



EDISI REVISI 2

PEDOMAN AKADEMIK

UNIVERSITAS MUHAMMADIYAH MAKASSAR

Tahun 2021 / 2022



DRAFTING TEAM:

Rector Decree No: 257 TAHUN 1442 H/ 2021 M

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DECREE

RECTOR OF UNIVERSITAS MUHAMMADIYAH MAKASSAR

NUMBER : 302 1442 H/ 2021 M

Concerning

YEAR ACADEMIC MANUAL 2021/2022 MAKASSAR

MUHAMMADIYAH UNIVERSITY

RECTOR OF MAKASSAR MUHAMMADIYAH UNIVERSITY

- Weigh : 1. That in the framework of the Makassar Muhammadiyah University stakeholders understanding academics as a whole, it is deemed necessary to have an Academic Manual.
2. That in order to support the smooth running of the teaching and learning process, it is therefore deemed necessary to issue an Academic Handbook which can be used as a guide for students, lecturers and staff.
- Remember : 1. Law Number: 20 of 2003 concerning the National Education System.
2. Law of the Republic of Indonesia Number: 12 of 2012 dated 10 August 2012 concerning Higher Education
3. Muhammadiyah Central Leadership Guidelines Number 02/PED/1.0/B/2012 dated 24 J.Initial 1433H/16 April 2012M Concerning Muhammadiyah Higher Education
4. Statutes of the Universitas Muhammadiyah Makassar in 2016
5. Rector's Regulation Number 276 of 1442 H/ 2021 M, Concerning Universitas Muhammadiyah Makassar Academic Regulations
6. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 dated 28 January 2020 concerning National Higher Education Standards
7. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 5 of 2020 dated 28 January 2020 concerning Accreditation of Study Programs and Higher Education
8. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 6 of 2020 dated January 28 2020 concerning Admission of New Students for Undergraduate Programs at State Universities
- Notice : General briefing of the Muhammadiyah Central Leadership Diktilitbang Council in the event on April 6 2018.



**MAJELIS PENDIDIKAN TINGGI PIMPINAN PUSAT MUHAMMADIYAH
UNIVERSITAS MUHAMMADIYAH MAKASSAR**

Alamat : Jalan Sultan Alauddin No. 259, Makassar, Sulawesi Selatan. 90222

<http://www.unismuh.ac.id>



By seeking Hidayah Allah SWT
Decide

Decide

- First : Establish Academic Guidelines for the Universitas Muhammadiyah Makassar for 2021/2022 as attached
- Second : All provisions or rules contained in these Academic Guidelines are binding for Lecturers, Employees and Students
- Third : Rectors Decree Number 107 of 1441 H/2020 M concerning Academic Guidelines for 2020/2021 is no longer valid after the publication of these academic guidelines.
- Fourth : This Rector's Decree comes into effect from the date of stipulation.
- Fifth : If it turns out that in the future there is an error in this Decree, changes can be made accordingly

Ditetapkan di: Makassar

Pada tanggal: 10 Muharram 1443 H
19 Agustus 2021 M



Rektor,
Prof. Dr. H. Ambo Asse, M.Ag
NBM. 554 605

Copy of letter :

1. Head of Unismuh Advisory Board Unismuh Makassar
2. Each Dean in Unismuh Makassar
3. Director of the Postgraduate Program Unismuh Makassar
4. Head of Student Academic Administration and Information System Bureau, General Administration, Finance, and Resource Buerau and each Institution in Unismuh Makassar
5. Each Head of Study Program in Unismuh Makassar
6. Archive

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THE MEANING OF THE SYMBOL

- **Logo**

The colour of Makassar Muhammadiyah University Logo is sky blue in the form of a pentagon with a frame, inside are pictures of rice, cotton, and the Muhammadiyah symbol, the words UNIVERSITAS MUHAMMADIYAH MAKASSAR encircle the Muhammadiyah symbol and rice and cotton, and the words "UNISMUH Makassar" next to the logo as shown below:



with meaning:

- a. *The painting of Sun*, is a space object created by Allah SWT, its light is very useful for the life of all His creatures. Muhammadiyah Association describes its movement as like the sun with its rays which always provide benefits for life and human life.
- b. *The word "Muhammadiyah"* in Arabic script, namely the name Muhammadiyah Association.
- c. *The two sentences of the shahada* in Arabic script mean light in the form of belief that there is no god but Allah and that the Prophet Muhammad is the Messenger of Allah. This belief is a fundamental creed for every Muslim. Thus Persyarikatan Muhammadiyah calls on mankind to consciously embrace Islam and become helpers and adherents of Islam.
- d. *The painting of rice and cotton*, consisting of 19 and 12 combined stalks of the two, show the year the Muhammadiyah Association was founded in Indonesia which also means a symbol of prosperity and prosperity which is the aspiration of the Indonesian people.
- e. *The sentence of Universitas Muhammadiyah Makassar* is a higher education institution belonging to Muhammadiyah Association.

- f. *The pentagonal circle* is a symbol and the State Philosophy of Pancasila.
- g. *The writing of Unismuh* is an abbreviation of the Universitas Muhammadiyah Makassar, which is the city of domicile and birth.
- h. The blue color of the sky means peace and the black writing UNISMUH Makassar means depth of knowledge.



BAB I PENDAHULUAN

BAB I. INTRODUCTION

A. A Brief History of the Universitas Muhammadiyah Makassar

Universitas Muhammadiyah (Unismuh) Makassar was established on June 19, 1963 as a branch of the Universitas Muhammadiyah Jakarta. The establishment of this university is a realization of the results of the 23rd South and Southeast Sulawesi Muhammadiyah Regional Conference in Bantaeng Regency.

The establishment was supported by Muhammadiyah Association as an organization engaged in education and teaching, preaching amar ma'ruf nahi munkar, with letter Number: E-6/098/1963 dated 22 Jumadil Akhir 1394 H/12 July 1963 M. Deed of establishment by notary R. Sinojo Wongsowidjojo based on Number: 71 dated June 19, 1963. Unismuh Makassar was declared a registered private university since October 1, 1965.

At the beginning of its establishment, this university opened two faculties, namely the Faculty of Education and Teacher Training (using the same curriculum as IKIP Makassar) and the Tarbiyah Faculty (using the same curriculum as IAIN Alauddin Makassar). The two existing faculties continue to be developed by opening branches in several districts/cities in South Sulawesi. Branches for FKIP are in the districts of Bone, Bulukumba, Sidrap, Enrekang and Pare-Pare. All of these branches are currently standing independently as the College of Teaching and Education (STKIP), Alhamdulillah STKIP Pare-pare has become the Universitas Muhammadiyah Pare-Pare (UMPAR), STKIP Bulukumba has become the Universitas Muhammadiyah Bulukumba, STKIP Sidrap and STISIP Sidrap have become Universitas Muhammadiyah Sidenreng Rappang. Meanwhile, branches of the Tarbiyah Faculty which were opened in Jeneponto, Sinjai, Enrekang, Maros and Pangkep Regencies have been established independently, Universitas Muhammadiyah Makassar is currently concentrating on implementing education in Makassar.

Muhammadiyah Higher Education (PTM) has a very big task and role for religion, nation and state, both in the present and in the future. As one of the PTMs in Eastern Indonesia, he was embedded with an educational culture which was passed down as Muhammadiyah's charity work. Universitas

Makassar Muhammadiyah now has significant potential; sufficient capital, and broad access. Sufficient capital, reflected in efforts to encourage the growth of endowment funds, increased assets, and broad access is evidenced by the increasingly strong internal network between PTM and Muhammadiyah Organization Leaders from all levels starting from the branch, to the Central Executive. Expansion of external cooperation both to educational, bureaucratic, economic, and social institutions both at home and abroad.

B. Vision and Mision

1. Vision

The vision statement of the Universitas Muhammadiyah Makassar is as follows. " To Become a Leading, Excellent, Trusted, and Independent Islamic Higher Education University in 2036".

The vision statement implies that:

Islamic Higher Education is interpreted as a Muhammadiyah charity business that is engaged in da'wah and amar ma'ruf nahi munkar. Thus the Universitas Muhammadiyah Makassar as a higher education institution in developing science, technology and art is always oriented towards the development of Islamic values within the framework of the Unitary State of the Republic of Indonesia (NKRI) based on Pancasila and the 1945 Constitution.

Trusted means that Universitas Muhammadiyah Makassar always tries to maintain the image of Muhammadiyah, especially in the field of education, namely fulfilling the community's mandate in organizing the Muhammadiyah Higher Education Catur Dharma so that the Universitas Muhammadiyah Makassar becomes the community's first choice.

Superior has a substantive meaning of high competitive value. The excellence of the Universitas Muhammadiyah Makassar will be developed through substantial academic activities that can be competed both nationally and internationally. The advantages developed lead to six areas of excellence, namely; (1) Education, (2) Research, (3) Devotion to Community, (4) Student Affairs, (5) Institutional, and (6) Al Islam Kemuhammadiyahahan. Each field is encouraged to have specific

advantages so that it has a high competitive value

Independent is interpreted as a university that is able to manage and develop itself in realizing prosperity for the entire academic community, alumni, community, nation and state.

Prominent has the meaning as a noble goal that is planned and directed to (1) maintain the trust of the Universitas Muhammadiyah Makassar academic community, alumni, and the wider community that Universitas Muhammadiyah Makassar is the right place to: study, develop, and disseminate it, as well as a place serving and worshipping Allah SWT. (2) achieve excellence in the process of implementing the Muhammadiyah Higher Education Catur Dharma, and (3) realize self-reliance in managing and self-development, and being able to prosper the entire academic community of Universitas Muhammadiyah Makassar, alumni, society, nation and country.

2. Mission

The mission carried out in the process of organizing higher education at the Universitas Muhammadiyah Makassar, as follows:

1. To increase faith and devotion to Allah SWT through the Study, Development, and Practice of Al Islam Kemuhammadiyah.
2. To organize quality education and learning.
3. To conduct innovative, creative, excellent, and competitive research.
4. To carry out effective service to the community.
5. To foster an entrepreneurial spirit for the academic community and alumni.

C. Objectives

Referring to the vision and mission above, the objectives of Universitas Muhammadiyah Makassar are formulated as follows:

1. To realize the implementation of education and learning with good governance to produce graduates who are leading, excellent, trusted, and Independent Muslims who are internationally competitive

2. To realize innovative, creative, and competitive research to solve national strategic issues of the Sustainable Development Goals (SDGs).
 3. To realize efficient service governance in solving national strategic issues of the Sustainable Development Goals (SDGs).
 4. To realize an entrepreneurial spirit for the academic community and alumni at Unismuh Makassar
 5. To realize the development of an excellent academic community that can create, practice, develop, and disseminate knowledge, technology, and art to advance Islamic civilization.
- (1) The general objective of the University is to prepare Muslim Human Resources who have faith and are devoted to Allah SWT, have a noble character and academic ability and professional ability as well as charity towards the realization of a truly Islamic society.
- (2) The specific objectives of the University are :
- a. To improve the quality and quantity of education and learning.
 - b. To develop innovative, creative, excellent, and competitive research
 - c. To develop practical service activities for the community.
 - d. To foster an entrepreneurial spirit for the academic community and alumni.
 - e. To create, practice, develop, and disseminate science, technology, and art to advance Islamic civilization toward the welfare of mankind.

