

**THE DECREE OF RECTOR OF INSTITUT TEKNOLOGI KALIMANTAN
NUMBER 5 OF 2020
ON
THE ACADEMIC REGULATIONS OF INSTITUT TEKNOLOGI KALIMANTAN
WITH THE GRACE OF GOD ALMIGHTY
RECTOR OF INSTITUT TEKNOLOGI KALIMANTAN,**

Considering:

- a. That in the framework of implementing Article 4 of the Regulation of the Ministry of Education and Culture Number 3 of 2020 on the National Standard of Higher Education, it is necessary to set up an official guideline to hold undergraduate programs in Institut Teknologi Kalimantan;
- b. That in accordance with point (a) above, a Rector's Decree on the Academic Regulations of Institut Teknologi Kalimantan needs to be published;

In view of:

1. The Law Number 20 of 2003 on the System of National Education;
2. The Government Regulation Number 17 of 2010 on Education Management and Administration;
3. The Law Number 12 of 2012 on Higher Education;
4. The Government Regulation Number 4 of 2014 on the Implementation of Higher Education and Management of Higher Education;
5. The Presidential Regulation Number 125 of 2014 on the Establishment of Institut Teknologi Kalimantan;
6. The Regulation of The Ministry of Research, Technology and Higher Education Number 40 of 2015 on the Organization and Governance of Institut Teknologi Kalimantan;
7. The Regulation of The Ministry of Research, Technology and Higher Education Number 6 of 2017 on the Statute of Institut Teknologi Kalimantan as revised into the Regulation of The Ministry of Research, Technology and Higher Education Number 25 of 2017;
8. The Regulation of The Ministry of Education and Culture Number 3 of 2020 on The National Standard of Higher Education;

9. The Regulation of The Ministry of Education and Culture Number 6 of 2020 on The New Students Admission;
10. The Regulation of The Ministry of Education and Culture Number 7 of 2020 on The Establishment, Amendment, and Dismissal of State-owned University and The Establishment, Amendment, and License Revocation of Private-owned University;
11. The Decree of the Minister of The Ministry of Research, Technology, and Higher Education Number 835/M/KPT.KP/2018 on the Inauguration of Professor Budi Santosa, M.S., Ph.D as the Rector of Institut Teknologi Kalimantan;

HAS DECIDED TO:

Stipulate : RECTOR'S DECREE ON THE ACADEMIC REGULATIONS OF
INSTITUT TEKNOLOGI KALIMANTAN

CHAPTER I
GENERAL REQUIREMENTS

Article 1

GENERAL DEFINITIONS

- (1) Institut Teknologi Kalimantan, hereinafter referred to as ITK, is a university organized by the Ministry of Education and Culture. ITK is under and responsible to the Ministry of Education and Culture.
- (2) Rector is the chancellor for ITK who leads the implementation and management of ITK.
- (3) The Head of the Department is the highest leader of the Department within ITK who is authorized and responsible for the management of the Department.
- (4) Department is a collection of resources supporting study programs in 1 (one) field of study in science and technology disciplines and resource management.
- (5) The Study Program Coordinator is the highest leader of the Study Program within the Department who organizes educational programs.
- (6) Study Program is a unit of educational and learning activities that has a certain curriculum and learning method in a single type of academic education.
- (7) Student candidates are participants in the selection of student enrollments who have been declared admitted.
- (8) Students are scholars who are registered and studying at ITK.
- (9) Partners are universities, industries, or institutions at home and abroad that have a memorandum of understanding and/or institutional agreement with ITK.
- (10) The Joint Preparation Phase (*Tahap Persiapan Bersama*), hereinafter referred to as TPB, is a learning stage scheduled for the first two semesters of the undergraduate program curriculum.
- (11) The Undergraduate Phase (*Tahap Sarjana*) is the learning stage after the preparation phase which is scheduled for six semesters, starting from the third semester to the eighth semester in the curriculum of undergraduate program.
- (12) The curriculum is a sequence of planned experiences and regulations regarding undergraduate learning outcomes, study materials, processes, and assessments used as guidelines for the implementation of study programs at ITK.

