YOGYAKARTA STATE UNIVERSITY
RECTOR’S REGULATION
NO. 1/2019

ON

ACADEMIC REGULATION
YOGYAKARTA STATE UNIVERSITY

MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION
YOGYAKARTA STATE UNIVERSITY
2019
FOREWORD

First and foremost, we express our gratitude to God Almighty for the grace, blessings, compassion, and guidance for the completion of the 2019 Academic Regulation. This regulation is developed as the amended version of the Yogyakarta State University Academic Regulation No. 13 / 2015.

Secondly, we extend our highest appreciation to the team and all parties contributing to the development of the 2019 YSU Academic Regulation. It is our hope that the 2019 Academic Regulation can be used as the guideline by all YSU academic community in the implementation of academic programs.

Yogyakarta, January 31, 2019
Rector,

Prof. Dr. Sutrisna Wibawa, M.Pd.
NIP. 19590901 198601 1 002
TABLE OF CONTENT

TITLE PAGE ............................................................................................................................. i
FOREWORD ............................................................................................................................ ii
TABLE OF CONTENT ............................................................................................................ iii
DEVELOPMENT TEAM ......................................................................................................... iv
THE YSU RECTOR’S REGULATION ..................................................................................... 1

CHAPTER I General Provisions ............................................................................................... 3
CHAPTER II Student Admission and Requirements............................................................ 6
CHAPTER III Curriculum Structure ....................................................................................... 7
CHAPTER IV Course Time and Attendance ........................................................................... 8
CHAPTER V Study Completion and Leave of Absence ......................................................... 11
CHAPTER VI Academic Facilities ......................................................................................... 16
CHAPTER VII Learning Assessment ..................................................................................... 16
CHAPTER VIII Academic Norms ......................................................................................... 22
CHAPTER IX Transfer of Study Programs ........................................................................... 22
CHAPTER X Graduation Criteria ........................................................................................... 23
CHAPTER XI Higher Education Transfer, Credit Transfer, Double Degree, Double Study, Study Continuation Program .... 26
CHAPTER XII Academic Administration ............................................................................. 29
CHAPTER XIII Past Learning Recognition (RPL) and Student Work................................. 36
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<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
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YOGYAKARTA STATE UNIVERSITY RECTOR’S REGULATION
NO. 1/2019
ON
YOGYAKARTA STATE UNIVERSITY ACADEMIC REGULATION

BY THE GRACE OF GOD
RECTOR OF YOGYAKARTA STATE UNIVERSITY

Considering : a. that in order to implement Article 9 Clause (5) in the Regulation of the Minister of Research, Technology, and Higher Education No. 35/2017 on Yogyakarta State University Statutes, as well as to improve the process and result of the academic programs, there needs to be a legal foundation in the academic program implementations;

b. that by taking into account the inputs during the Yogyakarta State University Leadership Meeting on January 15, 2019, there needs to be a consideration on several proposed suggestions on the amendment in the Yogyakarta State University academic regulation;

c. that based on the considerations as stated in the letter (a) and letter (b), there needs to be a Rector’s Regulation on the Yogyakarta State University Academic Regulation;

In view of : 1. Act No. 20/2003 on National Education System (State Gazette of the Republic of Indonesia No. 78/2003, Supplement to State Gazette of the
Republic of Indonesia Number 4301);

2. Act No. 14/2005 on Teachers and Lecturers (State Gazette of the Republic of Indonesia No. 157/2005, Supplement to State Gazette of the Republic of Indonesia Number 4586);

3. Act No. 12/2012 on Higher Education (State Gazette of the Republic of Indonesia No.158/ 2012, Supplement to State Gazette of the Republic of Indonesia Number 5336);


5. Government Regulation No. 4/2014 on Higher Education Implementation and Higher Education Management (State Gazette of the Republic of Indonesia No. 6/2014, Supplement to State Gazette of the Republic of Indonesia Number 5500);

6. Presidential Regulation No. 8/2012 on the Indonesian Qualification Framework (KKNI);

7. Regulation of the Minister of National Education of
the Republic of Indonesia No. 23/2011, on the Organization and Work Procedure of Yogyakarta State University;

8. Regulation of the Minister of National Education No. 35/2017 on Yogyakarta State University Statutes;

9. Regulation of the Minister of National Education No.73/2013 on the Implementation of Indonesian Qualification Framework in Higher Education;

10. Regulation of the Minister of Education and Culture No.81/2014 on Higher Education Diploma, Certificate of Competence, and Certificate of Profession;

11. Regulation of the Minister of Research, Technology, and Higher Education No. 44/2015 on the National Standards of Higher Education (SNDIKTI);

12. Regulation of the Minister of Education and Culture No. 62/2016 on the Higher Education Quality Assurance;


14. Rector's Regulation No.3/2009 on **Student Ethics dan Social Honor Code in Campus**;

15. Rector's Regulation No.4/2009 on University Culture Development;

16. Rector's Regulation No.5/2015 on Yogyakarta State University Lecturers’ Code of Ethics;
HAS DECIDED

To enact: RECTOR'S REGULATION ON THE ACADEMIC REGULATION OF YOGYAKARTA STATE UNIVERSITY

CHAPTER I
GENERAL PROVISIONS

Article 1

In this regulation, what is referred to as:

1. Yogyakarta State University, hereinafter abbreviated as YSU, is a state higher education institution that conducts academic education and may conduct vocational education in various fields of study and/or technology as well as professional education.

2. Rector is the leader of YSU who serves as the academic implementer that runs the YSU nonacademic policy and management for and on behalf of the Minister.

3. A lecturer is a professional educator and scientist whose main duty is to transform, develop, and disseminate Knowledge and Technology through Education, Research, and Community Service.

4. Study Program is an education and learning activity unit that has a specific curriculum and learning method in one kind of academic education, professional education, and/or vocational education.
5. A curriculum is a set of planning and regulation on the learning objective, content, and material, as well as the method used as the guidelines of learning program implementation in order to achieve a particular educational objective.

6. A student is a learner attending Higher Education.

7. Additional authorities are authorities obtained by finishing a particular study package, in which the competency achievement is marked by a certificate issued by the faculty or university.

8. Grade Point Average, hereinafter abbreviated as IP, is the average score of study result which depicts student competency achievement in a semester.

