

ACADEMIC GUIDELINES

FKIP UNS

ACADEMIC YEAR 2020/2021



**UNDERGRADUATE PROGRAMS
FACULTY OF TEACHER TRAINING AND EDUCATION
UNIVERSITAS SEBELAS MARET
SURAKARTA
2021**

**ACADEMIC GUIDELINES
FACULTY OF TEACHER TRAINING AND EDUCATION,
SEBELAS MARET UNIVERSITY
YEAR 2020/2021**

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PREFACE

Alhamdulillah, for the grace and gift of Allah subhanahu wataala God Almighty, the preparation of the **FKIP UNS Academic Guidebook for the 2020/2021 Academic Year** can be completed well to meet the need for academic guidelines for new FKIP UNS students for the 2020/2021 Academic Year. This book was compiled with the aim of providing initial information about the implementation of education at FKIP in particular and UNS in general, especially for new students of FKIP UNS S1 Program for the 2020/2021 Academic Year. However, because the latest regulations and provisions are mandatory to be followed by the previous academic year's batch, this book also needs to be informed to previous batch students, lecturers, and FKIP UNS education staff.

This Academic Guidebook contains provisions that must be considered and followed by UNS students. The provision that is a reference is the Regulation of the Rector of Sebelas Maret University Number 31 of 2020 concerning the Implementation and Management of Undergraduate Program Education. This book is used by FKIP UNS students of all generations of the Undergraduate Program. This book is also a reference for lecturers and all education staff in providing services to students. The FKIP UNS Academic Guidebook is presented as a *soft file* and can be downloaded through [the http://akademik.fkip.uns.ac.id](http://akademik.fkip.uns.ac.id) page.

We realize that there are still many shortcomings in this academic guidebook, therefore we really hope for feedback from all users, both from the internal side of FKIP UNS and external parties or the wider community.

Surakarta, July 2021

Drafting Team

DEAN'S REMARKS

Assalaamualaikum warahmatullahi wabarakatuh

Praise be to Allah SWT, God Almighty, for His gift given to us because we are still given the opportunity to carry out the duty of service in our respective fields in this difficult situation, namely during the COVID-19 pandemic. Hopefully in the future we will always be given ease and smoothness in advancing FKIP in particular and UNS in general to realize the vision of FKIP that we have set together, namely **to become a center for the development of science, technology, and art in the field of teacher training and education with an international reputation based on the noble values of national culture through the Tri Dharma of Higher Education.**

We are also grateful because the FKIP Document Preparation Team in 2021 has completed the preparation of the FKIP UNS Academic Guidebook for the 2020/2021 Academic Year. The existence of the Academic Guidebook is certainly useful for the academic community of FKIP UNS. Students can obtain information related to their studies, while lecturers and education staff obtain information on the procedures for providing academic services to students, including the latest information about **the Independent Learning Independent Campus programs.**

Through this book, students can find out the terms of academic and non-academic fields, the organizational structure of the leadership of the University and the Faculty, lecture procedures and processes, the education system including the form of independent learning, study completion, and the structure of student organizations at FKIP UNS. In addition, students can also find out the rules of student life including rights, obligations, prohibitions, sanctions, and awards for students. By knowing, understanding, and obeying these rules, it is hoped that a conducive and harmonious academic atmosphere will be created on campus. The creation of this atmosphere will certainly support the achievement of the vision, mission, goals, and goals of FKIP UNS.

In order to be more accessible to the FKIP UNS academic community (students, lecturers, and education staff) and other stakeholders from anywhere, the FKIP Academic Guidebook for the 2020/2021 Academic Year is provided in the form of a *soft file* that can be downloaded on [the http://akademik.fkip.uns.ac.id page](http://akademik.fkip.uns.ac.id). With the availability of the guidebook, it is hoped that it can provide benefits for various parties to support the smooth teaching and learning process at FKIP UNS.

Hopefully, students, lecturers, and all FKIP UNS education staff will always be given the strength to be born in carrying out academic and non-academic activities. In addition, our great hope is that all FKIP UNS students can follow the entire educational process smoothly and successfully, complete it on time, which is 8 semesters, graduate with an optimal achievement index, and get a decent job as soon as possible according to our common expectations. Aamiin ya rabbal alamin.

Wassalaamualaikum Wr. Wb.



TABLE OF CONTENTS

	COVER
PAGE.....	i
DRAFTING TEAM.....	ii
PREFACE.....	iii
DEAN	IV
TABLE OF CONTENTS	vi
LIST OF ATTACHMENTS	ix
CHAPT ER I INTRODUCTION	1
A. History and Development of FKIP UNS	1
B. Description of FKIP UNS.....	5
C. Philosophy, Vision, Mission, Goals, and Strategy of FKIP WHAT.....	6
D. Work Culture UNS	7
E. UNS Emblems, Hymns, and Mars.....	8
CHAPTER II ORGANIZATIONAL STRUCTURE.....	11
A. Organizations at the University Level	11
B. Organizations at the Faculty Level	12
C. Faculty Supporting Elements	1
CHAPT ER III EDUCATION SYSTEM.....	24
A. General Provisions	25
B. Graduate Competencies.....	27
C. New Student Admissions.....	27
D. Registration and Planning of Study	28
E. Study Load, Study Time, and Mastery	29
..... language	
F. Learning Management	31

G. Forms of Independent Learning	34
H. A Career College, a Graduate Student Internship, and Introduction to the School Field	40
I. Thesis and Final Project	40
J. Learning Assessment	41
K. Criteria and Predicates of Graduates	43
L. Graduation.....	44
M. Diploma, Transcript and SKPI.....	44
N. Academic Guidance.....	45
O. Study Extension, Study Interval, Inactivity Study and Resignation	45
P. Students Transfer	46
Q. Students, Students, and Credit Recognition	47

CHAPTER IV

ACADEMIC ADMINISTRATION SERVICES	49
A. Registration Service	49
B. Filling KRS	50
C. Lecture Administration..	51
D. Judiciary	51
E. Extension of Study	52
F. Hose Permit	52
G. Inactive Study	53
H. Student Resignation.....	53
I. Student Transfers..	54
J. Delay in Payment of UKT	54
K. UKT Fee Relief	55
L. UKT Refund 50%	55
M. UKT Payment Outside the Schedule	56
N. Observation, Survey, Field Lecture and Research.....	56
O. Certificate of Academic Activity	57
P. Letter of Approval	57
Q. Graduation Registration and Degree Management	57

	R. Legalissai Diploma and or Academic Transcript	58
	Q. Application for Degree and/or Academic Transcript ...	58
CHAPT ER V	STUDENT AFFAIRS AND ALUMNI	59
	A. Student Organization (ORMAWA)	59
	B. Student Welfare (KESMA)	64
	C. Reasoning and Creativity of Students	66
	D. Development of Character Education through MAWAPRES	68
	E. Alumni	68
CHAPT ER VI	RULES OF STUDENT LIFE.....	69
	A. Rights, Obligations, and Prohibitions of Students	69
	B. Facilities, Facilities, and Infrastructure	72
	C. Activities and Licensing	72
	D. Posters, Banners and Banners	72
	E. Clothing (Provisions for dressing in the FKIP UNS campus environment)	72
	F. Sanctions	73
	G. Awards.	73
	H. Disciplinary Commission	74
	I. Advocacy Commission	74
	J. Foreign Students	74

