

TABLE OF CONTENTS

TABLE OF CONTENTS	1
PREFACE.....	7
REGULATION OF THE BOARD OF TRUSTEES OF INSTITUT TEKNOLOGI BANDUNG ON CODE OF STUDENT ETHICS	8
CHAPTER I GENERAL PROVISIONS	9
Article 1	9
Article 2	9
CHAPTER II STUDENT ETHICS IN INSTITUT TEKNOLOGI BANDUNG	9
First Part Student Ethics as Community Members	9
Article 3	9
Second Part Student Ethics towards ITB.....	10
Article 4	10
Article 5	10
Third Part Ethics of Students as Members of an Academic Community	11
Article 6	11
Fourth Part Student Ethics as Participants of a Study Program	11
Article 7	11
Fifth Part Student Ethics toward Educators	11
Article 8	11
Sixth Part Student Ethics toward Members of Supporting Staffs.....	12
Article 9	12
Seventh Part Student Ethics toward Their Fellow Students	12
Article 10	12
CHAPTER III SANCTIONS AND ENFORCEMENT	12
Article 11	12
CHAPTER IV OTHER PROVISIONS.....	12
Article 12	12
REGULATIONS OF THE RECTOR REGARDING ACADEMIC REGULATIONS OF INSTITUT TEKNOLOGI BANDUNG AS A LEGAL ENTITY STATE UNIVERSITY	13
CHAPTER I GENERAL PROVISIONS	14
Article 1	14
CHAPTER II EDUCATION PROGRAMS	15
First Part Types, Programs, and Levels of Education Programs	15
Article 2	15
Second Part Integration of Educational Programs.....	16
Article 3	16
Third Part Curriculum	17
Article 4	17
Fourth Part Regular Semesters.....	17
Article 5	17
Fifth Part Short Semesters	17
Article 6	17
Sixth Part Semester Credit Units (SKS)	18

Article 7	18
Seventh Part SKS Load.....	18
Article 8	18
Eighth Part Course Requirements	19
Article 9	19
CHAPTER III STUDENT ADMISSION.....	20
First Part Student Admission to Undergraduate Programs.....	20
Article 10	20
Second Part Student Admission to Graduate Programs	20
Article 11	20
Third Part Student Admission to Professional Programs.....	21
Article 12	21
Fourth Part Special Students of Undergraduate Programs.....	21
Article 13	21
Fifth Part Special Students of Graduate Programs.....	22
Article 14	22
Sixth Part Foreign Students.....	22
Article 15	22
Seventh Part Cancellation of Admission.....	23
Article 16	23
Eighth Part The Legality of ITB Students.....	23
Article 17	23
CHAPTER IV RE-REGISTRATION	24
First Part Re-registration	24
Article 18	24
Second Part Re-registration Prerequisites	24
Article 19	24
Third Part Status of ITB Students	24
Article 20	24
Fourth Part Change of Study Plan.....	25
Article 21	25
Fifth Part Late Payment of Course Fees	25
Article 22	25
Sixth Part Non-Registering Students	25
Article 23	25
Seventh Part Prerequisites to Join Academic Activities.....	26
Article 24	26
CHAPTER V ACADEMIC SERVICES	26
First Part Lectures and Examinations.....	26
Article 25	26
Second Part Academic Calendar.....	26
Article 26	26
Third Part Study Load per Semester	27
Article 27	27
Fourth Part Exceeding Study Load Limit to Accelerate Study	27
Article 28	27
Fifth Part Academic Advisory.....	28
Article 29	28
Sixth Part Examinations	29
Article 30	29
Seventh Part Examination Participants	29
Article 31	29
Eighth Part Examination Proctors.....	30

Article 32	30
CHAPTER VI STUDENTS' ACADEMIC ACHIEVEMENT AND COMPLETION OF STUDY.....	30
First Part Evaluation of Learning Processes.....	30
Article 33	30
Second Part Evaluation of Student Performance	31
Article 34	31
Third Part Incomplete Grade	31
Article 35	31
Fourth Part Average Grade, Grade Point Average, and Cumulative Grade Point Average.....	32
Article 36	32
Fifth Part Measure of Success.....	32
Article 37	32
Sixth Part Completion of an Undergraduate Program	33
Article 38	33
Seventh Part Completion of a Master's Program	33
Article 39	33
Eight Part Completion of a Doctoral Program.....	33
Article 40	33
Ninth Part Completion of a Professional Program	34
Article 41	34
Tenth Part Graduation Honors.....	34
Article 42	34
Eleventh Part Criteria of Graduation Honors for Undergraduate Programs.....	34
Article 43	34
Twelfth Part Criteria of Graduation Honors for Master's Programs	35
Article 44	35
Thirteenth Part Criteria of Graduation Honors for Doctoral Programs	36
Article 45	36
Fourteenth Part Academic Quality Thesis and Dissertation	38
Article 46	38
Fifteenth Part Certificate of Completion of Common Preparatory Stage	38
Article 47	38
Sixteenth Part Rapor, Academic Progress Report, Academic Transcript, Certificate, and Supplemental Statement for the Testamur	38
Article 48	38
CHAPTER VII LENGTH OF STUDY.....	39
First Part Length of Study in an Undergraduate Program.....	39
Article 49	39
Second Part Length of Study in a Master's Program.....	39
Article 50	39
Third Part Length of Study in a Doctoral Program.....	39
Article 51	39
Fourth Part Length of Study in a Professional Program	40
Article 52	40
Fifth Part Length of Study in an Integrated Program	40
Article 53	40
Sixth Part Extension of Length of Study	40
Article 54	40
Seventh Part The Probationary Period for Undergraduate Students in Special Status	41
Article 55	41
Eighth Part Length of study for Transferred Students	42
Article 56	42
Ninth Part Suspension of Study.....	42
Article 57	42

Tenth Part Termination of Study.....	42
Article 58	42
Eleventh Part Early Warning and Warning for Length of Study Limit	43
Article 59	43
Twelfth Part Withdrawal from Study	44
Article 60	44
Thirteenth Part Official Responsible for the Status of a Student.....	44
Article 61	44
CHAPTER VIII CHANGE OF STUDY PROGRAM	44
First Part Change of Study Program.....	44
Article 62	44
Second Part General Rules for a Change of Study Program	45
Article 63	45
Third Part Procedure for a Change of Study Program.....	46
Article 64	46
CHAPTER IX STUDENT IDENTITY CARD AND STUDENT'S STUDY CARD REPLACEMENT	46
First Part Student Identity Card (KTM) Replacement	46
Article 65	46
Second Part Replacement of Student's Study Card (KSM).....	47
Article 66	47
CHAPTER X REPLACEMENT OF TESTAMUR.....	47
Article 67	47
CHAPTER XI STUDENTS ON CAMPUS	47
Article 68	47
CHAPTER XII CONCLUDING PROVISIONS	48
Article 69	48
REGULATIONS OF THE RECTOR REGARDING STUDENT AFFAIRS OF INSTITUT TEKNOLOGI BANDUNG AS A LEGAL ENTITY STATE UNIVERSITY	49
CHAPTER I GENERAL PROVISIONS.....	50
Article 1	50
CHAPTER II STUDENT SERVICES	50
First Part Types of Services.....	50
Article 2	50
Second Part Scholarships and/or Student Aid.....	51
Article 3	51
Third Part Requirements for Students Receiving Scholarships or Student Aid	51
Article 4	51
Fourth Part The Student Dormitory.....	52
Article 5	52
Fifth Part Student Health Service	52
Article 6	52
Sixth Part Guidance and Counseling.....	52
Article 7	52
CHAPTER III FACILITIES AND FINANCIAL SUPPORT FOR STUDENT ACTIVITIES.....	53
Part One Facilities for Students Activities.....	53
Article 8	53
Second Part Financial Support for Student Activities	53

Article 9	53
CHAPTER IV STUDENT DEVELOPMENT.....	54
First Part Professional and Entrepreneurial Development	54
Article 10	54
Second Part Character Development and Training	54
Article 11	54
CHAPTER V ITB STUDENT ORGANIZATIONS	55
First Part The Functions and Nature of Organizations	55
Article 12	55
Second Part Foundations	55
Article 13	55
Third Part Responsible Freedom of Organization	55
Article 14	55
Fourth Part The Position of ITB Student Organizations	56
Article 15	56
Fifth Part Rights of ITB Student Organizations	56
Article 16	56
Sixth Part Obligations of ITB Student Organizations	57
Article 17	57
Seventh Part ITB Student Affairs Counselors.....	57
Article 18	57
Eighth Part ITB Student Organization Registration Procedures	58
Article 19	58
Ninth Part Organizational Funding.....	58
Article 20	58
Tenth Part Organizational Membership.....	59
Article 21	59
Eleventh Part Revocation of Organization Rights.....	59
Article 22	59
CHAPTER VI STUDENT ACTIVITY	59
First Part Types of Student Activities.....	59
Article 23	59
Second Part Activity Permits	59
Article 24	59
Third Part Requirements for Activity Permits.....	60
Article 25	60
CHAPTER VII AWARDS	60
First Part Award Presentation	60
Article 26	60
Second Part Awards for Outstanding Students	61
Article 27	61
Third Part Ganesha Awards	61
Article 28	61
Fourth Part Other Awards.....	62
Article 29	62
CHAPTER VIII CONCLUDING PROVISIONS.....	62
Article 30	62
REGULATIONS OF THE RECTOR REGARDING THE ENFORCEMENT OF ACADEMIC AND STUDENT AFFAIRS NORMS OF INSTITUT TEKNOLOGI BANDUNG AS A LEGAL ENTITY STATE UNIVERSITY	63

CHAPTER I GENERAL PROVISIONS.....	64
Article 1	64
CHAPTER II THE ACADEMIC NORMS AND STUDENT AFFAIRS ENFORCEMENT COMMISSION	65
First Part The Position of the Academic Norms and Student Affairs Enforcement Commission	65
Article 2	65
Second Part Membership of the Academic Norms and Student Affairs Enforcement Commission	65
Article 3	65
Third Part Procedures of the Commission for the Enforcement of Academic and Student Affairs Norms.....	66
Article 4	66
CHAPTER III GROUNDS FOR SANCTIONS	66
Article 5	66
CHAPTER IV THE AIMS AND OBJECTIVES OF IMPOSING SANCTIONS	67
First Part The Aims of Imposing Sanctions for a Violation.....	67
Article 6	67
Second Part The Objectives of Imposing Sanctions for a Violation.....	67
Article 7	67
CHAPTER V TYPES, LEVELS AND CATEGORIES OF SANCTIONS	67
First Part Types of Sanctions.....	67
Article 8	67
Second Part Levels of Sanctions.....	68
Article 9	68
Third Part Categories of Sanctions.....	68
Article 10	68
CHAPTER VI STAGES, PROCEDURES AND MECHANISMS.....	68
First Part Procedural Stages for the Imposition of Sanctions	68
Article 11	68
Second Part Mechanism for Determining Sanctions on Students and Student Organizations.....	69
Article 12	69
CHAPTER VII TYPES AND APPLICATION OF SANCTIONS	70
First Part Types of Violations.....	70
Article 13	70
Second Part Imposition of Sanctions.....	71
Article 14	71
CHAPTER VIII MISCELLANEOUS AND CONCLUDING PROVISIONS	72
First Part Miscellaneous	72
Article 15	72
Second Part Concluding Provisions.....	72
Article 16	72

PREFACE

According to the Basic Policies of the Institut Teknologi Bandung as a Legal Entity State University (henceforth ITB PTNBH)—pursuant to the Regulation of the Board of Trustees No. 001/P/11-MWA/2015—ITB has the following educational objective: to produce professionals, researchers and entrepreneurs that are reliable, trustworthy, and having integrity and pioneering spirit, who can provide benefits and added values for the advancement of science, technology, economy, and national welfare. Moreover, the Virtues of Education at ITB (pursuant to the Regulation of the Academic Senate No. 10/SK/11-SA/OT/2012) specifies that education at ITB consists of prestigious scientific education and character development that always uphold noble values. With those objective and educational scopes, it is expected that ITB graduates will become role models for the society.

The process of scientific education and character building should be embedded both in classrooms and student activities. Moreover, ITB recognizes every student as an adult. During his/her study at ITB, the student will be treated as an individual who has certain rights and is capable of fulfilling his/her obligations in earnest and responsible manner as well as with honesty. Hence, all parties at ITB need a common guideline for conducting academic and student activities.

On the basis of Regulations of the Rector of ITB No. 177/PER/11.A/PP//2017 about Academic Regulations of ITB PTNB, No. 178/PER/11.A/KM/2017 concerning Student Affairs of ITB PTNBH, and No. 179/PER/11.A/KM/2017 stipulating the Enforcement of Academic and Student Affairs Norms of ITB PTNBH; the Academic Regulations, Regulations of Student Affairs, and the Enforcement of Academic and Student Affairs Norms, whose contents of the aforementioned regulations are presented in this handbook, serve as the common guidelines. They become the guides directing all educational activities and student affairs to the right path in order to achieve the educational goals of ITB.

Bandung, August 5, 2019

On behalf of the Rector,
Vice Rector for Academic and
Student Affairs,



Prof. Ir. Bermawi P. Iskandar, M.Sc., Ph.D.
NIP. 19550326 19860 1 1001

**REGULATION OF THE BOARD OF TRUSTEES OF INSTITUT
TEKNOLOGI BANDUNG ON CODE OF STUDENT ETHICS**

CHAPTER I GENERAL PROVISIONS

Article 1

In the regulation of the Board of Trustees of Institut Teknologi Bandung terms are used in the following senses:

- a. **A lecturer** is a professional educator and scientist whose main missions are to transform, develop, and disseminate sciences and technologies through education, research, and community services.
- b. **A student** of the Institut Teknologi Bandung (hereafter referred to as student) is participant in the education process at the Higher Education level at Institut Teknologi Bandung.
- c. **The Institut Teknologi Bandung's Code of Student Ethics** is a guideline that consists of norms of conduct to be adhered by individual students in carrying out academic and student activities at Institut Teknologi Bandung.
- d. **A student organization** is a means to build and develop talents, interests, characters, identities, and all other activities conducted in order to attain the Vision and Mission of Institut Teknologi Bandung.

Article 2

The aims of this Code of Student Ethics are:

- a. To provide official guidance to Students in interacting and behaving inside or outside of Institut Teknologi Bandung (henceforth ITB) Campuses.
- b. To develop a conducive environment in ITB in order to foster effective and efficient teaching and learning climate.
- c. To build and develop an image of students who always honor the high values of ethics.
- d. To promote and maintain order in the vicinity of ITB Campuses.
- e. To build and develop the sense of mutual support and respect among members of ITB community.

CHAPTER II STUDENT ETHICS IN INSTITUT TEKNOLOGI BANDUNG

First Part Student Ethics as Community Members

Article 3

- (1) Students are placed in an honorable position since they are perceived as individuals worthy as examples and role models for community members and the hope of this nation and country to continue the nation and country development in the future.
- (2) For those reasons, the students of ITB must be able to manifest the followings:
 - a. Good and responsible behavior on all their deeds, and respectfulness to other people's existences and rights, both inside and outside of the Campuses;
 - b. Worthiness of being exemplary to community in academic and professional attainment;
 - c. Spirit of upholding academic and professional honesty and integrity by restraining from dishonest and unfair acts in any form, both inside and outside of the Campuses;
 - d. High motivation, perseverance and endurance in striving for the best achievements;

- e. Obedience to all prevailing laws and rules, both inside and outside of the Campuses;
- f. Trustworthiness as an academic persona, by always fulfilling commitments.

