



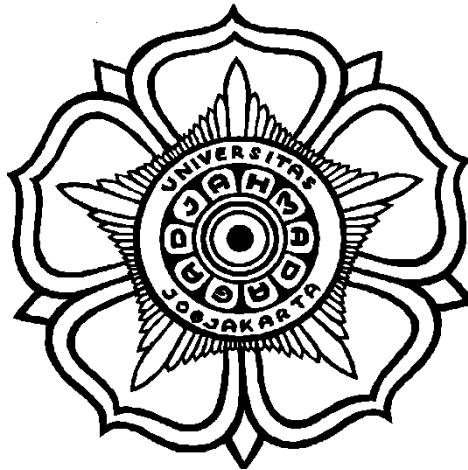
UNIVERSITAS  
GADJAH MADA

ACADEMIC ADMINISTRATION MANUAL  
**BACHELOR'S DEGREE PROGRAM**



Faculty of Cultural Sciences  
Universitas Gadjah Mada  
Yogyakarta  
2018

**ACADEMIC ADMINISTRATION MANUAL  
BACHELOR'S DEGREE PROGRAM**



**FACULTY OF CULTURAL SCIENCES  
UNIVERSITAS GADJAH MADA  
YOGYAKARTA  
2018**

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## FOREWORD

The Faculty of Cultural Sciences at Universitas Gadjah Mada has created this Academic Administration Manual to serve as a comprehensive guide for both students and lecturers in the learning process. The manual is designed to ensure a shared understanding of the academic system from the start of enrollment to graduation, in order to avoid any misunderstandings or oversights that could result in negative outcomes for students, parents, lecturers, and the faculty as a whole. By thoroughly covering all necessary details, this manual aims to mitigate any confusion and foster a smooth and successful educational experience for all parties involved.

As students embark on their university journey, their goal is to complete their studies with exceptional results. However, achieving this outcome involves not only acquiring a deep understanding of course materials but also comprehending the workings of the academic system. This manual has been carefully crafted to provide students with a comprehensive guide, ensuring they are supported every step of the way in their educational journey at this faculty.

It is our hope that both students and lecturers will make full use of this Academic Administration Manual, allowing for an optimal learning experience and preventing any adverse consequences. By taking the time to thoroughly understand the intricacies of the academic system outlined in this manual, students should be well-equipped for a smooth and successful educational journey.

Dean of the Faculty of Cultural Sciences  
Universitas Gadjah Mada

Prof. Dr. Wening Udasmoro, S.S., M.Hum., DEA

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## I. ACADEMIC INFORMATION SYSTEM

1. The UGM Integrated Information System (*Sistem Informasi Terintegrasi UGM*, or Simaster UGM) used by the Faculty of Cultural Sciences (*Fakultas Ilmu Budaya*, or FIB) includes the Academic Information System of Universitas Gadjah Mada (*Sistem Informasi Akademik Universitas Gadjah Mada*, or SIA UGM).
2. Simaster UGM offers various academic support services for students across the entire university, including those enrolled in FIB.
3. The information and academic services available on Simaster UGM include student profiles, information on courses offered, management of Study Plans, information on study outcomes, registration history, transcripts, and communication with academic supervisors.
4. Simaster UGM services are carried out through the UGM academic portal which can be accessed through <https://simaster.ugm.ac.id>.
5. Each FIB student is provided with a unique username, namely the student's ID number, and a personal password to access the Simaster UGM portal.

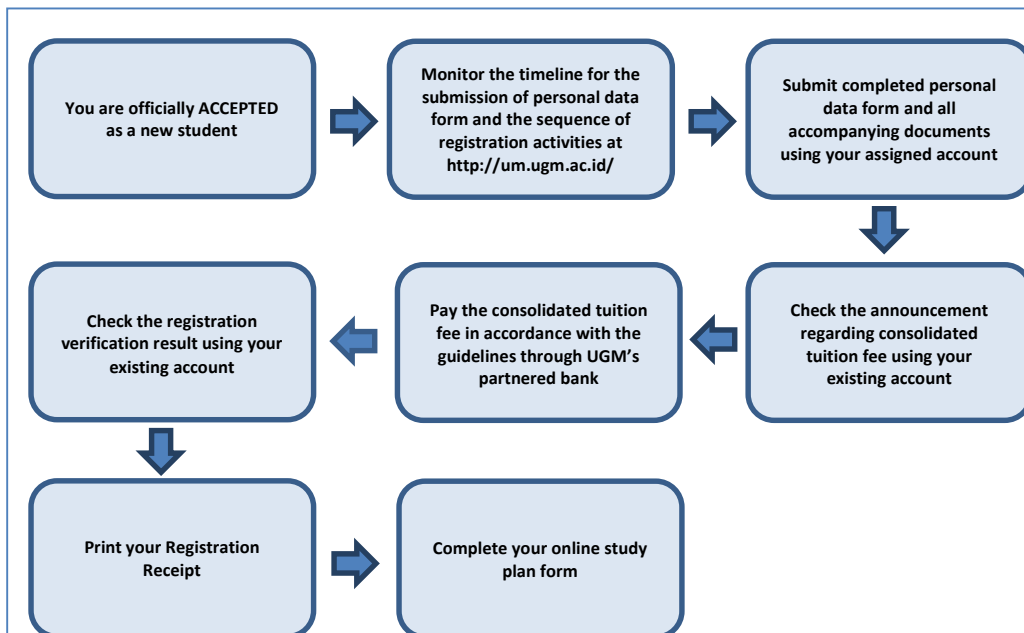
## II. REGISTRATION DAN REREGISTRATION

### A. Registration

1. After being officially accepted as a new student at FIB UGM, one must complete the registration process in order to participate in academic activities at the faculty.
2. The registration process involves fulfilling the financial obligation of paying all tuition fees and submitting all required administrative documents, in accordance with the regulations set forth by the UGM Directorate of Education and Teaching (*Direktorat Pendidikan dan Pengajaran UGM*, or DPP UGM), via a designated online portal.
3. The timeline and requirements for the registration process can be viewed in the guidelines issued by DPP UGM.
4. Registered students are mandated to complete the online study plan form.