LIST OF ATTACHMENTS

APPENDIX

Link Website

- | | | |
|---|--|---|
| 1 | Academic Calendar 2020/2021 | https://uns.ac.id |
| 2 | Course Intake Flow (KRS) | http://akademik.fkip.uns.ac.id |
| 3 | Regulation of the Rector of Sebelas Maret University Number 31 of 2020 concerning the Implementation and Management of Undergraduate Program Education | https://hukumkerjasama.uns.ac.id |
| 4 | Decision of the Rector of Sebelas University March Number 610A/UN27/KM/2013 concerning Guidelines for Granting Dispensation for Single Tuition Payment for Sebelas Maret University Students | https://hukumkerjasama.uns.ac.id |
| 5 | Leaders of Faculty and Study Programs of FKIP UNS | https://fkip.uns.ac.id |
| 6 | List of FKIP UNS Lecturers | https://dosen.fkip.uns.ac.id/ |
| 7 | Program Accreditation and Implementation Permit Data Study in the FKIP UNS Environment | https://akademik.fkip.uns.ac.id |

- 8 Tuition payment flow, etc. *On Line* <https://payway.uns.ac.id>
- 9 Thesis Preparation Flow <https://fkip.uns.ac.id/2014/09/alur-Preparation-thesis/>

CHAPTER I

INTRODUCTIO

N

A. History and Development of FKIP UNS

1. Period 1950-1976

The history and development of the Faculty of Teacher Training and Education, Sebelas Maret University (FKIP UNS) cannot be separated from the long history of teacher education in Indonesia which began at the end of the Dutch colonial period. At that time to become a school teacher, you had to be a CVO (*Cursus Voor Volk Onderwijser*) school graduate, to be the number two elementary school teacher was a graduate of *the Normal School*, to become a *Holland Irlanders School* (HIS/Dutch Elementary School) teacher was a HIC graduate, and a *Hoofdt Acte graduate* was to become a MULO (SMP) teacher. After independence, in 1951 the government established Teacher School B (SGB) to educate prospective elementary school teachers, then in 1957 SGB increased to Teacher School A (SGA) plus B1 courses to educate prospective SLP and SGA teachers plus B2 courses to educate prospective SLA teachers. There are also *appointed Candidate 1 (C1)* and *Candidate 2 (C2)* graduates of universities in relevant fields of study to meet the needs of high school teachers.

In 1960, the two institutions were united into the School of Teacher Education (SPG) and the Teacher Education Course (KPG) for teachers who did not meet the requirements to become elementary teachers. Meanwhile, the implementation of high school teacher candidate education at the university level is Higher Education Teacher Education (PTPG) which was established in 1954 in several cities in Indonesia, including in the city of Bandung. In 1957, PTPG merged with the university to become the Faculty of Teacher Training and Education (FKIP) and in 1963 there were several FKIPs that stood alone to become IKIP (Institute of Teacher Training and Education).

The history of the implementation of teacher education in the city of Surakarta began in 1951 with the establishment of the B1 course of the Department of Constitutional Affairs and the B1 course of Physical Education. In 1966, the two institutions were upgraded to IKIP Negeri Surakarta based on the Decree of the Minister of PTIP Number 05 of 1966 dated January 22, 1966 and the Surakarta Sports College (STO) based on the Decree of the Minister of Sports Number 40 of 1967 dated April 1, 1967. In accordance with the development of education and the demands of the people of Surakarta, in 1976 based on the Presidential Decree of the Republic of Indonesia No. 10 of 1976 dated March 8, 1976, a state university was established in Surakarta

with the name of Surakarta Sebelas Maret and abbreviated as UNS, which is a union of 5 (five) universities in Surakarta

at that time, namely (1) IKIP Negeri Surakarta, (2) Sports College (STO) State of Surakarta, (3) Academy of Commercial Administration (AAN) State of Surakarta, (4) Faculty of Medicine of the Veteran National Development College (PTPN Veteran) Surakarta branch, and (5) Joint University of Surakarta (UGS). The unification of universities in Surakarta was named the State University of Surakarta Sebelas Maret (UNS).

2. Period 1976-2004

In its development, the name of the State University of Surakarta Sebelas Maret (UNS) was changed to Sebelas Maret University with the abbreviation UNS according to Presidential Decree Number 55 of 1982. At that time, UNS had 9 (nine) faculties, namely the Faculty of Education, the Faculty of Teacher Training, the Faculty of Cultural Letters, the Faculty of Socio-Politics, the Faculty of Law, the Faculty of Economics, the Faculty of Medicine, the Faculty of Agriculture, and the Faculty of Engineering. However, in the next development, 2 (two) faculties were merged, namely the Faculty of Education (FIP) and the Faculty of Teacher Training into one faculty, namely the Faculty of Teacher Training and Education (FKIP).

In 1984, FKIP UNS succeeded in adding several new study programs to the Permit for the Implementation of the Undergraduate Education Program by the Directorate General of Higher Education of the Ministry of Education and Culture of the Republic of Indonesia (Dirjen Dikti Depdikbud RI) Number 39/DIKTI/KEP/1984 dated June 28, 1984, which are grouped into 6 scientific majors and 22 study programs. FKIP UNS originally educated prospective high school teachers but in its development also educated prospective junior high school teachers with *crash-programs*. In 1989, FKIP was also tasked with educating prospective kindergarten and elementary school teachers through the Diploma II PGTK and DII PGSD programs, but in 2006 it was upgraded to the S1 PG PAUD level which has a concentration of graduates as educators in play groups or as teachers in kindergartens. In 1996, with the renewal of the Decree of the Director General of Higher Education of the Ministry of Education and Culture of the Republic of Indonesia Number 222/DIKTI/KEP/1996 dated July 11, 1996, there were several study programs that were merged and closed so that FKIP UNS only had 6 departments and 16 study programs.

Responding to the needs of the community, based on the Decree of the Director General of Higher Education No.140/DIKTI/KEP/2007 dated September 21, 2007, the institutional arrangement and determination of departments and study programs within FKIP UNS was carried out so that there were 6 departments and 22 study programs. In addition, there are the

opening of several new study programs. The study program is (1) Elementary School Teacher Education Study Program (PGSD) based on the Decree of the Director General of Higher Education No. 564/D/T/2007 dated March 20 2007 in 2007, (2) Guidance and Counseling Study Program based on permit Number 1625/D/T/2008 dated May 15, 2008 in 2008; (3) Early Childhood Education Teacher Education Study Program (PG-PAUD) based on permit No. 2326/D/T/2009 dated July 7, 2009 in 2009, (4) Javanese Language Education Study Program with Decree of the Minister of National Education No. 184/D/O/2010 dated November 23, 2010 in 2010; and (5) specialization in the Health and Recreation Physical Education Study Program, namely the Main Interest in Physical Education in Sports and Elementary School Health in 2011 through the permission of the Rector of UNS Number 11538/UN27/PP/2011 dated December 12, 2011.

To meet the need for a Bachelor of Education as an academic requirement for teaching in elementary schools, along with other LPTK, FKIP UNS was appointed by the Minister of National Education to organize a bachelor's program (S-1) in education for in-office teachers, namely the Recognition of Work and Learning Outcomes Program (SKGJ-PPKHB) with the Decree of the Minister of National Education No. 015/P/2009 dated February 16, 2009, which was supported by the Circular Letter of the Director of Manpower No. 2053/D4.1/2010. In early 2012, the Minister of Education and Culture gave permission to open a new study program with Number 187/E/O/2012, namely the Informatics and Computer Engineering Education Study Program. At the end of 2014, FKIP UNS added another concentration to the Economics Education Study Program with a concentration in Accounting, Office Administration and Commerce, with the Decree of the Rector of UNS Number 51A/UN27/PP2014 dated January 24, 2014. Thus, until the end of 2014, FKIP UNS has 25 education study programs at the S1 level (Bachelor of Education).

