative completeness including the recording of the Minutes of Exams is fulfilled, as well as assisting the chairman in the distribution of time for testing carried out proportionally for all examiners, as well as ensuring that the examination takes place in accordance with the provisions.
3. The advisory team serves as a Advisor/Defender and does not test. The advisor is in charge of supervising the direction of the test material, responses, explanations, and answers of the students under his guidance, monitoring the suitability of the material being tested with the material presented by the students under his guidance, and ensuring that the exam is carried out in earnest and follows the established procedures. The advisor must interrupt the test that is out of context and tendentious.
4. Examiners (lecturers who are not advisors/promoters and are not the Chairperson or Secretary of the examining committee) serve as examiners by asking questions related to the material of the final project, undergraduate thesis, thesis, and dissertation being tested as well as other questions relevant to scientific competence in accordance with level of student study and may not provide testing out of context and or outside the time of the Examination. Examiners may not enter into the advisor's/promoter's area of authority, such as changing the context of the material being tested, changing the title and content of the research which is not under the authority of the examiner. If there are important and basic notes/inputs/things from the test results, the examiner can provide suggestions which are submitted to the advisor/promoter.

The material for the undergraduate thesis, thesis and dissertation exam includes science, knowledge and technology related to the topic/title of the undergraduate thesis/thesis/dissertation and is comprehensive. The final exam material for the diploma program is comprehensive and determined by each Faculty/Postgraduate Program.

In the final project exam, undergraduate thesis, thesis or dissertation, students who are declared unsuccessful can repeat the exam. Students are given the opportunity to repeat the exam a maximum of 2 (two) times. The interval between each test being repeated is at least one calendar week. The procedure for applying for a re-examination is determined by each faculty or Postgraduate Program for multidisciplinary study programs.

In special conditions, the final exam of the program can be carried out by utilizing information technology and telecommunications (long distance) with the permission of the Dean/Program Director. The procedure for conducting this remote exam is determined by the Faculty/Postgraduate Program with the following main provisions:
1. Special conditions are conditions when both students and one person, part or all of the examining committee cannot be in the same location at the same time due to natural disasters and or other emergency conditions.
2. The exam will be held on working days and working hours at Sriwijaya University.
3. The duration of the exam will follow the applicable regulations (Table 3.5).
4. All academic provisions of the exam follow the provisions applicable to final project exams, undergraduate theses, theses or dissertations.
5. All test administration requirements are met according to the provisions set by the Faculty/Postgraduate Program

Table 3.5. Final Project, Undergraduate Thesis, Thesis, Dissertation Examination

No.	Program	Examiner	Examination Duration
1.	Diploma program (D3)	1 (one) lecturer not an advisor from the same study program	Maximum 30 (thirty) minutes
2.	Undergraduate program (S1)	1 (one) lecturer from the same study program and not as an advisor from the same study program.	Maximum 30 (thirty) minutes
3.	Postgraduateprogram (S2)	2 (two) non-supervising lecturers, can be come from multidisciplinary fields	Maximum 60 (sixty) minutes
4.	Doctoral program (S3) –Exam System	1 (one) non-promoter lecturer from Multidisciplinary, Interdisciplinary or Intradisciplinary lecturers and 1 (one) external examiner from outside Sriwijaya University. If needed, 1 (one) more lecturer who is not a promoter team can be added. Notes: - The Dissertation Examination can be attended by elements of the University Leadership, Faculty, Postgraduate Program. - If necessary and at the discretion of the Promoter Team, the Examination may be attended by the family of the Doctoral student, and working partners of Sriwijaya University.	Minimum 60 (sixty) minutes and Maximum 90 (one hundred and eighty) minutes Notes: *The Chair of theCommission of Examiners can be led by: Rector, Dean, Director of the Postgraduate Program, or other Officials / Lecturers assigned by the Rector for that.*
6	Professional program, specialist program and subspecialist program	Arranged according to the provisions of each professional examination	

3.7 Learning Assessment and Evaluation

3.7.1 Learning Assessment

Learning assessment is regulated based on Sriwijaya University Rector Regulation No. 5/2020 on Education Standards. Learning assessment includes process assessment and learning outcome assessment. Learning assessment is conducted for ALL structured course learning activities contained in the study program curriculum.

3.7.1.1. Assessment Principle

The principles of learning assessment include educational, authentic, objective,

accountable, and transparent principles that are carried out in an integrated manner, namely:

a. The educative principle is an assessment that motivates students to improve planning and learning methods and achieve graduate learning outcomes.
b. The authentic principle is an assessment that is oriented towards the continuous learning process and learning outcomes that reflect students' abilities during the learning process.
c. Objective principle is an assessment based on standards agreed between lecturers and students and free from the influence of the subjectivity of the assessor and the assessed.
d. The principle of accountability is an assessment carried out in accordance with clear procedures and criteria, agreed upon at the beginning of the lecture, and understood by students.
e. The transparent principle is an assessment whose procedures and results can be accessed by all stakeholders.

Based on the principles of learning assessment mentioned above, the assessing lecturer is expected to provide feedback to the assessed students. This feedback is an input for students to improve and or maintain their learning achievements. Providing feedback also ensures that the principles of objectivity, accountability and transparency are met in learning assessment.

Providing feedback to students is delivered to students for each stage of learning assessment no later than 2 (two) weeks after the assessment is carried out (quizzes, exams, assignment collection and other forms of assessment), through, among others:

a. return of sheets or papers or student work to the student concerned after being assessed and given feedback;
b. discussion of the answer key or rubric of the assessment instrument; and or
c. other methods/ ways that can be used by lecturers to convey feedback to students.

3.7.1.2. Assessment Instruments

Assessment instruments are differentiated according to the purpose of process assessment or learning outcomes assessment. Assessment instruments are determined by the lecturer in charge of the course. Assessment instruments can take the form of, among others:

a. written or oral questions,
b. demonstration checklist,
c. list of tasks that students must do/show to prove their learning achievements
d. project/case study assignment, portfolio, or design work; and
e. an outline of the evidence to be taken/seen/collected from the students being assessed.

The assessment instrument is equipped with an assessment rubric that contains the criteria used to assess/justify the quality of performance, the answer key if the assessment instrument is in the form of written or oral questions.

3.7.1.3. Assessment Techniques

Assessment techniques include observation (including attitude assessment), participation, performance, written tests, oral tests, and questionnaires. The complete assessment techniques can be seen in the 2020 Sriwijaya University Curriculum Guidelines. The final result of the assessment is an integration of the various assessment techniques and instruments used. Some common assessment techniques include:

a. Attitude assessment can use observation assessment techniques;
b. Assessment of mastery of knowledge, general and specific skills is carried out by choosing one or a combination of various assessment techniques and instruments.

3.7.1.4.Assessment Mechanism

The assessment mechanism begins with the preparation, techniques, instruments, criteria/indicators, and assessment scoring. These things are conveyed to students at the beginning of the lecture.

The assessment procedure consists of: a) planning, b) activities of giving assignments or questions, observing performance, returning the results of observations, and c) giving final grades, which can be done through gradual assessment and / or reassessment.

The implementation of the assessment is carried out periodically according to the **RPS (Semester Learning Plan).** The assessment is carried out by the lecturer in charge; lecturer in charge by involving students; or lecturer in charge by involving external assessors or relevant stakeholders.

Lecturers can conduct process assessments without prior notice to students, but lecturers convey the time for evaluating learning outcomes to students, no later than 1 (one) week before the assessment is carried out.

After the assessment is carried out, the lecturer provides feedback and opportunities for students to discuss the results of the assessment with the assessing lecturer. The results of student learning assessment are recorded and documented in an orderly manner in accordance with the provisions for documenting assessment results.

3.7.1.5.Assessment System

Learning assessment includes assessment of the process and learning outcomes. It is not allowed to assess only at the end of the lecture.

Learning assessment at Sriwijaya University uses numbers on a scale of 0 (zero) to 100 (one hundred) with two decimals behind the comma if necessary. **The proportion (value) of the value of each component/ stage of assessment to the final grade is determined by the lecturer in charge of the course, based on the distribution of the load/material and the scope of competencies assessed.**

Determination of Final Score (FS)

Determination of the final score (FS) of an academic activity is an evaluation of the success of student studies in a course, certain learning activities, or the final project of the program. FS determination is carried out objectively using **the Benchmark Assessment (PAP)** approach, referring to Law Number 20 of 2003 concerning the National Education System, Indonesia adheres to a standards-based education system. As a consequence, learning assessment is carried out based on the achievement of established competency standards.

Final Scores (FS) are categorized as excellent, good, sufficient, deficient, and very deficient and are expressed in the form of letter grades A, B, C, D, and E with the range stated in Table 3.6, in accordance with Sriwijaya University Rector Regulation Number 5 of 2020 concerning Sriwijaya University Education Standards. All final course grades are reported in the form of Examinee List and Examination Results (DPNA) to the Academic Information System(SIMAK) application. Submission of the DPNA printout by the lecturer in charge of the course uses the designated form, at the DPNA submission time according to the provisions in the academic calendar.

In addition, the letter F is also used if the course assessment has not been completed or is incomplete at the end of the current semester. Courses that can be graded F are only specific program courses; such as Practical Work, Field Work, Community Service Program (KKN), Thematic KKN, Final Project, Undergraduate Thesis, Thesis, Dissertation or Freedom to Learn courses that are still continuing and have not yet received their grades. Course grades that are declared F are completed no later than the following semester, and all requirements are met.

Courses that receive a grade of F are not counted and the weight of the course credits is not accumulated in determining the Semester Achievement Index (IPS). **F grades may not be used for regular face-to-face/practicum courses that have been scheduled for one semester.**

Tabel3.6.Scoring Benchmarks and Weight

No.	Score Value	Predicate	Weight	Relative Meaning
1	86,00–100,00	A	4	Very Good
2	71,00– 85,99	B	3	Good
3	56,00– 70,99	C	2	Fair
4	40,00– 55,99	D	1	Deficient
5	<40,00	E	0	Very Poor

3.7.1.6.Course Repetition and Grade Improvement

Students have the right to improve their grades. Grade improvement can be done through a) course repetition or b) remedial process.

The provisions for grade improvement through course repetition are as follows:
1. Students who want to repeat a course must retake all learning activities of the course concerned, including practicum if the course has practicum learning, or can use past practicum grades if the course in the study program allows it.
2. Students include the repeated course in the KSM/ KPSM of the semester taken, and with the approval of the Academic Advisor lecturer.
3. The applicable course grade is the highest grade ever achieved in the course.

The provisions for improving course grades or remedial are as follows:
1. Grade improvement is done before the end of the current semester.
2. If the grade improvement is to be done at the end of the lecture, students must fulfill the assignment requirements, take exams/quizzes, and attend lectures with a minimum attendance of 80%.
3. If the student does not attend the quiz/exam/assignment assessment at the specified time, the follow-up assessment (follow-up exam/quiz/assignment) can be followed by students who have a certificate of absence during the assessment such as a certificate of hospitalization of the student concerned, or a copy of the death certificate from the inner family (father/mother/guardian, brother/sister), or a letter of assignment from the Faculty/University carrying out off-campus activities;
4. If the grade improvement is done for a quiz/exam/assignment, the student requests the improvement to the course lecturer after the assessment feedback is given by the lecturer and the assessment time for improvement is set by the assessment lecturer; and
5. If students experience prolonged obstacles / obstacles to attending lectures, such as due to illness or other disasters, improvement of assessment through the remedial process for the student concerned is determined by the course lecturer and reported to the Study Program Coordinator.

3.7.1.7. Transfer Student Grades and Credit Recognition

Transfer Student

Sriwijaya University students who are transfer students can apply for a transfer of grades for courses they have taken from their original study program/college. The grade transfer proposal is submitted to the Rector through the Faculty/Program and follows the academic provisions of each Faculty/Program.

Score transfer and or credit recognition is determined by the Rector by considering the alignment of course learning outcomes (ACLO) from the old study program with ACLO in the new study program. Consideration of the alignment of ACLO from the old study program with ACLO in the new study program involves the study program coordinator and the dean of the faculty/ director of the destination postgraduate program.

Sriwijaya University Students Take Courses outside Sriwijaya University

Credit recognition for courses taken outside Sriwijaya University by Sriwijaya University students who are implementing student exchange programs, partnerships, or Independent Learning activities can be done if the students take the courses during the semester learning period, institutionally with the permission of the AA lecturer, Faculty, or known by Sriwijaya University, and conducted at universities that have a cooperation agreement with Sriwijaya University. Grades for courses taken outside of Sriwijaya University are recognized and or equalized to Sriwijaya University grading rules according to applicable regulations. Provisions regarding the recognition of learning load in credits and equalization of grades are carried out following the provisions in the applicable Sriwijaya University Rector Decree.

3.7.1.8. Semester Achievement Index (IPS) and Grade Point Average (GPA)

The grade point is made as an indicator of student success in following academic activities. GPS and GPA are listed on CRS every semester, while GPA is the cumulative GPS of all semesters that students have participated in. The way to calculate GPS and GPA is:

$$IPS = \frac{\sum_i^n (K_i \times N_i)}{\sum_{i=1}^n K_i} \quad IPK = \frac{\sum_{j=1}^m \sum_{i=1}^n (K_{i,j} \times N_{i,j})}{\sum_{j=1}^m \sum_{i=1}^n K_{i,j}}$$

IPS= Semester Achievement Index
IPK= GPA= Grade Point Average
i=course number-*i*, $i = 1, 2 ..., n.$

j=semester number-*j*, $j = 1, 2 ..., m.$

K_i =semester credit unit (scu) in the course *number-i*

N_i=course score value number-*i* (0 until 4 according to the letter grade achieved by the student),

$K_{i,j}$= course semester credit unit (scu) number-*i* in semester number-*j*

$N_{i,j}$=course score value number-*i* (0 until 4 according to the letter grade achieved by the student),

3.7.1.9. Academic Evaluation

Academic evaluation at the end of the program is carried out in order to determine student graduation. Determination of student graduation from the study program they are participating in is carried out in the JUDICIUM (Section 3.13). The student's study period in the study program he/ she participates in ends when the student is declared a graduate at a judicium. Details of the procedures for conducting end-of-program evaluations, procedures and requirements for judicium are determined by each Faculty/ Department.

Academic evaluation at the end of the program for students is carried out with the following general provisions:
1. Academic evaluation at the end of the program is carried out after the final examination of the student program concerned;
2. Academic evaluation at the end of the program can be carried out for one student or for several students at the same time;
3. Academic evaluation at the end of the program is the responsibility of the Dean/Director by involving the Head of the Department, Study Program Coordinator/ Head of Section;
4. Academic evaluation at the end of the student program is carried out on academic and administrative aspects according to applicable requirements;
5. The results of the academic evaluation at the end of the program are reported in writing to the Rector in the form of a Dean/Director Decree on Judicium; and
6. The results of the academic evaluation at the end of the program are delivered to the students concerned.

English Grade Requirements

1. Sriwijaya University students are required to fulfill the English test score requirements. The recognized English test score is the score of the test held by the Sriwijaya University Business Management Agency, namely the Universitas Sriwijaya English Proficiency Test (USEPT), or from the Official TOEFL Score held by Princeton, United States; IELTS held by the British Council, United Kingdom and verified by Sriwijaya University.
2. Students who have received a degree from another country in English, or have published scientific works in English as the first author in the last 3 (three) years before starting their education at Sriwijaya University, are exempted from the provisions in number 1 above.
3. Sriwijaya University English Test is an English test conducted by the Sriwijaya University Testing Management Team established by the Decree of the Rector of Sriwijaya University.
4. The Sriwijaya University English Test is **MANDATORY** to be taken by students from the time they are enrolled at Sriwijaya University until they reach the predetermined score for each study program before graduating from Sriwijaya University.
5. Students are not allowed to participate in the graduation if they have not met the minimum score requirements of the English Language Test that have been determined.
6. The minimum English test scores required by each study program are listed in Table 3.7.
7. Other provisions regarding students' mastery of English will be stipulated in the Rector's decree**.**

Table 3.7. Standard English Proficiency Score that Students Must Achieve as a Graduation Requirement in Departments / Study Programs at Sriwijaya University

NO	FACULTY	PROGRAM	STUDY PROGRAM	Unsri Test	TOEFL (USA)	IELTS (England)
1	ECONOMICS	DiplomaIII	Accounting	400	400	3
			Secretariat	400	400	3
		Undergraduate	Management	400	400	3
			Economic Development	400	400	3
			Accounting	400	400	3
		Postgraduate	Economic Science	450	450	4
			Management Science	450	450	4
			Management	450	450	4
		Doctoral	Economics Science	500	500	5
			Management Science	500	500	5
2	LAW	Undergraduate	Law Science	425	425	3,5
		Postgraduate	Law Science	425	425	3,5
			Notary	500	500	5
		Doctoral	Law Science	450	450	4
3	ENGINEERING	Undergraduate	Civil Engineering	450	450	4
			Mining Engineering	425	425	3,5
			Chemical Engineering	450	450	4
			Electrical Engineering	450	450	4
			Mechanical Engineering	450	450	4
			Architecture	450	450	4
			Geology Engineering	425	425	3,5
		Postgraduate	Chemical Engineering	450	450	4
			Civil Engineering	450	450	4
			Mining Engineering	450	450	4
			Mechanical Engineering	450	450	4
		Doctoral	Engineering Science	450	450	4
4	MEDICINE	Undergraduate	Nursing	450	450	4
			Medical Doctor	500	500	5
			Dentistry	450	450	4
			Psychology	450	450	4
		Postgraduate	Bio medic	450	450	4
		Doctoral	Bio medic Science	450	450	4
5	AGRICULTURE	Undergraduate	Agribusiness	400	400	3
			Plant Protection	400	400	3
			Agricultural Engineering	400	400	3
			Agricultural Product Technology	400	400	3
			Animal Husbandry	400	400	3
			Aquaculture	400	400	3
			Fishery Products Technology	400	400	3
			Agronomy	400	400	3
			Soil Science	400	400	3
			Agroecotechnology	400	400	3

NO	FACULTY	PROGRAM	STUDY PROGRAM	Unsri Test	TOEFL (USA)	IELTS (England)
		Postgraduate	Plant Science	450	450	4
			Agribusiness	450	450	4
		Doctoral	Agricultural Science	450	450	4
6	TEACHER TRAINING AND EDUCATION	Undergraduate	English Language Education	500	500	5
			Indonesian Language and Literature Education	400	400	3
			Pancasila and Civic Education	400	400	3
			History Education	400	400	3
			Economic Education	400	400	3
			Guidance and Counseling	400	400	3
			Mechanical Engineering Education	400	400	3
			Mathematics Education	400	400	3
			Physical Education	400	400	3
			Chemistry Education	400	400	3
			Biology Education	400	400	3
			Primary Teacher Education	400	400	3
			Early Childhood Education (PAUD) Teacher Education	400	400	3
			Physical Education and Health Sciences	400	400	3
			Non-Formal Education	400	400	3
		Postgraduate	Language Education (Indonesian)	450	450	4
			Language Education (English)	525	525	5,5
			Mathematics Education	450	450	4
			Physical Education	450	450	4
			Education Technology	450	450	4
			Sports Education	450	450	4
		Doctoral	Mathematics Education	475	475	4,5
7	SOCIAL AND POLITICAL SCIENCE	Undergraduate	Public Administration	400	400	3
			Sociology	400	400	3
			International Relations	400	400	3
			Communication Studies	400	400	3
		Postgraduate	Public Administration	450	450	4
			Sociology	450	450	4
		Doctoral	Public Administration	450	450	4
8	MATHEMATICS AND NATURAL SCIENCE	Undergraduate	Mathematics	400	400	3
			Physics	400	400	3
			Chemistry	400	400	3
			Biology	400	400	3
			Pharmacy	400	400	3
			Marine Science	400	400	3
		Postgraduate	Physics	450	450	4
			Chemistry	450	450	4
			Biology	450	450	4

		Doctoral	Mathematics and Natural Science	450	450	4
9	COMPUTER SCIENCE	DiplomaIII	Computerized Accounting	400	400	3
			Informatics Management	400	400	3
			Computer Engineering	400	400	3
		Undergraduate	Computer System	500	500	5
			Information System	500	500	5
			Information Engineering	500	500	5
		Postgraduate	Information Engineering	500	500	5
10	PUBLIC HEALTH	Undergraduate	Public Health Science	400	400	3
			Nutrition	400	400	3
			Environmental Health	400	400	3
		Postgraduate	Public Health Science	450	450	4
11	POSTGRADUATE PROGRAM	Postgraduate	Environmental Management	450	450	4
			Population	450	450	4
		Doctoral	Environmental Science	450	450	4

Notes:
The scores above are the Sriwijaya University English proficiency test scores.
Official TOEFL scores from Princeton, USA will be converted by UPT Bahasa Sriwijaya University.

