



**AIRLANGGA
UNIVERSITY
FACULTY OF PHARMACY**

Kampus B UA Jl Dharmawangsa Dalam Surabaya – 60286

Phone: 031-5033710, Faks : 031-5020514

Website : <http://www.ff.UA.ac.id> ; E-mail: farmasi@UA.ac.id



DECISION

DEAN OF FACULTY OF PHARMACY OF AIRLANGGA UNIVERSITY

NUMBER: 1735/UN3.1.5/KD/2013

on:

**DETERMINATION OF ACADEMIC REGULATIONS
ON BACHELOR EDUCATION PROGRAM IN PHARMACY
OF FACULTY OF PHARMACY OF AIRLANGGA UNIVERSITY**

Considering : 1. That Airlangga University aims to produce graduates with best quality, who are able to develop science, technology, humanities and art based on religious morals and be able to compete at national and international level

2. That the Faculty of Pharmacy of Airlangga University aims to produce graduates who are able and willing to integrate and develop science and technology in implementing pharmaceutical care; as innovative, creative and productive scientists with analytical and critical thinking in solving problems of pharmacy as well as professional pharmacy staff – pharmacists to improve health and quality of life in Indonesia

3. That the Faculty of Pharmacy, Airlangga University has implemented Bachelor Study Program of Pharmacy and Professional Education Program of Pharmacist, which in practice is based on the curriculum of 2012 – Faculty of Pharmacy Airlangga University

4. That some provisions in the Rector Regulation Number 11/H3/PR/2009 on the Educational Regulation of Airlangga University are needed to change to adapt to the development and dynamics of the implementation of education in Airlangga University

In view of : 1. Law Number 12 of 2012, on Higher Education

2. Law Number 20 of 2003, on the National Education System

3. Government Regulation Number 57 of 1954 on the Establishment of Airlangga University in Surabaya, as amended by the Government Regulation Number 3 of 1955 on the amendment to the Government Regulation Number 57 of 1954

4. Law Number 14 of 2005 on Teachers and Lecturers;

5. Decision of the Rector of Airlangga University, Number: 2264/JO3/PP/2005, on the Establishment of Competency-Based Curriculum of Faculty of Pharmacy, Airlangga University

6. Government Regulation Number 19 of 2005 on National Education Standards

7. Government Regulation Number 30 of 2006, on the Establishment of Airlangga University as a State-Owned Legal Entity

8. Board of Trustees of Airlangga University Regulation Number: 12/P/MWA-UA/2008 on the Articles of Association of Airlangga University;

9. Law Number 36 of 2009, on Health

10. Minister of National Education of the Republic Indonesia Regulation Number 232/U/2000 on Guidelines for the preparation of Higher Education Curriculum and Assessment of Student Learning Results
11. Minister of National Education of the Republic of Indonesia Regulation Number 045/U/2002 on Educational Core Curriculum
12. Government Regulation Number 17 of 2010, on the Management and Operation of Education;
13. Decision of the Head of the Board of Trustees of Airlangga University Number 34/H3.MWA/K/2010, on the appointment of the Rector of Airlangga University for the Period of 2010-2015;
14. Decision of the Rector of Airlangga University, Number: 1278/H3/KR/2010 dated October 6, 2010, on the Appointment of the Dean of the Faculty of Pharmacy of Airlangga University for the Period of 2010-2015;
15. Government of the Republic of Indonesia Regulation Number 8 of 2012 on the National Qualifications Framework of Indonesia
16. Rector of Airlangga University Regulation Number 1/H3/PR/2012, on the Organization and Work System of Airlangga University
17. Rector of Airlangga University Regulation Number 11/H3/PR/2012, Education Regulations of Airlangga University as amended by Rector Regulation Number 9/H3/PR/2010
18. Decision of the Rector of Airlangga University Number 14486/H3/KR/2012 dated November 12, 2012, on the Establishment of Program Study Curriculum in the Faculty of Pharmacy of Airlangga University

HAS DECIDED

- To stipulate :
- First : Academic Regulations on Bachelor Education Program in Pharmacy of the Faculty of Pharmacy of Airlangga University consists of 12 chapters and 43 articles of which the texts are contained in the appendix of this Decision and become an integral part of this Decision.
- Second : This decision applies from the date specified. If in the future it turns out that there are errors or deficiencies in this decision letter will be corrected as appropriate.