D. Target

The goals, indicators, targets and strategies for achieving them are grouped into five areas as follows:

1. Institutional Sector
2. Academic Sector
3. Human Resources, Finance and Administration
4. Student Affairs, and
5. Cadres, Development of Al-Islam and Kemuhammadiyahhan (AIK) and Cooperation.

Targets and achievement strategies are formulated with reference to the goals set:

1. Achievement and Recognition of Quality Management with achievement strategies:

- a. Facilitate the increase in obtaining Study Program accreditation
- b. Excellent service improvement program in each work unit
2. Improving governance and institutional capacity towards a superior and leading university with an achievement strategy, through programs:
 - a. Improvement of Islamic campus environmental governance
 - b. Formation and strengthening of quality assurance institutions
 - c. Improvement of academic administration governance
 - d. Improvement of financial administration governance
 - e. Planning campus facilities and infrastructure
 - f. Procurement of campus facilities and infrastructure
3. Increasing the relevance and contribution of universities to the needs of society with achievement strategies, through programs:
 - a. Opening and developing new study programs
 - b. Opening and developing professional programs
4. Improving the Quality of Learning with achievement strategies, through the program:
 - a. Gradually achieving the ideal ratio of lecturers and students
 - b. Increasing the academic qualifications of lecturers to doctoral degrees
 - c. Increasing the quantity of learning tools
 - d. Learning curriculum development
 - e. Improving the quality of learning
 - f. Strengthening the role of internal auditors
5. Increasing the quantity and quality of research with achievement strategies, through programs:
 - a. Development of scientific work of lecturers and students
 - b. Increasing the quantity of research themes
 - c. Publishing scientific journals in each study program
6. Increasing the quantity and quality of community service with achievement strategies, through programs:
 - a. Professional work lectures for students
 - b. Muballigh emigrated
 - c. Built village
 - d. Preservation of the educational forest
 - e. Free education (darul fallah bissoloro Islamic boarding school)

7. Improvement of Lecturer Academic and Professional Competence with achievement strategies, through the program:
 - a. Provision of further study facility support for lecturers
 - b. Provision of further study facility support for outstanding alumni
 - c. Lecturer competency improvement
8. Improving the quality of financial governance with achievement strategies, through programs:
 - a. Refinement of Standard Operational Procedure (SOP) documents for financial management.
 - b. Preparation of financial reporting.
 - c. Improving the quality of planning, financial, asset and accounting information systems.
9. Increasing the competence of educational staff/employees with achievement strategies, through programs:
 - a. Improvement of functional competence
 - b. Services in accordance with professional principles
10. Improving academic facilities, academic administrative services, student affairs, and a conducive campus environment with achievement strategies, through programs:
 - a. Revision of the master plan and its implementation.
 - b. Expansion of physical development
 - c. Increase in the number of laboratories
 - d. Procurement and improvement of teaching hospital facilities
 - e. Provision of lecture halls
 - f. Procurement of courtrooms
 - g. Increase in the number of lecturer workspaces
 - h. Campus environment arrangement
 - i. Improvement of religious facilities, health services, banking, as well as sports and the arts
 - j. Procurement of business centers
11. Improving the quality of student development services with achievement strategies, through programs:
 - a. Procurement of facilities and infrastructure for student organizations.
 - b. Improving the quality of activities of student organizations and student

- activity units (UKM)
- c. Improving student activity services and facilities
- 12. Increasing Student Achievement Achievements with achievement strategies, through programs:
 - a. Development of student creativity
 - b. Development of student intellectual capabilities
- 13. Improving the Quality of Student Faith with achievement strategies, through the program:
 - a. Student religious development
 - b. Student cadre
- 14. Improving Al-Islam and Kemuhammadiyah Insights with achievement strategies, through programs:
 - a. Cadreization of the academic community
 - b. Religious coaching
- 15. Increasing Cooperation with achievement strategies, through programs:
 - a. Organizational cooperation
 - b. Collaboration with government agencies
 - c. Collaboration with private agencies
 - d. Foreign cooperation
 - e.

E. Strategic policies and programs

1. Strategic Policy

Based on the basic strategy described in the previous section, the policy is formulated as follows:

- a. The improvement of Alhaqul Karimah (character education) is the development of Islamic campus life which is marked by the attitudes, views, life arrangements of the campus community.
- b. Improving Human Resources (HR) is developing the quality of human resources in a sustainable and programmed manner through the development of education, research, service and scientific studies.
- c. Improving infrastructure and facilities is emphasized on the urgency approach and the principle of benefit.
- d. Quality assurance by utilizing quality assurance institutions, strengthening evaluation monitoring, accreditation, and educational

certification with an emphasis on educational and dialogical learning processes.

- e. Optimizing the implementation of Catur Dharma as an academic image and characteristic of Muhammadiyah Higher Education.
- f. Optimizing the use of information system technology that supports the development of higher education institutions and quality control.
- g. Building internal and external cooperation with other universities and stakeholders.

2. Strategic Programs

Based on the vision, mission, goals, objectives and strategic policies as well as the results of the analysis of potentials and opportunities, challenges and constraints, the Universitas Muhammadiyah Makassar prepared a strategic work program design for 2016-2020 as follows:

- a. Improving the quality of Muhammadiyah University products which include; graduates, research, community service, science, technology and art through improving the quality of the learning process, the quality of research and community service which leads to quality and integrity products by strengthening character through education on Al-Islam and Kemuhammadiyahan values (AIK), as well as increasing quality assurance system, both the Internal Quality Assurance System (SPMI) by the Quality Assurance Agency (LPM-QA) and the External Quality Assurance System (SPME) by the Research and Development Council of the Muhammadiyah Central Executive, BAN-PT, LLDIKTI Wil IX, Kemenristek Dikti , other Accreditation Institutions at regional, national and international levels.
- b. Improving the quality of resources which include: lecturers, employees, facilities and infrastructure that support the improvement of all products of the Universitas Muhammadiyah Makassar through increasing the highest educational degree, highest rank and functional position, lecturer certification, increasing insight and knowledge, arts, skills, and welfare. Likewise also increasing the quality and quantity of learning infrastructure in the classroom and in the laboratory which supports the improvement of the quality of all products of the Universitas Muhammadiyah Makassar. An integrated financial system

arrangement to create transparent and accountable reporting results in clean opinion audit results. In addition, the integration of the financial system will also create trust from each stakeholder as social capital to further develop the Universitas Muhammadiyah Makassar in the future. We also believe that an integrated financial system can support adequate payroll standards by imposing a merit system, namely rewarding lecturers and staff according to competence, qualifications and performance. In addition, it is used as a basis for determining promotion.

- c. Apart from internal sources, there are also external efforts in the form of business development and grants from the government and private sector to increase the income of the Universitas Muhammadiyah Makassar.
- d. Increasing student and alumni development through the development of talents, interests, reasoning, insights, and student achievements, in completing studies on time, with the highest grade point, as well as welfare through scholarships from the central and regional governments, as well as the private sector, and Universitas Muhammadiyah Makassar. Likewise, graduates have the opportunity to get job opportunities in various employment sectors or become strong and independent entrepreneurs.
- e. Development of Al-Islam and Kemuhammadiyah through increased study, understanding, and practice of Islamic teachings in accordance with the Al-Quran and Sunnah with the main indicator: Congregational Fardhu prayers at mosques on campus.
- f. Improving the quality and quantity of cooperation between institutions. Both at home and abroad that supports the improvement of the quality of all products of the Universitas Muhammadiyah Makassar with the principle of mutual benefit in order to increase science, technology, art and the practice of Islamic teachings in accordance with the Al-Quran and sunnah.

F. Organizational Culture

The organizational culture of the Universitas Muhammadiyah Makassar is Ukhuwah and sincerity, Professionalism and independence, Efficiency, and Openness.

The organizational culture referred to in the management of the Universitas Muhammadiyah Makassar is a philosophy that is upheld by the Universitas Muhammadiyah Makassar and becomes a role model for all members of the organization based on a view of life as values that become traits, habits, and also incentives that are cultivated in carrying out assigned duties and responsibilities. reflected in attitudes and behavior, and actions to achieve the vision and mission goals of the Universitas Muhammadiyah Makassar.

The organizational culture applied at Universitas Muhammadiyah Makassar is integrity, professionalism, and entrepreneurship.

1. Integrity

Integrity in question is unshakable consistency and firmness in upholding the values applied in the organization which form the overall personal picture of the members of the organization. The value of integrity is like the "soul" of an organization. Therefore, this value is the first and foremost that must be owned, internalized, and practiced by every Academic Community of Universitas Muhammadiyah Makassar which is manifested in the attitude: honest, ethical, responsible, fair, dignified, trustworthy, one word and action, has sense of belonging and trust towards the university, maintaining compliance and the good name of the institution, respecting those who have contributed to the Universitas Muhammadiyah Makassar.

In addition, integrity is perfected based on Islamic views as measured by clean faith, true worship, solid morals, physical strength, broad-mindedness, fighting negative passions, good at keeping time, organized in all matters, independent, and useful for others.

Integrity clarified:

وَأَمَّا إِذَا مَا كَانَ عَلَى الْكُرْسِيِّ فَلَمْ يَأْتِ بِشَيْءٍ إِلَّا وَهُوَ يُعْطِيهِ سُبْحَانَ اللَّهِ عَمَّا يُشْرِكُونَ

بِشَيْءٍ إِنْ يَأْتِ بِشَيْءٍ إِلَّا وَهُوَ يُعْطِيهِ سُبْحَانَ اللَّهِ عَمَّا يُشْرِكُونَ ١٩

وَلَمْ يَلْمِ يَاقُوتَ إِذْ يَمُوتُ فَكَيْفَ يَلْمِيكَ إِذْ أَنْتَ مُتَمَتِّعٌ بِمَا كُنْتَ تُظْلِمُ الْبَنِينَ

عَمَّا يُشْرِكُونَ ٢٠
أَمْ يَلْمِيكَ إِذْ أَنْتَ مُتَمَتِّعٌ بِمَا كُنْتَ تُظْلِمُ الْبَنِينَ
عَمَّا يُشْرِكُونَ ٢١
أَمْ يَلْمِيكَ إِذْ أَنْتَ مُتَمَتِّعٌ بِمَا كُنْتَ تُظْلِمُ الْبَنِينَ
عَمَّا يُشْرِكُونَ ٢٢
أَمْ يَلْمِيكَ إِذْ أَنْتَ مُتَمَتِّعٌ بِمَا كُنْتَ تُظْلِمُ الْبَنِينَ
عَمَّا يُشْرِكُونَ ٢٣
أَمْ يَلْمِيكَ إِذْ أَنْتَ مُتَمَتِّعٌ بِمَا كُنْتَ تُظْلِمُ الْبَنِينَ
عَمَّا يُشْرِكُونَ ٢٤
أَمْ يَلْمِيكَ إِذْ أَنْتَ مُتَمَتِّعٌ بِمَا كُنْتَ تُظْلِمُ الْبَنِينَ
عَمَّا يُشْرِكُونَ ٢٥
أَمْ يَلْمِيكَ إِذْ أَنْتَ مُتَمَتِّعٌ بِمَا كُنْتَ تُظْلِمُ الْبَنِينَ
عَمَّا يُشْرِكُونَ ٢٦
أَمْ يَلْمِيكَ إِذْ أَنْتَ مُتَمَتِّعٌ بِمَا كُنْتَ تُظْلِمُ الْبَنِينَ
عَمَّا يُشْرِكُونَ ٢٧
أَمْ يَلْمِيكَ إِذْ أَنْتَ مُتَمَتِّعٌ بِمَا كُنْتَ تُظْلِمُ الْبَنِينَ
عَمَّا يُشْرِكُونَ ٢٨
أَمْ يَلْمِيكَ إِذْ أَنْتَ مُتَمَتِّعٌ بِمَا كُنْتَ تُظْلِمُ الْبَنِينَ
عَمَّا يُشْرِكُونَ ٢٩
أَمْ يَلْمِيكَ إِذْ أَنْتَ مُتَمَتِّعٌ بِمَا كُنْتَ تُظْلِمُ الْبَنِينَ
عَمَّا يُشْرِكُونَ ٣٠

Translate:

And fulfil the covenant which you have made with Allah and do not break your oaths after having firmly made them, and after having made Allah your witness. Surely Allah knows all that you do.

