



STUDENT HANDBOOK

MECHANICAL ENGINEERING



PREFACE

Some words from our Study Program Coordinator:

Praise be to God Almighty who has given grace so that the Student Handbook of the Mechanical Engineering Study Program, Department of Industrial and Process Technology, Kalimantan Institute of Technology (ITK) can be completed properly.

This book was compiled to guide students who are attending lectures in the ITK Mechanical Engineering Study Program. The Student Handbook contains information on Mechanical Engineering including graduate profiles, human resources, curriculum, facilities and infrastructure, and academic regulations in undergraduate programs.

Hopefully, the existence of this Student handbook can be useful for students, lecturers and other parties involved in the implementation of academic activities so that they can realize the vision and mission of the study program.

Andi Idhil Ismail, S.T., M.Sc., Ph.D

Study Program Coordinator of Mechanical Engineering

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I. General Informations

I.1. Key Dates

Undergraduate Students Admission 2021/2022

SNMPTN	15 February 2022 – 24 February 2022
UTBK	12 April 2022 – 18 April 2022 26 April 2022 – 2 May 2022
Private Test	1 April 2022 – 28 June 2022
SNMPTN Announcement	22 March 2021
UTBK Announcement	14 June 2021
Private Test Announcement	3 July 2021

Tuition Fee Payment

New Students	
SNMPTN	23 March 2021 – 1 April 2021
UTBK	15 June 2021 – 25 June 2021
Private Test	5 July 2021 – 9 July 2021
Senior Students	
Odd Semester 2021/2022 Payment	9 August 2021 – 13 August 2021
Even Semester 2021/2022 Payment	24 January 2022 – 28 January 2022

Semesters and Vacations

Odd Semester 2021/2022	
Study Plan Entry	16 August 2021 – 19 August 2021
Class Enrollment Period	29 August 2021 – 17 December 2021
7 th Dies Natalis	6 October 2021
Study Suspension Application Deadline	10 September 2021
Study Plan Changes Deadline	10 September 2021
Removal of Study Plan Deadline	8 October 2021
Midterm Exam	11 October 2021 – 15 October 2021
Final Exam	6 December 2021 – 17 December 2021
Questioner Entry Deadline	17 December 2021
Final Grade Entry Deadline	31 December 2022
Revision of Final Grade Deadline	7 January 2022
Evaluation	12 January 2022
Final Project Seminar Deadline	19 January 2022
Judiciary (Department)	31 January 2022 – 4 February 2022
Judiciary (Institution)	7 February 2022 – 11 February 2022
Even Semester 2021/2022	
Study Plan Entry	31 January 2022 – 10 February 2022
Class Enrollment Period	14 February 2022 – 10 June 2022
Study Suspension Application Deadline	4 March 2022
Study Plan Changes Deadline	4 March 2022
Removal of Study Plan Deadline	1 April 2022
Midterm Exam	4 April 2022 – 8 April 2022
Final Exam	30 May 2022 – 10 June 2022
Questioner Entry Deadline	10 June 2022
Final Grade Entry Deadline	24 June 2022
Revision of Final Grade Deadline	1 July 2022
Evaluation	12 July 2022

Final Project Seminar Deadline	13 July 2022
Judiciary (Department)	18 July 2022 – 22 July 2022
Judiciary (Institution)	22 July 2022 – 29 July 2022
Christmas Vacation	24 and 27 December 202
Eid Al-Fitr Vacation	2 May 2022

Graduation

11 th Graduation Day	9 October 2022
12 th Graduation Day	9 April 2022

I.2. Department Staff

The Mechanical Engineering study program is one of the study programs under the auspices of the Department of Industrial and Process Technology (JTIP) with a departmental structure as follows:

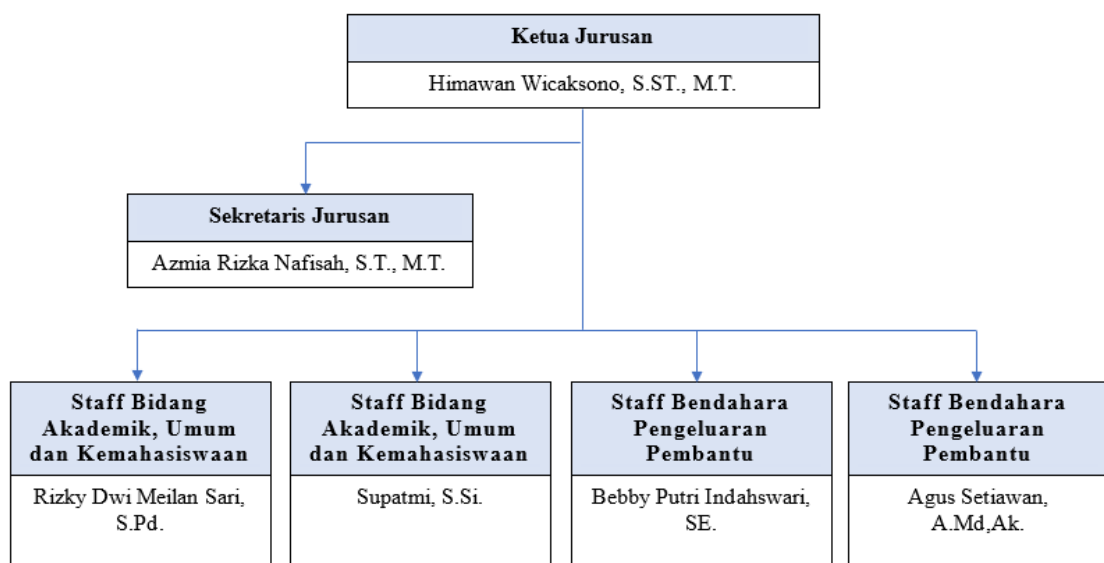


Figure 1. Industrial Technology Department’s Staff.

I.3. Study Program Staff

The following is a list of staff for the Mechanical Engineering study program at the Kalimantan Institute of Technology, with the study program coordinator overseeing the Mechanical Engineering study program lecturer.

Table 1. Mechanical Engineering’s Staff.

Function	Name	Concentration
Study Program Coordinator/Coordinator of Metallurgy Concentration	Andi Idhil Ismail, S.T., M.Sc., Ph.D	Material Metallurgy, Mechanical Design
Coordinator of Mechanical Design	Alfian Djafar, S.T., M.T.	Mechanical Design
Lecturer	Andre Amba Mattaru, S.T., M.Han	Renewable Energy, Energy Conversion, Industrial Management

Lecturer	Chaerul Qalbi AM, S.T., M.Sc.	Energy Conversion, Fluid Mechanics, Mechatronic
Lecturer	Devy Setiorini Sa'adiyah, S.T., M.S.	Energy Conversion, Fluid Mechanics
Lecturer	Diniar Mungil Kurniawati, S.T., M.T.	Renewable Energy, Fluid Mechanics
Lecturer	Doddy Suanggana, S.T., M.T.	Energy Conversion
Coordinator of Manufacture	Faisal Manta, S.T., M.T.	Manufacture, Mechanical Design, Industrial Management
Coordinator of Energy Conversion	Gad Gunawan, S.T., M.T.	Energy Conversion, Fluid Mechanics
Lecturer	Hadhimas Dwi Haryono, S.T., M.Eng.	Manufacture, Mechanical Design
Lecturer	Illa Rizianiza, S.T. M.T.	Energy Conversion, Control
Lecturer	Kholiq Deliasgarin R., S.T., M.T.	Manufacture, Design Mechanical, Industrial Management
Lecturer	Muchammad Jamil, S.T., M.T.	Mechanical Design, Mechatronic
Lecturer	Ridwan Haliq, S.T., M.T.	Material Metallurgy

I.4. Facilities

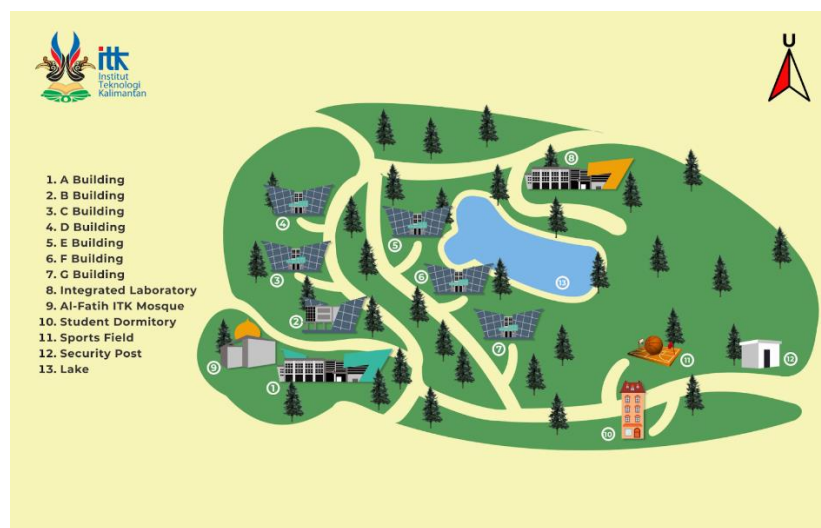


Figure 2. ITK Campus Map.

The ITK campus has comfortable classroom facilities with the availability of digital-based learning facilities. Each classroom is equipped with LCD projectors, PCs, and cameras that can support face-to-face or virtual learning. Internet connectivity support via Wi-Fi is also available in every classroom. There are classrooms that can be used for 40 students to 80 students. The classrooms used today are in buildings E, F, G, as well as an integrated laboratory.

Learning or assignments to students may be combined offline and online. ITK has a learning management system (LMS) which is located at <https://kuliah.itk.ac.id>. LMS is an online learning media to support digital learning methods. The most significant benefit of having an LMS is that assignment collection and exam administration can be done paperless. On assignments that have been collected by students, LMS ITK is able to facilitate lecturers in providing feedback in the form of comments and scribbles. In the implementation of the exam, LMS ITK is able to carry

out automatic assessments if the questions are in the form of multiple choice and essay. In addition to facilitating assignments and exams, LMS ITK is also used as a medium for distributing asynchronous video material, presentation slides, and the distribution method can be dynamically adjusted to suit different student learning speeds.



Figure 3. One of Facilities in ITK, Building A.

The ITK campus has an integrated laboratory to support student learning in courses. There are 15 laboratory rooms available in the integrated lab, which can be used by students to work on college projects or final project projects. Students can use laboratory facilities through the booking mechanism on <https://labterpadu.itk.ac.id> by paying attention to the flow and procedures for booking according to the SOP. During work, students are required to obey the rules according to the applicable SOP in the laboratory room which can be seen on the related page.



Figure 4. Integrated Labs Building in ITK.

In terms of services, ITK also provides an Integrated Service Unit (ULT) as an integrated public service center. ULT ITK is a service unit developed by ITK to provide information services needed by students, lecturers, education staff, and all stakeholders. To get ULT services, students can visit the website <https://ult.itk.ac.id/> or go directly to ULT at Building A Floor 1.

