

ACADEMIC REGULATION OF
UNIVERSITAS NEGERI PADANG



MINISTRY OF EDUCATION AND CULTURE
UNIVERSITAS NEGERI PADANG
2015

FOREWORD

This book contains academic regulations that must be used as a reference by teaching staff, students, and academic administration staff in the learning and service process.

The source of academic regulations of Universitas Negeri Padang is the legal product issued by the government, including laws, government regulations, the Decree of the Minister of National Education, and the Decree of the Director General of Higher Education as well Statute of Universitas Negeri Padang.

With a correct understanding of the academic regulations issued, it is hoped that the education process at Universitas Negeri Padang will be more accountable to the public, efficient in the process, and relevant to the needs of the community.

Finally, high appreciation is given to the entire drafting team and the UNP senate members who participated in providing input and refinement of this book.

Padang, 20 February 2015

Vice Rector of Academic



Prof. Dr. Agus Irianto

NIP 195408301980031001

RECTOR

DECREE OF UNIVERSITAS NEGERI PADANG

Number: 086 / UN35 / AK / 2015

Stipulation of Academic Regulations Universitas Negeri Padang

RECTOR OF UNIVERSITAS NEGERI PADANG

- Considering:
- a. whereas to ensure the implementation of academic activities at Universitas Negeri Padang, it is necessary to issue an Academic Regulation;
 - b. whereas the Academic Regulation issued must serve as a guideline for lecturers, students, and educational staff in carrying out academic activities at Universitas Negeri Padang;
 - c. whereas in connection with points "a" and "b" as stated above, it is necessary to issue a Rector's decision regarding the enforcement of Academic Regulations in the Universitas Negeri Padang.

Recalling: 1. Law:

- a. Number 20 Year 2003 concerning the National Education System
 - b. Number 14 Year 2005 concerning Teachers and Lecturers
 - c. Number 12 Year 2012 concerning Higher Education
2. Government Regulation:
- a. Number 17 Year 2010 concerning Management and Implementation of Education
 - b. Number 4 Year 2014 concerning the Implementation and Management of Higher Education
3. Presidential Decree No.93/1999 concerning the Change of IKIP Padang to Universitas Negeri Padang.
4. Minister
5. of National Education Regulation:
- a. No. 10/2010 concerning the Second Amendment to Kepmendikbud No. 276 / O / 1999 concerning OTK Universitas Negeri Padang
 - b. Number 49 Year 2014 concerning National Standards for Higher Education
 - c. Minister of National Education
6. Decree:
- a. Number 276 / O / 1999 Number 093 / O / 2004 concerning OTK UNP
 - b. Number 222 / O / 2000 concerning Statute of Universitas Negeri Padang
 - c. Number 232 /U/ 2000 concerning Guidelines of Higher Education Curriculum Preparation and Assessment of Student Learning Outcomes
 - d. Number 045 / U / 2002 concerning Higher Education Core Curriculum

Noting: Decision of the senate meeting of Universitas Negeri Padang on February 17 2015.

Decidedto

- Stipulate :
First : Academic Regulations of Universitas Negeri Padang used as Academic Guidelines by all UNP students and all academicians in organizing academic activities at UNP.
Second : This decree comes into force as from the date of stipulation, provided that if there is an error in this decision later, it will be corrected accordingly.
Third : Academic Regulations that previously contradicted this regulation are declared null and void.

Enacted in: Padang
On: February 20 2015
Rector,



Prof. Dr. Phil. YanuarKiram
NIP. 19570101 198403 1 004

Copy:

1. Minister of Research and Technology in Jakarta
2. Higher Education Director General of DIKTI in Jakarta
3. Inspector General of Menristekdikti in Jakarta
4. Vice Rectors of UNP
5. Deans of Faculty of UNP
6. Heads of UNP Institutions
7. Heads of UNP Bureau
8. Heads of UNP
9. Departments / Study Programs.

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ACADEMIC REGULATIONS OF UNIVERSITAS NEGERI PADANG

CHAPTER I GENERAL PROVISIONS

Article 1 Explanation of the term

- (1) Universitas Negeri Padang abbreviated as UNP is a state university located in Padang City, West Sumatra Province which provides academic education , profession, and vocational in the field of education and non-education.
- (2) Faculty is a collection of supporting resources, which can be grouped according to department / study program, which organizes and manages academic, vocational, or professional education in 1 (one) cluster of disciplines of science, technology, arts, and / or sports.
- (3) Department is a set of supporting resources for study programs in 1 (one) discipline of science, technology, arts, and / or sports.
- (4) A study program is a program that includes a unified study plan as a guideline for the implementation of education organized based on a curriculum, and it is intended students can master knowledge, skills, and attitudes in accordance with curriculum goals.
- (5) Academic regulations are rules that are used as guidelines by lecturers, students, academic support staff, and administrative staff in carrying out academic activities at UNP.
- (6) Lecturers are professional educators and scientists with the main task of transforming, developing and disseminating science, technology, arts, and / or sports through education, research, and community service.
- (7) Permanent lecturers are civil servants who work as permanent educators at UNP.
- (8) Guest lecturers are educators or other professionals who are invited to teach at UNP for a certain period of time.
- (9) Adjunct lecturers are lecturers or employees of other government or private institutions who work part time and are appointed by the rector to teach at UNP.
- (10) Non-permanent lecturers are non-civil servant employees who are employed and appointed by the higher education leadership with a work contract agreement for a certain period of time.
- (11) Professor is the highest functional position for lecturers who are still teaching in the higher education unit.
- (12) Profession is a job or activity carried out by someone who requires expertise, proficiency meets certain quality standards or norms, requires special education for a long time, and is proven by a certificate.
- (13) Academic qualification is the level of academic education that must be possessed by a lecturer as evidenced by the possession of a diploma in accordance with the type, level, and formal education unit recognized by the Ministry of Education and Culture.
- (14) Competence is a set of knowledge, skills, and behaviors that must be possessed, mastered and used by lecturers in carrying out their main tasks and functions.

- (15) Certification is the granting of teacher certificates to lecturers in certain disciplines.
- (16) Educator certificates are formal evidence as recognition given to lecturers as professionals by an authorized institution.
- (17) Education personnel are UNP employees who are assigned with carrying out administration, management, development, supervision, and technical services to support the education process.
- (18) Students are those who are registered and studying at UNP according to the applicable rules and curriculum.
- (19) Academic advisor (PA) is a lecturer who is assigned by the head of the department / study program to provide academic guidance and other guidance for the smooth running of studies to students who are determined to be students under their care while participating in the education program at UNP.
- (20) The Semester Credit System is an education delivery system that uses the semester as the smallest unit of time for implementing a study program.
- (21) Semester is the smallest unit of time to state the length of an educational program in an education level. One semester is equivalent to 16 to 18 work weeks.
- (22) Course Credit (SKS) are units used to express the amount of study load a student has in one semester, the amount of recognition for student businesses' success, and the amount of effort in organizing educational programs for tertiary institutions and especially for teaching staff.
- (23) 1 (one) course credit is equivalent to 50 minutes of scheduled academic activities, 50 minutes of structured academic activities and 60 minutes of independent academic activities.
- (24) Implementation of education is the process of implementing academic activities at UNP.
- (25) Assessment is the process of collecting and processing academic information to measure the achievement of student learning outcomes.
- (26) Exams are activities carried out to collect academic information in order to assess the achievement of student competencies as a measurement of learning outcomes in a course in the study program.
- (27) The final project is a compulsory assignment that students must complete at the end of their study period, which can be in the form of a final project, paper, thesis, thesis, and dissertation.
- (28) Academic education is higher education which is directed primarily at mastering science, technology, sports and / or the arts.
- (29) Vocational education prepares students to have jobs with skills /skills certain applied, at a maximum equivalent to an undergraduate program.
- (30) Professional Education is higher education after the undergraduate program that prepares students to have jobs with special skill requirements.
- (31) Pedagogic Competence is the ability in the management of learning which at least includes:

