



# ACADEMIC GUIDELINES FOR DIPLOMA AND BACHELOR PROGRAMS UNIVERSITAS JEMBER



ACADEMIC YEAR 2020/2021

Kampus  
Merdeka  
UNIVERSITAS JEMBER



**ACADEMIC GUIDELINES FOR  
DIPLOMA AND BACHELOR  
PROGRAMS UNIVERSITAS JEMBER**

**YEAR 2020/2021**

**THE MINISTRY OF EDUCATION AND CULTURE  
UNIVERSITAS JEMBER**

**2020**

**ACADEMIC GUIDELINES  
FOR DIPLOMA AND GRADUATE PROGRAMS  
UNIVERSITAS JEMBER**

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## SYMBOL OF UNIVERSITAS JEMBER



The symbol of the Universitas Jember is in the form of an equilateral pentagon with curved sides in which there is writing and an imaginary circle formed by pictures with the following meanings.

1. The imaginary circle illustrates the people's determination to establish the Universitas Jember.
2. Three pieces of fresh tobacco leaves, symbolizing the Tri Dharma of Higher Education.
3. Tobacco, paddy, and corn leaves symbolize the fertility of the former Besuki Residency, as an agricultural area and producer of export tobacco, where the Universitas Jember grew and developed.
4. The binding root symbolizes Panca Bharata, consisting of ratio (common sense), spirit (spirit and courage), idealism (Goal), ethics (humanity), and realism (reality).
5. The tongue of fire symbolizes the people's fighting spirit (the area of the Assistant Governor Besuki) and its surroundings which provided the creation of the Universitas Jember.
6. The seven grains of paddy symbolize the seven people who had sat on the Committee of Seven which was formed by the Minister of PTIP in 1962 in the effort to establish the Universitas Jember.
7. The five image containers symbolize the basic philosophy of the state, namely Pancasila.
8. The basic color symbol is yellow, tobacco leaves, paddy leaves, and corn leaves are green; golden yellow rice; red flames; the tie rods, writings, and black pentagons. The black color symbolizes firmness and fertility in science. Green symbolizes the hope of fertility and freshness of the soul, yellow symbolizes dynamics and silence and holiness for people who glorify God Almighty.



# MARS UNIVERSITAS JEMBER

MI	VER	STRA JEMBER JA	TA	SI MA MA TER
	BANG	ILMU DAN BELA	TA	WU JAU KAN TR
SI TA DE	SI	LAI ANI SI TER	PA	UNTA GERAN
DAHI MA MEMBA		TUNAS TUNAS BANG	SA	SI DE NE SI
TA	INDAH	INDAH	DASAR	PATRI
A	MENDIRAN	SI	PINDA	WU MA
LA	TERTA	HAM	DICALAN	SETAP DA DA
TA	JAYA	LAI	ALIBATIS	SIANGSA
MA	PENEM	UNTA	SELAMA	NYA



## **PREFACE**

Preparation of EDUCATION GUIDELINES FOR DIPLOMA AND BACHELOR PROGRAM UNIVERSITAS JEMBER Academic Year 2020/2021 aims to provide information to all students, lecturers, and employees of the Universitas Jember (UNEJ) in carrying out the tridharma of higher education and other parties who want to obtain information about UNEJ. This manual is also intended to provide initial information for new UNEJ students in entering the world of higher education so that they really know, understand, and observe the intricacies of UNEJ.

The material in these guidelines book has been attempted to be as accurate as possible by referring to applicable reference sources. If the information and/or data are found to be inaccurate and incomplete in presentation, readers are advised to refer to the original source of the information. The suggestions and constructive criticism are highly expected as material for improvement in future editions.

The deepest appreciation goes to the development team for their hard work in gathering information in the form of this manual. To those who have provided input (all work units within UNEJ) and have assisted in the completion of this manual, we would also like to say thank you. Hopefully this guidebook will be useful for UNEJ residents, especially for the new students of the Class of 2020, and society in general.

Rector,

Dr. Ir. Iwan Taruna, M.Eng.  
NIP 196910051994021001

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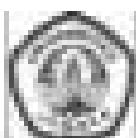
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**REPUBLIC OF INDONESIA (KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, DAN KEMAHANPUAN)  
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**THE DECISION OF THE SENATE OF JEMBER UNIVERSITY**

Number: 0001/UN/JAR/2021/0001/21

at Jember, 15 November

UNIVERSITY OF JEMBER, at address: Cembera Tiga, Jember

**THE SENATE OF JEMBER UNIVERSITY,**

- Considering**
1. Has to be implementation of academic activities at the University of Jember, Academic Year 2021 / 2022 in order to run in an orderly and smooth manner. It is deemed necessary to arrange an Academic Calendar.
  2. Has based on the consideration in related to what is it necessary to issue a Decision of the Senate of the University of Jember concerning the Academic Calendar of the University of Jember for the Academic Year of 2021 / 2022.
- Whereas**
1. The law Number 20 of 2003 concerning the National Education System (State Gazette of the Republic of Indonesia of 2003 Number 76, Supplement to the State Gazette of the Republic of Indonesia Number 4301).
  2. The law Number 14 of 2005 concerning Teachers and Lecturers (State Gazette of the Republic of Indonesia of 2005 Number 147, Supplement to the State Gazette of the Republic of Indonesia Number 4396).
  3. The law Number 17 of 2013 concerning Higher Education (State Gazette of the Republic of Indonesia of 2013 Number 174, Supplement to the State Gazette of the Republic of Indonesia Number 5334).
  4. Government Regulation Number 77 of 2007 concerning Education (State Gazette of the Republic of Indonesia of 2007 Number 76, Supplement to the State Gazette of the Republic of Indonesia Number 3947).
  5. Regulation of the Minister of Education, Culture, Religion and Higher Education Number 64 of 2017 concerning Organization and Work Structure of the University of Jember (State Gazette of the Gazette of Indonesia Year 2017 Number 1470).
  6. Regulation of the Minister of Education and Culture Number 1 of 2020 concerning National Standard for Higher Education Institutions of the Republic of Indonesia of 2020 Number 07).
  7. Regulation of the Minister of Education and Culture Number 21 of 2019 concerning the Model of the University of Jember (State Gazette of the Republic of Indonesia of 2019 Number 66).
  8. Decree of the Minister of Education and Culture Number 2143 / 2019 / 0041 / 2019 / 2020 concerning the Structure and Appointment of the Senate of the University of Jember for the Year 2019/2020.
  9. Regulation of the Senate of the University of Jember Number 1 of 2021 concerning Guidelines for the Implementation of Integrated Learning at the Independent Campus of the University of Jember.

## NOTES

<b>EXAMINEE</b>	GRADUATE OF THE FACULTY OF SHARDAH UNIVERSITY (IN THE ALLEGIANCE OF UNIVERSITY OF SHARDAH) ACADEMIC YEAR 2021/2022
<b>FIRST</b>	Academic activities are conducted as in 1982 Semester, 1983 Semester, and Intermediate Semesters.
<b>SIXTH</b>	The 1982 Semester starts in August 2021 until January 2022, the Early Semester starts in February to July 2022 and the Intermediate Semester in the Month of June and February 2022.
<b>THIRD</b>	The Academic Calendar for the Academic Year 2021/2022 is contained in the Appendix to the present document to read as a guideline in the organization of academic activities in the University of Sharada for the Academic Year 2021/2022.
<b>FIFTH</b>	Matters that have not been regulated in this document will be further regulated.
<b>SEVEN</b>	This document shall come into effect from the date of registration, provided that if in the future there is an error in this document, it will be corrected accordingly.



- Page:
1. Vice-Chancellor
  2. Director UPE
  3. Dean of the Faculty - Director of Postgraduate
  4. Chairman of the Institution
  5. Head of Institute
  6. Director UPE
- in the University of Sharada.

**Appendix to the Calendar of the Faculty of the University of Southern**

**Regional – January/February 2022/2023**

**Site – Ft. Lewis, CO**

**Notes – See University Calendar of the University of Southern for the Academic Year 2022/2023**

**I. Fall Semester**

1. Tuition Fee Payment and Student Registration – 0 July – 4 August 2021
2. Payment of Tuition Fee, Addendum Payment – 0 – 22 July 2021
3. Applications for Study Leave – 4 – 22 July 2021
4. Semester Course Registration Meeting at Faculty Programmes – 01 – 14 July 2021
5. Add and Drop Courses – Assessment of Final Schedule for each Study Program – 08 – 14 July 2021
6. Commencement with Academic Advisor – 2 – 26 August 2021
7. Assessment and Evaluation of Study Plan (not approved for Academic Advisor) – 22 August – 3 September 2021
8. Lecture Practical Period – 22 August – 16 December 2021
9. Writing and Learning Opportunities – 4 – 21 December 2021
10. Semester Final Exam – 01 – 24 December 2021
11. Course Grade Entry – 04 – 24 December 2021
12. Meeting to Study Copy of Final Program Sheet – Discussion for the Faculty Fee – 24 January 2022

**II. Spring Semester**

1. Application for Withdrawal Permission – 08 – 21 December 2021
2. Offer of Withdrawal Refunded Course – 21 – 24 December 2021
3. Add and Drop Withdrawal Refunded Course – 08 December 2021 – 0 January 2022
4. Tuition Fee Payment – 20 December 2021 – 0 January 2022
5. Study Plan Meeting and Program – 4 – 7 January 2022
6. Lecture Period – 7 January – 04 February 2022
7. Add Withdrawal Refunded Exam – 22 – 24 February 2022
8. Course Grade Entry – 22 – 24 February 2022



## 2017 Study Schedule :

1. Tuition Fee Payment and Student Registration	10 January - 15 February 2022
2. Proposal of Tuition Fee Admission Payment	1 - 21 January 2022
3. Application for Study Leave	1 - 21 January 2022
4. Semester Course (Mandatory Working at Faculty/Department)	01 - 28 January 2022
5. Add and Drop Courses - Adjustments of Class Schedule for each Study Program	01 January - 14 February 2022
6. Consultation with Academic Advisor	04 - 23 February 2022
7. Formulation and Consolidation of Study Plan (not approved by Academic Advisor)	24 February - 11 March 2022
8. Lecture/Practical Period	28 February - 1 July 2022
9. Filling out Learning Questionnaire	1 - 25 June 2022
10. Semester Final Exam	01 - 24 June 2022
11. Course Grade Entry	14 June 01 - 1 July 2022
12. Deadline for Grade Entry of Final Projects/Theses (Submission for the Tuition Fee)	01 July 2022



## **LEADERS IN UNIVERSITAS JEMBER ENVIRONMENT**

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Vice Rector II for General Affairs and Finance	: Drs. Wachju Subchan, M.S., Ph.D.
Vice Rector III for Planning, Information Systems, and Public Relations	: Prof. Dr. M. Sulthon, M.Pd.
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Head of Academic	: Ir. Ninik Kusbandini
Student and Alumni Administrator	: Endang Cahyaningsih, S.H., M.H.
Head of General Bureau, Personnel and Finance (Bureau II)	: Agus Maryono, S.H.
Financial Administrator	: Dra. Ratri Yunari
General Administrator, Law, Administration and State Property	: Mohamad Jazuli, S.H.
Personnel Administrator	: Eko Widodo, S.S.
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Head of Planning and collaboration	: Baderun, S.E.
Head of Information and public relations	: Setijawan, S.H.
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Healthcare Center Coordinator	: dr. Ulfa Elfia, M.Kes., Sp.BP.RE.
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Counselling and Disability Center Coordinator	: Senny Weyara Dienda Saputri, S.Psi, MA.
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Coordinator of Center for Curriculum Development and Learning Innovation	: Prof. Dr. Ir. Bambang Sujanarko, M.M.
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Coordinator of Literacy Development Center	: Mohammad Hadi Makmur, S.Sos., M.AP.
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Official Head of UPT Printing and Publishing	: Prof. Dr. Drg. Ristya Widi Endah Yani, M.Kes.
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Head of UPT Integrated Laboratory and Technology Innovation Center (C-DAST)	: Prof. Ir. Bambang Sugiharto, M.Agr., A.Agr.
Head of Internal Supervisory Unit	: Prof. Dr. Zarah Puspitaningtyas S.Sos, SE, M.Si.

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Coordinator of Master of Agribusiness Study Program	: Dr. Ir. Joni Murti Mulyo Aji.
Head of Agrotechnology Study Program	: Ir. Hari Purnomo, M.Sc., Ph.D.DIC.
Coordinator of Agribusiness Study Program	: M. Rondhi, S.P., M.P., Ph.D.
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Coordinator Agronomy Study Program	: Dr. Ir. Slameto, M.P.
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Chairman of the D3 Company Management Study Program	: Drs. Sudaryanto, MBA., Ph.D.
Chairman of the D3 Financial Administration Study Program	: Dr. Sumani, S.E., M.Si.
Head of Study Program D3 Secretariat	: Dr. Deasy Wulandari, S.E., M.Si.
Chairman of the D3 Accounting Study Program	: Bunga Maharani, S.E., MSA.
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Head of Science Education Study Program	: Prof. Dr. Indrawati, M.Pd.
Head of PLS Study Program	: Deditiani Tri Indrianti, S.Pd., M.Sc.
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Biomed.Head of Basic Dentistry (IKGD)	: drg. Yenny Yustisia, M.Biotech
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Head of Orthodontics	: drg. Leliana Sandra Deviade Putri., Sp.Ort
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Head of Mechanical Engineering D III Study Program	: Santoso Mulyadi, S.T., M.T.
Head of D III Electrical Engineering Study Program	: Dr. Satriyo Budi Utomo, S.T., M.T.
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**BUREAU I**  
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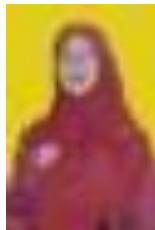
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## **CHAPTER 1. INTRODUCTION**

Publishing THE ACADEMIC GUIDELINES FOR THE DIPLOMA AND BACHELOR PROGRAM OF UNIVERSITAS JEMBER (UNEJ) Academic Year 2018/2020 is one of the efforts to provide complete information about UNEJ to the academic community in particular and the public in general. This was considered important so that the academic community has clear references in implementing the Tri Dharma of higher education, especially in the fields of education and teaching; and so that the public, especially UNEJ stakeholders, have a clear picture in understanding the intricacies of UNEJ. The implementation of the Tri Dharma of higher education which includes education, research, and community service requires the participation of the academic community. The implementation of such participation needs to be based on the new paradigm of the higher education system which includes quality, accreditation, autonomy, accountability, and evaluation. The availability of information greatly determines the quality of the participation of the academic community in the process of implementing the higher education system. Therefore, this manual must be read by the academic community and all UNEJ citizens and be known by the public, especially UNEJ stakeholders.

### **1.1 The Short History Of UNEJ**

UNEJ, originally a private university called Tawang Alun University, was established on November 4, 1957. Initially, Tawang Alun University had one faculty, namely the Faculty of Law. In 1960 the Faculty of State and Corporate Administration (ANP) was established, a year later it became the Faculty of Social and Political Affairs (Faculty of Sospol). At the request of the community, Tawang Alun University in the same year added new faculties, namely: the Faculty of Agriculture, the Faculty of Education, and the Faculty of Medical Education.

Based on the Decree of the Minister of Higher Education and Science (PTIP) Number 95 of 1962, dated August 1, 1962, the Faculty of Agriculture and the Faculty of Medical Education were fostered by Airlangga University, Surabaya. On January 5, 1963, Tawang Alun University was legalized together with Universitas Brawidjaja Malang based on the Decree of the Minister of PTIP Number 1 of 1963, dated January 5, 1963. Although Tawang Alun University had been legalized, its status was still a branch of Universitas Brawidjaja (UNBRA) domiciled in Jember. with several faculties, namely: (1) Faculty of Law and Public Knowledge, (2) Faculty of Agriculture, (3) Faculty of Science Community Knowledge, (2) Faculty of Agriculture, (3) Faculty of Education (4) Faculty of Social and Political Sciences, and (5) Faculty of Medicine. The status of the Faculty of Law and the Faculty of Agriculture are branches of the Faculty of Law and the Faculty of Agriculture, UNBRA

Malang, respectively, while the Faculty of Social and Political Sciences, the Faculty of Education, and the Faculty of Medicine are independent in Jember. Then, in the 1963/1964 Academic Year, two new faculties were established, namely the Faculty of Cultural Sciences and the Faculty of Economics and Business located in Banyuwangi under UNBRA Tjabang Djember.

In 1963, the Faculty of Medical Education UNBRA Malang Tjabang Djember was integrated into Universitas Airlangga Surabaya, while the Faculty of Teacher Training and Education was integrated into Malang State IKIP. The integration was based on the considerations of the Minister of PTIP as stated in Presidential Decree Number 196 of 1963, dated September 23, 1963, which lasted until November 1964. Based on the Decree of the Minister of PTIP Number 151/1964, dated November 9, 1964, Universitas Brawidjaja Tjabang Djember was declared independent with the status State University became Djember State University with the abbreviation UNED. At that time, the State University of Djember had four faculties, namely: (1) Faculty of Law (in Jember with branches in Banyuwangi), (2) Faculty of Social and Political Affairs (in Jember), (3) Faculty of Agriculture (in Jember), (4) Faculty of Economics and Business (in Banyuwangi), and (5) Faculty of Cultural Sciences (in Banyuwangi).

Based on the policy of the Rector of UNED through Decree No. 583/AU/22/1965, dated December 31, 1965, the Faculty of Economics and Business and the Faculty of Cultural Sciences based in Banyuwangi were moved to Jember. Furthermore, with the Decree of the Director General of Higher Education Number 161 of 1967, starting January 1, 1968, the Institute of Teacher Training and Education (IKIP) Malang Tjabang Djember which was originally integrated with UNBRA Malang, was later integrated into the State University of Djember. The Faculty of Education, Faculty of Cultural Sciences and Arts, IKIP Malang Tjabang Djember, respectively became the Faculty of Education and the Faculty of Cultural Sciences, Djember State University.

### **Bondowoso and Lumajang campuses**

Based on the recommendation of the Director General of the Ministry of Research Technology and Higher Education Number 1754/C.C4/KL/2017, dated June 2, 2017, the Universitas Jember opened the Bondowoso Campus which officially started lectures in the 2017/2018 academic year.

There are 243 students in the first batch, most of whom are from Bondowoso and the surrounding area. Occupying a 9.6-hectare campus in the Education Development Center (EDC) area, the Universitas Jember, the Bondowoso Campus, continues to improve with the full support of the Bondowoso Regency Government. This support was evidenced by the construction of a three-story lecture building and other supporting infrastructure. The plan is for the Bondowoso Regency Government and the

surrounding area as an educational area in the Bondowoso Regional Spatial Plan (RT/RW). The Bondowoso Regency Government also provides scholarships for students from Bondowoso who study at various universities, including the Universitas Jember.

The study programs opened at the Universitas Jember, the Bondowoso Campus, are: Agribusiness Study Program, Plantation Concentration Agricultural Science Study Program, Sharia Economics Study Program, Accounting Study Program, Elementary School Teacher Education Study Program, Mathematics Education Study Program, Animal Husbandry and Nutrition Studies Program. Campus 3 of the Universitas Jember in Lumajang, based on the Decree of the Minister of Research, Technology and Higher Education Number 160/KPT/I/2018, dated February 6, 2018, the study program at the Lumajang campus is D3 Nursing.

Based on the Decree of the President of the Republic of Indonesia Number 61 of 1982, dated September 7, 1982, the State University of Djember was designated as Universitas Jember with the acronym UNEJ. Then, in 1983 based on the Decree of the Minister of Education and Culture of the Republic of Indonesia Number 05161/0/1983, dated December 8, 1983 and followed by other decisions concerning the development of faculties and study programs, until now, faculties, departments, and study programs have been established. as in Table 1.1.