- (13) Distance Learning (*Pembelajaran Jarak Jauh*), hereinafter abbreviated as PJJ, is a teaching and learning process carried out remotely through the use of various communication media.
- (14) Credit Units (*Satuan Kredit Semester*), hereinafter abbreviated as SKS, are the amount of time for learning activities charged to students per week per semester in the learning process through various forms of learning or the amount of recognition for the success of students' efforts participating in curricular activities in a study program.
- (15) The campus life system is a combination of etiquette and discipline, which guides all student activities, regulations governing rights, obligations, prohibitions, punishments, and guidance to create a campus life that is safe, peaceful, orderly, and disciplined.
- (16) Academic activities are learning activities inside and/or outside lecture halls, studios and/or laboratories, working on assignments, evaluating learning, and their accompanying administrative activities.
- (17) Credit transfer is an acknowledgment of a number of credits obtained by a student during student exchange program.
- (18) Student exchange is an academic activity carried out by students outside of ITK, either through a cooperative scheme or individually with a minimum duration of one semester.
- (19) Institutional Academic English Test (*Ujian Bahasa Inggris Mandiri*) ITK, hereinafter referred to as IAET, is an English proficiency test held individually by ITK as one of the requirements for student graduation.
- (20) Student activities are individual activities or student groups/organizations carried out in the context of education and self-development as students.
- (21) Character development activities are student activities carried out in a structured or sporadic manner related to caring for others and encouraging patriotic attitudes.
- (22) Reasoning and scientific activities are student activities that can foster a scientific attitude, stimulate creativity and innovation, improve the ability to research and write scientific papers, and improve professional comprehension.
- (23) Organizational and leadership activities are student activities that aim to provide organizational management and leadership experience.
- (24) Interest and talent-inducing activities are student activities that carried out in a structured manner to develop talents and interests including sports and arts.

- (25) Entrepreneurial activities are student activities that aim to provide an entrepreneurial learning experience.
- (26) Student Activity and Achievement Credit Unit (*Satuan Kredit Kegiatan dan Prestasi Mahasiswa*), hereinafter abbreviated as SK2PM, is a unit of activity credit obtained by ITK students after participating in extracurricular activities.
- (27) Violation of the academic code of ethics is a violation of ethics related to academic activities within the ITK environment or outside.
- (28) Tuition Fees consist of a single tuition fee (*Uang Kuliah Tunggal/UKT*) and/or Institutional Development Donations (*Sumbangan Pengembangan Institusi/SPI*).

CHAPTER II EDUCATION PROGRAM

Article 2

The Definition of Education Program

- (1) ITK organizes academic education programs in a number of specific scientific and/or technological disciplines.
- (2) The academic education program is an undergraduate program (strata-1).
- (3) ITK can provide professional education in accordance with the provisions of the law.

CHAPTER III STUDENT ADMISSION

Article 3

Student Admission Paths

- (1) Admission of new undergraduate students at ITK is carried out with the principles of fairness, accountability, flexibility, efficiency, and transparency.
- (2) The admission path for new undergraduate students at ITK is carried out through:

- a. National Entrance Selection for State Universities (*Seleksi Nasional Masuk Perguruan Tinggi Negeri/SNMPTN*) whose provisions are regulated by Ministerial regulations.
 - b. Joint Entrance Selection of State Universities (*Seleksi Bersama Masuk Perguruan Tinggi Negeri/SBMPTN*) whose provisions are regulated by Ministerial regulations.
 - c. Independent selection (*Seleksi Mandiri*) is an admission test consisting of general and cooperation path whose provisions are regulated independently by ITK.
- (3) The capacity of new students for every academic year in each study program is decided by the Rector's Decree.

Article 4

Re-registration Requirements

- (1) New student candidates must register themselves by fulfilling the following requirements:
- a. Passed the selection of new student admission;
 - b. Is not currently registered as an ITK student;
 - c. Paid the tuition fees required;
 - d. Completed the requirements determined by ITK;
 - e. Fulfilled the health requirements determined by ITK;
 - f. Filled out and signed a statement of willingness to comply with and carry out all the regulations set by ITK.
- (2) New student candidates who do not meet the requirements as referred to in paragraph (1) are considered to have resigned.

Article 5

Transfer Student from Overseas Universities

- (1) ITK can accept transfer students from overseas universities for the same accredited study program.
- (2) The implementation of transfer student admissions is carried out at the beginning of each academic year by considering the capacity of the intended department/study program and the learning progress obtained from the previous university.

