**MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY**

## MATARAM UNIVERSITY

**FACULTY OF ENGINEERING**

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**DECREE**

**DEAN OF THE FACULTY OF ENGINEERING, MATARAM UNIVERSITY**

**NUMBER**: **6894/UN18.F6/HK/2022**

**ON**

**EDUCATION GUIDELINES**

**FACULTY OF ENGINEERING MATARAM UNIVERSITY**

**DEAN OF THE FACULTY OF ENGINEERING, MATARAM UNIVERSITY**

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| Considering | : | 1. The academic guidelines at Mataram University in 2020 and its amendments in 2021, need to be added with special applicable regulations in the Faculty of Engineering in the form of Education Guidelines for the Faculty of Engineering, Mataram University;
2. The Educational Guidelines of the Faculty of Engineering, Mataram University in 2004 need to be adjusted to the development of a new educational paradigm, and with the regulations issued by both the Minister of Education, Culture, Research and Technology and Mataram University;
3. in order to regulate the implementation of education on the basis of a credit system that has been adapted to the needs mentioned above, and in the context of efforts to increase the efficiency and effectiveness of education in the Faculty of Engineering, it is necessary to improve/replace the Educational Guidelines of the Faculty of Engineering, Mataram University in 2004;
4. that based on the considerations as referred to in letters a, b, and c, it is necessary to stipulate a Decree of the Dean of the Faculty of Engineering, Mataram University concerning Academic Guidelines for the Faculty of Engineering, Mataram University.
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| Whereas | : | 1. Legislation Number 20 of 2003 Concerning the National Education System;
2. Legislation Number 12 of 2012 Concerning Higher Education;
3. Government Regulation Number 4 of 2014 Concerning Implementation of Higher Education and Management of Higher Education;
4. Regulation of the Minister of Research, Technology and Higher Education Number 45 of 2017, Regarding the Statutes of Mataram University;
5. Decree of the Minister of Education and Culture of the Republic of Indonesia Number 116 dated October 8, 2014 Concerning the Organization and Working Procedures of Mataram University;
6. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards;
7. Decree of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 123/M/KPT.KP/2018 dated March 7, 2018 concerning the Appointment of the Mataram University Rector;
8. Decree of the Mataram University Rector No. 5105/J18.H/HK.01.12/2002 Regarding Delegation of Authority to Deans of Faculties within the University of Mataram to make and sign decrees;
9. Regulation of the Mataram University Rector Number 1 of 2017 concerning Formation of Legal Products;
10. Decree of the Mataram University Rector Number 2543/UN18/KP/2021 dated July 9, 2021 concerning Dismissal and Appointment of the Dean of the Faculty of Engineering, Mataram University for the 2021-2025 period.
11. Regulation of the Mataram University Rector Number 3 of 2020 concerning Mataram University Academic Guidelines;
12. Regulation of the Mataram University Rector Number 7 of 2021 concerning Amendments to Rector’s Regulation Number 3 of 2020 concerning Mataram University Academic Guidelines.
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|  |  | **D E T E R M I N E:** |
| STIPULATES | : | Decree of the Dean of the Faculty of Engineering, Mataram University regarding Academic Guidelines for the Faculty of Engineering, University of Mataram |

**ARTICLE 1**

**STUDENT DEFAULTERS**

In accordance with Article 13 (a) of the Rector Regulation of the Mataram University No. 3 of 2020 states that students who are absent for more than 2 semesters are declared to resign, with the resignation mechanism as follows:

1. The Department/Study Program provides a warning letter 3 times within the term determined by the Department/Study Program;
2. If the absent students do not respond, the Department/Study Program reports the student to the faculty for further processing at the university;
3. The faculty makes a letter of submission of student resignation to the University.

**ARTICLE 2**

**STUDENT TRANSFER**

1. In accordance with Article 14 (2a) of the Rector’s regulation of the Mataram University No. 3 of 2020, the terms of transfer between faculties and inter-faculties are determined by the faculty and the recipient’s Study Program.
2. Students of the Faculty of Engineering, Mataram University who wants to transfer to another Department/Study Program within the faculty (inter-faculty) must fulfill the following requirements:
3. The recipient’s study program still has the capacity.
4. The level of strictness of the entrance examination for the original Department/Study Program when students are admitted to the university must be higher or the same as the recipient’s Department/Study Program.
5. Students are active in the first 2 semesters and have a GPA of 3.00.
6. Students who want to transfer from a Department/Study Program at another faculty within the University of Mataram to a Department/Study Program at the Faculty of Engineering (inter-faculty) must meet the following requirements:
7. The receiving Department/Study Program still have the capacity.
8. The level of strictness of the entrance examination for the original Department/Study Program when students are admitted to the university must be higher or the same as the recipient’s Department/Study Program.
9. Students are active in the first 2 semesters and have a GPA of 3,50.
10. Students who transfer are from the field of exact sciences.

