



# UNIVERSITAS AIRLANGGA FACULTY OF PHARMACY

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## DECREE OF THE DEAN OF THE FACULTY OF PHARMACY UNIVERSITAS AIRLANGGA NUMBER: 80/UN3.1.5/2020

on:

### DETERMINATION OF ACADEMIC REGULATIONS BACHELOR OF PHARMACY (S1) STUDY PROGRAM FACULTY OF PHARMACY UNIVERSITAS AIRLANGGA

- Considering:**
1. That Universitas Airlangga aims to produce qualified 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 level.
  2. That the 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 care* services; 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. That the Faculty of Pharmacy UNAIR has implemented the Bachelor Study Program of Pharmacy and Pharmacist Professional Education Study Program, which in its implementation is guided by the 2014 Curriculum - Faculty of Pharmacy UNAIR.
  4. That with the issuance of the Regulation of the Rector of Universitas Airlangga Number 27 of 2018 concerning Education Guidelines for Universitas Airlangga, it is necessary to amend academic regulations to adjust to the development and dynamics of the implementation of education of Universitas Airlangga.
  5. Whereas based on the considerations as referred to in items 1 to 4, it is necessary to stipulate a Decree of the Dean concerning the Determination of Academic Regulations of the Pharmacist Professional Education Study Program, Faculty of Pharmacy, Universitas Airlangga.
- Given:**
1. Government Regulation No. 57 of 1954 on the Establishment of Universitas Airlangga in Surabaya as amended by Government

- Regulation No. 3 of 1955 on the amendment of Government Regulation No. 57 of 1954.
2. Regulation of the Minister of National Education of the Republic of Indonesia Number 232/U/2000 on the Guidelines for the Preparation of Higher Education Curriculum and Assessment of Student Learning Outcomes.
  3. Regulation of the Minister of National Education of the Republic of Indonesia Number 045/U/2002 on the Education Core Curriculum.
  4. Law of the Republic of Indonesia No. 20 of 2003 on the National Education System.
  5. Regulation of Universitas Airlangga Number 1365/JO3/OT/2003 on the Rules of Conduct of Universitas Airlangga.
  6. Law of the Republic of Indonesia Number 14 of 2005, on Teachers and Lecturers.
  7. Law No. 36 of 2009 on Health;
  8. Government Regulation Number 17 of 2010, on the Management and Implementation of Education.
  9. Act Number 12 of 2012 on Higher Education
  10. Presidential Regulation of the Republic of Indonesia Number 8 of 2012 on the National Qualifications Framework of Indonesia
  11. Regulation of the Rector of Universitas Airlangga Number 4/UN3/PR/2013 on the Publication of Scientific Articles.
  12. Government Regulation Number 30 of 2014 on the Statute of Universitas Airlangga (State Gazette of the Republic of Indonesia of 2014 Number 100, Supplement to the State Gazette of the Republic of Indonesia Number 5535)
  13. Decree of the Rector of Universitas Airlangga Number 1411/UN3/2014 dated May 26, 2014, on the Determination of the Curriculum of the Bachelor Study Program of Pharmacy and Pharmacist Professional Education Study Program at the Faculty of Pharmacy, Universitas Airlangga.
  14. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 on National Standards for Higher Education (State Gazette of the Republic of Indonesia of 2015 Number 1952).
  15. Decree of the Chairman of the Board of Trustees of Universitas Airlangga Number 1032/UN3.MWA/K/2015 on the appointment of the Rector of Airlangga University for the 2015-2020 Period.
  16. Decree of the Rector of Universitas Airlangga, Number : 1732/UN3/2015 dated 4 November 2015, on the Appointment of the Dean of the Faculty and the Director of the Postgraduate School of Universitas Airlangga for the period 2015-2020.

17. Regulation of the Rector of Universitas Airlangga Number 40 of 2015 on Standard Values of English Language Proficiency Test for Students of Diploma Programs and Undergraduate Programs of Universitas Airlangga.
18. Regulation of the Rector of Universitas Airlangga Number 27 of 2016 on the Issuance of Diplomas.
19. Regulation of the Rector of Universitas Airlangga Number 35 of 2016 on Certificate of Accompaniment of Diploma of Universitas Airlangga.
20. Regulation of the Rector of Universitas Airlangga Number 42 of 2016 on the Organization and Work Procedures of Universitas Airlangga.
21. Regulation of the Rector of Universitas Airlangga Number 2 of 2017 on the Obligation to Publish Scientific Articles of Research Results of Lecturers, Undergraduate Program Students, Master Programs, Specialist Programs and Doctoral Programs in the Environment of Universitas Airlangga.
22. Regulation of the Rector of Universitas Airlangga Number 43 of 2017 on E-Learning Program at Universitas Airlangga.
23. Regulation of the Rector of Universitas Airlangga Number 4 of 2018 on Guidelines for the Implementation of Real Work Lectures at Universitas Airlangga.
24. Regulation of the Rector of Universitas Airlangga Number 27 of 2018 on Education Guidelines of Universitas Airlangga.
25. Regulation of the Rector of Universitas Airlangga Number 29 of 2018 on Student Study Evaluation.
26. Regulation of the Rector of Universitas Airlangga Number 35 of 2018 on Amendments to Regulation of the Rector Number 29 of 2018 on Student Study Evaluation.
27. Regulation of the Rector of Universitas Airlangga Number 51 of 2018 on Amendments to Regulation of the Rector Number 27 of 2018 on Education Guidelines of Universitas Airlangga.
28. Decree of the Rector of Universitas Airlangga Number 898/UN3/2018 on the Naming of Study Programs in the Environment of Universitas Airlangga.
29. Regulation of the Rector of Universitas Airlangga Number 34 of 2019 on the Rules of Conduct of Universitas Airlangga.