- (3) Students who are interested in transferring must submit an application to the Rector accompanied by an equivalency letter from the Ministry in charge of higher education, transcripts during study in the previous study program, a statement from the head of the previous university regarding the status in question, and the reason for transferring.
- (4) Students whose transfer applications are approved must re-register and accept the required study load that must be taken at ITK through an equivalence process approved by the study program coordinator.
- (5) For transfer students, the following conditions also apply:
 - a. Conduct equalization to the ministry in charge of higher education.
 - b. Not forced college dropouts and have never received and/or are undergoing academic punishment from the previous university.
 - c. Students are subject to a probationary period for two consecutive semesters with a study load of pre-determined 36 credits;
 - d. The score of each course during the probationary period is at least C. If these conditions are not met, students are not allowed to continue their studies;
 - e. The number of credits of study load during the probationary period is calculated to determine the GPA and graduation predicate.
 - f. The study load that must be taken at ITK is at least 50 percent of the total study load, including the final project/undergraduate thesis.
 - g. The study period at the previous university is taken into account in the calculation of the study time limit at the ITK.

Article 6

Transfer Student from Domestic Universities

- (1) ITK can accept transfer students from other state universities for the same accredited study program.
- (2) The implementation of transfer student admissions is carried out at the beginning of each academic year by considering the capacity of the intended department/study program and the learning progress obtained from the previous university.

- (3) Students who are interested in transferring must submit an application to the Rector accompanied by the transcript during their study in the previous study program, a letter from the head of the previous university regarding the status in question, and the reason for the transfer.
- (4) Students whose transfer applications are approved must re-register and accept the required study load that must be taken at ITK through an equivalence process approved by the head of the department.
- (5) For transfer students, the following conditions also apply:
 - a. Not forced college dropouts and have never received and/or are undergoing academic punishment from the previous university;
 - b. Students are subject to a probationary period for two consecutive semesters with a study load of pre-determined 36 credits;
 - c. The score of each course during the probationary period is at least C. If these conditions are not met, students are not allowed to continue their studies;
 - d. The number of credits of study load during the probationary period is calculated to determine the GPA and graduation predicate.
 - e. The study load that must be taken at ITK is at least 50 percent of the total study load, including the final project/undergraduate thesis.
 - f. The study period at the previous university is taken into account in the calculation of the study time limit at the ITK.

Article 7

Transfer within Study Programs

- (1) Transfer of study programs is the transfer of students from one study program to another at ITK, with the following conditions:
 - a. Passed the selection of new student admission;
 - b. Students get permission from the Departments and Study Programs that are left or intended.
 - c. There is no additional study period due to the change of study program.

- d. The opportunity to change study programs is allowed only once at the end of the first year.
- (2) Students who will transfer study programs submit an application containing the reasons for transferring to the Rector, acknowledged by the Head of the Department of the previous study program, and accompanied by an Approval Letter from the Head of the Department of the intended study program.
- (3) If the academic requirements are met, the Rector shall ask for the opinion of the Head of the Department - both the original department and the intended department.
- (4) The decision to transfer will be given by the Rector or the assigned official.
- (5) Submission of application for study program transfer is carried out no later than four weeks before the advisory meeting of the next semester.
- (6) If the application is approved, the transfer student will get a new Student Identification Number according to the year of entry.
- (7) The length of study in the former department/study program is calculated in the intended department/study program and subject to curriculum adjustments.

CHAPTER IV CAMPUS LIFE

Article 8 Campus Life System

- (1) The Campus Life System aims to:
- a. Ensure the maintenance of campus life that supports the implementation of the Tri Dharma of Higher Education and other supporting activities properly on campus.
 - b. Ensure the achievement of a harmonious, orderly, and polite campus life.
 - c. Provide the foundation and guidelines for students as members of the scientific community and campus residents to behave and function in daily life on campus so that students can continuously develop science and technology based on noble character, moral principles, and scientific ethics.
 - d. Provide the basis and guidelines for the imposition of sanctions for violations of the provisions that have been set.
- (2) The Campus Life System binds students in carrying out their activities both inside and outside the campus, as long as the activities carried out are directly and indirectly related to the provisions enforced at the ITK

(3) Direct activities, as referred to in paragraph 2, are activities related to academic activities and student activities.