Enacted in : Surabaya
On : May 1, 2013
Dean,

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

Appendix: Decision of the Dean of the Faculty of Pharmacy of Airlangga University Number: /UN3.1.5/KD/2013, dated May 1, 2013 On the Establishment of Academic Regulations on Bachelor Education Program in Pharmacy of the Faculty of Pharmacy of Airlangga University.

**ACADEMIC REGULATIONS
ON BACHELOR EDUCATION PROGRAM IN PHARMACY
OF THE FACULTY OF PHARMACY OF AIRLANGGA UNIVERSITY**

**CHAPTER I
GENERAL PROVISIONS**

Article 1

In the academic regulations, there are some definitions as follows.

1. **University** is Airlangga University [hereinafter abbreviated UA)
2. **Directorate** is a supporting element that helps the leader of University in implementing the management of organizing public administration and University's academic activities
3. **Faculty** is the Faculty of Pharmacy of UA (hereinafter abbreviated as FF UA)
4. **Rector** is the Rector of Airlangga University
5. **Leader of Faculty** is the Dean and the Vice Deans
6. **Dean** is the Dean of the Faculty of Pharmacy UA
7. **Academic Regulations** are rules to guide lecturers and students in organizing academic activities in FF UA
8. **Department** is the Department of Pharmaceutical Chemistry, Department of Clinical Pharmacy, Department of Community Pharmacy, Department of Pharmaceutical and Department of Pharmacognosy and Phytochemistry
9. **Head of Department** is the Head of Departments within FF UA
10. **Academic Calendar** is an annual schedule academic activities prepared in detail in each semester in accordance with the provisions of the University
11. **Curriculum** is a set of plans and arrangements concerning the study and lesson contents or materials as well as the method for delivery and its assessment used as guidelines for the organization of learning activities
12. **Semester Credit Unit (Credits) System** is an organization of education system by using semester credit unit (Credits) to express the study load of students, work load of lecturers, learning experiences and program delivery load.
13. **Semester** is a time unit of activities of which the details are arranged in accordance with the Academic Calendar of UA.
14. **Open Semester** is a time unit of learning activities undertaken in odd semester and even semester.
15. **Semester Credit Unit (Credits)** is a unit of appreciation of learning experience gained during one semester through per week scheduled activities, a total of 1 hour of lecture/tutorial, or 2 hours of practicum, or 4 hours of field work, each of which is accompanied by approximately 1-2 hours of non scheduled, structured activities and approximately 1-2 hours of independent activities, 1 (one) hour face-to-face equivalent to 50 (fifty) minutes
16. **Lecturers** are professional educators and scientists with the main tasks of transforming, developing and disseminating science, technology and arts through education, research and community service.
17. **Person in Charge of Subject (Penanggung Jawab Mata Kuliah/PJMK)** is a lecturer who has duties and authority to formulate, implement and evaluate learning materials in specific Subjects.

18. **Subject Coordinator** is a lecturer assigned to assist the duties of Person in Charge of Subject in implementing curricular activities by a Teacher Team.
19. **Guardian Lecturer** is a lecturer who has duties and authority to provide academic counseling to a group of students under his/her nurture.
20. **Procedure Guidelines** is the instructions for the implementation of activities agreed upon and approved by the competent authorities of the university in the framework of quality assurance.
21. **Registration** is the process of registration for any new students who pass the selection of new students admission and acquire full rights as a student
22. **Re-registration** is the process of re-registration of each old students to be able to follow lectures, acquiring academic rights and using facilities as a student as well as the provisions applicable at current semester.
23. **Academic leave** is given by the Rector relief in the form of non-active period for students not to follow academic activities for some reason, in a certain period of time in accordance with the permit granted.
24. **Student Identity Card (*Kartu Tanda Mahasiswa/KTM*)** is the identity card for Airlangga University student status that is valid as long as the student is still active.
25. **Active Student** is a student who has paid tuition fees in accordance with the provisions and made registration/re-registration.
26. **Registered Student** is a student with active or inactive status.
27. **Middle Semester Exam (*Ujian Tengah Semester/UTS*)** is the evaluation of student learning held in mid-semester.
28. **Final Semester Exam (*Ujian Akhir Semester/UAS*)** is the evaluation of student learning held at the end of semester and set in the academic calendar.
29. **Remedial Exam (*Ujian Perbaikan/UP*)** is an additional exam held after Final Semester Exam based on the evaluation of learning in the relevant semester before the final grade of subject is specified.
30. **Supplementary Exam** is the exam held for students who do not take a test with valid reasons.
31. **Thesis** is a subject that provides a learning experience for students to make a written scientific work, by applying an attitude, a way of thinking and scientific methods to solve problems in pharmacy through research, and able to present and defend the results in written and orally in order to complete the study load to attain a bachelor degree.
32. **Main Supervisor** is a lecturer in FFUA who at least occupies the position of Associate Professor or Associate Professor of Master Degree or Assistant Experts with Doctoral degree who is in charge of supervising students in completing their final project or thesis.
33. **Supporting Supervisor** is a permanent lecturer in FFUA who at least occupies the position of Associate Professor or Associate Professor of Master Degree or Assistant Experts with Doctoral degree who assists the Main Supervisor in supervising students to complete their final project or thesis.
34. **Date of Graduation** is the Decision of Dean establishing that a student has completed his/her study and passed in accordance with the requirements of graduation at the Faculty.
35. **Drop Out** is the dismissal of academic activities issued by the Rector because a student does not meet academic qualifications to complete the study and does not meet the requirements of academic administration in accordance with the applicable provisions.
36. **Resignation** is the dismissal of academic activities issued by the Rector upon request of a student with the approval of the Dean.