## **DECIDES**

**To stipulate:**

First

Academic Regulations of the Bachelor of Pharmacy Study Program, Faculty of Pharmacy, Universitas Airlangga consists of 5 chapters and 39 articles that are contained in the appendix to this Decree as an inseparable part.

Second

This decree applies from the date specified. If in the future there are errors and/or deficiencies in this decree will be corrected as appropriate.


Stipulated in: Surabaya

On: January 31, 2020

Dean,

Sign

Dr. Umi Athiyah, MS,Apt

NIP. 19560407 198103 2 001 

Appendix: Decree of the Dean of the Faculty of Pharmacy, Universitas Airlangga Number: 80/UN3.1.5/2020, dated January 31, 2020, on: Determination of Academic Regulations of the Bachelor of Pharmacy (S1) Study Program, Faculty of Pharmacy, Universitas Airlangga.

**ACADEMIC REGULATIONS  
BACHELOR OF PHARMACY (S1) STUDY PROGRAM  
FACULTY OF PHARMACY UNIVERSITAS AIRLANGGA**

**CHAPTER I  
GENERAL PROVISIONS**

**Article 1**

Hereinafter referred to as:

1. **University** is Universitas Airlangga (hereinafter abbreviated as UNAIR).
2. **Rector** is the Rector of Universitas Airlangga.
3. **Directorate** is a supporting element of UNAIR that assists the Rector in carrying out management and administration in accordance with their duties and functions.
4. **Faculty** is the Faculty of Pharmacy, Universitas Airlangga (hereinafter abbreviated as FF UNAIR).
5. **Study Program** is a unit of educational and learning activities that has a specific curriculum and learning methods in one type of academic education or professional education.
6. **Bachelor of Pharmacy Study Program** is the undergraduate education level of the Pharmacist Education of the Faculty of Pharmacy, Universitas Airlangga, which is hereinafter referred to as the Bachelor Program.
7. **Head of the Faculty** is the Dean and the Vice-Dean.
8. **Dean** is the Dean of FF UNAIR.
9. **Vice Dean I** is the Vice Dean for Academic and Student Affairs.
10. **Vice Dean II** is the Vice Dean for Finance, Resources and Information Systems.
11. **Vice Dean III** is the Vice Dean for Research, Service and Cooperation.
12. **The Coordinator of the Bachelor of Pharmacy Study Program**, hereinafter abbreviated as KPS.
13. **Academic Regulations of the Bachelor of Pharmacy Study Program** are regulations that are used as guidelines by lecturers and students in organizing academic activities of the Bachelor (S-1) Program, hereinafter referred to as Academic Regulations
14. **Departments** are the Department of Pharmacy Practice and Pharmaceutical Sciences.
15. **Head of Department** is the Head of Department within FF UNAIR
16. **Academic Calendar** is an annual schedule of academic activities prepared in detail in each semester in accordance with the provisions of the University
17. **Curriculum** is a set of plans and arrangements regarding the content and materials of study and lessons as well as methods of delivery and assessment which are used as a guide for the implementation of learning activities.

18. **Semester** is a unit of activity time consisting of 14 (fourteen) to 18 (eighteen) weeks of lectures or other scheduled activities, along with accompanying activities, including 2 (two) to 3 (three) weeks of assessment activities.
19. **Semester Credit System (SKS)** is an education implementation system using semester credit units (SKS), to state student study load, lecturer workload, learning experience, and program implementation load.
20. **Semester credit units** are units of appreciation for the learning experience obtained for 1 (one) semester through scheduled activities per week, as many as 1 (one) hour face-to-face 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) hour face-to-face is equivalent to 50 (fifty) minutes.
21. **Open Semester (*open semester*)** is a unit of time for learning activities carried out in odd semesters and even semesters.
22. **Lecturers** are professional educators and scientists with the main task of transforming, developing and disseminating *science* and *technology* through education, research, and community service.
23. **Permanent lecturers** are UNAIR permanent lecturers who have National Lecturer Identification Number (NIDN) and/or Special Lecturer Identification Number (NIDK) who are appointed and placed as lecturers in the Bachelor of Pharmacy Study Program.
24. **Course Supervisor**, hereinafter abbreviated as **PJMK**, is a UNAIR permanent lecturer who has the duty and authority to compile, carry out together with the teaching team, and evaluate the learning process in certain courses.
25. **Course Coordinator** is a UNAIR permanent lecturer in charge of assisting PJMK in the implementation of curricular activities.
26. **Student Advisor** is a lecturer who has the duty and authority to provide academic advice to a group of students.
27. **Quality Assurance Unit**, hereinafter abbreviated as **SPM**, is the faculty implementing element that assists faculty leaders in carrying out quality assurance
28. **Quality Assurance** is a program to carry out monitoring, evaluation, and correction as an action to improve or improve quality continuously and systematically on 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 goals of the University.
29. **Registration** is the registration process for every prospective new student who is declared to have passed the selection of new student admissions and obtained full rights as a student.
30. **Herregistration** is a re-registration process, every old student can participate in lecture activities, obtain academic rights and use facilities as a student as stipulated in the current semester.
31. **Academic leave** is a student status that is legally permitted by the Rector to not take part in academic activities for 1 (one) semester.
32. **Drop Out** is the dismissal of academic activities issued by the Rector because students do not meet the academic qualifications to complete the study and do not meet the academic administration requirements in accordance with applicable regulations.

