



UNIVERSITAS AIRLANGGA FACULTY OF PHARMACY

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DECREE OF THE DEAN OF THE FACULTY OF PHARMACY, UNIVERSITAS AIRLANGGA

NO : 200/UN3.1.5/2019

concerning :

STIPULATION OF ACADEMIC REGULATIONS FOR PHARMACIST PROFESSIONAL EDUCATION STUDY PROGRAM FACULTY OF PHARMACY, UNIVERSITAS AIRLANGGA

- Considering :**
1. That Universitas Airlangga aims to produce quality graduates, who are able to develop science, technology, humanities and arts based on religious morals and are able to compete at the national and international levels.
 2. Faculty of Pharmacy UNAIR aims to produce graduates who are able and willing to integrate and develop pharmaceutical science and technology in carrying out pharmaceutical services (pharmaceutical care); as innovative, creative and productive scientists with analytical and critical thinking in solving pharmaceutical problems and as professional pharmacists to improve the health and quality of life of the Indonesian people.
 3. Faculty of Pharmacy UNAIR has implemented Bachelor of Pharmacy Study Program and Pharmacist Professional Education Program, which in its implementation is guided by the 2014 Curriculum - Faculty of Pharmacy UNAIR.
 4. Whereas with the issuance of Rector Regulation of Universitas Airlangga Number 27 of 2018 concerning Guidelines for Education of Universitas Airlangga, it is necessary to amend academic regulations to adjust to the development and dynamics of the implementation of education at Universitas Airlangga
 5. That based on the considerations as referred to in points 1 to 4, it is necessary to stipulate a Dean's Decree on the Determination of Academic Regulations for the Pharmacist Professional Study Program, Faculty of Pharmacy, Universitas Airlangga.

Observing :

1. Government Regulation Number 57 of 1954 concerning the Establishment of Airlangga University in Surabaya as amended by Government Regulation Number 3 of 1955 (State Gazette of the Republic of Indonesia of 1954 Number 99, Supplement to State Gazette of the Republic of Indonesia Number 695 juncto State Gazette of the Republic of Indonesia of 1955 Number 4, Supplement to State Gazette Number 748).
2. Decree of the Minister of National Education Number 232/U/2000 concerning Guidelines for the Preparation of Higher Education Curricula and Assessment of Student Learning Outcomes.
3. Regulation of the Minister of National Education of the Republic of Indonesia No. 045/U/2002 on the Core Education Curriculum.
4. Law of the Republic of Indonesia No. 20/2003 on the National Education System.
5. Regulation of Universitas Airlangga Number 1365/JO3/OT/2003 concerning Rules of Conduct of Universitas Airlangga.
6. Law of the Republic of Indonesia Number 14 of 2005 concerning Teachers and Lecturers (State Gazette of the Republic of Indonesia Year 2005 Number 157).
7. Law of the Republic of Indonesia Number 12 of 2012 on Higher Education (State Gazette of the Republic of Indonesia Year 2012 Number 158, Supplement to State Gazette of the Republic of Indonesia Number 5336).
8. Law of the Republic of Indonesia Number 36 Year 2009, concerning Health.
9. Government Regulation No. 17/2010, on the Management and Implementation of Education.
10. Government Regulation of the Republic of Indonesia Number 8 of 2012 concerning the Indonesian National Qualifications Framework.
11. Decree of the Dean of the Faculty of Pharmacy, Universitas Airlangga No. 2013B/UN3.1.5/KD/2013 on the Determination of Academic Regulations of the Pharmacist Education Study Program, Professional Program, Faculty of Pharmacy, Universitas Airlangga.
12. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 154 of 2014 concerning the Clumps of Science and Technology and Degrees of Higher Education Graduates (State Gazette of the Republic of Indonesia Year 2014 Number 1687).
13. Government Regulation Number 30 of 2014 concerning the Statute of Universitas Airlangga (State Gazette of the Republic of Indonesia Year 2014 Number 100, Supplement to State Gazette of the Republic of Indonesia Number 5535).
14. Decree of the Rector of Universitas Airlangga Number 1411/UN3/2014 on the Determination of Curriculum for Undergraduate and Professional Education Programs of Pharmacist Education Study Program at Faculty of Pharmacy Universitas Airlangga.
15. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 on National Higher Education Standards (State Gazette of the Republic of Indonesia Year 2015 Number 1952).
16. Decree of the Board of Trustees of Universitas Airlangga Number 1032/UN3.MWA/K/2015 on the Appointment of the Rector of Universitas Airlangga for the 2015-2020 Period.