## Sequence of Student Registration Process



### B. Reregistration

1. It is mandatory for all students enrolled in FIB to complete the reregistration process at the inception of each academic semester.
2. The process of reregistration is accomplished by the payment of the consolidated tuition fee, as determined by the University.
3. Students who have failed to complete the reregistration procedure are prohibited from participating in academic pursuits, including lectures and consultations, and are also denied access to the educational amenities within FIB UGM for the current academic semester.
4. Students who missed the reregistration deadline, as established by the University, are obligated to submit a formal request for permission to reregister, in the form of a letter addressed to the Dean of the Faculty, with the knowledge of the study program administrator.
5. Students who neither complete the reregistration process nor request academic leave by the conclusion of the second week of lectures, as defined by the Faculty, shall be deemed inactive and their academic tenure shall continue to be recorded as ongoing. Additionally, they are still obligated to pay the consolidated tuition fee for the current academic semester.
6. Students who have taken academic leave or been inactive without proper authorization in the preceding academic semester must, at least 2 (two) months prior to the commencement of the reregistration period, submit a formal

request for permission to resume active status in the form of a letter addressed to the Dean of the Faculty, with the knowledge of the study program administrator.

7. The request for permission to resume active status must be accompanied with a record of prior registration history, which can be obtained through the Simaster UGM portal.
8. Students who have successfully reregistered and completed the lecturer evaluation questionnaire must also complete the online study plan form.
9. Pursuant to the approval of the Rector of UGM or the Dean of FIB, students participating in the credit transfer program at other universities, either domestically or internationally, are still obligated to complete the reregistration process at UGM.

### **C. Payment of Consolidated Tuition Fee**

1. Prior to the commencement of a new academic semester, payment of the consolidated tuition fee is required.
2. The University determines the amount and schedule of payment for the consolidated tuition fee.
3. Payment of the consolidated tuition fee is made at a bank designated by the University.
4. Students who do not request a deferment of the consolidated tuition fee payment from the Dean or fail to make payment according to the established schedule will be deemed inactive.
5. Deferment of the consolidated tuition fee payment is only granted to students who provide adequate justification with supporting evidence in compliance with the necessary requirements. The application for deferment must be submitted 2 (two) months prior to the designated payment period.
6. Throughout the duration of their studies, from the first semester until completion, students are responsible for paying every consolidated tuition fee in the amount determined by the University.
7. As per the regulations established by the University, students are entitled to petition for adjustments in consolidated tuition fee grouping as well as in fee reductions.

## **III. STUDENT STATUS**

## **A. Active**

Active student status at FIB UGM requires successful completion of the registration or reregistration process for the current semester.

## **B. Academic Leave**

1. Academic leave is a status in which a student, upon receiving approval from the Faculty, is permitted to forgo the reregistration process during the current semester while maintaining their status as a student at FIB UGM.
2. Each student enrolled in a Bachelor's degree program at FIB UGM is entitled to a maximum of 2 (two) semesters of academic leave.
3. Academic leave is only granted to students who have undergone their first four semesters' evaluation.
4. Academic leave may be utilized consecutively or in separate intervals.
5. While the period of academic leave is not included in the assessment of the maximum study period limit during final evaluation, it is still factored in when determining graduation distinction.
6. Academic leave taken for participation in a student exchange program is not considered an active period in the calculation of the maximum study period limit during final evaluation, and does not have an impact on the determination of graduation distinction.
7. While on academic leave, students are exempt from paying the consolidated tuition fee and are precluded from utilizing academic resources and participating in academic activities, including attending lectures and receiving guidance for their final projects.
8. Students seeking to take academic leave must submit a request, with the knowledge of both the parent/legal guardian and the study program administrator, addressed to the Dean.
9. The request for a leave application must be submitted no later than 2 (two) months prior to the commencement of the reregistration process for the subsequent semester.
10. In the event that a student has not undergone their first four semesters' evaluation, they are still eligible to request an academic leave under certain circumstances, including but not limited to pregnancy, childbirth, or prolonged illness, on the conditions that they have completed 54 (fifty-four) Semester Credit System units and achieved a minimum Cumulative Grade Point Average (Cumulative GPA) of 2.00.
11. In the event that a student has not undergone the first four semesters' evaluation, attained the prescribed minimum quantity of Semester Credit System units, achieved the necessary Cumulative Grade Point Average, and partaken in the required

reregistration procedures, their absence will be categorized as an unauthorized inactivity.

### **C. Unauthorized Inactivity**

1. The occurrence of an unauthorized inactive status is a result of a student failing to complete the reregistration process in the current semester without obtaining prior approval from the Dean.
2. A student's unauthorized inactive status is tolerable for a maximum duration of 2 (two) semesters.
3. The unauthorized inactive status of a student is included in the calculation of their total study period during the final evaluation of the maximum study period limit and is taken into account when determining their graduation distinction.
4. Students who are in an unauthorized inactive status are obligated to pay the consolidated tuition fee for the full duration of their inactivity.

### **D. Resuming Active Status**

1. Students who have taken academic leave and wish to reregister must submit a reactivation application to the Dean/Vice Dean for Academic and Student Affairs, with the knowledge of the parent/legal guardian and the study program administrator, along with their previously approved academic leave permission letter.
2. Students who seek to reinstate their active status after an unauthorized inactive period must submit a reactivation application to the Dean/Vice Dean for Academic and Student Affairs, along with a justification for the inactivity, and with the knowledge of the parent/legal guardian and the study program administrator.
3. The submission deadline for the reactivation application letter is no later than 2 (two) months prior to the initiation of the reregistration process for the subsequent semester.

### **E. Suspension, Voluntary Disenrollment & Drop-Out**

#### **1. Suspension**

- a. Suspension is a form of disciplinary action imposed against students who have violated the academic code of ethics and regulations established by the University and the Faculty.
- b. Students imposed with the penalty of suspension are disallowed from engaging in academic pursuits and are also precluded from utilizing the amenities and facilities offered by the Faculty and the University.

- c. The academic code of ethics and procedures for suspension are outlined and documented independently in separate manuals by either the University or the Faculty.

## **2. Voluntary Disenrollment**

- a. The procedure for voluntary disenrollment from FIB UGM may commence through the submission of a formal request to the Dean, which includes a justification for the request and with the knowledge of the parent/legal guardian and the academic supervisor or the study program administrator.
- b. Students who have disenrolled are entitled to receive a transcript detailing the grades earned during their period of enrollment.

