



RECTOR'S REGULATION
INSTITUT TEKNOLOGI BANDUNG
NOMOR : 25A/IT1.A/PER/2024

ON

ACADEMIC REGULATION OF INSTITUT TEKNOLOGI BANDUNG

BY THE GRACE OF GOD ALMIGHTY

RECTOR of INSTITUT TEKNOLOGI BANDUNG,

- Considering : a. that ITB Rector's Regulation No 609/IT1.A/PER/2021 concerning the Academic Regulations of *Institut Teknologi Bandung* as a Public University with Legal Entity has been issued;
- b. that in line with the dynamics and developments of applicable academic provisions, it is deemed necessary to make adjustments and improvements to the Academic Regulations of *Institut Teknologi Bandung*;
- c. that based on the considerations as referred to in letters a and b above, it is necessary to stipulate the provisions of the Academic Regulations of *Institut Teknologi Bandung* with this Rector's Regulation.
- In view of : 1. Act of the Republic of Indonesia No. 20 of 2003 on National Education System;
2. Act of the Republic of Indonesia No. 12 of 2012 on Higher Education;
3. Government Regulation of the Republic of Indonesia No. 65 of 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 Academic Senate Regulation No. 05/IT1.SA/PER/2020 on the Dignity of Education at the Bandung Institute of Technology;
6. ITB Academic Senate Regulation No. 07/IT1.SA/PER/2024 on the First Amendment to ITB Academic Senate Regulation Number 03/IT1.SA/PER/2021 concerning Guidelines for Curriculum Preparation;
7. ITB Rector's Regulation No. 609/IT1.A/PER/2021 on Academic Regulations of *Institut Teknologi Bandung*, a Public University with Legal Entity;
8. ITB Rector's Regulation No. 06/IT1.A/PER/2024 on the Guidelines for Curriculum Preparation of *Institut Teknologi Bandung*;
9. ITB Board of Trustees Decree No. 005/SK/I1-MWA/KP/2020 on the ITB Rector's Appointment for the 2020-2025 period.

HAS DECIDED :

To stipulate : RECTOR'S REGULATION OF INSTITUT TEKNOLOGI BANDUNG ON ACADEMIC REGULATIONS OF INSTITUT TEKNOLOGI BANDUNG.

**CHAPTER I
GENERAL PROVISIONS**

Article 1

In this Rector's Regulation, it is specified that:

1. *Institut Teknologi Bandung*, hereinafter is 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. Education Program is an education program organized by ITB, consisting of Degree Education Program and Non-Degree Education Program, where Degree Education Program includes Academic Education Program and Professional Education Program.
5. Degree Education Program is an education program organized by ITB that provides degrees for graduates who meet the requirements.
6. Non-Degree Education Program is an education program organized by ITB that does not provide degrees, can be in the form of continuing education, and can be held routinely (regular) or irregularly (non-regular).
7. Academic Education Program is an academic degree education program that includes Bachelor's Program Education, Master's Program, and Doctoral Program.
8. Professional Education Program is a professional degree education program.
9. The Undergraduate Program is a study program that 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, and producing graduates who are able to observe, recognize, and solve problems in their field of science with full initiative, are able to apply their knowledge, and are ready to face changes and keep abreast developments.
10. The Master's Program is a linear continuation of the Undergraduate Programs, 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, especially in terms of being creative in their fields, synthesizing and drawing conclusions from a research activity, in addition to the depth and breadth of mastery of knowledge.

11. 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.
12. The Research-Based Master's Program (Master by Research), hereinafter abbreviated as MBR, is the implementation of the ITB Master Program which produces graduates with mastery in the fields of science, engineering, technology, art, business and management, or humanity who has 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 pattern between ITB and partner institutions and may be integrated with the Undergraduate-Master's Unification Pathway Program, and the Regular Program with Partnerships.
13. The Postgraduate Program is a Master's Program including Research-Based Master's Program (MBR), and Doctoral Programs.
14. The Professional Program is a higher education program after the Undergraduate Program which prepares students for jobs that require special skills.
15. Formal Education is a structured and tiered educational path consisting of basic education, secondary education, and higher education.
16. Non-Formal Education is an educational path outside formal education that can be implemented in a structured and tiered manner.
17. The Education Program Scheme is a choice of paths that can be taken by students or students in order to complete the study program curriculum and enrich it with specialization, multidisciplinary,
18. The Masters-Doctoral Program Integration Scheme is an accelerated path for the Doctoral Program that can be implemented simultaneously while students are taking the Masters Program.
19. The Doctoral Program is an education that 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, provide original contributions to their field of science, and are able to transfer knowledge to the scientific community in their environment.
20. The Main Major Study Program is a study program where students are registered as students at ITB.
21. The International Undergraduate Program is an undergraduate education program that provides international learning experiences and atmosphere as added value to the curriculum.
22. International Class is part of the International Undergraduate Program that provides education services entirely in English.
23. International Track is part of the International Undergraduate Program that provides services entirely in English and Indonesian.
24. Specialization Scheme is a special scheme for the Undergraduate Study Program, where students are given the opportunity to deepen their knowledge in their study program by utilizing the free choice

- portion to take specialization packages provided by the study program.
25. Minor Scheme is a special inter-program scheme for the Undergraduate Study Program, where students in the first study program (Major) use part of their free lecture portion to take minor packages offered by other study programs.
 26. Double Major Scheme is a special inter-program scheme for the Undergraduate Study Program, which provides an opportunity for students of a study program to position their study program as the first major, and then take the second major package from another study program.
 27. Multidisciplinary Program is a collaborative program scheme between the main study program and other study programs at the same level.
 28. The insight development scheme is a scheme that is freely designed according to the interests and abilities of students.
 29. The Lecture-Based Masters Scheme with Final Research Assignment or hereinafter abbreviated as MbT is an educational process path with structured lecture content according to the structure of the master's curriculum, where the Master's Final Assignment is carried out with a research activity reported in the form of a Master's Thesis.
 30. The Lecture-Based Masters Scheme with Final Project Assignment or hereinafter abbreviated as MbP is an educational process path with structured lecture content according to the structure of the master's curriculum, where the Master's Final Assignment is carried out with a development/design/project activity reported in the form of a Project Report as a Master's Thesis.
 31. The Lecture-Based Masters Scheme with Case Study Final Assignment or hereinafter abbreviated as MbSK is an educational process path with an emphasis on structured lecture content, where the Masters Final Assignment is carried out with (i) case study activities reported in the form of a Case Study Report and (ii) implementation of a comprehensive study program exam.
 32. Graduate Learning Outcomes or hereinafter abbreviated as CPL or Student Outcomes or Program Learning Outcomes are qualifications of abilities that include attitudes, knowledge, and skills possessed by students when graduating from an education program.
 33. Students are learners at the Higher Education level at ITB.
 34. Research Students are students who are accepted to take part in education or research as preparation for entering the Masters or Doctoral Program at ITB.
 35. Foreign Students are ITB students who are foreign citizens.
 36. Degree Program Students are ITB students who take an education program to obtain an academic degree and/or professional degree.
 37. Non-degree Program Students are students who take non-degree learning and/or research at ITB as preparation for taking academic and professional programs, cooperation programs between Universities, or activities that can be followed independently by non-degree learning participants.
 38. 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 their guardianship.

39. 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 accounts the student's abilities and academic achievements.
40. Student Identity Card or hereinafter abbreviated as KTM is an identification card containing ITB student identity information including name, Student Registration Number, Faculty/School.
41. Student Identification Number or hereinafter abbreviated as NIM is a student's identity number during their status as an ITB student, which consists of the study program or Faculty/School code number, year of acceptance at ITB, and student sequence number in the study program or Faculty/School in the year of acceptance.
42. Student Study Card or hereinafter abbreviated as KSM is a sheet/page containing a student's study plan for a certain semester, in the form of an official record of taking courses in the ITB Academic Information System.
43. Examination Invigilator is a person assigned to supervise exams.
44. Academic activities are all activities that must be carried out by students to meet the graduation requirements from an educational program, which can be in the form of curricular, co-curricular, extracurricular activities, or activities taken through non-formal education.
45. Curricular activities are activities carried out by the study program for students by referring to the curriculum structure designed to meet the learning outcomes of graduates in achieving the educational goals of the study program.
46. Co-curricular activities are activities that support and strengthen curricular activities according to the field of study program.
47. Extracurricular activities are activities based on students' interests in developing themselves.
48. The Postgraduate Program Commission or hereinafter abbreviated as KPPs is a commission for quality assurance of postgraduate programs in the faculty/school environment.
49. Synchronous learning is a teaching and learning process carried out through direct and scheduled interaction between students and teaching staff.
50. Asynchronous learning is a supporting activity for synchronous learning that is held on a scheduled and/or unscheduled basis and does not interact directly.
51. Academic Progress Report is a record of the number of credits and the final grades of all courses obtained by a student while studying at ITB.
52. Academic Transcript is a record of the educational process that includes all courses along with the credit weights and final grades required by the study program curriculum.
53. **Short** semester is the semester held between the even semester and the odd semester.
54. Recognition of Prior Learning or hereinafter abbreviated as RPL is an acknowledgment of a person's learning achievements obtained from non-formal or informal educational activities, and/or work experience into formal education.