Second Part

Student Ethics towards ITB

Article 4

- (1) As members of the campus community, students should dress well and cleanly, and behave courteously in accordance with general norms and etiquettes that are commonly accepted in an academic environment.
- (2) Students should be well aware of and sensitive to issues concerning the academic community of ITB.
- (3) When expressing his/her opinions, every student must respect other people's rights in accordance to prevailing religious and legal norms, and must sustain national unity and integrity.
- (4) Students must protect the dignity and prestige of ITB.
- (5) Students must manifest the values of justice during interaction and observe non-discrimination with respect to skin color, gender, religion, race, age, socio-economic or educational background, and disabilities.
- (6) Students may use campus facilities for activities that conform with regulation and the facility's proper functions.

Article 5

- (1) A Student of Institut Teknologi Bandung has the right to:
 - a. receive educational, learning and academic services;
 - b. receive advice from academic advisors in completing his/her study;
 - c. use facilities to expedite the process of learning;
 - d. obtain information concerning academic activities;
 - e. receive welfare services when eligible;
 - f. participate in student organization's activities;
 - g. use the academic freedom responsibly to learn and study in accordance with ethics, rules and etiquettes that prevail in academic circles;
 - h. complete his/her study within the time limit set by the regulation;
 - i. utilize the Institute's resources through student organizations to manage and regulate students' interests, well-being and life in accordance with prevailing regulations;
 - j. transfer to other study program or higher education institution in accordance with prevailing regulations;
 - k. receive special assistance for Students with special needs, given within the power of the Institute;
 - l. be granted and use a degree at the level of education pursued following the completion of his/her study in accordance with the applicable regulation.
- (2) A student of Institut Teknologi Bandung has the obligation to:
 - a. abide by the rules and regulations prevailing at the Institute and the laws of the Republic of Indonesia;

- b. protect the environment and facilities at ITB, and refrain from damaging or misusing educational infrastructures/buildings/halls, laboratories, office/administrative buildings, and other public infrastructures/buildings/spaces;
- c. maintain cleanliness, beauty, order, and security.
- d. share the cost of education and other financial expenditures as determined by regulations.

Third Part

Ethics of Students as Members of an Academic Community

Article 6

Ethics of Students as Members of an academic community are the followings:

- a. To uphold religious and nation's cultural values, principles of sciences, technology and arts, and social sciences and humanities;
- b. To explore and develop their own identities that will enable them to contribute to the advancement of the alma mater, the nation and the wider community;
- c. To refrain from any forms of deception and foul play in all activities;
- d. To help building the spirit of nationalism and preserving the integrity of the nation;
- e. To be responsible and capable in planning their studies in order to attain high academic achievement;
- f. To develop good social relationship with other members and to actively participate in various non-curricular activities.

Fourth Part

Student Ethics as Participants of a Study Program

Article 7

A student as an educational participant who legally enroll in a study program has an obligation to:

- a. obey all regulations set by the Institute, its Faculties/Schools and Study Programs, both on academic and non-academic matters;
- b. always maintain public safety and peace among academic community;
- c. always strive for smooth running of every academic activity and/or ceremony, at the level of Institute, its Faculties/Schools and Study Programs, by refraining from interrupting or creating noises and disturbances that can degrade the solemnity of the ceremony or procession.

Fifth Part

Student Ethics toward Educators

Article 8

Every Student shall respect his/her educators, inside or outside classrooms, as manifested among others in the followings:

- a. To participate in academic activities earnestly and responsibly;
- b. To refrain from things or actions that may harm oneself or others;
- c. To refrain from debasing and demeaning instructors;
- d. To offer correction to educators who make errors during teaching and learning process politely;
- e. To carry out and complete academic assignments given by instructors in order to expedite the completion of his/her study in a wise, honest, and responsible manner.

Sixth Part
Student Ethics toward Members of Supporting Staffs

Article 9

Every student shall respect members of supporting staff as manifested among others in the followings:

- a. To respect and value members of supporting staff and to respect and heed prevailing bureaucratic procedures;
- b. To be polite and courteous when requesting for services;
- c. To be patient when waiting for services.

Seventh Part
Student Ethics toward Their Fellow Students

Article 10

Every Student shall respect his/her fellow students as manifested among others in the followings:

- a. To develop relationship based on civility and dignity, by not doing things that violate academic and student affairs norms;
- b. To uphold and respect the rights provided by academic freedom and academic expression freedom;
- c. To understand the principles that govern community life within the Institute, and to build, maintain and develop multicultural community life inside the Campuses;
- d. To uphold and respect mutual tolerance among existing student organizations in ITB.

CHAPTER III
SANCTIONS AND ENFORCEMENT

Article 11

- (1) Each student shall heed and implement this ITB Code of Student Ethics and have a duty to report any violations of its clauses as they occur.
- (2) Any violations to this Code of Student Ethics is subject to ethical punishment and other punitive measures as set in ITB's Regulations of Academic and Student Affairs.

CHAPTER IV
OTHER PROVISIONS

Article 12

- (1) All other existing and valid ITB Regulations and Ordinances that are not in conflict with this Regulation remain valid and enforceable.
- (2) This Regulation nullifies the Regulation of the Board of Trustees Number 010/P/I1-MWA/2014
- (3) This Regulation is valid from the date it is enacted, with the proviso that any errors shall be amended as necessary.

**REGULATIONS OF THE RECTOR REGARDING ACADEMIC
REGULATIONS OF INSTITUT TEKNOLOGI BANDUNG AS A
LEGAL ENTITY STATE UNIVERSTITY**

CHAPTER I

GENERAL PROVISIONS

Article 1

In the Regulation of the Rector of Institut Teknologi Bandung terms are used with the following definitions:

1. **Institut Teknologi Bandung** (hereinafter referred to as ITB) is Institut Teknologi Bandung as a Legal Entity State University.
2. **Rector** is the Rector of ITB.
3. **Vice Rector** is the Vice Rector of ITB with responsibility for Academic and Student Affairs in ITB.
4. A **student of ITB** (hereinafter referred to as student) is a participant in the education process at the Higher Education level at ITB.
5. A **new student** is a student who has been admitted through the admission process held by ITB.
6. A **new Sarjana (Undergraduate) student** is a student accepted to take part in the education process provided by the Sarjana (Undergraduate) Program in ITB.
7. **New students of the Graduate Program** include new students on the Magister's (Master's) and Doctoral Programs.
8. A **new Magister's (Master's) Degree Program student** is a student accepted to follow the education of Magister (Master's) Degree Program at ITB.
9. **The new Doctoral Degree Program student** is a student accepted to take part in the education process provided by the Doctoral Programs in ITB.
10. **The new Professional Program student** is a student accepted to follow the education of the Professional Program at ITB.
11. **Foreign students** are students who are foreign nationals.
12. **International classes** are classes of a study program enrolled by students of Indonesian nationality and/or students of foreign nationalities and these classes are conducted by following the regulations stipulated by ITB.
13. **An academic adviser** is a lecturer of ITB appointed by the Dean based on the recommendation of the Chairperson of the relevant study program.
14. **Academic Advisory Sessions** are face to face meetings between academic advisers and students which determine a strategy for selecting courses based on the available curriculum, taking into consideration the ability and academic achievement of students.
15. **An examination proctor** is someone assigned to carry out the invigilation of examinations in the room where examinations take place.
16. **Academic activities** are all the activities that must be performed by a student to qualify for graduation from an educational program.
17. **Distance learning** is a process of teaching and learning carried out remotely by using various information and communication technology-based media.
18. **The Rapor** is a full report of all the grades obtained by a student while studying at ITB compiled according to the order with which subjects were taken each semester.
19. **The Academic Progress report** is a record of the number of credits and the final grades for every subject achieved by a student while studying at ITB.

20. **The Academic Transcript** is a complete record of the number of credits and the final grades for all the compulsory subjects in the curriculum for each course of study achieved by a student while studying in ITB.
21. **A short semester** is an additional semester which is not compulsory for all students.
22. **Recognition of Prior Learning (RPL)** is recognition into formal education of a person's learning achievements acquired through non-formal or informal education activities, and/or work experience
23. **Formal education** is a structured educational pathway with defined stages consisting of basic education, secondary education, and higher education.
24. **Non-formal education** is an educational pathway outside the formal education system which can be structurally conducted with defined stages.
25. **Informal education** is an educational pathway which takes place within a person's home domain and familial environment.
26. **Credit earning** is credit(s) given to an ITB student for his/her participation in one or more academic activities conducted by ITB only or by ITB collaborating with other institutions prior to his/her registration as an ITB student or during his/her study in ITB as a registered ITB student.
27. **Credit transfer** is acknowledgment of credit(s) which an ITB student earned at another institution prior to his/her registration as an ITB student or during his/her study in ITB as a registered ITB student.
28. **Supplemental Statement for the Testamur** is a document containing information about competencies fulfillment of a graduate from a higher education program.

CHAPTER II EDUCATION PROGRAMS

First Part Types, Programs, and Levels of Education Programs

Article 2

- (1) ITB carries out two types of education namely academic education and professional education.
- (2) Academic education at ITB comprises three levels or strata as follows:
 - a. A 4-year program for the Sarjana Level (S-1/Undergraduate; hereinafter Sarjana Level will be referred to as Undergraduate), conferring the Sarjana Degree (Bachelor's Degree; hereinafter Sarjana Degree will be referred to as Bachelor's Degree),
 - b. A 2-year program for the Magister's Level (S-2/Master's; hereinafter Magister's Level will be referred to as Master's), conferring the Magister Degree (Master's Degree; hereinafter Magister's Degree will be referred to as Master's Degree),
 - c. A 4-year program for the Doctoral Level (S-3), conferring the Doctoral Degree.
- (3) Bachelor's Degree education is a study program that comprises the basics of the subjects taught in the study program; this constitutes a foundation for immediate entry into the world of work, participating in the economy and in the community at large or for further study. Equipped with basic knowledge and skills, graduates are expected to be able to observe, identify, and adopt a scientific approach to solving problems related to their field of study. They are also expected to be able to

use their initiative, to be able to apply their knowledge, and to be ready to face change and keep up with developments.

- (4) The Undergraduate Program consists of two inseparable levels as follows:
 - a. The Common Preparatory Stage, carried out in the first year, is the initial level of the Undergraduate Program; it aims to strengthen the students' knowledge of basic sciences, to develop general abilities needed to support the next stage of their education, and to form the scientific attitudes and good learning habits required in a higher education institution.
 - b. The Undergraduate Stage is the level at which scientific and specialist foundations are laid and perspectives are broadened.
- (5) The Graduate Programs consist of Master's Program and Doctoral Program
- (6) Master's Degree education is a linear continuation of the Undergraduate Program or it provides an interaction between several fields of study which have appeared in response to developments in the sciences or current needs. Master's Program graduates should have higher levels of competence than the graduates of Undergraduate Programs, especially in terms of being innovative in their field of specialization and in the ability to synthesize ideas and to draw conclusions from research activities, in addition to the depth and breadth of their mastery of knowledge.
- (7) The Doctoral Program is the next level after completing the Master's Program consisting of 4 (four) stages sequentially, those are Level I (Preparation), Level II (Drafting Proposal), Level III (Research), and Level IV (Dissertation Defense). Graduates of the Doctoral Program should be able to undertake research independently, understand the moral and ethical issues in the development of science, produce scientific papers that reflect their expertise, and make original contributions to their field of study. In addition, a graduate of the Doctoral Program should be able to transfer their knowledge to the scientific community in their environment.
- (8) Master's and Doctoral Programs can be conducted through a partnership scheme.
- (9) The partnership scheme as mentioned in the section (8) of this article is further stipulated by the Rector's Regulations.
- (10) Professional Education is a higher educational program pursued after the Undergraduate Program and aiming at preparing students for the world of work which requires particular skills.
- (11) The requirements and procedures for Special Educational programs not included in the sections (3) to (10) of this article are regulated specifically in the Rector's Regulations

Second Part Integration of Educational Programs

Article 3

- (1) High achieving students are given the opportunity to complete the Undergraduate and Graduate Programs according to an accelerated schedule.
- (2) A student on the Undergraduate Program who demonstrates outstanding academic performance can choose to participate in the Master's Program as an integral part of their Undergraduate Program (Fast-Track Program).
- (3) A student on the Master's Program who demonstrates outstanding academic performance can choose to participate in the Doctoral Degree Program as an integral part of their Master's Program.
- (4) A student of the Master's Program as mentioned in the section (3) can choose to participate in the education program of the Doctoral Level before graduating from the Master's Program.

- (5) A student of the Master's Program as mentioned in the section (4) has a GPA higher than 3.50 (three point five zero).
- (6) A student of the Master's Program as mentioned in the article (4) must have graduated from the Master's Program before graduating from the Doctoral Program.
- (7) The requirements for new students of the Graduate Program under sections (2) and (3) of this article are determined by the Graduate School.

Third Part Curriculum

Article 4

- (1) The curricula of the educational programs in ITB are based on the vision and the mission of ITB, with the objective of producing highly competent graduates who can serve the needs of society and contribute to the development of science, technology, and art.
- (2) The curriculum for a study program is a compilation of the subjects taught at each level in the program concerned, organized in an integrated manner so as to make it possible for students to achieve the expected outcomes.
- (3) The composition of individual subjects is matched with the development of students' understanding in the relevant field. Each course has its own syllabus and its own weighting in semester credit units (or Satuan Kredit Semester, hereinafter referred to as SKS) as well as Semester Learning Plan (or Rencana Pembelajaran Semester, hereinafter referred to as RPS).
- (4) The curriculum shows the specific characteristics of a study program and gives a complete description of the subject matter, the prerequisites, and general guidelines for the educational process.

Fourth Part Regular Semesters

Article 5

- (1) The educational program in ITB adopts the semester system.
- (2) One academic year comprises 2 (two) regular semesters, i.e. 1 (one) odd semester and 1 (one) even semester; each of which has 16 (sixteen) weeks of academic activities.
- (3) The 16 (sixteen)-week period of studies comprises at least 14 (fourteen) weeks of lectures and 2 (two) weeks of examinations.

Fifth Part Short Semesters

Article 6

- (1) The academic activities during the short semesters are determined by the corresponding Study Program based on the policies of the Faculty/School, and the availability of lecturers and facilities.

- (2) Lectures in 1 (one) short semester are academic activities equivalent to the activities in 1 (one) regular semester, but they are carried out for only 8 (eight) weeks, including the lectures themselves, evaluation, and associated practical activities.

Sixth Part Semester Credit Units (SKS)

Article 7

- (1) Students' academic loads are measured in terms of Semester Credit Units (SKS).
- (2) An academic load of one SKS in the Undergraduate Program is equivalent to the effort which a student must invest in 3 (three) hours in one regular semester, consisting of:
 - a. Fifty minutes academic interaction with the teaching staffs, in the form of attendance in class.
 - b. One (1) hour of structured activities associated with lectures, such as completing assignments, solving problems, writing papers, or undertaking literature reviews.
 - c. One (1) hour of independent activity, in which the student works on their own to deepen their understanding of the subject and to carry out academic assignments such as reading reference works.
- (3) An academic load of one SKS in the Undergraduate Program, in the context of practical work, final projects, field work, and other similar activities is equivalent to between 3 (three) and 5 (five) hours a week of a student's academic work per semester.
- (4) An academic load of one SKS in the Graduate Programs is equivalent to the efforts which a student must invest in at least 5 (five) hours a week per semester, comprising 50 minutes of attendance in a class taught by a member of the teaching staffs, 1-2 (one to two) hours of structured activities, and 2-3 (two to three) hours of independent activities.
- (5) An academic load of one SKS for the Professional Program is equivalent to the effort which a student must invest in 3-5 (three to five) hours a week per semester, comprising 50 minutes of attendance in a class taught by a member of the teaching staffs, at least 1 (one) hour of structured activities, and at least 1 (one) hour of independent activities.
- (6) The regulations for and the implementation of lectures supported by practical work experience are specified by each individual study program.
- (7) With regard to distance learning, attendance in a class can be substituted with other equivalent activities.
- (8) Distance learning as mentioned in the section (7) is not intended to fully replace attendance in a class.

