



ACADEMICS RULES FOR GRADUATE PROGRAMS

**FACULTY OF ECONOMICS
SARJANAWIYATA TAMANSISWA UNIVERSITY
YOGYAKARTA
2021**



UNIVERSITAS GRADUATE NAWIYATA TAMANSISWA
FACULTY ECONOMY

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DECREE

Number :

075/UST/FE/Dek/SK/2021

about

**ACADEMICS RULES PROGRAM BACHELOR
OF ECONOMICS FACULTY
SARJANA WIYATA UNIVERSITY TAMANSISWA
YEAR 2021**

LEADER FACULTY ECONOMY UNIVERSITY SARJANA WIYATA TAMANSISWA

Weigh :

That for giving guidelines for students so that they are more effective and efficient during the completion of studies and that academic handbooks need to be adapted to developments and the academic needs of the Tamansiswa Bachelor Wiyata University need improvement, book guidelines Academic Faculty Economy.

Remember :

1. RI Law Number 20 of 2003 concerning the National Education System;
2. RI Law Number 12 in 2012 about Education;
3. Regulation Government Republic Indonesia Number 4 Year 2014 about Administration Higher Education and Management College;
4. Regulation Minister Education And Culture Republic Indonesia Number 3 Year 2020 about Standard National College;
5. Statute University Bachelorwiyata Tamansiswa Year 2020;
6. Letter Decision Rector Number 47/UST/Kep/Rek/VI/2019 About Regulation Academic Undergraduate University Tamansiswa 2019 year
7. Letter Decision Rector Number : 115/UST/Kep/Rek/IX/2021 about the dedication And Appointment of the Dean of the Faculty of Economics, Tamansiswa Bachelor of Economics for a period of service 2021-2025.

Notice :

Results meeting leader Faculty Date Economy November 16th 2021

DECIDE

Set,

1. Academics rules for the Undergraduate Program of the Faculty of Economics , Universitas Bachelor of Economics Tamansiswa Yogyakarta in 2021;
2. Letter : This decision has been valid since the date set;
3. With validity Letter Decision This, so all letter decision and decree other Which contrary to this decision stated No applicable;
4. If on that day it turns out there is a mistake in the determination, this so Letter Decision This will be revisited and repaired as should.

Defined in : Yogyakarta

On date : Nov. 22 2021

Dean,



Dr. Suyanto, SE, M.Si

INTRODUCTION

Salam dan Bahagia,

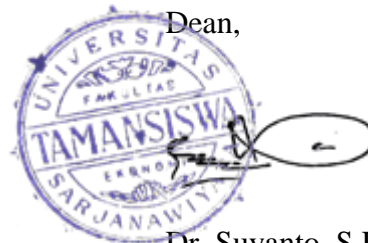
Praise and gratitude to the presence of God Almighty, because only with His grace and guidance has this been completed. We all in the FE-UST academic community say, "Welcome to New Students at the National Campus of the Faculty of Economics, Tamansiswa Bachelor of Economics University, and congratulations on studying at the Faculty of Economics."

The main purpose of preparing these academics rules is to be able to help students achieve success in their study process through understanding and implementing academic rules and norms that have been set both in organizational aspects and in the learning process within the FE-UST environment, which will support students in their study process.

Salam.

Yogyakarta, 1 September 2021

Dean,



Dr. Suyanto, S.E., M.Si

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CHAPTER I

VISION, MISSION, OBJECTIVES, AND TARGETS OF THE FACULTY OF ECONOMICS

A. Vision and mission

Vision

Becoming a Faculty of Economics that excels in glorifying and educating the nation's life through chessdharma based on Tamansiswa Teachings in Southeast Asia in 2025.

Mission

1. Improving the quality of education and teaching in the fields of management and accounting based on the Tamansiswa Teachings.
2. Improving the quality of research and scientific publications in the field of management and accounting based on Tamansiswa teachings.
3. Improving the quality of service oriented towards community empowerment based on Tamansiswa teachings.
4. Improving the quality of preserving and developing a noble national culture based on Tamansiswa teachings.
5. Improving the quality of cooperation with domestic and foreign institutions that are oriented towards the development of the people's economy.
6. Develop student and alumni activities that are oriented towards graduate quality and graduate competence.
7. Improving Faculty Governance to create *good university governance* and accountability.

B. Objective

Faculties of Economics that are superior and become a reference in chessdharma based on Tamansiswa Teachings, consisting of:

1. The realization of graduates of bachelor of accounting, management, and Master of Management who are superior, have noble character, are honest, independent, master technology, have a national perspective in the field of accounting and management based on Tamansiswa teachings.
2. Realization of research for the development of Accounting and Management as well as national and international publications, as well as downstream for the welfare of society.

3. Realization of the results of community service and national and international scale publications in the field of accounting and management that are beneficial for the welfare of society.
4. The realization of the preservation and development of national culture through integrated activities in the three dharmas of higher education to glorify the nation's life in the fields of accounting and management.
5. The realization of the results of cooperation through the development of networks and partnerships with domestic and foreign institutions to improve the quality of Caturdharma's activities in the field of accounting and management.
6. Organizing student activities to produce graduates who are superior and have character based on Tamansiswa teachings in accounting and management.
7. The realization of good faculty governance *to* carry out superior Caturdharma based on Tamansiswa teachings.
8. Realization of infrastructure and information technology facilities to support a conducive academic atmosphere in the implementation of Caturdharma based on Tamansiswa teachings.

C. Target

1. Producing graduates who are qualified, independent, have noble behavior, and have competence in accounting and management in accordance with Tamansiswa teachings;
2. Resulting in an increase in Lecturer Competence in the field of research;
3. The resulting increase in Lecturer Competence in the field of PKM;
4. The resulting integration of Tamansiswa teachings in the implementation of chessdharma;
5. Producing partnership cooperation to develop chessdharma activities;
6. The resulting integrated student activities of Tamansiswa teachings;

D. History of the Faculty of Economics

Starting from a modest campus environment on Jalan Kusumanegara 121, Yogyakarta, the UST Faculty of Economics with a Company Management Study Program began carrying out academic activities in 1979. In 1981, the Faculty of Economics obtained registered status for the Company Management Study Program with a Decree of the Minister of Education and Culture No.029/0/1981 under the Kopertis Region IV (now Region V) Coordination of the Province of the Special Region of Yogyakarta.

After 29 years of working in the world of education, the Faculty of Economics established itself by establishing a new study program, the Postgraduate Masters in Management Program in 2003. In 2009, the Faculty of Economics established the Accounting Study Program. It is not as easy as turning the palm of one's hand to be able to retrace the development of the faculties, so far we have always struggled on a road that has never been smooth. Various obstacles, problems, and even challenges can be overcome little by little thanks to the commitment of the academic community, which always strives relentlessly. Finally, the Faculty of Economics can be a little proud with the achievement of Accreditation A for the Management Study Program, Accreditation A for the Accounting Study Program, and Accreditation A for the Master of Management Study Program, as well as with location development and academic development within the faculty. Faculties are increasingly maintaining the quality of graduates through consistent curriculum improvements, making course icons as a force towards more competitive faculties, and producing competent students who are always innovating in collaboration in the field of human resources with local and multinational companies so that graduates are better because they are quickly absorbed in the world of Work.

Maintaining the quality of graduates, stakeholder satisfaction with graduates, and the shorter waiting time for graduates to be absorbed by the world of work have made the Faculty of Economics receive the attention of stakeholders. To make these three things successful, the faculty needs to work hard and work smart non-stop, as capital is non-negotiable. Entering the 34th year, which is quite a strategic year, we invite high school, vocational, and MA graduates, both public and private, to join the UST Faculty of Economics. Finally, I would like to say once again that the UST Faculty of Economics remains consistent in building scientific discourse and national insights with a high commitment to developing students' intellectual and personal abilities so that they can

produce professional graduates, who are able to compete in the world of work and even create jobs .