- (a) understanding educational insight,
 - (b) understanding students,
 - (c) developing curriculum and syllabus,
 - (d) learning design,
 - (e) implementing educational and dialogical
 - (f) learning,
 - (g) utilizing learning technology,
 - (h) evaluating learning outcomes,
 - (i) Developing students to actualize the various potentials they have.
- (32) Professional Competence is the ability to master knowledge in the fields of science, technology, and / or arts and culture which at least includes the mastery of:
- (a) Comprehensive and in-depth learning materials in accordance with the content standards of the educational unit program, subjects, and / or group of subjects will be able to, the
 - (b) Concepts and methods of relevant scientific, technological, or artistic disciplines are conceptually overshadowed or coherent with the academic unit program, subjects, and / or group of subjects to be taught.
- (33) Personality Competence is an ability that at least includes personalities who are:
- (a) faithful and righteous,
 - (b) noble,
 - (c) wise and wise,
 - (d) democratic,
 - (e) steady,
 - (f) dignified,
 - (g) stable,
 - (h) mature,
 - (i) honest,
 - (j) sportive,
 - (k) being role models for students and society,
 - (l) Objectively evaluating their own performance. ,
 - (m) Develop themselves independently and sustainably.
- (34) Social Competence is the ability as part of society which at least includes competencies to:
- (a) communicate verbally, in writing, and / or gestures politely,
 - (b) use communication and information technology functionally,
 - (c) interact effectively with students, fellow educators, educational staff, leadership educational units, parents or guardians of students,

- (d) interact politely with the surrounding community by observing the prevailing norms and value systems,
- (e) Applying the principles of true brotherhood and the spirit of togetherness.

CHAPTER II OBJECTIVES AND FUNCTIONS

Article 2 The objectives

The Academic Regulation's objective is to ensure the implementation of academic activities in accordance with the provisions in force at UNP.

Article 3 The function

The function of this Academic Regulation serves as a guideline for:

- (1) lecturers in carrying out academic activities,
- (2) educational staff in helping to organize academic administration activities,
- (3) students in carrying out activities academic while attending UNP.

CHAPTER III STAFF

Article 4 Lecturers

- (1) Lecturers are required to have academic qualifications, competencies (pedagogic, professional, personality, and social), educator certificates, physically and mentally healthy, and meet other qualifications required by UNP, and have the ability to realize the goals of national education.
- (2) As referred to in paragraph (1) above, academic qualifications and competence of lecturers are obtained through an accredited higher education graduate program in accordance with their field of expertise.
- (3) The academic positions for permanent lecturers consist of expert assistants, lecturers, head of lecturers, and professors.
- (4) Academic positions for adjunct lecturers in accordance with the prevailing laws and regulations.
- (5) The requirements to become a lecturer are: having
 - (a) faith and devotion to Allah SWT,
 - (b) having a Pancasila insight and the 1945 Constitution,
 - (c) having a minimum academic qualification of S2 (master) and competence as a teaching staff,
 - (d) having high morals and integrity and having noble character,
 - (e) Having a great sense of responsibility for the future of nation, state and religion.

Article 5 Main Duties of Lecturers

- (1) To plan and implement learning process that educates, assesses, and evaluates learning outcomes; conduct research and community service; as well as providing supervising and training.
- (2) To plan the learning process, including the preparation of a syllabus and a lesson plan that includes, among others; learning objectives, teaching materials, teaching methods, learning resources, and assessment of learning outcomes.
- (3) Carry out the learning process in academic units in an active, innovative, creative, interactive, inspirational, practical, and fun way to develop student competencies.
- (4) Evaluate and assess learning processes and outcomes to improve programs and learning outcomes.
- (5) Carry out research and publication activities to develop and discover science, technology, arts, and sports in the educational and non-educational fields.
- (6) Organize community service activities to disseminate and apply science, technology, arts, and sports in the educational and non-educational fields.
- (7) Conducting student supervising and training, in the form of:
 - (a) academic supervising,
 - (b) seminar supervising,
 - (c) educational fieldwork, KKN, industrial practice, and internships supervising,
 - (d) final assignment, thesis, and dissertation supervising,
 - (e) Supervising and training for student activities.
- (8) Fostering lecturers who are not yet functional and assistant experts.

Article 6

Qualifications and Authorities of Lecturers

- (1) Lecturers have a minimum academic qualification:
 - (a) graduate from master's program to teach students of diploma and undergraduate programs,
 - (b) Graduate from doctoral programs to teach students of diploma, undergraduate, and postgraduate programs.
- (2) Educator certificates for lecturers are given after fulfilling the following requirements:
 - (a) having worked experience as an educator in tertiary institutions for at least 2 (two) years;
 - (b) has an academic position at least as an expert assistant;
 - (c) has passed the certification held by the competent authority stipulated by the Directorate General of Higher Education.

- (3) The authorities and responsibilities of the lecturers in teaching study programs are in accordance with the following table.

Table 1. Powers and Responsibilities Lecturer in Teaching Program

No.	TEACHING POSITION ACADEMIC	QUALIFICATION S EDUCATION	STUDIES		
			DIPLOMA / Sergeant A	MASTER	DOCTORATE
1.	Expert Assistant	Master	M	-	-
		Doctoral	M	B	B
2.	Associate Professor	Master	M	-	-
		Doctoral	M	M	B
3.	Associate Professor	Master	M	-	-
		Doctor	M	M	M
4.	Professor	Doctor	M	M	M

Description:

B = Helps

M = Implementing

- (4) The authority and responsibility of the lecturer in thesis supervising can be seen in this following table.

Table 2. The authorities and Responsibilities Lecturer in Final Supervising

No.	POSTS TEACHING ACADEMIC	QUALIFICATION S EDUCATION	FINAL GUIDANCE		
			Thesis / FINAL	THESIS	Dissertation
1.	Expert Assistant	Master	M	-	-
		Doctoral	M	B	-
2.	Associate Professor	Magister	M	B *	-
		Doctor	M	M	B
3.	Lecturer Head of	Master	M	M **	-
		Doctor	M	M	B / M **
4.	professor	Doctoral	M	M	M ***

Description:

* = Group III / d

** = As the first author in a reputable international scientific journal

*** = In accordance with Article 26 paragraph 10 (b) Permendikbud Number 49 of 2014

B = Assisting

M = Carrying out the

- (5) Duties and responsibilities of lecturers for journal publication can be seen in this following table.

Table 3. Duties and Responsibilities Lecturer in Journal Publication

N O	POSITION ACADEMIC	JOURNAL OF NATIONAL	NATIONAL JOURNAL Accredited I	JOURNAL OF INTERNATIONAL	JOURNAL international reputable
1.	Expert Assistant	W	S	S	S
2.	Associate Professor	W	S	S	S
3.	Professor Associate/ Master		S	W	S
4.	Head / Doctoral Lecturer	S	W	S	S
5.	Professor	S	S	S	W

Information:

W = compulsory

S = it is suggested that there is

Article 7

Rights and Obligations of Lecturers

- (1) In carrying out their duties, lecturers have the right to:
- earn above the minimum necessities of life and guarantees social welfare;
 - get promotions and awards in accordance with work assignments and achievements;
 - obtain protection in carrying out duties and intellectual property rights;
 - get the opportunity to improve competence, use learning resources, information, learning facilities and infrastructure, and carry out research and community service;
 - have academic freedom, freedom of academic expression, and scientific autonomy in accordance with the prevailing laws and regulations;
 - provide an assessment and determine the graduation of students in accordance with applicable regulations;
 - have the freedom to associate in professional organizations / scientific professional organizations;
 - Get guarantees and protection, defend the good name of the behavior disgraceful committed by members of the community, both inside and outside the campus environment.
- (2) In carrying out their duties, lecturers are obliged to:
- carry out education, research, and community service;
 - plan, carry out the learning process, and evaluate learning outcomes;
 - Improve and develop academic qualifications and competencies on an ongoing basis in line with the development of science, technology, arts, and / or sports.

