



**Kampus
Merdeka**
INDONESIA JAYA



ACADEMIC GUIDELINES

FACULTY OF AGRICULTURE

LAMBUNG MANGKURAT

UNIVERSITY



Faculty of Agriculture
Lambung Mangkurat University
2024



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI

UNIVERSITAS LAMBUNG MANGKURAT
FAKULTAS PERTANIAN

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KEPUTUSAN DEKAN FAKULTAS PERTANIAN UNIVERSITAS LAMBUNG
MANGKURAT

NOMOR : 213/UN8.1.23/SP/2024

TENTANG

PEDOMAN AKADEMIK FAKULTAS PERTANIAN UNIVERSITAS LAMBUNG
MANGKURAT TAHUN 2024

DEKAN FAKULTAS PERTANIAN UNIVERSITAS LAMBUNG MANGKURAT

Menimbang : a. bahwa dalam rangka menjamin pemerataan kesempatan pendidikan, peningkatan mutu, relevansi dan efisiensi tata kelola penyelenggaraan pendidikan tinggi, maka perlu adanya peraturan akademik yang menjadi landasan, acuan dan pedoman bagi penyelenggara dan penyelenggaraan pendidikan tinggi pada Fakultas Pertanian Universitas Lambung Mangkurat

b. Bahwa untuk mendukung kelancaran dalam pelaksanaan proses belajar dan mengajar di Fakultas pertanian ULM, perlu dilakukan revisi pedoman akademik Fakultas Pertanian;

c. bahwa berdasarkan pertimbangan sebagaimana tersebut pada huruf a dan huruf b di atas, dipandang perlu untuk melakukan perubahan, penambahan, dan penyempurnaan Pedoman Akademik Fakultas Pertanian Universitas Lambung Mangkurat dalam suatu Keputusan Dekan Fakultas Pertanian Universitas Lambung Mangkurat.;

Mengingat : 1. Undang-Undang Republik Indonesia Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional (Lembaran Negara Republik Indonesia Tahun 2003 Nomor 78, Tambahan Lembaran Negara Republik Indonesia Nomor 4301);
2. Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 158, Tambahan Lembaran Negara Republik Indonesia Nomor 5336);
3. Peraturan Pemerintah Nomor 41 Tahun 1960 tentang Pendirian Universitas Lambung Mangkurat (Tambahan Lembaran Negara Republik Indonesia Nomor 2071);
4. Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi (Tambahan Lembaran Negara Republik Indonesia Nomor 5500);
5. Peraturan Menteri Pendidikan, Kebudayaan, Riset, dan Teknologi Nomor 53 Tahun 2023 tentang Penjaminan Mutu

Pendidikan Tinggi (Berita Negara Republik Indonesia Tahun 2023 Nomor 638);

6. Peraturan Menteri Pendidikan, Kebudayaan, Riset, dan Teknologi Republik Indonesia Nomor 57 Tahun 2023 tentang Organisasi dan Tata Kerja Universitas Lambung Mangkurat (Berita Negara Republik Indonesia Tahun 2023 Nomor 775);
7. Keputusan Menteri Pendidikan, Kebudayaan, Riset, dan Teknologi RI Nomor 58843/MPK.A/KP.06.02/2022, tanggal 9 September 2022 tentang Pengangkatan Rektor Universitas Lambung Mangkurat Periode Tahun 2022-2026;
8. Keputusan Rektor Universitas Lambung Mangkurat Nomor Nomor 1780/UN8/KP/2023 tentang Pemberhentian dan Pengangkatan Dekan Fakultas Pertanian Universitas Lambung Mangkurat Periode Tahun 2023 – 2027.
9. Peraturan Rektor Universitas Lambung Mangkurat nomor 4 Tahun 2023 tentang Pedoman Akademik dan Kemahasiswaan Program Sarjana, Pascasarjana, Diploma dan Profesi Universitas Lambung Mangkurat.

MEMUTUSKAN:

- Menetapkan : KEPUTUSAN DEKAN FAKULTAS PERTANIAN UNIVERSITAS LAMBUNG MANGKURAT TENTANG PEDOMAN AKADEMIK FAKULTAS PERTANIAN UNIVERSITAS LAMBUNG MANGKURAT TAHUN 2024.
- KESATU : Menetapkan Pedoman Akademik Fakultas Pertanian Universitas Lambung Mangkurat Tahun 2024 sebagaimana terlampir dalam keputusan ini.
- KEDUA : Keputusan ini mulai berlaku sejak tanggal ditetapkan dengan ketentuan apabila dikemudian hari terdapat kekeliruan dalam keputusan ini akan diadakan perbaikan sebagaimana mestinya.

Ditetapkan di Banjarbaru
pada tanggal 24 april 2024

DEKAN FAKULTAS PERTANIAN
UNIVERSITAS LAMBUNG MANGKURAT,



AKHMAD RIZALLI SAIDY
NIP 196904251995121001

7.

**ATTACHMENT TO THE DEAN'S DECISION LETTER NO.
213/UN8.1.23/SP/2024
ABOUT ACADEMIC GUIDELINES FOR THE FACULTY OF
AGRICULTURE
UNIVERSITAS LAMBUNG MANGKURAT**

**CHAPTER I
GENERAL PROVISIONS**

Article 1

In this Regulation what is meant by:

1. ULM's Faculty of Agriculture, hereinafter referred to as the Faculty (or if specifics are required, the complete Faculty) is a Agricultural Higher Education that carries out vocational, academic, and/or professional education and special programmes within ULM.
2. ULM stands for Universitas Lambung Mangkurat, hereinafter referred to as the University (or if specifics are required, the full name).
3. Vocational education is higher education that is directed at mastering certain applied skills, including Diploma education programmes with levels of Diploma-1 (D-1), Diploma-2 (D-2), Diploma-3 (D-3), and Diploma-4 (D-4).
4. Academic education is higher education for undergraduate (Strata-1/S-1) and postgraduate (Strata-2/S-2) and Strata-3/S-3) programmes that are directed primarily at mastering science and technology organised by the ULM Faculty of Agriculture.
5. Professional education is an education programme that underpins graduates with work abilities and skills, or places more emphasis on the application (application) of knowledge organised by ULM's Faculty of Agriculture.
6. Special programmes are additional education directed at mastering certain knowledge in agriculture whose service time is not continuous and according to need, which is organised by the Faculty of Agriculture ULM.
7. Study Programme is an academic implementing element that organises and manages types of academic education in part or one field of science within the ULM Faculty.
8. Department is an academic implementing element at the Faculty of Agriculture ULM which oversees one or several study programmes.
9. Accreditation is the recognition of study programmes in ULM's Faculty of Agriculture that meet the minimum standards set by the National Accreditation Board for Higher Education (BAN-PT) or the Institute for Self-Accreditation of Agricultural Higher Education (LAM-PT Pertanian).
10. Curriculum is a set of plans and arrangements regarding graduate learning outcomes, study materials, processes, and assessments used as guidelines for implementing study programmes.
11. Higher Education is the level of education after secondary education which includes diploma programmes, bachelor programmes, master programmes,

doctoral programmes, and professional programmes, as well as specialist programmes, organised by universities based on the culture of the Indonesian people.

12. The Higher Education Curriculum is developed by each Higher Education Institution with reference to the National Higher Education Standards for each Study Programme which includes the development of intellectual intelligence, noble character, and skills.
13. The Higher Education Curriculum for undergraduate and diploma programmes must contain the following courses: a. Religion; b. Pancasila; c. Citizenship; and d. Indonesian language
14. The graduate profile is the role that graduates can perform in a particular field of expertise or field of work after completing their studies.
15. *Learning Outcomes (LO)* are abilities gained through the internalisation of knowledge, attitudes, skills, competencies, and accumulated work experience.
16. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable by the community in carrying out tasks in certain fields of work.
17. Graduate competency standards are minimum criteria regarding the qualifications of graduate abilities that include attitudes, knowledge, and skills which are stated in the formulation of graduate learning outcomes.
18. Learning is the process of interaction between students and educators and/or learning resources in a learning environment, which can include direct or indirect communication, practicum, conducting experiments and giving other academic assignments.
19. Recognition of Past Learning (RPL) is the recognition of a person's Learning Outcomes obtained from formal, non-formal, informal education, and/or work experience as a basis for continuing formal education and to equalise with certain qualifications.
20. Study Programmes Outside the Main Campus (PSDKU) are study programmes held in administrative districts/cities/cities that are not directly adjacent to the Main Campus of the ULM Faculty of Agriculture.
21. A course is a unit of study taught (and studied by students) at the tertiary level that is prepared based on the Graduate Learning Outcomes (CPL) imposed on it, contains learning materials, forms and methods of learning, and assessment, and has a minimum weight of one semester credit unit (SKS).
22. The Semester Learning Plan (RPS) of a course is a learning process plan prepared for learning activities for one semester to fulfil the graduate learning outcomes imposed on the course. RPS is determined and developed by lecturers independently or together in a group of expertise in a field of science and/or technology in the study programme. RPS contains a brief description, learning objectives, LOs, subject matter (topics), planned evaluation, and materials/sources of information/references.
23. Learning assessment standards are minimum criteria regarding the assessment of student learning processes and outcomes in order to fulfil graduate learning outcomes.

24. Learning methods are ways used to realise learning strategies by using as much learning resources as possible including learning media (*a way in achieving something*).
25. The form of learning is learning activities can be in the form of lectures; responses and tutorials; seminars; and practicum, studio practice, workshop practice, field practice; research, design, or development; and community service.
26. Assessment is one or more processes of identifying, collecting, and preparing data to evaluate the achievement of graduate learning outcomes (LO), and curriculum objectives. Assessment must contain motivational content, fostering self-confidence to contribute with the choice of a *live long learning* life path. Then use specialised skills to work in the superteam of their choice.
27. Learning evaluation is one or more processes of interpreting data and evidence accumulated during the assessment process.
28. *Assessment criteria* are benchmarks used as a measure or measure of learning achievement in assessment based on predetermined indicators.
29. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Assessment criteria can be quantitative or qualitative.
30. Assessment indicators are specific and measurable statements that identify the achievement of learning outcomes or performance of student learning outcomes accompanied by evidence.
31. A regular programme is a higher education programme implemented by higher education institutions that is followed by full-time students in study programmes that have obtained an implementation permit from the government.
32. Non-regular programmes are higher education programmes implemented by universities that are followed by students at a certain time in study programmes that have obtained an implementation permit from the government.
33. Semester Credit System is a system of education delivery using Semester Credit Units (SKS) to express student study load, lecturer workload, learning experience, and programme implementation load.
34. Semester is a unit of time consisting of 14-16 weeks of lectures or other scheduled activities, including 2 weeks of assessment activities.
35. Semester Between or other names is a unit of time for academic activities consisting of 16 (twelve) face-to-face sessions, including evaluation activities, which are held between Even Semester and Odd Semester. The Intermediate Semester is used to organise End of Year Lectures (PAT)
36. PAT is a lecture held specifically in the Intermediate Semester which is intended for students who are interested in *recourse* and grade improvement, as well as accelerating the completion of lectures. Academic activities in PAT are composed of 16 (twelve) face-to-face meetings, including evaluation activities. Detailed matters related to PAT are regulated separately through the Dean's Regulation.
37. Semester Credit Unit, hereinafter abbreviated as SKS is a measure of appreciation for learning experiences gained during one semester through scheduled activities per week.