9. Cumulative Grade Point Average, hereinafter abbreviated as IPK, is the average score of study result which depicts student competency achievement from the first semester to the final semester.

10. A semester is the time unit for the effective learning process of 16 (sixteen) weeks, not including the end of term examination.

11. An in-between semester is a program offered to shorten the study period for a minimum of 8 (eight) weeks.

12. The ongoing student is a student who have registered and completed the study plan card (KRS).

13. Leave of absence is the student’s inability to attend academic activities in a semester with a rector’s permit.

14. Certificate of Attendance is a letter which states that one has attended YSU a student, but do not finish the study.

15. Theory completion refers to student achievement of completing all courses, with the exception of the Final Project.

16. Cocurricular activities are compulsory activities aimed to develop students’ soft skills, such as through the Introduction of Life in Campus to
New Students (PKKMB), Information and Communication Technology training, and soft skill training.

17. Extracurricular activities are activities outside the curricular ones aimed to develop student interests, talents, and hobbies.

18. Academic Advisor, hereinafter abbreviated as PA, is lecturer who serves as the student guardian in providing assistance, direction or advises related with academic affairs so that student may finish their study on time with high academic achievement.

19. Credit transfer is recognition of the completion of courses or acquisition of semester course units that have been taken by other college students at YSU, or who have been taken by YSU students at universities other than YSU as long as they are registered as students in YSU.

20. Past Learning Recognition, hereinafter abbreviated as PLR, is the process of recognizing a person's learning outcomes obtained from non-formal education, informal education, or from his life experiences in the formal education sector after going through assessment.

21. The completion of the education program is the minimum amount of study load that must be taken by students to complete their studies at YSU.

22. Academic Administration is an activity to organize, serve, inventory, and document the results of academic activities so that they can be managed and stored properly in an accurate, accountable, and systematic manner to provide easily accessed information for those who need it.

23. Study Result Card, hereinafter abbreviated as KHS, is a list of courses taken by students in one semester.

24. Study Result Document, hereinafter abbreviated as DHS, is a list of the course scores taken by students.
25. A transcript is a list of course scores after students have graduated from YSU.

26. Diploma Supplement, hereinafter abbreviated as SKPI, is a document that contains information about academic achievement or competence of YSU graduates.

27. Judiciary is the determination and announcement of student graduation who have completed all study load.

28. The combination model hereinafter referred to as blended learning, is a learning model that combines face-to-face and online learning.

29. Full e-learning is a learning model where the entire learning process is conducted in an online mode.

30. Independent Study abbreviated as IS is an independent lecture on a course taught by a lecturer in 16 meetings.

31. Double Degree Program is a higher education program organized by one or more tertiary institutions which provide opportunities for students or graduates of a study program to get a second bachelor's degree from a similar study program in addition to a particular study load.

CHAPTER II
STUDENT ADMISSION AND REQUIREMENTS

Article 2
Student Admission

(1) Student admission is managed by the Office of Admission Services (KLA) YSU.

(2) Admission to vocational and bachelor's programs is carried out at the beginning of the academic year in the odd semester.
(3) Admission to professional and postgraduate programs is conducted every semester.
(4) Admission of domestic and foreign students for master and postgraduate programs is conducted every semester.
(5) Student admission as referred to in Article 4 can be conducted with a computer-based test or portfolio.
(6) Admission of transfer students is conducted every semester in accordance with regulations.
(7) Student admission procedures are regulated in the Rector's Regulation.

**Article 3**

**Admission Requirements**

(1) Prospective students of YSU should meet the following requirements:
   a. possessing a high school diploma or equivalent for vocational programs for bachelor's programs.
   b. possessing an bachelor’s degree or equivalent for professional programs
   c. possessing an bachelor’s degree from an accredited study program for graduate programs.
   d. possessing an bachelor’s degree from an accredited study program for postgraduate programs
   e. complying with YSU regulations
   f. meet other specified requirements

(2) Foreigners may become YSU students after fulfilling the requirements and through certain procedures stipulated by the Rector’s Decree.

**CHAPTER III**
CURRICULUM STRUCTURE

Article 4

(1) YSU curriculum consists of educational and non-educational curriculum programs

(2) The curriculum structure of bachelor’s programs on education consists of 4 (four) groups of courses:
   a. University Courses (MKU)
   b. Basic Education Courses (MKDK)
   c. Faculty Courses (MF)
   d. Expertise Courses (MKBK)

(3) The curriculum structure of bachelor’s programs on non-education consists of 3 (three) groups of courses:
   a. University Courses (MKU)
   b. Faculty Courses (MF)
   c. Expertise Courses (MKBK)

(4) The curriculum structure of graduate and postgraduate programs consists of 2 (two) groups of courses:
   a. Scientific foundation courses
   b. Expertise courses

(5) The curriculum structure of the teacher professional program consists of 2 (two) groups of courses.
   a. Workshops on Development of Field of Study Learning Instrument and Classroom Action Research
   b. Practice Field Experience

(6) Structure of the curriculum of other professional programs is adjusted to the development needs of each profession.
CHAPTER IV
COURSE TIME AND ATTENDANCE

Article 5

(1) Lectures are conducted with the Semester Credit System.
(2) The study load and completion that students must take must be stated by the Semester Credit Unit, abbreviated as SKS.
(3) There are three-semester types in YSU:
   a. Odd semester held from September to January of the following year.
   b. Even semester held from February to August of the current year.
   c. In-between semester held from July to August of the current year.
(4) Face-to-face lectures are held in 16 (sixteen) meetings per semester not including the final semester exam.
(5) Lectures can be conducted with blended learning or full e-learning models.
(6) Implementation of lectures with blended learning or full e-learning models is regulated in the Rector's Regulation.
(7) Lectures for Graduate and Postgraduate programs are based on lectures and research.
(8) The implementation of Postgraduate program lectures can be carried out by research.
(9) Under certain conditions, lectures can be conducted through independent study by submitting an application letter to the Chancellor.
(10) The implementation of lectures as referred to in Clause (8) shall be regulated in the Rector's Regulation.
**Article 6**

(1) Every lecturer is required to hold a course of 16 (sixteen) meetings, not including a final semester exam.

(2) Every lecturer must fill in online lecture attendance.