Table 1.1 List of Faculties, Departments, and Study Programs UNEJ

<b>Faculty</b>	<b>Code PS</b>	<b>Name of Study Program</b>	<b>Level</b>
Law Studies	0730101	Low studies	Strata 3
	0720201	notary	Strata 2
	0720101	Low studies	Strata 2
	0710101	Low studies	Strata 1
Social science and political science	0930101	administrative science	Strata 3
	0920101	administrative science	Strata 2
	0910101	International Relations	Strata 1
	0910201	Administrative Science	Strata 1
	0910202	Business Administration	Strata 1
	0910301	Social Welfare Science	Strata 1
	0910302	Sociology	Strata 1
	0903101	Taxation	Diploma III
0903102	Travel agent	Diploma III	
Agriculture	1530101	Agricultural Science	Strata 3



	1520101	Agronomy	Strata 2
	1520102	Agribusiness	Strata 2
	1510501	Agrotechnology	Strata 1
	1510301	Geology	Strata 1
	1510701	Plant Protection	Strata 1
	1510601	Agribusiness	Strata 1
	1510101	Agronomy	Strata 1
	1510801	Agricultural Science	Strata 1
	1510901	Agricultural Extension	Strata 1
	1510102	farm	Strata 1
Economic and Business	0830101	Management Science	Strata 3
	0820301	Accountancy	Strata 2
	0820101	Management	Strata 2
	0830101	Economics	Strata 3
	0820201	Economics	Strata 2
	0810101	Management	Strata 1
	0810201	Economic development	Strata 1
	0810102	Sharia Economics	Strata 1
	0810301	Accountancy	Strata 1
	0803101	Company Management	Diploma III
	0803102	Financial management	Diploma III
	0803103	Secretariat	Diploma III
	0803104	Accountancy	Diploma III
teacher training and education science		Natural Science Education	Strata 3
	0220104	Natural Science Education	Strata 2
	0220303	Social science education	Strata 2
	0220101	Mathematics education	Strata 2
	0210101	Mathematics education	Strata 1
	0210102	Physical education	Strata 1
	0210103	Biology Education	Strata 1
	0210104	Science Education	Strata 1
	0210201	Non-formal education	Strata 1
	0210204	(PGSD) primary teacher Education	Strata 1
	0210205	PAUD Teacher Education	Strata 1

	0210302	History Education	Strata 1
	0210301	Economic Education	Strata 1
	0210401	English education	Strata 1
	0210402	Indonesian language and literature education	Strata 1
	0210303	Geography Education	
	0211101	Teacher Professional Education	Profesi
Cultural Studies	0120101	Linguistics	Strata 2
	0110101	English literature	Strata 1
	0110201	Indonesian literature	Strata 1
	0110301	History	Strata 1
	0110401	Television and Film	Strata 1
	1720101	Agroindustrial Technology	Strata 2
	1710101	Agricultural Product Technology	Strata 1
Agricultural Technology	1710201	Agricultural Engineering	Strata 1
	1710301	Agricultural Industry Technology	Strata 1
dentistry	1610101	Dentist Education	Strata 1
	1611101	Dentist Profession	Profesi
MIPA	1820101	Mathematics	Strata 2
	1810101	Mathematics	Strata 1
	1820201	Physics	Strata 2
	1810201	Physics	Strata 1
	1810301	Chemical	Strata 1
	1820401	Biology	Strata 2
	1810401	Biology	Strata 1
Medical	2010101	Doctor Education	Strata 1
	2011101	Doctor Profession	Profesi
Technique	1920101	Mechanical Engineering	Strata 2
	1910101	Mechanical Engineering	Strata 1
	1910201	Electrical Engineering	Strata 1
	1920301	Civil Engineering	Strata 2
	1910301	Civil Engineering	Strata 1
	1910401	Chemical Engineering	Strata 1

	1910501	Regional Planning and Urban Planning	Strata 1
	1910601	Environmental Engineering	Strata 1
	1910701	Shipbuilding Engineering	Strata 1
		<i>Mining Engineering</i>	<i>Strata 1</i>
		<i>Oil Technic</i>	<i>Strata 1</i>
	1903101	Mechanical Engineering	Diploma III
	1903102	Electrical engineering	Diploma III
	1903103	Civil Engineering	Diploma III
		Engineer Profession	Profesi
Public health	2110101	Public health	Strata 1
	2110102	Nutrition	Strata 1
Pharmacy	2210101	Pharmacy	Strata 1
	2211101	Pharmacist	Profesi
Keperawatan	2310101	Nursing Science	Strata 1
	2311101	Nurse Profession	Profesi
	2303101	Nursing	Diploma III
Computer science	2410101	Information Systems	Strata 1
	2410102	Information Technology	Strata 1
	2410103	informatics	Strata 1
Postgraduate	2520101	Biotechnology	Strata 2
	2520102	Public Health Science	Strata 2

## **1.2 Vision, Mission, Objectives, and Motto of UNEJ**

The vision, mission, objective, and motto of UNEJ are set out in the UNEJ Strategic Plan (RENSTRA), which is then used as a reference for preparing activity plans and work plans for all work units within UNEJ. Vision, mission, objective, and motto of UNEJ are as follows.

### **1.2.1 Vision**

The vision of UNEJ is to become a leading university in the development of environmental science, technology and arts, business, and industrial agriculture.

### **1.2.2 Mission**

To achieve this vision, the mission of UNEJ is as follows:

- a. Implementing and developing quality of academic and vocational and professional education, entrepreneurship insight and international reputation;
- b. Implementing and developing science, technology and art through a process of learning, research and community service that is creative, innovative and valuable;
- c. Developing a transparent and accountable university management system;
- d. Developing collaborative networks with stakeholders to increase institutional capacity and capability.

### **1.2.3 Objectives**

In accordance with the vision and mission above, the objectives to be achieved by UNEJ in the 2016-2020 period are as follows:

- a. The realization of intellectual, competitive and comparative graduates in the Southeast Asian region;
- b. The production of excellent works of science, technology, and art with economic value, environmentally friendly, local wisdom and contributing to the people of the Southeast Asian region;
- c. The realization of an excellent work culture by strengthening the implementation of an accountable, effective and efficient quality management system based on information and communication technology (ICT);
- d. The realization of the leading Universitas Jember in Southeast Asia and existing in the Asian region.

#### 1.2.4 Motto

In order to provide direction in improving the quality of inputs, processes, and outputs in a sustainable manner, UNEJ has formulated a motto, a culture of excellence (Tradition of Excellence).

### **1.3 The Main Duties and Functions of UNEJ**

#### 1.3.1 Main Tasks

UNEJ has the main task of providing higher education and providing education based on the culture of the Indonesian nation in a scientific way which includes education, research, and community service to develop capabilities and improve the quality of life and Indonesian human dignity to realize national objective.

#### 1.3.2 Function

In order to carry out its main tasks, UNEJ has the following functions:

- a. implementing and developing education;
- b. carrying out research in the context of developing science and technology;
- c. carrying out community service;
- d. carrying out the development of the academic community and their relationship with the environment;
- e. carrying out administrative service activities.

### **1.4 Structure and Organization**

UNEJ consists of the following elements.

- A. Leaders (Rector and Vice Rector)
- B. University Senate
- C. Academic Executive
  - a. Faculties equivalent to Faculties (PS), namely Faculty of Law, Faculty of Social and Political Sciences, Faculty of Agriculture, Faculty of Economics and Business, Faculty of Teacher Training and Education, Faculty of Cultural Sciences, Faculty of Agricultural Technology, Faculty of Dentistry, Faculty of Mathematics and Natural Sciences, Faculty of Medicine, Faculty of Public Health, Faculty of Engineering, Faculty of Pharmacy, Faculty of Nursing, Faculty of Computer Science, and Postgraduate.
  - b. Research institutions and community service
  - c. Institute for Learning Development and Quality Assurance.
- D. Administrative Executive
  - a. Bureau of Academics, Students and Alumni
  - b. Bureau of General Administration and Finance
  - c. Administrative Bureau of Planning and Information Systems
- E. Supporting Element

- a. UPT Library
- b. UPT Information and Communication Technology
- c. UPT Language
- d. UPT Printing and Publishing
- e. UPT Integrated Laboratory and Technological Innovation Center
- f. UPT Agricultural Technology Park (Agrotechnopark)

The UNEJ organizational chart is shown in Figure 1.1 (page 62). The duties, functions, and authorities of each element are as follows.

#### 1.4.1 The Leader

##### A. Rector

The Rector is an assistant element to the Minister of National Education in the fields that are his duties and obligations, in addition to his position as the leader of UNEJ. The Rector has the following duties:

- 1) leading the implementation of education, research and community service, fostering education staff, students, administrative staff, and their relationship with the environment;
- 2) fostering and implementing cooperation with agencies, private bodies, and the community to solve problems that arise, especially regarding their areas of responsibility.

In carrying out the daily tasks, the Rector is assisted by three Vice Rectors who are under and directly responsible to the Rector.

##### B. Vice Rector

- 1) Vice Rector for Academic, Student Affairs, and Alumni (WR I) Vice Rector I for Academics, Student Affairs and Alumni has the task of assisting the Rector in leading the implementation of education, research, and community service as well as organizing activities in the field of student affairs and alumni.
- 2) Vice Rector for General Administration and Finance (WR II) Vice Rector II for General and Finance has the task of assisting the Rector in leading the implementation of activities in the field of general administration and finance.
- 3) Vice Rector for Planning, Information Systems, and Public Relations (WR III) Vice Rector III for Planning, Information Systems, and Public Relations has the task of assisting the Rector in leading the implementation of activities in the fields of planning, management of information systems, cooperation, and public relations.

#### 1.4.2 University Senate

The University Senate is the highest normative and representative body at UNEJ which has the following main tasks:

- a. Formulating UNEJ academic and development policies;

- b. Formulate a policy on the assessment of academic achievement and skills as well as the personality of the academic community;
- c. Formulating norms and benchmarks for the implementation of higher education;
- d. Provide consideration and approval of the UNEJ revenue and expenditure budget plan submitted by the rector;
- e. Assessing the rector's accountability for the implementation of established policies;
- f. Formulate regulations for implementing academic freedom, freedom of academic pulpit, and scientific autonomy at UNEJ;
- g. giving consideration to the Ministry of National Education regarding the candidates who are proposed to be appointed as Rector of UNEJ and lecturers who are nominated to hold academic positions above the position of Lecturer;
- h. enforces the norms that apply to the academic community;
- i. through a team (determined by the Rector after receiving consideration from the senate) assessing the proposed promotion to Professor and the award of Doctoral Honoris Causa (Honorary Doctorate);
- j. confirming the position of Professor and granting the title of Honorary Doctorate to those who meet the requirements.

The UNEJ Senate consists of professors, UNEJ leaders, deans, and lecturer representatives. The UNEJ Senate is chaired by the Rector, accompanied by a secretary who is elected from among the members of the UNEJ Senate. In the UNEJ Senate session, the secretary makes notes regarding all matters discussed. In carrying out its duties, the UNEJ Senate has four commissions, namely:

- a. Tri Dharma College Commission;
- b. General Administration and Finance Commission;
- c. Student Commission;
- d. Development and Cooperation Commission.

The decision-making procedure in the UNEJ Senate meeting is carried out based on deliberation for consensus. If consensus is not reached, decisions are made by majority vote. The term of office for members of the UNEJ Senate is as follows.

- a. The Professor's element is until retirement.
- b. Elements of UNEJ leadership and deans are during their tenure.
- c. Elements of deputy lecturers for four years and can be reappointed at most twice in a row. If a member of the senate for a deputy lecturer resigns for any reason, the interim replacement will be immediately carried out by the rector's decision.

### 1.4.3 Faculty

The faculty is an academic implementing element that carries out some of the main tasks and functions of UNEJ under the rector. The faculty is led by a dean who reports directly to the Rector. In carrying out his duties, the dean is assisted by three deputy deans who are under and responsible directly to the dean. Faculties equivalent to faculties have the task of coordinating and or carrying out academic and or professional education in one or a set of certain branches of science and technology. To carry out these tasks, faculties equivalent to faculties have the following functions:

- a. implementing and developing education;
- b. carrying out research to develop science and technology;
- c. carrying out community service; and
- d. carrying out management or administration activities of the faculty.

The faculty consists of the following elements:

- a. faculty leaders: dean and vice dean;
- b. faculty senate;
- c. academic implementers: departments/sections, study programs, laboratories, studios, installations, and groups of lecturers;
- d. administrative executor (administration section).

The Dean of the faculty has the task of leading the implementation of education, research, and community service; fostering education staff, faculty administrative staff, and students; and is responsible to the Rector. The Dean of the faculty in carrying out his duties is assisted by:

- a. Vice Dean I for Academic Affairs
- b. Vice Dean II for General Administration and;
- c. Vice Dean III for Student Affairs.

The administrative division carries out duties in the fields of general administration, equipment, finance, personnel, and education at faculties equivalent to faculties. To carry out this task, the administrative division has the following sub-sections:

- a. subsection of Academic, Student Affairs and Alumni;
- b. General and State-Owned Goods subsection;
- c. subsection of Finance and Personnel;

Departments/Sections carry out their duties as academic implementing elements in faculties in certain fields of study. The department/section was led by the head of the department/section who is directly responsible to the dean of the faculty. In carrying out the duties, the head of the department/section was assisted by the secretary of the department/section. The head of the



department/section has the task of carrying out academic and or professional education in part or one branch of science and technology. The laboratory/studio is a supporting device for the implementation of education in majors in academic and or professional education. The laboratory/studio was led by a lecturer whose expertise has met the requirements appropriate with certain science and technology branches as supporting the implementation of the main tasks of the department/section under the provisions of the relevant field.

#### 1.4.4 Graduate Program

Graduate program is an institution that acts as the coordinator of academic administration management (from registration until the person concerned graduates/graduates) and guarantees the quality of academic activities for all undergraduate and postgraduate students. Postgraduate is led by a director and assisted by a secretary. Postgraduate duties and authorities are as follows:

- a. Carrying out inter and multidisciplinary postgraduate program activities
- b. Conducting a postgraduate student admission selection under the coordination of the Vice Rector I; new postgraduate admissions are determined by the Rector;
- c. Determining and carry out quality assurance of academic activities as well as prepare filling formats for the purposes of proposal seminars, research results seminars, final exams, and graduation administration requirements;
- d. Monitoring and administer the results of the evaluation of student learning in the masters and doctoral programs;
- e. Coordinate and carry out all postgraduate financial administration including the Domestic Postgraduate Program Education Scholarship (BPPDN) for undergraduate and postgraduate students;
- f. Developing networking both with universities inside and outside in order to develop Tri Dharma cooperation.

#### 1.4.5 Institution

##### A. Institute for Research and Community Service (LP2M)

The Institute for Research and Community Service has the task of coordinating, implementing, monitoring, and evaluating research and community service activities.

The Institute for Research and Community Service carries out the following functions:

- a. preparation of plans, programs, and budget of the Institution;
- b. implementation of pure and applied scientific research;
- c. implementation of community service;

- d. coordinating the implementation of research activities and community service;
- e. implementation of publication of research results and community service;
- f. implementation of cooperation in the field of research and community service with universities and/or other institutions both domestically and abroad;
- g. monitoring and evaluating the implementation of research activities and community service; and
- h. implementation of the Institution's administrative affairs.

B. Institute for Learning Development and Quality Assurance (LP3M) LP3M has the task of coordinating, implementing, monitoring, and evaluating learning development activities and academic quality assurance.

The Institute for Learning Development and Quality Assurance carries out the following functions:

- a. preparation of plans, programs, and budget of the Institution;
- b. implementation of improvement and development of learning and academic quality assurance;
- c. implementation of academic quality assurance system development;
- d. coordination of the implementation of learning improvement and development activities as well as academic quality assurance;
- e. monitoring and evaluation of learning improvement and development as well as academic quality assurance; and
- f. implementation of the Institution's administrative affairs.

#### 1.4.6 Bureau

Bureau is the administrative implementing element at the university level. UNEJ has three bureaus, as follows.

A. Academic, Student and Alumni Bureau (Bureau I)

Bureau I is a leadership assistant element which is under and directly responsible to the Rector. Bureau I have the task of carrying out services in the academic, student and alumni fields. Bureau I consist of two sections and six subsections, namely:

- 1) Academic Section, consisting of: (i) Academic and Evaluation subsection, and (ii) Registration and Statistics subsection, Student Affairs Section, consisting of: (i) Interest, Talent, Reasoning, and Student Information Subsection; (ii) Welfare and Alumni Subdivision.

B. Bureau of General Affairs, Personnel, and Finance (Bureau II)

Bureau II is a leadership assistant element that is under and directly responsible to the Rector. Bureau II has the task of carrying out

administrative affairs, housekeeping, legal studies, administration, management of state property, personnel, and finance. Bureau II consists of three sections and nine subsections, namely:

- 1) The General Section, Legal Studies, Management, and State Property, consists of: (i) Administration subsection, (ii) Household subsection, (iii) Law and Management Science subsection, and (iv) General and Property subsection Country.
- 2) The Personnel Division consists of: (i) Academic Staff sub-section and (ii) Administrative Staff sub-section.
- 3) The finance Section, consisting of: (i) Non-Tax State Revenue Budget subsection, (ii) Non-Tax State Revenue Budget subsection, and (iii) Accounting and Reporting subsection.

#### C. Bureau of Planning, Cooperation, and Public Relations (Bureau III)

Bureau III is the implementing element in the field of planning administration and information systems which is under and directly responsible to the Rector. Bureau III has the task of providing administrative services in the field of planning and information systems. Bureau III consists of two sections and four subsections, namely:

- 1) Planning and Cooperation Section, consists of: (i) Program Planning and Budget subsection, (ii) Program and Budget Implementation Evaluation subsection, and (iii) Cooperation Subsection.
- 2) Information and Public Relations Section, consists of: (i) Data and Information subsection and (ii) Public Relations subsection.

#### 1.4.7 Supporting Element

The supporting elements are complementary tools in the fields of education, research, and community service outside the faculties, departments, and laboratories. The supporting element is in the form of a technical implementing unit (UPT). Within UNEJ, there are six UPTs and five special support units. The seven UPTs are (i) Library UPT, (ii) Information and Communication Technology UPT, (iii) Language UPT, (iv) Printing and Publishing UPT, (v) Agricultural Technology Park UPT (Agrotechnopark), (vi) UPT Integrated Laboratory and Center for Technological Innovation, and five special support units, namely (i) Dental and Oral Hospital (RSGM), (ii) Quality Assurance Agency (BPM), (iii) Internal Control Unit (SPI), (iv) International Office, and (v) Center for Development of Advance Science and Technology (C-DAST), (vi) Combinatorics Graph Theory and Network Topology (CGANT), and (vii) Center for Research in Social Sciences and Humanities (C-RiSSH).



## **CHAPTER 2. ACADEMIC ETHICS**

The Universitas Jember (UNEJ) was born from the accumulated desire and commitment of the Jember community in preparing its strong citizens, characterized, resilient, and competitive through the development of quality higher education. The sustainability of this desire and commitment is contained in the sesanti " Karya Rinaras Ambuka Budhi dan Gapura Mangesthi Aruming Bawana". All UNEJ citizens are determined to organize themselves through harmonious, harmonious, and balanced work based on faith and piety to produce graduates as complete and dignified human beings whose service in society always brings the fragrance of the nation and state, prosperity, prosperity, and peace for mankind.

The implementation is always translated into the vision and mission periodically, systematically, and continuously. Activities to achieve the vision and mission are formulated into higher education tri dharma activities, namely: education and teaching; integrated research, and community service. In its implementation, the academic community must uphold the provisions, regulations, and values that have been set by the institution to produce quality, innovative, dynamic, and efficient output so that they are able to contribute benefits to the welfare of society. These regulations provide direction for students to behave with academic and non-academic activities, order, and security on campus.

### **2.1 Academic Ethics**

Academic ethics is a set of rules or the application of good and bad values and norms in carrying out educational and teaching activities, research, and community service. The cultivation of academic ethics will deliver graduates with the capacity of knowledge, character, and scholars. The formulation of academic ethics is stated in the form of a firm and clear statement about things that need and should be done in response to problems.

### **2.2 Academic Ethics Violation**

In the last ten years, violations of academic ethics have attracted public attention, including: cheating in exams, cheating, jockeys, plagiarism of scientific works, and others.

Some student activities that are classified as violations of academic ethics are:

1. cheating, namely using dishonest methods during the exam, for example opening notes, books, or other information media, in collaboration with other participants;
2. become a test jockey, replace someone else's position to carry out or complete exam questions either at the request of another person or at his own will;
3. asking or ordering other people to become jockeys, whether their activities are in Jember or elsewhere;
4. persuading, giving gifts or threatening with the intent to influence the results of the assessment of academic activities;
5. take action to change, replace, falsify the content or information contained in: Presence of learning activities, Student Identity Card (KTM), proof of payment for academic activities, proof of library and laboratory dependents, Study Result Report (LHS), final project, grade transcript, certificate
6. Committing plagiarism:
  - a. publish works: reports, paper assignments, articles, theses, theses, or dissertations made by ordering or buying from other people;
  - b. acknowledges or use the work of reports, paper assignments, articles, theses, theses, or dissertations of people who first wrote or published as the fruit of his work;
  - c. use, publish, or display other people's ideas or ideas in the form of data, text, audio, video, or other forms without referring or obtaining the consent of the owner;
  - d. using other people's ideas into one's language without adequate reference to the source or obscuring the source;
  - e. collecting assignments, papers, articles, or academic reports such as practicum reports, field studies, internships that are the same or similar to the work of others that have been collected previously.

### **2.3 Penalty for Violation of Academic Ethics**

UNEJ develops academic regulations that are persuasive, clear, and firm. Violation of the academic norms and rules that have been set has the consequence of giving sanctions. This is done so that sanctions in the form of actions or coaching can build or force students to obey the applicable rules.

Actions or coaching carried out by leaders, Rectors or deans, to students are based on valid reports and supported by evidence from parties authorized to carry out monitoring or evaluation tasks. Sanctions given to students who commit fraud/violations of academic ethics can be in the form of:

1. warnings either directly/oral or written by lecturers or employees who are authorized in writing by the faculty leadership;

2. a reduction in the value of the learning outcomes of the courses taken as low as E by the lecturer in charge of the course;
3. cancellation of the value already obtained/given after being proven to have violated academic ethics;
4. cut off scholarships or other educational assistance;
5. suspension for 6 months to 1 year;
6. return the student concerned to his parents.

#### **2.4 Enforcement of Penalties**

Penalties are given by the leaders of the university or faculty after the person concerned is proven to have violated academic ethics. The amount or severity of the sanctions imposed is proportional to the level of violations that have been committed by students.

### **CHAPTER 3. UNEJ STUDENT ADMISSION SYSTEM**

UNEJ as one of the higher education institutions has a student admission system. The UNEJ student admission system aims to attract prospective students who are clever in academic and or non-academic fields, have skills, and have good personalities so that they are able to complete their education at UNEJ with maximum results and be successful in society and be able to compete in the global era.

The UNEJ student admission system is divided into seven pathways, namely:

1. Selection of Postgraduate New Student Admissions (SPMBPS) for S2 and S3 levels;
2. National Selection for State Universities (SNMPTN) for undergraduate level (Bidik Misi and Non-Bidik Misi Scholarship Programs);
3. Joint Selection for State University Entrance (SBMPTN) which is a Written Examination for the S1 level (Bidik Misi and Non Bidik Misi Scholarship Programs);
4. Joint Selection for Besuki Raya Higher Education Entrance (SBMPTBR) for the undergraduate level, and the selection for the Universitas Jember Entrance Examination (UM-UNEJ) for the D3 level;
5. Selection of type switching for D2 and or D3 graduates to continue their studies to the S1 level;
6. Selection of professional education for graduates who have obtained a bachelor's degree, either directly for graduates of UNEJ or indirectly for graduates of other universities.
7. Selection of Foreign Student Admissions (PMA) for S1, S2, and S3 levels.
8. The selection of admissions to the national affirmation program follows the national selection pattern organized by the Ministry of Research, Technology, and Higher Education.