3. Period 2004 – 2017

In early 2014, the SKGJ-PPKHB program was held to realize the provisions in Law Number 14 of 2005 concerning Teachers and Lecturers and Government Regulation Number 74 of 2008 concerning Teachers which requires teachers to have academic qualifications, competencies, and educator certificates through academic and professional education levels. As for article 4 of Government Regulation Number 74 of 2008, it is emphasized that educator certificates for teachers are obtained through professional education programs organized by universities that have accredited education personnel procurement programs, both organized by the Government and the community. FKIP UNS is one of the LPTK that organizes the SKGJ-PPKHB program.

In addition to PPKHB, FKIP UNS starting in 2012 also held a Collaborative Vocational School PPG Collaboration Program Pilot based on the Decree of the Directorate General of Higher Education No. 67a/Dikti/Kep/2012. Based on the Decree of the Directorate General of Higher Education No.

17g/Dikti/Kep/2013, FKIP UNS was given the task as the organizer of the Pre-service Teacher Professional Education Program (PPG) Pilot Program in 2013-2016.

For regular education programs, FKIP UNS is allowed to open several new study programs, namely S1 Office Administration Education and S1 Accounting Education. All of them have the status of BKK (Special Expertise Field) so that there is an increase from Concentration to Study Program with the Decree of the Minister of Education and Culture of the Republic of Indonesia Number 419/E/O/2014. Until the end of 2016, FKIP UNS was allowed to hold the S1 Natural Sciences Education Study Program (P. IPA), S2 Biology Education, S2 Physics Education, S2 Chemistry Education, and S2 Pancasila and Citizenship Education.

4. Period 2018-2019

Starting in 2018, the S1 Physical Education, Health, and Recreation and S1 Sports Coaching Education study programs became separate faculties, namely the Faculty of Sports. Overall in 2018-2019 FKIP UNS has organized educational study programs at both the Bachelor (S1) level, Master's (S2) study program and Doctoral study program (S3) as follows:

a. Bachelor of Education Program (Bachelor of Education)

- 1) Exceptional Education
- 2) Guidance and Counseling
- 3) Elementary School Teacher Education
- 4) Early Childhood Education Teacher Education
- 5) Indonesian Language & Literature Education
- 6) English Language Education
- 7) Fine Arts Education
- 8) Javanese Language Education
- 9) Mathematics Education
- 10) Physics Education
- 11) Chemistry Education
- 12) Biology Education
- 13) History Education
- 14) Geography Education
- 15) Pancasila & Citizenship Education
- 16) Economic Education
- 17) Office Administration Education

- 18) Accounting Education
 - 19) Anthropological Sociology Education
 - 20) Building Engineering Education
 - 21) Mechanical Engineering Education
 - 22) Informatics and Computer Engineering Education
 - 23) Natural Sciences Education
- b. Strata 2 Education Program (Master of Education)
- 1) History Education
 - 2) Geography Education
 - 3) Indonesian Language Education
 - 4) English Language Education
 - 5) Mathematics Education
 - 6) Science Education
 - 7) Educational Technology
 - 8) Economic Education
 - 9) Exceptional Education
 - 10) Elementary School Teacher Education
 - 11) Chemistry Education
 - 12) Physics Education
 - 13) Art Education
 - 14) Regional Language and Literature Education
 - 15) Pancasila and Citizenship Education
 - 16) Biology Education
 - 17) Vocational Teacher Education
- c. Strata 3 Education Program (Doctor of Education)
- 1) Education
 - 2) Indonesian Language Education
 - 3) Education of Natural Sciences
 - 4) History Education
 - 5) Economic Education
- d. Teacher Professional Education Program

B. Description of FKIP UNS

1. Institution Profile

Name of the institution: Faculty of Teacher Training and Education,
Sebelas Maret University, hereinafter abbreviated as
FKIP UNS

Address : Jl. Ir. Sutami 36 A Surakarta, Central Java; Indonesia,
Tel (0271) 669124, Fax. (0271) 648939; E-mail:

fkip@fkip.uns.ac.id.; Website: <http://fkip.uns.ac.id>

Campus I

- a. Building A : Lecture Place of BK Study Program, Pend. Fine Arts, Exam Room, Courtroom, ICT, Faculty Senate;
- b. Building B: Lecture Room of Economics Education Study Program, Office Administration Education, Accounting Education, Courtroom, Exam Room, Laboratory, Lecturer Room;
- c. Building C: Pend. Geography, Pend. History, PPKN, Pend. Sociology of Anthropology, Courtroom, Exam Room, Laboratory, Lecturer Room;
- d. Building D: Pend Study Program Lecture Room. Biology, Pend. Chemistry, Pend. Physics, Pend. Mathematics, Lecturer Room, Exam Room, Physics, Chemistry, Biology and Mathematics Laboratory;
- e. Building E: Pend Study Program Lecture Room. Extraordinary, Counseling Guidance, Pend. Bahasa Indonesia, Pend. English, Pend. Javanese, Pend. Fine Arts, Studios/Laboratories, Courtrooms, Exam Rooms;
- f. Building F: Faculty Leadership Room, Faculty Administrative Service Room, Meeting Room, Hall, Prayer Room, Warehouse, Archive Room, Room for Faculty Support Elements;
- g. Building G: Postgraduate Lecture Room in Education, Professor's Room, Head of Postgraduate Study Program in Education.

Campus II

- a. FKIP UNS Pabelan Campus, Jl. Ahmad Yani Number 200, Pabelan, Sukoharjo, tel (0271) 718419
- b. FKIP UNS Kleco Campus, Jl. Slamet Riyadi Number 449 Surakarta, tel (0271) 714031.
- c. FKIP UNS Kebumen Campus Jl. Kepodang, Kebumen, tel (0287) 381169

C. Philosophy, Vision, Mission, Goals and Strategies of FKIP UNS

FKIP UNS establishes the Philosophy, Vision, Mission, and Objectives of the Faculty of Teacher Training and Education, Sebelas Maret University with the determination of the Dean and the approval of the Faculty Senate with the Decree of the Dean of FKIP UNS Number: 023/UN27.02/HK/2016 as follows:

Philosophy: FKIP UNS always prioritizes the active participation of all academic communities to achieve mutual progress.

Vision : To become a center for the development of science, technology, and art in the field of teaching and education with an international reputation based on the noble values of national culture.

Mission : 1. Organizing innovative education and learning based on the latest developments in the field of teacher training and

- education; Conducting research that produces new findings in the field of teacher training and education;
2. Organizing community service activities in the field of teacher training and education to improve the quality of education.
- Objectives:
1. To produce graduates who have faith and devotion to God Almighty, with noble, intelligent, and skilled personalities who are ready to become educators or professional education personnel with a global perspective;
 2. Producing new innovations in the field of teacher training and education as a foundation to solve problems in society and to build a better life;
 3. Producing community service works that are able to solve practical problems in the field of teacher training and education.

