



COPY

RECTOR REGULATION OF
PADJADJARAN UNIVERSITY

NUMBER 38 OF 2021

CONCERNING

GENERAL GUIDELINES FOR ORGANIZING MASTER'S, APPLIED
MASTER'S, RESEARCH-BASED MASTER'S, AND DOCTORAL
EDUCATION AT PADJADJARAN UNIVERSITY

BY THE GRACE OF ALMIGHTY GOD THE RECTOR
OF PADJADJARAN UNIVERSITY,

- Considering :
- a. that to organize the education process within Padjadjaran University, a guideline is needed as a reference;
 - b. that the Rector Regulation Number 50 of 2016 concerning Guidelines for Masters and Doctoral Education at Padjadjaran University has not specifically regulated the implementation of Applied Masters Education;
 - c. that in order to implement the provisions of Article 8 paragraph (1) and paragraph (2) Government Regulation of the Republic of Indonesia Number 51 of 2015 concerning the Statute of Universitas Padjadjaran in terms of organizing education based on the educational standards of Universitas Padjadjaran which has international competitiveness, especially in Masters and Doctoral Education;
 - d. that based on the considerations as referred to in letters a, b, and c, it is necessary to issue a Rector Regulation of Universitas Padjadjaran.

- Remembering :
1. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 78, Supplement to the State Gazette of the Republic of Indonesia Number 5336);
 2. Government Regulation of the Republic of Indonesia Number 37 of 1957 concerning the Establishment of Padjadjaran University (State Gazette of the Republic of Indonesia Year 1957 Number 91, Supplement to State Gazette of the Republic of Indonesia Number 1422);
 3. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia Number 2014 Number 16 Supplement to State Gazette of the Republic of Indonesia Number 5500);
 4. Government Regulation of the Republic of Indonesia Number 80 of 2014 concerning the Determination of Universitas Padjadjaran as a State University with Legal Entity State Gazette of the Republic of Indonesia Year 2014 Number 301);
 5. Government Regulation of the Republic of Indonesia Number 51 Year 2015, concerning the Statute of Universitas Padjadjaran (State Gazette of the Republic of Indonesia Year 2015 Number 169, Supplement to State Gazette Number 5720);
 6. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards (State Gazette of the Republic of Indonesia Year 2020 Number 47);

7. Decree of the Board of Trustees of Universitas Padjadjaran Number 15/UN6.MWA/KEP/2019 Year 2019 Regarding the Appointment of Rector of Universitas Padjadjaran Period 2019-2024;
8. Rector Regulation of Universitas Padjadjaran Number 12 Year 2018 Regarding the Amendment to Rector Regulation of Universitas Padjadjaran Number 25 Year 2016 Regarding the Implementation of *Fast Track* Program from Bachelor and Applied Bachelor to Master and Applied Master levels within Universitas Padjadjaran;
9. Rector Regulation of Universitas Padjadjaran Number 13 Year 2018 Regarding the Amendment to Rector Regulation of Universitas Padjadjaran Number 26 Year 2016 Regarding the Implementation of *Fast Track* Program from Master's Degree or Applied Master's Degree or Specialist to Doctoral Degree or Applied Doctoral Degree in Universitas Padjadjaran;
10. Rector Regulation of Universitas Padjadjaran Number 1 of 2020 concerning the Organizational Structure and Work Procedures of the Management of Universitas Padjadjaran.

DECIDE:

Establish: RECTOR REGULATION OF PADJADJARAN UNIVERSITY REGARDING GENERAL GUIDELINES FOR ORGANIZING MASTER'S, APPLIED MASTER'S, RESEARCH-BASED MASTER'S, AND DOCTORAL EDUCATION AT PADJADJARAN UNIVERSITY.

Article 1 In

this Rector's Regulation what is meant by:

1. Universitas Padjadjaran, hereinafter abbreviated as Unpad, is a legal entity state university.
2. Faculty is a set of supporting resources that organize and manage academic education, professional education, or vocational education in one family of scientific and technological disciplines.
3. A study program is a unit of education and learning activities that has a certain curriculum and learning methods in one type of academic education, professional education, and/or professional education.
4. Master Program is an academic level of education after a Bachelor Program education or equivalent.
5. Doctoral Program is an academic level of education after a Master's Program education or equivalent.
6. *Fast track* Master's Program is a program organized to facilitate special education for Master's Program students who have high achievements after at least 2 (two) semesters following the Master's Program to continue to the Doctoral Program without having to graduate first from the Master's Program.
7. Master Program *by research* is the implementation of a Master Program that produces graduates who have abilities gained through independent research experience and produce international journal publications.
8. Doctoral Program *by research* is the implementation of a Doctoral Program that produces graduates who have abilities obtained through independent research experience and produce international journal publications.
9. Lecturers are professional educators and scientists in Unpad with the main task of transforming, developing and disseminating science and technology through education, research and community service.
10. Students are students at the higher education level at Unpad.

Article 2

- (1) General Guidelines for the Implementation of Masters, Applied Masters, Research-Based Masters, and Doctoral Education at Padjadjaran University, is a reference for all implementation of academic activities of Masters, Applied Masters, Research-Based Masters, and Doctoral Programs at Padjadjaran University.
- (2) General Guidelines for the Implementation of Masters, Applied Masters, Research-Based Masters, and Doctoral Education at Padjadjaran University as referred to in paragraph (1), are listed in the Appendix which is an integral part of this Rector Regulation.

Article 3

- (1) All provisions regarding the Implementation of Masters, Applied Masters, Research-Based Masters, and Doctoral Education at Padjadjaran University that have existed at the time this Rector's Regulation is enacted, within 6 months at the latest after this Rector's Regulation takes effect, each study program must submit further technical guidelines to be approved by the Director of Education and Internationalization before being authorized by the Dean.
- (2) All provisions in the form of Rector's Regulations and/or Rector's Decrees relating to the Implementation of Masters, Applied Masters, Research-Based Masters, and Doctoral Education at Universitas Padjadjaran must comply with this Rector's Regulation.
- (3) All students of Master, Applied Master, Research-Based Master, and Doctoral Programs at Universitas Padjadjaran who have participated in education before this Rector Regulation takes effect are still guided by the Rector Regulation of Universitas Padjadjaran Number 50 of 2016 concerning Guidelines for Master and Doctoral Education at Universitas Padjadjaran until the end of the study period.
- (4) With the stipulation of this Rector Regulation, then:
 - a. Rector Regulation of Universitas Padjadjaran Number 46 Year 2016 Regarding the Implementation of Education at Universitas Padjadjaran remains in effect as long as it does not conflict and has not been regulated in this Rector Regulation;
 - b. Rector Regulation of Universitas Padjadjaran Number 50 Year 2016 concerning Guidelines for Master and Doctoral Education in Universitas Padjadjaran, is revoked and declared invalid.

Article 4

- (1) Other matters that have not been listed in this Rector Regulation, will be regulated later with further provisions.
- (2) This Rector's Regulation shall come into force on the date of enactment.

Established in Bandung
On November 19, 2021

REKTOR,

TTD

RINA INDIASTUTI

Copy in accordance with the
original

Direktur Tata Kelolance, Legal and Communication of
Universitas Padjadjaran



ISIS Ikrwansyah

APPENDIX I
RECTOR REGULATION OF PADJADJARAN
UNIVERSITY NUMBER: 38 YEAR 2021
DATE : NOVEMBER 19, 2021
REGARDING GENERAL GUIDELINES FOR ORGANIZING MASTER'S, APPLIED
MASTER'S, RESEARCH-BASED MASTER'S, AND DOCTORAL EDUCATION AT
PADJADJARAN UNIVERSITY.

MASTER EDUCATION GUIDELINES IN PADJADJARAN UNIVERSITY ENVIRONMENT

A. Student Candidate Selection

1. Selection of prospective Masters Education students is carried out through the SMUP mechanism, with the following general requirements:
 - a. Indonesian citizens or foreigners who have been approved by the Ministry of Education, Culture, Research and Technology;
 - b. Have a bachelor's degree or a four-year diploma/applied degree;
 - c. Have a minimum Academic Ability Test (TKA) of 450 (four hundred and fifty) as evidenced by a certificate of test results held by a test organizing institution recognized by Unpad and still valid for a maximum of 2 (two) years from the date of issuance of the certificate;
 - d. English proficiency with the following score standards:
 - 1) TOEFL International (*Paper-Based Test*) at least 450; or
 - 2) TOEFL International (*Internet-Based Test*) at least 45; or
 - 3) TOEFL International (*Computer-Based Test*) at least 133; or
 - 4) *International English Language Testing System (IELTS) Academic* at least 4.5; or
 - 5) English Language Proficiency Test (TKBI) at least 450 held by a recognized test organizing institution Unpad as evidenced by a certificate of test results that is still valid for a maximum of 2 (two) years from the date of issuance of the certificate;
 - e. The TKA and TKBI requirements as referred to in point c and point d, are not required for prospective students who already have scientific publications as first author that have been published in reputable international journals Q3;
 - f. Attach a *Statement of Purpose*.
2. Faculties/Graduate Schools can prepare interviews and other tests in coordination with the SMUP Committee.

B. Student Admission

1. The Head of the Study Program prepares a Value Recapitulation of the prospective student selection process to propose the acceptance or non-acceptance of prospective students.
2. The proposal of the Head of Study Program as referred to in point 1 is submitted to the Dean of the Faculty / Postgraduate School.
3. The Dean of the Faculty / Graduate School proposes the acceptance or non-acceptance of prospective students to the Rector of Unpad through the Vice Rector for Academic and Student Affairs.
4. The decision on the acceptance of prospective students is determined by the Rector of Unpad and the announcement of the selection results is carried out by the Vice Rector for Academic and Student Affairs on behalf of the Rector of Unpad.

C. Master's Degree Students from *Fast Track* Program

1. Undergraduate or Applied Undergraduate Program students at Unpad can participate in the selection of prospective Master's Education students through the *Fast Track program*.

2. Prospective students who come from the *Fast Track* Program must meet the requirements in accordance with the *Fast Track* Program registration provisions which are regulated in separate rules.

D. Scholarship

1. For prospective Masters Education students who will apply for scholarships and have met the requirements to be accepted can be given a *Letter of Acceptance (LoA)* at Unpad.
2. Submission of scholarships for prospective Master's Education students who come from the path of cooperation between Unpad and partners is carried out in accordance with the procedures in the *Memorandum of Understanding (MoU)* and / or PKS.

E. Registration, Herregistration of Academic Activities and Academic Leave

1. Students who have been accepted to Master's Education must register themselves (registration) and must re-register (herregistration) every semester.
2. At the beginning of each semester, students must fill out an online Study Plan Card (KRS) in the Integrated Administration Information System (SIAT) approved by the Guardian Lecturer and known by the Head of Masters Education.
3. Students will not receive any academic services including filling out KRS as long as they do not register / re-register and do not fill in KRS in the current semester.
4. Students are allowed to make changes to KRS (PKRS) within the specified time.
5. If for 2 (two) consecutive semesters do not do herregistration, then the student concerned is considered to have resigned as a student of Unpad.
6. Temporary termination of studies (academic leave) with the permission of the Dean of the Faculty / Postgraduate School is only permitted for a maximum of 2 (two) semesters and may not be consecutive. The leave time is not calculated in the study time.
7. Academic leave provisions for scholarship recipient students are regulated based on the provisions of the scholarship granting institution.
8. Students are not allowed to take academic leave in the first semester. .
9. Before herregistration for semester VI (six) and the following semester, the Master Program issues a warning letter to the student concerned, known to the Head of Supervisor.

F. Learning

1. Duration of Education and Study Load
 - a. The period and learning load for the implementation of the Masters Education Program is a maximum of 4 (four) years or 8 (eight) semesters.
 - b. The cumulative study load of Masters Education is at least 36 (thirty-six) credits and the maximum study load per semester is 24 (twenty-four) credits.
 - c. In the event of a public health emergency, the following provisions apply:
 - 1) Student study limit that ends in the current semester, then the student study limit can be extended by 1 (one) semester.
 - 2) The students referred to in number 1) are:
 - a) Students who have taken a thesis project contract or other forms of final project and whose research proposal has been approved by the supervisor/promoter.
 - b) Students who experience obstacles in the work and completion of the Thesis or other forms of Final Project as a result of activity restrictions due to the Public Health Emergency period.

- c) Students who have been scheduled to take the Thesis Examination or other Final Examination for Masters Students.
 - d. To obtain an extension of the study limit as referred to in letter c numbers 1) and 2), students must submit a letter of application for an extension of the study limit to the Dean.
 - e. The Dean has the right to propose the names of students who get an extension of study limits on the basis of public health emergencies to the Vice Rector for Academic and Student Affairs who have received recommendations from supervisors and heads of study programs.
 - f. For conditions in number 2 letters a, b, c and d, students are exempted from the obligation to pay the Single Tuition Fee (UKT) or the Education Implementation Fee (BPP).
 - g. If at the time of the extension of the study limit, it turns out that the student cannot complete his/her studies, he/she is considered to have resigned.
2. Course Lecturer Qualifications
- a. Qualified lecturers and course teachers:
 - 1) Graduates of Doctoral Education or Applied Doctoral Education relevant to Master's Education; or
 - 2) certified in a profession relevant to Master's Education and qualified equivalent to level 9 (nine) KKNI; or
 - 3) practitioners who have expertise relevant to Master's Education and have qualifications equivalent to level 9 (nine) KKNI
 - b. Learning can be carried out by a team of lecturers totaling a maximum of 2 (two) people arranged by Master Education.
3. Lecture Activities
- a. For students who come from a Bachelor's Program that is not in the same field, the Master's Study Program can recommend to students at the beginning of the lecture (semester I) to take a maximum of 12 credits from several certain courses at the Bachelor's or Applied Bachelor's Education, with the aim of equalizing knowledge relevant to the thesis research plan;
 - b. Taking some of these courses (in point a) is carried out integrated in Undergraduate Education in the same field or across Study Programs / Faculties at the Undergraduate level;
 - c. Taking into account the specific conditions encountered (separate locations), the implementation of lectures (in point b) can also be carried out separately by the Master Education concerned;
 - d. Course contracts cannot be canceled by students, except for making changes to KRS (PKRS) on the advice of the wali / counselor lecturer at a predetermined time.
4. Outcome-based Learning Methods Learning that can use Interactive Teaching and Student Centered Learning methods, Project Based Learning, and others.
5. Course assessment and learning evaluation are conducted as follows:
- a. Academic achievement is expressed in the form of IPS (Semester Achievement Index) and GPA (Cumulative Achievement Index). The calculation of IPS and GPA is done at the end of each semester;
 - b. The Final Grade (NA) of each course can be obtained from the combined scores of the Midterm Examination (UTS), Final Semester Examination (UAS), assignments, and other activities given during the semester, according to their respective weights;
 - c. This NA is given in the form of Quality Letter (HM) based on a *raw score* that uses a range of 0-100;
 - d. The conversion of raw scores into HM and Quality Score (AM) is guided as follows:

| Final Grade | Quality Letter | Figures Quality | Category |
|-----------------------|----------------|-----------------|-----------|
| $80 \leq NA \leq 100$ | A | 4 | Very good |
| $68 \leq NA < 80$ | B | 3 | Good |
| $56 \leq NA < 68$ | C | 2 | Simply |

| | | | |
|-------------------|---|---|-----------|
| $45 \leq NA < 56$ | D | 1 | Less |
| $NA < 45$ | E | 0 | Very Less |

- e. Obtaining a GPA below 3.00 in semester I (One) and semester II (Two) will result in students being sanctioned for termination of studies. Remedial exams can be done before the end of the grade collection period ends.