(3) Lecturers who have not held the required meetings as referred to in Clause (1) should hold make-up classes and/or replace them with equivalent activities.

(4) Activities to replace lecture hours are included in online lecture attendance.

(5) Students must attend lectures for each course at least 75% (seventy-five percent) in a semester as referred to in Clause (1).

(6) The absence of a student due to illness or carrying out an assignment accompanied by a statement or a permit that can be accounted for is calculated to be present.

(7) Students who do not meet the attendance requirement of 75% (seventy-five percent) are not entitled to take the final examination, and the student concerned is given an E grade.

(8) Final semester examinations are held simultaneously in accordance with the academic calendar

(9) Students are required to fill out the lecture evaluation of each course they attend on https://emonev.lppmp.uny.ac.id/

**Article 7**

Time allocated for credit is as follows:
a. Learning in the forms of lectures, review sessions, and tutorials consist of
   1) 50 minutes of lectures,
   2) 60 minutes of structured assignments, and
   3) 60 minutes of independent learning.

b. Learning in the forms of seminars or similar classes consist of
   1) 100 minutes of lectures, and
   2) 70 minutes of independent learning.

c. Learning in the forms of practicum, studio practices, workshop practices, and field practices is given 170 (one hundred and seventy) minutes, including the preparation of reports and review sessions

d. Learning in the forms of research or community service are given 170 (one hundred and seventy) minutes including the preparation of proposals and reports.

**Article 8**

(1) Students can take in-between semester courses with the following conditions.
   a. Retaking courses that have been taken and/or taking courses that have never been taken
   b. The maximum credits that can be taken by students are 7 (seven) credits
   c. Paying for semester fees in accordance with the credits taken.
   d. The students are not taking college leave.

(2) Requirements to take in-between semester courses are as follows:
a. The courses that can be taken are theoretical courses offered by study programs.
b. The number of participants is at least 20 (twenty) students per class except with the permission of the relevant Faculty/Postgraduate Program.
c. The 16 lectures do not include the final semester exam.
d. Students must be present in the lectures at least 75% (seventy-five percent) of the total meetings.
e. Students are required to fill out the lecture evaluation of each course they take on the https://emonev.lppmp.uny page.ac.id/
f. Students who do not meet the attendance of 75% (seventy-five percent) are not entitled to take the final semester examination and are given E grade.
g. Lecturers who have not held the required meetings should hold make-up classes and/or replace the meetings with equivalent activities.
h. Activities to replace lecture hours are included in online lecture attendance.

(3) The in-between semester in the Graduate School is regulated separately in the Rector's Regulation.

CHAPTER V
STUDY COMPLETION AND LEAVE OF ABSENCE

Part One
Study Completion Deadline
Article 9

(1) The deadlines for completion of studies for 2014 class students and after are presented as follows.
   a. 8 (eight) semesters for diploma programs.
   b. 12 (twelve) semesters for bachelor’s programs.
   c. 3 (three) for profession programs.
   d. 8 (eight) semesters master's programs.
   e. 14 (fourteen) semesters for doctoral programs.

(2) The deadline for completion of studies for 2014 class students and before, as follows.
   a. 10 (ten) semesters for diploma programs.
   b. 14 (fourteen) semesters for bachelor’s programs.
   c. 4 (four) semester for profession programs.
   d. 10 (ten) semesters for magister programs.
   e. 14 (fourteen) semesters for doctoral programs.

(3) Especially for bachelor's programs, if at the beginning of the semester of the last study period, they seem to not be able to complete a thesis- they are advised to take the Non-thesis Final Project.

(4) In determining students' potential for completing a thesis, as stated in paragraph (3), department or study program meetings should be in place.

(5) Students who are not capable of completing the study at the specified time limit are deemed to resign and are issued a Certificate of Attendance (SKPK).

(6) Master’s students who have high academic achievement with a minimum IPK of 3.76 (three point seven six), get recommendations from two professors of a linear field, and meet academic ethics can proceed to the
doctrinal program after at least joining 2 (two) semesters in the master's program without having to graduate first from the previous program.

(7) Master’s program students who proceed to the doctoral program as referred to in paragraph (6) must complete the master's program as evidenced by a master's degree before completing the doctoral program.

Part Two
Final Project

Article 10

(1) Diploma program students must submit final projects in the form of a Thesis.

(2) Bachelor’s program students must submit final projects in the forms of a Thesis, a Final Project (specifically for Faculty of Languages and Arts students), or a Non-thesis Final Project.

(3) Master’s program students must submit final projects in the form of a Thesis.

(4) Doctoral program students must complete final projects in the form of Dissertation.

Article 11

(1) A diploma program student may take the final project course if the student concerned has completed a course of at least 90 (ninety) credits with an IPK of at least 2.50 (two point five zero).

(2) A bachelor’s student may take the final project course if the student concerned has completed at least 110 (one hundred and ten) credits with a minimum IPK of 2.75 (two point seven five).
(3) A master’s student may take the final project course if the student concerned has completed all theoretical courses with an IPK of at least 3.00 (three point zero) with a maximum of one course with C score, and without D score.

(4) A doctoral student may take the course if the student concerned has completed all theoretical courses with an IPK of at least 3.00 (three point zero) without the C and D scores.

**Article 12**

(1) The final project is assessed by a board of examiners determined by Faculties/ Graduate School.

(2) Students may take the final examination
   a. if they are registered as active students in the very semester.
   b. if they have a theory-free status as shown in the academic administration system.
   c. if the theory-free status has been determined when the theses have been approved by the supervisors to be tested.
   d. if they have passed a comprehensive examination for a doctoral program.
   e. if their ProTEFL scores are at least as required in article 28 clause (1) to clause (5) of this Regulation.

(3) The final project is completed as referred to in the YSU Final project Guidelines.

**Part Three**

**Leave of Absence**

**Article 13**
Leave of absence is not considered as the study period.

**Article 14**

(1) The requirements of the leave of absence are constituted as follows:
   a. The students have studied at least one semester, with at least 10 (ten) credits, and a grade point average of 2.00 (two point zero zero) for Bachelor’s and Diploma programs and 3.00 (three point zero zero) for the Master’s and Doctoral programs.
   b. The students are not scholarship recipients unless permitted by the scholarship grantor.
   c. The students do not exceed the limit of the regulated college leave.