55. Formal education is a structured and tiered educational path consisting of basic education, secondary education, and higher education.
56. Non-formal education is an educational path outside of formal education that can be implemented in a structured and tiered manner.
57. Credit collection/credit earning is an award in the form of credits given to an ITB student for their participation before or while they are registered as an ITB student in one or more academic activities organized by ITB, either independently or in collaboration with other parties.
58. Credit transfer is an acknowledgment of the results of lectures taken by an ITB student at a university other than ITB, either before or while they are registered as an ITB student.
59. Diploma Companion Certificate hereinafter abbreviated as SKPI is a document containing non-academic information about strengthening graduate competencies.
60. ITB Graduation Meeting is a meeting to ratify the graduation of ITB students, chaired by the Rector and attended by the ITB Vice Rector who handles academic affairs, the Dean of the Faculty/School, and the Dean of the Postgraduate School, or their representatives.

CHAPTER II

ACADEMIC STUDY PROGRAM

Article 2

Types of Academic Study Programs

- (1) ITB organizes 3 (three) types of Academic Study Programs:
 - a. Undergraduate Program which provides a bachelor's degree;
 - b. Master's Program which provides a master's degree;
 - c. Doctoral Program which provides a doctoral degree.
- (2) The Undergraduate Program as referred to in paragraph (1) letter a, consists of 2 (two) inseparable parts:
 - a. Joint Preparation Stage (TPB) which is the beginning of Undergraduate program study which aims to strengthen knowledge of basic science material, form general abilities that support further education, and foster scientific attitudes and good study habits in higher education;
 - b. Advanced education stage to lay the foundation of knowledge and expertise in accordance with the field of study program which can be accompanied by broadening horizons.
- (3) The Master's Program as referred to in paragraph (1) letter b is a linear continuation of the Undergraduate Program or is an interaction of several disciplines which are formed in accordance with developments in science or the demands of needs, and produces graduates who have the ability, especially in terms of creativity in their field, carrying out synthesis and drawing conclusions from research activities, the breadth of their mastery of knowledge, and/or its application.
- (4) The Doctoral Program as referred to in paragraph (1) letter c is an education that produces graduates who are able to conduct research independently, understand ethics and morals in the development of science, produce scientific work that reflects their special expertise, provide original contributions to their field of science, and are able to transfer knowledge to the scientific community in their environment.

Article 3

Academic Study Curriculum

- (1) The academic study curriculum at ITB is designed based on ITB's vision and mission to produce competent graduates in accordance with the needs of society in the development of science, technology and the arts, and who have insight into the social sciences and humanities.
- (2) The academic study curriculum at ITB includes:
 - a. Undergraduate Program Curriculum in 8 (eight) semesters with a study load of at least 144 (one hundred and forty four) credits;

- b. Master's Program Curriculum in 4 (four) semesters with a study load of at least 54 (fifty four) credits;
 - c. Doctoral Program Curriculum in 6 (six) semesters with a study load of at least 68 (sixty eight) credits.
- (3) The curriculum of a study program includes a unified structure of courses that are arranged in an integrated manner to enable students to obtain Graduate Learning Outcomes (CPL) or Student Outcomes set for the study program in accordance with applicable national standards.
 - (4) The curriculum of a study program consists of ITB Compulsory Courses (MKWI), Compulsory Study Program Courses (MKWP), Optional Study Program Courses (MKOP) for study programs that have options, and Elective Courses (MKP).
 - (5) The structure of courses is adjusted to the development of students' understanding in the related scientific field, and each course has a specific syllabus and study load and has a Learning Plan.

Article 4

Academic Program Scheme

- (1) The Study Program provides an academic program scheme that can be followed by students.
- (2) The program scheme is provided to give opportunities for learners or students to study disciplines in depth or breadth, according to their respective interests and abilities, and to gain competencies according to the needs of the world of work or their continued studies, in an efficient time and process.
- (3) Students in a program scheme are required to follow the implementation procedures issued by the ITB Vice Rector's office which handles academic affairs.
- (4) Students have the right to receive an identity of completion of a program scheme in their diploma and/or transcript and/or SKPI.

Article 5

Undergraduate Program Scheme

- (1) The Program Scheme provided for Undergraduate Program students includes the program scheme provided by the main major study program, other study programs, and the cooperation program scheme between the main major study program and other study programs at the same level.
- (2) The program scheme provided by the main major study program as referred to in paragraph (1) is a Specialization and/or insight development Scheme.

- (3) The program scheme provided by other study programs as referred to in paragraph (1) is a Minor or Double Major Scheme.
- (4) The cooperation program scheme between the main study program and other study programs at the same level as referred to in paragraph (1) is a Multidisciplinary Scheme.
- (5) The multidisciplinary scheme as referred to in paragraph (4) can be used in both the Undergraduate Study Program and the Masters Study Program.

Article 6 Master's Program Scheme

- (1) The program scheme provided for Masters Program students includes the program scheme provided by the main study program and the cooperation program scheme between the main study program and other study programs at the same level.
- (2) The program scheme provided by the main study program as referred to in paragraph (1) is the Research-Based Masters Scheme, the Lecture-Based Masters Scheme with a Final Research Project, the Lecture-Based Masters Scheme with a Final Design Project, and the Lecture-Based Masters Scheme with a Final Case Study Project.
- (3) The cooperation program scheme between the main study program and other study programs at the same level as referred to in paragraph (1) is the Multidisciplinary Scheme.

Article 7 Doctoral Program Scheme

The program schemes provided for Doctoral Program students include program schemes provided by the main study program and collaborative program schemes between the main study program and partners.

Article 8 Academic Program Integration Scheme

- (1) The inter-level program scheme for Undergraduate students is in the form of the Undergraduate-Master's Program Integration Scheme (PPSM), which can be carried out in the scope of linear, related, non-linear, or non-related sciences.
- (2) The PPSM scheme can be joined by Undergraduate Program students with good academic achievements and register for this scheme at the end of semester 5 (five) or semester 6 (six).
- (3) Students participating in the PPSM scheme are required to:
 - a. take at least 15 (fifteen) credits of Masters Program courses, and

- b. work on integrated research or final assignments to complete the Undergraduate and Masters Programs.
- (4) The inter-level program scheme provided for Masters Program students includes the Master's-Doctoral Program Integration Scheme (PPMD).
- (5) The PPMD scheme can be followed by Master's Program students with good academic achievements and register in this scheme at the end of semester 2 (two), and obtain a recommendation for eligibility to participate in the Doctoral Program from the Prospective Head of the Doctoral Program Supervisory Team, KPPs, and Head of the Doctoral Study Program.
- (6) Students participating in the PPMD scheme are required to:
 - a. have graduated from the Masters Program before graduating from the Doctoral Program, and
 - b. complete the qualification and research proposal stages of the Doctoral Program at the end of the second year, and
 - c. carry out integrated research to complete the Masters and Doctoral Programs.
- (7) Graduates of the Undergraduate Program who demonstrate high academic achievements (Excellent Bachelors) can participate in the Masters Program that is continuous with the Doctoral Program by fulfilling the following provisions:
 - a. Students register in the Masters Doctoral Program for Excellent Bachelors (PMDSU) according to the criteria determined by the Program Implementing Institution.
 - b. The total study period of PPMD for Excellent Bachelors is 8 (eight) semesters from when the student starts the Masters Program.
 - c. The eligibility to pursue the Doctoral Program will be evaluated for its feasibility at the end of Semester 2 (two) of the Master's Program. If eligible, the student enters the Doctoral Program education at the beginning of Semester 3 (three) of the Master's Program.
 - d. Evaluation of eligibility to follow the Doctoral Program is based on the provisions of the average GPA of the Master's Program > 3.50 (three point five zero) and recommendations from the Head of the Supervisory Team.
 - e. If based on the results of the evaluation in letter d the student is declared unfit to continue to the Doctoral Program, then the student can only complete up to the Master's Program.

CHAPTER III

LEARNING PROCESS

Article 9
Language of Instruction

- (1) ITB organizes academic programs using Indonesian as the formal language of instruction.
- (2) English as the language of instruction can be used for International Classes and classes with foreign students.

Article 10
Regular Semester

- (1) Academic programs implementation at ITB adopts a semester system.
- (2) The Regular Semester at ITB in 1 (one) academic year consists of 2 (two) regular semesters: 1 (one) odd semester and 1 (one) even semester, each of which comprises a maximum of 16 (sixteen) weeks of academic activities.

Article 11
Short Semester

- (1) Academic activities in the short semester are determined by the study program based on decisions from each Faculty/School leader, the availability of teaching lecturers, and the availability of facilities.
- (2) Lecture activities for 1 (one) short semester are academic activities equivalent to the activities of 1 (one) regular semester, and are carried out for a maximum of 8 (eight) weeks.