ITK Library is one of the Technical Implementation Units (UPT) which has the task of being the center of learning resources and providing scientific information for the entire academic community and students in the ITK environment. The ITK library building is located on the first floor of building A. Currently, the ITK library consists of 8 main areas, namely the administration room, reading room, book room, computer room, “lesehan” work area, mini amphitheater area,

and meeting rooms. In the reading room there is a table, a mat in the form of a carpet, and a socket for charging laptops/smartphones, as well as a BI Corner that provides education about the role and function of the central bank through print and electronic collections. Meanwhile, the book room is available for more than 1000 book titles, Job Training report documents (KP) + softcopy, and Final Project report (TA) + softcopy both in Indonesian and English. Of these books, there are those that can only be read in places such as KP documents, TA, financial reports and there are many books that can be borrowed.

ITK has other supporting facilities. Students are allowed to use public facilities such as sports fields, jogging tracks, parks, and so on while maintaining public order. If there are students who want to borrow public facilities for activities or events, the loan can be submitted to the ITK facilities and infrastructure unit.



Figure 5. ITK’s Dormitory.

ITK also provides student dormitories that can be rented out in accordance with applicable regulations. Student dormitories are located near the entrance gate and access is on the main road to campus. For further information, please contact the ITK facilities and infrastructure unit.

I.5. Quick Reference Link and Contact

University Link	https://itk.ac.id
Programme Link	https://me.itk.ac.id
Learning Management System	https://kuliah.itk.ac.id
Centre for Language Studies	https://lch.itk.ac.id
Integrated Laboratorium	https://labterpadu.itk.ac.id
Library	http://digilib.itk.ac.id/
Quality Assurance	Contact via email pjm@itk.ac.id
Student Finance Contact	Contact via email infokeuangan@itk.ac.id
Facility and Infrastructure Office	Contact via email sarana.prasarana@itk.ac.id
Student Office Contact	Contact via email kemahasiswaan@itk.ac.id
Counseling Service	Contact via email careercenter@itk.ac.id

II. Programmes in Mechanical Engineering

II.1. Program Learning Outcomes (PLO)

The following is the result of the learning program that is expected to be possessed by all graduates of Mechanical Engineering. In addition to PLO, the Intended Learning Outcome (ILO)

for Mechanical Engineering students at the Kalimantan Institute of Technology is described in table 3.

Table 2. Program Learning Outcome (PLO) for Mechanical Engineering.

Program Learning Outcome (PLO)	
PLO 1	Have knowledge and competencies for careers and jobs in mechanical engineering.
PLO 2	Able to work in teams, communicate effectively with different scientific backgrounds, and become a leader.
PLO 3	Able to take responsibility for work by applying professional ethics, especially in solving problems in the field of mechanical systems

Table 3. Intended Learning Outcome (ILO) for Mechanical Engineering.

No	Intended Learning Outcome (ILO)
ILO1	an ability to communicate effectively in oral and written manners with a range of audiences
ILO2	an ability to identify, formulate, analyze, solve problems, and make informed judgments, which must consider the impact of the solutions within realistic constraints in such aspects as law, economic, environment, social, politics, health and safety, sustainability as well as to utilize information technology and the potential of national resources with global perspective.
ILO3	an ability to collaborate effectively in multidisciplinary and multicultural team whose members together provide leadership to achieve the objectives
ILO4	an ability to apply Pancasila values, ethical and professional responsibilities,
ILO5	an ability to perform life-long learning and apply new knowledge as needed using appropriate learning strategies.
ILO6	an ability to identify, formulate, and solve mechanical engineering problems by applying principles of engineering, science, and mathematics in mechanical systems in global, economic, environmental, and societal contexts
ILO7	an ability to model, analyze, design, and realize physical systems, components or processes using appropriate materials by utilizing information technology
ILO8	an ability to develop and conduct experiment, analyze and interpret data, and use engineering judgment to draw conclusions

II.2. Curriculum

This curriculum is designed to meet the learning outcomes of study program graduates and is future-oriented. The achievement formulation is used as the main basis for learning development. Information about semester courses and program interests can be accessed at me.itk.ac.id/akademik/kurikulum.

Semester	Course	Credits	Semester	Course	Credits
1	Calculus I	3	5	Resource Utilization	2
	Physics I	3		Heat and Mass Transfer II	3
	Basic Chemistry	3		Dynamics and Control Systems	3
	Pancasila	2		Machine Elements II	3
	English	2		Manufacturing Processes I	3
	Introduction of ME	2		Numerical Methods	3
	Engineering Drawing	3		Engineering Dynamics	3
	Total	18		Total	20
2	Calculus II	3	6	Citizenship	2
	Physics II	3		Indonesian	2
	Introduction to Statistical Methods	3		Field Study Service	2
	Algorithm and Programming	3		Mechanical Design	2
	Mechanical Drawing	3		Finite Element Method	3
	Engineering Statics	3		Energy Conversion Engineering	3
	Total	18		Manufacturing Processes II	3
3	Thermodynamics I	3	7	Mechatronics	2
	Engineering Mathematics	3		Total	19
	Statistics and Probability	2		Field Work	2
	Strength of Materials	4		Final Project Proposal	2
	Engineering Materials I	3		Operations Management	3
	Engineering Measurement	3		Mechanical Vibration	3
	Fluid Mechanics I	3		Electrical Power Engineering	3
Total	21	Elective 1	3		
4	Religion	2	8	Elective 2	3
	Machine Elements I	3		Total	19
	Heat and Mass Transfer I	3		Elective 3	3
	Engineering Materials II	3		Elective 4	3
	Fluid Mechanics II	3		Final Project	4
	Kinematics of Mechanism	2		Total	10
	Thermodynamics II	3			
Total	19				

Figure 6. Curriculum for Mechanical Engineering.

II.3. Credits

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 student burdens, lecturers' workloads, and program administration burdens. The period and learning credits for administering an undergraduate program is a maximum of 7 (seven) academic years for undergraduate programs with a student learning load of at least 144 (one hundred and forty-four) credits.

For each module, 1 credit can be defined depending on the form of learning implemented by the module. The weight of one credit score or credit depends on the form of learning applied to the course. The weight of 1 credit is equal to 1,511 ECTS, so the weight of the student's learning load is 144 credits or equivalent to 217.6 ECTS. For more details, it is presented in the following table.

Table 4. Definition of Credits System.

No.	Learning Form	Activity	Duration	Hour
1	Lecture, response and tutorial	Learning process	50 minutes/week/semester	2.83
		Structured assignment	60 minutes/week/semester	
		Individual study	60 minutes/week/semester	
2	Seminar	Learning process	100 minutes/week/semester	2.83
		Individual study	70 minutes/week/semester	
3	Labwork, studio practice, workshop, field trip, on-the-job training		170 minutes/week/semester	2.83
4	Research, design, or development			
5	Military training			
6	Student exchange			
7	Internship			
8	Entrepreneurship and/or community service			

II.4. Completion of Study

A. Assessment of Student Graduation Predicate

The results of the assessment of graduate learning achievements in each semester are expressed by the semester achievement index (IPS) or Grade Point (GP). Meanwhile, the results of the assessment of graduate learning outcomes at the end of the Study Program are expressed by the Grade Point Average (GPA). The degree of student academic success to determine the graduation predicate is determined by the GPA. The amount of Semester GP (IPS) and Cumulative GPA (IPK) can be calculated as follows:

$$IPS = \frac{\sum_{s=1}^m K_s \times N_i}{\sum_{s=1}^m K_i}$$

$$IPK = \frac{\sum_{k=1}^n K_k \times N_i}{\sum_{k=1}^n K_k}$$

with:

- N : the numerical value of the evaluation results for each course
- S : the amount of credit for each course in one semester
- Kk : the number of credits for each course from the beginning to the last semester without the value of E
- m : the number of courses that have been taken in one semester
- n : the number of courses that have been taken from the beginning to the last semester without the value of E

First year undergraduate students can only take the entire study load in semester I and semester II. Undergraduate students in the third semester and higher, the study load is determined by the Semester GPA (IPS) achieved in the previous semester, with the following references:

Table 5. Maximum Study Credit Load.

No	Grade Point	Maximum Study Credit
1	$GP < 2.50$	18 Credits or 27.198 ECTS
2	$2.50 \leq GP < 3$	20 Credits or 30.22 ECTS
3	$3 \leq GP < 3.5$	22 Credits or 33.242 ECTS
4	$GP \geq 3.5$	24 Credits or 36.264 ECTS

B. Student Graduation Requirement

Students are stated to have passed the undergraduate program if they meet several requirements, as follows:

- Have completed the entire course load of 144 credits including the final project
- Has submitted scientific articles. Scientific articles resulting from the final project are submitted to journals, conferences/seminars, or published in the ITK repository.
- Have learning outcomes targeted by study programs with a minimum grade of C
- Meet the minimum score requirements of the ITK English Score or its equivalent (TOEFL). With an English proficiency score of 460.
- Meet the requirements of credit units for student activities and achievements (SK2PM) with a minimum of 1500 points obtained from student activities participated in by students.

C. Student Graduation Predicate

ITK graduates are given graduation predicate consisting of three levels, namely satisfactory, very satisfactory, and cumlaude. The graduation predicate is determined based on the GPA and the study period as follows:

Table 6. Student Graduation Predicate.

Predicate	GPA	Completion Duration
Commendation	$GPA > 3.50$	Graduate ≤ 4 years
Very Satisfying	$GPA > 3.50$	Graduate > 4 years
	$3.01 \leq GPA \leq 3.50$	-
Satisfying	$2.76 \leq GPA \leq 3.00$	-

II.5. Diploma Supplements (SKPI)

Diploma Companion Activity Letter or SKPI is an academic document that contains information about non-academic competencies possessed by ITK graduates. In addition to issuing diplomas and academic transcripts, universities are required to issue SKPI for students. SKPI issued by ITK contains information about student academic achievements, extracurricular activities, as well as non-formal education undertaken while studying at ITK. With the SKPI, it is hoped that stakeholders can get an overview of the competencies possessed by students other than those contained in transcripts and diplomas. The benefits of SKPI for graduates are:

1. As additional document that states a student's academic achievement which includes co-curricular, extracurricular or non-formal education of a graduate that is easier for graduate users to understand.
2. An objective explanation of the holder's achievements and competencies
3. Improvement on employability quality

SKPI will be printed in Indonesian and English versions. The content of activities written in the SKPI is composed of:

Professionalism	Entrepreneurship
Performance	Award
Organization	Academic Assistant
Event Committee	Training

The information contained in the SKPI can be in the form of activities from SK2PM that have been validated by the supervisor. The description of SK2PM will be explained further in section III.6. The supervisor will assist in the preparation of student SKPIs according to the types of prioritized activities. Students can contact the supervisor when preparing the SKPI draft. The procedure for printing SKPI is as follows:

1. Students input Activities, Achievements and Awards at the ITK Gate by attaching evidence of activities.
2. The uploaded activities, achievements and awards will be verified by the guardian lecturer by bringing physical evidence.
3. The guardian lecturer selects a maximum of 10 Activities, Achievements and Awards based on the priority standards set.
4. SKPI will be printed by academics and distributed at the time of graduation.