CHAPTER II

TERMS DEFINITIONS

1. UST Faculty of Economics is the Faculty of Economics, Tamansiswa Bachelor of Economics.
2. The leaders of FE UST are the Dean and Deputy Dean.
3. The Dean is the top leader of the Faculty of Economics.
4. The Deputy Dean is assisting the dean in managing the faculty in the academic field / assisting the dean in staffing and student finance, alumni, collaboration, and the implementation of Caturdharma.
5. The Head of the Study Program is the highest leader of a study program in a certain area. faculty/directorate in the Management Study Program and the Accounting Study Program.
6. The Study Program Secretary helps the head of the study program manage the study program.
7. The Director of the Study Program Development Center is the head of the study program development center.
8. Lecturers are tutors/professional educators, and UST scientists with the main task of transforming, developing, and disseminating science, technology, and/or art through education, research, community service, and preserving and developing culture based on Tamansiswa teachings.
9. Academic Advisors are permanent lecturers who are assigned the task of providing academic and non-academics rules for the smooth running of student studies while participating in an educational program.
10. Educational Staff (tendik) are employees appointed by the Bachelor of Science Foundation , consisting of: Academic support staff, administrative implementers, and technical implementers who meet the requirements as employees.
11. Students are students who are registered and studying at FE UST.
12. The Education Program is an academic education program at FE UST that includes undergraduate programs.
13. The Undergraduate Program is an academic education intended for graduates of secondary education or equivalent so that they are able to practice science, technology, and/or art through scientific reasoning.

14. Supporting facilities are facilities that can be used by students to support learning processes and increase competence.
15. A field of Study is a field that can be chosen by students to fulfill the MBKM program.
16. The Academic Administration Bureau for Student and Alumni Affairs at the University of Bachelor of Science Tamansiswa (BAAKA-UST) is a bureau that serves the field of academic administration, student affairs and alumni affairs.
17. Graduate Learning Outcomes (CPL) are abilities obtained through the internalization of knowledge, attitudes, skills, competencies, and work experience accumulation.
18. Study Leave is the status of a student who postpones or temporarily stops all academic activities for a certain period with the permission of the Chancellor.
19. An Academic Advisor (DPA) or Guardian Lecturer is an academic supervisor appointed by the Chancellor at the suggestion of the Head of the Study Program.
20. Field Supervisors (DPL) are UST permanent lecturers who meet the qualifications to guide students in activities outside the Study Program.
21. Degree is a designation given to graduates of academic and professional education.
22. The Study Program Quality Cluster (GMP) implements quality assurance at the study program level.
23. A diploma is a document given to graduates of academic and vocational education as recognition for academic achievement and/or completion of an accredited study program held by a tertiary institution.
24. The Cumulative Grade Point Average (GPA) is the average score of learning outcomes that describes the achievement of student competencies from the first semester to the last semester that has been taken cumulatively.
25. Semester Achievement Index is the average value of learning outcomes that describes the achievement of student competencies for a particular semester.
26. The Indonesian National Qualifications Framework (KKNI) is a leveling of learning outcomes that equates outputs from formal, non-formal, informal education, or work experience in the context of recognition of work competencies according to the job structure in various sectors.
27. Real Work Lecture (KKN) is a compulsory subject for undergraduate programs as a form of community service learning that is interdisciplinary in nature and its implementation requires students to apply science, technology, and/or arts that are mastered in the form of real work empowering the community in a planned and measurable manner that is managed directly by the Center for Community Service.

28. Company Work Visits (KKP) are intra-curricular activities in the form of visits to industry that students must attend . The Visit Lecture is one of the requirements for students submitting their Thesis and Judicial Implementation.
29. The curriculum is a set of plans and arrangements regarding graduate learning outcomes (CPL), study materials, processes, and assessments that are used as guidelines for implementing study programs at UST.
30. The Professional Certification Institute (LSP) is an agency implementing professional certification activities that obtains a license from the National Professional Certification Agency (BNSP).
31. A Letter of Acceptance (journal receipt/LoA) is a statement letter that has been received in a journal.
32. The Transition Period is the time provided for the adjustment of the old curriculum to the new curriculum.
33. The Tamansiswaan Education course is a compulsory university course that is the hallmark course of the Tamansiswa College.
34. University compulsory courses, which are the hallmark courses of Tamansiswa colleges.
35. Merdeka Learning-Independence Campus (MBKM) is a program that gives students the right to choose a Field of Study.
36. The Merdeka Learning-Independence Campus Program provides the right to study three (3) mesters outside of the study program.
37. *The Open Journal System (OJS)* is an online scientific journal management platform for the Management Study Program (Journal of Management, Dewantara Management, Dewantara Ecobis, and Dewantara UMKM) and the Accounting Study Program (Devatara Accounting Journal, and Dewantara Tax Accounting).
38. *Outcome-based Education (OBE)* is an education system that emphasizes developing abilities that students can use at the end of their learning experience.
39. Learning is the process of student interaction with lecturers and learning resources in a learning environment.
40. National Diploma Numbering (PIN) is a diploma numbering system that is implemented nationally using a numbering format issued by the Ministry of Research, Technology, and Higher Education.
41. Field Supervisor Officers (PPL) are village/kelurahan officials, university officials, or other officials who are proposed by the Village Head/Lurah, heads of college departments, or superiors of other officials to become PPLs assigned by LP3M.

42. Academic Portal is an information system that functions as an integrator of academic information in various academic units (study programs/faculties) as well as a means of communication between campus academics.
43. Generally Accepted Principles (PABU) are an operational guideline framework consisting of accounting standards and other sources that are supported by official (juridical), theoretical, and practical validity.
44. Dropping Out of Study is the status of a student stopping permanently determined based on the Chancellor's Decree because the student concerned does not meet the academic requirements.
45. Semester Learning Plans (RPS) are learning plans that are determined and developed by lecturers independently or together in a group of experts in a field of science, technology, and/or art in the study program.
46. Semester credit unit (sks) is the measure of time for learning activities charged to students per week per semester in the learning process through various forms of learning or the amount of recognition for the success of student efforts in participating in curricular activities in a study program.
47. The Faculty Quality Assurance Unit (SPMF) is the implementing element of quality assurance at the faculty level.
48. A Semester is the time unit of effective learning for at least 16 (sixteen) weeks, including midterm and final semester exams.
49. Intermediate Semester is a lecture program held between even and odd semesters.
50. A Competency Certificate is a document that contains a statement regarding the competence of graduates according to their expertise in their branch of knowledge and/or their achievements outside their study program.
51. A Professional Certificate is a document that contains a statement regarding recognition to carry out professional practice obtained by graduates of professional education in a Higher Education Program.
52. The Registration Application System (SiAP) is a system service used to submit student final assignments.
53. Diploma Companion Certificate (SKPI).
54. The Faculty of Economics Academic Information System (SIA FE) is an online-based administrative service for undergraduate students at the Faculty of Economics.
55. The Online Learning Information System (SIPeDar) is an online learning system used by the Tamansiswa University of Yogyakarta.

56. The Semester Credit System (SKS) is a lecture management system at UST that allows students to prepare study plans according to their interests and abilities and allows students to save the credits they have earned until the completion of their studies.
57. The distance education system (PJJ) is a teaching and learning process that is carried out remotely through the use of various communication media.
58. The Internal Quality Assurance System (SPMI) is a systemic activity for quality assurance of higher education undertaken by each tertiary institution autonomously or independently to control and improve the implementation of higher education in a planned and sustainable manner.
59. SPMI within FE is referred to as the Faculty Quality Assurance Unit (SPMF), and in the Study Program it is referred to as the Study Program Quality Cluster.
60. Education Development Contribution (SPP) is a donation in the form of funds for educational development at an educational institution.
61. A Diploma Companion Certificate (SKPI) is a document that contains information about fulfilling graduate competence in a Higher Education Program.
62. *The Sustainable Development Goals* (SDGs) are global action plans for the next 15 years (effective from 2016 to 2030) to end poverty, reduce inequality, and protect the environment.
63. Level Transfer is an advanced program from a diploma program to an undergraduate program.
64. Credit Transfer is an acknowledgment of passing courses or a number of credits that have been attended by students of other tertiary institutions at UST or that have been attended by UST students at other tertiary institutions as long as the student is still registered as an active student.
65. An Academic Transcript is a collection of cumulative course scores that have been taken.
66. A Final project is a compulsory subject to pass in the form of a thesis, non-thesis final project (undergraduate program).
67. The Semester Final Examination (UAS) is a scheduled exam held at the end of the semester.
68. The Mid-Semester Examination (UTS) is a scheduled exam held in the middle of the semester.
69. The study program management unit (UPPS) is an *ad hoc management unit* in the study program.