3.8 Student Dropout

3.8.1 Drop Out Criteria

Diploma Program Students are declared to have dropped out if they meet one or more of the following criteria:
1. At the end of the first year, they have accumulated less than 27 credits;
2. at the end of the first year, they have accumulated ≥ 27 credits but the GPA achieved is < 2.00;
3. after taking 8 semesters, the person concerned is unable to collect 108 credits;
4. in semester 7 has collected credits as required but has a GPA < 2.00 or has an E grade or has a D grade > 10% of 108 credits; or
5. does not pay single tuition every semester until the specified deadline and does not submit an SO.

Undergraduate Program Students are declared to have dropped out if they meet one or more of the following criteria:
1.At the end of the second year, the student has accumulated less than 52 credits and or the GPA achieved is <2.00;
2. after taking 10 semesters, the person concerned is unable to collect 144 credits;
3. during the 10-semester study period has collected credits as required but has an E grade or has a D grade> 10% of the total of 144 credits; or
4. does not pay single tuition every semester until the predetermined deadline and does not submit an SO.

PostgraduateProgram Students are declared to have dropped out if they meet one or more of the following criteria:
1.At the end of the second semester accumulates less than 18 credits and/or has a GPA < 2.76; or
2. at the end of the third semester has not carried out the proposal examination; or
3. at the end of the fourth semester cannot accumulate 36 credits and/or has a GPA < 2.76 or does not pass the proposal examination;
4. after taking six semesters cannot demonstrate the ability to complete the final project/thesis; or
5. does not pay the semester single tuition until the predetermined deadline and does not submit an SO.

Doctoral Program Students are declared to have dropped out if they meet one or more of the following criteria:

1. If they do not meet the academic obligations required for the doctoral program as determined by the Rector's Decree. In detail, the requirements, procedures, and other academic provisions regarding doctoral programs at Sriwijaya University are contained in a separate Academic Guideline; or
2. Not paying the semester single tuition until the predetermined deadline and not submitting SO.

3.8.2 Forms of Dropout

Students who leave Sriwijaya University before graduating can be students who resign, students who are declared dropout, or students who are dismissed from Sriwijaya University.

1. Students who resign from Sriwijaya University are:
   a. Students who submit a written resignation request to the Dean of the Faculty/Director of the postgraduate program with a copy to the study program coordinator for their own reasons including prolonged illness;
   b. Students who resign are determined by a decision letter from the Rector of Sriwijaya University based on a proposal from the Faculty/Postgraduate Program.

2. Students who are declared dropout from Sriwijaya University are:
   a. Students who meet the criteria for dropping out according to the provisions in Section 3.8.1;
   b. Students who are declared dropout are automatically determined through the Information Technology (IT) system and can also be by a decision letter from the Rector of Sriwijaya University.

3. Students who are dismissed/expelled from Sriwijaya University are:
   a. Students who are dismissed from Sriwijaya University for violating academic ethics, committing despicable acts that violate norms and morals, defaming Sriwijaya University, creating disturbances, provoking and inciting on campus, being involved in drugs, engaging in criminal and immoral acts, committing serious violations of the provisions set forth in the student affairs of Sriwijaya University are declared to have dropped out;
   b. Students who are declared dropout are determined automatically (by system) through the Information Technology (IT) system and are determined by a decision letter from the Rector of Sriwijaya University.

3.9   Postponement of Academic Activities (PAA) or Stop Out (SO)

Postponement of Academic Activities (PAA), college leave, or stop out (SO) is the status of students who temporarily stop participating in educational programs. PAA or SO provisions are as follows:

a. PAA or SO applications can be submitted by students for health/ illness reasons with an official certificate from a doctor or other reasons that have received approval from the AA lecturer.
b. Applications for PAA or SO can only be made if students have taken at least 4 semesters for undergraduate programs, or have taken at least 50% of the total credits that must be taken in their study program.
c. Application for PAA or SO is proposed by students to the Dean/Director, known by the AA lecturer and study program coordinator, no later than the third week after the current semester begins.
d. The application for PAA or SO is submitted to the Rector by the Dean/Director.
e. The Rector issues a decision letter permitting or rejecting the student's PAA/SO application.
f. If the Decree of the Rector of Sriwijaya University regarding students who are declared PAA/SO in the current semester has been issued, then the application for PAA/SO submitted after that in the current semester cannot be granted, except for students with reasons of illness who get a certificate from a doctor.

g. The student study period takes into account the student's PAA/ SO period (the length of PAA or SO is counted as the study period).

h. PAA or SO applications cannot be submitted by students receiving Bidikmisi/ KIP-K scholarships, or by Diploma Three, Undergraduate, Postgraduate, or Doctoral program students who receive full scholarships.

i. All undergraduate and postgraduate students receiving scholarships cannot apply for study leave during the scholarship period.

j. During the PAA or SO period, students do not pay the Single Tuition and are not entitled to carry out academic activities, use educational facilities, and or receive academic guidance services from supervisors.

k. The maximum length of PAA or SO is 1 (one) semester for Diploma and Undergraduate programs.

l. The maximum length of PAA or SO is 2 (two) semesters for Postgraduate Program and Doctoral Program, which can be taken consecutively or separately.

m. Students of professional and specialist programs are not allowed to apply for PAA or SO, only allowed to apply for permission to leave the lecture for important reasons, and still pay the Single Tuition.

3.10. Student Transfer

3.10.1. Student transfer within Sriwijaya University

Students can transfer from one study program to another within Sriwijaya University, if they meet the following requirements:

a. Transfer can only be done by students in similar or allied study programs at the same level within Sriwijaya University.

b. Switching study programs is not caused by academic violations.

c. Students have participated in academic activities for at least two semesters and have accumulated a minimum of 26 credits.

d. Students achieve GPA ≥ 2.25, for Diploma Three Program or Undergraduate Program, and ≥ 3.00 for Postgraduate Program and Doctoral Program.

e. Students are willing to meet all academic and financial administration requirements that apply to the destination study program.

f. Transfer of study programs is approved by the Dean of the Faculty / Director of the Postgraduate Program at the destination study program based on consideration of student academic achievement, capacity / capacity of the destination study program, reasons for moving, and special academic considerations if needed.

Procedures for transferring study programs within Sriwijaya University:

a. Students convey their intention to change study programs to the AA lecturer.

b. After receiving consideration from the AA lecturer, the student submits a request to change study programs to the Dean of the Faculty / Director of the Postgraduate Program in the original study program.

c. The Dean of the Faculty/ Director of the Postgraduate Program, after considering the student's academic performance, the capacity/ capacity of the destination study program, the reasons for moving, and other academic considerations, can accept or reject the application to change study programs.

d. If the Dean of the Faculty/ Director of the Postgraduate Program of the original study program approves the application to transfer the study program submitted by the student, the Dean of the Faculty/ Director of the Postgraduate Program of the original study program forwards the student's application to the Rector.

e. If the destination study program is in the same faculty, the Rector determines the approval or rejection of the proposed study program transfer application.

f. If the destination study program is in a different faculty, the Rector forwards the application to the Dean of the destination study program, for consideration.

g. Taking into account the consideration of the Dean at the destination study program, the Rector determines the approval or rejection of the proposed study program transfer application.

3.10.2. Student transfer from Sriwijaya University to other universities

Transfer can be done by students by fulfilling the following conditions:
a. Students are active and registered in the current semester and have participated in academic activities for at least 2 semesters.
b. Students submit applications to move to other universities to the study program coordinator who is forwarded to the Dean / Director of the Postgraduate Program to be forwarded to the Chancellor.
c. Students who have approved their resignation from Sriwijaya University to transfer to other universities cannot transfer back or re-apply to become Sriwijaya University students.
d. Students who have entered the end of their study period at Sriwijaya University can only propose their transfer/resignation at least 3 months before the end of their study period at Sriwijaya University.

3.10.3. Student Transfer from Other Universities to Sriwijaya University

Sriwijaya University can accept transfer students from other universities in the same study program as the study program held by Sriwijaya University with the following provisions:
a. The original study program has at least the same accreditation as the destination study program at Sriwijaya University.
b. The transfer is proposed for reasons of official transfer of parents/guardians and with strong evidence of the need for togetherness (dependence) of the student concerned with his/her parents/guardians.
c. The reason for moving to Sriwijaya University is not due to expulsion from the university of origin as evidenced by a certificate from the relevant Rector.
d. There is a remaining study period that meets the requirements to complete their education at Sriwijaya University.
e. Available capacity in the intended study program.
f. Meet the academic and financial requirements set by the destination Faculty/Program.
g. For transfer students from the Undergraduate Program, the following requirements apply:
   1) Have participated in academic activities for at least two semesters at the original college, must collect at least 27 credits with a GPA ≥ 2.76 or as determined by the study program.
   2) Have participated in academic activities for 4 semesters at the original university, and must accumulate at least 52 credits with a GPA ≥ 2.76 or as determined by the study program.
h. For transfer students from postgraduate program or doctoral program, the following requirements apply:
   1) Transfer approval is given by the Rector by considering the status and quality of the original university, accreditation, selection path, and reasons for transfer.
   2) Transfer applications are submitted directly to the Rector by attaching the specified requirements.
   3) Minimum GPA of 3.25 for Postgraduate Program.
   4) Minimum GPA of 3.50 for Doctoral Program.
   5) Have participated in academic activities at the university of origin for a maximum of 2 semesters for the Postgraduate Program with a total credit of at least 20 credits and a maximum of 4 semesters for the Doctoral Program with a total credit of at least 37 credits.

3.10.4. Provisions for Transfer Students

a. Transfer students are subject to the academic regulations, curriculum, study period, and financial administration provisions that apply at Sriwijaya University.
b. The study period for transfer students follows the calculation of the time limit of the study program that applies at Sriwijaya University and is calculated from the time they are registered at the university of origin.
c. Availability of space in the intended study program.
d. Sriwijaya University can only accept transfer students at the beginning of **each odd**

semester.

3.11. Student Rights, Obligations, Prohibitions, Warnings and Sanctions

3.11.1 Student Rights

Every active student has the same rights to obtain academic services, namely:
1. Using academic freedom responsibly to study and study knowledge in accordance with the norms, ethics, and morals that apply in the academic environment.
2. Obtaining the best teaching and academic field services in accordance with interests, talents, passions and abilities.
3. Receive guidance from academic advisors and or other assigned lecturers.
4. Obtaining information services related to the education program he/she is following as well as counseling services and career development.
5. Complete studies earlier than the set schedule in accordance with applicable requirements.
6. Obtaining welfare services in the form of scholarships for outstanding students in accordance with applicable regulations.
7. Utilizing the resources of the University, Faculty, and Study Program for the smooth learning process and the development of interests and talents through student organizations.
8. Transfer to other universitiesor other study programs, if they meet the specified requirements.
9. Attend lectures outside Sriwijaya University for a maximum of 2 (two) semesters or the equivalent of 40 credits and 1 (one) semester or the equivalent of 20 credits in a different study program at Sriwijaya University.
10. Participate in competitions/championships at the Faculty, University, national, regional, and international levels.
11. Participate in student organization activities at the University, Faculty, Department, and/or Study Program levels (provisions regarding student organizations are further regulated through the Sriwijaya University Rector's regulations.

3.11.2 Student Obligations

Students are obliged to:
1. Comply with all regulations, academic ethics, and ethical behavior that apply at Sriwijaya University.
2. Always behave well, be polite and courteous, appreciate and respect each other, maintain the good name of Sriwijaya University, and do not commit despicable acts including acts/ words that show intolerance, sexual violence, and or bullying in the campus environment or outside the campus.
3. Wear polite clothing and appearance and do not wear excessive jewelry either on campus or off campus.
4. Participate in bearing the costs of providing education except for students who are given scholarships both from the APBN and Non APBN.
5. Maintain academic integrity and honesty by not committing acts of plagiarism, fabrication or falsification of data and information in academic activities including in the implementation of learning, research, and/ or community service, as well as in various scientific papers including scientific publications/ undergraduate thesis/ thesis/ dissertation, and other academic   works.

6. Respect science, technology, and art and maintain the cleanliness, peace, quiet, comfort, and beauty of the Sriwijaya University campus.
7. Taking responsibility for maintaining the facilities and infrastructure as well as the cleanliness, order, safety, beauty, and trees of Sriwijaya University campus and creating a healthy campus.
8. Prevent the destruction of Sriwijaya University facilities and infrastructure, and the cutting down of trees without reason and order by irresponsible parties on the Sriwijaya University campus.
9. Maintain the authority and good name of the University/ Faculty/ Program.
10. Upholding the value of national culture and respecting the culture of other countries.

3.11.2 Prohibition

Students are prohibited from:
1. Conducting actions/ activities/ provocations that can or have the potential to cause obstacles to academic activities or chaos on campus including misusing the Sriwijaya University symbol/ attribute or installing prohibited symbols/ attributes in the Sriwijaya University campus environment.
2. Violating academic regulations in the form of violations of writing ethics or criminal acts of plagiarism/ duplication in academic activities or research for undergraduate thesis/ thesis/ dissertation or publications at Sriwijaya University.
3. Disrupting or obstructing academic activities, as well as other activities, whether carried out structurally (organization), or non-structurally.
4. Committing acts that violate ethics, morals, sexual violence, bullying, and anarchy, whether done individually, structurally (organization), or non-structurally.
5. Committing criminal acts/ stealing, fighting to create riots.
6. Committing acts of propaganda, provocation and or inciting the community.
7. Creating activities that violate the provisions and/ or rules that apply at the University/ Faculty/ Program.
8. Committing perjury or asking someone to commit perjury for examination/ training activities conducted by Sriwijaya University.
9. Being involved as a user, dealer, provider, courier, facilitator, or advocate for the use of drugs/narcotics, alcohol or other addictive substances both inside and outside the Sriwijaya University campus. Checks on the use/ possession/ supply of drugs/narcotics will be carried out periodically or sudden spot checks.
10. Sriwijaya University students are prohibited from becoming members or sympathizers:
    a. Organizations that are treasonous or organizations that disturb/ threaten the safety/ unity of the Republic of Indonesia.
    b. Organizations that violate religious laws and/or moral norms such as religious deviation organizations/sects, organizations that support/perform acts of violence/cruelty, organizations of deviant sexual acts, including organizations related to Lesbian, Gay, Bisexual, and Transgender (LGBT) behavior.

3..11.3 Warnings and Sanctions

1. Violations of the rules, regulations, and prohibitions set by the University, Faculties, and Departments, including bad and destructive behavior, are subject to sanctions in accordance with the applicable provisions in the form of warnings, suspensions, and dismissals by Sriwijaya University.
2. Violation of the provisions of academic ethics and honesty is a violation of academic integrity and is an act of serious offense. Violations of academic integrity can be in the form of plagiarism, data falsification, data fabrication and or other despicable acts in academic matters. Sanctions for this offense are:
   a. Sanctions for acts of academic fraud in the course learning process such as cheating in making assignments or exams are giving warnings to students, giving zero marks for the assignment/ exam, to sanctions in the form of canceling students from participation in the course, or other sanctions that are educational in nature. Sanctions for canceling students from participation in the course are determined at the study program meeting reported by the study program coordinator to the Dean of the Faculty/ Postgraduate Director.
   b. Violation of academic integrity falsification of data and academic evidence, or violation of academic ethics in the final project of the program (field practice/practical work,

community service program/ Thematic community service program, undergraduate thesis, thesis, dissertation, and scientific publications) is a serious violation. The sanction for this offense is the cancellation of the final assignment and suspension, up to the sanction of dismissal and/ or dismissal as a Sriwijaya University student or cancellation of academic degrees that have been obtained as a result of academic fraud.

c. The procedure for imposing sanctions for serious violations of academic integrity is regulated by the Ethics Commission specifically established by the Rector for cases of serious violations.

d. The Ethics Commission shall study and/ or review the cases of serious violations in question and propose sanctions for the students/ alumni concerned to the Rector.

e. The Rector decides and determines sanctions for the students/ alumni concerned based on the consideration of the appointed Ethics Commission, and stipulates the sanction decision in the Rector's Decree.