After the SKPI is approved, students can view the draft that has been made on the <https://gerbang.itk.ac.id> on the SKPI menu.

II.6. Merdeka Belajar Kampus Merdeka.

The Merdeka Belajar Kampus Merdeka (MKBM) is a program initiated by the Ministry of Education, Culture, Research, and Technology in 2020. The MBKM program aims to encourage students to master various sciences that are useful for entering the world of work through learning activities outside the study program and campus.

The maximum number of credit hours that can be taken in the context of implementing MBKM activities in different study programs at ITK is 20 (twenty) credits or equivalent of 1 semester. While the maximum number of credits that can be taken outside of ITK is 40 (forty) credit hours or equivalent of 2 semesters. MBKM activities can only be carried out by:

- A. Universities that have BAN-PT accreditation equal to or higher than the accreditation status of ITK as institution or Study Programs
- B. Universities that have a cooperation agreement with ITK stated in the MoU and/or MoA
- C. Non-university institutions that have a cooperation agreement with ITK stated in the MoU and/or MoA.



Figure 7. Kind of Activities of MBKM.

Table 7. Activity of MBKM.

No	MBKM Activity	Description
1	Student exchange	Students can conduct student exchanges between study programs at the same university, exchanges in the same study program at different universities, and student exchanges between study programs at different universities
2	Apprenticeship	In this program, students have the opportunity to gain hands-on experience working in the world of work.
3	Teaching assistance	This learning activity allows students to become teaching assistants in educational units such as elementary, middle and high schools located in cities and remote areas.
4	Research	This activity is carried out by students at research institutions or study centers
5	Humanitarian project	Students can participate in social activities such as humanitarian projects both in Indonesia and abroad
6	Entrepreneurship	Through this program, students can develop their businesses and overcome unemployment problems
7	Independent study project	The equivalence of independent project activities depends on the role and contribution of students in activities that can be proven and carried out under the coordination of the supervisor
8	Community Service program	Students can contribute to solving problems that exist in the community by going directly to help the community.

II.7. Programmes Link

Other information on the study program can be checked through the website: me.itk.ac.id

III. Student Informations and Supports

III.1. Course Enrollment

Course enrollment is a facility used by students to take courses in filling out study plan forms (FRS) and changing study plans. Each activity must be carried out according to the schedule that has been circulated in the academic calendar. The rules for taking courses must be in accordance with the current curriculum. Students must take all compulsory courses in the semester that will be undertaken. Both compulsory and elective courses must be approved by the supervisor. If they have remaining credits from the total maximum load of credits given, students are allowed to take compulsory courses in accordance with the order in the curriculum in each study program, namely courses that are in two semesters and above from the semester to be undertaken. With a note, if the upper semester courses have prerequisite courses, they must take prerequisite courses first. A detailed explanation of the prerequisite courses can be found in sub-chapter 3.2 Course Requirements.

As for other activities in course enrollment, namely changes to the study plan, it can be in the form of reducing courses and/or changing courses that have been taken at the beginning of filling out the FRS. Study plan change activities can only be approved if:

1. The class capacity in the selected courses when adding courses is still adequate for students who make changes to their study plans.
2. The class schedule taken when adding courses does not crash with the class schedule taken before making changes to the study plan.
3. Students must have remaining credits from the maximum total credits given according to the GPA obtained if they want to add courses.

The procedure for students to do course enrolment at the beginning of taking courses:

1. Students take courses available at the ITK gate (<https://gerbang.itk.ac.id/>) according to the semester they will be undergoing.
2. Students approve courses taken through supervising activities with supervisor.
3. If approved by the supervisor, students can print the FRS, if not approved then continue the process of taking courses in accordance with the direction of the supervisor of each student.

III.2. Course Requirement

A. Compulsory Courses

Compulsory courses are courses that must be taken by students every semester in accordance with the order already in the curriculum. Based on the Rector's Regulation Number 5 of 2020, the period and learning load for administering the Education program is a maximum of 7 (seven) academic years for undergraduate programs with a student learning load of at least 144 credits, consisting of 136 credits of compulsory subjects.

B. Elective Courses

Elective courses are additional courses that students must take at least 8 credits to achieve the total credits required for graduation (144 credits). Each study program has different elective courses.

The Mechanical Engineering Study program has several focus areas of elective courses, such as Energy Conversion, Manufacturing, Mechanical design, and Materials. Students can take

elective courses according to the focus of their preferred area of interest. A list of elective courses in Mechanical Engineering Study Program can be seen on the website (<https://me.itk.ac.id>)

C. Prerequisite Courses

Prerequisite courses are courses that must be taken before taking courses in the upper semester. The requirement for taking upper semester courses that have prerequisites is that students get a minimum of D grades. Just like elective courses, the prerequisite courses in each study program are also different. Compulsory Courses in Mechanical Engineering study programs that have prerequisites can be looked up on the website (<https://me.itk.ac.id>) Examples of these courses can be seen in table 8.

Table 8. Examples of Prerequisite Courses in Mechanical Engineering.

Courses	Prerequisite Courses
Machine Element II	Machine Element I
Fluid Mechanics II	Fluid Mechanics I
Mechanical Drawing	Technical Drawing

III.3. Timetable

Students are expected to adjust the schedule of courses to be taken. The course schedule can be seen when selecting courses when filling out the study plan. After the FRS is approved, the schedule of courses taken in the current semester can be viewed on gerbang.itk.ac.id in the report menu -> student class schedules. Students can also access through the calendar on the LMS related to lecture activities that will run in one week/month. Changes in the class schedule may occur and be informed through the LMS by the respective lecturers.

III.4. Attendance Policy

Monitoring of student attendance in learning activities will be carried out periodically every 4 weeks. Filling out the list of student attendance in learning will be given by the lecturer. The presence of students may have an impact on the final results of the course, so students are expected to be able to attend every meeting. Each lecturer will provide a lecture contract before starting the lecture.

Students are allowed to apply for permission not to attend lectures according to the procedures set by the lecturer. Lecture permits are allowed such as illness, dispensation due to important academic or non-academic activities, and permission due to special cases. For licensing procedures, students can directly ask the lecturer in charge of the course.

III.5. Special Cases of Study

A. Leave Application

Students are allowed to apply for leave in one or more semesters, but not consecutively for more than 2 semesters. Students are declared on study leave if based on justifiable reasons cannot take part in academic activities based on the student's request and permission from the Rector. The period of leave does not count as the study period. Students with study leave

status do not pay UKT and are not entitled to academic services. The procedure for applying for student leave has several stages, such as:

1. Submitting an application for leave permission by requesting a leave permit form to the academic department of the department.
2. Consideration and approval of student leave applications by supervisor.
3. The signing of the student leave permit by the study program coordinator.
4. Students send a leave application form that has been approved by the supervisor and study program coordinator to the BAAK (Student Administration Bureau).
5. Giving disposition and ratification by the Vice Rector for Academic Affairs in accordance with applicable rules and regulations.
6. Giving notification of a reply letter for submitting a leave permit that has been ratified through the academic service counter.
7. Students get a reply letter for requesting leave in accordance with the provisions.

B. Resignation

Students are allowed to withdraw from the study program that has been taken. Preferably, students who want to resign can first consult their supervisor if they experience problems or have problems during lectures. The hope is that by consulting students, they can get solutions to problems or get motivated to attend lectures again.

Students who resign at their own request are determined by the Rector's Decree. Students who do not re-register for two consecutive semesters can also be considered resigning through the Rector's Decree. The application procedure for student resignation has several stages, as follows:

1. Submitting an application for permission to resign by requesting a resignation permit form to the academic staff of the department
2. Consideration and approval of the student resignation permit application by the supervisor
3. The signing of the student resignation permit by the study program coordinator
4. The student sends the resignation permit application form which has been approved by the supervisor and study program coordinator to the BAAK.
5. Giving disposition and ratification by the Rector in accordance with applicable rules and regulations
6. Giving notification of a reply letter for submitting a resignation permit that has been ratified through the academic service counter
7. Students get a reply letter for submitting a resignation permit according to the provisions

C. Study Program Switching

Students can switch from one study program to another with several conditions, namely:

1. Have passed the Joint Preparation Stage (TPB).
2. Students get permission from the Departments and Study Programs that are left or intended.
3. There is no additional study period due to the switch of study program.

The opportunity to switch study programs is allowed only once at the end of the first year. More complete rules regarding the switch of study programs can be seen in ITK Rector

Regulation No. 5 of 2020 Chapter 3 Article 7. The procedure for applying for a study program switching permit has several steps as follows:

1. Students submit an application to switch study programs by preparing an application file.
2. The application for switching of study program is sent to the academic program of the major that will be left behind.
3. The head of the department considers the student's application to switch study programs in accordance with applicable regulations.
4. If approved, the head of the department who will be left will send the application file to the rectorate.
5. The Rector and Vice Rector for Academic Affairs provide responses to the submitted submission files.
6. The head of the intended department will check the completeness of student files and the availability of quotas for the intended study program.
7. The results of the consideration of the head of the intended department will be forwarded to the Vice Rector for Academic Affairs for further consideration.
8. A reply letter will be made and ratified by the Vice Rector for Academic Affairs regarding whether or not the transfer of the study program is approved.
9. Students will get a notification in the form of a reply letter and the results of the application can be seen at the academic counter service.

For further information, please contact the ITK academic section whose contact details can be found in section I.4.

III.6. Students Activity (SK2PM)

Student activities and achievements in non-academic fields get recognition from ITK through the Student Activity and Achievement Credit Unit (SK2PM). The rules regarding SK2PM are contained in ITK Rector Regulation No. 6 of 2020. In general, SK2PM is a unit of activity credit obtained by ITK students after participating in extracurricular activities. Extracurricular activities are student activities that include character development, reasoning and scholarship, interests and talents, organization and leadership, entrepreneurship, and recognition. Meanwhile, the student activities in question are non-academic activities to develop themselves towards broadening their horizons and increasing intellectuality and personality integrity in achieving higher education goals which includes:

Reasoning and Science	Entrepreneurship
Interest	Development of Student Welfare
Community Service	Talent

In accordance with ITK's academic regulations, SK2PM is one of the requirements for graduation at the undergraduate stage (S1). To qualify for graduation, students must have a minimum of 1500 SK2PM points obtained from student activities. In addition, the SK2PM scores for undergraduate students are divided into several criteria, such:

Enough	1500 Points
Good Enough	1501 - 2000 Points
Good	2001 - 2500 Points
Very Good	> 2500 Points

This SK2PM regulation was issued with the aim of regulating student activities in improving soft skills through student extracurricular activities. The scope of SK2PM is student activities participated by ITK students which are divided into six categories of activities, namely:

Character development	Reasoning and science
Interest and talent	Organization and leadership
Entrepreneurship	Recognition

The student activities in question can be in the form of activities held at the level of study programs, departments, institutes, regional, national, and international levels. The assessment of SK2PM is regulated in ITK Rector's Regulation No. 6 of 2020. Students can also see the values obtained for each student activity directly on the <https://gerbang.itk.ac.id> in the SK2PM section. Student activities that are entered in SK2PM will be connected to the SKPI which is sorted according to the highest points.