17. Decree of the Rector of Universitas Airlangga, Number: 1732/UN3/2015 dated November 4, 2015, on the Appointment of Deans of Faculties and Director of Graduate School of Universitas Airlangga for the period of 2015-2020.
18. Rector Regulation of Universitas Airlangga Number 42 of 2016 concerning Organization and Work Procedures of Universitas Airlangga.
19. Rector Regulation of Universitas Airlangga Number 27 of 2017 concerning Guidelines for Professional Program Education of Universitas Airlangga.
20. Rector Regulation of Universitas Airlangga Number 27 of 2018 concerning Education Guidelines of Universitas Airlangga.
21. Rector Regulation of Universitas Airlangga Number 29 of 2018 concerning Student Study Evaluation.
22. Rector Regulation of Universitas Airlangga Number 35 of 2018 concerning Amendment to Rector Regulation Number 29 of 2018 concerning Student Study Evaluation.
23. Rector Regulation of Universitas Airlangga Number 51 of 2018 concerning Amendments to Rector Regulation Number 27 of 2018 concerning Airlangga University Education Guidelines.
24. Decree of the Rector of Universitas Airlangga Number 898/UN3/2018 on the Naming of Study Programs in Universitas Airlangga.
25. Rector Regulation of Universitas Airlangga Number 34 of 2019 concerning Rules of Conduct of Universitas Airlangga.

DECIDED

To stipulate :

First


The Academic Regulation of the Pharmacist Professional Study Program, Faculty of Pharmacy, Universitas Airlangga, consists of 5 chapters and 22 articles, the text listed in the appendix to this Decree and becomes an integral part.

Second

This decision is effective from the date of its enactment. If in the future it turns out that there are errors and or shortcomings in this decision letter, it will be corrected accordingly.

Issued in : Surabaya
on : 30 August 2019
Dean of The Faculty of Pharmacy,

sign

Dr. Umi Athiyah, M.S., Apt
NIP. 19560407 198103 2 001 

Attachment: Decree of the Dean of the Faculty of Pharmacy, Universitas Airlangga Number: 200/UN3.1.5/2019 on 30 August 2019 concerning Determination of Academic Regulations for the Pharmacist Professional Education Study Program, Faculty of Pharmacy, Universitas Airlangga

**ACADEMIC REGULATIONS
PHARMACIST PROFESSION STUDY PROGRAM
FACULTY OF PHARMACY UNIVERSITAS AIRLANGGA**

**CHAPTER 1
GENERAL PROVISIONS**

Article 1

Hereinafter referred to as:

1. **Universitas**, means Universitas Airlangga (hereinafter abbreviated as UNAIR).
2. **Rector**, means the Rector of Universitas Airlangga.
3. **Faculty**, means the Faculty of Pharmacy, Universitas Airlangga.
4. **Study Program**, means unity of educational and learning activities that have a certain curriculum and learning methods in one type of academic or professional education.
5. **Pharmacist Professional Education Study Program**, means the professional education level of the Pharmacist Education of the Faculty of Pharmacy, Universitas Airlangga, which is held after the undergraduate education level and is a unity of the learning process, hereinafter abbreviated as the Professional Program.
6. **Dean**, means the Dean of the Faculty of Pharmacy, Universitas Airlangga.
7. **Vice Dean I**, means Vice Dean for Academic and Student Affairs.
8. **Vice Dean II**, means Vice Dean for Finance, Resources and Information Systems.
9. **Vice Dean III**, means Vice Dean for Research, Service and Cooperation.
10. **The Coordinator of the Pharmacist Professional Study Program**, hereinafter abbreviated as KPS
11. **The Professional Program Manager**, means *ex officio* Vice Dean I.
12. **Supervisor of Professional Work Practice**, means *ex officio* relevant department chairman.
13. **Coordinator of Professional Work Practices**, mean lecturers who are responsible for managing the teaching and learning activities of the Professional Program.
14. **Department**, mean Department of Pharmacy Practice and Department of Pharmaceutical Sciences.
15. **Department Chairman**, mean Head of each Department in Faculty of Pharmacy UNAIR.
16. **Academic Regulation of Pharmacist Professional Study Program**, mean regulations that are used as guidelines by lecturers and students in carrying out the academic activities of the Professional Program, hereinafter abbreviated as Academic Regulations.
17. **Academic Calendar**, means a detailed schedule of academic activities for professional programs in each semester in accordance with the provisions of the University
18. **Curriculum**, means a set of plans and arrangements regarding the content as well as study materials and lessons and how to deliver and assess them, which are used as guidelines for organizing learning activities.
19. **Professional Internship (PKP)** means learning activities carried out by professional education program students at the practice site are guided by a supervisor from the faculty and a preceptor from the professional work practice site.