- (d) act objectively and do not discriminate against differences in gender, religion, ethnicity, race, certain physical conditions, or the socio-economic background of students in learning;
- (e) upholds laws and regulations, law, code of ethics, religious values and ethics and has a high commitment to professional duties;
- (f) maintain the integrity of the academic community, maintain the honor of the alma mater, nation, state and religion and have a high commitment in carrying out their duties;
- (g) comply with all applicable provisions;
- (h) participate in programmed activities or other activities regulated by the leadership;
- (i) get permission from the leadership if he will carry out activities outside the campus either individually or in groups related to UNP;
- (j) guiding students;
- (k) maintain and cultivate the unity and integrity of the nation;
- (l) get permission from the leadership when traveling outside the region;
- (m) Save the face of the alma mater.

Article 8

Staff

- [1]. The staff at UNP consists of academic support staff and academic administrative staff.
- [2]. Academic support staff consists of librarians, computer administrators, public relations officers, laboratory assistants, and technicians.
- [3]. Requirements, procedures for appointment, and authority for academic support staff are regulated by the university based on the prevailing laws and regulations.
- [4]. Academic support staff's duty is assisting the learning process, practicum, and providing library services and maintenance of media equipment used in the learning process.
- [5]. The rights of academic support staff.

Every academic support staff has the right to:

- (a) get their rights as civil servants in accordance with applicable regulations;
- (b) obtain education relevant to the task;
- (c) participate in activities non-academic that UNP has programmed;
- (d) Get guarantees and protection, save the face of the disgraceful behavior committed by members of the community, both inside and outside the campus environment.

- [6]. Obligations of academic support staff.

Every academic support staff is obliged to:

- (a) assist in the implementation of UNP's academic and non-academic programs;
- (b) maintain the integrity of the academic community, maintain the honor of the alma mater, nation, state and religion and have a high commitment in carrying out their duties;

- (c) comply with all applicable provisions;
- (d) participate in programmed activities or other activities regulated by the leadership;
- (e) Get permission from the leadership if he will carry out activities outside the campus either individually or in groups related to UNP.

[7]. Academic administrative personnel are elements of academic administration executing who have the main task of administering all academic activities.

[8]. The rights of academic administration personnel: to

- (f) obtain their rights as civil servants in accordance with the status and applicable regulations;
- (g) obtain relevant education and training;
- (h) participate in activities of non-academic programmed;
- (i) Get guarantees and protection, defend the good name of the behavior disgraceful committed by members of the community, both inside and outside the campus environment.

[9]. Obligations of academic administration staff:

- (j) assisting the implementation of academic and non-academic programs;
- (k) maintain the integrity of the academic community, and maintain the honor of the alma mater, nation, state and religion and have a high commitment in carrying out their duties;
- (l) comply with all applicable provisions;
- (m) participate in programmed activities or other activities regulated by the leadership;
- (n) Get permission from the leadership in advance if you are going to carry out activities outside the campus either individually or in groups as long as the name UNP is concerned.

Article 9

Violations and Sanctions

- (1) Educators and staff who violate the prevailing values and norms will get sanctions imposed by the Ethics Commission established by the university.
- (2) Educators and staff who commit disciplinary violations will be given sanctions in accordance with the disciplinary regulations for Civil Servants (PNS) and / or other applicable regulations.

CHAPTER IV STUDENTS

Article 10

Student Admission Pathway

Student admission is carried out through:

- (1) national selection (without test or by test),

- (2) independent selection including Achievement Path Selection, Written Examination Selection, and National Examination Result Selection and report cards,
- (3) sports and arts selection are carried out by completing the Portfolio / Skills Test for the Faculty of Language and Arts and the Faculty of Sport Sciences for the undergraduate education program,
- (4) selection to move from other universities,
- (5) transfer selection to a higher level / Recognition Program for Work Experience and Learning Outcomes (PPKHB) / Professional Education Program,
- (6) special selection (cooperation),
- (7) admission to the Postgraduate Program (S2 and S3),
- (8) Other selections are determined based on applicable regulations.

Article 11

Registration for New Student

Admissions Registration of all new admissions channels is carried out *online* prepared by the Computer Center (Puskom) UNP and BAAK.

Article 12

Student Rights and Obligations Student

(1) Rights

Every student has the right to:

- (a) obtain academic services and academic administration as well as possible in accordance with the study program he is participating in;
- (b) make use of university, faculty, study programs and / or supporting facilities in order to make the learning process smooth in accordance with applicable regulations;
- (c) receive academic supervising from a lecturer in the study program he is participating in;
- (d) obtain academic and non-academic information services;
- (e) use academic freedom responsibly to demand and study science, knowledge, technology, and art in accordance with the norms and ethics prevailing in the academic environment;
- (f) get supervising and counseling services;
- (g) completing educational programs according to their respective learning speeds and do not deviate from the stipulated time limit;
- (h) transferring study programs within the university or to another university following the regulations;
- (i) Obtain special services in the academic field for students with disabilities with the following condition:

[1]. The exam is adjusted to the students' condition

- [2]. the lecturer communicates with the student concerned, including the place of the exam
 - [3]. if needed, assistance will be prepared
 - [4]. exam documents are tailored to the needs of the student's condition
- (2) Student Obligations

Every student is obliged to:

- (a) comply with all rules / regulations that apply to the university and the units in it;
- (b) participate in maintaining facilities and infrastructure as well as cleanliness, order and security of the university and its units;
- (c) bear the cost of providing education, except for students who are exempt from these obligations in accordance with the applicable regulations;
- (d) respect science, technology, and / or the arts;
- (e) maintain the dignity and save the face of the university and the units in it;
- (f) uphold national culture;
- (g) comply with all applicable rules / regulations in order to foster a conducive learning and teaching atmosphere;
- (h) dress neatly and politely in accordance with the values and norms that apply in the learning process and in the campus environment;
- (i) Pass the TOEFL with a minimum score of 400 for D3, D4, and S1, 450 for S2, and 500 for S3 before the thesis / thesis / dissertation exam is carried out.

CHAPTER V ADMINISTRATION OF ACADEMIC

Article 13 Educational Programs

- (1) Educational programs at UNP consist of academic, professional and vocational education, both in the fields educational and non-educational.
- (2) The implementation of education is carried out by the Department / Study Program / Faculty / UPT based on a curriculum arranged according to the vision, mission, and objectives of the study program, which refers to the vision and mission of the faculty and university.
- (3) The levels of vocational education and academic education study programs consist of Diploma III (D3), Diploma IV (D4), Undergraduate (S1), Strata 2 (S2), and Strata 3 (S3).
- (4) Students follow professional education after completing their undergraduate education in the same field of science.
- (5) The implementation of an independent program is regulated in accordance with the applicable regulations.

Article 14 Academic Year

- (1) One academic year is divided into two semesters, namely odd semester and even semester.

- (2) Each semester, a number of courses are offered for each study program which students can guide in filling out the Course Selection Sheet.
- (3) Short semester lectures can be held at the end of the January-June semester.
- (4) The short semester is held at least 16 face-to-face meetings.

Article 15

The Lecture Management System is implemented

- (1) Using the Semester Credit System (SKS).
- (2) Each semester, a number of courses are presented and each subject has a weight stated in Semester Credit Units (SKS) in accordance with the stipulated curriculum.
- (3) The implementation of one credit for theoretical courses is carried out 1 x 50 minutes face to face, 1 x 50 minutes structured, and 1 x 60 minutes independently.
- (4) One credit for practical courses 2 x 50 minutes.
- (5) One credit for field courses 4 x 50 minutes.