(4) Indirect activities, as referred to in paragraph 2, are activities that are not directly related to academic and student activities but can have impacts on the academic activities, student activities, and the reputation of ITK.

(5) Matters that have not been regulated in this provision will be regulated in the campus life regulations.

CHAPTER V ACADEMIC CURRICULUM AND CALENDAR

Article 9 Curriculum

(1) The curriculum is designed to meet the learning outcomes of study program graduates and is oriented towards the future.

(2) The formulation of graduate learning outcomes is used as the focal reference for developing learning content standards, learning process standards, learning assessment standards, lecturers and education staff standards, learning facilities and infrastructure standards, learning management standards, and learning financing standards

(3) The depth and breadth of learning materials for a course must support the attainment of learning outcomes for graduates of study programs, and the level of attainment can be measured and regulated in the form of credits;

(4) The preparation of the curriculum is regulated in the ITK Curriculum Preparation Guidelines which are stipulated through the Rector's Decree

(5) The curriculum of the study program is regulated through the Rector's Decree.

Article 10 ITK Academic Calendar

(1) All educational activities refer to the Academic Calendar determined by the Rector.

(2) The ITK academic community must understand and comply with the schedule in the Academic Calendar.

(3) Negligence in paying attention to the Academic Calendar cannot be exploited as an excuse to change the schedule of educational activities.

(4) The implementation of all academic activities by the ITK academic community, both curricular and non-curricular, must refer to the ITK Academic Calendar.

CHAPTER VI ACADEMIC ACTIVITIES

Article 11 Academic Activity Assistance

- (1) Students have the right to obtain academic activity services following the Standard Operating Procedures applicable at ITK.
- (2) To study at ITK, students are required to take part in academic activities based on the ITK's academic calendar.
- (3) To participate in academic activities, each student is required to re-register by paying tuition fees and filling out an online Study Plan Form (FRS) at the beginning of each semester according to the academic calendar.
- (4) Students who resign at their request are regulated by the Rector's Decree.
- (5) Students who do not re-register until the stipulated time limit are prohibited to participate in all academic activities during the semester.
- (6) Students who do not re-register for two consecutive semesters will be deemed to have resigned through the Rector's Decree.

Article 12 Academic Advisory

- (1) Academic advisory must be conducted at least three times per semester
- (2) Each advisors obliged to
 - a. Assist students in preparing study plans and student activities for the upcoming semester to support the success of their studies
 - b. Monitor the development of studies and student activities from the first semester until the student graduates.
 - c. Identify academic problems and guide students during their education.
- (3) The advisory schedule at the beginning of the semester listed on the ITK Academic Calendar must be adhered to by all ITK students.
- (4) Student academic advisory considers, among others:
 - a. Study program curriculum and prerequisites for each course.

- b. The linkage between one course and another, although it is not a prerequisite.
- c. Students' abilities, academic achievements, and interests
- d. Student activities

(5) Each student can take several courses with a credit load following the academic achievement of the previous semester with the approval of the advisor and outlined in the form of a study plan each semester.

(6) At the beginning of each semester, students must prepare a study plan with their advisor and the study plan is disclosed in the online FRS.

Article 13 Student Active Status

(1) Students are declared active if they have fulfilled administrative requirements, paid tuition fees, attended academic advisory, and participated in all teaching and learning processes in the current semester.

(2) A student is declared inactive if the student does not re-register and plan a study with the advisor without permission.

(3) Inactive students who want to be active again must submit a written application to the Rector.

(4) Students who are not active are required to continue to pay UKT (tuition fee).

(5) Students declared taking a study break, if based on justifiable reasons, cannot participate in academic activities based on the student's request and permission from the Rector.

(6) Study break period is not counted as a study period.

(7) Students are not allowed to take a study break for more than two semesters in a row.

(8) Students with study break status do not pay tuition fees.

(9) Non-active students and students on break are not entitled to academic services.

Article 14 Study plan

(1) Students can change/add/cancel a course already listed in the online Study Plan Form (FRS) with the approval of the advisor.

(2) The opportunity to change and/or add a course is provided for the first 3 (three) weeks of the ongoing semester.

(3) Cancellation of a course can be carried out on the 7th week of the current semester.

Article 15 **Teaching and Learning**

(1) Students are entitled to participate in a teaching and learning activity for each subject every semester.