Article 12
Semester Credit System

- (1) The implementation of the learning process is carried out using a semester credit system.
- (2) The study load in the learning process as referred to in paragraph (1) is stated in semester credit units or SKS.
- (3) A study load of 1 (one) SKS is equivalent to 45 (forty-five) hours of student activity per semester.
- (4) The learning process as referred to in paragraph (1) can be carried out in the form of lectures, responses, tutorials, seminars, practicums, practices, studios, research, design, development, final assignments, national defense training, student exchanges, internships, entrepreneurship, community service, and/or other forms of learning that can be recognized as SKS in accordance with the provisions.
- (5) The form of learning as referred to in paragraph (4) is carried out through the following activities:
 - a. guided learning;

- b. structured assignments; and/or
 - c. independent.
- (6) Learning of courses as referred to in paragraph (5) letter a, can be carried out synchronously or a combination of synchronous and asynchronous.
 - (7) Learning of the courses referred to in paragraph (6) may be carried out using a block system or other form while still paying attention to the learning achievements of the courses and taking into account the implementation of learning of other courses.

Article 13

Curriculum Fulfillment

- (1) Students are required to fulfill the provisions of the credit load stipulated in the study program curriculum.
- (2) Students may take a course load exceeding the minimum load as referred to in Article 3 paragraph (2), with implementation referring to the provisions of the study program curriculum and after obtaining approval from the Advisor.
- (3) Fulfillment of the curriculum can be done through learning outside the study program in the form of:
 - a. lectures in other study programs at ITB;
 - b. lectures at other universities; and/or
 - c. academic activities outside the campus.
- (4) Students of the International Track or International Class program must study at a Foreign University for at least 1 (one) semester as recommended by the Study Program or Faculty/School.
- (5) Students of the Undergraduate Program may take courses in the Master's Program, either for the purposes of the Undergraduate-Master's Program Unification Scheme or to fulfill the Undergraduate Program curriculum.
- (6) Requirements for Undergraduate Program students taking Master's Program courses for the purposes of the Undergraduate-Master's Program Unification Scheme by following the provisions issued by the ITB Vice Rector's office that handles academic affairs.
- (7) Master's Program students may take Doctoral Program courses, either for the purposes of the Master's-Doctoral Program Unification Scheme as referred to in Article 8 or to fulfill the requirements for elective Master's Program courses by following the provisions issued by the ITB Vice Rector's office that handles academic affairs.
- (8) Doctoral Program students may take Master's Program courses to fulfill competency after obtaining approval from the Faculty/School KPPs.

- (9) Master's Program courses as referred to in paragraph (8) are not included in fulfilling the Doctoral Program SKS load as referred to in Article 3 paragraph (2) and can be recorded in the SKPI (Diploma Accompanying Certificate).
- (10) For special cases based on assessment results, ITB has the right to require students to take courses that are intended to strengthen the necessary scientific foundations.
- (11) In the case where ITB requires students to take courses to strengthen basic science as referred to in paragraph (10), the credit load of the courses to strengthen basic science is recognized in the fulfillment of the program curriculum as referred to in Article 3 paragraph (2) as an elective course.
- (12) In the case of academic activities outside the campus as referred to in paragraph (3), the recognition of credits or credit load from these activities 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 the Study Program and/or the Faculty/School Postgraduate Program Commission (KPPs), and the provisions applicable at ITB.

CHAPTER IV

LEARNING PREPARATION

Article 14

Semester Study Plan

- (1) Curriculum fulfillment requires every ITB student to carry out semester study planning before participating in academic activities in the related semester, in accordance with the time specified in the ITB Education Calendar.
- (2) Semester study planning can be in the form of a plan to take courses at ITB, participation in program schemes at ITB, participation in lectures at campuses outside ITB, and/or participation in non-lecture academic activities outside the ITB campus.
- (3) Students who are permitted to carry out semester study planning are students who have a Student Study Card (KSM) for the previous semester.
- (4) Students who do not have a KSM for the previous semester are required to submit an application to fill in the previous semester study plan to the academic management unit after obtaining approval from the Guardian and Head of Study Program.
- (5) Students as referred to in paragraph (4) are required to pay education fees in accordance with the provisions.
- (6) Semester study planning consists of activities such as filling in the Study Plan Form (FRS), consultations, payment of education fees or tuition fees, and downloading the KSM (Student Study Card).
- (7) Students are required to carry out consultations with the Academic Advisor in the study plan approval process.
- (8) Students are required to check the completion of the study plan and the approval given by the Academic Advisor, during the period according to the education calendar, and ensure that the completion of the study plan is in accordance with that approved by the Academic Advisor through consultations and approval activities in the Academic Information System.
- (9) Students are declared entitled to participate in academic activities if they already have a KSM for the relevant semester.
- (10) The Student Study Card can be in hardcopy and/or softcopy.
- (11) In the event that a student has not carried out study planning until the end of the period according to the ITB Education Calendar, then the person concerned is declared to have inactive student status, unless the Head of the Study Program gives approval for the student

concerned.

- (12) In the event that a student receives approval from the Head of the Study Program as referred to in paragraph (11), the student is entitled to a maximum credit load of 12 (twelve) credits.

Article 15 **Semester Study Plan Changes**

- (1) Students are given the opportunity to make changes to their 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 Education Calendar.
- (2) Completion of the study plan by students, approval of the study plan by academic advisors, and printing of the KSM PRS results must be done according to the schedule specified in the ITB Education Calendar.

Article 16 **Academic Tuition Payment**

- (1) Students are required to pay academic tuition each semester according to the schedule set out in the ITB Education Calendar.
- (2) The amount of academic tuition as referred to in paragraph (1) is determined in a separate Rector's Regulation.

Article 17 **Credit Load Acquisition per Semester**

- (1) The normal credit load for each Regular Semester for students is 20 (twenty) credits.
- (2) The lecture load for each Short Semester is limited to a maximum of 9 (nine) credits.
- (3) Students have the right to take credit loads up to the maximum limit determined, after receiving approval from the Academic Advisor.
- (4) The approval of the Academic Advisor in paragraph (3) takes into account the achievement of the student's Semester Achievement Index (IPS).
- (5) Taking credit loads for the First Year (Semester 1 and Semester 2) of the Undergraduate Program is limited to a maximum of 20 (twenty) credits.
- (6) The credit load that can be taken by students other than the conditions referred to in paragraph (4) for the regular semester is a maximum of 24 (twenty four) credits.

CHAPTER V STUDENT STATUS

Article 18 Active Students

- (1) ITB students must have active student status to be able to participate in learning, receive academic services, and use campus facilities.
- (2) Students are declared active students in a semester if they already have a study plan that has been approved in the form of a Student Study Card (KSM) for that semester.

Article 19 Inactive Students

- (1) Students are declared to have inactive status in a semester if they are negligent in not carrying out Semester Study Planning on the schedule specified in the ITB Education Calendar.
- (2) Students with the status as referred to in paragraph (1) cannot participate in learning, do not receive academic services, and cannot use campus facilities.
- (3) Inactive student status is calculated in the study period at ITB.
- (4) Students who have inactive status for 2 (two) consecutive semesters can be declared to have withdrawn as ITB students.
- (5) If the student's study period still meets the requirements and will be active again in the following semester, the student is required to undergo administration to obtain a Student Study Card (KSM) of 0 (zero) credits in the inactive semester and is subject to education fees according to the provisions.

Article 20 Students Waiting for Graduation

- (1) Students with the status of Waiting for Graduation are students who have completed all academic requirements and will be registered in the ITB Graduation meeting in the following semester.
- (2) The graduation status of students is officially determined in the ITB Graduation Meeting in the schedule determined by ITB.
- (3) Students Waiting for Graduation are required to complete the administration to obtain a Student Study Card (KSM) of 0 (zero) credits.
- (4) Students Waiting for Graduation are charged education fees according to the provisions.

Article 21

Leave of Absence Students

- (1) Students with a leave of absence status are students whose application has been approved by the ITB Vice Rector who handles academic affairs and has been stipulated in the Rector's Decree.
- (2) Students can apply for a leave of absence for a semester in the ITB Education Calendar.
- (3) Leave in absence applications are made within a certain period specified in the ITB Education Calendar.
- (4) Leave in absence applications are addressed by students to the ITB Vice Rector who handles academic affairs.
- (5) Students with a leave of absence status cannot participate in learning, receive academic services, and use campus facilities.
- (6) Leave of absence is not counted towards the student's study period at ITB.
- (7) Academic Tuition Fees for Students on a leave of absence follow the provisions.

Article 22

Transfer Students

- (1) Transfer students are ITB students who previously studied at another university.
- (2) The number of credits recognized for fulfilling the curriculum at ITB and the study period of transfer students at ITB follow the applicable credit recognition and credit transfer provisions.
- (3) The number of credits that can be taken by transfer students in the first regular semester at ITB is a maximum of 18 (eighteen) credits for each semester.

Article 23

Students Changing Study Programs

- (1) Students who change study programs are ITB students whose application has been approved by the ITB Vice Rector who handles academic affairs to change study programs at ITB.
- (2) Students who change study programs are required to fulfill the curriculum of the new study program.
- (3) The study period for students who change study programs is calculated from when the student has active status as an ITB student.