Article 16

Academic Supervising

- (1) Supervising aims to help students achieve optimal learning achievement.
- (2) Academic supervising is given to students through consultation, among others in determining a study plan for each semester and solving other academic problems.
- (3) In determining the credits that students should take, the academic advisor considers the previous semester's grade point.

Article 17

Department / Study Program

- (1) Department / Study Program plans, implements, supervises, evaluates, and reports on the implementation of academic, vocational, and professional education in one clump of science and technology, arts and / or sports disciplines.
- (2) Departments / Study Programs are held to obtain a graduation certificate or diploma which authorizes them according to their field of expertise.
- (3) Departments / Study Programs are held for a level of education as needed.
- (4) Each Department / Study Program according to its classification and professional education has a certain learning load which is stated in the number of semester credit units.

Article 18

Supervision of Academic Activities

- (1) To ensure the quality and discipline of lectures, the Head of the Department / Study Program is responsible for supervising lectures within his authority and reporting it to the Heads of Faculties and Universities.

- (2) The Assistant Dean for Academic carries out supervision of faculty level courses
- (3) The General Course Coordinator carries out supervision of University-level courses (MKU and MKB).
- (4) Supervision is carried out to ensure that academic activities are carried out by teaching staff according to minimum service standards and are followed up by sending reports to the Assistant Dean for Academic and / or the Assistant Rector for Academic.
- (5) At the Dean's suggestion, the Rector can cancel courses deemed not meeting academic requirements and appoint other teaching staff to solve the problem with the aim that the students concerned are not harmed.

Article 19

Academic Sanctions

Academic sanctions are intended to maintain student academic standards, so that the quality of graduates can be guaranteed. The forms of academic sanctions given are as follows.

1. The first written warning is given by the head of the department / study program to diploma and undergraduate students who in the first semester passed less than 11 credits with an GPA of less than 2.0.
2. The first written warning was given by the Dean / Director of PPs at the suggestion of the head of the study program to master (S2) level students who in the first semester passed less than 6 credits with a GPA less than 2.5.
3. The second written warning was given by the Dean, at the suggestion of the head of the department / study program, to diploma and undergraduate students who in the second semester passed less than 22 credits with a Grade Point Average (GPA) of less than 2.0.
4. The second written warning was given by the Dean / Director of PPs at the suggestion of the head of the study program, to students of the master study program (S2) who in the second semester passed less than 12 credits with a Grade Point Average (GPA) of less than 2.5.
5. The third written warning is given by the Dean, at the suggestion of the head of the department / study program, to diploma and undergraduate students who in the third semester graduated less than 33 credits with a GPA of less than 2.0.
6. The third written warning was given by the Dean / Director of PPs, at the suggestion of the head of the study program, to students of master study programs (S2) who in the second semester passed less than 18 credits with a Grade Point Average (GPA) of less than 2.5.
7. Students of diploma and undergraduate programs can be dismissed by the Rector at the recommendation of the Dean, if after studying for four semesters they pass less than 44 credits and a GPA of less than 2.0. The same sanction is imposed on students who in the semester

fifth pass less than 55 credits or achieve a GPA of less than 2.0 with the minimum requirement after being given the opportunity to improve their scores for one semester.

8. If the student exceeds the used study period, the Rector can dismiss the student concerned at the suggestion of the Dean / Director of PPs. The maximum study period used for students is as follows:
 - a. 3 (three) to 5 (five) years for diploma III program.
 - b. 4 (four) to 6 (six) years for diploma IV and undergraduate programs.
 - c. 1 (one) to 2 (two) years for professional programs after completing a four-year undergraduate or diploma program.
 - d. 1.5 (one point five) to 4 (four) years for a master program after completing a four-year undergraduate or diploma program.
9. Students are declared to have failed and their academic activities are suspended for a maximum of two semesters if they are proven to have plagiarized papers, reports, final projects, final projects, theses, and dissertations belonging to others, either partially or completely. If it is proven that you have committed plagiarism after the pass score has been given, then the score is canceled.
10. If plagiarism is discovered after a student has graduated, the certificate in question can be canceled by the decision of the UNP Rector.
11. If the student is known and proven to be using the services of another party to replace him and / or assist in carrying out the examination, he will be subject to sanctions for suspension of academic activities for a maximum of two semesters.
12. If the UNP student is known and proven to be the party substitute and / or assisting in carrying out the exam, the person concerned will be subject to the severest sanction being dismissed as a UNP student.
13. If proven to falsify grades or falsify the signatures of lecturers, elements of heads of departments / study programs, faculties, and universities, the student concerned will be suspended academic activities for a maximum of two semesters.
14. Students are suspended for their academic activities for a maximum of two semesters if they are proven to have damaged UNP facilities, criminal acts, immorality, and drugs.
15. Students are dismissed if they are sentenced to prison for committing criminal, immoral, and drug acts based on a court decision that has permanent legal force.
16. Students must replace equipment that is damaged due to negligence in using the equipment.
17. Students have their academic activities suspended for at least one semester and can be dismissed if they make threats, acts of violence against fellow UNP students, employees, lecturers, students, teachers or employees of training schools, supervisors and leaders of

companies / clubs where students carry out Field Experience/ FieldIndustry Practice / Internships and Coaching Practices.

18. Students are dismissed if they do not participate in the academic program and do not re-register for three consecutive semesters without official permission.
19. Sanctions in the form of suspension of academic activities and dismissal of students are set by the Rector on the recommendation of the dean / director of PPs. Other sanctions are given by the dean / director of the PPs concerned at the suggestion of the head of the department / study program.

Article 20

Study Load and Period of Study

1. The study load for diploma III program is 108 (one hundred and eight) credits scheduled for 6 (six) semesters and can be taken within at least 6 (six) semesters and for a maximum of 10 (ten) semesters after secondary education.
2. Study load of undergraduate or diploma IV program, 144 (one hundred and forty four) credits scheduled for 8 (eight) semesters and can be taken in less than 8 (eight) semesters and a maximum of 12 (twelve) semesters after secondary education.
3. Professional program study load, 36 (thirty six) credits scheduled for 2 (two) semesters and a maximum of 4 (four) semesters after undergraduate education.
4. Master program study load, 46 (forty six) credits scheduled for 4 (four) semesters and can be taken within 3 (three) semesters and a maximum of 8 (eight) semesters after undergraduate education or diploma IV.
5. Doctoral program study load, 52 (fifty two) credits which are scheduled for a minimum of 6 (six) semesters and a maximum of 11 (eleven) semesters after the master program education.
6. The amount of study load that a student can participate in in a given semester is determined by the GP of the student concerned in the previous 2 semesters (odd-odd and even) with PA approval based on the guidelines below, except for semester 1 and 2 which are defined by the package system.

Table 4. Study Load

Achievement Index Last semester Diploma and Strata 1	Maximum credits taken
0.00 - 2.00 (Low)	15
2.01 - 3.00 (Moderate)	18
3.01 - 4.00 (High)	20 The

7. load of high academic achievement students after the first two semesters of the first year can be added up to 64 (sixty four) hours per week equivalent to 24 credits per semester.

8. Students who take a semester off from college and want to be active again, are assigned a credit load based on the previous relevant semester's GPA (Even-Even, Odd-Odd).
9. Students who have finished their study period can be extended a maximum of 1 (one) semester if they receive consideration and approval from the Head of Department / Head of Study Program and the Dean / Director of PPs.
10. Students who take the Educational Field Experience (PLK) may take a maximum of 1 (one) course other than a thesis / final diploma project provided that they can follow all the requirements of the course.