The details of the seven selection pathways, and the input qualifications and selection procedures can be seen in Table 3.1.



Table 3.1 Selection Path for New Student Admissions at the Universitas Jember

No.	Lane	Program/ level	Input Qualification	How to Selection
1.	Postgraduate New Student Admission Selection (SPMBPS)	Doctoral/S3 and Master/S2	MasterS2 Bachelor/S1	Writing Exam
2.	National Selection to Enter State Universities (SNMPTN)	Bachelor/S1	SMA/MA/ SMK/MAK	without Written Exam (based on report cards, other achievements and national exam scores)
3.	Joint Selection to Enter State Universities (SBMPTN)	Bachelor/S1	SMA/MA/S MK	Written Exam and CBT
4.	Besuki Raya College Entrance Joint Selection (SBMPTBR), Universitas Jember Entrance Exam (UM-UNEJ)	Bachelor/S1 and Diploma	SMA/MA/S MK	Writing Exam
5.	Switch type	Bachelor/S1	D2 and D3	Scoping Test and interview
6.	Professional Education	Skill	S1	Special Exam
7.	Foreign Student Admission (PMA)	bachelor/S1 and MasterS2	Specially arranged	BKLN Document and Permit Verification
8.	Affirmation	S1 and D3	SMA/SMK	National Selection

Meanwhile, the new student admissions path for each study program is presented in Table 3.2.

Table 3.2 New Student Admission Paths for Each Study Program

No.	Faculty	Reception Line						
		SBMB PS	SNMPTN	SBMPTN	SBMPTBR / UM-UNEJ	ALIH JENIS	PEND. PROF	PMA
1.	Law							
	S3 Law	√						√
	S2 Law	√						√
	S2 Kenotariatan	√						√
	S3 Law		√	√	√			√
2.	Social and political science							
	S3 Administrative	√						√
	S2 Administrative	√						√
	S1 International Relations		√	√	√	√		√
	S1 Administrative		√	√	√	√		√
	S1 Business Administration		√	√	√	√		√
	S1 Social Welfare Science		√	√	√	√		√
	S1 Sociology		√	√	√	√		√
	D3 Taxation				√			
	D3 Travel agent				√			
	3.	<b>Agriculture</b>						
S3 Agriculture		√						√

	S2 Agronomy	√				√
	S2 Agribusiness	√				√
	S1					
	Agroecotechnology	√	√	√	√	√
	S1 Agribusiness	√	√	√	√	√
	S1 Plant Protection	√	√	√	√	√
	S1 Soil Science	√	√	√	√	√
	S1 Agronomy					
	S1 Agricultural					
	Extension					
	S1 Animal					
	Husbandry					
4.	<b>Economics and Business</b>					
	S3 Management	√				√
	S2 Management	√				√
	S1 Management	√	√	√	√	√
	S1 Sharia Economics			√		
	S3 Economics	√				√
	S2 Economics	√				√
	S1 Development Economics	√	√	√	√	√
	S2 Accounting	√				
	S1 Accounting	√	√	√	√	√
	D3 Corporate Management			√		
	D3 Financial Administration			√		
	D3 Secretariat			√		
	D3 Accounting			√		
5.	<b>Teacher training and education</b>					
	S3 Science Education	√				
	S2 Science Education	√				
	S2 Social Science Education	√				
	S2 Mathematics Education	√				
	S1 Mathematics Education	√	√	√	√	√
	S1 Physics Education	√	√	√	√	√
	S1 Biology Education	√	√	√	√	√
	S1 Education Outside of School	√	√	√	√	√
	S1 Science Education				√	
	S1 Economic Education	√	√	√	√	√
	S1 History Education	√	√	√	√	√
	S1 English Education	√	√	√	√	√
	S1 Geography Education					
	S1 Indonesian Language and Literature Education	√	√	√	√	√

	S1 Elementary School Teacher Education	√	√	√	√	
	S1 PAUD Teacher Education	√	√	√		
	Professional Education Teacher					√
6.	<b>Cultural Studies</b>					
	S2 Linguistics	√				
	S1 English Literature	√	√	√	√	√
	S1 Indonesian Literature	√	√	√	√	√
	S1 History	√	√	√	√	√
	S1 Television and Film	√	√	√		√
7.	<b>Agricultural Technology</b>					
	S2 Degree in Agroindustrial Technology	√				
	S1 Agricultural Product Technology	√	√	√	√	√
	S1 Agricultural Industry Technology	√	√	√		√
	S1 Agricultural Engineering	√	√	√	√	√
8.	<b>Dentist Education</b>					
	S1 Dentist Education	√	√			√
	Professional Dentist					√
9.	<b>MIPA</b>					
	S2 Physics					
	S2 Mathematics	√				
	S2 Biology	√				
	S1 Mathematics	√	√	√		√
	S1 Physics	√	√	√		√
	S1 Chemistry	√	√	√		√
	S1 Biology	√	√	√		√
10.	<b>Doctor Education</b>					
	S1 Medical Education	√	√			√
	Doctor Profession					√
11.	<b>Public health</b>					
	S1 Public Health	√	√	√	√	√
	S1 Nutrition			√		
12.	<b>Technique</b>	√				
	S2 Mechanical Engineering	√	√	√	√	√
	S1 Mechanical Engineering	√	√	√	√	√
	S1 Electrical Engineering					
	S1 Civil Engineering					
	S1 Chemical Engineering					
	S1 Regional Planning and Urban Planning					
	S1 Environmental Engineering					
	S1 Marine Construction Engineering					
	S1 Mining Engineering					

	S1 Petroleum Engineering Professional Engineer					
	D3 Mechanical Engineering					
	D3 Electronic Engineering			√		
	D3 Civil Engineering			√		
	Technique			√		
13.	Pharmacy					
	S1 Pharmacy Pharmacist Profession	√	√	√		√
14.	<b>Nursing</b>					
	S1 Nursing	√	√	√	√	√
	D3 Nursing			√		
	Nurse Profession				√	
15.	<b>Computer science</b>					
	S1 Information Systems	√	√	√		√
	S1 Information Technology	√	√	√		√
	S1 Informatics					
16.	<b>Postgraduate</b>					
	Master of Biotechnology	√				√
	Master of Health Sciences	√				√
	Master of Water Resources					

### 3.1 National Selection to Enter State Universities (SNMPTN)

The SNMPTN path is used to recruit prospective students who choose the S1 program through academic achievement, other achievements and the value of the National Examination conducted nationally for graduates of SMA/MA/SMK/MAK in the current year. SNMPTN registration is done online by involving schools as initial selectors. In the SNMPTN path, the registration fee is borne by the Government and Bidik Misi scholarships are provided for students who excel and are economically disadvantaged.

In 2020, SNMPTN will be implemented through the following stages.

#### 3.1.1 School and Student Database (PDSS)

The School and Student Database is a portal for schools to enter data for all students from class X to class XII, provided that students at the school must have NISN (National Student Identification Number). The requirements for schools that can register through the PDSS are schools that have an NPSN (National School Identification Number).

The principal must register his school profile and fill in student data through the <http://pdss.snmptn.ac.id> page in the following way.

- a. Select the "Register School" button if you have never registered in the PDSS, and fill in the NPSN and all the requested data;
- b. If you have registered for PDSS, enter your NPSN and password to login on the PDSS page;
- c. For SMA/MA, enter curriculum data, list of classes, list of students for each class that has NISN, and fill in the value for each student in each class;
- d. For SMK/MAK, enter a list of majors, enter curriculum data (subjects and KKM are filled in every semester), fill out the class list, enter a list of students per class, and enter the grades of each student in each class;
- e. Download the password for each class XII student and give it to NISN students along with the downloaded password for student verification of grades.
- f. The students use the NISN and password provided by the school to login through the <http://pdss.ltmpt.ac.id/siswa> page to verify the track record of academic achievement/grades that have been entered by the school;
- g. The students who do not carry out verification, then the academic achievement track record data (report scores) filled in by the principal is considered correct and cannot be changed after the verification time ends.

### 3.1.2. SNMPTN Registration

SNMPTN registration is carried out by students after verifying the value at PDSS. Registration is carried out on the <http://web.ltmpt.ac.id> page. The procedure for registration on the SNMPTN page is as follows:

- a. Student Applicants, using the NISN and password, given by the principal at the time of data verification at the PDSS, log in to the SNMPTN page <http://web.ltmpt.ac.id/siswa> to register.
- b. Student Applicants fill in biodata, choice of PTN, and choice of study program, as well as upload (upload) the latest official photograph and additional achievement documents.
- c. Student applicants print a Proof of Registration Card as proof of SNMPTN participants.
- d. The health support capacity to achieve the competence of each study program is the main consideration for applicants in order to achieve or complete their educational program.

Table 3.3 Choice of SNMPTN and SBMPTN Study Programs

NO.	STUDY CODE	NAME OF STUDY PROGRAM	Information
1	582014	Law	The success of studies in the field of law studies and successfully fulfilling legal competencies, a good social and health science background is required
2	582022	International Relations	Successful study in the field of competence in International Relations requires a social science background, communication skills and good health
3	582036	State Administration	Successful study in the field of competence in International Relations requires a social science background, communication skills and good health
4	582044	Business Administration	The success of studies in the field of competence in Business Administration requires an adequate background in socio-economic and health sciences
5	582052	Social Welfare Science	The success of studies in the field of competence in Social Welfare Sciences requires a good social and health background
6	582066	Sociology	The success of studies in the field of Sociology competence requires a good background in social science and health
7	581012	Agrotechnology/Agro cotechnology	The success of studies in the field of agricultural competence requires good physical and the ability to distinguish colors.
8	581026	Agribusiness	The success of studies in the field of Agribusiness competencies requires a good background in Natural science and health
9	54295	Plant Protection	The success of studies in the field of agricultural competence requires good physical and the ability to distinguish colors.
10	54294	Geology	The success of studies in the field of agricultural competence requires good physical and the ability to distinguish colors.
11	54204	Agronomy	The success of studies in the field of agronomy competence, requires a good background in natural science and health
12	54271	Agricultural Science	The success of studies in the field of agricultural competence requires good physical and the ability to distinguish colors.
13	54203	Agricultural Extension	The success of studies in the field of Agricultural Extension competencies, requires a good background in natural science and health
14	54231	Animal Husbandry	The success of studies in the field of Animal Husbandry competencies, requires a good background in natural science and health
15	582074	Economic development	The success of studies in the field of Development Economics competence requires an adequate background in socio-economic and health sciences

16	582082	Management	The success of studies in the field of Management Science competence requires an adequate background in socio-economic and health sciences
17	582096	Accountancy	The success of studies in the field of competence in Accounting Science requires an adequate background in socio-economic and health sciences
18	60206	Sharia Economics	The success of studies in the field of Islamic Economics competence requires an adequate background in socio-economic and health sciences
19	581034	Mathematics education	The success of studies in the field of Mathematics Education competence requires a good background in natural sciences and health
20	581042	Physical education	The success of studies in the field of competence in Physics requires good physique and the ability to distinguish colors.
21	581056	Biology Education	The success of studies in the field of competence in Biological Sciences requires good physique and the ability to distinguish colors.
22	582103	Non-formal education	The success of studies in the field of competence in Out-of-school Education requires an adequate background in social and health sciences
23	582111	Economic Education	The success of studies in the field of Economic Education competence, an adequate background in socio-economic and health sciences is required
24	582125	History Education	The success of studies in the field of History Education competence, an adequate background in social and health sciences is required
25	582133	English language education	The success of studies in the field of competence in English Education requires an adequate background in social sciences and linguistics as well as health
26	582141	Language Education and Indonesian Literature	The success of studies in the field of competence in Indonesian Language and Literature Education requires an adequate background in social sciences and linguistics as well as health
27	582155	Elementary School Teacher Education	The success of studies in the field of elementary school teacher education competencies, requires a social science background and communication skills as well as adequate health
28	582214	PAUD Teacher Education	The success of studies in the field of PAUD Teacher Education competencies, requires a social science background and communication skills as well as adequate health
29	84206	Science Education	To succeed in studying in the field of science competence, good physique is required and the ability to distinguish colors
30	87202	Geography Education	The success of studies in the field of Geography Education competence requires a social science background and adequate communication and health skills

31	582163	English literature	The success of studies in the field of competence in English Literature requires an adequate background in social sciences and linguistics as well as health
32	582171	Indonesian literature	The success of studies in the field of Indonesian Literature competence requires an adequate background in social sciences and linguistics as well as health
33	582185	History	The success of studies in the field of competence in History requires an adequate background in social and health sciences
34	582193	Television and Film	The Successful study in the field of Television and Film competence requires an adequate background in social and health sciences and the ability to distinguish colors.
35	581064	Agricultural Product Technology	The success of studies in the field of Agricultural Product Technology competence requires good physique and the ability to distinguish colors.
36	581072	Agricultural Engineering	The success of studies in the field of Agricultural Engineering competence requires a good background in natural science and health
37	581242	Agricultural Industry Technology	The success of studies in the field of Agricultural Industrial Technology competence requires a good physique and the ability to distinguish colors.
38	581086	Dentist Education	The success of studies in the field of Dentistry Education competence requires good physique and the ability to distinguish colors.
39	581094	Mathematics	The success of studies in the field of competence in Mathematics requires a good background in natural science and health
40	581101	Physics	The success of studies in the field of competence in Physics requires good physique and the ability to distinguish colors.
41	581115	Chemical	The success of studies in the field of competence in Chemistry requires good physique and the ability to distinguish colors.
42	581123	Biology	The success of studies in the field of competence in Biological Sciences requires good physique and the ability to distinguish colors.
43	581131	Doctor Education	The success of studies in the field of competence in Medical Education requires good physique and the ability to distinguish colors.
44	581145	Public health	The success of studies in the field of competence in Public Health Sciences requires a natural science background and knowledge of health and good health
45	13211	Nutrition	The success of studies in the field of Nutrition Science competence requires a natural science background and knowledge of health and good health



46	581153	Mechanical Engineering	The success of studies in the field of Mechanical Engineering competence, requires a background in Natural science and knowledge of machines as well as good health
47	581161	Electrical Engineering	The success of studies in the field of Electrical Engineering competence requires good physique and the ability to distinguish colors.
48	581175	Civil Engineering	The success of studies in the field of Civil Engineering competence requires a good background in natural science and health
49	24201	Chemical Engineering	The success of studies in the field of Chemical Engineering competence requires good physique and the ability to distinguish colors
50	35201	Urban and regional planning	The success of studies in the field of Regional and Urban Planning competencies, requires good physicality and the ability to distinguish colors
51	352045	Environmental Engineering	The success of studies in the field of Environmental Engineering competence requires good physique and the ability to distinguish colors
52	36201	Marine Construction Engineering	The success of studies in the field of Marine Construction Engineering competence requires good physique and the ability to distinguish colors
53	32201	Oil Technic	The success of studies in the field of Petroleum Engineering competence requires good physique and the ability to distinguish colors
54	31201	Mining Engineering	Successful study in the field of Mining Engineering competence requires good physique and the ability to distinguish colors
55	581183	Pharmacy	The success of studies in the field of competence in Pharmaceutical Sciences requires good physique and the ability to distinguish colors.
56	581191	Nursing Science	The success of studies in the field of Nursing Science competence, should have the ability to distinguish colors and heights of at least 150 cm for women, 155 cm for men.
57	581204	Information Systems	The success of studies in the field of Information Systems competence, requires a background in natural science and knowledge of the world of computers and good health
58	59201	Information Technology	The success of studies in the field of Information Technology competence requires a background in natural science and knowledge of the world of computers and good health
59	55201	informatics	The success of studies in the field of Informatics competence requires a background in natural science and knowledge of the world of computers and good health

### 3.1.3. Bidikmisi Scholarship Program at SNMPTN

For the students who intelligent academically but are economically disadvantaged, the government provides scholarships and living expenses while studying in college. The Bidikmisi scholarship is given for 8 semesters. Registration for Bidikmisi Scholarships (Education Fees for Poor Students with Achievements) is integrated with SNMPTN registration. Bidikmisi scholarship applicants who will go through the SNMPTN selection are required to register on the Bidikmisi page and have a Bidikmisi PIN. Information about Bidikmisi can be accessed through the page of <http://bidikmisi.belmawa.ristekdikti.go.id>.

### 3.1.4. Verification (online) and Registration

For registrants who have passed the selection through the SNMPTN at the Universitas Jember are required to carry out online verification and registration. Verification is carried out to ensure the correctness of the academic data of prospective students and as a process of predicting the amount of UKT (single tuition).

The verification begins with data entry by prospective students using the SNMPTN participant number and date of birth on the SISTER (Integrated Information System) page. The data entered include:

1. Personal data
2. Education data
3. Family data
4. Residence data
5. Supporting data (report scores and academic achievement)
6. Upload files

Furthermore, verification is carried out by the UNEJ verification team. The truth and validity of the data in this process is the basis for the acceptance of new students at the Universitas Jember. Bidik Misi Scholarship applicants who do not pass the verification are required to pay UKT according to the verification results.

Prospective students who have been accepted then register by completing the administrative requirements and following the following procedures:

- a. The participants should come to the Universitas Jember and cannot be represented.
- b. Showing and submit the SNMPTN Registration Proof Card and Bidik Misi Participant Card for Bidik Misi applicants.
- c. Showing diploma or graduation certificate and submit 1 (one) copy of it which has been approved by the principal.
- d. Showing the report card and submit a photocopy that has been approved by the principal of 1 (one) file.

- e. Showig proof of receipt/original payment receipt for tuition fees and submit a photocopy of 1 (one) sheet (NON BIDIKMISI).
- f. Bringing stamp duty Rp. 6.000, - for Bidik Misi recipients.
- g. Submit a photocopy of Parent/Guardian ID card
- h. Take a medical test by UNEJ Medical Center (UMC).
- i. The almamater Suit Measurement.
- j. Printing student ID cards (KTM) which is integrated with
- k. bank account by the designated bank.
- l. The participants who have registered and then resign, the tuition fees cannot be refunded.

### **3.2 Joint Selection to Enter State Universities (SBMPTN)**

SBMPTN is carried out to recruit prospective new students who are academically qualified and do not differentiate gender, race, religion, ethnicity, social position, and level of economic ability, while complying with the applicable laws and regulations. SBMPTN is implemented through the Computer-Based Written Examination (UTBK) organized by the Higher Education Entrance Test Institute (LTMPPT).

#### **A. General Terms and Conditions**

- a. Pass the Education Unit Examination and the National Examination for SMA/MA/SMK/MAK/Package C in the current year and/or graduates of the last two years.
- b. The other requirements are the same as the requirements set through the SNMPTN path.

#### **B. The Procedure for Registration for UTBK SBMPTN**

- a. UTBK SBMPTN registration is carried out by prospective participants on-line via the internet from anywhere with the address <http://pendaftaran-utbk.ltmpt.ac.id>.
- b. UTBK SBMPTN registrant

#### **C. Registration step**

#### **D. Study Program Options**

The choice of study program for the SBMPTN is as listed in Table 3.3. The student's choice of study program does not have to be in appropriate with his major in SMA/MA/SMK/MAK.

#### **E. Verification and Registration**

For registrants who are declared to have passed the selection through the SBMPTN at the Universitas Jember are required to carry out online verification and registration. Verification is carried out to ensure the correctness

of the academic data of prospective students and as a process of predicting the amount of UKT (single tuition).

The Verification begins with data entry by prospective students using a PIN on the SISTER (Integrated Information System) page. The data entered include:

1. Personal data
2. Education data
3. Family data
4. Residence data
5. Supporting data
6. Upload files

Furthermore, the verification was carried out by the UNEJ verification team in front of prospective students (cannot be represented), by bringing physical evidence of data that has been entered and uploaded. The truth and validity of the data in this process is the basis for the acceptance of new students at the Universitas Jember.

The prospective students who have been accepted then register by completing the administrative requirements and following the following procedures:

- a. The participants must come to the Universitas Jember and cannot be represented.
- b. Showing and submit the SBMPTN Registration Proof Card and Bidik Misi Participant Card for Bidik Misi applicants.
- c. Showing diploma or graduation certificate and submit 1 (one) copy of it which has been approved by the principal.
- d. Showing proof of receipt/original payment receipt for tuition fees and submit a photocopy of 1 (one) sheet (NON BIDIKMISI).
- e. Bringing stamp duty Rp. 6.000, - for Bidik Misi recipients.
- f. Submit a photocopy of Parent/Guardian ID card
- g. Take a medical test by UNEJ Medical Center (UMC).
- h. Temporary Student Card Collection.
- i. The Almamater Suit Measurement.
- j. Printing student ID cards (KTM) which is integrated with
- k. bank account by the designated bank.
- l. The participants who have registered and then resign, the tuition fees cannot be refunded.

### **3.3 Joint Selection for Besuki Raya University Entrance (SBMPTBR), Diploma and Undergraduate Program of Universitas Jember Entrance Exam (UM-UNEJ)**

The SBMPTBR and UM-UNEJ pathways provide opportunities for high school graduates to attend education in the S1 and D3 Programs. In 2015, the admission of new students for the SBMPTBR pathway was devoted to the S1 level and UM-UNEJ was devoted to the D3 level. All study programs at the undergraduate level offered through the SBMPTBR pathway and the D3 study program levels offered through UM-UNEJ have the status of the Regular Program.