(2) Students are entitled to receive at least 90% of the number of learning activities scheduled in one semester.

(3) Lecturers with less than 90% attendance must replace the missing learning activities until they meet the target.

(4) Monitoring the attendance of lecturers and students in learning activities is carried out once every 4 (four) weeks.

(5) Students can submit complaints related to the process and results of learning to the Study Program Coordinator in a procedure that is further regulated in the Standard Operating Procedure (SOP).

Article 16 **Learning methods**

(1) Learning methods can be chosen accordingly for the implementation of subject learning, including group discussions, simulations, case studies, collaborative learning, cooperative learning, project-based learning, problem-based learning, or other learning methods that can effectively facilitate the attainment of graduate learning outcomes.

(2) The learning process must be carried out in a systematic and structured manner through various courses with a measurable learning outcome.

(3) The learning process is required to use effective learning methods following the characteristics of the courses to achieve the specified basic skills to attain the graduate learning outcomes.

Article 17 **Learning Mode**

(1) Learning can take the form of lectures, responses and tutorials, seminars, practicums, studio practices, workshop practices, field research practices, student exchanges, internships, entrepreneurship, community service, practical work, and final assignments.

(2) Learning in the form of research, design, or development are student activities under the guidance of lecturers in the context of developing attitudes, knowledge, skills, authentic experiences, as well as improving community welfare and national competitiveness.

(3) The mode of learning, as referred to in paragraph (1), can be carried out within the Study Program and outside the Study Program.

(4) The mode of learning outside the Study Program, as referred to in paragraph (3), is a learning process consisting of:

- a. Learning in other study programs at ITK;
- b. Learning in the same study program at other universities;
- c. Learning in other study programs at other universities; and
- d. Learning in non-university institutions.

(5) The learning process outside the Study Program, as referred to in paragraph (4) letter b, letter c, and letter d, is carried out based on a cooperation agreement between ITK and Tertiary Education Institutions or other related institutions, and the results of the study are recognized through a credit transfer mechanism.

(6) The learning process outside the Study Program, as referred to in paragraph (4), is an activity within the program that can be regulated by the Ministry and/or the Rector.

(7) The learning process outside the Study Program, as referred to in paragraph (4), is carried out under the direction of the lecturers.

(8) Further provisions regarding the mode of learning will be further regulated in the Rector's decision

Article 18 **Implementation of Distance Learning (PJJ)**

(1) PJJ can be held in the form of courses in a Study Program

(2) PJJ in the form of courses is held based on the Rector's permission after obtaining the senate's consideration

(3) If PJJ is in the form of courses, the credits can be transferred

(4) PJJ has characteristics, such as

- a. open,
- b. independent learning,
- c. learn anywhere and anytime, and
- d. based on information and communication technology

(5) Open, as referred to in paragraph (4), is a teaching and learning process that is held flexibly in terms of:

- a. delivery method,
- b. program completion time,
- c. cross-unit,
- d. paths and types of education (multi-entry multi-exit system),
- e. without limiting nationality and age,
- f. places and ways of learning, and
- g. learning outcomes assessment period

(6) Independent learning, as referred to in paragraph (4), is a process, portion, and control of learning determined by students according to their respective conditions and learning speed.

(7) Learning anywhere and anytime, as referred to in paragraph (4), is flexible due to PJJ characteristics of being open and independent.

(8) Based on information and communication technology, as referred to in paragraph (4), it is a must for PJJ to apply information and communication technology appropriately to facilitate communication and learning interaction between lecturers and students.

(9) Provisions related to PJJ are further regulated in the Rector's decision

Article 19 **Semester Credit System (SKS) and semester credit units (sks)**

(1) The education administration system uses the Semester Credit System (SKS) which is defined as a system for providing education using semester credit units (sks) to state the student's study load, lecturer workload, and program administration load.

(2) Semester is a unit of time for the effective learning process for at least 16 (sixteen) weeks of lectures or other scheduled activities, including mid-semester examinations and end-semester examinations.

(3) One academic year consists of 2 (two) semesters and ITK can hold intermediate semesters.

(4) The intermediate semester, as referred to in paragraph (3), is held:

- a. for 8 (eight) weeks;
- b. student's study load is a maximum of 9 (nine) credits (sks); and
- c. referred to the student's study load to meet predetermined learning outcomes.