Seventh Part SKS Load

Article 8

- (1) The SKS load of each educational program is specified in the prevailing curriculum. Unless there are other provisions to the contrary in the curriculum, the SKS load of each educational program is as specified in the sections (2) to (5) of this article.
- (2) The Undergraduate Education Program of ITB has a load of 144 (one hundred and forty-four) SKS, consisting of:

- a. The Common Preparatory Stage, with a load of 36 (thirty-six) SKS.
 - b. The Undergraduate Stage, with a load of 108 (one hundred and eight) SKS.
- (3) The Master's Program has a load of 36 (thirty-six) SKS.
 - (4) The Doctoral Program, following the Master's Program in the same field of study has a load of 42 (forty-two) SKS and 54 (fifty-four) SKS for those holding a Master's Degree in a different field of study.
 - (5) The Professional Programs has a minimum load of 24 (twenty four) SKS in accordance with the stipulated curriculum.
 - (6) A subject taken at another higher education institution/university may be considered to satisfy part of the curriculum requirements as mentioned in the sections (2) to (5) of this article if approved by the Dean of the relevant Faculty/School and set out in a decree of the aforementioned Dean.
 - (7) A subject taken at ITB may be considered to satisfy part of the curriculum as mentioned in the sections (2) to (5) of this article if approved by the Dean of the relevant Faculty/School and set out in a decree of the aforementioned Dean.
 - (8) Non-formal and informal education activities can be recognized as an element to fulfill the curriculum requirements as mentioned in the sections (2) to (5) of this article if approved by the Dean of the Faculty/School and the decision is stipulated in the Dean's decree.
 - (9) With regard to the Engineer Professional Program (or Program Profesi Insinyur), the recognition of non-formal and informal education as an element to fulfill the curriculum requirements is determined by the head of the unit overseeing the Engineer Professional Program.

Eighth Part Course Requirements

Article 9

- (1) All compulsory courses and a number of elective courses in a curriculum shall be completed in sequence based on the curriculum regulations by the student.
- (2) A student is permitted to take more than the required number of courses, the administration of which shall comply with the regulations in the curriculum of his/her study program.
- (3) The courses mentioned in the section (1) above can be carried out through distance learning and/or online learning.
- (4) In each semester, a student is required to take courses in accordance with the sequence in the curriculum, by prioritizing courses at lower levels and years.
- (5) An Undergraduate Program student is permitted to take Master's Program courses, either to meet the requirements of combining an educational program as specified in the article 3 section (2) of this regulation, or to satisfy the elective course requirements of an undergraduate program.
- (6) The definition of an Undergraduate Program student as stated in the section (5) of this article is a student who:
 - a. is in at least his/her third year; and
 - b. has a grade point average (GPA) of at least 3.00 (three point zero zero).
- (7) A Master's Program student is permitted to take Doctoral Program courses, either to meet the requirements of combining an educational program as specified in the article 3 section (3) of this regulation, or to satisfy the elective course requirements of a Master's program.

- (8) The definition of a Magister's student as stated in the section (7) of this article is a student who has a grade point average (GPA) of at least 3.25 (three point two five).

CHAPTER III STUDENT ADMISSION

First Part Student Admission to Undergraduate Programs

Article 10

- (1) The admission process of an undergraduate program student is based on the selection administered by the Executive Directorate for Student Admission and Educational Cooperation.
- (2) The selection criteria for the admission of a new undergraduate student is stipulated by ITB.
- (3) In accordance with the new student admission policy, ITB can accept a new undergraduate program student who demonstrates outstanding academic or non-academic achievement at a national or an international level.
- (4) In accordance with the stipulated regulations, ITB may accept Indonesian citizens and/or foreign citizens in a study program which opens an international class.
- (5) The foreign citizens who are accepted in a study program which opens an international class must fulfill the requirements specified in article 15 of this regulation.

Second Part Student Admission to Graduate Programs

Article 11

- (1) The admission process of a graduate student is based on the selection administered by the Executive Directorate for Student Admission and Educational Cooperation.
- (2) The selection criteria for the admission of a new graduate student is stipulated by ITB.
- (3) The selection criteria and decision of Graduate Program new student admission are determined by the Executive Directorate for Student Admission and Educational Cooperation along with the relevant Faculties/Schools.
- (4) A new student of Master's Program or Doctoral Program must meet the requirements, particularly the relevance of his/her prior educational background with the Graduate Program he/she applies to.
- (5) A new student candidate who is perceived promising but his/her educational background has not yet fulfilled the requirements may be accepted to undertake matriculation of a Master's Program or matriculation of a Doctoral Program.
- (6) A new student candidate who is considered to pass the matriculation of a Master's Program or matriculation of a Doctoral Program may continue his/her study in the Master's Program or the Doctoral Program.
- (7) A new student candidate of a Master's Program or a Doctoral Program is able to choose a study program different from his/her prior educational background in their Undergraduate or Master's studies, as stipulated in the section (4) of this article.

Third Part
Student Admission to Professional Programs

Article 12

- (1) The admission process of a professional program student is based on the selection administered by the Executive Directorate for Student Admission and Educational Cooperation.
- (2) The selection criteria for the admission of a new graduate student is stipulated by ITB.
- (3) The selection criteria and decision of new student admission in the Professional Program are determined by the Executive Directorate for Student Admission and Educational Cooperation along with the Faculties/Schools.
- (4) With respect to Engineer Professional Program, the selection criteria and decision are determined by the Executive Directorate for Student Admission and Educational Cooperation along with the relevant Study Program Committee of Engineer Professional Program.

Fouth Part
Special Students of Undergraduate Programs

Article 13

- (1) A special student of an Undergraduate Program is a student who has been admitted without following the procedures for new student admission, as stated in the article 10.
- (2) The admission of a special student is administered by the Executive Directorate for Student Admission and Educational Cooperation along with the relevant Faculties/Schools through a placement test based on stipulated regulations.
- (3) A special student of an Undergraduate Program has one of the following statuses:
 - a. A transfer student, e.g. a student who moves from another university/higher educational institution in a foreign country, because the student joins his/her parent(s) on a posting abroad as an official appointed by the government.
 - b. A student on a study assignment, e.g. a student who has been assigned to study by a state/private institution in collaboration with ITB.
 - c. A student in a collaborative program, e.g. a student from another university in collaboration with ITB.
- (4) The advanced standing or the recognition of SKS earned from previous study by a student as stated in paragraph (3) of this article is limited to a maximum of 36 (thirty-six) SKS or in accordance with the provisions stated in the cooperation agreement.
- (5) A student in a collaborative program shall follow ITB academic regulations and any other regulation(s) based on any agreement approved by ITB and its higher educational partner(s).

Fifth Part
Special Students of Graduate Programs

Article 14

- (1) A special student of a graduate program is a Master's or Doctoral student who has passed subjects from a Master's or equivalent, or Doctoral program outside ITB, and is continuing his/her Master's or Doctoral education in ITB.
- (2) The selection of a special student of a graduate program is undertaken by the Executive Directorate for Student Admission and Educational Cooperation, and/or the Graduate School of ITB, through a placement test based on the stipulated regulations.
- (3) The equivalence and recognition of results of subjects previously taken, as stated in section (1) of this article, is determined by the Executive Directorate for Student Admission and Educational Cooperation and/or the Graduate School of ITB based on the recommendation of a faculty/school.
- (4) The advanced standing or the recognition of SKS earned from previous study by a student as stated in the section (3) of this article is limited to a maximum of 12 (twelve) SKS for a Master's Program and 16 (sixteen) SKS for a Doctoral Program or the number of SKS recognition is determined by the provisions stated in the cooperation agreement.
- (5) A special student of a Master's Program shall pay course fees for at least 2 (two) semesters or 1 (one) year, while a special student of a Doctoral Program shall pay course fees for at least 4 (four) semesters or 2 (two) years.

Sixth Part
Foreign Students

Article 15

- (1) ITB can admit foreign students in Undergraduate and Graduate Programs in accordance with applicable government regulations.
- (2) A foreign citizen can undertake his/her first year of education at ITB, or relocate from a university abroad, in accordance with requirements specified by ITB.
- (3) The admission of a foreign student is administered by the Executive Directorate for Student Admission and Educational Cooperation through a regular admission test or a special selection test stipulated by ITB.
- (4) An accepted foreign student must fulfill the following requirements:
 - a. Obtain a study permit which is required by the immigration regulations of Indonesia.
 - b. Have health insurance that is valid in Indonesia throughout his/her study in ITB.
- (5) The requirements specified in the section (4) of this article are mandatory for academic enrollment at ITB.

Seventh Part Cancellation of Admission

Article 16

- (1) The admission of a student shall be canceled if the student:
 - a. is found to have cheated during the new ITB students' admission test.
 - b. is still studying in ITB.
 - c. has been admitted in an Undergraduate Program but had previously been enrolled as a student of an Undergraduate Program in ITB but later resigned, or was not permitted to continue the study program.
 - d. has previously enrolled as a student of a Graduate Program in ITB at the same level but was not permitted to continue the study program.
 - e. has previously enrolled as a student of a Graduate Program in ITB in the same study program but later resigned from the study program.
- (2) Exception to the section (1) may be given to a student of an Engineering Professional Program admitted through a Recognition of Prior Experience program who is registered in the same period in 1 (one) academic educational program.
- (3) Exception to the section (1) may be given to a student of a Master's Program who qualifies to register as a student in a Doctoral Program as stipulated by the article (3) section (3) of this regulation.
- (4) Exception to the section (1) point e of this article may be given to a student in a Graduate Program who submits his/her resignation on non-academic grounds deemed acceptable by ITB.
- (5) An ITB student categorized as those stipulated in section (1) of this article shall have his/her status as an ITB student revoked.

Eighth Part The Legality of ITB Students

Article 17

- (1) An ITB student shall meet administrative requirements as set by the unit that regulates education at ITB.
- (2) The status of a student who has not fulfilled the administrative requirements as specified in the section (1) is regarded as invalid.
- (3) A student who provides false or untrue information can be sanctioned in accordance with applicable regulations.
- (4) A student who participates in an educational program based on the admission selection results of a particular student admission path in ITB's Faculties/Schools is not permitted to move to an educational program from a different student admission path during his/her study in ITB.
- (5) The status as an ITB student of a student who intentionally moves to another study program from a different student admission path will be reconsidered.
- (6) A student remains obliged to submit all the requirements on time even if ITB does not demand one or more of the administrative requirements as stipulated in the section (1) of this article. Negligence of this shall result in the student's status as a student of ITB becoming invalid.

- (7) The confirmation of the admission of new students of ITB is conducted in an ITB Convocation.

CHAPTER IV RE-REGISTRATION

First Part Re-registration

Article 18

- (1) Each ITB student must register with the Directorate of Education of ITB before attending academic activities in each semester, as per the dates specified in the ITB Academic Calendar.
- (2) A student is officially registered once he/she possesses a Student's Study Card (or Kartu Studi Mahasiswa/hereinafter referred to as KSM) that has been issued for the corresponding semester.
- (3) A KSM can be in the form of a hardcopy or a softcopy.
- (4) If a student has not been issued with a KSM by the end of the re-registration period as per the Academic Calendar, the student is only allowed to register with a load of 0 (zero) SKS.

Second Part Re-registration Prerequisites

Article 19

An ITB student who is permitted to register is a student who enrolled in the previous semester, subject to the following conditions:

- a. Having a valid KSM for the previous semester and a Student Identity Card (or Kartu Tanda Mahasiswa/hereinafter referred to as KTM).
- b. Settling the payment of course fees and other legal contributions for the corresponding semester.
- c. Having a study plan for the corresponding semester approved by an academic adviser.
- d. Being free of any case/debt related to academic services/facilities provided by ITB.

Third Part Status of ITB Students

Article 20

ITB students include all students who:

- a. Register with the Directorate of Education as stated in the article 18 section (2) of this regulation.
- b. Not register maximum for one semester.

Fourth Part Change of Study Plan

Article 21

- (1) A student is able to make a change to a plan of study (or Perubahan Rencana Studi/hereinafter referred to as PRS), e.g. to add or to drop any subject included in their study plan listed on his/her /KSM, with a maximum SKS as specified in the articles 27 or 28 of this regulation, in accordance with the schedule specified in the academic calendar.
- (2) The completion of a study plan by a student, the approval of the study plan by the academic adviser, and the printing of a KSM resulting from a change to a plan of study, shall be completed according to the timetable specified in the ITB academic calendar.

Fifth Part Late Payment of Course Fees

Article 22

- (1) ITB gives special consideration to a student who has difficulty paying his/her course fees.
- (2) A student who has not settled his/her payment of course fees during re-enrollment is still required to have a study plan for the corresponding semester approved by the academic adviser by the scheduled dates, with necessary supporting documents.
- (3) A student as defined in the section (2) of this article is given the opportunity to settle the payment of course fees up to the time limit for a change of study.
- (4) A student who has not settled his/her payment of course fees and has difficulty paying must report to the Student Affairs Unit (for undergraduate students), the Graduate School (for graduate students), or relevant Faculties/Schools (for a student of a Professional Program) to be dealt with according to applicable regulations.
- (5) A student who has not settled his/her payment of course fees by the last date for the changing of a study plan and is not included in the category as stipulated in the section (4) of this article, is permitted to register with a load of 0 (zero) SKS, but still has to pay fees, with the amount and the time of payment to be determined by the director of finance.
- (6) A student who cannot pay course fees by the scheduled date as stated in the section (5) of this article can register in the following semester after settling the payment as stated in the section (5) of this article.

Sixth Part Non-Registering Students

Article 23

- (1) A student who does not register for 1 (one) semester (unregistered status) and who later re-registers for the following semester shall submit a written request to register to the Vice-Rector for Academic and Student Affairs.
- (2) A student who does not register for 2 (two) consecutive semesters is considered to have withdrawn from ITB.

**Seventh Part
Prerequisites to Join Academic Activities**

Article 24

Any student has the right to join academic activities after being enrolled and obtaining a KTM and a KSM valid for the corresponding semester.

**CHAPTER V
ACADEMIC SERVICES**

**First Part
Lectures and Examinations**

Article 25

- (1) All ITB students who fulfill the academic and administrative requirements and who are enrolled as students of ITB are entitled to full academic services offered by ITB in line with norms, rules, and regulations.
- (2) A student is required to comply with academic obligations by following applicable norms, rules, and regulations.
- (3) An ITB student with 0 (Zero) SKS is not entitled to attend lectures, laboratory works, or examinations, but can still use other facilities provided by ITB, such as the library, health service, Internet access, and sporting facilities.
- (4) An ITB student who is not enrolled, is not entitled to attend lectures, lab work, or examinations, and has no right to use other facilities that are reserved only for students of ITB.
- (5) If a student who enrolls with 0 (zero) SKS or who does not enroll takes part in any academic activity during the corresponding semester, the results of the academic activity cannot be recognized nor be taken into account for the following semester.

**Second Part
Academic Calendar**

Article 26

- (1) All educational activities are included in the Academic Calendar issued by the Vice Rector for Academic and Student Affairs of ITB.
- (2) An ITB student is obliged to be aware of and adhere to the schedule in the Academic Calendar.
- (3) Negligence in adhering to the Academic Calendar on the part of a student is not an excuse to change the schedule of academic activities.
- (4) The undertaking of all academic activities by ITB community members, either curricular or non-curricular, shall refer to the ITB Academic Calendar.