#### **3.3.1. Besuki Raya College Entrance Joint Selection (SBMPTBR)**

The SBMPTBR is carried out to recruit prospective new students for S1 and D3 levels who are academically qualified and do not discriminate against gender, race, religion, ethnicity, social position, and level of economic ability, while still complying with the applicable laws and regulations.

##### **A. General Terms and Conditions**

The requirements for SBMPTBR participants at the S1 and D3 levels are as follows:

- a. High school graduate last three years.
- b. Graduates of Kejar Package C in the last three years.

##### **B. The procedures for Registration of the SBMPTBR Undergraduate Program**

The procedure for registration of SBMPTBR participants at the S1 level is as follows.

- a. SBMPTBR registration for S1 and D3 levels is carried out by prospective participants on-line through the <https://sister.unej.ac.id> page.
- b. The procedure for registering the SBMPTBR at the S1 level can be downloaded on the website of the Universitas Jember at the <http://www.unej.ac.id> page.

##### **C. Study Program Options**

SBMPTBR S1 and D3 levels have two test groups, namely the SAINTEK and SOSHUM groups. The choice of study program for the SBMPTBR pathway does not have to be in accordance with the major in high school. Applicants for the SAINTEK or SOSHUM exam group can choose 4 study programs from the SAINTEK or SOSHUM only clumps.

#### D. Verification and Registration

For registrants who are declared to have passed the selection through the SBMPTBR at the Universitas Jember are required to carry out online verification and registration. Verification is carried out to ensure the correctness of the academic data of prospective students and as a process of predicting the amount of UKT (Single Tuition Fee).

The Verification begins with data entry by prospective students using a PIN on the SISTER (Integrated Information System) page. The data entered include:

1. Personal data
2. Education data
3. Family data
4. Residence data
5. Supporting data
6. Upload files

Furthermore, verification is carried out by the UNEJ verification team in front of prospective students (cannot be represented), by bringing physical evidence of data that has been entered and uploaded. The truth and validity of the data in this process is the basis for the acceptance of new students at the Universitas Jember.

The prospective students who have been accepted then register by completing the administrative requirements and following the following procedures.

- a. The participants must come to the Universitas Jember and cannot be represented.
- b. Show and submit the SBMPTBR Registration Proof Card and Bidik Misi Participant Card for Bidik Misi applicants.
- c. Showing diploma or graduation certificate and submit 1 (one) copy of it which has been approved by the principal.
- d. Showing proof of receipt/original payment receipt for tuition fees and submit a photocopy of 1 (one) sheet (NON BIDIKMISI).
- e. Bringing stamp duty Rp. 6.000, - for Bidik Misi recipients.
- f. Submit a photocopy of Parent/Guardian ID card
- g. Take a medical test by UNEJ Medical Center (UMC).
- h. Temporary Student Card Collection.
- i. The almamater Suit Measurement.
- j. Printing student ID cards (KTM) which is integrated with
- k. bank account by the designated bank.
- l. The participants who have registered and then resign, the tuition fees cannot be refunded.

### 3.4 Switch type

UNEJ provides the opportunity for D3 graduates to continue their studies to the S1 program through the transfer of gender. Type switching can only be done for the appropriate study program. Specially held for Faculties who have Diploma III Programs.

#### 3.4.1 Registration Requirements

Requirements for registrants for type transfer are as follows.

- a. The participants submit an application letter to the Rector of UNEJ for the chosen major (form provided by the committee).
- b. The participants submit a photocopy of the diploma and academic transcript of the D3 program which is legalized by the university of origin, one sheet each.
- c. The graduates from private universities must include proof of PTS Accreditation with a minimum Accreditation of B (based on Accreditation issued by BAN-PT), especially for those interested in the Public Health Study Program, and at least accredited Nursing.
- d. For those who are already working, the application letter must be approved by the head of the agency/institution where they work and stamped.
- e. The participants submit three passport-sized 4x6 photographs.
- f. The grade Point Average 2.75 especially for Nursing Science Study Program enthusiasts, Grade Point Average 2.75.
- g. The application is submitted to the Education and Cooperation Section of the UNEJ Head Office.

#### 3.4.2 Registration place

The registration is carried out at the Education and Cooperation Section of UNEJ Headquarters, Jalan Kalimantan 37 Jember.

#### 3.4.3 Registration Procedure

The type transfer registrant should follow the following procedure:

- a. paying registration fee at the bank;
- b. exchanging payment receipts with registration forms to be filled out;
- c. the completed form is completed with two 4x6 size photos attached with the registration requirements;
- d. receiving the marks of the participants of the scoping test and take the interview test organized by each study program.

#### 3.4.4 Study Program Options

The choice of study program for the Selection Pathway Type is as listed in Table 3.2. Especially for Agrotechnology, Agribusiness, and Public Health Sciences Study Programs are only offered in Odd Semesters.

### 3.4.5 Graduation, Verification and Registration

The announcement of the results of the Type-Transfer Selection can be seen at the Academic and Student Affairs Administration Building as well as on the UNEJ website (<http://www.unej.ac.id>). Announcement of selection results is final and cannot be contested. Applicants who are accepted/passed the selection are required to verify income and register.

#### A. Verification

For registrants who are accepted/passed the selection for those who are already working/own expenses are required to perform Income Verification at the BAKA Building (Academic and Student Administration Bureau) by bringing the administrative requirements and following the following procedures:

1. Participants' parents/guardians must come to the Universitas Jember and cannot be represented;
2. Submit a Photocopy of the Identity Card of the Participant in the Type-Transfer Assessment Test;
3. Submit a copy of the Family Card;
4. Submit a copy of the latest ID card of parents/guardians (husband and wife);
5. Showing proof of the latest salary/income slip (husband and wife) and submit a photocopy of it. For those whose occupations are farmers, fishermen, and entrepreneurs, bring a Certificate of Income from the Village/Kelurahan;
6. Showing the latest Land and Building Tax slip and submit a photocopy of it.
7. Showing the latest Electricity Account payment slip and submit a photocopy of it;
8. Submit a Certificate of Number of Motorized Vehicles owned from the Village/Kelurahan (Wheel 2 and Wheel 4) and a photocopy of the STNK;
9. Bringing a stamp of Rp. 6.000, -;
10. Fill in the statement of data truth.

#### B. Registration

For registrants who are accepted/passed the selection, then register at the BAKA Building with administrative requirements and follow the following procedures.

1. The participants should come to the Universitas Jember and cannot be represented;
2. Submit the Identity Card of the Participant of the Type-Transfer Assessment Test;



3. Paying the full tuition fee according to the results of the Verification and submitting a photocopy of the proof of payment;
4. Submit a photocopy of diploma and transcript that has been legalized;
5. Fill in the biodata;
6. Taking Temporary Student Cards;
7. The Almamater suit measurement;
8. Printing of student identity cards (KTM) which is integrated with
9. bank account by the designated bank;
10. The participants who have registered and then withdraw, the tuition fees cannot be refunded.

### **3.5 Foreign Student Admission**

Since the Academic Year 2010/2011, the Universitas Jember has provided opportunities for foreign nationals to continue their studies in the undergraduate (undergraduate) program at the Universitas Jember. This proves that the Universitas Jember is increasingly trusted in the implementation of the academic field at the local, national and international levels.

Terms and procedures for admission of foreign students can be accessed through the website <http://international.unej.ac.id>.

The process of accepting foreign students at the Universitas Jember in general can be summarized as follows:

#### **1. Registration Process**

Prospective foreign students must register online through the website <http://international.unej.ac.id>, by attaching the following required documents:

- a) Copy of diploma and transcript;
- b) Curriculum Vitae;
- c) Financing Guarantee Letter;
- d) Copy of Account min. \$2500;
- e) Recommendation Letter from the school or agency of origin;
- f) Health Certificate from the Hospital;
- g) Motivation Letters;
- h) Statement Letter (will not work and will comply with regulations);
- i) Copy of Passport (Cover and Identity Page);
- j) Recent photo size (4 x 6);

#### **2. Selection Process**

The International Office of the Universitas Jember will conduct a selection of prospective foreign students. For prospective students who are declared accepted, they will receive a Letter of Acceptance via email, and then the person concerned must provide confirmation.

#### **3. The Process of Applying for Study Permits and Telex Visa**

After the process of accepting foreign students from the International Office of the Universitas Jember is complete, the documents for prospective foreign students will be submitted to the Academic Section of the Universitas Jember head office to then proceed with the processing of study permits and telex visas by officers.

The process for obtaining study permits and telex visas for prospective foreign students is as follows:

a. Study Permit

Study permit is a letter of approval for prospective foreign students who will study at the Universitas Jember. The study permit is submitted online by the officer to the Institutional Director of the Ministry of Education and Culture through the website <https://izinlearning.ristekdikti.go.id/> by attaching the following required documents:

- Copy of Passport;
- Financing Guarantee Letter;
- Statement letter;
- Letter of Acceptance;
- Copy of diplomas and transcripts;
- Certificate of health;
- Photo Size 4x6;
- Cover Letter from Vice Rector 1.

b. Telex Visa

Telex visa is an approval from the Directorate General of Immigration to Indonesian embassies around the world to issue visas for foreigners. Telex visa is applied after prospective foreign students obtain approval for a study permit from the Ministry of Education and Culture. Based on the Circular Letter of the Director General of Immigration Number.IMI-IZ.01.10-1217 regarding Visa Requirements and Limited Stay Permits for Foreign Students, prospective foreign students who will study in Indonesia must enter using a Limited Stay Permit Visa for Students (Index Visa C316). Prospective foreign students are no longer allowed to enter using a Socio-Cultural Visit Visa (Index Visa B211A) except for student exchange activities under 6 (six) months. Telex visas are submitted online by university officials through the website <https://visa-online.imigration.go.id/> by attaching the following required documents:

- Copy of Passport (Cover and Identity Page);
- Copy of account min. \$2500;
- Letter of Guarantee from the University;
- Approval of study permit from Kemendikbud.

If the verification process has been completed and the visa application has been approved, prospective foreign students can come to the designated

Indonesian Embassy to make payments and collect visas, and then can come to Indonesia.

4. Process of applying for a Limited Stay Permit Card (KITAS)

After prospective students arrive in Indonesia, they must report their arrival at the Jember Class II Immigration Office and then process the application for a Limited Stay Permit Card (KITAS).

Reporting of the arrival and management of the KITAS will be carried out by university officials by attaching the following required documents:

- Application Letter from the University;
- Letter of guarantee;
- Copy of the guarantor's ID card;
- Power of attorney;
- Copy of KTP of the Authorized Person;
- Copy of Passport;
- Copy of Study Permit;
- Copy of Telex Visa;
- Certificate of Domicile from the Village.

After the application has been approved, the prospective student must pay the residence permit fee at the post office or bank. Prospective students will get their approval via email sent to the Universitas Jember.

5. Indonesian Language Course

Prospective foreign students who will study at the Universitas Jember, are required to take an Indonesian language course for 4 (four) months at the Language Unit of the Universitas Jember. Indonesian language courses are conducted before active lectures, between April-August.

## CHAPTER 4. CURRICULUM

The development of the curriculum at the Universitas Jember is always changing and adjusting along with changes/improvements in terms of regulations, especially Law no. 14 of 2005 concerning Teachers and Lecturers, Law No. 12 of 2012 concerning Higher Education. Changes and improvements were also made from the substance of the Presidential Regulation No. 8 of 2012 concerning the Indonesian National Qualifications Framework, the establishment of the National Higher Education Standards, quite basic changes, especially specific learning outcomes for each Study Program. The curriculum developed is also adaptive to social developments, culture, science, technology and stakeholder input. The Universitas Jember also incorporates local wisdom which is reflected in the vision of the institution. Changes in the curriculum will provide the competitiveness of graduates of the Universitas Jember both at the regional level in East Java, as well as at the national level and are expected to be able to take part in the Southeast Asian region. Curriculum changes are made after a comprehensive evaluation is carried out and no later than once every 5 (five) years.

### 4.1. Rational Adaptation of Curriculum

As part of the world community, like it or not, Indonesia is included in the vortex and struggle of the Southeast Asian, Asian and World communities. Higher Education is at the forefront of preparing human resources who are resilient and competitive as hosts to contribute to the development of Southeast Asian society, Asia, and the global community.

#### 1) Internal Challenge

The current challenge of the Universitas Jember is the fulfillment of eleven higher education standards, namely standards of content, process, learning outcomes, standards of educators and education personnel, facilities and infrastructure, management standards, financing, assessment, research standards, service, and collaboration.

Another internal challenge is the high number of people in Indonesia with a productive age population (15-64 years) reaching the range of 70% compared to people of unproductive age (children aged 0-14 years and parents aged 65 years and over) in 2020. -2035.

The big challenge is to prepare resources so that people of productive age can be transformed into quality human resources and do not burden the state.

## 2) External Challenge

Globalization has rapidly suppressed and accelerated change in Indonesia. The lifestyle of the people from agrarian and traditional trade to a modern industrial and trade society. Indonesia is part of the Association of Southeast Asian Nations (ASEAN) Community, Asia-Pacific Economic Cooperation (APEC), ASEAN Free Trade Area (AFTA) and World Trade Organization (WTO).

Current conditions are changing very quickly with the presence of new technologies that have integrated physical, digital, and biological aspects, which will affect the development of knowledge economy, industry, and will encourage the formation of a global community culture.

The failure of the world of education in anticipating the era of the industrial revolution 4.0 will make it difficult for the nation's children to enter or contribute to the world of knowledge and the world of work. This is due to changes in organizational governance, economic distribution chains, and efficiency-oriented communication media.

Higher education institutions are at the forefront of preparing human resources for living in the internet era. Universities must prepare all Tridharma activities in IT media, both in terms of activities and supporting capacity.

## 3) Higher Education Learning Pattern

Strengthening the results of quality and relevant tridharma activities requires curriculum changes, especially learning patterns such as the following:

- a. The student Centered Learning can accommodate students as tough, independent, and cooperative learners;
- b. Interactive learning involves lecturers, students, and facts of social phenomena, as well as nature which is the source or medium of learning;
- c. The learning patterns based on Information and Communication Technology (multimedia);
- d. Networked learning that accommodates students to gain knowledge from various internet sources;
- e. Learning patterns that are oriented to the benefits of the field of science and the needs of stakeholders.

## **4.2. Graduate Profile of Universitas Jember**

The educational process was designed with a curriculum that accommodates religious, national values that are oriented towards mastering competencies and skills in the fields of science, technology, art, which are environmentally sound, business and industrial agriculture, so as to produce graduates who are superior and competitive. University graduates have the capacity built from the academic dimension, personal dimension, and transferable dimension, with the following attributes:

1. Fear of God Almighty;
2. Reasonable and responsible;
3. Mastering the field of science being studied;
4. Confident;
5. Investigative;
6. Independent and critical;
7. Effective communicator;
8. Be open and adaptive to changes and work environment;
9. Reliable cooperation;
10. Ethical and environmentally and socially conscious and reflective and lifelong learner.

The ten attributes that characterize the graduates of the Universitas Jember are formulated into the curriculum and implemented in curricular, co-curricular, and extracurricular activities.

## **4.3 National Compulsory General Courses**

The affective (personal dimension) and psychomotor (transferable dimension) domains are manifested in learning outcomes that reflect Indonesian character. Graduates must be able to act and behave in love for the homeland, tolerant of people, religions, and other ethnicities, as well as the spirit of protecting the Unitary State of the Republic of Indonesia.

Learning outcomes for general compulsory subjects are graduates who believe and are devoted to God Almighty, communicate politely orally and in writing, have noble character, have a strong and independent personality, and have a sense of social responsibility and nationality.

General compulsory subjects are set nationally including Religious Education, Indonesian Language, Pancasila, and Citizenship Education. The learning load which includes compulsory general courses is 8 (eight) credits. Referring to the Circular of the Director General of Higher Education number 914/E/T/2011 dated 30 June 2011, 435/B/SE/2016 concerning general course teaching materials.

#### **4.4 Institutional Courses or Course Blocks**

To produce qualified and competitive graduates, the institution also develops learning outcomes in the affective and psychomotor domains that support their fields of expertise. Learning outcomes are graduates who work in accordance with the level of expertise based on the knowledge and skills mastered and can be applied in accordance with the rules of social life.

In accordance with the vision and mission, graduates of the Universitas Jember are competent in their field of expertise who in their attitude and behavior are always oriented to the surrounding environment and the social, business and industrial agriculture perspective in terms of usability, benefit, balance and sustainability. The learning outcomes that must be obtained and owned by every Universitas Jember graduate are as follows:

- 1) Be able to behave and manner to use knowledge that always cares about the surrounding environment and social environment;
- 2) be able to act and behave to produce works that are always oriented towards business interests and entrepreneurs;
- 3) be able to act and behave to use knowledge and work based on local wisdom of industrial agriculture

Learning outcomes to support the realization of the institutional vision are developed in the form of courses or course blocks or integrated into courses or course blocks. The learning load for the subject group is at least 4 (four) credits. The study substance of the courses offered include courses on entrepreneurship, environment, industrial agriculture or vision substances that are integrated in the subject of study program expertise.

The faculty also elaborates the institution's vision into a curriculum that is tailored to its potential and direction of development. Faculties in the field of health sciences focus on agro-medical substances, agro-pharmaceuticals, and agro-community. Faculty in environmental science and technology focus on areas of science that are oriented towards environmental development, agribusiness, agro industry, local potential and resources. The faculty in the field of agricultural sciences focuses on fields of science oriented to agrotechnopreneurship, industrial agriculture and the environment. Faculties in the social sciences and humanities focus on fields of science oriented to entrepreneurship, environmental insight, and local cultural wisdom, while at the Faculty of Law it is oriented to labor advocacy in agriculture and plantation areas as well as advocacy based on local wisdom.

#### 4.4.1 Courses or Blocks of Courses in the Field of Study Program Expertise

The core part of the curriculum that supports the formation of competencies or graduation learning outcomes is mastery of the field of expertise. Study materials developed to meet learning outcomes in realizing a graduate profile of at least 120 credits. Courses and block courses in this group include courses or block courses in the field of expertise and supporting areas of expertise.

The distribution of the learning load for the courses or blocks of subjects supporting the minimum area of expertise includes;

- 1) The learning outcomes related to the ability to interact and communicate orally and in writing in developing their field of expertise;
- 2) The learning outcomes that shape attitudes and behavior in solving problems that arise in the community based on their field of expertise.
- 3) The learning outcomes regarding the ability to use scientific methods to complete or construct phenomena in the scientific field they are involved in; and
- 4) The achievement of learning abilities and experiences in work, monitoring, evaluation, and decision making as the basis for their managerial skills

The learning load for supporting courses or blocks of subjects in the field of expertise is at least 120 credits.



## **CHAPTER 5. EDUCATION ORGANIZATION**

The implementation of higher education at the University is aimed at meeting the competency standards of graduates, both in the type of vocational education, academics with Diploma and Bachelor education strata. The implementation of education is carried out by meeting national higher education standards supported by standard operational procedures that have been set, so that the graduates produced are of quality in accordance with the learning outcomes set by each study program. A detailed description of the components of the implementation of UNEJ education as follows.

### **5.1 The standard of graduate competence**

Graduate competency standards are the criteria for graduate learning outcomes that are developed and determined by the study program and supervised by LP3M. Learning achievement is the result of internalizing the domain of attitude (personal dimension), knowledge (academic dimension), skills (transferable dimension) and accommodating the vision and mission of the Universitas Jember, which is then formulated into the Attributes of Graduates of the Universitas Jember as follows;

1. Fear of God Almighty;
2. Reasonable and responsible;
3. Mastering the field of science being studied;
4. Confident;
5. Investigative;
6. Independent and critical;
7. Effective communicator;
8. Be open and adaptive to changes and work environment;
9. Reliable cooperation;
10. Ethical and environmentally conscious and a lifelong reflective learner.

These attributes are related to Learning Achievement in the Indonesian National Qualification Framework.

The efforts to fulfil learning outcomes are carried out through curricular activities, and can be added with co-curricular and/or extra-curricular and non-curricular activities. Minimum learning outcomes for each study program of each type and level of education at the Universitas Jember are as follows:

Every graduate of academic and vocational education programs must have the following attitudes:

- a. fear God Almighty and be able to show a religious attitude; upholding human values in carrying out tasks based on religion, morals, and ethics;
- b. contribute to improving the quality of life in society, nation, state, and the progress of civilization based on Pancasila;
- c. act as citizens who are proud and love their homeland, have nationalism and a sense of responsibility to the state and nation;
- d. respect the diversity of cultures, views, religions, and beliefs, as well as the opinions or original findings of others;
- e. cooperate and have social sensitivity and concern for society and the environment;
- f. obeying Law and discipline in social and state life;
- g. internalize academic values, norms, and ethics;
- h. demonstrate an attitude of responsibility for work in the field of expertise independently; and
- i. internalize the spirit of independence, struggle, and entrepreneurship.

Every Diploma III graduate has general skills, namely:

- a. Able to complete a wide range of work, choose the appropriate method from a variety of options that are already or not standardized by analysing data, and able to demonstrate performance with measurable quality and quantity and pay attention to environmental and business aspects;
- b. Mastering the theoretical concepts of certain fields of knowledge in general, and able to formulate procedural problem solving;
- c. Able to manage working groups and compose written reports comprehensively;
- d. Responsible for own work and can be given responsibility for the achievement of group work results;
- e. Able to work in the field of basic expertise for specific types of work, both routine and non-routine, in accordance with work requirements and quality standards and have a comparative advantage in environmental insight, business and industrial agriculture;
- f. Able to solve work problems with the nature and context in accordance with the field of applied expertise, based on logical and innovative thinking, independently both in implementation and work responsibilities;
- g. Able to compile reports on the results or work processes accurately and validly, and able to communicate them effectively to the user community;
- h. Responsible for the achievement of group work results;
- i. Capable of supervising and evaluating workers under their responsibility in the context of completing certain assigned jobs;
- j. Able to self-evaluate, manage own learning.