(5) The intermediate semester is held in the form of face-to-face lectures at least 16 (sixteen) times, including the intermediate mid-semester examination and the intermediate end-semester examination.

- (6) Provisions for holding intermediate semesters are regulated in the Rector's decision
- (7) The period and study load for administering the Education program is a maximum of 7 (seven) academic years for undergraduate programs with a student's study load of at least 144 (one hundred and forty-four) credits (sks).

Article 20

The description of credit (sks)

- (1) 1 (one) credit in the lecture learning process, responses, and tutorials consists of:
- teaching and learning process 50 (fifty) minutes per week per semester
 - structured-task activities for 60 (sixty) minutes per week per semester
 - independent learning for 60 (sixty) minutes per week per semester
- (2) 1 (one) credit in seminar lecture or other kinds of similar instructional activities, including
- Learning process activities for 100 (a hundred) minutes per week per semester
 - Independent activities for 70 (seventy) minutes per week per semester
- (3) 1 (one) credit in instructional activities in the form of practicum, studio practicum, workshop practicum, designing, or development, military training, student exchange, internship, entrepreneurship, and/or community services is quantified for 170 (a hundred and seventy) minutes per week and per semester
- (4) The calculation of study load in a module system or other forms is determined according to the need of achieving learning objectives.

Article 21

Credit Load (sks)

- (1) Bachelor degree requires study load of 144 credits scheduled throughout eight semesters, and distributed in joint preparatory classes (TPB) for 36 (thirty six) credits in two semesters, and bachelor courses consisting of 108 (a hundred and eight) credits scheduled in six semesters.
- (2) A student whose study load in a bachelor program achieving high academic distinction, after 2 (two) semesters in the first year can enroll 24 (twenty four) credits at maximum per semester in the following semester.
- (3) The student's enrollment duration and study load as stated in article 18 verse (6) can be carried out as follow:
- enrolling the whole instruction process of study program instruction in accordance with study duration and study load; or
 - Enrolling the instruction process of study program to fulfill a part of study duration and study load and the rest subjected to enrollment to an instruction outside study program as stated in article 20 verse (5).
- (4) To fulfill enrollment duration and study load during instruction process as stated in article 17 verse (5), the measures are:
- enrolling study program based instruction by at least 4 (four) semesters and 11 (eleven) semesters at most;

- b. enrolling courses in other study programs in ITK by 1 (one) semester or equal to 20 (twenty) credits; and
- c. Enrollment within 2 (two) semesters or equal to 40 (forty) credits consisting of:
 - I. Instruction in an equivalent study program in other higher education institutions
 - II. Instruction in a different study program in other higher education institutions
 - III. Instruction in a non-higher degree institution

Article 22
Credit Transfer

- (1) Credit transfer must be in compliance with the student's study load and graduate study achievement that has been obtained.
- (2) Credit transfer must obtain consent from the chief of study program
- (3) Further provisions related to credit transfer are regulated in Rector's decree

CHAPTER VII
INSTRUCTIONAL ASSESSMENT

Article 23
Assessment and Results of Instructional Assessment

- (1) The principle of instructional assessment includes educative principle, authenticity, objectivity, accountability, and transparency carried out integratedly.
- (2) The result of students' learning is a part of the process to determine their academic achievement.
- (3) Student's instructional assessment is delivered at least 4 (four) times, and the final result is stated with number and letter values.
- (4) Instructional assessment is designed based on learning achievement, thus it can be used as a parameter of instructional attainment level of courses.
- (5) Assessment techniques consist of observations, participations, presentations, written tests, spoken tests, and surveys.
- (6) Assessment instruments consist of process evaluation in the form of rubrics and/or an assessment result as in portfolios or design work.
- (7) The assessment mechanisms are as follow:
 - a. Preparing, conveying, agreeing on stages, techniques, instruments, criteria, indicators, and assessment weights between the appraiser and the assessed in accordance with the learning objectives.
 - b. Performing assessment procedures according to stages, techniques, instruments, criteria, indicators, and assessment weights which conveys assessment principles.
 - c. Offering feedback and opportunities to solicit assessment results to the students.
 - d. documenting assessment process and students' learning outcomes transparently and accountably.