And do not become like the woman who after having painstakingly spun her yarn, caused it to disintegrate into pieces. You resort to oaths as instruments of mutual deceit so that one people might take greater advantage than another although Allah puts you to the test through this. Surely on the Day of Resurrection He will make clear the Truth concerning the matters over which you differed. (Q.S. An-Nahl: 91-92)

2. Professional

The meant professionals is all employees and lecturers at the Universitas Muhammadiyah Makassar who have high abilities, skills and expertise in carrying out their profession/work according to their expertise. Professionals that must be possessed by Universitas Muhammadiyah Makassar employees are:

- a. Skill, which means that the employee must be truly an expert in his field.
- b. Knowledge, which means that the person must be able to master, at least have insight into other knowledge related to their field.
- c. Attitude, which means not only smart, but must have ethics applied in their field.

Characteristics of a professional employee:

- a. Have high ability and knowledge.
- b. Have a code of ethics.
- c. Have professional responsibility and high integrity.
- d. Have a spirit of community devotion
- e. Have good skills in planning work programs
- f. Become a member of the organization from their professions.

Professionals in Islam are highly recommended based on important points in the Qur'an and Hadith which instruct them to work professionally, among others:

- a. Work according to ability or capacity

لَوْ لَمْ يَلْمِ يَٰٓأَعْرَابٌ ۖ فَذَرْهُمْ حَتَّىٰ يَأْتِيَ الْبُرْهَانَ ۚ وَذَرْهُمْ حَتَّىٰ يَأْتِيَ الْبُرْهَانَ ۚ

عَاثَ ۚ أَذِلَّةٍ ۚ إِنَّهُمْ لَا يَفْهَمُونَ
أَلْظُ ۚ يَٰٓأَعْرَابٌ ۚ ٥٣١

Say: "O my people, work according to your position; [for] indeed, I am working. And you are going to know who will have succession in the home. Indeed, the wrongdoers will not succeed (Q.S. An'am:135)

لَوْ لَمْ يَلْمِ يَٰٓأَعْرَابٌ ۖ فَذَرْهُمْ حَتَّىٰ يَأْتِيَ الْبُرْهَانَ ۚ وَذَرْهُمْ حَتَّىٰ يَأْتِيَ الْبُرْهَانَ ۚ

Say: "O my people, work according to your position, [for] indeed, I am working; and you are going to know (Q.S. Az Zumar: 39)

وَيَٰٓأَلْمِزِينَ ۚ وَذَرْهُمْ حَتَّىٰ يَأْتِيَ الْبُرْهَانَ ۚ وَذَرْهُمْ حَتَّىٰ يَأْتِيَ الْبُرْهَانَ ۚ

يَٰٓأَعْرَابُ ۚ وَذَرْهُمْ حَتَّىٰ يَأْتِيَ الْبُرْهَانَ ۚ وَذَرْهُمْ حَتَّىٰ يَأْتِيَ الْبُرْهَانَ ۚ

And (He said): O my people, work according to your position; indeed, I am working. You are going to know to whom will come a punishment that will disgrace him and who is a liar. So watch; indeed, I am with you a watcher, [awaiting the outcome]. (Q.S. Huud: 93)

وَأُولَئِكَ نَجْزِيهِمْ أَجْرَهُمْ بِأَحْسَنِ مَا كَانُوا يَعْمَلُونَ
 وَأُولَئِكَ نَجْزِيهِمْ أَجْرَهُمْ بِأَحْسَنِ مَا كَانُوا يَعْمَلُونَ

وَلَنَجْزِيَنَّهُمْ أَجْرَهُمْ بِأَحْسَنِ مَا كَانُوا يَعْمَلُونَ
 وَلَنَجْزِيَنَّهُمْ أَجْرَهُمْ بِأَحْسَنِ مَا كَانُوا يَعْمَلُونَ

Whoever does righteousness, whether male or female, while he is a believer – We will surely cause him to live a good life, and We will surely give them their reward [in the Hereafter] according to the best of what they used to do. (Q.S. An-Nahl: 97)

وَلَنَجْزِيَنَّهُمْ أَجْرَهُمْ بِأَحْسَنِ مَا كَانُوا يَعْمَلُونَ
 وَلَنَجْزِيَنَّهُمْ أَجْرَهُمْ بِأَحْسَنِ مَا كَانُوا يَعْمَلُونَ

So whoever does good deeds while is a believer, then there is no denial of his deeds and indeed. We have written down his deeds for him. (Q.S. Al-Anbiya': 94)

وَلَنَجْزِيَنَّهُمْ أَجْرَهُمْ بِأَحْسَنِ مَا كَانُوا يَعْمَلُونَ
 وَلَنَجْزِيَنَّهُمْ أَجْرَهُمْ بِأَحْسَنِ مَا كَانُوا يَعْمَلُونَ

Whoever does good weighing an dzarrah though, surely he will see (the reply) it. (Q.S. Al-Zalzalah: 7)

e. If a matter is left to an expert, then wait for it to collapse (HR. Bukhari)

Apart from that, Islam encourages its people to:

a. Have honesty.

وَأُولَئِكَ نَجْزِيهِمْ أَجْرَهُمْ بِأَحْسَنِ مَا كَانُوا يَعْمَلُونَ
 وَأُولَئِكَ نَجْزِيهِمْ أَجْرَهُمْ بِأَحْسَنِ مَا كَانُوا يَعْمَلُونَ

بِغَيْرِ عَدْوٍ وَلَا جِانٍ أَتَوْا اللَّهَ بِقُرْبَانٍ كَرِيمٍ
 لَئِنْ كُنْتُمْ تُحِبُّونَ اللَّهَ فَاتَّبِعُوا أُمَّةَ اللَّهِ

Among the believers there are those who have remained true to the covenant they made with Allah. Among those some of them have fulfilled their vow and others await the appointed time. They have not changed in the least

(All this is) in order that Allah may reward the truthful for their truthfulness, and either punish the hypocrites or, if He so wills, accept their repentance. Verily Allah is Most Pardoning, Most Compassionate

Allah sent back the unbelievers empty-handed, their hearts seething with rage. Allah sufficed the believers in their fight. Allah is Most Powerful, Most Mighty

Allah brought down from their fortresses those People of the Book who had supported the invading confederates and cast such terror into their hearts that some of them you kill and some of them you take captive

Allah made you inherit their land, their dwellings, and their goods, and a piece of land on which you had not yet trodden. Verily Allah has power over all things

O Prophet, tell your wives: "If you seek the world and its embellishments, then come and I will make some provision for you and release you in an honourable way

But if you seek Allah and His Messenger and the Abode of the Hereafter, then surely Allah has prepared a great reward for those of you who do good."

Wives of the Prophet, if any of you commit flagrant indecency, her chastisement shall be doubled. That is easy for Allah.

But whoever of you is obedient to Allah and His Messenger and does good deeds, Allah will double her reward. We have prepared for her a generous provision

And We have sent down to you the Qur'an with the truth, confirming what was before, namely the books (which were revealed before) and the touchstone of the other books; so decide their case according to what Allah sent down and do not follow their lusts by leaving the truth that has come to you. For every nation among you, we give rules and clear paths. If Allah had willed, He would have made you one people (only), but Allah wanted to test you against His gifts to you, so compete in doing good. Only to Allah will all of you return, then He will inform you of what you have disputed. (Q.S. Al-Maidah: 48)

i. Honest and trustworthy

إِنَّ أَوْلَىٰ لِأَنفُسِكُمْ أَن تَأْمَنُوا بِلِقَاءِ رَبِّكُمْ إِنَّكُمْ إِلَيْهِ تُرْجَعُونَ
 وَإِذَا حُكِمَ بِكُمْ فِي شَيْءٍ فَانصِبُوا وِجْهَكُمْ لِلْحُكْمِ بِاللَّهِ وَالرَّسُولِ الْكَرِيمِ
 إِنَّ اللَّهَ سَمِيعٌ عَلِيمٌ
 وَإِذَا حُكِمَ بِكُمْ فِي شَيْءٍ فَانصِبُوا وِجْهَكُمْ لِلْحُكْمِ بِاللَّهِ وَالرَّسُولِ الْكَرِيمِ
 إِنَّ اللَّهَ سَمِيعٌ عَلِيمٌ

Indeed, Allah commands you to render trusts to whom they are due and when you judge between people to judge with justice. Excellent is that which Allah instructs you. Indeed, Allah is ever Hearing and Seeing. (Q.S. An-Nisa': 58)

حَافِظُوا صَلَاتِكُمْ أُولَئِكَ لِيُذَكَّرُوا
 وَاتَّقُوا اللَّهَ أَلَيْسَ بِاللَّهِ الْعَاقِبَةُ

Maintain with care the [obligatory] prayers and [in particular] the middle prayer and stand before Allah, devoutly obedient. (Q.S. Al-Baqarah: 238)

وَأَنَّ
مَلَائِكَةً
رُحْمًا
وَعِ
وَأَنَّ

And they who are to their trusts and their promises attentive (Q.S. Al-Mu'minun:8)

3. Entrepreneurship

Entrepreneurship in question is something that is inside that gives encouragement and makes us always move forward, wanting to have a better future. This is the essence of entrepreneurship, which is to continuously innovate, be independent, visionary, creative, realistic, dare to take risks, never give up, and be independent.