D. UNS Work Culture

As a foundation for work as well as motivating optimal work for its academic community, UNS has established 6 work cultures with the acronym ACTIVE with the following description:

1. **Achievement Orientation** ; - The ability to perform well and exceed set performance standards, be results-oriented and constantly strive for excellence. Aspects: Superior, focus on results, perfection, achievement standards, initiative, organization, learning, experts in their fields.
2. **Customer Satisfaction** (service user satisfaction); - The ability to help and serve others or meet the needs of service users both internally and externally. Aspects: Fast, responsive, focused on the needs of service users, empathetic, active, listening, interaction, open, positive.
3. **Team Work** (cooperation); - The ability to work together with others, both in large teams and small teams within the scope of the institution. Aspects: participation, contribution, cooperation, focus on team performance, tolerance.
4. **Integrity** ; - The ability to communicate intentions, ideas, and feelings openly and directly, and to be able to accept openness and honesty, even in difficult negotiations with others. One word is deed. Aspects: trustworthy, honest, responsible, reliable, consistent, disciplined and committed.
5. **Visionary** ; - The ability to set new goals when the set goals have been achieved and long-term orientation. Ability to adapt to changes in the environment and easily accept changes in institutions. Aspect: continuous improvement, translating new ideas to be implementable, innovation, reputation and managing change.
6. **Entrepreneurship** ; - The ability to process existing resources into products and services that have added value and seek profits/advantages

from opportunities that have not been done by others. Aspects: independence, common welfare, creativity, added value, entrepreneurship in the social fields, education, technology and economy.

E. Emblem, Hymn, and March of the University of Eleven March

1. What Symbols



The Meaning of the Emblem of the University of Sebelas Maret:

- The UNS emblem is in the form of a flower with 4 flower leaves as a visualization of the nation, which means the education of the nation's children who will one day make the nation and state proud.
- Three flower leaves; Upper, right, and left side are the embodiment of the Tri Dharma of Higher Education.
- One flower leaf below consists of 5 units symbolizing the precepts of Pancasila.
- The line forming 4 flower leaves is made in a chain in such a way as to illustrate the unity of the UNS academic community.
- The shape of the flower bud head is described as *Wiku* which comes from the Pali language, which more or less means a knowledgeable person. *Wiku* with a flame in the center of his face symbolizes the radiance of a mind full of wisdom, wisdom and nobility of mind as well as the ray of eternity of science.
- The circular series of words is candra sengkala (the Javanese year count): "Mangesti Luhur Ambangun Nagara" symbolizes the number of the year of Java 1908 or the year AD 1976.

Overall, it means that Sebelas Maret University aspires to build a country with noble qualities.

The trumpet candra is as if the praba is shining, Praba in the history of religion and puppetry is used by saints, wise, and virtuous. The center of the emblem is the brain of the wiku, which is depicted as a flame, hinting at the rays of the immortality of science. This means that Sebelas Maret University plays a role in contributing Science to the State. The color blue of

the navy symbolizes the pledge of allegiance and devotion to the country, nation, and science.

2. Hymn UNS

*Our Sebelas Maret University
We will always be devoted to
Sebelas Maret University We are
Exalted, your name is Pancasila
and the Tri Dharma Be the basis
of the foundation May it be
glorious, may it be eternal our
beloved Alma Mater*

The image shows a musical score for the UNS Hymn. The title "Hymne UNS" is written in a stylized font at the top. Below the title, the score is arranged in a grid of staves. The first staff is labeled "2/4" and "Marsyabac". The second staff is labeled "Dyahr & Ars." and "Josef Rishardjo". The score consists of multiple staves, each containing musical notation and lyrics. The lyrics are written in Indonesian and match the text provided in the previous block. The score is presented in a dark blue color scheme on a light background.

3. March UNS

*Sebelas Maret University We Carry
 Out the Noble and Sacred Task of
 Sebelas Maret University We Under
 the Pancasila Banner
 In His Work the Tridharma of Guidelines With the
 Forging of a Fertilizing Spirit
 For the Majesty and Majesty of the Eleventh March Alma Mater
 Beloved Alma Mater
 Sebelas Maret University We Affirm the LangAnda of Sebelas
 Maret University We Hope Jaya For a Long Time*

Mars UNS

1=Es/F. 4/4
 Tempo di march

Josief Rahardja

S 1 2 3 1 2 2	3 3 3 3 3	5 . . .	5 4 5 4 3 3 2	1 2 3 .
A 2 3 3 3 2 2	2 2 2 2 2	7 . . .	3 4 3 2 1 1 6	6 6 7 .
T 3 3 3 1 2 2	3 3 3 3 2	7 . . .	1 6 3 4	3 4 5 .
B 3 3 3 1 2 3	3 3 3 3 2	5 . . .	1 2 6 2	6 2 3 .

U - ri-vee - si - tas Seb'las Mar't kami mengemban tugas katur dan su - ci

TB : mang - dan su gae su - ci
 ta - lah - te - dah - san lang - kah - mu
 te - gae - kan lang - kah - mu

S 6 6 2 3 3	3 3 4 6 6	6 . . .	6 3 4 3 2 1 1	6 7 1 1 0 5
A 6 6 2 3 3	1 1 2 1 3	3 . . .	1 3 2 1 7 1 1	6 7 5 3 0 5
T 6 6 2 6 6	3 6 6 6 1	1 . . .	6 7 5 3	1 4 3 3 0 5
B 6 6 2 1 6	6 7 3 2 2 0	0 . . .	4 5 8 1	4 5 1 1 0 5

U - ri-vee - si - tas Seb'las Mar't kami di bawah banyu Pancasila di - la Di

TB : di Da - wah

S 2 3 5 1 6	6 3 6 6 6 7 7	7 7 7	7 5 7 7 7 1 1	1 7 6 7 .
A 2 3 3 1 3	3 6 4 4 4 5 3	3 3	8 3 2 5 3 6 6	6 5 6 5 .
T 5 7 1 3 3	1 1 2 2 4 7 7	7 7	7 7 7 7 7 1 1	1 7 1 7 .
B 7 7 1 3 3	6 6 6 6 8 3 5	3 5	3 3 3 3 6 3	6 5 6 3 .

dalam kibranya, Tridharma perilmannya dengan tempolan semu - ngat ya meribaja

S 6 7 1 2 3 6	4 3 4 3 6	6 . . .	6 3 4 2	6 3 4 3
A 6 7 6 6 1 3	4 6 3 3 3 4	6 . . .	3 3 2 1	3 3 2 1
T 6 3 6 4 3 6	4 6 3 3 3 6	6 . . .	1 1 2 6	1 1 2 6
B 6 3 3 6 6	6 6 6 6 7 6	6 . . .	6 5 7 6	6 5 7 6

Demi ke - agungan dan ke - ku - tuhan - an Al - ma - ma - ter Se - b'las Ma - ter

S 7 6 5 5 4 4	5 . . .	5 . . .	3 3 4 6 6 3	6 6 5 5 1 1
A 3 3 3 3 2 2	5 . . .	5 . . .	1 1 2 4 3 3	4 4 3 3 6 6
T 7 1 3 3 6 6	7 . . .	7 . . .	3 6 6 2 1 3	1 1 1 1 1 1
B 5 3 1 1 2 3	5 . . .	5 . . .	6 3 2 2 6 3	4 4 3 3 6 6

Al - ma - ma - ter tercah - la Seb'las Mar't kami S'ingit - ji - ya se - lama

S 6 7 1 . . .		
A 4 5 5 . . .		
T 1 7 1 . . .		
B 4 5 1 . . .		