Third Part Study Load per Semester

Article 27

- (1) A student has the right to take a study load up to the maximum limit.
- (2) The normal study load for each regular semester for an Undergraduate Program student is limited to a maximum of 20 (twenty) SKS.
- (3) The normal study load for each short semester for an Undergraduate Program student is limited to a maximum of 10 (ten) SKS.
- (4) For an Undergraduate Program student taking Master's Program courses as specified in the article 9 section (5) of this regulation, the normal academic load of each semester shall not exceed 60 hours a week, based on the equivalence of academic load for each SKS, as specified in the article 7 sections (2) and (4) of this regulation.
- (5) The normal study load for each regular semester for a Master's Program student is limited to a maximum of 12 (twelve) SKS.
- (6) The normal study load for each short semester for a Master's Program student is limited to a maximum of 6 (six) SKS.
- (7) The normal study load for each regular semester for a Doctoral Program student is limited to a maximum of 12 (twelve) SKS.
- (8) The normal study load for each short semester for a Doctoral Program student is limited to a maximum of 6 (six) SKS.
- (9) The normal study load for each regular semester for a Professional Program student is limited to a maximum 20 (twenty) SKS.
- (10) The normal study load for each short semester for a Professional Program student is limited to a maximum 10 (ten) SKS
- (11) The total amount of study load for a student who undertakes distance learning must not exceed the maximum limit stipulated in this article.

Fourth Part Exceeding Study Load Limit to Accelerate Study

Article 28

- (1) ITB encourages students with outstanding achievement to systematically accelerate their study.
- (2) The acceleration of study for a student with outstanding achievement can be undertaken with the approval of his/her academic advisor or the chairperson of the Study Program, by taking an SKS load over the normal limit allowed for each semester.
- (3) The regulations of the maximum SKS load allowed for a student of an Undergraduate Program with outstanding achievement are as follows:
 - a. A student having an average grade (or Nilai Rata-rata/hereafter referred to as NR) ≥ 3.00 (three point zero zero) in the previous semester can take a study load of a maximum of 22 (twenty two) SKS in a regular semester after he/she receives approval from his/her academic adviser or the Head of the respective Study Program.
 - b. A student having an NR ≥ 3.50 (three point five zero) in the previous semester can take a study load of a maximum of 24 (twenty four) SKS in a regular semester after he/she receives approval from his/her academic adviser or the Head of the respective Study Program.

- (4) A student of an Undergraduate Program fulfilling one of the conditions as stipulated in the section (3) of this article, and who is taking Master's Program courses as stipulated in the article 9 section (5) of this regulation, shall be subject to the following additional conditions
 - a. The academic load in each semester for a student who meets the requirements in the section (3) point a of this article shall not exceed 70 hours a week, based on the equivalent academic load of each SKS as regulated in the article 7 sections (2) and the article 7 section (4).
 - b. The academic load in each semester for students who meet the requirements in the section (3) point b of this article shall not exceed 80 hours a week, based on the equivalent academic load of each SKS as regulated in the article 7 sections (2) and the article 7 section (4).
- (5) A student of a Master's Program with outstanding achievement can take subjects of more than 12 (twelve) SKS for a semester, but not exceeding 16 (sixteen) SKS in a regular semester, with the following conditions:
 - a. The student has an average grade (NR) ≥ 3.25 (three point two five) In the previous semester, and
 - b. The student has received approval from his/her academic adviser or the Head of the respective Study Program.
- (6) A student of a Doctoral Program with outstanding achievement can take subjects of more than 12 (twelve) SKS for a semester, but not exceeding 15 (fifteen) SKS in a regular semester, with the approval of the Graduate School based on a recommendation of the Graduate Program Commission of the School/Faculty.
- (7) The provision in the sections (3) and (5) of this article can only apply when the student already has complete grades of the previous semester. Exceptions may be granted for incomplete grades obtained for courses like Job Training/Final Project/Thesis/Dissertation.
- (8) A student of a Professional Program is allowed to exceed the study load limit with the following conditions:
 - a. A student having an a NR ≥ 3.00 (three point zero zero) in the previous semester can take a study load of a maximum of 22 (twenty two) SKS in a regular semester after he/she receives approval from his/her academic adviser or the Head of the respective Study Program.
 - b. A student having an NR ≥ 3.50 (three point five zero) can take a study load of a maximum of 24 (twenty four) SKS in a regular semester after he/she receives approval from his/her academic adviser or the Head of the respective Study Program.

Fifth Part Academic Advisory

Article 29

- (1) Guidance in taking courses for each semester is carried out through academic advisory activities.
- (2) Academic advice shall be undertaken at least once a semester.
- (3) Academic advisers are obliged to:
 - a. Assist a student in setting his/her study plan to support success in his/her study.
 - b. Detect academic problems and provide guidance to a student during his/her education.
 - c. Develop creativity and effective learning habits.
- (4) The schedule for academic advice in the Academic Calendar must be adhered to by all ITB students. A student having difficulties shall report to the Head of his/her study program and his/her Academic Advisor.

- (5) Academic advice encompasses the following:
 - a. The curriculum of the study program and the prerequisites for each subject.
 - b. Interrelatedness between one course and another, even if not a prerequisite.
 - c. A student's abilities and his/her academic performance.
- (6) Each student can take a number of courses with a total SKS as specified in the articles 27 and 28 of this regulation, with the approval of his/her academic adviser, and which are included in his/her study plan for each semester.
- (7) A student is obliged to heed warnings from his/her academic adviser concerning his/her academic performance and the limit of study time at each educational level.

Sixth Part Examinations

Article 30

- (1) A student takes examinations according to the schedule and locations specified by the Directorate of Education.
- (2) Examination periods are announced in the Academic Calendar of ITB.
- (3) A detailed schedule of examinations is produced and issued by the Directorate of Education.
- (4) Failure to read the schedule of examinations or locations properly cannot be used as an excuse to request additional academic services, including special examinations.

Seventh Part Examination Participants

Article 31

- (1) A student is permitted to take an examination if he/she meets the following requirements:
 - a. Bringing his/her valid KTM and KSM as personal identification.
 - b. Being enrolled for the courses tested.
 - c. Completing all of the requirements to take the examination.
- (2) During an examination, an examination participant is required to:
 - a. Obey examination rules and regulations.
 - b. Follow technical instructions in the administration of the examination issued by examination proctors.
 - c. Request the approval of the proctors before leaving his/her seat or the examination room.
 - d. Submit a completed answer sheet to proctors before leaving the examination room.
- (3) During an examination, a test participant is not allowed to:
 - a. Do anything that infringes the code of conduct of examinations.
 - b. Communicate in any manner with another test participant or another person outside the examination room.
 - c. Work together, make any effort to work together, or facilitate working together with another test participant doing the test.
 - d. Copy or make any effort to copy the work of another test taker or let another test taker copy his/her work.

- e. Use notes, books, and/or other sources of information during the exam.
- (5) Any examination result produced by anyone other than the rightful test taker is invalid.
- (6) A student who violates a regulation as stated in the section (3) of this article can be sanctioned in accordance with the Regulation on Academic Norms and Student Affairs Enforcement of ITB.
- (7) Any exception to the regulations in the section (3) of this article can be granted only by the lecturer in charge of the subject.

Eighth Part Examination Proctors

Article 32

- (1) An examination proctor has authority:
 - a. to check the legality of a test participant as specified in the article 30 of this regulation;
 - b. to decide the seating arrangement of each test taker;
 - c. to decide what objects test takers may bring to their seats;
 - d. to refuse the presence of an unauthorized person or anyone who is not the test taker in the examination room.
- (2) An examination proctor is required to report any possible act of cheating by a test taker in the examination administration report.
- (3) Refusing to accept the presence of an unauthorized person as stated in section (1) point (d) of this article shall be carried out by the examination proctor by instructing him/her to leave the examination room and shall be reported in the examination administration report.

CHAPTER VI STUDENTS' ACADEMIC ACHIEVEMENT AND COMPLETION OF STUDY

First Part Evaluation of Learning Processes

Article 33

- (1) The evaluation of a student's learning processes is part of the procedure for determining a student's academic achievement.
- (2) The evaluation of a student's learning processes shall be done at least twice a semester, during the semester and at the end of the semester.
- (3) The evaluation of a student's learning processes is done to measure course outcome achievement as stated in the curriculum.
- (4) The types and methods of evaluation (examinations, quizzes, or other kinds of evaluation) shall be undertaken in accordance with the nature and characteristics of each subject tested.
- (5) If more than one evaluation method is used, the weight of each evaluation type shall be presented in full in the form of evaluation weighting data, reflecting the characteristics of the corresponding subject.

- (6) The overall weighting of evaluation results shall be recapitulated to become one final grade for a student after taking a particular subject.
- (7) A student has the right to information concerning the evaluation of his/her learning outcomes, including his/her work file.

Second Part Evaluation of Student Performance

Article 34

- (1) Evaluation of a student's learning results is done each semester and is announced on scheduled dates as stated in the Academic Calendar.
- (2) The evaluation of a student's academic performance for a course is done for every student who is enrolled, and who has legally enrolled in a course at the Directorate of Education of ITB.
- (3) The evaluation of a student's academic performance is done through evaluation that adopts principles of justice, relevance, and accountability.
- (4) Based on overall evaluation data as specified in the sections (2) and (3) of this article, the lecturer of the corresponding subject decides the final grade of a student's achievement using one of the following letters and numerals:

A	(grade 4,0)	means excellent
AB	(grade 3,5)	means very good
B	(grade 3,0)	means good
BC	(grade 2,5)	means satisfactory
C	(grade 2,0)	means sufficient
D	(grade 1,0)	means poor
E	(grade 0,0)	means fail
- (5) The results of the final evaluation are given by the lecturer in charge of the course by completing the final grade list (or Daftar Nilai Akhir/hereafter referred to as DNA) form issued by the Directorate of Education of ITB, and there shall be no additional name of a student besides those already listed.

Third Part Incomplete Grade

Article 35

- (1) A student shall check the status and grade of any subject(s) taken.
- (2) If, for any reason, the final grade of a student taking a course, the evaluation of which is specified in the article 34 sections (4) and (6) above, is not able to be issued, a grade of T shall be given to the student which means incomplete.
- (3) No later than the schedule specified in the Academic Calendar, a lecturer who gives a grade of T shall change this grade into a grade in the form of a letter as stated in the article 34 section (4) or section (6) by following the systems determined by the Directorate of Education.
- (4) If the changing of a grade of T is not completed by the time limit stated in the section (3) of this article, the ITB academic data processing system automatically converts the grade of T into a grade of E. This grade shall be the student's final grade for the corresponding course.

- (5) A student who has not passed a course by the latest date shall re-enroll for that particular subject in the next semester as stated in the article 9 section (4), the article 25 section (4), and the article 34 section (2) of this regulation. If, in this case, the student is not at fault, the case shall be specially handled based on applicable regulations.
- (6) To avoid the risk of not being enrolled as a participant in a course taken, or being enrolled as a participant in a course not taken, a student is required to check the number, names, and codes of subjects on his/her KSM, attendance list, and other documents before the DNA is officially published.
- (7) A published DNA cannot be altered or replaced, unless the fault is outside that stated in the section (6) of this article.

Fourth Part

Average Grade, Grade Point Average, and Cumulative Grade Point Average

Article 36

- (1) ITB determines a student's achievement through his/her Average Grade (NR), Grade Point Average (GPA or Indeks Prestasi/hereinafter referred to as IP), and Cumulative Grade point Average (CGPA or Indeks Prestasi Kumulatif/hereinafter referred to as IPK).
- (2) The Average Grade (NR) is a student's academic achievement in each semester based on the calculation of final grades obtained for a specific number of courses taken in the corresponding semester.
- (3) The Grade Point Average (IP) is a student's academic performance in a certain period based on the calculation of final grades obtained from a specific number of courses. In the case that there is a repeated enrollment in a course then the grade recognized shall be the latest one without considering any previous grade in the same course. This provision also applies to a course that replaced another course taken previously.
- (4) The Cumulative Grade Point Average (IPK) is a student's academic performance in a certain period based on the calculation of the final grades of all of subjects taken, including the grade of a subject taken for the second time or one replaced by another subject in previous semesters.

Fifth Part

Measure of Success

Article 37

- (1) Successful completion by an undergraduate program student of each educational level, e.g. the common preparatory or undergraduate levels, and successful completion by a graduate program student is determined by means of the IP.
- (2) The standard of academic success of a student in determining ranking of achievement and a graduate citation is made by considering the IPK.
- (3) The maximum number of SKS a student can take in a semester is determined by his/her NR.
- (4) The NR, IP and IPK of each student is calculated by using the following formula:

$$NR, IP, IPK = \frac{n_1k_1 + n_2k_2 + \dots + n_mk_m}{k_1 + k_2 + \dots + k_m}$$

where:

k_1, k_2, \dots, k_m are the SKS load of the subjects taken
subskrip 1, 2, ..., m are subjects taken
 n_1, n_2, \dots, n_m are the numerical grades of the corresponding subjects

- (5) The calculation of NR, IP and IPK refers to the article 36 of this regulation, without taking into account the grades of subjects taken at another university/higher educational institution, subjects that will be used at higher levels by students following a mix of educational programs based on the article 3 of this regulation, subjects with a grade of T, and/or subjects the final grade of which does not follow the provisions of the article 34 section (4) of this regulation.

Sixth Part

Completion of an Undergraduate Program

Article 38

In completing an Undergraduate Program, a student is considered to have successfully completed the program if he/she:

- a. has taken all the subjects in the Undergraduate Program curriculum and passed with no grades of E or T, and has an $IP \geq 2.00$ (two point zero zero) at the Common Preparatory Stage, and no grades of D, E, or T at the Undergraduate Level.
- b. has fulfilled all of the requirements set down in the corresponding study program, such as the end-of-study report approved by his/her supervisor, practical work, and any other assignments.
- c. has been pronounced to have successfully completed his/her study by the respective Faculties/Schools, and officially been reported to the Director of Education of ITB.

Seventh Part

Completion of a Master's Program

Article 39

In completing a Master's Program, a student is considered to have successfully completed the program if he/she:

- a. has taken all the subjects in the Master's Program and passed with no grades of D, E, or T.
- b. has an $IP \geq 3.00$ (three point zero zero).
- c. has submitted a Master's thesis approved by his/her supervisor, fulfilled other requirements of the respective faculty/school, and been officially reported to the Graduate School.
- d. has fulfilled all other requirements set by the Graduate School.
- e. has been pronounced to have successfully completed his/her study by the respective Faculties/Schools, and officially been reported to the Dean of the Graduate School and the Director of Education of ITB.

Eight Part

Completion of a Doctoral Program

Article 40

In completing a Doctoral Program, a student is considered to have successfully completed the program if he/she:

- a. has taken all the subjects in the Doctoral Program and passed with no grades of C, D, E, or T.
- b. has submitted a doctoral dissertation approved by his/her supervisor to the Graduate School of ITB.
- c. has passed and successfully completed the Doctoral Promotion Seminar held by the Graduate School of ITB and been reported to the Directorate of Education of ITB.
- d. has fulfilled all other requirements set by the Graduate School.
- e. has been pronounced to have successfully completed his/her study by the respective Faculties/Schools, and officially been reported to the Dean of the Graduate School and the Director of Education of ITB.

Ninth Part Completion of a Professional Program

Article 41

In completing a Professional Program, a student is considered to have successfully completed the program if he/she:

- a. has taken all the subjects in the Professional Program and passed with no grades of C, D, E, or T.
- b. has an IP \geq 3.00 (three point zero zero).
- c. has fulfilled all other requirements set by the respective Faculties/Schools.
- d. has taken and passed the National Professional Competence Examination.
- e. has been pronounced to have successfully completed his/her study by the respective Faculties/Schools and officially been reported to the Director of Education of ITB.