CHAPTER III ORGANIZATION OF THE FACULTY OF ECONOMICS

A. Organizational structure

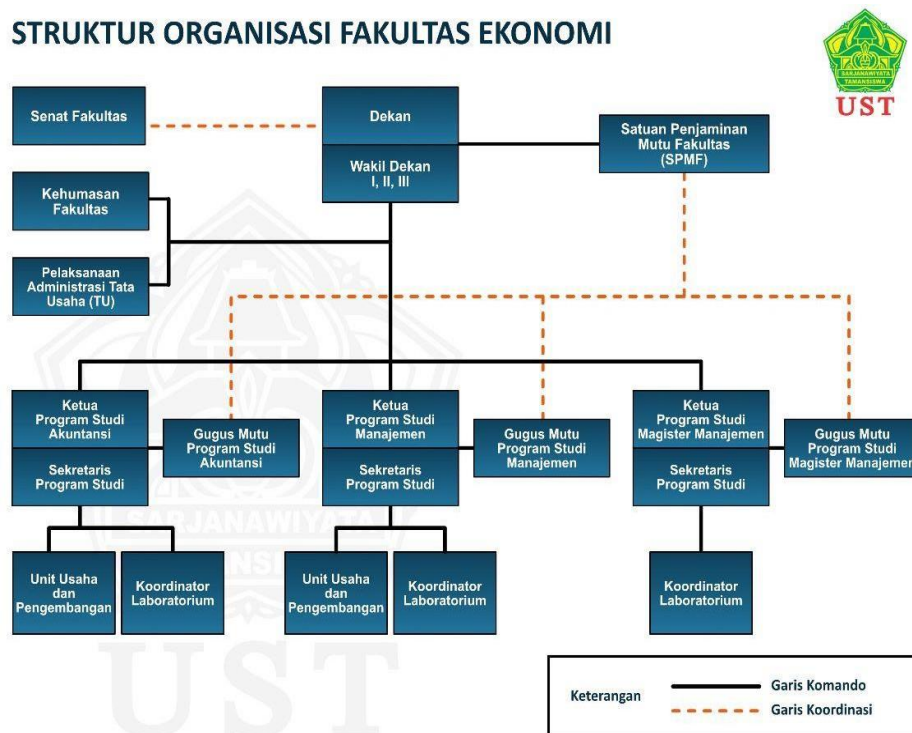


Figure 2.1 FE-UST Organizational Structure

B. Description of the main tasks and management functions of FE-UST

1. Senate

The Faculty Senate is the highest normative and representative body at the faculty level and has the authority to spell out university policies and regulations at the faculty level. The faculty Senate has the following main tasks.

- a. Formulate academic policies and faculty development.
- b. Assess the accountability of the faculty leadership for the implementation of Caturdharma .
- c. Give consideration to the chancellor regarding the proposed candidate to be appointed as the head of the faculty.
- d. Give consideration to the dean regarding the candidate for head of the study program and head of the laboratory.

- e. Fulfilling the dean's request in the form of opinions and suggestions for the smooth implementation of Caturdharma .
2. Dean of FE-UST
- a. Leading the implementation of Caturdharma , fostering academic staff, students, and educational staff.
 - b. Plan, implement, and monitor work programs and faculty development in the implementation of higher education constitutional law .
 - c. Monitor the implementation of the quality assurance program in order to meet national education standards in the faculty.
 - d. Coordinate in the context of faculty development (*capacity building*), which involves all human resources and the development of learning facilities and infrastructure needed to achieve the faculty's vision and mission.
 - e. Fostering coordinative relationships with all work units within UST, especially in terms of planning, implementing, and monitoring the activities of higher education law regulations.
 - f. Establish and develop mutually beneficial cooperation with external agencies and various stakeholders for faculty development.
3. Deputy Dean
- a. Helping the dean lead the implementation of the chessdharma by coordinating the implementation of quality assurance, the implementation and management of financial administration, and general administration at the faculty level.
 - b. Coordinate with quality assurance, in order to monitor and evaluate (monev) the implementation of higher education Caturdharma carried out within the FE-UST environment.
 - c. Collaborating with BAAKA-UST_ to manage and develop academic administration information.
 - d. Assisting the Dean in building and implementing collaboration with partners for the development of FE-UST .
 - e. Coordinate with the administrative division of the faculty in carrying out academic administrative, financial administration, student affairs, and staffing activities.
 - f. Assisting the dean in managing and monitoring student activities in the implementation of higher education law rules.

- g. Manage and monitor the adequacy and feasibility of using the facilities and infrastructure needed by FE-UST.
 - h. Helping the dean manage relations with alumni.
 - i. Assist the dean in developing student interests & talents in coordination with student organizations.
4. Head of the study program:
- a. Constitutional law activities at the study program level.
 - b. Coordinate with other study programs in utilizing facilities (*resource sharing*) for the implementation of higher education constitutional activities in each study program.
 - c. Organizing and delegating the tasks of implementing Caturdharma tertiary institutions to pamongs.
 - d. Monitor and follow up on input from students, lecturers, and *stakeholders* related to higher education constitutional activities in study programs.
 - e. Provide input to the dean regarding the management and development of study programs and faculty institutions.
 - f. Coordinate with the administration section in the implementation of academic administrative activities.
5. Study Program Secretary
- a. Assist the head of the study program in carrying out administration and academic quality assurance in the study program environment.
 - b. Coordinating the preparation and development of the study program education curriculum.
 - c. Coordinate teaching and learning process activities with expert lecturer groups.
 - d. Arrange lecture schedules at the study program level.
 - e. Coordinate laboratory activities in the study program environment.
 - f. Coordinate field work practice activities with the student KKN.
 - g. Develop a student academic database in the study program.
 - h. Compile a database of educational, research and community service activities in study programs.

6. Faculty Quality Assurance Unit
 - a. The Faculty implements the Internal Quality Assurance System (SPMI) independently to control and improve the implementation of higher education in a planned and sustainable manner.
 - b. The faculty implements the SPMI as referred to in paragraph 1 by exceeding the UST Quality Standards.
 - c. Fulfillment of Faculty Quality Standards through the mechanisms of Determination, Implementation, Evaluation, Control, and Improvement (PPEPP).
 - d. The evaluation referred to in paragraph (c) is carried out through an internal quality audit.
 - e. SPMI is carried out at the faculty and study program levels.
 - f. Implementation of internal quality assurance at the faculty level is coordinated by the Faculty Quality Assurance Unit (SPMF).
 - g. SPMF's main tasks:
 - i. Designing and implementing SPMI at the Faculty level in the form of policies and work programs and documenting them;
 - ii. Coordinating the implementation of quality assurance in order to achieve the Faculty's vision and mission in accordance with the applicable strategic plan;
 - iii. Carry out control mechanisms for achieving the Faculty's vision and mission;
 - iv. Together with the Study Program Quality Cluster, coordinate and monitor the implementation of quality assurance policies and programs in the fields of:
 - (a) Governance, governance, and cooperation;
 - (b) Student Affairs;
 - (c) Human Resources;
 - (d) Finance, facilities, and infrastructure;
 - (e) Education;
 - (f) Study;
 - (g) Community service;
 - (h) Preservation and development of culture, and
 - (i) Outcome and achievement of Caturdharma of higher education.

- v. Assist related Deans in the socialization and implementation of quality assurance documents;
- vi. Prepare written reports periodically related to the results of quality assurance implementation in the faculty and submit them to the Dean and
- vii. Maintain and organize the work environment to create a climate of quality at the Faculty level.