38. Community Work Course (Kuliah Kerja Nyata), hereinafter abbreviated as KKN, is a programme of lectures and field work which is an integration of education, research and community service by students in a pragmatic manner through an interdisciplinary and cross-sectoral approach.
39. Field Work Practice, hereinafter abbreviated as PKL or Internship or other similar names, is an activity outside the institution in the context of broadening insights related to aspects of knowledge, attitudes and skills within a certain period of time.
40. Academic Advisor, hereinafter abbreviated as PA, is a permanent lecturer who has the duty and authority to provide academic advice to students under his care in order to support the learning process.
41. Academic leave is the temporary suspension of student studies by not participating in all forms of academic activities within a certain period of time.
42. Transfer is a change in student status from one study programme to another within the ULM Faculty of Agriculture, out of the ULM Faculty of Agriculture to another faculty within ULM or out of ULM or transfer from other study programmes outside the ULM Faculty of Agriculture within ULM or other universities from within or outside the country to the ULM Faculty of Agriculture.
43. Administrative registration is an activity carried out by students to obtain registered status at the University.
44. Academic registration is an activity carried out by students to register themselves as participants in lectures, practicums, examinations and / or other academic activities in the study programme offered in the semester concerned by filling out the Study Plan Card (KRS).
45. Credit Transfer System is the transfer of course credits obtained from outside the study programme, which is planned and systematically listed in the curriculum of the study programme, which can be taken both inside and outside ULM.
46. Twinning Program is the development of the same study program between ULM's Faculty of Agriculture and institutions from within and outside the country by synchronising the curriculum of the two study programs in order to conduct a joint learning process.
47. Dual degree is a double degree that can be obtained from the Faculty of Agriculture ULM and from universities in Indonesia or other universities abroad in the context of collaborative development of a Study Programme in the Faculty of Agriculture ULM.
48. Dual status is the position of a student in a certain period of time, having registered status as a student in two or more regular study programmes at public universities.
49. A syllabus or other similar name is a learning plan for a particular subject/theme group that includes competency standards, basic competencies, subject matter/learning, learning activities, indicators of competency achievement for assessment, assessment, time allocation and learning resources.
50. Lecture Contract is an agreement between lecturers and students in the implementation of the learning process.

51. List of Participants and Final Grades, hereinafter abbreviated as DPNA, is a list containing the names of participants and the final results of the calculation of student learning outcomes assessment in a course.
52. Employee Performance Target, hereinafter abbreviated as SKP is a list that contains the results of an assessment of the work performance of a State Civil Apparatus (ASN) within a period of 1 (one) year.
53. Semester Achievement Index, hereinafter abbreviated as IPS, is a measure of student ability which is calculated based on the number of multiplication of credit scores with the weight value of each course divided by the number of credits of courses taken in a semester.
54. Grade Point Average, hereinafter abbreviated as IPK, is a measure of ability that is calculated based on the sum of the multiplication of credit scores with the weight value of each course divided by the number of credits of courses specified in the curriculum.
55. Education Programme Study Load is the number of tasks calculated in credits that must be taken by students to complete a certain level of higher education.
56. Study Plan Card, hereinafter abbreviated as KRS, is a card that contains a plan for taking courses in the semester to be taken.
57. Class Leader is someone who is appointed to represent the class and become an extension of the Faculty / Study Programme and lecturers to help organise lecture activities.
58. Study Result Card, hereinafter abbreviated as KHS, is a card that contains course values, IP in the current semester and the acquisition of credits that have been collected and IPK.
59. Ijazah is a proof of student graduation from a study programme, so that the person concerned is given the right to use academic titles, vocational designations, and professional designations as well as all authorities and rights related to the diploma he/she has.
60. Academic Transcript is a list that contains the learning outcomes and Achievement Index (IP) of all courses taken by students during their education.
61. Final Project is a task that provides learning experience for students to create written scientific work, by applying attitudes, ways of thinking, and scientific methods in solving applicative problems and being able to present and defend the results in writing and orally in order to complete vocational, academic and professional education.
62. Thesis is a task as a learning experience for students to make written scientific work, by applying attitudes, ways of thinking, and scientific methods in solving scientific problems through research, and being able to present and defend the results in writing and orally in order to complete a certain study load to obtain a bachelor's degree.
63. Plagiarism is the act of intentionally or unintentionally obtaining or attempting to obtain credit or grades or other benefits for a scientific work, by quoting part or all of the work and/or scientific work of others recognised as their scientific work, without properly and adequately acknowledging the source.

64. Plagiarists are individuals or groups of plagiarists, each acting for themselves, for a group or for and on behalf of an entity.
65. Scientific work is the academic work of students and lecturers within the Faculty of Agriculture ULM, which is made in written form both print and electronic published and / or presented.
66. Work is the result of academic or non-academic work by individuals, groups, or entities outside the Faculty of Agriculture ULM, whether published, presented, or made in written form.
67. Quality Assurance is a programme to carry out monitoring, evaluation, and correction as an act of continuous and systematic improvement or enhancement of quality in all aspects of higher education in order to ensure the perfection of achieving the standards that have been stated in the vision, mission, and objectives of the ULM Faculty of Agriculture/study programmes within the ULM Faculty of Agriculture.
68. The Academic Information System (SIMARI) is a system created to facilitate academic administration activities on campus, all of which are organised online. SIA is part of the Integrated Lambung Mangkurat University Information System (SIMARI) which is specifically intended to manage and record student academic data including: student registration and lecture taking per semester, academic guidance, lecture attendance, and assessment.
69. Self-evaluation is a systematic effort to collect and manage reliable and valid data (facts and information) so as to conclude a reality that can be used as a management action to manage the continuity of the institution or programme.
70. Evaluation of Learning Outcomes is the assessment criteria carried out in one semester towards the achievement of the objectives formulated in the curriculum through the implementation of examinations, assignments and other academic activities.
71. Evaluation of Study Success is an assessment criterion that is carried out in stages towards the achievement of IPK to determine whether students will be able to continue their studies or stop their status as students.
72. Midterm Examination, hereinafter abbreviated as UTS, is an evaluation of student learning held in the middle of the semester.
73. Final Semester Examination, hereinafter abbreviated as UAS, is an evaluation of student learning held at the end of the semester and regulated in the academic calendar.
74. Subsequent Examination is an examination of a course held for students who do not take the exam with a valid reason.
75. A valid reason is a reason proven by a valid document for not participating in curricular activities or examinations.
76. Quiet week is a time for approximately one week before the implementation of the final exam which is deliberately closed from regular lecture and practicum activities to give students time to prepare for the final exam.
77. The new student admission ceremony is a form of academic ceremony to inaugurate new students.

78. Judicium is the Dean's decision that determines that a student has completed the study and declared graduated in accordance with the provisions of the graduation requirements at the ULM Faculty of Agriculture.
79. The Judicium Ceremony is an academic event organised by the Faculty to release graduates/scholars who have graduated based on the periodisation of the judicium.
80. Graduation is an academic event in the ULM Open Senate Session to inaugurate college graduates who have completed one level of higher education as alumni and citizens of the ULM alma mater.
81. An academic degree is a degree given to students who have graduated after taking academic education.
82. Lecturers are professional educators and scientists in higher education with the main task of transforming, developing, and disseminating science, technology, and art through education, research, and community service.
83. A teaching certificate is formal evidence as recognition given to lecturers as professionals.
84. Students are students who are enrolled and studying at universities.
85. New students are new students of a study programme in higher education.
86. The academic community is the community of lecturers and students in higher education.
87. Violations in the implementation of academic activities are actions that are contrary to this Regulation or applicable provisions.
88. Sanctions are punitive measures imposed on students, lecturers, and/or education staff who commit violations in the implementation of academic activities.
89. Education personnel are people in charge of carrying out administration, management, development, supervision and technical services to support the educational process in educational units.
90. The Rector is the head of ULM who is authorised and responsible for the administration of ULM.
91. The Dean is the head of the ULM Faculty of Agriculture who is authorised and responsible for the administration of the ULM Faculty of Agriculture.
92. Head of Department is the Head of Department who is responsible for managing departmental resources consisting of groups of teaching staff and laboratories within the ULM Faculty of Agriculture.
93. The Study Program Coordinator (KPS) is the Head of the Study Program who is authorised and responsible for the implementation of the study program concerned within the ULM Faculty of Agriculture.
94. The Bureau of Academic and Student Administration, hereinafter abbreviated as BAAK, is a supporting element of ULM that assists the ULM leadership in carrying out the management of the administration of ULM's academic and student activities.
95. The leaders of ULM's Faculty of Agriculture are the Dean and Vice Deans

96. Department Leaders are the Head of the Department and the Secretary of the Department
97. Study Programme Leader is the Coordinator of the Study Programme

CHAPTER II TYPES AND PROGRAMMES OF HIGHER EDUCATION

Part One Type of Higher Education

Article 2

ULM's Faculty of Agriculture organises higher education, namely types of vocational education, academic education, and professional education.

Second part Higher Education Programme

Article 3

- (1) The education programmes that can be implemented are diploma programmes (Strata-0/S-0), undergraduate programmes (Strata-1/S-1), postgraduate programmes (Strata-2/S-2) and Strata-3/S-3), as well as professional programmes.
- (2) Academic guidelines for diploma programmes, undergraduate and postgraduate programmes, and professional programmes are made and decided by the Dean after approval by the Faculty Senate.

Article 4

- (1) Undergraduate programmes are not a continuation of vocational education.
- (2) Students who have completed vocational education can take undergraduate programmes, both regular and non-regular programmes whose credit transfer requirements are regulated by each study programme.

CHAPTER III DIRECTION AND PURPOSE OF HIGHER EDUCATION

Article 5

S-1 undergraduate education aims to prepare students to become members of society who have adaptive and inventive competencies in the field of wetland environmental agriculture based on faith and piety.

CHAPTER IV THE ORGANISATION OF HIGHER EDUCATION

Part One Higher Education Services

Article 6

- (1) Undergraduate education services are based on the amount of time they take, which can be divided into regular and non-regular programmes.
- (2) Regular programme education services are provided to students who are deemed to be able to full-time undertake all educational activities.
- (3) Non-regular programme education services are provided to students who are not able to attend all educational activities full-time.
- (4) Non-regular programme education services can be carried out by study programmes that have an operational permit, carry out regular programme education, and have been accredited.
- (5) Admission of new students for non-regular programmes as referred to in paragraph (3) and paragraph (4) can be carried out after obtaining the Rector's permission in the form of a Decree.

Second part Academic Year and Calendar

Article 7

- (1) One academic year consists of 2 (two) semesters, namely odd semester and even semester.
- (2) The odd and even semester periods refer to the academic calendar set by the University
- (3) Odd and even semesters as referred to in paragraph (2) may each consist of 14-16 weeks of lectures or other scheduled activities, along with accompanying activities, including 2-3 weeks of assessment activities. Each semester is separated by one to two weeks holiday period.
- (4) The academic year of professional and postgraduate education can start in even semesters
- (5) The Faculty of Agriculture may organise intermediate semesters whose lecture periods and requirements refer to the rector's decision.

CHAPTER V SEMESTER CREDIT SYSTEM

Part One Semester Credit Unit System

Article 8

The education system adopted in designing curriculum content, student learning load, and evaluation of student success follows the Semester Credit Unit (or abbreviated as SKS) system.

Second part Objectives of the Semester Credit Unit System

Article 9

The SKS system as referred to in Article 8 aims to:

- a. Provide opportunities for students who are capable and keen to learn, to be able to complete their studies in a relatively short time, according to their abilities and individual plans.
- b. Facilitate the adjustment of the curriculum from time to time, in accordance with the development of science and technology and the changing needs of society.
- c. Providing the possibility for a more thorough and objective system of evaluating student learning progress.
- d. Allows transfer of credits between faculties within ULM.
- e. Allows for the transfer of credits between study programmes within faculties within ULM.
- f. Allows for the transfer of students between different universities.