(2) Every graduate of the Bachelor Program has the following skills:

- a. Able to apply their field of expertise and utilize science and technology in their field in solving problems and being able to adapt to the situation at hand;
- b. Mastering the theoretical concepts of certain fields of knowledge in general and the theoretical concepts of special sections in that field of knowledge in depth, and able to formulate procedural problem solving by considering environmental and business aspects;
- c. Able to make the right decisions based on analysis of information and data, and able to provide guidance in choosing various alternative solutions independently and in groups by considering environmental, business approaches and able to communicate and promote social friendliness;
- d. Responsible for their own work and can be given responsibility for the achievement of the organization's work with openness, ethical, adaptive and reliable cooperation;
- e. Able to apply science and/or technology in their field of expertise through scientific reasoning based on logical, critical, systematic, and innovative thinking;
- f. Able to study knowledge and/or technology in the field of expertise based on scientific principles, or produce design/art works along with their descriptions based on standard design rules or methods, which are compiled in the form of a thesis or final project report;
- g. Publish the results of the final project or design/art work, which meets the requirements of scientific writing, and can be accessed by the academic community;
- h. Able to compile and communicate ideas and information in their scientific fields effectively, through various forms of media to the academic community;
- i. Able to make appropriate decisions based on analysis in supervising and evaluating the work for which he is responsible;
- j. Able to manage self-learning;
- k. Able to develop and maintain work networks with supervisors, colleagues, colleagues both inside and outside the institution.

## **5.2 Curriculum**

The study program at the Universitas Jember has prepared a curriculum, namely a set of plans and arrangements for study materials, as well as learning methods, which are implemented and used to meet learning outcomes. The preparation of the study program curriculum refers to the guidelines for the preparation of the Rector's Decree No.

12609/UN25/KR/2018, and is carried out comprehensively and holistically, involving stakeholders and supervised by LP3M.

The curriculum as a plan is realized in a series of courses or Competency Blocks as a series of study materials needed to obtain one or more learning outcomes.

Types of courses or Competency Blocks in a study program curriculum consist of:

- 1) The total number of general compulsory subjects aimed at shaping attitudes and values, including Religion, Pancasila, Citizenship and Indonesian Language;
- 2) The total number of courses or compulsory competency blocks of study programs, which are aimed at mastering knowledge and skills;
- 3) The total number of elective courses or Competency Blocks inside or outside the relevant study program, which are aimed at developing abilities according to student interests as well as characterizing graduates from the Universitas Jember, including environmental knowledge, business/entrepreneurship, and industrial agriculture;
- 4) The total number of courses or Competency Blocks from a higher level as a form of accelerated further education;
- 5) The certain courses or Competency Blocks require prerequisites to be taken, the courses or Competency Blocks that are prerequisites are the basis for advanced courses or Competency Blocks.

### **5.3 Unit of Course Load or Competency Block**

Course elaboration or Competency Blocks in learning require a unit load to formulate the breadth and depth of study material in producing one or several learning outcomes. So that the unit of student learning load is determined in the amount of semester credit units, abbreviated as credits. The unit of learning load is the amount of time for learning activities that are charged to students per week per semester in the learning process through various forms of learning or the amount of recognition for the success of students' efforts in participating in curricular activities in a study program.

One credit is equivalent to 170 (one hundred and seventy) minutes of learning activities per week per semester and each course has a weight of at least 1 (one) credit. Student learning load varies greatly depending on the form of learning and is described as follows;

1. 1 (one) credit in the form of lectures, responses and tutorials, including:
  - a. face-to-face learning activities 50 (fifty) minutes per week per semester;
  - b. learning activities with structured assignments of 60 (sixty) minutes per week per semester; and
  - c. self-study activities 60 (sixty) minutes per week per semester.

2. 1 (one) credit in the form of seminar learning or other similar forms of learning, including:
  - a. face-to-face learning activities 100 (one hundred) minutes per week per semester; and
  - b. self-study activities 70 (seventy) minutes per week per semester.
3. 1 (one) credit in the form of practicum learning, studio practice, workshop practice, field practice, research, community service, and/or other equivalent forms of learning, is 170 (one hundred and seventy) minutes per week per semester or with total activities as much as 48 hours.

#### **5.4. Learning Load and Study Period**

The institution determines the learning load and study period for each study program by considering the normal learning load of students. The load has a range of 8 (eight) hours per day or 48 (forty-eight) hours per week equivalent to 18 (eighteen) credits per semester, up to 9 (nine) hours per day or 54 (fifty-four) hours per semester. week is equivalent to 20 (twenty) credits per semester. For students who have higher learning abilities, they can study up to 64 (sixty-four) hours per week, equivalent to 24 (twenty-four) credits per semester.

Based on the consideration of the student's normal learning load, the learning load for vocational and academic programs can be determined as follows:

1. The Diploma Three (D3) vocational program has a learning load of at least 108 (one hundred and eight) credits and can be taken in a span of 3-5 years for high school graduates, which include:
  - 1) Compulsory courses include
    - a. Religious Education 2 credits;
    - b. Citizenship Education 2 credits;
    - c. Pancasila 2 credits; and
    - d. Indonesian 2 credits
  - 1) The study Substances or Competency Blocks that characterize institutions of at least 4 credits, covering environmental knowledge, business/entrepreneurship, and industrial agriculture
  - 2) The compulsory and elective courses or competency blocks of at least 100 (one hundred) credits;
  - 3) Make a final report on academic activities/artwork/or other forms in the range of 2-4 credits.
2. The academic programs in the Undergraduate Program have a learning load of at least 144 (one hundred and forty-four) credits and can be taken in a

span of 4-7 years for graduates of senior secondary education, which include:

- 1) Compulsory courses include:
  - a. Religious Education 2 credits;
  - b. Citizenship Education 2 credits;
  - c. Pancasila 2 credits; and
  - d. Indonesian 2 credits
- 2) The study substance or Competency Block that characterizes the institution of at least 4 credits, covering environmental knowledge, business/entrepreneurship, English and industrial agriculture;
- 3) The compulsory courses of study programs and elective courses of at least 120 (one hundred and twenty) credits;
- 4) Thesis/final project/artwork/other form equivalent to 4 (four) – 6 (six) credits; and
- 5) Upload or send 1 (one) article from the results of thesis research / design work / art / other equivalent forms in student e-journals or in national scientific journals / periodicals.
- 6) The learning load can be completed in a span of 8-10 semesters. For students who have more abilities, they can complete within 7 semesters.

Learning load and Study Period for Vocational and Academic Programs are presented in the following the table.

Table 5.1 Study Load and Period of Vocational and Academic Education

<b>Education programs</b>	<b>Learning Load (credits)</b>	<b>Study Length Limit</b>
Diploma III	Minimum 108	5 years
Bachelor degree (S1)	Minimum 144	7 years

### **5.5 Learning achievement**

Student learning achievement is the result of student efforts in fulfilling study program learning outcomes. The results of the study program learning achievement assessment consist of:

- a. The results of the assessment of learning achievement in each semester are expressed by the Semester Achievement Index (IPS);
- b. The results of the assessment of learning achievement at a certain stage are stated by the Stage Achievement Index (IPT);
- c. The results of the assessment of learning achievement at the end of the study program are expressed by the Grade Point Average (GPA).

d. The results of the study program learning achievement assessment are simplified in the following equation:

$$IP(S), IP(T), IP(K) = \frac{\sum (K \cdot N)}{\sum K}$$

- IP(S) = semester grade index
- IP(T) = stage performance index
- IP(K) = cumulative grade point
- K = credits for each course taken
- N = the value of each course taken

The performance of student learning efficiency can also be determined by setting the Percentage of Achievement (PP) or graduation using the following equation:

$$PP = \frac{\text{Total credits with a value of at least C}}{\text{The number of credits of all programmed courses}}$$

## 5.6. Semester

The implementation of educational activities is carried out in semester units of at least 16 working weeks and a maximum of 18 working weeks. In one year, there are two semesters, namely odd and even, where between the two there is an intermediate semester.

The Odd Semester starts from July to December and the Even Semester starts from January to June, between the two semesters an Intermediate Semester is inserted. The Intermediate Semester starts from January to February and July to August. In the implementation of educational activities, the evaluation of learning can be in the form of Mid-Semester Examinations (UTS), Block Exams, Insertion Exams, Quizzes, Assignments, and Semester Final Exams (UAS) which are integrated within that time span.

The implementation of educational activities is the implementation of lecture activities from the courses offered and programmed in the semester.

The institution organizes intermediate semesters that can be used for academic activities such as lectures and real work lectures. For lectures, you can provide course services or Competency Blocks that are remedy and/or acceleration. The course service or remedy competency block is an improvement in learning outcomes from the previous process.

Acceleration services are provided by offering courses or Competency Blocks that have not been programmed and implemented by considering

aspects of the time/study period to meet learning outcomes and have a minimum GPA of 3.0 of the total courses that have been taken.

The implementation of lectures in the intermediate semester is a schedule compaction without reducing the credit load of each course or Competency Block held.

The implementation of academic activities in the intermediate semester is managed by the faculty together with the study program and is the choice of the stakeholders (students).

The procedure for implementing the intermediate semester is regulated in the Dean's Decree and the burden of administering the intermediate semester is not a burden on the institution.

### **5.7 Academic Calendar**

The academic calendar is a reference for the agenda and schedule of educational activities that accommodate various student academic activities effectively and efficiently. The academic calendar accommodates lectures in the span of 16-18 working weeks for odd and even semesters, and 6-8 working weeks in the intermediate semester.

The allocation of activities in the intermediate semester can be in the form of lectures, remedial or additional time to fulfil competency blocks for the management of Competency Block-based learning or other forms of academic activities that can be used by the faculty.

Based on the two-time allocations for the semester and the intermediate semester, a systematic schedule of other activities that is integrated in both times is arranged. These activities include time for the implementation of the midterm exam, final semester exam, thesis exam, entry grades and assessment deadlines, as well as evaluation of the learning process by students through filling out questionnaires.

The academic calendar also provides time for payment and postponement of the Single Tuition Fee (UKT), followed by registration, study plans and study cancellations as well as the announcement of the results of the four-semester study evaluation which is closed with the announcement of students who are not eligible to continue their studies or drop out. The details of each activity in the regular semester and the intermediate semester are simplified in the following table:



Table 5.2.A Academic Activity Matrix

ACADEMIC CALENDAR OF BACHELOR AND DIPLOMA PROGRAMS

													Even Semester																											
													Odd Semester						Even Semester																					
													July		August		September-October-November-December				January		February		March-April-May-June															
June	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
	The lecture period meets the minimum criteria for SNPT													The lecture period meets the minimum criteria for SNPT																										
	PRS Approval Limit / Presence Print													PRS Approval Limit / Presence Print																										
	PRS change deadline													PRS change deadline																										
	PRS Period with Academic Advisory Lecturers													PRS Period with Academic Advisory Lecturers																										
	Course Upload Period / Course Offers													Course Upload Period / Course Offers																										
	Input period for curriculum/course changes													Input period for curriculum/course changes																										
	Meeting Schedule and Subjects of study programs at the faculty													Meeting Schedule and Subjects of study programs at the faculty																										
	Deadline for Final Assignment Grade Entry, Free Tuition/UKT													Deadline for Final Assignment Grade Entry, Free Tuition/UKT																										
	UKT Payment Period													UKT Payment Period																										
	UKT Delay Period													UKT Delay Period																										
	Exams and Grade Entry													Exams and Grade Entry																										
	Short Semester Lectures													Short Semester Lectures																										
	Short Semester Exams and Grade Entry													Short Semester Exams and Grade Entry																										
	Short Semester Tuition Payment													Short Semester Tuition Payment																										
	PRS Period and Short Semester Change													PRS Period and Short Semester Change																										
	Short Semester Course Offers manually and online													Short Semester Course Offers manually and online																										
	Application for Implementation of Short Semester and Unit Cost, according to Schedule (Even Semester)													Application for Implementation of Short Semester and Unit Cost, according to Schedule (Odd Semester)																										

## 5.8 Semester Study Load

### Semester Study Load

Semester study load is the total number of learning loads (credits) that can be taken by students in one semester. Semester study load for new students (1st and 2nd semester of Diploma and Bachelor level) can use the package or block system while for 3rd semester students onwards it is determined using the credit system with a maximum of 40 credits with a range of 18 - 20 credits per semester.

The students determine their study load based on their performance during studies and receive guidance and direction from academic supervisors. This guidance process binds the academic supervisor (Dpa) and students to interact, either face-to-face or with online media. The basis for determining student study load each semester for Diploma and Bachelor levels is determined on the basis of the achievement index achieved by students in the previous semester, with the provisions in accordance with Table 5.3.

Diploma and Bachelor's study load at the time of programming the final project is considered by DPA to improve student quality (learning performance/achievement index) and streamline student study period. Study programs that develop Competency Blocks/packages are adjusted to the package, but quality control is maintained through two-semester and four-semester evaluations.

Table 5.3 Achievement Index and Study Load

grade point (in two decimal places)	Programmable Maximum Study Load (SKS)
$\geq 3,00$	24
2,50 – 2,99	21
2,00 – 2,49	18
1,51 – 1,99	15
$\leq 1,50$	12

Assessment of student learning achievement is grouped based on the criteria in accordance with Table 5.4

Table 5.4 Grouping of Student Learning Outcomes Assessment

<b>Letter</b>	<b>Score</b>	<b>Number</b>	<b>Category</b>
A	4.00	$\geq 80$	Excellent
AB	3.50	$75 \leq AB < 80$	Very good
B	3.00	$70 \leq B < 75$	Good
BC	2.50	$65 \leq BC < 70$	Good Enough
C	2.00	$60 \leq C < 65$	Enough
CD	1.50	$55 \leq CD < 60$	Not enough
D	1.00	$50 \leq D < 55$	
DE	0.50	$45 \leq DE < 50$	Very Less

## CHAPTER 6. LEARNING

Learning is an academic interaction that allows opportunities for students to be actively involved in exploring, understanding and utilizing knowledge, technology and art as learning outcomes. The learning conditions developed can provide space and access for students to take advantage of supporting facilities and learning resources, and can interact with certain parties (students, lecturers, experts, and other resource persons) inside and outside the study material being studied. Learning activities that can be developed such as face-to-face, practicum, field work, research and enriched through seminars, workshops and academic meetings.

In an effort to improve the quality of learning, UNEJ prepares the availability of human resources and supporting infrastructure in accordance with national higher education standards. This can ensure effective learning, namely the suitability of activities with lesson plans, updating of teaching materials, completeness of learning facilities, updating of learning facilities, fulfillment of learning outcomes with a high achievement index, and timely completion of studies.

### 6.1 Lecturer

Lecturers are professional educators and scientists with the main task of transforming, developing, and disseminating science, technology, and art through education, research, and community service. In carrying out their duties as professional educators, academic qualifications and competencies are a measure of their eligibility as indicated by appropriate and relevant diplomas and/or certificates of expertise. The duties and functions of lecturers are as follows

#### Non-academic position

1. Non-academic Lecturers who have the qualifications of Master/Specialist I assist in educational and teaching activities in Diploma Programs or Undergraduate Programs;
2. Non-academic Lecturers who have Master/Specialist I qualifications and have participated in Pekerti activities, carry out educational and teaching activities in Diploma Programs or Undergraduate Programs;
3. Non-academic Lecturers with Doctoral/Specialist II qualifications carry out guidance on completing thesis final assignments and carry out educational and teaching activities in the Undergraduate Program.
4. Non-academic Lecturers with Master/Special I qualifications with 2 (two) years of work experience carrying out guidance on completing thesis final assignments and carrying out educational and teaching activities in the Undergraduate Program;

5. Non-academic lecturers carry out research activities related to the fields of science that are taught or studied either independently or in groups and can involve students under their guidance;
6. Non-academic Lecturers carry out community service activities in the context of the Tridharma of Higher Education and can involve students.

#### Assistant Professor

1. The assistant's professor with Master/Special I qualifications carry out educational and teaching activities in Diploma Programs or Undergraduate Programs
2. The assistant's professor with Master/Specialist I qualifications carry out guidance on the completion of the final project/thesis;
3. The assistant's professor with Doctoral/Specialist II qualifications carries out educational and teaching activities in Diploma Programs or Undergraduate Programs
4. The assistant's professor with Doctoral/Specialist II qualifications carries out guidance on the completion of the final project/thesis;
5. The assistant's professor carries out research activities related to the fields of science being taught or studied either independently or in groups and can involve students under their guidance;
6. The assistant's professor carries out community service activities within the framework of the Tridharma of Higher Education in vocational and undergraduate education programs.

#### Lecturer, Associate Professor and Professor

1. Lecturers and Associate Professor with Master/Specialist qualifications Carry out educational and teaching activities in Diploma Programs or Undergraduate Programs.
2. Lecturers, Associate Professor and Professors with Doctoral/Specialist II qualifications carry out guidance on completing the final project/thesis.
3. Lecturers, Associate Professor and Professors carry out research activities related to the fields of science being taught or studied either independently or in groups and can involve students under their guidance.;
4. Lecturers, Associate Professor and Professors carry out community service activities within the framework of the Tridharma of Higher Education in vocational and undergraduate education programs;

The provisions for the limit on the total number of courses that can be taught by lecturers in learning activities are set for a maximum of 21 - 27 credits with the limits for each level as follows:

1. S0 level maximum 5 courses
2. S1 level maximum 5 courses

In the planning of learning, the lecturer's duties are as follows:

1. The lecturer prepares a lesson plan every semester for each course which contains a minimum of;
  - a. the name of the study program, the name and code of the course, semester, credits, and the identity of the supporting lecturer;
  - b. the learning outcomes of graduates charged to the courses;
  - c. planned final abilities at each stage of learning;
  - d. study materials related to the capabilities to be achieved;
  - e. learning methods and forms of learning;
  - f. the time provided to achieve the ability at each stage of learning;
  - g. student learning experience embodied in the description of tasks that must be done by students for one semester;
  - h. criteria, indicators, and assessment weights; and
  - i. list of references used.
2. The lecturers upload semester learning plans into university learning management media that can be accessed by students.

The duties of the lecturer in the Learning Process are as follows:

1. The lecturers carry out learning activities starting with opening the material in the semester learning plan which is in the learning management media;
2. The lecturers select and implement learning interactions with various methods such as group discussions, simulations, case studies, collaborative learning, cooperative learning, project-based learning, problem-based learning or other learning methods that can meet the specified learning outcomes;
3. The lecturer determines the form of learning in the form of; responses and tutorials; seminar; and practicum, studio practice, field practice practice;
4. Learning in the form of dedication, research, design, or development can be provided for Diploma and Bachelor Program students

The duties of lecturers in Learning Evaluation are as follows;

1. The lecturers carry out comprehensive learning evaluations to fulfill the specified learning outcomes;
2. The lecturers evaluate in three aspects related to the academic dimension, personal dimension and transferrable dimension;
3. The lecturer evaluates through the assessment stage, measuring using the right instrument;
4. The lecturer enters the results of the learning evaluation through the system on time;
5. The lecturers analyse the learning process and make improvements

The duties of a Lecturer as an Academic Advisor (DPA) are as follows;

1. The lecturers schedule and schedule regular meetings with their students;
2. The lecturers monitor students' academic performance every semester and take an inventory of academic problems under their guidance;
3. The lecturers provide direction for the development of students' potential and talents to participate in co-curricular, extra-curricular and/or non-curricular programs.
4. The lecturers provide direction in independent study and form discussion groups to build cooperation and communication;
5. The lecturers remind students of the obligation to understand academic guidelines both at the institutional level and at the faculty level;
6. The lecturers receive complaints and provide suggestions or solutions for solving academic problems under their guidance;
7. The lecturers give advice on solving non-academic problems of students by sending their students to counseling guidance;
8. The lecturers provide advice in choosing courses and give approval so that students can graduate on time or avoid being dropped out;
9. The lecturers report the progress of their guidance to the Head of the Study Program/Department and Student Affairs of the faculty;
10. The lecturers assist students in administrative matters related to delaying UKT payments, Leave and Drop out Evaluation and Evaluation of Graduate Diploma and Bachelor Programs.

The duties of the Lecturer as a Final Project Supervisor are as follows;

1. The lecturer accepts the task of the Guidance Commission to guide students in completing their final assignments, especially those related to their fields of knowledge;
2. The lecturers prepare a plan for Guidance activities with their students;
3. The lecturer helps and directs the formulation of the problem or research topic of the student's final project under his guidance;
4. Lecturers direct and demonstrate research frameworks and concepts with the latest literature;
5. The lecturers direct and assist in the preparation of research methodologies and writing of the final assignment;
6. The lecturers are fully responsible for the implementation of seminars, examinations and final project assessments of their mentored students;
7. The lecturer is responsible for the substance of the student's final project, starting from writing, revising and preparing scientific articles; (differentiated between report and thesis).
8. In writing scientific articles, lecturers act as correspondence authors and students as author

The provisions for the number of guidance students are set as follows:

1. S0 level maximum 10 students
2. S1 level maximum 10 students

## **6.2 Educational Staff**

The management within the institution, the institution requires supporting staff to support all academic and non-academic activities. Supporting activities in the academic field are in the form of administrative activities starting from the implementation of student admissions to graduation, supported by administrative development and development of education, research and community service. The process of administrative activities is also integrated in relation to student development activities, both in terms of interests, talents, reasoning and welfare. Non-academic support activities include administrative support in the management of human resources, infrastructure, finances and assets. The implementers of academic and non-academic administrative activities are professionals who are appointed to support the implementation of education and have met the appropriate and relevant qualification criteria as follows:

- 1) Educational staff have minimum academic qualifications which are stated by diplomas in accordance with the qualifications of their main duties and functions;
- 2) Educational staff with special competencies such as librarians, laboratory assistants, technicians, finance personnel and procurement of goods and services must have a certificate of competence in accordance with their field of duty issued by a certification agency recognized by the government;
- 3) The institution always provides guidance to improve the competence of every education staff through the process of education, training and competency certification;
- 4) The institution also develops the careers of educational staff and/or educational staff with special competencies based on meritocracy.