G. Assignment of Supervisor

1. During the process of making a thesis, each student is directed and guided by the Supervisory Team.
2. The Supervisory Team is a minimum of 2 (two) people and a maximum of 3 (three) people, consisting of a Chief Supervisor and a maximum of 2 (two) Supervisory Members.
3. The Chief Advisor must fulfill the following requirements:
 - a. Unpad lecturers who have NIDN or NIDK;
 - b. Qualified Doctoral academic education;
 - c. Have an academic position of at least Lector;
 - d. Qualified in a field of science that is similar or allied to the Master's Education or research field pursued by students;
 - e. At least have publications in Sinta 3 (Three) accredited national journals as first author or correspondence author, within the last 5 (five) years;
 - f. Have been or are currently a supervising member of a Master's Program;
 - g. Have less than 10 mentors as first supervisors at all levels.
4. Members of the Supervisory and Examination Team must fulfill the following requirements:
 - a. Unpad lecturers with academic qualifications of Doctoral education with an academic position of at least Expert Assistant who are selected based on the specialization of their expertise; or
 - b. Lecturer of accredited domestic universities equivalent to Unpad or foreign universities that have a reputation at least equivalent to Unpad, with a position of at least Lector with academic qualifications of Doctor selected based on the specialization of expertise; or
 - c. Domestic or foreign experts or practitioners who are selected based on recognition of their expertise specialization with qualifications equivalent to KKN level 9 (nine).
5. Determination of Head and Supervisory Members
 - a. The Rector's Decree signed by the Dean of the Faculty / Postgraduate School on behalf of the Rector, to the lecturer who is the Chief Supervisor and the Supervising Members is made no later than 1 (one) year after the prospective student concerned is declared accepted and registers as a new student of Unpad Master's Education;
 - b. Determination of lecturers who become Chief Supervisors based on the Willingness to Supervise letter written by them;
 - c. Students propose prospective Chief Supervisors based on their research themes that are in accordance with the grant/roadmap/research umbrella or research field of the prospective Chief Supervisor;
 - d. Supervisory members are proposed by the Chief Supervisor with consideration and coordination with the Head of Study Program;
 - e. The Head Supervisor is responsible for and coordinates with the Supervising Members in the educational process of the students he supervises;
 - f. If one of the Supervisory Team is permanently absent (for example, death, duty at home and abroad for more than 6 (six) months, retirement or resignation), the following provisions apply:
 - 1) if it occurs before the SUR, a replacement may be made;



- 2) If it occurs after the SUR, no substitution is permitted, unless both of them are permanently incapacitated;
 - 3) in the event that, after the SUR, the Chief Supervisor is permanently absent, a Supervising Member shall replace him/her, without the need for additional Supervising Members;
 - 4) replacement of Supervisory Members is permitted, must be with a written statement from the old Supervisory Member (unless death); and
 - 5) after 6 (six) months there is no written statement from the old Supervisory Team (Chairperson and Supervisory Members), the Head of the Masters Study Program has the right to propose a replacement for the Supervisory Team.
6. Members of the Examination Team must fulfill the following requirements:
- a. Unpad lecturers with academic qualifications of Doctoral education with an academic position of at least Expert Assistant who are selected based on the specialization of their expertise; or
 - b. Lecturer of accredited domestic universities equivalent to Unpad or foreign universities that have a reputation at least equivalent to Unpad, with a position of at least Lector with academic qualifications of Doctor selected based on the specialization of expertise; or
 - c. Domestic or foreign experts or practitioners who are selected based on recognition of their expertise specialization with qualifications equivalent to KKNi level 9 (nine).
 - d. If one of the Examiners is permanently unable (for example, death, duty at home and abroad for more than 6 (six) months, retirement or resignation), then the Head of the Masters Study Program can replace him with another Examiner.

H. Thesis Preparation

1. Thesis is the final scientific work of Master Study Program students, made based on the results of research using scientific methods and rules according to their respective disciplines.
2. The thesis is the original scientific work of the student as shown by a stamped statement about its originality and can be proven through anti-plagiarism software.
3. The weight of the thesis is set at 6 (six) credits for 1 (one) semester.
4. The structure and style of thesis writing, such as: *outline*, citation writing, notes (*footnote* or *running note*), and bibliography, follow the thesis writing guidelines that apply in each Faculty / Graduate School respectively.

I. Mentoring

1. Guidance is carried out by the Supervisory Team since the Decree of the Dean of the Faculty / Postgraduate School is issued in the first semester until the completion of the thesis.
2. The mentoring process must be recorded in the study progress book (*log book*) as evidence of the learning process, and the Master Program conducts monitoring and evaluation as a basis for *reviewing the performance* of students and the Supervisory Team.
3. The Chief Supervisor is obliged to provide a progress report on the progress of student studies at the end of each semester to the Head of the Masters Study Program.
4. Research Proposal Seminar (SUR) and Master's Final Session (SAM) activities can be carried out after the mentoring process and always begin with the registration administration process.
5. Administrative registration of SUR and SAM activities, no later than 2 (two) weeks before the implementation of the activity.

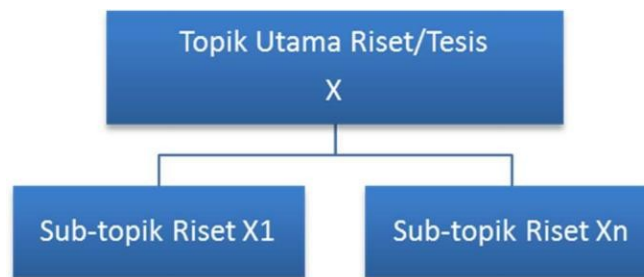
J. Research Proposal Seminar (SUR)

1. SUR is a student's research plan in the context of preparing a thesis.
2. SUR is carried out no later than the end of semester III (three), if it is not or has not been carried out, the student concerned is considered to have resigned.
3. The SUR Review Team consists of 2 (two) Advisors, 3 (three) Examiners, and is led by 1 (one) SUR Leader.
4. Students take part in the SUR at a predetermined time, and the Research Proposal (UR) manuscript must have been bound in a blue *soft cover*, and submitted to the SUR Leader, Supervisory Team and Examination Team at least 1 (one) week before the SUR.
5. SUR is held in a panel and attended by at least 3 (three) discussants, consisting of 1 (one) or 2 (two) Supervisory Team members and 1 (one) or 2 (two) Examiners and plus 1 (one) SUR Leader.
6. The leader of the SUR is the Head of the Master's Study Program or the Chief Supervisor, who is determined based on a Decree of the Dean of the Faculty / Postgraduate School on behalf of the Chancellor.
7. The SUR Leader is not automatically a discussant, unless it is in line with the field of study of the student being tested or as Chair of the Advisory Team;
8. SUR is conducted openly and can be attended by students and lecturers.
9. Students who are declared not to have passed the SUR, are given the opportunity to repeat the SUR 1 (one) time, which is carried out a maximum of 3 (three) months after the first SUR. Sanctions for termination of studies will be given, if the student is declared not to have passed the SUR for the second time.
10. In the SUR, the discussant evaluates the content of the UR, asks questions and evaluates the answers given by the students, and provides suggestions for improving the UR.
11. Scoring on the SUR is given in the form of a *raw score* with a range of 0-100.
12. In the SUR, the discussant evaluates the student's accountability for questions that criticize or clarify the UR material/substance with an assessment weight:
 - a. Significance of Research Background and/or Research Focus, and Problem Formulation, weight 15% (fifteen percent);
 - b. Relevance and recency of the Literature Review, weight 25% (twenty-five percent);
 - c. The accuracy of the formulation of the Framework of Thought and Research Propositions/Hypotheses, weighted 10% (ten percent);
 - d. Appropriateness of Research Methods, weight 10% (ten percent);
 - e. Scientific writing ability, weight 20% (twenty percent);
 - f. Communication skills in oral exam, weighted 20% (twenty percent).
 The 100% (one hundred percent) assessment weight above can be added to the 10% (ten percent) assessment weight below, if students can demonstrate the *novelty* of the research.
13. At the end of the SUR, the discussant/reviewer gives the following assessment:
 - a. students are declared to have passed if they obtain an average score of ≥ 68 ;
 - b. students are declared not passed if they get an average score < 68 .
 - c. Scores from discussants are summed up with the percentage of the Supervisory Team 60% (sixty percent) and the Examination Team 40% (forty percent) as NA, without first being converted into HM
14. Convert NA into HM and AM using the following guidelines:

| Final Grade | Letter Quality | Figures Quality | Category |
|-----------------------|----------------|-----------------|-----------|
| $80 \leq NA \leq 100$ | A | 4 | Very good |
| $68 \leq NA < 80$ | B | 3 | Good |
| $56 \leq NA < 68$ | C | 2 | Simply |
| $45 \leq NA < 56$ | D | 1 | Less |
| $NA < 45$ | E | 0 | Very Less |

K. Research and Writing Scientific Articles

1. Research is carried out after the student has passed the SUR and has made improvements to the UR approved by the Supervisory Team.
2. During the lecture period and after the SUR, students write scientific papers according to the research theme in the SUR as one of the graduation requirements. The scientific works can be in the form of:
 - a. Scientific articles in the form of writings that are part of the thesis, as the main *author* (*first author*) in reputable national journals that are at least indexed by SINTA 3 (Three); or
 - b. Scientific articles in the form of writings that are part of the thesis, as the main author (*first author*) in proceedings indexed in highly reputable international indexing institutions (*Web of Science, Scopus, or equivalent*) as a result of carrying out *oral presentations* at scientific seminars.
3. Students submit scientific articles to the scientific journals referred to with the approval of the Supervisors who will act as *co-authors*, by listing Unpad institution.
4. Linkage of Thesis with Scientific Articles
Students write thesis manuscripts in accordance with SUR and based on research results published as scientific articles in reputable international journals.



- a. Thesis Research Topic (X), consists of (can be divided into) several Sub-Topics X1, and Xn;
- b. Sub-Topic Research X1, generate article on reputable international journal with "topic/issue" X1;
- c. Sub-Topic Research Xn, generate article on reputable international journal with "topic/issue" Xn;
- d. The synthesis of the three researches can result in one scientific article in a reputable international journal with "topic/issue" X;
- e. The scientific articles written (X1, Xn) are derived from the main idea contained in X.

L. Master's Final Session (SAM)

1. General
 - a. Master's Education students can take SAM if they have met the following requirements:
 - 1) Have passed the set of courses with a GPA of at least 3.00;
 - 2) Have conducted SUR and passed;
 - 3) The thesis manuscript has been approved by the supervisory team;
 - 4) Submit a certificate of proof of *accepted* scientific articles written during the Master's Education course;
 - b. Thesis assessment is done through SAM;
 - c. Before SAM, the Supervisory Team can evaluate the material/substance of the submitted manuscript through the Research Seminar (SHR);
 - d. The SAM Leader is the Head of the Master's Program or the Chief Supervisor;
 - e. The SAM Review Team consists of 2 (two) Supervisors and 3 (three) Examiners;

- f. Students take part in SAM at a predetermined time, and the thesis manuscript must have been bound in a yellow *soft cover*, and submitted to the SAM Leader, Supervisory Team and Examination Team at least 1 (one) week before the SAM implementation;
 - g. SAM leaders are not automatically discussants, unless they are in the field of study of the student being tested or are the Chief Advisor.
2. Implementation of the Master Final Session (SAM)
- a. SAM is conducted in a panel and attended by at least 3 (three) discussants, consisting of 1 (one) or 2 (two) Supervisors and 1 (one) or 2 (two) Examiners and plus 1 (one) SAM Leader;
 - b. The Examination Team at the designated SAM time must be the same as the Examination Team at the SUR time;
 - c. In SAM, the discussant evaluates the content of the thesis manuscript with an assessment weight:
 - 1) Significance of Research Background and/or Research Focus, and Problem Formulation, weight 10% (Ten Percent);
 - 2) Relevance and recency of the Literature Review, weight 20% (Twenty Percent);
 - 3) Accuracy formulation Framework Thinking and Research Proposition/Hypothesis, weight 10% (Ten Percent);
 - 4) Appropriateness of Research Methods, weight 10% (Ten Percent);
 - 5) Sharpness of analysis and integrity of thought, weight 20% (Twenty Percent);
 - 6) The stability and quality of conclusions, as well as the suggestions put forward, weight 10% (Ten Percent);
 - 7) Scientific writing ability, weight 10% (Ten Percent);
 - 8) Communication skills in oral exam, weighted 10% (Ten Percent).
The 100% (one hundred percent) assessment weight above can be added to the 10% (ten percent) assessment weight below, if students can show a contribution to the development of science, technology and development;
 - d. The final score on the SAM is given in the form of a *raw score* with a range of 0-100;
 - e. At the end of the SAM, the discussant gave the following assessment:
 - 1) students are declared to have passed if they obtain an average score of ≥ 68 ;
 - 2) students are declared not passed if they get an average score < 68 .
 - f. Scores from discussants are summed up with the percentage of the Supervisory Team 60% (sixty percent) and the Examination Team 40% (forty percent) as NA, without first being converted into HM;
 - g. Convert NA into HM and AM using the following guidelines:

| Final Grade | Quality Letter | Quality Score | Category |
|-----------------------|-----------------------|----------------------|-----------------|
| $80 \leq NA \leq 100$ | A | 4 | Very good |
| $68 \leq NA < 80$ | B | 3 | Good |
| $56 \leq NA < 68$ | C | 2 | Simply |
| $45 \leq NA < 56$ | D | 1 | Less |
| $NA < 45$ | E | 0 | Very Less |

- h. Students who are declared not to have passed SAM, are given the opportunity to take SAM again 1 (one) time within an agreed period, taking into account the study time limit.
3. In conditions of public health emergencies, the implementation of the Final Scientific Session in the Masters Program can be carried out with electronic media / *teleconference* while still referring to the Quality Standards for the Implementation of the Final Scientific Session.

- a. The implementation of trial examinations in the Masters Program study program as mentioned in numbers 1, 2 and 3 can be carried out through electronic *media/teleconference*.
- b. Court examinations within Unpad still follow the educational guidelines of various levels and disciplines and in the condition of emergencies in the community, adjustments are made through electronic media / *teleconference*:
- c. Implementation of Thesis Examination or other Final Examination for Master Program Students:
 - 1) The session is officially opened by the Head of the Study Program in accordance with applicable regulations;
 - 2) Before the trial is held, the Head of the Study Program checks the presence of students participating in the trial, supervisors, discussants / examiners either physically at the place / *venue* or present remotely / *virtually*;
 - 3) The session was officially opened after meeting the quorum in accordance with applicable regulations, and the session was held in a panel that was physically attended at the *venue/venue* or attended remotely/virtually;
 - 4) *Main Screen / Main Screen* is a screen used to display presentations from students participating in the trial which can also be seen by Supervisors, Discussors / Examiners remotely / *virtually* through the electronic media they use.
 - 5) Parties physically present at the *venue* are only possible if the number is small and must observe *physical distancing* and health protocols determined by the government.
 - 6) The implementation of the trial follows the applicable provisions after meeting the quorum led by the Head of Study Program for Undergraduate and Applied Undergraduate Students and Thesis Examinations or for Masters, Professional, and Specialist Program Students;
 - 7) The final score on the trial exam in number 6) above is given in the form of a *raw score* with a range of 0-100, which is then sent via electronic media, such as email or other electronic media that has been determined by the Head of the Study Program, in order to determine graduation / graduation in accordance with the standard rules for determining graduation / graduation at the education level by the Head of the Study Program.

M. Graduation

1. Graduation is based on the final GPA, which is the combined average of the AM of the course set with the AM of SAM, as follows:

| Quality Score | Judiciary |
|---------------|-------------------------------------|
| 3,00 - 3,50 | Satisfactory |
| 3,51 - 3,75 | Very Satisfactory |
| 3,76 - 4,00 | Praise (with additional conditions) |

2. The "Commendation" graduation predicate, has other additional requirements, namely:
 - a. The graduation time of Master Education (SAM date) takes into account the scheduled study period plus 1 (One) semester (0.5 years) or a maximum of 5 (Five) semesters;
 - b. Have at least 1 (One) scientific article with *accepted* status in an accredited national journal of at least SINTA 2 (Two) or a reputable international journal;
 - c. There are no courses with a C grade;
 - d. Not repeating studies in the same study program at Unpad.
3. Students who fulfill the Yudisium "Praise" based on GPA, but do not meet the additional requirements in accordance with point 2, then the graduation Yudisium is only determined as "Very Satisfactory".

N. Dress Code on SUR and SAM

1. At the time of SUR and SAM, the Chairperson and Secretary as well as the entire Supervisory Team and the Examination Team, men's clothing uses a full suit or batik shirt, dark trousers, while for women's clothing adjusts.
2. At SUR and SAM time, students wear a full suit, dark trousers and a tie, while for female students it adjusts.

O. Academic Alerts

Academic warnings are given in writing to students who:

1. at the end of semester I (One) or semester II (Two) obtain a GPA below 3.00;
2. at the end of semester I (One) or semester II (Two) obtaining a C grade (pure grade less than 68);
3. at the beginning of semester III (Three) has not done SUR;
4. at the end of semester VII (Seven) have not taken SAM;
5. during 1 (One) semester does not re-register (herregistration);
6. have not graduated in accordance with the scheduled study period.

P. Termination of Studies

Termination of studies is imposed on students who:

1. at the end of semester III (Three) obtained a GPA below 3.00;
2. at the end of semester I (One) and semester II (Two) obtain a quality letter below C;
3. at the end of semester III (Three) have not done SUR or not passed SUR for the second time;
4. at the end of semester VIII (Eight) cannot complete the study;
5. at the end of semester VIII (Eight) does not or has not had a scientific article according to graduation requirements;
6. in 2 (Two) consecutive semesters or at different times do not do herregistration;
7. do things that defame the alma mater (Unpad), commit plagiarism, and/or violate scientific ethics.

Q. Academic Sanctions

1. Academic sanctions are imposed on students who commit disgraceful acts in the teaching and learning process, both academic and non-academic, or violate the law, and/or commit immoral acts.
2. Determination of academic sanctions for certain cases (data plagiarism, discussion plagiarism, not mentioning sources, norms and ethics) is determined based on proposals from the Faculty / Postgraduate School Team.
3. The handling of plagiarism cases refers to the applicable regulations at Unpad and the applicable laws and regulations.
4. Types of academic sanctions are determined based on applicable laws and regulations by the Advisory Commission consisting of:
 - a. university representatives (Rector/Vice Rector for Academic and Student Affairs/Director of Education and Internationalization); and
 - b. representatives of the institution that organizes Masters Education (Dean of the Faculty / Postgraduate School, Deputy Dean, Chair / Secretary of the Masters Study Program, and Head of Supervision).
5. The results of the Advisory Commission agreement are then followed up with the signing of the Minutes as a basis for determining the decision.