20. **Semester**, means a unit of activity time consisting of 12 (twelve) to 18 (eighteen) weeks of lectures or other scheduled activities, including 2 (two) to 3 (three) weeks of assessment activities.
21. **Semester Credit System (SKS)**, means a system of organizing education using semester credit units (credits) to express student study loads, teaching staff loads, and program implementation loads.
22. **Semester credit unit**, means a unit of appreciation for the learning experience gained during 1 (one) semester through scheduled activities per week, as much as 1 (one) face-to-face hour in lectures/tutorials, or 2 hours of practicum, or 4 hours of fieldwork, each of which is accompanied by about 1-2 hours of unscheduled structured activities and about 1-2 hours of independent activities. 1 (one) face-to-face hour is equivalent to 50 (fifty) minutes.
23. **Open Semester**, means a unit of time for learning activities carried out in odd and even semesters.
24. **Lecturer**, mean professional educators and scientists who master the theory of application of knowledge and skills with the main task of transforming, developing, and disseminating science, technology, and art through education, research and community service.
25. **Person in Charge of the Course (PJMK)**, mean lecturer who has the duty and authority to compile, implement, and evaluate the learning process of certain courses.
26. **Professional Internship Supervisor**, mean lecturers and or preceptors who are responsible for managing teaching and learning activities at the professional practice site.
27. **Preceptor**, mean Pharmacist practitioners who carry out professional practice and are recognized by the Faculty to carry out mentoring duties in professional program education.
28. **Professional Program Participants**, mean those who are registered and follow the education process of the Pharmacist Professional Program at the Faculty of Pharmacy, Universitas Airlangga.
29. **Academic Advisor**, means a lecturer who has the duty and authority to provide academic advice to a group of students under his supervision.
30. **Study Plan Card (KRS)**, means a card containing a list of course plans along with the study load that will be followed by students participating in the Professional Program.
31. **Quality Assurance Unit**, hereinafter abbreviated as SPM means an executive element of the faculty that assists the faculty leader in carrying out quality assurance.
32. **Quality Assurance**, means a program to carry out monitoring, evaluation, and correction as an act of continuous and systematic quality improvement or enhancement of all aspects of higher education in order to ensure the perfection of the achievement of standards that have been stated in the vision, mission, and objectives of the University.
33. **Registration**, means the registration process for each new prospective student who has passed the new student admission selection and has full rights as a student.
34. **Herregistration**, means the re-registration process, which allows each old student to take part in lecture activities, obtain academic rights and use facilities as a student as applicable provisions in the current semester.
35. **Academic leave**, means the status of students who are legally permitted by the Rector not to attend academic activities for 1 (one) semester.
36. **Drop Out**, means dismissal of academic activities issued by the Chancellor because

- students do not meet the academic qualifications to complete their studies and do not meet the academic administration requirements in accordance with applicable regulations.
37. **Resignation**, means dismissal of academic activities issued by the Rector at the request of students with the approval of the Dean.
 38. **Student ID Card (KTM)**, means UNAIR student status identity card which is valid as long as the student is still active.
 39. **Active Student**, mean students who have made payment of tuition fees in accordance with the provisions and have registered / re-registered.
 40. **Registered Student**, mean students who are active or inactive.
 41. **Written Exam**, means student learning evaluation is held at the end of the lecture and is regulated in the academic calendar.
 42. **Trial Examination**, means evaluation of student learning in PKP activities organized orally.
 43. **Remedial Exam**, hereinafter abbreviated as UP means additional examination held after the Written Examination based on the results of learning evaluation in the semester concerned before the final grade of the course is determined.
 44. **Make-up Exam**, means an exam held for students who do not take the Written Examination on the schedule set by the faculty with valid reasons.
 45. **Semester Learning Plan**, hereinafter abbreviated as RPS, means learning process planning that is determined and developed by lecturers independently or in groups of expertise in a field of science and/or technology in a study program that contains graduate learning outcomes charged to courses.
 46. **Judicium meeting**, means a decision-making forum to determine student graduation conducted by the Faculty.
 47. **Judicium**, means Dean's decision which determines that a student has completed the study and declared graduated in accordance with the provisions of the graduation requirements at the faculty based on the results of the judicium meeting.
 48. **Indonesian Pharmacist Competency Test (UKAI)** is a competency test that is carried out nationally and is an exit exam, either a Computer Based Test / CBT or Objective Structured Clinical Examination / OSCE.
 49. **Tuition Fees**, mean fees charged to students during the professional education process, consisting of Educational Operational Contributions (SOP)/UKT and PKP fees.

