STATE ISLAMIC UNIVERSITY
SUNAN KALIJAGA
Y O G Y A K A R T A

UNIVERSITY ACADEMIC GUIDEBOOK
UNDERGRADUATE (S-1) PROGRAM

STATE ISLAMIC UNIVERSITY
SUNAN KALIJAGA
YOGYAKARTA
2021

DRAFTING TEAM OF
UNIVERSITY ACADEMIC GUIDEBOOK
FOR THE UNDERGRADUATE PROGRAM OF THE STATE ISLAMIC UNIVERSITY
SUNAN KALIJAGA YOGYAKARTA
OF 2021

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FOREWORD

All praise and thanks be to Allah Subhanahu Wa Ta'ala, glory to Him, let Him be exalted, for His grace and guidance so that this revised University Academic Guidebook for the Undergraduate (S-1) Program of 2021 edition can be completed. Previous guidebook issued on 2 January 2018 shall be subject to several revisions for excellent services to students.

As a college with commitments to quality, the State Islamic University Sunan Kalijaga Yogyakarta shall keep on providing the best services, not only to students, but also to all their academicians. Various efforts to improve the lecturers and education staff have been made, as an integral part of the efforts to strengthen institutional capacity of the State Islamic University Sunan Kalijaga Yogyakarta. To improve the quality of education, each student shall be provided with information relating to academic administration to independently plan and monitor their studies. All information relating to academic administration shall be contained in Academic

Guidebook for the Undergraduate (S-1) Program of the State Islamic University Sunan Kalijaga Yogyakarta.

We express our gratitude to the Drafting Team for their hard works to complete this guidebook.

This guidebook shall apply to all Undergraduate (S1) students of the State Islamic University Sunana Klijaga Yogyakarta.

May this Book be a guideline for achieving the expected goals and specifically for providing academic guideline to all Undergraduate (S1) students of the State Islamic University Sunana Kalijaga Yogyakarta in the learning processes and study completion.

Yogyakarta, 5 May 2021
Rector
signed & sealed
Prof. Dr. Phil. Al Makin, S.Ag. M.Ag.

DECISION OF THE RECTOR OF THE STATE
ISLAMIC UNIVERSITY SUNAN KALIJAGA
YOGYAKARTA
NUMBER: 85.4 OF 2021
ON
UNIVERSITY ACADEMIC GUIDEBOOK
FOR THE
UNDERGRADUATE PROGRAM
OF THE STATE ISLAMIC UNIVERSITY SUNAN
KALIJAGA YOGYAKARTA
BY THE GRACE OF ONE AND SUPREME GOD
RECTOR OF THE STATE ISLAMIC
UNIVERSITY SUNAN KALIJAGA YOGYAKARTA

Considering : a. that in respect of the changes to and development of the national education system, the State Islamic University Sunan Kalijaga Yogyakarta shall require the adjustment of university academic guidebook by referring to applicable legislation;

b. that based on the point a above, it is necessary to adjust the Academic Guidebook for the Undergraduate Program of the State University Sunan Kalijaga Yogyakarta stipulated

by virtue of Rector's Decision Number 1.462 of 2018 on Academic Guidebook for the Undergraduate Program of the State University Sunan Kalijaga Yogyakarta;

c. that based on the point b above, it is necessary to issue Rector's Decision on University Academic Guidebook for the Undergraduate Program of the State University Sunan Kalijaga Yogyakarta.

In view of : 1. Law of the Republic of Indonesia Number 20 Of 2003 on National Education System;

2. Law of the Republic of Indonesia Number 12 Of 2021 on Higher Education;

3. Government Regulation Number 66 Of 2010 on Changes to Government Regulation of the Republic of Indonesia Number 17 Of 2010 on the Management and Administration of Education;

4. Government Regulation of the Republic of Indonesia Number 32 Of 2013 on National Education Standards;

5. Government Regulation of the Republic of Indonesia Number 4 of 2014 on Administration of Higher Education and Management of Universities;

6. Presidential Regulation of the Republic of Indonesia Number 8 Of 2012 On Indonesia's National Qualification Framework;

7. Presidential Decree of the Republic of Indonesia Number 50 Of 2004 on Changes of the State Islamic Institute Sunan Kalijaga Yogyakarta to the State Islamic University Sunan Kalijaga Yogyakarta;

8. Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 26 of 2009 on Stipulation of the Fields of science and Academic Degrees Within the Religious Colleges;

9. Decree of the Minister of Religious Affairs of the Republic of Indonesia Number 26 Of 2013 on Organization and Working Procedures of the State Islamic University Sunan Kalijaga

Yogyakarta as already amended by virtue of Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 86 Of 2013 on Amendment to Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 26 Of 2013 on Organization and Working Procedures of the State Islamic University Sunan Kalijaga Yogyakarta;

10. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 73 Of 2013 on Stipulation of Indonesia's National Qualification Framework in the Field of Higher Education;

11. Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 22 Of 2014 on Statutes of the State Islamic University Sunan Kalijaga Yogyakarta as already amended by virtue of the Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 22 Of 2014 on Statutes of the State Islamic University Sunan Kalijaga Yogyakarta;

12. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 154 Of 2014 on Clump of Science and Technology and College Graduate Degrees;

13. Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 33 of 2016 on Religious College Academic Degrees;

14. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 59 Of 2018 on Diplomas, Competency Certificates and Professional Certificates, Degrees and Procedures for Writing Degrees at Higher Education;

15. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 Of 2020 on National Standards for Higher Education;

16. Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 17 Of 2020 on Diplomas, Competency Certificates and

Professional Certificates at Religious Colleges;

HAS DECIDED

To stipulate : ACADEMIC GUIDEBOOK FOR THE UNDERGRADUATE PROGRAM OF THE STATE ISLAMIC UNIVERSITY SUNAN KALIJAGA YOGYAKARTA.

Firstly : Academic Guidebook for the Undergraduate Program of the State Islamic University Sunan Kalijaga Yogyakarta shall be as contained in the Appendix of this Decision as an integral part of this decision.

Secondly : Academic Guidebook for the Undergraduate Program of the State Islamic University Sunan Kalijaga Yogyakarta shall serve as a reference in Academic Administration to all Faculties and academic implemental units within the State Islamic University Sunan Kalijaga Yogyakarta.

Thirdly : This Academic Guidebook for the Undergraduate Program shall apply to students of the State Islamic University Sunan Kalijaga Yogyakarta.

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Fourthly : This decision shall become effective after the date of stipulation, provided that in case of any error found herein the future, then proper corrections shall be made accordingly.

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STIPULATED IN: YOGYAKARTA

ON: 5 MAY 2021

RECTOR

signed & sealed

AL MAKIN

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cc:

1. Director General of Islamic Education of the ministry of Religious Affairs of the Republic of Indonesia in Jakarta;

2. Vice Rectors of the State Islamic University Sunan Kalijaga Yogyakarta;

3. Deans of the Faculties within the State Islamic University Sunan Kalijaga Yogyakarta;

4. Postgraduate Director of the State Islamic University Sunan Kalijaga Yogyakarta;

5. Heads of Bureaus within the State Islamic University Sunan Kalijaga Yogyakarta;

6. Chairman of LPM of the State Islamic University Sunan Kalijaga Yogyakarta;

7. Chairman of LP2M of the State Islamic University Sunan Kalijaga Yogyakarta.

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CHAPTER I
INTRODUCTION

A. Preface

The State Islamic University Sunan Kalijaga Yogyakarta shall stipulate quality policies in the form of ability to develop the integration and interconnection of Islamic and scientific studies and produce graduates with high competitiveness and noble character.

To achieve the quality policies, the State Islamic University Sunan Kalijaga Yogyakarta shall be committed to: accepting potential and motivated prospective students; encouraging students to be active, creative, and outstanding; providing adequate teaching and learning facilities; assigning qualified, dedicated, and outstanding teaching staff; presenting up-to-date, dynamic curriculum relevant to the growing demands of the service user community; conducting integrative and inter-connective research of scientific and Islamic

studies and prioritizing the satisfaction of stakeholders in accordance with the visions and missions as well as quality policies and targets already specified.

This University Academic Guidebook shall be one of the efforts to realize the accountability of academic administration at the State Islamic University Sunan Kalijaga Yogyakarta.

B. Functions

This University Academic Guidebook shall function as a basic guideline for organizing academic activities covering planning, organizing and evaluating academic activities at the State Islamic University Sunan Kalijaga Yogyakarta.

This University Academic Guidebook shall be distributed by the Head of the Faculty Administration to new students at the beginning of the semester of the Academic Year.

C. Purposes

1. To provide practical guidebook in academic administration.
2. To provide guidebook for stipulating education policy.

D. Scope

This guidebook shall consist of six chapters, namely: Chapter I. Introduction; Chapter II. New Student Admission, Registration and Re-registration; Chapter III. Education System; Chapter IV. Academic Administration Services; Chapter V. Educational Academic Facilities; Chapter VI. Closing.

CHAPTER II

NEW STUDENT ADMISSION, REGISTRATION AND RE-REGISTRATION

A. New Student Admission

1. New Student Admission Policy

There shall be four main policies applied by the State Islamic University Sunan Kalijaga Yogyakarta in case of new student admission. The policies shall be:

a. Policy on the admission of students who have academic potentials and are economically disadvantaged.

b. Policies on student admission based on the principles of equity (ethnicity, religion, race, intergroup relations, gender, social status, and politics). In case of new students, policies relating to the principles of equity shall be:

1) Student admission based on academic ability.

2) Student admission without considering students' backgrounds; ethnicity, religion, race, inter-group relations, gender, social status, and politics.

c. Policies on student admission based on the principles of even distribution of areas of origin of students and just access to education for certain areas.

In case of new student admission, student admission policies based on the principles of even distribution of areas of origin of students shall be:

1) Students admitted are those from all regions of Indonesia.

2) Encouraging an even distribution of new student admission by making socializations and promotions to several targeted areas.

In case of new student admission, policies on student admission based on the principles of just access to education for certain areas shall be to prioritize students originating from the outermost, underdeveloped and frontier regions.

d. New Foreign Student Admission Policy.

To internationalize study programs and the State Islamic University Sunan Kalijaga Yogyakarta, new foreign student admission policy shall be based on academic ability and certificate of passing Indonesian language test from the Technical Implemental Unit of

Language Development Centre. If they have good academic ability but failing to pass the Indonesian language test yet, then they are required to take Indonesian Language matriculation at the Technical Implemental Unit of Language Development Centre until they are declared to have passed the test.

2. New Student Admission Criteria

The State Islamic University Sunan Kalijaga Yogyakarta shall admit prospective new students by selection with the tests determined by virtue of the Rector's decision. New student admission process shall be organized by the Admission Centre of the State Islamic University Sunan Kalijaga Yogyakarta and other work units determined by the Rector in a committee.

The State Islamic University Sunan Kalijaga Yogyakarta shall not admit transfer students, either inter-Study Program/ Department, inter-Faculty at the State Islamic University Sunan Kalijaga Yogyakarta or from other universities, except foreign students with the Cooperation Program scheme with certain conditions, and student admission based on government policies.

3. Types of Selection for New Student Admission

Types of selection for new student admission at the State Islamic University Sunan Kalijaga Yogyakarta shall consist of 5 (five) tests, namely:

a. SNMPTN (National Selection for Admission to State Universities).

A national selection based on the results of tracking academic achievements by using report cards and other achievements for the students of Senior High School/Vocational Middle School/Islamic Senior High School/Vocational Islamic Senior High School who pass the test in the current year. Procedures and full requirements are accessible at the page: http://snmptn.ac.id

b. SBMPTN (Joint Selection for Admission to State Universities).

Joint selection for admission of new students for the students of Senior High School/Vocational Middle School/Islamic Senior High School/Vocational Islamic Senior High School graduating in the current year and in the previous 2 (two) years by written examination held nationally. Procedures and full requirements are accessible at the page: http://sbmptn.ac.id.

c. SPAN-PTKIN (Selection of National Academic Achievement of State Islamic Universities).

Selection of Academic Achievements by using report cards and other achievements for the students of Senior High School/Vocational Middle School/ Islamic Senior High School/Vocational Islamic

Senior High School held nationally by all State Islamic Universities/State Islamic Institites/State Islamic High Schools stipulated by the Minister of Religious Affairs of the Republic of Indonesia. Procedures and requirements are accessible at the page: http://span-ptkin.ac.id.

d. UM-PTKIN (State Islamic University Entrance Examination).

National selection for the admission of new students of State Islamic Universities/State Islamic Institites/State Islamic High Schools by written examation for students graduating from Senior High Schools/Vocational Middle Schools/Islamic Senior High Schools/Vocational Islamic Senior High Schools stipulated by the Minister of Religious Affairs of the Republic of Indonesia. Procedures and requirements are accessible at the page: http://um-ptkin.ac.id

e. Independent Tests

Selection for admission to the State Islamic University Sunan Kalijaga Yogyakarta by tests (*Computer-Based Test and Paper-Based Test*) and not by tests directly managed by the State Islamic University Sunan Kalijaga Yogyakarta, provided that:

1) *Computer-Based Test*

   Selection for admission to the State Islamic University Sunan Kalijaga Yogyakarta by

computer-based test for Senior High School/ Vocational Middle School/Islamic Senior High School/Vocational Islamic Senior High School students or equivalent. Prospective students can come in person to the State Islamic University Sunan Kalijaga Yogyakarta and do the test by the computers made available. The test results shall be announced online according to the selection schedule of Computer-Based Test.