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CHAPTER II ORGANIZATIONAL STRUCTURE

A. Organizations at the University Level

1. University Leaders

Departments	Name
Rector	Prof. Dr. Jamal Wiwoho, S.H., M.Hum.
Vice Chancellor for Academic and Student Affairs	Prof. Dr. Ir. Ahmad Yunus, M.S.
Vice Chancellor General and Resources Human Power	Dr. Bandi, M.Si., Ak.
Vice Chancellor for Research and Innovation	Prof. Dr. Kuncoro Diharjo, S.T., M.T.
Vice Chancellor for Planning, Business Cooperation, and Information	Prof. Dr. rer. Natasha Sajidan, M.Si
Director of the Directorate of Finance and Asset Optimization	Dr. E. Muhtar, S.Pd., M.Si., CFA
Director of the Reputation Directorate Academic and Student Affairs	Dr. Sutanto, S.Si, DEA.
Hospital Director	Prof. Dr. Hartono, dr., M.Si.
Secretary of UNS	Dr. Drajat Tri Kartono, M.Si.
Chairman of the Institute for Research and Community Service	Prof. Dr. Okid Parama Astirin, M.S.
Chairman of the Development Institute and Quality Assurance of Education	Prof. Dr. Sarwiji Suwandi, M.Pd.
Head of the Bureau of Planning, Information, and Cooperation	Widyatmoko, SH, MM.
Head of the Academic Bureau and Student Affairs	Drs. Rohman Agus Pratomo
Head of the Research and Community Service Bureau	Danang Tomi Harjanto, S.Sos
Head of General and Resources Bureau Human Power	Dr. Mustikawati Endah S., M.Si
Head of Human Resource Development Unit (PSDM)	Prof.Dr. Siswandari, M.Stats

Head of Admission Selection Unit New Students (SPMB)	Prof. Dr. Ir. Hadiwiyono, M.Si.
Head of UPT Remuneration	Dr. Drs. Sugiyanto, M.Si., M.Si

Head of Library UPT	Burhanudin Harahap, S.H., M.H., M.Si., Ph.D.
Head of Information Technology Unit and Communication	Drs. Bambang Harjito, M.App.Sc., Ph.D.
Head of UPT UNS Press	Dr. Bedjo Riyanto, M.Hum.
Head of Integrated Laboratory Unit	Dr. Sayekti Wahyuningsih, S.Si., M.Si.
Head of UPT Service Center and Language Development	Dr. Herianto, S.S., M.Hum.
Head of UPT International Cooperation and Services	Rino Ardhian Nugroho, S.Sos., M.T.I., Ph.D.
Head of Archives Unit	Yani Maryudiasti, S.Sos.
Head of Education and Education Unit Forestry Training	Dwi Priyo Ariyanto, S.P., M.Sc., P.hD.
Head of Public Relations and Media Unit	Dr. Deddy Whinata Kardiyanto, S.Or., M.Pd.

B. Faculty-Level Organizations

1. Faculty Leaders

LEADERS OF FKIP UNS FOR THE PERIOD 2019 – 2023

1. Dean : Dr. Mardiyana, M.Si
2. Vice Dean for : Prof. Dr. Slamet Subiyantoro, M.Si
Academic,
Research, and
Student Affairs
3. Vice Dean of Human : Dr. Dewi Kusuma Wardani, M.Si
Resources, Finance,
and Logistics
4. Vice Dean of Planning, : Dr. Djono, M.Pd
Business Cooperation,
and Information

2. S1, S2, and S3 Education Study Programs

No.	Departments	Name
1.	Head of S1 Study Program Guidance and Counseling	Drs. Edy Legowo, M.Pd.
2.	Head of PGSD Surakarta S1 Study Program Head of the S1 PGSD Kebumen Study Program	Dr. Idam Ragil Widiyanto Atmojo, S.Pd., M.Si. Drs. Suhartono, M.Pd.
3	Head of the S1 Special Education Study Program	Dr. Subagya, M.Si
4	Head of S1 PG- Early Childhood Education	Dr. Siti Wahyuningsih, M.Pd.
5.	Head of S1 Language & Literature Education Study Program Indonesia	Dr. Budhi Setiawan, M.Pd.
6	Head of the Fine Arts Education S1 Study Program	Dr. Adam Wahida, S.Pd., M.Sn.
7.	Head of S1 Study Program English Language Education	Dr. Ngadiso, M.Pd.
8.	Head of S1 Javanese Language Education Study Program	Dr. Djoko Sulaksono, S.Pd., M.Pd.
9.	Head of S1 Study Program Office Adm. Education	Dr. Hery Sawiji , M.Pd.
10.	Head of the S1 Economics Education Study Program	Dr. Sudarno, S.Pd., M.Pd.
11.	Head of S1 Study Program History Education	Dr. Sutiyah, M.Pd., M.Hum.
12.	Head of S1 Sociology Education Study Program- Anthropology	Dr.rer.nat.Nurhadi, S.Ant. M.Hum.
13.	Head of S1 Accounting Education Study Program	Dr. Sri Sumaryati, S.Pd., M.Pd.
14.	Head of S1 Study Program Geography Education	Dr. Yasin Yusup, S.Si., M.Si
15.	Head of S1 Pancasila Education Study Program & Nationality	Dr. Winarno, S.Pd., M.Si .

16.	Head of Physics Education S1 Study Program	Dr. Sri Budiawanti, S.Si., M.Si.
17.	Head of S1 Study Program Mathematics Education	Dr. Triyanto, S.Si., M.Si.
18.	Head of S1 Chemistry Education Study Program	Dr. rer. nat. Sri Mulyani, M.Si.
19.	Head of S1 Study Program Biology Education	Dr. Muzzazinah, M.Si.
20.	Head of the S1 Natural Sciences Education Study Program	Dr.paed. Nurma Yunita Indriyanti, S.Pd., M.Si., M.Sc.

21.	Head of S1 Education Mechanical Engineering Study Program	Dr. Yuyun Estriyanto, S.T., M.T.
22.	Head of S1 Study Program Education Building Engineering	Dr. Roemintoyo, M.Pd.
23.	Head of S1 Informatics Engineering Education Study Program and Computers	S.E., Ph.D., Ph.D.
24.	Head of the S2 History Education Study Program	Dr. Akhmad Arif Musadad, M.Pd
25.	Head of S2 Study Program Geography Education	Dr. Ahmad, M.Si
26.	Head of the Indonesian Language Education S2 Study Program	Prof. Dr. Suyitno, M.Pd.
27.	Head of S2 Study Program English Language Education	Prof. Dr. Joko Nurkamto, M.Pd.
28.	Head of S2 Mathematics Education Study Program	Dr. Budi Usodo, M.Pd.
29.	Head of S2 Study Program Science Education	Dr. Sarwanto, S.Pd., M.Si.
30.	Head of S2 Educational Technology Study Program	Dr. Triana Rejekiningsih, S.H., K.N., M.Pd.
31.	Head of S2 Study Program Economic Education	Dr. Kristiani, M.Si.

32.	Head of S2 Special Education Study Program	Dr. Herry Widyastono, M.Pd.
33.	Head of S2 Study Program Elementary School Teacher Education	Dr. Riyadi, S.Pd, M.Si.
34.	Head of S2 Study Program Physics Education	Sukarmin, S.Pd., M.Si., Ph.D.
35.	Head of S2 Chemistry Education Study Program	Dr. Sri Yamtinah, M.Pd.
36.	Head of S2 Study Program Art Education	Prof. Dr. Mulyanto, M.Pd.
37.	Head of the Indonesian Language Education S2 Study Program and Regions	Dr. Kundharu Saddhono, S.S., M.Hum.
38.	Head of the Pancasila and Citizenship Education S2 Study Program	Prof. Dr. Triyanto, S.H., M.Hum.