CHAPTER II

ORGANIZATION OF EDUCATION, STUDY LOAD, AND STUDY PERIOD

Education Organization

Article 2

- (1) Pharmacist education has 2 (two) levels of education, namely the undergraduate level organized by the Bachelor of Pharmacy (S1) Study Program and the professional level organized by the Pharmacist Professional Education Study Program with an integrated curriculum.
- (2) The Professional Study Program is the professional education of pharmacists.
- (3) The Professional Program applies a block system through lectures and PKP activities,

with educational vehicles for hospitals, health centers, industries, and pharmacies.

- (4) The Professional Program aims to produce graduates who have the profiles of: care giver, communicator, decision maker, teacher, manager, researcher, leader and long live learner.
- (5) Competence of Professional Program graduates:
 - a. Upholding professionalism, morals, ethics and legal aspects in practicing pharmacy.
 - b. Able to provide pharmaceutical care to patients by considering legal, ethical, professional, socio-cultural and economic aspects to ensure the quality, safety and efficacy of therapy.
 - c. Able to serve requests for pharmaceutical preparations and medical devices, either by prescription or non-prescription, accurately and safely
 - d. Able to manage pharmaceutical preparations and medical devices according to applicable standards
 - e. Able to formulate, manufacture and quality assure pharmaceutical preparations, based on pharmaceutical science and technology.
 - f. Able to communicate and cooperate with patients and peers, other health professionals, related to rational drug therapy, in order to achieve improved health and quality of life
 - g. Able to participate in preventive and promotive efforts to improve the quality of public health
 - h. Able to be introspective and carry out self-development in accordance with the development of pharmaceutical science and technology.

Article 3

- (1) Professional Program Manager consists of:
 - a. The Coordinator of the Pharmacist Professional Study Program (KPS);
 - b. The Professional Program Manager;
 - c. Supervisor of Professional Work Practice;
 - d. Coordinator of Professional Work Practices.
- (2) KPS in charge of leading the implementation of academic activities and fostering students, lecturers and education staff.
- (3) The Professional Program Manager is in charge of assisting the implementation of academic activities and fostering students, lecturers, and education staff and is responsible to the Dean.
- (4) Supervisor of Professional Work Practice is a lecturer with the position of at least Head Lector or Lector with a Master's degree who is tasked with assisting KPS in preparing learning and evaluation materials related to the field of PKP and the science they teach and is responsible to KPS.
- (5) Coordinator of Professional Work Practices is a lecturer with a position of at least Head Lector or Lector with a Master's degree and has experience in his/her field of practice, tasked with assisting the PKP Field Supervisor in organizing learning

Curriculum

Article 4

- (1) The Professional Program curriculum consists of the core curriculum and institutional curriculum.
- (2) The Professional Program curriculum is prepared based on the provisions of the Ministry of Research, Technology and Higher Education, refers to society's interests and the scientific and professional demands of pharmacists and is determined by the Chancellor.
- (3) The Professional Program curriculum consists of 35 credits, which are arranged in stages each semester.

Study Load and Period

Article 5

- (1) The educational load of the Professional Program is the total task load calculated in credits. Students must take 35 credits to obtain the Professional degree.
- (2) The study period for the Professional Program is 2 semesters with a maximum study period of 6 semesters, excluding academic leave.

CHAPTER III

EDUCATION ADMINISTRATION

Student Admission

Article 6

- (1) Professional Program Students are Bachelor of Pharmacy
- (2) Student admissions are carried out at the beginning of each semester, through the following channels:
 - a. Without selection test, for graduates of Bachelor Program (S-1) Faculty of Pharmacy Universitas Airlangga
 - b. With a selection test for graduates of the Bachelor Program (S-1) Faculty of Pharmacy, Airlangga University with a diploma date of more than 2 years.
- (3) Upon acceptance, students are required to:
 - a. Re-enroll according to the schedule and procedures set by the university.
 - b. Complete administrative and financial obligations
- (4) The Professional Program of the Faculty of Pharmacy Universitas Airlangga does not accept graduates of Bachelor Program (S-1) from other universities.
- (5) Admission of Professional Program students other than those listed in paragraph 4 will be regulated in a separate provision.
- (6) While participating in educational activities, students are required to:
 - a. Pay tuition fees in accordance with the provisions of the Professional Program,
 - b. Settle the payment of tuition fees for each semester at the time of re-registration,
 - c. Comply with the Faculty Education Guidelines and Education Guidelines that apply within Airlangga University,

Registration and Herregistration

Article 7

- (1) All students who will actively participate in academic activities are required to register/herregister in accordance with the schedule and provisions that have been set.
- (2) Student registration procedures are regulated by the University.
- (3) To be able to register/herregister students are required to pay tuition fees at the designated bank.
- (4) Students do the herregistration at the Education subdivision of the Faculty.