Tenth Part Graduation Honors

Article 42

- (1) Each graduate of an educational program of ITB shall be awarded a graduation honor in accordance with his/her academic and/or non-academic achievements.
- (2) ITB awards the following graduation honors to the graduates of Undergraduate, Master's, and Doctoral Programs:
 - a. Cum Laude
 - b. Very Satisfactory
 - c. Satisfactory
- (3) A graduation honor to the graduates of Undergraduate, Master's, and Doctoral Programs shall be awarded according to the decision of the Rector of ITB based on the Faculty's/School's recommendation.

Eleventh Part Criteria of Graduation Honors for Undergraduate Programs

Article 43

- (1) The Cum Laude status is awarded to the graduates of Undergraduate Programs who fulfill the following criteria:

- a. Showing good comprehension with respect to the academic community's essences and norms, and never receiving any written sanctions from ITB, both academic and non-academic ones;
 - b. Presenting a high level of academic independence/excellence;
 - c. Completing studies in no more than 10 (ten) semesters;
 - d. Successfully and consistently maintaining high levels of academic achievement at or close to the highest grade scale, namely IPK higher than 3.50 (three point five zero);
 - e. Having track record in student activities as shown in the database of ITB student activities.
- (2) The Very Satisfactory status is awarded to the graduates of Undergraduate Programs who fulfill the following criteria:
- a. Showing good comprehension with respect to the academic community's essences and norms;
 - b. Completing studies in no more than 12 (twelve) semesters;
 - c. Successfully and consistently maintaining high levels of academic achievement at or close to the highest grade scale, namely IPK higher than 2.75 (two point seven five);
 - d. Having track record in student activities as shown in the database of ITB student activities.
- (3) The Satisfactory Status is awarded to the graduates of Undergraduate Programs who do not fulfill the criteria stipulated in the sections (1) and (2) of this article.
- (4) The requirements to meet the criteria stated in the section (1) point e and the section (2) point d of this article are determined by the Vice Rector.

Twelfth Part

Criteria of Graduation Honors for Master's Programs

Article 44

- (1) The Cum Laude Status is awarded to the graduates of Master's Programs who fulfill the following criteria:
- a. Qualitative
 1. Showing outstanding academic qualification as stipulated in the article 46 of this regulation, and
 2. Showing good comprehension with respect to the academic community's essences and norms, and never receiving any written sanctions from ITB, both academic and non-academic ones.
 - b. Quantitative
 1. Achieving IPK > 3.75 (three point seven five), and
 2. Completing studies no more than 4 (four) semesters, and
 3. Judicium is proposed by the respective Study Programs to the Graduate School and is approved by acclamation in the Graduate School Commission meeting and by the Deans of the respective Faculties/Schools.
- (2) The Very Satisfactory Status is awarded to the graduates of Master's Programs who fulfill the following criteria:
- a. Qualitative
 1. Showing exemplary academic qualification as stipulated in the article 46 of this regulation, and

2. Showing good comprehension with respect to the academic community's essences and norms, and never receiving any written sanctions from ITB, both academic and non-academic ones.
- b. Quantitative
1. Achieving IPK > 3.50 (three point five zero), and
 2. Completing studies no more than 5 (five) semesters, and
 3. Judicium is proposed by the respective Study Programs to the Graduate School and is approved by acclamation in the Graduate School Commission meeting and by the Deans of the respective Faculties/Schools
- (3) The Satisfactory Status is awarded to the graduates of Master's Programs who do not fulfill the criteria stipulated in the sections (1) and (2) of this article but they fulfill all the Master's Degree graduation requirements in their respective Study Program.

Thirteenth Part

Criteria of Graduation Honors for Doctoral Programs

Article 45

- (1) The Cum Laude status is awarded to the graduates of Doctoral Programs who fulfill the following criteria:
- a. Qualitative
1. Showing outstanding academic qualification as stipulated in the article 46 of this regulation, and
 2. Showing good comprehension regarding the academic community's essences and norms, and never receiving any written sanctions from ITB, both academic and non-academic ones.
- b. Quantitative
1. Achieving IPK > 3.75 (three point seven five), and
 2. Becoming the first author in at least 1 (one) published paper (or at least a paper accepted to be published) in an internationally recognized journal categorized at least in the Quartile 2 (two) according to reputable journal ranking institutions such as SCIMAGO or Web of Science, or other equivalent institutions in line with students' respective fields of studies and their dissertation topics,
- or
- Becoming the first author in at least 2 (two) published papers (or at least accepted to be published) in internationally recognized journals categorized at least in the Quartile 3 (three) according to reputable journal ranking institutions such as SCIMAGO or Web of Science, or other equivalent institutions in line with students' respective fields of studies and dissertation topics,
- or
- Presenting an artwork in an international level exhibition and the artwork is deemed to quantitatively and qualitatively equal to publication in an international journal as mentioned in the sections (1) based on the evaluation of a team of experts, formed by ITB, relevant with the students' fields of studies and dissertation topics, and;

3. Presenting a paper or an artwork or a design related to the students' dissertation topic in an international and reputable conference in line with the students' fields of studies and dissertation topics, and
 4. Completing studies no more than 5 (five) years or 10 (ten) semesters, and
 5. Judicium is approved by acclamation (approved by all who attend the promotional meeting).
- (2) The Very Satisfactory Status is awarded to the graduates of Doctoral Programs who fulfill the following criteria:
- a. Qualitative
 1. Showing outstanding academic qualification as stipulated in article 46 of this regulation, and
 2. Showing good comprehension with respect to the academic community's essences and norms, and never receiving any written sanctions from ITB, both academic and non-academic ones.
 - b. Quantitative
 1. Achieving IPK > 3,50 (three point five zero);
 2. Becoming the first author in at least 1 (one) published paper (or at least accepted to be published) in an internationally recognized journal categorized at least in the Quartile 3 (three) according to reputable journal ranking institutions such as SCIMAGO or Web of Science, or other equivalent institutions in line with students' respective fields of studies and dissertation topics,

or

 Becoming the first author in at least 2 (two) published papers (or at least accepted to be published) in internationally recognized journals categorized at least in the Quartile 4 (four) according to reputable journal ranking institutions such as SCIMAGO or Web of Science, or other equivalent institutions in line with students' respective fields of studies and dissertation topics,

or

 Presenting an artwork in an international level exhibition and the artwork is deemed to quantitatively and qualitatively equal to publication in an international journal as mentioned in the sections (2) based on the evaluation of a team of experts, formed by ITB, relevant with the students' fields of studies and dissertation topics;
 3. Presenting a paper or an artwork or a design related to the students' dissertation topic in an international and reputable conference or in several national conferences in line with the students' fields of studies and dissertation topics;
 4. Completing studies no more than 5.5 (five and a half) years or 11 (eleven) semesters, and
 5. Judicium is approved by acclamation (approved by all who attend the promotional meeting).
- (3) The Satisfactory Status is awarded to the graduates of Doctoral Programs who do not fulfill the criteria stipulated in the sections (1) and (2) of this article but they fulfill all the Doctoral Degree graduation requirements in the field they study.

Fourteenth Part
Academic Quality Thesis and Dissertation

Article 46

Written results of researches, either a thesis or a dissertation, are expected to comply with academic quality criteria as follows:

- a. Research results must meet the expectation of high quality researches with regard to the aspects of originality and accuracy, and/or
- b. A thesis and a dissertation must reflect the capacity of its writer when he or she conducts his/her research independently, and/or
- c. A thesis and a dissertation shall make significant contribution to the respective fields of studies (a new invention that is scientifically original, a patent, or a prototype), and/or
- d. Objectives and conclusions achieved can encourage future scientific activities, and/or
- e. Research results must present analysis, synthesis, and critiques towards the existing literature by following the academic standards and ethics.

Fifteenth Part
Certificate of Completion of Common Preparatory Stage

Article 47

- (1) For the purposes of educational administration, a student who has fulfilled all the requirements to complete the common preparatory stage shall be given a certificate of completion.
- (2) The certificate of completion for the common preparatory stage is issued by an official appointed by the Rector of ITB after a student meets all of the requirements to complete the common preparatory stage.
- (3) With the issuance of a certificate of completion for the common preparatory stage, a student is not permitted to take a subject or to improve a grade obtained at the common preparatory stage.

Sixteenth Part
Rapor, Academic Progress Report, Academic Transcript, Certificate, and Supplemental Statement for the Testamur

Article 48

- (1) The average grade (NR) of all subjects stated in the Rapor that is obtained pursuant to the article 37 of this regulation shall make up the IPK.
- (2) The NR, which is calculated based on only one semester, in the Rapor produces the NR in the corresponding semester.
- (3) The NR of all subjects stated in the Academic Progress Report which is obtained pursuant to the article 37 of this regulation produces the IP.
- (4) The Rapor and the Academic Progress Report can be given to the students by following the procedure and schedule specified by the respective Faculty/School.

- (5) The Academic Transcript at every level of education contains courses taken and grades earned in line with the credit load required by the Study Program.
- (6) The NR obtained pursuant to the article 37 of this regulation for all subjects listed on an academic transcript produces the IP.
- (7) The Supplemental Statement for the Testamur consists of a list of students' achievements and non-academic activities during their studies in ITB.
- (8) The Academic Transcript, the Certificate, and the Supplemental Statement for the Testamur of Undergraduate, Master's, Doctoral, or Professional Programs are given to the students who have fulfilled all the academic and administrative requirements to complete their education in the Undergraduate, Master's, Doctoral, or Professional Programs.

CHAPTER VII LENGTH OF STUDY

First Part Length of Study in an Undergraduate Program

Article 49

The normal length of study in an Undergraduate Program consists of:

- a. The Common Preparatory Stage is 2 (two) semesters or 1 (one) year.
- b. The Undergraduate Level is 6 (six) semesters or 3 (three) years after completing the Common Preparatory Stage.

Second Part Length of Study in a Master's Program

Article 50

The normal length of study in a Master's Program, after an Undergraduate Program, is 4 (four) semesters or 2 (two) years.

Third Part Length of Study in a Doctoral Program

Article 51

- (1) The normal length of study in a Doctoral Program, after a Master's Program, is 8 (eight) semesters or 4 (four) years, consisting of:
 - a. Level I (Preparation), which is 1 (one) semester or 6 (six) months.
 - b. Level II (Drafting Proposal), which is 1 (one) semester or 6 (six) months.
 - c. Level III (Research/Dissertation Writing), which is 6 (six) semesters or 3 (three) years.
 - d. Level IV (Defense), after the completion of Level III.
- (2) Each level of the Doctoral Program is executed sequentially in which the next level can be carried out after completing the previous level.

- (3) A doctoral student is considered to have successfully completed Level III if he/she:
 - a. has passed all the subjects in the Doctoral Program, except Dissertation Defense
 - b. has fulfilled the requirements of scientific publications, and
 - c. has a dissertation that was approved and declared appropriate by a team of supervisors and a team of reviewers.

Fourth Part

Length of Study in a Professional Program

Article 52

The normal length of study in a Professional Program, after an Undergraduate Program, is 2 (two) semesters or 1 (one) year.

Fifth Part

Length of Study in an Integrated Program

Article 53

- (1) The normal length of study in an Integrated Program pursuant to the article 3 of this regulation shall be specified in a decree of the Rector.
- (2) The execution of a Master's Program for a participant of an Integrated Program is carried out in 2 (two) semesters or 1 (one) year from the time he/she is declared to be a student of a Master's Program.
- (3) The length of study in an Integrated Program may be extended to 5 (five) semesters or 2.5 (two point five) years from the time a person is declared to be a student of a Master's Program only if he/she is able to fully satisfy the applicable academic requirements.

Sixth Part

Extension of Length of Study

Article 54

- (1) Only students who have compelling reasons and who meet specific conditions may be allowed to obtain an extension of study time.
- (2) The extension of length of study consists of an extension of length of study in Undergraduate, Master's, Doctoral, and Professional Programs:
 - a. Extension of length of study in an Undergraduate Program
 1. The extension of length of study for a student shall not cause the overall length of study to exceed the maximum time limit as follows:
 - a) 4 (four) semesters or 2 (two) years for the Common Preparatory Stage.
 - b) 12 (twelve) semesters or 6 (six) years for both the Common Preparatory Stage and Undergraduate Level.
 2. A student that will not be able to complete his/her study as specified in the section (2) point a item 1 of this article is strongly encouraged to withdraw from ITB even before he/she exhausts the normal length of study.

- b. Extension of length of study in a Master's Program
 - 1. The extension of length of study for a Master's Program student shall not cause the overall length of study to exceed 6 (six) semesters or 3 (three) years.
 - 2. The conditions that lead to an extension of length of study in a Master's Program are determined by the official who is specifically authorized by the Rector.
- c. Extension of length of study in a Doctoral Program
 - 1. The extension of length of study in a Doctoral Program student shall not cause the overall length of study to exceed the maximum time limit as follows:
 - a) The First Phase (Preparation Examination) shall be completed maximum in 2 (two) semesters or 1 (one) year.
 - b) The Second Phase (Drafting Proposal) shall be completed maximum in 4 (four) semesters or 2 (two) years since a Doctoral student starts his/her Doctoral study.
 - c) The Third Phase (Research) and The Fourth Phase (Dissertation Examination) shall be completed maximum in 12 (twelve) semesters or 6 (six) years since a Doctoral student starts his/her Doctoral study.
 - 2. The conditions that lead to an extension of length of study in a Doctoral Program are determined by the official who is specifically authorized by the Rector.
- d. Extension of length of study in a Professional Program
 - 1. The extension of length of study for a Professional Program student shall not cause the overall length of study to exceed 4 (four) semesters or 2 (two) years.
 - 2. The conditions that lead to an extension of length of study in a Professional Program are determined by the official who is specifically authorized by the Rector.

Seventh Part
The Probationary Period for Undergraduate Students in Special Status

Article 55

An undergraduate student in special status as stated by the article 13 of this regulation must follow the following conditions:

- a. Shall take a probationary period of two semesters with a load of 18 (eighteen) SKS in each semester, with an NR in each semester of no less than 2.50 (two point five zero) and no grade of E.
- b. When the NR as specified in section (1) point (a) of this article cannot be met, the student is not allowed to continue his/her study in the Undergraduate Program of ITB.
- c. After successfully passing the 2 (two) semester probationary period without an extension of the probation, the special status of the student shall be removed, and he/she shall be treated equal to other undergraduate students.
- d. Being equal to other undergraduate students, the student shall be subject to the same academic rules and have the right to a Bachelor's Degree from ITB after all requirements for completion of an Undergraduate Program have been fully satisfied.

Eighth Part Length of study for Transferred Students

Article 56

The length of study for transferred undergraduate students (including the Probationary Period) and graduate students as specified in the articles 13 and 14 of this regulation is calculated using the following formula (if the result is a fraction, it shall be rounded up):

$$\text{Length of study} = \frac{\text{SKS that must be taken at ITB}}{\text{Total SKS at normal load}} + 2 \text{ semesters}$$

Ninth Part Suspension of Study

Article 57

- (1) Temporary suspension of study for an undergraduate student does not alter his/her length of study limit.
- (2) An undergraduate student having justifiable reasons, as evidenced by written proofs, may request a suspension of study for a maximum period of 2 (two) semesters.
- (3) An undergraduate student who intends to temporarily suspend his/her study for a specific semester, and having justifiable reasons, must retain his/her status as a student by taking a 0 (zero) SKS load and shall meet the following conditions:
 - a. Making a written request to the vice-rector with the approval of the dean/vice-dean of his/her respective faculty/school.
 - b. Obtaining written permission from the vice-rector.
 - c. Enrolling at the beginning of each semester by taking a 0 (zero) SKS load and paying course fees in accordance with applicable regulations.
- (4) Every student who enrolls with a load of 0 (zero) SKS must follow the procedures for temporary suspension of study specified in section (4).
- (5) The provision in the section (4) of this article does not apply to either a student who is late to register in a semester or a student who has met all SKS requirement as stipulated in the curriculum.