R. Diplomas, Graduations and Academic Degrees

1. Master's Education students who have been declared graduates will get a Certificate of Completion (if needed), Academic Transcripts, and Diplomas, if:
 - a. Submit *hard copy* and *soft copy* of thesis no later than 1 (one) month if minor correction and 3 (Three) months if major correction; and
 - b. Submit all administrative requirements for graduation.
2. Graduates can participate in graduation if they have fulfilled the obligations as listed in point 1.
3. Diplomas and Academic Transcripts will be submitted 1 (One) week after graduation at the Unpad Integrated Service Center.
4. Academic titles of graduates of the Master's Education taken, in accordance with the Decree of the Rector of Padjadjaran University.

S. Postgraduate Education *Ad Hoc* Committee

1. Each Faculty and Graduate School must have an *Ad Hoc* Committee. Postgraduate Education (KAPP).
2. KAPP has function ensure the implementation of process quality postgraduate education process in accordance with these guidelines.
3. KAPP has the duty to assess at least:
 - a. Journal quality for student publications;
 - b. Graduation process; and
 - c. The process of granting graduation.
4. KAPP consists of at least:
 - a. Dean/Deputy Dean for Learning, Student Affairs and Research;
 - b. Head of Study Program; and
 - c. Department Representative.
5. Further provisions regarding KAPP are regulated in the Rector's Decree.

REKTOR,

TTD

RINA INDIASTUTI

Copy in accordance with the original

Direktur Tata Kelola, Legal and

Com Universitas Padjadjaran
in University



Isis Ikhwansyah

APPENDIX II
RECTOR REGULATION OF PADJADJARAN
UNIVERSITY NUMBER: 38 YEAR 2021
DATE : NOVEMBER 19, 2021
REGARDING GENERAL GUIDELINES FOR ORGANIZING MASTER'S, APPLIED
MASTER'S, RESEARCH-BASED MASTER'S, AND DOCTORAL EDUCATION AT
PADJADJARAN UNIVERSITY.

GUIDELINES FOR APPLIED MASTER EDUCATION AT PADJADJARAN UNIVERSITY

I. GENERAL CONDITIONS

- a. Applied Master Education is a continuation of vocational education intended for graduates of applied undergraduate programs or equivalent to be able to develop and practice the application of Science and / or Technology through scientific reasoning and research.
- b. The Applied Master education program is a Master Study Program that has learning outcomes oriented towards the application of science, and is managed by a separate Study Program from the Academic-based Master Study Program or Science Development.

II. OBJECTIVES OF APPLIED MASTER EDUCATION PROGRAM

- a. Developing students into experts who have high capacity in the application of Science and Technology in their profession.
- b. Preparing manpower vocational who are skilled and capable of adding competitive value to industry, business and employment.
- c. Improve contribution University Padjadjaran in application of science in society.
- d. Improving partnership networks between Unpad and industry, and/or government.

III. GUIDELINES FOR ORGANIZING APPLIED MASTER EDUCATION

A. Student Candidate Selection

1. Selection of prospective Applied Master Education students is carried out through the SMUP mechanism, with the following general requirements:
 - a. Indonesian citizens or foreigners who have been approved by the Ministry of Education, Culture, Research and Technology;
 - b. Have a bachelor's degree or a four-year diploma/applied degree or equivalent;
 - c. Have an Academic Ability Test (TKA) of at least 450 as evidenced by a certificate of test results held by a test organizing institution recognized by Unpad and still valid for a maximum of 2 (two) years from the date of issuance of the certificate;
 - d. English proficiency with the following score standards:
 - 1) TOEFL International (*Paper-Based Test*) at least 450; or
 - 2) TOEFL International (*Internet-Based Test*) at least 45; or
 - 3) TOEFL International (*Computer-Based Test*) at least 133; or
 - 4) *International English Language Testing System (IELTS) Academic* at least 4.5; or
 - 5) English Language Proficiency Test (TKBI) at least 450 held by a recognized test organizing institution

Unpad as evidenced by a certificate of test results that is still valid for a maximum of 2 (two) years from the date of issuance of the certificate;

- e. The TKA and TKBI ability requirements as referred to in point c and point d, are not required for prospective students who have had at least 2 years of work experience and have an S1 or D4 GPA of at least 3.00. The proposed work experience must be in accordance with the field of the Applied Master Study Program being registered;
 - f. Attach a *Statement of Purpose*.
 - g. Attach 2 (two) *Letters of Recommendation* from superiors at work, supervisors at the undergraduate level, or leaders of the original university, which provide an assessment of the competence of prospective students;
2. Faculties/Schools can prepare interviews and other tests in coordination with the SMUP Committee.

B. Student Admission

1. The Head of the Study Program prepares a Value Recapitulation of the prospective student selection process to propose the acceptance or non-acceptance of prospective students.
2. The proposal of the Head of Study Program as referred to in number 1 is submitted to the Dean of the Faculty/School.
3. The Dean of the Faculty/School proposes the acceptance or non-acceptance of prospective students to the Rector of Unpad through the Vice Rector for Academic and Student Affairs.
4. The decision on the acceptance of prospective students is made by the Rector of Unpad and the announcement of the selection results is carried out by the Vice Rector for Academic and Student Affairs on behalf of the Rector of Unpad.

C. Master's Degree Students from *Fast Track* Program

1. Undergraduate or Applied Undergraduate Program students at Unpad can participate in the selection of prospective Applied Master Education students through the *Fast Track* program.
2. Prospective students who come from the *Fast Track* Program must meet the requirements in accordance with the *Fast Track* Program registration provisions which are regulated in separate rules.

D. Scholarship

1. For prospective Applied Master Education students who will apply for scholarships and have met the requirements to be accepted can be given a *Letter of Acceptance (LoA)* at Unpad.
2. Submission of scholarships for prospective Applied Master Education students who come from the path of cooperation between Unpad and partners is carried out in accordance with the procedures in the *Memorandum of Understanding (MoU)* and / or PKS.

E. Registration, Herregistration of Academic Activities and Academic Leave

1. Students who have been accepted to Applied Master Education are required to register themselves (registration) and are required to re-register (herregistration) in each semester.
2. At the beginning of each semester, students must fill out an *online* Study Plan Card (KRS) in the Integrated Administration Information System (SIAT) approved by the Guardian Lecturer and known by the Head of Applied Master Education.

3. Students will not receive any academic services including filling out KRS as long as they do not register / re-register and do not fill in KRS in the current semester.
4. Students are allowed to make changes to KRS (PKRS) within the specified time.
5. If for 2 (two) consecutive semesters do not do herregistration, then the student concerned is considered to have resigned as a student of Unpad.
6. Temporary termination of studies (academic leave) with the permission of the Dean of the Faculty/School is only allowed for a maximum of 2 (two) semesters and may not be consecutive. The leave time is not counted in the study time.
7. Academic leave provisions for scholarship recipient students are regulated based on the provisions of the scholarship granting institution.
8. Students are not allowed to take academic leave in the first semester.
9. Before herregistration for semester VI (six) and the following semester, the Applied Master Study Program issues a warning letter to the student concerned, known to the Head of Supervisor.

F. Learning

1. Learning in the Applied Master Study Program is based on practice / field practice or laboratory-based
2. Duration of Education and Study Load
 - a. The period and learning load for implementing the Applied Master Education Program is a maximum of 4 (four) years or 8 (eight) semesters.
 - b. The cumulative study load of Applied Master Education is at least 36 (thirty-six) credits and the maximum study load per semester is 24 (twenty-four) credits.
 - c. In the event of a public health emergency, the following provisions apply:
 - 1) Student study limit that ends in the current semester, then the student study limit can be extended by 1 (one) semester.
 - 2) The students referred to in number 1) are:
 - a) Students who have taken the Thesis Project course contract or other forms of final project and whose research proposal has been approved by the supervisor.
 - b) Students who experience obstacles in working on and completing their thesis or other forms of final project as a result of activity restrictions due to the Covid-19 Pandemic.
 - c) Students who have been scheduled to take the Thesis Examination or other Final Examination for Applied Masters Students.
 - d. To obtain an extension of the study limit as referred to in letter c numbers 1) and 2), students must submit a letter of application for an extension of the study limit to the Dean.
 - e. The Dean has the right to propose the names of students who get an extension of study limits on the basis of public health emergencies to the Vice Rector for Academic and Student Affairs who have received recommendations from supervisors and heads of study programs.
 - f. For conditions in number 2 letters a, b, c and d, students are exempted from the obligation to pay the Single Tuition Fee (UKT) or the Education Implementation Fee (BPP).
 - g. If at the time of the extension of the study limit, it turns out that the student cannot complete his/her studies, he/she is considered to have resigned.

2. Qualified lecturers and course teachers:
 - a. Graduates of Doctoral Education or Applied Doctoral Education relevant to Applied Master Education; or
 - b. certified in a profession relevant to Applied Master Education and qualified equivalent to level 9 (nine) KKNI; or
 - c. practitioners who have expertise relevant to Applied Master Education and have qualifications equivalent to level 9 (nine) KKNI.
3. Lecture Activities
 - a. For students who come from a Bachelor's or Applied Bachelor's Program that is not in the same field, the Applied Master's Study Program can recommend to students at the beginning of the lecture (semester I) to take a maximum of 12 credits from several certain courses in Bachelor's or Applied Bachelor's Education, with the aim of equalizing knowledge relevant to the thesis research plan;
 - b. Taking several courses as in letter a is carried out integrated in Undergraduate Education in the same field or across Study Programs / Faculties at the Undergraduate or Applied Undergraduate level;
 - c. Taking into account the specific conditions faced (separate locations), the implementation of lectures as listed in letter b can also be carried out separately by the Applied Master Education concerned;
 - d. Course contracts cannot be canceled by students, except for making changes to KRS (PKRS) on the advice of the wali / counselor lecturer at a predetermined time.
4. Learning Methods using *Interactive Teaching* and *Student Centered Learning*, *Project Based Learning*, and others.
5. Course assessment and learning evaluation are conducted as follows:
 - a. Academic achievement is expressed in the form of IPS (Semester Achievement Index) and GPA (Cumulative Achievement Index). The calculation of IPS and GPA is done at the end of each semester;
 - b. The Final Grade (NA) of each course can be obtained from the combined scores of the Midterm Examination (UTS), Final Semester Examination (UAS), assignments, and other activities given during the semester, according to their respective weights;
 - c. This NA is given in the form of Quality Letter (HM) based on a *raw score* that uses a range of 0-100;
 - d. The conversion of raw scores into HM and Quality Score (AM) is guided as follows:

| Final Grade | Quality Letter | Figures Quality | Category |
|-----------------------|----------------|-----------------|-----------|
| $80 \leq NA \leq 100$ | A | 4 | Very good |
| $68 \leq NA < 80$ | B | 3 | Good |
| $56 \leq NA < 68$ | C | 2 | Simply |
| $45 \leq NA < 56$ | D | 1 | Less |
| $NA < 45$ | E | 0 | Very Less |

- e. Obtaining a GPA below 3.00 in semester I (One) and semester II (Two) will result in students being sanctioned for termination of studies. Remedial exams can be done before the end of the grade collection period ends.

G. Assignment of Supervisor

1. During the process of making a thesis, each student is directed and guided by the Supervisory Team.

2. The Supervisory Team is a minimum of 2 (two) people and a maximum of 3 (three) people, consisting of a Chief Supervisor and a maximum of 2 (two) Supervisory Members;
3. The Chief Advisor must fulfill the following requirements:
 - a. Unpad lecturers who have NIDN or NIDK;
 - b. Qualified Doctoral academic education;
 - c. Have an academic position of at least Lector;
 - d. Qualified in a field of science that is similar or allied to the Master's Education or research field pursued by students;
 - e. At least have publications in Sinta 3 (Three) accredited national journals as first author or correspondence author, within the last 5 (five) years;
 - f. Have been or are currently a supervising member of a Master's Program;
 - g. Have less than 10 mentors as first supervisors at all levels.
4. Members of the Supervisory and Examination Team must fulfill the following requirements:
 - a. Unpad lecturers with academic qualifications of Doctoral education with an academic position of at least Expert Assistant who are selected based on the specialization of their expertise; or
 - b. Lecturer of accredited domestic universities equivalent to Unpad or foreign universities that have a reputation at least equivalent to Unpad, with a position of at least Lector with academic qualifications of Doctor selected based on the specialization of expertise; or
 - c. Domestic or foreign experts or practitioners who are selected based on recognition of their expertise specialization with qualifications equivalent to KKNi level 9 (nine).
5. Determination of Head and Supervisory Members
 - a. The Rector's Decree signed by the Dean of the Faculty/School on behalf of the Rector, to the lecturer who is the Chief Supervisor and the Supervising Members is made no later than 1 (one) year after the prospective student is declared accepted and register as a new student of Applied Master Education Unpad;
 - b. Determination of lecturers who become Chief Supervisors based on the Willingness to Supervise letter written by them;
 - c. Students propose prospective Chief Supervisors based on their research themes that are in accordance with the grant/roadmap/research umbrella or research field of the prospective Chief Supervisor;
 - d. Supervising members are proposed by the Chief Supervisor with consideration and coordination with the Head of Study Program;
 - e. The Head Supervisor is responsible for and coordinates with the Supervising Members in the educational process of the students he supervises;
 - f. If one of the Supervisory Team is permanently absent (for example, death, duty at home and abroad for more than 6 (six) months, retirement or resignation), the following provisions apply:
 - 1) if it occurs before the SUR, a replacement may be made;
 - 2) If it occurs after the SUR, no substitution is permitted, unless both of them are permanently incapacitated;
 - 3) in the event that, after the SUR, the Chief Supervisor is permanently absent, a Supervising Member shall replace him/her, without the need for additional Supervising Members;
 - 4) replacement of Supervisory Members is permitted, must be with a written statement from the old Supervisory Member (except death); and
 - 5) after 6 (six) months there is no written statement from the old Supervisory Team (Chairperson and Supervisory Members), the Head of the Masters Study Program has the right to propose a replacement for the Supervisory Team.
 - g. Members of the Examination Team must fulfill the following requirements:

- 1) Unpad lecturers with academic qualifications of Doctoral education with an academic position of at least Expert Assistant who are selected based on the specialization of their expertise; or
- 2) Lecturer of accredited domestic universities equivalent to Unpad or foreign universities that have a reputation at least equivalent to Unpad, with a position of at least Lector with academic qualifications of Doctor selected based on the specialization of expertise; or
- 3) Domestic or foreign experts or practitioners who are selected based on recognition specialization expertise equivalent to KKN level 9 (nine).
- 4) If one of the Examiners is permanently unable (for example, death, duty at home and abroad for more than 6 (six) months, retirement or resignation), then the Head of the Masters Study Program can replace him with another Examiner.

H. Thesis Preparation

1. Thesis is the final scientific work of Applied Master Program students, made based on the results of research using scientific methods and rules according to their respective disciplines.
2. The thesis is the original scientific work of the student as shown by a stamped statement about its originality and can be proven through anti-plagiarism software.
3. The weight of the thesis is set at 6 (six) credits for 1 (one) semester.
4. The structure and style of thesis writing, such as: *outline*, citation writing, notes (*footnote* or *running note*), and bibliography, follow the thesis writing guidelines that apply in each Faculty/School respectively.

I. Mentoring

1. Guidance is carried out by the Supervisory Team since the Decree of the Dean of the Faculty/School is issued in the first semester until the completion of the thesis.
2. The mentoring process must be recorded in the study progress book (*log book*) as evidence of the learning process, and the Applied Master Program conducts monitoring and evaluation as a basis for *reviewing* the performance of students and the Supervisory Team.
3. The Chief Supervisor is obliged to provide a progress report on the progress of student studies at the end of each semester to the Chairperson of the Applied Masters Study Program.
4. The Research Proposal Seminar (SUR) and Master's Final Session (SAM) activities can be carried out after the mentoring process and always begin with the registration administration process.
5. Administrative registration of SUR and SAM activities, no later than 2 (two) weeks before the implementation of the activity.

J. Research Proposal Seminar (SUR)

1. SUR is a student's research plan in the context of preparing a thesis.
2. SUR is carried out no later than the end of semester III (three), if it is not or has not been carried out, the student concerned is considered to have resigned.
3. The SUR Review Team consists of 2 (two) Advisors, 3 (three) Examiners, and is led by 1 (one) SUR Leader.
4. Students take part in the SUR at a predetermined time, and the Research Proposal (UR) manuscript must have been bound in a blue *soft cover*, and submitted to the SUR Leader, Supervisory Team and Examination Team at least 1 (one) week before the SUR.