KRS and KPRS

Article 8

- (1) The stages of implementation of academic activities and administration of the credit system each semester are:
 - a. Payment of tuition fees;
 - b. Registration / herregistration to the Education Subdivision;
 - c. Online KRS filling;
 - d. Lectures and PKP;
 - e. Exam and result announcement;
 - f. Grade administration.
- (2) At the time of registration, students are required to fill in student data and submit a photocopy of proof of payment at the bank to conduct online KRS in the semester concerned subsequently.
- (3) Students are required to seek approval from their Student advisor during the KRS filling process.
- (4) Students fill in KRS online at Universitas Airlangga Cyber Campus (UACC) according to the results of consultation with the Student advisor, which will then be approved by the Student advisor.
- (5) One copy of the students KRS print that has been approved by the Student advisor need to be submitted to the Education Subdivision.
- (6) If the Student advisor is absent, students can consult with the Head of the Department.
- (7) If the department Head is absent, students can consult with the Vice Dean for Academic and Student Affairs.
- (8) Students use the valid KTM of the Professional Program to participate in all academic activities listed in KRS and use the available educational facilities.

Article 9

- (1) Students who do not re-register for 1 (one) semester, if they will re-register in the following semester, must obtain written permission from the Chancellor and pay off pending obligations according to applicable regulations. The period of inactivity for 1 (one) semester is still counted as a study period.
- (2) Students who are inactive for 2 (two) consecutive semesters, without providing written information/reasons, through a status determination meeting are declared dropped out of the Professional Program.

- (3) The Professional Program identifies students who are subject to drop-out provisions and provides warnings for students who will drop out at the end of semesters 2 (two) and 6 (six).

Article 10

Learning in the Professional Program is held in the form of:

- a. Lectures and Professional Internship (PKP)
- b. Professional Internship consists of PKP in the Community, Industry and Hospital sectors.
- c. The passing grade for lectures courses is BC, and B for the PKP courses.

Lectures

Article 11

- (1) In one semester, learning activities (lectures, PKP, and exams) are carried out for 12-18 effective weeks.
- (2) Details of learning activities for 1 credit in the form of lectures, receptions or tutorials are as follows:
 - a. 50 minutes of face-to-face activity per week per semester
 - b. 60 minutes of structured assignment activities per week per semester.
 - c. 60 minutes of independent academic activity per week per semester.
- (3) The details of student activities for 1 credit of PKP are the burden of duties in the field for practical work and the like, as much as 170 minutes per week per semester.
- (4) A course is taught by a team of lecturers determined by the Dean based on the proposal of the KPS.
- (5) The content and scope of a course must support the achievement of the scientific vision, mission and objectives of the Professional Program.
- (6) The learning process for each course refers to the Semester Learning Plan (RPS).
- (7) RPS prepared by a team of lecturers who teach the course, under the responsibility of PJMK, authorized by KPS.
- (8) Monitoring and evaluation of the implementation of the RPS is carried out by the head of the department.

Article 12

- (1) Students are required to attend lectures/tutorials on time, finish the class until the time is up, and not do things that can interfere with lectures/tutorials.
- (2) During lectures, students are required to follow the following conditions:
 - a. Be polite,
 - b. Dress cleanly, neatly, and politely; wear a collared shirt or t-shirt,
 - c. Wear shoes, unless it's not possible,
 - d. No eating and smoking,
 - e. No leaving the lecture class/laboratory, except with the permission of the lecturer concerned,
 - i. No activating the mobile phones (HP), except with the permission of the lecturer

concerned.

- (3) Students who violate the provisions in paragraph (2) are not allowed to attend lectures or tutorials.
- (4) Students are required to attend at least 75% of the face-to-face lectures meetings.
- (5) Students who attend lectures less than 75% without a valid reason are not allowed to take exams in the subject concerned.
- (6) The Dean may allow students who are not permitted to take the exam as intended in paragraph (5) to take the exam based on valid reasons as follows:
 - a. Students are sick, as evidenced by a doctor's letter,
 - b. Students are carrying out curricular activities off campus, as evidenced by an assignment letter from the Dean,
 - c. Students are carrying out extra-curricular activities, as evidenced by an assignment letter from the Dean/Rector,
 - d. Certain requirements, as evidenced by the relevant application letter known by the Student advisor and approved by the Dean.