(2) The procedure for submitting the leave of absence online is presented in the following.
   a. Students input the leave request data at http://eservice.uny.ac.id.
   b. The system sends a copy of the leave request in an e-mail to the PA for approval.
   c. The system sends a copy of the data entry in the form of an e-mail to the Dean of the Faculty/Director of the Graduate School, as a notice.
   d. YSU's academic division processes the leave of absence approval to the Rector.
   e. YSU's academic division sends an e-mail containing the leave of absence letter signed by the Rector in order to propose students with copies to the PA, Head of the Department/Head of the Study Program, and Dean/Director of the Graduate School.

(3) Students who do not register will get leave of absence status given by the Academic Division, as shown in the registration information system without the issuance of leave of study.
(4) Automatic leave of absence is provided at most 2 (twice) as long as the student concerned still has the right to leave.

(5) If there are reasons that can be accounted for, students who have already re-enrolled can request for the leave of absence and cancel their study plan in the current semester without returning the tuition fees already paid.

(6) The duration of the leave of absence permitted is as follows.
   a. Diploma program for 2 (two) semesters.
   b. Bachelor’s program for 4 (four) semesters, and
   c. Master’s and doctoral programs for 2 (two) semesters.

### Article 15

(1) Requests for leave of absence can be submitted every semester.

(2) Consecutive leave of absence is only permitted in a maximum of 2 (two) semesters.

(3) In the event of after the student leaves for 2 (two) semesters in a row and does not register in the next semester, the semester is counted as the study period.

(4) If the student as referred to in paragraph (3) want to register for the next semester, the student is required to pay the tuition fees of the previous semester and the semester to be taken.

(5) Students taking leave of absence for two consecutive semesters and do not register for the next two semesters in a row are considered as resigning from YSU.

(6) In the case of students as referred to in paragraph (5) a Certificate of Attendance is issued.
CHAPTER VI
ACADEMIC FACILITIES

Article 16

(1) Active students can take advantage of academic facilities available at YSU, in accordance with the provisions regulated by each related unit.
(2) Students taking leave of absence do not have the right to use academic facilities.

CHAPTER VII
ASSESSMENT OF LEARNING ACHIEVEMENT

Part One
Assessment of Learning Assessment

Article 17

(1) Assessment of learning progress is an evaluation of learning outcomes carried out in the following stages.
   a. The first stage is carried out in the first 2 (two) semesters, and the second stage is conducted in second 2 (two) semesters for the diploma program.
   b. The first stage is carried out in the first 3 (three) semesters and the second stage is conducted in second 3 (three) semesters for the bachelor’s program.
   c. Carried out in the first 3 (three) semesters for the master’s program.
   d. Carried out in the first 6 (six) semesters for the doctoral program.
(2) The Criteria of Study Progress is regulated as follow.
a. In the second semester (2) the diploma students must have taken a minimum of 15 credits with no D and E scores with a minimum IPK of 2.50 (two point five zero).
b. In the third semester (3) bachelor’s students must have taken a minimum of 30 credits of courses without D and E scores with a minimum IPK of 2.50 (two point five zeros).
c. In the third semester (3) master’s students must have passed the proposal seminar with a minimum IPK of 3.00 (three point zero zero).
d. In the sixth semester (6) doctoral students must have passed the proposal exam with a minimum IPK of 3.00 (three point zero zero).
e. In the fourth semester (4) the diploma students must have taken a minimum of 30 credits without D and E scores with a minimum IPK of 2.50 (two point five zero).
f. In the sixth semester (6) bachelor’s program students must have taken a minimum of 60 credits of courses without D and E scores with a minimum IPK of 2.50 (two point five zero).

(3) Learning Assessment Stage I identifies various obstacles in the learning process in order to plan a more planned, structured, and systemic learning process.
(4) Assessment results are sent to students concerned, academic advisors, and the students’ parents.
(5) Learning Assessment Stage II determines which students can continue their studies or are declared unable to complete their studies.
(6) If a student is declared unable to complete the study as referred to in paragraph (4), the concerned student is declared resigned and given a Certificate Attendance (SKPK).
(7) Students who fail to complete bachelor’s study programs cannot be transferred to the lower level.
Part Two
Obligation and Assignment Completion

Article 18

(1) The obligation is in the form of assignments and examinations that aim to measure the mastery of students' competencies.
(2) Types of obligation consist of theoretical course exams, tests and/or practicum reports, examinations and/or practical course reports, examinations and/or seminar assignments, exhibitions/performances, fieldwork reports, and examinations, comprehensive examinations, and thesis exams, and other specified assignments.

Article 19

(1) Types of theory course examinations are in the form of assessments in each sub-competency and Final Examination.
(2) Final Examination is conducted once at the end of the semester in accordance with the academic calendar.
(3) The implementation of the Final Examination is coordinated by the Faculty/Graduate School.
(4) Lecturers are required to conduct remedial programs for students who have not reached the competency mastery criteria during the lecture.
(5) Further provisions regarding remedial are stipulated by the Rector’s Regulations.
(6) To take the Final Examination, students must meet the following requirements.
a. Completing at least 75% (seventy-five percent) of lectures held.
b. Undergoing no academic sanctions imposed by the Dean/Director of Graduate School and/or Rector.
c. Entering courses in Study Plan Card.

**Article 20**

(1) Practical course examinations are regulated by the Faculty, Graduate School, Department, or Study Program concerned.

(2) Examinations for Field Practice course are regulated by the Study Program, Department, Faculty, University, or related unit.

(3) Comprehensive examinations at the doctoral level are regulated by the Postgraduate Program.

(4) Thesis examination is regulated in the Final Project Guideline.

**Part Three**

**Assessment Techniques and Final Score Determination**

**Article 21**

(1) Determination of student's academic abilities includes knowledge, skills, and attitudes/characters that reflect students' competencies.

(2) Assessment of learning achievements uses various approaches in accordance with competencies that must be mastered by students.