Article 24
Students with Activities Outside Campus

- (1) Students may undertake academic and non-academic activities outside the ITB campus in full in a semester with the approval of the Dean of the Faculty/School.
- (2) Plans for off-campus activities must be recorded in the Semester Study Plan on the schedule specified in the ITB Education Calendar.
- (3) The cost of organizing education for students carrying out activities outside the campus follows the provisions.

Article 25
Students with Subject to Sanctions

- (1) Students who are subject to sanctions are students who receive academic sanctions that have been stipulated in the Rector's Decree.
- (2) Students with sanctioned status as referred to in paragraph (1) cannot participate in learning, do not receive academic services, and cannot use campus facilities.
- (3) The status of students who are subject to sanctions is taken into account in the student's study period at ITB.
- (4) The cost of organizing education for students with sanctioned status follows the provisions.

CHAPTER VI ACADEMIC SERVICE

Article 26 Campus Facilities

- (1) All facilities available on the ITB campus can be used to carry out academic activities by active students.
- (2) With certain considerations, ITB can determine certain places and facilities that cannot be used by students.

Article 27 Academic Calendar

- (1) All ITB academic activities refer to the ITB Academic Calendar.
- (2) All implementation of academic activities by the ITB academic community must refer to the ITB Academic Calendar.
- (3) Determination of the Academic Calendar is coordinated by the ITB Vice Chancellor who handles academic affairs and is stipulated in the Rector's Regulation.
- (4) Students who fail to comply with the provisions in the ITB Academic Calendar may be subject to sanctions in accordance with the provisions.

Article 28 Academic Services

- (1) Active ITB students can obtain academic services in the form of study planning, guardianship, academic data processing, lectures, and exams.
- (2) Inactive and leave students cannot obtain academic services during the semester when students are inactive or on leave.
- (3) Active ITB students obtain academic services according to their needs to achieve Graduate Learning Outcomes (CPL).
- (4) Under certain conditions, ITB can provide additional academic services to students beyond the services as referred to in paragraph (3).

Article 29 Lectures

All active ITB students have the right to participate in lecture activities according to the semester study plan.

Article 30

Academic Consultations

- (1) Guidance for taking courses each semester by students is carried out through Academic Consultations through Academic Advisors appointed by ITB.
- (2) Academic Consultations as referred to in paragraph (1) must be carried out at least 1 (one) time for each semester.
- (3) Academic Advisors as referred to in paragraph (1) are obliged to:
 - a. Assist students in preparing study plans to support study success that consider students' interests, career goal plans, and academic achievements;
 - b. Require students to take courses according to their order in the curriculum, namely prioritizing courses in lower curriculum years;
 - c. Detect academic problems and provide guidance to students during their education;
 - d. Foster creativity and effective learning habits;
 - e. Provide other direction deemed necessary related to the success of academic activities.
- (4) The consultation schedule is stated in the ITB Education Calendar and must be adhered to by all ITB students, and for students who cannot carry out guardianship on the specified schedule for valid reasons, they must report to the Head of Study Program and their respective Academic Advisor.
- (5) Academic consultations take into account, among other things:
 - a. Study program curriculum;
 - b. Student interests;
 - c. Student abilities and academic achievements.
- (6) Each student may take a number of courses with the approval of the Academic Advisor as stated in the semester study plan.
- (7) Students must pay attention to the Academic Advisor's warnings regarding academic achievements and study deadlines.

Article 31

Replacement of Student Identity Card (KTM)

- (1) In the event that the Student Identity Card (KTM) is lost or damaged, the student is required to apply for a replacement KTM.
- (2) Students as referred to in paragraph (1) when applying for a replacement KTM, must attach a certificate of loss from the Police.
- (3) The procedure for applying for a replacement KTM is determined by the ITB Work Unit that handles educational affairs.

- (4) A student's failure to replace a lost KTM cannot be used as an excuse for not fulfilling the administrative requirements in obtaining academic services.

Article 32

Diploma Replacement Certificate

- 1) ITB cannot issue a new diploma or issue more than one diploma for each of the same graduates.
- 2) In the event that a diploma is damaged or lost, ITB can issue a Certificate of Replacement of Diploma.
- 3) The procedure for applying for a Certificate of Replacement of Diploma as referred to in paragraph (2) is as follows:
 - a. The applicant submits a written application to the Chancellor with a copy to the Dean of the Faculty/School concerned with the following provisions:
 1. for graduates whose diplomas are lost, attach a photocopy of a certificate of loss of diploma from the Police;
 2. for graduates whose diplomas are damaged, attach proof of the original damaged diploma document.
 - b. In the event that the application as referred to in letter a is approved, ITB issues a Certificate of Replacement of Diploma in accordance with applicable provisions.

Article 33

Examination Implementation

- (1) Students take the exam according to the schedule and location determined by ITB.
- (2) The exam period for each semester is listed in the ITB Academic Calendar.
- (3) The exam schedule can be determined by the Lecturer or Head of the Study Program or ITB Work Unit that handles Academic matters.
- (4) Misreading the exam schedule or location by students cannot be used as a valid reason to request a replacement exam.

Article 34

Exam Participants

- (1) Students are declared valid and are allowed to take the exam for a course if:
 - a. They are recorded in the Class Participant List (DPK) for the course being tested.
 - b. They show valid KTM and KSM as proof of identity if required by the Lecturer.
 - c. They fulfill all requirements to take the exam.

- (2) During the exam, exam participants are required to:
 - a. Comply with all exam provisions;
 - b. Comply with all technical instructions regarding the implementation of the exam given by the exam invigilator;
 - c. Request the invigilator's approval first, before leaving the exam location;
 - d. Submit the exam answers to the invigilator on duty before the exam deadline.
- (3) During the exam, exam participants are not permitted to:
 - a. Behave in a way that violates the exam rules.
 - b. Communicate in any form with other people.
 - c. Cooperate, try to cooperate, or support cooperation with other exam participants.
 - d. Copy or try to copy other participants' exam answers, or give other participants the opportunity to copy their exam answers.
 - e. Using notes, books, and/or other sources of information during the exam, unless permitted by the Lecturer in Charge of the course.
 - f. Using exam results made by other people.
- (4) Students who violate the provisions as referred to in paragraph (2) and/or paragraph (3) may be subject to sanctions in accordance with the provisions.

Article 35 Exam Invigilators

- (1) The examination invigilators have the authority to:
 - a. check the validity of the examination participants;
 - b. arrange and determine the seating of each examination participant if it is carried out indoors;
 - c. determine the objects or goods that can be used by examination participants;
 - d. refuse the presence of a person who is not on duty as a supervisor or who is not interested as an examination participant to enter the examination place or room.
- (2) The examination invigilators are required to report acts of cheating by examination participants in the Examination Implementation Report.
- (3) The refusal of attendance as referred to in paragraph (1) letter d is carried out by the invigilators, by instructing the person concerned to leave the examination room and fill in the Examination Implementation Report.

Article 36 Graduation Exam

- (1) The graduation exam is the final exam taken by students to fulfill the requirements for graduation from the program or graduation from the Doctoral Program in particular.
- (2) The graduation exam must be taken by students on the ITB campus.

UNIT VII

ACADEMIC EVALUATION AND ACHIEVEMENT

Article 37

Monitoring and Learning Outcomes

- (1) Evaluation of student learning outcomes is part of the process of determining student academic achievement and to measure the achievement of Learning Outcomes for courses as written in the study program curriculum.
- (2) Evaluation of student learning outcomes as referred to in paragraph (1) must be carried out at least 2 (two) times in 1 (one) semester, namely 1 (one) time during the semester and 1 (one) time at the end of the semester.
- (3) The type and method of learning evaluation (exams, quizzes, and/or other methods) are adjusted to the nature of the field of science and the characteristics of each course.
- (4) In the case of learning evaluation using more than 1 (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 learning evaluation results is summarized into one final score for a student in taking 1 (one) particular course.
- (6) Students receive information related to learning evaluation at the beginning of the lecture.
- (7) Students can obtain information on the assessment of their learning outcomes, including knowing their work files, and can submit a request for a review of the results of the assessment of the learning outcomes received.
- (8) The Head of the Study Program is required to monitor and evaluate the learning achievements of students, and provide warnings to students who have the potential to experience academic problems.
- (9) Monitoring and evaluation of the Undergraduate Program learning is carried out by considering the activeness of students and paying attention to the study period, number of credits passed, and/or Cumulative Achievement Index, as follows:

- i. At the end of the First Year or the end of the Second Semester, students have less than 24 credits passed;
 - ii. At the end of the Second Year or the Fourth Semester, students have less than 48 credits passed;
 - iii. At the end of the Third Year or the Sixth Semester, students have less than 72 credits passed;
 - iv. At the end of the Fourth Year or the Eighth Semester, students have less than 96 credits passed;
 - v. At the end of the Fifth Year or the Tenth Semester, students have less than 120 credits passed;
 - vi. During the study deadline, students have less than 144 credits passed and/or a GPA of less than 2.00 (two point zero zero).
- (10) Monitoring and evaluation of the Masters Program learning is carried out by taking into account the study period, number of credits passed, and/or Cumulative Achievement Index, as follows:
- i. At the end of the first year, the GPA is less than 2.00 (two point zero zero);
 - ii. At the end of the second year, the GPA is less than 3.00 (three point zero zero) and/or the credits passed at the end of the second year are less than 27;
 - iii. During the study deadline, students have less than 54 credits passed and/or a GPA of less than 3.00 (three point zero zero).
- (11) For students who are included in the criteria as referred to in paragraph (9) and paragraph (10), ITB has the right to postpone filling in the study plan for the following semester or stop the student's studies.
- (12) In the case of a delay in filling out the study plan, the Head of the Study Program through the Faculty/School can provide a recommendation for approval to fill out the study plan by considering the activeness, motivation to study, and study completion plan.
- (13) In the case of study termination, through the following mechanisms:
- a. The Head of the Study Program recommends that ITB terminate the student's studies;
 - b. The recommendation is submitted to the Vice Rector who handles academic affairs through the Dean of the Faculty/School;
 - c. The Office of the Vice Rector who handles academic affairs evaluates the recommendations of the Head of the Study Program and the Dean of the Faculty/School;
 - d. The Office of the Vice Rector who handles academic affairs processes the Decree on Termination of Student Studies;
 - e. The Decree on Termination of Student Studies is signed by the Rector.