Professional Work Practices

Article 13

- (1) Professional Work Practices are carried out in the form of internships.
- (2) The requirements for taking part in PKP are that students have taken all the courses presented.
- (3) Students are required to attend PKP 100%.
- (4) Students who attend PKP less than 100% without a valid reason in accordance with Article 12 paragraph (6) will not be allowed to take the trial exam.
- (5) The Dean may allow students who are not permitted to take the exam as intended in paragraph (4) to take the exam based on valid reasons as follows:
 - a. Students are sick, as evidenced by a doctor's letter,
 - b. Students are carrying out curricular activities off campus, as evidenced by an assignment letter from the Dean,
 - c. Students are carrying out extra-curricular activities, as evidenced by an assignment letter from the Dean/Rector,
 - d. Certain requirements, as evidenced by the relevant application letter known by the Student advisor and approved by the Dean.
- (6) Each student will receive a PKP supervisors for each PKP field, consisting of a Lecturer Supervisor and preceptor.
- (7) PKP Supervisor is a lecturer who is responsible for managing learning activities in a practical setting with at least the position of Lector or who has related expertise with at least 2 (two) years of teaching experience and is responsible to the PKP Supervisor.
- (8) The PKP Supervising Preceptor is the preceptor who is responsible for managing learning activities at the practice site, has practical experience of at least 2 (two) years, has a competency certificate and is responsible to the PKP Supervisor.
- (9) The preceptor is proposed by the KPS and receives approval from the Dean.

- (10) Students are declared to have completed PKP if they have carried out all PKP activities, and are declared complete by the preceptor.

Exam
Article 14

- (1) The written exam is carried out in accordance with the Professional Program academic calendar with the following provisions:
- a. Exam time is allocated according to the course's credit load, which is 50 minutes per credit.
 - b. Students are required to attend in the exam room fifteen minutes before the exam begins.
 - c. Students who are late to attend for less than 30 minutes are allowed to take the exam without being given an extension of time.
 - d. Students who are late to attend for more than 30 minutes are not allowed to take the exam.
 - e. Students are required to sign the attendance list that has been provided.
 - f. During the exam, students are required to work calmly, honestly and independently.
 - g. Students who are proven to be cheating, looking at notes, looking at other student's work, or collaborating with other students when taking exams are expelled from the exam room and given an E score for the course.
 - h. Students who do not take the exam without a valid reason, according to Article 12 paragraph (6), are considered not to have taken the exam and are given an E grade for the course.
 - i. PJMK has the authority to impose sanctions on exam participants who violate the provisions as stated in paragraph (1) points g and h, in the form of an E grade as an assessment of the exam participant's study results in the subject in question.
- (2) During the exam, each examinee is required to:
- a. Comply with all applicable test rules and regulations,
 - b. Comply with technical instructions regarding the implementation of examinations given by the supervisor to him;
 - c. Seek the approval of the supervisor in advance before leaving the seat or examination room;
 - d. Submit the test answer sheet to the supervisor in charge before leaving the exam room.
- (3) During the exam, each student is prohibited to:
- a. Collaborating with other participants in completing test assignments,
 - b. Citing other students' answers or allowing other student to cite their test answers,
 - c. Using notes, books, or other sources of information during the exam, except when allowed by the examining lecturer,
 - d. Misbehave that disrupts the exam activity,
 - e. Communicate in any form with other students, without permission from the supervisor,
 - f. Activate mobile phones (HP) or other similar things.

Article 15

- (1) The trial examination is carried out in accordance with the Professional Program academic calendar with the following provisions:
 - a. The trial exam time allocation is 60 minutes.
 - b. Students must attend 15 minutes before the exam begins.
 - c. Students who are late will not be allowed to take the exam.
 - d. Students are required to sign the attendance list.
 - e. During the exam, students are required to work calmly, honestly and independently.
 - f. Students who do not take the exam without a valid reason, according to Article 12 paragraph (6), are considered not to have taken the exam and are given an E grade for the course.
- (2) During the exam, each student is required to:
 - a. Comply with all applicable exam rules and regulations,
 - b. Comply with technical instructions regarding the administration of trial exams.
- (3) During the exam, each student is prohibited to:
 - a. Using notes, books, or other sources of information during the exam, unless permitted by the examining lecturer,
 - b. Misbehave that disrupts the exam activity,
 - c. Communicate with other students without permission from the lecturer,
 - d. Activate mobile phones (HP) or other similar things.
- (4) The trial exam examiners consist of lecturers and preceptors.
- (5) Lecturer examining the trial examination is a lecturer with at least the position of Lecturer or who has related expertise with at least 2 (two) years of teaching experience and is responsible to the PKP Supervisor.
- (6) The PKP Examining Preceptor is a perceiver, has relevant expertise for at least 2 (two) years, has a competency certificate and is responsible to the PKP Sector Supervisor.
- (7) Deviations from the provisions of paragraph (5) and/or paragraph (6) may be determined by the Dean at the suggestion of the PKP Sector Supervisor.