CHAPTER II EDUCATIONAL LEVEL

Article 2

- (1) The Faculty of Pharmacy of Airlangga University organizes education with types of Academic Education, Professional Education and Specialist.
- (2) Academic Education consists of Bachelor, Master and Doctorate programs.
- (3) Professional Education is a Pharmacists professional program.
- (4) Specialist program consists of Pharmaceutical Specialists and the Combined Degree with the Education Program in Master of Clinical Pharmacy.

CHAPTER III STUDENTS ADMISSION

Article 3

- (1) New student admission at FFUA is regulated and determined by the Rector.
- (2) New students of FF UA consists of students who enter the public university by national student entrance selection and by independent line.
- (3) Faculty of Pharmacy of Airlangga University does not accept a new student if it turns out that the relevant student:
 - a. Is attending other education programs in other faculties at Airlangga University
 - b. Is never registered and no longer allowed to continue the study (drop out) at UA
- (4) If there is a new student who belong to the group mentioned in points (3a) or (3b) above, then his/her status as a new student will be revoked.

Article 4

- (1) The procedure for foreign students admission is regulated and determined by the Rector of UA.
- (2) The admission of foreign citizens must go through a selection pattern and entrance exam prevailing at UA.

Article 5

- (1) Faculty of Pharmacy of Airlangga University accepts students from other Higher Education State Institutes of Pharmacy as transfer students.
- (2) The Requirements for the Transfer Students Admission are:
 - a. There is a written request from the relevant students stating the reason for the move that can be justified;
 - b. Their transfer is not due to academic or non-academic defects and recommended by the Rector of the Higher Education of origin;
 - c. The transfer students in bachelor programs are required to have passed the evaluation of the first four semesters at the Higher Education of origin;
 - d. Meeting other requirements set by the Rector of UA.
- (3) The Procedures for Application Submission to be transfer students are:
 - a. The transfer students apply to the Rector of UA, copy to the Dean of FFUA, by enclosing:
 - I) Letter of recommendation of transfer from the Rector of the Higher Education of origin;
 - II) The academic progress data that has been pursued.
 - b. The letter of application along with the attachments must have been received by the Rector/Dean no later than 2 months before the start of the new school year.

- c. Having noted the facilities available, the Dean of FF UA provides recommendations for the relevant student admission and Rector sets the transfer student admission.
- (4) The cost of education for transfer students follow the provisions established by the Rector of UA.
 - (5) The transfer students have status as the students of FFUA.

Article 6

- (1) The transfer of students between faculties in UA is regulated by the provisions of the Rector.
- (2) The transfer of independent line students to national student entrance selection lines within the same Faculty is regulated by the provisions of the Rector.
- (3) The recognition of credits already obtained by transfer students is established by the Decision of the Dean with reference to the Decision of the Rector that regulates it.

CHAPTER IV VALIDITY AS STUDENTS

Article 7

- (1) All students candidates accepted at FF UA are required to register in accordance with the schedule and conditions established.
- (2) The procedure for registration of students candidates is regulated by the Directorate of Education and approved by the Vice Rector I.
- (3) Students candidates are officially accepted to be the students of the Faculty of Pharmacy by the Rector of UA and established by a Decision Letter of the Rector.

Article 8

- (1) All students to be actively participating in academic activities shall do re-registration in accordance with the schedule and provisions set.
- (2) The procedure for student re-registration is regulated by the Directorate of Education and approved by the Vice Rector I.
- (3) To be able to do the re-registration, active students shall pay tuition fees in a bank designated by showing KTM.