5. SUR is held in a panel and attended by at least 3 (three) discussants, consisting of 1 (one) or 2 (two) Supervisory Team members and 1 (one) or 2 (two) Examiners and plus 1 (one) SUR Leader.
6. The leader of the SUR is the Head of the Applied Master Program or the Chief Supervisor, who is determined based on the Decree of the Dean of the Faculty/School on behalf of the Chancellor.
7. The SUR Leader is not automatically a discussant, unless it is in line with the field of study of the student being tested or as Chair of the Advisory Team;
8. SUR is conducted openly and can be attended by students and lecturers.
9. Students who are declared not to have passed the SUR, are given the opportunity to repeat the SUR 1 (one) time, which is carried out a maximum of 3 (three) months after the first SUR. Sanctions for termination of studies will be given, if the student is declared not to have passed the SUR for the second time.
10. In the SUR, the discussant evaluates the content of the UR, asks questions and evaluates the answers given by the students, and provides suggestions for improving the UR.
11. Scoring on the SUR is given in the form of a *raw score* with a range of 0-100.
12. In the SUR, the discussant evaluates the student's accountability for questions that criticize or clarify the UR material/substance with an assessment weight:
 - a. Significance of Research Background and/or Research Focus, and Problem Formulation, weight 15% (fifteen percent);
 - b. Relevance and recency of the Literature Review, weight 25% (twenty-five percent);
 - c. Accuracy formulation Framework Thinking and Research Proposition/Hypothesis, weight 10% (ten percent);
 - d. Appropriateness of Research Methods, weight 10% (ten percent);
 - e. Scientific writing ability, weight 20% (twenty percent);
 - f. Communication skills in oral exam, weighted 20% (twenty percent).

The 100% (one hundred percent) assessment weight above can be added to the 10% (ten percent) assessment weight below, if students can demonstrate the *novelty* of the research.
13. At the end of the SUR, the discussant/reviewer gives the following assessment:
 - a. students are declared to have passed if they obtain an average score of ≥ 68 ;
 - b. students are declared not passed if they get an average score < 68 .
 - c. Scores from discussants are summed up with the percentage of the Supervisory Team 60% (sixty percent) and the Examination Team 40% (forty percent) as NA, without first being converted into HM
14. Convert NA into HM and AM using the following guidelines:

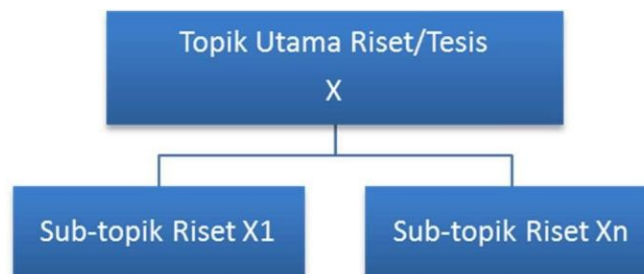
| Final Grade | Letter Quality | Figures Quality | Category |
|-----------------------|----------------|-----------------|-----------|
| $80 \leq NA \leq 100$ | A | 4 | Very good |
| $68 \leq NA < 80$ | B | 3 | Good |
| $56 \leq NA < 68$ | C | 2 | Simply |
| $45 \leq NA < 56$ | D | 1 | Less |
| $NA < 45$ | E | 0 | Very Less |

K. Research and Scientific Work

1. Student research in the Applied Master Education Program is research on the application of science (applicative) which produces *outputs* that are

applied by the community and/or stakeholders, or produce innovative product *outputs*.

2. Student research in the Applied Master Education Program is not in the form of basic/fundamental research that is scientific deepening.
3. Research is carried out after the student has passed the SUR and has made improvements to the UR approved by the Supervisory Team.
4. During the lecture period and after the SUR, students write scientific papers according to the research theme in the SUR as one of the graduation requirements. The scientific works can be in the form of:
 - a. Scientific articles in the form of writings that are part of the thesis, as the main author (first author) in reputable national journals that are at least indexed by SINTA 3 (Three); or
 - b. Scientific articles in the form of writings that are part of the thesis, as the main author (first author) in proceedings indexed in highly reputable international indexing institutions (*Web of Science, Scopus, or equivalent*) as a result of carrying out *oral presentations* at scientific seminars; or
 - c. Scientific work that is part of the thesis, which is presented or exhibited in a minimum scientific activity at the national level.
5. The scientific work referred to in point 4, must be approved by the Supervisors who will act as co-authors, with Unpad institution listed.
6. Linkage of Thesis with Scientific Work
7. Students write thesis manuscripts in accordance with SUR and based on research results published as scientific articles in reputable international journals.



- a. Thesis Research Topic (X), consists of (can be divided into) several Sub-Topics X1, and Xn;
- b. Research Sub-Topic X1, produce scientific articles in reputable international journals with "topic/issue" X1;
- c. Research Sub-Topic Xn, producing scientific articles in reputable international journals with "topic/issue" Xn;
- d. The synthesis of the three researches can result in one scientific article in a reputable international journal with "topic/issue" X;
- e. The scientific articles written (X1, Xn) are derived from the main idea contained in X.

L. Master's Final Session (SAM)

1. General
 - a. Applied Master Education students can take SAM if they have met the following requirements:
 - 1) Have passed the set of courses with a GPA of at least 3.00;
 - 2) Have conducted SUR and passed;
 - 3) The thesis manuscript has been approved by the supervisory team;
 - 4) Submit a certificate of proof of scientific articles published in reputable national journals at least indexed by SINTA 3 or proceedings at international seminars or exhibited works, which are produced during the Applied Master Education course;
 - b. Thesis assessment is done through SAM;

- c. Before SAM, the Supervisory Team can evaluate the material/substance of the submitted manuscript through the Research Seminar (SHR);
 - d. The SAM Leader is the Head of the Applied Master Program or the Chief Supervisor;
 - e. The SAM Review Team consists of 2 (two) Supervisors and 3 (three) Examiners;
 - f. Students take part in SAM at a predetermined time, and the thesis manuscript must have been bound in yellow *soft cover*, and submitted to the SAM Leader, Supervisory Team and Examination Team at least 1 (one) week before the SAM implementation;
 - g. SAM leaders are not automatically discussants, unless they are in line with the field of study of the student being tested or are the Chief Advisor.
2. Implementation of the Master Final Session (SAM)
- a. SAM is conducted in a panel and attended by at least 3 (three) discussants, consisting of 1 (one) or 2 (two) Supervisors and 1 (one) or 2 (two) Examiners and plus 1 (one) SAM Leader;
 - b. The Examination Team at the designated SAM time must be the same as the Examination Team at the SUR time;
 - c. In SAM, the discussant evaluates the content of the thesis manuscript with an assessment weight:
 - 1) Significance of Research Background and/or Research Focus, and Problem Formulation, weight 10% (Ten Percent);
 - 2) Relevance and recency of the Literature Review, weight 20% (Twenty Percent);
 - 3) Accuracy formulation Framework Thinking and Research Proposition/Hypothesis, weight 10% (Ten Percent);
 - 4) Appropriateness of Research Methods, weight 10% (Ten Percent);
 - 5) Sharpness of analysis and integrity of thought, weight 20% (Twenty Percent);
 - 6) The stability and quality of conclusions, as well as the suggestions put forward, weight 10% (Ten Percent);
 - 7) Scientific writing ability, weight 10% (Ten Percent);
 - 8) Communication skills in oral exam, weighted 10% (Ten Percent). The 100% (one hundred percent) assessment weight above can be added to the 10% (ten percent) assessment weight below, if students can show a contribution to the development of science, technology and development;
 - d. The final score on the SAM is given in the form of a *raw score* with a range of 0-100;
 - e. At the end of the SAM, the discussant gave the following assessment:
 - 1) students are declared to have passed if they obtain an average score of ≥ 68 ;
 - 2) students are declared not passed if they get an average score < 68 .
 - f. Scores from discussants are summed up with the percentage of the Supervisory Team 60% (sixty percent) and the Examination Team 40% (forty percent) as NA, without first being converted into HM;
 - g. Convert NA into HM and AM using the following guidelines:

| Final Grade | Quality Letter | Quality Score | Category |
|-----------------------|----------------|---------------|-----------|
| $80 \leq NA \leq 100$ | A | 4 | Very good |
| $68 \leq NA < 80$ | B | 3 | Good |
| $56 \leq NA < 68$ | C | 2 | Simply |
| $45 \leq NA < 56$ | D | 1 | Less |
| $NA < 45$ | E | 0 | Very Less |

- h. Students who are declared not to have passed SAM, are given the opportunity to take SAM again 1 (one) time within an agreed period, taking into account the study time limit.
- 3. In conditions of public health emergencies, the implementation of the Scientific Work Session in the Applied Master Program can be carried out with electronic media / *teleconference* while still referring to the achievement of the quality of the Final Scientific Work Session.
 - a. The implementation of the trial examination in the Applied Master Program study program as mentioned in numbers 1, 2 and 3 above can be done through electronic media / *teleconference*.
 - b. Court examinations within Unpad still follow the educational guidelines of various levels and disciplines and in the condition of emergencies in the community, adjustments are made through electronic media / *teleconference*.
 - c. Thesis or Final Project Examination for Applied Master Program Students:
 - 1) The session is officially opened by the Head of the Study Program in accordance with applicable regulations;
 - 2) Before the trial is held, the Head of the Study Program checks the presence of students participating in the trial, supervisors, discussants / examiners either physically at the place / *venue* or present remotely / *virtually*;
 - 3) The session was officially opened after meeting the quorum in accordance with applicable regulations, and the session was held in a panel that was physically attended at the *venue/venue* or attended remotely/virtually;
 - 4) Main Screen / *Main Screen* is a screen used to display presentations from students participating in the trial which can also be seen by Supervisors, Discussors / Examiners remotely / *virtually* through the electronic media they use.
 - 5) Parties physically present at the *venue* are only possible if the number is small and must observe *physical distancing* and health protocols determined by the government.
 - 6) The implementation of the Applied Master Student Thesis Examination trial follows the applicable provisions after meeting the quorum led by the Head of the Study Program;
 - 7) The final score on the trial exam in number 6) above is given in the form of a *raw score* with a range of 0-100, which is then sent via electronic media, such as email or other electronic media that has been determined by the Head of the Study Program, in order to determine graduation / graduation in accordance with the standard rules for determining graduation / graduation at the education level by the Head of the Study Program.

M. Graduation

1. Graduation is based on the final GPA, which is the combined average of the AM of the course set with the AM of SAM, as follows:

| Quality Score | Judiciary |
|---------------|-------------------------------------|
| 3,00 - 3,50 | Satisfactory |
| 3,51 - 3,75 | Very Satisfactory |
| 3,76 - 4,00 | Praise (with additional conditions) |

2. The "Commendation" graduation predicate, has other additional requirements, namely:
 - a. The graduation time of Master Education (SAM date) takes into account the scheduled study period plus 1 (One) semester (0.5 years) or a maximum of 5 (Five) semesters;
 - b. Have at least 1 (one) scientific article with *accepted* status in an accredited national journal at least.

- lack of SINTA 2 (Two) or reputable international journals or exhibited at international scientific activities;
- c. There are no courses with a C grade;
 - d. Not repeating studies in the same study program at Unpad.
3. Students who fulfill the Yudisium "Praise" based on GPA, but do not meet the additional requirements in accordance with point 2, then the graduation Yudisium is only determined as "Very Satisfactory".

N. Dress Code on SUR and SAM

1. At the time of SUR and SAM, the Chairperson and Secretary as well as the entire Supervisory Team and the Examination Team, men's clothing uses a full suit or batik shirt, dark trousers, while for women's clothing adjusts.
2. At SUR and SAM time, students wear a full suit, dark trousers and a tie, while for female students it adjusts.

O. Academic Alerts

Academic warnings are given in writing to students who:

1. at the end of semester I (One) or semester II (Two) obtaining a social studies score below 3.00;
2. at the end of semester I (One) or semester II (Two) obtaining a C grade (pure grade less than 68);
3. at the beginning of semester III (Three) has not done SUR;
4. at the end of semester VII (Seven) have not taken SAM;
5. during 1 (One) semester not do registration (herregistration);
6. have not graduated in accordance with the scheduled study period.

P. Termination of Study

Termination of studies is imposed on students who:

1. at the end of semester III (Three) obtained a GPA below 3.00;
2. at the end of semester I (One) and semester II (Two) obtain a quality letter below C;
3. at the end of semester III (Three) have not done SUR or not passed SUR for the second time;
4. at the end of semester VIII (Eight) cannot complete the study;
5. at the end of semester VIII (Eight) does not or has not had a scientific article according to graduation requirements;
6. in 2 (Two) consecutive semesters or at different times do not do herregistration;
7. do things that defame the alma mater (Unpad), commit plagiarism, and/or violate scientific ethics.

Q. Academic Sanctions

1. Academic sanctions are imposed on students who commit disgraceful acts in the teaching and learning process, both academic and non-academic, or violate the law, and/or commit immoral acts.
2. Determination of academic sanctions for certain cases (data plagiarism, discussion plagiarism, not mentioning sources, norms and ethics) is determined based on proposals from the Faculty / Postgraduate School Team.
3. The handling of plagiarism cases refers to the applicable regulations at Unpad and the applicable laws and regulations.
4. Types of academic sanctions are determined based on laws and regulations

- applicable laws and regulations by the Advisory Committee consisting of:
- a. university representatives (Rector/Vice Rector for Academic and Student Affairs/Director of Education and Internationalization); and
 - b. representatives of the institution that organizes Master Education (Dean of the Faculty / Postgraduate School, Deputy Dean, Chair / Secretary of the Master Study Program, and Head of Supervision).
5. The results of the Advisory Commission agreement are then followed up with the signing of the Minutes as a basis for determining the decision.

R. Diplomas, Graduations and Academic Degrees

1. Master's Education students who have been declared graduates will get a Certificate of Completion (if needed), Academic Transcripts, and Diplomas, if:
 - a. Submit *hard copy* and *soft copy* of thesis no later than 1 (one) month if minor correction and 3 (Three) months if major correction; and
 - b. Submit all administrative requirements for graduation.
2. Graduates can attend graduation if they have fulfilled the obligations as listed in point 1.
3. Diplomas and Academic Transcripts will be submitted 1 (One) week after graduation at the Unpad Integrated Service Center.
4. Degree academic from graduate Education Master Applied education, in accordance with the Decree of the Rector of Universitas Padjadjaran.

S. Postgraduate Education *Ad Hoc* Committee

1. Each Faculty and Graduate School must have an *Ad Hoc* Committee. Postgraduate Education (KAPP).
2. KAPP has the function of ensuring the implementation of a quality postgraduate education process in accordance with these guidelines.
3. KAPP has the duty to assess at least:
 - a. Journal quality for student publications;
 - b. Graduation process; and
 - c. The process of granting graduation.
4. KAPP consists of at least:
 - a. Dean/Deputy Dean for Learning, Student Affairs and Research;
 - b. Head of Study Program; and
 - c. Department Representative.
5. Further provisions regarding KAPP are regulated in the Rector's Decree.

REKTOR,

TTD

RINA INDIASTUTI

Copy in accordance with the original

Direktur Tata Kelola, Legal and
Universitication of Universitas



Isis Ikhv

Isis Ikhwansyah

APPENDIX III
RECTOR REGULATION OF PADJADJARAN
UNIVERSITY NUMBER: 38 YEAR 2021
DATE : NOVEMBER 19, 2021
REGARDING GENERAL GUIDELINES FOR ORGANIZING MASTER'S, APPLIED
MASTER'S, RESEARCH-BASED MASTER'S, AND DOCTORAL EDUCATION AT
PADJADJARAN UNIVERSITY.

GUIDELINES FOR RESEARCH-BASED MASTER'S EDUCATION AT PADJADJARAN UNIVERSITY

I. GENERAL CONDITIONS

- a. Research-based Master's Education is a Master's Program that mainstreams research in achieving its learning objectives and produces reputable international publications.
- b. The Research-Based Master education program is managed by the same Master Study Program as the Regular Master Program, and is not a separate Study Program.
- c. The opening of a Research Education Program must be authorized by the Rector through the Vice Rector for Academic and Student Affairs, taking into account:
 1. Number of prospective supervisors who meet the requirements to become Research-Based Masters supervisors.
 2. The ratio of lecturers and students in existing study programs that are already running in the Faculty or Graduate School.
 3. Student publication performance in reputable international journals in graduate programs managed by the Faculty or Graduate School.

II. OBJECTIVES OF RESEARCH-BASED MASTER EDUCATION PROGRAM

- a. Increase the research capacity of student researchers according to their scientific fields of interest, by producing research *outputs* that contribute to answering problems faced by society.
- b. Increase contributions to scientific development, through increased publications in reputable international journals and/or submission of intellectual property rights.
- c. Improving partnership networks between Unpad and industry, and/or government in the development of integrated research.