Article 16

- (1) The implementation of the OSCE exam is in accordance with the Professional Program academic calendar with the following provisions:
 - a. The OSCE exam consists of 6 stations.
 - b. The exam time allocation is 10 minutes per station.
 - c. Students must be present no later than 60 minutes before the exam starts.
 - d. Students who arrive late will not be allowed to take the exam.
 - e. Students are required to sign the attendance list.
 - f. During the exam, students are required to work calmly, honestly and independently.
 - g. Students who do not take the exam without a valid reason, according to Article 12 paragraph (6), are considered not to have taken the exam and are given an E grade for the course.
- (2) During the exam, each student is required to:
 - a. Comply with all applicable exam rules and regulations,

- b. Comply with technical instructions regarding the administration of the OSCE exam,
- (3) During the exam, each student is prohibited to:
 - a. Using notes, books, or other sources of information during the exam, unless permitted by the examining lecturer,
 - b. Misbehave that disrupts the exam activity,
 - c. Communicate with other students without permission from the lecturer
- (4) Internal OSCE exam examiners consist of lecturers and preceptors.
- (5) Internal OSCE Exam Examiner Lecturers are lecturers who have attended the UKAI OSCE Examiner Training, with at least the position of Lector or who have related expertise with at least 3 (three) years of teaching experience and are responsible to the PKP Sector Supervisor.
- (6) PKP Examiner Preceptors are preceptors who have attended the OSCE UKAI Examiner Training, have the relevant expertise for at least 2 (two) years, have a competency certificate and are responsible to the PKP Sector Supervisor.
- (7) Deviations from the provisions of paragraph (5) and/or paragraph (6) may be determined by the Dean at the suggestion of the PKP Sector Supervisor.

Assessment of Learning Outcomes

Article 17

- (1) Assessment of student learning outcomes is carried out periodically in the form of written exams, assignments, seminars, trial exams and OSCE exams.
- (2) The assessment of exam results is stated using the Assessment Reference Benchmark (PAP) as follows:

A	86 – 100
AB	78 – < 86
B	70 – < 78
BC	62 – < 70
C	54 – < 62
D	40 – < 54
E	< 40

- (3) Students who get a grade < B are required to take a remedial exam in the same semester with a maximum remedial **score of B**.
- (4) If students have not passed the remedial exam, they are given the opportunity to program the course in the following semester.

Judisium and Graduation

Article 18

- (1) Judicial meetings are held at least once every semester.
- (2) Graduation from professional education is determined in a judicial meeting chaired by the Dean and attended by the Vice Dean, KPS, Program Manager, PKP Supervisor, PKP Field Coordinator, PJMK, PKP Supervisor and Lecturers.
- (3) Students are required to attend judicial meetings.

- (4) Absence from the judisium without a valid reason will results in students not being allowed to be audited. The meaning of valid reason is in accordance with Article 12 paragraph (6).
- (5) Students' absences from the judisium for legitimate reasons can be replaced by implementing Information Technology facilities (Skype applications, etc.) that allow direct communication between the Dean and students during the judiciary.
- (6) Deviations from the provisions of paragraph (2) may be determined by the Dean
- (7) Students are declared to have graduated and obtained a diploma and are entitled to use the title of Pharmacist if they have fulfilled the following requirements:
 - a. Have completed a study load of at least 35 credits.
 - b. Achieve a cumulative achievement index (GPA) > 3.00.
 - c. Passed the Indonesian Pharmacist Competency Test (UKAI) CBT and OSCE methods.
- (8) Graduates of the Professional Program are entitled to receive a diploma, academic transcript, competency certificate, Pharmacist Registration Certificate (STRA) and Diploma Supplement complements degree certificate (SKPI).

Article 19

The title of best graduate is given to graduates by considering the highest GPA and UKAI score and decided at a judicial meeting.

Replacement of certificate, Diploma Supplement complements degree certificate and KTM

Article 20

- (1) A Diploma Supplement complements degree is issued if the original diploma is lost or damaged.
- (2) Correction of the diploma certificate is issued if there is an error in writing the certificate.
- (3) The procedure for replacing diplomas and accompanying diploma certificates is as follows:
 - a. Submit an application to the Dean attached with a photocopy of the loss of a diploma certificate report proof from the Police.
 - b. The Dean submits a request for diploma certificate replacement to the Rector.
 - c. The Chancellor issues a Certificate of Diploma Replacement or Certificate of Diploma Correction.

Article 21

The procedure for making a certificate as a replacement for KTM is as follows:

- a. A replacement KTM is issued if the KTM is lost or damaged.
- b. Students submit a request for a replacement KTM to the Chancellor by attaching a photocopy of the loss report from the police.
- c. The Dean makes a cover letter to the Directorate of Education of UNAIR for the issuance of a replacement KTM.
- d. The replacement KTM is issued by the Directorate of Education.

