

Contents	
CHAPTER I General Provisions.....	6
Article 1	6
CHAPTER II STUDY PROGRAM	9
Part One Types, Programs, and Stages of Study Programs	9
Article 2	9
Part Two Undergraduate-Master Unification Program (PPSM).....	10
Article 3	10
Part Three Master-Doctoral Unification Program (PPMD)	11
Article 4	11
Part Four Curriculum	12
Article 5	12
Part Five Regular Semester	12
Article 6	12
Part Six Short Semester	12
Article 7	12
Part Seven Semester Credit Unit (SKS)	13
Article 8	13
Part 8 Credit Load	14
Article 9	14
Part Nine Course Requirements	15
Article 10	15
Part Ten Off-Campus Academic Activities.....	16
Article 11	16
CHAPTER III NEW STUDENT ADMISSION.....	16
Part One New Student Admission for Undergraduate Programs.....	16
Article 12	16
Part Two	16
Article 13	16
Part Three New Student Admission for Professional Program	17
Article 14	17
Part Four Special Undergraduate Program Students.....	17
article 15.....	17
Part Five	18
Article 16	18
Part Six International Students	19
Article 17	19
Part Seven Cancellation of Student Admission	19
Article 18	19
Part Eight Student Status Validity and Transfer	20
Article 19	20
CHAPTER IV RE-REGISTRATION.....	20

Part One Re-Registration	20
Article 20	20
Part Two Re-Registration Requirement	21
Article 21	21
Part Three Active Student Status	21
Article 22	21
Part Four Change of Study Plan	21
Article 23	21
Part Five Tuition Fee Payment	22
Article 24	22
Part Six Non-Registered Students	22
Article 25	22
Part Seven Requirements for Participating in Academic Activities.....	23
Article 26	23
CHAPTER V ACADEMIC SERVICE	23
Part One ITB Academic Calendar	23
Article 27	23
Part Two Lectures and Examinations.....	23
Article 28	23
Part Three Credit Load per Semester.....	24
Article 29	24
Part Four Lecture Load for the Implementation of Off-Campus Activities.....	24
Article 30	24
Part Five Exceeding Credit Load for Study Acceleration	24
Article 31	24
Part Six Academic Consultation.....	26
Article 32	26
Part Seven Examination Implementation.....	27
Article 33	27
Part Eight Examination Participant	27
Article 34	27
Part Nine Examination Invigilator.....	28
Article 35	28
CHAPTER VI STUDENT ACADEMIC ACHIEVEMENT AND STUDY STAGE COMPLETION	28
Part One Monitoring and Evaluation of Learning Outcomes.....	28
Article 36	28
Part Two Assessment of Student Academic Achievement.....	29
Article 37	29
Part Three Incomplete Grade	29
Article 38	30
Part Four Average Score, Grade Point Average, and Cumulative Grade Point Average.....	30

Article 39	30
Part Five Degree of Achievement	31
Article 40	31
<i>NR</i> =	31
Part Six Completion of Undergraduate Program.....	32
Article 41	32
Part Seven Completion of Master’s Program	32
Article 42	32
Part Eight Completion of Doctoral Program	33
Article 43	33
Part Nine Completion of the Professional Program	33
Article 44	33
Part Ten Graduation Predicate	34
Article 45	34
Part Eleven Graduation Predicate Criteria for Undergraduate Program	34
Article 46	34
Part Twelve Graduation Predicate Criteria for Master’s Program	35
Article 47	35
Part Thirteen Graduation Predicate Criteria for Doctoral Program	36
Article 48	36
Part Fourteen Quality of Final Project, Thesis and Dissertation	38
Article 49	38
Part Fifteen Certificate of Completion of Joint Preparation Stage (TPB)	38
Article 50	38
Part Sixteen Report Cards, Academic Progress Reports, Academic Transcripts, Diplomas, and Diploma Companion Certificates	39
Article 51	39
CHAPTER VII LENGTH OF STUDY	39
Part One Length of Study for Undergraduate Program	39
Article 52	39
Part Two Length of Study for Master’s Program.....	40
Article 53	40
Part Three Length of Study for Doctoral Program	40
Article 54	40
Part Four Length of Study for Professional Program.....	40
Article 55	40
Part Five	41
Article 56	41
Part Six Extension of Study Period	41
Article 57	41
Part Seven Probation Period of Transferred Students of Undergraduate Programs.....	42
Article 58	42

Part Eight Length of Study for Special Students of Regular Program	42
Article 59	42
Part Nine Temporary Suspension of Study	42
Article 60	42
Part Ten Termination of Study	43
Article 61	43
Part Eleven Study Deadline Warning	44
Article 62	44
Part Twelve Study Withdrawal	44
Article 63	44
CHAPTER VIII TRANSFERING TO OTHER STUDY PROGRAMS	45
Part One Student Transfer to Another Study Program	45
Article 64	45
Part Two Procedure for Study Program Transfer.....	45
Article 65	45
CHAPTER IX NON-REGULAR STUDENTS	46
Article 66	46
CHAPTER X STUDENT IDENTITY CARD REPLACEMENT	46
Article 67	46
CHAPTER XI CERTIFICATE OF SUBSTITUTE DIPLOMA	47
Article 68	47
CHAPTER XII USE OF CAMPUS FACILITIES BY STUDENTS	47
Article 69	47
CHAPTER XIII TRANSITIONAL PROVISION	47
Article 70	47
CHAPTER XIV CLOSING PROVISION	48
Article 71	48



RECTOR'S REGULATION
INSTITUT TEKNOLOGI BANDUNG
NO. 609/IT1.A/PER/2021

ON

**ACADEMIC REGULATION OF INSTITUT TEKNOLOGI
BANDUNG AS A PUBLIC UNIVERSITY WITH LEGAL ENTITY**

BY THE GRACE OF GOD ALMIGHTY

RECTOR of INSTITUT TEKNOLOGI BANDUNG,

- Considering:
- a. that the Rector's Regulation No. 255/PER/I1.A/KM/2019 regarding the Academic Regulations of Institut Teknologi Bandung as a Public University with Legal Entity has been issued;
 - b. that in line with the dynamics of the organization and the development of applicable academic provisions it is deemed necessary to make adjustments and improvements to the Academic Regulations of Institut Teknologi Bandung as a Public University with Legal Entity;
 - c. that based on the considerations as referred to in points a and b above, it is necessary to stipulate the Academic Regulations of Institut Teknologi Bandung as a Public University with Legal Entity with this Rector's Regulation.

- In view of:
1. Act No. 20/2003 on National Education;
 2. Act No. 12/2012 on Higher Education;
 3. Government Regulation No. 65/2013 on the Status of Institut Teknologi Bandung;
 4. ITB Board of Trustees Regulation No. 005/P/I1-MWA/2015 on ITB Students' Code of Ethics;
 5. ITB Rector Regulation No. 255/PER/I1.A/KM/2019 on Academic Regulations of Institut Teknologi Bandung as a Public University with Legal Entity;
 6. ITB Board of Trustees Decree No. 005/SK/I1-MWA/KP/2020 on the ITB Rector's Appointment for the period 2020-2025;
 7. ITB Academic Senate Decree No 032/SK/K01-SA/2002 on the Core Values of Institut Teknologi Bandung;
 8. ITB Academic Senate Decree No. 05/IT1.SA/PER/2020 on the Educational Value of Institut Teknologi Bandung.

HAS DECIDED:

To stipulate : RECTOR'S REGULATION OF INSTITUT TEKNOLOGI BANDUNG ON ACADEMIC REGULATIONS OF INSTITUT TEKNOLOGI BANDUNG AS A PUBLIC UNIVERSITY WITH LEGAL ENTITY

CHAPTER I

General Provisions

Article 1

In this regulation it is specified that:

1. Institut Teknologi Bandung, hereinafter referred to as ITB, is a Public University with Legal Entity.
2. Rector is the Rector of ITB.
3. Vice-Rector is the Vice-Rector of ITB in charge of Academic and Student Affairs.
4. The Undergraduate Program of a Study Program includes the basic knowledge provided by the Study Program, which is the basis for immediately entering the world of work as a subject in economic and community activities or for pursuing further education, producing graduates who are able to observe, recognize, and carry out problem-solving in their field of science with full initiative, able to apply their knowledge, and ready to face change and keep abreast of developments.
5. The Master's Program is a linear continuation of the Undergraduate Program, or an interaction of several disciplines that are formed in accordance with the development of science or the demands of needs, and produces graduates who have more abilities than graduates of the Undergraduate Program, especially in terms of being creative in their field, synthesizing and drawing conclusions from research activities, in addition to the depth and breadth of their mastery of knowledge.
6. The Undergraduate-Master's Unification Pathway Program is an accelerated pathway for the Master's Program which allows Master's Program courses to be taken while students take the Undergraduate Program.
7. The Research-Based Master's Program (Master by Research), hereinafter abbreviated as MBR, is the implementation of the ITB Master's Program which produces graduates with mastery in the fields of science, engineering, technology, art, business and management, or humanities who have high originality in the development of research skills through the experience of researching independently, and producing international journal publications, which can be organized through a collaborative scheme between ITB and partner institutions and may be integrated with the Undergraduate-Master's Unification Pathway Program, and the Regular Program with partnerships.
8. The Master-Doctoral Unification Pathway Program is an accelerated path for the Doctoral Program that allows it to be carried out simultaneously when students take the Master's Program.
9. The Doctoral Program is a Study Program consisting of 4 (four) stages sequentially: Stage I (Preparation), Stage II (Proposal Preparation), Stage III (Research), and Stage IV (Doctoral Examination), and produces graduates who are able to conduct research independently, understand ethics and morals in the development of science, produce scientific works that reflect their special expertise, make original contributions to their field of science, and are able to carry out the transfer of knowledge to the scientific community in their environment.
10. The Postgraduate Program is a Master's Program and includes the Research-Based Master's Program (MBR) and Doctoral Programs.