3. If a student violates the prohibition of conducting activities that are prohibited based on religious, moral, social, and legal norms of the Republic of Indonesia, the student may be suspended or dismissed as a student by Sriwijaya University.

4. Violation of the prohibition against propaganda, spreading slander, and misusing the symbol/ attribute of Sriwijaya University, then the student may be given sanctions in the form of suspension from participating in academic activities for at least one semester or dismissal as a student by Sriwijaya University.

5. Violation of the prohibition of violence, including bullying, fights and/ or brawls between students on the Sriwijaya University campus or fights/ brawls outside the campus that defame Sriwijaya University, then the student can be given sanctions in the form of suspension from participating in academic activities for at least one semester or dismissal as a student by Sriwijaya University.

6. Violation of the prohibition against committing unlawful acts and has been declared by a decree/ statement/ confirmation from a law enforcement institution, then the student will be given sanctions in the form of dismissal as a Sriwijaya University student.

7. Violation of the prohibition against committing criminal acts, stealing, fighting, provocation, incitement, anarchism, hazing, creating chaos and riots that cause damage to state property, then the student can be given sanctions in the form of written warnings to dismissal as a Sriwijaya University student.

8. If a student is proven to have committed academic fraud by acting as a jockey or asking someone to commit perjury to take an exam/ assessment/ training/ lecture/ academic activity organized by Sriwijaya University, the student may be sanctioned with dismissal as a student by Sriwijaya University.

9. If a prospective student is found to be a drug user during a clinical laboratory examination, in accordance with the letter of the Directorate General of Higher Education of the Ministry of Education and Culture No. 131/D/2000 dated January 21, 2000, the prospective student may be sanctioned by Sriwijaya University to be canceled/dismissed as a student.

10. All members of the academic community (lecturers and students) and education staff must be free from drug dealers / users / drug addicts. Sriwijaya University has the right to conduct sudden drug testing without prior notice. If it is proven that lecturers/ students /educational personnel act as dealers or from the results of clinical laboratory examinations there are positive indications of drug/ narcotics users, then the perpetrators concerned can be given sanctions in the form of dismissal as lecturers/ students/ employees and will be prosecuted in accordance with applicable regulations.

11. Violations of the above provisions, except for violations in number 2 (violations of the provisions of ethics and academic honesty), are handled by the Disciplinary Commission and or Ethics Commission formed at the level of study programs, departments, faculties, postgraduate programs, or universities.

12. The Disciplinary Commission and/ or Ethics Commission is a team appointed and appointed by the head of each work unit or the Rector with the task and authority to examine and provide advice or recommendations for resolving violations of Sriwijaya University regulations.

3.12 Plagiarism Prevention

In an effort to prevent plagiarism, before students are graduated, the final project/ undergraduate thesis/ thesis/ dissertation manuscript must go through a similarity checking stage using the Turnitin application. Final project scientific manuscripts published in journals and/ or proceedings are checked for similarity using the Ithenticate application before the

manuscript is submitted to the journal/ proceedings. The procedure for checking the similarity of the manuscript using Turnitin or Ithenticate is regulated by the UPT Library.

Academic provisions for checking the similarity of the manuscript (similarity checking) of the final undergraduate thesis/ thesis/ dissertation manuscript or draft scientific articles for publication are as follows:

a. Similarity checking of manuscripts using the applicationIthenticate and/ or Turnitin application is done before graduation.
b. The research methodology part of the undergraduate thesis/ thesis/ dissertation which is the standard procedure for testing/ data collection and statistical processing is described in the appendix section of the undergraduate thesis/ thesis/ dissertation, so it is not included in the part that is checked for similarity of the manuscript. The advisor/ promoter ensures academic integrity in this section.
c. The level of similarity for undergraduate theses, theses, and dissertations is a maximum of 20%. If the level of similarity of the undergraduate thesis/ thesis/ dissertation is more than 20%, then the student must improve the undergraduate thesis/ thesis/ dissertation manuscript with the guidance of the advisor/ promoter.
d. The results of similarity checking are attached to the undergraduate thesis, thesis, and dissertation.
e. The provisions for the level of similarity of scientific article drafts that will be published follow the provisions of the intended journal/ proceedings manager.

3.13 Judicium(Graduation)

Judicium is the determination of student graduation after completing and passing all courses and final exams according to graduation requirements. Judicium is held by the department with the permission of the faculty or by a multidisciplinary postgraduate study program for postgraduates. The implementation of the judicium is carried out by the Department/ Study Program in a manner determined by the Faculty/ Postgraduate Program**. Judicium is held several times each semester. Judicium in the intermediate semester is counted as judicium in the even semester. The faculty can release graduates before graduation or after graduation.**

Students who are declared graduates at the judicium are determined through a decree of the Dean of the Faculty or Program Director. The decision letter of the Dean of the Faculty or Director of the Postgraduate Program regarding the determination of student graduation is one of the requirements for graduation. Details of the procedures and procedures for graduation are determined by each Faculty/ Program referring to applicable regulations.

3.13.1. Judicium Requirements

Students can be declared graduated if they have:
1. completed all learning requirements and achieved the graduate competencies set out in the study program curriculum,
2. accumulate the minimum required number of credits and complete the study within the study period limit set for each program according to Table 3.1.Completion of the program within the study period that exceeds the provisions in Table 3.1. is possible with the written permission of the Rector;
3. achieve the provisions of graduate learning outcomes (graduate competencies) stipulated in the study program curriculum with minimum grades and GPA according to the following provisions:
    a. diploma and undergraduate programs achieve GPA ≥ 2.00, postgraduate programs and doctoral programs achieve GPA ≥ 3.25;
    b. have no grade E for diploma programs, and undergraduate programs, and have no grade D or E for postgraduate programs and doctoral programs; and
    c. for diploma programs and undergraduate programs, the grade of D does not exceed 10% of the minimum number of credits set;
4. meet the provisions for publication of research results for Postgraduate programs and Doctoral programs according to the provisions outlined in Section 3.6, Table 3.2;
5. fulfill the provisions for checking the similarity of manuscripts according to the provisions outlined in Section 3.12;
6. pass other competencies, such as mastery of English by meeting the English score set by the Faculty/Program/Department/ Study Program;
7. pass the final examination of the program and have completed all the provisions for improving the final project, undergraduate thesis, thesis, or dissertation, as determined by the Faculty/Program/Department/ Study Program. The manuscript of the final project, undergraduate thesis, thesis, or dissertation can be in another form according to the provisions in Section 3.6 Table 3.2;
8. fulfill the administrative requirements for graduation from Sriwijaya University; and
9. fulfill the obligation to pay the Single Tuition (UKT).

3.13.2 Graduation Predicate

Referring to the Regulation of the Minister of Education and Culture Number 3 of 2020 in Article 27 paragraph (2), the graduation predicate consists of 3 (three) levels, namely Satisfactory, Very Satisfactory, and Praise (Cumlaude) which are determined based on the Grade Point Average (GPA) achieved by students and the study period, with the following criteria:

Table 3.8. Graduation Predicate

No	Program	GPA	Predicate	Requirements to obtain Cumlaude*
1	DiplomaIII	2.76–3,00	Satisfactory	1. Maximum Study Period 6 (Six) Semesters 2. Maximum 1 course with C grade
		3,01–3,50	Very Satisfactory	
		>3,50	Praise(*Cumlaude*)	
2	Undergraduate	2.76–3,00	Satisfactory	1. Maximum Study Period 8 (Eight) Semesters 2. Maximum 1 course with C grade 3. Undergraduate Thesis grade A
		3,01–3,50	Very Satisfactory	
		3,51–4,00	Praise(*Cumlaude*)	
3	Postgraduate	3,00–3,50	Satisfactory	1. Maximum Study Period 4 (four) semesters 2. Do not have courses with a grade of C 3. Thesis grade A
		3,51 – 3,75	Very Satisfactory	
		>3,75	Praise(*Cumlaude*)	

No	Program	GPA	Predicate	Requirements to obtain Cumlaude*
4	Doctoral	3,51–3,75	Very Satisfactory	1. Maximum Study Period 8 (eight) semesters
		>3,75	Praise(*Cumlaude)*	2. Do not have courses with a grade of C
				3. Dissertation grade A
Note:		1. Graduation predicates are only given to students who have been enrolled in a study program at Sriwijaya University since the beginning (not transfer students). 2. The Rector awards a certificate to graduates with the title of Praise *(Cumlaude).*		

3.13.3. Academic Degrees and Designations

The titles given to graduates of academic education, vocational education, professional education, and specialist education refer to the Regulation of the Minister of Research, Technology, and Higher Education Number 59 of 2018 concerning Diplomas, Certificates of Competence, Professional Certificates, Degrees, and Procedures for Writing Degrees in Higher Education. Degrees of graduates of study programs at Sriwijaya University can be seen in Chapter I in Table 1.1.

3.13.4. Graduation

Graduation is held at the time set in the Sriwijaya University Academic Calendar. The requirements, registration procedures, and graduation procedures can be seen in Chapter V and Chapter VI of these guidelines.

CHAPTER IV
ACADEMIC SUPPORT SERVICES

4.1   Career Center Services

The Character and Career Development Center (CDC-Universitas Sriwijaya) is a Technical Unit that provides services to students and alumni in terms of:

1. Helping students develop *soft skills* competencies and confidence to face the world of work after graduation,
2. Providing information on job vacancies both *online* (info on job vacancies on the *cdc.unsri.ac.id* website) and *offline* (job fair/career expo) as a bridge between the world of work and the world of campus,
3. Carry out a tracer study that refers to *Indotrace* and user satisfaction surveys in an effort to provide data related to alumni and for curriculum improvement,
4. Become a partner in the world of work in preparing alumni and user needs.

Related to these services:

1. Students can access *soft skill* competency training activities and register as trainees on the *cdc.unsri.ac.id* web according to the theme and time desired by students, by filling out an *online* form as a trainee,
2. Students and alumni can consult about careers through *e-counseling* on the *cdc.unsri.ac.id* web by filling out an *online* career counseling form that can be downloaded on the web and writing questions that they want to know the answers to. CDC also provides *offline* career counseling services at the Sriwijaya University CDC office, 1st floor Rectorate Building. Several counselors are scheduled to provide consultations for students who need them.
3. Alumni who are about to graduate receive mentoring from several alumni or companies as an introduction to the world of work,
4. Alumni get *online* or *offline* job vacancy information services as well as *online* and *offline* recruitment from various job seekers on the *cdc.unsri.ac.id* web or through *Sriwijaya University Career Expo* activities which are held 2 (two) times a year,
5. Prospective Alumni who will be graduated, must register *online* on the *cdc.unsri.ac.id* website as a database of alumni who will be tracked after 2 (two) years of graduation,
6. New students are required to register as members on the *cdc.unsri.ac.id* web and take an *online* psychological assessment, to learn the character of new students who need to be fostered in an effort to prepare alumni to enter the world of work.

4.2   Interest and Talent Services

Regarding the development of the interests and talents of Sriwijaya University students, sports activities are facilitated in the form of sports fields such as volleyball, futsal, soccer and others. Supporting facilities in the form of activity rooms and budgets are also provided for other student activities such as BEM, HIMA and Student Activity Units (UKM) such as UKM WahanaDakwah Islamiyah "NADWAH", UKM SRCT / SAR, UKM Choir "Belisario", UKM Student Press Institute "GeloraSriwijaya", UKM Art and Theater "GABI" , Nature Lover "Sabak"and UKM Sports.

Sriwijaya University also facilitates training that develops students' entrepreneurial spirit. Sriwijaya University organizes mentoring programs as well as entrepreneurial practices for students through KWU activities funded through BOPTN. Training on scientific writing and PKM is also provided throughout the year through faculty and university student affairs and U-Read UKM.

Sriwijaya University also supports activities for students to achieve the desired competencies such as various practicum activities, field practice, or field trip activities according to the field of science they are studying. In addition, community service activities are also offered to students through regular KKN and thematic KKN, or other similar activities.

4.3. Academic Support Facility Services

4.3.1. Library and Computer Laboratory

Sriwijaya University Library is a Technical Unit that supports the education, teaching and research programs of students and lecturers. The library is located on the Indralaya campus and is open every day, Monday to Friday from08.00 a.m. to 10.00 p.m. while on Saturdays it is open from 08.00 a.m. to 4.00 p.m. Information sources available at Sriwijaya University Library include books, final papers, theses, dissertations, reports and journals both in print and electronic form. Sriwijaya University Library subscribes to Elsevier, which can be accessed quickly and easily. The information system used in the Sriwijaya University Central Library is currently a Web-based Open Source SLiMs application. The application can assist in library service activities including: library material management, membership services, borrowing and returning services. Library material processing activities in the SLiMS application are adding collection data, editing collection data, searching collections, and reporting collection data. Membership services in the SLiMS application, namely making new memberships, membership renewals, making loan exemption letters, searching member data, and membership reports. Borrowing and returning book services in the SliMS application can serve borrowing and returning tendon and textbook collections. The library can be accessed 24 hours online and during working hours every Monday to Saturday.

The Computer Laboratory is prepared in order to provide convenience for students who do not have laptops to process data, access the internet or access literature from the library. This computer laboratory is centered in the Library Building.

4.3.2. Integrated Basic Laboratory

This shared laboratory unit is managed by FMIPA to serve basic course practicums that must be attended by students of the Faculties of Engineering, Agriculture, Medicine, and Mathematics and Natural Sciences. The shared laboratory can be utilized every working day Monday-Friday, its use is regulated by the manager in collaboration with MKDU lecturers.

4.3.3. Language Institute

The Language Institute of Sriwijaya University is a Technical Implementation Unit (UPT) that is located in two locations, namely on the Indralaya campus and on the Bukit Besar campus in Palembang. The existence of the Language Institute in two locations of the Sriwijaya University campus aims to facilitate the accessibility of the academic community and the public in utilizing this institution. The Language Institute serves English courses and the Sriwijaya University English Mastery test for undergraduate, postgraduate, and doctoral students to fulfill the English Mastery score requirements for students who will graduate. The Language Institute also provides courses in English and other foreign languages for lecturers, students, and the public.

4.3.4. Student Dormitories

Student dormitories consist of female dormitories and male dormitories located within the Sriwijaya University Indralaya Campus.

4.3.5. Student Center

The Student Center is a building that can be used by students centrally. In the building, there are rooms for student activities and the secretariat of the UPT Student Center. In addition to centralized student activities, this building will also provide training rooms for educators, education staff, and students. Lodging facilities for trainees will also be provided in this building so that the Student Center Building will become a centralized multifunctional building.

4.3.6. Auditorium and Multipurpose Building

The auditorium in Indralaya, besides being used for general graduation activities, is also used for public lectures, seminars, workshops, and student activities that require a large room. A multi-purpose building is also available at the Bukit Besar campus and the Postgraduate Campus on Jalan Padang Tuesday which is also used for public lectures, seminars, and workshops organized at the Palembang campus.

4.3.7. Field Facilities

Field facilities supporting academic activities at the Sriwijaya University Indralaya campus such as experimental gardens, experimental ponds, field laboratories, Agro Techno Center can be used by students in their character education process.

4.3.8. Health Services

Health facilities that can be accessed by students are the UPT Health Clinic both on the Indralaya campus and on the Palembang campus, with General Practitioner facilities and several nurses. The clinic is open to serve students from 08.00 am to 16.00 pm.

4.3.9. Place of Worship

There is a mushola (prayer room) at each Faculty on the Indralaya campus. There is also a mosque on the Sriwijaya University Indralaya Campus and Palembang Campus.

4.3.10. Campus Bus

To connect the Palembang campus with the Indralaya campus, students are served by Damri buses that operate from 06.00 am to 14.00 pm. There are also 4 (four) shuttle buses that serve transportation between faculties.

4.3.11. Cafeteria

Cafeterias are located around the lecture halls/ buildings in each faculty, both on the Palembang and Indralaya campuses, with affordable prices and guaranteed cleanliness.

4.3.12. Bank Services

Several government banks have opened sub-branches in the neighborhood of Sriwijaya University Bukit Besar and Indralaya campuses, complete with ATM facilities.

4.3.13. Campus Security

Sriwijaya University has security guards (satpam) to maintain the security of the facilities from theft and loss. Furthermore, to maintain the safety of facilities, especially from fire hazards, Sriwijaya University has its own fire extinguisher fleet. This fire extinguisher is also very much needed because of the size of the Sriwijaya University campus and the large amount of forest land. Although there has never been a fire in the university's infrastructure, the firefighters maintain their readiness by practicing extinguishing fires regularly. For security and safety at large events held in the building, standard safety procedures have been prepared.

4.4   Measurement of Student Service Satisfaction

4.4.1. Measurement of academic service satisfaction

This activity is carried out online at the end of each semester. Students are required to fill out an academic service satisfaction survey provided by managers, education personnel, and lecturers in the Study Program, Faculty, University. In addition, students are expected to evaluate the teaching and learning process. The evaluation is carried out at the end of each semester online. The survey results are analyzed, evaluated annually and the results are informed to the study program for follow-up. The unit that conducts this survey is LP3MP.

4.4.2. Measurement of student service satisfaction

To find out student satisfaction with student services, it is carried out online on the *cdc.unsri.ac.id* web, to see the perception of student satisfaction with talent interest services, soft skills services, scholarships, health clinics, language institutes, libraries, public facilities, finance, graduation, new student admissions, counseling guidance, and KKN/ internships/ PKL. For this questionnaire, students are free to fill it in at any time and will be evaluated periodically every semester. Student service satisfaction measurements are compiled by the Sriwijaya University CDC team and recorded in the form of a Student Service Satisfaction Measurement Manual.