Third Part Semester Credit Unit Load

Article 10

- (1) The amount of student study load and lecturer workload in the learning process is expressed in a unit of value, called SKS.
- (2) The determination of the value and burden of one credit in the learning process as referred to in paragraph (1) is regulated as follows:
 - a. Lecture Activities
The semester credit value for lectures is determined based on a load that includes three kinds of activities. The measure of one semester credit is:
 1. For students, for one credit course, the time allocation required per week consists of:
 - a) 50 minutes for scheduled face-to-face events with lecturers, which may include lectures, class discussions, assignment presentations, and the like;

- b) 60 minutes in the form of structured academic activities, which are study activities that are not scheduled but planned by the lecturer, including assignments to make papers, group assignments, carry out small research;
 - c) 60 minutes of independent academic activities, namely activities that students must carry out independently for a better understanding of course content, for example through reading reference books, attending scientific meetings, group discussions, and the like.
 - 2. For lecturers, for one credit course, the time allocation required per week consists of:
 - a) 50 minutes for scheduled face-to-face events with students;
 - b) 60 minutes to plan and evaluate structured academic activities;
 - c) 60 minutes for course material development (learning).
 - b. Laboratory Practicum Activities
One credit requires 170 minutes (2.83 hours) of activity time per week for one semester.
 - c. Seminar Activities
 - 1. To organise seminars or other similar names, students are required to present research papers in a forum.
 - 2. For one credit hour the required time allocation is equivalent to 50 minutes per week in the semester, which is required for consultation and presentation.
 - d. PKL/Internship/KKN activities
 - 1. One credit requires an allocation of at least 80 hours in one semester (five working hours per day) required for preparation, implementation, and reporting.
 - 2. More detailed arrangements regarding PKL / Internship / KKN activities are regulated separately in the Dean's regulation.
 - e. Research Activities/Bachelor Thesis Preparation
 - 1. One credit hour requires a minimum time allocation of three to four 60-minute sessions over 25 working days in a semester, which is required for preparation, implementation, and reporting.
 - 2. More detailed arrangements regarding Research Activities / Thesis Preparation are regulated separately in the Dean's Regulation.
- (3) SKS load for various academic activities for participants in vocational education, other undergraduate strata education, and professional education is regulated separately in the Rector's Regulation upon the proposal of the Dean / Coordinator of the Study Programme.

CHAPTER VI
LOAD AND STUDY PERIOD
UNDERGRADUATE/STRATA-1 PROGRAMME

Part One
Study Load and Maximum Active Semester

Article 11

- (1) The credit load and maximum active semester of study in the Undergraduate Programme (S1) are regulated as follows:

Programme	Number of credits	Maximum Active Semester
Bachelor (Regular)	144 - 160	12
Bachelor (Non Regular)	144 - 160	16

- (2) Determination of the amount of effective credits for undergraduate programmes, as referred to in paragraph (1), is determined by each study programme based on the competencies to be achieved.

Second part
Student Dropout

Article 12

Students will be declared dropping out of studies,

- (1) if the evaluation of learning outcomes in the first four semesters does not obtain a minimum of 48 credits with a minimum grade of C or GPA < 2.00.
- (2) if in the evaluation of learning outcomes in the first eight semesters do not obtain at least 96 credits with a minimum grade of C or GPA < 2.00.
- (3) at the end of the study period does not complete the entire study load in accordance with the curriculum with a minimum grade of C or GPA < 2.00.
- (4) if students are sanctioned for violations of campus life rules.
- (5) committing a criminal offence and or a sentence of imprisonment that has become final.
- (6) was found guilty of drug abuse.
- (7) if declared unfit to continue the study on the basis of mental health considerations from a mental health expert appointed by the University.
- (8) for students who are unable to complete their studies within the time limit as referred to in Article 12, are not allowed to continue their studies in the Study Programme and are declared *dropping out*.

- (9) Student study dropouts are determined by the University based on the Faculty's proposal.
- (10) further provisions regarding student dropout as referred to in paragraph (1) and paragraph (2) refer to the regulations of the Rector.

Third Part

Semester Credit Units in the First Semester

Article 13

- (1) The study load for the first year for undergraduate students is a maximum of 20 credits
- (2) The study load for the first semester for non-regular undergraduate programme students is set at a maximum of 12 credits.
- (3) The study load for each semester for professional programme students is regulated separately by the Rector's decision based on the Dean's proposal.

Fourth Section

Semester Credit Units in the Next Semester

Article 14

- (1) The study load of students in one semester (after the first semester) is determined based on the Semester Achievement Index (IPS) obtained in the semester that has been undertaken, used to determine the maximum number of credits that students can take in the following semester.
- (2) The formula for calculating IPS is as follows:

$$IPS = \frac{\sum(K \times N)}{\sum K}$$

Notes:

K = the number of credits of the course

N = course quality score.

- (3) The maximum number of credits that can be programmed by regular undergraduate students as a study load in one semester is determined as follows:

IPS	Next Semester Maximum Credits
3,51 - 4,00	24
3,01 - 3,50	23
2,76 - 3,00	21
2,51 - 2,75	20
2,00 - 2,50	18
< 2,00	16

- (4) The maximum number of credits that can be programmed by non-regular undergraduate students as a study load in one semester is determined as follows:

IPS	Next Semester Maximum Credits
$\geq 2,75$	12
$< 2,75$	9

CHAPTER VII ACADEMIC LEAVE

Article 15

- (1) Students can take academic leave (stop temporarily) in a certain semester with an acceptable reason.
- (2) Academic leave as referred to in paragraph (1) may be granted to students who have attended lectures for at least one semester and who are not in a state of losing lecture rights, unless there is another policy from the Chancellor on the proposal of the Dean for certain cases.
- (3) Academic leave must be authorised by the Dean.
- (4) The maximum number of academic leaves as referred to in paragraph (1) that can be taken by undergraduate students of the S-1 programme is a maximum of two semesters.
- (5) Consecutive academic leave is a maximum of two semesters.
- (6) Academic leave does not count towards the active study period.
- (7) In certain cases (such as illness and or other acceptable reasons), students who have been registered in the current semester can apply for academic leave to the Rector at the suggestion of the Dean.

CHAPTER VIII ACADEMIC QUALITY ASSURANCE

Article 16

- (1) Faculties and Study Programmes are required to implement academic quality assurance as accountability to stakeholders.
- (2) The implementation of academic quality assurance by the Faculty and Study Programmes as referred to in paragraph (1) aims to meet and/or exceed the national standards of higher education in order to be able to develop sustainable education quality.
- (3) Academic quality assurance as referred to in paragraph (1) includes several dimensions concerning the quality of higher education, namely input, process, output, and impact.
- (4) Academic quality assurance activities as referred to in paragraph (1) are carried out through the stages of planning, monitoring, internal and external audits, self-evaluation, correction, and follow-up for continuous quality improvement.
- (5) Faculties and Study Programmes must have and implement academic quality assurance documents, including: Study Programme Specifications, Academic

Strategy Plan, Academic Policies, Academic Standards, Academic Regulations, and Academic Quality Manual.

- (6) Further provisions regarding academic quality assurance as referred to in this article refer to the Rector's Regulation.

CHAPTER IX COURSE

Part One Higher Education Curriculum

Article 17

- (1) The curriculum that is the basis for the implementation of education at the Faculty of Agriculture ULM is developed and implemented in accordance with the principles based on the Indonesian National Qualifications Framework (KKNI).
- (2) The curriculum contains a set of plans and arrangements regarding graduate learning outcomes (CPL), study materials, processes, and assessments used as guidelines for implementing study programmes.

Second part Curriculum Structure and Composition

Article 18

To achieve the CPL that have been determined as referred to in Article 17 paragraph 2. The formulation of minimum learning outcomes is listed in SN DIKTI and the results of the agreement of similar Study Programme Forums (consortiums / scientific associations) by involving the professional world and stakeholders.

Article 19

The curriculum is evaluated regularly within a maximum period of five years by the Study Programme and submitted to the Faculty Senate for approval and proposed by the Dean to the Rector.

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Article 20

- (1) Courses in each study programme must include: a. Religion; b. Pancasila; c. Citizenship; and d. Indonesian language.
- (2) Other courses are formulated by:
 - a A forum or meeting of managers of similar study programmes, which is then ratified by the Directorate General of Belmawa Kemristek-Dikti in accordance with the KKNI qualifications.
 - b. Institutions that organise study programmes by including compulsory university courses.

Third Part

Graduate Learning Outcomes

Article 21

- (1) Each study programme must set CPL
- (2) CPL include:
 - a. Able to apply their field of expertise and utilise science, technology, and/or art in their field in problem solving and able to adapt to the situation at hand.
 - b. Mastering the theoretical concepts of certain fields of knowledge in general and the theoretical concepts of specialised parts in the field of knowledge in depth, and able to formulate procedural problem solving.
 - c. Able to make the right decision based on the analysis of information and data, and able to provide guidance in choosing various alternative solutions independently and in groups.
 - d. Responsible for own work and can be given responsibility for the achievement of organisational results.
- (3) CPL as referred to in paragraphs (1) and (2) are determined based on formulations that take into account input from stakeholders and the results of *tracer studies*.

Article 22

- (1) The Faculty Leader/Study Programme Coordinator must conduct monitoring and evaluation (monev) whether graduates meet the predetermined learning outcomes.
- (2) Monev as referred to in paragraph (1) is assisted by the Quality Assurance Committee (GJM) at the study programme level, the Quality Assurance Unit (UPM) at the faculty level, and the Quality Assurance Agency (LPMPP) at the university level.

Fourth Section

Preparation of Semester Learning Plan (RPS)

Article 23

- (1) The preparation of the course RPS must pay attention to the vision of the study programme.
- (2) The RPS is based on the *Learning Outcomes* (CP) or *Graduate Learning Outcome* (CPL) obtained in each course.
- (3) In order for the CP of each course to be achieved, the Study Programme Coordinator with his staff must carry out an evaluation at the end of the semester and the results are applied in the following semester.
- (4) In order for competency standards to be achieved, Faculty Leaders/Study Programme Coordinators must establish learning process standards and implement control of learning process standards.

Fifth Section Curriculum Review

Article 24

- (1) Curriculum review (evaluation of the review of curriculum documents and/or content standards), carried out within a maximum period of five years, or the study programme in question has produced graduates with the applicable curriculum in the study programme that has been determined by the rector.
- (2) Further provisions regarding the mechanism for preparing and reviewing the curriculum as referred to in paragraph (1) shall be regulated by each study programme by referring to the prevailing laws and regulations.
- (3) Curriculum changes based on evaluation results are enacted after obtaining a Rector's Decree.

Sixth Section Password/Course Code

Article 25

- (1) Each course in each study programme is given a password/code to help ease management in the academic database.
- (2) Course passwords/codes in each study programme as referred to in paragraph (1) are designed uniquely that can characterise the faculty, study programme, competency element group, year of presentation, and sequence number in the group of each competency element.
- (3) Further provisions regarding the guidelines for coding/coding of courses as referred to in paragraph (1) and paragraph (2) refer to the applicable Rector's Regulation.

Seventh Section Fieldwork Practices / Internships / Student Work Colleges

Article 26

- (1) One of the following labour courses: PKL / Internship / KKN, which is mandatory for students with a weight of two to four credits.
- (2) The work study activities as referred to in paragraph (1) are selected/determined by each Study Programme.

Article 27

The implementation of KKN as referred to in Article 28 can take place in different ways, depending on several things, such as whether or not there is cooperation with stakeholders, the existence of KKN themes set by collaborating stakeholders, or the opportunity to integrate KKN implementation with activity designs prepared by lecturers or the ULM Research and Community Service Institute (LPPM) who have

successfully obtained KKN grants from the Directorate General of Higher Education of the Ministry of Research, Technology and Higher Education or other parties.

Article 28

Guidelines for the implementation of PKL / Internship / KKN as referred to in Article 27 are regulated by the faculty with separate regulations.

CHAPTER X E-LEARNING IMPLEMENTATION

Article 29

- (1) Faculties/Study Programmes that meet the standards in accordance with the applicable provisions may implement distance education through the implementation of *e-learning* while still referring to the SKS system.
- (2) The study programme as referred to in paragraph (1) may only conduct distance education through *e-learning* after obtaining permission from the Rector on the recommendation of the Dean.
- (3) Further provisions regarding the implementation of *e-learning* as referred to in paragraph (1) and paragraph (2) shall be regulated by regulation of the Rector.

CHAPTER XI COURSE OFFERINGS

Article 30

- (1) Course offerings are based on the existing Study Programme Curriculum in each Study Programme.
- (2) For Study Programmes that implement the curriculum by offering courses other than the SKS system, the course offerings are regulated separately by the Study Programme with the approval of the Faculty to be proposed to the University.