2) *Paper-Based Test*

The selection for admission to the State Islamic University Sunan Kalijaga Yogyakarta by written examination for the students of Senior High School/ Vocational Middle School/Islamic Senior High School/ Vocational Islamic Senior High School or equivalent.

3) Achievements

Selection for admission to the State Islamic University Sunan Kalijaga Yogyakarta by Achievement for the students of Senior High School/Vocational Middle School/Islamic Senior High School/Vocational Islamic Senior High School or equivalent who have certain skills and achievements, such as memorizing the Qur'an of at least 26 juzs proven by certificate and direct verification; Individual achievements at the

national level 1-3 proven by certificate issued by the Ministry or institution of the Republic of Indonesia in the fields of academics, arts, sports and religion while in the Senior High School/ Vocational Middle School/ Islamic Senior High School/ Vocational Islamic Senior High School.

4) Portfolio

Selection for admisison to the State Islamic University Sunan Kalijaga Yogyakarta by Portfolio for the students of Senior High School/ Vocational Middle School/Islamic Senior High School/Vocational Islamic Senior High School or equivalent who have Computer-Based Test scores or State Islamic University Admission Test Scores in the current year. Independent test procedures and requirements shall be accessible at the page: http://admisi.uin-suka.ac.id.

Portfolio Independent Test shall also be a selection for the Admission of prospective new foreign students who have graduated from senior high school or equivalent. For requirements and further information on prospective new foreign students, contact the *International Office (CDCIA)* of the State Islamic University Sunan Kalijaga Yogyakarta via the http://io.uin-suka.ac.id/ page and email io.@uin-suka.ac.id.

The Portfolio Independent Test shall have a Special Admission for the new prospective disabled students. For more information about Special Admissions for the Disabled Persons, please vide the following link: http://pld.uin-suka. ac.id/p/admisi.html.

Procedures and requirements for Independent tests are accessible at the page: http://admisi.uin-suka. ac.id.

B. Student Registration

Selection participants who are declared admitted as prospective new students to the State Islamic University Sunan Kalijaga Yogyakarta have to register themselves under the following requirements:

1. Paying tuition fees at a bank already appointed by the State Islamic University Sunan Kalijaga Yogyakarta at a predetermined time (according to the announcement).

2. Inputting Student Personal Data on the http:// akademik.uin-suka.ac.id page.

3. Submitting registration files in the form of:

    a. (Original) proof of payment of tuition fees from the bank already appointed by the State Islamic University Sunan Kalijaga Yogyakarta.

b. Copy of Certificate of Senior High School/ Vocational Middle School/Islamic Senior High School/Vocational Islamic Senior High School/ Kejar Paket C ratified by the competent Principal/ Islamic Senior High School/ Official.

c. Copy of Personal Identity Card (Identity Card/ Driver's License/Family Registers).

d. Statement of ability to comply with all regulations/ code of ethics that the prospective new students shall sign on a stamp duty of 10,000 (ten thousand rupiah).

e. Statement of ability to pay Single Tuition Fee.

f. Medical Certificate from the Polyclinic Physician of the State Islamic University Sunan Kalijaga Yogyakarta.

g. Indonesian Nationals of Foreign Descents shall submit Copy of Proof of Nationality of the Republic of Indonesia and copy of Birth Certificate already ratified by the competent authority by showing the originals.

h. Foreign Citizens shall submit copy of their passport.

i. Working prospective students shall submit Study Permit from the head of the agency where they work.

4. Taking photos to obtain Student Card.

C. Student Re-registration

Before entering the subsequent semester, students who will actively participate in academic activities and other activities at the State Islamic University Sunan Kalijaga Yogyakarta shall re-register according to the schedule listed in the Academic Calendar under the following conditions:

1. Paying the tuition fee for 1 (one) semester to take place.
2. Updating student personal data on online basis at the page: http://akademik.uin-suka.ac.id.
3. Iputting the Study Plan Card on online basis at the page: http://akademik.uin-suka.ac.id (package system applies to students in semesters 1 and 2).
4. Printing the Study Plan Card already ratified by the academic advisory lecturer on online basis.

Failing to re-register timely, students shall automatically be subject to academic leave status by the system as long as they still have leave semester (maximum 2 semesters). Status of the students already paying Single Tuition Fees but failing to complete the re-registration process (failing to input the Study Plan Card) remains considered active and semester is calculated as study period and the money already paid is non-refundable.

Students failing to pay Single Tuition Fees for more than 2 semesters shall be expelled or considered resigning.

D. Student Identification Number and Student Card

The State Islamic University Sunan Kalijaga shall give identity number to each student called Student Identification Number. **Starting in 2019 (new student admission in the odd semester of the Academic Year 2019/2020),** Student Identification Number consists of 11 digits with the following description:

Digit	Remark
First and Second	Year of Entry
Third	Study level
	Bachelor = 1
Fourth and Fifth	Faculty Code
	01 = FADIB
	02 = FDK
	03 = FSH
	04 = FITK
	05 = FSUPI
	06 = FST
	07 = FISHUM
	08 = FEBI
Sixth and Seventh	Study Program Code
Eighth to Eleventh	Student serial number

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Example of Student Identification Number: 20107020001

20 = Year of entry

1 = Bachelor degree

07 = Faculty of Social Sciences and Humanities

02 = Sociology Study Program Code

0001 = student serial number (student serial number per study program)

Each student shall have Student Card functioning as student identity card. They shall bring the card during the academic process at the State Islamic University Sunan Kalijaga. In addition to serving as identity card, student card shall also function as Library Member Card. The validity period of the student card shall be 8 semesters for Undergraduate program and student card can be extended once if the study has not been completed. If student card is lost, damaged or has expired, students can apply for Replacement/Extension of student card, with the following submission procedures:

1. Lost Student Card:

    a. Submitting a Lost Item Report from the Police.

    b. Enclosing Student Card Replacement Fee Receipt.

    c. All requirements are submitted to the Integrated Services of the Existing Rectorate Building, 1st Floor.

2. Extended (expired) or damaged student card:

    a. Submitting the expired or damaged student card.

    b. Enclosing student card replacement fee receipt.

    c. All requirements are submitted to the Integrated Services of the Existing Rectorate Building, 1st Floor.

    d. The validity period of the Extended Student Card is 1 (one) Semester and students can further reapply until the study period expires.

E. Double Lecture at Another University

No student shall be allowed to double lecture at another university, except for *double degree* program, or independent campus program. Double lecture at another university shall cause the student's academic transactions not to be reported in the Higher Education Database (HED). Therefore, students shall choose one of the universities.

CHAPTER III
EDUCATION SYSTEM

A. Educational Unit of Time

In organizing education, the State Islamic University Sunan Kalijaga Yogyakarta shall use semester units of time. Semester shall be a unit of time for the effective learning process for at least 16 (sixteen) weeks, including mid-semester examinations/ assessments and end-of-semester examinations/ assessments. One academic year shall consist of 2 (two) semesters known as Odd Semester (1 September – 31 January) and Even Semester (1 February – 31 August). In addition to the 2 (two) semesters, faculties can hold an Intermediate Semester at the end of the Even Semester in accordance with the applicable terms and conditions.

B. Credit Hours

1. Definition

Credit Hours shall be an education system using course credits to state student study loads, learning experience loads, lecturer workloads, and program loads.

Credit hours shall be intended to accommodate differences in interests, talents, and abilities between one student and another so that the methods and times to complete the study loads and the composition of study activities to meet the required study loads do not have to be the same for every student despite of the same degree.

In the Credit Hours, grade promotion is not known in each academic year. The number of courses that can be taken in a semester shall be determined by the student's individual ability as indicated in the previous Grade Point Average (GPA), except for the students in the first and second semesters whose credit hour load is determined by package system.

2. Purposes

The main purposes of the Credit Hours shall be:

a. To give opportunities to capable and hard-working students to complete their studies in the shortest possible time;

b. To give opportunities to students to attend to educational activities according to their interests, talents, and abilities; and

c. To facilitate curriculum adjustments to the development of science and technology.

3. Course Credits

Course credits shall be a measure of student study loads and lecturer teaching loads, provided that:

a. 1 (one) course credit in the learning process in the form of lectures, responses, or tutorials, consisting of:

1) face-to-face activity for 50 (fifty) minutes per week per semester;

2) structured assignment for 60 (sixty) minutes per week per semester; and

3) independent activity for 60 (sixty) minutes per week per semester.

b. 1 (one) course credit in the learning process in the form of seminars or other forms of the like, consisting of:

1) face-to-face activity for 100 (one hundred) minutes per week per semester; and

2) independent activity for 70 (seventy) minutes per week per semester.

c. Study load calculation in the block or module systems or other forms determined according to the needs in meeting Learning Outcomes.

d. 1 (one) course credit in the learning process in the form of practices, studio practices, workshop practices, field practices, researches, community services, and/or other learning processes of the like, 170 (one hundred and seventy) minutes per week per semester.

C. Study Loads and Periods

1. Study load to take by students to complete their study in the Undergraduate program shall be at least 144 credit hours and maximum 160 credit hours consisting of compulsory and elective courses.

2. The number of compulsory and elective courses to take by students shall be determined by each study program.

3. Study period for the undergraduate program shall be held in 8 (eight) semesters with the maximum time limit for the study period of 14 semesters.

4. Academic leave shall be calculated as student's study period.

5. Students failing to complete their studies under the specified requirements within maximum 14 semesters shall be declared *Drop Out* (DO).

D. Lectures and Practices

1. Inputting Study Plan Card

a. At the beginning of each semester, students who have paid tuition fees shall input Study Plan Card on online basis according to the academic calendar. For the students of the semester I and II, Study Plan Card shall be inputted by faculty officers.

b. Before inputting Student Plan Card, students shall consult with the Academic Advisory Lecturer according to the schedule determined by each Department/Study Program.

c. Taking prerequisite courses shall be in accordance with the applicable curriculum in each study program.

d. Student Plan Card shall be a proof of taking courses.

2. Taking the number of course credits

a. General requirements

1) New students (semesters I and II) shall receive a number of credit packages according to the curriculum of each Study Program.

2) Active students starting from 3rd (Third) Semester can take the number of course

credits according to the Grade Point Average of the n-1 (previous) semester. Study loads that can be taken in the following semester shall be subject to the following conditions:

Grade Point Average of the Semester 3,00 above	: maximum 24 course credits
Grade Point Average of the Semester 2,50-2,99	: maximum 22 course credits
Grade Point Average of the Semester 2,00-2,49	: maximum 20 course credits
Grade Point Average of the Semester 1,50-1,99	: maximum 18 course credits
Grade Point Average of the Semester < 1,50	: maximum 16 course credits

3) Students who are active again from academic leave shall take the number of course credits based on the Grade Point Average of the last semester.

4) Any mistake in inputting the Study Plan Card shall become the responsibility of the students.

b. Students who take Internship Programs in the same semester shall not take courses, except for thesis or final project.

E. Curriculum

Starting from the Academic Year of 2020/2021, Curriculum applicable to the New Students of the State Islamic University Sunan Kalijaga Yogyakarta shall be a Curriculum referring to the Indonesian National Qualifications Framework (INQF), the National Higher Education Standards (NHES) and the Independent Campus – Freedom to Learn (ICFL) policy that integrate and inter-correlate Islamic knowledge and values in the framework of outcome based education. Meanwhile, students before the Academic Year of 2020/2021 shall use the previously applicable curriculum.

Presidential Regulation Number 8 Of 2012 and Law Number 12 Of 2012 on Higher Education shall indicate that INQF is a competency qualification framework that can juxtapose, equalize and integrate between the fields of education and the fields of job training and work experience in the framework of recognizing work competencies in accordance with structure of work in various sectors.

According to the Regulation of the Minister of Education and Culture Number 73 Of 2013, INQF in the field of higher education shall mean a qualification framework that can juxtapose, equalize and integrate Learning Outcomes in the formal education, informal education and/or work experiences into the types and

levels of higher education.

The definition of Learning Outcomes by the INQF (Presidential Regulation of the Republic of Indonesia No. 8 Of 2012) shall be the internationalization and accumulation of science, knowledge, practical knowledge, skills, affections, and competences achieved through a structured educational process and covers a particular field of knowledge or expertise or through work experiences.

Based on the Regulation of the Minister of Education and Culture Number 3 Of 2020 concerning National Higher Education Standards (NHES), the formulation of Learning Outcomes shall be included in one of the standards, namely Graduate Competency Standard as contained in article 5 paragraph (1) as follows: Graduate Competency Standards shall constitute the minimum criteria on the qualifications of graduates' abilities covering attitudes, knowledge, and skills stated in the formulation of graduate Learning Outcomes". Furthermore, Article 6 of the Ministerial Regulation describes 4 (four) elements of Learning Outcomes consisting of:

1. Attitude;
2. Knowledge;
3. General skills;
4. Special skills.

Attitude shall be defined as correct and cultured behaviour as a result of internalized values and norms reflected in spiritual, personal, and social life through the learning processes, work experiences of students, researches and/or community services related to learning. Knowledge shall be a systematic mastery of concepts, theories, methods, and/or a philoshopy of certain fields of science systematically obtained through reasoning in the learning processes, student experiences of students, researches and/or community services related to learning.