33. **Resignation** is the dismissal of academic activities issued by the Rector at the request of students with the approval of the Dean.
34. **Student Identity Card (KTM)** is a UNAIR student status identity card that is valid as long as the student is still active.
35. **Course Selection Sheet**, hereinafter abbreviated as **KRS**, is a form containing courses per semester that will be taken by students in each semester.
36. **Active Students** are students who have paid tuition fees in accordance with the provisions and have registered/herregistered.
37. **Enrolled Students** are students with active or inactive status.
38. **Foreign students** are students who are not Indonesian citizens who meet the requirements set by the University to participate in a study program at the University.
39. **Midterm Examination**, hereinafter abbreviated as **UTS**, is an evaluation of student learning held in the middle of the semester and arranged in the academic calendar.
40. **Final Examination**, hereinafter abbreviated as **UAS**, is an evaluation of student learning held at the end of the semester and regulated in the academic calendar.
41. **Remedial Examination**, hereinafter abbreviated as **UP**, is an additional examination held after the Final Examination of the Semester based on the results of the evaluation of learning in the semester concerned before the final grade of the course is determined.
42. **Make-up Examination** is an examination held for students who do not take UTS/UAS on the schedule set by the faculty with valid reasons.
43. **Semester Learning Plan**, hereinafter abbreviated as **RPS**, is the planning of the learning process that is set and developed by lecturers independently or in an expertise group in a field of science and/or technology in a study program that contains graduate learning outcomes charged to the course.
44. **Lecture Contract** is an agreement between **PJMK** and students in the implementation of the learning process.
45. **Undergraduate Thesis** is a course that provides learning experiences for students to create written scientific work, by applying attitudes, ways of thinking and scientific methods in solving pharmaceutical problems through research and being able to present and defend the results in writing and orally in order to complete a certain study load for obtaining a bachelor's degree.
46. **The Main Supervisor** is a permanent lecturer of FF UNAIR with at least a Lector with a Master's degree or an instructor/asisten ahli with a Doctoral degree, who is in charge of leading student guidance in completing the final project or thesis.
47. **Supervisor** is a permanent lecturer or non-permanent lecturer of FF UNAIR determined by the Dean at the suggestion of the Head of the department and in charge of assisting the main supervisor in guiding students to complete the final project or thesis.
48. **English Language Proficiency Test** hereinafter abbreviated as **ELPT**, is an English language proficiency test, conducted at the UNAIR Language Center.
49. **Electronic learning**, hereinafter abbreviated as **e-learning**, is learning that utilizes information and communication technology-based information packages for learning purposes that can be accessed by students at any time.

50. **Language Center** is a work unit that organizes learning/courses and language proficiency tests managed by the Faculty of Humanities UNAIR.
51. **Scientific articles** are scientific articles written by following scientific principles, individually or together with other authors, which have been reviewed and are ready to be published in scientific journals.
52. **Journal** is a form of reporting or communication that contains scientific papers and is published on a scheduled basis in printed and/or electronic form.
53. **International Standard Serial Number**, hereinafter referred to as **ISSN**, is a certain number used to identify printed or electronic scientific journal publications.
54. **Judisium meeting** is a decision-making forum to determine the graduation of students conducted by the Faculty.
55. **Judisium** is a decision of the Dean that stipulates that a student has completed the study and is declared to have passed in accordance with the provisions of the graduation requirements for the faculty based on the results of the judicial meeting.
56. **Graduation** is an academic event in the University session to inaugurate university graduates who have completed one level of higher education.