- (8) The final result is the integration between a number of techniques and assessment instruments being used.
- (9) Assessment measurement scale of student's learning result is depicted as follow:

Number Value	Letter Value	Numerical Value	Descriptor
$86 \leq \text{Value} = 100$	A	4	Very High Distinction (VHD)
$76 \leq \text{Value} < 86$	AB	3.5	High Distinction (HD)
$66 \leq \text{Value} < 76$	B	3	Distinction (D)
$56 \leq \text{Value} < 66$	BC	2.5	Credit (C)
$51 \leq \text{Value} < 56$	C	2	Pass (P)
$41 \leq \text{Value} < 51$	D	1	Marginal (M)
$0 = \text{Value} < 41$	E	0	Fail (F)

- (10) The results must be released to the students no later than 2 (two) week calendar after the assessment is administered.

Article 24

Learning Achievement Measures and Credit Enrollment Policy

- (1) The assessment result of a graduate's learning achievement in every semester is stated as Semester Achievement Index (SAI).
- (2) The assessment result of a graduate's learning achievement in the end of study program is stated as Cumulative Achievement Index (CAI).
- (3) The level of student's academic achievement to have an effect on graduate predicate is determined by CAI
- (4) The value of SAI and CAI is calculated as follow:

$$SAI = \frac{\sum_{s=1}^m K_s x N_i}{\sum_{s=1}^m K_i}$$

$$CAI = \frac{\sum_{k=1}^n K_k x N_i}{\sum_{k=1}^n K_k}$$

Descriptor:

- N : numerical value of evaluation result from each course
 Ks : The number of credits of each course in a semester

- Kk : The number of credits of each course from the beginning to the last semester without 'E' (Fail) score
M: The number of courses that have been enrolled in a semester
N: The number of courses that have been enrolled from the beginning to the last semester without 'E' (Fail) score

- (5) The first year students in the bachelor degree are bound to enroll in all courses restricted within semester I (one) and II (two).
(6) The students of bachelor degree on semester III (three) and the following, their study load is determined by SAI gained from the previous semester, referring to a table as follow:

No.	SAI	Maximum Study Load
1	$SAI < 2.50$	18 credits
2	$2.5 \leq SAI < 3$	20 credits
3	$3 \leq SAI < 3.5$	22 credits
4	$SAI \geq 3.5$	24 credits

- (7) If in the previous semester students took academic leave then the amount of credit load that can be enrolled is calculated from the last SAI before the leave.
(8) The enrollment on each course must comply with its prerequisites, with a minimum prerequisite course value of D.
(9) Students who have passed the preparatory course are prohibited from retaking it. Students are given an opportunity to retake the preparatory course on the fourth semester.
(10) Recognized grades for the retaken courses are the last grade obtained.

Article 25
The Limit of Study Period

- (1) The longest student's study period is 14 (Fourteen) semester
(2) Evaluation on preparatory level
The students will be allowed to continue study if:
- a. At the end of the second semester 2 (two), 18 credits out of 36 credits have been enrolled during preparatory level and obtained $AI \geq 2.0$.
 - b. At the end of the fourth semester, have enrolled all study load on preparatory level with $AI \geq 2.0$, and the minimal score is C:

- (3) Evaluation on bachelor level is having an effect on students who have reached 12 (twelve) semesters, yet have not successfully completed their study load by 144 credits including final project.
- (4) The students who unsuccessfully fulfil requirements on verse (2) and (3) will be re-evaluated based on Rector's decree.

CHAPTER VIII STUDENTS' ACTIVITIES

Article 26 Student's Activities

- (1) Student's activities must be based on the principle of benefits, education, mutual respect, discipline, independence, unity and togetherness as well as supporting human rights, society's values, community norms, and academic values.
- (2) Students' activities as outlined in verse (1) consist of:
 - a. Character building
 - b. Rationaling and sciences
 - c. Interests and talents
 - d. Organization and leaderships
 - e. Entrepreneurship
 - f. Recognition
- (3) Recognition or appreciation is an activity or a non-competitive achievement obtained by students from external campus where a recognition is given by the government, community, organization, or societies except from from Directorate

Article 27 Activity Credit Unit of Students' Achievement

- (1) Activity credit unit of students' achievement is aimed at regulating and allocating grades towards student's participation in a variety of students' activities proved by accountable documents.
- (2) Students' activities as mentioned in verse (1) are activities administered under authority of study program, department, regional institute, national, and international
- (3) Mechanisms and grading components of activity credit unit of students' achievement will be regulated within a policy of Activity credit unit of students' achievement.