At the time of supervising at the beginning of the semester, the supervisor will direct and provide advice regarding SK2PM planning. At the end of each semester, the SK2PM plan will be seen by the supervisor. To get SK2PM value recognition, students can enter student activities that have been carried out in the current semester accompanied by evidence of activity implementation on the <https://gerbang.itk.ac.id> in the SK2PM section. Assessment can be obtained if students can show evidence in the form of certificates, decision letters, or other supporting evidence. After students fill out activities accompanied by evidence, the supervisor will validate the filling made by students. If fulfilled, then the SK2PM will be assessed by the parties entitled to conduct the assessment.

III.7. Support for Students

A. Supervisor

Each student will have a supervisor who acts as an academic supervisor while studying at ITK. The supervisor is one of the study program lecturers appointed by the head of the study program. The supervisor has the responsibility to assist students in preparing study plans and student activities for the upcoming semester, monitor the progress of studies and student activities, and guide students to overcome academic problems. It is hoped that the supervisor will be the first contact for students to consult while studying at ITK.

Supervisor will be conducted at least three times per semester. Students are required to meet the supervisor during the academic calendar, but students can also contact the supervisor if they encounter academic problems. If students find it difficult to meet or have certain problems with the supervisor, students can meet the head of the study program. The distribution of supervisors will be announced during the orientation period, or the information can be viewed directly at <https://gerbang.itk.ac.id>.

B. Counseling Service

ITK provides Counseling Services assisted by professional psychologists. Counseling Service is provided at the Integrated Service Unit every Friday from 08:00 – 16:00 WIB. Students can register for counseling on <https://s.itk.ac.id/konselingkarier>

C. Services Centre (ULT)

ULT ITK provides various integrated services for the ITK students and academic staff. The ULT service counter is open every weekday from 07.30 to 16.00 WITA. There are 4 counters that provide several services, including:

1. Personnel Service
2. Academic and Student Services
3. Financial Service and State Property
4. Public Relation Services
5. Planning Service
6. Facilities and Infrastructure Services

ULT is located near the lobby of building A on the 1st floor. Further information on ULT services can be found on ult.itk.ac.id. Send an e-mail to the address ult@itk.ac.id or contact the phone number (0541)8530801. After receiving service, student can fill out satisfactory survey that notified via campus e-mail.

D. Language and Culture Hub

ITK has a language and culture hub known as UPT Language ITK which is a technical implementation unit in the field of learning and language development. Students can learn and do some activities to improve their language skills. The staff works together to develop material, media and course instruction. They also have a responsibility towards their programs in terms of finance, equipment and service delivery as well as customer satisfaction. The summary of LCH routine programs is stated as follow:

Foreign Language Training	TOEFL ITP
TOEFL ITP Training	Pre-test Equivalent TOEFL
IELTS Training	TOEIC Simulation
Public Speaking Training in English	IELTS Simulation
IAET (Internal Academic English Test) Training for Prospective Graduates	IAET Online Test & International Foreign Language Test

In brief, LCH provides foreign language tests for students to support their employability, such as Internal Academic English Test (IAET) and Test of English as a Foreign Language (TOEFL) Exam, but other test schemes are also available for specific needs. To meet CEFR standards, UPT. Language composes an internal test that will be used by students, lecturers, and staff as a diagnostic test of English language proficiency, which is called the IAET while to determine the actual English proficiency of UPT. Language cooperates with IIEF as a test centre to hold the TOEFL ITP test. Broadly speaking, the IAET and TOEFL ITP have evolved from written exam formats, computer-based tests to date adopting a 'remote proctoring' system, namely a test system that makes it easy for participants to do it online from home without compromising the credibility of the test results.

LCH is located at floor 1, building A, room A-103 and open for service every Monday to Friday from 07:30 AM - 04:00 PM except public holidays. If you wish to know more about UPT Language ITK, please open the link <https://lch.itk.ac.id/> or contact us by e-mail uptbahasa@itk.ac.id.

E. Other Supports

For students who have special needs or need other assistance that has not been mentioned, students can first consult with their supervisor or go directly to ULT. The supervisor or ULT will

contact the relevant party and provide direction in accordance with the applicable procedures. For service improvement, students can provide input to the Integrated Service Unit by sending an e-mail to ULT.

III.8. University Informations

ITK in providing information to students and the entire ITK students and academic staff is divided into several types of information, including:

1. Announcements in the form of important matters that might affect ITK's academic activities.
2. Informational Letter, the letter that is made with the aim of conveying or informing a policy to the entire ITK students and academic staff.
3. Information related to university tri dharma activities to provide information on research, teaching, and community service.
4. Information on independent campus activities, namely student exchanges, internships/work practices, teaching assistance, research/research, humanitarian projects, entrepreneurial activities, independent studies, and real- work practices (KKN).

The form of information published by ITK to the mass media is in the form of educational and entertainment videos, infographics, posters, notices, news articles, and press releases. In order for the information to be conveyed properly to the ITK student and academic staff, the publication of the information is carried out through several platforms including:

- Website
itk.ac.id (ITK Main Website)
ppid.itk.ac.id (Center for Document and Information ITK)
ult.itk.ac.id (Integrated Services Unit/ULT ITK).
- Email
humas@itk.ac.id (Human Resource Email ITK)
rektorat@itk.ac.id (University Office Email ITK)
- Social Media
Instagram: @itk_official
Twitter: @itk_official_
Facebook: Institut Teknologi Kalimantan
Whatsapp: +62 811-1539-0901

III.9. Additional Information for International Students

ITK can accept transfer students from overseas universities for the same and accredited study programs. 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 abandoned university. Students who are interested in moving must submit an application to the chancellor accompanied by an equivalency letter from the ministry in charge of higher education, transcripts during study in the study program that was left behind, a statement from the head of the original university regarding the status in question, and the reason for the transfer. If the application is approved, students must re-register and accept the determination of the study load that must be taken at ITK through the equivalence process approved by the study program coordinator.

III.10. Confirmation of Student Status

Students are declared active if they meet administrative requirements, pay tuition fees, undergo academic supervising, and participate in all teaching and learning processes in the current semester. The application for the issuance of an active study certificate for active students can only be done at the Academic and Student Service Counter of the Institut Teknologi Kalimantan. To obtain a certificate of active study, students can undergo the following procedures:

1. Submit an application for the issuance of an active study certificate through the site: <https://bit.ly/LayananITK>
2. Application verification process and completeness by the central academic section
3. If fulfilled, the letter will be made and processed further. A notification will be given if the result of the verification of the application is found to be non-compliant.
4. Waiting for the process of making the letter and signing by the authorized official.
5. A notification will be given when the process is complete, students can pick it up at the academic service counter.

Students are declared inactive if they do not re-register and plan studies with their supervisor without permission. If they want to be active again, students must submit a written application to the ITK Rector. Students who are declared inactive are required to continue to pay UKT. To take care of the active application again, students can send an e-mail along with the completeness or go directly to the Academic Service Counter with the completeness. The procedure for resubmitting students is as follows:

1. Submit a letter of application to be active again as an ITK student to the central academic section
2. Application verification process and completeness by the central academic section
3. If fulfilled, the application will be processed by the academic section which will then be assigned to the Rector, Vice Rector for Academic Affairs, and the head of the department.
4. A reply to the decision will be made by the academic department and ratified by the Vice Rector for Academic Affairs.
5. A notification will be given if a reply letter is available and students can pick it up at the academic service counter.

IV. Teaching and Learning Skills

IV.1. Lectures

Lectures in the ITK Mechanical Engineering study program are generally conducted face to face. Lectures can be conducted in classrooms, auditoriums, and laboratories. While the general lectures consist of supervision in class room, all the student must able to conduct self-study and self-learning to be able to assist their understanding.

IV.2. Self-Learning

The form of independent learning in general is in the form of course assignments. The media currently used are quite extensive, including video training courses on the LMS (Learning Module System) and training videos/tutorials uploaded on the YouTube page. Some examples of learning modules that are already available include the following: 3D CAD, an early introduction to additive (3D Print), as well as CAE simulations.

IV.3. Supervisions

Supervision is carried out on courses that require permanent guidance such as Practical Lectures, Final Project, Internships, and Mechanical Design (RBM). Addition to mentoring in lectures, supervision is also carried out on student research activities, Student Creativity Programs, and other activity units/organizations. Supervision can include weekly guidance to direct monitoring of activities by the related supervisor.

IV.4. Labs

The learning process in the Mechanical Engineering program can use the ITS Integrated Laboratory facilities to support the learning process. Courses such as Machine Drawing, Manufacturing processes, fluid mechanics, several other courses use laboratories as learning aids to facilitate student understanding.

IV.5. Field Trips

This Excursion Study is a curricular activity that can be held by Mechanical Engineering Students with support from the study program, aiming to support lectures, especially Practical Work courses and Final Projects who will study production systems and other engineering in the Industrial world. The industry scope that has been visited such as PT. Pupuk Kaltim and PT. Badak LNG.

IV.6. Projects

Learning in the form of projects or known as big assignments is carried out in mechanical Engineering Study Programs. Machine Design is an example of course with a focus on projects as a learning method with weekly meeting and supervision from lecturers.

IV.7. Field Work and Interships

Field Work is one of the compulsory subjects taken by students of the Kalimantan Institute of Technology in order to complete studies according to the study program they are pursuing. With Field Work, it is hoped that students can gain professional practice experience that is useful for developing their capacity to enter the world of work after graduation.

Internship is a process to improve the ability of scientific theory and its application in the world of work. The Internship Program is a form of activity in the independent Learning Policy-Independent Campus. Internship is one of the tools to harmonize theory and practice which will give students the ability to understand and analyze case studies at intern partner. complete regulations can be accessed at https://me.itk.ac.id/akademik/panduan_akademik

IV.8. Module Surveys and Annual Module Reports

Evaluation of the teaching and learning process will be carried out at the end of each semester according to the academic calendar schedule on week 14 to 17. This evaluation consists of a questionnaire to review the performance of lecturers during teaching and a questionnaire related to the suitability of the implementation of course learning. The results of this evaluation are in the form of a lecturer teaching index (IPD) on a scale of 1 - 4, which will be used as evaluation material in the implementation of the next teaching and learning process for lecturers as ITK's commitment to learning quality assurance.

Students can fill out a questionnaire evaluating the teaching and learning process that has been carried out for one semester on <https://gerbang.itk.ac.id> in the lecturer and MK questionnaire menu. The schedule for filling out the questionnaire will be listed on the page. Filling out this questionnaire is mandatory for students. If students do not fill out the lecturer's and MK's questionnaires, then students cannot see the scores directly at <https://gerbang.itk.ac.id/>. In addition to filling out questionnaires, students can also provide comments or suggestions to supporting lecturers to improve the quality of learning. The identity of the questionnaire filler will be kept confidential so that there is no subjectivity to the results submitted.

V. Assessment and Examination

V.1. Courseworks

Courseworks are assignments given to each course with a certain format and type. In general, assignments are take-home and carried out independently with the format of assignments being either hard or soft copies. Assignments can also be done with a group system such as the Mechanical Design (RBM) course. Presentation type assignments can also be found especially in courses such as Operation Management, Energy Audit, and Capita Selecta Start up Energy and Product Design & Development.