**CHAPTER II**  
**IMPLEMENTATION OF EDUCATION, CURRICULUM, STUDY LOAD AND**  
**STUDY PERIOD**  
**Implementation of Education**  
**Article 2**

- (1) Pharmacist Education has 2 (two) levels: the undergraduate level, organized by the Bachelor of Pharmacy (S1) Study Program, and the professional level, organized by the Pharmacist Professional Education Study Program, which has an integrated curriculum.
- (2) A bachelor's degree program is an academic education.
- (3) The bachelor programs are directed to produce graduates who have the following qualifications:
  - a. master the scientific basics and skills in the field of pharmaceutical expertise to be able to find, understand, explain, and formulate ways to solve the problems in their area or expertise;
  - b. being able to apply the knowledge and skills they possess in accordance with the field of pharmaceutical expertise in productive activities and services to the community with attitudes and behaviors that are in accordance with the order of life together;
  - c. being able to behave in bringing their self to work in the field of pharmaceutical expertise as well as in living together in the community; and
  - d. able to follow the development of science, technology, and/or art, which is their expertise.



## **Curriculum**

### **Article 3**

- (1) The curriculum that is the basis for implementing a Bachelor's Degree Program education comprises the core curriculum and institutional curriculum.
- (2) The Bachelor's Degree Program curriculum is prepared based on the stipulations of the Ministry of Research, Technology, and Higher Education, referring to the interests of the community, scientific demands, and the profession of pharmacists and is determined by the Rector.
- (3) The Bachelor's Degree Program curriculum consists of 134 credits of Compulsory Courses and 10 credits of Elective Courses arranged in each semester.
- (4) University Compulsory Courses are listed in the UNAIR Curriculum policy.
- (5) Compulsory and Elective Courses are listed in the attachment to the Rector's Decree on the Curriculum of Bachelor's Degree Programs.
- (6) The rules for programming each course are listed in the Academic Book (BAKA).

## **Study Load and Study Period**

### **Article 4**

- (1) The Bachelor's Degree Program study load is the number of task loads calculated in credits that must be taken by students to obtain a Bachelor of Pharmacy (S.Farm) degree, which is a minimum of 144 credits.
- (2) The study period of the Bachelor Program is 8 semesters, and the maximum is 14 semesters from the time a student is accepted.
- (3) Students can complete their studies in less than 8 semesters, provided they have completed the minimum study load set.

## **CHAPTER III**

### **EDUCATIONAL ADMINISTRATION**

#### **Student Admissions**

### **Article 5**

- (1) Admission of new students to the Undergraduate Program is carried out by the University.
- (2) The mechanism for admitting new undergraduate students is carried out based on the system and pathway set by the Ministry in charge of higher education affairs and/or policies set by UNAIR.
- (3) Prospective students are officially accepted as Undergraduate Program students by the Rector of UNAIR and stipulated by the Decree of the Rector.
- (4) Bachelor's Degree Program does not accept new students if it turns out that the person concerned:
  - a. Currently attending education at other Faculties in UNAIR
  - b. Once registered and no longer allowed to continue their studies (*drop out*) at UNAIR

- (5) If a new student is found to be included in item (4a) or (4b) above, then his status as a new student will be revoked.
- (6) Transfer of similar and allied undergraduate study programs within UNAIR can be carried out with the approval of the Rector on the Dean's proposal.
- (7) All prospective students accepted into the Bachelor's Degree Program are required to register in accordance with the schedule and conditions that have been set.

## **Registration and Herregistration**

### **Article 6**

- (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) New students register at the Directorate of Education.
- (5) Old students register in the Faculty Education Subdivision.

## **KRS and KPRS**

### **Article 7**

- (1) The stages of academic activities implementation and administration of the credit system each semester are:
  - a. Payment of tuition fees;
  - b. Registration/herregistration to the Directorate of Education /Education Sub-Division;
  - c. Completion of *online* KRS;
  - d. Lectures, tutorials, and laboratory work;
  - e. *Online KPRS* filling;
  - f. Examination and announcement of test results;
  - g. Scoring administration.
- (2) At the beginning of each semester, after fulfilling the requirements specified by the University, old students are required to register in the Education Subdivision.
- (3) 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.
- (4) Students are required to ask the Student advisor for approval in the KRS filling process.
- (5) Students fill out KRS *online* at *Universitas Airlangga Cyber Campus (UACC)* according to the consultation results with the Student advisor, which will then be approved by the Student advisor.
- (6) Students print KRS that has been approved by the Student advisor and submit one copy to the Education Subdivision.

- (7) If the Student advisor is absent, students can consult with the Head of the Department.
- (8) If the department Head is absent, students can consult with the Vice Dean for Academic and Student Affairs.
- (9) Students will get KTM when they first register at the Directorate of Education.
- (10) Students with a valid KTM are entitled to participate in all academic activities listed in the KRS and use the available educational facilities.
- (11) Students who do not complete the KRS at the stipulated time are not allowed to participate in curricular activities or use the facilities of the Bachelor's Program.

#### **Article 8**

- (1) Students who will change KRS must fill out the Study Plan Change Card (KPRS) form no later than two weeks after the academic activity takes place.
- (2) Courses programmed in KRS can be canceled no later than two weeks before the Midterm Examination (UTS).
- (3) Students can only change or cancel courses with the approval of the Student advisor and following the procedures stipulated in the Procedure Guidelines.