7. Study Program Quality Group

The implementation of internal quality assurance at the study program level is coordinated by the Study Program Quality Cluster (GMP)

The main tasks of GMP are:

- a. Designing and implementing SPMI at the study program level in the form of policies and work programs and documenting them;
- b. Coordinating the implementation of quality assurance in order to achieve the vision and mission of the study program in accordance with the applicable strategic plan;
- c. Carry out quality reviews of exam questions, RPS, learning materials, final assignments, and external examiners (*external examiners*); Together with SPMF, coordinate and monitor the implementation of quality assurance policies and programs in the areas of:
 - i. Governance, governance, and cooperation;
 - ii. Student Affairs;
 - iii. Human Resources;
 - iv. Finance, facilities, and infrastructure;
 - v. Education;
 - vi. Study;
 - vii. Community service;
 - viii. Preservation and development of culture,
 - ix. Outcome and achievement of the Caturdharma of higher education.
- d. Assist the Chair of the Study Program and related Deans/Directors in the socialization and implementation of quality assurance documents;
- e. Prepare periodic written reports regarding the results of quality assurance implementation in the study program and submit them to the Head of the Study Program; And

- f. Maintain and organize the work environment to create a climate of quality at the study program level.
8. Head of Faculty Administration
- a. Implementing educational administration at the faculty level involves planning, organizing, leading, evaluating, and developing administrative work systems that are more effective and efficient with the support of information technology.
 - b. Receiving the dean's direction regarding the administration of academic and non-academic activities.
 - c. Lead and organize financial and general personnel administration at the faculty level.
 - d. Lead and organize the maintenance of facilities at the faculty level.
 - e. Monitor and evaluate, as well as foster administrative staff.
9. Head of Administration Study Program
- a. Implementing educational administration at the study program level involves someone who plans, organizes, leads, evaluates, and develops more effective and efficient administrative work systems with the support of information and technology at the study program level.
 - b. Carry out the direction of the Head of Faculty Administration regarding the administration of academic and non-academic activities, including student administration from entering to graduating from college.
 - c. Leading and organizing personnel administration matters, work implementation evaluation list (DP3), employee performance targets (SKP), finance, filing, and general (housekeeping & infrastructure) in the study program.
 - d. Lead and organize the procurement and maintenance of educational facilities, vehicles, and other facilities in the study program.
 - e. Responsible for facility maintenance and administration at the study program development center.
10. Head of Laboratory
- a. Lead and coordinate all planning, implementation, and control activities in the laboratory.
 - b. Coordinate service activities both internally (lecturers and students) and externally (users/community).

- c. Coordinating development activities in relation to the development of designs and prototypes of electrical equipment.
 - d. Coordinate documentation activities related to the storage of supporting evidence/data for all laboratory technical and administrative activities.
 - e. Evaluate and make regular reports.
 - f. Conduct administration and management coaching for laboratory staff.
11. Director of the Study Program Development Center (PPP)
- a. Lead and develop program plans and budgets for feature-based development centers in study programs.
 - b. Carry out plans and activities, as well as evaluate them in each division.
 - c. Responsible for the activities carried out in each division and accountable to the head of the study program
 - d. Conduct administrative and management coaching in each division.
12. Leader of the Crowd
- a. Leading coordination with allied lecturers to compile syllabuses and lecture materials, as well as assessing the quality of evaluation tools.
 - b. Leading coordination with allied lecturers to review the curriculum, including the syllabus and lecture materials used by the course lecturers.
 - c. Leading internal quality assurance, monitoring, and evaluation in the Study Program.

C. Teacher (Lecturer)

Pamong (the Lecturer) is a professional educator and scientist with the main task of transforming, developing, and disseminating science, technology, and art through education, research, and community service. Lecturers have a position as professionals at the higher education level who are appointed in accordance with statutory regulations. The position of lecturers as professionals aims to implement the national education system and realize national education goals, namely developing the potential of students to become human beings who believe and fear God Almighty, have noble character, are healthy, knowledgeable, capable, creative, independent, virtuous. noble character and become democratic and responsible citizens. In carrying out their professional duties, lecturers have the right:

1. Obtain an income above the minimum living needs and social welfare insurance;
2. Get promotions and awards according to work assignments and achievements;
3. Obtain protection in carrying out duties and intellectual property rights;

4. Obtaining opportunities to improve competence, access to learning resources, information, learning facilities and infrastructure, as well as research, and community service;
5. Have academic freedom, an academic platform, and scientific autonomy;
6. Have freedom in giving assessments and determining student graduation; And
7. Have the freedom to associate with professional organizations/scientific professional organizations.

In carrying out their professional duties, lecturers are obliged to:

1. Carry out education, research, and community service;
2. Planning, carrying out the learning process, as well as assessing and evaluating learning outcomes;
3. Improving and developing academic qualifications and competencies in a sustainable manner in line with developments in science, technology, and art;
4. Act objectively and non-discriminatively on the basis of considerations of gender, religion, ethnicity, race, certain physical conditions, or the socio-economic background of students in learning;
5. Uphold statutory regulations, laws, and codes of ethics, as well as religious and ethical values; And
6. Maintaining and fostering the unity and integrity of the nation.

D. Administration/Administration

The administration section is led by a section head with oversight of 4 sub-sections, namely:

1. Academic and Student Affairs Subdivision
 - a. Develop and plan lecture schedules and lecture facility needs each semester.
 - b. Collecting data on registered students, active, on leave, graduated, and left/dropped out of study.
 - c. Carry out the administration of study plan cards (KRS), midterm exams (UTS), final semester exams (UAS), study results cards (KHS), real work lectures (KKN), thesis seminars, briefings, transcripts, and proposals for graduation participants.
 - d. Research administration, and community service are carried out by lecturers.
 - e. Prepare semi-annual, annual reports and other reports on educational activities.

- f. Develop plans and work programs for student affairs subdivisions as guidelines for carrying out tasks.
 - g. Provide explanations to new students about student administration procedures, such as interests and talents, as well as student welfare.
 - h. Compile and process student data and compile student alumni data as information material.
 - i. Convey information about the labor market.
 - j. Prepare semi-annual, annual, and other reports on activities in the field of student activities.
2. Subdivision of Finance and Personnel
- a. Develop plans and work programs for the Finance and Personnel Sub-Section as guidelines for carrying out tasks.
 - b. Carry out the preparation of financial budgets.
 - c. Carry out financial administration according to the provisions.
 - d. Carry out a letter of accountability (SPJ) for the payment of salaries.
 - e. Review the financial rules.
 - f. Arrange and carry out promotion activities, positions and, employee welfare.
 - g. Propose and carry out activities to dismiss employees with pension rights.
 - h. Prepare semi-annual, annual, and other reports on activities in the fields of finance and personnel.
3. Sub-section of Planning and Information Systems
- a. Coordinating and carrying out the preparation of program plans, activities, and annual budgets as well as compiling the implementation of faculty-level information system management to ensure that all needs and activities run effectively, efficiently, and in accordance with the specified time.
 - b. Coordinate and carry out the preparation of information system affairs to ensure that each user or part runs effectively and efficiently according to regulations.
 - c. Carry out sub-section work plans and budgets to ensure the tasks and functions of sub-sections can be carried out properly.
 - d. Revise business plans and budgets.
 - e. Organizing financial training in your own office.
 - f. Perform archive retention.

- g. Prepare a draft sub-section work plan and budget to ensure that all tasks and functions of sub-sections are properly planned.
 - h. Develop an annual work plan.
 - i. Make an annual performance report for subdivisions.
4. Infrastructure and Public Facilities Subdivision
- a. Develop plans and programs under the sub-section of infrastructure and public facilities as implementation guidelines.
 - b. Carry out distribution of correspondence, letters and archives.
 - c. Carry out household activities regarding garden cleanliness, lighting, transportation, consumption, and guest protocol.
 - d. Plan and carry out the procurement of facilities and infrastructure.
 - e. Carry out security arrangements, parking, and so on.
 - f. Carry out inventory of goods , warehouse administration, and maintenance of facilities and infrastructure.
 - g. Arrange the use of space for lectures and other activities.
 - h. Prepare semi-annual, annual and other reports on activities in the infrastructure and public sector.

CHAPTER IV

IMPLEMENTATION OF EDUCATION

A. Education programs

1. The UST Faculty of Economics organizes undergraduate education programs, namely the Management Study Program and the Accounting Study Program, as well as the Master of Management Program.
2. Education is carried out by Study Programs at the Faculty of Economics based on a curriculum that is prepared according to the vision, mission and objectives of the study program which refers to the vision, mission and objectives of the faculty/directorate and university.