## **6.3 Facilities and infrastructure**

The effective learning could be carried out with the support of adequate facilities and infrastructure. Types and completeness of infrastructure facilities are in accordance with the needs of the study program with their respective specifics. The learning support facilities that are needed and fulfilled by institutions are minimal:

1. The availability of furniture; learning equipment; learning media; books and other learning resources; information and communication technology; consumables; and other necessary supplies.
2. An adequate library with coverage for all study programs that are managed in the form of reference books, textbooks, text books, scientific



journals/periodical magazines and other library materials, both in print and in digital/electronic files.

3. The availability of access to information and communication (bandwidth) with a ratio of 5 (five) Kbps/student.
4. Availability of infrastructure includes land; classroom; college leadership room; lecturer room; administration room; library room; laboratory room; workshop space; production unit space; canteen; and places to exercise.
5. The adequacy of the facilities based on the ratio of the total number of each facility to the students, according to the characteristics of each study program.
6. Fulfilment of the availability and adequacy of educational facilities and infrastructure was carried out in stages adjusted to the ability and capacity of the institution.

To ensure an effective learning process and create a conducive learning atmosphere for students, it is necessary to limit the number of students in each learning class and practicum. These limits are set as follows

1. The lectures for S0 and S1 levels are followed by a minimum of 5 and a maximum of 40 - 60 students per class
2. The Practicum level S0 and S1 followed by a maximum of 20 students per class

## **6.4 Learning**

### **6.4.1. Semester Learning Plan (RPS)**

Learning developed by lecturers or groups of lecturers in one semester could be carried out in a structured or integrated manner, so that any predetermined learning outcomes could be fulfilled at the end of the semester. The preparation of the RPS refers to the Rector's Decree No. 12609/UN25/KR/2018. The readiness of lecturers in learning management is carried out carefully through the preparation of Semester Learning Plans (RPS), taking into account the following aspects:

- 1) The preparation of RPS must consider the level of student participation, application of information and communication technology, linkages and integration between materials, feedback, and follow-up.
- 2) The preparation of the RPS developed by the faculty contains at least several points:
  - a. The name and code of the study program, semester, credits, lecturers, as well as the learning outcomes of the course or course block;
  - b. planned final abilities at each stage of learning;
  - c. The time provided to achieve the ability at each stage of learning;
  - d. Learning materials or study materials;
  - e. The assessment criteria or indicators;

- f. The assessment weight;
- g. Learning strategies/student learning experiences;
- h. List of references used;
- i. The details/descriptions of all assignments that must be done by students;
- j. The RPS and references, in the form of textbooks or text books (digital files) are uploaded in the Learning Management Media (MMP) which are distributed in 16-18 weeks of activity.

#### 6.4.2. Learning Implementation

The Implementation of Learning refers to the Rector's Decree No. 12609/UN25/KR/2018, and is simplified as follows;

- 1) The effectiveness of the implementation of learning is largely determined by many variables so that it needs to be managed carefully, such as:
  - a. Determination of places/classes for learning, lecturers' workload, and preparation of learning resources;
  - b. The determination of the total number of students per class for each course or course blocks are adjusted to the characteristics of the courses or course blocks that allow interaction between students and lecturers to meet learning outcomes;
  - c. The availability of learning support includes compulsory books, access to information, research/works, events/facts, and research results and community service;
  - d. The lecture contracts and learning materials are uploaded in the Learning Management Media.
- 2) An effective learning process is largely determined by an interactive, inspiring, fun, challenging, and motivating atmosphere for students to actively participate, as well as providing opportunities for initiative, creativity, and independence according to their talents, interests, and physical and psychological development of students, including students with special needs. The learning process uses learning management media (SOP MMP).
- 3) The steps in the learning interaction process are simply as follows:
  - a) Preliminary activity, is the provision of comprehensive information about the lesson plan and the stages of its implementation, as well as information on the results of the assessment and feedback on the previous learning process;
  - b) Core activities are learning activities using learning methods that ensure the achievement of certain abilities that have been designed in accordance with the curriculum;

- c) Closing activity, is a reflection activity on the atmosphere and learning outcomes that have been produced, as well as information on the next learning stage.
- 4) The interaction in the learning process can be done with various approaches and learning models including demonstrations, case studies, group study, information gathering, collaborative learning, problem-based learning, discussion, competitive learning, and other innovative approaches.
- 5) The interaction in learning can take place in the form of face-to-face at a minimum of 75% and hold online learning a maximum of 25%.
- 6) Learning
- 7) Learning management media using SISTER.

#### 6.4.3. Presence

- 1) The minimum attendance of students is 75% as a requirement to take the Final Semester Examination (UAS).
- 2) The presence of lecturers in face-to-face lectures is at least 80% as a condition for carrying out the final semester exams and entry of course scores.
- 3) The students in making attendance using QR Code.
- 4) The lecturers can help student attendance through MMP or using SISTER For Lecture (SFL).
- 5) The improvements/changes in attendance can be made by the Faculty Academic Operator with the approval of the Head of Subsection. Academic, Student Affairs, and Alumni and Vice Dean for Academics before UTS and UAS.

#### 6.4.4. Evaluation of Learning Outcomes

Learning evaluation is an assessment of student learning activities and progress which is carried out regularly and formulated into student learning outcomes which are represented in letters and grades. The assessment component is an accumulation of the results of the Mid-Semester Exam (UTS), Block Exam, Insertion Exam, Quiz, Assignment, and Final Semester Exam (UAS). The weighting is carried out by the lecturer as agreed by the student through a lecture contract. In the implementation of the evaluation of learning outcomes can refer to the terminology of the form of the exam, as follows:

- 1) Mid-Semester Examination (UTS) is an examination given at universities which is held in the middle of the semester
- 2) Block Exam is an exam conducted by a particular study program after the block/competency lecture ends.
- 3) Insertion exams or follow-up exams are exams given after the exam ends (both UTS and UAS) given to students who are unable to take the exam due to special reasons.

- 4) Quiz is a short oral or written exam in the form of a simple list of questions given to students as an additional component or enrichment.
- 5) The assignments are additional activities that students must do with a certain time span.
- 6) The Final Semester Examination (UAS) is an examination given by universities which is held at the end of the semester after the lecture ends.
- 7) At the end of each exam the lecturer can upload exam questions along with their learning achievements in SISTER.

#### 6.4.5. The Implementation of Examination

The learning achievement test is in the form of:

1. UTS  
The implementation of UTS could be carried out by each Study Program, whether scheduled or not. UTS could be replaced by giving quizzes, independent assignments, and group assignments.
2. Block Exam  
Block Exams are carried out by certain study programs which are carried out after the end of the block/competency lectures.
3. Insertion exams / follow-up exams are carried out after the UTS or UAS exam ends.
4. UAS  
The end-of-semester and end-of-semester examinations were carried out by referring to the agreed lecture contract based on the academic calendar. The course exams or course blocks (except seminar courses, work lectures, internships, field practices, and final assignments) at the end of the semester can be carried out if the total number of meetings/face-to-face meetings is at least 80% of the total face-to-face and the substance of the targeted study. The students can take the final semester exam if they meet the following requirements:
  - a. The attendance 75% of the total face-to-face for each programmed course, unless there is a justifiable reason; and
  - b. The total number of face-to-face that is used as a reference for calculating the percentage of attendance is 14 face-to-face.
  - c. The total number of practicum activities used as a reference is 48 hours of activity.
  - d. Lecturers who support courses are present at the time of the exam to provide information about the clarity of exam questions.

After the implementation of UTS and UAS, Lecturers are required to upload exam questions and learning achievements with table 6.1 as follows:

Table 6.1 the learning outcomes

Question points		CP related questions	
1.	.....	1.	.....
2.	.....	2.	.....
3.	etc	3.	etc

The students who are not present during the midterm or end of semester exams are allowed to take the follow-up exam by showing evidence due to illness, assignments from the institution, or other evidence that can be accounted for. The implementation of the follow-up exam follows the academic calendar, which is one week after the end of the semester final exam.

The follow-up exam procedure is as follows,

- a. The students submit applications by referring to the standard procedures of their respective faculties;
- b. Entry score was carried out by the lecturer in charge of the course.

The assessment of learning outcomes is carried out in accordance with the learning achievements of each subject or competency block, which can be carried out with reference to:

- Criteria Reference Assessment (PAK);
- Norm Reference Assessment (PAN);

and passed with a minimum mastery of 60% of the material and grouped based on the criteria for the range of values. These groupings can be seen in Table 4.4.

The courses with grades B, BC, C, CD, D, DE and E in all educational programs can be reprogrammed. All courses are reprogrammed, the value recognized is the value obtained in the last program.

#### 8) Final Assignment Examination

The students can take the final assignment exam (final project report or thesis), if they fulfill the following requirements:

- a. For students of the Diploma Three (D3) Program, they have completed all compulsory courses study programs determined by the faculty with a minimum grade of C and a minimum GPA of 2.00.
- b. For undergraduate students who have completed all compulsory courses study program set by the faculty with a minimum grade of C, GPA 2.00, PP 85%, and PP 90% for students who will continue to professional programs;
- c. The implementation of the final project follows the flow of the final project preparation process at SISTER;

- d. After the exam, students are given the opportunity to make corrections/revisions of the final project in a maximum of 60 (sixty) days;
- e. After the exam, students are given the opportunity to retest for students who are declared not to meet their learning achievements;
- f. KOMBI can enter final assignment scores after students complete and upload final project revisions;
- g. The students are declared to have completed and fulfilled the academic administration of the final assignment if the test scores have been entered by the guidance commission.
- h. The students do not need to pay SPP/UKT if the final assignment score has been entered by KOMBI no later than January 31 in odd semesters and July 31 in even semesters.
- i. Thesis Examiner maximum 2 people.

#### 6.4.6. The evaluation a Results of Study

The evaluation is an activity of controlling, guaranteeing, and as the basis for determining the quality of education. Evaluation of education at UNEJ is carried out through evaluation of study results, evaluation of learning outcomes and evaluation of the learning process on various components of education from every path, level, and type of education as a form of accountability for education.

The evaluation of UNEJ student study results consists of: (i) The evaluation at the end of each semester, (ii) The evaluation at the end of the second semester, (iii) The evaluation at the end of the fourth semester, (iv) The evaluation at the end of the eighth semester, and (v) The evaluation at the end of the study. The evaluation of student study results for each level is regulated as follows.

- a. The evaluation of the Diploma Program (D3) was carried out at the end of each semester, the end of the fourth semester, and the end of the study;
- b. The evaluation of the Undergraduate Program (S1) was carried out at the end of each semester, the end of the fourth semester, the end of the eighth semester, and the end of the study. The S1 program can also carry out an evaluation at the end of the second semester;

#### 6.4.7 The End of Semester Evaluation

The evaluation at the end of each semester for the D3 and S1 programs aims to determine the study load that may be programmed in the next semester, which is based on the achievement index achieved. These criteria can be seen again in Table 4.4.

#### 6.4.8 The Second Semester Final Evaluation

The evaluation at the end of each second semester for D3 and S1 programs aims to determine the feasibility of students continuing their studies in accordance with the provisions of Table 6.2 below.

Table 6.2 Eligibility Requirements for The Students to Continue Studying the Final Evaluation Results of the Second Semester

Program	Requirements
D3	This evaluation was given at the end of the second semester. Students are eligible to continue their studies, if the total number of credits successfully collected is at least 16 credits without an E grade, with a GPA 2.00; PP 90%
S1	This evaluation was given specifically for the Study Program that organizes Package or Block curriculum. Students are eligible to continue their studies, if the number of credits successfully collected is at least 16 credits without an E grade, with a GPA 2.00; PP 90%

#### 6.4.9 Final Evaluation of Fourth Semester

The final evaluation of the fourth semester for the D3 and S1 programs aims to determine the feasibility of students continuing their studies with the requirements according to the following Table 6.3.

Table 6.3 Eligibility Requirements for Students to Continue Studying the Final Evaluation Results of the Fourth Semester

Program	Requirements
D3	Obtaining at least 40 credits without grades D, DE and E, with GPA 2.00;
S1	Obtaining at least 40 credits without grades D, DE and E, with GPA 2.00; Specifically for Doctoral Education and Dentist Education Study Programs, obtaining at least 40 credits without grades D, DE and E, with GPA 2.00;

#### 6.4.10 Final Evaluation of the Eighth Semester

The final evaluation of the eighth semester of the undergraduate program aims to warn and encourage student achievement provided that they have collected at least 100 credits and achieved a 2.00 GPA and 85% PP of all programmed credits. Evaluation results are given in the form of reports in the form of graduation predictions for students. The faculty conducts executions.

6.4.11 The Final Evaluation of the Study

The final evaluation of the study aims to determine student graduation according to the relevant program level. The requirements are in accordance with Table 6.4.

Table 6.4. The student Graduation Requirements

<b>Program</b>	<b>Academic Requirements</b>
D3	<ul style="list-style-type: none"> <li>a Have accumulated at least 108 credits and passing the final assignment without value DE and E</li> <li>b GPA 2.00; PP 85%</li> <li>c MKU group score C</li> </ul>
S1	<ul style="list-style-type: none"> <li>a Had accumulated a minimum of 144 credits covering all subjects and passed the final project exam without DE and E . scores</li> <li>b GPA 2.00, for those who continue to the Professional Program must have PP 90%. Must upload scientific articles in scientific journals</li> <li>c (ISSN), scientific meeting proceedings (ISBN), and/or repository.</li> <li>d MKU group score C</li> </ul>

6.4.12 Learning Evaluation Results

The students who pass are entitled to:

1. Certificate of Competence  
a document containing a statement regarding the competence of graduates in accordance with expertise in their branch of knowledge and/or having achievements outside their study program.
2. Certificate (IJAZAH)  
a document given to graduates of academic education and vocational education as an acknowledgment of learning achievement and/or completion of an accredited study program organized by a university.
3. Professional Certificate  
a document containing a statement regarding the acknowledgment to carry out professional practice obtained by graduates of professional education in a higher education program.



4. Certificate of Companion ijazah (SKPI)  
a document containing information about the fulfilment of graduate competencies in a Higher Education Program.
5. Academic Transcript  
a collection of cumulative course scores that have been taken and approved by the Faculty Leader.
6. Degree  
is a prefix (prefix) or suffix (suffix) that is added to a person's name to indicate graduate qualifications given to graduates of higher education in certain fields of study from a university.

The students who were passed are entitled to a graduation certificate issued by the faculty. The graduation date is in accordance with the date of entry of grades by Kombi (S1)/Head of Study Program (D3) which explains that the final project revision process has been completed.

The student's study period is calculated from the beginning of lecture activities in the first semester until completing and fulfilling the academic administration of graduating from the final project and the test scores have been entered by the guidance commission.

The graduation predicate is determined based on the GPA with the provisions in accordance with the following Table 6.5.

Table 6.5 Predicate of Vocational and Academic Graduation Program

Program	GPA	Study Period	Predicate	Study Period	Predicate
Diploma	2.00 - 2.75			≤ 5 years	Good
	2.76. - 3.25	Maximum 4 year	Satisfy	≤ 5 years	Good
	3.26 – 3.50	Maximum 4 year	Very Satisfy	≤ 5 years	Satisfy
	3.51 – 4.00	Maximum 3 year	Cumlaude	≤ 5 years	Very Satisfy
Bachelor	2.00 - 2.75			≤ 7 years	
	2.76. - 3.25	Maximum 5 year	Satisfy	≤ 7 years	Good
	3.26 – 3.50	Maximum 5 year	Very Satisfy	≤ 7 years	Good
	3.51 – 4.00	Maximum 4 year E-journal publication*	Cumlaude		Satisfy
Undergraduate Transfer Type D3-S1	2.00 - 2.75	Maximum 4 year	Good	≤ 4 years	Good
	2.76. - 3.25	Maximum 4 year	Satisfy	≤ 4 years	Good
	3.26 – 3.50	Maximum 3 year	Very Satisfy	≤ 4 years	Satisfy
	3.51 – 4.00	Maximum 4 year E-journal publication*	Cumlaude		

The graduation predicate is included in the academic transcript. Predicate graduation with honours for vocational and academic programs are determined as follows:

- a. The graduates have never received academic sanctions.
- b. For graduates of the D3 Program, the maximum study period is 3.0 years with PP = 100%.
- c. For graduates of the Bachelor Program, the maximum study period is 4.0 years with PP = 100% and the articles are published in electronic journals.
- d. For graduates of the transfer program, the maximum study period is 1.5 years with PP = 100% and the articles are published in electronic journals.

#### 6.4.13 The Evaluation of Learning Process and Substance

In addition to evaluating learning on student learning progress, an evaluation of the process and substance of learning is also carried out. This evaluation is carried out by faculties equivalent to faculties (Quality Assurance Group), Quality Assurance Agency (BPM), and LP3M. The components evaluated include:

- a. The completeness and conformity between planning (syllabus) and implementation of learning;
- b. The compatibility between the means and objectives of learning;
- c. The student participation in learning activities.
- d. The implementation of evaluation activities in the form of a learning quality audit process which is carried out at least once a year.

#### 6.4.14 The Evaluation of 2 (two) consecutive semesters

If a student stop studying temporarily without permission for 2 (two) consecutive semesters, then the person concerned is declared to have resigned or his rights as a Universitas Jember student are declared lost.

## **CHAPTER 7. THE EDUCATION MANAGEMENT SYSTEM**

The academic activities were carried out in odd and even semesters, and can be carried out in intermediate semesters. The odd semester starts from July to December and the even semester starts from January to June. The implementation of the intermediate semester is carried out in 2 (two) stages, namely in January - February, and July - August. Some of the things that form the basis of education management are described as follows.

### **7.1 Integrated Information System (SISTER)**

The Integrated Information System (SISTER) is an integrated information system platform used in the Universitas Jember. SISTER is used by lecturers, students, faculty administrators, leaders, etc. SISTER began to be used for prospective applicants at the Universitas Jember until the graduation process or graduation. Login on SISTER was developed with the Single Sign On model, meaning that logged in users will automatically be able to access/connect with other application platforms according to their access rights.

### **7.2 Semester and Intermediate Semester**

The semester is a lecture academic activity that is carried out for a minimum of 18 meetings in each running semester. It is held in the even semester of each current academic year.

The intermediate semesters are academic activities conducted between regular semesters of each academic year with a number of face-to-face meetings that are equivalent to regular semesters.

### **7.3 Academic Advisor**

Academic Advisory Lecturers / DPA (guardian lecturers), for all strata, are prepared for a student for the smooth running of his studies and must understand the academic administration guidelines and education administration systems that apply in faculties equivalent to faculties and UNEJ and have the following duties:

- a. Provide the direction to the students in preparing their study plans and provide considerations in choosing courses to be programmed in the ongoing semester;
- b. Giving consideration to students about the number of credits programmed;
- c. Monitoring the progress of student studies and grant leave permission for the programming process of the students he supervises.
- d. Conducting guidance and monitoring through SISTER, by giving approval in each student's academic activities.

## 7.4 Documents of Academic

The student's number (NIM)

- 1) Every student at the Universitas Jember was given a registration number in the form of a Student Identification Number (NIM) at each level of education taken. The NIM valid at the Universitas Jember consists of 12 digits and has characteristics based on the current Academic Year, Faculty, Education Level, Department, Study Program, and Serial Number

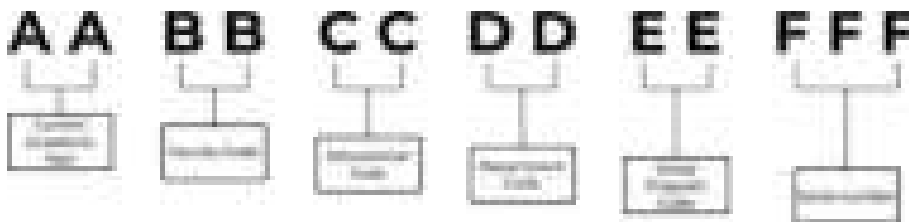


Figure 7.1. NIM

- 2) Every student has academic administrative documents in the form of electronic files in SISTER. Academic administrative documents include those:
  - a. The student biodata (for new students only);
  - b. Study plan sheet (LRS);
  - c. Study result report (LHS);
  - d. Transcripts;
  - e. Certificate (IJAZAH);
  - f. Certificate of Companion Ijazah (SKPI).

## 7.5 Management of Education

### 7.5.1 New student registration

The registration is a process of registering new students as UNEJ students which is marked by giving the Student Identification Number (NIM) and Student Identity Card (KTM). However, the registration process is preceded by the following process. After the announcement of SNMPTN, SBMPTN, SBMPTBR or UM, students upload personal, family, and academic data. The data includes student data, parent data, family economy, report cards, and UNAS data. The registration process is then carried out through the following steps.