III. GUIDELINES FOR ORGANIZING RESEARCH-BASED MASTER'S EDUCATION

A. Student Candidate Selection

1. Selection of prospective students for Research-Based Master's Education is carried out through the SMUP mechanism, with the following general requirements:
 - a. Indonesian citizens or foreigners who have been approved by the Ministry of Education, Culture, Research and Technology.
 - b. Have a bachelor's degree;
 - c. Have worked for at least 2 years in a field that is in accordance with the topic of the Research-Based Masters of interest, or for *fresh graduates* already have publications in reputable international journals.
 - d. Have a minimum Academic Ability Test (TKA) of 450 as evidenced by a certificate of test results organized by

test organizing institution recognized by Unpad and still valid for a maximum of 2 (two) years from the date of issuance of the certificate;

- e. English proficiency with the following minimum score standards:
 - 1) TOEFL International (*Paper-Based Test*) at least 450; or
 - 2) TOEFL International (*Internet-Based Test*) at least 45; or
 - 3) TOEFL International (*Computer-Based Test*) at least 133; or
 - 4) *International English Language Testing System* (IELTS) Academic of at least 4.5; or
 - 5) English Language Proficiency Test (TKBI) at least 450 held by a recognized test organizing institution Unpad as evidenced by a certificate of test results that is still valid for a maximum of 2 (two) years from the date of issuance of the certificate;
 - f. The TKA and TKBI requirements as referred to in point d and point e, are not required for prospective students who already have scientific publications as first authors that have been published in reputable international journals at a minimum of Q3;
 - g. Attach a *Statement of Purpose*;
 - h. Attach 2 (two) *Letters of Recommendation* from superiors at work, supervisors at the undergraduate level, or leaders of the original university, which provide an assessment of the academic competence of prospective students;
 - i. Attach a letter of willingness to mentor from the prospective Research-Based Master Supervisor, which explains the research to be carried out and the source of research funding.
2. Faculty or Graduate School may:
- a. Establish a minimum Bachelor's GPA requirement, in accordance with the needs of Research-Based Master's Education;
 - b. Prepare for interview selection and other tests, in coordination with the SMUP Committee.

B. Student Admission

- 1. The Head of Study Program prepares a Value Recapitulation of the prospective student selection process to decide whether or not the prospective student is accepted.
- 2. The decision of the Head of Study Program as referred to in point 1 is submitted to the Dean of the Faculty / Graduate School.
- 3. The Dean of the Faculty / Graduate School proposes the acceptance or non-acceptance of prospective students to the Rector of Unpad through the Vice Rector for Academic and Student Affairs.
- 4. The decision on the acceptance of prospective students is determined by the Rector of Unpad and the announcement of the selection results is carried out by the Vice Rector for Academic and Student Affairs on behalf of the Rector of Unpad.

C. Education Student Originating Master Based on Research who from *Fast Track* Program

- 1. Undergraduate students at Unpad can participate in the selection of prospective students for Research-Based Master's Education through the *Fast Track* program.
- 2. In addition to meeting the requirements of prospective Research-Based Master students, prospective students who come from the *Fast Track* Program must meet the requirements in accordance with the registration provisions of the *Fast Track* Program which are regulated in separate rules.

D. Scholarship

1. For prospective students of Research-Based Master's Education who will apply for scholarships and have met the requirements to be accepted, can be given a Certificate of Acceptance (LoA) at Unpad.
2. Submission of scholarships for prospective students of Research-Based Master's Education who come from the path of cooperation between Unpad and partners is carried out in accordance with the procedures in the *MoU and / or* PKS.

E. Registration, Herregistration of Academic Activities and Academic Leave

1. Students who have been accepted to the Research-Based Master's Education are required to register themselves (registration) and are required to re-register (herregistration) in each semester.
2. At the beginning of each semester, students must fill out an *online* Study Plan Card (KRS) in the Integrated Administration Information System (SIAT) approved by the Guardian Lecturer and known by the Head of Research-Based Master Education.
3. Students will not receive any academic services including filling out KRS as long as they do not register / re-register and do not fill in KRS in the current semester.
4. Students are allowed to make changes to KRS (PKRS) within the specified time.
5. If for 2 (two) consecutive semesters do not do herregistration, then the student concerned is considered to have resigned as a student of Unpad.
6. Temporary termination of studies (academic leave) with the permission of the Dean of the Faculty / Postgraduate School is only allowed for a maximum of 1 (one) semester. The leave time is not calculated in the study time.
7. Academic leave provisions for scholarship recipient students are regulated based on the provisions of the scholarship granting institution.
8. Students are not allowed to take academic leave in the first semester.
9. Before heregistration for semester VI (six) and the following semester, the Master's Study Program issues a warning letter to the student concerned, known to the Chief Supervisor.
10. Students who herregister in semester VII (seven) onwards are subject to a progressive rate of 5% (five percent) of the rate in the previous semester until the study deadline ends.

F. Learning

1. Duration of Education and Study Load
 - a. The period and learning load for the implementation of a master's education program is a maximum of 4 (four) academic years;
 - b. The cumulative study load of master education is at least 36 (thirty-six) credits and the maximum study load per semester is 24 (twenty-four) credits;
 - c. The cumulative study load of Research-Based Master's Education is at least 36 credits, consisting of:
 - 1) Master competencies, minimum 15 credits;
 - 2) Research Proposal Seminar (SUR) 2 credits;
 - 3) Scientific Publication in Reputable International Journals 9 credits;
 - 4) Research Progress Seminar (SKR) 4 credits, which can be divided in different semesters into SKR 1 and SKR 2;

- 5) Thesis 6 credits (which consists of 2 credits of Research Result Seminar (SHR), and 4 credits of Master Final Session (SAM)).
- d. The Master Competency Load as referred to in point c, is held in semester I and semester II, the form can be in the form of:
 - 1) Lectures are a maximum of 6 credits;
 - 2) Speaker at a scientific seminar;
 - 3) *Journal reading* or literature review;
 - 4) Lecture assistance.
- e. In the event of a public health emergency, the following provisions apply:
 - 1) Student study limit that ends in the current semester, then the student study limit can be extended by 1 (one) semester.
 - 2) The students referred to in number 1) are:
 - a) Students who have taken the Thesis Project course contract or other forms of final assignments and whose research proposals have been approved by the Supervisor.
 - b) Students who experience obstacles in working on and completing their thesis or other forms of final project as a result of activity restrictions due to health emergencies.
 - c) Students who have been scheduled to take the Thesis Examination or other Final Examination for Research-Based Masters Students.
 - 3) To obtain an extension of the study limit as referred to in numbers 1) and 2), students must submit a letter of application for an extension of the study limit to the Dean.
 - 4) The Dean has the right to propose the names of students who get an extension of study limits on the basis of public health emergencies to the Vice Chancellor for Academic and Student Affairs who have received recommendations from Supervisors and Heads of Study Programs.
 - 5) For conditions in numbers 1), 2), 3), and 4), students are exempted from the obligation to pay the Single Tuition Fee (UKT) or the Education Implementation Fee (BPP).
 - 6) If at the time of the extension of the study limit, it turns out that the student cannot complete his/her studies, he/she is considered to have resigned.

2. Course Lecturer Qualifications

Qualified lecturers and course teachers:

- a. Graduates of Doctoral Education or Applied Doctoral Education relevant to Master's Education; or
- b. Professional certification relevant to Master's Education and qualified equivalent to level 9 (nine) KKNI; or
- c. Practitioners who have expertise relevant to Master's Education and have qualifications equivalent to level 9 (nine) KKNI.

3. Lecture Activities

- a. The study program can recommend to students at the beginning of the lecture (first semester) to take a maximum of 12 credits from several specific courses in Bachelor or Master Education, with the aim of equalizing knowledge relevant to the thesis research plan;
- b. The taking of some of the courses (in point a) is carried out integrated in Bachelor or Master Education within or across Prodi/Faculty at Unpad;



- c. Course contracts cannot be canceled by students, except for making changes to KRS (PKRS) on the advice of the wali / counselor lecturer at a predetermined time.
4. Course assessment and learning evaluation are conducted as follows:
 - 1) Academic achievement is expressed in the form of IPS (Semester Achievement Index) and GPA (Cumulative Achievement Index). The calculation of IPS and GPA is done at the end of each semester;
 - 2) The Final Grade (NA) of each course can be obtained from the combined scores of the Midterm Examination (UTS), Final Semester Examination (UAS), assignments, and other activities given during the semester, according to their respective weights;
 - 3) This NA is given in the form of Quality Letter (HM) based on a raw score that uses a range of 0-100;
 - 4) The conversion of raw scores into HM and Quality Score (AM) is guided as follows:

| Final Grade | Letter Quality | Figures Quality | Category |
|-----------------------|----------------|-----------------|-----------|
| $80 \leq NA \leq 100$ | A | 4 | Very good |
| $68 \leq NA < 80$ | B | 3 | Good |
| $56 \leq NA < 68$ | C | 2 | Simply |
| $45 \leq NA < 56$ | D | 1 | Less |
| $NA < 45$ | E | 0 | Very Less |

- 5) Obtaining a GPA below 3.00 in semester I (one) and semester II (two) will result in students being sanctioned for termination of studies. Remedial exams can be done before the end of the grade collection period ends.

G. Assignment of Supervisor

1. During the process of making a thesis, each student is directed and guided by the Supervisory Team.
2. The Supervisory Team is a minimum of 2 (two) people and a maximum of 3 (three) people, consisting of a Chief Supervisor and a maximum of 2 (two) Supervisory Members.
3. The Chief Advisor must fulfill the following requirements:
 - a. Unpad lecturers who have NIDN or NIDK;
 - b. Qualified Doctoral academic education;
 - c. Have an academic position of at least Lector;
 - d. Qualified in the field of science that is in line or allied with Master's Education or the field of science pursued by students;
 - e. Have publications in reputable international journals (minimum Q3, or *Web of Science with impact factor*) as first author or correspondence author, within the last 5 (five) years;
 - f. Have been or are currently a supervising member of a Master's Program;
 - g. Have less than 10 mentors as first supervisors at all levels;
4. Members of the Supervisory and Examination Team must fulfill the following requirements:
 - a. Unpad lecturers with academic qualifications of Doctoral education with an academic position of at least Expert Assistant who are selected based on the specialization of their expertise; or
 - b. Lecturer of accredited domestic universities equivalent to Unpad or foreign universities that have a reputation at least equivalent to Unpad, with a position of at least Lector with academic qualifications of Doctor selected based on the specialization of expertise; or

- c. Domestic or foreign experts or practitioners who are selected based on recognition of their expertise specialization with qualifications equivalent to KKNI level 9 (nine).
5. Determination of Head and Supervisory Members
 - a. The Chancellor's Decree signed by the Dean of the Faculty / Postgraduate School on behalf of the Chancellor, to the lecturer who is the Chief Supervisor and the Supervisory Members is at the latest made at the end of the first semester of Research-Based Master Education;
 - b. Determination of lecturers who become Chief Supervisors based on the Willingness to Supervise letter written by them;
 - c. Supervisory members are proposed by the Chief Supervisor with consideration and coordination with the Head of Study Program;
 - d. The Head Supervisor is responsible for and coordinates with the Supervising Members in the educational process of the students he supervises;
 - e. If one of the Supervisory Team is permanently absent (for example, death, duty at home and abroad for more than 6 (six) months, retirement or resignation), the following provisions apply:
 - 1) If it occurs before the SUR, a replacement is allowed;
 - 2) If it occurs after the SUR, no substitution is permitted, unless both are permanently incapacitated;
 - 3) In the event that, after the SUR, the Chief Supervisor is permanently absent, a Supervising Member replaces him/her, without the need for additional Supervising Members;
 - 4) Replacement of Supervisory Members is allowed, must be with a written statement from the old Supervisory Member (unless death); and
 - 5) After 6 (six) months there is no written statement from the old Supervisory Team (Chairperson and Supervisory Members), the Head of the Masters Study Program has the right to propose a replacement for the Supervisory Team.
 6. Members of the Examination Team must fulfill the following requirements:
 - a. Unpad lecturers with academic qualifications of Doctoral education with an academic position of at least Expert Assistant who are selected based on the specialization of their expertise; or
 - b. Lecturer of accredited domestic universities equivalent to Unpad or foreign universities that have a reputation at least equivalent to Unpad, with a position of at least Lector with academic qualifications of Doctor selected based on the specialization of expertise; or
 - c. Domestic or foreign experts or practitioners who are selected based on recognition of their expertise specialization with qualifications equivalent to KKNI level 9 (nine);
 - d. If one of the Examiners is permanently unable (for example, death, duty at home and abroad for more than 6 (six) months, retirement or resignation), then the Head of the Masters Study Program can replace him with another Examiner.

H. Thesis Preparation

1. Thesis is the final scientific work of Master Program students, made based on the results of research using scientific methods and rules according to their respective disciplines.
2. The thesis is the original scientific work of the student as shown by a stamped statement about its originality and can be proven through anti-plagiarism software.

3. The structure and style of thesis writing, such as: *outline*, citation writing, notes (*footnote* or *running note*), and bibliography, follow the Padjadjaran University thesis writing guidelines.

I. Mentoring

1. Guidance is carried out by the Supervisory Team since the Decree of the Dean of the Faculty / Postgraduate School is issued in the first semester until the completion of the thesis.
2. The mentoring process must be recorded in the study progress book (*log book*) as evidence of the learning process, and the Master Program conducts monitoring and evaluation as a basis for *reviewing the* performance of students and the Supervisory Team.
3. The Chief Supervisor is obliged to provide a progress report on the progress of student studies at the end of each semester to the Head of the Masters Study Program.
4. Research Proposal Seminar (SUR) and Master's Final Session (SAM) activities can be carried out after going through a minimum of 8 (eight) times the mentoring process and always begins with the registration administration process.
5. Administrative registration of SUR and SAM activities, no later than 2 (two) weeks before the implementation of the activity.

J. Research Proposal Seminar (SUR)

1. SUR is a student's research plan in the context of preparing a thesis.
2. SUR is carried out no later than the end of semester II (two), if it is not or has not been carried out, the student concerned is considered to have resigned.
3. The SUR Review Team consists of 2 (two) Advisors, 3 (three) Examiners, and is led by 1 (one) SUR Leader.
4. Students take part in the SUR at a predetermined time, and the SUR manuscript must have been thinly bound (*soft cover*) in blue, and submitted to the SUR Leader, Supervisory Team and Examination Team at least 1 (one) week before the SUR implementation.
5. SUR is held in a panel and attended by at least 3 (three) discussants, consisting of 1 (one) or 2 (two) Supervisory Team members and 1 (one) or 2 (two) Examiners and plus 1 (one) SUR Leader.
6. The leader of the SUR is the Head of the Master's Study Program or the Chief Supervisor, who is determined based on a Decree of the Dean of the Faculty / Postgraduate School on behalf of the Chancellor.
7. The SUR Leader is not automatically a discussant, unless it is in line with the field of study of the student being tested or as Chair of the Advisory Team.
8. SUR is conducted openly and can be attended by students and lecturers.
9. Students who are declared not to have passed the SUR, are given the opportunity to repeat the SUR 1 (one) time, which is carried out a maximum of 3 (three) months after the first SUR. Sanctions for termination of studies will be given, if the student is declared not to have passed the SUR for the second time.
10. The discussant evaluates the content of the Research Proposal, asks questions and evaluates the answers given by the student, and provides suggestions for improving the Research Proposal.
11. The discussant evaluates the student's accountability for questions that criticize or clarify the material/substance of the Research Proposal with an assessment weight:

- a. Significance of Research Background and/or Research Focus, and Problem Formulation, weight 15% (fifteen percent);
 - b. Relevance and recency of the Literature Review, weight 25% (twenty-five percent);
 - c. Accuracy formulation Framework Thinking and Research Proposition/Hypothesis, weight 10% (ten percent);
 - d. Appropriateness of Research Methods, weight 10% (ten percent);
 - e. Scientific writing ability, weight 20% (twenty percent);
 - f. Communication skills in oral exam, weighted 20% (twenty percent).
12. Scoring on the SUR is given in the form of a *raw score* with a range of 0-100.
 13. If the final SUR *raw score* is between 68.00-79.99, but the proposed research demonstrates good research *novelty*, the final score can be increased by a maximum of 10 points.
 14. At the end of the SUR, the discussant/reviewer gives the following assessment:
 - 1) students are declared to have passed if they obtain an average score of ≥ 68 ;
 - 2) students are declared not passed if they get an average score < 68 .
 15. Convert the Final Grade into Quality Letters and Quality Numbers using the following guidelines:

| Final Grade | Letter Quality | Quality Score | Category |
|---------------|----------------|---------------|-----------|
| 80,00 - 100 | A | 4 | Very good |
| 68,00 - 79,99 | B | 3 | Good |
| 56,00 - 67,99 | C | 2 | Simply |
| 45,00 - 55,99 | D | 1 | Less |
| 0,00 - 44,99 | E | 0 | Very Less |

K. Research Progress Seminar (SKR)

1. Students who have passed the SUR, then make improvements to the research proposal to obtain approval from the supervisor to conduct research.
2. After doing SUR, every semester students must do SKR 1 and SKR 2.
3. Before being able to do SKR, students must have submitted a research progress report to the study program, which has been approved by the head of the supervisory team.
4. The SKR is conducted in a panel led by the SKR chairperson with the supervisor and 3 other lecturers as examiners.
5. At the end of the SKR, the supervisory team and the examination team provide an assessment score with a range of 0-100 which will be converted to the Quality Letter
6. Convert the Final Grade into Quality Letters and Quality Numbers using the following guidelines:

| Final Grade | Quality Letter | Quality Score | Category |
|---------------|----------------|---------------|-----------|
| 80,00 - 100 | A | 4 | Very good |
| 68,00 - 79,99 | B | 3 | Good |
| 56,00 - 67,99 | C | 2 | Simply |
| 45,00 - 55,99 | D | 1 | Less |
| 0,00 - 44,99 | E | 0 | Very Less |

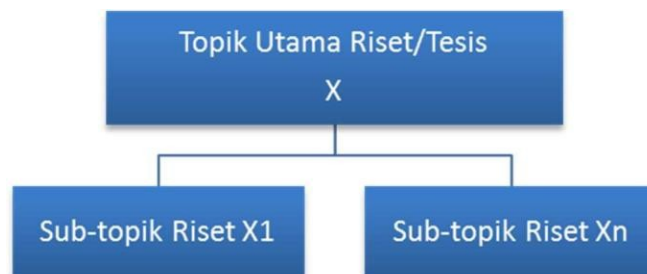
- If the score is below 68, the student must repeat the research progress seminar.