(3) Final mark in a course uses a scale of 0 (zero) to 100 (one hundred) with a passing grade of 56 (fifty-six).
Final marks are converted into letters A, A-, B+, B, B-, C+, C, D, and E whose the standard and worth are set as follows:

Table 1. Conversion of Final Marks

<table>
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<th>Final Mark</th>
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<td>Scale 100</td>
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<td>71 – 75</td>
<td>B</td>
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<td>66 – 70</td>
<td>B-</td>
</tr>
<tr>
<td>61 – 65</td>
<td>C+</td>
</tr>
<tr>
<td>56 – 60</td>
<td>C</td>
</tr>
<tr>
<td>41 – 55</td>
<td>D</td>
</tr>
<tr>
<td>0 – 40</td>
<td>E</td>
</tr>
</tbody>
</table>
Article 22

(1) Students who have not completed and submitted assignments related to the relevant course are not given a score and the mark K will be on the mark list.

(2) Mark K can be changed to the proper score if the student has completed and submitted the assignments as referred to in paragraph (1), within a maximum period of one semester.

(3) If within one semester students are not able to complete and submit the assignments as referred to in paragraph (1), the student concerned is given a mark by the lecturer who teaches the subject, according to the results obtained.

Article 23

(1) A course mark is the cumulative result of the components of participation in lecture activities, assignments/reports, and test scores that reflect the mastery of students' competency.

(2) An assessment system to determine the final score uses a Norm Reference Assessment.

(3) The score recognized for the repeated course is the one listed on the last Study Result Card.

(4) Courses that are allowed to be repeated are those with a maximum score of B-.

Part Four
Grade Point and Study Load
Article 24

(1) Calculation of semester grade point average (IP) is determined by the number of marks that have been transferred to the score/weight multiplied by the number of credits taken by the students in a certain semester. The example of the IP calculation is as follows.

<table>
<thead>
<tr>
<th>No</th>
<th>Courses</th>
<th>Credits</th>
<th>Grade Letter</th>
<th>Weight</th>
<th>Credits x weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Biology Education</td>
<td>4</td>
<td>A</td>
<td>4.00</td>
<td>4 X 4 = 16.00</td>
</tr>
<tr>
<td>2</td>
<td>General Biology</td>
<td>3</td>
<td>A-</td>
<td>3.67</td>
<td>3 X 3.67 = 11.01</td>
</tr>
<tr>
<td>3</td>
<td>Research Method in Biology Education</td>
<td>4</td>
<td>B</td>
<td>3.00</td>
<td>4 X 3 = 12.00</td>
</tr>
<tr>
<td>4</td>
<td>Biotechnology</td>
<td>4</td>
<td>B+</td>
<td>3.33</td>
<td>4 X 3.33 = 13.32</td>
</tr>
<tr>
<td>5</td>
<td>Biometry</td>
<td>2</td>
<td>B-</td>
<td>2.67</td>
<td>2 X 2.67 = 5.34</td>
</tr>
<tr>
<td>6</td>
<td>Biochemistry</td>
<td>2</td>
<td>C+</td>
<td>2.33</td>
<td>2 X 2.33 = 4.66</td>
</tr>
<tr>
<td></td>
<td>Total:</td>
<td>19</td>
<td></td>
<td></td>
<td>= 62.33</td>
</tr>
</tbody>
</table>

IP = 62.33/19 = 3.28

(2) If the score has not been uploaded, the credit weight of the course is not used in the Grade Point Average (IP) calculation.

(3) The maximum study load taken by students is determined by the previous semester's GPA, with the provisions referred to in the following Table.
### Table 3. Determination of Maximum Course Load for Level Diploma and Bachelor’s Degree

<table>
<thead>
<tr>
<th>GPA (semester)</th>
<th>Maximum Study Load (Credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greater than 3.00</td>
<td>24</td>
</tr>
<tr>
<td>2.50 – 3.00</td>
<td>22</td>
</tr>
<tr>
<td>2.00 – 2.49</td>
<td>20</td>
</tr>
<tr>
<td>Less than 2.00</td>
<td>18</td>
</tr>
</tbody>
</table>
Part Five
Remedial Program

Article 25
(1) Remedial programs are given to students who have not met the criteria for achieving competencies in the course.
(2) The implementation of remedial programs is regulated separately in the Remedial Program Guideline.

CHAPTER VIII
ACADEMIC NORMS

(1) YSU upholds academic norms.
(2) Academic norms refer to the YSU Culture Development Guideline.

CHAPTER IX
TRANSFER PROGRAM

Article 27
(1) This program transfers students from one study program to another at YSU, with the following conditions.
   a. It applies to bachelor’s students accepted through the student admission test.
   b. The average score of the YSU admission test in the intended study program is not higher than that of the study program left.
c. Obtaining permission from the Faculty and Department or the Study Program concerned.
d. There is no additional study period due to the transfer of study programs.
e. Transfer of study program can only be done once within their study period.

(2) Transfer of study programs can only be done by students in the third-semester maximum, except in certain circumstances.

(3) Students who will transfer the study program submit an application to the Rector, with the approval from the Academic Advisor, Head of Study Program, and Dean, and a Letter of Approval from the Head of the intended Study Program.

(4) Transfer students will receive a new Student Registration Number.

(5) Transfer of study programs does not apply to Master’s and Doctoral students.

CHAPTER X
GRADUATION CRITERIA

Part One
Graduation Criteria

Article 28

(1) Graduation Criteria for the diploma, bachelor’s, master’s, and doctoral students are determined as follows.

Table 4. Graduation Criteria
<table>
<thead>
<tr>
<th>Program</th>
<th>Required Completion (Credits)</th>
<th>Minimum IPK</th>
<th>ProTEF L Score</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma</td>
<td>110</td>
<td>2.50</td>
<td>400</td>
<td>Score D is 10% maximum with no score E</td>
</tr>
<tr>
<td>Bachelor's</td>
<td>144</td>
<td>2.50</td>
<td>425</td>
<td></td>
</tr>
<tr>
<td>Profession</td>
<td>24</td>
<td>3.00</td>
<td>-</td>
<td>The maximum lowest score C on a course</td>
</tr>
<tr>
<td>Master's</td>
<td>40</td>
<td>3.00</td>
<td>450</td>
<td>The maximum lowest score C on a course</td>
</tr>
<tr>
<td>Doctoral</td>
<td>50</td>
<td>3.25</td>
<td>475</td>
<td>The lowest score is B</td>
</tr>
</tbody>
</table>

(2) Students of English Language Study Program and English Literature Study Program of the Bachelor’s Program must have a ProTEFL score or its equivalent of at least 500 (five hundred).