Article 9

- (1) The stages of the implementation of academic activities and credit system administration each semester are:
 - a. Payment of tuition fees;
 - b. Registration/re-registration to the Directorate of Education;
 - c. Filing in online KRS;
 - d. Lectures, tutorials and practical work;
 - e. Filling in online KPRS;
 - f. Exams and exam results announcement;
 - g. Administrating Grades
- (2) At the beginning of each semester, after fulfilling the requirements determined by the Directorate of Education, students are required to register/re-register in the Education Sub-Section of FF UA.
- (3) At the time of registration/re-registration, students must fill in the data and the students are required to submit a photocopy of proof of payment in the bank to get KRS form at the relevant semester.

- (4) Students fill out the form of KRS in accordance with the consultation with the guardian lecturer, submit a copy of the KRS signed by the guardian lecturer to the Education Sub Division and fill in online KRS in the University Airlangga Cyber Campus (UACC) program.
- (5) In the event that the guardian lecture is absent, students may consult with the head of department or a lecture who is authorized by the head of department.
- (6) In the event that the head of department or lecture who is authorized by the head of department is absent, students may consult with the Vice Dean for Academic and Student Affairs.
- (7) Students will get KTM at the first registration at the Directorate of Education.
- (8) With valid KTM students reserve the rights to attend all academic activities listed in KRS and use available educational facilities.

Article 10

- (1) Students who wish to discontinue their studies for a temporary (academic leave) must obtain written permit from the Rector on the Dean's proposal with reference to the Education Guidelines of UA.
- (2) Students can apply for leave permit after studying at least 4 semesters.
- (3) The academic leave can be taken a maximum of two (2) semesters but not consecutive.
- (4) Students who receive academic leave permit still have to re-register at the beginning of each semester and pay the cost of education.
- (5) The academic leave is not taken into account in the evaluation of learning.

Article 11

- (1) Students who do not re-register for 1 (one) semester remain to be considered a period of study. If the students want to re-register the next semester, they must obtain a written permit of the Rector of UA and settle the pending obligations in accordance with applicable regulations.
- (2) Students who do not re-register for two (2) consecutive semesters, without giving written information/reasons, are automatically deemed to have resigned from FF UA.
- (3) Drop Out (DO) Status for students who are subject to Article 11 paragraph (2) may be submitted by the Dean of the Faculty of Pharmacy to the University, to be established by the Rector, without noticing the relevant students.

CHAPTER V ACADEMIC IMPLEMENTATION

Article 12

- (1) Within one semester is implemented learning activities (lectures, tutorials, practical work, field work and exams) for 16 weeks effective.
- (2) Details of student activities for 1 credit of lecture/tutorial are as follows:
 - a. 50 minutes scheduled face-to-face activity with a lecturer in the form of lectures/tutorials.
 - b. 50 minutes of structured academic activities, i.e non scheduled but planned study activities by a lecturer.
 - c. 50 minutes of independent academic activities, i.e activities that should be carried out independently by students to explore, prepare or other purposes of an academic task.
- (3) Details of student activities for 1 credit of practical work are a load of practical tasks in a lab as many as 2 hours per week for one semester.
- (4) Details of student activities for 1 credit of field work and the like are the a load of task in the field for practical work and the like as many as 4 hours per week for one semester, or equivalent to 80-90 hours accumulative in one semester.

- (5) Details of student activities for 1 credit of research/thesis are a load of research/thesis tasks equivalent to 3-4 hours per day for one month.

Article 13

- (1) The success of students' study in each semester is stated in a Semester Achievement index (IPS).
- (2) The amount of IPS is calculated as follows:

$$IPS = \frac{\sum (K_i N_i)}{\sum K_i}$$

Description:

K_i = credit value of each subject

N_i = weight value of each subject

LK_1 = number of credits of subject taken in that semester

- (3) Study Plan Preparation conducted of students each semester is carried out by the relevant students with the approval of the Guardian Lecturer.
- (4) The success of students study during the period of education is expressed in Grade Point Average (GPA).
- (5) The amount of GPA is calculated as follows:

$$GPA = \frac{K_2/N_2}{LK_2}$$

Description:

K_2 = credit value of each subject passed

N_2 = weight value of each subject passed

LK_2 = number of credits of subject passed

Article 14

- (1) The study load of Bachelor Education Program is the amount of task load calculated in credits that must be taken by students to obtain a Bachelor degree in Pharmacy (SFarm), a minimum of 154 credits.
- (2) The Bachelor Education Program is scheduled for 8 semesters and can be reached in less than 8 semesters, and a maximum of 14 semesters after being accepted as a student.