Article 31

- (1) Course offerings as referred to in Article 30 are made based on the sequence of courses that are related to each other and are associated with semester packages.
- (2) Course offerings as referred to in paragraph (1) are fixed every semester.
- (3) Courses that have been programmed by students in KRS that do not meet the requirements as referred to in paragraph (1) are declared cancelled.

Article 32

The presentation of courses per semester that may be taken by students as referred to in Article 31 is regulated by the Study Programme.

Article 33

The lecture schedule is issued by the faculty no later than one week before the KRS filling schedule begins.

Article 34

The offering of activities for diploma education programmes, other undergraduate strata education programmes, and professional education programmes is regulated by separate provisions with the Rector's Decree on the proposal of the Dean / Study Programme Coordinator.

CHAPTER XII SEMESTER LECTURE PROGRAMME BETWEEN

Article 35

- (1) Between the even and odd semesters of each academic year, the Faculty/Programme of Study may organise an intermediate semester in the form of an intermediate semester lecture programme.
- (2) The Intermediate Semester lecture programme as referred to in paragraph (1) is carried out for remediation, enrichment, and acceleration of graduation.
- (3) The Intermediate Semester lecture programme is held in 16 meetings, including midterm and final exams.
- (4) The maximum number of courses that can be followed by students is 9 (nine) credits.
- (5) If a course has been programmed by a student participating in the Intermediate Semester lecture programme and the amount is eligible, or the student is willing to pay according to the minimum amount set, then the course must be facilitated by the faculty.
- (6) Further provisions regarding the requirements, costs and implementation of the Intermediate Semester lecture programme as referred to in paragraph (1) and paragraph (2) refer to the applicable university regulations.

CHAPTER XIII ADVISORY

Article 36

- (1) Before new students take part in educational activities, PA (Academic Advisor) lecturers are appointed.
- (2) PA student lecturers as referred to in paragraph (1) are permanent lecturers in the study programme concerned, determined by the Dean on the proposal of the Study Programme Coordinator.
- (3) The appointment of PA lecturers as referred to in paragraph (2) is announced before the consultation period of the study plan.

Article 37

PA lecturers as referred to in Article 36 are obliged to assist students in preparing study plans and solving problems they face, especially in the academic field.

Article 38

To ensure smooth service by PA lecturers, the Faculty/Study Programme Coordinator must carry out monitoring and evaluation of academic services.

CHAPTER XIV LECTURE AND PRACTICUM

Part One Lecture Time

Article 39

- (1) Lectures and/or practicums are held every weekday from 08.00-18.20.
- (2) Lectures must be held in the faculty environment, except for visiting practicum and practicum for certain courses whose laboratory facilities are not available in the faculty.
- (3) The schedule of lectures and/or practicum as referred to in paragraph (1) is arranged by the faculty together with the study programme.
- (4) Excluded from the provisions referred to in paragraph (1) in the event of very urgent circumstances (for example due to the large number of holidays, or because the lecturer does not meet the attendance requirements for giving lectures), so that lectures and / or / practicum are less than 12 (twelve) meetings (excluding UTS and UAS), then the lecturer is obliged to replace it at another time outside the quiet period determined based on the agreement of lecturers and students, including the possibility of holidays, by notifying the Study Program and / or the Faculty Education Subdivision.

Second part Learning Management

Article 40

- (1) At the beginning of each lecture, the lecturer / Person in Charge of the Course must submit the RPS. Lectures to students participating in the course concerned and submit the archive to the Study Programme.
- (2) The RPS as referred to in paragraph (1) contains a brief description, learning objectives, *Learning Outcomes* (CP) or Graduate *Learning Outcome* (CPL), subject matter (topic), planned evaluation, and materials/sources of information/references.

Article 41

- (1) In every lecture activity, lecturers and students must fill in the attendance list, and lecturers must observe the correctness of the attendance list.

- (2) After each lecture/reception meeting, the Class Leader submits a list of student attendance at the lecture/reception to the Academic Information System (AIS) operator at the Study Programme/Faculty.
- (3) Data on student attendance conditions as referred to in paragraph (2) will be used to evaluate whether or not a student is allowed to take UAS in accordance with the specified requirements.
- (4) In the event that a student is not allowed to take the final exam because of the problem of his/her absence in the lecture/responsi, the lecturer can give consideration to allow it by giving a replacement assignment to the student concerned.

Article 42

- (1) In the event that a lecturer who has been listed in the lecture schedule is permanently absent, the lecturer is replaced by another lecturer determined by the Dean at the suggestion of the Study Programme Coordinator.
- (2) For courses taught by a team of lecturers, at the beginning of each semester, the Course Coordinator Lecturer must coordinate to evaluate/review the RPS, as well as arrange the division of tasks and arrange the allocation of lectures among members proportionally.

Article 43

- (1) The Study Programme Coordinator is responsible for the smooth running of the learning process.
- (2) The Study Programme Coordinator must request the RPS of the courses in the lectures as referred to in Article 40 to each Lecturer in Charge of the Course.
- (3) Monitoring of the implementation of the course RPS in lectures as referred to in paragraph (2) is carried out by the Study Programme Coordinator.
- (4) The Study Programme Coordinator is obliged to monitor and evaluate the attendance of lecturers in learning activities as referred to in paragraph (1).

Article 44

- (1) The Course Coordinator lecturer is responsible for the running of the lecture in accordance with the plan contained in the RPS.
- (2) The Lecturer in Charge of the Course through the Study Programme Coordinator / Head of Department requests the Faculty Leader to give a warning to lecturers who are not present at the learning activities scheduled for them.
- (3) The Study Programme Coordinator reports the implementation of learning activities to the Faculty Leader.

Third Part

Lecture Attendance

Article 45

- (1) Students are required to attend lectures, practicums, and/or other academic activities in accordance with their study plan in an orderly and regular manner on the basis of applicable provisions.
- (2) Students must attend lecture activities at least 80% of the lecture implementation as referred to in paragraph (1).
- (3) Students are required to complete 100% of practicum assignments / paper / paper / report, and / or other assignments given by the lecturer.
- (4) Students who are officially assigned by the Faculty/University or local and central government during the lecture period, their absence can be considered to determine the minimum number of attendance at lecture events. To be able to take the UAS of a course, the student concerned must have attended lectures and / or practicum at least 60% attendance.

CHAPTER XV

EVALUATION OF STUDENT LEARNING OUTCOMES

Part One

Purpose, Form, and Method of Evaluating Student Learning Outcomes

Article 46

- (1) Evaluation of learning outcomes for one course is intended to assess the level of student mastery of the teaching materials presented in the course in accordance with the RPS.
- (2) Assessment results are expressed with a score of zero to 100.
- (3) The form of evaluation of learning outcomes as referred to in paragraph (1) can be in the form of UTS, UAS, practicum exams, academic assignments, quizzes, and other forms that can measure the competencies to be achieved.
- (4) In accordance with the learning principles of the Curriculum based on KKNl, the assessment of learning outcomes as referred to in paragraph (1) must include cognitive, psychomotor, and affective aspects.

Article 47

- (1) UTS and UAS are held on a scheduled basis prepared by the Faculty in accordance with the academic calendar.
- (2) In certain cases, UTS and UAS outside the predetermined schedule as referred to in paragraph (1) and paragraph (2) can be carried out with the permission of the Dean.
- (3) UTS and UAS are carried out in accordance with applicable rules.

Article 48

- (1) UTS and UAS can be carried out in various ways such as written exams (with or without being allowed to open books (*open/close book system*), multiple choice or free answer, oral exams, exams in the form of seminar presentations, exams in the form of giving academic assignments, exams in the form of writing scientific papers, and other forms that can measure the competencies to be achieved.
- (2) The forms of evaluation of student learning outcomes and their weight/percentage towards the final grade are determined by the course lecturer and included in the lecture contract.
- (3) Every student's work (exams before the final exam and other academic assignments) as referred to in paragraph (1) must be checked and the results informed to students no later than one week before the final exam.

Article 49

- (1) Students who do not fulfil the attendance requirements as stipulated in Article 45 are not allowed to take UAS.
- (2) Students who have fulfilled the requirements to take the UTS and UAS, but for some reason cannot follow it with certain reasons supported by official documents and acceptable to the Dean, can take a follow-up UTS and UAS exam whose time can be arranged separately, not more than 1 (one) week after the scheduled UTS and UAS ends, unless there is a reliable reason.

Article 50

For courses that are conducted in parallel, although the lecturers are different, the course exams must be given with the same questions and time allocation.

Second part Remedial

Article 51

- (1) Remedials are given to students who fulfil the requirements of the course but do not pass (D+, D and E)
- (2) Students who carry out remedials get a maximum grade of C (pass)
- (3) Remedials are carried out in the period before final grade validation.
- (4) Lecturers must show provisional grades before validation to give students the opportunity to apply for remedial exam.

Article 52

Further provisions regarding exam requirements, exam schedule, validity of exam participants, and exam rules are regulated by the Faculty.

Third Part

Components of Student Learning Outcomes Assessment

Article 53

- (1) The final course grade is the result of the calculation of the assessment components as listed in Article 46 paragraph 3 designed by the lecturer and/or the relevant Study Programme based on existing guidelines.
- (2) For courses taught by a team of lecturers, the final grade as referred to in Article 48 is a combination of the assessment of all Team members and the Course Coordinator by taking into account the principle of proportionality.

Article 54

The weight of each element of the assessment of student learning success related to Thesis, PKL, KKN, Internship or other similar assignments, is regulated separately by the Faculty / Study Programme.

Third Part

System and Method of Giving Quality Score and Quality Score

Article 55

- (1) The results of the final assessment with a score of 0-100 are used to provide quality scores and quality numbers.
- (2) The provision of quality grades or quality numbers from the final result assessment results, prioritised using the Benchmark Assessment system (PAP). The Normal/Normative Benchmark Assessment System (PAN) can be used if the percentage of passes using PAP is low (the number of students with grades > C is less than 50%).
- (3) Quality scores, quality numbers, and quality designations based on the PAP system, refer to the following provisions:

Final Grade	Quality Value	Weighted Letter Grade
≥ 80	A	4,00
77 - < 80	A-	3,75
75 - < 77	B+	3,50
70 - < 75	B	3,00
67 - < 70	B-	2,75
64 - < 67	C+	2,50
60 - < 64	C	2,00
50 - < 60	D+	1,50
40 - < 50	D	1,00
00 - < 40	E	0,00

- (4) If PAN is used, refer to the following provisions:

Final Grade	Quality Value	Weighted Letter Grade
$X + (2.25 \times SD)$	A	4,00
$X + (1.50 \times SD)$	B+	3,50
$X + (0.75 \times SD)$	B	3,00
$X + (0.00 \times SD)$	C+	2,50
$X - (0.75 \times SD)$	C	2,00
$X - (1.50 \times SD)$	D+	1,50
$X - (2.25 \times SD)$	D	1,00
$< [X - (2.25 \times SD)]$	E	0,00

Description: X = average value
SD = standard deviation

Fourth Section

Exam Grade Submission

Article 56

- (1) The final exam score as referred to in Article 53 paragraph (1) is then filled into the DPNA.
- (2) DPNA as referred to in paragraph (1) is uploaded in SIMARI after there is an announcement of the upload time of the final grade by the university.
- (3) If the lecturer does not enter the grades of all students participating in the course until the end of the deadline for entering grades, the students participating in the course will automatically receive a grade of B.
- (4) Grade revisions can be made by the SIA Operator at the Faculty to correct errors in grading.
- (5) Revisions to the grades given automatically as referred to in paragraph (3), can be made provided that the student obtains a grade better than B, except:
 - a. Students who are proven to have committed academic violations / fraud in participating in the course will have their grade revised to E.
 - b. Students who do not meet the minimum number of attendance in participating in academic activities in accordance with applicable regulations in one semester which is a requirement for the awarding of course grades, the revised grade becomes D or E.
- (6) Revisions were made using the following procedure:
 - a. Lecturers submit a grade revision proposal to the Vice Dean for Academic Affairs in writing.
 - b. The Vice Dean for Academic Affairs rejects or approves the grade revision proposal.
 - c. If the grade revision proposal is approved, the Faculty processes the grade revision in the Academic Information System.
 - d. The Vice Dean for Academic Affairs reports the revised grades to the Academic Bureau for validation.
- (7) Grade revisions as referred to in paragraphs (4) and (5) shall be made no later than the end of the following semester.
- (8) There is no revision of grades for students who have passed their studies

(graduated).