Article 28 Services for Students and Alumni

- (1) ITK provides services for students and alumni in order to support education process towards the realization of vision and mission in ITK/

- (2) Services for students and alumni can be given to an individual or a group, to support the development of talents, interests, professions, and the students' wellbeing development.
- (3) Services for students may be provided to a student and/or organization registered legally and are not under a sanctions
- (4) The types of students' s services provided by ITK are:
 - a. Funding students' activity
 - b. Professional development and students' entrepreneurship
 - c. Training and character building
 - d. Scholarship distribution and or tuition assistance
 - e. Facility services for students' activities
 - f. Students' dormitory
 - g. Students' health service program
 - h. Assistantship by lecturers towards students' activities
 - i. Counselling guidance
 - j. Career fair
- (5) Alumni services can be provided to alumni who are registered as ITK's alumni and requires post-campus training
- (6) Types of alumni services offered by ITK namely:
 - a. Alumni communication forum
 - b. Professional development and alumni entrepreneurship
 - c. Counselling guidance
 - d. Career fair
- (7) Further terms and conditions related to students' and alumni service facilities are regulated in Rector's decree

CHAPTER IX GRADUATION

Article 29 Graduation Requirement

- (1) Students are declared to be graduated from bachelor degree if they successfully finish the whole study load accounting for 144 credits including final project, sending scientific articles, achieving the targeted learning achievement by minimum score of C, fulfilling minimal score of IAET ITK or the equivalent, as well as completing the requirements of SK2PM.
- (2) Scientific articles from final project are sent to journals, conferences/ seminars, or published in ITK's repository
- (3) The minimum score requirement of ITK's Internal Academic English Test (IAET) or the equivalent as mentioned in verse (1) is 460.
- (4) The graduation of bachelor degree program is constituted through Rector's decree based on the result of a commencement proceeding.

- (5) Students pronounced fail on commencement are charged by 10% from student tuition value.

Article 30
Graduation Predicate

- (1) ITK's graduates are awarded a predicate of graduation by three levels consisting of Distinction (D), High Distinction (HD), and Very High Distinction (VHD).
 (2) A predicate of graduation is determined by CAI and study period outlined as follow:

Predicate	CAI	Study Period
Very High Distinction	CAI > 3.5	Study period ≤ 4 years
High Distinction	CAI > 3.5	Study Period > 4 years
	3.01 ≤ CAI ≤ 3.50	
Distinction	2.76 ≤ CAI ≤ 3.00	

- (3) A predicate of graduation is restrictedly given to graduates who have successfully met the requirement as stated in verse (2) and have not got any academic sanction.
 (4) Students who are declared graduated are entitled to diploma, degree or titles, and certificate of supplementary diploma (SKPI).

CHAPTER X
QUALITY ASSURANCE OF EDUCATION

Article 31
Quality Assurance of Education

- (1) ITK ensures that the education process is carried out through the quality management that includes planning, implementing, evaluating, and follow-up.
 (2) ITK ensures the implementation of education at least meeting the national higher education standards.
 (3) Education standards that refer to national higher education standards are further modulated in Rectors Regulations.
 (4) ITK ensures that there is a work unit serving to develop, maintain, and evaluate the implementation of quality management systems in an academic field Thoroughly and integratedly.
 (5) Regulations related to verse (4) will be arranged further through Rector's decree

CHAPTER XI
ACADEMIC COOPERATION

Article 32
Academic Cooperation

- (1) To accelerate the accomplishment of ITK's vision and mission as well as to improve its participation in giving solution towards community and national issues, initiation of academic cooperation between ITK and cooperation partners.
- (2) In terms of administering academic fields, ITK establishes cooperation with universities, higher degree institutions and industries in domestic and overseas scope.
- (3) Cooperation as referred to verse (2) can be:
- (4) Further regulations about cooperation as referred to verse (3) are ordered and implemented in accordance with Rector's decree.

CHAPTER XII
CLOSING CONDITIONS

Article 33

- (1) This regulation comes into effect since the date it is established.

Established in Balikpapan
On 1st September 2020

Budi Santosa