CHAPTER VI

ACADEMIC IMPLEMENTATION CONDUCT

Article 15

- (1) Students must attend a lecture/tutorial on time until it's over and not do things that can interfere with the lecture/tutorial.
- (2) During the lecture/tutorial, students are required to follow the provisions as follows:
- Behave politely
 - Dressing cleanly, tidily and politely, wearing a shirt or collared shirt
 - Wearing shoes, except it is not possible
 - Prohibited from eating, drinking and smoking
 - Prohibited from leaving the lecture hall/laboratory, except with the permit of the relevant lecturer.
 - Prohibited from turning on mobile phone (HP).
- (3) When violating the provisions of paragraph 2, it is not allowed to attend lecture/tutorials.

- (4) Students are required to attend lectures/tutorials at least 75% of the amount required to be present.
- (5) The presence in lectures/tutorials that is less than 75% without any valid reason results in the students do not allowed to take the exam of the relevant subject.
- (6) The relied for paragraph 4, namely maximum absent of 40% of the scheduled activities may be granted by the Dean to students who can give a valid reason.
- (7) What defines as valid reasons are when:
 - a. Students are sick, evidenced by a certificate from a doctor.
 - b. Students are carrying out curricular activities outside the campus, evidenced by a letter of assignment from the Dean.
 - c. Students are carrying extra-curricular activities, evidenced by a letter of assignment from the Dean/Rector.
 - d. Family purposes, evidenced by a certificate from parents/guardian, known by the Guardian Lecturer.

Article 16

- (1) Students must follow practical work activities that have been designed and their presence is recorded in the attendance list.
- (2) Students who do not attend should be able to give a valid reason. If 25% or more do not attend the practical work, the students are not allowed to take the practical work exam.
- (3) Prior to the practical work, students must learn the guidelines for practical work and prepare the theory and equipment related to the practical work material.
- (4) The practical work supervisor gives an explanation on the practical implementation before the practical work begins.
- (5) During the practical work, students individually or in small groups carry out a series of practical work activities that have been designed.
- (6) During the practical work, students are required to follow the provisions as follows:
 - a. Behave politely
 - b. Dressing cleanly, tidily and politely, wearing a shirt or collared shirt and practical work coat
 - c. Wearing shoes, except it is not possible
 - d. Prohibited from eating, drinking and smoking
 - e. Prohibited from leaving the lecture hall/laboratory, except with the permit of the relevant lecturer
 - f. Prohibited from turning on mobile phone (HP).
 - g. Complying with regulations established by the laboratory/where the practical work is implemented
- (7) When violating the provisions of paragraph 6, it is not allowed to attend the practical work.
- (8) Having attended the practical work, students report the activities to be assessed by the supervisor of the practical work.

Article 17

- (1) The exam is conducted in accordance with the faculty's academic calendar.
- (2) The allocation of exam time is adjusted to the credit load of subject, namely 50 minutes per credit.
- (3) Students must be present in the exam room fifteen minutes before the exam begins.
- (4) Students who are present late with valid and acceptable reasons are allowed to take the exam but not given an extension of time.

- (5) Students must sign the attendance list provided.
- (6) Students must show valid KTM.
- (7) During the exam students are required to work quietly, honestly and independently.
- (8) Students who are found guilty of cheating, seeing notes, seeing the work of other students, cooperating with other students at the time of exam are expelled from the exam room and given grade E.
- (9) Students who do not take exam without a valid reason are considered to take the test and given grade E.

Article 18

- (1) During the exam each participant is required to:
 - a. Comply with all rules and regulations on examination applicable;
 - b. Comply with technical instructions on the administration of test given by a supervisor to her/him;
 - c. Ask for prior approval of the supervisor before leaving the seat or the exam room;
 - d. Submit exam answer sheets to the supervisor on duty before leaving the exam room.
- (2) During the exam each participant is prohibited from:
 - a. Cooperating with other participants in completing exam tasks;
 - b. Citing answers of other participants, or providing an opportunity for other participants to cite their exam answers;
 - c. Using notes, books or other sources of information during the exam, except when permitted by the examiner;
 - d. Behaving that disturbs the administration of exam;
 - e. Communicating in any form with fellow examinees, without permit from the supervisor;
 - f. Enabling mobile phone (HP) and the like.