(3) Students of the English Language Study Program of the Graduate School must have a ProTEFL score or its equivalent of at least 550 (five hundred and fifty).

(4) Provisions regarding the ProTEFL score or its equivalent as referred to in paragraph (1) apply to students of Academic Year 2013 (two thousand and thirteen) and the next classes.

(5) The minimum score of ProTEFL or its equivalent for bachelor's students from Year 2010 to 2012 is 400 (four hundred); 425 (four hundred twenty five) is for master's students before Year 2013 is, and 450 (four hundred fifty) is for students of Doctoral Degree before 2013.

(6) A recognized ProTEFL English Language Proficiency Test is the one held by the YSU Language Training Center (P2B).
(7) The equivalent of the results of ProTEFL English Language Proficiency test and other tests are regulated in the Rector’s Regulations.

(8) Master’s students are obliged to publish their papers in accredited national journals with at least Sinta 2 accreditation and indexed international journals or Scopus or Thomson Reuters indexed proceedings.

(9) Doctoral students are obliged to publish in reputable international journals.

**Part Two**

**Graduation Predicates**

**Article 29**

1. Graduation predicates for Diploma, Bachelor’s, Master’s, and Doctoral students are as follows.

Table 5. Graduation Predicates for Diploma, Bachelor's, Master's, and Doctoral Students

<table>
<thead>
<tr>
<th>No.</th>
<th>Level</th>
<th>Predicate</th>
<th>Grade Point Average (IPK)</th>
<th>Maximum Periods of Study*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Diploma</td>
<td>Summa Cum Laude</td>
<td>4.00</td>
<td>3.0 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cum Laude</td>
<td>3.51 – 4.00</td>
<td>3.0 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Very Satisfactory</td>
<td>3.01 – 3.50</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Satisfactory</td>
<td>2.50 – 3.00</td>
<td>-</td>
</tr>
<tr>
<td>2.</td>
<td>Bachelor’s</td>
<td>Summa Cum Laude</td>
<td>4.00</td>
<td>4.0 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cum Laude</td>
<td>3.51 – 4.00</td>
<td>4.5 years</td>
</tr>
<tr>
<td>Level</td>
<td>Degree</td>
<td>GPA Range</td>
<td>Years</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------</td>
<td>-----------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>Bachelor's</td>
<td>Profession</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cum Laude</td>
<td>3.76 – 4.00</td>
<td>1.0 year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Very Satisfactory</td>
<td>3.51 – 3.75</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Satisfactory</td>
<td>3.00 – 3.50</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Master's</td>
<td>Summa Cum Laude</td>
<td>4.00</td>
<td>2.0 years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cum Laude</td>
<td>3.76 – 4.00**)</td>
<td>2.5 years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Very Satisfactory</td>
<td>3.51 – 3.75</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Satisfactory</td>
<td>3.00 – 3.50</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Doctoral</td>
<td>Summa Cum Laude</td>
<td>4.00</td>
<td>4.0 years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cum Laude</td>
<td>3.76 – 4.00***)</td>
<td>4.5 years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Very Satisfactory</td>
<td>3.51 – 3.75</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Satisfactory</td>
<td>3.00 – 3.50</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

*) does not apply to students of Study Continuation Program (SCP)
**) B+ for Final Project
***) A- for Thesis or dissertation

(1) If a student has an IPK that meets the predicate of Cum Laude, or Summa Cum Laude criteria, but his/her period of study exceeds the provisions referred to in clause (1), the student gets a ‘very satisfactory’ predicate.

(2) Cum Laude or Summa Cum Laude predicate is given to students with good personality as proven by a certificate from the Head of the Department/Dean/Director of the Graduate Program.
(3) Provisions for the student graduation predicates as aforementioned in clause 1 apply to students of year 2017 and after.

(4) For Diploma, Bachelor’s, Master’s, and Doctoral students before the year 2017, the graduation predicates below apply.

CHAPTER XI
UNIVERSITY TRANSFER, CREDIT TRANSFER, DOUBLE DEGREE, DOUBLE STUDY, AND STUDY CONTINUATION PROGRAM (PKS)

Part 1
Higher Education Transfer

Article 30

(1) Diploma, bachelor’s, master’s, and doctoral students from other state universities can transfer their studies to YSU if they meet the following requirements.

a. Registered in the same study program at the same level.
b. Registered as an active student in the current semester from the previous study program/university.
c. The qualified applicants meet the number of study quota available.
d. Having passed a minimum of 40 (forty) credits for a three-diploma program, a minimum IPK of 3.00 (three point zero zero), and equivalent courses of at least 60% (sixty percent).
e. Having passed a minimum of 40 (forty) credits for an bachelor's program, a minimum IPK of 3.00 (three point zero zero), and equivalent courses at least 60% (sixty percent).

f. Having passed a minimum of 12 (twelve) credits for a master's program, a minimum IPK of 3.00 (three point zero zero), and equivalent courses of at least 60% (sixty percent).

g. Having graduated a minimum of 15 (fifteen) credits for a doctoral program, a minimum IPK of 3.00 (three point zero zero), and equivalent courses of at least 60% (sixty percent).

h. Submitting a recommendation from the rector of the former state university.

i. The former study program of the state university accredited at least B.

j. The transfer student still having periods of study.

k. Submitting the rector's approval based on the proposal of the head of the study program.

l. Submitting a certificate stating his/her discharge form the database of the Ministry of Research, Technology and Higher Education in the former state university.

(2) Courses that have been taken and marked “passed” in the former state university will be approved according to the YSU curriculum.

(3) The number of credits and courses approved and must be taken by a transfer student is determined by the Head of Study Program and set forth in the Decree of the Dean/Director of the Graduate School.

(4) The periods of study that have been taken in the former state university is used to determine the deadline for study completion.
Part Two
Credit Transfer

Article 31

(1) Credit transfer can be carried out by Diploma, Bachelors', Master's, and Doctoral students.

(2) Students can make credit transfer in one semester or more at other universities cooperating with YSU.

(3) The periods of study in credit transfer is calculated as parts of the whole periods of study.

(4) Credit transfer is made to the same or equivalent courses to those listed in the YSU curriculum.

(5) Credit transfer students must be registered as active students of YSU.