- a. Academic Verification
  - 1) Prospective students upload report scores and UNAS scores online (complete);

- 2) Verify the value of the database report card, the value of the upload report card, and the value of the original report card;
  - 3) Approval to follow the further process; and
  - 4) The students that become candidates for UKT verification or are not eligible to follow the further process.
- b. UKT stipulation
- 1) The students who pass academic verification complete personal, family, and economic data online.
  - 2) Verification of the data on parents and family economy by showing evidence of the original file;
  - 3) Approval to follow the further process; and
  - 4) The student has received the amount of the UKT bill recorded at a certain bank.
- c. Registration
- 1) The students make UKT payments at certain banks;
  - 2) By paying the UKT, the prospective student has been registered as a prospective student at the Universitas Jember who has carried out the Registration/Re-registration process;
  - 3) The BAKA Operator/Committee verifies the students who are accepted according to the admission path and the study program that is followed or chosen; and
  - 4) The prospective students take medical tests, and check files, ending with giving NIM; and
  - 5) The prospective students take photos and print Student Identity Cards (KTM) which are integrated with student bank accounts and end with jacket measurements.

#### 7.5.2 Registration of old students

Old students are required to register at the beginning of each semester. The herregistration process that must be carried out is the activation and processing of the study plan. The activity follows the following procedure:

a. Activation Procedure

The students activate by paying SPP/UKT/other tuition fees at the designated bank. For students who delay the payment of SPP/UKT/other tuition fees, activation can be done by requesting an introduction to the payment of SPP/UKT/other tuition fees to BAKA.

b. Study Plan Processing Activities

The students who have active status should prepare a study plan regarding the courses to be programmed with the approval of the Academic Advisory Lecturer (Dpa). Before students do programming at SISTER, the class schedule must be announced at least one week before the programming period.

The students who will program study plans are required to follow the following procedures:

- 1) Programming of the Study Plan was carried out online at SISTER, according to the predetermined course programming schedule. The study program that implements the package system was carried out by the faculty operator for all active students in accordance with the course packages offered. If there are students who want to add courses other than package courses, they can be done by faculty operators (only courses that have been programmed) a maximum of 24 credits may be programmed.
- 2) Programming of Study Plans for study programs that do not apply the block system was carried out by each student through SISTER (by taking into account the maximum credit limit to which they are entitled). Approval of programmed courses is carried out by Academic Advisors / DPA (guardian lecturers) through the SISTER page and students can choose the desired schedule and class if the quota is still available. in the semester is 15 credits.
- 3) The students are allowed to make changes and cancellations of study plans until the end of the schedule for Changes and Cancellations of Study Plans. The change and cancellation process are terminated by the Academic Advisor's Approval. The results of changes and cancellations are permanent and cannot be changed again.
- 4) The students print of the Study Plan Sheet (LRS) that has been approved by the DPA online in duplicate (for students, and faculty archives) no later than 3 days after the Study Programming schedule ends.
- 5) If the student makes changes and cancels the study plan, the student is required to print the LRS as a result of the changes to be approved by the academic supervisor and submit the LRS to the Faculty (as an archive) no later than 3 days after the schedule for the Program Changes in the Study Plan ends.

In the programming, the students should do it themselves by using a NIM as a user, and a password as a Single Sign On (SSO), which can be used by academics and employees to enter the SISTER page, e-learning and other features. The password is given by UPT Information Technology (TI), stored because it is valid as long as the person concerned is active as a big family of UNEJ. If the password is lost or reset for security purposes, students can get a new password by clicking "forgot password" on the SSO page, then filling in the username and captcha, the new password will be informed via the student's email.

- a. Type in the address <http://sister.unej.ac.id> using a web browser, the SSO display will appear as shown below.



Figure 7.2. SISTER page view

- b. Enter your NIM and password in the space provided as shown in Figure 7.2, then click login, a lecture progress display will appear as shown in Figure 7.3 below.



Figure 7.3 Display of Lecture Progress



- c. Make sure the Lecture Status has been active in the semester to be taken as a requirement for Study Plan Programming. Perform Study Plan Programming through the regular KRS sub-menu. On this page students can see the last active semester, IP in the previous semester, maximum credits taken in the current semester, the number of credits that have been used, and the remaining credits that have not been used. Students can choose courses and lecture rooms and can delete selected courses. Addition of courses can be done by clicking the "New Data" link.



Figure 7.4 Study Plan Sub Menu Display

- d. After clicking on the “New Data” link, the sister will display a list of courses that have not been taken by students. The selection of subjects is grouped into 3 categories, namely study programs, faculty sharing, and university sharing. The study program category is a course that is only available in the student study program. Sharing faculty is a category of subjects that exist in student faculties. Meanwhile, sharing university is a subject that exists between faculties at the Universitas Jember.

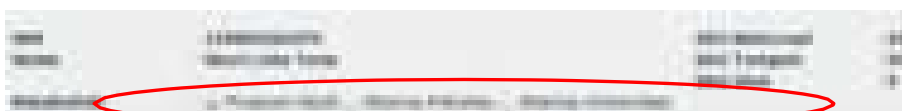


Figure 7.5 Display of Course Categories

After selecting the course category, the student selects the selected course by clicking on the course name and the system will display the course details. On the course detail page, students can see the type of course activity, number of credits required, class, quota, participants, class description, menu for selecting courses, and class schedule. The class schedule can be viewed by clicking on the class link.

The image shows a screenshot of a web application displaying a list of courses. The table has several columns, including course ID, course name, credits, and a link to view details. A red circle highlights one of the course entries in the list.

Course ID	Course Name	Credits	View Details
1	Math 101	3	[Link]
2	Math 102	3	[Link]
3	Math 103	3	[Link]
4	Math 104	3	[Link]
5	Math 105	3	[Link]
6	Math 106	3	[Link]
7	Math 107	3	[Link]
8	Math 108	3	[Link]
9	Math 109	3	[Link]
10	Math 110	3	[Link]

Figure 7.6. View List of Courses

Once clicked, SISTER will display information about the schedule and the room used for the selected course. If the student does not want to take the course, the student can press the back button at the bottom of the page.

The image shows a screenshot of a course detail page. It features a table with columns for course name, class, quota, and registrant participants. The first row is highlighted in green.

Course Name	Class	Quota	Registrant Participants
Math 101	101A	20	15
Math 101	101B	20	15
Math 101	101C	20	15
Math 101	101D	20	15
Math 101	101E	20	15
Math 101	101F	20	15
Math 101	101G	20	15
Math 101	101H	20	15
Math 101	101I	20	15
Math 101	101J	20	15

Figure 7.7 Display of Schedule, Class, Quota and Registrant Participants

The students who will choose these courses can press the select link based on the selected class as shown below.

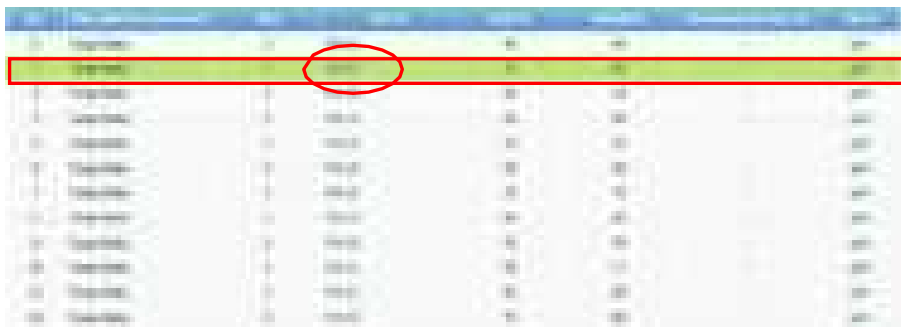


Figure 7.8 Display of Select Links in the Schedule, Class, Quota and Registrants Menu

After selecting, then click the "<< Back" button to display the course list page, then click the "<< Back" button to display the Study Plan page. It can be seen that the selected courses appear on the Study Plan page.



Figure 7.9 Display of courses selected by students

If a student wants to delete a course, the student can do that by selecting a course and then pressing the delete button as follows:



Figure 7.10 Display of choice of courses to be changed

After pressing the delete button, SISTER will display a warning message like the following.

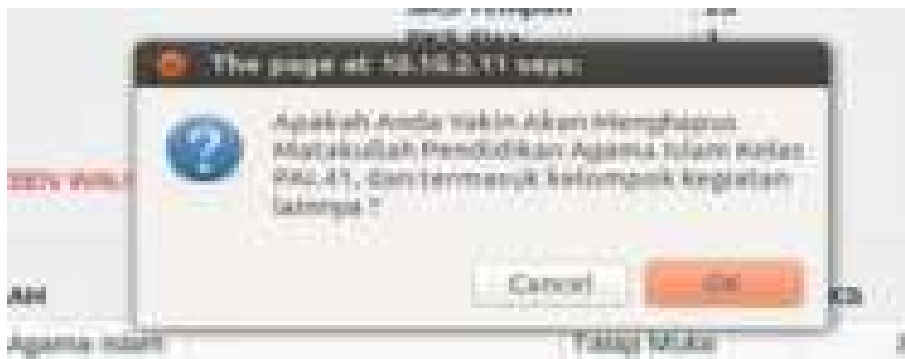


Figure 7.11 Warning Display Deleting or Changing Courses

If the student really wants to delete then press the "OK" button. If not, the student can press the "Cancel" button. After pressing the "OK" button, the deleted courses will disappear from the Study Plan page, and a new list of courses that no longer contain the deleted courses will appear.

No.	Kode	Nama Mata Kuliah	Kategori	Sifat	Status
1	PAI-41	Pendidikan Agama Islam (PAI)	PAI	Wajib	✓
2	PAI-42	Pendidikan Agama Islam (PAI)	PAI	Wajib	✓
3	PAI-43	Pendidikan Agama Islam (PAI)	PAI	Wajib	✓
4	PAI-44	Pendidikan Agama Islam (PAI)	PAI	Wajib	✓
5	PAI-45	Pendidikan Agama Islam (PAI)	PAI	Wajib	✓
6	PAI-46	Pendidikan Agama Islam (PAI)	PAI	Wajib	✓
7	PAI-47	Pendidikan Agama Islam (PAI)	PAI	Wajib	✓
8	PAI-48	Pendidikan Agama Islam (PAI)	PAI	Wajib	✓
9	PAI-49	Pendidikan Agama Islam (PAI)	PAI	Wajib	✓
10	PAI-50	Pendidikan Agama Islam (PAI)	PAI	Wajib	✓

Figure 7.12 The Final Display of Post-Deletion Course List

After the student is sure of the choice of courses to be taken, the student must click "finish" (as shown in Figure 7.14) on the Study Plan page, so that DPA can approve the student's Study Plan and the student's name will appear on the attendance list in each programmed course.

No.	ID	COURSE NAME	CREDITS	STATUS
1	10101	Introduction to Computer Science	3	Completed
2	10102	Mathematics	3	Completed
3	10103	Physics	3	Completed
4	10104	Engineering Fundamentals	3	Completed

Figure 7.13 Final View of Student Study Plan

### 7.5.3 Changes and Cancellations of Study Plans

The students can make changes and cancellations of study plans according to the academic calendar with the approval of the Academic Supervisor/guardian lecturer. The procedure for students who will make changes to their study plans is as follows:

- 1) The students make changes and cancellations of study plans that are approved and signed by the Academic Advisor and then submitted to the faculties equivalent to their respective faculties
- 2) The students make changes to the study plan programming at SISTER online which DPA should cancel the approval of the Study Plan so that students can change or cancel their chosen courses. After making changes/cancellations, the DPA must re-approve the Study Plan of the student concerned.

### 7.5.4 Intermediate Semester

In addition to the regular semester, Diploma and Bachelor students are given the opportunity to take intermediate semesters. The holding of semesters is equivalent to odd semesters and even semesters in terms of credits. The implementation of the intermediate semester aims to:

- a. Accelerating students in completing their studies;
- b. Enriching abilities related to student competencies in accordance with their field of expertise;
- c. Improving student achievement.

The semester implementation requirements are as follows:

- a. The maximum programmable study load is 9 credits;
- b. Programmed courses are courses that have been taken/remedied;
- c. The total number of face-to-face lectures between semesters must be the same as regular semester lectures;

- d. Fulfill the administrative requirements determined by the faculty equivalent to the faculty.
- e. The minimum attendance

Before a student undertakes an intermediate semester of study programming, the faculty operator offers courses that the student is likely to program. The head of the department evaluates the appropriate courses to be held, then offers them back to students along with the implementation schedule. The programming of the intermediate semester study plan was carried out by following the procedure as shown in the following figure.



Figure 7.14 Display of Intermediate Semester Study Plan Sub Menu

To add courses to be taken, users can click the "New Data" link on the left side of the page. The display of the Intermediate Semester Study Plan Sub menu is shown in Figure 7.15.

After clicking the "New Data" link, SISTER will display the "Adding study plan courses" page. On this page, users can add courses to be followed in the Intermediate Semester.

**PENAMBAHAN MATAKULIAH RENCANA STUDI  
1314PENDEK**

No.	Kode	Nama Mata Kuliah	Sks
1	010001	Kejuruan Teknik Listrik	4
2	010002	Kejuruan Teknik Elektronika	4
3	010003	Kejuruan Teknik Telekomunikasi	4
4	010004	Kejuruan Teknik Komputer	4
5	010005	Kejuruan Teknik Jaringan Komputer	4
6	010006	Kejuruan Teknik Instalasi Tenaga Listrik	4
7	010007	Kejuruan Teknik Instalasi Tenaga Listrik	4
8	010008	Kejuruan Teknik Instalasi Tenaga Listrik	4
9	010009	Kejuruan Teknik Instalasi Tenaga Listrik	4

Figure 7.15 List of Intermediate Semester Courses

Click the name of the course to be taken, then the sister will display the details of the course. On the course detail page, users can choose courses based on their class by clicking on the select link.

After selecting the courses to be taken during the intermediate semester, the user can print the intermediate semester bill by clicking the "Print Intermediate Semester Bill" button.

### 7.5.5 Entry Score

The score entry process was carried out through SISTER by the authorized party according to the schedule set out in the academic calendar. The delay in the entry of grades causes the system to execute grades and this is a sanction, giving a B grade for Diploma and Bachelor Programs.

The results of the entry of grades that have been uploaded by the course supervisor at SISTER must be printed and submitted to the Academic and Student Affairs subdivision in each faculty.

The parties who are given the authority and task of entry are presented in the following table:

Table 7.1 Entry of Score

No.	Authorized party	Entry task	Information
1.	Lecturer	Entry score of courses	
2.	LP2M	KKN score entry	Coordination with DPL
3.	COMBI	Final Assignment Entries	Coordination with DPU, DPA, and Examiners
4.	Head of Study Program	Entry score of Job Training, Seminar/Proposal, PKL,	Entry Value along with entry date of graduation
5.	BAKA	Internship and D3 Final Report	Cover letter with supporting evidence

Faculties are given the authority to delete courses and their grades only to adjust the number of credits for graduating students. The removed courses are adjusted to the faculty curriculum or only apply to elective courses.

#### 7.5.5 Study Result Card Printing

The faculty through the operator prints/or saves the student's digital file Study Results Report (LHS) as valid evidence and becomes the faculty archive. KHS printing is done after 2 (two) weeks after the entry period ends.

#### 7.5.6 Certificate transcript checking

The implementation of certificate transcript verification using LHS references, if there is a difference in value data, then the faculty validates using the value data archive from the supporting lecturers in the faculty.

#### 7.5.7 Sanctions

Sanctions will be given to each student if:

- a. Programming exceeds the maximum study load so that the number of credits will be adjusted automatically by the system;
- b. Doing study programming past the programming deadline will be given a penalty of reducing the maximum study load taken to 15 credits; or
- c. Cheating in exams (both UTS and UAS) or falsifying documents (LRS and LHS) so that the course is declared unsuccessful.



## 7.6 Postponement of SPP/UKT

For students who has financial difficulties in paying tuition fees/UKT, the Universitas Jember provides a policy in the form of delaying tuition payments/UKT. The flow of submission of SPP/UKT Delay can be described as follows:

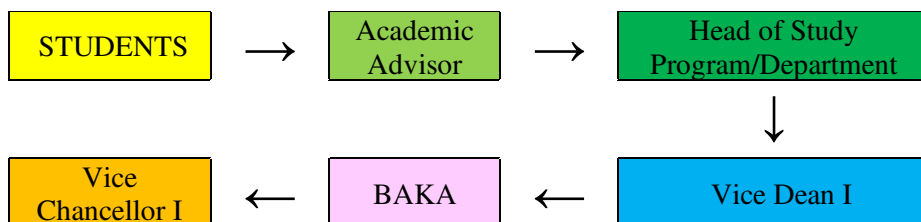


Figure 7.16 Step of Proposed Postponement of SPP/UKT Payments

The submission for Postponement of SPP/UKT Payments can only be made according to the schedule of BAKA. Students who program the Final Project cannot apply for a Postponement of SPP/UKT.

The students who will apply for Postponement of SPP/UKT Payments should go through the following process:

- The student's login via the <https://sister.unej.ac.id> page using their NIM and Password;
- Select the "Status" menu and the "SPP/UKT Postponement" sub menu, fill in the reason for submitting the SPP/UKT Postponement and the Parent/Guardian mobile number/phone number, then click Save;
- Contact the Academic Advisory Lecturer, Study Program Coordinator/Department and Deputy Dean I related to the application for Postponement of SPP/UKT payment;
- After a faculty equivalent to a faculty submits an application for Postponement of SPP/UKT Payments, BAKA will verify the correctness of the submission to each parent/guardian. Errors in filling in the student's Parent/Guardian cell phone number or the student's cell phone/telephone number cannot be contacted resulting in the student's SPP/UKT postponement being unable to be approved;
- The Vice Rector I on behalf of the Rector will approve the application for a postponement of the SPP/UKT payment according to the results of the BAKA verification;
- BAKA prints the decision to postpone the payment of SPP/UKT and publish the decision through the website of the Universitas Jember (<http://www.unej.ac.id>).

- g. If the student is going to pay the SPP/UKT Delayed payment, the student has to print an introduction to the payment to the BANK in the <https://sister.unej.ac.id> page and ask for a signature and stamp to BAKA.
- h. The students who do not fulfil these conditions will be subject to sanctions that they may not register (activation). The Late Payment of SPP delays have consequences that the students not being allowed to attend lectures, practicums, and exams, and student status becomes inactive.

**7.7 Permit to Stop Studying Temporary (Paid Leave)**

The students were entitled to a temporary suspension of study with the following conditions:

- a. Has fulfilled the requirements for the final evaluation of the fourth semester, except for faculties equivalent to faculties that carry out the final evaluation of the second semester;
- b. During study, students are only allowed to stop studying temporarily once and for a maximum of two consecutive semesters;
- c. Permission to stop studying temporarily is submitted according to the schedule issued by BAKA;
- d. Permission to stop studying temporarily can be granted outside of the provisions of point a above if in a force majeure situation;
- e. During a temporary study stop, students do not need to pay tuition fees/UKT and the length of time to stop studying temporarily is not counted in the study period;
- f. The number of study loads (SKS) that can be programmed by students after stopping temporary studies is determined based on the relevant latest achievement index before stopping temporary studies.
- g. In certain study programs that apply course blocks or packages, you can adjust the course offerings according to the program.

The procedure for obtaining a temporary study leave/study leave permit can be described as follows:

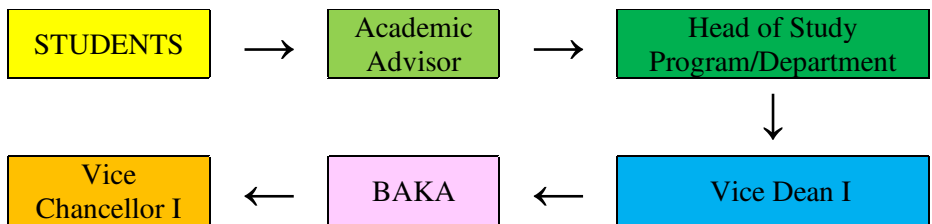


Figure 7.17 Steps of the Temporary Stop Study Permit Proposal

- a. The student's login on the <https://sister.unej.ac.id> page using their NIM and Password;
- b. Select the "Status" menu and the "Leave" sub menu, fill in the reason for applying for a temporary study leave/study leave, select the length of leave and fill in the parent/guardian's cell phone/telephone number, then click Save;
- c. Contact the Academic Supervisor, Study Program Coordinator/Department and Deputy Dean I regarding the application for a temporary study stop permit/study leave;
- d. After the Faculty submits an application for permission to stop studying temporarily, BAKA will verify the correctness of the submission to each Parent/Guardian. Error filling in the mobile number/phone number of the student's parent/guardian or the student's mobile/telephone number cannot be contacted, resulting in the application of permission to stop studying temporarily/leaving the student being unable to be approved;
- e. Vice Rector I on behalf of the Rector will approve the application for a temporary study stop permit according to the results of the BAKA verification;
- f. BAKA prints the decision to temporarily stop studying and publishes the decision through the website of the Universitas Jember (<http://www.unej.ac.id>).

The students who temporarily stop studying without permission, are still required to pay SPP/UKT and the period during which they temporarily stop studying is calculated within the study period. The study load (credits) that can be programmed by students after temporarily stopping study without permission is a maximum of 15 credits. If a student stop studying temporarily without permission for two consecutive semesters, the student concerned is declared resigned and his rights as a UNEJ student are declared lost.

### **7.8 Resignation**

The process of resigning as a Universitas Jember student at the request of the student concerned.

### **7.9 The Student Transfer**

Transfer of students from other state universities to UNEJ applies to similar faculties/departments as long as the capacity allows. Some of the minimum requirements that must be met are:

- a. The students come from study programs whose accreditation is at least the same as the intended study program.
- b. The student has met the four-semester evaluation requirements at the home university.

- c. Passed the equivalence evaluation of courses in accordance with the curriculum/credit of the intended faculty, and cumulatively did not exceed the study period limit.
- d. The decision to accept students who move to UNEJ is determined by the Rector with the consideration of the dean of the faculty / head of the study program equivalent to the intended faculty.