#### **Article 9**

- (1) Students who do not re-register for 1 (one) semester, if they will re-register in the next semester, must obtain written permission from the Rector and pay off the pending obligations in accordance with applicable regulations. The period of inactivity for 1 (one) semester is still counted as the study period.
- (2) Students who are inactive for 2 (two) consecutive semesters without providing written information/ reasons during a meeting to determine their status are declared *dropped out* of the Undergraduate Program.
- (3) The Undergraduate Program identifies students who are subject to drop-out provisions and provides a warning for students who will be subject to drop-out at the end of semesters 2 (two), 4 (four), 8 (eight), and 14 (fourteen).

#### **Classes**

#### **Article 10**

- (1) In one semester, learning activities (lectures, tutorials, laboratory work, fieldwork, and exams) are effectively carried out for 14-18 weeks.
- (2) Details of learning activities for 1 credit in the form of lectures, responses, or tutorials are as follows :
  - a. 50 minutes of face-to-face activities per week per semester
  - b. 60 minutes of structured assignment activities per week per semester.
  - c. 60 minutes of independent academic activities per week per semester.

- (3) Details of learning activities for 1 credit in the form of practicum are face-to-face activities in the laboratory as many as 100 minutes and 70 minutes of independent academic activities, which are activities that must be carried out by students independently to explore, prepare other goals of an academic task, per week per semester.
- (4) Details of student activities for 1 credit of fieldwork or the like are the workload in the field for practical work or the like as much as at least 170 minutes per week per semester.
- (5) The details of student activities for 1 credit of research/thesis are the burden of research/thesis tasks equivalent to 100 minutes per day for one month.
- (6) A course is supervised by a team of lecturers determined by the Dean based on the proposal of the Head of Department.
- (7) The content and area of discussion of a course must support the achievement of the scientific vision, mission, and objectives of the Undergraduate Study Program and must be measurable with credits.
- (8) The learning process of each course refers to the Semester Learning Plan (RPS) and the lecture contract.
- (9) The RPS was prepared by a team of lecturers who cared for the course under the responsibility of PJMK, ratified by KPS.
- (10) Monitoring and evaluation of RPS implementation is carried out by the head of the department.

### **Article 11**

- (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/tutorials, 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,
  - f. 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 lectures/tutorials at least 75% of the number of face-to-face meetings.
- (5) Students who attend lectures/tutorials less than 75% without a valid reason are not allowed to take the exam for the course in question.
- (6) The Dean may allow students who are not allowed to take the exam as required in paragraph (5) to take the exam based on the following valid reasons:
  - 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.
- (7) Face-to-face activities in lectures can be done using scheduled *e-learning* and listed in RPS or lecture contracts. The number of *e-learning* sessions is 2 sessions in 14 lecture sessions.

### **Article 12**

- (1) Students are required to participate in all practicum activities that have been designed, and their attendance is recorded in the attendance list.
- (2) Students who attend a practicum less than 100% without a valid reason are not allowed to take the exam.
- (3) The Dean may allow students who are not allowed to take the exam as required in paragraph (2) to take the exam based on valid reasons in accordance with Article 11, paragraph 6.
- (4) During the practicum, students are required to follow the following conditions:
  - a. Be polite,
  - b. Dress clean, neatly, and politely; wear a shirt or collared shirt and wearing a practicum suit,
  - c. Wear shoes,
  - d. No eating, drinking and smoking,
  - e. No leaving the practicum room, except with the permission of the lecturer concerned,
  - f. No activating mobile phones (HP), except with the permission of the lecturer concerned.
  - g. Comply with the regulations set by the laboratory/practicum places.
- (5) Students who violate the provisions in paragraph (2) are not allowed to take practicum exams.
- (6) After the practicum, students report the results of their activities to be assessed by the lecturer.

### **Exam Article 13**

- (1) The implementation of UTS and UAS is in accordance with the faculty's academic calendar.
- (2) Exam time is allocated according to the course's credit load, which is 50 minutes per credit.
- (3) Students are required to be present in the exam room fifteen minutes before the exam begins.

- (4) Students who are late to attend for less than 30 minutes are allowed to take the exam without being given an extension of time.
- (5) Students who are late to attend for more than 30 minutes are not allowed to take the exam.
- (6) Students are required to sign the attendance list that has been provided.
- (7) Students are required to show a valid KTM.
- (8) During the exam, students are required to work calmly, honestly and independently.
- (9) 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.
- (10) Students who do not take the exam without a valid reason, in accordance with Article 10 paragraph 6, are considered not to take the exam and are given an E score for the course.

#### **Article 14**

- (1) During the exam, each student 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.
- (2) During the exam, each student is prohibited from:
  - 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. Communicating in any form with other students, without permission from the supervisor,
  - f. Activate mobile phones (HP) or other similar things.

#### **Article 15**

- (1) The UTS and UAS schedules in each semester are listed in the Academic Book (BAKA).
- (2) The Remedial Examination is held for certain courses after UAS before the final grade of the Course is determined, provided that:
  - a. The implementation is according to the schedule stipulated by the Bachelor's Degree Program,
  - b. The prevailing score is the best score,
  - c. The highest relative score that UP participants can obtain is B.