Article 21

Grouping of Subjects

1. Subject grouping is carried out based on study themes and the same characteristics of the course and *learning outcomes* (LO) of each study program.
2. Course grouping for the field of Education is:
 1. General Course Group (MKU)
 2. Basic Educational Course Group (MKDK)
 3. Expertise Areas Courses Group (MKBK)
 4. Learning Process Skills Courses Group (MKKPP)
 5. Education Development Courses Group (MKPP)
3. General Course is aimed at equipping students with general basic competencies such as faith and piety, Indonesian and others.
4. Basic Education Course Group are aimed at equipping students as prospective educators with basic competencies related to basic educational sciences.
5. Expertise Areas Courses Group aims to equip students with the academic competence of the main study substance (*content knowledge*) in accordance with their respective majors or study programs.
6. Learning Process Skills Courses Group (MKKPP) equips students with various approaches, models, methods, strategies, and learning theories.
7. Education Development Courses Group (MKPP) equips students with the ability to do; research in education, development of teaching materials, development of learning tools, and development of learning curricula.
8. The grouping of courses for non-educational fields takes into account the principles of the Indonesian National Competency Framework (KKNI) which consists of: general competencies, main competencies, special competencies, and other competencies based on *learning outcomes* compiled by each study program.
9. General competence courses study covers religious education, citizenship education, Indonesian, English (foreign language) and mathematics or statistics.

10. The main competency course groups are developed by each study program concerned in accordance with the characteristics of the graduate in accordance with the vision and mission of the study program.
11. Groups of special competency courses are developed by each study program concerned in accordance with the characteristics of the study program graduates that are proclaimed in the vision and mission of the university.
12. Other groups of competency courses are developed by each study program concerned in accordance with the specific characteristics of the study program compared to other similar study programs.

Article 22

Taking courses

1. Courses are taken according to the study program curriculum in accordance with the year of entry of the student concerned.
2. The prerequisite courses can be taken in accordance with the provisions of the Department / Study Program.
3. The introduction of the Educational Field is carried out with an integrated system with learning courses.

Article 23

Lecture Implementation

1. Each course can be held in the form of academic activities as follows:
 1. face-to-face,
 2. laboratory practicum,
 3. field lectures,
 4. educational field experience,
 5. industrial practice/ apprenticeship,
 6. apprenticeship,
 7. training practice,
 8. research,
 9. tutorials,
 10. lectures *e-learning, distance-learning, and blended-learning,*
 11. other academic activities.
2. Competency standards and basic competencies for each subject are stated in the syllabus of the relevant course.
3. The course syllabus prepared by the lecturer / lecturer group is given to students participating in the lecture at the beginning of the lecture.

4. Structured individual tutorials / studies are held for one semester and are registered in KRS.
5. Individual structured tutorial / study may be given for the following cases:
 - a. the course is no longer offered in the current semester and / or the following semester;
 - b. students who can take the tutorial are students who live a maximum of 2 courses.
6. The tutorial / structured individual study referred to in points "a" and "b" above can be given if it has received approval from the head of the department and is known by the assistant dean of academic affairs.
7. The maximum semester credit load is 9 credits only for theory courses.
8. All courses offered for each semester in a study program must be registered with the Bureau of Academic Administration and Student Affairs.
9. E-learning can be done for several topics in a subject that has been prepared by a lecturer, a maximum of 40% of learning activities each semester.

Article 24

Changes in Subjects

1. Changes to courses that are being taken by a student in one semester either in the form of replacements, additions or cancellations, can be made after obtaining permission from the head of the Department / Study Program / UPT MKU / MKB /MKF coordinator with the approval of the Academic Advisor.
2. The student concerned can carry out the changes as referred to in paragraph (1) *online* according to the predetermined schedule (academic calendar).
3. Cancellation of courses outside the procedure in paragraph (2) results in giving an "E" score on the relevant course.

Article 25

Attendance of Lectures

1. One semester consists of 16 lectures (including midterm and final semester examinations) and / or have been achieved *learning outcomes*/ competencies through learning activities as referred to in article 23 paragraph (1) which is equivalent to the provisions of the Semester Credit System (SKS).).
2. Students are required to take at least 80% of the total attendance as referred to in paragraph (1) above as a condition for taking the final semester exam.

Article 26

Semester Off

1. Semester off is an official postponement of lectures and other academic activities for one semester as evidenced by a Certificate of Study Break issued by BAAK UNP.

2. During the semester off period, students are free from the obligation to pay tuition fees and are not entitled to academic services, and are not counted as the study period.
3. Students who are allowed to take a semester off after studying for a minimum of one semester and a maximum of ten semesters are allowed.
4. Students who want to take a break from college must submit an application for a semester off to the Rector through the head of BAAK after receiving written approval from the Academic Advisor lecturer and the head of the department / study program.
5. Applications for college breaks are submitted at the time of re-registration at the beginning of the semester.
6. Semester off can be given a maximum of 2 (two) semesters.
7. Students who do not submit a semester off letter and do not re-register will be automatically rested through a Rector's Decree. To be active again, you must meet the following requirements:
 1. the semester off period is counted as the study period;
 2. pay SPP / UKT / Practicum during automatic rest;
 3. received written permission from the Head of Department / Study Program and the Dean, to be active again.
8. For students who are automatically rested by the rector for 2 (two) consecutive semesters or not in a row, they will be given sanctions to be dismissed as UNP students through a Rector's Decree.

Article 27

Transferring College

1. Students who are allowed to move to UNP with the following conditions:
 1. students come from state universities,
 2. study programs or scientific accreditation and are at least the same.
 3. the study program concerned accepts the transfer application of the student concerned as evidenced by the acceptance letter of approval.
2. Moving courses in environmental UNP is moved from one course to another course, both inside and outside the faculty of UNP.

Article 28

Requirements for Moving to UNP

1. General Requirements
 1. Submit a letter of application to the Rector of UNP by attaching a transfer letter and transcript issued by the state university of origin.
 2. At least you have attended lectures for 2 semesters and a maximum of 4 semesters.
 3. Physically and mentally healthy.
 4. Apply before the semester runs.

5. Never violated the rules / regulations at the home university as evidenced by a valid certificate issued by the head of the state university of origin.
2. Special Requirements
 - a. Have a minimum cumulative IP of 3.00.
 - b. Fulfill other administrative requirements set by UNP.
 - c. Willing to obey all regulations at UNP.
 - d. The decision for admission of students moving from other tertiary institutions is determined by the Rector based on recommendations from the head of the department / study program and the Dean / Director of PPs.

Article 29

Conditions for Transfer from UNP

Submit a letter of application that has been approved by the head of the department and the dean to the UNP Rector by attaching the following letter.

1. A certificate issued by the Head of the UNP Library that the student concerned does not have a library book loan within the UNP environment.
2. A statement issued by the Vice Dean III of the faculty that the student concerned has no problems in student activities.
3. A certificate issued by the head of the department / study program that the student concerned has completed everything that could be detrimental to the department / study program.

Article 30

Changing Study Programs within the UNP

1. Changing study programs must be at the same entry path and program level.
2. Moving to a department / study program at a different faculty by:
 1. submitting an application letter to the Rector of UNP and the Head of BAAK UNP which is known by the head of the department and the dean of the faculty of origin, as well as receiving approval from the head of the department / study program and the dean of the intended faculty;
 2. has attended lectures for at least 2 semesters;
 3. apply before the current semester;
 4. the entry status of the student concerned does not go through the SNMPTN Invitation, Bidik Misi, and Achievement paths.
3. Switching to a department in the same faculty by
 1. submitting an application letter to the Rector of UNP and the Head of BAAK UNP approved by the head of the department / study program recipient and acknowledged by the dean of the faculty;

2. has attended lectures for at least 2 semesters;
 3. apply before the current semester;
 4. the entry status of the student concerned does not go through the SNMPTN Invitation, Bidik Misi, and Achievement paths.
10. Changing study programs is only valid once and is not allowed to return to the original study program or other study programs.