V.2. Examinations

The exams given to students are divided into 2, That is the Mid-Semester exam and the end-Semester exam. Exams can also be held offline or online. For the conditions of the exam, students must attend and follow the day the exam is held.

V.3. Feedback and Results

The principles of learning assessment include educative, authentic, objective, accountable, and transparent principles which are carried out in an integrated manner. Assessment of student learning outcomes is part of the process of determining student academic achievement. Learning assessment is designed based on learning outcomes, so that it can be used as a parameter for measuring the level of fulfillment of course learning outcomes.

The final result of the assessment is an integration of various assessment techniques and instruments used. Learning assessment techniques can be in the form of observation, participation, performance, written tests, oral tests, and questionnaires. Meanwhile, the assessment instrument consists of a process assessment in the form of a rubric and/or an assessment of the results in the form of a portfolio or design work. The measurement scale for student learning assessment results is stated as follows:

Interval	Value	Numerical Value	Predicate
$86 \leq \text{Score} = 100$	A	4	Outstanding
$76 \leq \text{Score} < 86$	AB	3.5	Excellent
$66 \leq \text{Score} < 76$	B	3	Good
$56 \leq \text{Score} < 66$	BC	2.5	Satisfactory
$51 \leq \text{Score} < 56$	C	2	Sufficient
$41 \leq \text{Score} < 51$	D	1	Poor
$0 = \text{Score} < 41$	E	0	Unfavorable

Lecturers will provide feedback on every form of evaluation given to students, either directly during the learning process or through LMS. Feedback can be in the form of comments both orally and in writing, so that students can reflect on their work to improve the achievement of course competencies. The results of the assessment are announced to students a maximum of 2 calendar weeks after the evaluation is carried out and can be directly seen in the grade section of the LMS according to the courses taken. Students' final grades for the courses taken are at the end of the semester and can be seen on <https://gerbang.itk.ac.id>. If students are not satisfied with the results of the assessment, students can appeal the scores which are described in detail in section VI.4.

Each course will have a varying assessment component, depending on the desired learning outcomes. Usually at the first meeting, the lecturer will explain the components of the assessment when making a lecture contract. Lecturers may be able to evaluate not only face-to-face, but also take advantage of the activities contained in the LMS. Students should look at the semester learning plans (RPS) given to see the activities per week and the form of assessment carried out by the supporting lecturers on the courses taken.

V.4. Course completion

A student is declared passed if the learning achievement targeted by the study program is at least a C grade. If a student does not achieve a C grade, students are allowed to take the course again in the next semester or academic year. If a student repeats a course, then the value obtained is the last value after completing the course.

The longest study time for students is 14 semesters. However, there are two stages of evaluation that will be carried out, namely the evaluation of **the preparation stage** and **the advanced stage**. Students who do not meet the requirements will be evaluated based on the Rector's decision. At the preparation stage, students are allowed to continue their studies if:

1. At the end of the second semester, 18 credit hours of the 36 credit hours that have been taken in the preparation stage will receive a GPA ≥ 2.0 .
2. At the end of the fourth semester, they have completed the entire preparation stage of study with a GPA ≥ 2.0 and a minimum grade of C;

While the evaluation at the advance stage will only be applied if students who have undergone 12 semesters but have not succeeded in completing the study load of 144 credit hours, including the Final Project.

For students taking MKBM courses, the implementation of recognizing MBKM activities into credits for courses in study programs or institutional courses is carried out based on MBKM activity guidelines. The MBKM program, which is attended by students, gets ECTS recognition in courses in the study program and outside the study program at ITK based on the CPMK. If MBKM activities do not have conformity with the ILO in courses inside and outside the study program at ITK, MBKM activities that have been carried out are recognized in the form of implementing activities listed in the Certificate of Companion Diploma (SKPI).

Recognition courses from MBKM activities cannot be used to replace credit for courses that do not pass at ITK. To view the MKBM activity guide, students can download it on the study program website or can be accessed via the <https://gerbang.itk.ac.id> site on the MKBM menu.

VI. University Regulation

VI.1. Academic Regulations

Every academic community must comply with all applicable regulations at ITK. In the implementation of academic activities, ITK has rules that refer to SN Dikti. ITK academic regulations are officially stated in the ITK Rector's regulation No. 5 of 2020 which consists of rules regarding:

Educational Programs	Student Admission
Campus Life Rules	Academic Curriculum and Calendar
Academic Activities	Learning Assessment
Student Activities	Graduation
Education Quality Assurance	Academic Cooperation

In total there are 33 articles from all chapters in the academic regulations. Further information regarding academic regulations can be downloaded on <https://document-mutu.itk.ac.id/lampiran/11>.

VI.2. Students Regulations

ITK campus life is a combination of etiquette and discipline, which guides all student activities, regulations governing rights, obligations, prohibitions, sanctions, and guidance to create a safe, peaceful, orderly and disciplined Campus Life System. The Campus Life System binds students in carrying out their activities both on and off campus, as long as the activities carried out are directly and indirectly related to the provisions in force at the ITK.

The Campus Life System aims to:

1. Ensuring the maintenance of campus life that supports the implementation of the Tri Dharma of Higher Education and other supporting activities properly on campus.
2. Ensure the achievement of a harmonious, orderly and polite campus life.
3. Provide a foundation and guidelines for students as members of the scientific community and campus residents to behave and behave in everyday life, especially on campus, so that students are able to continuously develop science and technology based on noble character by referring to the moral rules and scientific ethics.
4. Provide the basis and guidelines for the imposition of sanctions for violations of the provisions that have been set.

Students are expected to read in detail about the order of campus life as stated in the ITK Rector's Regulation No. 12 of 2009. More detailed information about campus life can be downloaded at <https://document-mutu.itk.ac.id/>.

VI.3. Official Guidelines

In carrying out academic and non-academic activities, students are given a guide document that is made centrally or specifically for the study program. These guidelines regulate student procedures when carrying out activities such as real work lectures, internships, practical work, final assignments, and so on. With this guide, it is hoped that it can help facilitate students so that the implementation of activities can be more organized, starting from the stages of preparation, implementation, reporting, to evaluation.

In addition to the guide document for the implementation of learning activities, there are guidelines for occupational safety and health (K3) that must be adhered to during activities in the ITK environment. This K3 guide is useful for protecting and safeguarding the ITK academic community in order to avoid mistakes that can have a negative impact on both individuals and organizations. Guidelines for centralized academic activities can be downloaded on the <https://document-mutu.itk.ac.id/> or can also be downloaded on the respective study program websites.

Each work unit at ITK has a standard operating procedure (SOP) so that the coordination flow is well organized and the work carried out is efficient so that service standards for students are well maintained. Students who need services should obey the SOP so that the process is carried out in an orderly manner. SOPs can be asked to each unit related to student needs.

VI.4. Complaints and Academic Appeals

If there is dissatisfaction with the assessment given by the lecturer in charge of the course, students are allowed to file an appeal with strong reasons. Grade appeals can be made during the appeal deadline and edit grades according to the academic calendar. To file an appeal, students can undergo the following procedures:

1. Students file a grade complaint to the lecturer in charge of the course on a clear basis by bringing related evidence
2. Lecturers will check student documents and give time for determining answers
3. If the change in grades is approved, students will be directed to take a grade complaint form which can be taken at the department's program and submitted to the study program coordinator.
4. The grade change process will be carried out and students can view it on <https://gerbang.itk.ac.id>

VI.5. Fees, Charges, Expenses, and Additional Costs

Single Tuition Fee or UKT is a fee charged to each student to be used in the learning process. To get academic services every semester, students are required to pay UKT. Tuition fees at ITK are paid according to a predetermined amount. UKT in ITK is divided into 8 (eight) categories which are adjusted to the economic ability of students and regulated in the ITK Rector's Decree No. 5309/IT10/KM.03/2021. UKT rates for study programs of Mechanical Engineering are as follows:

Table 9. UKT Classification

	SPI	Rp. 25.000.000
Category	1	Rp. 500.000
	2	Rp. 1.000.000
	3	Rp. 2.500.000
	4	Rp. 4.500.000
	5	Rp. 6.500.000
	6	Rp. 8.500.000
	7	Rp. 9.500.000
	8	Rp. 12.000.000

If students object to the Tuition (UKT) per semester that has been determined, students can appeal the UKT. The UKT appeal is the process of reducing the UKT per semester for students

who have objections or are less able to pay the UKT amount. To file a UKT appeal, students can send an application along with the required documents to the UKT ITK coordinator. If the appeal file is complete and validated by the UKT ITK coordinator, the application will be processed. After the process of determining the new UKT rate has been completed, students will receive a notification via e-mail regarding the approved UKT category.

UKT payment notification will be given at the beginning of each semester via e-mail prior to the implementation of the FRS. Students cannot carry out FRS if they have not paid UKT. UKT payments can be made by Teller Bank/ATM/e-Banking/M-Banking by transferring to the Virtual Account number as follows:

1. Bank BNI 98800684+Student ID Number
2. Bank Mandiri 10085+Student ID Number

The amount of UKT that must be paid will be stated when making the transfer. Further information about UKT can be asked at the ITK Integrated Service Unit.

VI.6. Update on Regulations

Notification of any changes related to ongoing academic and non-academic activities can be contained in the ITK Rector's Decree. Updates regarding the applicable rules will be further informed to students via ITK's official e-mail or can be viewed on the ITK official website and respective study programs.

VII. Student Organization

VII.1. Organization Mentors

All activities of ITK student organizations are fostered by competent lecturers in their fields. Guidance from lecturers can help students to get the expected achievements for organizations and individuals. The student center manages student and alumni development activities centrally.