Skills are the ability to perform by using concepts, theories, methods, materials, and/or instruments obtained through learning, student work experiences of students, researches and/or community services related to learning, covering general skills as general work abilities that must be possessed by each graduate in the framework of ensuring the equality of graduates' abilities according to the program levels and types of higher education, and Special Skills as special work abilities that must be possessed by every graduate in accordance with the scientific field of study program (Directorate General of Higher Education, 2014: 25).

A person's ability achieved through internalization and accumulation of the four elements above shall be called Learning Outcomes. It means, Learning

Outcomes are the accumulation and internalization of the four generic descriptor of the INQF above. Further, qualification levels in the INQF are arranged systematically with science, knowledge, know-how and skills. Elements of general attitudes and skills have been formulated in details and contained in the Appendix of NHES, while elements of specific knowledge and skills shall be formulated by study program forum of the like. Formulation of general attitudes and Skills contained in the NHES shall be described herein below.

Attitude Formulas
Attitude formulas, contained in the appendix of the Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 49 Of 2014 on National Higher Education Standards, indicate that every graduate of academic, vocational, and professional education programs shall have the following attitudes:
1. Fear the Almighty God and be able to show a religious attitude;
2. Uphold human values in perfoming duties based on religion, morals, and ethics;
3. Contribute to improving the quality of life in society, nation, state, and the progress of civilization based on Pancasila;
4. Act as citizens who are proud of and love their homeland, have nationalism and a sense of responsibility to the country and nation;
5. Appreciate the diversity of cultures, views, religions, and beliefs, as well as the opinions or original findings of other persons;

6. Cooperate and have social sensitivity and concern for the society and environment;	
7. Obey the law and discipline in the social and state life;	
8. Internalize academic values, norms, and ethics;	
9. Demonstrate a responsible attitude for work in their field of expertise independently;	
10. Internalize the spirit of independence, struggle, and entrepreneurship;	
General Skill Formulas	
LEVEL 6	1. Be able to apply logical, critical, systematic, and innovative thoughts in the context of the development or implementation of science and technology that take into account and apply humanities values in accordance with their field of expertise;
	2. Be able to demonstrate independent, quality, and measurable performance;
	3. Be able to examine the implications of the development or implementation of science and technology that pay attention to and apply humanities values according to their expertise based on scientific rules, procedures and ethics in the framework of producing solutions, ideas, designs or art criticism, prepare a scientific description of the results of their studies in the form of thesis or final project report, and upload the same on the college website;
	4. Prepare a scientific description of the abovementioned study results in the form of a thesis or final project report, and upload the same on the university's website;

	5. Be able to make appropriate decisions in the context of problem solving in their areas of expertise, based on the results of analysis of information and data;
	6. Be able to maintain and develop working networks with supervisors, colleagues, peers both inside and outside the institution;
	7. Be able to be responsible for achieving group work results and supervise and evaluate the completion of work assigned to workers under their responsibility;
	8. Be able to make self-evaluation process against the working groups under their responsibility, and be able to manage learning independently;
	9. Be able to document, store, secure, and recover data to ensure validity and prevent from plagiarism;

Based on the graduates' Learning Outcomes referring to the INQF, the minimum criteria for the depth and width of learning materials known as learning content standards for undergraduate students shall be that students graduating from undergraduate program at least master theoretical concepts of certain fields of knowledge and skills in general and theoretical concepts of special fields of knowledge and skills comprehensively.

The depth and width of the learning materials are cumulative and/or integrative in nature as contained in the study materials structured in the form of courses.

Independent Campus policy refers to the Regulation of the Minister of Education and Culture Number 3 Of 2020 on National Standards for Higher Education, Article 18 indicates the fulfilment of learning periods and loads for undergraduate students or bachelors of applied science through the Independent Campus shall be to give students the rights/opportunities to take 1 (one) semester or equivalent to 20 (twenty) course credits to study outside the study program at the same University and maximum 2 (two) semesters or equivalent to 40 (forty) course credits to study in the same study program at the different University, learning in the different study program at the different University; and/or learning outside the Higher Education.

Learning activities pursuant to the Regulation of the Minister of Education and Culture No. 3 Of 2020 Article 15 paragraph 1 can be made within the Study Programs and outside the Study Programs covering: 1) Student Exchange, 2) Apprenticeship/ Field Experience, 3) Teaching Assistants in Education Units, 4) Research, 5) Humanitarian Projects, 6) Entrepreneurial Activities, 7) Independent Studies/ Projects and 8) Building Villages/ Thematic Internship Programs.

Indicators of the quality of student learning rights outside the study programs shall be formulated by the Quality Assurance Institute of the State Islamic University Sunan Kalijaga. The following table shall

be the key performance indicators of the statement of quality standards for the learning outside the study programs.

Table. Key Performance Indicators for standard learning processes outside the study programs.

No	Activity	Criteria For Receiving Full Course Credits of (20)
1.	Apprenticeship Program/ Field Experience	1. The required level of ability shall be equivalent to undergraduate level (not senior high school level and below) 2. Students shall become a part of a team actively involved in the team activities. 3. Students shall receive inputs relating to performance every 2 months. 4. Students shall give a presentation at the end of the apprenticeship program to one of the members of the company management.
2.	Teaching assistant in an education unit	Determining the targets to achieve during the activities (for example, students' numerical abilities improve, etc.) and their achievements are evaluated at the end of the activity.

No	Activity	Criteria For Receiving Full Course Credits of (20)
3.	Research	1. The types of research (difficulty level) shall be in accordance with the undergraduate level. 2. Involved in making the final report/presentation of research results.
4.	Humanitarian Projects	1. Dedicated to 1 or 2 major projects by focusing on: a. Solving social problems (for example, lack of health personnel in the areas, inadequate sanitation). b. Providing assistance to relieve the burden of victims of disaster. 2. Producing real impacts at the end of the activity (for example, becoming a medic during the epidemic).
5.	Entrepreneurial Activities	1. Having business plans and targets (short and long terms). 2. Succeeding in achieving sales targets in accordance with the specified business plans and targets at the beginning. 3. Growing human resources in the company in accordance with the business plans.

No	Activity	Criteria For Receiving Full Course Credits of (20)
6.	Independent Studies	1. The types of independent studies (levels of difficulty) shall be in accordance with the undergraduate level. 2. The topics of independent studies are not offered in the University curriculum/study programs at this time. 3. Students objectively and independently develop curriculum design, lesson plans, types of final projects, and others to achieve at the end of the study.
7.	Village Building	1. Dedicated to 1 or 2 major projects by focusing on: a. Improving the entrepreneurial capacity of the community, Small, Micro and Medium Enterprises, or Village-Owned Enterprises. b. Solving social problems (for example, lack of health personnel in the villages, inadequate sanitation development). 2. Producing real impacts at the end of the activity (for example, more adequate village irrigation, village cooperatives producing more profits).

No	Activity	Criteria For Receiving Full Course Credits of (20)
8.	Student Exchange	The types of courses taken shall fulfil the conditions stipulated by the original study program to graduate (for example, fulfilling the basic curriculum, general lecture requirements, elective requirements, and others).

In general, equal Activity Weight of the Independent Campus activities can be categorized into 2 forms, namely free form and structured form.

1. Free form

Freedom to learn activity for 6 months equals to 20 course credits without equality to courses. The twenty course credits are stated in the form of competency obtained by students during the program, both in hard skills and soft skills in accordance with the desired Learning Outcomes.

2. Structured form

Independent learning activities can also be structured according to the curriculum adopted by students. The twenty course credits are stated in the form of equality to the courses offered whose competency is in line with the desired activity.

In addition to the both forms, hybrid form, combined free and structured forms can also be designed.

Students' Rights to study outside the study programs shall fulfil the following conditions:

a. Students' rights to study outside the study programs applied by the State Islamic University Sunan Kalijaga are the principle of major and minor courses. Major courses are main courses that expectedly fulfil the principle of the fulfilment of Learning Outcomes of knowledge, skills and attitudes. Minor courses are elective in nature and can be taken by students outside the study programs.

b. Course of students' rights to study outside the study programs shall be a minor course that strengthen student profile competency, particularly those relating to skills course.

c. If the minor course outside the study program is not available, the study program shall organize a course equivalent to the course.

d. Course credits that can be taken by students outside the study program shall be 60 course credits consisting of 20 course credits outside the study program in the State Islamic University Sunan Kalijaga and 40 course credits outside the State Islamic University Sunan Kalijaga.

e. The time for taking courses outside the study program shall be 5th, 6th, or 7th semesters.

f. A study program shall arrange courses that can be taken outside the study program in the form of package course or students can choose courses that were previously discussed with the Academic Advisory Lecturer and the Head of the Study Program.

g. A study program shall offer courses that can be taken by students outside the study program that strengthens the student's scientific competence in nature.

h. Rules on students' rights to study shall be regulated in the guidelines for students' rights to study outside the study programs issued by the State Islamic University Sunan Kalijaga.

F. Preparation of Semester Learning Plan (SLP)

1. Semester Learning Plan shall be a learning program document designed to generate graduates having the ability according to the specified Graduate Learning Outcomes (CPL). Therefore, their relevance and conformity with the curriculum concepts can be traced.

2. Semester Learning Plan shall be determined and developed by the lecturers independently in a group of expertise in science in the study program.

3. Semester Learning Plans shall consider the integration and interconnection.

4. The course outline of the Semester Learning Plan shall be submitted to students at the beginning of the lecture.

5. Semester Learning Plan shall be periodically reviewed and adjusted to the development of science and technology.

6. Semester Learning Plan shall at least contain:

   a. names of the study programs, names and codes of the courses, semesters, credits, names of the lecturers in-charge;

   b. Learning Outcomes of the graduates charged to courses;

   c. final ability planned at each phase of learning to meet the Learning Outcomes of graduates;

   d. study materials relating to the abilities achieved;

   e. learning methods;

   f. the time made available to achieve the ability at each phase of learning;

   g. student learning experiences embodied in the description of tasks to perform by students for one semester;

   h. criteria, indicators, and assessment weights; and

   i. reference list used.

G. Preparation of Teaching Materials

Teaching materials shall be all forms of written and oral materials used for assisting lecturers in making learning process and serving as materials to learn by students to study in the framework of achieving predetermined Learning Outcomes. Teaching materials contain a set of systematically prepared materials to make the lecturers and students able to use the same in the learning process in a comfortable atmosphere and environment for learning. Through the systematically prepared teaching materials, each student can learn effectively to understand and apply norms (rules, attitudes and values), take motoric actions/skills, and master knowledge.

Teaching materials can be in the form of textbooks, written summary of lectures, modules, practical instructions, models, auxiliary tools, audio-visual, tutorial scripts, job sheets prepared by the lecturers in-charge-of the courses and distributed to students at the beginning of the lecture process. Teaching materials shall be described as follows:

1. Textbook is a handbook for a course written and prepared by the expert and meeting textbook rules and published and disseminated officially.

2. Written summary of lecture is a teaching material for a course written and prepared by the lecturer of the

course, following the rules of scientific writings and disseminated to students.

3. Modules are part of the teaching materials for a course written by the lecturer of the course, following the rules of scientific writings and disseminated to students.

4. Practical instructions are implemental guidelines for practices containing procedures, preparation, implementation, analysis of reporting data. The guidelines are prepared and written by the group of lecturers who handle the practices and follow the rules of scientific writings.

5. Models are teaching aid or computer simulation used for explaining the phenomena contained in the presentation of a course to improve student understanding.

6. Auxiliary tools are hardware and software used for assisting the lectures in the framework of improving students' understanding of a phenomenon.

7. Audio visuals are lecture aid using a combination of images and sound, used in lectures to improve students' understanding of a phenomenon.

8. Tutorial scripts are reference materials for tutorial reference activities of a course prepared and written by the lecturer or by the tutorial practitioner, and follows the rules of scientific writings.

H. Study Contract

Study contract shall constitute a written agreement deliberately entered into by students and lecturers in classes to ensure orderly and conducive lecturing activities. Study contract contains course schedules, attendance list, time discipline, assessment system, dress code in class when attending lectures. Study contract is applicable on the first day of the lecturing process.

The Effectiveness of this study contract is measured by the compliance of the lecturers and students with the rules they have made together. Therefore, good cooperation between lecturers and students to realize a conducive learning system is required.

I. Learning Processes

Learning processes use active learning strategies to make lecturers as facilitators and students as learning subjects that require students to learn creatively and independently. In addition to taking place in the classroom, Learning processes need to be developed with learning models outside the classrooms by utilizing all available learning resources, such as libraries, laboratories, museums, natural environment and the community.

The learning processes include pre-lecture activities, lecturing preparation, lecturing implementation, and lecturing evaluation.

1. Pre-Lecture Activities include:

   a. Academic and Student Affairs (PBAK), User Education, Academic Information System Socialization (SIA), Stadium Generale and Information and Communications Technology (ICT) Training at the beginning of the odd semester for students whose ICT skills have not met the quality targets.

   b. Learning Socialization (SOSPEM) and Introduction to Academic and Student Culture (PBAK) in Higher Education shall be performed by the Faculty under the coordination of the Deputy for Academic and Institutional Development for SOSPEM activities, and the Vice Rector for Student Affairs and Cooperation for PBAK activities.

2. Lecturing Preparation includes:

   Online tutoring can be made at the latest 2 (two) weeks before the commencement of the lecturing class. The Academic Advisory Lecturers guide the study plans according to the specified schedule.