Article 31

Transfer

1. Transfer is a further education program from the diploma program to undergraduate (S1).
 2. Students who can take part in the transfer are:
 1. UNP alumni,
 2. alumni of other universities whose study programs have been accredited at least the same as the accreditation of the study program to be entered.
 3. Transfer procedure
 1. Candidates make an application letter to the UNP Rector up to the head of BAAK, complete with attachments to the necessary administrative and academic requirements.
 2. BAAK carries out a selection of administrative requirements.
 3. Files that meet the requirements are forwarded to the faculty / department / study program for consideration / assessment, acceptance or rejection.
 4. The considerations for the department / study program and the dean are forwarded to the Rector / BAAK;
 5. Student admissions will be announce by the Rector.
11. Admission of transfer students is regulated in separate rules.

Article 32

Teacher Professional Education Pre-service Teacher Professional Education

1. Program, hereinafter referred to as the PPG program, is an educational program organized to prepare non-education S1 / DIV graduates who have the talent and interest in becoming teachers in order to fully master the competence of teachers in accordance with national education standards so that they can obtain professional educator certificates in early childhood education, basic education, and secondary education.
2. PPG program objectives;
 1. to produce teacher candidates who have the competence in planning, implementing, and assessing learning;
 2. follow up on the results of the assessment by conducting guidance, and training students; and

3. able to carry out research and develop professionalism in a sustainable manner.
3. The technical implementation of PPG refers to the applicable regulations, PPG quality assurance manual, and Universitas Negeri Padang PPG program guidebook.

Article 33
Counselor Professional Education

1. Counselor professional education is an advanced education taken by graduates of the Supervising and Counseling study program S1 to become a counselor.
2. Counselor Professional Education is oriented towards experience and practical skills in the field, and the graduates obtain a supervising and counseling professional certificate with a professional degree in accordance with applicable regulations.
3. The counselor's academic and professional competencies are mapped and formulated into pedagogical, personal, social, and professional competencies.
4. The implementation of the Counselor Professional Education refers to the prevailing laws and regulations and the guidebook for the Professional Education for Counselors at the Universitas Negeri Padang.

CHAPTER VI ASSESSMENT OF LEARNING OUTCOMES

Article 34
Objectives of Learning Outcomes

1. Assessment Assessment of learning outcomes is carried out by lecturers to monitor the process, progress, and improvement of the student learning process on an ongoing basis in the context of quality control.
2. Assessment of learning outcomes is based on the principles of objectivity, openness and honesty.

Article 35
Functions and Uses of Assessment of Learning Outcomes

1. Assessment of learning outcomes serves to provide information on the extent to which student learning outcomes are shown in a broad sense, including the dimensions of mastery of subject matter in the field of study.
2. Assessment of learning outcomes is useful for improving the learning process and measuring student learning achievement.

Article 36
Forms of Assessment

1. Assessment of learning outcomes can be carried out in the form of tests and non-tests.
2. Assessment in the form of tests, i.e, objective tests and essay test.

3. Assessment in the form of non-tests, i.e, tests of skills, processes, products, and portfolios or authentic.
4. Objective tests and descriptions can be carried out in written or oral form using standard and objective instruments.
5. Components assessment Portfolio can be obtained through assignments / homework, group seminars, making collections, case study reports, literature studies, or book reports, translations, and observations.

Article 37 Examination

1. Examinations can be held in the form of quizzes, semester exams and final assignments, theses, and dissertations.
2. The semester exams consist of the Mid-Semester Examination (UTS) and the Final Semester Examination (UAS).
3. Final project exams are held at the end of a student's study according to the level of the program he is participating in.

Article 38 Requirements for Taking Semester Exams

1. A student has the right to take summative exams / final semester examinations (UAS) if he is registered as a participant in the course with a minimum attendance of 80%.
2. Students who have attended lectures and practicum at least 80% but cannot take the scheduled summative exam / final semester exam (UAS) due to illness or other obstacles for logical reasons and can be accepted by lecturers and heads of departments / study programs , then they can take the summative exam / final semester exam (follow-up exam) whose time is set separately.
3. Especially for students who are assigned by the rector / dean / head of department / head of study program to represent the interests of the university / faculty / department / study program, they can take summative exams / final semester exams (supplementary exams) with a minimum of 70% of lectures for one semester . If the attendance is less than 70%, the lecturer provides a tutorial so that he can take the follow-up exam.

Article 39 Examination

The person in charge of holding summative exams / final semester examinations (UAS) and final assignments is the department / study program / faculty / PPs. General Courses (MKU) and Basic Education Course (MKDK) organized by the institute / unit which coordinates the courses and assisted by the coordinator of the subjects.

Article 40

1. Summative Examination Schedule / Final Semester Examination (UAS) is held on a scheduled basis according to the academic calendar.
2. Summative Examination / Final Semester Examination (UAS) outside the predetermined schedule cannot be held except with the permission of the Head of Department / Study Program / Assistant of Dean I.

Article 41

Changes in Exam Schedule

1. Changes in the schedule and place of examination must be announced in writing by the department / study program / faculty / PPs / organizer coordinator.
2. Changes to the schedule and place of the exam may be held due to an urgent matter or an unexpected emergency.
3. Mistakes in reading the exam schedule or venue cannot be used as a valid reason for requesting a follow-up exam.

Article 42

Written Examination Rules

1. Students are allowed to take a course examination with the following conditions:
 1. the section number and name of the course are listed on the student's Course Selection Sheet for the current semester;
 2. not being subject to sanctions in the form of a written prohibition from participating in academic activities when the exam is taking place;
 3. wear modest and proper clothing;
 4. meet all the requirements to take the exam.
2. During the exam, students are required to:
 1. comply with all applicable exam rules and regulations;
 2. obey the instructions technical regarding the administration of examinations given to students by the supervisor;
 3. ask for the supervisor's approval before leaving the seat or exam room;
 4. submit the exam answer sheet to the supervisor on duty before leaving the exam.
3. During the examination, students are not allowed to:
 5. cooperate with other students in completing exam assignments;
 6. cheating or giving exam answers to other students;
 7. use notes, books, or other sources of information during the exam, unless this is permitted by the examining lecturer;
 8. take advantage of the services of other parties who assist in exam violations.
 9. behave that disturbs the orderliness of the administration examination;

10. communicate in any form with other test takers, without the permission of the examining lecturer / supervisory lecturer;
11. activate all forms of electronic communication tools.

Article 43
Examination Supervisors

1. Supervisors are lecturers of the relevant subject or other lecturers.
2. Staff can be assigned to supervise exams in dire need under the supervision of the lecturer concerned.

Article 44
Duties and Authorities of the Examination Supervisor

1. The examination supervisor has the duty to maintain order during the examination.
2. The examination supervisor has the following powers: to
 - a. arrange and determine the seat of each student;
 - b. curbing equipment or objects that can interfere with the smooth running of the exam;
 - c. refuse the presence of an unauthorized person as a participant in the exam room;
 - d. report the cheating act of the examinees in the Minutes of Examination Implementation.

Article 45
Sanctions Against Violation of the Examination Code of Conduct

1. Students who violate the examination rules as referred to in Article 42 will be given sanctions according to the level of the violation committed.
2. For students who are proven to have cheated during the exam as referred to in article 42 paragraphs (2) and (3), will be sanctioned being expelled from the exam room and given an E (failed).

Article 46
Assessment Standards for

1. Assessment can use the *Criterion Reference Test* -CRT) and / or *Norm Reference Test* (NRT).
2. Benchmarking Assessment is used when the learning process demands accurate and mature mastery for the achievement of certain competencies.
3. Norms Reference Assessment is used when it aims to compare learning outcomes among students.