11. The Professional Program is a higher education program following the Undergraduate Program which prepares students for jobs that require special skills.
12. Graduate Learning Outcomes (Indonesian acronym: CPL) or Student Outcomes or Program Learning Outcomes are qualifications of abilities that include attitudes, knowledge, and skills possessed by graduates of the Study Program.
13. Students are learning participants at the higher education level at ITB.
14. New Students are students who are accepted through the admissions route organized by ITB.
15. New Undergraduate Students are students who are accepted to study in the Undergraduate Program at ITB.
16. New Postgraduate Students are new students of the Master's and Doctoral Programs at ITB.
17. New Master's Program Students are students who are accepted to study in the Master's Program at ITB.
18. New Doctoral Program Students are students who are accepted to study in the Doctoral Program at ITB.
19. New Professional Program Students are students who are accepted to study in the Professional Program at ITB.
20. Research Students are students who are accepted to study or conduct research in preparation for entering a Master's or Doctoral Program at ITB.
21. International Students are ITB students who are foreign nationals.
22. Regular Program Students are ITB students who take Study Programs to obtain academic and professional degrees.
23. Non-Regular Program Students are students who participate in non-degree learning and/or research at ITB in preparation for joining academic and professional programs, collaboration programs between universities, or activities that non-degree learning participants can participate in independently.
24. Academic Advisor is an ITB lecturer appointed by the Dean based on a proposal from the Head of the relevant Study Program to provide academic and/or non-academic guidance to students under his/her guardianship.
25. Academic Consultation is a face-to-face activity between academic advisors and students in arranging course-taking strategies based on the applicable curriculum by taking into account the student's abilities and academic achievements.
26. Student Identity Card (Indonesian acronym: KTM) is an identification card containing information on the identity of ITB students which includes name, Student Identification Number, Faculty/School.
27. Student Identification Number (Indonesian acronym: NIM) is the student's identity number during his/her status as an ITB student, which consists of the code number of the Study Program or Faculty/School, the year he/she was accepted at ITB, and the serial number of acceptance in the Study Program or Faculty/School.
28. Student Study Card (Indonesian acronym: KSM) is a sheet/page containing the student's Study Plan for a certain semester, in the form of an official record of taking courses in the ITB Academic Information System.
29. Examination Invigilator is a person assigned to carry out examination supervision.

30. Academic activities are all activities that students must carry out to fulfill the graduation requirements of the educational program, which can be in the form of curricular, co-curricular, extracurricular activities, or activities taken through non-formal education.
31. Curricular activities are activities carried out by the Study Program for students by referring to the curriculum structure designed to meet graduates' learning outcomes in achieving the Study Program's educational goals.
32. Co-curricular activities are activities that support and strengthen curricular activities according to the scientific field of the Study Program.
33. Extracurricular activities are activities based on the student's interest in self-development.
34. Synchronous learning is a teaching and learning process that is carried out through direct and scheduled interactions between students and teaching staff.
35. Asynchronous learning is a synchronous learning support activity that is held on an unscheduled basis without direct interaction.
36. Report Card is a complete report of all recorded course scores obtained by a student during his/her study at ITB which is compiled based on the order of taking each semester.
37. Academic Progress Report is a record of the number of credits and the final grades of all courses obtained by the student while studying at ITB.
38. Academic Transcript is a complete record of the number of credits and the final grades of all courses required by the curriculum of each Study Program obtained by the student while studying at ITB.
39. Short semesters are semesters held between even semesters and odd semesters.
40. Recognition of Past Learning (RPL) is an acknowledgment of one's learning achievements obtained from non-formal or informal education activities, and/or work experience in formal education.
41. Formal education is a structured and tiered educational path consisting of basic, secondary, and higher education.
42. Non-formal education is an educational pathway outside of formal education that can be carried out in a structured and tiered manner.
43. Credit earning is an award in the form of credits given to an ITB student for his/her participation before or during his/her registration as an ITB student in one or more academic activities organized by ITB, either independently or in collaboration with other parties.
44. Credit transfer is an acknowledgment of the results of lectures followed by an ITB student at a university other than ITB, either before or during his registration as an ITB student.
45. Certificate of Associate Degree, hereinafter abbreviated as SKPI (Indonesian acronym), is a document containing information on the fulfillment of graduate competencies in a Higher Education Program.
46. Joint Preparation Stage (Indonesian acronym: TPB) courses are courses in the curriculum structure of the first year of the Undergraduate Program.
47. ITB Judiciary Meeting is a meeting to ratify the graduation of ITB students chaired by the Rector and attended by the Vice-Rector in charge of Academic and Student Affairs, Deans of Faculties/Schools, and Deans of Graduate Schools, or their representatives.

48. Students with a load of 0 (zero) credits (Indonesian acronym: SKS) are:
 - a. students who are allowed to suspend their studies temporarily (academic leave);
 - b. students who have completed all course requirements in the curriculum and are waiting for graduation;
 - c. students with valid final project/thesis/dissertation courses.
 - d. students who are subject to academic sanctions or are guilty of academic negligence so that they are only allowed to register 0 (zero) credits.

CHAPTER II STUDY PROGRAM

Part One Types, Programs, and Stages of Study Programs

Article 2

- (1) ITB organizes Academic Study and Professional Study.
- (2) ITB organizes Study Programs by using Bahasa Indonesia as the formal language of instruction, unless specifically regulated.
- (3) Academic Study at ITB consists of 3 (three) programs:
 - a. Undergraduate Program with a curriculum of 8 (eight) semesters for Strata-1 (S1) which provides a bachelor's degree;
 - b. Master's Program with a curriculum of 4 (four) semesters for Strata-2 (S2) which provides a master's degree;
 - c. Doctoral Program with a curriculum of 8 (eight) semesters for Strata-3 (S3) which provides a doctoral degree.
- (4) The Undergraduate Program consists of two inseparable stages:
 - a. The Joint Preparation Stage (TPB), which is held in the first year, is the beginning of the Undergraduate Program study which aims to strengthen basic science competence, form general abilities that support further education, as well as foster scientific attitudes and good study habits in higher education.
 - b. The Undergraduate Stage is an educational stage that lays the knowledge and expertise foundation accompanied by broadening of knowledge.
- (5) Master's and Doctoral Programs can be implemented in a partnership scheme while still referring to the provisions for the implementation of Master's and Doctoral Programs that apply at ITB.
- (6) The requirements and procedures for the implementation of Special Study Programs other than Undergraduate Programs, Master's Programs, Doctoral Programs, and Professional Programs are specifically regulated by the Rector's Regulation.

Part Two
Undergraduate-Master Unification Program (PPSM)

Article 3

- (1) Outstanding students are given the opportunity to take Undergraduate and Master's Programs with a shorter overall study period.
- (2) Undergraduate students with good academic achievement can attend a linear Master's Program study that is continuous with the Undergraduate Program so that they can complete both programs in a relatively shorter time than the normal study period of the two programs combined.
- (3) Undergraduate students with good academic achievement as referred to in paragraph (1) may join the Undergraduate-Master Unification Pathway Program with the following conditions:
 - a. Undergraduate students can enroll in the Undergraduate-Master Unification Pathway Program at the end of Semester 5 (five) or the end of Semester 6 (six) provided that they have a GPA (IP) ≥ 3.00 (three point zero zero).
 - b. Registration for the Undergraduate-Master Unification Pathway Program at the end of Semester 5 (five) provided that the undergraduate program students listed in point a have completed the undergraduate program courses with passing credits ≥ 90 (ninety) credits (SKS).
 - c. Registration for the Undergraduate-Master Unification Pathway Program at the end of Semester 6 (six) provided that the Undergraduate Program students as stated in point a have completed the Undergraduate Program courses with passing credits ≥ 108 (one hundred and eight) credits (SKS).
 - d. Master's Program courses that can be taken have at least 9 (nine) credits.
 - e. In the Undergraduate-Master Unification Pathway Program, Master's Program courses that have been taken by students who have withdrawn from program participation remain valid for 5 (five) years after the student graduated from the Undergraduate Program.
 - f. Students participating in the Undergraduate-Master Unification Pathway Program are exempted from the mandatory requirements for TOEFL/ELPT-ITB (Test of English as a Foreign Language/English Language Proficiency Test) and TPA (Academic Potential Test) for registration in the Master's Program.
 - g. The study period of the Master's Program for students of the Undergraduate-Master Unification Pathway Program is a maximum of 3 (three) semesters.
 - h. If the student's study period for the Unification Pathway Master Degree Program exceeds 3 (three) semesters, then the student is declared a regular Master's Program student.

Part Three
Master-Doctoral Unification Program (PPMD)

Article 4

- (1) The Master-Doctoral Unification Program (PPMD) is a doctoral program that can be taken simultaneously with a Master's Program with the following conditions:
 - a. PPMD students must have graduated from the Master's Program before graduating from the Doctoral Program.
 - b. The study period for the Master's Program for students who take part in PPMD is 6 (six) semesters after the student starts the Master's Program.

- (2) Master's Program students with good academic achievement can take part in a linear Doctoral Program study that is continuous with the Master's Program so that they can complete both programs in a relatively shorter time with the following conditions:
 - a. Master's Program students can enroll in the Master-Doctoral Unification Program at the latest at the end of Semester 3 (three) provided that they have a GPA (IP) > 3.50 (three point five zero).
 - b. Evaluation of the feasibility of participating in the Doctoral Program is based on the provisions of GPA (IP) as well as recommendations from the prospective Head of the Doctoral Program Advisor, KPPs, and the Head of the Doctoral Study Program.
 - c. Based on the results of the evaluation as referred to in point b, if the student is declared eligible to take part in the PPMD, then the student will be registered as a Doctoral Program student in the following semester.
 - d. Based on the results of the evaluation as referred to in point b, if the student is declared unfit to take part in the PPMD, then the student can still complete the Master's Program.