Article 38

Student Academic Achievement Assessment

- (1) Assessment of student learning outcomes is conducted every semester and announced at a time specified in the ITB Academic Calendar.
- (2) Assessment of student academic achievement for a course is conducted for each student who is registered and legally registers for the course.
- (3) Assessment of student academic achievement is conducted by adhering to the principles of education, authenticity, objectivity, accountability, and transparency.
- (4) Based on the evaluation results as referred to in paragraph (2), the course lecturer determines the final grade of student success in the form of letters and numbers as follows:

A (grade 4.0) means excellent
AB (grade 3.5) means grade between good and excellent
B (grade 3.0) means good
BC (grade 2.5) means grade between sufficient and good
C (grade 2.0) means sufficient
D (grade 1.0) means almost sufficient
E (grade 0.0) means lacking or failed
- (5) In addition to the assessment as referred to in paragraph (4), the course lecturer can provide a final grade in the form of Pass (P, Pass) or Fail (F, Fail) criteria, in accordance with the course learning plan in the study program curriculum.
- (6) Courses that can be given an assessment according to the criteria as referred to in paragraph (5) are in the form of activities outside the classroom and/or have a summative assessment in the form of a competency test.
- (7) The final assessment results are given by the Lecturer in charge of the course by filling in the Final Grade List (DNA) published by the ITB Work Unit that handles educational affairs, and there are no additional student names other than those already listed on the list.

Article 39 Incomplete Grades

- (1) Students are required to check the status and grades of courses taken legally as stated in the KSM.
- (2) In the event that the final grade of a student's success in taking a course cannot be determined, the student will be given a grade of T, which means incomplete.
- (3) Lecturers are required to change the T grade as referred to in paragraph (2) to the final grade as referred to in Article 38 paragraph (4) or paragraph (5) based on the completeness to assess the course

within the time according to the schedule specified in the ITB Academic Calendar.

- (4) If the replacement of the T grade as referred to in paragraph (3) is not carried out by the specified deadline, the T grade will be automatically changed by ITB to an E or F grade, which is the final grade for the course for the student concerned.
- (5) In the event that the change in grade as referred to in paragraph (4) is not due to the student's error, the student's grade can be changed through a special mechanism in accordance with the provisions.

Students who have not been declared to have passed a course until the deadline stated in the ITB Education Calendar is required to retake the course in the following period in accordance with the provisions of the study program curriculum.

Article 40

Semester Achievement Index and Cumulative Achievement Index

- (1) ITB determines students' academic achievement through Semester Achievement Index (IPS) and Cumulative Achievement Index (IPK).
- (2) Semester Achievement Index (IPS) as referred to in paragraph (1) is the student's academic achievement achieved in each semester based on the calculation of the final grade for a number of courses registered in that semester.
- (3) Cumulative Achievement Index (IPK) as referred to in paragraph (1) is the student's academic achievement achieved in a certain period of time based on the calculation of the final grade for a number of courses, where if there is a course that is repeated, the value that is calculated is the last value, without taking into account the value of the course in the previous intake, and this provision also applies to a course that replaces another course that was taken previously.
- (4) Semester Achievement Index (IPS) is calculated using the following rules:

$$IPS = \frac{p_1 k_1 + p_2 k_2 + \dots + p_q k_q}{k_1 + k_2 + \dots + k_q}$$

where:

k_q and p_q are the number of credits and the numerical value of all courses with assessments as in Article 38 paragraph (4) taken in 1 (one) semester.

- (5) Graduation of Undergraduate and Postgraduate students is determined based on the Cumulative Achievement Index (IPK) and other graduation requirements determined by ITB, where IPK is calculated using the following rules:

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

where:

k_r and m_r are the number of credits and the numerical value of courses with assessments as in Article 38 paragraph (4) from the last take (for repeat courses) to fulfill the curriculum.

- (6) The calculation of IPS and IPK as referred to in this Regulation does not take into account the value of courses that will be used at a higher level by students who follow the Program Integration Scheme as referred to in this Regulation, as well as courses with a T value that are incomplete.

CHAPTER VIII GRADUATION

Article 41 Course Completion

Students who are declared to have passed a course are students who meet the minimum required grades and meet the minimum learning achievement targets for the course set by the study program.

Article 42 Undergraduate Program Graduation

- (1) To complete the Undergraduate Program, students are declared to have graduated if they:
 - a. Have taken all required first semester courses and do not have a grade of E, T, or F;
 - b. Have taken all courses other than the first semester required by the Undergraduate Program curriculum and are declared to have graduated without a grade of D, E, T, and/or F;
 - c. Have a GPA of at least 2.00 (two point zero zero);
 - d. Have met all requirements set by ITB;
 - e. Have been determined to have graduated through the ITB Graduation Meeting.
- (2) Students who wish to apply for a postponement of graduation must submit a permit to the ITB Vice Rector who handles academic affairs.
- (3) If they do not receive permission to postpone graduation as referred to in paragraph (2), it will be considered at the nearest ITB Graduation Meeting.

Article 43 Master's Program Graduation

- (1) To complete the Master's Program education, students are declared to have graduated if they:
 - a. Have taken all courses required for the Master's Program and are declared to have graduated with a grade of P or at least C;
 - b. Have a GPA of at least 3.00 (three point zero zero);
 - c. Have submitted a Thesis or Final Program Assignment report approved by the supervisor and other requirements to the respective Faculty/School and have been reported to the Postgraduate School. The Final Program Assignment Report includes academic work, or a written report of research results, design or project development, or solutions to a particular case study, or other forms that are in accordance with the characteristics of the related science.
 - d. Have fulfilled the requirements related to scientific work at least in the form of:

1. Publication in an international journal or accredited national journal with a status of at least submitted, or
 2. Have been registered as a presenter in a national or international scientific activity, or
 3. Have been registered as a presenter of artwork in an art exhibition recognized by the scientific community or related profession, or
 4. Design or development products of a local project, or
 5. Intellectual Property Rights (HAKI) submission document with a status of at least submitted, or
 6. Presentation in a scientific community or professional society in accordance with the field of study of the case study conducted.
- e. Specifically for students of the Research-Based Masters Program (MBR), fulfillment of the requirements related to scientific work in the form of publication in a reputable international journal with a status of at least accepted;
 - f. Have fulfilled all the requirements set by ITB;
 - g. Have been determined to have graduated through the ITB Judicial Meeting.
- (2) Students who wish to apply for a postponement of graduation must apply for permission from the ITB Vice Rector who handles academic affairs.
 - (3) If they do not receive permission to postpone graduation as referred to in paragraph (2), then they will be included during nearest ITB Graduation Meeting.

Article 44

Doctoral Program Graduation

Students are declared to have graduated from the Doctoral Program if they:

- a. Have taken all the courses required for the Doctoral Program, and have been declared to have graduated with a grade of P or at least B;
- b. Have a GPA of at least 3.00 (three point zero zero);
- c. Have submitted a doctoral dissertation approved by the supervisor to the Postgraduate School;
- d. The study period does not exceed 2 (two) times the applicable curriculum period;
- e. Have met the requirements for scientific work in the form of:
 1. Publication in a reputable international journal as the first author affiliated with ITB with a status of at least accepted; or
 2. ITB-affiliated work presented or exhibited in an international forum; or
- f. Have passed the doctoral defense organized by the Postgraduate School;
- g. Have met all the requirements set by ITB;
- h. Have been determined to have graduated through the ITB Graduation Meeting.

Article 45

Graduation Status

- (1) Every graduate of the ITB Academic Program is given a graduation status according to academic and/or non-academic achievements.
- (2) Institut Teknologi Bandung can give graduation status for the Undergraduate, Master's, and Doctoral Programs as follows:
 - a. Summa Cum Laude;
 - b. Magna Cum Laude;
 - c. Cum Laude;
 - d. Very Satisfactory;
 - e. Satisfactory.
- (3) The graduation predicates for the Undergraduate, Master's, and Doctoral Programs are determined by the Rector based on proposals from the Faculty/School and/or Postgraduate School.