## **3. Drop-Out**

Students are deemed to have discontinued or dropped out of their studies at FIB UGM under the following circumstances:

- a. failure to pass the first four semesters' evaluation;
- b. failure to pass the eight semesters' evaluation; or
- c. exceeding the maximum allotted period of study while still having outstanding coursework and thesis requirements;
- d. inability to pass the undergraduate thesis evaluation on two occasions.

## **IV. TRAINING OF NEW STUDENTS FOR SUCCESSFUL LEARNING & STUDIUM GENERALE**

### **A. Training of New Students for Successful Learning**

1. Training of New Students for Successful Learning (*Pelatihan Pembelajaran Sukses Mahasiswa Baru*, or PPSMB) is an orientation program intended for new students that is collaboratively organized by the University and the Faculty. The program is designed to be innovative, congenial, and inspiring, while also providing an overview of the academic and extracurricular opportunities available within the campus environment. It is crucial to note that the program must not incorporate elements of aggression, brainwashing, or deceit.
2. Activities associated with the training program are executed by a group comprising the Vice Dean for Academic and Student Affairs, delegates from the respective study programs, and representatives from both the Student

Executive Board (*Lembaga Eksekutif Mahasiswa*, or LEM) and the Study Program Student Association (*Himpunan Mahasiswa Program Studi*, or HMPS).

3. Provisions concerning new students' participation in the training program include:
  - a. Every incoming student is obligated to participate in the training program's activities.
  - b. In the event that a new student is incapable of taking part in the training program, they are required to present a certificate from the Vice Dean for Academic and Student Affairs, which is issued on the recommendation of a qualified physician verifying that their participation may pose a threat to their physical or mental health.
  - c. New students who are unable to attend the training program, either due to medical advice or any other valid grounds, are obliged to participate in an alternative activity as prescribed by the University guidelines.

#### **B. Studium Generale**

1. Studium Generale is a mandatory foundational course that all incoming students of FIB UGM are required to complete at the onset of their academic pursuits.
2. The holding of Studium Generale is intended to acclimate incoming students of FIB UGM with the academic atmosphere and to encourage the development of relationships and connections between different areas of study, instructors, and fellow students within the faculty.

### **V. ACADEMIC SUPERVISOR**

1. An academic supervisor is a lecturer selected by the pertinent department and confirmed through a formal decree from the Dean, tasked with the responsibility of offering guidance and support to students in their academic endeavors.
2. Each student enrolled in FIB UGM is entitled to have a designated academic supervisor.
3. The responsibilities of an academic supervisor towards the students they oversee include:
  - a. providing guidance and direction in the formulation of study plans and the cultivation of both academic and non-academic potentials;
  - b. providing academic information and offering guidance, as well as granting approval or rejection of course selections for each semester;

- c. verifying and endorsing study plan printouts and revised study plans;
- d. providing guidance and support to students in their academic pursuits and educational development;
- e. conducting periodic evaluations of academic progress and seeking solutions to any academic and non-academic difficulties encountered by the students.

## **VI. STUDY PLAN**

### **A. Semester Credit System**

1. The Semester Credit System is employed in higher education institutions as a means of conducting and evaluating the students' learning progress.
2. The Semester Credit System is a method of quantifying the amount of time dedicated by students to learning each week of a semester through various educational activities, as well as a measure of acknowledging the academic accomplishments made by students in their respective study program.

### **B. Online Study Plan Form**

1. Every FIB UGM student is responsible for completing the based study plan form in accordance with each semester's curriculum and class schedule established by the Faculty.
2. Every FIB UGM student must complete each semester's online study plan form, which serves as a comprehensive record of all courses that are newly taken and those that are repeated. This enables students to participate in the activities associated with each course and to receive their semester-by-semester academic results.
3. The online study plan form is to be completed at the beginning of each semester after the student has registered or reregistered.
4. The maximum amount of Semester Credit System units that a student is permitted to enroll in during the initial academic term is in accordance with the applicable curriculum for their designated study program.
5. The maximum amount of Semester Credit System units that a student is permitted enroll in for subsequent semesters is contingent upon the Semester Grade Point Average (Semester GPA) achieved in the student's last completed semester, subject to the following stipulations:
  - Semester GPA 0.00 – 1.99 = 18 units
  - Semester GPA 2.00 – 2.99 = 21 units
  - Semester GPA 3.00 – 4.00 = 24 units

6. Students who were on academic leave in the previous semester must base their maximum enrollment of Semester Credit System units on the Semester GPA attained in their most recent completed semester.
7. Students who intend to enroll in a maximum of 2 (two) additional units beyond the limit of Semester Credit System units established by their latest Semester GPA must secure written consent from their respective academic supervisor, indicating the rationale for the intended enrollment, with the knowledge of the study program administrator.
8. Students who intend to enroll in more than 2 (two) additional units beyond the limit beyond the limit of Semester Credit System units established by their latest Semester GPA must secure written consent from their respective academic supervisor, indicating the rationale for the intended enrollment, with the knowledge of the study program administrator, as well as the approval of the Vice Dean for Academic and Student Affairs.
9. Students who undertake coursework at other institutions, either domestically or internationally, with the approval of the Rector of UGM or the Dean of FIB, must nonetheless complete the study plan form at FIB UGM in order to receive credit transfer results (grades) from their respective program.