- (3) Graduates of the Undergraduate Program with high academic achievement (Bachelor of Excellence) can participate in a linear Master's Program that is continuous with the Doctoral Program with the following conditions:
 - a. The overall study period of the PPMD for a Bachelor of Excellence is 8 (eight) semesters after the student starts the Master's Program.
 - b. The feasibility of continuing to the Doctoral Program will be evaluated at the end of Semester 2 (two) of the Master's Program based on the evaluation results. If the student is declared eligible to continue to the Doctoral Program, then the student enters the Doctoral Program study at the beginning of Semester 3 (three) of the Master's Program.
 - c. Feasibility evaluation of participating in the Doctoral Program is based on the provisions of the Master's Program, with average GPA (IP) > 3.50 (three point five zero) and recommendations from the Head of the Advisory Team.
 - d. Based on the evaluation results in point b, if the student is declared unfit to continue to the Doctoral Program, then the student is only allowed to complete their studies up to the Master's Program.

Part Four Curriculum

Article 5

- (1) The curriculum of Study Programs at ITB is prepared based on the vision and mission of ITB to produce competent graduates based on community requirements in the development of science, technology, and art, as well as having insight into the social sciences and humanities.
- (2) The curriculum of a Study Program includes a unified composition of integrated courses to enable students to obtain Graduate Learning Outcomes or Student Outcomes as determined for the Study Program following applicable national standards.
- (3) The composition of the courses is adjusted to the development of the student's understanding in the related field of science. Each course has a syllabus, a specific study load, and a Lecture Program Unit.
- (4) The curriculum provides the specific characteristics of the Study Program and a complete overview of the study materials, requirements, and general guidelines for carrying out the study process.

Part Five Regular Semester

Article 6

- (1) The implementation of the Study Programs at ITB adheres to the semester system.
- (2) One academic year consists of 2 (two) regular semesters: 1 (one) odd semester and 1 (one) even semester; each consisting of 16 (sixteen) weeks of academic activities.
- (3) Activities for 16 (sixteen) weeks of lecture time include lectures for at least 14 (fourteen) weeks and exam activities for 2 (two) weeks.

Part Six Short Semester

Article 7

- (1) Academic activities in short semesters are determined by the Study Program based on Faculty/School policies, the willingness of teaching lecturers, and the availability of facilities.
- (2) Academic activities for 1 (one) short semester are equivalent to activities for 1 (one) regular semester but are carried out for 8 (eight) weeks, including lectures, evaluations, and practicums.

Part Seven
Semester Credit Unit (SKS)

Article 8

- (1) The benchmark for a student's academic load is SKS.
- (2) 1 (one) SKS for the Undergraduate Program in the learning process (in the form of lectures, responses, or tutorials) consists of:
 - a. 50 (fifty) minutes per week per semester for synchronous learning activities;
 - b. 60 (sixty) minutes per week per semester for structured assignments carried out through synchronous and/or asynchronous learning in order to support lecture, response, or tutorial activities;
 - c. 60 (sixty) minutes per week per semester for independent activities, which are student activities that are carried out independently to explore and prepare for academic tasks, such as reading reference books.
- (3) 1 (one) SKS for the Undergraduate Program in the learning process (in the form of seminars or other similar forms) consists of:
 - a. 100 (one hundred) minutes per week per semester for learning process activities, and
 - b. 70 (seventy) minutes per week per semester for independent activities.
- (4) 1 (one) SKS for the Undergraduate Program 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, internship, entrepreneurship, and/or service to the Community is 170 (one hundred and seventy) minutes per week per semester.
- (5) 1 (one) SKS for the Postgraduate Program is equivalent to a student's effort of 5 (five) hours per week per semester, which includes:
 - a. 50 (fifty) minutes per week per semester for synchronous learning activities,
 - b. 1 to 2 (one to two) hours per week per semester for structured assignments carried out through synchronous and/or asynchronous learning in order to support synchronous learning activities, and
 - c. 2 to 3 (two to three) hours of independent activities.
- (6) 1 (one) SKS for the Professional Program is equivalent to student efforts of 3 to 5 (three to five) hours a week in one semester, which includes:
 - a. 50 (fifty) minutes per week per semester for synchronous learning activities,
 - b. at least 1 (one) hour of structured activities, and
 - c. at least 1 (one) hour of independent activity.
- (7) Learning methods in the form of lectures, responses, or tutorials must contain synchronous learning.

Part 8 Credit Load

Article 9

- (1) The credit load of each Study Program at ITB is determined in the curriculum.
- (2) The credit load for the Undergraduate Program at ITB is at least 144 (one hundred and forty four) credits (SKS), which is divided into TPB courses and the Undergraduate Stage according to the needs of the Faculty/School.
- (3) The credit load for the Master's Program is at least 36 (thirty six) credits (SKS).
- (4) The credit load for the Doctoral Program post Master's Program is at least 42 (forty two) credits (SKS).
- (5) The credit load for Professional Program Study is at least 24 (twenty four) credits (SKS) in accordance with the curriculum provisions that apply to professional programs.
- (6) Courses that have been taken at ITB can be recognized as fulfilling the curriculum credit load as referred to in paragraph (2), paragraph (3), paragraph (4), and paragraph (5) with the condition that approval has been granted by the Dean of the Faculty/School, taking into account the fulfillment of curriculum requirements, Graduate Learning Outcomes, recommendations from the Head of Study Programs and/or the Postgraduate Program Commission (KPPs) of Faculties/Schools, and the applicable regulations at ITB.
- (7) In addition to curricular activities taken at ITB, activities that are followed by students outside ITB, including curricular, co-curricular, extracurricular, and non-formal education activities, can be recognized as fulfilling the curriculum credit load as referred to in paragraph (2), paragraph (3), paragraph (4), and paragraph (5) provided that the activity design has obtained approval from the Vice-Rector of ITB in charge of Academic and Student Affairs and the credit recognition or credit load from the activity has been approved by the Dean of the Faculty/School, taking into account the fulfillment of curriculum requirements, Graduate Learning Outcomes, recommendations from the Head of Study Programs and/or the Faculty/School Postgraduate Program Commission (KPPs), and the applicable regulations at ITB.
- (8) Equalization of non-formal education for the Professional Program is part of fulfilling the curriculum requirements set by the head of the ITB Work Unit who handles the affairs of the Professional Program.

Part Nine
Course Requirements

Article 10

- (1) All compulsory courses and a number of elective courses in the curriculum must be completed by the student in accordance with the curriculum provisions.
- (2) Students are allowed to take courses above the total required number; the implementation refers to the provisions of the Study Program curriculum.
- (3) Each semester, the student is required to take courses according to the sequence in the curriculum by prioritizing taking courses at a lower stage and year.
- (4) Undergraduate Program students may take Master's Program courses, either for the Undergraduate-Master's Unification Pathway Program as referred to in article 3, or to fulfill the requirements for elective courses for the Undergraduate Program.
- (5) The requirements for undergraduate students taking Master's Program courses to meet the requirements for selected undergraduate courses as referred to in paragraph (4) are:
 - a. the student is at least in the third year of study; and
 - b. has a GPA (IP) as low as 3.00 (three point zero zero).
- (6) The requirements for Undergraduate students taking Master's Program courses for the purposes of the Undergraduate-Master Unification Pathway Program follow the provisions referred to in article 3.
- (7) Master's Program students can take Doctoral Program courses either for the purposes of the Master-Doctoral Unification Pathway Program as referred to in article 4 or to fulfill the requirements of Master's Program elective courses provided that they have a minimum GPA (IP) of 3.25 (three point two five).
- (8) Doctoral Program students can take Master's Program courses to fulfill competence after obtaining approval from the Faculty/School KPPs.
- (9) The Master's Program courses referred to in paragraph (8) are not included in fulfilling the Doctoral Program credit load as referred to in article 9 paragraph (4) and recorded in the SKPI (Certificate of Companion Diploma).

Part Ten
Off-Campus Academic Activities

Article 11

- (1) Students have the right to carry out academic activities outside the campus after obtaining approval.
- (2) The plan for implementing off-campus activities must be submitted by the Study Program through the Dean of the Faculty/School to the Vice-Rector of ITB in charge of Academic and Student Affairs for approval.
- (3) Off-campus activities can be recognized as academic activities that obtain credit recognition or credit and grade recognition if carried out following the instructions for implementing activities regulated by ITB.
- (4) Student participation in off-campus activities to be recognized as academic activities does not eliminate Graduate Learning Outcomes (CPL) that students must meet when graduating from the Study Program according to the Study Program curriculum design.
- (5) Off-campus activities must go through the stages of preparation, implementation, monitoring, evaluation, and assessment carried out by the Study Program.

CHAPTER III
NEW STUDENT ADMISSION

Part One
New Student Admission for Undergraduate Programs

Article 12

- (1) The selection process for accepting new Undergraduate students is managed by the ITB Work Unit which handles educational affairs.
- (2) Acceptance of new Undergraduate students is based on the selection results determined by ITB.
- (3) ITB may accept Indonesian citizens and/or foreign nationals as new Undergraduate students according to the provisions.

Part Two
New Student Admission for Postgraduate Programs

Article 13

- (1) The selection process for new admissions for the Postgraduate Program is co-managed by the ITB Work Unit which handles educational affairs and the Graduate School.
- (2) Acceptance of new students for the Postgraduate Program is based on the selection results determined by ITB.

- (3) The criteria for selecting new students for the Postgraduate Program are determined by the Rector's Regulation and the Rector's Decree determines the results.
- (4) New students of Master's or Doctoral Programs are required to meet the stipulated requirements, in particular the suitability of their scientific background and/or research experience.

Part Three
New Student Admission for Professional Program

Article 14

- (1) The selection process for new student admissions for the Professional Program is co-managed by the ITB Work Unit which handles educational affairs and non-regular education affairs.
- (2) New student acceptance for the Professional Program is based on the selection results determined by ITB.
- (3) The criteria for selecting new students for the Professional Program are determined by the Rector's Regulation, and the Rector's Decree determines the results.