39.	Head of the Biology Education S2 Study Program	Dr. Bowo Sugiharto, S.Pd., M.Pd.
40.	Head of S2 Study Program Vocational Teacher Education	Dr. Suharno, ST., MT.
41.	Head of S3 Education Study Program	Prof. Drs. Gunarhadi, M.A., Ph.D.
42.	Head of S3 Study Program Indonesian Language Education	Prof. Dr. Andayani, M.Pd.
43.	Head of the S3 Science Education Study Program	Prof. Sulistyo Saputro, M.Si., Ph.D.
44.	Head of S3 Study Program History Education	Prof. Dr. Sariyatun, M.Pd.
45.	Head of S3 Economics Education Study Program	Prof. Dr. Trisno Martono, M.M.
46.	Head of PPG Study Program	Dr. A.G. Tamrin, M.Pd., M.Si

3. Faculty Administration

No.	Departments	Name
1.	Administrative Coordinator	Yunanto, S.T., M.Si
2.	Academic Sub Coordinator	Mila Purani Sistiyan, SE

3.	Non-Academic Sub-Coordinator	Luhur Sukamto, SH.
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C. Faculty Support Elements

1. Faculty Cooperation Unit and Business Management Agency Manager

NO.	POSITION	NAME
1.	Chairperson	Feri Setyowibowo, S.E., M.M. PhD
2.	Secretary	Dr. Rita Noviani, S.Si., M.Sc.
3.	Treasurer	Sugini, S.Pd., M.Pd.
4.	Coordinator of the Domestic Cooperation Division	Dr. Rima Vien Permata Hartanto, S.H., M.H.
5.	Member of the Cooperation Division Domestic	Dr. Suharno, S.T., M.T.
6.	Member of the Domestic Cooperation Division	Bayu Antrakusuma, S.Pd., M.Pd
7.	Division Coordinator Foreign Cooperation	Murni Ramli, S.P., M.Si., Ed.D
8.	Member of the Foreign Cooperation Division	Dr. Indah Widiastuti, S.T., M.Eng

9.	Member of the Foreign Cooperation Division	Febriani Sarwendah Asri Nugraheni, M.Pd
10.	Member of the Cooperation Division Overseas	Dr.paed. Nurma Yunita Indriyanti, S.Pd., M.Si., M.Sc.
11.	Member of the Foreign Cooperation Division	Dr. Nur Arifah Drajadi, M.Pd.
12.	Business Division Coordinator	Dr. Leny Noviani, S.Pd., M.Sc.
13.	Business Division Member	Eko Supri Murtiono, S.T., M.T.
14.	Division Coordinator Training Development Institute (LPD)	Dr. Mohammad Masykuri, M.Si.
15.	Member of the Institutional Division Training Development (LPD)	Dr. Akhmad Arif Musadad, M.Pd

16.	Member of the Institutional Division Training Development (LPD)	Dr. Adam Wahida, S.Pd., M.Sn.
17.	Member of the Institutional Division Training Development (LPD)	Dr. Sarwanto, S.Pd., M.Si
18.	Member of the Institutional Division Training Development (LPD)	Nurmiyati, S.Pd., M.Si
19.	Member of the Institutional Division Training Development (LPD)	Nur Fatah Abidin, S.Pd., M.Pd
20.	Division Coordinator Data and Information Development	Dewanto Harjunowibowo, S.Si., M.Sc., Ph.D
21.	Division Members Data and Information Development	Tito Suryono, S.Pd

2. Faculty Quality Assurance Unit (UPM)

The Faculty Quality Assurance Unit (UPM) FKIP UNS is a supporting element of the faculty to carry out quality assurance and improvement in a sustainable manner, in the implementation of the Tri Dharma of Higher Education, realizing the vision and mission of the faculty and university.

The UPM FKIP UNS team is as follows:

No.	Departments	Name
1.	Head of UPM	Dr. Eng. Herman Saputro, M.Pd., M.T.
2.	SPMI Science Study Program Coordinator Undergraduate Programs	Dr. Bowo Sugiharto, S.Pd., M.Pd.
3.	SPME Coordinator of Science Study Program Master's Program	Lina Mahardiani, S.T., M.M., M.Sc.Ph.D
4.	Monev and Audit Coordinator Science Study Program Master's Program	Dr. Baskoro Adi Prayitno, S.Pd., M.Pd.
5.	Coordinator of SPMI Social Study Program- Humanities Undergraduate Program	Dr. Rr Elisabeth Nugraheni Eko W,M.Hum
6.	SPME Coordinator of Social Study Program- Humanities Undergraduate Program	Dr. Endang Setyaningsih, S.Pd., M.Hum.
8.	Coordinator of Monev and Audit Study Program Social- Humanities Undergraduate Programs	Anayanti Rahmawati, S.Psi., Psi. M.A.
9.	Coordinator of SPMI Science Study Program Postgraduate Program	Dr. Budi Hastuti, S.Pd., M.Si.
10.	SPME Coordinator of Science Study Program Graduate Programs	Dr. Suharno, M.Si.
11.	Coordinator of Monev and Audit Study Program Science Programs Postgraduate	Dr. Yulianto Agung Rezeki, S.Pd., M.Si.

12.	Coordinator of SPMI Social Study Program - Humanities Program s Postgraduate	Dr. Dewi Gunawati, S.H., M.Hum.
13.	SPME Coordinator of Social Studies Study Program - Humanities Program s Postgraduate	Dr. Ribut Purwaningrum, S.Pd., M.Pd.
14.	Coordinator of Money and Audit Study Program Social- Humanities Graduate Programs	Dr. Arif Setyawan , S.Hum., M.Pd,

3. Integrated Education Practice Implementation Unit (UP2KT)

UP2KT FKIP UNS is a work unit that manages and organizes educational intracurricular activities in the form of educational internship activities and field experience programs (PPL) in the form of integrated educational practice activities for students and field experience programs at partner schools. These activities are mandatory with prerequisites for FKIP UNS students and aim to form professional educators, both as teachers and as other educators. Activities include teaching practice and practice carrying out other educational tasks.

UP2KT managers are as follows:

No.	Departments	Name
1.	Chairman	Prof. Dr. Leo Agung S., M.Pd
2.	Secretary	Dr. Cicilia Dyah S. I., M.Pd
3.	Program Division Coordinator and Budget	Dr. Atikah Anindyarini, S.S., M.Hum.
4.	Coordinator of the Cooperation and Public Relations Division	Dr. Upik Elok Endang Rasmani, M.Pd
5.	PPL Division Coordinator	Prof. Dr. Suciati, M.Pd.
6.	Internship Division Coordinator	Dr. Ani Rakhmawati, M.A., Ph.D
7.	Coordinator of the Monitoring Division and Evaluation	Dr. Joko Yuwono, M.Pd
8.	Coordinator of the Participant Debriefing and Placement Division	Dr. Laila Fitriana S.Pd M.Pd
9.	Coordinator of the Briefing Division and Participant Placement	Dr. Kartika Chrysti Suryandari, M.Si.
10.	Division Coordinator Information System Development	Basori, S.Pd., M.Pd