3. Lecturing Implementation includes:

   a. In the first lecture, the lecturers in-charge shall explain the lecturing plan, RPS, evaluation

system, and written study contract.

b. At each college meeting, students shall fill attendance list.

c. Public lectures are held by the Study Program at least once per semester with topics considered appropriate to the scientific field of the relevant Study Program.

d. Field Practice, Field Experience and Work Practice are coordinated by each Faculty.

e. Lecturing activity in one semester is at least 16 (sixteen) weeks including mid-semester evaluation/ examination and end-semester evaluation/ examination with face-to-face activity for 50 minutes per week for every 1 course credit.

4. Evaluation of the Lecturing Process includes:

a. At the end of each lecture, students shall fill an online Questionnaire for Student Assessment of the Effective Learning. The online questionnaire filling period is open 3 weeks before the lecture ends until the lecture ends.

b. Student Assessment Questionnaire of the effective learning shall become one of the materials for the Department/Study Program to improve the lecture in the subsequent semester.

J. Assessment

Assessment is a process or an activity to determine the attainment of student competencies during and after the learning process. Assessment is made in an integrated manner to reveal all aspects of students' abilities in aspects of attitudes, knowledge, general skills and special skills.

Learning assessment includes an assessment of learning process and assessment of Learning Outcomes. Learning Process Assessment is intended to reveal students' abilities in the learning process. Learning outcome assessment is intended to reveal the final ability of students after the learning process.

Assessment of students' learning processes and outcomes includes assessment principles, assessment techniques and instruments, assessment mechanisms and procedures, assessment implementation, assessment components, assessment reporting, and student graduation.

Assessment described herein below is an assessment to students that have used a curriculum that refers to the INQF, NSHE and Independent Campus. Assessment to students that have not used a curriculum that refers to the INQF, NSHE and Independent Campus remains using assessment guidelines regulated in the previously published University Academic Guidebook.

Students' learning processes and outcomes shall be described as follows:

1. Principles of assessment.

No	Assessment Principles	Definition
1	Educative	It is an assessment that motivates students to be able to: a. improve study planning and methods; b. achieve graduate Learning Outcomes.
2	Authentic	It is an assessment oriented to a continuous learning process and Learning Outcomes that reflect students' abilities during the learning process.
3	Objective	It is an assessment that is based on the standards agreed by lecturers and students and free from the subjective influences of the assessors and those being assessed.

2. Assessment Techniques and Instruments

a. Assessment Techniques

Assessment	Techniques	Instruments
Attitudes	Observation	1. Rubric for process assessment and/ or
General skills	Observation, participation, performance, written tests, oral tests, and questionnaires	
Special skills		2. Portfolio for design works or results
Mastery of knowledge		
Final results of the assessment shall constitute the integration between various assessment techniques and instruments used.		

The elements of attitude, knowledge and skill are subject to the assessment of Learning Outcomes as described in details as follows:

1) Attitudes shall be assessed through observation, self-assessment, inter-student assessment (students assess their colleagues' performance in one field or group), and assessment of personal aspects emphasizing on aspects of faith, noble characters, self-confidence, discipline and responsibility in interacting effectively with the social environment, the nature surroundings, as well as the world and the civilization thereof.

2) Knowledge shall be assessed through various forms of written and oral tests that can technically be made directly or indirectly. Direct form means

that lecturers and students meet face-to-face during assessment, for example during seminars and thesis examination. While, indirect form is for example by using written test sheets.

3) Skills shall be assessed through performance assessments that can be made through practices, simulations, field practice, and others that enable students to improve their skills.

b. Assessment Instruments

b.1 Rubrics

Rubrics are assessment guidelines that describe the desired criteria in assessing or giving levels of students' Learning Outcomes. Rubrics consist of the dimensions assessed and the criteria for students' Learning Outcomes or indicators for students' Learning Outcomes.

The purpose of the assessment using the rubrics is to clarify the dimensions and levels of assessment of students' Learning Outcomes. In addition, rubrics are expected to be a r motivator for students to achieve their Learning Outcomes.

Rubrics can be comprehensive in nature or apply in general and can also be specific in nature or only apply to certain topics. Comprehensive rubrics can be presented in the form of holistic rubrics.

There are 3 kinds of rubrics presented as examples, namely:

1. Holistic rubrics are guideline for assessing based on overall impression or a combination of all criteria.

2. Descriptive rubrics have a described level of assessment criteria and given an assessement scale or assessment score.

3. Rubrics of perception scale have an undescribed level of assessment criteria but remaining given an assessment scale or assessment score.

Examples of descriptive rubrics for assessing paper presentations

DIMENSION	SCALE				
	Very Good	Good	Fair	Poor	Very Poor
Organization	Organized by presenting the facts supported by examples already analyzed by the concept.	Well organized and present the convincing facts to support conclusions.	Presentations has a focus and present some proofs to support the conclusions.	Focused enough, but with insufficient proofs to use in drawing the conclusions.	There is no clear organization. Facts are not used to support the statements.
Contents	Contents can inspire listeners to develop their minds	Contents are accurate and complete. Listeners add new insights to the topics.	Contents are generally accurate, but incomplete. Listeners can learn some implied facts, but they don't	Contents are less accurate for absence of factual facts and not adding to the listeners' understanding.	Contents are inaccurate or too general. Listeners do not learn anything or sometimes mislead.

DIMENSION	SCALE				
	Very Good	Good	Fair	Poor	Very Poor
Presentation style	Speak with passion, transmit enthusiasms to the listeners.	Speakers are calm and use appropriate intonation, speak without relying on notes, and interact intensively with the listeners. Speakers always makes eye contact with the listeners.	In general, speakers are calm, but with a flat tone and quite often rely on notes. Sometimes eye contact with listeners is ignored.	Stick to the notes, no ideas are developed outside the notes, the sound is monotonous.	Sspeakers are anxious and uncomfortable, and read notes rather than talking. Listeners are often ignored.

Examples of Other Forms of Descriptive Rubrics

GRADE	SCORE	PERFORMANCE INDICATOR
Very Poor	**<-20**	Designs presented are irregular but do not solve the problems.
Poor	**21-40**	Designs presented are regular but do not solve the problems.
Fair	**41-60**	Designs presented are systematic, solve the problems, but can not be implemented.
Good	**61-80**	Designs presented are systematic, solves the problems, can be implemented, are less innovative.
Very Good	**>-81**	Designs presented systematic, solve the problems, can be implemented and are innovative.

Examples of Holistic Rubrics

DIMENSION	WEIGHT	Score	Comment (Note)	Total Score
Mastery of Materials	30%			
The accuracy of solving the problems	30%			
Communication skills	20%			
Ability to deal with questions	10%			
Completeness of props in presentation	10%			
FINAL SCORE	**100%**			

b.2 Portfolio Assessment

Portfolio assessment is a continuous assessment based on a collection of information that shows the progress of students' Learning Outcomes in a certain period. The information can be in the form of students' works from the learning process considered the best or students' works that show the progress of their ability to achieve Learning Outcomes.

The types of portfolio assessment are as follows:

▪ Progress portfolio, containing a collection of student work artifacts that show their ability progress in accordance with the learning phases already taken.

▪ Showcase portfolio, containing student work artifacts that show their best Learning Outcomes.

▪ Comprehensive portfolio, containing artifacts of the entire student work during the learning process.

Examples of student's ability portfolio assessment are selecting and summarizing scientific journal articles.

Measured Learning Outcomes:

▪ Ability to select reputable and up-to-date

journal articles according to the theme of industrial pollution impacts;

- Ability to summarize journal articles accurately and correctly.

3. Assessment Mechanisms and Procedures

a. Mechanisms

Assessment mechanisms consist of:

1) Preparing, submitting, agreeing the phases, techniques, instruments, criteria, indicators, and weight of assessment between those assessed and the assessors according to the study plans.

2) Performing assessment processes according to the phases, techniques, instruments, criteria, indicators, and weights of assessment that make up the assessment principles as already mentioned.

3) Providing feedbacks and opportunities to question the results of the assessment to students.

4) Documenting the assessment of student learning processes and outcomes transparently and accountably.