CHAPTER V
GRADUATION, DIPLOMAS, TRANSCRIPTS, SKPI, DEGREES, AND ACADEMIC DESIGNATIONS OF GRADUATES
SRIWIJAYA UNIVERSITY

5.1 Graduation

As an institution of higher education, Sriwijaya University organizes graduation ceremonies, in the form of academic ceremonial activities to confirm the titles of all Sriwijaya University graduates. For orderly implementation, the graduation ceremony is carried out with the following provisions:

1. Participants

Participants of the graduation ceremony consist of:
a. Students of Sriwijaya University who have been graduated and have fulfilled all the requirements set by the Faculty/Study Program and Sriwijaya University.
b. Members of the Sriwijaya University Senate.
c. Graduation organizing committee that is determined by the Sriwijaya University Rector Decree.
d. Invitation.

2. Clothing

The clothes worn by the participants of the graduation ceremony are as follows:
a. Students participating in the graduation ceremony and members of the Sriwijaya University senate wear graduation clothes in the form of toga, graduation cap, attributes or other equipment that is determined.
b. The graduation organizing committee wears complete civilian clothes or dark color suits.
c. Invitations wear complete civilian clothes or national clothes (adjust).

3. Time, Place, and Layout

a. Graduation is held at the time set in the Sriwijaya University Academic Calendar.
b. The place of graduation is the Auditorium of Sriwijaya University or other designated places.
c. The graduation participants occupy the place determined by the graduation committee.

4. Registration and Fees

a. All students who will take part in the graduation ceremony are required to register through the web/ application set by BAK, and submit the registration file to the Academic Faculty, then the Faculty officer submits all student files to BAK Unsri.
b. Students who have paidsingletuition (UKT) no longer need to pay graduation fees.
c. Registration is carried out no later than 2 (two) weeks before graduation is held.

5. Graduation Requirements

Requirements for registering for graduation include:
1) Students register online on the site http://old.unsri.ac.id/?act=registrasi_wisuda
2) Must fill out an online student service satisfaction survey at bit.ly/3SKLK_CDCUNSRI then can register for Unsri CDC members at bitly / MC CDCUNSRI.
3) Have graduated and have attended Judicium at their respective Faculties.
4) Submit 1 (one) photocopy of the last certificate.
5) Submit 1 (one) photocopy of the Final Project attestation.
6) Submit proof of Abstract Paper that has been signed by the Advisor and head of the Study Program.
7) Submit 4 (four) recent black and white photos measuring 3 x 4 cm (men wear suits, women wear kebaya).
8) Submit/ return the original Student Identification Card (KPM).
9) Submit proof of passing the Sriwijaya University Language Institute English Test (SULIET)/ Sriwijaya University English Proficiency Test (USEPT) 1 (one) legalized copy.
10) Submit proof of the latest SPP/UKT payment.
11) Submit a free library card from the Sriwijaya University Library.

12) All files are put into a transparent plastic folder and submitted at the time of registration. Print out of online registration results and other requirements are submitted at each Faculty. Furthermore, the Faculty officers submit all student files to BAK Unsri.

5.2. Diploma

A diploma is an academic document as proof of student graduation in completing an educational program. In accordance with the "Decree of the Director General of Higher Education No: 08/DIKTI/Kep/2002 dated February 6, 2002 concerning Technical Guidelines for the Decree of the Minister of Education No. 184/U/2001 concerning Guidelines for the Supervision, Control and Development of Diploma, Undergraduate, and Postgraduate Programs in Higher Education" and Dirjendikti Letter No. 1445/D/T/1993 concerning the redaction of certificates issued by universities, Sriwijaya University issues diplomas (Figure 6) for its graduates as follows:

5.2.1. Paper Format

The format of the Sriwijaya University diploma paper follows the applicable laws and regulations.

5.2.2. Materials/Redactions of the Diploma

The material/redaction of a Sriwijaya University diploma consists of:
1. Local DiplomaNumber and National Identification Number (PIN), in the upper right corner.
2. The name of the university "UNIVERSITAS SRIWIJAYA" printed using blue OVI ink that will change color to purple when viewed from different angles.
3. Name, place, and date of birth of the graduate receiving the degree/professional designation written in full according to the birth certificate or the same as stated on the last diploma.
4. Student Identification Number (NIM) as determined by Sriwijaya University.
5. Name of the Faculty.
6. Name of Study Program.
7. Name of degree/professional title and its abbreviation.
8. The date on the diploma is the date of graduation.
9. Photograph measuring 3 x 4 cm in black and white (Men wear suits, women wear kebaya)
10. Signature and clear name of the Rector, Dean of the Faculty or Program Director.
11. Signature of the alumnus concerned.
12. Seal/stamp of the Rector of Sriwijaya University on the alumnus' photograph and the Rector's signature.
13. The DiplomaSerial Number consists of letters and numbers that indicate the code of manufacture.

5.2.3. Safety Component

1. Emboss the Sriwijaya University logo on the upper left and right sides.
2. Hidden image of Sriwijaya University logo on the bottom left and right sides that can only be seen under ultra violet light.
3. Anticopy in the form of "UNSRI" text written diagonally from the lower left corner to the upper left corner formed by raster dots and only appears on the photocopied diploma paper (Figure 5.1).
4. The wavy lines forming the ornament and the guilloche lines forming the frame ornament are located at the top and bottom of the back page of the diploma paper.

Figure 5.1. Example of Sriwijaya University diploma (left side is original and right side is photocopy).

5.3   Transcript

A transcript, also known as an Academic Grade List, is an academic document that complements a diploma. Transcripts are made to show the academic abilities of the students concerned during the education program. Transcripts are issued by the University through Simak University after being checked and verified by the Faculty and Study Program Coordinator or designated officers. Transcripts for Sriwijaya University graduates are made as follows (Figure 5.2).

5.3.1. Paper Format

The paper format of the Sriwijaya University Transcript is made of paper, orange in color, with specifications set by Sriwijaya University.

5.3.2. Material/Redaction

The material/redaction of the Sriwijaya University Transcript consists of:
1.   Serial Number in the upper right corner.
2.   Faculty Letterhead, Sriwijaya University Logo and Transcript Number.
3.   Name, place and date of birth, Student Identification Number (NIM), Faculty Name, Education Program, Department, Study Program, Graduation Date, and Study Period in semester.
4.   List of Academic Grades.
5.   Calculation of Grade Point Average (GPA), as well as GPA written in two digit numbers.
6.   Graduation Predicate according to the provisions.
7.   Undergraduate thesis/Thesis/Dissertation title and the name and title of the advisor.
8.   Signature of ratification by an authorized official determined by the Rector's Decree.
9.   Photograph measuring 3 x 4 cm in black and white (men wear suits, women wear kebaya).
10. University stampon the photograph and signature.

5.3.3. Security Component

The security component of the Transcript is determined by Sriwijaya University. An example of a Transcript can be seen in Figure 5.2.

Figure5.2.   Sriwijaya University Transcript Example (Left side is original and right is a photocopy).

5.4   Academic Degrees and Designations

By taking into account the Regulation of the Minister of Research, Technology and Higher Education Number 59 of 2018 concerning Diplomas, Certificates of Competence, Professional Certificates, Degrees, and Procedures for Writing Degrees in Higher Education, Sriwijaya University grants academic degrees and designations to its graduates in accordance with applicable regulations.

5.5   Certificate of Diploma Companion (SKPI)

Certificate of Diploma Companion (SKPI) is a document that contains information about the fulfillment of graduate competencies in a higher education program, and is issued by referring to the Regulation of the Minister of Research and Technology and Higher Education Number 59 of 2018 concerning Diplomas, Certificates of Competence, Professional Certificates, Degrees, and Procedures for Writing Degrees in Higher Education and Sriwijaya University Rector Regulation No. 01 of 2018 concerning Certificate Companion (SKPI) for Sriwijaya University Graduates. SKPI is given to graduates along with the diploma containing:
1. SKPI number;
2. national diploma number;
3. college logo;
4. the name of the university;
5. accreditation status;
6. name of the study program;
7. full name of SKPI;
8. place and date of birth of the SKPI owner;
9. student identification number;
10. date, month, year of entry, and graduation;
11. the degree awarded and its abbreviation;
12. type of education (academic, vocational, or professional)
13. higher education program
14. learning outcomes of study program graduates according to graduate competencies in a narrative manner;
15. work competency rating according to the Indonesian National Qualifications Framework;
16. language of instruction;
17. assessment system; and
18. type and level of further education.

Sriwijaya University's SKPI also contains additional information about student academic achievements, including student achievements in curricular, extracurricular, or non-formal education.

CHAPTER VI
SERVICE PROCEDURES FOR ACADEMIC ADMINISTRATION, STUDENT AFFAIRS AND ALUMNI

6.1   Active Students

Academic and student administration services can only be provided to students who:
1.   Registered as Sriwijaya University students;
2.   Paying single tuition or UKT;
3.   Not in a stop out or suspension period.
4.   Fill out the on-line Student Study Card (KSM) for the semester taken and submit it to the Faculty/ Postgraduate Program/ Program respectively;
5.   Participate in academic activities according to the KSM set;
6.   Free from drugs, criminal acts, immorality, indiscipline, disturbances on and off campus.

The forms of service provided are:

1.   Certificate as an Active Student of Sriwijaya University

One of the academic services provided by BAK is the making of a certificate as a Sriwijaya University student with the status of an active student in a certain semester. To obtain this service, students can come directly to BAK Sriwijaya University, Indralaya and fill out the academic service form (Appendix 3).

2.   Replacement of Student Identification Card (KPM)

If for some reasons, the KPM is damaged or lost. BAK Sriwijaya University can provide a letter of introduction to the bank to arrange for the replacement of the KPM after all requirements are met. The student must come to Bureau of Academic and Student affair (BAK) IndralayaSriwijaya University to fill out the form (Appendix 4) and submit the KPM replacement requirements, namely:
a. A certificate from the police about the loss of KPM. For replacement of damaged KPM, it is sufficient to bring the damaged KPM.
b. Two 2 x 3 cm color photographs (at least wearing a collared shirt, not a high school official/school uniform).
c. Photocopy of ID card/SIM or certificate from Faculty/Department.

3.   Application for Leave of Absence or SO (Stop Out)

In accordance with applicable regulations, students are allowed to take leave of absence or SO (Stop Out), except for students receiving Bidikmisi/ KIP-K scholarships, students receiving other full scholarships, and Professional Education Program Students. Application for Study Leave/SO must fulfill the requirements outlined in section 3.9 in this guideline. In order to apply for SO, the procedure is as follows:
a.   The student concerned submits an application to the Rector through the Coordinator of the Study Program by filling out the SO application form (Appendix 5).
b.   The form is filled in and signed by the student,
c.   The Head of the Department/ Study Program Coordinator, and the Dean of the Faculty/ Postgraduate Director forward the application to the University.
d.   The application is submitted before the stop out submission period as stipulated in the Academic Calendar ends.
e.   Sriwijaya University issues a Rector Decree on Stop Out for approved applications.
f.   BAK issues an official notification letter about the approval to the Faculty/Postgraduate/Major/Program and the student concerned.

4. **Payment of Single Tuition (UKT) and other fees for old students**

As a support in the implementation of education, students are burdened to pay UKT (single tuition) determined by the Faculty/ Postgraduate Program/ Department. UKT is paid every semester with the amount as determined. The payment system has been integrated between the designated bank and Sriwijaya University's Academic and Student Management System (SIMAK). Students can fill out KRS if they have made UKT payments at the designated bank. **Students who do not pay UKT and do not submit SO at the specified time are considered to have dropped out as Sriwijaya University students and their data is deleted by the system.**

New students who resign but have paid the UKT cannot apply for a refund of UKT payments.

5. **Application for Scholarship**

As in many universities, Sriwijaya University provides scholarships from various sources, and the requirements and timing of the distribution vary depending on the source of funds. Things that need to be considered or done in order to propose obtaining a scholarship are as follows:
a. Look carefully at the scholarship offer announcements in the Student Affairs Subdivision of the Faculty or in the Student Affairs Section of the BAK of Sriwijaya University in Indralaya. Basically, all scholarship offers are announced by the Student Affairs Subdivision of each faculty and PPs of Sriwijaya University as well as the Sriwijaya University website at www.unsri.ac.id. or www.kemahasiswaan.unsri.ac.id.
b. Prepare the necessary requirements, including a photocopy of model A (Family Card), a certificate of underprivileged family from the local neighborhood association (RT/RW)/village head, a salary list for parents/guardians who work.
c. Apply for a scholarship in accordance with the scholarship guidelines and fill out the Sriwijaya University scholarship application form (Appendix 6) signed by the student, and complete the other required documents.

The obligations of scholarship recipient students are:
a. Maintain and/or improve academic performance.
b. Seriously carry out the student's academic tasks assigned to them.
c. Demonstrate commendable behavior and be a role model for other students.
d. Use the scholarship he/she receives in accordance with the intent and purpose of the scholarship.
e. Provide periodic academic reports as stipulated.
f. Fulfill all requirements and obligations set by the Department/Faculty/University, as well as the scholarship granting institution.

Notes:
Application and distribution of scholarships for Postgraduate Program students is carried out directly by the leadership of the Postgraduate Program or by agencies or bodies that provide scholarships.

6. **Scholarship Disbursement**

The disbursement of student scholarships is done in two ways depending on the provisions of the funding institution, namely given through Sriwijaya University which is given by transferring to the scholarship recipient's student account or given directly by the funder without going through Sriwijaya University to the student through the account transfer system to the student's savings. The scholarships are disbursed directly by the funding agencies without Sriwijaya University to the students through a system of account transfers to the students' savings accounts. The time and intensity of the disbursement of scholarship money given through Sriwijaya University varies depending on the provisions of the fund provider.

7. **Correction of Grade Writing Errors on Course Result Sheet (made by the University)**

    Proposals to correct errors in the writing of grades on the course result sheet made by the University are made through an official request letter from the Dean/ Director of Postgraduate Program/Head of Department/ Head of Study Program to the Rector of Sriwijaya University by attaching a photocopy of the wrong CRS and a legalized copy of the DPNA. Repairing errors caused by writing errors on the DPNA, attach a letter from the lecturer in charge of the course, accompanied by an explanation of the cause of the error or the corrections that need to be made. CRS repairs made by the Faculty/ Postgraduate Program/ Department/ Study Program are carried out directly at the Faculty/ Postgraduate Program/ Department/ Study Program in accordance with the provisions.

8. **Application to Live in the Dormitory of Sriwijaya University**

    Sriwijaya University provides a limited number of dormitories for students at the Sriwijaya University Indralaya Campus, and in Bukit Besar, Palembang. Students who are interested in living in the dormitories can apply to the Director of the BPU of Sriwijaya University by using Appendix 7 consisting of dormitory forms 01, 02, 03 and 04, and can be downloaded at www.kemahasiswaan.unsri.ac.id. The form is signed by the student, the Head of Department, and the Dean and attaches the required files including, photocopy of model A (family card), a certificate of underprivileged family from the local RT / RW / Village Head, a salary list for parents/ guardians who work, and a letter of permission from parents/ guardians to live in the Sriwijaya University Dormitory.

9. **Resignation as a Sriwijaya University Student**

    For certain reasons, students may resign as Sriwijaya University students. The procedure for resigning as a student is done by submitting a letter of resignation to the Rector of Sriwijaya University (Appendix 8), signed by the student concerned, parents/guardians, Head of Department, Head of Study Program and the Dean of the Faculty/Postgraduate Director concerned. For approved applications, the University will issue a Rector's Decree and issue a notification letter of approval of the application.

10. **Student Transfer between Study Programs within Sriwijaya University**

    If they meet the requirements, students can apply to transfer between departments/study programs within Sriwijaya University. The procedure is:
    a. Submit an application (Appendix 9) to the Rector of Sriwijaya University. The application is signed by the student, parents/guardians, Head of Department, and Dean of the Faculty where the student is currently studying, attached with a list of grades (photocopy of legalized KHS) and other certificates that support the reason for the transfer.
    b. The University, through BAK, will forward the application to the Dean/ Postgraduate Director/ Head of Program/ Head of Department/ Head of Study Program where the study program the student wants to enter is located, for consideration of acceptance or rejection.
    c. The University, through BAK, will notify the student concerned about the approval or rejection of the proposal. If accepted, proceed with the making of the Rector's Decree, completion of academic and financial administration, as well as determination of NIM and making a new KPM.

11. **Transfer of Students from Other Universities to Sriwijaya University**

    If the requirements are met, students from other universities with accreditation status at least equivalent to Sriwijaya University may apply to transfer to the same department/study program within Sriwijaya University. The procedure is:
    a. Submit an application (Appendix 10) to the Rector of Sriwijaya University. The application is signed by the student, parents/guardians, Head of Department/Program, and Dean of the Faculty/Postgraduate Director where the student is currently studying, attached with a list of grades (photocopy of legalized KHS), as well as a letter of recommendation from the Rector/leader of the original university, and other information that supports the reason for the transfer.
    b. The University, through BAK, will forward the application to the Dean / Head of the Program where the study program the student wants to enter is located, for consideration of acceptance or rejection.

c. The University, through BAK, will notify the student concerned about the approval or rejection of the proposal. If accepted, proceed with the making of the Rector's Decree on acceptance, registration, completion of academic and financial administration, making KPM, and alma mater jacket.

12. Transfer of Students from Sriwijaya University to Other Universities

Students can apply to transfer from Sriwijaya University to another university. The procedure is:
a. Submit an application (Appendix 11) to the Rector of Sriwijaya University. The application is signed by the student, parents/guardians, Head of Department/ Study Program, and Dean of the Faculty/Postgraduate Director where the student is currently studying, attached with a list of grades (photocopy of legalized KHS), and other letters supporting the reason for the transfer.
b. The University, through BAK, will forward the application to the Dean/ Director of Postgraduate Program/ Department Head where the student is currently studying for consideration of acceptance or rejection.
c. The University, through BAK, will notify the student concerned about the approval or rejection of the proposal. If accepted, proceed with the making of the Rector's Decree, and making the necessary certificate/ recommendations in the process of transferring.

13. Registration for Graduation

Registration to attend the Sriwijaya University Graduation Ceremony is carried out in accordance with the time set in the Academic Calendar. The procedure is:
a. Register for graduation at the specified time online on the *www.cdc.unsri.ac.id* page by filling out the online form and completing all the required documents. At the time of registration, students receive a graduation invitation and can buy/rent graduation clothes (toga), as well as order a video recording of the graduation ceremony.
b. Contact the faculty and university graduation officers to sign the diploma no later than one week before the graduation ceremony.
c. Participate in the rehearsal ceremony which is held two days before the graduation ceremony.
d. Come to the graduation in toga clothes at the appointed time, and receive a diploma from the Dean of the Faculty/ Program Director and the transfer of pigtails by the Rector.