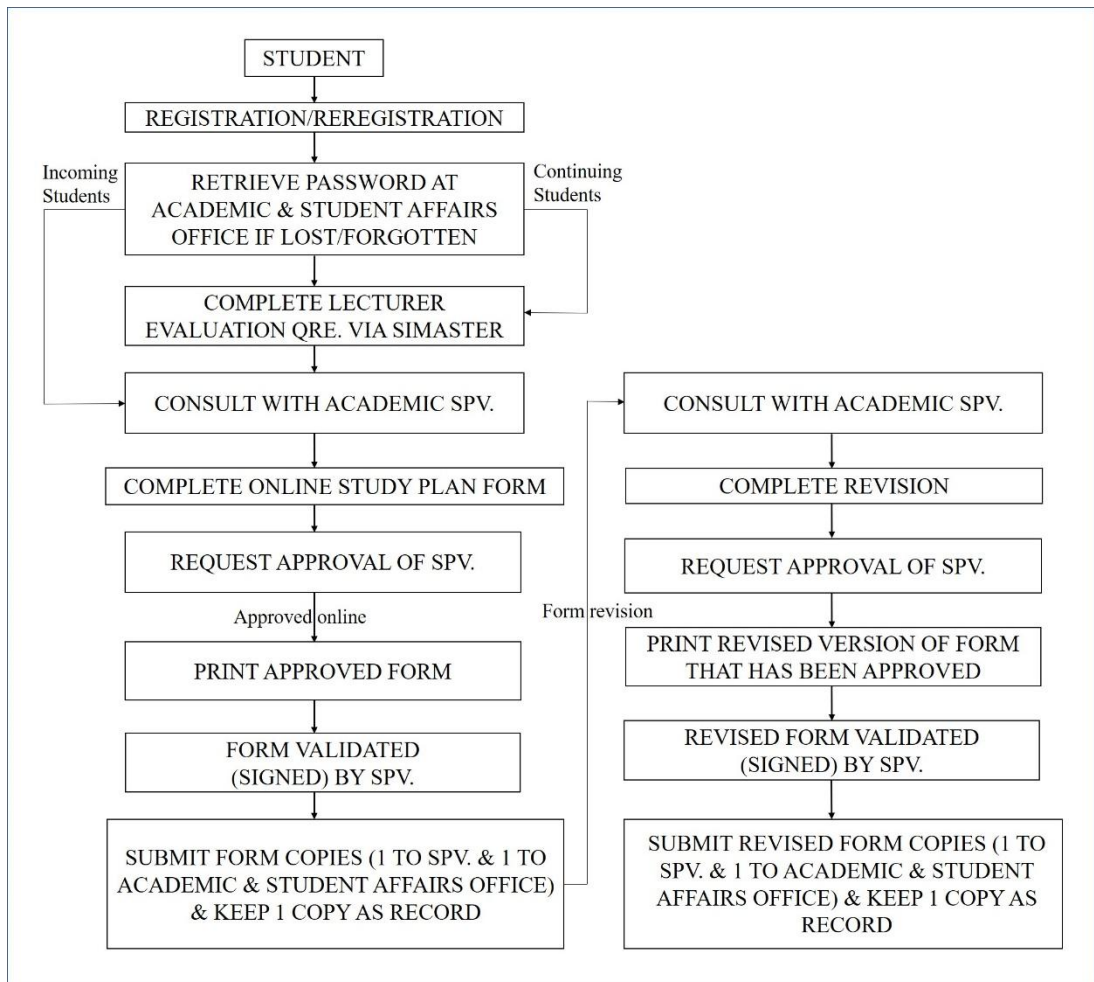
### **C. Online Study Plan Form Completion**

1. The completion and revision of a student's study plan form must be executed online.
2. Prior to completing the online study plan form, incoming students are required to undergo registration, whereas continuing students must complete the process of reregistration and fill out the lecturer evaluation questionnaire.
3. The online study plan form is to be completed in consultation with the academic supervisor.
4. The completion of the online study plan form must be carried out in a timely manner to attain the endorsement of the academic supervisor.
5. Upon receiving the endorsement of either the academic advisor, the online study plan form must be printed in triplicate and signed by the student. Subsequently, all 3 (three) copies are to be submitted to the academic advisor for validation.
6. Upon receipt of the signature from the academic supervisor, the first copy of the online study plan form must be presented to the academic supervisor, the second copy must be retained by the student for record-keeping purposes, and the third copy must be submitted to FIB's Academic and Students Affairs Office.



7. Any revision made to the online study plan form must be executed in a timely manner following consultation with the academic supervisor.
8. Once approved by either the academic supervisor, the revised online study plan form is to be printed in triplicate. Each of the 3 (three) copies is to be signed by the student prior to being submitted to the academic supervisor for validation.
9. Setelah ditandatangani DPA, mahasiswa wajib menyerahkan lembar pertama RSO perubahan kepada DPA, lembar kedua disimpan mahasiswa sebagai arsip, dan lembar ketiga kepada Seksi Akademik dan Kemahasiswaan FIB. Upon receipt of the signature from the academic supervisor, the first copy of the revised online study plan form must be presented to the academic supervisor, the second copy must be retained by the student for record-keeping purposes, and the third copy must be submitted to FIB's Academic and Student Affairs Office.

### **Sequence of Study Plan Form Completion Procedure**



## VII. LEARNING

### A. Study Load and Period

1. The study load of a student per semester is quantified using academic credit units.
2. 1 (one) academic credit unit is equivalent to 170 (one hundred and seventy) minutes of academic coursework or tutorial sessions per week per semester. This comprises:
  - a. 50 (fifty) minutes of face-to-face learning activities per week;
  - b. 60 (sixty) minutes of structured learning activities in the form of assignments per week; and
  - c. 60 (sixty) minutes of self-directed learning activities per week.
3. 1 (one) academic credit unit for seminar-style learning or other comparable forms of instruction comprises:

- a. 100 (one hundred) minutes of face-to-face learning activities per week per semester; and
  - b. 70 (seventy) minutes of self-directed learning activities per week per semester.
4. 1 (one) academic credit unit for practicum-based learning, studio practice, workshop practice, field practice, research, community service, or other comparable forms of instruction is equivalent to 170 minutes of study load per week per semester.
  5. The study load for students enrolled in a Bachelor's degree program is typically comprised of 144 (one hundred and forty-four) to 149 (one hundred and forty-nine) credit units.
  6. The study period for students enrolled in a Bachelor's degree program is typically 4 (four) academic years.
  7. In the event that the designated period of study has concluded and the requirement of undergraduate thesis composition remains unfulfilled, students may request an extension of the study period for an additional semester.
  8. The request for an extension of the study period may be submitted a maximum of 2 (two) times.
  9. The Faculty will issue reminders to students regarding the need to complete their studies at the onset of the eighth, ninth, and tenth semesters.
  10. In the event that a student is unable to conclude their studies by the end of tenth semester, they will be officially designated as having failed to complete their studies.
  11. Students who have been officially designated as having failed to complete their studies may submit a voluntary disenrollment application and are entitled to a transcript of their grades.
  12. Those students who have been officially designated as having failed to complete their studies, but have not submitted a request for voluntary disenrollment, will be considered to have discontinued or dropped out of their studies and will not be eligible to receive a transcript of their grades.