4. Faculty Thesis Team

To carry out thesis quality assurance is carried out by the FKIP UNS Thesis Team which is in charge of coordinating, monitoring the guidance process to the thesis exam and providing approval for the readiness of student thesis to be maintained in front of the Study Program Thesis Examiner Team. The composition of the FKIP UNS thesis team is as follows:

NO	DUTIES AND FUNCTIONS	NAME
1.	Coordinator of the thesis team of the Language Education study program Indonesia	Dr. Sumarwati, M.Pd
2.	Coordinator of the thesis team of the School Teacher Education study program Basic (Surakarta)	Karsono, S.Sn., M.Sn
3.	Coordinator of the thesis team of the School Teacher Education study program Basic (Kebumen)	Moh. Salimi, M.Pd
4.	Coordinator of the thesis team of the Sociology Education study program Anthropology	Siany Indria L., S.Ant., M.Hum
5.	Coordinator of the thesis team of the Physics Education study program	Dr. Rini Budiharti, M.Pd
6.	Program thesis team coordinator Building Engineering Education study	Abdul Haris Setiawan, S.Pd., M.Pd
8.	Program thesis team coordinator Accounting Education Studies	Nurhasan Hamidi, SE, M.Sc., Ak.
9.	Coordinator of the thesis team of the Special Education study program	Sugini, S.Pd., M.Pd
10.	Program thesis team coordinator Counseling Guidance Study	Rian Rokhmad Hidayat, S.Pd., M.Pd
11.	Coordinator of the thesis team of the Teacher Education study program Early Childhood Education	Muhammad Munif S., S.Pd.I., MA
12.	Coordinator of the thesis team of the English Education study	Dewi Cahyaningrum, S.Pd., M.Pd

	program	
13.	Program thesis team coordinator Javanese Language Education Study	Astiana Ajeng Rahadini, S.Pd., M.Pd.
14.	Coordinator of the thesis team of the Fine Arts Education study program	Lili Hartono, S.Sn., M.Hum
15.	Program thesis team coordinator Mathematics Education studies	Henny Ekana Chrisnawati, S.Si., M.Pd

16.	Coordinator of the thesis team of the Biology Education study program	Joko Ariyanto, S.Si., M.Si
17.	Program thesis team coordinator Chemistry Education studies	Dr.paed. Nurma Yunita Indriyanti, S.Pd., M.Si., M.Sc.
18.	Coordinator of the thesis team of the History Education study program	Dr. Musa Pelu, S.Pd., M.Pd
19.	Program thesis team coordinator Geography Education studies	S.P., M.Pd., M.Pd.
20.	Coordinator of the thesis team of the Pancasila Education study program and Nationality	Erna Yuliandri, SH, MA
21.	Coordinator of the thesis team of the Economics Education study program	Salman Alfarisy Totalia, S.Pd., M.Si
22.	Program thesis team coordinator Office Administration Education study	Dr. Cicilia Dyah SI, M.Pd
23.	Program thesis team coordinator Mechanical Engineering Education study	Budi Harjanto, ST, M.Eng
24.	Coordinator of the thesis team of the Engineering Education study program Informatics and Computers	Rosihan Ariyuana, S.Si., M.Kom

5. Faculty Research and Community Service Coordinator (KPPMF)

KPPMF FKIP UNS is a Faculty Support Element for research and community service activities organized by LPPM UNS at the faculty level.

KPPMF's duties include coordinating research and community service activities carried out by lecturers in study programs. The Coordinator of the KPPMF FKIP UNS Unit, as follows:

No.	Departments	Name
1.	Chairman	Copyright © 2019 S.Pd., M.Eng, PhD. All rights reserved.
2.	Secretary	Dr. Nur Arifah Drajadi, M.Pd
3.	Members	Febri Liantoni, S.ST., M.Kom
4.	Members	Yosafat Hermawan Trinugraha, S.Sos., M.A., Ph.D
5.	Members	Fairusy Fitria Haryani, S.Pd., M.Si.
6.	Members	Valiant Lukad Perdana Sutrisno, S.Pd., M.Pd.
7.	Members	Dwi Yuniasih Saputri, S.Pd., M.Pd.

6. Faculty International Office Management Team

To oversee the Internationalization of FKIP UNS, the International Office Unit of FKIP UNS was established with a team consisting of:

No.	Departments	Name
1.	Chairman	Murni Ramli, S.P., M.Si., Ed.D
2.	International Accreditation Division Coordinator	Dr. Indah Widiastuti, ST, M.Eng
3.	Student Division Coordinator Exchange	Dr.paed. Nurma Yunita Indriyanti, M.Si., M.Sc
4.	Coordinator of the Partnership and Internal Division Race	Dr. Nur Arifah Drajadi, M.Pd
5.	Scholar Exchange Division Coordinator	Abdul Rahman, Ph.D.
6.	Division Coordinator Information Technology	Bayu Antarakusuma, S.Pd., M.Pd
7.	Internal Database Division Coordinator	Febriani Sarwendah Asri Nugraheni, M.Pd.

7. Faculty Journal Development and Development Unit

The Coordinator of the Journal Development Unit of FKIP UNS is:

No.	Departments	Name
1.	Chairman	Khresna Bayu Sangka, S.E., M.M., Ph.D.
2.	Division of Planning, Journal Development National and International Reputation	Dr. Farida Nurhasanah, S.Pd., M.Pd.
3.	Journal Acceleration Division International Reputation	Copyright © 2019 S.E.S., Ph.D.
4.	Sinta Journal Accreditation Acceleration Division	Dr. Suharno, M.Si.
5.	Marketing and Divisions Evaluation Monitoring	Dr. Bramastia, S.Pd., M.Pd.
6.	OJS Development Division	Hasan Zainnuri, S.Pd., M.Pd.
7.	Web Support Division	Yusfia Hafid Aristyagama, ST, MT

8.	Data and Information Division	Nur Rahmi Akbarini, S.Pd., M.Pd.
9.	Design and Layout Division	Nur Fatah Abidin, S.Pd., M.Pd.
10.	Circulation Division 1	Anjar Fitrianingtyas, S.Pd., M.Pd
11.	Circulation Division 2	Bagas Narendra Parahita, S.Pd., M.Si.
12.	Guarantee System Division Journal Quality	Moh. Salimi, M.Pd

8. Student Unit Manager

NO.	POSITION	NAME
1.	Head of Unit	Dr. Septi Yulisetiani, M.Pd.
2.	Coordinator of Talent Interest, and Ormawa	Winda Dwi Lestari, S.Pd., M.Pd.
3.	Internationalization Coordinator	Ellisa Indriyani is the daughter of Handayani, S.Pd., M.Hum
4.	Coordinator for Reasoning and Creativity in the Science Field	Lina Mahardiani, S.T., M.M., M.Sc.Ph.D
5.	Coordinator for Reasoning and Creativity in the Social Humanities Sector	Dr. Ribut Purwaningrum, S.Pd., M.Pd.
6.	Coordinator for Welfare and Entrepreneurship	Jonet Ariyanto Nugroho, S.E., M.M.
7.	Coordinator for Career, Mental, Spiritual, and National	Agus Tri Susilo, S.Pd., M.Pd.