- (3) Students who are unable to attend UTS/UAS for valid reasons are entitled to a UTS/UAS make-up exam after obtaining written permission from the Vice Dean I.
- (4) PJMK is required to upload the final score (NA) to the *Universitas Airlangga Cyber Campus (UACC)* system no later than 2 (two) weeks after the UAS takes place.
- (5) Letter grades and quality grades will be processed according to procedural guidelines and submitted to students as Study Results Cards (KHS) through a Student advisor at the end of the semester.
- (6) The Student advisor monitors the results of his/her student's studies through the KHS details every semester at UACC.

### **Exam Implementation**

#### **Article 16**

- (1) The Dean forms an Examination Committee and an Examination Supervisory Team in charge of organizing the entire examination process.
- (2) The Examination Committee consists of the Program Study Coordinator, SPM, lecturers, and education staff with the Vice Dean I as the person in charge.
- (3) The PJMK is responsible for the suitability of the exam question material with the RPS, the number of questions tested, the analysis of exam questions, and the examination supervisory team.
- (4) The Course Coordinator is responsible for printing and securing exam questions until the implementation time of the exam and correction/examination of the exam results.
- (5) The examination supervisory team consists of PJMK, course lecturers, and education staff.
- (6) The Examination Supervisory Team is in charge of conducting the examination process according to the predetermined schedule and filling in the Exam Implementation Record.
- (7) The examination Supervisory Team has the authority to :
  - a. Arrange and determine each examinee's seating and conduct participants' attendance.
  - b. Prescribes the test equipment that the test taker may bring to the seat.
  - c. Reject the presence of someone who is not interested as an examinee and instructed to leave the exam room.
  - d. Reporting fraudulent acts of test takers to PJMK and recording in the Minutes of Exam Implementation.

#### **Article 17**

PJMK has the authority to impose sanctions on examinees who violate the provisions as stated in Article 13 paragraph (9), in the form of an E score, as an assessment of the examinees' study results in the subject in question.

## **Open Semester Article 18**

*Open Semester* can be held in all courses based on the consideration of the course lecturer team or courses with a graduation rate of less than 50%. The implementation of the *open semester* is governed by the provisions of the PPP.

## **KKN Article 19**

- (1) Students are required to attend the Field Study and Community Service of Universitas Airlangga (KKN-UNAIR), which is one form of the *Inter-Professional Education (IPE)* program, in accordance with the University's provisions.
- (2) The types of KKN-UNAIR are as follows :
  - a. KKN – Learning with the Community (KKN-BBM)
  - b. KKN – Overseas
  - c. KKN – *Back to Village*
  - d. KKN – Student Creativity Program (KKN-PKM)
  - e. KKN – Nationality
  - f. *Community Outreach Program* (KKN-Ceria)
  - g. Other KKN in accordance with the provisions of the university.
- (3) Students are allowed to KKN-UNAIR program if they are currently or have taken at least 80 credits.
- (4) The implementation of KKN-UNAIR follows the KKN-UNAIR Implementation Handbook.

## **Learning Outcome Assessment Guidelines Article 20**

Student learning outcomes are periodically assessed through quizzes, tests, assignments, and examinations. These various forms of assessment are intended to measure students' understanding and mastery of the Course material presented.

## **Article 21**

- (1) The final grade (NA) for each Course in the current semester is stated in the form of letter grades and quality grades in accordance with the following guidelines:



| Numerical Grade | Letter Grade | Grade Point | Description |
|-----------------|--------------|-------------|-------------|
| 86 – 100        | A            | 4           | PASS        |
| 78 – <86        | AB           | 3.5         | PASS        |
| 70 – <78        | B            | 3           | PASS        |
| 62 – <70        | BC           | 2.5         | PASS        |
| 54 – <62        | C            | 2           | PASS        |
| 40 – <54        | D            | 1           | PASS        |
| <40             | E            | 0           | FAIL        |

- (2) The thesis assessment is regulated in accordance with the thesis regulations.

### Article 22

- (1) Students are allowed to improve their grades if the grade is  $\leq$  B and no more than 3 (three) semesters since they first programmed.
- (2) Students are allowed to improve the practicum score if the score is  $\leq$  D and no more than 3 (three) semesters since the first time they program.
- (3) The best score will be automatically selected on the transcript.
- (4) Grades improvement is carried out by reprogramming the relevant courses and participating in course program activities as stated in the article on lectures.