## **B. Learning Process**

1. Pursuant to the predetermined schedule, students are obligated to actively participate in all instructional activities of the courses specified in their individualized study plan form, including both mandatory and elective courses.
2. With the approval of the Rector of UGM or the Dean of FIB, students have the option to engage in academic pursuits in other study programs, departments, faculties, or universities, both domestically and internationally, through the

credit transfer program. It is incumbent upon students to abide by all relevant instructional regulations at the host institution.

3. At the commencement of each semester, students are entitled to receive a learning design document for each course in which they are enrolled.
4. Learning takes place on a weekly basis both in a traditional classroom setting and outside the classroom, utilizing a diverse range of instructional methods, including but not limited to lectures, discussions of books/articles, presentations of papers, and field and laboratory practices.
5. The learning process encompasses a total of 16 (sixteen) sessions per semester, including the mid-semester examination and the final semester examination.
6. Students are strictly prohibited from engaging in any form of academic misconduct, including plagiarism, throughout the duration of their academic studies.
7. Students who engage in acts of academic misconduct including plagiarism are subject to academic sanctions, which may range from forfeiture of the right to receive final course grades to revocation of their status as a student of FIB.
8. Additional regulations and provisions regarding ethics, sanctions, and acts of academic misconduct, including plagiarism, are outlined in the University's student code of conduct and other relevant guidelines.
9. Attendance for both students and lecturers must be recorded either manually or through fingerprint recognition.
10. Students who have attendance records lower than 75% in a given course will not be eligible to participate in the final semester examination for that course.
11. Students who have not completed the necessary grading components are ineligible to receive a grade for the relevant course.

## **VIII. CROSS-MAJOR AND CROSS-FACULTY COURSES & CROSS-UNIVERSITY COURSES AND CREDIT TRANSFER SYSTEM**

### **A. Cross-Major Courses**

1. In accordance with applicable regulations, FIB students are permitted to attend courses in other study programs within FIB.
2. It is the responsibility of each study program to arrange for courses that can be taken by students from other study programs.
3. The credit unit weight of each course will be in accordance with the provisions of the organizing study program.

4. Should a study program require other study programs to arrange courses specifically for its students, a written request must be submitted with the knowledge of the Vice Dean for Academic and Student Affairs.

### **B. Cross-Faculty Courses**

1. FIB students are permitted to attend courses in other faculties within UGM in accordance with regulations applied and approved by each organizing faculty.
2. Prior to taking any cross-faculty course, a student must complete a manual study plan form with the approval of the academic supervisor. This form is to be submitted, along with a cover letter from the Academic Office, to the organizing faculty.
3. The Academic Office incorporates the cross-faculty courses taken by a student into their online study plan form upon the endorsement of the respective faculty responsible for each course.
4. The Academic and Student Affairs Office of the respective faculty responsible for the course will send the grades of the concerned student to their home faculty.

### **C. Cross-University Courses and Credit Transfer System**

1. It is permissible for students to attend courses at other academic institutions, both domestically and internationally, provided they obtain authorization from either the Rector or the Dean and secure approval from the host university, as stipulated in the Memorandum of Understanding and/or Memorandum of Agreement.
2. Participants in cross-university study programs must hold an active student status and complete the requisite online study plan form in accordance with established regulations.
3. Enrollment in any cross-university course requires the endorsement of the student's academic supervisor.
4. The grades obtained from courses at other universities may be accepted as recognized academic credit units, which can either fulfill the requirement of certain compulsory courses or count as elective courses, provided that they are documented in the online study plan form in conformity with the cross-university credit value compatibility agreement.
5. The tuition costs for cross-university courses are regulated by the Memorandum of Understanding or the Memorandum of Agreement in effect.

## **IX. EVALUATIONS**

### **A. General Provisions**

1. The academic evaluation process encompasses assessments of both the learning outcomes and the learning process.
2. The evaluation of learning outcomes comprises mid-semester examinations, final semester examinations, and other components, the proportion of which is calibrated to the nature of each course.
3. The components and formats of the evaluation of learning outcomes are outlined in the Learning Plan Document.
4. An evaluation of the learning process is performed at least once per semester through the utilization of a lecturer evaluation questionnaire.
5. The evaluation of learning outcomes is conducted in accordance with the regulations of the study program.

### **B. Evaluation of Learning Outcomes**

#### **1. Mid-Semester Examination**

- a. Each semester, it is mandated for students to undergo the mid-semester examinations, which are conducted in conformity with the established academic schedule.
- b. Students who are precluded from participating in the mid-semester examinations due to verified illness (as substantiated by a medical certificate), the passing of a close relative, being impacted by a natural calamity, or serving as a representative of the study program, faculty, university, region, or nation in specific events, will be afforded the opportunity to attain grades for the mid-semester examinations through alternative assignments of equivalent weight.

#### **2. Final Semester Examination**

- a. Each semester, it is mandated for students to undergo the final semester examinations, which are conducted in conformity with the established academic schedule.
- b. Students deemed eligible to sit for the final examinations are those who meet the minimum attendance threshold of 75% in instructional activities.
- c. Students whose attendance falls below 75% due to the circumstances outlined in IX. B.1.b. may be permitted to participate in the final semester examination following completion of supplementary assignments assigned by the lecturer.

- d. Students who are precluded from participating in the final semester examination for a specified course as per the faculty schedule due to reasons outlined in IX. B.1.b. may be given an opportunity to take a substitute examination by the relevant lecturer.

### 3. Additional Components

- a. The evaluation process also includes considerations such as attendance, level of active involvement, and completion of structured assignments.
- b. Attendance verification is achieved through signature records or fingerprint scanning records.
- c. The evaluation of student active involvement is determined through the assessment of their engagement and participation in class activities.
- d. Structured assignments refer to assignments that are given by the relevant lecturers outside of the mid-semester and final semester examinations.
- e. Structured assignments may encompass various forms, including but not limited to article, film or book reviews, written papers, quizzes, portfolios, practical exercises, and written responses.