L. Research and Writing Scientific Articles

- Research is carried out after the student has passed the SUR and has made improvements to the Research Proposal approved by the Supervisory Team.
- During the research process, students write at least 1 (one) scientific article with topics that are in accordance with thesis research, which is part of the thesis to be published in a reputable international journal.
- Students submit scientific articles to reputable international scientific journals with the approval of the Supervisors who will act as *co-authors*, by listing Unpad institution.
- The weight of scientific article publications in reputable international journals is set at 9 (nine) credits, with a Quality Letter (HM) assessment score as follows:

| Journal Index | Quality Letter | Quality Score |
|--|----------------|---------------|
| Articles should be <i>accepted</i> in reputable international journals indexed Q1- Q2, or Q3 with <i>Web of Science</i> (WoS) impact factor. | A | 4 |
| Articles should be <i>accepted</i> in reputable international journals indexed in Q3. | B | 3 |

- Linkage of Thesis with Scientific Articles
Students write a thesis paper in accordance with SUR and based on research results published as scientific articles in reputable international journals, as follows:



- The thesis research topic (X), consists of (can be divided into) several sub-topics X1, and Xn;
- Research sub-topic X1, producing scientific articles in reputable international journals with "topic/issue" X1;
- Xn research sub-topic, resulting in article scientific article in a reputable international journal with "topic/issue" Xn;
- The synthesis of the three researches can result in one scientific article in a reputable international journal with "topic/issue" X;
- The scientific articles written (X1, Xn) are derived from the main idea contained in X.

M. Master's Final Session (SAM)

- SAM General Description

- a. Master's Education students can take SAM if they have met the following requirements:
 - 1) Have passed the set of courses with a GPA of at least 3.00;
 - 2) Have conducted SUR and SKR, and passed;
 - 3) The thesis manuscript has been approved by the Supervisory Team;
 - 4) Submit a certificate of proof of at least 1 scientific article *accepted* for publication in a reputable international journal at least Q3 (not *discontinued* at the time the paper is published) as the first author written during the Masters Education course.
 - b. Thesis assessment is conducted through SAM;
 - c. Before SAM, the Supervisory Team evaluates the material/substance of the submitted manuscript through the Research Seminar (SHR);
 - d. The SAM Leader is the Chair of the Master's Program or the Chief Supervisor;
 - e. The SAM Review Team consists of 2 (two) Supervisors and 3 (three) Examiners;
 - f. Students take part in SAM at a predetermined time, and the thesis manuscript must have been bound in a yellow soft cover, and submitted to the SAM Leader, Supervisory Team and Examination Team at least 1 (one) week before the SAM implementation;
 - g. SAM leaders are not automatically discussants, unless they are in the field of study of the student being tested or are the Chief Advisor.
2. SAM Implementation
- a. SAM is conducted in a panel and attended by at least 3 (three) discussants, consisting of 1 (one) or 2 (two) Supervisors and 1 (one) or 2 (two) Examiners and plus 1 (one) SAM Leader;
 - b. The Examination Team at the designated SAM time must be the same as the Examination Team at the SUR time;
 - c. In SAM, the discussant evaluates the content of the thesis manuscript with an assessment weight:
 - 1) Significance of Research Background and/or Research Focus, and Problem Formulation, weight 10% (ten percent);
 - 2) Relevance and recency of the Literature Review, weight 20% (twenty percent);
 - 3) Accuracy formulation Framework Thinking and Research Proposition/Hypothesis, weight 10% (ten percent);
 - 4) Appropriateness of Research Methods, weight 10% (ten percent);
 - 5) Sharpness of analysis and integrity of thought, weight 20% (twenty percent);
 - 6) The stability and quality of the conclusions, as well as the suggestions made, are weighted 10% (ten percent);
 - 7) Scientific writing ability, weight 10% (ten percent);
 - 8) Communication skills in oral exam, weighted 10% (ten percent);
 - 9) The 100% (one hundred percent) assessment weight above can be added to the 10% (ten percent) assessment weight below, if students can show a contribution to the development of science, technology and development.
 - d. The final score on the SAM is given in the form of a raw score with a range of 0-100;
 - e. If the final SAM *raw score* is between 68.00-79.99, but the research results can demonstrate *novelty* or contribute to the development of science, technology, and development, then the final score can be added to the value of novelty and research impact for a maximum of 10 points;
 - f. At the end of the SAM, the discussant gave the following assessment:

- 1) Students are declared to have passed if they obtain an average score of ≥ 68 ;
 - 2) Students are declared not passed if they get an average score < 68 .
- g. Scores from discussants are summed up with the percentage of the Supervisory Team 60% (sixty percent) and the Examination Team 40% (forty percent) as NA, without first being converted into HM;
- h. Convert the Final Grade into Quality Letters and Quality Numbers using the following guidelines:

| Final Grade | Letter Quality | Figures Quality | Category |
|---------------|----------------|-----------------|-----------|
| 80,00 - 100 | A | 4 | Very good |
| 68,00 - 79,99 | B | 3 | Good |
| 56,00 - 67,99 | C | 2 | Simply |
| 45,00 - 55,99 | D | 1 | Less |
| 0,00 - 44,99 | E | 0 | Very Less |

- i. Students who are declared not to have passed SAM, are given the opportunity to take SAM again 1 (one) time within an agreed period, taking into account the study time limit.
3. In conditions of public health emergencies, the implementation of the Final Scientific Work Session in the Research-Based Master Program can be carried out with electronic media / *teleconference* while still referring to the quality standards for the implementation of the Final Scientific Work Session.
- a. The implementation of the trial examination in the Research-Based Master Program study program as mentioned in numbers 1, 2 and 3 above can be carried out through electronic media / *teleconference*.
 - b. Court examinations within Unpad still follow the educational guidelines of various levels and disciplines and in the condition of emergencies in the community, adjustments are made through electronic media / *teleconference*.
 - c. Examination of thesis or final project for research-based master program students:
 - 1) The session is officially opened by the Head of the Study Program in accordance with applicable regulations;
 - 2) Before the trial is held, the Head of the Study Program checks the presence of students participating in the trial, supervisors, discussants / examiners either physically at the place / *venue* or present remotely / *virtually*;
 - 3) The session was officially opened after meeting the quorum in accordance with applicable regulations, and the session was held in a panel that was physically attended at the *venue/venue* or attended remotely/virtually;
 - 4) Main Screen / *Main Screen* is a screen used to display presentations from students participating in the trial which can also be seen by Supervisors, Discussors / Examiners remotely / *virtually* through the electronic media they use.
 - 5) Parties who are physically present at the hearing *venue are* only possible if the number is small and must pay attention to *physical distancing* and health protocols determined by the government.
 - 6) The implementation of the Research-Based Master Student Thesis Examination trial follows the applicable provisions after meeting the quorum led by the Head of the Study Program;
 - 7) The final grade in the trial examination in number 6) above is given in the form of a *raw score* with a range of 0-100,

which is then sent via electronic media, such as email or other electronic media that has been determined by the Head of the Study Program, in order to determine graduation / graduation in accordance with the standard rules for determining graduation / graduation at the education level by the Head of the Study Program.

N. Graduation

1. Graduation is based on the final GPA, which is the combined average of the AM of the course set with the AM of SAM, as follows:

| Quality Score | Judiciary |
|---------------|-------------------------------------|
| 3,00 - 3,50 | Satisfactory |
| 3,51 - 3,75 | Very Satisfactory |
| 3,76 - 4,00 | Praise (with additional conditions) |

2. The "Commendation" graduation predicate, has other additional requirements, namely:
 - a) The graduation time of Master Education (SAM date) takes into account the scheduled study period plus 1 (one) semester (0.5 years) or a maximum of 5 (five) semesters;
 - b) Have 1 (one) minimum *accepted* article in Q1/Q2 indexed journals, or Web of Science (WoS) with impact factor, or 2 (two) minimum *accepted* articles in Q3 Scopus indexed journals..;
 - c) There are no courses with a C grade;
 - d) Not repeating studies in the same study program at Unpad.
3. Students who fulfill the "Praise" judgement based on GPA, but do not fulfill the additional requirements in accordance with number 2, then the graduation judgement is only determined as "Very Satisfactory".

O. Dress Code on SUR and SAM

1. At the time of SUR and SAM, the Chairperson and Secretary as well as the entire Supervisory Team and the Examination Team, men's clothing uses a full suit or batik shirt, dark trousers, while for women's clothing adjusts.
2. At SUR and SAM time, students wear a full suit, dark trousers and a tie, while for female students it adjusts.

P. Academic Alerts

Warning academic is given in writing to students who:

1. At the end of semester I (one) or semester II (two) obtaining a social studies score below 3.00;
2. At the end of semester I (one) or semester II (two) obtain a C grade (pure grade less than 68);
3. At the beginning of semester II (two), SUR has not yet been conducted;
4. At the end of semester VII (seven) have not taken SAM;
5. During 1 (one) semester not do registration (herregistration);
6. Have not graduated in accordance with the scheduled study period.

Q. Termination of Studies

Termination of studies is imposed on students who:

1. At the end of the third (third) semester obtained a GPA below 3.00;
2. At the end of semester I (one) and semester II (two) obtained letters

- quality below C;
3. At the end of semester II (two) has not done SUR or not passed SUR for the second time;
 4. At the end of semester VIII (eight) cannot complete the study;
 5. At the end of semester VIII (eight) does not or has not had a scientific article according to graduation requirements;
 6. In 2 (two) consecutive semesters or at different times do not do herregistration;
 7. Doing things that are defaming the alma mater (Unpad), committing plagiarism, and/or violating scientific ethics.

R. Academic Sanctions

1. Academic sanctions are imposed on students who commit disgraceful acts in the teaching and learning process, both academic and non-academic, or violate the law, and/or commit immoral acts.
2. Determination of academic sanctions for certain cases (data plagiarism, discussion plagiarism, not mentioning sources, norms and ethics) is determined based on proposals from the Faculty / Postgraduate School Team.
3. The handling of plagiarism cases refers to the applicable regulations at Unpad and the applicable laws and regulations.
4. Types of academic sanctions are determined based on applicable laws and regulations by the Advisory Commission consisting of:
 - a. university representatives (Rector/Vice Rector for Academic and Student Affairs/Director of Education and Internationalization); and
 - b. representatives of the institution that organizes Research-Based Master Education (Dean of the Faculty / Postgraduate School, Deputy Dean, Chair / Secretary of the Master Program, and Head of Supervision).
5. The results of the Advisory Commission agreement are then followed up with the signing of the Minutes as a basis for determining the decision.

S. Diplomas, Graduations and Academic Degrees

1. Master's Education students who have been declared graduates will get a Certificate of Completion (if needed), Academic Transcripts, and Diplomas, if:
 - a. Submit *hard copy* and *soft copy of* thesis no later than 1 (one) month if minor correction and 3 (three) months if major correction; and
 - b. Submit a letter of introduction that has completed the administration from the Masters Program.
2. Graduates can participate in graduation if they have fulfilled the obligations as listed in point 1.
3. Diplomas and Academic Transcripts will be submitted 1 (one) week after graduation at the Unpad Integrated Service Center.
4. Academic degree from graduates of Master's Education taken, in accordance with the Decree of the Rector of Universitas Padjadjaran.

T. Postgraduate Education *Ad Hoc* Committee

1. Each Faculty and Graduate School must have an *Ad Hoc* Committee. Postgraduate Education (KAPP).
2. KAPP has the function of ensuring the implementation of a quality postgraduate education process in accordance with these guidelines.
3. KAPP has the duty to assess at least:

- a. Journal quality for student publications;
 - b. Graduation process; and
 - c. The process of granting graduation.
4. KAPP consists of at least:
- a. Dean/Deputy Dean for Learning, Student Affairs and Research;
 - b. Head of Study Program; and
 - c. Department Representative.
5. Further provisions regarding KAPP are regulated in the Rector's Decree.

REKTOR,

TTD

RINA INDIASTUTI

Copy in accordance with the original

Direktur Tata Kelolance, Legal and
Co



an University

Isis Ikh'

Isis Ikhwansyah

APPENDIX IV
RECTOR REGULATION OF PADJADJARAN
UNIVERSITY NUMBER : 38 YEAR 2021
DATE : NOVEMBER 19, 2021
REGARDING GENERAL GUIDELINES FOR ORGANIZING MASTER'S, APPLIED
MASTER'S, RESEARCH-BASED MASTER'S, AND DOCTORAL EDUCATION AT
PADJADJARAN UNIVERSITY.

DOCTORAL EDUCATION GUIDELINES IN PADJADJARAN UNIVERSITY ENVIRONMENT

A. Doctoral Education

Doctoral education (S-3) in Unpad is organized based on the Semester Credit System which is measured by Semester Credit Units (credits).

B. General

1. Starting from the 2016/2017 academic year, Unpad enforces the Doctoral Education process by mainstreaming research as its educational method.
2. Starting from the 2016/2017 academic year, students are required to publish scientific articles, which are part of their dissertation research, in reputable international journals.
3. In relation to the dissertation research topic/theme, students can attend/take other lectures/academic activities for the purpose of material/knowledge enrichment.
4. During Doctoral Education, students can conduct basic or applied research.

C. Student Candidate Selection

Selection of prospective Doctoral Education students is carried out through the SMUP mechanism, with the following general requirements:

- a. Indonesian citizen or foreign citizen with the approval of the Ministry of Education and Culture;
- b. Have a Master's or Applied Master's or Specialist Education diploma;
- c. Have an Academic Ability Test (TKA) of at least 500 as evidenced by a certificate of test results held by a test organizing institution recognized by Unpad and still valid for a maximum of 2 (two) years from the date of issuance of the certificate;
- d. English proficiency with the following score standards:
 - 1) *TOEFL International (Paper-Based Test)* at least 500; or
 - 2) *TOEFL International (Internet-Based Test)* at least 61; or
 - 3) *TOEFL International (Computer-Based Test)* at least 173; or
 - 4) *International English Language Testing System (IELTS) Academic* of at least 5.0; or
 - 5) English Language Proficiency Test (TKBI) at least 500 held by a recognized test organizing institution Unpad as evidenced by a certificate of test results that is still valid for a maximum of 2 (two) years from the date of issuance of the certificate;
- e. The TKA and TKBI requirements as referred to in points c and d, are not required for prospective students who already have scientific publications as first authors that have been published in reputable international journals at least Q3;
- f. Attach a letter of willingness to mentor from the prospective Chief Promoter;
- g. Have a *Letter of Recommendation* of 2 (two) pieces, of which at least one is a Letter of Recommendation from a lecturer or college leader who provides an assessment of the academic competence of prospective students; and
- h. Have a *Statement of Purpose*.

D. Doctoral Education Students from *Fast Track* Program

1. Students of Master's or Applied Master's or Specialist Programs at Unpad can participate in the selection of prospective Doctoral Education students through the *Fast Track* program.
2. Prospective students who come from the *Fast Track* Program must meet the requirements in accordance with the *Fast Track* Program registration provisions which are regulated in separate rules.

E. Letter of Willingness to Supervise from Prospective Chief Promoter

1. To obtain a Letter of Willingness to Supervise from a prospective Chief Promoter, prospective students must first access the Unpad Expertise Directory (Professors or Doctoral Head Lectors) to search for prospective Chief Promoters according to the desired research topic.
2. Prospective students communicate with Unpad lecturers, whose names are listed as lecturers / teachers in the selected Study Program / Faculty / Graduate School, and request the willingness of the lecturer concerned to become a candidate for Promoter Chair.
3. The prospective student submits a summary of the scientific paper to the prospective Chief Promoter.
4. A letter of willingness to mentor from the Chief Promoter is made based on the results of academic and non-academic interviews, and sent to the SMUP Committee.