In brief, assessment mechanism flows are as follows:

```
┌─────────────────────────┐
│       Preparing         │
└─────────────────────────┘
            ⇩
┌─────────────────────────┐
│       Submitting        │
└─────────────────────────┘
            ⇩
┌─────────────────────────┐
│        Agreeing         │
└─────────────────────────┘
            ⇩
┌─────────────────────────┐
│      Implementing       │
└─────────────────────────┘
            ⇩
┌─────────────────────────┐
│     Giving feedbacks    │
└─────────────────────────┘
            ⇩
┌─────────────────────────┐
│      Documenting        │
└─────────────────────────┘
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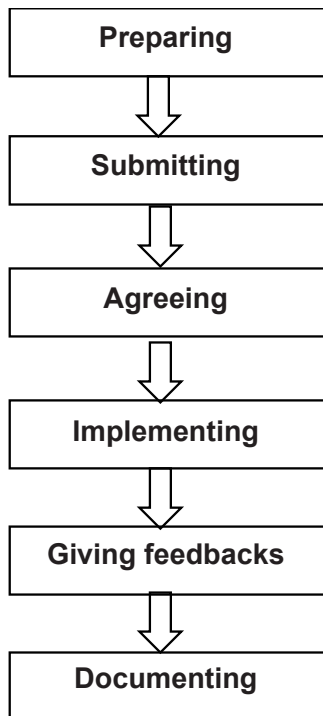
b. Procedures

Assessment procedures include the following phases:

1) Planning (can be done through gradual assessment and/or re-assessment);

2) Giving asignments or questions;

3) Making performance observation;

4) Returning observation results; and

5) Giving final scores.

4. Implementation of Assessment

Assessment is made according to the study plans and can be made by:

a. Lecturers in-charge or supporting lecturer team in-charge

b. Lecturers in-charge or lecturer team in-charge by involving students; and/or

c. Lecturers in-charge or lecturer team in-charge by involving relevant stakeholders.

5. Assessment Components

The elements of attitude, knowledge and skill are subject to the assessment of Learning Outcomes. The percentage of assessment to the four elements is as follows:

a. Assessment Elements and Assessment Techniques

Assessment Elements	Percentage	Assessment Techniques
Attitude	%	a. Observation
Knowledge		a. Assignment/ portfolio/ design works b. Written Tests c. Oral Tests d. Participation in class Discussions

Assessment Elements	Percentage	Assessment Techniques
(General or special) skills	%	Practices/simulations, filed practices, etc.

Notes:

1. Lecturers shall be authorized to determine the percentage weight of the assessment elements in the assessment rubrics by adjusting the characteristics and Learning Outcomes of the courses.

2. The total assessment elements shall be 100%.

3. Assessment Elements and Assessment Techniques for the Study Programs not yet applying a curriculum referring to the INQF - NHES - Independent Campus shall use the assessment techniques previously regulated in the Faculty Guidebook.

b. Assessment Models in Academic Information System (AIS)

Based on the assessment elements and assessment techniques contained in the point a. above, the assessment models to use in the Academic Information System can be described.

No	Student Name	Attitude	Knowledge	General Skills	Special Skills	NA
		%	%	%	%	
1						
2						
3						

No	Student Name	Attitude	Knowledge	General Skills	Special Skills	NA
		%	%	%	%	
4						
and so on						

Note: The lecturers determine the percentage for each assessment element according to the Learning Outcomes of the courses.

6. Assessment Reporting

Assessment reporting mechanisms shall be as follows:

a. Learning Outcomes shall be assessed within one semester.

b. To take the end-of-semester examination/evaluation, students shall attend at least 75% of the face-to-face meetings held.

c. There is no follow-up evaluation/ examination unless:

1) Student is seriously ill, hospitalized, with proof of hospitalization.

2) Events of force majeure, with proof from the local government.

3) An immediate family member passes away, with proof of death certificate from the village.

4) Assigned in writing by the faculty or the State Islamic University Sunan Kalijaga Yogyakarta.

d. Mechanisms for the make-up examinations shall be determined by the lecturer in charge of the course with the approval of the Head of the Study Program and known to the Dean.

e. Assessment reporting shall be in the form of student's success qualification in taking a course expressed in the form of score converted from numerical values with the following categories:

NO	SCORE	POINT	WEIGHT
1	95-100	A	4.00
2	90-94.99	A-	3.75
3	85-89.99	A/B	3.50
4	80-84.99	B+	3.25
5	75-79.99	B	3.00
6	70-74.99	B-	2.75
7	65-69.99	B/C	2.50
8	60-64.99	C+	2.25
9	55-59.99	C	2.00
10	50-54.99	C-	1.75
11	45-49.99	C/D	1.50
12	40-44.99	D+	1.25
13	35-39.99	D	1.00
14	<35	E	0

f. Examples of Assessment

A student named Saliman scores Attitude = 80, Knowledge = 80, General Skills = 80 and Special Skills = 80, then the assessment results are as follows:

No	Name	INQF				NA
		Attitude	Knowledge	General Skills	Special Skills	
		10%*	60%*	15%*	15%*	
1	Idris Khan	8	48	12	12	80=B+

*) the percentage is determined by the lecture in-charge

7. Changes of Grades

a. Students can file a grade complaint to the Head of Administration or the Secretary of Study Programs by filling grade dissatisfaction form after the annoucement.

b. Grades can change if:

1) the materials complained are correct, the grade changes up according to the corrections by the lecturer in-charge.

2) the complaint is not true/fabricated, the lecturer in-charge is entitled to reduce the grade of of minimum 1 (one) interval.

c. Changes of grades at the lecturer's initiative can be made only if approved by the Head of Study Programs.

8. Annulment of Grades

a. Lecturers in-charge or teams formed by the Rector/Deans can annul the course grades for students who cheat in the lecturing process.

b. Students who prove to have committed plagiarism in thesis before the testing shall rewrite the thesis.

K. Grade Point Average

1. Assessment is a part of the learning process functioning to evaluate the progress and ability of students in achieving the competencies as stated in the Grade Point Average.

2. Grade Point Average of students learning outcomes in each semester is called the Semester Grade Point Average.

3. Grade Point Average of all Learning Outcomes that have been taken starting from the first semester to the last semester is called the Cumulative Grade Point Average (GPA).

4. Calculation of Semester Grade Point Average (SGPA) or Cummulative Grade Point Average (CGPA) is made with the following formula=

$$SGPA/CGPA = \frac{\text{Total Weight (Weight of Course Grade x course credits)}}{\text{Total Course Credits}}$$

For example:

No	Code	Course	Course Credit	Grade	Weight
1	FTY501008	Science Philosophy	2	A	8.00
2	PBA502001	Psycho-Sociolinguistic	3	A	12.00
3	PBA502003	History of Arabic Language Education	3	A	12.00
4	PBA502002	Semantics and Lexicology	3	A	12.00
5	FTY501006	Study of the Al-Qur'an: Theory and Methodology	2	A	8.00
6	Fty501007	Study of the Al-Hadits: Theory and Methodology	2	A-	7.50
7	PBA502005	Philosophy of Language	2	A	8.00
8	FTY501010	Education Statistics	2	B+	6.50
9	PBA503321	Arabic Learning Evaluation	3	A	12.00
		TOTAL	22		86.00
		GPA = 86:22= 3.91			

L. Graduation Predicate

Graduation predicate at the end of the Undergraduate education as stated in the Grade Point Average (GPA) is classified by the level of assessment as follows:

1. Predicate with Praise if the GPA is minimum 3.51 provided that the period of study already taken is maximum a number of programmed semesters (8 semesters) plus 2 semetersl. If a student gets a GPA of 3.51 and above, but his/her study period exceeds 10 semesters, then he/she gets a Very Satisfactory graduation predicate.
2. Very Satisfactory Predicate if the GPA is 3.01-3.50.
3. Satisfactory Predicate if the GPA is 2.76-3.00.
4. Fair Predicate if the GPA is 2.00-2.75.

Students with Grade Point Average (GPA) of < 2.00 are declared failing/do not pass the undergraduate level so they are not awarded an academic degree.

M. Course Repetition

1. Courses that may be repeated are those whose grade is B and below.
2. Students who repeat one time or more for a course are subject to the best score for the repeated course.

N. Course Removal

Course Removal is the elimination of courses that have been taken and have received grades from the list of student academic transcripts. Course removal can be done if fulfilling the following 6 (six) requirements:

1. Reasons for Removal
   a. to improve the GPA upon graduation; or
   b. change of curriculum resulting in:
      1) the same courses or the similarity in terms of names or materials;
      2) courses with a grade of C fail to be listed in the new curriculum; or
      3) other impacts in consequence of the change of curriculum.

2. Types of Courses
   a. Elective courses can be removed based on the reasons listed in the item 1 above.
   b. Compulsory courses can be removed if there is a change of curriculum as referred to in the item 1.b above.

3. Time

   Course removal can be made only when students are about to register for munaqasyah. Course removal beyond the time is not justified unless there is a change of curriculum.

4. Removal authority

   Course removal shall obtain written approval from the Head of Study Program and be known by the Deputy Dean for Academic Affairs. Removal process shall be made by the Head of Administration/another

officer permitted to remove the same.

5. Number of course credits

    Number of course credits after removal may not be less than the minimum course credits required to graduate at each level of undergraduate education or the minimum number of course credits determined by each study program.

6. Removal procedures

    Course removal shall follow the following procedures:

    a. Student shall submit a written request for course removal (format prepared by the Faculty) by inserting the student's identity, name of the course, semester, code and number of credits for the course to be removed and the reasons for removal to the Head of Study Program;

    b. The head of study program shall check the submitted proposal before approving/disapproving the course removal;

    c. The head of study program shall submit a letter of approval/disapproval of the course removal to the Vice Dean for Academic Affairs for removal process;

    d. The Deputy Dean for Academic Affairs assigns the Head of the Faculty Administration to carry out the deletion; and

e. The Head of Administration shall remove the course and submit removal report back to the Deputy Dean for Academic Affairs and the Head of Study Program, as well as archive the removal document.

Course removal failing to meet the 6 (six) requirements above is not justified. Students shall pay close attention to courses proposed to be removed because courses already removed cannot be returned.

O. Internship Programs

1. Internship Program shall be field academic activities in the form of community service that every undergraduate student shall participate to develop social life skills in accordance with the competence of each study program.

2. Internship Programs shall be academic activities whose implementation is related to several parties including: Institute for Research and Community Service, Academic Department, Technical Implemental Unit of PTIPD, Clinics, Planning Department, and Finance and Accounting Department.

3. Internship Programs shall integrate and interconnect various aspects of ability to apply in community

development with the guidance of Field Supervisory Lecturer.

4. Internship Programs shall technically be implemented by the Institute for Research and Community Service in coordination with the Faculties and other work units within the State Islamic University Sunan Kalijaga Yogyakarta.

5. Internship Programs shall consist of two models namely Regular Model and Non-Regular (Independent) Model. Regular Internship Programs shall be Internship Program Activities whose themes, locations, groups and Field Advisory Lecturers are determined by the Research and Community Service Institution. Meanwhile, Non-Regular Internship Programs shall be Internship Program Activities whose themes, locations, groups and Field Advisory Lecturers are proposed by students, lecturers, faculties, universities, student activity units and other parties to the Research and Community Service Institution.

6. The requirements for participating in Internship Programs shall be:

   a. Requirements for participating in the Regular Internship Programs shall be as follows:

      1) Students are registered as active students in the current semester.

2) Students have taken minimum 110 course credits and have passed minimum 100 course credits that should be taken with the lowest grade of C.

3) Students register online as Pre-Internship Program participants.

4) Students pass Internship Program Briefing.

5) Students obtain Health Certificate from the Clinic of the State Islamic Univerfsity Sunan Kalijaga.

6) Students register online and include the Internship Program in the Study Plan Card.

7) Students may not take other courses, except thesis or final project.

8) Students accept to be placed in any Internship Program location.

b. Requirements for participating in the Non-Regular/Independent Internship Programs shall be as follows:

1) Students are registered as active students in the current semester.

2) Students have passed minimum 120 course credits of the course credits that should be taken with the lowest grade of C.

3) Students Register online as Pre-Internship

Program participants.

4) Students pass Internship Program briefing.

5) Students obtain Health Certificate from the Clinic of the State Islamic University Sunan Kalijaga UIN Polyclinic.

6) Students register online and include the Internship Program in the Study Plan Card.

7) Students may take maximum 12 course credits including the Internship Program and Thesis in the current semester.

8) Students form their own Internship Program groups consisting of 8-10 students (at least consisting of 2 Faculties and 3 Study Programs).

9) Students may propose the locations of the Internship Programs and the Field Advisory Lecturers.

10) Other forms of Non-Regular Internship Programs shall be further regulated by the Research and Community Service Institution.

7. Students taking the Internship Programs in the same semester shall not take courses, except thesis or final project.

P. Field Practice, Professional Training Program, Professional Placement/Field Experience and Social Work Practice

1. Field Practice, Professional Training Program, Professional Placement/Field Experience and Social Work Practice shall constitute compulsory academic activities to students in certain departments/study programs functioning as direct experiences relating to their scientific fields.

2. Field Practice, Professional Training Program, Professional Placement/Field Experience and Social Work Practice shall be intended to develop and practice their knowledge during the education period of their study programs.

Q. Thesis/Final Project

Thesis/Final Project shall constitute scientific papers prepared by students approaching the end of study. The papers can be in the form of research results, literature studies, case studies and/or designs by conducting scientific analysis in accordance with their respective disciplines.

Thesis/final project preparation shall consist of proposal phases, research and writing phases, thesis/final project examination phases (munaqosyah).

1. Proposal Phases

a. Students shall submit a thesis theme/topic/final project to the head of the department/study program with the approval of the Academic Advisory Lecturer by filling Thesis/Final Project Submission form after fulfilling the requirements:

   1) Students have passed minimum 100 course credits with the GPA of >-2.00;

   2) Students include Thesis/Final Project or the names of other courses as determined by the study program in the Study Plan Card;

   3) Students have a course on research methodology;

   4) Students are not on academic leave.

b. After fulfilling all the requirements for submitting a thesis theme/topic/final project, the Head of the Department/Study Program shall approve online and determine the competent advisory lecturer competent with the thesis theme/topic.

c. Students shall consult with the advisory lecturer in case of research material, determining research titles, and preparing research proposals.

d. The advisory lecturer shall approve the proposal for online seminar.

e. The Head of the Department/Study Program shall determine the schedule for the thesis/final project

proposal seminar.

f. Students present their proposals at a proposal seminar after meeting the requirements set by the faculty/study program.

2. Research and Writing Phases

a. Students shall conduct research based on seminar inputs and complete writing thesis/final project within 2 (two) active semesters after the thesis/final project course is included in the Study Plan Card.

b. During the research and writing, students shall receive assistance and guidance from the Thesis/ Final Project Advisory Lecturer.

c. Procedures for writing a thesis shall be adjusted to the technique of writing scientific papers in general or the provisions applied to each Faculty/Department/ Study Program.

d. Students failing to complete writing their thesis/ final project within 2 (two) active semesters after the inclusion in the Study Planning Card shall be given an extension for at the latest 2 months. If the deadline has not been completed, students shall change the title of the thesis and begin the process of writing a new thesis. If not completed by the end of the study period, the students shall be requested to resign.

3. Thesis Defense/Final Project Phases (Munaqasyah)

Thesis defense/final assignment shall be the final examination for students to complete the undergraduate study before the examining team. The Examining Team shall be determined by the Department/Study Program. The requirements to fulfil to take the Thesis Defense/ Final Project (Munaqasyah) shall be as follows:

a. Students have fulfilled the minimum term of total compulsory courses and elective courses (other than thesis/final project) determined by the Department/ Study Program.

b. Students have passed the Internship Program and Field Practice, Professional Training Program, Professional Placement/Field Experience and Social Work Practice.

c. Minimum GPA shall be 2.00 with the lowest grade of C.