Article 46

Graduation Status Criteria for Undergraduate Programs

- (1) The Summa Cum Laude, Magna Cum Laude, and Cum Laude predicates as referred to in Article 45 paragraph (2) letters a, b, and c, are awarded to graduates of the Undergraduate Program if they meet the following requirements:
 - a. Qualitative:
 - b. Demonstrating a good appreciation of the nature and norms of the academic community, and never receiving written sanctions from ITB, either academic or non-academic sanctions;
 - c. Quantitative:
 1. Completing education in no more than 9 (nine) semesters since being declared an active ITB student; and
 2. Having a GPA of:
 - i. At least 3.85 (three point eight five) and never repeating courses for the Summa Cum Laude predicate; or
 - ii. At least 3.75 (three point seven five) for the Magna Cum Laude predicate; or
 - iii. At least 3.50 (three point five zero) for the Cum Laude predicate; and
 - d. Have a good track record of student activities and/or receive recommendations from the Faculty/School.
- (2) The Very Satisfactory predicate as referred to in Article 45 paragraph (2) letter d, is given to graduates of the Undergraduate Program who meet the following requirements:
 1. Complete education no more than 11 (eleven) semesters since being declared an active ITB student;
 2. Achieve a GPA of at least 2.75 (two point seven five);
 3. Have a good track record of student activities and/or receive recommendations from the Faculty/School.

- (3) The Satisfactory predicate as referred to in Article 45 paragraph (2) letter e, is given to graduates of the Undergraduate Program who do not meet the requirements as referred to in paragraph (1) and paragraph (2).
- (4) Fulfillment of the provisions as referred to in letter b number 1 and number 2 of paragraphs (1) and (2) is determined by the ITB Work Unit that handles educational affairs.
- (5) Fulfillment of the provisions as referred to in letter a of paragraph (1) is proposed by the Faculty/School and must obtain approval from the ITB Vice Rector who handles academic affairs.

Article 47

Graduation Status Criteria for Masters Program

- (1) The Summa Cum Laude, Magna Cum Laude, and Cum Laude predicates as referred to in Article 45 paragraph (2) letters a, b, and c, are awarded to graduates of the Masters Program in the event of fulfilling the following requirements:
 - a. Qualitative
 1. Demonstrating high academic qualifications as referred to in paragraph (1) letter b of this Article; and
 2. Demonstrating a good appreciation of the nature and norms of the academic community and never receiving written sanctions from ITB, either academic or non-academic sanctions.
 - b. Quantitative
 1. Completing education in no more than 4 (four) semesters;
 2. Fulfilling the requirements related to scientific work in the form of:
 - i. publication in a reputable international journal with a status of at least under review, or
 - ii. publication in an accredited national journal with a status of at least accepted, or
 - iii. publication in an international journal with a status of at least accepted, or
 - iv. has been registered as a presenter of artwork in a national art exhibition, or
 - v. presentation of design products or project development in a national forum, or
 - vi. submission document for Intellectual Property Rights (HAKI) with a status of at least registered nationally, or
 - vii. presentation of case study results in a scientific community or professional society at a national level
 3. Have a GPA:
 - i. At least 3.90 (three point nine zero) for Summa Cum Laude predicate;
 - ii. At least 3.85 (three point eight five) for Magna Cum Laude predicate;
 - iii. At least 3.75 (three point seven five) for Cum Laude predicate.

- (2) Specifically for MBR Program Students, the Summa Cum Laude, Magna Cum Laude, and Cum Laude predicates are awarded to master's graduates who meet the qualitative and quantitative requirements as explained in Paragraph (1) letter a and letter b.1 of this article, and have scientific publications as the first author affiliated with the Bandung Institute of Technology with a status of at least accepted for publication (accepted) in a reputable international journal according to a journal ranking institution such as SCIMAGO or Web of Science, and related to the thesis material;
- a. The Summa Cum Laude predicate is awarded if the student has at least 1 (one) publication as in point (a) of this paragraph which is in the first quartile (Q1) or second quartile (Q2) with accepted status and 1 (one) other publication in an international journal which is in the third quartile (Q3) with status in the review process;
 - b. The Magna Cum Laude predicate is awarded if a student has at least 1 (one) scientific publication as in point (a) of this paragraph which is in the second quartile (Q2) with accepted status and international proceedings or journals in the fourth quartile (Q4) with status in the review process;
 - c. The Cum Laude predicate is awarded if a student has a scientific publication as in point (a) of this paragraph with a status of at least accepted in a reputable international journal which is in the second quartile (Q2).
- (3) The Very Satisfactory predicate as referred to in Article 45 paragraph (2) letter d, is awarded to graduates of the Masters Program in the event of fulfilling the following requirements:
- a. Qualitative
 1. Demonstrating high academic qualifications as referred to in paragraph (3) letter b of this Article; and
 2. Demonstrating a good appreciation of the nature and norms of the academic community and never receiving written sanctions from ITB, either academic or non-academic sanctions.
 - b. Quantitative
 1. Have a GPA of at least 3.50 (three point five zero);
 2. Complete education in no more than 5 (five) semesters;
 3. Have scientific works in the form of:
 - i. publications in international journals with a status of at least under review;
 - ii. publications in national journals with a status of at least accepted;
 - iii. publications in international proceedings with a status of at least accepted;
 - iv. have been registered as a presenter of artwork in a regional (local) exhibition;
 - v. presentation of design products or project development in a regional (local) forum;
 - vi. Intellectual Property Rights (IPR) submission documents with a status of at least under review, or
 - vii. presentation of case studies in the scientific community or local professional society.

- (4) Specifically for MBR Program Students, the predicate very satisfactory is given if the student fulfills the qualitative and quantitative requirements as explained in paragraph (3) letters a and b.1 and b2 of this Article, and has a publication as the first author affiliated with the Bandung Institute of Technology with a status of at least accepted in a reputable international journal that is at least in the third quartile (Q3) according to a journal ranking institution such as SCIMAGO or Web of Science, and is related to the thesis material.
- (5) The Satisfactory Predicate is awarded to graduates of the Masters Program who do not fulfill the requirements as referred to in paragraphs (1) to (4) of this Article but fulfill all the requirements for graduating as a Master in the Study Program.
- (6) The Graduation Predicate is proposed by the relevant Faculty/School to the Postgraduate School and is determined in a meeting of the Postgraduate School Commission (KSPs) together with the Dean of the Faculty/School.

Article 48

Graduation Status Criteria for Doctoral Programs

1. The Summa Cum Laude predicate is awarded to graduates of the Doctoral Program who meet the following requirements:
 - a. Qualitative
 1. Demonstrate high academic qualifications as referred to in paragraph (1) letter b of this Article; and
 2. Demonstrate a good appreciation of the nature and norms of the academic community and have never received written sanctions from the Bandung Institute of Technology, either academic or non-academic sanctions.
 - b. Quantitative
 1. The study period does not exceed 4 (four) years or 8 (eight) semesters;
 2. Have at least 2 (two) scientific publications as the first author affiliated with the Bandung Institute of Technology with a status of at least accepted in a reputable international journal that is at least in the first quartile (Q1) or second quartile (Q2) according to a journal ranking institution such as SCIMAGO or Web of Science, and is related to the dissertation material; or
 3. Have at least 2 (two) works of art or design work affiliated with the Bandung Institute of Technology that are exhibited at forums/published in international media with quantity and quality equivalent to publications in reputable international journals as referred to in point 2 of this paragraph, according to a team of experts formed by ITB, in the relevant field of science and related to the dissertation material.
2. The Magna Cum Laude predicate is awarded to graduates of the Doctoral Program who meet the following requirements:
 - a. Qualitative

1. Demonstrate high academic qualifications as referred to in paragraph (2) letter b of this Article; and
 2. Demonstrate a good appreciation of the nature and norms of the academic community and have never received written sanctions from the Bandung Institute of Technology, either academic or non-academic sanctions.
- b. Quantitative
1. The study period does not exceed 4 (four) years or 8 (eight) semesters;
 2. Have at least 1 (one) scientific publication as the first author affiliated with the Bandung Institute of Technology with a status of at least accepted in a reputable international journal that is in quartile one (Q1) or quartile two (Q2) and 1 (one) other scientific publication as the first author affiliated with the Bandung Institute of Technology with a status of at least accepted in a reputable international journal that is in quartile three (Q3) according to journal ranking institutions such as SCIMAGO or Web of Science, and related to the dissertation material; or
 3. Have at least 1 (one) artwork or design plan affiliated with the Bandung Institute of Technology that is exhibited at a forum/published in international media with quantity and quality equivalent to publications in leading international journals as referred to in point 2 of this paragraph, according to a team of experts formed by ITB, in the relevant field of science and related to the dissertation material, and 1 (one) other artwork or design plan affiliated with the Bandung Institute of Technology that is exhibited at a forum/published in national media.
3. The Cum Laude predicate is awarded to graduates of the Doctoral Program in the event that they meet the following requirements:
- a. Qualitative
1. Demonstrate high academic qualifications as referred to in paragraph (3) letter b of this Article; and
 2. Demonstrate a good appreciation of the nature and norms of the academic community and have never received written sanctions from the Bandung Institute of Technology, either academic or non-academic sanctions.
- b. Quantitative
1. The study period does not exceed 4 (four) years or 8 (eight) semesters;
 2. Have at least 1 (one) scientific publication as the first author affiliated with the Bandung Institute of Technology with a status of at least accepted in a reputable international journal that is in the first quartile (Q1) or second quartile (Q2) according to a journal ranking institution such as SCIMAGO or Web of Science, and is related to the dissertation material; or
 3. Have at least 2 (two) scientific publications as the first author affiliated with the Bandung Institute of Technology with a status of at least accepted in a reputable international journal that is in the third quartile (Q3) according to a journal ranking