Part Four
Special Undergraduate Program Students

article 15

- (1) Special Students for Undergraduate Programs are students whose admission does not follow the process of accepting new students for the ITB Undergraduate Program as referred to in article 12.
- (2) Admission of Special Undergraduate Students is carried out by the ITB Work Unit which handles educational affairs with the related Faculties/Schools through a placement test in accordance with the provisions.
- (3) Special Students for Undergraduate Program may have the status of:
 1. Transfer student, who transfer their studies from other domestic/foreign universities to follow their parents who are assigned by the Government to serve abroad.
 2. Student with assignments/study permits who have received assignments/study permits from state/private agencies/institutions that cooperate with ITB.
- (4) The number of course credits that can be equalized/recognized for students with the status as referred to in paragraph (3) is a maximum of 40 (forty) credits, or according to the provisions stipulated in the cooperation agreement between ITB and partners.

Part Five
Special Postgraduate Program Students

Article 16

- (1) Special Postgraduate Program Students are students at the Master's or Doctoral Program level who have passed several courses from a Master/Master level education program or a doctoral program from a Study Program outside ITB and then continue the Master's or Doctoral Program at ITB.
- (2) The selection of admissions for Special Postgraduate Program Students is carried out by the ITB Work Unit which handles educational affairs together with the Postgraduate School and related Faculties/Schools through a placement test in accordance with ITB regulations.
- (3) Recognition or equalization of courses that have been followed or taken by Special Postgraduate Program Students as referred to in paragraph (1) is stipulated in the Rector's Decree based on the proposal of the Faculties/Schools that have gone through credit recognition by KPPS and Study Programs and are recommended by the Dean of the Graduate School through the Vice-Rector in charge of Academic and Student Affairs.
- (4) The number of credits for courses that can be equalized or recognized as referred to in paragraph (3) is limited to a maximum of 12 (twelve) credits for Master's and Doctoral Programs or according to the provisions contained in the cooperation agreement between ITB and partners.
- (5) Particularly for the Doctoral Program, courses that can be recognized are observed on a case-by-case basis.
- (6) Special Master's Programs students must be registered as students at ITB for at least 2 (two) semesters or 1 (one) year.
- (7) Special Doctoral Program Students must be registered as students at ITB for at least 4 (four) semesters or 2 (two) years.
- (8) The Doctoral Program can be carried out within a partnership scheme where the doctoral student conducts research at the institution where the student works. One of the supervisory team members must come from this institution, which is required to have facilities for adequate research (laboratory or studio) in accordance with the dissertation topic.
- (9) The Doctoral Program with a partnership scheme is covered by a Cooperation Agreement between ITB and partners.
- (10) Provisions for implementing the Doctoral Partnership Program are

regulated through the Rector's Regulation.

Part Six International Students

Article 17

- (1) ITB may accept foreign citizens as International Students for Undergraduate and Postgraduate Programs in accordance with the provisions.
- (2) Foreign citizens can be accepted as ITB students in the status of New Students or Special Students as referred to in this regulation from universities abroad according to the requirements determined by ITB.
- (3) International student selection must go through the selection procedure for admission set by ITB:
 - a. the selection for the Undergraduate Program is carried out by the ITB Work Unit which handles educational affairs;
 - b. the selection for the Postgraduate Program is carried out by the ITB Work Unit which handles educational affairs and the Postgraduate School by taking into account the recommendations of the related Faculties/Schools.
- (4) Foreign citizens who are accepted as ITB students must:
 - a. have a residence permit to study and/or work in accordance with applicable immigration regulations in Indonesia;
 - b. have a valid health insurance policy while studying at ITB.

Part Seven Cancellation of Student Admission

Article 18

- (1) Admission of new students can be canceled if the prospective student is proven to have violated administrative or academic ethics.
- (2) Admission of new undergraduate students can be canceled if the person concerned:
 - a. has been proven to have cheated when participating in the selection procedure for admission of new students;
 - b. is currently registered as an active student at ITB;
 - c. has previously been registered as a student of the ITB Undergraduate Program.
- (3) Admission of new postgraduate students can be canceled if the person concerned:
 - a. has been proven to have cheated when participating in the selection procedure for admission of new students;
 - b. has previously been registered as a postgraduate student at ITB at the same level/strata and has been declared a dropout;
 - c. has previously been registered as a postgraduate student at ITB at the same level/strata and has submitted a withdrawal request (UNDRI) from the Study Program.

- (4) Exempted from the provision of paragraph (3) point c are Postgraduate Program students submitting their resignation for non-academic reasons that are accepted by ITB.
- (5) Admission of new students from the ITB Professional Program can be canceled if the person concerned has been proven to have cheated in the selection procedure for admission of new students.
- (6) ITB may cancel the student status of ITB students who are later proven to meet the provisions as referred to in paragraph (1) and paragraph (2).

Part Eight Student Status Validity and Transfer

Article 19

- (1) ITB students must fulfill all the administrative requirements specified within the stipulated time limit.
- (2) Students not meeting the administrative requirements as referred to in paragraph (1) have invalid status.
- (3) Students that have been proven to have provided false information and/or data may be subject to sanctions in accordance with the provisions.
- (4) Students who have passed the selection for one admission path at a Faculty/School cannot switch to another admission path during their study at ITB.
- (5) Students who intentionally follow the Study Program of a different admission path than the admission path to which they were admitted will have their status as ITB student reviewed.

CHAPTER IV RE-REGISTRATION

Part One Re-Registration

Article 20

- (1) Every ITB student must re-register before participating in academic activities in the relevant semester according to the time specified in the ITB Academic Calendar.
- (2) Re-registration consists of filling out Study Plans, attending Academic Consultation sessions, and downloading the Student Study Card (KSM).
- (3) Students must follow Academic Consultation sessions and coordinate with the Academic Advisor in the Study Plan approval process.
- (4) Students must check their Study Plan and the approval given by the Academic Advisor during the re-registration period based on the ITB

Academic Calendar; students must also ensure that the Academic Advisor has approved the Study Plan through Academic Consultation sessions and approval in the Academic Information System.

- (5) Students are declared to have completed re-registration if they possess a KSM for the relevant semester.
- (6) Errors in the contents of the Study Plan in the Academic Information System as a result of student negligence in carrying out examinations may be subject to sanctions in the form of reducing the course load that can be taken by students with a maximum of 4 (four) credits.
- (7) Student Study Card is in the form of hard copy and/or soft copy.
- (8) If the student has not re-registered by the end of the re-registration period according to the ITB Academic Calendar, then the student can only re-register with a load of 0 (zero) credits (SKS) unless the student gets approval from the Head of the Study Program.
- (9) If the student gets approval from the Head of the Study Program as referred to in paragraph (8), the student is entitled to a credit load of a maximum of 50% (fifty percent) of the course load.

Part Two Re-Registration Requirement

Article 21

ITB students are allowed to re-register when they were registered in the previous semester with the following requirements:

- a. have a KSM and KTM from the previous semester; and
- b. have a Study Plan for the relevant semester that has been approved by the Academic Advisor.

Part Three Active Student Status

Article 22

ITB students have active student status if they were registered with the ITB Work Unit which handles educational affairs according to the provisions of this Regulation for the last 2 (two) semesters.

Part Four Change of Study Plan

Article 23

- (1) Students are given the opportunity to make changes in the Study Plan (PRS) in the form of adding or canceling courses in the Study Plan listed in the KSM according to the schedule specified in the ITB Academic Calendar.
- (2) Completion of Study Plans by students, approval of Study Plans by Academic Advisors, and printing of KSM results from PRS must be

carried out according to the schedule set out in the ITB Academic Calendar.

**Part Five
Tuition Fee Payment**

Article 24

- (1) Students must pay tuition fees every semester based on the schedule specified in the ITB Academic Calendar.
- (2) Students who have difficulty paying tuition fees are required to report to the ITB Work Unit which handles student affairs (for undergraduate students), Postgraduate School (for Postgraduate Program students), or related Faculty/School (for Professional Program students), to be able to follow up with actions according to the provisions.
- (3) Students who have tuition fee arrears/debts on the time limit for graduation have their rights to obtain diplomas, certificates, and graduate transcripts postponed.

**Part Six
Non-Registered Students**

Article 25

- (1) Students who do not re-register for 1 (one) semester but will re-register for the next semester must submit a written application for re-registration to the Vice-Rector in charge of Academic and Student Affairs following applicable regulations.
- (2) Students who do not re-register for 2 (two) consecutive semesters may be declared to have withdrawn as ITB student.

Part Seven
Requirements for Participating in Academic Activities

Article 26

Students are entitled to participate in academic activities after being registered and obtaining a valid KTM and KSM for the relevant semester.

CHAPTER V
ACADEMIC SERVICE

Part One ITB
Academic Calendar

Article 27

- (1) All ITB educational activities refer to the ITB Academic Calendar, whose determination is coordinated by the Vice-Rector in charge of Academic and Student Affairs.
- (2) Student negligence in complying with the provisions in the ITB Academic Calendar may be subject to sanctions under the provisions.
- (3) The entire implementation of academic activities by the ITB academic community must refer to the ITB Academic Calendar.

Part Two
Lectures and Examinations

Article 28

- (1) All ITB students who meet academic and administrative requirements and are registered students are entitled to full academic services from ITB following the provisions.
- (2) ITB students with 0 (zero) credits status are not entitled to take part in lectures, practicum, and exams (except the graduation exam). However, they can use other public facilities available at ITB, such as libraries, health services, internet access, and sports facilities.
- (3) ITB students who are not registered are not entitled to participate in lectures, practicums, and exams, and are not entitled to obtain academic services and use other facilities only intended for ITB students.
- (4) If the unregistered student as referred to in paragraph (3) carries out academic activities in the relevant semester, the results of the academic activities cannot be recognized and cannot be taken into account by ITB.

**Part Three
Credit Load per Semester**

Article 29

- (1) Students have the right to take credits (SKS) up to the maximum specified limit.
- (2) The normal credit (SKS) load of lectures in each regular semester for undergraduate students is 20 (twenty) credits.
- (3) For undergraduate students taking Master's Program courses as referred to in this regulation, the normal academic load for each semester cannot exceed 60 (sixty) hours per week based on the equality of the academic load for each credit as stipulated in article 8 paragraph (2) and article 8 paragraph (5).
- (4) The normal credit (SKS) load of lectures in each regular semester for Master's and Doctoral Program students is 12 (twelve) credits (SKS).
- (5) The normal credit (SKS) load of lectures in each regular semester for Professional Program students is 20 (twenty) credits (SKS).