(6) Domestic study programs and/or state universities where credit transfer is made must be accredited at least B.

(7) International universities for taking credit transfer must be recognized by the Ministry of Research, Technology, and Higher Education.

(8) The number of credits that can be accredited is no more than 25% (twenty five percent) of the total credits that must be taken by students.

(9) The procedure for credit transfer is regulated by the Rector’s Regulation on the YSU Credit Transfer Guide.

Part Three
Double Degree
Article 32

(1) Double Degree Programs can be held by both foreign and domestic universities with the same field of study programs.

(2) A study program can hold Double Degree Programs through collaborations with study programs of the same field in other universities.

(3) Cooperation in the implementation of Double Degree Programs with study programs of the same field in other universities is stated in the form of Cooperation Agreement.

(4) The implementation of the Double Degree Program is regulated by Rector's Regulation.

Part Four
Joint Degree

Article 33

(1) Joint Degree Programs are held by study programs with the same field in other domestic or foreign universities.

(2) Joint Degree Programs are regulated by Rector's Regulation.

Part Five
Double Study

Article 34
(1) Students are prohibited from concurrently studying at other state universities.
(2) Violation of this prohibition causes students to be declared resigned.

CHAPTER XII
ACADEMIC ADMINISTRATION

Part One
Academic Administration Bureau

Article 35

Academic administration is carried out by the Academic, Student Affairs, and Information Bureau (BAKI) at the university level and the Education Subdivision in the Faculty/Graduate School.

Part Two
Registration

Article 36

Registration is conducted at the beginning of each semester in accordance with the Academic Calendar.
Part Three
Student Registration Number

Article 37

(1) The regulation on the Student Registration Number (NIM) is the authority of the Academic, Student Affairs, and Information Bureau (BAKI) which is carried out through the Registration Information System.

(2) Student Identification Number (NIM) consists of 11 (eleven) digits (of numbers) whose meaning resembles 4 (four) codes as follows:
   a. The first code consists of 2 (two) digits, the first and second digits, for the year a student is first registered.
   b. The second code consists of 5 (five) digits, the third up to the seventh digits, for the student's study program. The detailed codes for these 5 digits are as follows.
      1. The third digit shows the codes of faculties or graduate school.
      2. The fourth and fifth digits show the codes of study programs.
      3. The sixth digit shows the fields of studies.
      4. The seventh digit shows the program’s levels.
   c. The third code consists of 1 (one) digit, the eighth digit, for the Student Status.
   d. The fourth code consists of 3 (three) digits, the ninth to the eleventh digits, for the student’s number in the study program in the same registered year.

(3) Codes for the faculties and graduate school.
   a. number 1 for the Faculty of Education
b. number 2 for the Faculty of Languages and Arts
c. number 3 for the Faculty of Mathematics and Natural Sciences
d. number 4 for the Faculty of Social Sciences
e. number 5 for the Faculty of Engineering
f. number 6 for the Faculty of Sports Sciences
g. number 7 for the Graduate School
h. number 8 for the Faculty of Economics

(4) Codes for the fields of studies
   a. number 1 for non-educational programs
   b. number 2 for educational programs

(5) Codes for the program levels
   a. number 3 for Diploma program
   b. number 4 for Bachelor’s program
   c. number 5 for Master’s program
   d. number 6 for Doctoral program
   e. number 9 for Profession program

(6) Codes for student’s status
   a. number 1 for state-financed Diploma and Bachelor’s students.
   b. number 2 for state-financed study transfer (Diploma to Bachelor’s) students.
   c. number 3 for state-financed double degree (taking the second Bachelor’s degree) students
   d. number 4 for self-financed Diploma and Bachelor’s students.
   e. number 5 for self-financed study transfer (Diploma to Bachelor’s) students.
   f. number 6 for self-financed double degree (taking the second Bachelor’s degree) students
   g. number 9 for students of Cooperation Programs
An example of Student Registration Number (NIM) at the Educational Management Study Program of the Faculty of Education (Bachelor's Degree Program):
The second code, the codes of the study programs as referred to in clause (2) letter b are listed in Appendix 1 that is an integral part of this regulation.

Part Four
Academic Supervision

Article 38

(1) Students are required to ask for the academic advisor’s consideration and approval on the courses and number of credits to take before inputting them in the online Study Plan Card (KRS).

(2) Academic advisors give online approval regarding the number of credits taken by students for the semester that will be undertaken based on the GPA achieved in the previous semester.
Specifically for first semester students, academic advisors give the approval to take all courses offered in semester I.

The extra credits taken as referred to in clause (1) will be automatically reduced by the Academic Information System in accordance with the maximum credits allowed.

Students can drop the courses taken in the current semester no later than the 8th (eighth) week of the semester with the online approval of their academic advisor.

Students can add one course in the semester no later than the 3rd (third) week of the semester without exceeding the maximum study load.

Students are permitted and declared valid to take classes and examinations if the courses are listed in the KRS in the Academic Information System.

Part Five
Mark Administration

Article 39

Lecturers upload the final mark to the Academic Information System page no later than two weeks after the final examination of the course is conducted.

The Office of Academic Affairs of Faculties/Graduate School Academic periodically publicizes the list of mark submitted for each subject per Study Program until it reaches 100% (one hundred per one hundred).

Dean/Director of Graduate School reminds lecturers who have not uploaded the mark within the specified time.
(4) Lecturers who are late to upload the mark are given administrative and academic sanctions.

(5) Study Result Card (KHS) and Study Result Document (DHS) of the students are managed by the Education Subdivision of Faculty or Graduate School.

(6) Student Academic Transcript is issued and signed by the Dean/ Director of Graduate School and Vice Rector I.
Part Six
Judicium

Article 40

(1) Students shall follow the entire judicium process.
(2) The date of the judicium is set as the date of graduation of the student concerned.
(3) Judicium is held once a month, and the date is arranged by the Faculty/Graduate School.
(4) For the Doctoral students, the judicium is declared in the final dissertation examination.
(5) If a student cannot attend the judicium process in the given month, then the student concerned shall attend it in the next period.
(6) Judicium is stated by the Decree of Dean or Director of Graduate School.