- institution such as SCIMAGO or Web of Science, and is related to the dissertation material; or
4. Have at least 1 (one) artwork or design plan affiliated with the Bandung Institute of Technology that is exhibited at a forum/published in international media with a quantity and quality equivalent to publications in leading international journals as referred to in point 2 of this paragraph according to a team of experts formed by ITB, in the relevant field of science and related to the dissertation material.
- (4) The title of Very Satisfactory is awarded to graduates of the Doctoral Program who meet the following requirements:
- a. Qualitative
 1. Demonstrate high academic qualifications as stated in letter b paragraph (2) of this Article; and
 2. Demonstrate a good appreciation of the nature and norms of the academic community and have never received written sanctions from the Bandung Institute of Technology, either academic or non-academic sanctions.
 - b. Quantitative
 1. The study period does not exceed 5 (five) years or 10 (ten) semesters;
 2. Have at least 1 (one) scientific publication as the first author affiliated with the Bandung Institute of Technology with a 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, and is related to the dissertation material; or
 3. Have at least 2 (two) scientific publications as the first author affiliated with the Bandung Institute of Technology with a status of at least accepted in a reputable international journal that is in the fourth quartile (Q4) according to a journal ranking institution such as SCIMAGO or Web of Science, and related to the dissertation material; or
 4. Have at least 1 (one) exhibited artwork or design plan affiliated with the Bandung Institute of Technology that is exhibited at a forum/published in international media with a quantity and quality equivalent to publications in leading international journals as referred to in letter b.2 of this paragraph, according to the team of experts formed by ITB, in the relevant field of science and related to the dissertation material.
- (5) The Satisfactory Status is given to graduates of the Doctoral Program who do not meet the requirements as referred to in paragraphs (1) to (4) but meet all the requirements to graduate as a Doctor.
- (6) The proposed graduation grade is determined by acclamation by all those present at the doctoral examination meeting and is determined through a graduation meeting attended by the Postgraduate School Commission together with the Dean of the Faculty/School.

Article 49

Graduation Meeting

- (1) The ratification of the graduation status of ITB students is carried out in an ITB Graduation Meeting.
- (2) The Graduation Meeting is chaired by the Rector and attended by the ITB Vice Rector who handles academic affairs, the Dean of the Faculty/School, and the Dean of the Postgraduate School.

Article 50

Final Project Quality

- (1) The quality of the Final Assignment for the Undergraduate Program must meet at least the following criteria:
 - a. Showing the individual capacity of the author in conducting research and design individually and/or in groups;
 - b. Presenting data and analysis in accordance with scientific principles and ethics; and
 - c. Demonstrating originality of writing.
- (2) The quality of research work in the form of a thesis or dissertation must meet the following criteria:
 - a. Showing the individual capacity of the author in conducting research independently;
 - b. Presenting data, analysis, synthesis, and review of literature in accordance with quality scientific principles and ethics;
 - c. Demonstrating originality in terms of ideas/concepts and writing;
 - d. Showing valuable scientific contributions (original new discoveries, from a scientific perspective, patents, or prototypes); and
 - e. Encouraging further scientific activities.
- (3) The quality of scientific work in the form of a final project report must meet the following criteria:
 - a. Showing the individual capacity of the author in conducting research or design activities independently or in groups;
 - b. Presenting data, analysis, synthesis, and literature review in accordance with quality scientific principles and ethics;
 - c. Demonstrating originality in terms of ideas and writing,
 - d. Showing scientific contributions and/or products that can be utilized by the community; and
 - e. Encouraging further design and/or study activities.
- (4) The quality of scientific work in the form of case study reports must meet the following criteria:
 - a. Showing the individual capacity of the author in conducting case study activities independently;
 - b. Presenting data, analysis, synthesis, and literature review in accordance with quality scientific principles and ethics;
 - c. Showing originality in terms of ideas and writing;
 - d. Showing independent search for solutions to case studies; and

- e. Encouraging further case study activities.

Article 51 **Academic Progress Report**

- (1) Academic Progress Reports are given to students with the procedures and submission times determined by the Faculty/School.
- (2) Academic Transcripts at each level of education contain courses and grades according to the number of credits required in the curriculum.
- (3) Fulfillment of the credit load in the curriculum can be obtained from courses taken and passed at ITB and at other universities according to the provisions at ITB.
- (4) The Diploma Accompanying Certificate (SKPI) contains a list of competencies, achievements, student activities, or certifications followed and obtained by students during their education at ITB.
- (5) Academic Transcripts, Diplomas, and SKPI are given to students who have fulfilled all provisions of academic requirements and academic administration for completing their education in the Bachelor's Program, Master's Program, or Doctoral Program.
- (6) Academic Transcripts are given to students who have fulfilled all provisions of academic requirements and academic administration for completing their education.

Article 52 **Termination of Study**

- (1) Termination of studies may be carried out for students who are unable to continue their education at ITB.
- (2) Termination of studies for undergraduate students as referred to in paragraph (1) shall apply to students who are unable to complete their studies within the study deadline as stipulated in this regulation.
- (3) Termination of studies for Master's students as referred to in paragraph (1) shall apply to:
 - a. Students who in the first year of their studies have a GPA < 1.50 (one point five zero); or
 - b. Students who are unable to complete their studies within the study deadline as stipulated in this Regulation.
- (4) Termination of studies for Doctoral students as referred to in paragraph (1) shall apply to:
 - a. Students who have not entered Phase III (Research Phase) at the end of the 10th (tenth) semester or the fifth year; or
 - b. Students who are unable to complete their studies within the study deadline as stipulated in this Regulation.

Article 53
Determination of Study Program

- (1) Determination of study programs for undergraduate students is based on the criteria of interest and capacity of the study program.
- (2) In the event that the number of student interests exceeds the capacity of a study program, the determination of the study program is carried out by considering the academic achievements of the students.
- (3) The process of determining the study program for students is coordinated by the ITB Vice Chancellor who handles academic affairs.

CHAPTER IX
STUDY TIME

Article
Study Time and Study Deadline

- (1) Normal study time is the time required to complete the curriculum load of 1 (one) academic program.
- (2) The study time limit is a maximum of 2 (two) times the normal study time.
- (3) The normal study time for Undergraduate Program education is 4 (four) years or 8 (eight) semesters.
- (4) The normal study time for Master's Program education after Undergraduate Program is 2 (two) years or 4 (four) semesters.
- (5) The normal study time for Doctoral Program education after Master's Program is 3 (three) years or 6 (six) semesters.
- (6) The Doctoral Program study time consists of 4 (four) stages as follows: Tahap I (Persiapan) dengan waktu studi normal selama 1 (satu) semester;
 - a. Stage II (Proposal Preparation) with a normal study period of 1 (one) semester;
 - b. Stage III (Research) with a normal study period of 4 (four) semesters or 2 (two) years;
 - c. During the study period of the Doctoral Program as referred to in paragraph (5), students are required to carry out a Doctoral Defense, which is an examination of the dissertation prepared by the student in accordance with their research.

Article 55
Study Time Extension

- (1) Students may be granted an Extension of Study Time for valid reasons.
- (2) Applications for extension of study time are submitted by students in writing to the ITB Vice Rector who handles academic affairs.
- (3) Proposals for approval for study time extension are implemented by the ITB Work Unit that handles educational affairs, Faculty/School and/or Postgraduate School.
- (4) Study Time Extension for Undergraduate Programs may be granted to students who have not completed their Undergraduate Program education within 12 (twelve) semesters or 6 (six) years.
- (5) Study Time Extension for Master's Programs may be granted to students who have not completed their Master's Program education within 6 (six) semesters or 3 (three) years.
- (6) Study Time Extension for Doctoral Programs may be granted to students who have not completed their Doctoral Program education within 10 (ten) semesters or 5 (five) years and are already in Phase III (Research).

Article 56

Study Time Limit for Transfer Students

- (1) The minimum study time or residency period for transfer students at ITB follows the provisions in the Chancellor's Regulation on credit collection and credit transfer.
- (2) The study time limit is twice the curriculum duration minus (the number of recognized credits, divided by 18 (eighteen) credits), and if the result is a fraction, it is rounded up to a higher level, with the following calculation method:

$$\text{Study time limit} = 2 \text{ Curriculum Duration} - \frac{\text{recognized credits}}{18}$$

Article 57

Study Time Limit Warning

- (1) ITB may send a warning letter to students regarding the student's study time limit.
- (2) ITB students may be given a warning as referred to in paragraph (1), no later than 1 (one) year before the study extension period as referred to in Article 55.
- (3) Undergraduate Program students may be given a warning as referred to in paragraph (1) if by the end of the fourth semester since being

declared an active ITB student and still have first year courses with a grade of E, F, or T.