d. The thesis (final project) has been approved by the final project advisor.

e. Students have implemented the advice with the final project advisory lecturer in accordance with the provisions on the number of advice in each study program.

f. Students have passed Learning Socialization.

g. Students have taken the TOEC and TOAFL/IKLA tests, and passed one of the tests with minimum score of 400 as evidenced by a certificate from the Language Development Centre of the State Islamic University Sunan Kalijaga Yogyakarta, and ICT with minimum grade of B from the Information Technology and Database Centre. The effective term of the TOEC and IKLA certificates shall be 24 months (two years).

h. Students shall submit copies of certificates of senior high school and Birth Certificate as the basis for writing the certificate.

i. Students shall submit 5 pieces of 3x4 colour photographs by wearing a suit and tie in a red background.

j. Students shall fulfil other requirements determined by the respective faculties.

k. Students shall register Munaqasyah online to the page: http://academic.uin-suka.ac.id page.

The implementation of the test/munaqasyah shall be regulated and determined by the Head of Department together with the Head of Faculty Administration.

R. Online Final Assessment

Students who have completed the thesis defense/ final project (munaqasyah) and have been declared to pass shall make Online Final Assessment. Online Final Assessment shall be the process of completing all academic administrative requirements online as one of the requirements to be declared graduated and entitled to attend graduation.

To make Online Final Assessment, students shall fulfil the following requirements:

1. Being active upon registering for Online Final Assessment (not on leave or study period expires).

2. Submitting thesis/final project in the form of softcopy and/or hardcopy in A5 format to the Faculty.

3. Submitting the thesis/final project in the form of softcopy and/or hardcopy in A5 format to the thesis advisory lecturer.

4. Processing a library free certificate at the Technical Implemental Unit of Library Centre of the State Islamic University Sunan Kalijaga Yogyakarta by uploading a thesis/final project in pdf format to the http:// librarians.uin-suka.ac.id page and submitting a hardcopy to the Technical Implemental Unit of Library.

5. Printing the Drafts of Academic Certificate and

Transcript from the http://academic.uin-suka.ac.id page.

Students shall complete all Online Final Assessment.

S. Evaluation of Study Results

Student study results shall be evaluated at the end of each semester to evaluate the feasibility of students to continue their studies or complete studies in the relevant department/study program. Students declared unfeasible to continue their studies based on academic data shall be declared Drop Out (DO). Evaluation of study results shall be based on the student active semester.

1. Each semester evaluation

   a. Each semester evaluation shall be made at the end of the current semester covering the courses taken by students during the previous semester. The results of this evaluation shall be mainly used for determining the study loads that may be taken in the subsequent semester.

   b. End of semester evaluation if a student obtains GPA of less than 2.0 (particular for students of the Faculty of Islamic Economics and Business, the GPA is less than 3.00), then the student is automatically blocked by the system so that he/

she cannot pay tuition fees for the subsequent semester. The student shall download the Warning Letter and appear before the Head of Department/Study Program for Academic advice. The student shall further sign Proof of Receipt of the above Warning Letter on Rp. 10,000 (ten thousand rupiah) revenue stamp and the Warning Letter shall be signed by the Head of Department/ Study Program and Deputy Dean I and submitted to the Academic Service (Integrated Service) officer at the Existing Rectorate building upon the re-registration to unblock the payment.

2. Evaluation of Study Results of the First Four Semesters

   a. After the **first four semesters**, students can continue their studies if passing minimum 30 course credits with the lowest grade of C.

   b. Students failing to fulfil the requirements above shall be subject to sanction in the form of Drop Out.

3. Evaluation of Eight Semesters

   At the end of the eighth semester, students are expected to have obtained minimum 80 course credits with minimum GPA of 2.0. Students failing to fulfil the requirements shall be warned in the form of drop out of 14 semesters. Faculties can pay special

attention to facilitate the study of the students.

4. Final Evaluation of the Programs

The number of course credits to collect by students shall be determined by the Departments/Study Programs. In this case, one Study Program is different from another Study Program with a range of 144-160 course credits.

Students are declared to have completed the Undergraduate Program if fulfilling the following requirements:

a. Already taking all required compulsory and elective courses;

b. Already completing the final project/thesis, and declared to have passed the Munaqasyah;

c. Having minimum GPA of 2.00 with the lowest grade of C.

T. Drop Out

Drop Out shall be the termination or revocation of student status before completing their education at the State Islamic University Sunan Kalijaga. Drop Out can be resulting from several factors including:

1. Students fail to fulfil minimum 30 course credits with the lowest grade of C until the 4th semester.

2. Students fail to complete studies within 14 semesters with minimum GPA of 2.00 with the lowest grade of C.

3. Students are imposed with sanction for violation stipulated in the student code of ethics.

U. Academic Leave

Academic leave shall be an opportunity given to students not to take academic and non-academic activities, both intra activities and extra-curricular activities, in a certain period of time for reasons of health, failure to pay tuition fees or due to accidents (force majeure). Academic Leave shall be given based on request from a student or because the student fail to re-registration (leave by system).

The provisions for Academic Leave shall be as follows:

1. Academic leave can be taken only by students who have taken the first semester lecture.

2. Academic leave shall be given for maximum 2 (two) semesters in the study period from 2nd semester to 14th semester either taken consecutively or intermittently.

3. Academic leave shall be counted as study period.

4. Academic leave shall be submitted to the Dean

before entering the subsequent semester or at the beginning of the semester.

5. Academic leave cannot be given while attending lectures or when lectures have started. Students suffering from illness for a long time or due to other reasons (justified and approved by the Dean of the Faculty) thereby not enabling to fulfil minimum attendance of 75% shall be excluded from this provision, provided that:

   a. students are at least in the 2nd semester.

   b. at the request of their own or their parent based on a government or private hospital medical certificate.

   c. students fail to demand a refund of single tuition already paid.

6. Students failing to complete their leave period shall re-register.

7. Students failing to re-register shall be considered to have taken academic leave (leave by system) if they still have leave rights.

8. Students failing to re-register after leave period of 2 (two) semesters shall be declared/considered resigning/dropping out.

9. Semester leave shall be calculated for determining graduation with honour (cum laude).

V. Transfer of Study to Another University

1. Students shall be allowed to transfer studies to other universities.
2. Procedures for transfer to other universities shall be:
   a. Students are active students.
   b. Students apply for a library free certificate from the Technical Implemental Unit of the Library Centre.
   c. Students submit an Application for transfer to another university to the Dean of the Faculty by enclosing a library free certificate and other necessary documents.
   d. The Dean of the Faculty issues a certificate/permission to transfer to another university and issues a transcript and other necessary documents.
   e. The Dean of the Faculty sends a copy of the certificate/permission to transfer to another university to the Rector for changes in student status at the Accounting Information System and HED.

W. Graduation

Graduation shall be a ceremonial activity attended by students who have passed the following requirements:

1. Students have registered for munaqasyah and online final assessment at the page http://akademik. uin-suka.ac.id.

2. Students have been declared to have passed the munaqasyah and passed the Final Assessment Session held by the faculty.

3. Students have a graduation status in the Academic Information System.

4. Students pay the graduation fee (for the non-Single Tuition students) in accordance with applicable regulations.

5. Students fill online personal data at the page: http://academic.uin-suka.ac.id and re-check the correctness of the data.

6. Students print statement of the correctness of graduation data, certificate draft and Academic Transcript draft.

7. Students show certificate draft, Academic Transcript draft and Statement of the Correctness of the Graduation Data, and take photos at the Integrated Services Office (Existing Rectorate).

8. Students submit certificate draft, Academic Transcript draft and Statement of the Correctness of the Graduation Data to the Faculty.

9. Students take toga, graduation invitation and graduation necklace according to the schedule in each faculty.

CHAPTER IV
ACADEMIC ADMINISTRATION SERVICES

A. Academic Administration Services

Control of student academic administration through the University Administration Centre c.q. Bureau for Student Academic Administration and Cooperation and Faculty Administration c.q. Administration Section.

1. The University Administration Centre shall serve:
   a. Student registration.
   b. Student re-registration.
   c. Issuance of Certificates.
   d. Graduation organization and alumni data collection.
2. Faculties shall serve:
   a. Education administration and teaching.

b. Certificate validation.

c. Academic transcript and Accompanying Certificate.

d. Certificate.

e. Research activities in the framework of learning activities.

f. Community service as part of the curricular program.

B. Scholarships

The State Islamic University Sunan Kalijaga shall provide scholarships both originating from the Ministry of Religious Affairs of the Republic of Indonesia and from 3rd parties. Students eligible to apply for the scholarships shall fulfil the provisions stipulated by the scholarship grantors and the State Islamic University Sunan Kalijaga Yogyakarta. Matters relating to scholarships shall be handled by the Student and Alumni Section of the Bureau for Student Academic Administration and Cooperation of the State Islamic University Sunan Kalijaga Yogyakarta. The existing scholarhsips shall be among others:

1. Bidik Misi Scholarships, namely scholarships granted by the Ministry of Religious Affairs of the Republic of Indonesia allocated for new students who have

academic and non-academic achievements but are disadvantaged or economically disadvantaged.

2. KIP Kuliah (Smart Indonesian Card for Lecture) Scholarships, namely scholarships granted by the government in accordance with applicable regulations.

3. BNI, BPD DIY, BI, BRI, and BSM scholarships namely scholarships from the banks allocated for students with academic achievement, minimum starting in the 3rd semester and maximum in the 8th semester.

4. Hafidz Qur'an Scholarships, namely scholarships granted by the Ministry of Religious Affairs of the Republic of Indonesia allocated for students who memorize the Qur'an of the 10 juz, 20 juz, and 30 juz categories.

5. Achievement Scholarships of the Ministry of Religious Affairs of the Republic of Indonesia namely scholarships granted by the Ministry of Religious Affairs of the Republic of Indonesia allocated for students with academic and non-academic achievements.

6. Pioneer Achievement Scholarships, namely scholarships granted by the Ministry of Religious Affairs of the Republic of Indonesia for students with national achievements in the Science, Sports, Arts

and Research Week events.

7. Supersemar and Supersemar Unggulan Scholarships, namely scholarships granted by the Supersemar Foundation allocated for students with academic achievements, minimum starting in the 3rd (third) semester and maximum in the 8th (eighth) semester.

8. Dikpora DIY scholarships namely scholarships granted by the Education, Youth and Sports Agency of the Special Region of Yogyakarta.

9. Scholarships from PT Djarum Kudus, namely scholarships allocated for students with academic achievements of minimum in the 2nd (second) Semester and maximum in the 8th (eighth) Semester.

C. Certificates

Students who want certificates such as graduation certificate, active student certificate, and other certificates can download the same at the system: http://autosurat.uin-suka.ac.id. Certificates that can be downloaded by students shall consist of:

a. Student certificate

b. Certificate of good conduct

c. Certifikcate of completion of theory

d. Certificate of currently not receiving scholarship

e. Study transfer certificate

f. Certificate of graduation

g. Observation permit application

h. Field Practice, Professional Training Program, Professional Placement/Field Experience and Social Work Practice permits applications

i. Course research permit application

j. Preliminary study application

k. Final project research permit application

l. Research recommendation application

If the certificates require that they shall be known or signed by the Rector or an official within the university, then the certificates shall be submitted by the head of the faculty by enclosing necessary documents.

1. Certificate In Lieu of Diploma

In the event that the diploma is damaged, lost or destroyed as evidenced by a written statement from the police or the authorities, then a Certificate In Lieu of Diploma can be issued. Certificate in Lieu Diploma shall be signed by the Dean of the Faculty and the Rector. Copy of the Diploma shall be ratified by the Dean of the Faculty or the Deputy Dean for the Academic Affairs of the Faculty.

2. Certificate In Lieu of Academic Transcript

In the event that the Academic Transcript is

damaged, lost, or destroyed as evidenced by a written statement from the police, then a Certificate In Lieu of Academic Transcript can be issued. Certificate In Lieu of Academic Transcript shall be signed by the Dean of the Faculty. Copy of the Academic Transcript shall be ratified by the Dean of the Faculty or the Deputy Dean for the Academic Affairs of the Faculty.

3. Certificate of Correction of Diploma, Academic Transcript and Term of Reference.

   Diplomas, Academic Transcripts and Term of Reference who have been submitted to the relevant persons but found to be mistaken in the writing in the future, then a Certificate of Correction can be issued at the request of the relevant person to the Dean of the Faculty by enclosing:

   a. Copies of Diploma, Academic Transcript and Term of Reference corrected.

   b. 2 pieces of 3 x 4 cm colour photos.

   c. Copies of senior high school certificate or other necessary documents.

   Particular for Certificate of Correction of Diploma, the Dean of the Faculty shall submit application for Certificate of Correction of Diploma on behalf of the applicant to the Rector cq. the Head of Bureau for Student Academic Administration and Cooperation by

enclosing the foles mentioned above. Certificate of Correction of Diploma shall be signed by the Dean of the Faculty and the Rector. Certificate of Correction of Academic Transcript and Term of Reference shall be issued by the Faculty and signed by the Dean. Copies of the certificates of correction shall be ratified by each faculty by the Deans or the Deputy Deansfor the Academic Affairs.

D. Diplomas, Academic Transcripts and Term of Reference

Diploma is a learning achievement recognition document and/or higher education completion document after passing an examination held by a religious college in accordance with the field of science that has been taken. While Academic Transcript is a collection of cumulative course grades that have been taken and declared passed according to the applicable provisions as student rights because the relevant persons can complete their studies up to a predetermined limit.

Term of Reference is a document that contains information on academic achievement or qualification of higher education graduate with academic achievement and academic support obtained during becoming a student of the State Islamic University Sunan Kalijaga Yogyakarta.

Academic achievement or qualification of higher education graduates shall be filled by the academic administration officers in their respective study programs under the responsibility of the Heads of the Study Programs/Departments. Meanwhile, student's academic achievement and academic support shall be filled by the relevant student into the Academic Information System at the page: http://akademik. uin-suka.ac.id. The correctness of student Term of Reference shall be the full responsibility of the Dean of the Faculty. Matters that can be included in the Term of Reeference shall be as follows:

1. Achievements and Awards

No	Type of Achievement	Document Evidence
1	Winners of Competitions or championships at least at the district level as 1st, 2nd, 3rd Winners and 1st, 2nd, 3rd Consolation Prize Winners in the fields of: a. Religious Affairs, such as MTQ, speeches, adhan competitions, Qasidah and others of the like b. Literatures, such as competitions for novels, short stories, papers and others of the like c. Sciences, such as web design competitions, blog competitions, electronics science olympiads, and others of the like.	Certificate/ Medal