B. Curriculum

1. Each study program has a curriculum to achieve educational goals in accordance with the profile of graduates and CPL based on the IQF level and is future-oriented.
2. The UST FE curriculum refers to Permendikbud No. 3 of 2020 concerning Higher Education National Standards and Minister of Education and Culture Regulation No. 22 of 2020 concerning the Strategic Plan of the Ministry of Education and Culture, as well as Chancellor's Decree Number: 187/UST/Kep/Rek/VIII/2020 concerning Academic Regulations of Universitas Bachelor of Law Tamansiswa in 2020.
3. The curriculum structure includes the formulation of Graduate Learning Outcomes (graduate profile, determination of graduate ability, which includes four elements: attitude, knowledge, general skills, and specific skills) and a number of courses.
4. The UST FE curriculum is based on *Outcome-based Education* (OBE) by prioritizing the development of attitudes, knowledge, skills and competencies from CPL.
5. The UST FE curriculum implements the Merdeka Learning-Independence Campus learning program, which facilitates students to take 1 (one) semester or the equivalent of 20 (twenty) credits to take learning outside the study program at the same university; and a maximum of 2 (two) semesters or the equivalent of 40 (forty) credits studying in the same study program at different tertiary institutions, studying in different study programs in different tertiary institutions; and/or learning outside of Higher Education.

6. Setting courses, the number of credits taken in the implementation of the Merdeka Learning-Independence Campus learning program is determined by the study program and UPPS based on existing regulations.
7. The implementation of the MBKM learning program is carried out in stages.
8. The undergraduate program curriculum includes MKWU:
 - a. Religion;
 - b. Pancasila;
 - c. Citizenship;
 - d. and Indonesian.
9. The undergraduate program curriculum at FE UST is required to include the Student Science Education course.
10. The undergraduate program curriculum at FE UST is required to include Entrepreneurship courses.
11. The review and development of study program curricula are carried out through a benchmarking process at international, national institutions, laws and regulations, and sensitivity to issues including character education, Sustainable Development Goals (SDGs), narcotics, and anti-corruption education based on Tamansiswa teachings, as well as refers to the description of levels of IQF qualifications and professional associations. Description of IQF levels for undergraduate programs:
 - a. Able to apply their field of expertise, and utilize science, technology, and/or art in their field of problem solving, and be able to adapt to the situation at hand.
 - b. Mastering the theoretical concepts of a particular field of knowledge in general and the theoretical concepts of specific sections in that field of knowledge in depth, and being able to formulate procedural problem solving.
 - c. Able to make the right decisions based on information and data analysis and to provide guidance in choosing various alternative solutions independently and in groups.
 - d. Responsible for their own work and can be given responsibility for the achievement of organizational work.

12. Every graduate of the Faculty of Economics must have the following attitudes, knowledge, general skills, and specific skills:
 - a. Attitude
 - i. Have piety for God Almighty and be able to show a religious attitude;
 - ii. Upholding human values in carrying out duties based on religion, morals, and ethics;
 - iii. Contributing to improving the quality of life in society, nation, state, and civilization based on Pancasila;
 - iv. Act as citizens who are proud and love their homeland, have nationalism, and a sense of responsibility to the state and nation;
 - v. Appreciate the diversity of cultures, views, religions, and beliefs, as well as other people's original opinions or findings;
 - vi. Cooperate and have social sensitivity and concern for society and the environment;
 - vii. Obey the law and discipline in social and state life; (Love for Mother Earth).
 - viii. Internalize academic values, norms, and ethics;
 - ix. Demonstrate a responsible attitude towards work in the field of expertise independently;
 - x. Internalize the spirit of independence, struggle, and entrepreneurship;
And
 - xi. Able to internalize and apply Tamansiswa teachings in everyday life.
 - b. Knowledge
 - i. Mastering theoretical concepts, research methods, communication techniques, principles of leadership and entrepreneurship in analyzing management and organizational functions at the national and international levels.
 - ii. Mastering theoretical and technical concepts in compiling and analyzing financial reports, management reports, audit working papers/audit reports, tax reports, and information system design in various types of organizations, and able to apply Tamansiswa teachings to the scientific field of accounting.
 - c. General Skills

- i. Able to apply logical, critical, systematic, and innovative thinking in the context of the development or implementation of science, technology, and/or art that pays attention to and applies humanities values in accordance with their field of expertise;
 - ii. Able to demonstrate independent, quality, and measurable performance;
 - iii. Able to study the implications of the development or implementation of science, technology and/or art that takes into account and applies the values of the humanities in accordance with their expertise based on scientific principles, procedures and ethics in order to produce solutions, ideas, designs or art criticism;
 - iv. Able to compile a scientific description of the results of the study mentioned above in the form of a thesis or final project report, and upload it on the college website;
 - v. Able to make appropriate decisions in the context of solving problems in their area of expertise based on the results of information and data analysis;
 - vi. Able to maintain and develop a network with mentors, colleagues, and peers both inside and outside the institution;
 - vii. Able to be responsible for the achievement of group work results and supervise and evaluate the completion of work assigned to workers who are under their responsibility;
 - viii. Able to carry out the process of self-evaluation of work groups under their responsibility and be able to manage learning independently;
 - ix. Able to document, store, secure, and retrieve data to ensure validity and prevent plagiarism.
- d. Special skill
- i. Able to formulate management functions and carry out organizational functions of various types.
 - ii. Able to analyze the business environment, identify problems, develop strategic plans, and make managerial decisions and appropriate remedial actions, based on the developed alternatives.

- iii. able to compile, analyze, and interpret financial reports, tax reports, audit work papers/audit reports management accounting reports, and information system design in accordance with generally accepted principles (PABU) and applicable standards/rules, for various types of organizations, either manually or computerized.
 - iv. Able to make strategic decisions and provide suggestions/alternative solutions to stakeholders based on analysis of financial reports, tax reports, management reports, audit inspection reports, and/or the results of research conducted.
13. Curriculum review and development are carried out periodically every year.
 14. If the results of the review and development of the curriculum result in a change, a transition period of up to two semesters will be imposed.
 15. Curriculum changes as a result of preparation or changes are enforced by a Chancellor's Decree.
 16. The university-level curriculum consists of compulsory courses in higher education and features courses administered by the university.
 17. The faculty-level curriculum consists of feature courses organized by the faculty.
 18. The curriculum in the field of study consists of study materials to achieve learning outcomes and graduate profiles.

C. Learning Management

1. Lectures are held using the Semester Credit System (SKS).
2. The unit of study load and roundup that students must take is expressed in semester credit units (credits).
3. The types of semesters held by UST consist of Odd Semesters, Even Semesters, and Intermediate Semesters (SA).
4. Intermediate Semester (SA) is held between even and odd semesters for at least 8 (eight) weeks.
5. Student study load in the Intermediate Semester is a maximum of 9 (nine) credits and is in accordance with student learning load to meet predetermined learning outcomes.
6. The Intermediate Semester is held in the form of learning at least 16 (sixteen) times, including midterm exams and final semester exams.

7. Lectures can be conducted using *blended learning* , the *e-learning model* , and the distance education system (PJJ), with priority given to fulfilling Course Learning Outcomes.
8. in *blended learning* is held at least four times (for each subject).
9. Lectures with the PJJ System model are carried out according to applicable laws and regulations.

D. Learning

1. Each lecturer is required to hold at least 16 lectures (sixteen) according to a predetermined schedule in 1 (one) semester.
2. Learning can be:
 - a. Studying;
 - b. Responses and tutorials;
 - c. Seminar;
 - d. Practicum, field practice, work practice;
 - e. Research, design, or development;
 - f. Student exchange;
 - g. Apprenticeship;
 - h. Teaching Assistant;
 - i. Humanitarian Projects;
 - j. Independent Study/Project;
 - k. Businessman; and/or
 - l. other forms of Community Service.
3. The time allocation required for learning per 1 (one) credit is as follows.
 - a. Form of Learning 1 (one) credit in the Learning process in the form of lectures, responses, or tutorials, consisting of:
 - i. 50 (fifty) minutes per week per semester;
 - ii. structured assignment activities of 60 (sixty) minutes per week per semester; And
 - iii. independent activity of 60 (sixty) minutes per week per semester.
 - b. Form of Learning 1 (one) credit in the Learning process in the form of a seminar or other similar form, consisting of:
 - i. Learning process activities 100 (one hundred) minutes per week per semester; And
 - ii. Independent activity 70 (seventy) minutes per week per semester.