**Part Four
Lecture Load for the Implementation of Off-Campus
Activities**

Article 30

The maximum lecture load taken by undergraduate students through off-campus activities with the approval of the Vice-Rector in charge of Academic and Student Affairs is 40 (forty) credits (SKS) or according to the provisions stated in the cooperation agreement between ITB and partners.

**Part Five
Exceeding Credit Load for Study Acceleration**

Article 31

- (1) ITB encourages outstanding students to systematically accelerate study time.
- (2) Acceleration of study time as referred to in paragraph (1) can be carried out by outstanding students with the approval of the Academic Advisor and Head of the Study Program by taking tuition credits exceeding the normal load as referred to in article 29.
- (3) The provisions for the maximum credit load allowed for outstanding undergraduate students are as follows:

- a. students with an average score (NR) of 3.00 (three point zero zero) in the previous semester can take a maximum of 22 (twenty two) credits in the regular semester after obtaining approval from the Academic Advisor and Head of the Study Program;
 - b. students with an NR of 3.50 (three point five zero) in the previous semester can take a maximum of 24 (twenty-four) credits in the regular semester after obtaining approval from the Academic Advisor and Head of the Study Program.
- (4) Undergraduate students who meet the requirements as referred to in paragraph (3) may take Master's Program courses with the following conditions:
- a. related to paragraph (3) point a, the student's academic load of each semester does not exceed 70 (seventy) hours per week based on the equivalence of the definition of the credit load as referred to in article 8;
 - b. related to paragraph (3) point b, the academic load of each semester does not exceed 80 (eighty) hours per week based on the equivalence of the definition of the credit load as referred to in article 8.
- (5) Outstanding Master's Program students can take courses with a load of more than 12 (twelve) credits per semester, but not more than 15 (fifteen) credits in the regular semester with the following conditions:
- a. they should achieve an NR 3.50 (three point five zero) in the previous semester; and
 - b. they should obtain approval from the Academic Advisor and Head of the Study Program.
- (6) Outstanding Doctoral Program students can take courses with a load of more than 12 (twelve) credits (SKS) per semester, but not more than 15 (fifteen) credits (SKS) in the regular semester provided that they obtain approval from the Graduate School based on recommendations from the Faculty/ School.
- (7) The provisions referred to in paragraph (3) and paragraph (5) only apply if:
- a. Students already have complete grades in the previous semester.
 - b. Excluded from the provisions referred to in point a are students who:
 - 1. have incomplete grades obtained in Practical Work/Final/Thesis/Dissertation courses or similar courses;
 - 2. have academic leave status due to carrying out academic activities outside the campus.
- (8) The provisions for the maximum credit load allowed for outstanding Professional Program students are as follows:
- a. Students with an average score (NR) of 3.00 (three point zero zero) in the previous semester may be allowed to take a maximum load of 22 (twenty-two) credits in the regular semester after obtaining approval from the Academic Advisor and Head of the Study Program.
 - b. Students with a previous semester's NR of 3.50 (three point five zero) may be allowed to take a maximum of 24 (twenty-four)

credits in the regular semester after obtaining approval from the Academic Advisor and the Head of the Study Program.

- c. Students participating in the RPL program may be allowed to take a maximum of 24 (twenty-four) credits after obtaining approval from the Head of the Study Program and the head of the ITB Work Unit that handles non-regular education affairs.

Part Six Academic Consultation

Article 32

- (1) Guidance for taking courses every semester by students is carried out through Academic Consultation sessions with academic advisors determined by ITB.
- (2) Academic Consultation sessions as referred to in paragraph (1) must be conducted at least 1 (one) time per semester.
- (3) The academic advisors as referred to in paragraph (1) are obliged to:
 - a. Assist students in preparing Study Plans to support the success of their studies.
 - b. Require students to take TPB courses when they have not completed TPB after 1 (one) year.
 - c. Require students to take courses according to the sequence in the curriculum, prioritizing taking courses at a lower stage and year.
 - d. Detect academic problems and guide students during their education.
 - e. Cultivate creativity and effective learning habits.
 - f. Provide other directions deemed necessary related to the success of the student's academic activities.
- (4) The consultation schedule is listed on the ITB Academic Calendar and must be obeyed by all ITB students. Students who cannot carry out an Academic Consultation session according to the specified schedule for valid reasons must report to the Head of the Study Program and their respective academic advisors.
- (5) Academic Consultation considers, among others:
 - a. The Study Program curriculum and prerequisites for each course.
 - b. The linkage between one course and others, although it is not a prerequisite.
 - c. The student's academic abilities and achievements.
- (6) Each student can take several courses with a credit load as referred to in article 29, article 30, and article 32 with the approval of their academic advisor as outlined in the student's Study Plan each semester.

- (7) Students must pay attention to warnings given by their academic advisor regarding their academic achievement and study time limits at each stage of education.

Part Seven Examination Implementation

Article 33

- (1) Students take examinations according to the schedule and venue determined by ITB.
- (2) The examination period in each semester is listed in the ITB Academic Calendar.
- (3) The examination schedule can be determined by the lecturer or the Head of the Study Program or the ITB Work Unit who handles affairs in the field of study.
- (4) Misreading of the examination schedule or venue cannot be used as a valid reason to request a substitute exam.

Part Eight Examination Participant

Article 34

- (1) A student is declared valid and allowed to take the examination of a course if the student:
 - a. is registered in the Class Participant List (DPK) for the subject being tested;
 - b. can show a valid KTM and KSM as proof of self if required by the lecturer;
 - c. meets all requirements to take the exam.
- (2) During the examination, the participants must:
 - a. comply with all examination conditions;
 - b. comply with all technical instructions regarding the administration of the exam given by the exam supervisor;
 - c. ask the supervisor's approval first before leaving the exam venue;
 - d. submit test answers to the supervisor on duty before the exam's time limit.
- (3) During the examination, the exam participants are not allowed to:
 - a. behave in violation of the rules for administering the exam;
 - b. communicate in any form with other people;
 - c. collaborate, seek to cooperate or support collaboration with other examinees;
 - d. copy or attempt to copy other participants' exam answers or allow other participants to copy their exam answers;
 - e. use notes, books, and/or other sources of information during the exam unless permitted;
 - f. use test results created by others.

- (4) Students who violate the provisions referred to in paragraph (2) and/or paragraph (3) may be subject to sanctions following the provisions.

**Part Nine
Examination Invigilator**

Article 35

- (1) The invigilator has the authority to:
 - a. check the validity of the participants;
 - b. arrange and determine the seat of each participant if the exam is carried out in a room;
 - c. determine the objects or items that the participants can use;
 - d. refuse the presence of anyone who is not on duty as an invigilator, or who has no interest as participant to enter the venue or exam room.
- (2) The invigilator is obliged to report cheating acts of participants in the Minutes of the Examination Implementation.
- (3) The refusal of attendance as referred to in paragraph (1) point d is carried out by the invigilator by instructing the person concerned to leave the exam room and filling out the Examination Implementation Minutes.

**CHAPTER VI
STUDENT ACADEMIC ACHIEVEMENT AND STUDY STAGE
COMPLETION**

**Part One
Monitoring and Evaluation of Learning Outcomes**

Article 36

- (1) Evaluation of student learning outcomes is part of the process of determining the student's academic achievement and measuring the achievement of learning outcomes for subjects as written in the curriculum of the Study Program.
- (2) Evaluation of student learning outcomes as referred to in paragraph (1) must be carried out at least 2 (two) times in one semester: 1 (one) time during the semester and 1 (one) time at the end of the semester.
- (3) Types and methods of learning evaluation (exams, quizzes, or other methods) are adjusted to the nature of the field of science and the characteristics of each subject.
- (4) In the case of learning evaluation using more than one type and method of learning evaluation, the weight of each type of learning evaluation must be realized as a whole in the form of learning evaluation weighting data that reflects the characteristics of the course.
- (5) The overall weighting of the results of the learning evaluation is

recapitulated into one final score for the student following a particular course.

- (6) Students obtain information related to the evaluation of learning at the beginning of the lecture.
- (7) Students can obtain information on the evaluation of their learning outcomes, including knowing their work files, and can apply for a review of the results of the evaluation of learning outcomes received.
- (8) The Head of the Study Program is obliged to monitor and evaluate student learning achievements as well as provide warnings to students who have the potential to experience academic problems.
- (9) Monitoring and evaluation of learning by the Head of the Study Program follows the instructions issued by the ITB Work Unit which handles affairs in the field of education.

Part Two Assessment of Student Academic Achievement

Article 37

- (1) Student learning outcomes are assessed every semester and announced at the time specified in the ITB Academic Calendar.
- (2) Assessment of student academic achievement for a course is carried out for every registered student that has taken the course legally.
- (3) The assessment of student academic achievement is carried out by adhering to educative, authentic, objective, accountable, and transparent principles.
- (4) Based on the results of the evaluation referred to in paragraph (2) the subject lecturer is obliged to determine the final grade reflecting the student's achievement in the form of letters and numbers as follows:
 - A (score of 4.0) means excellent
 - AB (score of 3.5) means between good and excellent
 - B (score of 3.0) means good
 - BC (score of 2.5) means between moderate and good
 - C (score of 2.0) means moderate
 - D (score of 1.0) means almost moderate
 - E (score of 0.0) means fail
- (5) The course supervisor gives the final assessment results by filling out the Final Score List (DNA) published by the ITB Work Unit which handles educational affairs, and there shall be no addition of student names other than those already on the list.