Article 57

- (1) The student learning outcome score is the final score uploaded in SIMARI based on the agreement of the lecturer.
- (2) Active students who do not meet the number of attendances in participating in academic activities in accordance with applicable regulations in one semester will be given the letter code TM and calculated in the semester grade point average with a weight of zero.
- (3) In the event that a student retakes a course, the passing grade for the course is based on the last grade obtained.
- (4) For students who for a valid reason obtain a leave of absence in the current semester, all courses that are being followed will be deleted and recorded as leave status.

Article 58

- (1) The grade point average is a measurement tool for the results of a student's study during the lecture.
- (2) The grade point average is calculated at the end of each semester and consists of Semester Grade Point Average (IPS) and Cumulative Grade Point Average (GPA).
- (3) The amount of the Achievement Index (IP) is calculated through the sum of the results of multiplying the credits with the letter grade weight for each course, divided by the number of credits.
- (4) Grade Point Average (GPA) is an achievement index calculated from all courses with a minimum grade of C from the first semester to the last semester.

Fifth Section Course Passing Grade Limit

Article 59

- (1) The grade limit to pass is $\geq C$
- (2) Credits Earned (KD) which is a statement of the number of credits that are considered to have been successfully collected by a student, namely the number of credits of courses with a grade $\geq C$.

Article 60

If 50% of the students participating in the course get a grade less than C, the Dean / Coordinator of the Study Programme must immediately find out the causes and anticipate the next lecture / academic activity.

Sixth Section Recourse

Article 61

- (1) *Recourse* is the re-enrolment of students in lectures for a course they have attended.
- (2) The *recourse* grade as referred to in paragraph (1) which will be taken in calculating GPA, is taken from the last grade.
- (3) The maximum *recourse* grade as referred to in paragraph (2) is A-.

Seventh Section Issuance of Study Result Card

Article 62

The issuance of the study result card (KHS) is done through SIMARI.

CHAPTER XVI EVALUATION OF STUDY SUCCESS

Part One Study Success Evaluation Objectives

Article 63

The purpose of evaluating study success is to measure student success in taking the academic load in accordance with the curriculum within a certain time limit which is reflected in the IPS and the number of KD during a certain time limit.

Second part Semester Study Success Evaluation

Article 64

- (1) Evaluation of the success of undergraduate semester studies is carried out at the end of each semester, covering all courses programmed by students in the semester concerned, which are expressed in IPS.
- (2) The IPS of each semester is calculated with two decimals to be used in determining the study load that may be taken in the following semester.

Third Part Evaluation of First Two Years Study Success

Article 65

- (1) Evaluation of the success of the S-1 programme is carried out 2 (two) times, namely at the end of the First Two Years and at the end of the Second Two Years.

- (2) The evaluation of the success of the **First Two Years of** study is organised as follows:
- a. At the end of the first two years (four active semesters), starting from when the student is registered as a new student, the success of the student's studies is evaluated to be used as a consideration whether the student concerned may or may not continue his/her studies.
 - b. The student is considered capable of continuing their studies if after the **first two years** they fulfil the following conditions:
 1. able to accumulate a minimum of 48 credits, with a minimum grade of C or a minimum IPK of 2.00.
 2. if within two years you are able to accumulate more than 48 credits, then for the evaluation, 48 credits are taken from the courses with the highest grades.
- (3) Students who in the first two years cannot fulfil the requirements as referred to in paragraphs (1) and (2), then the person concerned is declared to *drop out*.
- (4) The determination of study termination for students as referred to in paragraph (3) shall be made by the Rector upon the recommendation of the Dean.

Fourth Section **Second Two-Year Study Success Evaluation**

Article 66

- (1) Evaluation of the success of the Second Two-Year study is carried out after the second two years (eight active semesters), students may continue their studies if they have fulfilled the following conditions:
- a. able to accumulate a minimum of 96 credits, with a minimum grade of C or a minimum IPK of 2.00.
 - b. if within 8 (eight) active semesters, students have been able to accumulate more than 96 credits, then for the evaluation of the success of the Two-Year Study, both 96 credits are taken from the courses with the highest grades.
- (2) Students who within four years (8 active semesters) cannot meet the requirements as referred to in paragraph (1), are not entitled to continue their studies at the Faculty / Study Programme concerned or are declared to have *dropped out*.
- (3) The determination of dropping out of classes for students as referred to in paragraph (2) is determined by the Rector on the recommendation of the Dean.

Article 67

Evaluation of study success for professional programmes is regulated in separate regulations.

CHAPTER XVII

FLOW OF COMPLETION OF UNDERGRADUATE STUDIES

Part One

Study Completion

Article 68

- (1) Completion of undergraduate studies at ULM's Faculty of Agriculture can be done through a thesis or a final project in lieu of a thesis.
- (2) Thesis is a scientific paper resulting from undergraduate student research that discusses a problem or phenomenon using applicable scientific principles which include problem identification, data collection, data analysis and conclusions.
- (3) The final project is an alternative academic activity to a thesis that can be in the form of: technological design work, entrepreneurship, competitive scientific work, or scientific articles.
- (4) The form of the final assignment that replaces the thesis submitted by the student must be based on the approval of the thesis supervisor / final assignment and known by the study programme coordinator.

Second part

Thesis/Final Project Supervisor

Article 69

- (1) Each student who carries out a thesis or final project is guided by one thesis / final project supervisor or two people with the second supervisor can come from outside the study programme based on certain considerations.
- (2) The thesis/final project supervisor is determined through a dean's decision letter based on the proposal of the study programme coordinator.

Third Part

Final Project Activity Requirements

Article 70

- (1) Technology design work:
 - a. Design or design of concept-based equipment or software that is futuristic in nature to solve existing problems or anticipate problems that may occur in the future.
 - b. The technological design work produced by students must be beneficial to society and must be in accordance with the student's scientific field in the study programme.
 - c. Students compile a report containing a description of the technology design.

- d. Students are mentored by lecturers from the same study programme as the student.
- e. Student work should be published at least in national scientific journals or proceedings.

(2) Entrepreneurship

- a. Forms of entrepreneurial activities related to agricultural/agricultural technology/livestock disciplines starting from planning, implementing, managing, controlling, and evaluating business development activities.
- b. The business has been running for a minimum of 6 months before the thesis examination is held and the average turnover is at least IDR 30 million per year as shown by proof of *cash flow* book, as well as proof during visitation by the supervisor.
- c. The prototype of the entrepreneurial product is compiled in the final report in accordance with the writing guidelines set by the faculty.
- d. The results of this student entrepreneurship activity must be published in a national scientific journal.

(3) Competitive scientific work

- a. Competitive scientific work (KIK) that is recognised as a final project in lieu of a thesis is a national or international competition programme organised or recommended by the Ministry of Education and Research, such as the Student Creativity Programme.
- b. Students who can make thesis changes are students who are the head or members of the programme that has passed the funding.
- c. KIK materials or topics that are recognised as final assignments in lieu of a thesis must be in accordance with student competencies based on the study materials contained in the curriculum structure of each study programme.
- d. KIK is supervised by a lecturer from the same field of study as the student or team leader if in a group.
- e. Fulfil all required outcomes as stated in the competition programme guidelines
- f. Prepare the final report in accordance with the writing guidelines set by the faculty.
- g. Students who pass Pimnas are exempted from the final project assessment exam in lieu of a thesis and are entitled to an A grade.

(4) Scientific article

- a. Recognised scientific articles are the results of their own research studies/analysis (primary data), the results of literature searches (secondary data) or the results of reviews by students and must be in accordance with the student's scientific field in the study program.
- b. Scientific work is written with the student as the first author and must include the name of the supervisor as the correspondence author.
- c. Scientific work is written in the fifth semester and above or a maximum of one year until the student is declared graduated.
- d. Scientific work has been published or *accepted* for publication (*accepted*) at least in a Sinta 4 Accredited National Journal or in international seminar/conference proceedings indexed in Scopus or Web of Science (WOS) or reputable international journals.
- e. Proof by pdf printout of journal pages or *letter of acceptance* (LoA).

- f. Students whose articles are published in Sinta 1 or Sinta 2 Accredited Journals or reputable international journals are exempted from the assessment test and are entitled to an A grade.
- g. The provision of reputable international journals refers to the applicable regulations at the Ministry of Research and Technology of the Republic of Indonesia.
- h. The affiliation used is the study programme of the Faculty of Agriculture, Lambung Mangkurat University (ULM) by including a correspondence email with the domain ulm.ac.id.

Fourth Section Final Project and Thesis Assessment

Article 71

- (1) The thesis or final project assessment exam consists of a chairperson and two member examiners consisting of examining lecturers and/or supervisors.
- (2) If there is a supervisor from outside the study programme, the number of member examiners becomes three.
- (3) The examination team is appointed by the dean upon the proposal of the study programme coordinator.

Fourth Section Graduate Seminar

Article 72

- (1) Undergraduate seminars can be in the form of a thesis research results seminar or a final project in lieu of a thesis presented in oral or poster form.
- (2) Seminar assessment Article 72 (1) is carried out by the thesis / final project supervisor.
- (3) Undergraduate seminars can be replaced by national or international scientific seminars or conferences that are in accordance with the competence of the student's study programme with the student as the first author and include the name of the supervisor presented orally or poster.
- (4) The provisions of Article 72 (2) are evidenced by the proceedings containing the article in question and a certificate stating the oral or poster presentation of the article in question by the student.

Fifth Section Thesis and Final Project Completion Time

Article 73

- (1) Students must programme their thesis or final project and degree seminar in the study plan card (KRS).

- (2) Seminar and thesis or final project assessment examinations are conducted in the semester in which the course is programmed.
- (3) If the student does not carry out the assessment test, the grade of the course becomes E and the student reprogrammes the course in the following semester.
- (4) If in the following semester the assessment test is not carried out, then students are allowed to re-programme in the following semester (3rd semester) with a maximum thesis or final project grade of B.
- (5) If up to 2 semesters students have not carried out the thesis or final project assessment test, the study programme coordinator is obliged to conduct an evaluation and can propose a replacement for the thesis or final project supervisor if necessary.

Article 74

Students who pass the thesis or final project examination are obliged to make improvements or revisions to the report according to the suggestions of the examiners.

- (1) Improvement or revision is declared complete if the thesis or final project report has been bound and signed by the supervisor and approved by the study programme coordinator and completes the files to register for graduation.
- (2) Registration for graduation is done no later than one month after the exam, and if it is more than one month, the thesis or final project grade is reduced as follows:

No.	Delay	Impairment
1.	1 month	0,5
2.	2 months	1,0
3.	3 months	Exam repeated

- (3) Extension of time for thesis/final project revision and graduation without lowering the thesis/final project examination grade for certain reasons can be done with the recommendation of the examination team and approved by the study programme coordinator.
- (4) The Faculty conducts judicium meetings once a month on Monday of the second week of each month or can be held at other times if necessary to adjust the grade input limit or determination of the study period.
- (5) Students can take part in the undergraduate judicium if they have fulfilled the requirements and submitted the complete undergraduate judicium documents to the academic subdivision of the Faculty no later than one month after completing the revision or improvement of the thesis / final project report.

CHAPTER XVIII GRADUATION REQUIREMENTS AND PREDICATE

Part One Graduation Requirements

Article 75

Students are declared to have completed their education or graduated from the undergraduate programme if they have fulfilled the following requirements:

- a. Registered as a student both administratively and academically.