4. Prinsip

To support the organizational culture, it is framed with principles:

“Sipakainge, Sipakalebbi, Sipakatau”

“Malilu Sipakainge”

“Mali Siparappe”

“Rebba Sipatokkong”

“Resofa Temmangingngi Namalomo Naletai Fammasena Dewatae”



BAB II
PENDIDIKAN DAN PENGAJARAN

CHAPTER II. EDUCATION AND TEACHING

A. Legal Basis

1. Government Regulation of the Republic of Indonesia Number 60 of 1999 concerning Higher Education.
2. Decree of the Minister of National Education Number 232/U/2000 concerning Guidelines for Developing Higher Education Curriculum and Assessment of Student Learning Outcomes.
3. Law Number 20 of 2003 concerning the National Education System
4. Law of the Republic of Indonesia Number 14 of 2005 concerning Teachers and Lecturers
5. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education.
6. Muhammadiyah Central Leadership Guidelines Number 02/PED/1.0/B/2012 concerning Muhammadiyah Colleges.
7. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 73 of 2013 Application of the Indonesian National Qualifications Framework in the Field of Higher Education.
8. Government Regulation Number 4 of 2014 concerning the implementation of Higher Education and Management of Higher Education.
9. Regulation of the Minister of Research, Technology and Higher Education Number 44 of 2015 concerning National Higher Education Standards.
10. Government Regulation Number 13 of 2015 concerning Government Discussion Number 19 of 2005 concerning National Education Standards.
11. Regulation of the Minister of Research, Technology and Higher Education Number 257/M/KPT/2017, regarding the name of the study program in tertiary institutions.
12. Guidelines for Developing a Higher Education Curriculum in the Industrial Age 4.0, 2018.
13. Muhammadiyah Central Leadership Guidelines Number 02/PED/I.0/B/2012 concerning Muhammadiyah Higher Education

14. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 dated 28 January 2020 concerning National Higher Education Standards
15. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 5 of 2020 dated January 28 2020 concerning Accreditation of Study Programs and Higher Education
16. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 6 of 2020 January 28 2020 Concerning Admission of New Students for Undergraduate Programs at State Universities

B. Freshman Promotion

1. The promotion is carried out by the Freshman Admissions Selection Technical Implementation Unit (UPT-SPMB), Faculty and Postgraduate
2. UPT-SPMB carries out promotions continuously and continuously
3. UPT-SPMB coordinates with University Leaders

C. Selection of Freshman Admissions (SPMB)

1. Acceptance Process:
 - a. The admissions process is carried out by the Technical Implementation Unit for Freshman Admissions (UPT PMB)
 - b. Registration is done online.
 - c. The admissions and selection mechanisms are regulated based on the Rector's Decree regarding admissions which are divided into 5 (five) pathways, as follows:
 - 1) Invitation/academic achievement path;
 - 2) Path of cooperation;
 - 3) Muhammadiyah organization of superior seeds;
 - 4) Selection path;
 - 5) Non-academic achievement path.
 - d. Selection of report card standards (Diploma and Undergraduate Programs):
 - e. All study programs use grades from semester 1 to semester 5, specifically for the Medical Education study program followed by a

psychological test and academic ability test;

- f. The selection route is carried out using a Computer Based Test (CBT) system with one day service.
- g. The admission path in point (3) is regulated in the new student admissions guide.
- h. Prospective new students carry out medical examinations at the Unismuh Medical Center (UMC) Unismuh Makassar
- i. Prospective new students who pass the selection carry out online re-registration
- j. Prospective new students who pass the selection must attend interviews for talent mapping and soft skills whose results are followed up according to the relevant institution
- k. Prospective new students who do not re-register according to the set schedule are declared to have resigned
- l. The names of new students are determined through a Decree of the Rector of the Universitas Muhammadiyah Makassar.

2. New Student Orientation

- a. New student orientation is an introduction to academic and non-academic fields for new students
- b. New student orientation is applied to Diploma Three (D3) and Undergraduate (S1) programs
- c. New student orientation is carried out at the university and faculty levels.

3. Acceptance of Professional Program Students

- a. Diploma and Undergraduate
 - 1) Registration of new students is carried out in the odd semester academic year online
 - 2) Students have a high school diploma or equivalent
 - 3) Especially for applicants at the Faculty of Medicine and Health Sciences, the age of the diploma is not more than 3 (three) years and majoring in Natural Sciences

- 4) Requirements for new student applicants based on the study program are regulated in the new student admission guide.
- b. Doctor Profession
- 1) Registration is carried out in the academic academic year, both odd and even semesters online
 - 2) Students have a bachelor's degree in medicine and are registered with the PDPT
 - 3) For students from other tertiary institutions, register after receiving a recommendation from the Dean of the Faculty of Medicine and the approval of the Rector of the Universitas Muhammadiyah Makassar
- c. Teacher Profession
- 1) Registration is carried out by the Directorate of Manpower through the Education Office with the process of carrying out the online Teacher Competency Test (UKG)
 - 2) Registration is carried out in the academic academic year, both odd and even semesters online
 - 3) Students have a bachelor's degree and are registered with the PDPT
 - 4) The process of accepting Teacher Professional Education is carried out independently by the University in accordance with the Rector's Regulations
- d. Accounting, Nursing, and Midwifery Professions
- 1) The process of accepting Accounting, Nursing and Midwifery Professions is based on applicable government regulations.
 - 2) The process of accepting Accounting, Nursing, and Midwifery Professions is carried out independently by the university according to the Rector's Regulations.
 - 3) Registration is carried out in the academic year, both odd and even semester online

- 4) Students have a Diploma III or Bachelor degree and are registered in the Higher Education Database
 - e. Engineer Profession
 - 1) Registration is carried out in the academic academic year, both odd and even semesters online
 - 2) Students have a bachelor's degree in engineering, agriculture, forestry, animal husbandry, fisheries and diploma IV and are registered with the PDPT
 - 3) New students are accepted through independent selection or other selection determined based on the Rector's Decree
4. Acceptance of Postgraduate Program Students
- a. Prospective new students for the Postgraduate Program are graduates of undergraduate and master programs from domestic and foreign universities that are recognized by the Government
 - b. Prospective new students must meet the requirements set by the university and take part in the selection
 - c. Registration is carried out in the academic year, both odd semester and even semester online
 - d. Selection of prospective new student admissions is carried out with a selection system organized by a committee formed by the Director of the Postgraduate Program
 - e. Prospective new students who pass the selection carry out online re-registration
 - f. Prospective new students who do not re-register according to the set schedule are declared to have resigned.
 - g. New students who have passed, attend orientation in the form of inaugural lectures and matriculation.
5. Acceptance of Foreign Students
- a. Universitas Muhammadiyah Makassar accepts foreign students through:
 - 1) Selection path;
 - 2) Student exchange path;

- b. Foreign students through the selection process are students from abroad (Foreign Citizens) who take part in the full education program at the Universitas Muhammadiyah Makassar
 - c. Foreign exchange program students are foreign students enrolled in foreign universities and studying at the Universitas Muhammadiyah Makassar for at least one semester.
6. Inauguration of New Students
- a. The inauguration of new students is the official acceptance of new students
 - b. The inauguration of new students is carried out through the University's academic senate meeting
 - c. The names of new students who have been confirmed through a Rector's Decree are submitted to the Dean and Postgraduate Director.
7. New Student Status
- a. Active new students are those who have re-registered and paid tuition and development fees, and filled out the KRS online.
 - b. New students who have paid tuition fees and development costs and filled out KRS online but are not active in the lecture process in the first semester, their student status is declared inactive in semester 1 (one) and can be active again in semester 2 (two) after obtaining written approval from the head of study program and counted as a study period.
 - c. Students who are not active in semester 1 (one), are not allowed to take academic leave in semesters 3 (three) and 4 (four).
 - d. New students whose student status has been accepted can be canceled if the person concerned violates applicable laws and regulations according to academic regulations.

D. Transfer Student

Transfer students from other tertiary institutions are regulated by the following provisions:

1. Have a diploma and academic transcript and be registered with the PDPT

2. Register as a new student at UPT SPMB
3. The grades on the Academic Transcript are converted according to the curriculum that applies to the study program
4. Conversion of courses is carried out by the Head of the Study Program.
5. Have a study program accreditation score that is at least the same as the intended study program
6. Over-level students have the same field of knowledge
7. Diploma II, III, and undergraduate degree with a maximum study period of 7 (seven) years.

E. External Transfer Student

Transfer students from other tertiary institutions, terms and conditions are based on the Rector's Regulations.

F. Lecturer to Student Ratio

1. The quota for admitting new students for each study program is based on the ratio of lecturers to students
2. The Rector determines the quota of new students for each study program at the suggestion of the Faculty Dean and Postgraduate Director

G. Student Registration

Registration is carried out by all students at the beginning of the odd semester and even semester with conditions:

1. Pay tuition fees and other fees determined by the University.
2. Students are declared active in the current semester after doing:
 - a. Program the courses that have been set by the Study Program every semester by completing the Study Plan Card (KRS) online.
 - b. Students carry out consultations with Academic Advisors (PA) and show temporary Study Plan Card (KRS).
 - c. The Study Plan Card (KRS) is signed by students, Academic Advisors and Heads of Study Programs and/or system approval.
3. Students who do not register at the beginning of each semester in accordance with the provisions set by the University are declared inactive.

H. Student Identity Card (KTM)

- (1) Student Identity Card (KTM) is proof of being a student and serves as the identity of the University of Muhammadiyah Makassar campus residents
- (2) KTM can be used in managing the needs of certain agencies.
- (3) Management of KTM through General Administration, Finance, and Resource Bureau (BAAKSI)
- (4) Head of Student Academic Administration Bureau and Information System through the Head of Student Affairs can issue KTM with the following procedure:
 - a. Fill in the bio.
 - b. Student photoshoot.
 - c. Printing of Student Identity Card signed by the Rector.
- (5) Procurement of tools and operational costs point (4) from APB Unismuh Makassar.

I. Semester Credit System (SKS)

The study load at the Universitas Muhammadiyah Makassar is regulated in the Semester Credit System. The semester credit system is a system of rewarding the study load with conditions:

1. Student study load is expressed in terms of semester credit units (SKS)
2. One academic year consists of odd semesters, even semesters and intermediate semesters.
3. Each semester consists of 16 (sixteen) face-to-face meetings.
4. Forms of Learning 1 (one) Semester Credit Unit in the Learning process in the form of lectures, responses, or tutorials, consisting of:
 - a. learning process activities 50 (fifty) minutes per week per semester;
 - b. structured assignment activities of 60 (sixty) minutes per week per semester; And
 - c. 60 (sixty) minutes of independent activity per week per semester.
5. Forms of Learning 1 (one) Semester Credit Unit in the Learning process in the form of seminars or other similar forms, consisting of:
 - a. learning process activities 100 (one hundred) minutes per week per

semester; And

- b. 70 (seventy) minutes of independent activity per week per semester.
6. Calculation of learning load in a system of blocks, modules, or other forms is determined according to the needs in meeting learning outcomes.
7. Forms of Learning 1 (one) Semester Credit Unit in the learning process in the form of practicum, studio practice, workshop practice, field practice, work practice, research, design, or development, military training, student exchange, apprenticeship, entrepreneurship, and/or community service to the Community, 170 (one hundred and seventy) minutes per week per semester.
8. Each course has a minimum weight of 1 (one) credit and a maximum of 6 (six) credits.
9. Fulfillment of the period and learning load in the learning process as follows:
 - a. at least 4 (four) semesters and a maximum of 11 (eleven) semesters is Learning in the Study Program;
 - b. 1 (one) semester or the equivalent of 20 (twenty) semester credit units is Learning outside the Study Program at the same Higher Education; And
 - c. a maximum of 2 (two) semesters or the equivalent of 40 (forty) semester credit units:
 - 1) Learning in the same study program at different tertiary institutions;
 - 2) Learning in different study programs at different universities; and/or
 - 3) Learning outside of Higher Education.

J. Lectures and Rules of Procedure

Students are required to attend lectures, seminars, workshops, practicum, field work, guest lectures/experts and similar academic activities in accordance with the study plan in an orderly and regular manner according to applicable regulations:

Lectures:

1. Lecture activities can be divided into theoretical lectures, practicum and field work.
2. Theoretical lectures are the nature of studying and mastering the theories, concepts, and principles of a field of study.