1. Head of student and alumni development center: Ainun Zulfikar, S.T., M.T.
2. Student center secretariat:
 - Citra Ayu Afriyana, S.E.
 - Istigfarin, S.Sos
 - Mufida Fatma A., A.Md
 - Della Febriana, S.E.
3. Reasoning and scholarly:
 - Destyariani Liana Putri, S.T., M.T.
 - Dian Rahmawati, S.T., MEngSc.
 - Ismi Khairunnisa Ariani, M.Sc.
4. Entrepreneurship:
 - Marita Wulandari, S.T., M.T.
 - Eka Krisna Santoso, S.T., M.T.
 - Devi Triwidya Sitaresmi, S.T., M.T.
5. Student Organization:
 - Charul Qalbi AM, S.T., M.Sc.
 - Eko Agung Syaputra, S.Si., MBA
6. Tracer Study:
 - Diana Nurlaily, S.T., M.Stat

- Dwiana Novianti Tufail, S.T., M.T.
- 7. Career Development & Job market:
 - Amanda Dwi Wantira, S.Tr., M.T.
 - Lia Amalia, S.T., M.S
 - Noni Oktiana Setiowati, S.T., M.Sc.
- 8. Spirituality:
 - Abdul Mudjib SYadzali, S.Pd.I., MA.Pd
 - Yohanes Dwi Saputra, S.Si., M.Si.
 - Christianto C S Khala, S.T., M.T.
 - Ade Wahyu Yusariarta Putra Parmita, S.T. M.T.
 - Adrian Gunawan, S.Si., M.Si.
- 9. Counseling Service: Annisa Dwi J, S.Psi

Student Organization Advisor (Student Activity Unit)

No	Organization name	Advisor name
1	ITK Physics Student Association	Dian Mart Shoodiqin, S.Si., M.Si.
2	ITK Mathematics Student Association	Kartika Nugraheni, S.Si., M.Si.
3	ITK Mechanical Engineering Student Association	Andi Idhil Ismail, S.T., M.Sc., Ph.D.
4	Electrical Engineering Student Association	Barokatun Hasanah, S.T., M.T.
5	ITK Chemical Engineering Student Association	Adrian Gunawan, S.Si., M.Si.
6	ITK Materials and Metallurgical Engineering Student Association	Jatmoko Awali, S.T., M.T
7	ITK Civil Engineering Student Association	Muhammad Hadid, S.T., M.T.
8	ITK Urban and Regional Planning Student Association	Achmad Ghozali, S.T., M.T
9	ITK Naval Engineering Student Association	Taufik Hidayat, S.T., M.T.
10	Information Systems Student Association	M. Gilvy Langgawan Putra, S.Kom., M.MT
11	Informatics Student Association	Ariyadi, S.ST., M.T
12	Industrial Engineering Student Association	Abdul Alimul Karim, S.T., M.T.
13	Environmental Engineering Student Association	Muhammad Maarij Harfadli, S.T., M.T
14	Marine Engineering Student Association	Nurmawati, S.Kel., M.Si.
15	KM ITK Cabinet	Ainun Zulfikar, S.T., M.T.
16	KM ITK Student Representative Council	Lia Amalia, S.T., M.S.
17	ITK Mathematics Student Representative Council	Kartika Nugraheni, S.Si., M.Si.
18	ITK Electrical Engineering Student Representative Council	Barokatun Hasanah, S.T., M.T.
19	ITK Chemical Engineering Student Representative Council	Adrian Gunawan, S.Si., M.Si.
20	ITK Materials and Metallurgical Engineering Student Representative Council	Jatmoko Awali, S.T., M.T
21	ITK Civil Engineering Student Representative Council	Muhammad Hadid, S.T., M.T.
22	ITK Regional and Urban Planning Student Representative Council	Achmad Ghozali, S.T., M.T
23	ITK Information System Student Representative Council	M. Gilvy Langgawan Putra, S.Kom., M.MT
24	ITK Mechanical Engineering Student Representative Council	Andi Idhil Ismail, S.T., M.Sc., Ph.D.
25	Marine Engineering Student Representative Council	Taufik Hidayat, S.T., M.T.
26	ITK Hindu Student Family	Ade Wahyu Yusariarta Putra Parmita, S.T., M.T.

27	ITK Christian Student Fellowship (PMK)	Yohanes Dwi Saputra, S.Si., M.Si.
28	ITK Catholic Student Family ST. Benedict	Chistiano C.S. Khala, S.T., M.T.,
29	Al-Fatih. Islamic Spiritual Activity Unit	Andul Mujib Syadzali, S. Pd. I., MA. Pd
30	ITK Student Automotive Association	Andre A. Matarru, S.T., M. Han
31	Student Cooperative	Muhammad Azka, S.Si., M.Sc
32	FOLKS (Foreign Language ITK Society)	Alfi Suci Dirgantari, S.Pd., M.Pd
33	ITK Scout SAU	Dr. Moch. Purwanto, S.Si., M.Si
34	ITK Student Choir SAU	Yun Tonce Kusuma Priyanto, S.T., M.T.
35	ITK Volleyball SAU	Yun Tonce Kusuma Priyanto, S.T., M.T.
36	Dance UKM	Chandra Suryani Rahendaputri, B.Sc., M.Sc
37	ITK Developer Student Club SAU	Ariyadi, S.ST., M.T
38	ITK Music SAU	Yun Tonce Kusuma Priyanto, S.T., M.T.
39	Futsal SAU	Wira Setiawan, S.T.,M.T.
40	ASMAWARMAN ITK SAU	Abrari Noor Hasmi, S.Si., M.Si.
41	ITK Badminton SAU	Ade Wahyu Yusariarta Putra Parmita, S.T., M.T.
42	ITK Tennis Court SAU	Budiani Fitria Endrawati, STP., M.T.
43	Enggang EV Team SAU	Kholiq Deliasgarin R., S.T., M.T.
44	E-Sport SAU	M. Ihsan Alfani Putera S. Tr. Kom., M.Kom.
45	MAPALA SAU	Riyan Benny Sukmara, ST., MT.
46	Robotics SAU	Kharis Sugiarto, SST., M.T.
47	SRE SAU	Happy Aprillia, S.ST., M.T., M.Eng., Ph.D
48	Ragam Warna Theater SAU	Diniar M. Kurniawati, S.T., M.T.

VII.2. Students Activity

Student activities are fully supported by the campus to help achieve ITK's vision and mission. The campus facilitates student activities through student organizations at the institute and study program levels. The student organization hopes that it can help students develop soft-skills and hard-skills according to their interests and talents. Student activities recognized by ITK can support the achievement of SK2PM graduation requirements. Student activities may include character development, reasoning and scholarly, interests and talents, organization and leadership, entrepreneurship, and recognition.

A. Student Organization at Institutional Level

ITK Student Family or abbreviated KM ITK, is an association of all ITK students managed by the ITK student family cabinet. The ITK Student Representative Council or abbreviated as DPM ITK, serves as a transmitter of student aspirations from each study program to support activities carried out by KM ITK. Information on recruitment of students who are interested in participating in ITK KM and DPM activities can be seen on Instagram @km_itk.

Student activity units are organizations that accommodate student interests and talents, including the fields of arts and culture, sports, and reasoning. UKM supports students to

develop soft-skills and hard-skills according to their interests, and hopes that they can bring achievements. Recruitment information for each SME can be seen on Instagram or can be asked via e-mail.

Religious organizations are organizations that accommodate spiritual activities according to their respective beliefs. Currently ITK has 5 religious' organizations, consisting of Islam, Christianity, Catholicism, Buddhism, and Confucianism. Recruitment information for religious organizations can be viewed on Instagram or can be inquired via e-mail.

B. Student Organization at Study Program Level

The Study Program Student Association or abbreviated as HMP, is a means of developing reasoning, science, entrepreneurship, interests and talents, developing student welfare and community service in accordance with the scientific field of each study program. Recognized HMP activities can be submitted as a requirement for SK2PM graduation. The Study Program Student Representative Council, which is abbreviated as DPMP, serves as a messenger for student aspirations to support activities to be carried out by HMP. Students can only enter the HMP in accordance with the study program taken. Recruitment information for HMP and DPMP ITK can be seen on the Instagram @hmm.itk

VII.3. Funding for Students Activity

ITK provides funds proportionally from the total ITK budget in the current year to support student activities. Funding for student activities is distributed proportionally to student organizations at both the institute and study program levels. Student Organization funding can be sourced from:

- A. Student development fund;
- B. Member fees;
- C. The organization's business carried out legally in accordance with applicable regulations;
- D. Other valid and legal funds in accordance with applicable regulations

The use of funds in student activities must be accountable. Each student organization is required to make a written report after the implementation of the activity. The activities that are held must be known and approved by the lecturers who foster student organizations before they are carried out according to the level of each student organization.

VIII. Employability

VIII.1. Career Center

ITK Career Development Division is under the Center for Student and Alumni Development which functions as a liaison between students or graduates with labor users (companies). The development of the Career Center is aimed at creating a career center system at ITK that can be used to determine the absorption, process, and position of students and graduates in the job market; prepare students and graduates in accordance with the competencies required in the job market; and assisting government programs in mapping and aligning the needs of the job market and higher education.

The programs managed by the Career Development Division of ITK consist of student internship programs, career preparation and training, counseling services, student assessment and evaluation and career fairs.

Student internship programs are divided into three types with different management systems, namely Internship and Certified Independent Study (MSIB), Certified Student Internship Program (PMMB), and Independent Internship Initiated Study Program (MMIP). MSIB is an internship program that embodies the Merdeka Campus program initiated by the Ministry of Education. PMMB is a program launched by the Indonesian Human Capital Forum (FHCI) which consists of state-owned companies in Indonesia.

Career preparation and training is a series of activities aimed at preparing ITK alumni to face the world of work. The Career Guidance Division holds various types of activities by inviting practitioners in the field of soft skills development and representatives of the Human Resources Department from various companies. There are three activities that are part of the career preparation and training program, namely, graduation briefing, career series webinars, and soft skills and career development fair. Graduation debriefing is carried out before the graduation in each period. In this activity, graduates are provided with provisions regarding preparation for the job market, besides that they are also given instructions regarding filling out tracer studies. The webinar career series is a series of company meetings that are preparing an employee training and recruitment program with a management trainee scheme. In this activity, students can meet and discuss directly with representatives of recruiters from companies. Meanwhile, the soft skills and career development fair is a program of mentoring and training students in the soft skills field to provide added value when competing in the job market.

Counseling services are carried out every Friday at ULT at 08.00 – 16.00 WITA. Counseling services include student academic guidance, non-academic, career plans, or consultation during the lecture period.

Student assessment and evaluation is a service provided by the career guidance field to all students who have just entered the college level and students who will graduate from ITK. The purpose of this assessment and evaluation is an effort to be able to map interests and abilities in the early days of lectures. So that students can find out their abilities, direct college choices and career preparation based on interests, and find out other potentials they have. At the end of the lecture period, students will also get the same assessment, in order to find out the progress of students after taking the lecture period while at ITK.

VIII.2. Employability Supports

The career fair is one part of the services provided by the ITK career guidance field. This activity aims to accommodate the company as a provider of employment opportunities for students and alumni. The career fair also facilitates the needs of students and alumni for available jobs. The implementation of the first career exchange activities will only be held in October 2022.