6.2 Alumni

Forms of service to alumni are:

1. Legalization of certificates and transcripts

Just like the faculties, Sriwijaya University, through BAK Indralaya, provides legalization services for certificates and transcripts. This service is carried out using the Appendix 13 form.

2. Substitute Diploma for damaged/lost academic diplomas/transcripts

BAKSriwijayaUniversity Indralaya provides services for making substitute diploma for damaged/lost diplomas/transcripts. Service implementation is carried out using Attachment Form 14.

3. Translation of diplomas/transcripts into English

BAKSriwijayaUniversity Indralayaprovides translation services for diplomas/transcripts into English. The implementation of this service is carried out using Attachment Form 15

4. Career Counselling

For students and/or alumni who want to get career counselling, they can fill out the e-counselling form on the web cdc.unsri.ac.id by first registering online as a member of CDC-Sriwijaya University. Career Counselling is also carried out offline at the Career Development Center (CDC-Sriwijaya University) at the Indralaya 1st Floor Rectorate Building, by registering online and selecting available counsellors according to the schedule.

5. TracerStudyOnline

Students who will register for graduation, first must register on the web cdc.unsri.ac.id by filling out the online registration form. Prospective graduates who have filled out the form will receive proof of registration which is printed and submitted to the alumni release committee at BAK Rectorate Building Sriwijaya University. After 2 years of graduation, the alumni will be called by the system (via email address and cellphone number) to fill out the boring tracer study online on the web.

6. Alumni Association

The Sriwijaya University Alumni Association (IKA Unsri) is an alumni association of
Sriwijaya University of all generations. IKA Unsri activities include:
a. Establish and develop alumni organizations
b. Develop alumni information network spread throughout Indonesia and outside Indonesia
c. Organizing scientific development activities for students
d. Developing friendship, preserving a sense of kinship and love for the alma mater
e. Contributing to the development of the institution for examples; provide input in curriculum development, share experiences as guest lecturers, provide workshops, trainings and provide job opportunities for alumni etc.

Appendix1.   Completeness of Documents for New Student Re-registration
Form-Reg:01

<table>
<tr><td></td><td>NEW STUDENT REGISTRATION FORM
SRIWIJAYA UNIVERSITY
ACADEMIC YEAR................./...........</td></tr>
</table>

To The HonorableRector
c.q. Head
ofBAKSriwijaya
University

I, the undersigned:

a.Name	:	
b. Place/date of birth	:	
c.Previous School(SMA/SMK/PT)	:	
d.School Address(SMA/SMK/PT)	:	
e.Entrance selection(circle one)	:	a. SNMPTN b. SBMPTN c. USM d.Others, please specify…………………….
f.Testnumber	:	
g. Address	:	
h.Phone number	:	

intends to register as a student at Sriwijaya University:

Faculty/Program	:	
Department/Study program	:	
Study Program	:	…… (*Doctoral/Specialist/Postgraduate/Profession/undergraduate /Diploma III*)
Campus	:	

Here are the following required documents attachment:
a. Diploma of graduation / registration call / test number (authentic, photocopy).
b. Authentic diplomaor certificate of passing the national exam from the principal and attached with photos, authentic and photocopy that have been legalized.
c. Health and drug-free certificate from UPT Sriwijaya University Health Clinic.
d. Photos (color) of 2 x 3 cm and 3 x 4 cm, 1 sheet each (polite attire, not official/school uniform).
e. Proof (authentic and photocopy) of single tuition (UKT) for non-KIP Tuition students and other valid and determined fees.

Indralaya,.......................
Concerned student

Reg-Form:02

+---+
| SRIWIJAYA UNIVERSITY |
| STUDENT INDETITY CARD |
| AY........./......... |
+---+

(FILL WITH CAPITAL LETTERS)

Faculty/Program	:
Study Program	: ...... Doctoral/Specialist/Postgraduate/Profession/undergraduate/Diploma III)
Department/Study Program	:
Focus/ Main Study	:
Entrance	: a. SNMPTN
Selection(circle	b. SBMPTN
one)	c. USM
	d. Others,name..............................
AcceptedTMT/No.Rector Decree	: (filled by officer)

1.PERSONAL INFORMATION

Student Name	:
Student Identification Number(NIM)	: (if you don't know, fill by the officer)
Test Number/Selection	:
Placeanddate of birth	:
Height(cm)	:
Blood type	:
Serious illness that has been/is being suffered	:
Religion	:
Child number-	: .... from.................siblings
Nationality	:
Domicile Address	:
	Phone number:..
Status	: Married/single)has.........child/children
Occupation (cross the unnecessary ones)	: Jobless/Work as................................
Income/month	: Rp.................... (for those who are already working)

2. EDUCATION BACKGROUND

Level	Name of School/College	Department	Location District/City/Province	Graduation Year
Kindergarten				
Elementary school				
SLTP				
SLTA				
S-0 (Diploma)				
Undergraduate				
Postgraduate				
Profession				
Specialist				
Doctoral				

....

Diploma&last education academic grade	a.Graduation year	:	
	b.Diploma Number	:	
	c.Number of subjects	:	
	d.Average of Grade/GPA	:	
National exam scores	a.Number of subjects	:	
	b.Average value	:	

Reg-Form:02,continuation

3. ORGANIZATIONAL EXPERIENCE
1.*Intra-school organization*
    Organization Name   :   ....
    Year   :   ....
    Position   :   ....
2.*Extra SchoolOrganization*
    Organization Name   :   ....
    Year   :   ....
    Position   :   ....

4. ACHIEVEMENTS/AWARDS/REWARD

Level	Field Study	Position	Year
School			
District			
National			
International			

5. TALENT/HOBBY/INTEREST:
1…………………….
2. ………………………

6. FAMILY INFORMATION
    Name   :   ……………………………………………………………………
    ofparents/guardian/wife/husbdand*
    Occupation   :   …………………………………………………………………
    Religion   :   …………………………………………………………………
    PlaceandDate of Birth(age)   :   …………………………………………………………………
    Last Education   :   …………………………………………………………………
    Income/month   :   …………………………………………………………………
    Address   :   …………………………………………………………………
     Phone Number   :   …………………………………………………………………
*Cross the unnecessary ones

Photo
3x4cm
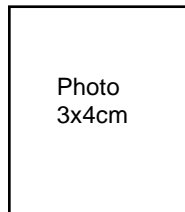
Indralaya,
Concerned Student

(Signature and full name)

Reg-Form:03

	STATEMENT OF AGREEMENT **NEW STUDENT OF SRIWIJAYA UNIVERSITY** **AY ..../...............**

(*TO BE COMPLETED WITH HANDWRITING*)

I, the undersigned below:

N ame   :

Student Number   :

Department/StudyProgram   :

Faculty   :

University   :SRIWIJAYA UNIVERSITY

I hereby declare that, as a student of Sriwijaya University, I will be obedient, submissive and obedient to all academic provisions, and other rules and regulations that apply at Sriwijaya University. Next I promise to:

1. Become a student who is obedient, good moral, polite and has good and noble character.
2. Study diligently, honestly, obey the rules listed in the Sriwijaya University academic and student guideline, and will not commit acts that violate academic ethics such as plagiarism and other academic fraud.
3. Dress neatly and politely in accordance with the culture of Indonesia.
4. Respect the academic community of Sriwijaya University and maintain the good name of Sriwijaya University.
5. Be polite, not anarchic, and do not smoke in the campus environment.
6. Not involved in drug abuse cases, and promise that during the education I am willing to be clinically examined and if the results show indications of me as a drug user, then I am willing to be dismissed as a Sriwijaya University student in accordance with applicable regulations.
7. Willing to fulfill all academic requirements, such as English test scores
8. the obligation to pay the specified Single Tuition (UKT).
9. Fully aware that transportation to and from the Indralaya campus is not the responsibility of Sriwijaya University to provide it.
  * Copy the following statement in your own handwriting in the space provided below:

If I violate the regulations above, then I am willing to accept penalty in accordance with the applicable regulations, including accepting the penalty of being dismissed as a Sriwijaya University student.

Thus, I made this statement with full awareness and responsibility.

Known by   Indralaya,.., ...
,2021Parent/Guardian,Sincerely,

```
┌─────────────┐
│             │
│   Stamp     │
│  Rp.10.000,-│
│             │
└─────────────┘
```

....   _____
                                                          Student Full Name

Notes:
    - Must be filled in by students
    - Submitted at the re-registration time.

Reg-Form:04

<table>
<tr><td rowspan="4"></td><td>FORM OF MAKING
STUDENT IDENTITY CARD(KPM)
NEW STUDENT ofSriwijayaUniversityAY………./………..
(TEMPORARY KPM)</td></tr>
</table>

TO BE FILLED WITH CAPITAL LETTERS

Name	:		*Without academic title, max30 letters*
Student Identification Number (NIM)	:		*To be completed by BAK officer*
Faculty/Program	:		-
Department/Study Program	:		-
Gender	:		*Male/Female*
Study Program	:		*Doctoral/Specialist/Postgraduate/Profession/Under graduate/Diploma III*
Place of birth	:		*Maximum17 letters*
Date ofbirth	:		*Date/month/year*
Address	:		*Maximum50 letters*

Known by
Head ofBAK
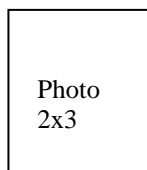
Indralaya,………………Year…..
Concerned student,

Photo
2x3

……………………..   ……………………..

Reg-Form:05

<table>
<tr><td></td><td>QUESTIONNAIREFORNEW STUDENT
SRIWIJAYA UNIVERSITY
ACADEMIC YEAR…….../………</td></tr>
</table>

Dear.
Prospective New Students
Sriwijaya University
In
location

For the purpose of self-evaluation in order to improve the quality of education at Sriwijaya University, we ask for your assistance in filling out the following questionnaire. After filling, please give this sheet to the appointed officer

A. Identity of Respondents

1.	Name	:	(not required)
2.	Age	:	......................year
3.	Gender	:	M/F
4.	City/DistrictofHighschool (SMU)	:	
5.	City/District ofparents/guardian's job location	:	
6.	Income ofparents/guardian each month (circle one)	:	a.Less thanRp.500.000 b.Rp.500.000–Rp.999.999 c.Rp.1.000.000– Rp.1.999.999 d.Rp.2.000.000–Rp.4.999.999 e. Rp.5.000.000–Rp.20.000.000 f.More than Rp.20.000.000
7.	Accepted atSriwijaya University a. Entrance path b. At the Faculty c. Department	:	SNMPTN/SBMPTN/USM/others.................. …………………………………………......…… …………………………………………..........……

B. Reasons for studying at Sriwijaya University (circle the answers, <u>you may choose more than one answer</u>)

a. Accessibility (the location of the Sriwijaya University campus is relatively close to where my family comes from)
b. The tuitionis affordable with the ability of parents/guardians.
c. Good quality of education system.
d. Good quality of lecturers/teaching materials.
e. The successful of Sriwijaya University alumni.
f. Comfortable/good campus conditions/places/education facilities.
g. University as a well-known state university
h. Asked by parents/guardians
i. Invited by friends
j. My own willingness
k. Recommended by school/teachers
l. Suggested by friends/classmates
m. Forced
n. Others,please specify……………………………………

Appendix2.Details of Sriwijaya University Student Identification Number (NIM) Coding System

A. Faculty/Program Code

No.	FACULTY/PROGRAM	Code
1	Economics	01
2	Law	02
3	Engineering	03
4	Medicine	04
5	Agriculture	05
6	Teacher Training and Education	06
7	Social and Political Sciences	07
8	Mathematics and Natural Sciences	08
9	Computer Sciences	09
10	Public Health Sciences	10
	……………………………………………..	Etc.
20	Postgraduate	20

B. Study Program Code

Faculty	No	Program	Study Program	Code
Economics	1	DiplomaIII	Accounting	01
	2	DiplomaIII	Secretariat	02
	3	Undergraduate	Management	01
	4	Undergraduate	Economics Development	02
	5	Undergraduate	Accounting	03
	6	Profession	Accounting Professional Education	04
	7	Postgraduate	Master Management	01
	8	Postgraduate	Economics Education	02
	9	Postgraduate	Management Sciences	03
	10	Doctoral	Economics Sciences	01
	11	Doctoral	Management Sciences	02

Faculty	No	Program	Study Program	Code
Law	1	Undergraduate	Law	01
	2	Magister	Law	01
	3	Magister	Notary	02
	4	Doctoral	Law	01

Faculty	No	Program	Study Program	Code
Engineering	1	Undergraduate	Civil Engineering	01
	2	Undergraduate	Mining Engineering	02
	3	Undergraduate	Chemical Engineering	03
	4	Undergraduate	Electrical Engineering	04
	5	Undergraduate	Mechanical Engineering	05
	6	Undergraduate	Architecture	06
	7	Undergraduate	Geological Engineering	07
	8	Postgraduate	Chemical Engineering	01
	9	Postgraduate	Civil Engineering	02
	10	Postgraduate	Mechanical Engineering	03
	11	Postgraduate	Mining Engineering	04
	12	Doctoral	Doctor of Engineering Sciences	01

Faculty	No	Program	Study Program	Code
Medicine	1	Undergraduate	Medical Science	01
	2	Undergraduate	Nursing Science	02
	3	Undergraduate	Dental Medical Science	03
	4	Undergraduate	Psychology	04
	5	Profession	Medical Science (From Indralaya Campus)	05

Faculty	No	Program	Study Program	Code
	6	Profession	Nursing Science	06
	7	Profession	Dental Medical Science	07
	8	Profession	Medical Science (From Palembang Campus)	08
	9	Specialist-1	Surgeon	01
	10	Specialist-1	Pediatrics	02
	11	Specialist-1	Ophthalmologist	03
	12	Specialist-1	Internist	04
	13	Specialist-1	Obstetrics and Genecology	05
	14	Specialist-1	Obstetrics and Genecology	06
	15	Specialist-1	Neurology	07
	16	Specialist-1	DermatologyandVenatorology	08
	17	Specialist-1	Otolaryngologist	09
	18	Specialist-1	Anaesthetic andReanimation	10
	19	Specialist-1	Orthopaedics and Traumatology	11
	19	Magister	Biomedical Science	12
	20	Specialist-2	Internist	01

Faculty	No	Program	Department/Study Program	Code
Agriculture	1	Undergraduate	Agricultural Social Economics	01
	2	Undergraduate	Agricultural Engineering	02
	3	Undergraduate	Agricultural Product Technology	03
	4	Undergraduate	Feed and Nutrition	04
	5	Undergraduate	Fishery Breeding	05
	6	Undergraduate	Fishery Production Engineering	06
	7	Undergraduate	Agroecotechnology	07
	8	Postgraduate	Plant Sciences	01
	9	Postgraduate	Agricultural Social Economics	02
	10	Doctoral	Agriculture Sciences	01

Faculty	No	Program	Department/Study Program	Code
Teacher Training and Education	1	Undergraduate	English Education	01
	2	Undergraduate	Indonesian Education	02
	3	Undergraduate	Economics Education	03
	4	Undergraduate	History Education	04
	5	Undergraduate	Civics Education	05
	6	Undergraduate	Physical and Health Education	06
	7	Undergraduate	Guidance and Counselling	07
	8	Undergraduate	Mathematics Education	08
	9	Undergraduate	Biology Education	09
	10	Undergraduate	Chemistry Education	10
	11	Undergraduate	Physics Education	11
	12	Undergraduate	Mechanical Engineering Education	12
	13	Undergraduate	Primary School Teacher Education (PGSD)	13
	14	Undergraduate	Early Childhood Education (PAUD)	14
	15	Undergraduate	Non-formal Education (PLS)	15
	16	Profession	English Education	16
	17	Profession	Indonesian Education	17
	18	Profession	Civics Education	18
	19	Profession	History Education	19
	20	Profession	Economics Education	20
	21	Profession	Physical and Health Education	21
	22	Profession	Guidance and Counselling	22
	23	Profession	Mechanical Engineering Education	23
	24	Profession	Mathematics Education	24
	25	Profession	Physics Education	25
	26	Profession	Chemistry Education	26

	27	Profession	Biology Education	27
	28	Profession	Primary School Teacher Education (PGSD)	28
	29	Profession	Early Childhood Education (PAUD)	29
	30	Profession	Non-formal Education (PLS)	30
	31	Postgraduate	Language Education	01
	32	Postgraduate	Mathematics Education	02
	33	Postgraduate	Education Technology	03
	34	Postgraduate	Physical Education	04
	35	Postgraduate	Physics Education	05
	36	Doctoral	Mathematics Education	01

Faculty	No	Program	Department/Study Program	Code
Social and Political Sciences	1	Undergraduate	Public Administration	01
	2	Undergraduate	Sociology	02
	3	Undergraduate	Communication Science	03
	4	Undergraduate	International Relations	04
	5	Postgraduate	Public Administration	01
	6	Postgraduate	Sociology	02

Faculty	No	Program	Department/Study Program	Code
Mathematics and Natural Sciences	1	Undergraduate	Mathematics	01
	2	Undergraduate	Physics	02
	3	Undergraduate	Chemistry	03
	4	Undergraduate	Biology	04
	5	Undergraduate	Marine Sciences	05
	6	Undergraduate	Pharmacy	06
	7	Postgraduate	Physics	01
	8	Postgraduate	Biology	02
	9	Postgraduate	Chemistry	03
	10	Doctoral	Mathematics and Natural Sciences	01

Faculty	No	Program	Department/Study Program	Code
Computer Sciences	1	DiplomaIII	Information Management	01
	2	DiplomaIII	Computer Accounting	02
	3	DiplomaIII	Computer Engineering	03
	4	Undergraduate	Computer System	01
	5	Undergraduate	Computer Engineering	02
	6	Undergraduate	Computer System	03
	7	Postgraduate	Computer Engineering	01

Faculty	No	Program	Department/Study Program	Code
Public Health Sciences	1	Undergraduate	Public Health Sciences	01
	2	Undergraduate	Nutrition Sciences	02
	3	Undergraduate	Environmental Health	03
	4	Postgraduate	Public Health Sciences	01

Faculty	No	Program	Department/Study Program	Code
Postgraduate	1	Postgraduate	Environmental Management	01
	2	Postgraduate	Population	02
	3	Doctoral	Environmental Science	01

C. Study Program Code

NO	STUDY PROGRAM	CODE
1	DiplomaIII	0
2	Undergraduate Program	1
3	Postgraduate /Specialist-1 Program	2
4	Doctoral/Specialist-2 Program	3
5	Profession Program	4

NO	STUDY PROGRAM	CODE
6	Certification Program	5
7	Scholarship	6
8	Adaptation Program	7

D. Entrance Path Program Code

NO	ENTRANCE PATHPROGRAM	CODE
1	Undergraduate ofSNMPTN	1
2	Undergraduate ofSBMPTN	2
3	Undergraduate ofUSMfromSLTA	3
4	Undergraduate ofUSMfromDiplomaIII	4
5	USMProgram DiplomaIII	5
6	USMProgramPostgraduateandS3	6
7	USMPPDS	7
8	Profession Program	8
9	Transfer Student	9
10	Collaboration/Scholarship	0

E. Entrance Month Code

No.	Name of Month	CODE
1	February	2
2	August	8

F. Entrance Year Code

NO	Year	CODE
1	2015	15
2	2016	16
3	2017	17
		Etc.