Part Three

Incomplete Grade

Article 38

- (1) Students are required to check the status and grades of courses taken legally as stated in the KSM.
- (2) If the final grade cannot be determined for some reason, then the student is given a T grade, which means incomplete.
- (3) Following the schedule specified in the ITB Academic Calendar, the lecturer is obliged to change a T grade as referred to in paragraph (2) to a letter grade as referred to in article 37 paragraph (4) to assess the course based on completeness.
- (4) If the replacement of the T grade as referred to in paragraph (3) is not carried out on the specified deadline, then the T grade will be changed automatically to an E grade, which is the final grade of the course for the student concerned.
- (5) If the grade change as referred to in paragraph (4) is not caused by an error of the student, the student's grade can be changed through a special mechanism following the provisions.
- (6) Students who have not passed a course when the time limit stated in the ITB Academic Calendar has passed are obliged to retake the course in the next period according to the provisions of the Study Program curriculum.

Part Four Average Score, Grade Point Average, and Cumulative Grade Point Average

Article 39

- (1) ITB determines students' academic achievement through the average score (NR), grade point average (IP), and cumulative grade point average (IPK).
- (2) The average score (NR) as referred to in paragraph (1) is the student's academic achievement for each semester based on calculating the final score for several courses registered in that semester.
- (3) The grade point average (IP) as referred to in paragraph (1) is the student's academic achievement within a certain period based on the calculation of the final score for several courses, where if there are courses that were repeated, the score that is taken into account is the final grade of the course, without taking into account the value of the course during the last intake. This provision also applies to courses take to replace another course taken previously.
- (4) The cumulative grade point average, as referred to in paragraph (1), is the student's academic achievement achieved within a certain period

based on the calculation of the grades of all courses that have been taken, including the value of a course taken back or to be replaced by another course in a later semester.

Part Five Degree of Achievement

Article 40

- (1) Graduation of Undergraduate Program students in the Joint Preparation Stage and Undergraduate Stage, Postgraduate Program, and Professional Program is determined based on the GPA (IP) and other graduation requirements determined by ITB, where IP is calculated using the following rule:

$$IP = \frac{m_1k_1 + m_2k_2 + \dots + m_rk_r}{k_1 + k_2 + \dots + k_r}$$

with:

k_r and m_r are the number of credits and the value of the number of courses from the last take (for repeating courses) for curriculum fulfillment.

- (2) The degree of academic achievement of the student is used to determine the order of achievement (rank) and graduation predicate of the Undergraduate and Master's Program. It is determined based on the cumulative grade point average (IPK) calculated using the following rule:

$$IPK = \frac{n_1k_1 + n_2k_2 + \dots + n_s k_s}{k_1 + k_2 + \dots + k_s}$$

with:

k_s and n_s are the number of credits and the numerical value of all courses that have been taken at ITB (including repeated courses).

- (3) The maximum credit load that a student can take is determined based on the average score (NR) for the previous semester, where NR is calculated using the following rule:

$$NR = \frac{p_1k_1 + p_2k_2 + \dots + p_qk_q}{k_1 + k_2 + \dots + k_q}$$

with:

k_q and p_q are the number of credits and the value of all courses taken in 1 (one) semester.

- (4) The calculation of NR, IP, and IPK as referred to in this Regulation does not take into account the value of courses taken at other universities, courses that will be used at a higher level by students participating in the Unification Path Program as referred to in this Regulation, and T-grade courses that are incomplete.

Part Six Completion of Undergraduate Program

Article 41

- (1) To complete the Undergraduate Program, a student is declared to have passed if he/she:
 - a. has taken all the required TPB courses and is declared to have passed with a GPA of 2.00 (two point zero zero) and does not have an E or T grade;
 - b. has taken all Undergraduate Stage courses required by the Undergraduate Program curriculum and is declared to have passed, that is without grades D, E or T and IP 2.00 (two point zero zero);
 - c. has fulfilled all the requirements set by ITB through the Study Program;
 - d. has been approved in terms of graduation status through the ITB Judiciary Meeting.
- (2) Students who wish to apply for a postponement of graduation must apply for permission to the Vice-Rector of ITB in charge of Academic and Student Affairs. If they do not get permission for postponement, they will be included in the next ITB Judiciary Meeting.

Part Seven Completion of Master's Program

Article 42

- (1) To complete the Master's Program, a student is declared to have passed if he/she:
 - a. has taken all required courses for the Master's Program and passed without a D, E, or T grade;
 - b. reached a GPA (IP) of 3.00 (three point zero zero);
 - c. has submitted a Master's thesis that is approved by the supervisor and other requirements to the respective faculties/schools and has been reported to the Graduate School;
 - d. has fulfilled the publication requirement of at least 1 (one) scientific publication in:
 - i. an international journal or an accredited national journal with at least the status of under review, or
 - ii. has been registered as a presenter of works of art in national exhibitions or international scientific activities, or
 - iii. local scale design;
 - e. specifically for Research-Based Masters Program (MBR) students,

- the requirement is that the publication is a reputable international journal;
- f. meets all the requirements set by ITB through the Study Program and Graduate School;
 - g. has been approved in terms of graduation status through the ITB Judiciary Meeting.
- (2) Students who wish to apply for a postponement of graduation must apply for permission to the Vice-Rector of ITB in charge of Academic and Student Affairs. If they do not get permission, they will be included in the next ITB Judiciary Meeting.

Part Eight Completion of Doctoral Program

Article 43

To complete the Doctoral Program, a student is declared to have passed if he/she:

- a. has taken all the required courses for the Doctoral Program, and has been declared to have passed with a grade of at least B;
- b. reached a GPA (IP) of 3.00 (three point zero zero);
- c. has submitted a doctoral dissertation that is approved by the supervisor to the Graduate School
- d. has fulfilled the publication requirement of at least 1 (one) scientific publication in:
 - i. an international journal with a reputation as the first author affiliated with ITB with at least the status of accepted, or
 - ii. ITB-affiliated works presented or exhibited in international forums;
- e. has passed the doctoral session arranged by the Graduate School;
- f. meets all the requirements set by ITB through the Study Program and Graduate School;
- g. has been approved in terms of graduation status through the ITB Judiciary Meeting.

Part Nine Completion of the Professional Program

Article 44

To complete the Professional Program, a student is declared to have passed if he/she:

- a. has taken all courses required for the Professional Program and passed without a D, E, or T grade;
- b. reached a GPA (IP) of 3.00 (three point zero zero);
- c. meets all other requirements set by ITB through the Faculty/School;
- d. has followed and passed the National Professional Competency Test, particularly for the Pharmacist Profession Program;
- e. has been approved in terms of graduation status through the ITB Judiciary Meeting.

Part Ten
Graduation Predicate

Article 45

- (1) Every ITB Academic Study Program graduate is given a graduation predicate under academic and/or non-academic achievements.
- (2) Institut Teknologi Bandung may grant the following graduation predicates for Undergraduate, Master's, and Doctoral Programs:
 - a. *Cum Laude*;
 - b. Very Satisfactory;
 - c. Satisfactory.
- (3) The predicate of graduation for Undergraduate, Master, and Doctoral Programs is determined by the Rector based on proposals from the Faculties/Schools and/or Postgraduate Schools.

Part Eleven
Graduation Predicate Criteria for Undergraduate Program

Article 46

- (1) The *Cum Laude* predicate is awarded to graduates of the Undergraduate Program who meet the following requirements:
 - a. Qualitative:

Demonstrates a good understanding of the nature and norms of the academic community, and has never received a written sanction from Institut Teknologi Bandung, either academic or non-academic.
 - b. Quantitative:
 1. Completed no more than 10 (ten) semesters of education;
 2. Achieved a Cumulative GPA > 3.50 (three point five zero);
 3. Has a track record of student activities.
- (2) The Very Satisfactory predicate is given to graduates of the Undergraduate Program who meet the following requirements:
 1. Completed no more than 12 (twelve) semesters of education;
 2. Achieved a Cumulative GPA > 2.75 (two point seven five);
 3. Has a track record of student activities.
- (3) The Satisfactory predicate is given to graduates of the Undergraduate Program who do not meet the requirements as referred to in paragraph (1) and paragraph (2).
- (4) The fulfillment of the provisions as referred to in paragraph (1) point b item 1 and item 2 as well as paragraph (2) item 1 and item 2, shall be determined by the ITB Work Unit which handles educational affairs.
- (5) The fulfillment of the provisions as referred to in paragraph (1) point a is proposed by the Faculty/School and must obtain approval from the Vice-Rector in charge of Academic and Student Affairs.

Part Twelve
Graduation Predicate Criteria for Master's Program

Article 47

- (1) The *Cum Laude* predicate is awarded to graduates of a Master's Program who meet the following requirements:
 - a. Qualitative:
 1. Demonstrates high academic qualifications as stated in point b item 1 of this article; and
 2. Demonstrates a good understanding of the nature and norms of the academic community and has never received a written sanction from the Institut Teknologi Bandung, either academic or non-academic.
 - b. Quantitative:
 1. Cumulative GPA > 3.75 (three point seven five);
 2. Completed no more than 4 (four) semesters of study;
 3. Has at least 1 (one) scientific publication in:
 - i. a reputable international journal with at least the status of under review, or
 - ii. an accredited national journal with at least the status of accepted, or
 - iii. an international journal with at least the status of accepted, or
 - iv. has been registered as a presenter of works of art in international exhibitions, or
 - v. national scale design.

- (2) The Very Satisfactory predicate is given to graduates of a Master's Program who meet the following requirements:
 - a. Qualitative:
 1. Demonstrates high academic qualifications as stated in point b number 1 of this article; and
 2. Demonstrates a good understanding of the nature and norms of the academic community and has never received a written sanction from the Institut Teknologi Bandung, either academic or non-academic.
 - b. Quantitative:
 1. Cumulative GPA > 3.50 (three point five zero);
 2. Completed no more than 5 (four) semesters of study;
 3. Has at least 1 (one) scientific publication in:
 - i. an international journal or an accredited national journal with at least the status of under review, or
 - ii. a national journal with at least the status of accepted, or
 - iii. an international proceedings with at least the status of accepted, or

- iv. has been registered as a presenter of art in a national exhibition, or
 - v. regional scale design.
- (3) The Satisfactory predicate is given to graduates of a Master's Program who do not meet the requirements as referred to in paragraph (1) and paragraph (2) of this article but fulfill all the requirements for graduating from the Master's Program.
- (4) The graduation predicate is proposed by the related Faculties/Schools to the Graduate School and is determined in a meeting of the Graduate School Commission (KSPs) with the Dean of the Faculties/Schools.