CHAPTER IV ACADEMIC LEAVE, DROP OUT AND SANCTIONS

Academic Leave Article 22

- (1) Students who wish to stop their studies temporarily (academic leave) must obtain written permission from the Chancellor based on the Dean's proposal referring to UNAIR Education Regulations.
- (2) Students can apply for leave after studying for at least 1 semester.
- (3) Academic leave can be taken for a maximum of 2 (two) semesters, but not consecutively.
- (4) In certain cases, the Chancellor may grant permission for academic leave for 2 (two) consecutive semesters.
- (5) Students who get an academic leave permit must still re-register at the beginning of each semester and pay tuition fees.
- (6) Academic leave is not taken into account in the evaluation of the study period.

Drop Out Article 23

- (1) Students declared to have failed their studies if it is proven that:
 - a. not paying education fees for 2 (two) consecutive semesters;
 - b. unable to complete education within 6 (six) semesters;
 - c. in the assessment up to the maximum study period, obtain a GPA < 3.00;
 - d. proven to have committed academic fraud and ethical violations;
- (2) Students who are declared to have failed their studies are given a certificate of having participated in a Professional Program.
- (3) Study failure is decided by the Chancellor at the suggestion of the Dean

Academic Sanction Article 24

- (1) Students are prohibited from carrying out activities:
 - a. **Cheating**, which is an act committed by students knowingly (intentionally) or unconsciously using or attempting to use information materials or other study aids without permission from the Supervisor or Examiner;
 - b. **Falsifying**, namely actions committed by students knowingly (intentionally) or unconsciously, without permission to change or change academic grades or transcripts, diplomas, student identification cards, assignments in the context of lectures/tutorials/lab work, certificates, reports, or signatures within the scope of academic activities;
 - c. **Conducting acts of plagiarism**, namely actions carried out by students knowingly (intentionally) using sentences, data or the work of others as their own work (without mentioning the original source) in an academic activity;

- d. **Bribing, rewarding, and threatening**, which are acts committed by students to influence or try to influence others with the intention of influencing the assessment of academic achievement;
 - e. **Replacing the position of others in academic activities**, namely actions carried out by students by replacing positions or performing tasks or activities for the benefit of others on their own will;
 - f. **Instructing others to replace positions in academic activities**, namely actions carried out by students by instructing other people, both UNAIR academic members and outside UNAIR to replace positions or perform tasks or activities either for their own interests or the interests of others.
- (2) The perpetrator of the act referred to in Article 24 may be subject to sanctions in the form of:
- a. cancellation of exam scores for the subject or academic activity concerned,
 - b. did not pass the course or academic activity in question,
 - c. did not pass all courses in the current semester,
 - d. not permitted to participate in academic activities during a certain period of time,
 - e. dismissal or expulsion from the University.
- (3) The imposition of sanctions as in paragraph (2) points a, b, and d is determined by the Dean based on the PJMK's proposal and approved by the KPS.
- (4) The imposition of sanctions as in paragraph (2) points d and e is determined by the Chancellor at the suggestion of the Dean.

Article 25

- (1) The Dean imposes sanctions as stated in Article 24 paragraph (3) based on a written report accompanied by exam implementation record from PJMK and KPS.
- (2) The Chancellor imposes sanctions as stated in Article 24 paragraph (4) based on a written report from the Dean.

Behavior Rules on Campus

Article 26

- (1) Students are required to comply with the Rules of Conduct on campus issued by UNAIR.
- (2) Students are prohibited from carrying out activities that violate decency, crime or drug abuse.
- (3) Students who violate this in paragraph (1) or paragraph (2) will be subject to sanctions:
 - a. Compromise, in the form of academic sanctions which will be decided by the Dean in accordance with the Procedure Guidelines,
 - b. Criminal, which will be decided in accordance with Criminal Code procedures after the Dean delegates the violation case to the Police.

CHAPTER V CONCLUSION

Transitional Provisions

Article 27

- (1) This provision applies to students of the Pharmacist Professional Program period 108 and thereafter.
- (2) At the time of the enactment of this regulation, all existing implementing regulations regarding Professional Programs remain in force as long as they do not conflict with this regulation.

Closing Provisions

Article 28

- (1) Other matters that have not been regulated or are not in accordance with this regulation will be determined by separate provisions and or by a Decree of the Dean.
- (2) This regulation is effective from the date of stipulation, and if there is a mistake, corrections will be made.

Issued in : Surabaya
on : 30 August 2019
Dean of The Faculty of Pharmacy,

sign

Dr. Umi Athiyah, M.S., Apt
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