- c. Form of Learning 1 (one) credit in the Learning process in the form of practicum, field practice, work practice, Research, design, or development, student exchange, internship, Teaching Assistant, Humanitarian Project, Independent Study/Project, entrepreneurship, and/or Community Service , 170 (one hundred and seventy) minutes per week per semester.
 - d. Lessons in the form of research, humanitarian projects, independent studies/projects, and/or community service are allotted 170 (one hundred and seventy) minutes per credit including for preparing proposals and reports.
4. Each lecturer is required to fill out a complete lecture journal.
 5. Students are entitled to receive a learning plan in the form of an RPS for all courses taken at the beginning of the semester.
 6. Lecturers and students jointly sign the lecture contract at the beginning of the lecture. In the implementation of learning, if the number of hours of learning has not been fulfilled, then it must be fulfilled by changing lecture hours and/or with equivalent activities.
 7. Students are required to attend lectures for each subject in each semester for at least 80% (eighty percent) of the lectures held.
 8. To be able to take part in the Semester Final Examination (UAS), students are required to participate in 80% of learning activities and have fulfilled predetermined administrative requirements.
 9. Students can take follow-up exams for UTS and UAS for certain reasons regulated in the exam implementation regulations.

E. Study Period and Load

1. Undergraduate programs have a minimum study load of 144 Semester Credit Units (SKS) which are required in 8 semesters and can be completed in a maximum of 7 academic years.
2. The study load for undergraduate programs for Semester I and Semester II is a maximum of 20 credits.
3. Undergraduate study load for Semester III and thereafter uses the basis of academic achievement with the following conditions:

Previous Semester Achievement Index (IPS).	Semester Credit Unit Maximum Limit (SKS)
3.00 – 4.00	24 credits
2.50 – 2.99	22 credits
2.00 – 2.49	20 credits
1.50 – 1.99	18 credits
0.00 – 1.49	16 credits

4. Those taking courses must pay attention to prerequisite courses.
5. Students are allowed to repeat courses.
6. For students who repeat courses, the value used in the GPA calculation is the best score.

F. Trusteeship and Study Planning

1. Heregistration

At the beginning of each semester, in order to be able to take part in academic activities and other activities at UST, students must register with the following procedure:

- a. Take the SPP payment slip to the Finance Department by showing the last payment slip.
- b. Paying the Fixed SPP at the designated bank.
- c. Doing registration at BAK Tamansiswa Bachelor of Laws University by showing proof of payment of Fixed Tuition Fees .
- d. Doing guardianship.
- e. Fill in *the* KRS online .
- f. Pay off the variable SPP at the designated bank.

2. KRS Filling Procedure

- a. Download the KRS form and list of academic achievements on the Faculty of Economics *website* .
- b. Fill in the KRS in accordance with applicable regulations by asking the guardian lecturer for consideration and approval in manual guardianship.
- c. Fill in the KRS online through *the* academic portal.

- d. Courses can be approved or canceled by the guardian lecturer if they are not in accordance with the applicable provisions.
3. Credit Recognition in the MBKM Transcript.
- MBKM activities, credit recognition or equivalence is divided into two, categories: free form *and* structured form.
- a. *free form*

Independent learning activities for 6 months are equated with 20 credits without equating them to courses. The twenty credits are expressed in the form of competencies acquired by students while participating in the program, both in hard skills *and* soft *skills* in accordance with the desired learning outcomes. Learning outcomes and assessments can be expressed in these competencies. Apart from being in the form of an achievement assessment, the experience/competence gained during the internship can also be written in the form of a portfolio as an SKPI.
 - b. *structured form*

Independent learning activities can also be structured according to the curriculum pursued by students. The credits are stated in the form of equivalence with the courses offered, whose competencies are in line with MBKM activities.
4. Academic Advisor
- Academic supervisors are lecturers who are given the task of providing guidance in certain aspects that can affect student academic achievement. Every student has the right to receive guidance from an academic supervisor during his studies. The duties and responsibilities of the academic supervisor are as follows:
- a. Help develop a study plan.

Assistance in preparing study plans is provided by the Guardian Lecturer to students individually:

 - i. Taking courses every semester.

In this case, the guardian lecturer is expected to pay attention to:

 - (a) previous semester student achievement index;
 - (b) prerequisite courses;
 - (c) situation and condition of students.
 - ii. Taking elective courses.

- Directing students to take courses according to their interests and abilities.
- iii. Preparation for the implementation of the Final Project
Provide guidance to students about the starting time for the implementation of the final project and the preparation of pre-proposals.
 - iv. Give approval to fill in KRS.
 - (a) In this case, the guardian lecturer has the right not to approve/sign the KRS if the filling/selection of courses is not in accordance with applicable regulations.
 - (b) Monitor the development of student study results. Guardian lecturers are expected to be able to motivate students to complete their studies on time.
 - v. Give approval to the Student SKPI.
- b. Directing Learning Methods
One of the various possibilities that causes students to encounter difficulties in learning is due to their bad study habits, therefore student study habits need to be identified as early as possible.
 - c. Helps Bridge The Gap In Overcoming Problems Between Students and Lecturers
In the course of the teaching and learning process, sometimes there are also problems of misunderstanding between students and lecturers, so that problems arise for both parties. In cases like this the Guardian Lecturer must immediately intervene to normalize the relationship between the Student and the Lecturer concerned so that the teaching-learning process can return to normal.
 - d. Help Provide Alternative Solutions to Student Personal Problems
In fact, students are often faced with very complicated problems that they are unable to solve on their own. In this case the Guardian Lecturer must be observant in observing the condition of the student under his guidance. If there are indications in this direction, then the Supervisory Lecturer must try to find out the situation experienced by students through personal interviews.
 - e. Helps Secure Institutional Policy

In carrying out the teaching and learning process at tertiary institutions, there is usually a provision or regulation that applies to the institution and must be obeyed by the entire academic community. These provisions may be regulated by academic regulations or Campus Life Rules. In order to have a good Campus Life Organization, the Guardian Lecturer is obliged to socialize it by directing, fostering, and educating the students under his guidance so that they obey and comply with all these rules.

CHAPTER V

LEARNING ASSESSMENT

1. Assessment of learning is done by combining the assessment techniques, which are carried out by means of observation, participation, performance, written tests, oral tests and questionnaires.
2. The assessment process provided includes attendance, assignment scores, UTS and UAS.
3. The grades for practical and practicum courses are set separately by the study program and/or faculty.
4. Assessment mechanisms that exist in the learning process:
 - a. The lecturer conveys the lecture contract & syllabus at the beginning of the lecture which have been agreed upon between the lecturer and the student.
 - b. Carry out the assessment process in accordance with the stages, techniques, instruments, criteria, indicators, and assessment weights that contain the principles of assessment.
 - c. Provide feedback and opportunities to question assessment results to students; And
 - d. Documenting the assessment of student learning processes and outcomes in an accountable and transparent manner.
5. Lecturers have an obligation to submit final grades through the portal/cipedar and to study programs in the form of printed documents. The conversion of student learning assessment results is stated as follows.

Table 4. Final Conversion of Learning Assessment Results

Interval class	Quality Letters	Quality Score	Mention
90.00 - 100.00	A	4.00	With compliments
80.00 - 89.99	A-	3.80	Very very good
75.00 - 79.99	B+	3.30	Very well
68.00 - 74.99	B	3.00	Good
64.00 - 67.99	B-	2.80	Pretty good
60.00 - 63.99	C+	2.30	More than enough
56.00 - 59.99	C	2.00	Enough
40.00 - 55.99	D	1.00	Not enough
00.00 - 39.99	E	0.00	Fail

6. The measure of the success of student learning activities in one semester is expressed by IPS which is calculated by dividing the number of quality scores by the number of credits taken in a particular semester. The measure of the success of student learning activities in several semesters is expressed by the GPA which is calculated by dividing the number of quality points by the number of credits that have been taken.
- 7.