3. Practicum lectures are the nature of application and strengthening of theory, for example in laboratories, model classes, workshops, field practice and lesson study.
4. Field work lectures / internships are the nature of applying theory in the form of real work in the field.
5. Lectures consist of offline face-to-face activities, online face-to-face, blended learning, structured, and independent activities.
6. Face-to-face activities are scheduled lectures, lecturers and students communicate directly with each other in the form of lectures, discussions, questions and answers, case studies, seminars or other academic activities.
7. Structured activities are learning activities outside of scheduled hours, students carrying out assignments from and under the advice of lecturers/teaching assistants in the form of homework assignments, writing reports, writing papers, research or other similar activities.
8. Independent activities are learning activities that are arranged by students themselves to enrich their knowledge in order to support structured/guided activities in the form of studying in the library, interviews with informants or other similar activities.
9. Online learning system activities (spada) are learning activities carried out online via the internet using the e-learning system for certain subjects.
10. Lectures are held regularly in one semester with 16 meetings as evidenced by lecture control instruments (attendance list and subject matter of lectures), signed by students and supporting lecturers.
11. Courses can be tested if the lecturer has met at least 80% of the 16 semester 1 (one) lecture requirements, namely 13 (thirteen) meetings including UTS and UAS as evidenced by online absences on the Simak application and faculty offline absences.
12. The main material for each course is described in the Semester Learning Plan (RPS) prepared by the lecturer/group of lecturers in the study program concerned.

Code of conduct:

1. Students are required to attend lectures, practicals, field work and other academic activities organized by the faculty according to the academic

calendar.

2. Students must be present 10 minutes before the lecture begins.
3. Students who are absent from an academic activity or lecture must submit a letter of notification regarding the reason for their absence.
4. If lecture activities cannot be carried out according to a predetermined schedule, the lecturer is obliged to notify students and arrange another time as a substitute.
5. Every time students take part in academic activities, they are required to have/bring an Active Student Identity Card.
6. Male students may attend lectures, must dress modestly and Islamically (shirt, trousers that are not torn, and shoes), and not have long hair (do not cover the collar).
7. Female students may attend lectures, must dress modestly and Islamically (hijab covering the chest, long clothes that are not tight to the knees and arms up to the ankles, long skirts, socks and shoes), including non-Muslim students.
8. After entering the campus area, male and female students must follow points (6) and (7).
9. During online lectures, students are required:
 - a. Dress neatly (as in points 6 and 7)
 - b. Arrive 10 minutes before class begins

K. Fast Track

1. Fast Track is an accelerated lecture program that allows students to earn Bachelor (S1) and Master (S2) degrees within 5 years.
2. Undergraduate students in semesters 7 and 8 can take Masters courses and are not charged tuition fees, have the opportunity to get a special 50% scholarship for alumni if they continue their Masters studies after graduating from Undergraduate courses.
3. Implementation of points (1) and (2) is based on the Rector's Regulation.

L. Study Load and Length

Lectures are held with a Semester Credit Unit (SKS) system:

1. Diploma Three (D3) Program with a student study load of at least 108 (one hundred and eight) credits, with a maximum study period of 5 (five)

- academic years;
2. Professional program after completing the undergraduate program, with a student study load of at least 24 (twenty four) in-service credits and 36 (thirty-six) pre-service credits, with a maximum study period of 3 (three) academic years;
 3. Medical profession program after completing the undergraduate program, with a student study load of at least 44 (forty four) credits, with a study period of 2 (two) years, a maximum of 5 (five) academic years;
 4. Undergraduate Program (S1) with a student study load of at least 144 (one hundred forty four) credits, with a maximum study period of 7 (seven) academic years;
 5. Masters Program (S2) after completing the undergraduate program, with a student study load of at least 36 (thirty six) credits, with a maximum study period of 4 (four) academic years;
 6. Doctoral Program (S3) after completing the master program, with a student study load of at least 42 (forty two) credits, with a maximum study period of 7 (seven) academic years;

M. Academic Leave

1. Leave can be taken for a maximum of 2 (two) semesters during the study period, either consecutively or intermittently, with the following conditions:
 - a. Have attended lectures for at least one semester;
 - b. Not counted as study period;
 - c. The academic leave certificate is only proof that the student asks for permission not to participate in academic activities in the current semester and is given a payment facility of 30% of the total tuition fee;
 - d. Application for academic leave is done online;
 - e. The application for academic leave is initialed by the Head of Study Program and approved by the Vice Dean I/ Assistant Director I;
 - f. Leave application letter submitted to Student Academic Administration and Information System Bureau (AAKSI);
 - g. Requests for leave after the deadline has been determined according to the academic calendar will not be entertained.

2. Reactivate after leave, with conditions:
 - a. Re-Active Applications are made online;
 - b. Requests to be active again at the beginning of the semester, to the Head of the AAKSI Bureau after being initialed by the Head of Study Program and approved by Vice Dean I / Assistant Director I;
 - c. Attach leave letter.

N. Study Plan Card (KRS)

Students fill out the KRS at the beginning of each semester with conditions:

1. Pay tuition fees and other payments determined by the University.
2. Carry out re-registration and have filled out a student satisfaction questionnaire.
3. The number of Semester Credit Units (SKS) programmed in semesters 1 and 2 as a package is determined by the Faculty with the conditions:
 - a. Students program courses for a maximum of 24 credits/semester.
 - b. Students are allowed to program courses in the following semester as many as 24 credits with the condition that $IPS \geq 3.0$
 - c. The deadline for completing KRS can be seen in the Academic Calendar issued by the University at the beginning of each academic year.
4. The number of Semester Credit Units programmed from semester 3 to semester 8 is determined based on the previous IPS with the following details:

Semester Achievement Index (IPS) Previous Odd/Even Semester	The number of credits that may be programmed in the Next Odd/Even Semester
3,01 – 4,00	21 - 24
2,01 – 3,00	18 - 20
1,01 – 2,00	15 - 17
0,00 – 1,00	12 - 14

5. Students whose study period has passed 8 (eight) semesters and has completed a minimum of 90 credits, the remaining credits can be completed in odd, even and intermediate semesters and are given the opportunity to program a maximum of 24 credits in the following semester up to semester

13.

6. Between semesters are regulated in separate guidelines.

O. Study Result Card (KHS)

1. Study results cards are issued through the SIMAK of each Faculty/Postgraduate which is delivered by the Study Program leaders to parents of students and can be accessed via
2. Study result cards are used to program courses for the following semester.

P. Grade Transcript

Value transcripts are issued through the SIMAK of each Faculty/Postgraduate which are given to students and parents of students with conditions:

1. Transcripts are student academic achievements from all courses that have been programmed and have been passed.
2. Value transcripts are a requirement in submitting proposal titles, proposal seminars, KKP, KKP-Plus, internships, P2K, KKN, KKNP, results exams, thesis/thesis/dissertation exams.
3. Grade transcripts can be given to students and parents at the end of each even semester.
4. Grade transcripts can be given to students who have completed their studies.

Q. Lecture Monitoring and Evaluation

1. Monitoring and evaluation of lectures is carried out online and offline
2. Online absences must be filled in by the lecturer every time you meet face to face
3. The monitoring and evaluation system aims to determine the smooth running of the lecture process.
4. The results of monitoring (including absences) of lectures are carried out by the Quality Control Unit (GKM) at the Faculty and then submitted to the Vice Dean I/Assistant Director I and the Quality Assurance Agency (BPM) for follow-up.
5. An evaluation system for the successful implementation of the teaching and learning process includes lecture activities, practicums (laboratories, field

studies, clinics), research and other academic assignments.

6. To express scientific abilities and deepen the material, in order to achieve more objective evaluation results, students can be assigned special tasks such as homework, group seminars, making collections, literature study reports, translating journals, books or other forms.

R. Requirements to Take Final Semester Examinations:

1. Students can take the Semester Final Examination (UAS) after attending lectures at least 80% of the total face to face.
2. Registered as an active student in the current semester.
3. Before taking the exam, you are required to pay tuition fees and other fees regulated by the University.
4. Students have an exam card (online)
5. Students are required to bring a test card (offline exam)

S. Semester Examination and Grading System

1. Semester Exams
 - a. The semester exams referred to are the Mid Semester Exams (UTS), Final Semester Exams (UAS) and Intermediate Semester Exams.
 - b. UTS is held in mid-semester at least 7 (seven) meetings which are conducted in accordance with the University's academic calendar.
 - c. 16 face-to-face lectures including UTS and UAS.
 - d. UAS is held simultaneously in accordance with the specified University academic calendar. UTS and/or UAS in certain cases can be held outside the schedule after obtaining approval from the Vice Dean I/Assistant Director I/Head of the Study Program and students already have an exam card.
 - e. Students who have fulfilled the requirements for UTS and or UAS but cannot take the exam for certain reasons, can take the UTS and or UAS follow-up exams, the time can be arranged no more than 1 (one) week after the scheduled UTS or UAS ends which is approved by the chairman Study Program and Vice Dean I / Assistant Director I.
 - f. Implementation of UTS and or UAS can be done in written or oral form

as well as other forms determined by the Faculty leadership.

- g. Subject lecturers are required to submit UAS manuscripts no later than 1 week before the UAS implementation
- h. Students who take the exam must comply with the applicable regulations.
- i. Examination rules are regulated separately by each Faculty/Postgraduate.

2. Rating system:

a. Giving Value

All subject lecturers carry out assessments with indicators:

No	Assessment indicators	Courses with structural/field/vocational assignments	Courses without structural/field assignments
1	Participatory activity	20%	20%
2	Liveliness	10%	10%
3	Lecture assignment	10%	20%
4	Structural tasks/	30%	-
5	field / project results	10%	20%
6	Midterm exam	20%	30%

Note: the weight of the assessment is adjusted to the characteristics of the course and supporting lecturers, including vocational.

- b. Assessment of the student learning process for each subject is based on, as follows:
- 1) Attitude
 - 2) General skills
 - 3) Special skills
 - 4) Knowledge
- c. Assessment of student learning outcomes for each course is based on three alternatives, as follows:
- 1) Benchmark Reference Assessment (PAP), namely by determining the minimum value limit;
 - 2) Normal Reference Assessment (PAN), namely by comparing the final score of a student with the final score of the group;
 - 3) Combined assessment between PAP and PAN, namely by first determining the final grade limit, then comparing the final score of a student with the final score of the group.
- d. Value Input
- 1) Each subject lecturer is required to evaluate the learning process based on the Academic Management Information System (SIMAK).
 - 2) Inputting the final grade according to the academic calendar schedule.
- e. Assessment of course learning outcomes is expressed in letters.

1	90 – 100	A	4,00	Passed
2	85 – 89	A-	3,75	Passed
3	80 – 84	B+	3,50	Passed
4	75 – 79	B	3,00	Passed
5	70 - 74	B-	2,75	Passed
6	60 - 69	C+	2,50	Passed
7	50 - 59	C	2,00	Passed
8	0 - 49	E	0	Failed

- f. End of Semester Assessment
- 1) Assessment of the final results of each semester is expressed in the form of a Semester Achievement Index (IPS) in the Study Result Card (KHS).