Part Thirteen

Graduation Predicate Criteria for Doctoral Program

Article 48

- (1) The *Cum Laude* predicate is awarded to graduates of a Doctoral Program who meet the following requirements:
- a. Qualitative:
 - 1. Demonstrates high academic qualifications as referred to in paragraph (1) point b; and
 - 2. Demonstrates a good understanding of the nature and norms of the academic community and has never received a written sanction from the Institut Teknologi Bandung, either academic or non-academic.
 - b. Quantitative:
 - 1. GPA (IP) > 3.75 (three point seven five);
 - 2. The study period does not exceed 4 (four) years or 8 (eight) semesters;
 - 3. Has presented a paper or artwork or design related to the dissertation material affiliated with the Institut Teknologi Bandung in an international and leading scientific meeting in the field of science related to the dissertation material; and
 - 4. Has a scientific paper as the first author affiliated with the Institut Teknologi Bandung with at least the status of accepted in a reputable international journal that is in quartile one (Q1) or quartile two (Q2) according to journal ranking institutions such as SCIMAGO or Web of Science, or other equivalent institutions in the field of science concerned and related to the dissertation material; or
 - 5. Has a scientific paper as the first author affiliated with the Institut Teknologi Bandung in at least 2 (two) scientific papers with the status of at least accepted in a reputable international journal that is in the third quartile (Q3) according to journal ranking institutions such as SCIMAGO or Web of Science, or other equivalent institutions in the field of science concerned and related to the dissertation material; or

6. Has a work of art or design affiliated with the Institut Teknologi Bandung which is exhibited in forums/published in international media with quantity and quality equivalent to publications in leading international journals as referred to in item 4 or 5, according to the expert team formed by ITB, in the field of science concerned and related to the dissertation material.
- (2) The Very Satisfactory predicate is given to graduates of the Doctoral Program who meet the following requirements:
- a. Qualitative:
 1. Demonstrates high academic qualifications as stated in point b item 2 of this article ; and
 2. Demonstrates a good understanding of the nature and norms of the academic community and has never received a written sanction from the Institut Teknologi Bandung, either academic or non-academic.
 - b. Quantitative:
 1. GPA (IP) > 3,50 (three point five zero);
 2. The study period does not exceed 5 (five) years or 10 (ten) semesters;
 3. Has presented a paper or artwork or design related to the dissertation material that is affiliated with the Institut Teknologi Bandung in an international and leading scientific meeting in the field of science related to the dissertation material; and
 4. Has a scientific paper as the first author affiliated with the Institut Teknologi Bandung with at least the status of accepted in a reputable international journal that is in the third quartile (Q3) according to journal ranking institutions such as SCIMAGO or Web of Science, or other equivalent institutions in the field of science concerned and related to the dissertation material; or
 5. Has a scientific paper as the first author affiliated with the Institut Teknologi Bandung in at least 2 (two) scientific papers with at least the status of accepted in a reputable international journal that is in the fourth quartile (Q4) according to journal ranking institutions such as SCIMAGO or Web of Science, or other equivalent institutions in the field of science concerned and related to the dissertation material; or
 6. Has artworks exhibited or designs affiliated with the Institut Teknologi Bandung that are exhibited in forums/published in international standard media with quantity and quality equivalent to publications in leading international journals as referred to in item 4 or 5, according to the expert team formed by ITB, in the field of science concerned and related to the dissertation material.
- (3) The Satisfactory predicate is given to Doctoral Program graduates who do not meet the requirements as referred to in paragraph (1) and (2) but fulfill all the requirements to pass the Doctoral exam.

- (4) The proposal for the Predicate of Graduation is determined by acclamation by all those present at the doctoral meeting of the Postgraduate School and is determined through a meeting of the Graduate School Commission together with the Dean of the Faculty/School.

Part Fourteen
Quality of Final Project, Thesis and Dissertation

Article 49

- (1) The quality of the Final Project for the Undergraduate Program must meet at least the following criteria:
 - a. Shows the author's individual capacity in conducting research;
 - b. Presents data and analysis in accordance with scientific principles and ethics;
 - c. Shows originality of writing.
- (2) The quality of research work in the form of a thesis or dissertation must meet the following criteria:
 - a. Shows the author's individual capacity in conducting research independently;
 - b. Presents data, analysis, synthesis, and criticism of the literature in accordance with quality scientific principles and ethics;
 - c. Demonstrating originality in terms of ideas and writing,
 - d. Shows valuable scientific contributions (original new discoveries, scientifically, or patents, or prototypes); and
 - e. Encourages further scientific activities.

Part Fifteen
Certificate of Completion of Joint Preparation Stage
(TPB)

Article 50

- (1) Students who meet all the academic provisions and requirements for the completion of the Joint Preparation Stage will be given a certificate of completion.
- (2) The certificate referred to in paragraph (1) is issued by an official assigned by the Rector after the student has fulfilled the requirements for graduation from the Joint Preparation Stage.
- (3) With the issuance of the certificate as referred to in paragraph (2), the student concerned cannot take extra courses or improve the score in the Joint Preparation Stage.

Part Sixteen
Report Cards, Academic Progress Reports, Academic
Transcripts, Diplomas, and Diploma Companion
Certificates

Article 51

- (1) The average score (NR) of all courses listed in the report card will result in the cumulative GPA.
- (2) Grade point average (GPA) yields the corresponding semester's NR.
- (3) The NR of all courses listed in the Academic Progress Report will result in the GPA.
- (4) Report cards and Academic Progress Reports are given to students with the procedure and time for submission determined by the Faculty/School.
- (5) Academic transcripts at each level of education contain courses and their numerical values according to the number of credits required in the curriculum.
- (6) Fulfillment of the curriculum credit load can be obtained from courses taken and passed at ITB and other universities following the provisions of ITB.
- (7) The Certificate of Companion Diploma (SKPI) contains a list of competencies, achievements, student activities, or certifications followed and obtained by students during their education at ITB.
- (8) Academic transcripts, diplomas, and SKPIs are given to students who have fulfilled all the academic requirements and academic administration requirements to complete undergraduate, master's, or doctoral programs.
- (9) Academic transcripts and certificates are given to students who have fulfilled all the academic requirements and academic administration to complete the Professional Program education.

CHAPTER VII
LENGTH OF STUDY

Part One
Length of Study for Undergraduate Program

Article 52

- The normal length of study for an Undergraduate Program consists of:
- a. Joint Preparation Stage, which is scheduled in 2 (two) semesters or 1 (one) year;
 - b. Undergraduate Stage, which is scheduled in 6 (six) semesters or 3 (three) years after the Joint Preparation Stage.

Part Two
Length of Study for Master's Program

Article 53

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

Part Three
Length of Study for Doctoral Program

Article 54

- (1) The normal length of study for a Doctoral Program after a Master's Program is scheduled in 8 (eight) semesters consisting of 4 (four) stages which are carried out sequentially with the following stages:
 - a. Stage I (Preparation) is scheduled in 1 (one) semester;
 - b. Stage II (Proposal Preparation) is scheduled within 1 (one) semester;
 - c. Stage III (Research), is scheduled in 6 (six) semesters or 3 (three) years;
 - d. Stage IV (Doctoral Examination) is carried out after Stage III is declared complete.

- (2) Doctoral Program students are declared to have completed Stage III, as referred to in paragraph (1) point c if:
 - a. All courses, except for Doctoral Examination courses, have been declared passed;
 - b. Students have met the requirements of scientific publication; and
 - c. The dissertation has been approved and declared worthy by the supervisory team and reviewer team as a Doctoral Program dissertation.

Part Four
Length of Study for Professional Program

Article 55

- (1) The normal length of study for Professional Program after the Undergraduate Program is scheduled in 2 (two) semesters or 1 (one) year.

- (2) Specifically for the RPL Track Engineer Profession Program, the normal length of study is scheduled in 1 (one) semester.

Part Five
Length of Study for the Undergraduate-Master Pathway Program

Article 56

The implementation of the Master's Program for participants of the Undergraduate-Master Unification Pathway Program is scheduled in 2 (two) semesters or 1 (one) year after the person concerned is given the Master's Student status.

Part Six
Extension of Study Period

Article 57

- (1) Students with valid reasons may be granted an extension of study period for which a request must be submitted in writing to the Vice-Rector of ITB in charge of Academic and Student Affairs.
- (2) Approval for an extension of study period is decided jointly between the ITB Work Unit which handles educational affairs, Faculties/Schools, and/or Postgraduate Schools.
- (3) The provisions for an extension of study period for Undergraduate Programs are:
 - a. The entire study period does not exceed the following limits:
 1. 4 (four) semesters or 2 (two) years for the Joint Preparation Stage;
 2. 12 (twelve) semesters or 6 (six) years for the Undergraduate Program.
 - b. Students who cannot complete the studies as referred to in Part a are advised to withdraw even though their study period has not yet expired.
- (4) An extension of study period for a Master's Program is granted if the student can complete the Master's Program in no more than 6 (six) semesters or 3 (three) years.
- (5) The provisions for an extension of study period for a Doctoral Program are:
 - a. The first stage (Preparatory Exam) is completed within a maximum of 2 (two) semesters or 1 (one) year;
 - b. The second stage (Proposal Preparation) is completed within a maximum of 4 (four) semesters or 2 (two) years after the student concerned starts the Doctoral Program;
 - c. The third stage (Research) and fourth stage (Doctoral Examination) are a maximum of 12 (twelve) semesters or 6 (six) years after the student starts his doctoral program.
- (6) The provisions for an extension of study period for Professional Programs are:
 - a. The length of study for Professional Program students (regular) is not more than 4 (four) semesters or 2 (two) years;
 - b. The length of study for Engineer Professional Program students in the RPL pathway is not more than 2 (two) semesters or 1 (one)

year.