- (4) Master's Program students may be given a warning as referred to in paragraph (1), if at the end of a semester they obtain an IPS of less than 2.00 (two point zero zero).
- (5) Doctoral Program students may be given a warning as referred to in paragraph (1), if they have not passed a stage of education in accordance with the time limit for the stage of education as referred to in Article 54 paragraph (6).

BAB X

PROCEDURE FOR LEAVE, RESIGNATION, TRANSFER OF STUDY PROGRAMS

Article 58

Leave of Absence Procedure

- (1) Undergraduate and Postgraduate students who wish to apply for leave of absence in a particular semester must submit an application with the following procedures:
 - a. Submit an application for approval of leave to the academic advisor and head of the study program; and
 - b. Submit a written application that has been approved by the academic advisor and head of the study program to the ITB Vice Rector who handles academic affairs;
 - c. The application as referred to in letter b is submitted with a cover letter from the Dean of the Faculty/School.
- (2) Applications for leave of absence for a semester may only be submitted within the schedule specified in the Academic Calendar.
- (3) Applications for leave of absence approved by the ITB Vice Rector who handles academic affairs are stipulated in the Rector's Decree.

Article 59

Resignation Procedure

- (1) Students may submit a resignation as ITB students.
- (2) ITB Undergraduate Program students submit a resignation application as referred to in paragraph (1) in writing to the ITB Vice Rector who handles academic affairs based on the recommendation of the Dean of the Faculty/School and the head of the ITB Work Unit who handles educational affairs.
- (3) ITB Postgraduate Program students submit a resignation application as referred to in paragraph (1) in writing to the ITB Vice Rector who

handles academic affairs based on the recommendation of the Dean of the Faculty/School and the Dean of the Postgraduate School.

- (4) If the student's resignation application as referred to in paragraph (2) and paragraph (3) is approved, then the approval of the resignation is stipulated by a Rector's Decree.

Article 60

Procedure for Changing Study Programs

- (1) In principle, students who have registered for 1 (one) study program cannot transfer to another study program, especially for:
 - a. Undergraduate Program students who are accepted through the study program interest path;
 - b. Undergraduate Program students from one of ITB's campuses to transfer to another study program at another ITB campus;
 - c. Students who have transferred study programs.
- (2) An exception for the provisions as referred to in paragraph (1) is for students who can prove that the student concerned with valid reasons states that the study program they are taking is not appropriate. By considering the results of academic achievement in the study program they are taking, then ITB can consider the application to transfer study programs.
- (3) The requirements for transferring study programs as referred to in paragraph (2) are as follows:
 - a. Undergraduate Program students can submit an application to transfer study programs with the following conditions:
 - 1. Have passed all courses up to the fourth semester in accordance with the curriculum in the study program they are taking; and
 - 2. Have a GPA of not less than 3.50 (three point five zero) for four consecutive semesters in accordance with the curriculum in the study program they are taking.
 - b. Masters Program students may submit an application to change study programs no later than 1 (one) month before re-registration for the third semester since the person concerned is declared accepted as a master's student;
 - c. Doctoral Program students may submit an application to change study programs no later than before the completion of Phase II (Proposal Preparation) of the Doctoral Program study period.
- (4) A letter of application to change study programs is submitted by students to the ITB Vice Rector who handles academic affairs.
- (5) The letter as referred to in paragraph (4) must be accompanied by reasons, has been approved by the Dean and Head of the Study Program, both the Dean and Head of the Study Program that is being targeted and the one being taken, and attaches an academic progress report during education in the study program that is being taken.

- (6) Specifically for Doctoral Program students, approval from the Dean of the Faculty/School as referred to in paragraph (5) must be accompanied by the approval of the KPPs and the supervisory team for the Faculty/School that is being taken, and the prospective supervisory team for the Faculty/School that will be targeted.
- (7) Submission of a letter of application to transfer study programs as referred to in paragraph (4) must be received by the ITB Vice Chancellor who handles academic affairs no later than 1 (one) month before the re-registration period.
- (8) Approval of the transfer of student study programs is determined by the ChancellorRector's Decree.
- (9) Transferring study programs does not change the student's study time limit.

CHAPTER XI

PROFESSIONAL EDUCATION PROGRAM

Article 61

General Provisions

Professional Education Program

- (1) ITB organizes Professional Education and provides appropriate professional education degrees.
- (2) The study load for Professional Education is at least 36 (thirty six) credits with a normal study period of 2 (two) semesters.
- (3) The normal credit load for each regular semester for professional program students is 20 (twenty) credits.
- (4) The lecture load for each Intermediate (Short) Semester for Professional Program students is limited to a maximum of 9 (nine) credits.
- (5) The provisions for the maximum credit load per semester permitted for Professional Program students are 24 (twenty four) credits.
- (6) Equivalency of non-formal education for Professional Programs is part of fulfilling the curriculum requirements set by the head of the ITB Work Unit that handles Professional Program education affairs and is carried out based on the provisions in the Rector's Regulation regarding credit recognition and credit transfer.

Article 62

Graduation of Professional Education Program

- (1) Students are declared to have passed the Professional Program education if they:
 - a. Have taken all courses required for the Professional Program and are declared to have passed without a grade of D, E, F, or T;
 - b. Achieved a GPA ≥ 3.00 (three point zero zero);
 - c. Fulfilled all other requirements set by the Faculty/School that organizes the Professional Education program; and
 - d. Graduation has been approved through the ITB Graduation Meeting.
- (2) Specifically for the Pharmacist Professional Program, in addition to fulfilling the requirements as referred to in paragraph (1), students can be declared to have graduated if they have taken and passed the National Professional Competency Test.

Article 63

Academic Transcripts and Professional Education Program Certificates

Academic transcripts and certificates are awarded to students who have fulfilled all academic and administrative requirements for completing their education.

Article 64

Study Time of Professional Education Program

- (1) The normal study time for Professional Program education after the Bachelor's Program is scheduled in 2 (two) semesters or 1 (one) year.
- (2) Specifically for professional programs with non-formal education equivalency, the normal study time follows the provisions stipulated in the Chancellor's Regulation on Credit Recognition and Credit Transfer.

Article 65

Extension of Study Period for Professional Education Program

- (1) Students may be granted an Extension of Study Time for valid reasons.
- (2) Applications for an extension of study time for Professional Program education are submitted in writing by students to the ITB Vice Rector who handles academic affairs.
- (3) Extension of study time for Professional Program education is a maximum of 2 (two) times the normal study time or curriculum study period as referred to in Article 64.

Article 66

Termination of Professional Education Program Studies

- (1) Study termination of students in the Professional Education program may be carried out for students who are unable to continue their Professional Program education at ITB.
- (2) Study Termination of of students in the Professional Program as referred to in paragraph (1) is given to:
 - a. Students who in the first year of their studies have a GPA < 1.50 (one point five zero); or
 - b. Students who have been given an extension of the study period as referred to in Article 65 but at the end of their study period have not achieved the GPA as referred to in letter a and have not completed the requirements of the professional program curriculum.

CHAPTER XII

NON-DEGREE EDUCATION PROGRAM

Article 67

Non Degree Students

- (1) Non-degree students at ITB are:
 - a. Exchange students from other universities, both domestic and foreign;
 - b. Research students; and
 - c. Students from universities or institutions, domestic or foreign, who participate in non-degree programs organized by ITB.
- (2) Acceptance of non-degree students follows the provisions of the program they participate in.
- (3) Non-degree students carry out education and/or research at ITB.
- (4) Non-degree students who carry out education are entitled to receive an academic report containing credits and grades for courses taken at ITB.
- (5) Credits and grades for courses obtained as referred to in paragraph (4) may be submitted as credit recognition to fulfill the SKS load of the appropriate study program curriculum through a credit collection mechanism (credit earning), when the student is accepted as a regular ITB student.

CHAPTER XIII

TRANSITIONAL AND CLOSING PROVISIONS

Article 68

Transitional Provisions

- (1) The academic provisions in this Regulation apply to all ITB students.
- (2) For Undergraduate Students of the 2023 and earlier intakes, a D grade for First Year courses is still considered passing.
- (3) The provisions contained in this Regulation apply in full after a transition period of 1 (one) year since it was stipulated.

Article 69

Closing

- (1) With the issuance of this Regulation:
 - a. ITB Rector's Regulation Number 609/IT1.A/PER/2021; and
 - b. All contradictory provisions shall be declared revoked and no longer valid.
- (2) This Regulation is effective from the date of stipulation.

Stipulated in Bandung
on August 1, 2024

RECTOR,
INSTITUT TEKNOLOGI BANDUNG

Signed by

Prof. REINI WIRAHADIKUSUMAH, Ph.D.
NIP 196810251992032001