All activities under the Career Guidance at ITK can be obtained and accessed through the Instagram page with the @itkcareercenter account or can send an email to careercenter@itk.ac.id

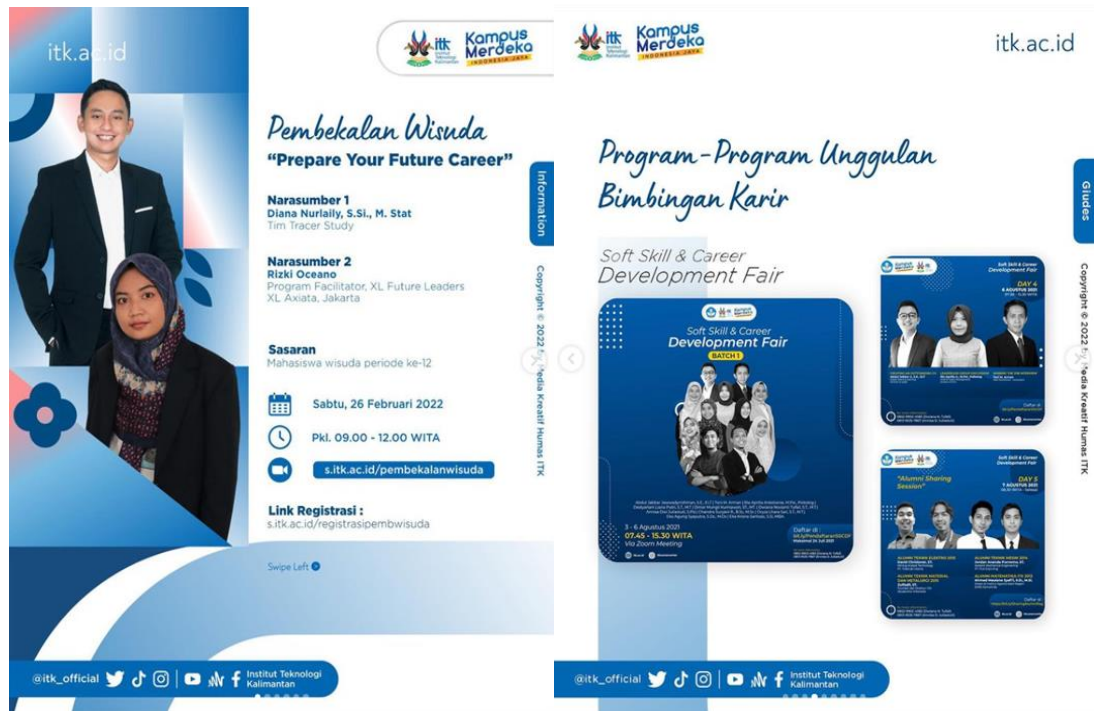


Figure 8. Gallery of ITK’s Career Center.

VIII.3. Technology Business Incubator

The Technological Business Incubator (IBT) ITK was officially established in February 2019 which was stipulated in the Decree of the Rector of the Institut Teknologi Kalimantan Number: 239/IT10.R/OT.07/2019. In the contents of the decision, IBT ITK has the function of carrying out the incubation process for technology-based novice entrepreneurs. IBT ITK is institutionally under the Institute for Research and Community Service (LPPM) ITK. The vision of IBT ITK is to become a leading food technology business incubator center in Kalimantan that plays an active role in encouraging the development of technology-based startup companies by 2025. The specific purpose of establishing IBT ITK is to develop the commercialization potential of higher education research both from the ITK academic community, to increase startups in the field of education. Food with technology is the result of innovation from the research of the ITK academic community, developing networks between tenants and related stakeholders. IBT ITK’s work program includes incubation of tenants who have been registered at IBT ITK and providing services in the form of training and mentoring to ITK students who are conducting competitions. This activity was carried out in collaboration with the ITK Student Entrepreneurship Supervisor.



Figure 9. IBT’s office.

The IBT ITK tenant incubation process has stages, namely Pre-Incubation, Incubation and Post-Incubation. The Pre-Incubation Stage is a tenant selection process. The selection process is carried out with administrative selection stages, interviews, pitch decks and site visits (for outwall tenants). IBT tenant registration is opened annually in August-September by filling out the form recorded in IBT ITK's email, namely ibt@itk.ac.id. Registration information can be seen on IBT ITK's social media accounts, namely https://www.instagram.com/p/CTQ_MGOJZ2b/ and the website column at <https://itk.ac.id/ibt/> and <https://lppm.itk.ac.id/detail-page/incubator-business-technology>. In addition to conducting incubation and training programs, IBT ITK also collaborates with Student Entrepreneurship in developing an entrepreneurial ecosystem at ITK so that it can be in line with the Independent Campus Learning Program (MBKM) and the achievement of IKU. work on the campus of the Institut Teknologi Kalimantan. Currently, the fields that play a role in developing student entrepreneurial skills are Student Guidance for Entrepreneurship and the Technological Business Incubator. ITK student entrepreneurship activities are divided into 4 stages which include: Motivation, initiation, implementation, and development. Stages-All IBT ITK activities are carried out in Building E, room E 106, 1st floor of the ITK Campus.

VIII.4. Entrepreneurship Programme

A good entrepreneurial ecosystem always involves various institutions and organizations, such as: ITK Student Family (KM), Study Program Student Association (HMP), Student and Alumni Center Team (TPKA), and Technological Business Incubator (IBT). To support the continuity of activities, these institutions and organizations also cooperate with the Student Cooperative (KOPMA) and ITK employee cooperatives.

In the first stage, new students are required to attend the Basic Level Entrepreneurial Student Skills Training (LKMW TD). This activity contains the introduction and motivation of entrepreneurship organized by the ITK Student Family. This activity is expected to provide insight to students regarding various types of entrepreneurial activity programs that are carried out and followed by students. In addition, at this stage students are also motivated to become entrepreneurs. At this stage, students are required to create business models such as business model canvas and business proposals. This business model is then compiled into a business proposal to be included in various business competitions such as: Indonesian Student Entrepreneurship Activities (KBMI, Indonesian Student Startup Acceleration (ASMI)), and other entrepreneurial competitions. For the last few years since 2017, ITK students has won many championships or funding (funding) from various parties, especially from the Ministry of Education, Culture, Research and Technology (KEMDIKBUDRISTEK). Some examples of list of student participants who received grants can be seen at the following link: <https://sim-pkmi.kemdikbud.go.id/portal/blog-2/>

In the second stage, students have started to think about the creation and development of their products so that they can be produced in a sustainable and quality manner. To support this, students who have participated in LKMW TD and or already have a business, are encouraged to take part in the Advanced Entrepreneurial Student Skills Training (LKMW TL). An example of an announcement of a TL LKMW activity can be seen at the link <https://www.instagram.com/p/CcPMepRvscl/>. In addition, to raise the spirit of entrepreneurship in accordance with the professionalism of each study program, each Study

Program Student Association is required to have a department or division in the field of entrepreneurship. This department or division will coordinate with the ministry of entrepreneurship, KM ITK, to run various work programs related to entrepreneurship in each study program.

In the third stage, students start running their business by considering various aspects. Some of these aspects are target market, marketing strategy, financial management, and resource management (raw materials, supporting tools and student resources). At this stage, analytical skills in solving complex problems in the field of entrepreneurship are needed. So it is hoped that leadership, communication, and other soft skills are also expected to develop. To help solve various problems encountered in running their business, regular and continuous coaching is provided from business practitioners and entrepreneurship supervisors. Coaching is carried out thematically by raising topics according to the problems faced by entrepreneurial students.

In the last stage, businesses that have been run by students can be developed in the Technology Business Incubator (IBT). In this IBT, entrepreneurs are assisted and mentored with the aim of increasing production and expanding marketing. Through IBT, it is hoped that a business will have added value so that investors are interested in investing in the business. Mentoring at IBT can continue even after students have completed their education at ITK. Some IBT activities can be found at the link <https://itk.ac.id/category/ibt/>.

In practice, the entrepreneurship curriculum at ITK is based on real activities/activities in the field. All of these activities are managed by PKA and IBT ITK. Furthermore, in accordance with the spirit of Merdeka Learning Merdeka Campus (MBKM), student entrepreneurial activities can be recognized as part of the implementation of education which can be converted into Semester Credit Units (SKS). With this program, it is hoped that students will be more enthusiastic and motivated to become entrepreneurs so that they can contribute to solving the problem of the lack of job vacancies in Indonesia.

VIII.5. Certifications

While being a student at the Kalimantan Institute of Technology, especially the Mechanical Engineering Study Program, students can get professional certification by participating in the Certified Student Internship Program (PMMB). The Certified Student Internship Program, abbreviated as PMMB, is a program of the Indonesian Human Capital Forum (FHCI) in collaboration with BUMN. This program provides opportunities for students to channel their potential and explore experiences in BUMN. With this program, it is hoped that it will create human resources that are globally competitive. From this PMMB program, students can take part in 2 types of PMMB programs, namely an industry-certified internship program, and a competency-certified internship program.

VIII.6. Collaboration with Professionals

The ITK Mechanical Engineering study program through the Kalimantan Institute of Technology carries out several collaborative programs with professional partners. The types and partners of the ITK Mechanical Engineering study program are shown in table 10.

Table 10. Collaboration with Professional.

Partner	Year	Type	Description
Research Center Physic LIPI	2020	Partnership	Research and Education in Physics and Materials Science
PT. ITS Tekno Sains	2021	Head of Agreement	Study Program Accreditation Assistance
PT. Kaltim Prima Coal	2020	Note of Understanding, Partnership	Education, Research, and Community Service
Gadjah Mada University	2019	MoU	Education, Research, Community Service, and Science and Technology Development
Gadjah Mada University	2020	Head of Agreement	Cooperation in Academic Activities of Undergraduate Students
Balikpapan University	2021	MoU	Implementation of the Tridharma of Higher Education
Balikpapan University	2022	Head of Agreement	Improving the Quality of Higher Education Tri Dharma
École Nationale d'Ingénieurs de Tarbes – ENIT	2021	MoU	Cooperation in the Field of Teaching
PT. Pertamina Hulu Mahakam	2019	MoU	Research, Study, and Development of Community Empowerment Programs
PT. Pertamina (Persero)	2020	MoU	Implementation of Certified Student Internship Program
Pertamina University	2022	MoU	Implementation of the Three Educational Pillar of Higher Education and the Independent Learning Program-Independent Campus

IX. Health and Safety

IX.1. Health Facility Registration

ITK has collaborated with the Balikpapan City Health Office under the Balikpapan City Government in providing health facilities for students. The nearest health facility for students is at the Karang Joang Health Center which is located at Jl. Soekarno Hatta No.23, Karang Joang. Karang Joang Health Center is a level 1 health facility that handles the Karang Joang sub-district, North Balikpapan sub-district. Students who study at ITK and already have BPJS Health will automatically be registered at the Karang Joang Health Center Health Facility.

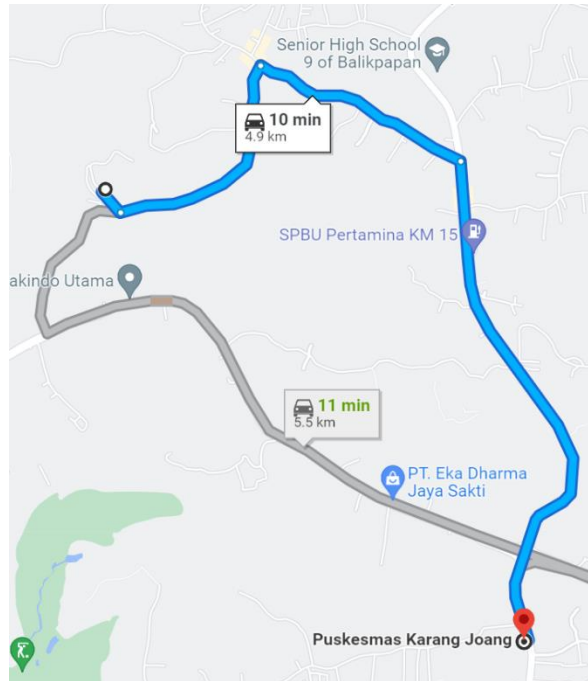


Figure 10. Health Facility Support for ITK.