Article 19

- (1) Students are prohibited from replacing the position or academic activities for the benefit of other students.
- (2) Students involved in activities of Article 19 paragraph (1) either replacing or being replaced are subject to sanction.

Article 20

- (1) The exam supervisory lecturer has the authority to:
 - a. Govern and determine the seat for every examinee and conduct presence of each participant.
 - b. Assign test equipment that may be taken by the examinees to their seat.
 - c. Reject the presence of someone who does not serve as a supervisor or unauthenticated person as examinees and instruct to leave the exam room.
 - d. Report act of cheating of examinees in the minutes of the test implementation.
- (2) Lecturer in Charge of Subject is responsible for the implementation of test and determining exam supervisory lecturer.

Article 21

Lecturer in Charge of relevant Subject is authorized to impose sanctions on examinees who violate the provisions as stated in Article 18 paragraph (2), in the form of grade E as the assessment of successful study for examinees in the said subjects.

Article 22

The Faculty of Pharmacy holds open semester to certain subjects if the participants are more than 30 students.

CHAPTER VII ASSESSMENT OF STUDY RESULTS

Article 23

The assessment of student record is carried out on a regular basis in the form of quizzes, tests, assignments and exams. Various forms of the assessment are intended to measure the student's understanding and mastery against the Subject material that has been presented.

Article 24

- (1) Middle Semester Exam (UTS) and Final Exam (UAS) in each semester are conducted in accordance with the schedule set out in the Academic Agenda Book.
- (2) Middle Semester Exam (UTS) and Final Exam (UAS) include lectures/tutorials activities and practical work.
- (3) Remedial Exam (UP) is held for certain subjects after odd/even semester UAS with the following provisions:
 - a. The implementation shall be in accordance with the Procedure Guidelines
 - b. The highest relative grade acquired by UP participants is B.
- (4) Students who are unable to take UTS/UAS with valid reasons reserve the right to take supplementary exam.
- (5) The supplementary exam is regulated by the Procedure Guideline.

Article 25

- (1) All final grade (NA) for each Subject in the relevant semester are calculated using the following guidelines:

Absolute Grade	Relative Grade	Weight Grade	Remarks
75 - 100	A	4	PASS
70 - 74,9	AB	3.5	PASS
65 - 69,9	B	3	PASS
60 - 64,9	BC	2.5	PASS LULUS
55 - 54,9	D	1	PASS
::: 39,9	E	0	NOT PASS

- (2) The assessment of thesis Subject is regulated in accordance with the theses regulations;
- (3) In addition to the relative grade is also used letter K and T, which means:

K : Zero (no grade because the student in question resigns in accordance with applicable regulations).

T : Incomplete (temporarily no grade, because the students still have dependents that have not been met). The Dependents must be completed within no later than one month after the issuance of Student Record (KHS), if they are not met is given grade E.

Article 26

- (1) Students must reprogram the subjects that have not passed, no later than 3 (three) semesters from the first time the subject is programmed.
- (2) Students who have obtained grade C or higher is not allowed to reprogram the Subjects after 3 (three) semesters.
- (3) The grade used in the Grade Point Average is the best grade ever achieved in the subject.

Article 27

- (1) The determination of study load that may be programmed by students in the following semester is determined by student student record assessment (IPS) in the previous semester.
- (2) Guidelines for determining the study load are used the following provisions:

GPA PREVIOUS SEMESTER	MAXIMUM CREDIT LOAD (Credits)
> 3.00	24
2.51 - 3.00	20
2.00 - 2.50	18
< 2.00	15

- (3) Violations of Article 27 paragraphs (1) and (2) can only be made if:
 - a. There is approval of guardian lecturer
 - b. The student academic data process remains to use UACC system mechanisms and can accommodate the above.

Article 28

- (1) Student Academic Status is determined based on the number of Subjects that have been programmed.
- (2) (as the number of Credits) and Grade Point Average (GPA).
- (3) The determination of Student Academic Status is carried out at different stages of education:
 - a. End of the first two years
 - b. End of the first four years
 - c. End of the bachelor education program

Article 29

- (1) At the end of the first two years, students may continue their studies to the next educational stage if they fulfill the following conditions:
 - a. They have programmed Subjects at least half of the nominal amount of credits that have been programmed for the first four semesters with the Grade Point Average (GPA) of 2,00.
 - b. If at the end of the first two years, students have reprogrammed Subjects more than half of the amount of credits that have been programmed for the first four semesters, then for calculating the grade point average is based on the credit value of Subjects with the highest grade of half the nominal amount of credits.
- (2) Students who do not meet the requirements in Article 29 paragraph (1) will be proposed by the Dean to the Rector not to be allowed to continue their studies.