G. Graduation Year Code

NO	Year	CODE
1	2020	20
2	2021	21
3	2022	22
		Etc.

H. Registration Number

No	Registration Number	Explanation
1	001	Students who register early will get a smaller serial number
2	002	
3	003	
4	Others	

Appendix 3

+---+
| **ACADEMIC SERVICE FORM OF BAK** |
| **SRIWIJAYA UNIVERSITY** |
+---+

To the Honorable,
Head of BAK SriwijayaUniversity
SriwijayaUniversity Indralaya,
OI30662

The undersigned below,
Name:
Student Identification Number (NIM):
Faculty/Program:
Study Program.......................... (Doctoral/Postgraduate/Undergarduate/D-1/D-2/D-3/Profession/Specialist)
Department:
Study Program:
Campus.............................. Indralaya/ Palembang

Hereby submit an application for academic services as follows:

+---+
| *(Mentiondanexplain)* |
| |
| |
+---+

For consideration, attached documents for the specified requirements:

+---+
| a. |
| b. |
| c. |
| d. |
| e. |
+---+

Thereby, thank you for your attention.

Indralaya,………………..
Known by,   Concerned Student
BAK Service Officer

…………………   …………………
NIP.   NIM.

                        Known/approved by
                              Ka.BAK,

                        ……………………..

Appendix 4.

APPLICATION FORM FOR A SUBSTITUTE
STUDENT IDENTIFICATION CARD (KPM)
SRIWIJAYA UNIVERSITY

To the Honorable,Rector ofSriwijaya University
c.qHead ofBAKSriwijaya University
Sriwijaya University Campus, Indralaya OI

30662The undersigned below:

Name   :
Student Identification Number (NIM)   :
Faculty/Program   :
Study Program ....(Doctoral/Postgraduate/Undergraduate/D-1/D-2/D-3/Profession/Specialist)
Department   :
Study Program   :
Campus .... Indralaya/Palembang

Hereby submit an application for a replacement KPM:

    I submit the required documents attach:
a. Photo size 2 x 3 cm color, 1 sheet.
b. Photocopy of KTP/SIM (show the authentic to the officer), or a certificate from the Faculty/Department.
c. Application form for a replacement student identification card (KPM).
d. Certificate of lost from the Police (for replacement of lost KPM).
e. Old KPM (for replacement of damaged or wrong KPM).
f. Depositing Rp. 25.000,- to the Rector's Account at BNI Bank.

    Thereby, thankyou for your attention.

………………,
…………………..Concerned
student,

………………………
NIM.

To be completed by BAK

Have checked / reviewed the validity of the file, student status, JMT, etc. by AA or AA Coordinator

………………………………
NIP.
    AA Disposition/AA Coordinator
1. OK, can be processed
2. Incorrect/incomplete file
3. Not registered with daJMT(SO,DO,Passetc)
4. Others

officer

Appendix5.

	APPLICATION FORM FOR ACADEMIC ACTIVITIES/STOP OUT (SO)/STUDY LEAVE STUDENT OF SRIWIJAYAUNIVERSITY ODD/EVEN SEMESTER(*)AA………………

To The Honorable,
Rectorof Sriwijaya University
c.qDean of the Faculty
Sriwijaya UniversityIndralaya

The undersigned below:
Name   :
    Student Identification Number (NIM):
    Address&Phone Number :
    Phone Number   :
    Faculty/Program   :
    Study Program………...............………(Doctoral/Postgraduate/Undergraduate/D-1/D-2/D-3/Profession/Specialist)
    Department   :
    Study Program   :
    Semester   :………………

hereby apply for   Stop Out (SO)   ODD/EVEN Semester   (*)
    Academic Year ……….………. withreason:…..……………………………………….………
………...
……………………………………………………………………………………

Thereby, thank you for your attention.

                               …………, ……………
Known by,   Concerned Student
Head ofDepartment/Study Program……………..

…………………………..   …………………………..
NIP.   NIM.

Note: SO proposals are collectively made with a cover letter from the Dean/Program Director.
This form can be copy as needed. The SO proposal must have been received at the Sriwijaya University Rectorate before the stipulated deadline. The SO approval letter from the Rectorate can be taken at the Sriwijaya University BAK 2 weeks later.
(*) Cross the unnecessary ones.

Appendix6.   Register No:

                    SCHOLARSHIP APPLICATION FORM

Subject: Application for PPA/other scholarships

year......

To The Honorable Rector
c/q. Vice Rector
IIISriwijaya
University

To the honorable,

The undersigned below:
Name	:	……………………………………………
Student Identification Number (NIM)	:	……………………………..
Faculty	:	……………………………..
Department	:	……………………………..
Semester	:	………..
GPA	:	………..
Place/Date of birth	:	………………………………………….
Student's address	:	………………………………………………… ……
Student's BNI account number which still active	:	……………………………..
House phone number	:	……………………………..
Phone number	:	……………………………..
Name of parent	:	…………………………………………
Occupation	:	…………………………………………
Income/month	:	……………………………..
Number of family dependants	:	……………………………..
Parents' address	:	……………………………………………… ……

Hereby submit an application to the Rector of Sriwijaya University for a PPA scholarship /other scholarships*) years........

As a consideration, I attach the following requirements:
a.   Submit a written application to the Rector cq. Vice Rector III.
b.   Print out on-line registration.
c.   Photocopy of Student Identification Card (KPM).
d.   Photocopy of even semester course selection sheet (KRS) ....
e.   Photocopy of final semester KHS with a minimum GPA of 3.00 for PPA and 2.50 for BBM legalized.
f.   Statement letter that is not currently receiving other scholarships to the Vice Rector III.
g.   A certificate of eligibility to receive scholarship assistance from the Vice Rector III, for parents of students who are civil servants, POLRI, BUMN, it is enough to attach the last month's salary slip.
h.   Photocopy of Family Card (Model A) of the student's parents.
i.   Photocopy of active Bank Account Number on behalf of the student concerned.

Thereby this request, thankyou for the attention of the Rector.

                                                            Indralaya,
Known by,   Best Regard,
ViceDeanIII
Faculty.............................

....
NIP.   NIM.

Appendix7.

Files of Application Form to Become a
Resident of Sriwijaya University Dormitory

Dormitory Form:01

	APPLICATION FORM TO BE A STUDENT RESIDENT OF SRIWIJAYA UNIVERSITY DORMITORY

To The Honorable Rector
c.q.BPU
DirectorSriwijaya
UniversityIndralaya

I, the undersigned below:

    Name   :..
    NIM   :..
    Faculty/Program :..
    Department   :..
    Study Program :..
    Gender   :..
    Semester   :..

Hereby apply to stay in Sriwijaya University Student Dormitory. As a consideration, I attach this:
a. Certificate of Good Behavior and Active Lecture from the Dean.
b. Photocopy of Student Identification Card (KPM).
c. Photocopy of List of Grades/KHS (for old students), photocopy of class III and NEM report cards (for new students).
d. Photo size 4 x 6 cm (2 sheets), 2 x 3 cm (1 sheet)
e. Dormitory Biodata (attached format)
f. Dormitory Agreement Statement (attached format)

    Thereby, thank you for your attention.

                                                                        Indralaya,...........................
Known by: Concerned student
Dean of the Faculty,

....
NIP.   NIM.

Dormitory Form:02

**APPLICATION FOR SRIWIJAYA
UNIVERSITY STUDENT DORMITORY**

I, the undersigned below:

Name	:...
Student Identification Number (NIM)	:...
Faculty/Program	:...
Department/Study Program	:...
Study Program	:...
Gender	:...
Semester	:...

Is a Sriwijaya University student who intends to apply to be able to occupy the Sriwijaya University student dormitory. If my application is accepted, I promise to fulfil the conditions set by the Sriwijaya University Business Management Agency.

Thereby, our application is made to be used properly.

Indralaya,...........................
Concerned Student,

Known by,

Dean of the Faculty

....
NIP.   NIM.

Dormitory Form:03

PARENT STATEMENT/APPROVAL FORM

I, the undersigned below:

1. Name   :...
   Address   :...
                 :...
   Phone Number :...
   Occupation   :...

2. Are the Parent/Guardian of the student:

   Name   :...
   Student Identification Number (NIM):...
   Faculty/Study Program   :...
   Semester   :...
   Gender   :...

I hereby declare/approve my child above to live in the Student Dormitory of Sriwijaya Indralaya University, by following/complying with the provisions set by the Sriwijaya University.

                          Indralaya,...........................
                          Parent/Guardian,

                          ....

Dormitory Form:04

+---+
| **BIODATA OF STUDENT DORMITORY** |
| **SRIWIJAYA UNIVERSITY** |
+---+

1. Student
    Name   :……………………………………………………
    Gender   : ……………………………………………………
    Place/date of birth   : ……………………………………………………
    Religion   :……………………………………………………
    Faculty/Department   :……………………………………………………
    Hobby   : ……………………………………………………
    Address   :……………………………………………………
                          :
    …………………………………………………Phone number   :
    …………………………………………………E-mail
    :……………………………………………………

2. Name ofParent/Guardian
    Name of father   :……………………………………………………
    Occupation   :……………………………………………………
    Religion   :……………………………………………………
    Income   :……………………………………………………
    (Rupiah/month)
    Address   :……………………………………………………
                          :
    …………………………………………………Phone number   :
    …………………………/Tlp…………………………………

    Name of Mother   : ……………………………………………………
    Occupation   : ……………………………………………………
    Income   : ……………………………………………………
    (Rupiah/month)
    Religion   : ……………………………………………………
    Address   : ……………………………………………………
                          :
    …………………………………………………Phone number
    :…………………………/Tlp…………………………………

3. Family Nama/Close Friend(who lives in Palembang)
    Name   :……………………………………………………
    Place/Date of birth   : ……………………………………………………
    Occupation   :……………………………………………………
    Religion   :……………………………………………………
    Address   : ……………………………………………………
                          :
    …………………………………………………Phone number
    :…………………………/Tlp…………………………………

4. <u>Medical history</u> (write no if none)
    a. Mention chronic diseases that have been/is suffering from:
        Asthma/TB/High blood
        pressure/……………………………………………
    b. Mention the name of the special drug that is needed routinely:
        ……………………………………………………………………
    a. Mention serious injuries that have been suffered due to
        falls/accidents: ……………………………………………………

Thereby, this Biodata is actually made to be used properly.

Known by
Parent/Guardian,

Indralaya,…………………
Concerned student

…………………………… …………………………
NIM.

Known by,
Dean of the Faculty……………

…………………………………
NIP.

Appendix7.

RESIGNATION FORM AS A STUDENT OF
SRIWIJAYA UNIVERSITY

To the
honorable,Dean of
the Faculty
Sriwijaya Indralaya University Campus

The undersigned below:

Name   :
Student Identification Number (NIM):
    Address&Phone number :
    Phone number   :
    Faculty/Program   :
    Study Program .... *(Doctoral/Postgraduate/Undergraduate/D-1/D-2/D-3others.)*
    Department/Study Program :
    Faculty   :
    Semester   :………………

Hereby submit a request to resign as a student of Sriwijaya University starting the semester………..…………….
Academic   Year   ……………   with   reason:
………………………………………………………………..
……………………………………………………………………...

Thereby, thankyou for your attention.

                                   …………., ………………
Approved by,   Concerned student
Parent/Guardian,

…………………………   …………………………
                                       NIM.

                                       Known/approved by,
Head ofDepartment   Dean/Director…………
………………………

…………………………   …………………………
NIP.   NIP.

Appendix 8.

<table>
<tr><td>**STUDENT TRANSFER APPLICATION FORM BETWEEN STUDY PROGRAMS IN SRIWIJAYA UNIVERSITY ENVIRONMENT**</td></tr>
</table>

To the honorable,
Rector ofSriwijaya University
Sriwijaya University Indralaya Campus

I, the undersigned below:

Name   :
Student Identification Number (NIM):
Address&Phone number:
Phone number   :………………………….
Faculty/Program:
Study Progam...................................... *(Doctoral/Postgraduate/Undergraduate/D-1/D-2/D-3others.)*
Department   :
Study Program   :
Semester   : ………………….

Hereby submit an application to transfer to the Study Program within the Sriwijaya University as follows:
Department/Study Program:
Faculty/Program   :
Which will start in the semester …………AA ....with reason:

For consideration, a photocopy of the Academic Score List/KHS (legalized) and required documents is attached supporting this application.

Thereby,thankyou for your attention.

……………,…………….
Approved by,   Concerned student
Parent/Guardian

………………………………

…………………………
……NIM.

Known/approved by
Head of Department   Dean/Director………………..
…………………….

……………………………   ………………………………
NIP.   NIP.

Note: This form is signed by the Head of the Department and the Dean where the student is currently studying (before transfer).

Appendix 9.

**STUDENT TRANSFER APPLICATION FORM
FROM OTHER UNIVERSITY to SRIWIJAYA
UNIVERSITY**

To the
honorable,Dean of the
Faculty
Sriwijaya University Indralaya Campus

I, the undersigned below:
Name   :
Student Identification Number (NIM):
Address&Phone number:
Phone number   : …………………….
Faculty/Program   :
Study Program .... *(Doctoral/Postgraduate/Undergraduate/D-1/D-2/D-3others.)*
Department   :
Study Program   :
Semester   : ………………..

Hereby, I apply for a transfer to a Study Program within the Sriwijaya University as follows::
Department/Study Program   :
Faculty/Program   :
Which will start in the semester…………AA..................................... with reason:

Attached for consideration:
  a.   Certificate/recommendation from the Rector of the based university.
  b.   Photocopy of List of Academic Scores/KHS (legalized).
  c.   Requirements documents supporting this application.

Thereby,thankyou for your attention.

                                                                    .……………,…………………...
Approved by,   Concerned student.
Parent/guardian

…………………………..   …………………………..
                                                                    NIM.

Appendix 10.

<table>
<tr><td></td><td>**APPLICATION FORM FOR TRANSFER OF STUDENTS FROM SRIWIJAYA UNIVERSITY TO OTHER UNIVERSITY**</td></tr>
</table>

To the
honorable,Dean of
the Faculty
Sriwijaya University Indralaya Campus

I, the undersigned below:
    Name   :
    Student Identification Number (NIM):
    Address&Phone number:
    Phone number   : ……………………
    Faculty/Program   :
    Study Program ....*(Doctoral/Postgraduate/Undergraduate/DiplomaIII)*
    Department/Study Program:
    Semester   :………………..
    Total of credits/GPA   : ………………./…………………

hereby apply for a transfer from Sriwijaya University to another University as follows:
Department/Study Program :
    Faculty/Program   :
    University   :

which will start in the semester …………AA .... withreason:

<table>
<tr><td>

</td></tr>
</table>

Attached for consideration:
    a. Photocopy of List of Academic Scores/KHS (legalized).
    b. Requirements documents supporting this application.

Thereby,thankyou for your attention.

                                            ……………,………………
Approved by,   Concerned student
Parent/guardian

…………………………..   …………………………..
                                                    NIM.

Appendix11.

Graduation Application Forms

Graduation Form-01

	GRADUATION APPLICATION FORM OF
	SRIWIJAYA UNIVERSITY

To the honorable,
Rector ofSriwijaya University
c.qKepalaBAK

Diploma No.(filled out by BAK officer)

I, the undersigned below:

Name/Student Identification Number (NIM)	:	
Faculty/Program	:	
Department/Study Program	:	
Class	:	Indralaya/Palembang
Academic title	:	
Place of birth	:	
Date of birth	:	Date: Month: Year:
IPK	:	……….Graduation Predicate: ……………………………..
Alumni's Address	:	
Phone Number	:	
Name ofParent	:	
Address of Parent	:	
Enrolled in Sriwijaya University	:	Month: Year:
Date of Judicium	:	Date: Month: Year:
Study Period	:	………………semester
Thesis Title	:	

Stating that I have met all the academic and administrative requirements set out (Grades, tuition, borrowed books, labs etc.) and intend to apply for graduation.
Attached are the required documents:
   a. Photocopy of Academic Scores List (Transcript) from the Faculty/Program according to the format and form specified.
   b. Photocopy of the last diploma.
   c. Photocopy of title and approval page for Thesis/Dissertation for undergraduate and postgraduate education programs.
   d. Photocopy of Abstract of published papers (for postgraduate and doctoral programs)
   e. Authentic of Student Identification Card (KPM).
   f. Photo size 3 x 4 cm, 4 sheets (inserted in plastic, write Name, NIM, Faculty, Department on the back of the photo).
   g. Student biodata for the making of "Alumni Books" in accordance with the specified format.
   h. Submit free evidence of Sriwijaya University Library

   Thereby,thankyou for your attention.

Known/approved by,   Indralaya,…………………..
Head ofDepartment/Study Program   Concerned student.

Photo 3x4cm

…………………………   …………………………
NIP.   NIM.

Known/approved by
**Dean/Program Director

…………………………
NIP.

**Collective registration is carried out with a cover letter signed by the Dean/Program Director. This form can be reproduced as needed. To be filled in correctly and clearly, because it will be used in the making of diplomas. If it is not complete, it will not be processed further.

