

Appendix 4

REQUIREMENTS FOR TAKING THE EXAM Rector Regulation No. 46/ 2016

Requirements for participating in learning activities:

1. Students are allowed to take part in learning activities if students have:
 - a. Have a Student Identity Card (KTM) that is valid for the semester concerned;
 - b. Make KRS for the semester in question and have been signed by students, lecturers, guardians, and SBPK;
 - c. Registered in the DHMD (Student and Lecturer Attendance List) of the semester concerned.
2. When participating in learning activities, students must have a DHMD which must be checked by the lecturer in charge of the course.

Exam Requirements :

Students are allowed to take the exam if they meet the following requirements :

1. Registered as a student in the semester concerned.
2. Meet all administrative requirements set by the Faculty.
3. At least 80% (eighty percent) of the activities of 16 (sixteen) weeks of lectures in the semester concerned and/or participating in all activities of 100% (one hundred percent) of lab practicums, job opportunities, seminars, or similar activities
4. To take the exam, students are required to show a Student Identity Card (KTM) valid for the semester concerned.
5. To take the final educational exam (Comprehensive Examination, Thesis Examination, Doctoral Promotion Session, or similar activities), students must have met the requirements below:
 - a. Pass all the Faculties/Prodi courses taken (meet the required cumulative learning load);
 - b. Have prepared and written a Thesis (which has been declared 'fit for testing' by the Supervisor), completed writing a Thesis (for Masters Education) or Dissertation (for Doctoral Education), or similar activities;
 - c. Have completed the administrative requirements set by the University and the Faculty.