**ARTICLE 3**

**GRADING SYSTEM**

1. The learning process grading system aims to measure the learning achievement of the study program assigned to each course.
2. In accordance with Article 17 (8) of the Rector’s regulation of the Mataram University No. 7 of 2021 (Amendment to the Rector’s regulation of the Mataram University No. 3 of 2020), if a student is declared not eligible for grading requirements, the student will be given a **K** score.
3. Students who program a Major Task or Practicum activity in the Course Selection Sheet but do not complete it are given a **K** score.
4. The **K** score in Article 3 paragraph 3 will **remain** if until the release of the Course Result Sheet there has been no change.
5. The **K** score status is zero and counted as a divisor to calculate the GPA.
6. Students who program Thesis or Internship / Professional Placement in the Course Selection Sheet but have not been able to complete it, are given a **T**.
7. The status of the **T** score is incomplete and does not count as a divisor to calculate the GPA.
8. In accordance with Article 20 (10c) of the Rector’s regulation of the Mataram University No. 7 of 2021 (Amendment to the Rector’s regulation of the Mataram University No. 3 of 2020), students have the right to submit an appeal within 3 x 24 hours to the head of the Department/Study Program to follow up before the final deadline for the input score.
9. To ensure the achievement of learning outcomes, the grading process can be done through remedial, with the maximum remedial grade that can be given is the threshold grade of passing learning outcomes.
10. The remedial mechanism is regulated by the Department/Study Program.

**ARTICLE 4**

**GRADES IMPROVEMENT**

1. Grades Improvement can be done through regular lectures, and Inter-semester lectures.
2. The final grades obtained from the results of grades improvement is the best.
3. The final grade obtained in the inter-semester lectures exam is the highest B.

**ARTICLE 5**

**PRACTICUM AND MAJOR TASK**

1. The purpose of Practicum and Major Task in a course is to provide practical skills to students as a completeness of the course concerned.
2. For Practicum and Major Task that have been completed are given a Letter of Evidence of Completeness by the Lecturer/Assistant concerned.
3. A Letter of Evidence of Completeness is a requirement to take the examination, unless otherwise specified by the Head of the Department/Study Program.
4. The length of time for the implementation of the Major Task/Practicum is determined by each course advisor/Laboratory Head of the Major Task/ Practicum.
5. The credit load for Practicum and Major Task can be given separately or not separately with the relevant courses in accordance with the provisions applicable in each Department/Study Program.

**ARTICLE 6**

**INTERNSHIP / PROFESSIONAL PLACEMENT**

1. Internship / Professional Placement is intended to provide opportunities for students to gain practical experience and knowledge according to their Major/Study Program.
2. Internship / Professional Placement is implemented in companies, projects, related agencies selected by students and approved by the Head of the Department/Study Program.
3. The requirements, duration and reports of Internship / Professional Placement are in accordance with the provisions stipulated by each Department/Study Program.
4. Internship / Professional Placement report format according to the provisions set by the Faculty.
5. Internship / Professional Placement reports, have a grade between C to A and the assessment is carried out by a Supervisor appointed by the Head of the Department/Study Program.

**ARTICLE 7**

**MERDEKA BELAJAR KAMPUS MERDEKA ACTIVITIES**

Merdeka belajar kampus merdeka activities follow the Dean’s Decree of the Faculty of Engineering, Mataram University Number 1917/UN18.F6/HK/2022 concerning Technical Instructions for Learning Activities Merdeka Belajar Kampus Merdeka (MBKM) Faculty of Engineering, Mataram University in 2022.

**ARTICLE 8**

**THESIS**

All things related to the Thesis (TA) starting from the proposal process to the final TA examination process regarding procedure, substance, and format, are implemented according to the rules contained in the Manual for Thesis Writing (Dean’s Decree Number **1033/UN18.F6/HK /2022**).

**ARTICLE 9**

**DIPLOMA ACCOMPANYING CERTIFICATE**

1. A diploma accompanying certificate (SKPI) is made to complete the diploma of each graduate.
2. SKPI contains the achievement of graduate Learning Outcomes.
3. Filling in the SKPI by each graduate is done through the portal skpi.unram.ac.id. and verification is carried out by the faculty verifier team.
4. SKPI issued by the Faculty signed by the Dean.

**ARTICLE 10**

**ADDITIONAL RULES**

Academic regulations and provisions issued by the Department or Study Program as long as they do not contrary with this decree can be enforced.

**ARTICLE 11**

**PROVISIONS OF THE OLD ACADEMIC GUIDELINES**

At the time this Decree came into effect, Decree of the Dean of the Faculty of Engineering, University of Mataram with number 2405/PT21.H4.FT/I.01.02/2004 concerning Educational Guidelines for the Faculty of Engineering, University of Mataram, revoked and declared invalid.

**ARTICLE 12**

**CLOSING**

This decree is effective from the date of stipulation, with the provision that if in the future there is a mistake in this decree, corrections will be made accordingly.

Set in Mataram

On November 16, 2022

Dean,

**Muhamad Syamsu Iqbal, ST., MT., Ph.D**

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