Graduation Form -02

<table>
<tr><td></td><td colspan="3">**ACADEMIC DATA OF**
SRIWIJAYA UNIVERSITY
ALUMNI GRADUATION OF -</td></tr>
</table>

Student's Name	:			M/F*
Student Identification Number (NIM)	:			
Faculty/Program	:			
Study Program	:			
Focus study	:			
Campus*	:	Indralaya/Palembang		
Sriwijaya University Entrance Path*	:	SNMPTN/PBKD/Local Test/...................................(Mention)		
Place of birth	:			
Date of birth	:	Date:	Month:	Year:
GPA	:	……………Graduation Predicate: ……………………..		
Alumni's address	:			
Phone Number	:			
Name ofParent	:			
Address of Parent	:			
Enrolled at Sriwijaya University	:	Month:		Year:
Date of Judicium	:	Date:	Month:	Year:
Study Period	:	……………….semester		
Thesis Title/Dissertation	:			

*Cross the unnecessary ones.
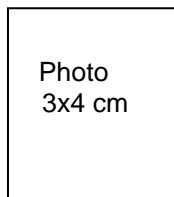
Photo 3x4 cm	Indralaya,………………….. Concerned student …………………………..

Notes:
1. To be filled in correctly and clearly using printed letters or using a typewriter (to be loaded in the ALUMNI BOOK).
2. This form may be reproduced as needed.

Graduation Form-03

	ALUMNI QUESTIONNAIRE OF SRIWIJAYA UNIVERSITY GRADUATION -….

Dear : Ms/Mr.
AlumniSriwijayaUniv
ersityat-
   Location

   Sriwijaya University conducts a self-evaluation in order to improve the quality of education. In this regard, we ask for your assistance in filling out the following questionnaire. After filling, please give it to the designated officer. We really appreciate all the opinions and suggestions given.

Thankyou.Re
ctor

I. ALUMNI IDENTITY

1.	Name	:	(does not have to be filled in)
2.	Age	:	……………year Gender: Male/Female
3.	Faculty/Program	:	
4.	Department/Study Program	:	
5.	Title/Study Program	:	…………………../DiplomaIII,Undergraduate,Profession,Postgraduate,Specialist,Doctoral
6.	Campus	:	Indralaya/Palembang

II. PLEASE TICK √ IN THE BOX ACCORDING TO YOUR OPINION:

A. General condition of campus and facilities	Very Good	Good	Moderate	Bad
1.General appearance of the SriwijayaUniversity.	☐	☐	☐	☐
2.Building library facilities.	☐	☐	☐	☐
3.Books and journals in the library.	☐	☐	☐	☐
4.Lecture room facilities	☐	☐	☐	☐
5.Lecture suggestion facilities (OHP, LCD, etc.).	☐	☐	☐	☐
6.Practical facilities	☐	☐	☐	☐
7.Lab facilities. Computer and internet	☐	☐	☐	☐
8.Student activity facilities	☐	☐	☐	☐
9.Rofes place	☐	☐	☐	☐
10.Courtyard, garden.	☐	☐	☐	☐
11.Canteen/ rofessio	☐	☐	☐	☐
12.Photocopy	☐	☐	☐	☐
13.Toiletand bathroom	☐	☐	☐	☐

B. Service Conditions	Very Good	Good	Moderate	Bad
1.Academic Administration	☐	☐	☐	☐
2.Administration of lectures	☐	☐	☐	☐
3.Administration of UKT/Tuition	☐	☐	☐	☐
4.Administration of selection and distribution scholarship.	☐	☐	☐	☐
5.The use of profession lab	☐	☐	☐	☐
6.The use of practice and research lab	☐	☐	☐	☐
7.Graduation Registration	☐	☐	☐	☐
C.Benefits Obtained	**High**	**Moderate**	**Low**	**Nothing**
Knowledge enhancement.	☐	☐	☐	☐
Skill enhancement.	☐	☐	☐	☐
General changes in attitude and behaviour.	☐	☐	☐	☐
Motivation to achieve a good life.	☐	☐	☐	☐

III. COMMENTS, SUGGESTIONS AND IDEAS FOR THE PROGRESS OF SRIWIJAYA UNIVERSITY:

Graduation Form-04

	DIPLOMA PROPOSAL FORM

Certificate No.:	Filled out by officer of Bureau of academic and student affairs (**PABAK**)

Name:

Registration number:

Place of Birth: Date of Birth:

Faculty:

Study program:

Has fulfilled all the educational requirements specified. Therefore,
a diploma and title are given.

Along with all the rights and obligations attached to the title.

Dean,   Indralaya,……………….
                                         Rector,

....   (Prof.Dr.Ir.Anis Saggaf,MSCE)
NIP.   NIP.196210281989031002

I hereby propose that the above data is used in making the diploma. I will not demand a certificate change if there are problems in the future. Indralaya,…….. Student concerned, (……………………)		Approved by PABAAK Indralaya, ……………….….. (...)

Note: Data is filled in Capital Letters and in accordance with the last diploma.

Graduation Form-05

	REQUIREMENTS CHECK LIST OF GRADUATION -.........

To be written in capital letters

NAME
STUDENT NUMBER
MAJOR/STUDY PROGRAM
FACULTY/PROGRAM

Filled out by BAK		Requirements
Registration Officer	**PA BAK**	
☐	☐	a. Application Form for Graduation of Sriwijaya University which is signed by the Head of Department/Section/Study Program and the head of the Faculty
☐	☐	b. The original list of Academic Transcript made by the respective Faculties/Programs according to the specified format.
☐	☐	c. Student academic biodata for "ALUMNI BOOK"
☐☐	☐☐	d. Proposal form of Diploma fill.
		e. Photocopy of the last diploma.
		f. Photocopy of title and page of thesis/thesis/dissertation validation for undergraduate and postgraduate education.
☐☐	☐☐	g. Original Student Identification Card (KPM).
☐	☐	h. Photo size 3 x 4 cm, 3 pieces (put in a plastic bag with written Name, student number, Faculty, Department on the back).
		i. Transparent Plastic Bag Folder
☐☐	☐☐	j. Sriwijaya University Alumni Questionnaire Form
Signature		
Registration Officer	**PABAK**	
(............)	(............)	

Appendix 12.

	SERTIFICATE/TRANSCRIPTION **LEGALIZATION SERVICE FORM**

Dear,
Rector of Sriwijaya University
c.q Dean of Faculty
Sriwijaya University Campus in Indralaya

The undersigned below   :

Name   :
Place/Date of Birth   :
Student Number   :
Faculty/Program   :
Education programs ....*(Doctor/Specialist/Masters/Profession/Bachelor/Diploma 3).*
Major/ Study Program   :
Campus   :*Indralaya/Palembang*
Adress   :…………………………………………..
Telp. No.   :…………………………………

Hereby submit a legal application for diploma/transcripts. Attached are the required documents:
    a.   Diploma/Transcript.
    b.   Photocopy of diploma/transcript for ……………Copies.

Thus,thank you for your attention.

<div align="right">

…………………,
………………………..Student concerned.

…………………………………
Student No.

</div>

Appendix13.

<table>
<tr>
<td></td>
<td>SERVICE FORM FOR MAKING
DESCRIPTION FOR REPLACEMENT OF
DAMAGED/LOST
DIPLOMA/TRANSCRIPTIONS</td>
</tr>
</table>

Dear,
Rector of Sriwijaya University
c.q Vice Rector of Academic Affairs,
Wakil Rektor Bidang Akademik
Sriwijaya University Indralaya Campus

The undersigned below   :

    Name   :
    Placeand Date of Birth   :
    Student No.   :
    Faculty/Program   :
    Education Program   : .... *(Doctor/Specialist/Master/Professional/Bachelor/Diploma3)*
    Major/ Study Program   :
    Campus   : *Indralaya/Palembang*
    Address   :…………………………………………………..
    Telp. No.   :…………………………………

Hereby I submit the application for making Diploma of Replacement for Damaged/Lost diploma. Attached are the required documents:
    a.   Lost certificate report from police (original) for lost or damaged original diploma/transcripts.
    b.   Photocopy of lost diploma/transcript.

Thus, thank you for your attention.

……………,

………………

Student concerned,

…………………………….
Student No.

Appendix14.

(logo)	**SERVICE FORM FOR TRANSLATION OF** **DIPLOMA/TRANSCRIPTION*) INTO ENGLISH**

Dear,
Rector of Sriwijaya University
c.q. Vice Rector of Accademic Affairs Sriwijaya
Universitas, Indralaya Campus
OI30662

The undersigned below:

Name	:	
Place and Date of Birth	:	
Student Number	:	
Faculty or Graduate Program	:	
Education program	:	Doctor/Specialist/Masters/Profession/Bachelor/Diploma 3*
Study Program	:	
Campus	:	Indralaya/Palembang*
Address	:	
Email	:	
Telp. No.	:	

Hereby I submit an application for the translation of the Diploma/Transcript/SKPI* into English. Attached are the required documents:
  a. Photocopy of diploma/transcript*/.
  b. Draft translation of the transcript in the form of softcopy submitted via email/flash disk/CD*.
  c. Introduction letter and Draft proposal from the Dean of the Faculty/ Program Director.

Thus, thank you for your attention.

………………,……………………..
Student concerned,

……………………………….
Student No.

----
 *) *Choose one / cross out the one that doesn't fit*

Appendix15.

STATEMENT LETTER
PARENT/GUARDIAN OF STUDENTS

I, the undersigned below   :

    Name   :
    Occupation   :

Is the parent/guardian of students from:

    Name   :
    Test Number   :
    Major/ Study Program   :
    Faculty   :
   Address   :

states that::

1. My child who PASS is accepted as a Sriwijaya University student through SNMPTN/SBMPTN/USMB 2018 is a good, ethical, moral, religiously obedient child and is not involved in immoral relationships and drugs.
2. My child will maintain the good name of his original school, family, and parents while studying at Sriwijaya University
3. I will always monitor the development of my child's studies and activities while studying at Sriwijaya University so that my child is aware and can complete his studies as soon as possible.
4. If my child commits actions that defame the school, parents and family, and damage the image of Sriwijaya University, then I take full responsibility and ask Sriwijaya University to terminate my child from Sriwijaya University.

Indralaya,..,.................,20.......
That states
        Parent/Guardian,

Stamp
Rp.10.000,-

....
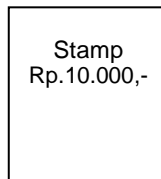
Appendix16.

DECREE OF THE MINISTRY OF THE ADMINISTRATIVE AND BUREAUCRATIC REFORM OF THE REPUBLIC OF INDONESIA NUMBER 46 OF 2013 CONCERNING

AMENDMENT OF THE MINISTERIAL REGULATION OF THE ADMINISTRATIVE AND BUREAUCRATIC REFORM NUMBER 17 OF 2013 CONCERNING FUNCTIONAL POSITIONS OF LECTURERS AND CREDIT NUMBERS

THE MINISTRY OF THE ADMINISTRATIVE AND BUREAUCRATIC REFORM OF THE REPUBLIC OF INDONESIA

Regards	:	**a.** that in the context of optimizing the implementation of the duties and career development of Lecturers, it is necessary to amend several provisions in the Regulation of the ministry of the administrative and bureaucratic reform No. 17 of 2013 concerning Lecturer's Functional Positions and Credit Points;
		b. based on the considerations as referred to in letter a, it is necessary to stipulate a Regulation of the ministry of the administrative and bureaucratic reform of Republic of Indonesia concerning Amendments to the Regulation of the ministry of the administrative and bureaucratic reform Number 17 of 2013 concerning Lecturer Functional Positions and Credit Scores;
Observes	:	1.Regulation Number 8 of 1974 concerning the Principles of Employment (State Gazette of the Republic of Indonesia of1974 Number 55, Supplement to the State Gazette of the Republic of Indonesia Number 3041) as amended by Regulation Number 43 of 1999 concerning Amendments to Regulation Number 8 of 1974 concerning the Principles of Employment (State Gazette of the Republic of Indonesia of 1999 Number 169, Supplement to the State Gazette of the Republic of Indonesia Number 3890);
		2.Regulation etc.........

HAS DECIDED

To enact	:	THE MINISTERIAL REGULATION OF USE OF THE ADMINISTRATIVE AND BUREAUCRATIC REFORM OF THE REPUBLIC OF INDONESIA CONCERNING AMENDMENT TO THE REGULATION OF THE MINISTRY OF THE ADMINISTRATIVE AND BUREAUCRATIC REFORMREFORM NUMBER 17 OF 2013 CONCERNING THE FUNCTIONAL POSITIONS OF LECTURERS AND THEIR CREDIT NUMBERS.

Article1

Several provisions in the Regulation of the ministry of the administrative and bureaucratic reform Number 17 of 2013 concerning Lecturer Functional Positions and Credit Rates are amended as follows:

1. Amending Appendix II, Appendix V, and Appendix VI to the Regulation of the Minister for Empowerment of State Apparatus and Bureaucratic Reform Number 17 of 2013 concerning Lecturer Functional Positions and Credit Scores, therefore they become as listed in the Appendix which is an integral part of this Ministerial Regulation.

2. The provisions of paragraph (2) of Article 10 are amended and added 1 (one) paragraph, and added 1 (one) paragraph, so that Article 10 reads as follows: etc..............

APPENDIX V:
THE REGULATION OF THE MINISTRY OF THE ADMINISTRATIVE AND BUREAUCRATIC REFORM OF REPUBLIC OF INDONESIA NUMBER 46 OF 2013 CONCERNING AMENDMENT TO REGULATION OF THE MINISTRY OF THE ADMINISTRATIVE AND BUREAUCRATIC REFORM NUMBER 17 OF 2013 CONCERNING THE FUNCTIONAL POSITION OF LECTURERS AND THEIR CREDIT NUMBERS

AUTHORITY AND RESPONSIBILITY OF LECTURERS IN TEACHING STUDY PROGRAMS

NO	ACADEMIC POSITION OF LECTURER	EDUCATIONAL QUALIFICATIONS	STUDY PROGRAM		
NO	ACADEMIC POSITION OF LECTURER	EDUCATIONAL QUALIFICATIONS	DIPLOMA/ BACHELOR	MASTER	DOCTOR
		Master	M	-	-
		Doctor	M	B	B
		Master	M	M	-
		Doctor	M	M	B
1	Head Lecturer	Master	M	M	B
2	Head Lecturer	Doctor	M	M	M
3	Professor	Doctor	M	M	M

M = Implementing

B= Assiting

THE MINISTRY OF THE ADMINISTRATIVE AND BUREAUCRATIC REFORM OF THE REPUBLIC OF INDONESIA

Copies according to the original
Head of the Bureau of Law, Communications and Public Information,

Signed   signed

Herman Suryatman   AZWAR ABU BAKAR

APPENDIX IV:
THE REGULATION OF THE MINISTRY OF THE ADMINISTRATIVE AND BUREAUCRATIC REFORM OF REPUBLIC OF INDONESIA NUMBER 46 OF 2013 CONCERNING AMENDMENT TO REGULATION OF THE MINISTRY OF THE ADMINISTRATIVE AND BUREAUCRATIC REFORM NUMBER 17 OF 2013 CONCERNING THE FUNCTIONAL POSITION OF LECTURERS AND THEIR CREDIT NUMBERS

AUTHORITIES AND RESPONSIBILITIES OF LECTURERS IN THESIS/FINAL ASSIGNMENT GUIDANCE

NO	ACADEMIC POSITION OF LECTURER	EDUCATIONAL QUALIFICATIONS	THESIS/FINAL ASSIGNMENT GUIDANCE		
NO	ACADEMIC POSITION OF LECTURER	EDUCATIONAL QUALIFICATIONS	THESIS/FINAL ASSIGNMENT	THESIS	DISSERTATION
1	Expert Assistant	Master	M	-	-
1	Expert Assistant	Doctor	M	B	-
2	Lecturer	Master	M	B*	-
		Doctor	M	M	B
3	Head Lecturer	Master	M	M	B
		Doctor	M	M	B/M**
4	Professor	Doctor	M	M	M

*= Group III/d
**=As a lead author in a reputable international scientific journal
M=Implementing
B= Assiting

THE MINISTRY OF THE ADMINISTRATIVE AND BUREAUCRATIC REFORM OF THE REPUBLIC OF INDONESIA

Copies according to the original
Head of the Bureau of Law, Communications and Public Information,

Signed,   signed

Herman Suryatman   AZWARABUBAKAR

Appendix 17.
Sriwijaya University Rector's Decision on Academic Ethics at
Sriwijaya University

DECREE OF RECTOR OF
SRIWIJAYA UNIVERSITY
No.152a/H9/DT/2009

on

ACADEMIC ETHICS
OF ACADEMIC CIVILITY
SRIWIJAYA UNIVERSITY

RECTOR OF SRIWIJAYA
UNIVERSITY

regards	:	a.	that academic freedom is based on adherence to ethical, moral, and moral values that are normative and must be obeyed and implemented by all lecturers, students and students as academic people through understanding, appreciation and practice;
		b.	that in order to carry out academic tasks and activities in the fields of education, research and community service, lecturers, students, and students as academics have obligations and are limited by prohibitions, in addition to having integrity, dedication and a sense of responsibility to alma mater and academic community;
		c.	that on the basis of the thoughts in letters a and b above, it is necessary to establish academic ethics as a reference for lecturers, students, and students as academics in the fields of education, research, and community service;

concerns	:	1.	Regulation No. 8 of 1974 as amended by Regulation No. 43 of 1999 concerning Basic Personnel;
		2.	Regulation No.20 of 2003 concerning the National Education System;
		3.	Regulation No.14/2005 concerning Teachers and Lecturers;
		4.	Regulation No. 009/2009 concerning BHP;
		5.	Government Regulation No. 30 of 1980 concerning Civil Servant Disciplinary Regulations;
		6.	Government Regulation No. 60 of 1999 concerning Higher Education;
		7.	Presidential Decree No. 105/M/2007 concerning the Appointment of the Rector of Sriwijaya University;
		8.	Decree of the Minister of Education and Culture No.064/0/2003 concerning the statutes of the University of Sriwijaya;
		9.	Decree of the Minister of National Education No. 0195/0/1995, concerning the Organization and Work Procedures of the University of Sriwijaya;

observes	:	Decision of the Senate Meeting of the University of Sriwijaya on June 25, 2009 regarding the approval to regulate the Academic Ethics of the University of Sriwijaya;

HAS DECIDED

to enact

First	:	Decree of the Rector of Sriwijaya University on Academic Ethics;
Second	:	The Academic Ethics of Sriwijaya University is a code of conduct for lecturers, students, students in the fields of education, research, and community service;

Third   : Academic Ethics as referred to in the second point above is listed in the attachment to this decision:

Fourth   : This decision shall come into force as from the date of stipulation, provided that all will be changed and or corrected as appropriate if in the future it turns out that there is an error in this decision;

Issued in   :Inderalaya

Date   : August 31st , 2009

Rector

Prof. Dr. Badia Perizade,
M.B.A.NIP195307071979032001

ATTACHMENT TO THE RECTOR'S DECREE OF SRIWIJAYA UNIVERSITY

Number : 152a/H9/DT/2009
Date : August 31ˢᵗ , 2009

ACADEMIC ETHICS OF SRIWIJAYA

UNIVERSITY PREFACE

The University was established as an effort to realize the intellectual life of the nation based on Pancasila and the 1945 Constitution. As a higher education provider, the University prepares students to have academic and professional abilities, as well as to develop, disseminate and practice science, technology and the arts. Science, technology, art are gifts from God Almighty which should be grateful for as blessings and graces and utilized for the welfare of society and humanity.