### Article 23

- (1) The success of student studies in each semester is stated in the *Semester Achievement Index (IPS)*.
- (2) The amount of IPS is calculated as follows :

$$IPS = \frac{\sum (K_1 N_1)}{\sum K_1}$$

Notes:

- $K_1$  = credit score of each course  
 $N_1$  = weight value of each course  
 $\sum K_1$  = number of credits taken in the semester

- (3) The student study plan is prepared each semester by the student concerned with the approval of the Student advisor.
- (4) The evaluation of student studies during the education that has been taken is stated in the *Cumulative Achievement Index (GPA)*.
- (5) The amount of GPA is calculated as follows :

$$GPA = \frac{\sum (K_2 N_2)}{\sum K_2}$$

Notes:

- $K_2$  = credit score of each course that has passed

- $N_2$  = weight value of each course that has passed  
 $\sum K_2$  = number of credits of courses that have passed

**Semester Study Load**  
**Article 24**

- (1) The study load that can be programmed by students in the next semester is determined by the assessment of student study results (IPS) in the previous semester.
- (2) Determination of study load using the following guidelines:

| IP LAST SEMESTER | MAXIMUM CREDIT LOAD<br>(CREDITS) |
|------------------|----------------------------------|
| > 3.00           | 24                               |
| 2.51 - 3.00      | 20                               |
| 2.00 - 2.50      | 18                               |
| < 2.00           | 15                               |

**Study Evaluation**  
**Article 25**

- (1) Student Study Evaluation is carried out to determine the academic status of students in:
  - a. End of first year
  - b. End of second year
  - c. End of fourth year
- (2) At the end of the first year, second year, and fourth year, students can continue their studies to the next level of education if they have fulfilled the following requirements:

| Level                      | <b>Second Semester</b> |       | <b>Fourth Semester</b> |      | <b>Eighth Semester</b> |      |
|----------------------------|------------------------|-------|------------------------|------|------------------------|------|
|                            | Credits                | GPA   | Credits                | GPA  | Credits                | GPA  |
| Bachelor's degree<br>(s-1) | 20                     | ≥1.00 | 40                     | 2.00 | ≥80                    | 2.00 |

- (3) Students who do not meet the requirements in Article 24, paragraphs (1) and (2), will be proposed by the Dean to the Rector to not be allowed to continue their studies.

**Article 26**

Students who are declared to have not graduated at the end of the study period (14 semesters) are proposed by the Dean to the Rector not to be allowed to continue their studies.

**ELPT**  
**Article 27**

- (1) Every Bachelor's degree program student is required to take the ELPT test and have at least a 450 (four hundred and fifty) score.
- (2) The obligation to have ELPT test results must be fulfilled as a judicial graduation requirement or determined otherwise by the Dean.
- (3) During the waiting period for the ELPT test results to be fulfilled, students are released from the obligation to pay the SOP with provisions for a maximum of two semesters after being declared graduated.
- (4) Students who have been released from the obligation to pay SOPs for two (2) semesters as referred to in paragraph (4) but have not fulfilled the results of the ELPT test are required to pay SOPs of 50% (fifty percent) of the provisions.
- (5) The value of the ELPT test results recognized by UNAIR is issued by the Language Center managed by the Faculty of Cultural Sciences UNAIR.
- (6) The recognized ELPT test result value is the value obtained during the student's study period.

**Publication**  
**Article 28**

- (1) Every undergraduate student is required to publish scientific papers.
- (2) Student publications, as referred to in paragraph (1), shall be carried out with the lowest provisions in national journals with ISSN status, accepted with proof of *acceptance letter* from the journal.
- (3) The order of authors listed in scientific articles is adjusted to the agreement of all authors.
- (4) The obligation to publish for students as referred to in Article 27, paragraphs (1) and (2), is a judicial requirement.
- (5) Every student who does not complete the publication responsibilities as referred to in paragraphs (1) and (2) cannot be declared to have passed.

**JUDISIUM AND GRADUATION**  
**Article 29**

- (1) Judisium meetings are held at least once each semester and no later than 1 (one) month before graduation in the relevant semester.
- (2) The Graduation of the Undergraduate Education Program is determined in a judisium meeting chaired by the Dean of the Faculty of Pharmacy and attended by the Vice Dean, Head of Department, Head of Academic Section, Lecturer in Charge of Courses (PJMK), and Guardians Lecturers.
- (3) Students who will be audited are required to attend the judisium meeting.

- (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 11, 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) Students are declared to have graduated and obtained a bachelor's degree and have the right to use a Bachelor's degree in Pharmacy (S.Farm) if they have fulfilled the following requirements:
  - a. Completed the Bachelor's Degree Program with a minimum load of 144 credits,
  - b. Achieved a cumulative performance index (GPA)  $\geq 2.00$ ,
  - c. Had no E grade,
  - d. Had D grades no more than 20% of the number of credits required for graduation,
  - e. Passed the Thesis exam,
  - f. Obtained an ELPT score of at least 450,
  - g. Fulfilled the publication requirements in accordance with the provisions of Article 28.