Article 41

The requirements for attending the Judicium are as follows.

a. Passing the final project.
b. Clearing all financial obligations to the university.
c. Clearing all library obligations.
d. Submitting the softcopy of the final project to the central library and the library of Faculty/Graduate School.
e. Returning all equipment borrowed from the university.
f. Satisfying all outstanding loan.
g. Submitting an e-journal article to the Study Program, except for Master's and Doctoral degree of which regulation is arranged separately by the Graduate School.

h. Having proof of participation in co-curricular activities including New Student Guide to Campus Life (PKKMB), ICT training, and soft skills training, except for students of Study Continuation Program (PKS) and Graduate Program.

i. Uploading photos according to the provisions.

j. Meeting other requirements applicable at the Faculty/Graduate School.

k. Registering for judicium as well as for graduation online through the Academic Information System.

l. Validating data for a graduation diploma.

**Part Seven**

**Diploma Administration**

**Article 42**

(1) At the latest 1 (one) week after the judicium, the Faculty or Graduate School validates the list of names of students who have passed for the writing of the diploma.

(2) A diploma is written based on the judicium list made by the Faculty or Graduate School.

(3) A diploma is signed by the Dean of the Faculty or Director of Graduate School and Rector.

(4) Photocopies of the diploma can be given 1 (one) month after registering for graduation ceremony if requested by the person concerned
(5) Diploma administration is undertaken by the Academic, Student Affairs, and Information Bureau (BAKI).

**Part Eight**

**Diploma Supplement (SKPI)**

**Article 43**

(1) A Diploma Supplement (SKPI) is given to graduates along with the diploma.

(2) A Diploma Supplement (SKPI) is signed by the Dean of the Faculty or Director of Graduate School.

(3) A Diploma Supplement (SKPI) contains information about the identity of DS holder, the identity of the institution, the qualification and learning outcomes achieved, and the higher education system in Indonesia as well as the Indonesian National Qualification Framework (KKNI).

**Part Nine**

**Commencement**

**Article 44**

(1) Commencement is held at the graduation ceremony as specified in the Academic Calendar.

(2) At the time of commencement, each graduate receives an original diploma and a Diploma Supplement (SKPI).
CHAPTER XIII
PAST LEARNING RECOGNITION AND STUDENT WORKS

Part One
Past Learning Recognition

Article 45

(1) Past Learning Recognition is given to active students in diploma, bachelor’s, professional, and graduate programs.

(2) Determination of the types and weights of courses, practicums, or other types and their marks is based on certain criteria and determined by the relevant Leader of Faculty/Study Programs.

(3) Past Learning Recognition can also be given to communities that have certain competencies through the mechanism stipulated in the Rector Regulations.

Part Two
Student Works

Article 46

(1) Student works include the results of reasoning, services, technology products, arts, and championships.
(2) Yogyakarta State University recognizes and/or appreciates distinguished works and innovative works of students in the form of Past Learning Recognition (RPL) or other awards.

(3) Student works either produced in group or individually is a collective work that belongs to YSU, and therefore may not be traded to companies, institutions, or other parties without the permission of YSU leaders.

CHAPTER XIV
ACADEMIC SANCTIONS

Article 47

(1) Academic sanctions can be imposed on students and lecturers who violate the provisions in this regulation.

(2) The types of violations committed by students are as follows:
   a. being late to register.
   b. failing to meet the minimum attendance requirements.
   c. cheating and/or committing fabrication in the process of academic activities.
   d. plagiarizing.

(3) The types of violations committed by lecturers are as follows:
   a. not carrying out the three principles of higher education institution activities in accordance with the provisions.
   b. not uploading students’ attendance report online.
   c. failing to meet the minimum teaching attendance requirements.
   d. being late to upload the students’ mark.
   e. plagiarizing.
Part One
Types of Academic Sanctions

Article 48

(1) Academic sanctions can be imposed on students who commit violations as referred to in Article 46 clause (2) in the form of:
   a. verbal warning.
   b. written reprimand.
   c. ineligibility to take the final examination.
   d. a failing grade for the course.
   e. suspension for a specified period of time.
   f. ineligibility from the use of academic services for a specified period of time.
   g. expulsion from YSU.
   h. withdrawal of diploma.

(2) Academic sanctions can be imposed on lecturers who commit violations as referred to in Article 46 clause (3) in the form of:
   a. verbal warning.
   b. written reprimand.
   c. grading by the Head of the Study Program to students according to each student's Cumulative GPA (IPK) in the previous semester for lecturers who are late in submitting grades, with the following criteria.
      1) IPK ≥ 3.51 (IPK of higher than or equal to three point five one) is converted into grade A
      2) IPK = 3.01-3.50 (IPK of three point zero one to three point five zero) is converted into grade A-
3) IPK $\leq 3.00$ (IPK of less than or equal to three point zero zero) is converted into grade B+

4) Especially for semester 1 (one) students, IPK is determined based on grades obtained from the courses or the average of scores obtained by students in the previous year.

d. reassignment of duties to another lecturer.
e. temporary ineligibility from a promotion in academic rank.
f. suspension.

Part Two
Implementation of Academic Sanctions

Article 49

The parties authorized to impose academic sanctions on students and lecturers are the Head of the Study Program, Head of the Department, Faculty/Graduate School Officer, and University Leaders according to the type of violation.

CHAPTER XV
TRANSITIONAL PROVISION

Article 50

Provisions on the student's graduation predicates as referred to in Article 29 paragraph (1) apply to students who are declared graduated starting on August 1, 2018.
CHAPTER XVI
CLOSING PROVISIONS

Article 51

With the enactment of this regulation, the Regulation of the Rector of Yogyakarta State University Number 13 Year 2015 concerning on Academic Regulations is declared invalid.

Article 52

This academic regulation shall take effect on the date of its enactment.

Ratified in Yogyakarta
on January 31, 2019
THE RECTOR OF YOGYAKARTA STATE UNIVERSITY

SUTRISNA WIBAWA
NIP. 19590901 198601 1 002
# APPENDIX

**RECTOR REGULATION**  
**YOGYAKARTA STATE UNIVERSITY**  
**NUMBER 1 YEAR 2019**  
**ON**  
**ACADEMIC REGULATIONS**  
**YOGYAKARTA STATE UNIVERSITY**

## CODES OF STUDY PROGRAMS OF YOGYAKARTA STATE UNIVERSITY

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