Article 30

- (1) At the end of the first four years, students may continue their studies to the next educational stage if they fulfill the following conditions:
 - a. They have programmed Subjects at least half of the nominal amount of credits that have been programmed for the first eight semesters with the Grade Point Average (GPA) of 2,00.
 - b. If at the end of the first four years, students have reprogrammed Subjects more than half of the amount of credits that have been programmed for the first eight semesters, then for calculating the grade point average is based on the credit value of Subjects with the highest grade of half the nominal amount of credits.
- (2) Students who do not meet the requirements in Article 30 paragraph (1) will be proposed by the Dean to the Rector not to be allowed to continue their studies.

Article 31

At the end of Study Period (14 semesters) students who have not passed the Bachelor of Pharmacy in accordance with the requirements for bachelor education graduation are proposed by the Dean to the Rector not to be allowed to continue their studies.

Article 32

- (1) The date of graduation meeting determines the status of students at the end of the first two years, the end of the first and final bachelor education program
- (2) Bachelor Education Graduation is determined in the date of graduation meeting chaired by the Dean of the Faculty of Pharmacy and attended by vice Deans, Head of Department, Head of Academic Section, Lecturer in Charge of Subject (PJMK) and Guardian Lecturers.
- (3) The date of graduation meeting is held at least once in each semester.
- (4) Students are declared to have passed and obtained a bachelor degree and reserve the rights to use the title of Bachelor of Pharmacy if they have fulfilled the following conditions:
 - a. They have completed a bachelor program with a minimum load of 154 credits;
 - b. They have achieved grade point average (GPA) of 2,00;
 - c. There is no grade E;
 - d. The total grade D should not be more than 20% of the number of credits;
 - e. They have passed the thesis exam;
 - f. They have obtained an ELPT score of 450
- (5) The implementation of the date of graduation is regulated by procedure guidelines

Article 33

- (1) The predicate of graduation consists of three levels, namely: Excellent, Very Excellent and with outstanding honor, stated in the academic transcript.
- (2) The determination of the predicate of bachelor education program graduation is based on the grade point average (GPA) with the following conditions:
 - a. GPA 2.00 – 2.75 : Excellent
 - b. GPA 2.76 – 3.50 : Very Excellent
 - c. GPA 3.51 – 4.00 : with outstanding honor
- (3) The provision of the predicate "graduate with outstanding honor" (cumlaude) is determined in date of graduation meeting with the following conditions:
 - a. Showing a good appreciation about the nature and norms of the academic community;
 - b. Showing a high degree of academic independence;
 - c. Completed their education within no more than 10 semesters

CHAPTER VIII
SEMESTER CREDIT SYSTEM ADMINISTRATION

Article 34

- (1) Students must pay tuition fee and re-register each semester, in accordance with the schedule set by the University.
- (2) Students are required to fill in the Plan of Study (KRS) in accordance with the procedure set in the guidelines for re-registration procedure.
- (3) Students must request for approval of the Guardian Lecturer in the process to fill in KRS.
- (4) Students who do not fill the Plan of Study at a predetermined time are not allowed to attend the curricular activities or use the facilities of FF UA.

Article 35

- (1) Students who will change their study plan are given the opportunity to do it within no later than two weeks after the academic activities take place, by filling in the form of Changing in Plan of Study (KPRS).
- (2) The cancellation of Subjects in the student's plan of study can be carried out no later than two weeks before the Middle Semester Exam.
- (3) Changes or cancellation of Subjects by students can only be done with the approval of the Guardian Lecturer with procedures regulated in the procedure guidelines.

Article 36

- (1) The Middle Semester Exam (UTS), Final Semester Exam (UAS) and Remedial Exam (UP) are held in accordance with applicable regulations.
- (2) Lecturer in Charge of Subjects shall submit the final grade (NA) no later than one week after the Final Semester Exam (UAS).
- (3) The final grade is submitted in the form of absolute grade and relative grade achieved by students.
- (4) The absolute grade and relative grade will be processed in accordance with the procedure guidelines and submitted to students through guardian lecturer at the end of semester.