F. Decision on Acceptance of Doctoral Education Students

1. The Head of Study Program prepares a Value Recapitulation of the prospective student selection process and discusses it with the prospective promoter chair to decide whether or not to accept the prospective student.
2. The recapitulation of grades from the Head of Study Program as referred to in point 1 is submitted to the Dean of the Faculty / Postgraduate School.
3. The Dean of the Faculty / Graduate School proposes the acceptance or non-acceptance of prospective students to the Rector of Unpad through the Vice Rector for Academic and Student Affairs.
4. The decision on the acceptance of prospective students is determined by the Rector of Unpad and the announcement of the selection results is carried out by the Vice Rector for Academic and Student Affairs on behalf of the Rector of Unpad.

G. Scholarship

1. For prospective Doctoral Education students who have been accepted and apply for a scholarship, must contact the scholarship organizing institution by bringing a Certificate of Acceptance at Unpad. All procedures must be in accordance with the scholarship organizing agency.
2. Prospective Doctoral Education students can apply for Beasiswa Unggulan Dosen Indonesia Dalam Negeri (BUDI-DN), Beasiswa Unggulan (BU), and other scholarships through the Directorate of Education and Internationalization of Unpad.
3. Submission of scholarships for prospective Doctoral Education students who come from the path of cooperation between Unpad and partners is carried out in accordance with the procedures in the *MoU and / or* PKS.

H. Registration, Herregistration, Academic Activities and Academic Leave

1. New students are required to register themselves (registration) and re-register (herregistration) in each semester.
2. At the beginning of each semester, students are required to fill out KRS which is approved by the Chief Promoter.
3. Students will not receive academic services as long as they do not carry out registration / re-registration and do not fill in KRS in the current semester.

4. Temporary termination of studies (academic leave) with the permission of the Rector of Unpad based on the proposal of the Dean of the Faculty / Graduate School. Academic leave is only allowed for 1 (one) semester.
5. Scholarship recipients are not allowed to take academic leave, except for reasons of serious illness proven by a certificate from an expert doctor.
6. Students are not allowed to take academic leave in the first 2 (two) semesters.

I. Determination of Chief Promoter and Promoter Members

1. During the dissertation writing process, each student is directed and guided by the Promoter Team.
2. The Chief Promoter must fulfill the following requirements:
 - a. Unpad lecturers who have NIDN or NIDK;
 - b. Qualified Doctoral academic education;
 - c. Have an academic position of at least Head Lector;
 - d. Qualified in the field of science that is in line or allied with the Doctoral Program or the field of research researched by students;
 - e. Have publications in reputable international journals (minimum Q3, or Web of Science with impact factor) as first author or correspondence author, within the last 5 (five) years;
 - f. Have been or are currently a member of the promoter; and
 - g. Have less than 10 mentors as first supervisors at all levels.
3. Promoter members must fulfill the following requirements:
 - a. Unpad lecturers with academic qualifications of Doctoral education with an academic position of at least Lector who are selected based on the specialization of their expertise; or
 - b. Lecturer of domestic or foreign universities accredited at least equivalent to Unpad with the academic position of Professor or Head Lector with Doctoral academic qualifications selected based on the specialization of scientific expertise; or
 - c. Domestic or foreign experts or practitioners who are selected based on recognition of their expertise specialization with qualifications equivalent to KKN level 9 (nine).
4. Determination of Chair and Promoter Members
 - a. The Rector's Decree signed by the Dean of the Faculty / Postgraduate School on behalf of the Rector, to the lecturer who is the Chairperson of the Promoter and the Promoter Members is made no later than 1 (one) month after the prospective student is declared accepted and register as a new student of Doctoral Education Unpad;
 - b. Determination of lecturers who become Chief Promoters based on the Willingness to Supervise Letter written by them;
 - c. Promoter members are proposed by the Chief Promoter with consideration and coordination with the Head of the Doctoral Program;
 - d. The Promoter Team is a minimum of 2 (two) people and a maximum of 3 (three) people, consisting of a Chief Supervisor and a maximum of 2 (two) Supervisory Members. The addition of a promoter team of more than 3 people is possible with permission from the Vice Rector for Academic and Student Affairs.
 - e. The Chief Promoter is responsible for and coordinates with the Promoter Members in the educational process of the students he supervises;
 - f. Funding for promoter members who come from abroad is charged to the research grant of the Promoter Team.
 - g. If one of the Promoter Team is permanently absent (e.g. death, duty at home and abroad for more than 6 (six) months, retirement or resignation), the following provisions apply:
 - 1) if it occurs before the SUR, a replacement may be made;
 - 2) If it occurs after the SUR, no substitution is permitted, unless both of them are permanently incapacitated;
 - 3) in the event that after the SUR, the Chief Promoter is permanently absent, the Promoter Member shall replace him/her, without the need to

- addition of Promoter Members;
- 4) replacement of a Promoter Member is permitted, subject to the written declaration of the former Promoter Member (unless death); and
- 5) after 6 (six) months there is no written statement from the old Promoter Team (Chairperson and Promoter Members), the Chairperson of the Doctoral Study Program has the right to propose a replacement for the Promoter Team.

J. Team of Expert Discussors, Reviewers, and Opponents

1. Members of the Discussion Team, Reviewers, and Opponents must meet the following requirements:
 - a. Unpad lecturers with academic qualifications of Doctoral education with an academic position of at least Lector who are selected based on the specialization of their scientific expertise; or
 - b. Lecturer of domestic or foreign universities accredited at least equivalent to Unpad with the academic position of Professor or Head Lecturer with Doctoral academic qualifications selected based on the specialization of scientific expertise; or
 - c. Domestic or foreign experts or practitioners who are selected based on recognition of their expertise specialization with qualifications equivalent to KKNI level 9 (nine).
2. Funding for the Discussion Team, Reviewers, and Opponents who come from abroad is charged to the research grant of the Promoter Team.
3. If one of the Team of Discussors, Reviewers, and Opponents is permanently unable (for example, death, duty at home and abroad for more than 6 (six) months, retirement or resignation), the Head of the Doctoral Study Program can replace him with another Expert Opponent based on a proposal from the Promoter Team.

K. Learning Process

1. Study load and length of education:
 - a. The cumulative study load for Doctoral Education is at least 42 credits, consisting of:
 - 1) Competence Qualifications Doctorate with number of minimum of 12 credits;
 - 2) Research Proposal Seminar (SUR) 5 credits;
 - 3) Research Result Seminar (SHR) 5 credits;
 - 4) Dissertation Manuscript Review (PND) 6 credits;
 - 5) Publication of Scientific Articles in Reputable International Journals 9 credits; and
 - 6) Doctoral Promotion Session (SPD) 5 credits.
 - b. The study time for Doctoral Education in its implementation can be taken for a maximum of 7 (seven) years (14 semesters) without an extension of the study period.
 - c. In the event of a public health emergency, the following provisions apply:
 - 1) Student study limit that ends in the current semester, then the student study limit can be extended by 1 (one) semester.
 - 2) Students as referred to in number 1) are:
 - a) Students who have taken a Dissertation Project course contract or other forms of final project and whose research proposal has been approved by the Promoter Lecturer.
 - b) Students who experience obstacles in working on and completing dissertations or other forms of final assignments as a result of activity restrictions due to the Covid-19 Pandemic.
 - c) Students who have been scheduled to take the Dissertation Examination or other Final Examination for Doctoral Students.
 - 3) To obtain an extension of the study limit as referred to in numbers 1) and 2), students must submit

a letter of request for an extension of the study limit to the Dean.

- 4) The Dean has the right to propose the names of students who get an extension of study limits on the basis of public health emergencies to the Vice Chancellor for Academic and Student Affairs who have received recommendations from the Promoter and the Head of the Study Program.
- 5) For conditions in numbers 1), 2), 3), and 4), students are exempted from the obligation to pay the Education Implementation Fee (BPP).
- 6) If at the time of the extension of the study limit, it turns out that the student cannot complete his/her studies, he/she is considered to have resigned.

2. Learning activities:

- a. Students are required to participate in the Doctoral Qualification program for a minimum of 12 credits, which consists of basic research *skills, knowledge dissemination* and *development* skills, and *personal development skills*.
- b. The selection of Doctoral qualification program components as mentioned in point a, is carried out based on the recommendation or approval of the Chief Promoter and the Head of the Study Program;
- c. Students can take the *Knowledge dissemination* and *development skills*, and *Personal development skills* program components at other universities or institutions.

| Competency Cluster | Example of Activity Type | Products/Outputs May Take the Form of |
|---|---|---|
| Research skills <i>(Research skills)</i> Minimum 5 credits | <ul style="list-style-type: none"> • Basic courses according to dissertation topic (1-3 credits) • Philosophy or Scientific Ethics (2 credits) • Training in methodology and scientific writing - <i>basic</i> (2 credits) • Research proposal writing training (1 credit) • Writing training Literature study (2 credits) | <ul style="list-style-type: none"> • Research proposal • Literature study • Report research results • Publications reputable journal |
| Dissemination skills and development <i>Knowledge dissemination/development skills</i> Minimum 5 credits | <ul style="list-style-type: none"> • Research dissemination training / <i>research in context - advanced</i> (2 credits) • Speaker / presenter seminar / <i>brown bag</i> seminar / internal conference Unpad (1 credit) • National seminar/conference <i>speaker/presenter</i> (2 credits) • International seminar/conference <i>speaker/presenter</i> (2 credits) • <i>Summer school</i> that relevant to research (2 credits) | <ul style="list-style-type: none"> • Proceedings • <i>Book chapter</i> • Publications reputable journal • Opinion mass media • Membership of scientific/professional organizations |

| | | |
|--|---|--|
| Personal Development Skills <i>Personal development skills</i> Minimum 2 credits | <ul style="list-style-type: none"> • Training method teaching and mentoring (2 credits) • Lecture assistance (2 credits) • Providing tutorials (2 credits) • Giving public lecture/guest lecture (2 credits) • Training on communicating results research to the community/public/government. • Entrepreneurship training (2 credits) • Research assistant (2 credits) | <ul style="list-style-type: none"> • Assessment assignment / exam / scientific work • Syllabus / RPS • <i>Course materials</i> • Products entrepreneurial outcomes • Academic paper for policy/regulation. • Membership of scientific/professional organizations |
|--|---|--|

Table 1 - Doctoral Qualification Program Components

- d. The selection of Doctoral qualification program components as mentioned in point a, is carried out based on the recommendation or approval of the Chief Promoter and the Head of the Study Program;

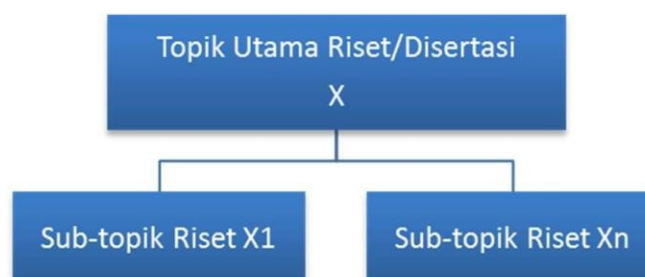
L. Preparation of Final Scientific Paper

1. Definition

- The final scientific work of Doctoral Education students is made in the form of a dissertation;
- The dissertation as referred to in point a, can be in the form of a report and discussion of the research conducted, or in the form of a book of a collection of scientific articles produced during S3 education.
- The final scientific work of Doctoral Education students is made based on the results of research using scientific methods and principles;
- The final scientific work of Doctoral Education students must have useful value for the development of science, both theory/concept and application;
- The originality of the final scientific work must be stated in a stamped letter and accompanied by a letter of validation of the originality of the dissertation issued by the Faculty / Postgraduate School using anti-plagiarism software;
- The final scientific work of Doctoral Education students is permitted to be submitted after the student has had a minimum of 1 (one) *published* publication;
- The structure and style of dissertation writing, such as *outline*, citation writing, notes (*footnote* or *running note*), bibliography, follow the writing guidelines that apply in each Faculty / Graduate School respectively.

2. Linkage of Final Scientific Work with Scientific Articles

- Students write a final scientific paper in accordance with UR and based on research results that are published as scientific articles in reputable international journals.
- The final scientific research topic (X), consists of (can be divided into) several sub-topics X1, and Xn;



SEQ Diagram * ARABIC 1 - Research Topic

- c. Sub-topic Research X1, generate article scientific on reputable international journal with "topic/issue" X1;
- d. Sub-topic research Xn, generated article scientific article on reputable international journal with "topic/issue" Xn;
- e. The synthesis of the three researches can result in one scientific article in a reputable international journal with "topic/issue" X;
- f. The scientific articles written (X1, Xn) are derived from the main idea contained in X.

M. Mentoring

- 1. Guidance is carried out by the Promoter Team from the time the Decree of the Dean of the Faculty / Postgraduate School is issued in the first semester until the completion of the research.
- 2. The joint guidance and review process of the UR draft by the entire promoter team is at least carried out 4 times in 1 semester and must be recorded in the study progress book (*log book*).
- 3. The Chief Promoter is required to report the progress of student studies to the Head of Study Program at the end of each semester through the reporting mechanism established by the University.

N. Research Proposal Seminar (SUR)

- 1. SUR is a student research plan in the context of preparing a dissertation. SUR is an open scientific forum that can be attended by students and lecturers.
- 2. SUR can be proposed for implementation after the S-3 students fulfill the following requirements:
 - a. Has had a total of 8 meetings of guidance
 - b. Conduct a Research Proposal Pre-Seminar attended by the promoter team 2 times
 - c. Submit proof of the latest TOEFL Test (if TOEFL score has not reached 500)
- 3. If students have not registered SUR until the midterm period III (third), the Head of Study Program will give a warning letter.
- 4. SUR is conducted no later than the end of semester IV (four).
- 5. Students who do not or have not carried out SUR until the end of semester IV (four) are declared not to have graduated and cannot continue their studies.
- 6. SUR Assessment
 - a. SUR aims to evaluate the feasibility and provide suggestions for improvement of the Research Proposal (UR);
 - b. The SUR is held in a panel led by the Chairperson of the Promoter and may be attended by the Promoter Team and 3 (three) other lecturers as the Discussion Team;
 - c. At the end of the SUR, the Promoter and Reviewer Team provide a SUR eligibility assessment score with a range of 0-100 which will be converted to Quality Letter (HM):

| Final Grade | Quality Letter | Quality Score |
|-----------------------|----------------|---------------|
| $80 \leq NA \leq 100$ | A | 4 |
| $68 \leq NA \leq 80$ | B | 3 |

- d. If the score is below 68, the student must repeat the SUR.
- 7. Students are declared unable to continue their studies if they do not pass the SUR for the second time.

O. Research and Writing Scientific Articles

- 1. Students who have passed the SUR, then make improvements to the UR to obtain approval from the Promoter Team to conduct research.
- 2. During the research process, students write a minimum of 1 (one) scientific article

- with topics that are relevant to dissertation research.
3. Students submit scientific articles to reputable international scientific journals with the approval of the Promoters who will act as *co-authors*, by listing Unpad institutions.
 4. The weight of scientific article publications in reputable international journals is set at 9 (nine) credits, with a Quality Letter (HM) assessment score as follows:

| Journal index | Quality Letter | Quality Score |
|--|----------------|---------------|
| 1 (one) paper <i>published</i> in Q1 or Q2 journals or Web of Science (WoS) with impact <i>factor</i> or 2 (two) papers each <i>published</i> and <i>accepted</i> in Q3 journals | Ah | 4 |
| 1 (one) paper published in Q3 journal | B | 3 |

P. Research Result Seminar (SHR)

1. SHR is a seminar held after students carry out research in the context of preparing a dissertation.
2. SHR is an open scientific forum that can be attended by students and lecturers.
3. Students further discuss with the Promoter Team (Chair and Promoter Members) to write a research report, and then students with the permission of the Chair of Promoters take SHR.
4. SHR Assessment
 - a. SHR aims to evaluate the feasibility and provide suggestions for improvement of research results;
 - b. SHR is held in a panel led by the Chief Promoter and can be attended by the Promoter Team and 3 (three) other lecturers as the Discussion Team;
 - c. At the end of the SHR, the Promoter and Reviewer Team provide a score for the SHR eligibility assessment with a range of 0-100;
 - d. Students are declared eligible to advance to the Dissertation Manuscript Review (PND) stage if they get an average final score of at least 68;
 - e. Students improve the dissertation manuscript based on input from the Discussion Team. Improvements to the dissertation manuscript are discussed with and approved and given a final score by the Promoter Team;
 - f. After approval from the Promoter Team, students are entitled to participate in the PND.