- 2) Social Sciences obtained by students in the relevant semester are used in determining the study load taken in semester 3 to semester 8.
 - 3) Assessment of final learning outcomes up to a certain semester is expressed in the form of a Grade Point Average (GPA) on the Study Result Card (KHS).
 - 4) KHS students are prepared every semester and delivered by Academic Advisors (PA) to parents/guardians of students using WA groups of parents/guardians of each student.
- g. End of Year Assessment and dropout
- (1) Students are declared permanently retired if they are concerned:
 - a. Died or resigned for some reason;
 - b. Does not complete his studies until the maximum time limit has been set;
 - c. Subjected to Drop Out (DO) sanctions from the University;
 - d. Not registering/having KRS for 3 (three) consecutive semesters;
 - e. Dropped out of study because it did not meet the year-end assessment.
 - (2) Students are declared to have dropped out of study if they are concerned:
 - a. Diploma III (D-3) program students are declared to have dropped out of their studies if at the end of the first year (semester 2) students cannot obtain a minimum of 19 credits with a GPA \leq 2.0.
 - b. Undergraduate (S-1) program students are declared to have dropped out of studies if at the end of the second year (semester 4) they cannot obtain a minimum of 52 credits, with a GPA \leq 2.0.
 - c. D-3 program students are declared to have dropped out of their studies if at the end of their 10 semester studies they only succeed in obtaining $<$ 108 credits with a GPA $<$ 2.76
 - d. Undergraduate program students are declared to have dropped out of studies if at the end of semester 14 they have earned $<$ 144 credits with a GPA $<$ 2.76
 - e. Students of the Masters program (S-2) are declared to have

dropped out of their studies if at the end of the first year (semester 2) they cannot obtain a minimum of 15 credits, with a GPA <3.0.

- 3) Students of the Masters program (S-2) are declared to have dropped out of their studies if at the end of the second year they cannot obtain a minimum of 30 credits with a GPA <3.0
- 4) Students of the Masters program (S-2) are declared to have dropped out of studies if at the end of their studies (semester 8) they cannot complete their final project/thesis.

f. Doctoral Program (S3)

- 1) Doctoral program students (S3) are declared to have dropped out of studies if they have received 3 warnings issued by the Director of the Postgraduate Program, because in the semester they took they received a GPA <3.25
- 2) Do not pass the Doctoral candidate qualifications after taking a maximum of 3 qualifying exams
- 3) At the end of the maximum study period that may be taken cannot meet the requirements for the number of credits and or GPA <3.25 at the end of the 7 academic year study period.

T. Professional Work Lectures (KKP), Professional Work Lectures Plus (KKP-Plus), Community Service Program (KKN), Strengthening the teaching profession (P2K), dan Internship.

1. Implementation of KKP, KKP-Plus, P2K, and Internships are lectures in the form of activities to support the profession and community service that are determined and carried out by each Faculty.
2. Implementation of Thematic KKN/KKN by the University/LP3M.
3. Students can take part in the activities referred to in points (1) and (2) if they have passed a minimum of 125 credits of courses with a minimum GPA of 3.00 or according to special requirements determined by the faculty.

U. Final Project and Final Examination

Implementation of Final Project and Final Examination with provisions:

1. The final project is a manuscript in the form of Scientific Writing (KTI),

theses, theses, dissertations, and other forms that apply in the Faculty and Postgraduate.

2. Students who will complete their studies are required to prepare their final assignment, except for students who have achievements at the National and International levels in accordance with the scientific relevance of the Study Program.
3. Students are allowed to compile their final assignment if they have taken 90% of the total credits.
4. Research and writing the final report.
 - a. Minimum 2 (two) months and maximum 6 (six) months for Diploma III (D3), Strata I (S1), and Strata II (S2).
 - b. Minimum 3 (three) months and maximum 24 (twenty four) months for Strata III (S3).
5. Scientific papers, theses, theses, and dissertations as final assignments are tested according to the schedule set by the Faculty/Postgraduate.
6. Every student can take the proposal exam, if he meets the requirements:

Educational level	Condition
Diploma (D-3)	<ol style="list-style-type: none"> 1. Actively registered students, pay off tuition fees in the current semester by programming a proposal seminar in the Study Plan Credit (KRS), and pay off the proposal payment. 2. Students have passed a minimum of 80 credits (D-3 Taxation), 95 credits (D-3 Nursing ad Midwifery). 3. Have attended a proposal seminar at least 6 times as evidenced by a control card. 4. Able to read the Qur'an fluently, correct tajwid, and have memorized half the number of surahs from juz 30 (under the coordination of Deputy Dean IV). Coming into effect for the Class of 2021. 5. Have received guidance at least 3 times as evidenced by a control card. 6. It has been approved by Supervisor I and II. 7. Have passed the plagiarism test.

	<ol style="list-style-type: none"> 8. Result of examination of a draft proposal or similar by the supervisor and followed up by the student concerned no later than 15 (fifteen) days. 9. The result of mentoring proposals are proven in the form of supervisor control cards from supervisor 1 and supervisor 2, at least 3 (three) times each mentoring.
Bachelor (S-1)	<ol style="list-style-type: none"> 1. Actively registered students, paid tuition fees in the current semester by programming a proposal seminar in the Study Plan Credit (KRS), and paid off the proposal. 2. Students have passed a minimum of 120 credits. 3. Has attended a proposal seminar at least 6 times as evidenced by a control card. 4. Able to read the Koran fluently, correct tajwid, and have memorized the Koran at least 10 surahs from chapter 30 (under the coordination of Vice Dean IV). Coming into effect for the Class of 2021. 5. Have received advison at least 3 times as evidenced by a control card. 6. It has been approved by Advisor I and Advisor II. 7. Has passed the plagiarism test. 8. The results of the examination of the draft proposal or the like by the advisor and followed up by the student concerned no later than 15 (fifteen) days. 9. The results of mentoring proposals are proven in the form advisor control card from advisor I and advisor II, each at least 3 (three) times of advison.
Master Program (S-2)	<ol style="list-style-type: none"> 1. Actively registered students, paid off the BPP in the current semester by programming a proposal seminar in the Study Plan Credit (KRS), and paid off the proposal. 2. Students have passed a minimum of 24 credits. 3. Has attended a proposal seminar 12 times as evidenced by a control card. 4. Able to read the Qur'an fluently, correct tajwid, and have memorized the Qur'an at least 10 surahs from chapter 30

	<p>(under the coordination of LP3AIK). Coming into effect for the Class of 2021.</p> <ol style="list-style-type: none"> 5. Have received advison at least 3 times as evidenced by a control card. 6. It has been approved by Advisor I and Advisor II. 7. Has passed the plagiarism test. 8. The results of the examination of the draft proposal or the like by the advisor and followed up by the student concerned no later than 15 (fifteen) days. 9. The results of mentoring proposals are proven in the form of advisor control cards from advisor 1 and advisor 2, each at least 3 (three) times mentoring.
<p>Doctoral Program (S-3)</p>	<ol style="list-style-type: none"> 1. Actively registered students, paid off the BPP in the current semester by programming a proposal seminar in the Study Plan Credit KRS, and paid off the proposal. 2. Students have passed a minimum of 30 credits. 3. Has participated in proposal seminars 12 times proven by control card. 4. Able to read the Qur'an fluently, correct tajwid, and have memorized the Qur'an at least 10 surahs from chapter 30 (under the coordination of LP3AIK). Coming into effect for the Class of 2021. 5. Have received advison at least 3 times as evidenced by a control card. 6. It has been approved by the Advisor and Advisor II. 7. Passed the plagiarism test. 8. Results of examination of draft proposals or the like by the advisor and followed up by the student concerned no later than 15 (fifteen) days. 9. The results of mentoring proposals are proven in the form of advisor control cards from advisor 1 and advisor 2, at least 3 (three) times each mentoring.

7. Every student can take the thesis/thesis/dissertation examination, if students meets the requirements:

Educational level	Condition
Diploma (D-3)	<ol style="list-style-type: none"> 1. Actively registered students, paid tuition fees, filled in the Study Plan Credit (KRS), and paid scientific papers in full in the current semester (blank receipt of diploma has been validated) 2. Have registered online for scientific writing 3. Scientific writing has been programmed in the KRS 4. Students have passed all courses except scientific papers 5. Achieve a minimum GPA of 3.0 6. Has received Basic Darul Arqam (DAD) certificate 7. Able to recite Al-Qur'an fluently, correct tajwid, and have memorized Al-Qur'an at least 18 surahs from chapter 30 (under the coordination of Vice Dean IV). Coming into effect for the Class of 2021. 8. Pass a comprehensive exam 9. Completed targets for clinical practice activities, care reports and has passed Phase Tests (Utap) I, II, III for D-3 Midwifery, D-3 Nursing study programs, and deposited internship certificates for D-3 Taxation study programs 10. Scientific Writing has been approved by Advisors I and II 11. Pass the TOEFL/TOAFL with a score of 400 as evidenced by a certificate from the Language Development, Partnership & International Affairs (LPBKUI). 12. Plagiarism Test Results with maximum similarity (Chapter I 15%, Chapter II 25%, Chapter III 15%, Chapter IV 10%, and Chapter V 5%) 13. Not more than 2 (two) D-grade courses (D grades are

	still declared passed before the Rector's Decree on Academic Regulations is issued)
Bachelor (S-1)	<ol style="list-style-type: none"> 1. Actively registered students, paid tuition fees, filled in Study Plan Credit (KRS), and paid thesis payments in the current semester (blank payments for taking certificates have been validated). 2. Have registered online thesis 3. The thesis has been programmed in KRS 4. Students have passed all courses except thesis work 5. Achieve a minimum GPA of 3.0 6. Has received Basic Darul Arqam (DAD) certificate 7. Able to read Al-Qur'an fluently, correct tajwid, and have memorized Al-Qur'an at least 18 surahs from juz 30 (under the coordination of Vice Dean IV). Coming into effect for the Class of 2021. 8. Pass a comprehensive exam 9. Pass the TOEFL/TOAFL with a score of 450 as evidenced by a certificate from the Language Development, Partnership & International Affairs (LPBKUI). 10. The thesis has been approved by Advisors I and II 11. Minimum publication of scientific articles in national journals accredited by Sinta 4 12. Plagiarism Test Results with maximum similarity (Chapter I 10%, Chapter II 25%, Chapter III 10%, Chapter IV 10%, and Chapter V 5%) 13. Not more than 2 (two) D-grade courses (D grades are still declared passed before the Rector's Decree on Academic Regulations is issued)