Tenth Part Termination of Study

Article 58

Termination of study consists of termination of study in Undergraduate, Master's, Doctoral, or Professional Programs.

- a. Termination of study in an Undergraduate Program

1. An undergraduate student who gets low academic achievement in his/her first year of study indicated by an IP < 1.00 (one point zero zero) shall not be allowed to continue his/her study at ITB.
 2. A student at the Common Preparatory Stage or Undergraduate Level who cannot complete his/her study within the maximum length of study limit pursuant to article 54 section (2) point e of this regulation, shall not be allowed to continue his/her study in ITB.
- b. Termination of study in a Master's Program
1. A Master's Program student who gets low academic achievement in his/her first year of study indicated by an IP < 1.50 (one point five zero) shall not be allowed to continue his/her study at ITB. After a student has started his/her third semester, he/she is not allowed to continue his/her study at ITB if in one semester he/she only gets an NR < 1.50 (one point five zero) and is predicted to be unable to complete his/her study with an IP \geq 3.00 (three point zero zero).
 2. If the requirements in the article 39 of this regulation have not been met at the end of a Master's Program, in accordance with the time specified in the article 54 section (2) point b of this regulation, the student should withdraw or he/she will be terminated as a student of the ITB Master's Program.
- c. Termination of study in a Doctoral Program
1. A Doctoral Program student who, within his/her length of study, is deemed unable to meet the requirements set by the Graduate School, shall not be allowed to continue his/her study at ITB.
 2. If the requirements in the article 40 of this regulation have not been met at the end of a Doctoral Program, in accordance with the time specified in the article 54 section (2) point c of this regulation, the student shall withdraw or he/she will be terminated as a student of the ITB Doctoral Program.
- d. Termination of study in a Professional Program
1. A Professional Program student who gets low academic achievement in his/her first year of study indicated by an IP < 1.50 (one point five zero) shall not be allowed to continue his/her study at ITB.
 2. If the requirements in the article 40 of this regulation have not been met at the end of a Professional Program in accordance with the time specified in the article 54 section (2) point d of this regulation, the student should withdraw or he/she will be terminated as a student of the ITB Professional Program.

Eleventh Part

Early Warning and Warning for Length of Study Limit

Article 59

- (1) To ensure academic progress of every student, ITB shall issue a letter of warning to an Undergraduate, Graduate, or Professional Program student concerning his/her low academic performance.
- (2) An Undergraduate student shall receive a warning at least one year before the end of his/her length of study extension limit as stipulated in the article 54 section (2) point a number 1 of this regulation.
- (3) The Graduate School shall warn a Master's or Doctoral Program student and his/her advisor(s) concerning the possibility of the student exceeding the length of study limit if:

- a. At the end of a semester, a Master's Program student has an NR between 1.50 (one point five zero) and 2.00 (two point zero zero).
 - b. A Doctoral Program student does not pass the phases of study within the time limit as stipulated in article 54 of this regulation
 - c. A Doctoral Program student has not successfully completed the research and progress seminar course in two consecutive semesters.
- (4) A Professional Program student shall receive a warning at least six months before the end of his/her length of study extension limit as stipulated in the article 54 section (2) point d number 1 of this regulation.

Twelfth Part Withdrawal from Study

Article 60

- (1) An ITB student is permitted to voluntarily withdraw from his/her study at ITB.
- (2) A student applying for a withdrawal shall write a letter to the vice-rector with the approval of the Dean/Vice-Dean of his/her respective Faculty/School.
- (3) If the application is approved by the Rector, a decree of termination of the applicant's status as student will be issued.

Thirteenth Part Official Responsible for the Status of a Student

Article 61

The official who has the right to decide whether or not a student is allowed to continue his/her study at ITB is the Rector or another official specifically authorized by the Rector.

CHAPTER VIII CHANGE OF STUDY PROGRAM

First Part Change of Study Program

Article 62

In principle, ITB does not allow a student who is registered in a particular Study Program to transfer to another Study Program in the same strata. A change of Study Program can only be completed if it can be proved that the student's current study program is unsuitable for him/her. The change is completed by considering the student's academic achievement in the currently attended program and the availability of educational facilities in the study program he/she intends to join.

Second Part

General Rules for a Change of Study Program

Article 63

- (1) A change of Study Program does not change the study time limit.
- (2) A student who has changed his/her Study Program is not allowed to have another change of program, either to the previous Study Program (returning) or to another Study Program at the same strata.
- (3) An undergraduate student who has been admitted through an accelerated or similar Study Program, shall not be permitted to change to another Study Program.
- (4) The procedures to change a Study Program within the same field of study, namely science, technology, arts, or social science for an undergraduate student are:
 - a. An undergraduate student who intends to change study program can apply for permission to change Study Program if:
 1. He/She has successfully completed the common preparatory stage and has taken all third and fourth semester courses based on the curriculum of the former Study Program; and,
 2. The IP obtained in four semesters (semester one up to semester four) based on the curriculum in the former Study Program is not less than 3.50 (three point five zero).
 - b. Approval for a student to move to another Study Program shall be issued after taking into account the capacity of the Study Program and reason for the change of Study Program.
 - c. The change shall be approved by both the Deans of the Faculties/Schools of the former and the intended Study Programs. In addition, the student shall get a recommendation from the Director of Education and/or the Executive Director for Student Admission and Educational Cooperation.
- (5) The procedures for a change of Study Program within the same field of study, namely science, technology, arts, or social science for a Master's Program student are:
 - a. A Master's Program student intending to move from one Study Program to another can make a request for a change of Study Program at the latest one month before the third semester re-registration since becoming a Master's student. The letter requesting a change of Study Program needs to contain an explanation as to the request.
 - b. Approval for a student to move to another Study Program shall be issued after taking into account the capacity of the Study Program and the reason for the change of study program.
 - c. Approval by the Deans of the relevant Faculties/Schools, both the former Faculty/School and the intended Faculty/School, as well as getting a recommendation from the Dean of the Graduate School and the Executive Director of Student Admission and Educational Cooperation.
- (6) The procedures for a change of Study Program within the same field of study, namely science, technology, arts, or social science for a Doctoral Program student are:
 - a. A Doctoral program student intending to move from one Study Program to another can make a request for a change of Study Program at the latest one month before the fifth semester re-registration since becoming a Doctoral student. The letter requesting a change of Study Program needs to contain an explanation as to the request.
 - b. Approval for a student to move to another Study Program shall be issued after taking into account the capacity of the Study Program and the reason for the change of Study Program.

- c. Approval by the deans of the related Faculties/Schools, both the former and intended Faculties/Schools, as well as getting a recommendation from the Dean of the Graduate School and the Executive Director of Student Admission and Educational Cooperation.
 - d. A letter of approval from the dean needs to be enclosed with an approval letter from Graduate School Commission, and an advisory team from the former Faculty/School or an advisory team from the intended Faculty/School.
- (7) A change of Study Program for a Graduate student to a different field of study is specially regulated in accordance with a decree of the Rector of ITB.

Third Part Procedure for a Change of Study Program

Article 64

- (1) A student shall send a letter containing the reason(s) for changing his/her Study Program to the Vice-Rector, with a copy sent to the Deans and the Heads of both the former and the intended Study Program, enclosing his/her academic progress record throughout the former Study Program.
- (2) If academic requirements are complete, the Vice-Rector shall seek the opinions of the Deans of both the former and intended Faculties/Schools, the Executive Directorate for Student Admission and Educational Cooperation, the Director of Education, and the Dean of Graduate School (for Graduate students).
- (3) The decision of the change of Study Program shall be announced by the rector or another authorized official.
- (4) A letter of inquiry to change Study Program shall be submitted at least one month before enrollment.

CHAPTER IX STUDENT IDENTITY CARD AND STUDENT'S STUDY CARD REPLACEMENT

First Part Student Identity Card (KTM) Replacement

Article 65

- (1) If a student loses his/her KTM, the student is obliged to request replacement of the KTM.
- (2) A student who loses his/her KTM shall report the loss to the police or to ITB campus security officers (if the loss occurred on ITB campus) to obtain a report of the loss of the KTM.
- (3) The subsequent procedure to apply for the replacement of a KTM is determined by the Directorate of Education of ITB.
- (4) Neglecting to replace a KTM will not be accepted as an excuse for not fulfilling administrative requirements to receive academic services.

Second Part Replacement of Student's Study Card (KSM)

Article 66

An ITB student must request replacement of a lost KSM by following procedures determined by the Directorate of Education of ITB.

CHAPTER X REPLACEMENT OF TESTAMUR

Article 67

- (1) A replacement testamur can be provided to a graduate whose original testamur has been lost or damaged.
- (2) The procedures to apply for a replacement testamur are as follows:
 - a. A graduate submits a request to the Rector of ITB, with a copy sent to the Dean of the respective Faculty/School, under the following guidelines:
 1. For a graduate whose testamur has been lost, he/she shall attach a copy of a police report.
 2. For a graduate whose testamur has been damaged, he/she shall attach a copy of the original damaged testamur.
 - b. Based on the results of verification, the vice-rector, on behalf of the rector of ITB, issues a replacement of the testamur.

CHAPTER XI STUDENTS ON CAMPUS

Article 68

- (1) All available facilities on ITB campus can be used to perform academic activities by all members of the ITB academic community, in accordance with applicable norms and regulations.
- (2) In principle, ITB campus and its facilities can be used by members of the ITB academic community to carry out educational programs, research, and community service.
- (3) Educational facilities are provided only for legally enrolled students of ITB.
- (4) A student who has not been allowed to continue his/her study or a student who is not allowed to participate in any academic activity at ITB for violating ITB regulations is subject to the following rules:
 - a. He/She is not entitled to any academic services, neither curricular nor non-curricular activities.
 - b. While on ITB campus, he/she must follow the regulations for non-members of the ITB academic community, and any other common laws and regulations prevailing in Indonesia.
- (5) A student who receives academic sanctions of being suspended for 1 (one) semester is subject to the following conditions:

- a. He/She is still required to register as an ITB student by taking a 0 (zero) SKS load.
- b. He/She will not receive any services for all academic activities.

CHAPTER XII CONCLUDING PROVISIONS

Article 69

- (1) Other regulations stipulating similar matters with this regulation are deemed to be invalid by the issuance of this regulation.
- (2) This regulation is valid from the date it is enacted, with the proviso that any errors shall be amended as necessary

**REGULATIONS OF THE RECTOR REGARDING STUDENT
AFFAIRS OF INSTITUT TEKNOLOGI BANDUNG AS A LEGAL
ENTITY STATE UNIVERSITY**

CHAPTER I GENERAL PROVISIONS

Article 1

The definition of terms used in this Rector's Regulation are as follows:

1. **Institut Teknologi Bandung**, hereinafter referred to as ITB, is a state-owned legal entity higher educational institution.
2. **The Rector** is the rector of ITB.
3. **The Vice Rector** is the Vice Rector of ITB, who administers student affairs of ITB.
4. **A student** is a higher education student at ITB.
5. **A scholarship** is financial assistance awarded to a student to undertake and/or complete higher education on the basis of academic achievement and/or potential as the main considerations.
6. **Student aid** is financial assistance provided to a student to undertake and/or complete higher education on the basis of limited economic means as the main consideration.
7. **The Student Health Service** is an assistance program for students in the form of outpatient subsidies and hospitalization subsidies.
8. **The activities of ITB student organizations** are a means of learning, character building, creativity, innovation, leadership training, management, and cooperation in an effort to develop honorable personality traits in students.

CHAPTER II STUDENT SERVICES

First Part Types of Services

Article 2

- (1) ITB provides students services with the objective of supporting the educational process to realize the educational vision and mission of ITB.
- (2) Students services can be provided to individuals and groups to support the development of talent, interests, professionalism, and student welfare.
- (3) The types of services provided by ITB are:
 - a. The awarding of scholarships and/or provision of tuition support;
 - b. The student dormitory;
 - c. The Student Health Service program;
 - d. Guidance and counseling;
 - e. Professional and entrepreneurial development of students;
 - f. Character training and development;
 - g. The provision of facilities for student activities;
 - h. Financial support for student activities
- (4) Requirements for receiving services:

- a. Students services can be provided to students and/or organizations that are formally registered and not currently the subject of any sanction.
- b. To be eligible for services, each individual student or student organization must comply with the specified conditions and procedures.

Second Part Scholarships and/or Student Aid

Article 3

Scholarships and/or student aid can consist of course fee support, final assignment fee support, cost of living assistance, and/or other measures that can support a student to undertake and/or complete his/her higher education.

Third Part Requirements for Students Receiving Scholarships or Student Aid

Article 4

- (1) A requirement for a student to receive a scholarship is excellent academic achievement or potential that is evidenced by, among other things, an excellent grade point average and/or achievements in co-curricular or extracurricular activities, and/or other requirements as stipulated by the scholarship provider.
- (2) A requirement for a student to receive student aid is limited economic means, while also taking into account his/her academic achievement or potential and/or other requirements as stipulated by the student aid provider.
- (3) A scholarship awarded and/or student aid provided to a student can be binding or non-binding.
- (4) The objectives of awarding a scholarship and/or providing student aid are:
 - a. To assist a student in paying his/her educational costs and/or cost of living;
 - b. To encourage a student's academic achievement;
 - c. To foster a caring attitude toward others.
- (5) A receiver of a scholarship and/or student aid must:
 - a. display excellent behavior and to comply with applicable regulations at ITB;
 - b. study and strive to improve his/her achievement;
 - c. submit a study progress report to the scholarship provider at the end of semester, through the Office of Student Affairs.
- (6) A scholarship and/or tuition support can be terminated if a student:
 - a. has graduated from ITB;
 - b. has had his/her status as an ITB student revoked;
 - c. has violated applicable provisions or rules/regulations;
 - d. has been found to have provided false data when applying for a scholarship.

Fourth Part The Student Dormitory

Article 5

- (1) The ITB student dormitory, as a means of education and temporary accommodation, can be occupied for a maximum of one year.
- (2) The extension of a residence permit can be granted to a student who meets specific criteria as stipulated by the unit manager of the ITB dormitory.
- (3) Each resident of the student dormitory must comply with applicable rules and regulations.
- (4) The Student Dormitory Residents' Organization is under the direction of the unit manager of the ITB dormitory.

Fifth Part Student Health Service

Article 6

- (1) Outpatient subsidies are provided for all ITB students who wish to seek treatment through the Bumi Medika Ganesha Polyclinic.
- (2) Hospitalization subsidies can be provided to ITB students who have an accident and/or illness with procedures and requirements as stipulated by the Office of Student Affairs of ITB.

Sixth Part Guidance and Counseling

Article 7

- (1) Guidance and counseling services are oriented to the treatment of psychological issues to support and improve a student's academic achievement.
- (2) The scope of services provided include:
 - a. providing guidance and counseling to a student to overcome personal or social issues, particularly non-academic (psychological) problems that cannot be overcome by himself/herself.
 - b. providing psychological services and examinations to students, either individually or in groups.
 - c. providing recommendations/references for a student to find solutions to his/her issues.
- (3) The types of services provided can be in the form of:
 - a. psychological consultations.
 - b. personality tests.
 - c. group-oriented student behavior analysis.