### 4. Final Semester Examination Procedure

- a. Each student is required to print their examination card 5 (five) days prior to the final examination.
- b. Each student is to verify the consistency of the courses listed on their examination card with those indicated on the online study plan form. Any discrepancies must be promptly reported to the Academic and Student Affairs Office.
- c. Only students whose identities are recorded on their respective examination cards are eligible to participate in the examinations.
- d. Each examinee is required to present their examination card during each examination session.
- e. Examinees are required to abide by all regulations and guidelines governing each examination process.
- f. Regulations for written examinations:
  - a) Examinees are expected to arrive at the examination room 10 (ten) minutes prior to the start of an examination, dressed appropriately and without wearing T-shirts or slippers;
  - b) Examinees who arrive up to 30 (thirty) minutes after the start of an examination are permitted to take the examination without additional time;

- c) Examinees who arrive more than 30 (thirty) minutes after the start of an examination are not eligible to participate and must report to the lecturer responsible for the course;
- d) Only stationery and other permitted materials specified in the examination question sheet may be brought into the examination room by the examinees;
- e) All forms of communication devices must be deactivated during examination;
- f) Examinees must sign the attendance roster compiled by the examination committee;
- g) Examinees must refrain from any acts of dishonesty or disruption during the examination process;
- h) Examinees are permitted to leave the examination room only after a minimum duration of 30 (thirty) minutes has elapsed;
- i) Examinees are allowed 1 (one) brief departure from the examination room, for a maximum duration of 5 (five) minutes;
- j) Once the allotted examination time has elapsed, examinees must cease their work and submit their written examination results to the invigilator;
- k) Examinees are prohibited from removing any question sheets that are designated to be returned;
- l) Examinees are expected to maintain a clean, quiet, and organized examination environment;
- m) Any breach of the rules or acts of dishonesty that occur during an examination will be documented in the examination minutes, resulting in the offending examinees being disqualified from obtaining the highest achievable score for the examination in question.

## 5. Course Grades

- a. Scores from mid-semester examinations must be submitted to the Academic and Student Affairs Office in the specified format of NUMERIC VALUES, within the established timeframe.
- b. Each final grade for a specific course is determined by the aggregation of the student's mid-semester examination result, final-semester examination result, and additional components specified in the Learning Plan Document agreed upon in the learning contract.
- c. Students' final grades for a specific course is recorded into the Simaster UGM portal by the responsible lecturer or submitted to the Academic and



Student Affairs Office in the format of LETTER VALUES, within the established timeframe (indicated in point 5.l below).

- d. In the event that the final course grades are not entered into the portal or submitted to the Academic and Student Affairs Office within 10 (ten) working days after the conclusion of the final semester examination, the Faculty will request the relevant Study Program to make necessary adjustments and perform joint evaluations.
- e. If the Study Program fails to submit the grades 15 (fifteen) working days after the conclusion of the final semester examination, the Faculty shall assign a grade of “B” to all students enrolled in the relevant course.
- f. Students are entitled to submit queries or objections, either in oral or written form, to the course lecturer, the relevant Study Program, or the Faculty, regarding the final course grades, within a maximum period of 7 (seven) days following the announcement of the grades.
- g. Students who have not fulfilled the required grade components may be provided with alternative assignments as compensation.
- h. Corrective grades must be entered into the Simaster UGM portal or submitted to the Postgraduate Program Secretariat by the relevant lecturers within a maximum of 14 working days after the grades have been announced.
- i. Students who attain a final course grade below a “C” are required to undertake a grade improvement procedure.
- j. Final course grades that have been designated as “incomplete” will be converted to an “E” grade one month after their announcement, with the exception of the grade for the undergraduate thesis.
- k. Students who receive a final course grade of C or lower may improve their grades.
- l. The scheme for converting final course grades is detailed as follows:

| Numeric Values | Letter Values | Weights |
|----------------|---------------|---------|
| 90 - 100       | A             | 4,00    |
| 86 - 89        | A-            | 3,75    |
| 82 - 85        | A/B           | 3,50    |
| 78 - 81        | B+            | 3,25    |
| 74 - 77        | B             | 3,00    |
| 70 - 73        | B-            | 2,75    |
| 66 - 69        | B/C           | 2,50    |

|            |            |      |
|------------|------------|------|
| 62 - 65    | C+         | 2,25 |
| 58 - 61    | C          | 2,00 |
| 54 - 57    | C-         | 1,75 |
| 50 - 53    | C/D        | 1,50 |
| 46 - 49    | D+         | 1,25 |
| 42 - 45    | D          | 1,00 |
| ≤ 41       | E          | 0    |
| Incomplete | Incomplete |      |

## 6. Grade Improvement

- a. The improvement of grades can be accomplished through remedial examinations or by reenrolling in the relevant courses.
- b. A remedial examination is a test administered by the relevant lecturer after the official announcement of the final course grade.
- c. The act of repeating a course with the intention of improving one's final grade is typically undertaken in a subsequent semester.
- d. The eligibility to participate in remedial exams is granted to students who have received grades designated as "incomplete" due to their inability to fulfill the specified evaluative components, particularly the mid-term or final term component, as a result of illness supported by a medical certificate, the passing of a close relative, being impacted by a natural calamity, or serving as a representative of the study program, faculty, university, region, or nation in specific events (as outlined in point IX.B.1.b).
- e. Students who are eligible to reenroll in a course are those who have received a final course grade of "B" or lower.
- f. The maximum final grade for a repeated course is "B+" (B plus).

## C. Evaluation of Learning Process

1. The evaluation of the learning process encompasses the attendance of both lecturers and students, utilization of allotted learning period, lesson plans, alignment of lesson plans with their execution, availability of learning resources, proficiency of lecturers in course content, pedagogical techniques, and consistency of evaluations with course content.
2. The evaluation of the learning process is performed by both lecturers and students.
3. Students' evaluation of the learning process is performed through the Simaster UGM portal prior to completing the online study plan form.
4. Lecturers' evaluation of the learning process is performed in accordance with the established mechanism of each study program.

1. The results of the evaluation of the learning process are utilized for the advancement and refinement of the learning process and curricula, as well as serve as a basis for determining the instructional workload of lecturers.