<p>Master Program (S-2)</p>	<ol style="list-style-type: none"> 1. Actively registered students, paid the BPP, filled in the Study Plan Credit (KRS), and paid the thesis payment in the current semester (the payment form for taking the certificate has been validated). 2. Have registered the thesis online 3. The thesis has been programmed in the KRS 4. Students have passed all courses except the thesis 5. Achieve a minimum GPA of 3.0 6. Has received Baitul Arqam (BA) certificate 7. Able to read the Qur'an fluently, correct tajwid, and have memorized the Qur'an at least 18 surahs from chapter 30 (under the coordination of LP3AIK). Coming into effect for the Class of 2021. 8. Pass the TOEFL/TOAFL with a score of 500 as evidenced by a certificate from the Language Development, Partnership & International Affairs (LPBKUI) 9. Publication of scientific articles at least in Sinta 2 accredited national journals or international journals 10. The thesis has been approved by Advisors I and II 11. Plagiarism Test Results with maximum similarity (Chapter I = 10%, Chapter II = 25%, Chapter III = 15%, Chapter IV = 10%, and Chapter V = 5%)
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<p>Doctoral Program (S-3)</p>	<ol style="list-style-type: none"> 1. Actively registered students, paid tuition fees, filled in KRS, and paid dissertation payments in the current semester (blank payment for certificate collection has been validated) 2. Have registered online dissertation 3. The dissertation has been programmed in the KRS 4. Students have passed all courses except the dissertation 5. Achieve a minimum GPA of 3.0 6. Has received Baitul Arqam (BA) certificate 7. Able to read Al-Qur'an fluently, correct tajwid, and have memorized Al-Qur'an at least 18 surahs from chapter 30 (under the coordination of LP3AIK). Coming into effect for the Class of 2021. 8. Pass the TOEFL/TOAFL with a score of 500 as evidenced by a certificate from Language Development, Partnership & International Affairs (LPBKUI). 9. Minimum publication of scientific articles in reputable international journals 10. The dissertation has been approved by the promoter and co-promoter at each stage of the examination. 11. Plagiarism Test Results with maximum similarity (CHAPTER I = 10%, CHAPTER II = 25%, CHAPTER III = 15%, CHAPTER IV = 10%, and CHAPTER V = 5%)
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8. Execution of Assembly Session Examination
 - a) The Assembly Examinations referred to are proposal seminars, results seminars, and closing exams.
 - b) Implementation of the exam in the form of an assembly consisting of the chairperson, secretary, members of the examiners, examinees and students towards the completion of the final study, except for closed exams.
 - c) Students who take the assembly exam in the form of one student presentation or one title in front of the examining team.
 - d) The trial assembly exam can begin if the examiner team present fulfills the quorum (two-thirds of the examining team)
 - e) The assembly exam takes place in the assembly exam room or online
 - f) Examiners are not allowed to take exams outside the predetermined schedule.
9. Apparel Examiner Team:
 - a. Members of the male test team wear shirts and ties.
 - b. Member of the female examiner team in Muslim clothing (wearing skirts).
10. Apparel for Assembly Exam Participants:
 - a) Proposal Seminar
 1. Students wear white shirts and ties/alma mater jackets (for men)
 2. Dress Muslimah, white shirt, black skirt, and white headscarf (for women)
 - b) Thesis Examination
 1. Students wear white shirts, black coats and ties (for boys)
 2. Muslimah dress, black coat, white shirt, black skirt, and white headscarf (for women)
11. Assessment of the assembly exam refers to the scoring rubric that has been set by the Faculty/Study Program.
12. The mechanism for implementing the assembly trial examination:
 - a) The time allocation for each examinee is 30-120 minutes;
 - b) The chairman of the assembly opens the session;
 - c) Participants in the assembly session exam presented the contents of the final project.

13. Determination of the decision of the trial assembly examination:
 - a) Participants will be declared disqualified if: the average score of the assembly exam results does not reach a minimum of 2.75;
 - b) Test takers who have passed are given a maximum deadline of 1 (one) month to improve their final assignment;
 - c) Examination participants who are declared not to have passed are given the opportunity for a maximum of 2 (two) exam periods for the following period;
 - d) Examination participants who are declared not passed because it is proven that they were made, the participant must submit a new title to the study program;
 - e) Students who have graduated have the right to use academic degrees in accordance with applicable regulations.
 - f) Students who have graduated can take part in the graduation after fulfilling the requirements according to the regulations that apply at the University.
14. Students who have presented research results related to thesis at scientific meetings both nationally and internationally as evidenced by proceedings or scientific journals and certificates as speakers (speakers) are assessed the same as seminar results, and closing exams (thesis). The form of assessment is as follows:
 - a) The speaker at an international scientific meeting gets an A grade
 - b) The best speaker at a national level scientific meeting gets an A
 - c) Students who have participated in national-level scientific meetings but are not the best speakers will receive a B grade and/or be allowed to take the thesis exam. The results of the thesis exam will be the final grade.
 - d) Implementation of points a, b, and c is regulated by the study program in the form of technical guidelines (juknis)
15. Postgraduate program students must publish their research results in national scientific journals (minimum Sinta-3) before final examinations and before closing examinations must publish their research results in international journals and for doctoral programs (S3) the results of their research should be published in reputable international journals..

V. Predicate of Graduation

1. The graduation predicate is given based on GPA.
2. For Diploma three (D3) and Undergraduate (S1) with predicate:
 - a. IPK 2,76 – 3,00 : Satisfied
 - b. IPK 3,01 – 3,50 : Very Satisfied
 - c. IPK 3,51 – 4,00 : With Commendation (Cumlaude) with a maximum study time of 4 (four) years for S1 and a maximum study time of 3 (three) years for Diploma three (D3).
3. For S2, S3 and Profession with predicate:
 - a. IPK 3,00 – 3,50 : Satisfied
 - b. IPK 3,51 – 3,75 : Very Satisfied
 - c. IPK 3,76 – 4,00 : With Commendation (Cumlaude) provided that the Master's study period is a maximum of 2 (two) years, the doctoral study period is a maximum of 3 (three) years, the Doctor Profession study period is a maximum of 2 (two) years, and the Teacher Professional Education study period is 1 (one) year.

W. Evaluation of Proposal Seminars, Research Results Seminars, Closed Examinations (Thesis, Thesis, and Dissertation)

The implementation of Proposal Seminars, Research Results Seminars, Close Examinations (Thesis), Thesis, and Dissertations for each study program is regulated by the faculty/study program/postgraduate.

- a. Proposal seminar assessment:*
- Diploma three (D-3), Undergraduate (S-1), Undergraduate (S-2) and Undergraduate three (S-3)

No	Indicator
1	Title Relevance
2	Background, problem formulation, research objectives
3	Theoretical review
4	Research methods
5	Format (guidelines for writing scientific papers)
6	Presentation Skills

7	Material mastery
8	Bibliography
9	There is an element of novelty for postgraduate students

Note*: Faculties that require a seminar proposal value

b. Assessment of research results seminar:

Diploma three (D-3), Undergraduate (S-1), Undergraduate (S-2) and Undergraduate three (S-3)

No	Indicator
1	Mastery of research results and confidence, presentation
2	Accuracy / correctness of answers to questions in the philosophical aspect of science
3	Accuracy / correctness of answers to questions in the research methodology
4	Accuracy / correctness of answers to questions in the aspect of scientific theoretical basis
5	Breadth of knowledge (interdisciplinary perspective as an undergraduate)
6	Overall writing consistency
7	There is an element of novelty for postgraduate students

c. Closed exam assessment:

Diploma three (D-3), Undergraduate (S-1), Undergraduate (S-2) and Undergraduate three (S-3)

No	Indicator
1	Mastery of material and scientific insight
2	Confidence and presentation
3	Accuracy / correctness of answers to questions in the philosophical aspect of science
4	Accuracy / correctness of answers to questions in the research methodology
5	Accuracy / correctness of answers to questions in the basic aspects of scientific theory
6	Breadth of knowledge (interdisciplinary perspective as an undergraduate)
7	Overall writing consistency
8	There is an element of novelty for postgraduate students

d. Open Examination

Open Examination Provisions as follows:

No	Level		Proposal Examination	Result	Closing	Opening
1	Diploma	Thesis	√	√	√	-
2	S-1	Thesis	√	√	√	-
3	S-2	Thesis	√	√	√	-
4	S-3	Dissertation	√	√	√	√

- Open Examination Dress (S-3):
 - a. Examiners, Promoters and Co-Promoters wear Toga Guru (toga sama)
 - b. Promovenda/Promovendus wears a complete suit.
- Open examination (S-3) led by the Rector / Director of the Postgraduate Program (Promotion)

X. Yudicium, Professional Oath and Doctoral Promotion

1. Has been registered in the academic information system as a graduation participant at all Faculties and Postgraduates.
2. The Yudicium is held after the examination of scientific papers/ theses/ dissertations (on the same day) with provisions for diploma III, bachelor, master, doctoral and professional students by the Dean/ Postgraduate Director.
3. The Yudicium is held on the day of determining the closing exam pass.
4. The professional oath is carried out for Doctors, Associate Experts for Diploma graduates in Nursing, Midwifery and Taxation.
5. The Doctoral Program is carried out in the form of promotion to confirm and convey to the public as part of academic recognition.

Y. Academic Sanctions

The aims and objectives of imposing sanctions are as follows:

1. The purpose of imposing sanctions is to:
 - a. Upholding and upholding Islamic, academic, ethical, and legal values;
 - b. Instilling noble character in the life of academicians;
 - c. Prevent and provide a deterrent effect for potential behavior that is

contrary to Islamic, academic, ethical and legal values.

2. The purpose of imposing sanctions is to:
 - a. Creating a conducive atmosphere for academic activities to take place;
 - b. Maintaining the dignity of the university as a charity effort of the Muhammadiyah Association in the field of education;
 - c. Making academicians with noble character.
3. Sanctions are given to students who carry out activities / actions as follows:
 - a. Falsifying signatures related to course grades, KRS or KHS, KKN/P2K/KKP/Interns/PKL and other legalization approvals, is subject to sanctions in the form of canceling the scores of all related courses/assignments in the current semester and is given a 1 (one) semester suspension next by taking into account the suspension period as the length of the study period.
 - b. Giving something in any form to lecturers or employees that affects student grades, is subject to a penalty for canceling grades for the subject of the lecturer concerned through Vice Dean I/Assistant Director I.
4. Sanctions given to students if they are related to the duties of lecturers and employees, can be referred to/regulated in academic guidelines.
5. If at a later date after a student has graduated, fraud is found related to falsifying grades in various ways and committing plagiarism or having a thesis, thesis and dissertation made, then the relevant certificates and degrees will be canceled based on the Rector's Decree.

Z. Lecturer Sanctions

Violations of academic rules, prohibitions and regulations can be given administrative sanctions (written warning) and academic sanctions (suspension) as well as dishonorable dismissal, as follows:

1. Sanctions are given to lecturers if they violate the provisions in this decision, in addition to the sanctions regulated in other statutory provisions.
2. Sanctions are given to lecturers who carry out activities or actions if it is

proven as follows:

- a. Make changes by negotiating grades with students.
 - b. Leaking exam questions, either about the course itself or other lecturer's courses.
 - c. Helping students work on the questions in the exam.
 - d. Receiving gifts in any form from other parties related to the purpose of influencing student grades.
 - e. Treating students outside of propriety, such as making it difficult for students in academic activities.
 - f. Make final assignments (thesis/thesis/dissertation) for students.
 - g. Plagiarize other people's scientific work.
 - h. Performing discriminatory acts, such as discriminating in the mentoring process.
 - i. Conduct advison by providing material loads.
 - j. Commit immoral acts against students, lecturers and employees.
 - k. Sanctions are given by the leadership according to the Muhammadiyah lecturer's code of ethics.
3. Administrative sanctions against lecturers are in the form of verbal warnings given by Vice Dean I/Assistant Director I, if:
- a. Taught once, signed more than once.
 - b. Utilizing other lecturers' teaching hours, without their permission.
 - c. Using a classroom that is not intended for it.
 - d. Teaching at the time of prayer.
 - e. Un-Islamic appearance
4. Administrative sanctions against lecturers are in the form of a written warning given by the Head of the Study Program, if:
- a. Giving lectures less than 6 (six) times in the middle of the semester.
 - b. Giving lectures less than 80% of the total set face-to-face meetings (16 meetings).
 - c. Late submission of semester end scores to the study program according to the set time.
 - d. Lecturers who teach less than 80% in the current semester cannot be paid a living for their teaching.
 - e. Administrative sanctions as intended are given by the Dean/Director

of Postgraduate Studies.

5. Sanctions for violation of written warning above
 - a. If point (4) is not heeded, sanctions will be given in the form of:
 - 1) Lecturers have reduced teaching hours
 - 2) Thesis/thesis/dissertation advison is reduced
 - b. Sanctions point a (1 and 2) are given a Decree of the Dean/Director of Postgraduate.