Part Seven
Probation Period of Transferred Students of
Undergraduate Programs

Article 58

Transferred Students of Undergraduate Programs are required to follow the terms of the probationary period:

- a. A probationary period of 2 (two) semesters with a load of 18 (eighteen) credits for each semester, with an average score (NR) for each semester of not less than 2.50 (two point five zero) and not having an E grade.
- b. If the NR as referred to in Part a is not fulfilled, students cannot continue their study in the Undergraduate Program.
- c. If the probationary period of 2 (two) semesters is completed without an extension of the probationary period, the student's status changes to Full ITB Undergraduate Program Student.

Part Eight
Length of Study for Special Students of Regular
Program

Article 59

Length of study for Special Students of the Regular Program of an Undergraduate Program (including the probationary period) or a Postgraduate Program as referred to in article 15 and article 16 is calculated using the following equation (if the result is a fraction, then it is rounded up):

$$\text{Length of study} = \frac{\text{Number of credits (SKS) to be taken at ITB}}{\text{Number of credits (SKS) at normal load}} + 2 \text{ semesters}$$

Part Nine
Temporary Suspension of Study

Article 60

- (1) Temporary suspension of study for Undergraduate and Postgraduate students does not change the study time limit that has been determined.
- (2) Undergraduate and Postgraduate Program students with valid reasons may apply for a temporary suspension of study, for a maximum of 2 (two) semesters.
- (3) Undergraduate and Postgraduate Program students who wish to apply for a temporary suspension of study in a certain semester by taking 0 (zero) credits must meet the following requirements:
 - a. Submit a written application to the Dean of the Faculty/School concerned for approval.

- b. The Dean as referred to in point a submits a letter of approval to the Vice-Rector of ITB who handles academic and student affairs, to be determined by the Rector's Decree.
- c. Students must continue to register at the beginning of each semester with a load of 0 (zero) credits and pay the cost of providing education in accordance with the provisions.

Part Ten Termination of Study

Article 61

- (1) Termination of study in the form of not being able to continue student education at ITB consists of a Termination of Study for Undergraduate, Master's, Doctoral, and Professional Programs.
- (2) Termination of study for Undergraduate Program students as referred to in paragraph (1) applies to:
 - a. Students who in the first year of study have a GPA (IP) < 1.00 (one point zero zero);
 - b. Joint Preparation Stage and Undergraduate Stage students who cannot complete their studies within the time limit of an extension of study period as referred to in article 57 paragraph (3).
- (3) Termination of study for Master's Program students as referred to in paragraph (1) applies to:
 - a. Students who have a GPA (IP) < 1.50 (one point five zero) in the first year of study;
 - b. Students during and after entering semester 3 (three), if in one semester they get NR < 1.50 (one point five zero) and are estimated to be unable to complete their studies with a GPA 3.00 (three point zero zero);
 - c. Students who have been granted an extension of study period as referred to in article 57 paragraph (4) who at the end of their study period have not achieved the GPA (IP) referred to in point a.
- (4) Termination of study for Doctoral Program students as referred to in paragraph (1) applies to students who have been granted an extension of study period as referred to in article 5 paragraph (5).
- (5) Termination of study for Professional Program students as referred to in paragraph (1) applies to:
 - a. Students who have a GPA (IP) < 1.50 (one point five zero) in the first year of study;
 - b. Students who have been granted an extension of study period as referred to in article 5 paragraph (6) who at the end of their study period have not achieved the GPA (IP) referred to in point a.

Part Eleven
Study Deadline Warning

Article 62

- (1) ITB may send a Study Deadline Warning letter to students regarding their academic achievements.
- (2) Undergraduate students may be given a warning as referred to in paragraph (1) no later than 1 (one) year before the end of the normal study period.
- (3) Postgraduate students may be given a warning as referred to in paragraph (1) if they are expected to exceed the study time limit with the following conditions:
 - a. Master's Program students who earn an NR between 1.50 (one point five zero) and 2.00 (two point zero zero) at the end of a semester.
 - b. Doctoral Program students who do not pass before the time limit has passed as referred to in article 57 paragraph (3).
 - c. Doctoral Program students who in two consecutive semesters have not passed the Research and Progress Seminar courses.

Part Twelve
Study Withdrawal

Article 63

- (1) Students may submit a study withdrawal request as ITB student.
- (2) Undergraduate students submit a study withdrawal request as referred to in paragraph (1) in writing to the Vice-Rector in charge of Academic and Student Affairs based on the recommendation of the Faculties/School Dean and the ITB Work Unit leader who handles educational affairs.
- (3) Postgraduate students submit a study withdrawal request as referred to in paragraph (1) in writing to the Vice-Chancellor in charge of Academic and Student Affairs based on the recommendation of the Faculties/School Dean and the Graduate School Dean.
- (4) When the student's withdrawal request as referred to in Paragraphs 2 and 3 is approved it will be granted by the Rector's Decree.

CHAPTER VIII
TRANSFERRING TO OTHER STUDY PROGRAMS

Part One
Student Transfer to Another Study Program

Article 64

- (1) In essence, ITB does not allow students registered in one Study Program to transfer to another study program, particularly for:
 - a. Undergraduate students who are accepted through a study program specialization;
 - b. Undergraduate students from one of the ITB campuses transferring to a study program at another ITB campus;
 - c. Students who have changed study programs.

- (2) Exempted from the provisions of paragraph (1) are students who can justify with valid reasons that they are not suitable for the study program they are currently pursuing, taking into account the results of academic achievement, with the following conditions:
 - a. Transferring to another study program does not change the study time limit;
 - b. Undergraduate students who intend to change study program can apply for a study program transfer if they:
 1. have passed the Joint Preparation Stage and taken all the third- and fourth-semester courses according to the curriculum of the study program that will be abandoned; and
 2. have a GPA (IP) for four semesters (semester one to semester four) according to the curriculum of the study program that will be abandoned not less than 3.50 (three point five zero).
 - c. Master's Program students who intend to change study programs must apply for a study program transfer no later than one month before re-registration for the third semester after the person concerned was declared a Master's Student;
 - d. Doctoral Program students who intend to change study programs must apply for a study program transfer no later than before passing Stage II (Proposal).

Part Two
Procedure for Study Program Transfer

Article 65

- (1) Students should submit a written request for study program transfer to the Vice-Rector of ITB in charge of Academic and Student Affairs accompanied by reasons with the approval of the Dean and Head of the Study Program that is targeted and the Dean and Head of the Study Program that will be abandoned, attaching a report on their academic progress during their study at the study program that will be abandoned.

- (2) Especially for Doctoral Program students, the approval letter from the Dean of the Faculties/Schools as referred to in paragraph (1) must attach the approval of the KPPs and the supervisory team for the Faculty/School that will be abandoned, and the prospective supervisor

team for the Faculty/School to be addressed.

- (3) Submission of written request for study program transfer as referred to in this regulation must be received by the Vice-Rector of ITB in charge of Academic and Student Affairs no later than 1 (one) month before the re-registration period.
- (4) Approval for a study program transfer is granted by the Rector's Decree.

CHAPTER IX NON-REGULAR STUDENTS

Article 66

- (1) ITB Non-Regular Students consist of:
 - a. exchange students and double degree students from both domestic and foreign universities,
 - b. research students,
 - c. students from domestic or foreign universities/institutions taking part in non-degree programs organized by ITB.
- (2) Admission of Non-Regular Students follows the provisions of the program being followed.
- (3) Non-Regular Students carry out studies and/or research at ITB.
- (4) Non-Regular Students who carry out studies are entitled to an academic report containing credits and the value of courses taken at ITB.
- (5) Credit and course value obtained as referred to in paragraph (4) can be submitted as an acknowledgment of credit to fulfill the credit load for the appropriate study program curriculum through the credit earning mechanism, when the student is accepted as a Regular Student of ITB.

CHAPTER X STUDENT IDENTITY CARD REPLACEMENT

Article 67

- (1) If A Student Identity Card is lost, students are required to apply for a replacement at ITB.
- (2) Students as referred to in paragraph (1) must attach a certificate of loss from the Police when submitting an application for replacement of the Student Identity Card.
- (3) The procedure for replacement application is determined by the ITB Work Unit in charge of Study Affairs.
- (4) A student's negligence in replacing a lost Student Identity Card cannot be used as an excuse for not fulfilling the administrative requirements in obtaining academic services.

**CHAPTER XI
CERTIFICATE OF SUBSTITUTE DIPLOMA**

Article 68

- (1) A Certificate of Substitute Diploma can be given by ITB to graduates whose diploma has been lost or damaged.
- (2) The procedure for making a Certificate of Substitute Diploma as referred to in paragraph (1) is:
 - a. A valid applicant submits a written application to the Rector with a copy to the Dean of the Faculty/School concerned with the following provisions:
 1. for graduates whose diplomas is lost, attach a photocopy of a certificate of loss of diploma from the Police;
 2. for graduates whose diplomas is damaged, attach a proof of the original damaged diploma documents.
 - b. If the application as referred to in point a is approved, ITB will issue a Certificate of Substitute Diploma.

**CHAPTER XII
USE OF CAMPUS FACILITIES BY STUDENTS**

Article 69

- (1) All facilities available on the ITB campus can be used to carry out the various academic activities by legitimate students in accordance with the provisions.
- (2) Under certain considerations, ITB can determine specific places and facilities that students cannot use.

**CHAPTER XIII
TRANSITIONAL PROVISION**

Article 70

The academic provisions in this regulation apply to ITB students batch 2021/2022 and later.

**CHAPTER XIV
CLOSING PROVISION**

Article 71

- (1) With the issuance of this regulation, all contradictory provisions shall be declared null and void.
- (2) This regulation is effective from the date of stipulation.

Stipulated in Bandung
on July 13, 2021

RECTOR,
INSTITUT TEKNOLOGI BANDUNG

Signed by

Prof. REINI WIRAHADIKUSUMAH, Ph.D.
NIP 19681025 199203 2 001