Health services available at Karang Joang Health Center include:

1. General Practitioner
2. Dentist's Practice
3. Laboratory

ITK has also collaborated with RSUD Dr. Kanujoso Djatiwibowo in the scope of education and training, research, community service, and the development of science and technology. Dr. Kanujoso Djatiwibowo Hospital is also a referral hospital if health services at the Karang Joang Health Center cannot handle it.

Insurance for Students

Health facilities received by students are facilitated by BPJS Health. Students who will do KP or Internship need to have health insurance. ITK provides support in the form of special BPJS financing for a certain time when doing KP or Internship. The procedure for applying for a certain time BPJS is as follows:

1. Students communicate with their supervisors when they are going to do KP or Internship
2. If students do not have BPJS, the supervisor will communicate to the study program coordinator.
3. The study program coordinator will collectively collect information on students who do not have BPJS which will then be proposed.
4. If approved, students can register at the local BPJS office which can then be used for a certain time.

COVID-19 Vaccination

In order to support learning activities, every academic community must get the COVID-19 vaccination. The Indonesian government facilitates the COVID-19 vaccination, which consists of several types of vaccines, namely:

1. SINOVAC
2. AstraZeneca
3. Pfizer
4. Moderna

Vaccination is carried out simultaneously, which will be coordinated by the vaccine committee. Every academic community is required to carry out vaccinations at least until the second stage. If students have not received vaccinations or who have comorbid diseases so they cannot vaccinate, students can contact the ITK COVID-19 officer unit. The ITK COVID-19 Task Force provides vaccination services, positive reporting, or symptom complaints.

ITK dormitories are also used as a facility for self-isolation if there are students who are indicated or confirmed positive. In addition, it also provides support to students in the context of preventing and handling COVID-19. To contact the ITK COVID-19 Task Force, you can open the link <https://s.itk.ac.id/satgascovid19itk>.

IX.2. Student Safety

1. Safety guidelines

Every student's academic and non-academic activities must pay attention to occupational health and safety (K3). Losses caused by negligence in OSH may have an impact on individuals, other people, or the surrounding environment.

As an effort to realize work safety in the campus environment, ITK is committed to implementing occupational health and safety (K3) standards in accordance with ISO 45001:2018 regarding the occupational health and safety management system (SMK3) which includes the provision of safety facilities, emergency response systems, to risk management. This commitment can be implemented by providing emergency response facilities in the event of a potential hazard in each building, such as the availability of light fire extinguishers (APAR) in accordance with Permenaker No. 4/MEN/1994, hydrants, fire alarm systems according to SNI 03-3985-2000, evacuation route signs, emergency gathering points in accordance with PUPR Ministerial Regulation No. 14 of 2017, and first aid kits in accordance with RI Ministerial Regulation No. Per-15/Men/VIII/2008

Campus facilities are facilities that are shared, so the use of facilities must be in accordance with procedures. Students are required to pay attention to and study the SOP for the use of equipment and materials that have potential hazards so that harm does not occur. Equipment and materials, especially those in the laboratory, have various potential hazards and can cause certain impacts. Students are expected to understand the potential hazards and K3 procedures before working in certain laboratories. The ITK integrated laboratory provides K3 facilities, including:

1. First Aid Box

The contents of the first aid kit consist of wrapped sterile gauze, bandages, rolled plaster, quick plaster, cotton wool, scissors, disposable gloves, povidone iodine, and 70% alcohol. The first aid kit is also equipped with a logbook to monitor the availability of the contents of each box.

2. Personal protective equipment

Provision of personal protective equipment is adjusted to the needs and potential health hazards in the laboratory.

3. Safety sign (safety sign)

Hazard symbols are given according to the potential hazards that exist in each laboratory. Evacuation routes and assembly points have also been prepared to minimize the impact on everyone in the event of an accident or emergency.

4. Fire safety equipment

Consists of a light fire extinguisher (APAR), a hydrant, and a fire alarm.

For more details, students can download the manual for the use of laboratory facilities on the <https://labterpadu.itk.ac.id> . If there is still something that is not understood regarding the K3 procedure, students can send an email to the address labterpadu@itk.ac.id.

In addition to work safety in the campus environment, students are also expected to pay attention to work safety when carrying out activities outside the campus such as during field lectures, KKN, internships, practical work, or final project projects according to the area where they work. The supervising lecturer, main supervisor or field supervisor will provide further direction regarding K3 procedures for each activity that will be undertaken.

2. Serious misconduct penalties

Deviant acts that can harm, injure, or harm other people or institutions need to be taken seriously. If a student finds an indication of a deviant act accompanied by evidence, the student can report it to the security. If the act violates the law, the perpetrator will be reported and handed over to the authorities.

IX.3. Emergency Situations

1. Emergency contacts

Address and Emergency Phone number:

- a. Public Health Center Karang Joang (Puskesmas Karang Joang) (24 Hours)
Address: Jl. Soekarno Hatta No.23, Karang Joang, Kec. Balikpapan utara, Kota Balikpapan, Kalimantan Timur 76127
Phone Number: (0542) 861120
- b. Red Cross Balikpapan (PMI Balikpapan) (24 Hours)
Address: Jl. Jenderal Sudirman No. 1, Klandasan Ulu, Balikpapan Kota, Kota Balikpapan, Kalimantan Timur
Phone Number: (0542) 873901
- c. Nearest Hospital (24 Hours)
Public Hospital Dr. Kanujoso Djatiwibowo
Address: Jl. MT Haryono No. 656, Batu Ampar, Kec. Balikpapan Utara, Kota Balikpapan, Kalimantan Timur 76115
Phone Number: (0542) 873901

Hermina Hospital, Balikpapan
Address: Jl. Sepinggan Baru No. 45, Sepinggan, Kec. Balikpapan Selatan, Kota Balikpapan, Kalimantan Timur 76114
Phone Number: (0542) 8532525
- d. Police Resort Balikpapan

Address: Jl. Jenderal Sudirman No. 69, Balikpapan Selatan, Klandasan Ulu,
Balikpapan Kota, Kota Balikpapan, Kalimantan Timur
Phone Number: (0542) 425000

- e. Police Sector Balikpapan Utara
Address: Jl. Soekarno Hatta KM 0,5, Muara Rapak, Balikpapan, Kota
Balikpapan, Kalimantan Timur 76124
Phone Number: (0542) 422391
- f. Fire Fighter UPT PBD Balikpapan Utara
Alamat: Jl. Soekarno Hatta KM 11, Karang Joang, Kec. Balikpapan Utara, Kota
Balikpapan, Kalimantan Timur
Phone Number: (0542) 421113

2. Evacuation Route

Accessibility routes for the evacuation plan in ITK’s building have been provided from integrated labs, building A, B, C, E, F, G. Example of evac route are as follow:

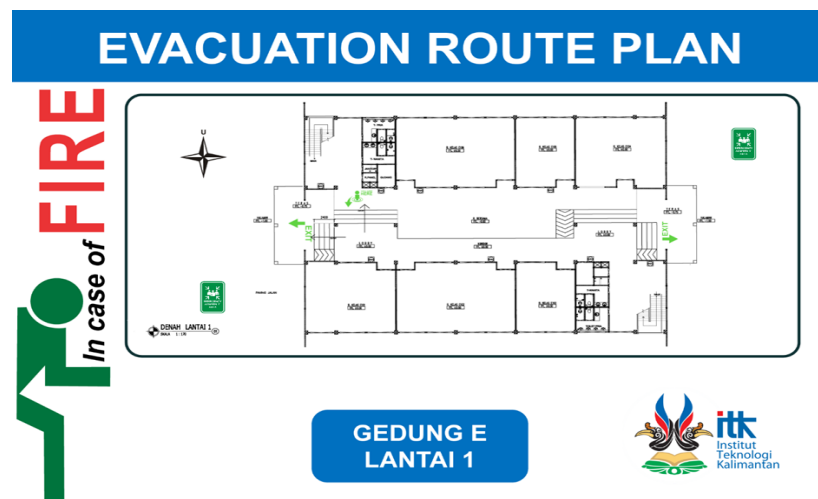


Figure 11. Evac route for E Building 1st Floor.

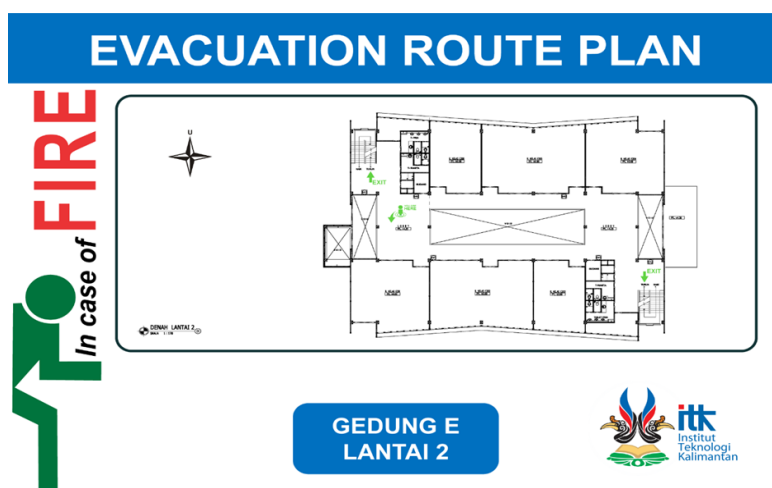


Figure 12. Evac route for E Building 2nd Floor.

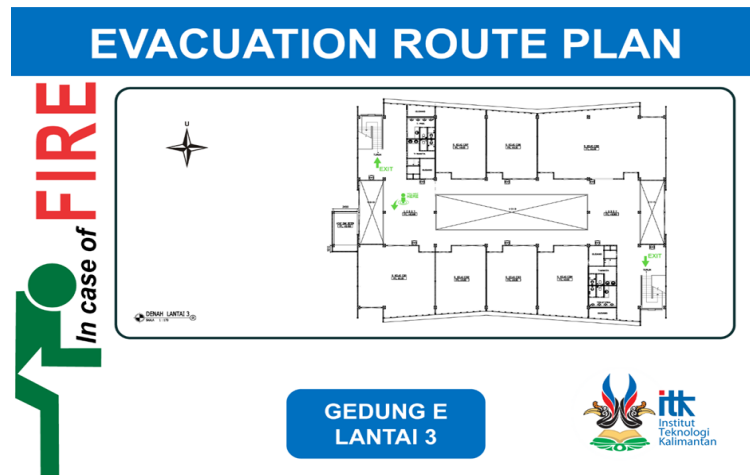


Figure 13. Evac route for E Building 3rd Floor.

in case of an emergency situation, please follow this procedure:

1. Long continuous alarm sounds indicate an emergency situation is happening
2. Don't panic, and stop all activities immediately
3. In the middle of lecturing/study activities, the lecturer is responsible for evacuation leadership.
4. Do not jump from the 2nd and 3rd floor if possible
5. Take necessary documents/essential goods and proceed to follow evacuation
6. Do not block the evacuation route
7. move outside of the room to the nearest emergency exit
8. proceed to the assembly point