### **7.10.1 UNEJ Student Transfer**

The transfer of UNEJ students to other universities can be served at the request of the student with the consideration of the dean of the faculty / head of the study program equivalent to the faculty concerned and obtaining a determination from the Rector. The students who have received a transfer letter from UNEJ to another university cannot be re-admitted as UNEJ students.

The procedure for transferring students from UNEJ to other universities is as follows:

- a. The students register for a transfer application online through SISTER by filling in the reason and mobile number of the parent/guardian;
- b. The students contact the head of the department for approval by attaching a certificate of freedom from library responsibility from the UPT Library;
- c. The students appear before the Vice Dean/for approval to transfer courses;
- d. After a faculty equivalent to a faculty submits a student transfer application, BAKA will verify the correctness of the submission to the Parent/Guardian;
- e. Vice Rector I will give approval based on confirmation from BAKA;
- f. BAKA will print 4 (four) sheets of Lecture Transfer Decision: for faculties, departments/sections, concerned, and archives.

### **7.10.2 Transfer of Students to UNEJ**

The process of transferring to UNEJ can be carried out in the following order:

- a. The prospective students submit an application to the Rector of the Universitas Jember by attaching a letter of release from the original university, a letter that has passed the four-semester evaluation from the original university and course transcripts.
- b. The Rector through the Vice Rector I asked for consideration from the faculties equivalent to the intended faculty, including the equivalence of courses that have been taken.
- c. Faculties equivalent to faculties give consideration to the application of the prospective student.
- d. The Rector issues an answer letter regarding the acceptance or rejection of prospective students.
- e. The accepted students verify and register at BAKA.

- f. The BAKA operator enters the recognized courses and prints the temporary KTM.
- g. The students program the study plan online after getting a password from the UPT TI and contacting the Deputy Dean of the receiving Faculty.

### **7.11 The Student Study Service (KKN)**

The implementation of KKN is held to accommodate the needs and desires of students and lecturers, and especially the community where the KKN is located. KKN is a compulsory subject, the implementation of community service carried out by students.

The process of implementing KKN for students administratively follows the following procedure:

1. The total number of credits fulfilled is 120 credits, including the current KRS applies to students who have KRS or have not taken KKN courses;
2. The KKN period is 45 days (144 hours) with a load of 3 credits;
3. Registration of KKN for 2 periods, namely Period I in September, the implementation of KKN activities in January and Period II in March, the implementation of KKN activities in July.
4. The flow of the KKN administration procedure is simplified as follows;

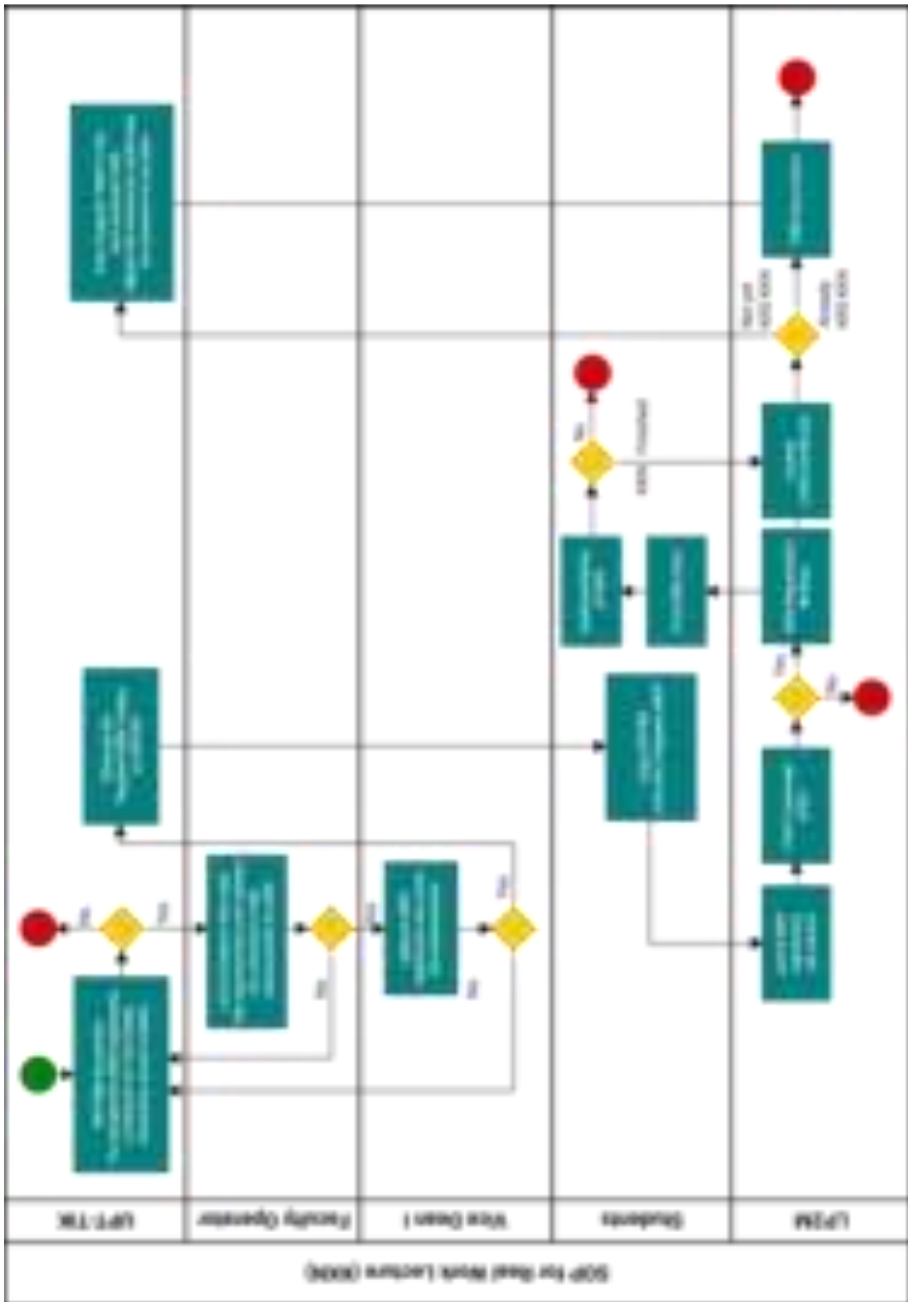


Figure 7.18 Step of KKN administration procedures

## **7.12 Final Project**

Final Project is an activity that must be carried out by every student at the end of his studies and is a series of activities consisting of: preparation of proposals, research and writing of final assignments, seminars, and publication of scientific papers.

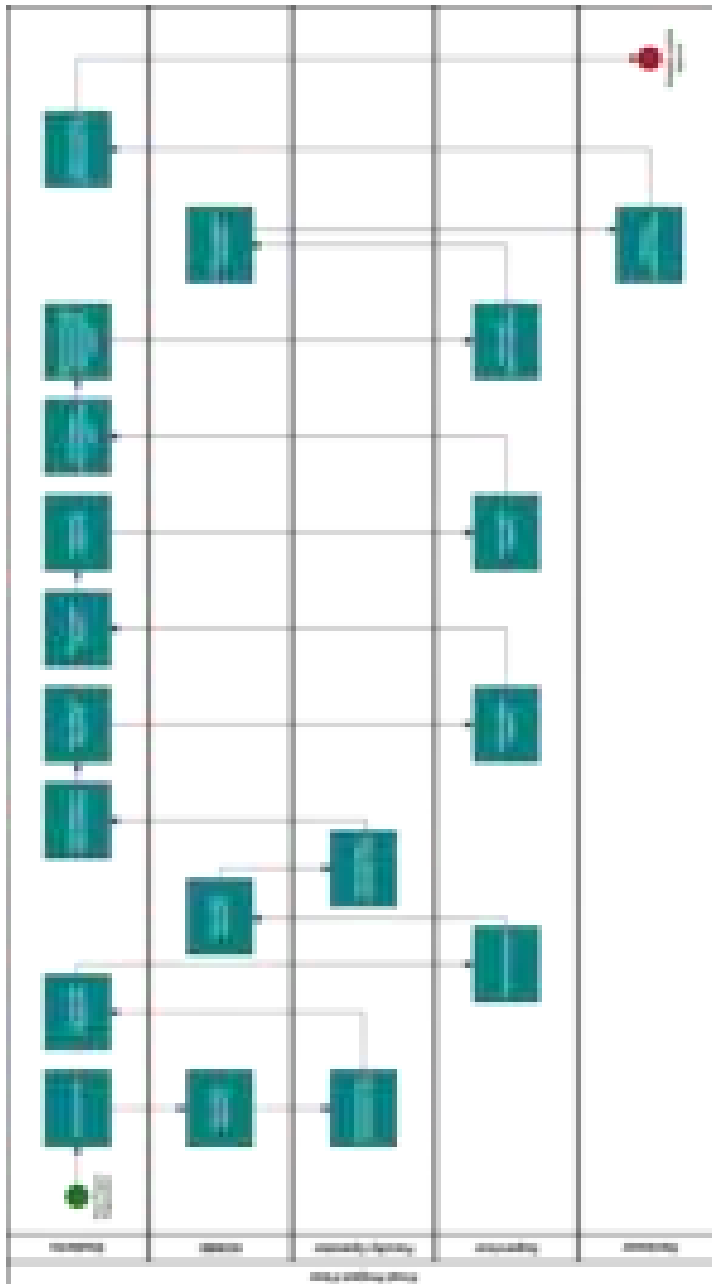
The final product for the undergraduate/S1 level is in the form of thesis and scientific articles, while the D3 level is in the form of a final report. The process of carrying out the final project is administratively facilitated in SISTER, starting from the registration process until the evidence of published scientific works. The procedure for carrying out the final project is simplified in the following figure.

Figure 7.19 Step of Final Assignment Process



Figure 7.19 Step of Final Assignment Process





The results of the final project that still need improvement, are given 2 (two) months from the time the final task test is carried out. If it exceeds the specified time limit, the graduation of the final project will be declared void and the student must re-examine the final project.

Especially for the Doctor Education Study Program and Dentist Education Study Program which has carried out the final assignment exam and is declared to have passed, and the value has been entered by KOMBI, then the person concerned immediately continues the Professional Program by selecting the Professional registration menu at SISTER and at the same time registering for his undergraduate program graduation.

### **7.13 English Proficiency**

The English proficiency of Universitas Jember students as evidenced by the UNEJ CBEPT (Computer Based English Proficiency Test) score of at least 450 must be met before registration for graduation. Registration for CBEPT UNEJ can be done since the student has passed the evaluation of 4 (four) semesters until before registering for graduation. Registration is done online through SISTER Students.

The students are allowed to take the CBEPT test 5 (five) times in a row without being charged. If the CBEPT score has not reached 450, students are required to attend English language training with procedures and procedures following the provisions of the Language UPT.

After participating in the training, students are allowed to re-take the CBEPT test 5 (five) times in a row without being charged. If the student still has not achieved the minimum CBEPT score, then the student can print a certificate with the last score as a condition for attending graduation.

### **7.14 Judiciary and Graduation**

The judiciary and Graduation are a series of academic activities at the Universitas Jember which are held at least 4 (four) times each academic year. Judiciary and graduation are a single procedure that must be followed by students who have been declared to meet the requirements.

The judiciary is a graduation ceremony for students whose implementation is regulated by each faculty and carried out at least 3 (three) weeks before the graduation ceremony.

The students can take the judiciary if they fulfil the following requirements:

- a. Have completed all academic and vocational education obligations that must be fulfilled in participating in a study program;
- b. Have completed all administrative and financial obligations relating to activities in the study program being followed.

Graduation is a ceremony to inaugurate academic degrees and or professional designations to students who have completed academic and vocational education through an open meeting of the UNEJ Senate and marked by the submission of a diploma. Graduation is carried out based on the fulfilment of the quota of 900 graduation participants.

Graduation in absentia can be awarded to:

- a. The foreign students who have passed;
- b. The students who have been registered as participants of the graduation and graduation, and have experienced force majeure conditions;
- c. The students who have been declared graduated but do not register for graduation and graduation 5 (five) times in a row;

The graduates have to comply with the following conditions:

- a. The students who have registered and followed the judiciary according to the period.
- b. Have the ability to speak English as evidenced by a minimum CBEPT UNEJ score of 450.
- c. If they are unable to attend graduation during that period, prospective graduates are given the opportunity to participate in graduation activities in the next period a maximum of 4 (four) graduation periods.
- d. If the prospective graduate does not meet the provisions of point c above, the graduation concerned is not confirmed, but is still given his rights as a graduate with an associate or bachelor degree.

The process of implementing graduation and graduation for students administratively follows the following procedure:

- a. KOMBI/Head of Study Programs will enter the final assignment score/Final Report through SISTER, and continue with approval of the graduation status (Approval) by BAKA;
- b. The students are required to upload a color photo of themselves and their latest diploma before Bachelor/Diploma education in the form of \*.jpg files with a maximum size of 150 Kb each.
- c. The students are required to distribute hard and soft Final Project/Thesis files to UPT. Library.
- d. The students whose status has changed to graduated can register for graduation at the faculty;
- e. The students verify data to BAKA by bringing draft diplomas, draft transcripts, and final diplomas.
- f. The students make graduation payments to the designated bank;
- g. The students register for graduation through SISTER and print graduation participant cards.

### 7.15 Schedule of activities

Every year of the academic, the Rector makes a decision on the academic calendar which contains the time period and types of activities which include:

(i) new student admissions period, (ii) tuition/UKT payment and herregistration, (iii) announcement of class schedules for each study program, (iv) mentoring (guardian lecturer) and study programming for old students, (v) change of study plan, (vi) cancellation of study plans, (vii) lecture/practicum period, (viii) midterm exams, (ix) graduation, (x) graduation, (xi) quiet week, (xii) end of semester exams, (xiii) the evaluation period and the submission of grades, and (xiv) the implementation of the intermediate semester. The academic calendar can be seen in Chapter 4.7.

The class schedule starts at 07.00 WIB and ends at 22.00 WIB which is divided into eight sessions with a time span as shown in Table 7.2. Lectures are carried out in a time unit of 2 x 50 minutes which is equivalent to 2 (two) credits, for subjects with a larger credit load implementation can be adjusted.

Table 7.2 Lecture Sessions

<b>Sessions</b>	<b>Time</b>
I	07.00 – 08.40
II	08.50 – 10.30
III	10.40 – 12.20
IV	12.30 – 14.10
V	14.20 – 16.00
VI	16.10 – 17.50
VII	18.00 – 19.40
VIII	19.50 – 21.30

The faculties can carry out lecture hours outside of the above schedule by giving lectures in session 0 (05.10–06.50)

## CHAPTER 8. UNIVERSITY COURSE

### 8.1 Course Coding or Course Block

On each course was assigned a code based on the hierarchy of course application (starting at the university, faculty, department, and study program level), strata, offering semester (spread), and the serial number of the course. Subjects that apply to the university level, such as Citizenship Education, the code is determined by the Information Technology UPT and the code is the same for all faculties. The courses that apply to the faculty level, namely the courses taken by students who come from each department in the faculty, the determination of the code is determined by the faculty. Subjects that apply to the department level, the determination of the code is determined by the department. Furthermore, the course code is written in seven digits (see Figure 7.1) with the following rules.

- a. The first three digits are letters that indicate the level of application of the course and indicate the faculty code and department code.
- b. The fourth digit is a number that indicates the strata of the Study Program, 0 indicates the diploma level, 1 indicates the undergraduate level, 2 indicates the master's level, 3 indicates the doctoral level, and 9 applies to all levels.
- c. The fifth digit is a number indicating in what semester the course is offered, 0 is offered in all semesters, 1 is offered in the first semester, 2 is offered in the second semester, and 3 is offered in the short semester and so on.
- d. The last two digits, namely the sixth and seventh digits, are numbers that indicate the serial number of the course.

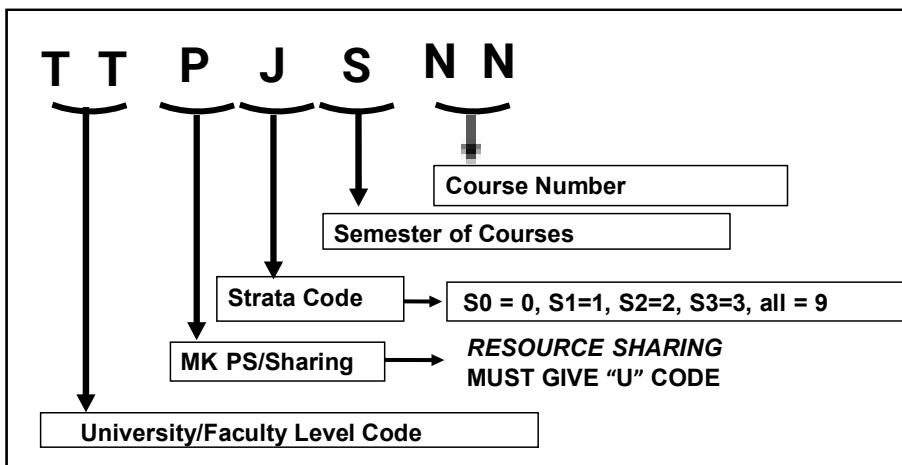


Figure 8.1 Course Code Format

On each Study Program or section of the faculty has a standard code indicated by the initial three digits. The standard code set by the UPT. The ICT describes the name of the study program concerned, as listed in Table 8.1.

Table 8.1 List of three-digit course codes or course blocks and their level of application

Code	Enforcement
UNU	University
HKU	faculty of Law
HKN	Criminal Law Section
HKP	Civil Law Section
HKT	Constitutional Law Section
SPU	faculty of Social Science and Political Science
SPP	PS Tax
SPR	PS Travel Business
SPI	PS Science International Relations
SPN	PS Administration Science
SPB	PS Business Administration
SPK	PS Social Welfare Sciences
SPS	PS Sociology
PNU	Faculty of Agriculture
PNA	PS Agronomy
PNS	Agricultural Socio-Economic PS
PNT	PS Soil Science PS
PNH	Pests and Plant Diseases PS

PNB	Agribusiness PS
PNE	Agrotechnology PS
PNP	Agricultural Science PS
PNL	Agricultural Extension PS
PNK	Animal Husbandry PS
EKU	faculty of Economics and Business
EKP	Development Economics PS
EKM	Management PS
EKA	Accounting PS
EKI	Islamic Economics PS
EKK	Financial Administration PS
EKP	Company Management PS
EKS	Secretariat PS
KPU	Faculty of Teacher Training and Education
KPD	Elementary School Teacher Education PS
KPL	Education Outside of School PS
KPS	History Education PS
KPK	Economics Education PS
KPM	Mathematics Education PS
KPF	Physics Education PS
KPB	Biology Education PS
KPE	English Education PS
KPI	Indonesian Language and Literature Education PS
KSE	Science Education PS
KPG	Geography Education PS
SSU	faculty of Cultural Studies
SSS	History Science PS
SSE	English Literature PS
SSI	Indonesian Literature PS
SST	Television and Movies PS
TPU	Faculty of Agricultural Technology
TPH	Agricultural Product Technology PS
TPT	Agricultural Engineering PS
TPA	Agricultural Industry Technology
KGU	Dental Education
KGP	Dentist Profession
MAU	Faculty of Math and Science
MAM	Math PS
MAF	Physics PS
MAK	Chemistry PS

MAB	Biology PS
PDU	Doctor Education
PDP	Doctor Profession
KMU	Public Health Sciences PS
KMB	Nutrition PS
TKU	Faculty of Engineering
TKM	Mechanical Engineering PS
TKE	Electrical Engineering PS
TKS	Civil Engineering PS
TKK	Chemical Engineering PS
TKW	Regional Planning and Urban Planning PS
TKL	Environmental Engineering PS
TKP	Shipbuilding Engineering PS
	Petroleum Engineering PS
	Mining Engineering PS
	Engineer Profession
FAU	Pharmacy PS
FAP	Pharmacist Profession
	D3 Nursing
KPA	Nursing Science PS
KPP	Nurse Profession
KSI	Information System PS
KST	Information Technology PS
KSF	Informatics PS

The courses organized by the University and taken by all students from each Study Program/Faculty are general compulsory subjects at the University level. The initial code for this group course is UNU (University Compulsory Subjects) such as Religious Education, Citizenship Education, Pancasila and Indonesian Language, Basic Social and Cultural Sciences, Basic Natural Sciences, Entrepreneurship, and Introduction to Agricultural Science or other similar subjects.

Meanwhile, the general courses taken by all programs within a Faculty are given according to the Faculty code and added with the letter U. Some of these courses are for example Real Work Lectures (KKN), Thesis/Final Projects or other courses.

The courses in the field of expertise and supporting areas of expertise are adjusted to the code of the respective Study Program as shown in table 8.2.



## **8.2 Study Program Identity**

In recent years, the access of education in UNEJ has gotten bigger and until 2020 it has provided educational services for the Diploma Program (Vocational type) as many as 10 Study Programs spread across the Faculty of Economics and Business, Engineering, Faculty of Social and Political Sciences, and Faculty of Nursing. Undergraduate Program (Academic type) as many as 59 Study Programs in 15 Faculties. 6 professional programs (types) were held at the Faculty of Medicine, Dental Education, Faculty of Nursing, Faculty of Teacher Training and Education, Faculty of Pharmacy and Faculty of Engineering. UNEJ has also expanded its educational services to doctoral degrees, namely Doctoral Programs in Law, Administrative Sciences, Economics, Management, Doctoral Programs in Agricultural Sciences, and Doctoral Programs in Science Education.

Every type of education and its strata have an identity that is reflected in the vision, mission, goals, and formulated into learning outcomes. Identity of Study Programs from all Faculties.