CHAPTER III FACILITIES AND FINANCIAL SUPPORT FOR STUDENT ACTIVITIES

Part One Facilities for Students Activities

Article 8

- (1) Student activities are co-curricular and/or extra-curricular activities engaged in by individuals or groups/student organizations.
- (2) The provision of facilities for student activities is based on the following principles:
 - a. Equal rights and equity; all student activities at ITB can make use of available facilities in compliance with applicable regulations.
 - b. Responsibility; those engaging in student activities are responsible for the cleanliness, integrity, and security of any facilities used.

Second Part Financial Support for Student Activities

Article 9

- (1) Funding for student affairs is a financial assistance program for students, either as individuals, groups, or student organizations, as an effort to increase the quality of student activities.
- (2) The provision of financial support for student activities is based on the following principles:
 - a. The priority of equity; financial support for individual/organizational student activities is granted fairly (proportionally and equally).
 - b. Equal rights; all students, either as individuals, groups, or student organizations, that are formally recognized according to applicable regulations have a right to apply for financial support.
 - c. Effectiveness and efficiency; funding shall be granted based on the importance of a program, benefits obtained, and other priorities.
 - d. Openness; all relevant parties are entitled to be informed of financial support matters.
- (3) Financial support for student affairs is granted in accordance with procedures and mechanisms as stipulated by the Office of Student Affairs of ITB.

CHAPTER IV STUDENT DEVELOPMENT

First Part Professional and Entrepreneurial Development

Article 10

- (1) Professional and entrepreneurial development is a program based on:
 - a. The needs of students in relation to knowledge, work experience, and entrepreneurship.
 - b. The needs of government, society, and industry in relation to ITB graduates.
 - c. The needs of government and society for the emergence of new employment opportunities.
- (2) Professional development is provided through education, training, recruitment, internships, and other forms that can support academic activities.
- (3) The professional development program establishes a collaborative network among society, government, and industry to open and expand employment opportunities, internships, and other matters related to academic activities.
- (4) Entrepreneurial development is provided through education, training, mentoring, internship opportunities, and other forms that can encourage entrepreneurial activities.

Second Part Character Development and Training

Article 11

- (1) Character development and training is a non-curricular program that is undertaken with the objectives of:
 - a. Providing facilities and training for students to develop themselves, their capabilities and skills to interact socially and in their surroundings.
 - b. Providing facilities and training for students to develop their capabilities to become leaders in the future.
- (2) Character development and training is provided through lectures, training, talk shows, workshops, seminars, mentoring, and other forms that can support the development of character in students.
- (3) Character development and training can be undertaken in collaboration with the community, either from the government (public sector) or industry (private sector), to support the development of character in students.

CHAPTER V ITB STUDENT ORGANIZATIONS

First Part The Functions and Nature of Organizations

Article 12

- (1) ITB student organizations are forums to instill and cultivate honorable attitudes, personalities, and values in students.
- (2) Organizations may be scientific, professional, sporting, artistic and cultural, intellectual, religious or social in nature.
- (3) ITB student organizations are forums for co-curricular and extracurricular activities, which are an integral part of the development and dissemination of knowledge, technology, and the arts, to improve the community's standard of living, enriching the national culture.
- (4) Co-curricular activities are student activities based on professional or scientific reasoning in accordance with study programs.
- (5) Extracurricular activities are student activities based on talents, interests, reasoning and ITB's basic values.

Second Part Foundations

Article 13

- (1) ITB student organizations shall be based on ITB's basic values as stated in the Statutes of ITB article 3 section (1).
- (2) ITB student organizations shall not be under the authority of any community group, or social or political organization.
- (3) The regulations of ITB student organizations shall not contradict any regulations applicable in the Republic of Indonesia or at ITB.

Third Part Responsible Freedom of Organization

Article 14

- (1) ITB students have the right of freedom to organize and join student organizations at ITB to develop talent, interests, and intellect.
- (2) The membership, policies, and activities of an ITB student organization are stipulated by members of the organization concerned, while not violating ITB regulations.
- (3) Members of ITB student organizations are officially enrolled students and membership shall remain confidential and not be disclosed to any other party outside ITB.

- (4) The boards of student organizations shall be made up of students who are enrolled in the current semester and who are not the subject of any sanction.
- (5) Students on the boards of student organizations must not suffer academically and be able to manage their time so that they can take pride in their academic achievement.

Fourth Part The Position of ITB Student Organizations

Article 15

- (1) ITB's student organizations consist of:
 - a. Central student organizations in the form of the ITB Students' Union.
 - b. Student organizations at the institutional level in the form of student activity units.
 - c. Student organizations at the Faculty/School level in the form of Faculty/School student associations.
 - d. Student organizations at the study-program level in the form of study-program student associations.
- (2) ITB student organizations are:
 - a. A forum to develop the potential and identity of students as academics, scientists, and intellectuals of the future.
 - b. A forum to develop the knowledge, managerial skills, and leadership of students.
 - c. A forum for the guidance and development of national leaders who have the potential to maintain the continuity of national development.
 - d. A forum for nurturing and developing science, technology, arts and culture, and sport, based on religious, academic, ethical, and moral norms, and the national philosophy.
- (3) ITB student organizations operate on the principle of 'from, by, and for students' by applying ITB's regulations.
- (4) Student organizations must be registered and recognized by ITB.
- (5) Membership of a student activity unit includes all ITB students who have an interest in and are registered with the organization.
- (6) Membership of student organizations at the Faculty/School level and at the study-program level is automatic for all students who are enrolled in study programs at faculties/schools.

Fifth Part Rights of ITB Student Organizations

Article 16

Student organizations formally registered at ITB shall receive services and have permission to use ITB's facilities in accordance with ITB's applicable regulations of use, as well as having the right to apply for student activity financial support pursuant to article 3.

Sixth Part Obligations of ITB Student Organizations

Article 17

- (1) ITB student organizations must comply with applicable rules and regulations at ITB.
- (2) ITB student organizations must carry out activities honestly and responsibly, as well as be useful for students, either as individuals or groups/organizations, and for educational activities at ITB.
- (3) ITB student organizations must support an academic atmosphere that leads to the success of the educational process in each activity.
- (4) ITB student organizations must maintain and strengthen ITB's reputation and authority.
- (5) ITB student organizations must submit a written report no later than 1 (one) month after the completion of each activity.
- (6) For Central Student Organizations and those at the institutional level, the report shall be submitted to the Office of Student Affairs of ITB, whereas for student organizations at the Faculty/School and Study-Program levels, the report shall be submitted to the respective Faculty/School.
- (7) ITB student organizations must complete re-registration each year by submitting activity-program and annual reports by the specified time.
- (8) For Central Student Organizations and those at the institutional level, registration shall be completed through the Office of Student Affairs of ITB, whereas for student organizations at the Faculty/School and Study-Program levels, the registration shall be completed through the respective faculty/school.

Seventh Part ITB Student Affairs Counselors

Article 18

- (1) Each student organization at ITB shall have a student affairs counselor who is a lecturer or non-academic staff member.
- (2) A student organization at the faculty/school or study-program level shall have a student affairs counselor appointed by the dean of the faculty/school.
- (3) A student organization at the institutional level shall have a student affairs counselor appointed by the vice rector for student affairs through the Office of Student Affairs of ITB.
- (4) The role of a student affairs counselor is to provide advice, suggestions, and recommendations regarding an activity to be carried out by the student organization that he/she supervises.
- (5) A student affairs counselor coordinates with the Office of Student Affairs of ITB as required.

Eighth Part

ITB Student Organization Registration Procedures

Article 19

- (1) The procedure for registering a new student organization at the institutional level is stipulated in sections 3 to 6 of this article, while the procedure for registering a new student organization at the Faculty/School and Study Program levels is determined by the dean of the respective Faculty/School.
- (2) A student organization at the faculty/school and study-program levels, whose registration has been approved by the dean of the Faculty/School, shall be reported to the Office of Student Affairs.
- (3) A group of students who share an interest in the same field can submit a written proposal to the Office of Student Affairs of ITB.
- (4) Registration shall be completed once a year in accordance with the regulations stipulated by the Office of Student Affairs of ITB.
- (5) Registration requirements for student organizations at ITB are as follows:
 - a. The scope of activities shall not be the same or similar to the activities of an existing student organization.
 - b. Having at least 100 ITB students as prospective members who are from a minimum of three Study Programs of different Faculties/Schools, as evidenced by the signatures of all the prospective candidates.
 - c. Having management and an organizational structure.
 - d. Having a counselor who is an academic staff member (lecturer) or non-academic staff member at ITB.
 - e. Having organizational rules and regulations in accordance with ITB regulations.
 - f. Having an activity program for at least one year into the future.
 - g. In carrying out its activities, adopting open, non-discriminatory, non-profit, independent, fair, inclusive, effective, efficient, and transparent principles.
- (6) An organization registration form provided by the Office of Student Affairs of ITB shall be completed in full.
- (7) A new student organization that has complied with requirements and been declared valid has the rights and obligations as stipulated in articles 16 and 17.
- (8) The requirements for re-registering a student organization at ITB are as follows:
 - a. Completing in full the re-registration form provided by the Office of Student Affairs of ITB.
 - b. Submitting an annual report and activity-program plan.
 - c. Submitting the latest management and organizational structure.
 - d. Submitting a list of members' names accompanied by the signatures of those members.

Ninth Part

Organizational Funding

Article 20

Funding for organizational requirements can be obtained from the following financial sources:

- a. Membership.

- b. Non-binding support.
- c. ITB student activity funds.
- d. Activities that are legal and in accordance with applicable regulations.

Tenth Part Organizational Membership

Article 21

Membership of student organizations shall be equitable with equal rights.

Eleventh Part Revocation of Organization Rights

Article 22

ITB can revoke the status of a student organization if:

- a. It violates applicable rules and regulations at ITB.
- b. There is a personal request from the management of the student organization.
- c. It fails to complete re-registration by the specified time for two consecutive years.
- d. The organization is found to be inactive.
- e. The number of its members is less than 50 students.

CHAPTER VI STUDENT ACTIVITY

First Part Types of Student Activities

Article 23

- (1) Each student activity must be based on basic *Tridharma* organizing principles of ITB.
- (2) Student activities can comprise the activities of individuals, groups, or student organizations undertaken in the context of education and self-development as students at ITB.
- (3) Student activities include co-curricular and extracurricular activities.

Second Part Activity Permits

Article 24

Co-curricular and extracurricular student activities require permits, which are administered as follows:

- a. Permits at the institutional level are issued by the Office of Student Affairs of ITB.
- b. Permits at the faculty/school or study-program level are issued by the dean.

- c. Approval as stated in point (b) of this article shall be coordinated with the Office of Student Affairs of ITB.

Third Part Requirements for Activity Permits

Article 25

- (1) A student activity can be approved if it complies with the following conditions:
 - a. It does not interrupt official ITB activities.
 - b. It does not harm ITB's reputation.
 - c. It provides real benefits in education and the development of students, in accordance with ITB's vision and mission.
 - d. It obtains a permit to use facilities in accordance with regulations.
 - e. It complies with applicable regulations.
 - f. Each activity must have permission and be under the supervision of the counselor.
- (2) The involvement of outside parties in ITB student activities must have written permission from the Office of Student Affairs of ITB.
- (3) Any off-campus student activity must comply with the rules, values, traditions, and norms applicable in the area where the activity takes place.

CHAPTER VII AWARDS

First Part Award Presentation

Article 26

- (1) Awards are a form of ITB's appreciation and acknowledgement of students, as individuals, groups or organizations, that are judged to have demonstrated achievement that can strengthen ITB's reputation in the community.
- (2) Awards are presented to students, as individuals, groups or organizations, that continuously and consistently contribute to education in a certain field, becoming models for other ITB students.
- (3) Awards may be presented in the form of:
 - a. Certificates.
 - b. Plaques.
 - c. Scholarships.
 - d. Appointment as an honorary participant or delegate in an ITB, national, or international event.
 - e. Other awards that are presented by ITB.
- (4) Types of awards for ITB students include:
 - a. Awards for outstanding students;
 - b. Ganesha Awards;
 - c. Other awards.

Second Part Awards for Outstanding Students

Article 27

- (1) Awards for outstanding students are presented to students who have demonstrated outstanding achievement in curricular, co-curricular, and/or extracurricular fields.
- (2) The general requirements to be selected as an outstanding student at the undergraduate level are:
 - a. Completing academic assignments for six semesters.
 - b. Being not more than 22 years old at the time of selection.
 - c. Having a high grade point average.
 - d. Never violating applicable regulations at ITB.
- (3) The general requirements to be selected as an outstanding student at the Graduate level are:
 - a. Completing academic assignments for two semesters for a Master's Program and four semesters for a Doctoral Program.
 - b. Having a high grade point average.
 - c. Never violating applicable regulations at ITB
- (4) An outstanding student is chosen from each study program with the following conditions:
 - a. 1st, 2nd and 3rd place outstanding students at the faculty/school level are selected from each highest-ranking student at the study-program level.
 - b. 1st, 2nd and 3rd place outstanding students at the ITB level are selected from each highest-ranking student at the faculty/school level.
- (5) The selection of outstanding students is conducted each academic year in accordance with applicable rules and regulations.

Third Part Ganesha Awards

Article 28

- (1) Ganesha Awards are a form of ITB's appreciation and acknowledgement of students, as individuals, groups, or organizations, that are judged to have demonstrated outstanding achievement in specific areas such as:
 - a. The development of science, technology, and the arts.
 - b. The development of talent and interests.
- (2) The presentation of Ganesha Awards is conducted at an official ITB ceremony.
- (3) Recipients of Ganesha Awards are selected by ITB through the Office of Student Affairs of ITB.
- (4) Determination of the recipients of Ganesha Awards is:
 - a. Recommended by students as individuals/groups/organizations or by other competent parties in the relevant field.
 - b. Conducted through a selection process.
- (5) The requirements of recipients of Ganesha Awards are as follows:
 - a. Being enrolled as ITB students.
 - b. Not being the subject of any sanction from ITB.

- (6) The Ganesha Awards consist of:
- a. 'Ganesha Perkasa' for sport.
 - b. 'Ganesha Rasa' for the arts, culture and religion.
 - c. 'Ganesha Karsa' for scientific and social fields.
 - d. 'Ganesha Karya' for innovative works.

Fourth Part Other Awards

Article 29

'Other awards' are awards presented by ITB to students, as individuals, groups, or organizations, in accordance with ITB programs, or to students not in programs conducted by ITB, through the Office of Student Affairs of ITB.

CHAPTER VIII CONCLUDING PROVISIONS

Article 30

- (1) Other regulations stipulating similar matters with this regulation are deemed to be invalid by the issuance of this regulation.
- (2) This regulation is valid from the date it is enacted, with the proviso that any errors shall be amended as necessary.