No	Type of Achievement	Document Evidence
	d. Arts, culture and sports, such as singing, poetry, dance, drama, performances, taekwando, table tennis, karate competitions, and others of the like.	
3	As a resource persons/presenters in seminars/workshops and other meetings at least at the district level.	Certificate
4	As a book writer	Books
5	Obtaining Intellectual Property Rights	Certificate of Intellectual Property Rights
6	Participation in Research conducted by the State Islamic University Sunan Kalijaga Lecturers or credible institutions	Certificate

Note:

a. If the achievements/awards obtained are more than 5, then only 5 types of achievements/awards are considered the best.

b. Achievement proof documents shall be documents to prove that a student is the owner of the achievements.

c. Achievement proof documents shall display the student's name clearly. Documents without name or with different name are not accepted.

2. Organizational Participation

No	Type of Activity	Document Evidence
1	Participation in campus internal organizations, such as Student Executive Board, Student Senate, Student Board as core management	Certificate/other proof
2	Participation in campus external organizations at regional, national and international levels (as the student or the member of the community)	Certificate/other proof

Organizational Provisions:

a. Acceptable organizations shall be permanent organizations. Temporary organizations, such as committees and other activities of the like are not accepted. For example, membership in the new student introduction committee is not acceptable.

b. Proof of membership in a student organization shall indicate the student's position in the organization. Documents not indicating description of student position description shall be denied.

3. Certificates of Expertise

No	Type of Activity	Document Evidence
1	Foreign Language Skill	TOEFL, IELTS, TOEC and IKLA certificates
2	Expertise in academics, such as accountant, taxation	Certificate/proof of graduation
3	Expertise in non-academics	Certificate/proof of graduation

Provisions on Certificates of expertise:

a. Certificates of expertise were obtained from official institutions authorized to organize expertise certification activities.

b. Certificates of expertise shall at least include the name of the student, the issuing institution, the date of publication, the result/grade, and the name and signature of the official issuing the same.

4. Field Practice/Internship

No	Type of Activity	Document Evidence
1	Participation in field practice/ internship at the institution/ agency.	Certificate/another supporting evidence
2	Participation in student exchange activities	Participation certificate/ evidence
3	Other activities that can be categorized as field experience/ internship	Participation certificate/ evidence

Note:

Field Practice/ internship shall include the duration of the activity:

Example:

PT Telkom Indonesia 160 hours.

5. Character Education

No	Type of Activity	Document Evidence
1	Participation in character education trainings, such as Emotional Spiritual Emotional training.	Certificate/another supporting evidence
2	Other activities that can be categorized as character education/ soft skill.	Certificate/another supporting evidence

Procedures for taking Diplomas, Academic Transcripts and Term of Reference shall be as follows:

1. Diplomas, Academic Transcripts and Term of Reference can be taken at the faculty administration after participating in the graduation procession.

2. Requirements for taking the Diplomas, Academic Transcripts and Term of Reference shall be the same as the requirements for graduation plus proof of returning the gown and signing the Certificates, Academic Transcripts and Term of Reference that have been provided.

3. Diplomas, Academic Transcripts and Term of Reference shall be submitted to students after graduation or fulfilling all requirements for graduation.

4. If the Diplomas, Academic Transcripts and Term of Reference are not taken 2 months after the graduation date, then the relevant person shall be

subject to administrative sanctions.

5. If the Diplomas, Academic Transcripts and Term of Reference are not taken up to 6 (six) months after the graduation day, then the faculty and university shall not be responsible for the same.

6. Students who have obtained Diplomas and Academic Transcripts can apply for translation of Diplomas and Academic Transcripts into foreign languages at the Language Development Centre, provided that:

   a. Submitting legalized copies of Diploma and Academic Transcript.

   b. Paying the translation fee.

   c. Submitting photos.

   d. Taking the translations of Diploma and Academic Transcript at least one week after all requirements are fulfilled.

7. Diplomas, Academic Transcripts and Term of Reference shall be legalized by the respective faculties.

E. Short Semester

Short Semester shall be short semester between the even semester and the odd semester in each academic year. There are two forms of short semester. Firstly, short semester to repeat the courses that have

not passed or to improve the grades. Short Semester to repeat courses shall be intended to give an opportunity to students to repeat courses that have been taken but have not passed or to improve grades that have passed to assist students in completing their studies quicker or on time. Maximum grade that can be obtained by students participating in the Short Semester is B.

Short Semester to take new courses is a normal lecture held to take new courses by taking into account the quality standards of education (referring to 8 quality standards of education at the State Islamic University Sunan Kalijaga Yogyakarta). Short semester to take new courses shall be decided by the faculties by considering the available rooms, lecturers' human resources.

Short Semester is held, provided that:

1. at least 8 (eight) weeks;

2. student's learning loads are at the most 9 (nine) course credits;

3. complying with the student's learning loads to fulfill predetermined learning achievement.

4. if the short semester is held in the form of lectures, then face-to-face lectures shall be at least 16 (sixteen) times including middle short semester examination/assessment and end short semester examination/assessment.

F. Academic Advisory Lecturers

Academic Advisory Lecturer shall be a lecturer appointed and assigned by the Head of the Department /the Head of the Study Program to advise a number of students in the study process beign their obligations and responsibilities as an integral part of the practice of the University's three main responsibilities of education, research, and community service, aiming at directing and guiding students according to their invidual abilities and potentials, as well as efficiently assisting students while studying at the State Islamic University Sunan Kalijaga.

Academic Advisory Lecturer shall be assigned to:

1. General Duties

   a. Encourage every student under his/her responsibility to implement his/her study plan according to the program already outlined by the Department/Study Program.

   b. Assist students in developing their talents, interests and potentials to a better direction.

   c. Give opportunities to students to discuss the problems they experience, both relating to academic and non-academic activities during their study period.

    d. Motivate and encourage towards the achievement of competence and study timely.

2. Special Duties

    a. Hold periodic meetings at least 3 (three) times each semester to find out the progress and development of study of the students being his/her responsibility, scheduled during the period of filling the Study Plan Card, the mid-semester, and the end of the lecture before the end of semester examination/assessment.

    b. Assist the Departments/Study Programs in informing regulations, policies and decisions relating to students.

    c. Give directions in determining the selected courses to include in the Study Plan Card or Revised Study Plan Card.

    d. Check and sign the Study Plan Card or Revised Study Plan Card according to the number of course credits that students can take according to their GPA.

    e. Monitor the Grade Point Average (GPA) of students at the end of each semester.

    f. Create conducive and responsible academic attitude and culture.

    g. Assist in socializing and implementing the

Student Code of Ethics.

h. Remind students to read, observe and obey the University and Faculty Academic Guideline and the Student Code of Ethics.

i. Inform academic activities relating to their respective fields of study.

j. Direct, discuss and approve the titles of thesis proposals submitted by students before the seminar.

k. Provide written reports to the Head of Department/ the Head of Study Program according to the existing form at the end of each semester.

l. Give recommendations to the Head of Study/the Head of Study Program on specific matters and events that require special actions by the Head of Department/the Head of Study Program and the Faculty management.

G. Departments/Study Programs

Departments/Study Programs shall be academic implemental units at the Faculties assigned to organize study programs in 1 (one) discipline of science, technology, and art. A Department/Study Program shall be lead by the Head of Department/Study Program existing under and responsible to the Dean. In his/her

duties, the Head of Department/Study Program shall be assisted by the Secretary. The duties shall be to:

1. Prepare work plans and programs of the Study Program as work guideline;

2. Make proposed Study Program development plan as inputs to the Dean;

3. Guide and evaluate student activities within the Study Program for development materials;

4. Coordinate the implementation of education/ academics in the Study Program;

5. Coordinate the making of curriculum, syllabus, SAP, Semester Learning Plan, RPM to lecturers or relevant parties;

6. Prepare/evaluate the teaching loads of lecturers every semester;

7. Monitor and evaluate the implementation of lectures to improve the quality of the department/Study Program;

8. Coordinate the implementation of examinations and assessments in the framework of final assessment;

9. Submit proposed assignment of Advisory Lecturer or Academic Advisor to the Dean;

10. Coordinate the implementation of student consultations with academic advisors;

11. Prepare annual study program operational cost plan based on the study program's workloads and applicable regulations for the smooth running of lecture activities;

12. Prepare the plans for the need of study program lecturers and administration staff;

13. Coordinate lecturers to conduct researches and community service in accordance with their duties and expertise;

14. Prepare reports on the implementation of activities in accordance with the results already achieved as the accountability for the implementation of duties;

15. Monitor and evaluate (Self-Evaluate) the implementation of policies and the achievement of study programs;

16. Consult with the Faculty management in any decision-making relating to academic regulations;

17. Prepare the forms of accreditation or re-accreditation of study programs. Application for accreditation or re-accreditation shall be filed at the latest 6 (six) months before the expiry of the study program's accreditation status.

CHAPTER V
ACADEMIC FACILITIES

A. Institutions

Institutions shall be academic implemental elements that perform some of the duties and functions of the university in the fields of research, community service, and quality assurance.

1. Research and Community Service Institution

Research and Community Service Institution shall be assigned to implement, coordinate, monitor and evaluate research and community service activities based on the Rector's policies.

In performing their duties, the Research and Community Service Institution shall function to:

a. Prepare the plans, evaluate the programs and budgets, as well as make the reports;

b. Conduct pure and applied scientific researches;

c. Make community service;

d. Publish the results of researches and community service;

e. Perform the institutiomnal administration.

The Research and Community Service Institution shall consist of Chairman, Secretary, Head of Centre, and Head of Subdivision of Administration. The Chairman of the Research and Community Service Institution shall be assigned to chair and manage research and community service activities based on the Rector's policies, the Secretary shall be assigned to coordinate administrative services within the Research and Community Service Institution based on the Chairman's policies. For smooth duties, the Chairman shall be assisted by:

a. The Head of Research and Publishing Centre shall be assigned to research and publish, appointed by the Rector and responsible to the Head of Institute. In performing their duties, the Research and Publishing Centre shall function to:

1) Formulate research and publishing policies;

2) Research and publish certain religious, scientific, technological and/or artistic books to support the national and/or regional development

conceptions;

3) Research and publish for the development of education system and institutions of the State Islamic University Sunan Kalijaga Yogyakarta;

4) Develop patterns and conceptions of national and/or regional development based on religious, scientific, technological and/or artistic values;

5) Publish Journals, Scientific Works and books that support the development of the State Islamic University Sunan Kalijaga Yogyakarta.

b. The Head of Community Service Centre shall be assigned to make community service, appointed by the Rector and responsible to the Head of Institution. In performing their duties, the Community Service Centre shall be function to:

1) Formulate community service policy;

2) Make Internship Programs

3) Practice certain religious, scientific, technological and/or artistic values to support the national and/or regional development conceptions;

4) Improve relevance of the State Islamic University Sunan Kalijaga Yogyakarta programs according to the community's needs;

5) Provide assistance to the community in the interests of development;

6) Develop various forms of community service;

c. The Head of Service Center for the Disabled shall be assigned to provide the disabled with services, appointed by the Rector and responsible to the Head of Institution. Services provided by the Service Center for the Disabled shall be among others:

1) To coordinate services and assistance for the disabled students, although technical issues relating to the services are regulated by the respective faculties and units, both academic support units and administrative service units.

2) To encourage special policies in the admission process for prospective new students including the availability of accessible entrance examination.

3) Corner for the Disabled shall be a study room for the disabled students furnished with assistive technology, such as screen reader software and collections in alternative forms: Brailee, audio and digital. In further developments, Corner for the Disabled shall also be furnished with a studio that functioning to produce accessible collections, for example book digitization activities.

4) To modify teaching and evaluation techniques so that all learning processes can be accessed by the disabled students.

5) Further information on services and assistance for the disabled students can be found on the PLD website: http://psld.uin-suka.ac.id. Direct contact can be made via email: psld.uinsuka@gmail.com

2. Quality Assurance Institution

Quality Assurance Institution shall be an implemental unit focussing on academic quality assurance of the State Islamic University Sunan Kalijaga Yogyakarta. The unit shall be lead by the Head existing under and directly responsible to the Rector. The Vice Rector for Academic Affairs and Institutional Development shall manage this institution on daily basis. Quality Assurance Institution shall be assigned to coordinate, control, audit, monitor, evaluate, and develop the quality of academic activities. In performing their duties, the Quality Assurance Institution shall function to:

a. Prepare the plans, evaluate the programs and budgets, as well as make the reports;

b. Develop the academic quality;

c. Audit, monitor and evaluate the academic quality;

d. Make the institutional administration.

Quality Assurance Institution shall consist of Chairman, Secretary, Head of Centre, and Head of Subdivision of Administration. The Chairman of Quality

Assurance Institution shall be assigned to lead and manage academic quality control activities according to the Rector's policies. Meanwhile, the Secretary shall be assigned to provide administrative, financial, manpower, and reporting supports according to the policies of the Head of Institution. For smooth duties, the Quality Assurance Institution shall be assisted by:

a. The Head of Center for Academic Quality Standard Development appointed by the Rector and responsible to the Head of Institution as well as assigned to develop academic quality standards.

b. The Head of the Center for Audit and Quality Control appointed by the Rector and responsible to the Head of Institution as well as assigned to make audits and quality control.

c. The Head of Accreditation and Certification Center appointed by the Rector and responsible to the Head of Institution as well as assigned to assist in coordinating the accreditation and certification.

d. The Head of the Center for Information Analysis, International Publications and Ratings appointed by the Rector and responsible to the Head of Institution as well as assigned to digitize the quality assurance system.

B. Technical Implementation Units

Technical Implementation Units shall be the supporting elements for the the practice of the University's three main responsibilities of education, research, and community service (Tridharma). The Technical Implementation Units shall consist of:

1. Library Center

Library Center shall be one of the academic facilities providing sources of information to support the teaching and learning process. Library Center shall be assigned to serve and develop libraries, make interlibrary cooperations, control, evaluate, and prepare library reports. Library Center shall be is lead by the Head appointed by the Rector, existing under and responsible to the Vice Rector for Academic Affairs and Institutional Development. Services provided by the Library Center shall be:

a. Circulation Services

Collection loaning and returning services independently by using MPS (Multi Purpose Station).

b. Digital Library Services

Digital Library Services of the State Islamic University Sunan Kalijaga shall contain institutional repositories, such as essays, theses, dissertations,

lecturer papers, research reports, speeches from the Rector, and others. The collection can be accessed at the page: http://lib.uin-suka.ac.id or http://digilib.uin-suka.ac.id.

c. Serial Services

The services shall provide online journal databases, printed journals, magazines, newspapers, and clippings. Electronic journals can be accessed at the page: http://lib.uin-suka.ac.id.

d. Multimedia Services

The services shall provide loaning and development of non-book materials, such as CDs/DVDs, Videos, and Cassettes.

e. Reference Services

The services shall provide general and Islamic information sources/reference books, both printed and electronic. In addition, the services shall also provide a collection of Final Projects.

f. Corner Services

1) Corner for the Disabled

Corner for the Disabled shall constitute a service unit provided specifically for disabled librarians or librarians with disability, such as blind, deaf/mute and physically disabled users.

2) Iranian Corner

Iranian Corner shall constitute the results of collaboration between the State Islamic University Sunan Kalijaga Library and the Embassy of the Islamic Republic of Iran and the Islamic Cultural Center (ICC) Jakarta.

3) Sunan Kalijaga Corner

Sunan Kalijaga Corner shall constitute a central source of information both in the form of a collection of books and scientific works of printed and electronic researches relating to the development of Islam, especially in the land of Java.

4) Canadian Corner

Canadian Resource Center (CRC) shall aim at providing up-to-date and accurate information about Canada focussing on contemporary and past scientific issues and works.

5) Bank Indonesia (BI) Corner

The corner shall provide various books on finance, banking, management, business and reports published by Bank Indonesia.

g. Information, promotion and cooperation services.

The service shall relate to Information Desk, Membership Card making, reading card services,

kartu sakti services, library friends, and inter-library cooperations.

h. Library Free Service

Library free shall be required by students who are about to take leave or attend graduation.

i. Electronic-Based Locker Key Service.

The service shall provide locker key loaning to store bags, jackets, and others. Locker key loaning with a "*dealkey*" electronic system shall be served only by showing a valid Student Card/Member Card.

j. Independent Upload of Final Projects (Essays, Theses, and Dissertations) of Students of the State Islamic University Sunan Kalijaga Yogyakarta at the page: http://librarians.uin-suka.ac.id.

Academicians of the State Islamic University Sunan Kalijaga academics intending to use the services mentioned above shall have Student Card.

2. Information Technology and Database Centre

Information Technology and Database Centre shall be a technical implemental unit in the field of computers and information systems. The unit shall be lead by the head appointed by the Rector, existing under and directly responsible to the Vice Rector for General Administration, Planning, and Finance. Information Technology and Database Centre shall be assigned

to manage and develope management information system, network and application development and maintenance, database management, other technology development, and network cooperation. Services provided by the Information Technology and Database Centre shall be:

a. ICT Training Services to Students and the Public.

b. ICT Certificate Services to Students and the Public.

c. Internet Access Service.

d. Email Account Service.

e. Information System Management Services (Academic, E-Learning, CBT, Library, Administration, Executive, Media, and others).

f. IP Telephone Service.

g. IP TV Broadcast Service.

h. IP Camera Service.

i. Google Corner and Live@Edu Corner services.

3. Language Development Centre

Language Development Center shall be a technical implemental unit in the field of language development. Language Development Center shall be lead by the Head appointed by the Rector, existing under and directly responsible to the Vice Rector for Academic and Institutional Development. Language Development

Center shall be assigned to hold language trainings and development for the academicians of the State Islamic University Sunan Kalijaga Yogyakarta. Services provided by the **L**anguage Development Center shall be among others:

a. Holding Arabic and English trainings for students, lecturers, and education staff of the State Islamic University Sunan Kalijaga Yogyakarta.

b. Holding Arabic and English trianings or courses for the public (school/Islamic school students, hajj/umrah pilgrims, Indonesian migrant workers, and others).

c. Holding IKLA (TOAFL), TOEC (TOEFL) tests and UPBI (Indonesian Language Mastery Test) on a regular basis.

d. Holding translation services such as abstracts, diplomas, passports, visas, and other documents in Arabic and English.

e. Holding Indonesian language training for prospective foreign students (Matriculation of Indonesian Language).

f. Rental of theatrical buildings to the public.

g. Holding (Standard 6.5), TOEFL (Standard 550), TOAFL (Standard 550) IELTS trainings to prepare for Postgraduate/Doctorate programs overseas.

4. Business Development Centre

Business Development Centre shall be a technical implemental unit in the field of business development. Business Development Centre shall be lead by the Head appointed by the Rector, existing under and directly responsible to the Vice Rector for General Administration, Planning and Finance. Business Development Centre shall be assigned to make business management, marketing, development and cooperation within the State Islamic University Sunan Kalijaga Yogyakarta. Business Development Centre shall manage several business units, among others:

a. Hotel University

Hotel University shall be a building built by the State Islamic University Sunan Kalijaga functioning as lodging, meeting or training place. The hotel stands majestically at Jl. Anggrek No. 137D, Depok, Yogyakarta, Indonesia. The location of the hotel is very strategic, only 10 minutes from the International Airport Adisucipto Yogyakarta.

b. Property Management

Property Management shall be a business unit managing building assets for rent to customers, covering:

1) Multipurpose Building

   Multipurpose Building shall be a multipurpose building. The main function of the building shall be to support academic activities within the State Islamic University Sunan Kalijaga, such as graduation activities, general lectures, and scientific seminars. However, outside of academic activities, the building can be used for various community, individual, or other institutional activities outside the State Islamic University, such as for wedding celebrations, promotions of business products, entrepreneurship seminars, trainings, art and culture exhibitions, scientific and physical competitions, and others.

2) Club House

   Club House (CH) shall be a lodging & convention place with a unique campus atmosphere. CH is right inside the State Islamic University Sunan Kalijaga complex. The main function of the building shall be a lodging or transit place for the invitees of the State Islamic University Sunan Kalijaga in academic activities, both those from inside and outside the country. In addition, CH can be used as a lodging place by anyone who wants to experience the atmosphere of education within the State Islamic University Sunan Kalijaga and in Yogyakarta. CH can also be used for training activities.

3) Campus Service Centre (CSC)

CSC shall be a business complex within the State Islamic University Sunan Kalijaga. The complex shall be in the form of a three-story building consisting of rooms rented out to third parties. A number of business units existing in the complex shall be among others mini markets, bookstores, postal delivery services, and telecommunications stalls. The three business units shall be the property of the Student Cooperative (Kopma). In addition, mini market being the property of the Public Servants of the State Islamic University Sunan Kalijaga exists in the CSC's complex. A number of bank service offices, among others Bank Mandiri Syariah, Bukopin, BRI, BPD, and BNI exist in the CSC's complex. Souvenir & Calligraphy Centre exists on the third floor of the CSC's building.

4) Convention Hall

Conventian Hall shall be a building for academic activities, such as doctoral promotions, seminars, workshops, symposia, general studios, and others on a national and international scale. The main function of the building shall be to support academic activities within the State Islamic University Sunan Kalijaga. In addition, the building can also be used for various large-scale institutional activities by

the external parties of the State Islamic University Sunan Kalijaga.

5) Staff Housing

Staff Housing shall be a housing complex adjacent to the Club House, functioning as a transit or lodging place to important guests of the State Islamic University Sunan Kalijaga. Staff Housing shall consist of four houses.

However, two of the houses are temporarily used as offices for the Business Development Center and Center for University Management Studies.

6) Sports Venue

Sport Venue shall be a sport facility complex for the academicians of the State Islamic University Sunan Kalijaga and the public. The Sport Venue shall consist of a number of sports facilities, among others jogging track, futsal building, outdoor tennis court, and indoor tennis building and arena.

c. Canteen and SUKA-Resto

The University's canteen shall be a restaurant combined with food court located next to the integrated parking lot of the State Islamic University Sunan Kalijaga. With a wide and open area, the canteen is also suitable as a place to relax while enjoying food. The food court located in the canteen area is also suitable for a place to promote food or beverage products. Meanwhile, SUKA-

Resto shall be the University's restaurant located on the ground floor of the Religion Laboratory of the State Islamic University Sunan Kalijaga (Mosque) and open to the public.

d. Polyclinic

Polyclinic shall be a medical service for the academicians and the public. The polyclinic shall provide general practitioner, dentist, minor surgery, minor surgical action services, and emergency services. In addition, there are medical supporting services, such as radiology, electrocardiogram (ECG), and laboratory examination services covering: complete blood, routine urine, routine feces, blood glucose, uric acid, cholesterol, drugs checks. The polyclinic also provides physiotherapy services by using various heat, cold, exercise therapies, and electrical stimulation. The services shall cover: treatment with infrared rays, TENS, ultrasonic, occupational therapy, baby massage, inhalation therapy. The polyclinic also provides internal prescription services in accordance with the quality assurance of genuine medicines and affordable prices.

e. SUKA-Press

SUKA-Press shall be a publishing institution of the State Islamic University Sunan Kalijaga. SUKA-Press shall function as a medium of expression, self-

development, and promotion for the academicians of the State Islamic University Sunan Kalijaga and the public through the publication of the quality scientific works with academic value. SUKA-Press shall have three main programs. Firstly, collecting, selecting, publishing, and distributing scientific works produced by the academicians of the State Islamic University Sunan Kalijaga and those outside the campus. Secondly, developing resources and sharpening the potentials of the academicians of the State Islamic University Sunan Kalijaga in the field of writing. Thirdly, making mutually-benefiting cooperation with other institutions in the field of publication. SUKA-Press publications are generally scientific development works originating from the results of scientific researches.

f. Kindergarten Roudlotul Athfal

Kindergarten Roudlotul Athfal shall be managed by Dharma Wanita Persatuan of the State Islamic University Sunan Kalijaga under the coordination of the Business Development Centre.

g. Early Childhood Education Griya Nanda

Early Childhood Education Griya Nanda of the State Islamic University Sunan Kalijaga shall be managed by a Management Team with master's degree certificate and executives consisting of the Head, S1 educators

with bachelor's degree certificate competent in the field of Early Childhood Education, culinary clerks, and security and cleaning staff.

C. Laboratories

All Departments/Study Programs at the State Islamic University Sunan Kalijaga Yogyakarta shall use laboratory facilities that are in accordance with the disciplines developed. Therefore, laboratories can be used by all Departments/Study Programs. For example, Study Program in the clump of Science and Technology requires both physical and management laboratory facilities. The laboratories are the same for all Study Programs at the Faculty of Science and Technology and other Study Programs with certain courses requiring the same.

Department of Arabic Education, Department of Arabic Language and Literature and other foreign languages require language facilities/laboratories that can be used together. Department/Study Program in the field of education and teacher affairs and Department/Study Program of Library Science require educational laboratory facilities in the form of educational institution (laboratory Islamic school). Likewise, similar study programs of the like require coordination in utilizing the laboratories.

The types of laboratories can be identified as follows:

1. Library Science Study Program Computer laboratory.

2. Language Laboratory consisting of software and hardware.

3. Da'wah Laboratory consisting of Graphic Laboratory, Audio Laboratory, Audio Visual Laboratory, Counseling Laboratory, Da'wah Management Laboratory, and Community Development and Social Welfare, as well as Da'wah Technology Development Centre Laboratories.

4. The Sharia and Law Laboratory consisting of Pseudo Justice Session Laboratory, Astronomy Science Laboratory, and Computer and Mini Sharia Bank Laboratory.

5. Educational Laboratory consisting of micro teaching, educational media development, and educational institutions from pre-school level, elementary level and secondary level.

6. Laboratory of the Faculty of Ushuluddin and Islamic Thought consisting of Religion and Local Culture (Label) Laboratory, "Hikmah" Philosophy (Labfil Hikmah) Laboratory, Institute for the Study of the Qur'an and Hadith (LSQH) and Sociology of Religion Laboratory (Labsa).

7. Mathematics and Informatics Engineering Laboratory, namely: Programming Laboratory,

Network Laboratory, Multimedia Laboratory, Self-Development Laboratory.

8. Physics Laboratory, namely: Basic Physics, Electronics, Thermodynamics, Aerophysics, Wave Physics and Core Physics Laboratory.

9. Chemistry laboratory consisting of Basic Chemistry, Organic Chemistry, Inorganic Chemistry, Analytical Chemistry and Biochemistry laboratory.

10. Biology Laboratory consisting of Basic Botany, Zoology, Microbiology, Biotechnology/Tissue Culture, Plant Physiology, Animal Physiology, Embryology and Green House Laboratory.

11. Industrial Engineering Laboratory consisting of Production Process, Measurement, Production System Laboratory, Industrial System Development and special topics Laboratory, Work System Design and Ergonomics Laboratory, and Computer-Based Decision Support System-Based Laboratory.

12. Psychology Laboratory consisting of software and hardware, namely Physiological Psychology, Experimental Psychology, Developmental Psychology, Educational Psychology and Psychometrics, Religious and Social Psychology, Clinical Psychology, Industrial and Organizational Psychology, Psychodiagnostic Psychology, and Life Laboratories.

13. Communication Science Laboratory consisting of software and hardware, namely Animation Laboratory, Advertising Laboratory (Indoor-Outdoor), Production Room Laboratory (audio-video), Public Relation Laboratory, Advertising Monitoring Room.

14. Sociology Laboratory consisting of software and hardware, namely Life Laboratory.

15. Laboratory of the Faculty of Islamic Economics and Business consisting of the Sharia Banking (Mini Syari'ah Banking) Laboratory, Computer Laboratory, Accounting Laboratory, and Taxation Laboratory.

CHAPTER VI
CLOSING

This University Academic Guidebook shall be prepared as an operational guide in the administration of education at the State Islamic University Sunan Kalijaga Yogyakarta for the undergraduate students, lecturers, and teachers. The provisions contained herein shall apply to all undergraduate students of the State Islamic University Sunan Kalijaga Yogyakarta except some provisions specifically regulated for students of certain classes as the grading system listed in Chapter III point J applied to students starting from the classes 2016/2017 and the previous classes who have used a curriculum referring to the INQF, NHES.

Provisions not yet regulated herein shall be regulated separately by the faculties, institutions, technical implemental units and the relevant units.

STATE ISLAMIC UNIVERSITY

SUNAN KALIJAGA

YOGYAKARTA