Q. Dissertation Manuscript Review (PND)

1. Dissertation manuscripts that have been completed and approved by the Promoter Team are submitted by students for further review by the Review Team.
2. Based on the proposal of the Chief Promoter and the approval of the Head of Study Program, the Dean assigns 3 (three) lecturers who become the Dissertation Manuscript Review Team to review the feasibility of the dissertation manuscript for a maximum of 1 (one) month.
3. The review team scores the eligibility assessment of the dissertation manuscript with a range of 0-100.
4. Students are declared entitled to advance to the Doctoral Promotion Session (SPD) stage if they get an average final score of at least 68.
5. Students improve the dissertation manuscript based on input from the Review Team. Improvements to the dissertation manuscript are discussed with and approved by the Promoter Team.
6. After receiving approval from the Promoter Team, students are entitled to participate in the SPD.

R. Doctoral Promotion Session (SPD)

1. SPD Requirements

Doctoral Program students can take SPD if they have met the following requirements:

- a. Have conducted PND and passed with a score of ≥ 68 ;
- b. Submit proof of publication of at least 1 (one) research article that has been published in a reputable international journal.
- c. The scientific article referred to in point (b) is a scientific article written as the first author during the Doctoral Program and is part of the dissertation which is a requirement for graduation from Doctoral Education.
- d. Reputable international journals as referred to in point (b) are Scopus indexed international journals with a minimum quartile 3 (Q3) and/or *Web of Science* (WoS) impact factor (not *discontinued* when the paper is published).
- e. Improve the dissertation manuscript based on the review conducted by the Review Team. Improvements to the dissertation manuscript are discussed with and approved by the Promoter Team;
- f. After receiving approval from the Promoter Team, students are entitled to participate in the SPD.

2. SPD Implementation

- a. SPD is carried out openly for the scientific community and the public to know about the eligibility of students to obtain a Doctoral degree in accordance with their scientific discipline. SPD can be attended by family, relatives, students, academic community and other members of the public who are specifically invited;
- b. The SPD Committee is determined by a Decree of the Dean of the Faculty / Postgraduate School on behalf of the Chancellor, consisting of:
 - 1) Chairman and Secretary;
 - 2) 3 (three) Promoters;
 - 3) 3 (three) Expert Oponents, one of whom is an *external examiner*;
 - 4) 1 (one) Representation of Unpad Professors who are still active.
- c. SPD leader. is:
 - 1) The Chairperson of the Session is at least the Chairperson of the relevant Doctoral Study Program, who presides over the session on behalf of the Rector of Unpad;
 - 2) The Secretary is at least one of the promoter team.
- d. Duties of SPD Leader and Examiners Team (Promoter Team, Expert Oponent Team, and Representation of Unpad Professors):
 - 1) The presiding officer is in charge of guiding the entire session;
 - 2) The Promoter Team is not only tasked with delivering students to account for their dissertation before the Examination Team but also providing an assessment of the student's academic performance;
 - 3) The Examination Team (Expert Oponent Team and Representation of Unpad Professors in similar science clusters with student research fields) is tasked with providing a comprehensive assessment of student academic performance.
- e. Students attend the SPD at a predetermined time, and the final dissertation manuscript must have been bound in a yellow hard cover, and submitted to the SPD Leader, Promoter Team, Expert Opponent Team and Unpad Professor Representation at least 1 (one) week before the SPD implementation;
- f. After the SPD and the student has passed, there is no further improvement of the dissertation manuscript;
- g. SPD lasts a maximum of 2 (two) hours;
- h. The order of the SPD program is as follows:
 - 1) Introductory remarks from the Chief Promoter on the background and feasibility of the student's dissertation to be defended in front of the SPD;
 - 2) Submission of dissertation summaries by students;
 - 3) Team Promoter submit form accountability

Scientific research related to the substance of the research in accordance with the time allocation agreed by the SPD Committee;

- 4) The Examination Team (Expert Opponent Team and Representation of Unpad Professors) delivered questions and rebuttals to students in accordance with the time allocation agreed by the SPD Committee;
 - 5) Q&A is neither polemical nor guidance;
 - 6) After the trial is completed, an SPD Committee Meeting is held to assess the student's eligibility to become a Doctor and the announcement of the SPD exam results;
 - 7) After the announcement of the SPD exam results, the Promoter Team conveyed messages, impressions, and hopes to the new Doctor;
 - 8) Submission of SPD Certificate of Completion, signed by the Chairman of the Session and the Chief Promoter;
 - 9) Submission of an expression of gratitude from the new doctor regarding the completion of Doctoral Education at Unpad;
 - 10) The SPD hearing is closed.
3. SPD Assessment
- a. The SPD assessment is based on the presentation, questions and answers and the submitted dissertation manuscript;
 - b. The Promoter Team and Expert Oponent Team as well as the Unpad Professor Representation gave an overall score for the presentation, question and answer and dissertation manuscript by giving a score between 68-100;
 - c. The average score of the Promoter Team and the average score of the Expert Oponent Team and Representation of Unpad Professors are summed up, then divided by 2 (two) to become the average final SPD score;
 - d. Convert NA into HM and AM using the following guidelines:

| Final Grade | Quality Letter | Quality Score |
|-----------------------|----------------|---------------|
| $80 \leq NA \leq 100$ | A | 4 |
| $68 \leq NA \leq 80$ | B | 3 |

4. In conditions of public health emergencies, the implementation of teaching and learning activities for courses in the Doctoral program can be carried out using electronic media / *teleconference* while still referring to the Semester Credit Unit (SKS) system and oriented towards achieving learning quality.
- a. The implementation of the Doctoral Program Session is divided into two groups:
 1. Implementation of the Doctoral Program trial led by the Head of the Study Program
 - a. The Research Proposal Session (SUR), Research Result Session (SHR) or Dissertation Manuscript Review (PND) for Doctoral Program Students is officially opened by the Head of the Study Program in accordance with applicable regulations;
 - b. Before the Research Proposal Session (SUR), Research Result Session (SHR) or Dissertation Manuscript Review (PND) is held, the Head of the Study Program checks both physically and *virtually the* presence of students participating in the trial. SUR, SHR or PND are held in a panel led by the Head of Study Program attended by Promoters and expert oponents (for SUR), as well as Professor representation (for SHR and PND);
 - c. SUR, SHR or PND is officially opened after meeting the quorum and the hearing is held in a panel that is physically attended at the *place/venue* or attended *remotely/virtually* with the provisions of SUR, SHR, or PND led by the Head of the Study Program who opens the hearing and can be attended by the Promoter Team and 3 (three) other lecturers as the Discussion Team;
 - d. Parties who are physically present at the *venue are* only possible if the number is small and must pay attention to *physical distancing* and health protocols determined by the government.
 - e. *The Main Screen* in the courtroom is used to display presentations from students participating in the trial.

can also be viewed by Promoters, expert opponents, and Professor representations *remotely/virtually* in the electronic media they use;

- f. At the end of the SUR, SHR or PND, the Promoter Team, expert exponents, and Professor representation provide a score for the SUR, SHR or PND eligibility assessment with a range of 0-100. The score of the exam results is submitted through electronic media, such as email or *text message* by filling in the form that has been determined by the rules for further processing according to applicable regulations.
 - g. Students are declared entitled to advance to the Doctoral Promotion Session (SPD) stage if they get an average final score according to applicable rules.
- 2) Implementation of the Doctoral Program trial led by the Dean
- a. The Doctoral Promotion Session (SPD) in principle is carried out to make the scientific and general public aware of the eligibility of students to obtain a Doctoral degree in accordance with their scientific discipline. The implementation is officially opened by the Dean after fulfilling the quorum and the trial is held in a panel that is physically attended at the place / *venue* or attended remotely / *virtually in* accordance with applicable regulations.
 - b. SPD can be attended by invitees, however, physical presence at the *venue is* only possible if the number of attendees is small and must comply with *physical distancing* and health protocols set by the government.
 - c. *The Main Screen* in the courtroom is used to display presentations from students participating in the trial which can also be seen by Promoters, expert opponents, and Professor representations remotely / *virtually* in the electronic media they use;
 - d. At the end of the SPD, the Promoter Team, expert exponents, and Professor representation provide a score for the SUR, SHR or PND eligibility assessment with a range of 0-100. The score of the exam results is submitted through electronic media, such as email or *text message* by filling in the form that has been determined by the rules for further processing according to applicable regulations.
 - e. Implementation, Assessment of Results and SPD Judiciary are determined in accordance with applicable regulations."

5. Judiciary

- a. Graduation is based on the student's GPA as follows:

| Quality Score | Judiciary |
|---------------|-------------------------------------|
| 3,00-3,50 | Satisfactory |
| 3,51-3,75 | Very Satisfactory |
| 3,76-4,00 | Praise (with additional conditions) |

- b. The "Commendation" graduation predicate, has other additional requirements, namely:
 - 1) The study period does not exceed 8 (eight) semesters;
 - 2) Have had at least:
 - a) 1 (one) scientific article that has been *published* in a journal with a Web of Science (WoS) impact factor (not *discontinued* at the time of SPD); or
 - b) 1 (one) scientific article that has been *published* and 1 (one) scientific article with *accepted* status in a reputable international journal indexed by Scopus at a minimum of quartile 2 (Q2) (not *discontinued* at the time of SPD);
 - 3) Not repeating studies in the same study program at Unpad.
- c. Students who fulfill the "Praise" judicium, but do not meet the additional requirements in accordance with point b , then the judicium

graduation is only set at "Highly Satisfactory".

S. Fashion Management at SPD

1. At the time of the SPD, the SPD Committee held the position:
 - a. Professor, wearing toga, beret, and necklace in accordance with the attributes of Unpad Professors;
 - b. Professors from outside Unpad, can wear toga and beret and necklace in accordance with the attributes of the University of origin or if necessary can use toga, beret and necklace Unpad Professors;
 - c. The Promoter and Examiner Team who do not yet have the title of Professor, wear a toga and beret without wearing a Professor's necklace.
2. At SPD time, male students wear suits, dark pants and ties, while female students adjust.

T. Conducting the Session during the Emergency Period

In conditions of public health emergencies, the implementation of teaching and learning activities for courses in the Doctoral program can be carried out using electronic media / *teleconference* while still referring to the Semester Credit Unit (SKS) system and oriented towards achieving learning quality.

The implementation of the Doctoral Program Session is divided into two groups:

1. Implementation of the Doctoral Program trial led by the Head of the Study Program
 - a. The Research Proposal Session (SUR), Research Result Session (SHR) or Dissertation Manuscript Review (PND) for Doctoral Program Students is officially opened by the Head of the Study Program in accordance with applicable regulations;
 - b. Before the Research Proposal Session (SUR), Research Result Session (SHR) or Dissertation Manuscript Review (PND) is held, the Head of the Study Program checks both physically and *virtually the* presence of students participating in the trial. SUR, SHR or PND are held in a panel led by the Head of Study Program attended by Promoters and expert opponents (for SUR), as well as Professor representation (for SHR and PND);
 - c. SUR, SHR or PND is officially opened after meeting the quorum and the hearing is held in a panel that is physically attended at the *place/venue* or attended *remotely/virtually* with the provisions of SUR, SHR, or PND led by the Head of the Study Program who opens the hearing and can be attended by the Promoter Team and 3 (three) other lecturers as the Discussion Team;
 - d. Parties who are physically present at the hearing *venue are* only possible if the number is small and must pay attention to *physical distancing* and health protocols determined by the government.
 - e. *The Main Screen* in the courtroom is used to display presentations from students participating in the trial which can also be seen by Promoters, expert opponents, and Professor representations remotely / *virtually* in the electronic media they use;
 - f. At the end of the SUR, SHR or PND, the Promoter Team, expert exponents, and Professor representation provide a score for the SUR, SHR or PND eligibility assessment with a range of 0-100. The score of the exam results is submitted through electronic media, such as email or *text message* by filling in the form that has been determined by the rules for further processing according to applicable regulations.
 - g. Students are declared entitled to advance to the Doctoral Promotion Session (SPD) stage if they get an average final score according to applicable rules.
2. Implementation of the Doctoral Program trial led by the Dean
 - a. The Doctoral Promotion Session (SPD) in principle is carried out to make the scientific and general public aware of the student's eligibility.

- get a Doctoral degree in accordance with their scientific discipline. The implementation is officially opened by the Dean after fulfilling the quorum and the trial is held in a panel that is physically attended at the place / *venue* or attended remotely / *virtually* in accordance with applicable regulations.
- b. SPD can be attended by invitees, however, physical presence at the *venue* is only possible if the number of attendees is small and must comply with *physical distancing* and health protocols set by the government.
 - c. *The Main Screen* in the courtroom is used to display presentations from students participating in the trial which can also be seen by Promoters, expert opponents, and Professor representations remotely / *virtually* in the electronic media they use;
 - d. At the end of the SPD, the Promoter Team, expert exponents, and Professor representation provide a score for the SUR, SHR or PND eligibility assessment with a range of 0-100. The score of the exam results is submitted through electronic media, such as email or *text message* by filling in the form that has been determined by the rules for further processing according to applicable regulations.
 - e. Implementation, Assessment of Results and SPD Judiciary are determined in accordance with applicable regulations."

U. Academic Alerts

Academic warnings are given to students who:

1. To 1 (one) semester neglecting administrative obligations (not re-registering);
2. At the end of semester III (three), the SUR has not been conducted;
3. Do not or have not had 1 (one) scientific article that has been submitted to a reputable international journal at the end of semester XII (twelve).

V. Termination of Study

Termination of study (*drop out*) means that students are expelled from Doctoral Education due to the following matters:

1. Not filling KRS 2 (two) consecutive semesters or separately;
2. Stopping (not herregistering) studies 2 (two) consecutive semesters and/or time separately;
3. Not having done SUR at the end of semester IV (four) or not passing SUR for the second time;
4. Do not or have not had 1 (one) scientific article in a reputable international journal *accepted* at the end of semester XIV (fourteen);
5. Doing things that are defaming the alma mater (Unpad), committing plagiarism, and/or violating scientific ethics.

W. Academic Sanctions

1. Academic sanctions are imposed on students who commit disgraceful acts in the teaching and learning process, both academic and non-academic, or violate the law, and/or commit immoral acts.
2. Determination of academic sanctions for certain cases (data plagiarism, discussion plagiarism, not mentioning sources, norms and ethics) is determined based on proposals from the Faculty / Postgraduate School Team.
3. The handling of plagiarism cases refers to the applicable regulations at Unpad and the applicable laws and regulations.
4. Types of academic sanctions are determined based on applicable laws and regulations by the Advisory Commission consisting of:
 - a. university representatives (Rector/Vice Rector for Academic and Student Affairs/Director of Education and Internationalization); and
 - b. representatives of the institution that organizes Doctoral Education (Dean of the Faculty / Postgraduate School, Deputy Dean, Chair / Secretary of the Doctoral Study Program, and Chair of the Promoter).
5. The results of the Advisory Commission agreement are then followed up with

signing of the Minutes as the basis for making a decision.

X. Diplomas, Graduations and Academic Degrees

1. Doctoral Education students who have been declared graduated to obtain a Certificate of Graduation, Academic Transcripts, and Diplomas, are required:
 - a. Submit *hard copy* and *soft copy* of dissertation;
 - b. Submit a letter of introduction that has completed the administration from the Doctoral Program.
2. Graduates can attend graduation if they have fulfilled the obligations as listed in point 1.
3. Diplomas and Academic Transcripts will be submitted 1 (one) week after graduation at the Unpad Integrated Service Center.
4. Graduates of Doctoral Education are given the right to use the academic title Doctor, abbreviated as Dr., which is placed in front of the name, since they are declared to have passed the Doctoral Promotion Session (SPD).
5. The academic degree of the Doctoral Education graduates pursued, in accordance with the Decree of the Rector of Padjadjaran University.

Y. Proof of Submission of Scientific Publications

1. Scientific work as a requirement for graduation and graduation "Praise".
1 (one) proof of publication of scientific articles from international journals in accordance with the requirements, in the form of writings that are part of the dissertation, can be in the form of: proof of reprint or *soft copy* along with the URL, or website address that can be accessed *online*, or *letter of acceptance*.
2. Scientific work as a graduation requirement:
1 (one) proof of publication of scientific articles from reputable international journals in accordance with the requirements, in the form of writings that are part of the dissertation, can be in the form of proof of *reprinting soft copies* of scientific articles from reputable international journals along with their URLs or website addresses that can be accessed *online*.

Z. Postgraduate Education *Ad Hoc* Committee

1. Each Faculty and Graduate School must have an *Ad Hoc* Committee. Postgraduate Education (KAPP).
2. KAPP has the function of ensuring the implementation of a quality postgraduate education process in accordance with these guidelines.
3. KAPP has the duty to assess at least:
 - a. Journal quality for student publications;
 - b. Graduation process; and
 - c. The process of granting graduation.
4. KAPP consists of at least:
 - a. Dean/Deputy Dean for Learning, Student Affairs and Research;
 - b. Head of Study Program; and
 - c. Department Representative.
5. Further provisions regarding KAPP are regulated in the Rector's Decree.

REKTOR,

Copy in accordance with the original

TTD

Direktur Tata Kelola, Legal and
Corporation

Cor



an University

RINA INDIASTUTI

Isis Ikh
Isis Ikhwansyah