**REGULATIONS OF THE RECTOR REGARDING THE
ENFORCEMENT OF ACADEMIC AND STUDENT AFFAIRS
NORMS OF INSTITUT TEKNOLOGI BANDUNG AS A LEGAL
ENTITY STATE UNIVERSITY**

CHAPTER I GENERAL PROVISIONS

Article 1

The definition of terms used in this Rector's Regulation are as follows:

1. **Insitut Teknologi Bandung**, hereinafter referred to as ITB, is a Legal Entity State University.
2. **The Rector** is the Rector of ITB.
3. **The Vice Rector** is the Vice Rector for academic and student affairs of ITB -Legal Entity State Higher Education.
4. **The Commission** is the Commission for the Enforcement of Academic and Student Affairs Standards of ITB.
5. **A student** is a higher education student at ITB.
6. **A perpetrator** is an ITB student and/or student organization that commits a violation.
7. **Academic norms** are the conditions, regulations and values related to academic activities that must be adhered to by all students.
8. **Student affairs** norms are the provisions, regulations and values related to student activities that must be adhered to by all students.
9. **The Board of Trustees** is an internal ITB organization that drafts and enacts ITB general policy.
10. **The Academic Senate** is an internal ITB organization that functions to draft, formulate and enact policy, provide advice, and supervise academic affairs.
11. **A violation** is any action that violates academic or student affairs regulations, legislation and any other applicable regulation.
12. **A sanction** is a measure imposed on individual students or student groups/organizations, as well as those responsible for any action that is found to be in violation of applicable rules.
13. **An explosive** is any material or substance in the form of solid, liquid, or gas, or a mixture of them, that if exposed to heat, impact, or friction can rapidly undergo chemical change accompanied by the emission of heat and extremely high pressure. This includes explosives used for industrial or military purposes.
14. **An alcoholic beverage** is any drink containing alcohol.
15. **A narcotic** is any substance or drug of plant or non-plant origin, either synthetic or semi-synthetic, that can cause a decrease or change in consciousness, loss of the senses, reduction or elimination of pain, or can result in addiction.
16. **A psychotropic** is a non-narcotic, natural or synthetic, substance or drug that has psychoactive properties through selective effects on the central nervous system that cause typical changes in mental activity and behavior.
17. **Gambling** is any game that directly or indirectly involves equipment to be used as a means of wagering money or other valuable items, and which can result in profit or loss for the parties involved.
18. **A weapon** is any piece of equipment that can endanger or cause loss of life.

CHAPTER II

THE ACADEMIC NORMS AND STUDENT AFFAIRS ENFORCEMENT COMMISSION

First Part

The Position of the Academic Norms and Student Affairs Enforcement Commission

Article 2

- (1) The Academic Norms and Student Affairs Enforcement Commission occupies a position under the Vice Rector for Academic and Student Affairs and was established with the objective of enforcing standards, regulations, student discipline, ITB core values, and educational standards in accordance with ITB Academic Senate Resolution No. 10/SK/I1-SA/OT/2012 on Educational Standards at ITB.
- (2) The Academic Norms and Student Affairs Enforcement Commission at the institutional level was enacted by the rector and is responsible to the Rector through the Vice Rector for Academic and Student Affairs.
- (3) The Academic Norms and Student Affairs Enforcement Commissions formed at Faculties/Schools level are *ad hoc* in nature and appointed by and responsible to the Dean of the respective Faculties/Schools.

Second Part

Membership of the Academic Norms and Student Affairs Enforcement Commission

Article 3

- (1) The Academic Norms and Student Affairs Enforcement Commission at the institutional level is made up of a Chairperson (concurrently serving as a member), a Secretary (concurrently serving as a member), and Members who are all appointed by the Rector and stipulated in the Rector's decree
- (2) The Academic Norms and Student Affairs Enforcement Commission at the institutional level is to investigate violations committed by students of multiple Faculties/Schools and violations committed by student organizations at the Faculties/Schools level and Institutional level
- (3) The Academic Norms and Student Affairs Enforcement Commissions in the Faculties/Schools level are Ad Hoc Commissions comprised of a Chairperson, a Secretary (concurrently serving as a member), and Members, appointed through the respective Dean's Decree.
- (4) The Academic Norms and Student Affairs Enforcement Commissions at the Faculties/Schools level are to investigate violations committed by an individual student in their respective Faculties/Schools.

Third Part
Procedures of the Commission for the Enforcement of Academic and Student Affairs
Norms

Article 4

- (1) The Academic Norms and Student Affairs Enforcement Commission receives written reports or complaints from:
 - a. Officials or persons in authority, or members of the academic community concerning violations of and/or crimes against applicable rules, regulations, or norms by students;
 - b. Students who feel themselves to have been defamed either morally or materially.
- (2) After examining, investigating and evaluating a submission as stated in clause (1) of this article, The Academic Norms and Student Affairs Enforcement Commission produces an official investigation report to establish whether or not the submission needs to proceed further.
- (3) After examining, investigating and evaluating the written submission regarding the violation by/against a student The Academic Norms and Student Affairs Enforcement Commission can convene a Commission hearing.
- (4) A Commission hearing is convened to determine a recommended sanction for the violation committed by a student and/or student organization.
- (5) The Commission's recommendation forms one part of the reasoning underlying a Rector's decree concerning a sanction for a violation by a student and/or student organization.

CHAPTER III
GROUNDS FOR SANCTIONS

Article 5

- (1) Any deed/action contrary to academic or student affairs norms is a violation that should and must be avoided.
- (2) A student who commits a violation can be subject to the highest sanction, the permanent revocation of his/her status as an ITB student.
- (3) A student organization that commits a violation can be subject to the highest sanction, its dissolution.
- (4) An ITB student must be mindful not to commit any violation of applicable regulations, provisions or norms.
- (5) The imposition of any such sanction shall not alter a stipulated study time limit.
- (6) Any gain obtained through the committing of a violation shall be declared null and void.
- (7) In addition to the sanction as stated in the section (6) of this article, the perpetrator of a violation shall receive additional sanction as stated in the article 14.
- (8) A sanction shall be imposed by the rector after receiving a recommendation from the Commission or from the dean of a faculty/school, or by the dean of a faculty/school after receiving a recommendation from an Ad Hoc Commission at the faculty/school level.

CHAPTER IV THE AIMS AND OBJECTIVES OF IMPOSING SANCTIONS

First Part The Aims of Imposing Sanctions for a Violation

Article 6

- (1) Sanctions are a warning for students and/or student organizations that commit a violation as well as for other students and/or student organizations.
- (2) Sanctions are a warning to educate students and/or student organizations that commit a violation as well as other students and/or student organizations.
- (3) By imposing sanctions, it is hoped that no more violations will be committed by a perpetrator, or by other students and/or student organizations.

Second Part The Objectives of Imposing Sanctions for a Violation

Article 7

- (1) Sanctions are a part of the educational process, with the objective of making students and/or student organizations aware of violations committed.
- (2) Sanctions are imposed with the objective of providing understanding, comprehension and education regarding the existence of rules that must be adhered to by all students and/or student organizations that have committed a violation.

CHAPTER V TYPES, LEVELS AND CATEGORIES OF SANCTIONS

First Part Types of Sanctions

Article 8

- (1) Sanctions can be divided into 2 (two) types, those for:
 - a. Individuals
 - b. Student organizations
- (2) The types of sanctions imposed depends on the nature of a violation committed, and the levels of sanctions range from the lightest to the heaviest punishment.

Second Part Levels of Sanctions

Article 9

- (1) Levels of sanctions for an individual are:
 - a. A stern written warning;
 - b. The imposition of social and/or professional tasks;
 - c. A restriction of the number of credit hours (SKS) that may be taken;
 - d. The revocation of a student's status for a specific period of time (suspension);
 - e. The permanent revocation of a student's status (expulsion from ITB)
- (2) Levels of sanctions for student organizations are:
 - a. A stern written warning;
 - b. The suspension of a student organization for a specific period of time;
 - c. Dissolution

Third Part Categories of Sanctions

Article 10

Sanctions can be categorized into:

- (1) Sanctions determined by the Dean of a Faculty/School for a violation committed by a student of the faculty/school, where the procedure for determining sanctions is based on the recommendation of an Ad Hoc Commission at the Faculty/School level.
- (2) Sanctions determined by the Dean of a Faculty/School as stated in the article 9 section 1 points (a) and (b).
- (3) Sanctions determined by the Rector for a violation committed by a student or student organization, where the procedure for determining sanctions is based on a recommendation of the Commission at the institutional level or the Dean of a School/Faculty.

CHAPTER VI STAGES, PROCEDURES AND MECHANISMS

First Part Procedural Stages for the Imposition of Sanctions

Article 11

- (1) Any violations committed by an individual student within the scope of a Faculty/a School.
 - a. Any minor academic or general violations committed by an individual student within the scope of a Faculty/a School based on a reliable complaint or a reliable written report.
 - b. If after an Ad Hoc Commission hearing at the Faculty/School level has been convened, it is decided to impose sanctions as stated in the article 9 section (1) points (a), (b) and (c), the

Dean of the Faculty/School can immediately issue a letter of sanctions and report it to the Rector through the Vice Rector for Academic and Student Affairs.

- c. The Rector can evaluate and amend the sanction imposed by the Dean of a Faculty/School as stated in the section (2) of this article.
 - d. If after an Ad Hoc Commission hearing at the Faculty/School level has been convened, it is decided to impose a sanction as stated in the article 9 section (1) points (d) and (e), the sanction shall be recommended by the Dean to the Rector through the Vice Rector for Academic and Student Affairs.
 - e. If deemed necessary, the Rector can assign the Institutional Level Commission to examine the proposed sanctions from the Dean and/or reconduct another hearing for the case which the Ad Hoc Commission at the Faculty/School level had previously convened.
- (2) Any violations committed by students from multiple faculties/schools and student organizations.
- a. Any violations committed by student of multiple Faculties/Schools shall be processed by the Commission at the Institutional Level based on a reliable complaint or a reliable written report.
 - b. Any violations committed by a student organization shall be processed by the Commission at the Institutional Level based on a reliable complaint or a reliable written.
 - c. The Commission shall recommend sanctions to the Rector of ITB through the Vice Rector for Academic and Student Affairs, and the Rector shall then issue a sanctions decree
- (3) If a violation committed by an ITB student has been proven beyond reasonable doubt, and has been processed by a judicial agency or the police in accordance with applicable laws and regulations, the sanction on an individual student or group of students, or an organization, can be determined by the leadership of ITB without the need for an examination, investigation, or evaluation by an *Ad Hoc* Commission at the Faculty/School level or The Academic Norms and Student Affairs Enforcement Commission.

Second Part Mechanism for Determining Sanctions on Students and Student Organizations

Article 12

- (1) The mechanism for determining sanctions on an individual student is as follows:

No	Types of Sanction	The Commission (Institutional Level)	Ad Hoc Commission (Faculty/School Level)
1	Stern written warning	Rector's Decree	Dean's Decree
2	Imposition of social and/or professional tasks	Rector's Decree	Dean's Decree
3	Restriction of credit hours (SKS) taken	Rector's Decree	Dean's Decree
4	Revocation of a student's status for a specific period of time (suspension)	Rector's Decree	Dean's Decree
5	Permanent revocation of a student's status (expulsion from ITB)	Rector's Decree	Dean's Decree

(2) The mechanism for determining sanctions on a student organization is as follows:

No	Types of Sanction	The Commission (Institutional Level)
1	Stern letter of warning	Rector's Decree
2	Suspension for a specific period of time	Rector's Decree
3	Dissolution	Rector's Decree

CHAPTER VII TYPES AND APPLICATION OF SANCTIONS

First Part Types of Violations

Article 13

ITB can impose sanctions on an ITB student if he/she is proven to have committed:

- (1) Minor academic violations, such as:
 - a. actions as stipulated in the ITB Academic Regulations article 31 section (3), unless permission is obtained from the relevant instructors or lecturers.
 - b. providing equipment or means that allow academic fraud to occur.
 - c. influencing or attempting to influence other people by misleading, bribing, or threatening, with the intention of obtaining a benefit in completing examinations, individual assignments, laboratory reports, etc.
- (2) Major academic violations, such as:
 - a. committing plagiarism, using and claiming other people's words or works as one's own in an academic activity without giving credit to their sources.
 - b. replacing, altering or forging grades, academic transcripts, KTM, KSM, assignments, reports, written references, or signatures within an academic context, or other aspects of campus life.
 - c. Acting on another individual's behalf in academic activities, such as lectures, examinations, practical work (in a laboratory), or completing other academic tasks, either at someone else's request or on one's own volition.
 - d. Instructing another individual, either a member of the ITB academic community or someone outside ITB, to act on one's behalf or perform academic tasks, either in his/her own or others' interests.
 - e. Acting as a substitute for another individual in, among others, university entrance examinations, course examinations, or laboratory works.
- (3) General minor violations, such as:
 - a. failing to abide by a signed agreement with ITB.
 - b. protecting parties who have violated applicable regulations.
 - c. taking part in or causing a disturbance on campus.
 - d. carrying out student activities that are unauthorized and/or in violation of educational, social and humanitarian values.
 - e. carrying out activities without permission from the relevant authority.
 - f. disrupting the carrying out of official ITB activities.
 - g. using student activity time in violation of applicable regulations.
 - h. indecent behavior or speech.

- i. misusing campus facilities.
- (4) General major violations, such as:
- a. forgery.
 - b. homicide.
 - c. defamation or humiliation of members of the ITB academic community.
 - d. defamation of ITB.
 - e. fighting.
 - f. assault, including striking.
 - g. insulting individuals or groups based on their ethnicity, religion, race, or group (or Suku, Agama, Antar Golongan, Ras/SARA).
 - h. committing physical or psychological abuse.
 - i. stealing.
 - j. intimidation.
 - k. incitement or provocation.
 - l. damaging ITB property/equipment/buildings.
 - m. transporting, possessing, storing, supplying, controlling, producing, processing, mixing, offering, distributing, selling, purchasing, delivering, receiving, exchanging, or being an intermediary in the buying or selling of narcotics/psychotropics without relevant authority.
 - n. possessing, consuming, producing, distributing or trading alcoholic beverages.
 - o. gambling, either directly or indirectly, on or around ITB campus.
 - p. transporting, storing, trading, disseminating, producing or using dangerous weapons without authority.
 - q. possessing, transporting, storing, trading, producing or processing explosives at or around ITB.
 - r. rape, committing an immoral act, which can cause offense, pain (physical and/or mental), or disturb the sensitivities and self-esteem of one affected by the act, a victim.
 - s. being proven to have broken the law of the Republic of Indonesia and being subject to imprisonment.

Second Part Imposition of Sanctions

Article 14

- (1) If a student commits a violation as stated in article 13 above, sanction shall be imposed according to the following guidelines:

Relevant Article	Maximum Sanction
Article 13, section (1)	Article 9 section (1) point d
Article 13, section (2)	Article 9 section (1) point e
Article 13, section (3)	Article 9 section (1) point d
Article 13, section (4)	Article 9 section (1) point e

- (2) If a student organization commits a violation, sanctions shall be imposed according to the following guidelines:

Relevant Article	Maximum Sanction
Article 13, section (3)	Article 9 section (2) point b
Article 13, section (4)	Article 9 section (2) point c

- (3) The Commission for the Enforcement of Academic and Student Affairs Norms shall determine the type of sanction not solely based on the sanctions guidelines stipulated in the article 13 sections (1), (2), (3) and (4), but also based on other aggravating or mitigating circumstances. Thus, the types of sanction imposed can be adjusted according to the level of violation committed.

CHAPTER VIII MISCELLANEOUS AND CONCLUDING PROVISIONS

First Part Miscellaneous

Article 15

- (1) Academic norms that have not been included in this Regulation for the Enforcement of Academic and Student Affairs Norms of ITB as a State-Owned Legal Entity Higher Educational Institution shall be stipulated separately and shall be enacted by ITB Rector's decrees.
- (2) If in the future, the Board of Trustees determines norms, policies, or provisions in any other form that are contrary to the provisions contained in this Regulation for the Enforcement of Academic and Student Affairs Norms of ITB as a State-Owned Legal Entity Higher Educational Institution, the provisions that are contrary to the provisions of the Board of Trustees shall be declared invalid.
- (3) If the Board of Trustees has not issued regulations on matters under its authority, existing regulations or temporary regulations issued by the Rector of ITB or other authorized officials shall be used.

Second Part Concluding Provisions

Article 16

- (1) Other regulations stipulating similar matters with these regulations are deemed to be invalid by the issuance of these regulations.
- (2) These regulations are valid from the date it is enacted, with the proviso that any errors shall be amended as necessary.

Stipulated in Bandung
August 5, 2019

RECTOR,

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