How to Calculate Student Achievement Index:

$$IP \text{ Semester} = \frac{\text{Quality Amount (Quality Score } \times \text{ Weight SKS)}}{\text{Total SKS taken}}$$

Example of calculating IPS with 3 courses:

$$3,60 = \frac{(4 \times 2 \text{ sks}) + (4 \times 4 \text{ sks}) + (3 \times 3 \text{ sks})}{9}$$

$$IP \text{ kumulatif} = \frac{\text{Quality Amount (quality Score } \times \text{ Weight sks) Cumulative}}{\text{Total SKS Cumulative}}$$

Example of calculating GPA with 4 courses

$$3,42 = \frac{(4 \times 2 \text{ sks}) + (4 \times 4 \text{ sks}) + (3 \times 3 \text{ sks}) + (3 \times 5 \text{ sks})}{14}$$

CHAPTER VI

EVALUATION OF STUDY PERIOD

A. Evaluation of the undergraduate study period

1. The longest study period for undergraduate students is 14 (fourteen) semesters, including study leave.
2. Evaluation of the undergraduate program study period is carried out at the end of semesters 2 (two) and 4 (four).
3. Evaluation of the study period of undergraduate program students is carried out at the end of semesters 2 (two) and 4 (four). Undergraduate students are allowed to continue their studies if:
4. At the end of the second semester get a $GPA \geq 2.25$; And
5. At the end of the fourth semester get a $GPA \geq 2.50$.
6. Students who have completed 12 (twelve) semesters have not succeeded in completing a study load of 120 credits, excluding TA, are given a Warning Letter and are required to sign a statement of ability to complete their studies.
7. Students who do not meet conditions (1), (2), and (3) are not allowed to continue their studies (drop out) by the chancellor's decision.

B. Final Study Evaluation

Students are entitled to obtain diplomas and Bachelor of Management (SM) and Bachelor of Accounting (S.Ak) degrees if they meet the following requirements:

1. Complete 144 credits with a minimum GPA of 2.50.
2. No E grade.
3. Composition of courses according to the curriculum.
4. Maximum D value of 5% of the total number of courses.
5. Compulsory passing subjects with a minimum grade of C are Pancasila, Religion, Citizenship, Student Education I and II, Indonesian Language, and Business Research Methods, Concentration Courses and Final Project Passing (Thesis).
6. Completing the judicial process.

C. Study leave

1. Students can apply for study leave for a maximum of 4 (four) semesters for undergraduate programs.
2. Study leave can be taken consecutively for a maximum of 2 (two) semesters.
3. The study leave permit is determined by the Chancellor based on a student's request approved by the Head of the Study Program and known by the Dean.

4. Students on study leave must fulfill administrative terms and conditions in accordance with applicable regulations.
5. The study leave period is counted as part of the study period.
6. Further provisions regarding study leave are regulated by the Chancellor's decision.

D. Drop Out of Study

1. Dropping out of student studies can be caused by the following:
 - a. Resign;
 - b. Does not meet the provisions of academic regulations;
 - c. Violating the student code of ethics which is regulated separately in the code of ethics book; And
 - d. *Force majeure*, which results in students not being able to continue their studies.
2. Dropping out of studies as referred to in paragraph (1), is determined through a Chancellor's Decree.

E. Graduation

Undergraduate program students are declared PASS with the following conditions:

1. Have completed the entire study load of at least 144 (one hundred and forty four) credits.
2. Have graduate learning outcomes targeted by study programs with a GPA greater than or equal to 2.50 ($GPA \geq 2.50$) with a maximum D score of 5% and no E grade.
3. Has published the Final Project through the UST *Repository* .
4. Has published one scientific article in a scientific journal that has an ISSN and can be accessed online.
5. For students in the Accounting Study Program, they must submit a Tax Brevet and ACPA certificate as a graduation requirement.
6. Has a TOEFL-PBT score \geq of 400 as demonstrated by proof of a TOEFL-PBT certificate issued by a credible institution; And
7. For study programs that have specificity, the TOEFL score is further determined in the Study Program Academic Guidelines.

CHAPTER VII
KKP, INTERNSHIP, KKN, THESIS, YUDISIUM, AND SKPI

A. Company Work Visit (KKP)

1. General Description

Company Work Visits (KKP) are intracurricular activities in the form of industrial visits that students must attend. A Company Work Visit is one of the requirements for students submitting their Thesis and Judicial Implementation.

a. Objective:

- i. Bridging students with the world of work through practical, applicable, and implementable experiences in the development of their knowledge.
- ii. Preparing a reliable and professional workforce through direct observation of the company's activities in running the business.
- iii. Improving and expanding the network of cooperation with business institutions both private and public, BUMN, State Institutions and Professional Organizations in accordance with the Management and Accounting Study Program.

b. Benefit:

- i. Students gain practical, applicable, implementative experience in the development of their knowledge.
- ii. Students are ready to become a reliable and professional workforce through direct observation of company activities in running a business.
- iii. Increasing the network of cooperation with business institutions both private, BUMN, State Institutions and Professional Organizations in accordance with the Management and Accounting Study Program.

c. Participant Terms and Conditions

- i. Registered as an active S-1 student.
- ii. Participants are students in at least semester IV.
- iii. Has completed administrative and financial obligations.

d. The task of the DPL KKP

- i. Directing and guiding students when carrying out KKP activities in the field;
- ii. Receive and evaluate KKP reports;
- iii. Give an assessment to the students who are mentored.

- e. KKP activity flow
 - i. Students register themselves as KKP participants.
 - ii. Students take part in KKP activities.
 - iii. Students make reports according to the provisions in groups.
 - iv. Students submit reports 1 week after the implementation of Company Work Visit Activities.

B. Apprenticeship

1. General description

The Internship Program is designed to improve the competence of Faculty of Economics students. The institution where the internship has been conducted has met the minimum criteria set by the Faculty of Economics. Each student participating in the internship will be guided by an Intern DPL determined by the Dean's Decree. The Internship DPL has the main task of planning and monitoring the implementation of the apprenticeship to publishing apprenticeship scores for the students under their guidance. The apprentice's achievement assessment is carried out by the apprentice agency and the Internship DPL.

2. Internship Purpose

Objectives of internship at the Faculty of Economics:

- a. So that students understand the application of the knowledge they have learned while attending lectures at the Faculty of Economics in agencies .
- b. Improving students' ability to solve problems (*problem solving*) faced by agency management with the knowledge that has been learned.
- c. Familiarize students with a work culture that is very different from the learning culture in terms of time management, communication skills , teamwork, and higher pressure to complete work on time.
- d. The internship program at the Faculty of Economics also provides benefits for the institution where the internship is held.
- e. The internship program is intended to implement a *link & match program* in the higher education system.

3. Internship Terms and Conditions

Further terms and conditions for internships are regulated in the study program internship guidelines.

4. Independent Campus Certified Internship

Independent Campus Certified Internship is an internship program organized through the Independent Campus Learning Program scheme. Through a certified internship program, students will gain experience working in the professional world for one full semester. Students can submit themselves by selecting a certified apprentice vacancy application available through <https://kampusmerdeka.kemdikbud.go.id/> when registration opens. Students are encouraged to consult with the DPA, read carefully, and adjust the criteria/parameters for each of the internship vacancies offered. The recognized conversion weight is a maximum of 20 credits by adjusting the competencies to be achieved (*hard skills* and *soft skills*). Students who can register are active students at least in the fifth semester.

C. Real Work Lecture (KKN)

1. General description

Real Work Lecture (KKN) is the implementation of the dharma of community service that is interdisciplinary in nature and its implementation requires students to apply the knowledge, technology, and arts they have mastered in the form of real work, empowering the community in a planned and measurable manner. KKN is a compulsory subject for undergraduate programs with a weight of 4 (four) credits and is managed by the Institute for Research, Development and Community Service (LP3M). KKN is carried out in the form of:

- a. Regular KKN, namely KKN carried out based on needs;
- b. Community Service Program for Ketamansiswaan, namely a Community Service Program that is focused on increasing the institutional capacity of Tamansiswa colleges with a priority scale jointly determined by UST and the Tamansiswa Association Supreme Council;
- c. Thematic KKN, namely KKN that is carried out with a certain program theme based on the results of an assessment and preliminary approach by LP3M to the target community;
- d. Professional KKN, namely KKN, is carried out to strengthen and improve the competence of graduates based on certain criteria of science, technology, and art.

Thematic KKN is a form of learning in the MBKM (Independence Learning Campus Merdeka) program. The learning process at the Merdeka Campus is one

of the manifestations of student-centered learning which is very essential. The KKN Technical Guidelines (JUKNIS) are published every KKN period by the Community Service Center of LP3M UST, which can be accessed and downloaded by students through the website <https://lp3m.ustjogja.ac.id/>.

2. KKN Goals and Targets:

The goals and targets of the UST FE KKN conform to the explanation in the JUKNIS KKN Center for Community Service LP3M UST.