## **X. ACADEMIC RECORDS**

1. Each student has the right to access their Academic Records, which are available for download through the Simaster UGM portal at the conclusion of each semester.
2. Academic records are sent to the parent or legal guardian of the respective student.
3. Academic records serve as the foundation for creating study plans in the following semesters, conducting evaluations, providing academic guidance by academic advisors or study program administrators, as well as determining graduation requirements.
4. For the calculation of the Semester GPAs at the conclusion of each academic term, the course grades recorded in the academic records must not be erased.
5. The reduction of excessive credit units can only be implemented prior to the Judicium process, upon submission of a written request from the student to the Academic and Student Affairs Office and with the approval of the student's academic advisor or the study program administrator.

## **XI. COMMUNITY SERVICE COURSE**

1. Students are required to have a minimum of 100 credit units in completed courses at the time of registering for the Community Service Course to be considered eligible for enrollment.
2. During a regular semester, students are restricted to a maximum of 1 (one) repeated course and/or working on the undergraduate thesis if they opt to take the Community Service Course.
3. The Community Service Course must be included in the student's study plan for the current semester.
4. Supplementary guidelines for the Community Service Course are stipulated by the University in separate regulations.

## XII. UNDERGRADUATE THESIS: WRITING, GUIDANCE & DEFENSE

### A. Undergraduate Thesis

1. The completion of an undergraduate thesis is an essential component of fulfilling the requirements for a Bachelor's degree program.
2. Students are eligible to present an undergraduate thesis proposal to the Study Program after accruing a minimum of 108 credit units and obtaining a minimum Cumulative Grade Point Average (Cumulative GPA) of 2.00.
3. Students are required to present the undergraduate thesis proposal at a seminar facilitated by the Study Program.
4. Students are strictly prohibited from engaging in fraudulent activities during the research, writing, and guidance phases of their undergraduate thesis completion process.
5. Students are strictly prohibited from engaging in plagiarism in their undergraduate thesis writing.
6. The time required to complete an undergraduate thesis is specified in the study program's procedural manual.
7. Provisions regarding undergraduate thesis writing are further regulated in the Undergraduate Thesis Writing Guidelines of the Faculty of Cultural Sciences (*Pedoman Penulisan Skripsi Fakultas Ilmu Budaya*).

### B. Guidance

1. Each student is assigned one undergraduate thesis supervisor as determined by the Study Program.
2. DPS minimal memiliki jabatan Asisten Ahli dan mendapat surat tugas sebagai pembimbing skripsi dari Fakultas. A candidate for an undergraduate thesis supervisor position must hold at least the rank of Assistant Professor (*Asisten Ahli*), and they must receive an official letter of appointment from the Faculty for the position.
3. Students have both the responsibility and privilege to partake in periodic guidance of their undergraduate thesis, in accordance with the procedures specified in the Undergraduate Thesis Writing Guidelines.
4. It is strictly prohibited for students to offer any form of gratuity to their undergraduate thesis supervisors in relation to the thesis guidance process.
5. The thesis guidance process must be recorded in the designated thesis guidance form.

### **C. Defense**

1. A student may initiate a request to defend their thesis after fulfilling the necessary prerequisites, which include:
  - a. having obtained at least 135 (one hundred and thirty-five) credit units and maintaining a Cumulative GPA of 2.00 or higher;
  - b. absence of any “E” grade;
  - c. receipt of a minimum grade of ‘C’ in all mandatory courses within the scope of the University, the Faculty, and the Department;
  - d. final course grades in the “D” range are limited to a maximum of 15% of the total proportion.
2. The submission of a request to defend an undergraduate thesis should be made to the Department’s administrator, accompanied by the required accompanying documents, which include:
  - a. 3 (three) copies of the undergraduate thesis manuscript that has been approved by the undergraduate thesis supervisor;
  - b. transcript of grades that has been checked for conformity to the curriculum by either the study program administrator, the undergraduate thesis supervisor, the academic supervisor, or the Academic and Student Affairs Office;
  - b. a photocopy of the study plan of the current semester;
  - c. registration history,
  - d. undergraduate thesis guidance history,
  - e. undergraduate thesis defense eligibility letter,
  - f. a photocopy of the Student Card; and
  - g. defense schedule sheet.
3. The undergraduate thesis defense is conducted no later than 2 (two) weeks following the submission of the request for undergraduate thesis defense.
4. A panel of examiners for undergraduate thesis defense consists of 3 (three) individuals, including the undergraduate thesis supervisor.
5. These examiners are appointed by the Study Program.
6. Where feasible, one of the thesis examiners should be drawn from outside the Study Program.
7. Each of the examiners must be in possession of the undergraduate thesis manuscript no later than 1 (one) week prior to the scheduled date of the defense.
8. Undergraduate thesis defense grades are expressed in letter values.
9. A student is deemed to have successfully passed their undergraduate thesis defense upon attainment of a grade of “C” or higher.

10. Students who have been deemed to have not successfully passed their undergraduate thesis defense may request another defense.
11. Students who have been deemed to have successfully passed their undergraduate thesis defense without the need for revision are entitled to receive prompt notification of their defense grade.
12. Students who have been deemed to have successfully passed their undergraduate thesis defense with the requirement of revisions may consult their defense grade at the appropriate department or the Academic and Student Affairs Office following the approval of the amended manuscript.
13. The revisions required for the undergraduate thesis should be satisfactorily completed within a period of 2 (two) months from the date of the defense.
14. In the event that a student is unable to complete the necessary revisions within the designated time frame, they will be required to undertake another defense.
15. The subsequent undergraduate thesis defense must be conducted no later than 2.5 (two and a half) months after the initial defense.
16. In the event that a student fails to successfully pass the second defense or fails to submit the revised manuscript within the designated timeframe, they shall be deemed as having failed their studies and shall be required to sign a letter of disenrollment or be officially recognized as having discontinued or dropped out of their studies.

### **XIII. EVALUATION OF STUDY PROGRESS**

1. The evaluation of study progress is carried out by the Department or the Study Program, in addition to the Faculty.
2. It is the responsibility of the Department or the Study Program to undertake an evaluation of the study progress of every student at the end of each semester.
3. The Faculty carries out three evaluations of study progress, namely first two years' study progress evaluation, four years' study progress evaluation, and end-of-study evaluation.

#### **A. Evaluation of First Two Years' Study Progress**

1. At the beginning of the second semester, the Faculty issues an initial warning letter to students who have attained a first-semester GPA below 2.00.