Lecturers as academic people, in carrying out their duties, are given the authority as educators, researchers, and service providers to the community. In carrying out their duties, lecturers can involve their students. In exercising this authority, lecturers and their students are given academic freedom and freedom from the academic pulpit. This authority and freedom according to responsibilities that are standardized through various regulations, is also based on the appreciation and practice of noble moral values in accordance with the moral values that develop in the general public and academic community.

Moral values and academic ethics that must be lived by lecturers and students above are standardized in the form of Sriwijaya University Academic Ethics. Moral values are always evolving so that not all relevant moral values can always be standardized in the form of a code of ethics. For this reason, lecturers and students, besides always having to live and practice the Ethics of the Sriwijaya University, must also always sharpen their conscience to act and behave honestly, fairly, humbly, seriously and upholding the dignity and dignity of the human being.

Lecturers and students are required to always increase their potential, achieve and maintain their own image. Lecturers and students are not only role models in their academic activities, but are also role models in social activities. The obligation to live and practice academic ethics only applies within the University, but must be practiced in all activities, both official and social, as well as outside of service.

CHAPTER I
GENERAL PROVISIONS

Article 1

In this decision what is meant by:

1) University is Sriwijaya University.
2) Faculties are academic implementers in the field of education that coordinate and or carry out academic or professional education in one or several branches of science, technology and or the arts.
3) Department/Study Program/Section is the implementing element of academic children in the faculty environment which is formed based on the decision of the Rector of the University.
4) The Rector is the Head of Sriwijaya University as the main responsible device at Sriwijaya University
5) The Dean is the highest leader in the implementation of education and teaching, research and community service, as well as the development of the academic community, and faculty administrative staff.
6) The Head of the Department/Study Program/Section is the manager of the Department/study program/section.
7) Academic people include lecturers, students, and students, who are the bearers of scientific, technological, and artistic tasks.
8) Lecturers are professional educators and scientists with the main task of transforming, developing, and disseminating science, technology and art through education, research and community service.
9) Students are students who are registered and studying at the University of Sriwijaya.
10) Learners are community members who try to develop their potential through the learning process available on the path, level and type of education at Sriwijaya University.

11) Educational staff are community members who are devoted and appointed to support the implementation of education.
12) Academic ethics are noble values that must be adhered to by academic people both in thinking, behaving and acting as an intellectual in order to carry out scientific tasks at the University, as well as as a superior person in the community, based on the value system that applies in the field of religion, customs and manners. , decency and moral and moral standards.

CHAPTER II
GENERAL OBLIGATIONS

ARTICLE 2

Lecturers, students, and learners are required to:

1. have faith and fear of Almighty God, uphold the laws and regulations that bind according to their duties and functions;
2. Uphold decency with full awareness and responsibility;
3. Uphold the universality and objectivity of science to achieve reality and truth;
4. Uphold, appreciate and practice the Tri Dharma of Higher Education;
5. Uphold the civilized and theological nature in the development, dissemination and experience of science for human civilization, benefit, and happiness; and
6. Provide an example of behavior and academic mindset for the community.

CHAPTER III
ACADEMIC OBLIGATIONS AND PROHIBITIONS
ARTICLE 3

Lecturers, students, and learners as academics are obliged to:

1) Uphold scientific truths whose validity is recognized;
2) Realize the role of partnership in finding the truth;
3) Carry out academic duties as a calling to conscience based on honesty, justice, and truth;
4) Uphold and respect academic freedom in maintaining and advancing science through study, research, discussion or dissemination of science and technology based on scientific principles;
5) Uphold the freedom of academic forums, the freedom to express thoughts and opinions within the academic environment and forums in the form of lectures, seminars, and other scientific activities in accordance with scientific principles;
6) Be Willing to accept constructive criticism from other parties, and willing to give criticism and opinions on the basis of mutual respect and in an appropriate manner;
7) Foster a career as a scientist through the power of reasoning and morals as well as cultivating a spirit of togetherness and camaraderie through example;
8) Participate in their respective scientific disciplines and participate in the formation of the scientific community;
9) Follow the development of science and technology without keeping the source secret;
10) Maintain academic communication within the scientific community in a consistent, humble and respectful manner with colleagues; and
11) Integrate the education, research, and community service activities based on the vision and mission of a scientist.

Article 4

Lecturers, as educators, are obliged to fulfill the obligations and authorities of teaching and educating given to them the spirit of professionalism which is manifested in the form of exemplary and serious educational efforts, namely:

2) Teaching and providing academic services in the best way according to their abilities and full of dedication, discipline and wisdom;
3) Teaching and providing academic services in accordance with scientific principles and concepts, theories and methods of certain scientific fields in accordance with academic moral and intellectual traditions;
4) Stimulating and systematizing curiosity, criticality, and imagination of students and providing flexibility in choosing sources of knowledge, although not with their opinions;

5) Teaching and providing academic services based on references and the latest developments in science and technology;
6) Providing guidance and information services needed by students to facilitate the completion of their studies with wisdom;
7) Avoiding things that lead to the possibility of conflicting personal interests in the teaching and learning process; and;
8) Avoiding things and actions that can harm the dignity and dignity of the lecturer as a respected professional educator

Article 5

Students and Learners, in the learning process are obligate to:

1) Behave politely according to the norms of decency:
2) Study with enthusiasm accompanied by the right motivation to lead you, and develop responsibility and sincerity as students and learners:
3) And comply with all the provisions of academic ethics and other regulations that apply at the University.

Article 6

Lecturers in carrying out research, are obligated to:

1) Conduct research and think logically, critically, carefully, diligently, toughly, and systematically:
2) Be proactive in conducting research to solve problems that are troubling or endangering the community;
3) Carry out research armed with adequate knowledge, skills and competencies according to research needs:
4) Practice research ethics according to the field of science being researched:
5) Consider the consequences of applying the research results, and taking steps so that these consequences do not endanger the community;
6) Protect research staff, including students who are involved in their research, and research objects based on the principle of prudence and a professional attitude:
7) Utilize research results in an efficient and effective manner for the benefit of the community:
8) Comply with the rules of academic ethics that are more specific for research in certain fields of science and academic professions in accordance with the provisions that apply to those fields of science:
9) Observe and comply with the provisions for publication and dissemination of scientific works in accordance with applicable scientific rules: and
10) Be responsible for infrastructure, or research funds that are managed in accordance with applicable regulations.

Article 7

Lecturers in carrying out community service and service are obliged to:

1) Consider and prevent misunderstandings in society:
2) Take proactive steps to prioritize service and community service:
3) Be proactive in providing services and community service to solve problems that are troubling or endanger the community, including in disasters:
4) Be responsible for service materials and community service, according to the field of science and technology under their control:
5) Responsible for community service facilities and funds which are managed in accordance with applicable regulations: and
6) Align personal professional activities with community service activities based on the noble goal of helping the community.

Article 8

Lecturers, students, and learners as academics are prohibited from:

1) Falsifying research results, taking, utilizing, or copying in part or in whole, or imitating other people's works or creations without citing the original sources, including acknowledging other people's scientific works as if they were their own ideas:
2) Divulging the secrets of academic activities, such as findings or research results that have not been made public:
3) Misleading the knowledge of others or causing misunderstandings in thinking, even though the action is based on reasons that are considered important:
4) Acting arrogantly and arbitrarily, or exerting physical or mental pressure on other parties: and
5) Abusing the trust given to him, committing academic collusion including buying and selling academic grades and or titles, committing fraudulent acts, and or betraying his academic and professional duties.

CHAPTER IV
LIABILITY TO UNIVERSITY

Article 9

Lecturers, students, and learners as university academics are required to:

1) Uphold the aims and objectives of administering the University:
2) Appreciate the basics of administering the University based on the University statutes;
3) Proactively describe further the duties and functions of each in the life of the University in a consistent manner, and strive earnestly to implement them;
4) Have high dedication, loyalty and integrity to the University and uphold the University's prestige, dignity and prestige;
5) Comply and seriously implement all the rules and policies set by the University;
6) Take an effective and wise way in accordance with the dignity of an academic person, and avoid violent means, or other means that are partisan in solving problems at the University; and
7) not use the University to gain personal interests and benefits or to achieve goals that deviate from the function of the University.

CHAPTER V
LIABILITY TO ACADEMIC PARTNERS
Article 10

Fellow lecturers, students, and learners as academics and members of the University's academic community are required to:

1) Uphold and respect the right to freedom of academic children and the right of freedom of inter-academic forums;
2) Foster the spirit of togetherness in carrying out the duties and functions as well as the mission of the University;
3) Respect and care for each other's fellow academics; and
4) Respect and foster each other's academic competence.

CHAPTER VI
LIABILITY TO PERSONALSELF

Article 11

Lecturers, students, and learners, as community role models, are obliged to maintain their competence and integrity by:

1) Developing self-ability and environment;
2) Maintaining family harmony and good name in the community;
3) Following the development of science and technology;
4) Self-awareness and evaluating its performance;
5) Maintaining personal behavior in accordance with Indonesian religious, social and cultural norms; and
6) Avoiding using academic titles/positions that are not in accordance with applicable regulations and/or academic honors.

CHAPTER VII
HONORARY COUNCIL OF ACADEMIC ETHICS

Article 12

1) The Academic Ethics Honorary Council consists of: a) the University Academic Ethics Honorary Council and, b) the Faculty Academic Ethics Honorary Council.
2) The Academic Ethics Honorary Council is formed at the suggestion of the University Senate or the Faculty Senate.
3) Members of the University/Faculty of Academic Ethics Honorary Council are ad hoc.

Article 13

1) At the University level, the Rector establishes and determines the University's Academic Ethics Honorary Council.
2) The number of members of the University's Academic Ethics Honorary Council is a number of faculties plus a maximum of 3 people from the University Professorship Commission.
3) Members of the University's Academic Ethics Honorary Council from the Faculty are appointed by the Rector.

4) Representatives from the Faculty are at least the Head Lecturer.
5) The Chair and Secretary of the University's Academic Ethics Honorary Council are elected from the members of the University's Academic Ethics Honorary Board.

Article 14

The University's Academic Ethics Honorary Council has the task and authority to examine ethics violations committed by academic personnel and propose to the Rector the types of administrative sanctions and or academic sanctions to be imposed on the person concerned, along with the reasons and considerations.

Article 15

1) At the Faculty level, the Council establishes and stipulates the Faculty Academic Ethics Honorary Council which is in charge of examining and resolving cases of violations of academic ethics in their respective Faculties.
2) The Honorary Council as referred to in Paragraph 1 above, through the Dean, provides input to the University Academic Ethics Honorary Council for follow-up.
3) Membership of the Faculty Academic Ethics Honorary Council consists of at least 3 people and a maximum of 5 people consisting of Professors and at least 2 Head Lectors.
4) The Chair of the Faculty Academic Ethics Honorary Council is elected from among its members.
5) Faculties that have not met the requirements as stated in paragraph 3 above, the Faculty Academic Ethics Council is delegated to the University Academic Ethics Honorary Council.

Article 16

The Faculty Academic Ethics Honorary Council has the duty and authority to examine ethical violations committed by academics and proposes to the Rector through the Dean to recognize the types of administrative sanctions and or academic sanctions that will be imposed on the person concerned along with the reasons and considerations.

Article 17

1) The level and type of administrative sanctions as referred to in article 4 consist of light, moderate, and severe disciplinary sanctions in accordance with violations of academic ethics and the provisions of applicable laws and regulations;
2) The level and type of academic sanctions as referred to in article 4 consist of:
   a. Verbal and/or written reprimand;
   b. Suspension of all academic activities for a minimum period of 1 month, a maximum of 1 semester in the Faculty and/or University environment;
   c. Recommendation for Revocation of Rights as Lecturers, students, and University students
3) Compensation sanctions can be imposed if the ethical violation results in material loss to a person or institution.
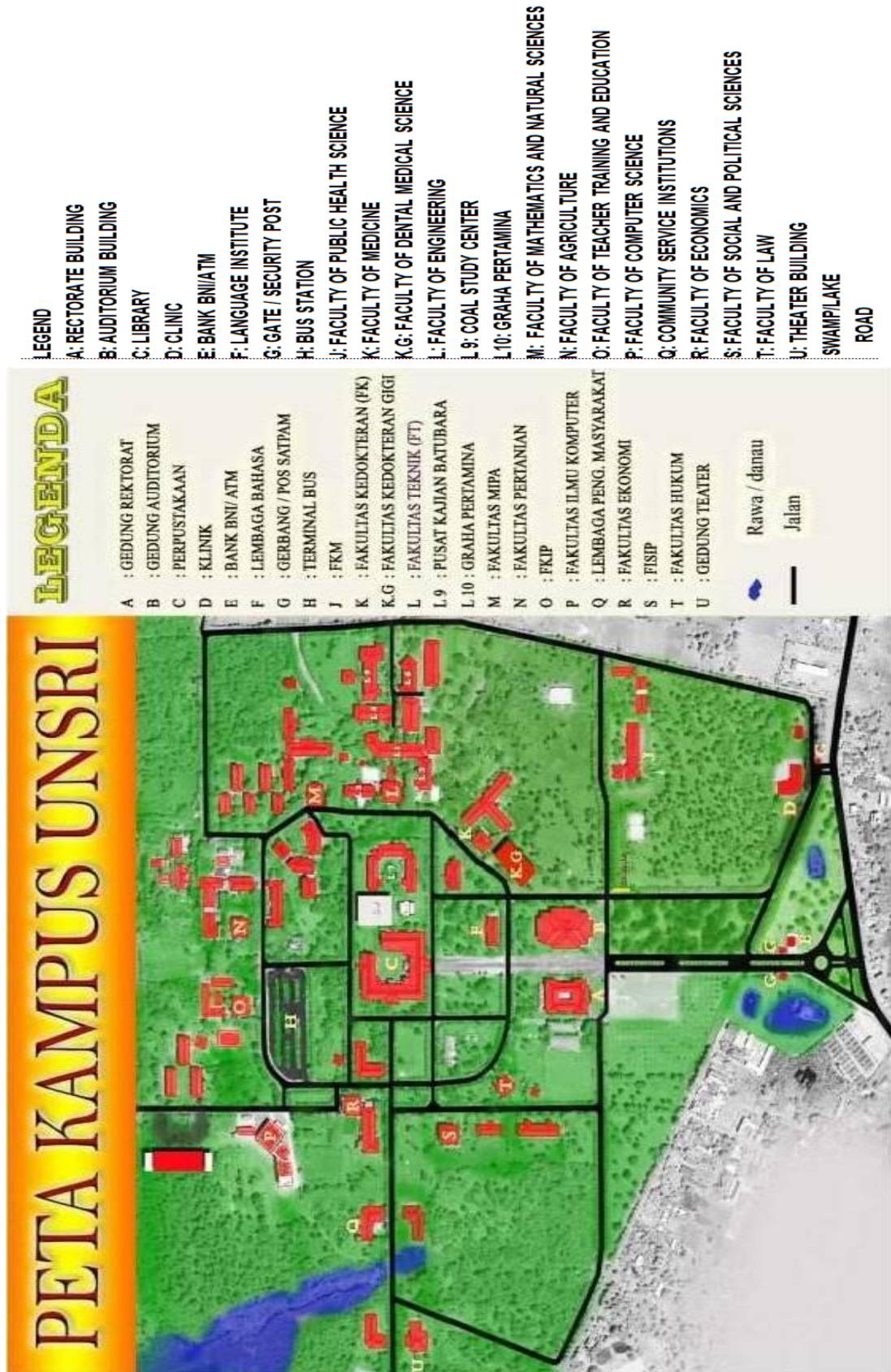
CHAPTER VIII
CLOSING

Article 18

Matters relating to Academic Ethics that have not been regulated in this University regulation are decided by the Rector together with the University Senate on the basis of deliberation and consensus.

Issued in   :Indralaya
Date   : August 31st, 2009

Rector,

Prof. Dr. Badia Perizade,
M.B.A.NIP193507071979032001

Appendix 18

LEGEND

A: RECTORATE BUILDING
B: AUDITORIUM BUILDING
C: LIBRARY
D: CLINIC
E: BANK BNI/ATM
F: LANGUAGE INSTITUTE
G: GATE / SECURITY POST
H: BUS STATION
J: FACULTY OF PUBLIC HEALTH SCIENCE
K: FACULTY OF MEDICINE
K.G: FACULTY OF DENTAL MEDICAL SCIENCE
L: FACULTY OF ENGINEERING
L 9: COAL STUDY CENTER
L10: GRAHA PERTAMINA
M: FACULTY OF MATHEMATICS AND NATURAL SCIENCES
N: FACULTY OF AGRICULTURE
O: FACULTY OF TEACHER TRAINING AND EDUCATION
P: FACULTY OF COMPUTER SCIENCE
Q: COMMUNITY SERVICE INSTITUTIONS
R: FACULTY OF ECONOMICS
S: FACULTY OF SOCIAL AND POLITICAL SCIENCES
T: FACULTY OF LAW
U: THEATER BUILDING
SWAMP/LAKE
ROAD

Campus Map