- b. Not exceeding the specified maximum study limit (active semester).
- c. Have successfully accumulated a number of KD ranging from 144-160 SKS (the amount of which is in accordance with the curriculum of the study programme concerned).
- d. Fulfil the composition of a number of courses in accordance with the demands of the curriculum of the study programme concerned.
- e. Have an IPK ≥ 2.00 .
- f. Have completed all obligations and/or duties imposed that must be fulfilled, including the completion of the final project / thesis that has been corrected.
- g. Fulfil the graduation requirements determined by the faculty.

Article 76

Evaluation of study success or graduation at the end of the professional programme will be regulated by separate regulations.

Second part Graduation Predicate

Article 77

- (1) The predicate of graduation is a qualification of student success that reflects the achievement of competencies obtained after following the entire higher education programme as specified in the curriculum of the study programme being undertaken.
- (2) Each student who has graduated is given a graduation title.
- (3) Fill in alumni data on the online judiciary portal on the page <http://ulm.ac.id/>
- (4) The predicate of graduation after attending / completing a higher education programme consists of three levels and is stated on the academic transcript, namely:
 - a. Satisfactory.
 - b. Highly Satisfactory. and
 - c. With Honours.
- (5) The predicate of graduation as referred to in paragraph (3) is based on GPA and length of study period.

Article 78

Criteria for passing the undergraduate programme, namely:

- (1) Satisfactory graduation predicate is given if you obtain a GPA of 2.76-3.00.
- (2) Very Satisfactory graduation predicate is given if you obtain a GPA of 3.01 to 3.50.
- (3) The predicate of graduation with honours is given if you obtain a GPA of 3.51 - 4.00, complete your studies on time (8 semesters) or faster, and without repeating courses.
- (4) If you have a GPA of 3.51 - 4.00, but did not graduate on time and/or have repeated courses, then you will receive a Very Satisfactory graduation predicate.
- (5) The Dean gave a special certificate of appreciation to graduates with honours.

- (6) The predicate of graduation with honours is not given to graduates of the S-1 programme who come from cross-track / transfer of S-0 programme credits.

CHAPTER XIX STUDENT ADMISSIONS

Part One Principles of New Student Admission

Article 79

The pattern of new student admissions is organised on the principle of:

- a. Fair and non-discriminatory, which does not distinguish between sex, religion, ethnicity, race, age, social position, and level of economic ability of prospective students, while taking into account the potential of prospective students and the specificity of the Faculty;
- b. Transparent and accountable, i.e. registration, selection, and announcement are carried out openly, and the number of new students accepted is in accordance with the capacity of each study programme.

Second part New Student Admission Program

Article 80

- (1) The implementation of new admissions for regular undergraduate programmes is carried out through new admissions channels whose patterns and procedures are determined by the University.
- (2) Further provisions regarding the requirements and procedures for admission of new students for vocational, postgraduate, professional or non-regular programmes refer to the Rector's Regulation with due observance of the prevailing laws and regulations.
- (3) The organisation and admission of professional education students can be in collaboration with ministries, non-ministerial government institutions (LPNK), and professional organisations responsible for the quality of professional services.

Third Part Admission of Students with Disabilities and Colour Blindness

Article 81

- (1) The Faculty of Agriculture in recruiting and selecting new students is inclusive, including students with disabilities based on recommendations from study programmes.
- (2) All study programmes in the Faculty of Agriculture accept partially colour blind students.

Fourth Section Giving Student Identity Number

Article 82

- (1) Each student is given a Student Identification Number, hereinafter referred to as NIM by the ULM Academic and Student Affairs Bureau (BAK).
- (2) Further provisions regarding the procedures for granting NIM as referred to in paragraph (1) refer to the Rector's Regulation.

Fifth Section Student Rights and Obligations

Article 83

- (1) Students have rights:
 - a. Utilise academic freedom responsibly to pursue and study knowledge in accordance with the norms prevailing in the academic environment.
 - b. Obtain the best education, academic and non-academic services in accordance with their interests, talents, passions and abilities.
 - c. Utilise faculty and university facilities in order to facilitate the learning process.
 - d. Receive guidance from a PA lecturer who is responsible for completing their studies.
 - e. Obtaining information services related to the study programme followed and its learning outcomes.
 - f. Complete the study earlier than the set schedule in accordance with the applicable provisions and requirements.
 - g. Obtaining welfare services in accordance with applicable laws and regulations.
 - h. Utilise faculty and university resources through student organisation representatives to manage and organise welfare, interests, and community life.
 - i. Transferring study programmes within the faculty, university, or to other universities in accordance with applicable regulations.
 - j. Participate in faculty and university student organisation activities.
 - k. Providing opinions, proposals, and suggestions to faculty leaders, especially those related to the function and achievement of educational goals through recognised student institutions in the faculty.
 - l. File objections to unfair treatment of their rights to the study programme/faculty/university in stages.
 - m. Participate in the selection of scholarships, outstanding students, and grants provided by faculties/universities/Directorate General of Learning and Student Affairs (Ditjen Belmawa) other funders. and
 - n. Receive awards according to their academic achievements.
- (2) Students have obligations:
 - a. Participate in bearing the costs of providing education, except for students who are given relief from these obligations in accordance with applicable laws and regulations.
 - b. Comply with all applicable rules and regulations of the faculty and university.

- c. Uphold the code of ethics as contained in the general guidelines for student attitudes and behaviour.
- d. Participate in maintaining the facilities and infrastructure as well as the cleanliness, order, and security of the faculty and university.
- e. Appreciate science and technology
- f. Maintain the authority and good name of the faculty and university.
- g. Uphold local and national cultural values.
- h. Participate/attend ceremonies and/or other academic activities organised by the faculty/university for outstanding students and scholarship recipients, and

CHAPTER XX REGISTRATION

Part One Registered status as a student

Article 84

- (1) All students who will be active in a semester are required to carry out registration consisting of administrative registration and academic registration at the beginning of each semester in accordance with the academic calendar.
- (2) A person is declared to have registered status as a student if the person concerned has carried out administrative registration and academic registration.
- (3) Administrative registration is a prerequisite for academic registration.
- (4) The registration referred to in paragraph (2) may be cancelled if it is found that the student does not meet the requirements and is unable to exceed the evaluation of the success of the First Two Years and Second Two Years studies as referred to in Articles 65 and 66.

Article 85

- (1) Students are prohibited from having dual status in the same period of academic activities in study programmes within ULM or dual status as students of other state universities or colleges, except for those participating in the *Twinning Program/Dual Degree/Credit Transfer System* organised by the faculty.
- (2) Students as referred to in paragraph (1) who are known to have dual status, are required to choose one of the study programmes/faculties/universities in writing to the dean to be submitted to the rector.
- (3) If during one semester since the dual status was discovered, the student concerned has not declared his/her choice, the university determines that the student concerned loses his/her status as a student.
- (4) Students from study programmes from other universities can take one or more courses in the faculty, as long as they are registered as visiting students of ULM.

Second part Administrative Registration

Article 86

- (1) Administrative registration is a re-registration by students at the university by filling in the forms provided in order to obtain registered status as a student.
- (2) Administrative registration is carried out by BAK at the beginning of each semester in accordance with the academic calendar.
- (3) Students who will be on academic leave for a certain semester are still required to carry out administrative registration and submit an Academic Leave Card to the Faculty Academic Subdivision to be submitted to the University BAK.

Article 87

- (1) New student administrative registration requirements:
 - a. Have passed the announcement of new student admissions in the applicable new student admission system;
 - b. Submit test participant cards and/or other evidence in accordance with the applicable new student admission system;
 - c. Submit a letter of approval from the dean for transfer students between faculties at ULM;
 - d. Submit a certificate of acceptance as a student from the rector to the ULM Faculty of Agriculture for transfer students from other universities;
 - e. Submit a duplicate of the Single Tuition Fee (UKT) payment receipt.
 - f. Submit a completed registration card.
- (2) Old student administrative registration requirements:
 - a. Submit an old student card or Academic Leave Card for those who took leave in the previous semester;
 - b. Submit a duplicate UKT payment receipt, including for students who will be on academic leave;

Article 88

- (1) Further provisions regarding the requirements and procedures for implementing administrative registration refer to the applicable Rector's Regulation.
- (2) Provisions regarding the procedures for implementing administrative registration as referred to in paragraph (1), are also equipped with respective work instructions for students and service officers in carrying out the administrative registration process, which are announced at each time of administrative registration implementation.

Third Part Academic Registration

Article 89

- (1) Academic registration is an activity for students to register themselves as participants in lectures / practicum / field activities offered in the semester they

will undergo by filling out and submitting KRS which has been signed by students and approved by Academic Advisors to the faculty to be submitted to the university and carried out at the beginning of each semester.

- (2) Academic registration requirements as referred to in paragraph (1) are carried out by:
 - a. Students fill in KRS online in the SIA portal according to the selected courses and the permitted SKS load based on the semester IPS. Furthermore, KRS will be approved by the Academic Advisor Lecturer or Supervisor by validating the student's KRS.
 - b. Students print KRS from the SIA portal and submit it to the Academic Advisor or Supervisor Lecturer to be signed and submitted to the Faculty Academic Subdivision for archiving.
 - c. KRS submission is accompanied by proof of UKT payment in accordance with the provisions stipulated by the rector and / or dean;
 - d. Fill in the required data online on the ULM official website (data to be entered and data entry procedures announced by the Rector) within the specified time limit.
- (3) Further provisions regarding the requirements and procedures for implementing academic registration are regulated by the faculty.
- (4) Provisions regarding the procedures for implementing academic registration as referred to in paragraph (3), are also equipped with respective work instructions for students and service officers in carrying out the academic administration process, which are announced at each time of implementing academic registration.

Fourth Section Resignation

Article 90

- (1) With reasons that are emergency (*force majeure*) and approved by the dean, students who have been registered in the current semester can apply for withdrawal (academic leave).
- (2) Students who are on academic leave for reasons as referred to in paragraph (1) must obtain a letter of introduction/recommendation from the dean and subsequently reported to the university.

Article 91

- (1) Students who do not re-register (administrative registration and/or academic registration) in a particular semester one month after the registration deadline without academic leave are considered to have resigned as students and lost their study rights, except for reasons that are *force majeure* and approved by the dean.
- (2) Things that need to be considered by the dean in giving approval are about:
 - a. The possibility that students can still attend lectures at least 80% of the lecture meetings, and the possibility of providing additional / substitute practicum, so that the obligation of 100% attendance of the practicum can still be fulfilled.
 - b. There may be time to update the University's student database before it is submitted to the national academic data manager at DG Belmawa.

- (3) Students as referred to in paragraph (1) can continue to carry out administrative registration and academic registration if there is a cover letter / recommendation from the faculty.

Fifth Section Academic Fee

Article 92

- (1) The cost of education is used as the basis for determining the fees charged to students, the community and the government.
- (2) All faculty students are required to pay academic fee (UKT) in accordance with applicable regulations.
- (3) UKT payments are made through partner banks that have collaborated with the university;
- (4) The implementation of UKT payment refers to the ULM UKT Payment Guidelines
- (5) UKT and registration fees are paid at the beginning of each semester, which refers to the academic calendar set by the rector.
- (6) UKT relief can be given to underprivileged students upon the proposal of the dean and approval from the rector.
- (7) Students who temporarily stop either due to academic leave or due to academic sanctions are subject to an obligation to pay UKT by 50%, if the application for academic leave is made at the beginning of the semester. For students who are sanctioned, the academic leave period is counted as a study period.
- (8) If the application for academic leave as referred to in paragraph (5) is not made during the registration schedule (beginning of semester), the UKT money that has been deposited cannot be taken back.

Sixth Section Student Identity Card (KTM)

Article 93

- (1) The Student Identity Card is issued as the identity of the student concerned for the purpose of various campus and academic activities within ULM.
- (2) The Student Identity Card as referred to in paragraph (1) is issued by BAK and signed by the rector and/or Head of BAK.

Article 94

- (1) If the KTM is lost, a replacement can be provided by attaching a certificate from the authorities stating that the KTM is lost and a replacement KTM making fee will be charged.
- (2) The replacement KTM as referred to in paragraph (1) is issued by BAK.