AA. Lecturer Workload

Lecturer workload is based on higher education Chatur Dharma, with conditions:

1. Lecturer teaching load is a minimum of 12 credits and a maximum of 16 credits per semester.
2. Advising thesis for a maximum of 16 people/year, theses for a maximum of 12 people/year and dissertations for a maximum of 8 people/year.
3. Research at least 1 title / year.
4. Community Service at least 1 title/year.

BB. Provisions for Subject Lecturers

1. Have a minimum education of Masters for Undergraduate (S1) and Doctoral Degrees for Undergraduate (S2) and Undergraduate (S3).
2. Have a minimum academic rank of Expert Assistant (S1), minimum Lector for S2 and at least Head Lector for S3.
3. Have scientific competence in accordance with the subject taught.
4. Lecturers who are entitled to appoint teaching assistants have the academic position of Head Lector without a structural position or Lector who has a structural position.
5. The teaching assistant referred to in point (4) is
 - a) permanent lecturer,
 - b) S2 qualification
 - c) has the maximum academic rank of expert assistant
 - d) teaching staff
6. Lecturers who do not have an academic rank are not entitled to be in

charge of the course.

7. Extraordinary Lecturers (LB) are lecturers whose home base is outside Unismuh Makassar.

CC. Provisions for Thesis/Thesis/Dissertation Advisors

1. Advisory Requirements for Thesis/Final Project:
 - a. Have an academic position as low as expert assistant
 - b. Minimum education Masters
2. Advisory Requirements for Thesis:
 - a. Have an academic position as low as a lector
 - b. Minimum Doctoral education
3. Advisory Requirements for a Dissertation:
 - a. Have an academic position as low as Head Lector
 - b. Minimum Doctoral education

Can be seen in the following table:

No	Lecturer Academic Position	Educational Qualification	Final Project Advision		
			Final Thesis	Thesis	Disertasi
1	Expert Assistant	Master	M	-	-
		Doctor	M	B	-
2	Lector	Master	M	-	-
		Doctor	M	M	B
3	Head Lectorer	Master	M	-	-
		Doctor	M	M	B/M*
4	Professor	Doctor	M	M	M**

Source: Director General of Science and Technology Resources and Diktek Kemenristekdikti, 2019

* = Have a scientific work as the first author in a reputable international scientific journal (last 5 years)

** = Have a scientific work as the first author or at least a correspondence writer in a reputable international scientific journal (last 5 years)

M = Execute (Primary Advisor, Promoter)

B = Assist (Assistant Advisor, Co Promoter)

- a. Determination of advisors by the Head of Study Program and coordinated with Vice Dean I / Assistant Director I.
 - b. Determination of Advisors if they have the same academic rank and academic title, then the first advisor will be:
 - (i) Qualifications (Linearity of expertise, research and publications that are relevant to the research themes studied by students).
 - (ii) Service period (Rank and class).
 - c. In the case of different academic ranks and academic degrees, then the first advisor will be Qualifications as explained in point (a) above.
 - d. Advisors can be appointed and dismissed with a Rector's Decree at the suggestion of the Dean/Director of Postgraduate Studies.
 - e. The final task advisor can be replaced if the lecturer is concerned:
 - 1) Sick;
 - 2) Study Tasks;
 - 3) Resign with a Statement Letter approved by the Dean/Director of Postgraduate Studies;
 - 4) Permanently absent;
 - f. The replacement of the final assignment advisor is determined by a Rector's Decree at the suggestion of the Dean/Director of Postgraduate Studies.
4. Advisor duties in general:
- a. Guiding the preparation of a research plan (proposal)/final project.
 - b. Examine the concept of the research plan.
 - c. Monitor the implementation of research.
 - d. Checking the final project concept.
 - e. Assist in the process of results seminars and final exams.
 - f. Act as a correspondent author in publishing articles on the final project

Determination of the Final Assignment Advisor

No	Level	Number of Advisors and Examiners		
		Advisor/Promoter	Examinor	External Tester
1	Diploma	1 person	2 person	-
2	S-1	2 person	2 person	-
3	S-2	2 person	2 person	-
4	S-3	3 person	3 person	1 person

Thesis/thesis/dissertation Advisor duties

No	Duties	Advisor (S-1 dan S-2)		Promoter (S-3)	Co promoter (S-3)	
		1	2		1	2
1	Proofread according to the writing guidelines	-	√	-	√	√
2	Scientific substance	√	√	√	√	√
3	Research methods	√	√	-	√	√
4	Results and Discussion	√	√	√	√	√
5	Conclusions and suggestions	√	√	√	√	√

3. Other provisions

- a. Advisor I and or Advisor II can come from other relevant universities (for study programs that have limited resources).
- b. Promoters and or Co-Promoters can come from other relevant tertiary institutions (for study programs that have limited resources).
- c. Lecturers can guide a maximum of 10 student final assignments per year or adjusted to the conditions of the Study Program.
- d. Final project advisers can come from agencies outside the campus and or companies
- e. Intellectual Property Rights as the result and the final project are owned by the University.

DD. Examiner Provisions

A. Diploma three (D-3) and Bachelor (S-1):

1. Determination of Proposal Examiners:
 - a. Proposal of examining lecturers by the Chair of the Study Program with the minimum criteria of an expert assistant after coordinating with the vice Dean I.
 - b. The examiner team consists of the chairman and 3 (three) members, the decree is signed by the Rector.
 - c. The testing team consists of advisors and examiners.
 - d. The testing team is led by the chairman, and if the team leader is absent, they are appointed based on the team's agreement.
 - e. The exam can be carried out if the examiners are present $\frac{2}{3}$ of the total examiners.

2. Determination of Thesis Examiners:
 - a. Proposal of examining lecturers by the Chair of the Study Program with the minimum criteria of an expert assistant after coordinating with the Vice Dean I.
 - b. The examiner team consists of the Chairman, Secretary and 2-3 members (as needed), whose SK is signed by the Dean.
 - c. The testing team is led by the chairman, and if the team leader is absent, they are appointed based on the team's agreement.
 - d. The chief examiner is advisor 1, if he is unable to attend, he can be replaced by advisor 2.
 - e. The exam can be carried out if the examiners are present $\frac{2}{3}$ of the total examiners.

B. Master Degree:

- a. Proposal of examining lecturers by the Head of the Study Program with the minimum criteria of being a Lector after coordinating with the Assistant Director I.
- b. The examiner team consists of a chairman and 3 (three) members, whose decree is signed by the Rector.
- c. Each examiner team consists of Advisors and examiners

- d. The chief examiner is Advisor 1, if he is unable to attend, he can be replaced by advisor 2.
- e. The examiner team is led by the chairman, and if the team leader is absent then Advisor 2 becomes the chairman of the assembly.
- f. The exam can be carried out if the examiners are present 2/3 of the total examiners.

C. Doctoral (S-3):

- a. Proposal of examining lecturers by the Chair of the Study Program with the minimum criteria of being a Lector after coordinating with the Assistant Director I.
- b. The examiner team for each assembly consists of the chairman and 3 (three) members, the decree is signed by the Rector.
- c. The testing team consisted of promoters, 2 co-promoters and 1 external examiner and 2 internal examiners.
- d. The leader of the examiner team is the promoter, if absent he can be replaced by the co-promoter.
- e. The testing team is led by the chairman, and if the team leader is unable to attend, the Co Promoter becomes the team leader.
- f. The exam can be carried out if the examiners are present 2/3 of the total examiners.

D. Doctoral Promotion

- a. The Doctoral Promotion Session is chaired by the Rector or Postgraduate Director.
- b. The examiner team consists of: Rector, Postgraduate Director, Promoter, 2 (two) Co-Promoters, 1 External Examiner and 2 internal examiners.
- c. The exam can be carried out if the examiners are present 2/3 of the total examiners.

EE. Academic Advisor

- 1. Academic Advisor (PA) is a student advisor who is appointed from the start of the study concerned through a Dean's Decree at the suggestion of the Head of the Study Program.

2. Academic advisors have a minimum academic rank of expert assistant.
3. Academic advisers are in charge of and responsible for:
 - a. Provide an explanation to students about the education system and academic administration of the university, faculties, and study programs.
 - b. Provide academic and non-academic guidance to students in determining the overall study plan at the beginning of the study, guide the completion of the semester Study Plan Credit (KRS) and approve it by affixing a signature.
 - c. Provide explanations and advice to students to make the most of their time and learning facilities, so that they can complete their studies on time and have the highest GPA.
 - d. Provide time to consult with students at least 3 (three) times in one semester, namely at the beginning of the semester, before the midterm exam, and before the final semester exam as evidenced by an Academic Guidance Control Card.
 - e. Fill in the student control card.
 - f. Evaluate student achievement through KHS and report at the end of each semester to the head of the study program to be forwarded to vice dean I.
 - g. Give advice to students whose performance is declining, find out the causes and help provide solutions, so the students achievement can increase in the following semester.
 - h. Students who have problems in the lecture process cannot be resolved by the PA forwarded to the Head of Study Program.
4. Academic advisers are appointed and dismissed by the dean at the suggestion of the head of the study program based on homebase.
5. Academic advisors can add up to 20 additional students per year.
6. Academic advisors can be replaced if:
 - a. Currently studying outside South Sulawesi.
 - b. Resign.
 - c. Permanently disabled.
 - d. Violating the lecturer's code of ethics.

7. The replacement of the academic advisor is determined by a dean's decree at the suggestion of the head of the study program.

FF. Rights and Obligations of Students towards Academic Advisors

1. In carrying out academic activities, students are obliged:
 - a. Consult regularly with academic advisors at least 3 times each semester.
 - b. Student Study Plan Credit (KRS) signed by Academic Supervisor (PA).
 - c. Students ask the Academic Advisor to fill out a control card during a student consultation.
2. Organizing academic activities, students are entitled:
 - a. Get an explanation from the academic adviser about the acceleration of the study period.
 - b. Receive academic guidance and preparation of research plans.
 - c. Get solutions to academic problems encountered.

GG. Graduation and Educational Certificate

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1. Graduation Requirements
Students who follow the graduation, have met the following requirements:
 - a. Has attended graduation at each faculty.
 - b. Has been registered as a graduate / graduate on the graduation committee.
2. Outstanding graduates The following criteria:
 - a. Have a GPA of 3.51 – 4.00
 - b. Just in time for study
 - c. Have achievements at national and international levels (academic and non-academic)
 - d. Active in intra-campus organizations (IMM, BEM, HMJ, and UKM)
 - e. Islamic character

Table 1

Indicators for Assessment of Outstanding Graduates

No	Indicator	Score
1	International Level Achievements	25%
2	National Level Achievement	15%
3	Just in time for study	15%
4	GPA 3.51 – 4.00	15%
5	Active in organization	10%
6	Islamic character	10%
7	Al Islam and Muhammadiyah	10%

Educational Certificate

1. Diplomas are printed through the system, namely Simakad
2. Students who have passed all academic requirements in the Diploma, Undergraduate, Masters, Doctoral and Professional study programs will receive a certificate signed by the Dean and Rector.
3. Students who have academic and non-academic achievements that have been inputted at the conference and have been validated by the study program will receive a diploma accompanying certificate signed by the Dean.
4. Graduates whose diplomas are lost or damaged after being in the hands of the owner, the University will issue a certificate to replace the diploma signed by the Dean and Rector.
5. Issuance of certificates for replacement of diplomas as referred to in paragraph (2) is regulated in separate provisions.