Article 47
Final Score of Courses

1. The score of the courses that are processed are those that are officially registered on the Course Selection Sheet.

2. The complete value of a course is a combination of the Practicum Score, Mid-Semester Examination (UTS), Final Semester Examination (UAS), and other structured assignments.
3. Credit of scores is determined by the lecturer.
4. The complete score of a course is expressed by the Quality Score (NM), namely A, A-, B+, B-, C+, C-, D, and E which in the Quality Score (AM) are 4.0, 3.6, 3.3, 3.0, 2.6, 2.3, 2.0, 1.6, 1.0, and 0.0 respectively.
5. Score from 0 (zero) to 100 (one hundred) is used to get the Quality Score
6. The relationship between Score Value, Quality Score, Value Score, and Quality Designation (SM) is as follows.

Table 5. Distribution of Score

Score	Quality Score	Value Score	Designation
85 to 100	A	4.0	With Praise
80 to 84	A-	3.6	Very Good
75 to 79	B+	3.3	Very Good
70 to 74	B	3.0	Good
65 to 69	B-	2.6	Fairly Good
60 to 64	C+	2.3	More than Enough
55 to 59	C	2.0	Enough
50 to 54	C-	1.6	Less Sufficient
40 to 49	D	1.0	Less
≤ 39	E	0, 0	Failed
-	T	-	Delayed

7. For the assessment system for the final score of student courses in 2012 and previously still using the old grading system (A, B, C, D, and E)

Article 48

Incomplete Score (T)

1. A student who has not completed all the requirements of the assignment that is charged by the lecturer, then temporarily score can be given; **T** (delay).
2. Students who get a score **T** as referred to in the paragraph 1 above, must complete all the requirements of the relevant course within a time limit no later than one month after the score **T** is announced.
3. The change in the value **T** must be immediately eliminated by the lecturer in question through the Academic Portal at the stipulated time.

4. The value **T** automatically becomes **E** (fail) if the student concerned cannot complete and complete the assignments within one month.
5. In determining the GP, the value of **T** is not taken into account.

Article 49

Score Entry

1. Score entry is carried out by the course lecturer through an academic information system *online* according to a predetermined schedule.
2. Lecturers should not be late to entry the score of the predetermined schedule, because it will risk an "E" score for students.
3. The lecturer concerned must save the score archive as an assessment document and submit a *print-out of the grades* to the department / study program.
4. The department / study program must archive all the grades obtained by students as soon as they are graded by the lecturer.

Article 50

Student Report

Student Reports on study results can be accessed by the student concerned *online* through the UNP Academic Portal.

Article 51

Correction of Score

1. Correction of course scores is only allowed for courses that earn C- (C min) and D scores for undergraduate (S1) and Diploma programs, C + (C plus) for master (S2), and B- (B min) for the doctoral program (S3).
2. Any student who fix the score required to repeat and follow lectures, lab work, and academic work more for the course as a whole, and should be included in the Course Selection Sheet.
3. The final score is the last score that the students get after taking the repetition class.

BAB VII FINAL PROJECT

Article 52 Forms of Final

1. Project Final Project is a scientific work of prospective Bachelor, Master and Doctoral candidates which is the result of research in the form of a written paper, which is compiled by themselves based on a *Final Writing Guide* separate Project as one of the requirements in completing the study.
2. The topic of the final project must be the subject matter or problem that occurs in the field of study of the study program. The topic is researched scientifically on the basis of scientific theory in the study in question and uses the scientific method according to the field of study.

Article 53 The Language Used in Final Project

1. The project is written in good and correct Indonesian.
2. The final project may be written in English, especially for the English Education Study Program.
3. The final project is accompanied with an abstract which is written in Indonesian and English.

Article 54 Credit of the final project

Credit of the final project is in accordance with the curriculum of each study program.

Article 55

Time of Final Project Preparation

1. Students of diploma III program can start compiling their final since semester V.
2. Students of diploma IV and undergraduate programs can start compiling their final project / thesis since semester VI.
3. Masters program students can start compiling a thesis since semester III.
4. Doctoral program students can start compiling a dissertation since semester III.

Article 56

Final Project Supervising Process

Students follow the mentoring process with the following steps:

1. After the Advisory Team is determined (based on the Decree of the Dean / Director of PPs), students contact the two supervisors to establish the topic to be researched.
2. The appointment of the advisor must pay attention to the rank, functional position of the lecturer, and the field of science.
3. During the supervising process, students are required to fill out a supervising book every time they meet with one and two supervisors. The supervising book is used as material for consideration by the Head of Study Program / Dean in evaluating the process and progress of writing student proposals / theses.
4. The process of writing a final project must follow the provisions of scientific writing and its validity can be proven. If it cannot prove its validity, the final project may be canceled by the Advisor and / or Examiner Commission.
5. Under normal circumstances, the final project material from students is checked by the advisor within 7 days of receipt before being returned to the student for repair.
6. Students are required to report the progress made in the process of writing a final project to the Head of the Department / Head of Study Program.

7. If students do not show progress in research and writing of their final assignments, the Head of the Study Program / Dean / Director of PPs together with the Advisory Team tries to find a solution.
8. If there is a mismatch between the advisor and the student, the Head of the Study Program becomes the mediator in resolving existing differences.
9. In certain conditions and there is no common ground for completion in the implementation of supervising, the Dean / Director of PPs can take a policy to replace the Advisor.

Article 57

Proposal Seminar

After the preparation of the proposal, a proposal seminar is held with the following steps:

1. Requirements and Steps
 - a. To be able to be in the seminar, the final project proposal must have been approved by the advisor. This proposal is submitted in duplicate to the Administration section of the Faculty.
 - b. Students who will present their proposals are required to have attended *the Proposal Seminar* of other students at least five times in their own field of study.
 - c. Proposal Seminar Examiners and Thesis Examinations are determined by the Head of the Study Program.
 - d. Study Program staff and / or students contact the lecturers to ask for willingness to attend the Proposal Seminar at the specified time.
 - e. Students submit a list of the Advisory Team's willingness and lecturers who will be present on the day that is mutually agreed upon and forwarded by the Head of the Study Program to register the schedule with the Administration Department no later than *one week* before the seminar.
 - f. The invitation to attend the proposal seminar was issued by the Head of the Department / Head of Study Program / Assistant of Dean I / Assistant of Director I.
2. The Proposal Seminar
 - a. The purpose of the seminar was to seek input in order to refine the proposal that would be used as a basis for research.
 - b. Students submit invitations along with duplicated proposals to lecturers who will attend the seminar at least 3 days before the seminar.
 - c. The seminar administration is regulated by the Administration Section of the Faculty / PPs.
 - d. Students whose proposals will be in the seminar need to remind the Advisory Team and lecturers to attend the seminar according to the scheduled time and place.

- e. The seminar is held if at least attended by one of the advisors and two examiners.
- f. Not only being attended by the Advisory Team, the Seminar is also attended by a minimum of 5 (five) students from the Study Program itself or others.
- g. The proposal seminar is led by a moderator from one of the advisors or another student whose assistance is asked by the student concerned.
- h. Students share a summary of their proposals with other students who attend the seminar.
- i. Students present the contents of the proposal for a maximum of 15 minutes.
- j. After the presentation, questions and answers are conducted between the presenter and the students present and the examiners.
- k. Lecturers who are not present at the seminar must approve the decision on the seminar proposal results.
- l. The Advisory Team and examining lecturers give a score to the student which is summarized in a separate format.

Article 58

Research Permit and Use of Instruments

In carrying out research, students can have a Research Permit and Research Instruments

1. Permission to conduct research (collecting data) to the research location can be requested from the Head of the Faculty through the Head of the Department / Head of the Study Program, after the proposal is corrected based on results of the proposal seminar and has been approved by the Advisory Team.
2. This research permit application letter is issued by the Head of the Faculty / PPs.
3. If the research uses instruments, then the research instrument (according to the method used) must first: be
 1. tested for validity and calculate its reliability.
 2. approved by the Advisory Team.