2. At the beginning of the third semester, the Faculty issues a second warning letter to students who have obtained fewer than 36 (thirty-six) academic credit units and/or a Cumulative GPA below 2.00.
3. At the beginning of the fourth semester, the Faculty issues a third warning letter to students who have obtained fewer than 54 (fifty-four) academic credit units and/or a Cumulative GPA below 2.00.
4. At the end of the fourth semester, the Faculty undertakes the initial evaluation of each student's study progress. Students who have obtained fewer than 54 (fifty-four) academic credit units and a Cumulative GPA below 2.00 at the end of this semester are considered ineligible to proceed with their studies and encouraged to voluntarily disenroll; otherwise, they will receive a letter of discontinuation (drop-out).

#### **B. Evaluation of Four Years of Study**

1. At the beginning of the sixth semester, the Faculty issues an initial warning letter to students who have obtained fewer than 72 (seventy-two) academic credit units and/or a Cumulative GPA below 2.00.
2. At the beginning of the seventh semester, the Faculty issues a second warning letter to students who have obtained fewer than 90 (ninety) academic credit units and/or a Cumulative GPA below 2.00.
3. At the beginning of the eighth semester, the Faculty issues a third warning letter to students who have obtained fewer than 108 (one hundred and eight) academic credit units and/or a Cumulative GPA below 2.00.
4. At the end of the eighth semester, the Faculty undertakes the end-of-study evaluation. Students who have obtained fewer than 108 (one hundred and eight) academic credit units and a Cumulative GPA below 2.00 at the end of this semester are considered ineligible to proceed with their studies and encouraged to voluntarily disenroll; otherwise, they will receive a letter of discontinuation (drop-out).

#### **C. Final Evaluation**

1. At the end of the eighth semester, students who have obtained 108 (one hundred and eight) academic credit units or higher and a Cumulative GPA of 2.00 or higher receive an initial warning letter regarding their maximum study period.
2. Students who have received the initial warning letter have the option to request a one-semester extension of their studies by completing the designated form available at the Academic and Student Affairs Office.

3. At the end of the ninth semester, students who have not completed their studies are issued with a second warning letter, with copies distributed to the parent or legal guardian, academic supervisor, and Head of the Study Program.
4. Students who have received the second warning letter may submit a request for the second (final) one-semester extension by completing the designated form available at the Academic and Student Affairs Office. Additionally, they must provide a copy of their undergraduate thesis draft, duly endorsed by their undergraduate thesis supervisor.
5. By the middle of the tenth semester, the Faculty issues a third warning letter to students who have yet to complete their course of study, urging them to do so promptly. Copies of the letter are distributed to the parent or legal guardian, academic supervisor, and Head the of Study Program.
6. Should a student fail to complete their studies by the conclusion of the tenth semester, they will be deemed ineligible to continue their studies and requested to voluntarily disenroll, or alternatively, be issued with a discontinuation letter.

#### **XIV. GRADUATION: STATUS, JUDICIUM & CEREMONY**

##### **A. Graduation Status**

1. The graduation status, Cumulative GPA, graduation distinction, and study period of a student are determined through a Judicium assembly.
2. The study period is calculated based on the date of the Judicium assembly.
3. A student is deemed to have successfully completed the Bachelor's degree program upon obtaining the minimum number of credit units as stipulated by the curriculum, provided that they have:
  - a. successfully completed all compulsory courses, including the Community Service Course, with a minimum grade of "C";
  - b. obtained a minimum grade of "C" on their thesis defense;
  - c. attained a minimum Cumulative GPA of 2.00;
  - d. obtained no "E" in the final grades;
  - e. obtained "D" grades that account for no more than 25% of the total proportion of elective courses.

##### **B. Judisium**

1. The process of Judicium is conducted by the Faculty during a designated assembly, which is attended by the Dean or the Vice Dean for Academic and



Student Affairs, the Head of the Study Program, and the Head of the Office of Academic and Student Affairs.

2. The Judicium assembly is held at the end of each calendar month.
3. In accordance with the requirements of the judicium process, students must submit a judicium application letter, which must be signed by the Head of the Study Program, to the Academic and Student Affairs Office no later than the twentieth day of any given month. This letter must be accompanied by the following supporting documents:
  - a. a photocopy of the Training of New Students for Successful Learning certificate;
  - b. a print copy of reregistration history;
  - c. transcript of grades;
  - d. undergraduate thesis submission receipt;
  - e. certificate of return required for all borrowed books from Faculty and University libraries.
4. A student's graduation distinction is determined using the Cumulative GPA, calculated using the following formula:

| Cumulative GPA | Distinction         |
|----------------|---------------------|
| 3.51 – 4.00    | Cum Laude           |
| 2.76 – 3.50    | Highly Satisfactory |
| 2.50 – 2.75    | Satisfactory        |

5. The maximum study period for achieving a cum laude distinction, inclusive of academic leave authorized by the Dean, is 9 (nine) semesters. Any academic leave taken for the purposes of participating in a student exchange program or engaging in international academic activities, as approved by the Dean, is not considered part of the study period.

### **C. Graduation Ceremony**

1. Students who have received their graduation status through the Judicium assembly are obliged to register for the upcoming graduation ceremony by fulfilling the various administrative requirements established by the University and the Faculty.
2. In the event that a student is unable to register for the upcoming graduation ceremony for any reason, they must instead register for the subsequent ceremony.

3. Should a student fail to register for the graduation ceremony in 2 (two) consecutive graduation periods, they shall forfeit their right to receive their diploma and transcript of grades.
4. Graduates are eligible to receive a diploma, a transcript of their grades, and a certificate that accompanies the diploma.
5. Graduates who are unable to attend the graduation ceremony may retrieve their diploma, transcript of grades, and other related graduation documents from the Academic and Student Affairs Office on the day following the ceremony.
6. Diplomas and transcripts that remain unclaimed for a period of 2 (two) years shall no longer be the responsibility of the Faculty.
7. The graduation certificate is provided solely to students who have been officially recognized as graduated through the Judicium assembly and have submitted an application to the Dean. The validity of the certificate is limited to a specified time period and specific purposes until the individual has taken part in the graduation ceremony.
8. The registration and procedures for the graduation ceremony are established by the University and the Faculty, and information regarding them may be obtained through the website: <https://fib.ugm.ac.id/>.