CHAPTER XXI

ACADEMIC SANCTIONS AGAINST STUDENTS

Article 95

- (1) Violations of the provisions and obligations that apply to students as stipulated in this regulation and in other laws and regulations are subject to sanctions which can be in the form of:
 - a. Reprimand verbally or in writing.
 - b. The academic activities he participated in were declared invalid/cancelled.
 - c. Cancellation of all courses in the current semester.
 - d. Cancellation of examination grades for the course or academic activity concerned.
 - e. Not allowed to participate in academic activities for a certain period of time or *suspension*.
 - f. Dismissal or expulsion from the Faculty of Agriculture ULM/ULM (permanent dismissal), either honourably or dishonourably. or
 - g. Cancellation of diploma when a student has graduated from a programme.
- (2) In the case of permanent dismissal as referred to in paragraph (1) letter h, the implementation is regulated by the university at the suggestion of the faculty.

Article 96

- (1) Academic sanctions against students can be given in the form of not being allowed to continue their studies (*drop out*) as mentioned in Article 12 paragraph (4).
- (2) The imposition of academic sanctions as referred to in paragraph (1) shall be stipulated by a Decree of the Rector upon the proposal of the Dean.

Article 97

- (1) Other academic sanctions can be given if students carry out prohibited activities, both those regulated in the campus life rules and in other laws and regulations.
- (2) Academic violations, sanctions are imposed according to the level of the violation which is regulated as follows:
 - a. Students who commit fraud in an academic activity, then the success in the academic activity is declared invalid / cancelled. Students who are proven to be involved in cheating / taking advantage of other parties in academic activities which are the obligation of the students themselves to carry out independently, are subject to sanctions for cancelling the grades of all related courses / assignments in that semester, and can be added by revoking the right / permission to participate in academic activities temporarily (*suspension*) for a maximum of the next two semesters by calculating the suspension period as the length of the study period.
 - b. Students who deliberately make changes to KRS without the approval of the Academic Advisor, are subject to sanctions for not being recognised for taking courses that have changed (especially courses added to the KRS). If this violation is repeated by the student in another semester, sanctions will be imposed for cancellation of all courses in KRS for the current semester.
 - c. Students who give something to officers to manipulate their study result documents (such as DPNA, KHS, exam minutes, academic transcripts, or the

like), or forge the signatures of authorised officials, are subject to a sanction of *suspension* for one semester running by calculating the suspension period as the length of the study period.

- d. Students based on comparisons and witnesses have been proven to have plagiarised or plagiarised proposals / proposals or field practice / work practice / internship reports, theses, or scientific works of others, subject to sanctions as plagiarists in the form of:
 - 1. reprimand, written warning, or suspension of the granting of some student rights in accordance with the proportion of plagiarism of the results of the review and if it is done unintentionally.
 - 2. cancellation of the grade of one or more courses obtained by the student.
 - 3. honourable dismissal from student status.
 - 4. dishonourable dismissal from student status, or
 - 5. Cancellation of diploma if the student has graduated from a programme in accordance with the proportion of plagiarism from the review and if it is done intentionally and/or repeatedly.
- e. Students who commit violations in the form of issuing threats of violence, or acts of violence, or acts of destruction, or disturbances or vandalism, are subject to a suspension sanction whose length is in accordance with the mistakes made by calculating the suspension period as the length of the study period.
- f. Students who commit crimes in the campus environment or students who are declared to have committed a criminal offence based on a court decision that has the force of law, are subject to sanctions of dishonourable dismissal from their status as students.
- g. Students (on behalf of themselves or as administrators of student organisations within the Faculty) who impose their will contrary to the applicable regulations or policies made by the faculty/programme of study/department, are subject to sanctions of verbal or written warnings. If this violation is repeated by the student concerned, the sanction of suspension will be imposed for the next 1 (one) semester by calculating the suspension period as the length of the study period.
- h. Students who give something in any form to lecturers or education staff related to and affecting student grades or other student academic obligations, are subject to a sanction of suspension for the following semester by calculating the suspension period as the length of the study period. If this violation is repeated by the student concerned, the sanction is subject to cancellation of all exam scores or academic activities in the current semester.
- i. Students who cheat in exams, are undisciplined, cheat, or provide opportunities for friends to cheat, cause commotion, or disrupt the implementation of the exam, are subject to cancellation of the course related to the incident.
- j. Students who take exam questions without permission are subject to sanctions for cancellation of course grades or academic activities related to the incident.
- k. Students who ask other parties to do the tasks assigned to them, are subject to the sanction of cancellation of the activity, plus the suspension of the next semester by calculating the period of suspension as the length of study.
- l. Students who commit violations of physical violence, or immoral acts, are subject to a one-semester suspension by calculating the suspension period as the length of the study period. If this violation is repeated by the student

concerned, the sanction is subject to dishonourable dismissal from the status as a student.

- m. Students who are declared to have committed acts that defame and/or harm the good name of the faculty/university, are subject to sanctions of dishonourable dismissal from their status as students.
- n. For alumni, who in the future it is known that the acquisition of their grades is the result of falsification of documents (including academic documents), are subject to sanctions for cancellation of diplomas.

Article 98

- (1) Sanctions as referred to in Article 97 paragraph (2) letters a, b, c, d, e, and f are determined by the Dean on the proposal of the Person in Charge of the Course approved by the Coordinator of the Study Programme after the person concerned has been given the opportunity to defend himself.
- (2) Sanctions as referred to in Article 97 paragraph (2) letters g, h, and i are determined by the Chancellor on the proposal of the Dean after the person concerned has been given the opportunity to defend himself.
- (3) The imposition of academic sanctions as referred to in paragraph (1) and paragraph (2) does not eliminate other sanctions in accordance with the provisions of the applicable laws and regulations.
- (4) Further provisions regarding the procedures for imposing academic sanctions as referred to in paragraph (1) and paragraph (2) shall be regulated by the applicable Rector's Regulation.

CHAPTER XXII D O S E N

Part One Position and Duties of Lecturers

Article 99

- (1) Lecturer is a term for educators in higher education.
- (2) Lecturer is a functional official who is a professional educator and scientist at the higher education level with the main task of carrying out the tridharma of higher education.

Article 100

- (1) Lecturers with learning task status have learning duties and obligations.
- (2) Lecturers with study permit status have duties and obligations to study, as well as duties related to the tridharma of higher education.
- (3) The workload of study assignment lecturers is in accordance with applicable laws and regulations.

Article 101

As professional educators and scientists, lecturers must have academic qualifications, competencies, teaching certificates, be physically and mentally healthy, meet other required qualifications, and have the ability to realise national education goals.

Second part Rights, Authorities, and Obligations of Lecturers, and Prohibition for Lecturers

Article 102

- (1) In carrying out their duties, lecturers are entitled:
 - a. Obtaining protection in carrying out the duties of the Tri Dharma of Higher Education.
 - b. Obtaining opportunities to improve competence, access to learning resources, access to information, use learning facilities and infrastructure in accordance with applicable regulations, and carry out research and community service.
 - c. Have academic freedom, academic pulpit, and scientific autonomy in accordance with applicable regulations.
 - d. Have the freedom to give assessments and determine the graduation of students in accordance with applicable regulations.
 - e. Have the freedom to associate in professional organisations/scientific professional organisations.
 - f. Utilise facilities, infrastructure and work facilities in accordance with task needs, obligations and applicable procedures.
 - g. Appointed as a leader at the University/Faculty/Study Programme/Department in accordance with applicable regulations.
 - h. Receive coaching from senior lecturers, for junior lecturers (based on rank, academic position, and education level).
 - i. Participated in the selection of outstanding lecturers.
 - j. Obtaining grants provided by the Faculty/University/Ditjen Belmawa/other non-binding funders.
 - k. Apply for intellectual property rights.
 - l. Provide input to faculty leaders to improve the academic atmosphere.
- (2) Lecturer authority:
 - a. Provide assessment of student learning outcomes for matters related to the learning process for which they are responsible, with reference to applicable regulations.
 - b. Give a warning if there are students who violate the provisions and obligations, or report the violation to the faculty leader if the violation is considered serious.
 - c. Provide advice, direction, or motivate students to make progress in various aspects of life.
 - d. Fostering and developing students' extra-curricular activities while still paying attention to applicable regulations.
- (3) Lecturers have obligations:
 - a. Carry out the tridharma of higher education with dedication, professionalism, responsibility, and loyalty to the institution.
 - b. Maintain the good name and authority of the faculty/university.

- c. Fulfil the task load per certain unit of time in accordance with applicable regulations.
 - d. Always maintain his dignity as a lecturer.
 - e. Setting an example as an educator who is moral, faithful and devoted to God Almighty, and has the spirit of Pancasila.
 - f. Improve the integrity of a noble personality, open and responsive to changes in the progress of science, technology and arts (IPTEKS) and responsive to the problems faced by society, especially those related to their field of expertise.
 - g. Always improve their professional service capabilities by actively conducting research and developing their professionalism in a broader spectrum.
 - h. Maintain the infrastructure, facilities, and work facilities that he/she uses.
 - i. Mentoring junior lecturers for senior lecturers.
 - j. Participate in academic activities that are their duties and responsibilities.
 - k. Report in writing to the head of the faculty/programme of study every activity per semester related to the implementation of the Tridharma of Higher Education, including those originating from self-funding.
 - l. Provide guidance and advice to students in accordance with faculty/programme assignments.
 - m. Conduct introspection on feedback, the format of which is determined by the faculty/programme of study.
- (4) Prohibition for Lecturers:
- a. Requiring students to buy books, diktats, course modules or in other forms, either by themselves or by others and requiring it as part of the graduation assessment.
 - b. Modifying grades or negotiating passing grades with students (practice of buying and selling passing grades).
 - c. Leaking exam questions, both your own course questions and other lecturers' course questions or giving the opportunity to do so.
 - d. Assist students with exam questions or provide opportunities to do so.
 - e. Accepting gifts in any form from other parties related to and affecting student grades or lecturer obligations to certain students.
 - f. Creating or intermediating in the creation of coursework, final assignments / thesis, or other scientific works.
 - g. Treating students outside of propriety, such as making it difficult for students in academic activities or treating students unfairly.
 - h. Plagiarising the work and/or scientific work of students/lecturers/researchers/educational staff.

Article 103

The authority possessed by lecturers in carrying out teaching and learning activities, guiding and testing theses, testing thesis research proposals (comprehensive examinations), testing internship/practice field reports or the like, testing KKN reports, carrying out research activities and other academic activities, and carrying out community service activities must refer to the provisions and regulations that apply in the faculty.

Third Part

Sanctions for Violations of Lecturer Obligations and Restrictions

Article 104

Lecturers who violate the obligations as referred to in Article 102 paragraph (3) are subject to sanctions in accordance with the applicable laws and regulations.

Article 105

- (1) For lecturers who violate the prohibitions as contained in Article 102 paragraph (4), sanctions are given in accordance with the severity of the violation which can be in the form of:
 - a. reprimand.
 - b. written warning.
 - c. reduction in the number of courses.
 - d. not allowed to teach for at least one subsequent semester.
 - e. no additional student mentorship for at least one year.
 - f. delays in granting other lecturer rights.
 - g. delay in promotion.
 - h. other sanctions stipulated in the applicable laws and regulations.
- (2) The sanctions as referred to in paragraph (1) letters a to f, are determined by the dean on the proposal of the Coordinator of the Study Programme after the person concerned has been given the opportunity to defend himself.

CHAPTER XXIII

EDUCATION PERSONNEL

Part One

Duties and Responsibilities of Education Personnel

Article 106

- (1) Education personnel in their capacity as administrative facilitators, or laboratory assistants, or as technicians, or as librarians are intended to support all academic activities, including administrative support for the management of academic databases.
- (2) Every education personnel is obliged to support all academic activities on every line of the task force, starting from the university level to the faculty / study programme level. All education personnel are obliged to carry out the smooth and orderly administration and academic data.
- (3) Any deviations and violations in carrying out academic activities, to education personnel are subject to sanctions in accordance with applicable laws and regulations.