Article 59

Requirements to Take Final Examination Project

1. Registered as a student in the semester during the exam.
2. Have a maximum D score of 1 (one) for undergraduate and D3 students.
3. You can have a maximum C + score of 1 (one) for Masters level students.
4. May have a B-value of a maximum of 1 (one) for students from the S3 program.
5. Must write articles and be published in *e-journals*, for undergraduate / diploma IV programs it must be published in *e-journals* of study programs, for master programs published in *e-journals*

national, and for doctoral programs published in *e-journals* nationally accredited / international e-journal.

Article 60

Final Project Examination

1. After the thesis and final assignment of the diploma program have been prepared and approved by the Advisory Team, the thesis and final assignment of the diploma program are submitted to the Head of the Study Program for approval to take the exam.
2. After the thesis has been prepared and approved by the Advisory Team, the thesis is submitted to the Head of the Study Program for approval to attend the seminar on the results (if required) and the thesis examination.
3. After the dissertation has been prepared and approved by the team of promoters, the dissertation can be submitted to the Dean / Director of PPs to get approval to attend seminar results, closed exams, and open exams.
4. Final project exams can be carried out after completing all academic activities and administrative obligations.

Article 61

Final Project Examination Time

1. Final exams can be held in accordance with the readiness and requests of students after being approved by the advisor or for a dissertation by a team of promoters appointed by each department / study program through a decree of the dean / director of the graduate program.
2. Final project exams can be carried out after students complete and pass the entire course credits according to program level.
3. Final project exams are carried out throughout the semester.

Article 62

Commission of Examiners

1. Commission of Examiners for diploma III program consists of a advisor who is concurrently the chairman and two other examiners who teach in the study program concerned.
2. The commission of examiners for undergraduate, diploma IV, and master programs consists of:
The
 1. The chairperson is advisor I, concurrently as examiner.
 2. The secretary is advisor II, concurrently as examiner.
 3. Three other examiners who teach in the study program concerned.
3. commission of examiners for the closed examination of the doctoral program consists of:
 - a. The chairperson is the Director of PPs who is also an examiner.
 - b. The secretary is the head of the study program and also serves as an examiner.

- c. Three promoters as examiners.
 - d. Two professors from UNP as discussants and examiners.
 - e. One professor from outside the UNP as examiner.
4. The commission of examiners for the open examination of the doctoral program consists of:
- a. The supervisor is the Rector who is also an examiner.
 - b. The chairman is the Director of PPs and also serves as an examiner.
 - c. The secretary is the Assistant Director I PPs who is also an examiner.
 - d. Head of Doctoral Study Program as examiner.
 - e. Three promoters as examiners.
 - f. Two professors from UNP as discussants and examiners.
 - g. One professor from outside the UNP as examiner.

Article 63

Determination of Examination Date

Determination of test date is determined jointly between students, the Advisory Team, and examiners approved by the Head of the Study Program.

Article 64

Execution of Final Project

1. Examination for the final project diploma III program can be carried out if at least one advisor and one examiner are present.
2. Thesis and thesis exams can be carried out if at least one advisor and two examiners are present.
3. Examining lecturers who are unable to attend must notify the Head of the Study Program and can be replaced by another lecturer or take the exam at another time after the official exam is carried out.
4. Students who take the final project examination must be able to prove the validity of the writing of the final project concerned to the examining team.
5. Each examiner gives an assessment of the final project according to the assessment format, and the meeting to determine the pass is carried out in *the Commission of Examiners Session* immediately before the exam ends.
6. If the lecturer is unable to attend, he / she cannot carry out the examination separately and is deemed to agree with the results of the examination commission hearing.
7. The test results can be in the form of a statement:
 1. Passed without improvement
 2. Passed with improvement
 3. Not passed

8. Students are declared to have passed the final diploma, thesis, and thesis exams if they have reached the minimum Average Value of the diploma final assignments, thesis, and thesis B- (65-69) .
9. The results of final diploma, thesis, and thesis exams are directly submitted to students who are tested by the Chairperson of the Commission of Examiners, and then submitted to the Head of the Faculty / PPs by the Commission of Examiners through the Head of the Study Program.

Article 65

Revision of Final Project

1. Each examiner provides suggestions for improvement in written form and is submitted to students after the exam ends.
2. In revising the final project, the student in question consults the Advisory Team and the examining lecturer. Repairs must be made no later than 15 (fifteen) days after being declared passed with the repairs.
3. The overall format of the final project follows the UNP final assignment Writing Guidelines.

Article 66

Validity of Final Assignment A

Final project is declared valid if:

1. Students include a statement that they have not plagiarized.
2. Contains all components of the final project according to the Final Project Writing Guide.
3. The final project is approved and signed by all advisors and examiners.
4. The thesis is signed by the Head of the Study Program and the Dean / Director of PPs.
5. The dissertation is signed by the Dean / Director of PPs.
6. The validity of the final project will be canceled if it is found that part / all of the final project is plagiarism, duplication / adaptation of existing scientific works or the final project is done by someone else.

Article 67

Special Guidelines on Final Assignments

Matters relating to the final project that have not been included in the academic manual of the Universitas Negeri Padang are included in the special guidebook on the final project.

CHAPTER VIII STUDY COMPLETION AND GRADUATION

Article 68

Study Completion

1. A student is declared to have passed the diploma, S1, S2, S3 and Professional Education programs if:
 1. Has collected the minimum number of credits required for each study program and professional program concerned ;
 2. Minimum Grade Point Average (GPA) of 2.00 for Diploma programs, undergraduate programs, Professional Education programs and 2.75 for master programs, and 3.00 for doctoral programs;
 3. Has passed the final project exam;
 4. Has proof of submission of *soft-copy* and *hard-copy* scientific articles from the head of the department / study program to be published in *e-journals* local / national / international;
 5. has completed all academic and financial administrative matters.
2. Every student who has met the requirements as referred to in paragraph (1) above, is graduated, is given a diploma, transcript, and certificate of companion diploma (SKPI) in accordance with the applicable regulations.
3. Every student who has graduated is entitled to use an academic degree, vocational degree, or professional title in accordance with applicable regulations.

Article 69

Graduation Predicate Graduation

1. predicate is given on the basis of the student's Grade Point Average (GPA). The classification of the Graduation Predicate is as shown in the following table.

Table 6. Predicate of Graduation

PROGRAM GRADUATION		Predicate for Graduate
Diploma and Undergraduate	Program S2 / S3 and Professions	
> 3.50	> 3.75	With Praise
3.01-3.50	3.51 - 3.75	Very Satisfactory
2.76-3, 00	3,00 - 3,50	Satisfactory

2. Graduation predicate with honors can be given to graduates who meet the following requirements.
 - a. With honors, if you achieve a GPA greater than 3.50 for diploma III programs, with a length of study time on time (≤ 6 semesters);
 - b. With praise if you achieve a GPA greater than 3.50 for S1 and D IV programs with a length of ≤ 8 semesters of study;
 - c. With honors, if you achieve a GPA greater than 3.75 for a master program with a study period of ≤ 4 semesters;
 - d. With honors, if you achieve a GPA greater than 3.75 for a doctoral program with a study period of ≤ 7 semesters;
 - e. Predicate with praise is not given to graduates if:
 1. there is a C + value in the transcript;
 2. transfer student and Recognition of Work Experience and Learning Outcomes (PPKHB).

Article 70

Education Quality Assurance

1. To ensure the quality of education, an internal quality assurance is established at the university, faculty, and department / study program levels.
2. An internal university-level quality assurance is established and is responsible to the Rector.
3. A faculty level internal quality assurance is established and is responsible to the dean.
4. An internal quality assurance agency at the department / study program level is established and is responsible to the head of the department / study program.

Article 71

Transitional Rules

All regulations related to the UNP Academic Regulations at the time this regulation comes into force are declared still valid as long as they do not conflict with these regulations.