CHAPTER IX
ACADEMIC CHEATING

Article 37

- (1) Students are prohibited from doing the following activities:
 - a. **Cheating**, namely acts committed by students consciously (intentionally) or unconsciously using or attempting to use information materials or other study aid tools without the permit of the Exam Supervisory or Examining Lecturer;
 - b. **Falsification**, namely acts committed by students consciously (intentionally) or unconsciously, without permit to change or alter the grade or academic transcripts, diploma, Student Identity Card, tasks in the framework of lectures/tutorials/practical work, Certificate, report or signature within the scope of academic activities;
 - c. **Plagiarism**, namely acts committed by students consciously (intentionally) using phrases, data or other people's work as their own work (without mentioning the original source) in an academic activity;
 - d. **Bribe, giving a gift and threatening**, namely acts committed by students to influence or attempt to influence other persons with the intent of affecting the assessment to academic achievement;

- e. **Replacing other students' position in academic activities**, namely acts committed by students by replacing the position or carrying out tasks or activities for the benefit of others on their own will;
 - f. **Asking for someone else to replace students' position in academic activities**, namely acts committed by students by asking others both society of academicians of Airlangga University and other than Airlangga University to replace the students' position or perform a task or activity is good for their own interests or the interests of others.
- (2) To the perpetrators of such acts under paragraph (1) may be subject to multilevel sanctions in the form:
- a. Strict warning orally and in written;
 - b. Cancellation of exam grades for the relevant Subjects or academic activities;
 - c. Not pass the relevant Subjects or academic activities;
 - d. Not pass all Subjects in the current semester;
 - e. Not allowed to attend academic activities at a specific period of time;
 - f. Dismissal or expelled from UA.

Article 38

- (1) Sanctions in accordance with Article 37 paragraph (2) points a, b, c and d are set by the Dean of FF UA upon proposal of the Lecturer in Charge of Subjects and approved by the relevant Head of Department.
- (2) Sanctions in accordance with Article 37 paragraph (2) points e and f are set by the Rector of UA on a proposal of the Dean of the Faculty of Pharmacy.

Article 39

- (1) The Dean sanctions against students pursuant to Article 38 paragraph (2), with the following procedures:
 - a. Reporting of the Person in Charge of Subjects and relevant Head of Department to the Dean made in written along with a minutes;
 - b. Examination of the report in Article 39 paragraph 1a and the making of the Minutes of Examination, as well as recommendations on sanctions for perpetrators of academic violations committed by the Leaders of Faculty, Head of Department, relevant PJMK, guardian Lecturers and Student Affairs Commission.
- (2) The Rector imposes sanctions on students as referred to in article 38, paragraph 2, with the following procedures:
 - a. The Dean proposes sanctions on students who are threatened by Article 37 points e and f, along with the minutes and other evidence required to the rector
 - b. The Rector processes and decide academic sanctions based on the procedure guidelines of University.

CHAPTER X RULES OF CONDUCT ON CAMPUS

Article 40

- (1) Students must comply with the Rules of Conduct on campus issued by UA.
- (2) Students are prohibited from doing activities that violate decency manners, criminal or drug abuse
- (3) Students who commit violations againsts the cases mentioned in Article 42 paragraphs (1) or paragraph (2) shall be subject to sanctions:

- a. Kinship system in accordance with academic sanctions will be decided by the Dean in accordance with the procedures Guidelines;
- b. Crime, which will be decided in accordance with the procedures of the Criminal Code after the Dean delegates the infringement case to the Police.

**CHAPTER XI
DIPLOMA OR KTM REPLACEMENT**

Article 41

The procedures for making a certificate replacing diploma are as follows:

- a. The relevant shall submit a request to the Rector of UA with a copy to the Dean to obtain a Certificate replacing the Diploma with a copy of evidence of diploma lost report from the Police;
- b. The rector assigns the Dean for the issuance of the Certificate replacing the Diploma;
- c. The Dean issues the Certificate as referred to in point b above.

Article 42

The procedures for making a certificate replacing KTM are as follows:

- a. Students shall submit a request for KTM replacement to the Rector with a copy of the police report;
- b. The Dean makes a recommendation letter to the Directorate of Education of UA so that the relevant students can get KTM replacement;
- c. The Directorate of Education of UA issues the KTM replacement.

**CHAPTER XII
CLOSING**

Article 43

- (1) Students, lecturers and educational staff are required to assist the smooth running of academic activities;
- (2) Things that have not been regulated in the Academic Regulations will be set later in separate provisions.

Enacted: in Surabaya
On: May 1, 2013
Dean of the Faculty of Pharmacy
of Airlangga University

Dr. Umi Atliiyiih, M.S., Aptt
NIP. 19560407 198103 2 0 1