3. Student Role

- a. As Monitors
- b. Students are able to create conditions for local rural/urban communities as members of the community who are able to carry out/implement development in their villages/cities.
- c. As a dynamist
- d. Students are able to capture situations, conditions and place themselves in accordance with the customs that exist in society and transform innovative development ideas.
- e. *As a problem solver*
- f. Students learn to solve development problems in society in a multi/interdisciplinary, cross-sectoral, and comprehensive manner.

D. Thesis

1. Definition of the Thesis

A Thesis is scientific writing in the form of an explanation of the results of research that discusses problems in the field of science according to the study program that is being pursued using the applicable rules.

2. Thesis Purpose

The preparation of the thesis is carried out with the aim of:

- a. Students are able to compile and write a scientific paper, in accordance with the field of knowledge pursued.
- b. Students are able to conduct research starting with formulating problems, processing data, collecting data, analyzing, and drawing conclusions.
- c. Helping students convey, use, and apply the knowledge gained into an integrated system for the development of knowledge.
- d. Produce publication outputs in reputable journals that have been approved by the thesis supervisor.

3. Thesis Theme:

The thesis themes that can be chosen by students of the Accounting Study Program are as follows:

- a. Taxation;
- b. Accounting information system;
- c. Financial Accounting;
- d. Management Accounting;
- e. Public sector accounting;
- f. Auditing;
- g. Sharia Accounting;
- h. Behavioral Accounting;
- i. Contemporary Accounting.

The thesis themes that can be chosen by Management Study Program students are as follows:

- a. Financial management;
- b. Human Resource Management;
- c. Marketing Management;
- d. Strategic Management.

4. Academic Requirements

- a. Students have completed the number of credits according to the provisions of their respective study programs, namely 128 credits.
- b. At the time of writing the thesis, students are allowed to take other courses for a maximum of 6 credits.
- c. Pass courses in Religion, Student Science Education I and II, Citizenship, Pancasila, Indonesian Language, Research Methodology, Statistics and Seminars with a minimum grade of C.
- d. Concentration/expertise courses get a minimum grade of C and concentration and expertise courses vary according to specialization.
- e. The maximum value of D is 5% of the total number of courses taken.
- f. Have a grade point average score ≥ 2.50 .
- g. Students who do not meet the point (af) must carry out academic consultations with the Head of the Study Program.

5. Administrative Requirements

- a. Submit the latest academic transcript that has been approved by the guardian lecturer.
 - b. Attach *a copy of* the current semester's KRS.
 - c. Completing the current semester's financial administration.
6. Thesis Submission Procedure

Students who have fulfilled the academic requirements for thesis preparation can then fill out the thesis preparation submission form through SiAP. The following is a flow chart for submitting the UST FE Thesis:



7. Procedure for Submission of the Thesis Examination (Awareness)

Students register online through SIA-FE and SiAP and upload the following documents in one *rar zip folder* :

- a. Compulsory Fill in the value transcript at SIA FE based on the value from the portal. Make sure the value input to SIA FE is **CORRECT** (Please double check after inputting it);
- b. Required to fill in/complete SKPI by uploading activity documents during college (not during high school) at simawa.ustjogja.ac.id (*username* & *password* are the same as the portal). To determine the scope of student activity categories, you can download the Chancellor's Decree on their respective Simawa accounts;
- c. Upload *scans* of SK & Proof of ACC Advisors 1 and 2 at SiAP;
- d. Upload *KTM scans* ;
- e. Upload *a scan* of your KTP;
- f. Uploading the latest KRS *scan* that includes the thesis;

- g. Upload *a scan* of proof of registration payment (the last fixed tuition payment);
- h. Upload *a scan* of the KKN certificate;
- i. Upload *a scan* of the birth certificate;
- j. Upload *a scan* of the last legalized diploma;
- k. Upload *a scan* of proof of an *English Proficiency Test* - UST (EPT-UST) score of at least 400;
- l. Upload LoA *scans* (Mandatory);
- m. Upload *a scan* of the ORIGINAL thesis payment receipt (First and extension) and MANDATORY to collect it from the TU FE ORIGINAL thesis payment receipt (First and extension), which is outside the city of Yogyakarta sent to the FE campus via POS;
- n. Upload *a scan* of the ACPA Certificate (Specifically for the Accounting Study Program);
- o. Upload *a scan* of the Brevet Certificate (Specifically for the Accounting Study Program);
- p. Uploading *a scan of* the statement letter wearing a hijab using a stamp of 10,000 (for female students whose photos are wearing hijab);
- q. Fill out the application for the TA exam at SITA and make sure the submission has been approved by supervisors 1 and 2;
- r. Fill in the thesis examination registration at SIA FE;
- s. Uploading graduation photos to SIA FE in the Awareness/Judicium File Section;
- t. Students send files to examiners via WA no later than 1 day before the exam:
 - i. Thesis (*Microsoft Word*)
 - ii. Manuscript publication and proof *of accepted* in a journal/LoA (Compulsory)
 - iii. *Youtube link* Presentation video in formal exam dress, maximum 5 minutes

E. Judiciary

1. Judiciary definition

Judisium is an academic process related to the announcement of the final grades of all courses that have been programmed and the determination of the final

grades will be read out by the lecturer/official concerned during the said student's graduation activities.

2. Judicial Requirements

- a. Name, NIM, place of birth date according to the last diploma
- b. The course name, grades, credit scores must be the same as those listed on the UST portal
- c. The title of the thesis is correct
- d. Minimum MKWU score of C Religion, Student Parks Education I, Student Parks II Education, Pancasila Citizenship and Indonesian Language
- e. Minimum Metopen and Statistics value C
- f. Minimum concentration MK score C
- g. Maximum D value of 5% of the total number of courses (2 courses)
- h. Minimum number of credits 144
- i. GPA ≥ 2.50
- j. It's not wrong to take the concentration MK group

3. Undergraduate Judiciary Program Procedures

Completing the yudisium requirements set out in the yudisium guidelines.

F. Diploma Companion Certificate (SKPI)

1. SPI definition

SKPI contains additional information about the academic achievements of UST graduates, including achievements in co-curricular, extracurricular or non-formal education. SKPI is composed of:

- a. SPI Number;
- b. National Diploma Number;
- c. College Logo;
- d. College Name;
- e. accreditation status;
- f. Study Program Name;
- g. The full name of the SKPI owner;
- h. Place and date of birth of the SKPI owner;
- i. Student identification number;
- j. Date, month, year of entry, and graduation;
- k. The title awarded and its abbreviation;
- l. Type of Education (academic, vocational, or professional);

- m. Higher Education Program;
 - n. The learning achievements of graduates of study programs are in accordance with the competencies of graduates in a narrative manner;
 - o. Work competency rating according to the Indonesian National Qualifications Framework;
 - p. Lecture language of instruction;
 - q. Scoring system; And
 - r. Types and levels of further education.
2. SKPI Guide

The SKPI guide is based on the Decree of the Chancellor of the University of Tamansiswa Bachelor of Laws Number: 109/UST/Kep/Rek/XII/2019 concerning Guidelines for Issuing SKPIs for Students Graduates of the University of Bachelor of Tamansiswa Yogyakarta, which details the code, scope of activities, evidence of activities, and weight. This letter can be accessed by students through the Student Information System at the University of Bachelors Tamansiswa (<https://simawa.ustjogja.ac.id>).

CHAPTER VIII

CODE OF ETHICS

The Faculty of Economics has a code of ethics that forms the basis of behavior for lecturers, students, and education staff.

1. The code of ethics consists of: lecturer code of ethics, a student code of ethics, and an education staff code of ethics.
2. The code of ethics as referred to in paragraph (a) refers to the noble values of Tamansiswa teachings and laws and regulations.
3. The code of ethics as referred to in the paragraph for students and lecturers (3) is regulated separately in the academic code of ethics book which can be accessed and downloaded via <https://fe.ustjogja.ac.id/>

CHAPTER IX
CLOSING

1. With the enactment of this regulation, the previous Faculty of Economics Academic Regulations were declared no longer valid.
2. Other matters that have not been regulated in this regulation will be regulated in separate regulatory provisions.
3. This regulation has been in effect since it was stipulated.

**FACULTY OF ECONOMICS
SARJANAWIYATA TAMANSISWA UNIVERSITY**

VISION

**Becoming a Faculty of Economics that excels in glorifying and educating the nation's life through Catur Dharma based on Tamansiswa principles in Southeast Asia in 2025
Asia Tenggara pada tahun 2025**



UST Faculty of Economics

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