Second part
Prohibition of Education Personnel

Article 107

- (1) Education personnel are prohibited from committing the following acts:
 - a. Falsifying graduation scores, letters, and/or academic requirement documents.
 - b. Leaking exam questions and/or providing the opportunity to do so.
 - c. Accept gifts in any form from any party related to graduation scores or other administrative obligations.
 - d. Treating students outside of propriety, such as making it difficult for students in academic administration activities, treating students unfairly, and other things that are inappropriate.
- (2) Sanctions for violations as referred to in paragraph (1) shall be imposed in accordance with laws and regulations relating to the discipline of the state civil apparatus (ASN) and other relevant rules and regulations.

CHAPTER XXIV
TRANSFERRING AND SWITCHING STUDY LEVELS, AND
STUDY ASSIGNMENT STUDENTS

Part One
Transfer of Studies

Article 108

- (1) For certain reasons that are acceptable to the Study Programme Coordinator, the Faculty allows students to transfer study programmes within the same level of education programme, either between study programmes within the Faculty or between study programmes within the University, or students transfer to other universities, if they meet the applicable provisions and requirements, including the requirements set by the transferring faculty/study programme.
- (2) The transfer request as referred to in paragraph (1) cannot be granted for new students if they have taken at least two semesters in the Study Programme, and are not currently subject to academic sanctions/suspension or criminal sanctions.
- (3) Transfer requests as referred to in paragraph (1) cannot be granted for non-regular programme students to regular programmes.
- (4) With reasons acceptable to the Dean, the Study Programme can make a policy not to accept transfer students between study programmes at all.
- (5) The maximum study time limit for transfer students is seven years from the time they are registered as students in the original Study Programme.
- (6) Transfer between faculties and other study programmes is only done at the beginning of the academic year.

Article 109

- (1) Faculties with the approval of the university may accept transfer students from other state universities that have the same study programmes and implementation of the learning process as those in the faculty, provided that the original study programme is at least equally accredited.
- (2) Transfer students as referred to in paragraph (1) are not in a state of being subject to academic sanctions (disciplinary or *drop out*) or criminal sanctions which are strengthened by the recommendation of the head of the original state university.
- (3) Transfer students who can be accepted have a minimum of two semesters and have obtained SKS at least 20 credits, a maximum of four semesters and have obtained SKS at least 40 credits with a GPA ≥ 2.50 .
- (4) Admission of transfer students is conducted at the beginning of the academic year.
- (5) Transfer students must apply to the ULM Chancellor by attaching a letter of recommendation from the chancellor of the home state university and academic transcripts.
- (6) Before a transfer is granted by the dean, academic transcripts are reviewed by the Study Programme Coordinator to determine whether academic requirements have been met and determine which courses can be recognised (transferred) according to the curriculum of the receiving Study Programme.
- (7) The admission of transfer students as referred to in paragraph (1) shall be determined by a Rector Decree.
- (8) The study period for transfer students as referred to in paragraph (7) is seven years starting from the time they are registered at the original state university.

Second part Resignation as a student

Article 110

- (1) Students who for certain reasons can submit a written resignation from the university or transfer to another university.
- (2) Students who have resigned and requested a transfer letter as referred to in paragraph (1) are not allowed to re-register.

Article 111

Further provisions regarding the requirements and procedures for transferring students within and to ULM as referred to in Article 108 to Article 109 are regulated by ULM and the ULM Faculty of Agriculture.

Third Part
Level Transfer / Transfer of Education Programme

Article 112

- (1) Alumni of S-0 or Diploma education programmes organised by the University can be admitted to similar undergraduate programmes, both in regular and non-regular with credit transfer programmes, with a minimum GPA of 3.00.
- (2) Alumni of S-0 or Diploma education programmes from public universities outside the University can be accepted after passing the credit transfer programme qualification examination, with a minimum GPA of 3.00.
- (3) Alumni of S-0 or Diploma education programmes as referred to in paragraph (1) and paragraph (2) if the S-0 or Diploma education provider has an operational permit from the authorised official and is accredited.

Article 113

Arrangements for switching levels/transferring education programmes as referred to in Article 108 are regulated by the study programme concerned.

Fourth Section
Course Recognition

Article 114

- (1) New students who are accepted through the national admission pattern are not allowed to get recognition for courses that have been taken.
- (2) Recognition of courses that have been taken by transfer students and level transfer / transfer education programs is determined by the applicable Dean's Decree.
- (3) Further provisions regarding the requirements and procedures for course recognition as referred to in paragraph (2) shall be regulated by the applicable Dean Regulation.

Fifth Section
Study Duty/Learning Permit

Article 115

- (1) The University can accept students on duty/permits from agencies/offices/ministries/private institutions.
- (2) Prospective students for study duty/permits can be accepted as students if they fulfil the following requirements:
 - a. Pass the test organised by the faculty/university.

- b. Provisions and rules relating to registration, academic provisions that apply to students generally also apply to study assignment students, unless there are special provisions that have regulated them.

CHAPTER XXV

DIPLOMAS AND ACADEMIC TRANSCRIPTS

Article 116

- (1) As proof of graduation from an educational programme, graduates are awarded a diploma.
- (2) A diploma is valid if it is signed by the Dean and the Rector.
- (3) Further provisions regarding the form and procedures for issuing diplomas and proof of expertise/graduation as referred to in paragraph (1) and paragraph (2) shall be regulated by the Rector's Regulation.

Article 117

- (1) Diplomas and graduation/expertise certificates as referred to in Article 116 paragraph (1), paragraph (2), and paragraph (3) are attached with academic transcripts.
- (2) Academic transcripts are declared valid if signed by the Dean.
- (3) Further provisions regarding the form of academic transcripts as referred to in paragraph (1) shall be regulated by a Rector's Regulation.
- (4) Further provisions regarding materials, forms, contents, and procedures for issuing academic transcripts as referred to in paragraph (2) shall be regulated by a Dean Regulation.

Article 118

- (1) Academic transcripts are issued in Bahasa Indonesia, provided that if necessary the diploma and academic transcript can be accompanied by a translation in English.
- (2) Academic transcripts are given to students who have completed their studies no later than two months from the date of graduation.
- (3) If within more than two months from the issuance of the diploma and academic transcript as referred to in paragraph (2) is not taken by the graduate concerned, the graduate concerned shall be charged a maintenance administration fee determined by the faculty.
- (4) The Faculty is not responsible for diplomas and academic transcripts that are not collected by the person concerned within one year of issuance.

CHAPTER XXVI GRADUATION AND COMMENCEMENT OF GRADUATES

Part One Determination of Judicement

Article 119

- (1) The determination of the judicium is carried out on the 5th of each month. If the date in question falls on a holiday, the determination of the judicium is carried out on the next date.
- (2) Students who are graduated as referred to in paragraph (1) are determined by the Dean based on proposals from the Department.

Second part Organisation, Requirements and Graduation Ceremony

Article 120

- (1) At the end of the education programme, a graduation ceremony is held.
- (2) Graduation must be attended by all students who have been declared graduated by the Study Programme after fulfilling all the specified requirements.
- (3) Students who do not attend the graduation ceremony cannot collect their diploma.
- (4) Students who are declared graduated by the Faculty / Study Programme can register themselves as graduation participants and ULM alumni members *online*.
- (5) Graduation is carried out in accordance with the fulfilment of the quota of graduation participants.
- (6) The Rector/Dean gave awards to the best graduates at the University/Faculty level.
- (7) Requirements and procedures for the implementation of graduation and membership of alumni members will be regulated by special regulations through the Rector's decision.

Article 121

- (1) Every student who has been declared a graduate in the judicium as referred to in Article 115 paragraph (1) must attend the graduation ceremony in the graduation period.
- (2) Students who do not attend the graduation ceremony as referred to in paragraph (1) cannot take a diploma.
- (3) In certain cases or reasons, the Rector on the recommendation/approval of the Dean may give permission to students who do not attend the graduation ceremony as referred to in paragraph (2) to be able to take a diploma.
- (4) Further provisions regarding the requirements and procedures for graduation as referred to in paragraphs (1) to (4) refer to the applicable Rector's Regulation.

Third Part Best Graduate

Article 122

- (1) The Dean gives awards in the form of certificates to graduates with the title of Best Graduate in each graduation period.
- (2) The best graduates as referred to in paragraph (1) are graduates with the highest IPK (at least 3.00) and the shortest length of study (as much as the length of the scheduled study period plus two semesters for undergraduate students).
- (3) The best graduates as referred to in paragraph (2) are only given to graduates who have studied since the first semester/not transfers.
- (4) Further provisions regarding the requirements and procedures for determining the Best Graduates as referred to in paragraph (1) and paragraph (2) shall be regulated by the applicable Dean Regulation.

CHAPTER XXVII DEGREE AND GRADUATION DESIGNATION

Part One Types of Academic Degrees and Professional Designations

Article 123

- (1) Graduates of academic education are entitled to use the bachelor's degree.
- (2) Bachelor's degrees for graduates in the fields of agricultural science, animal science, and agricultural industry technology refer to applicable regulations.

Article 124

The use of professional titles is written in front of or behind the entitled name by including the abbreviation of the professional field.

Article 125

Types of academic degrees and their abbreviations follow the applicable provisions.

Second part Use of Academic Degrees

Article 126

- (1) The academic degree used by the eligible recipient, i.e. the highest level academic degree held by the eligible recipient.
- (2) The academic degree is included in the graduate's diploma.
- (3) The diploma and academic transcript also include the full name of the field of expertise concerned.

Third Part

Academic Degree Requirements

Article 127

The conditions for awarding academic degrees, namely:

- a. Have completed all obligations and/or duties imposed in following a study programme for academic education in accordance with applicable regulations.
- b. Have completed administrative and financial obligations regarding the study programme followed in accordance with applicable regulations.
- c. Have passed the judicium from the faculty that organises academic education.

Article 128

The awarding of academic degrees for undergraduate programmes is determined by a Decree of the Chancellor on the proposal of the Dean.

CHAPTER XXVIII

ACADEMIC DATABASE MANAGEMENT

Article 129

- (1) All academic database management at the Faculty/Study Programme level is carried out through the University's Academic Information System (AIS) technology.
- (2) The management of the academic database as referred to in paragraph (1) includes issuance, ratification, announcement, storage, confidentiality and all matters relating to archival management of all academic documents.
- (3) The information system as referred to in paragraph (1) aims to facilitate communication and institutional monitoring processes in stages and is expected to increase the speed and accuracy of decision-making processes related to improving the quality of education.
- (4) The Information System as referred to in paragraph (1) is also intended to support BAK and certain technical implementation units formed by the rector jointly or individually in accordance with their respective duties and responsibilities.

Article 130

The Dean/Study Programme Coordinator or assigned official is responsible for the management of academic data through the information system at the Faculty/Study Programme level.

Article 131

Further provisions regarding the management of academic data through information systems are regulated by the applicable Rector Decree.

CHAPTER XXIX TRANSITIONAL PROVISIONS

Article 132

- (1) All academic rights and obligations of students that have been fulfilled before the enactment of this Dean's Regulation are still recognised and declared valid.
- (2) All academic rights and obligations of students that have not been fulfilled according to the provisions and regulations that apply previously, after the enactment of this Dean's Regulation are adjusted and resolved casually by the Dean / Rector.

CHAPTER XXX CLOSING PROVISIONS

Article 133

Provisions and matters that have not been regulated in this Academic Regulation, are further regulated in separate regulations.

Article 134

When this Dean's Regulation comes into effect, Dean's Decree No. 005/UN8.1.23/SP/2020 concerning Academic Regulations of the Faculty of Agriculture ULM, is revoked and declared invalid.

Article 135

In order for all elements of higher education organisers to be aware, this Dean's Regulation is published in the Faculty Academic Handbook.

Article 136

This Dean's Regulation shall take effect from the Even Semester of the 2023/2024 Academic Year onwards, and adjustments shall be made as necessary.

Ditetapkan di Banjarbaru
pada tanggal 24 april 2024

DEKAN FAKULTAS PERTANIAN
UNIVERSITAS LAMBUNG MANGKURAT,



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