### **Article 30**

- (1) The graduation predicate consists of 3 stages, namely: Satisfactory, very satisfactory, and with praise, which is stated on the academic transcript.
- (2) Determination of graduation predicate of undergraduate education program based on GPA with the following conditions:
  - a. GPA 2.75 - 3.00 : satisfactory
  - b. GPA 3.00 - 3.50 : very satisfactory
  - c. GPA 3.51 - 4.00 : with praise
- (3) The awarding of the predicate "pass with praise" (*cum laude*) is determined at the judicial meeting by following the following conditions:
  - a. Demonstrate a good appreciation of the nature and norms of the academic community,
  - b. Demonstrate a high degree of academic independence,
  - c. Completed his education in no more than 8 semesters,
- (4) The best graduate predicate is given to graduates by considering the *cum laude* predicate, the shortest study period, and the Achievement Credit Unit (SKP) and is decided at a judicial meeting.

### **Replacement of diploma certificate, Diploma Supplement complements degree certificate and KTM**

#### **Article 31**

- (1) A diploma supplement complement degree is issued if the original diploma certificate is lost or damaged.

- (2) Correction of the diploma certificate is issued if there is an error in writing the certificate.
- (3) Procedures for replacing diplomas certificates and Diploma Supplement complements degree certificates are 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 32**

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

- a. A replacement KTM is issued if the KTM is lost or damaged.
- b. Students apply for KTM replacement to the Rector 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 33**

- (1) Students who wish to discontinue their studies (academic leave) temporarily must obtain written permission from the Rector upon the Dean's proposal referring to the UNAIR Education Regulations.
- (2) Students can apply for a leave permit after studying for at least 4 semesters.
- (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.

### **Academic Cheating**

#### **Article 34**

- (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.
  - g. **Collaborating during the test either verbally, by cue, or through electronic devices**
  - h. **Taking exam questions without permission**
- (2) The perpetrator of the act in paragraph (1) may be subject to penalties in the form of :
- a. Verbal or written stern warnings;
  - b. Cancellation of test scores for the subject or academic activity concerned;
  - c. Not passed one Course or academic activity concerned;
  - d. Not passing all Courses in the current semester;
  - e. Not allowed to take part in academic activities during a certain period of time;
  - f. Dismissal or expulsion from UNAIR.

Based on the **Exam Implementation Record**.

### **Article 35**

- (1) The granting of sanctions in accordance with Article 34, paragraph (2) items a, b, c, and d is determined by the Dean on the proposal of PFS and approved by the Head of the Department concerned.
- (2) The granting of sanctions in accordance with Article 33, paragraph (2) points e and f is determined by the Rector upon the Dean's proposal.

### **Article 36**

- (1) The Dean shall impose sanctions on students as referred to in Article 33, paragraph (2), with the following procedures:

- a. Report by the PJMK and the Head of the Department concerned in the form of letter to the Dean accompanied by the exam implementation record;
  - b. The examination of the report is referred to in Article 36, paragraph (1) point a and the making of the exam implementation record.
  - c. Determination of sanctions for perpetrators of academic violations committed on the recommendation of the Faculty Leader, the Head of the Department, the relevant PJMK, the Student advisor, and the Student Affairs Commission.
- (2) The Rector shall impose sanctions on students as referred to in Article 35, paragraph (2), with the following procedures:
- a. The Dean submits proposed sanctions for students threatened by Article 33, paragraph (2) items e and f, accompanied by exam implementation record and other necessary evidence, to the Chancellor.
  - b. The Chancellor processes and decides on academic sanctions based on the UNAIR Procedure Guidelines.

**Behavior rules on Campus**  
**Article 37**

- (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 morality, criminal conduct, or drug abuse.
- (3) Students who violate the aforementioned in Article 36, paragraph (1) or paragraph (2), will be subject to sanctions:
  - a. Compromise, in the form of academic sanctions that will be decided by the Dean in accordance with the Procedural Guidelines,
  - b. Criminal, which will be decided in accordance with the Criminal Code procedure after the Dean delegates the case of violation to the Police.

**CHAPTER V**  
**CONCLUSION**  
**Transitional Provisions**  
**Article 38**

- (1) This provision applies to students of the Undergraduate Program class of 2017/2018 and thereafter.
- (2) Specifically regarding publication, the following provisions apply:
  - a. For students of class 2016/2017 and earlier, the publication obligation remains valid, with reference to the Rector Regulation of Universitas Airlangga Number 4/UN3/PR/2013 concerning the Publication of Scientific Articles,
  - b. The provisions of article 28 of this academic regulation apply to students of class 2017/2018 and thereafter.
- (3) Regarding ELPT, the following provisions apply:

- a. The ELPT test results of new students of class 2014/2015 and thereafter can be recognized as ELPT scores for judicial graduation requirements if they have reached the specified value standards.
  - b. Students of the 2014/2015 class and earlier can use the results of the ELPT test or other designations issued by language institutions at other state universities.
- (4) At the time of the enactment of this regulation, all existing regulations on the implementation of the Bachelor's Degree Program shall remain in force as long as they do not conflict with this regulation.

## **CLOSING PROVISIONS**

### **Article 39**

- (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 the Dean's Decree.
- (2) This regulation is effective from the date of stipulation, and if there is a mistake, corrections will be made.

Stipulated in: Surabaya

On: January 31, 2020

Dean,

Sign

Dr. Umi Athiyah, MS,Apt

NIP. 19560407 198103 2 001 