9. Managers of CDC (Career Development Centre) and Student Internships

The manager of the CDC Unit (Career Development Centre) and Student Internship has the task of managing and developing student careers; management, development, and coordination of educational internship activities and student industrial internships as well as; management and empowerment of alumni. Managers of CDC (Career Development Centre) and Internships as follows

NO.	POSITION	NAME
1.	Chairman	Prof. Dr. Leo Agung Sutimin, M.Pd
2.	Internship Division Coordinator Education	Dr. Cicilia Dyah Sulistyaningrum I, M.Pd.
3.	Member of the Education Internship Division	Dr. Anayanti Rahmawati, S.Psi., Psi., M.A.
4.	Member of the Education Internship Division	Dr. O'Neill is a very good writer. M.Pd
5.	Member of the Education Internship Division	Dr. Atikah Anindyarini, S.S., M.Hum.
6.	Internship Division Coordinator and Industry	Prof. Dr. Suciati, M.Pd.
7.	Member of the Internship and Industry Division	Anis Rahmawati, S.T., M.T.
8.	Member of the Internship and Industry Division	Dr. Laila Fitriana, S.Pd., M.Pd.
9.	Coordinator of the Career Development Center (CDC) Division	Dr. Septi Yulisetiani, M.Pd.
10.	Member of the Career Development Center (CDC) Division	Dr. Kartika Chrysti Suryandari, M.Si.
11.	Coordinator of the Alumni Empowerment Division	Dr. Edy Suryanto, M.Pd.
12.	Member of the Alumni Empowerment Division	Dadan Adi Kurniawan, S.Pd., MA.

CHAPTER III EDUCATION SYSTEM

A. General Terms

Education is held by implementing a semester credit system whose learning weight is expressed in semester credit units (SKS). The academic year is divided into 2 (two) semesters, namely the Odd Semester (August – January) and the Even Semester (February – July), each of which consists of 16 (sixteen) to 19 (nineteen) weeks of lectures. The curriculum is developed and implemented based on the Presidential Regulation of the Republic of Indonesia Number 8 of 2012 concerning KKNl and the Regulation of the Rector of Sebelas Maret University number 31 of 2020 concerning the Implementation and Management of Undergraduate Programs.

An explanation of some academic terms in the Rector Regulation of Sebelas Maret University Number 31 of 2020 is as follows.

1. Administrative registration is a process of activities to obtain a registered status as a student.
2. Academic registration is an activity to be able to attend lectures in the semester concerned by filling out the study plan card which is hereinafter abbreviated as KRS in accordance with applicable rules
3. Filling out KRS is the process of registering for courses taken in the semester in question.
4. Learning is the process of student interaction with lecturers and learning resources in a learning environment.
5. The national standard of higher education, hereinafter abbreviated as SN Dikti, is a unit of standards that includes national standards of education, coupled with national standards of research, and national standards of community service.
6. National education standards are the minimum criteria for learning at the higher education level in universities throughout the jurisdiction of the Unitary State of the Republic of Indonesia.
7. The Indonesian national qualification framework, hereinafter abbreviated as KKNl, is a framework for balancing competency qualifications that can juxtapose, equalize, and integrate between the field of education and the field of job training and work experience in order to provide recognition of work competencies in accordance with the work structure in various sectors.
8. The implementation of education is an arrangement regarding planning, supervision, monitoring, evaluation, and coaching

as well as organizing the implementation of education to achieve educational goals at the university.

9. Education management is an activity that implements the empowerment of educational resources to achieve educational goals at the University.
10. Education is a conscious and planned effort to create a learning atmosphere and learning process so that students actively develop their potential to have religious spiritual strength, self-control, personality, intelligence, noble morals, and skills needed by themselves, society, nation, and state.
11. A credit recognition program is a recognition of all forms of learning.
12. The curriculum is a set of plans and arrangements regarding the objectives, content, and subject matter as well as the methods used as guidelines for the implementation of learning activities to achieve higher education goals.
13. Semester credit units, hereinafter referred to as credits, are the measure of time of 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 students' efforts in participating in curricular activities in a Study Program.
14. Semester is the unit of time for the process of effective learning activities for at least 16 (sixteen) weeks, including midterm exams and end-of-semester exams.
15. Guidance is a guidance activity for students in learning,
16. Learning assessment is the process of collecting, analyzing, and interpreting academic information to determine the achievement of student learning outcomes.
17. A score is an assessment result number that shows the level of success of students in a learning assessment.
18. Grade is a measure of learning outcomes given by lecturers based on assessment scores that show the level of student competence in a certain course using certain rules.
19. The semester achievement index (IPS) is calculated by adding up the multiplication between the letter scores of each course that

and the credits of the course in question are divided by the number of credits taken in one semester.

20. The cumulative achievement index (GPA) is calculated by adding up the multiplicity between the loyal letter grades of the courses taken and the credits of the course in question divided by the number of credits of the courses taken and those that have been taken.
21. Graduate learning outcomes, hereinafter abbreviated as CPL, are the ability of graduates after students complete learning that specifically describe their knowledge abilities, skills, values and attitudes as well as realistic and measurable performance.
22. Semester learning plan, hereinafter abbreviated as RPS, is a learning process planning for a course set by lecturers independently or in a scientific group to meet learning process standards in accordance with SN Dikti.
23. A certificate accompanying the diploma, hereinafter abbreviated as SKPL, is a document that contains information about the academic achievements or qualifications of graduates of higher education with degrees.
24. An international class is a learning class attended by students of undergraduate programs from within and/or abroad, who in the implementation of their learning use international standards.
25. Online lectures, hereinafter referred to as online, are the implementation of distance education for UNS students that aim to increase access to quality learning.
26. Remedial learning is a process of improving grades for students who have not reached the course graduation standards, carried out by the lecturer in charge of the course concerned, through the process of relearning, assignment, response, and/or other relevant tasks.
27. Semester is learning that is held between even and odd semesters in the form of mixed learning and/or online learning at least 16 (six times) including mid-semester exams and final semester exams.

B. Graduate Competencies

FKIP UNS organizes a Bachelor of Education (Strata 1) education program with a Bachelor of Education (S.Pd.). Graduates of the Strata 1 education level are required to meet graduate competency standards which include attitudes, knowledge, and skills (both general skills and special skills) as outlined in the KKNi and SN Dikti. Competencies of graduates of the Bachelor of Education education program as prospective educators or professional teachers, graduates of the FKIP UNS Undergraduate Program must have the following qualifications:

1. Mastering the theoretical concepts of the field of knowledge and educational skills in general and the theoretical concepts of special sections in the field of knowledge and skills in depth;
2. Having a strong, intelligent and innovative character as evidenced by a high cumulative achievement index, a shorter study period and waiting period for work; as well as having a quality personality and 4 (four) professional educator competencies;
3. Have quality research and development results and strive to improve quality and quantity;
4. Have tangible results in community service that is increasing in quality and quantity;
5. Have a variety of innovative products in the field of education.

C. New Student Admissions

The admission of new students for undergraduate programs follows the provisions set by the Ministry. The admission system of undergraduate programs is regulated and coordinated by the University. The Faculty can submit proposals regarding the amount of capacity of new students to be accepted in each Study Program in accordance with the available resources. The university can admit new students for undergraduate programs through the independent route. The university can accept transfer students and transfer undergraduate programs through the independent route.

D. Registration and Study Planning

1. Registration

- a. Students are required to register at the beginning of the semester according to the academic calendar.
- b. Registration is carried out by the student concerned after meeting the applicable provisions.
- c. Students who do not register up to the deadline set in the academic calendar are considered inactive students with 0 (zero) credits.
- d. The conditions and methods of registration, including students who carry out student exchanges, are regulated in the Rector's Decree

3. Study Planning

- a. Students are required to plan their studies by taking courses in the semester in question by filling out the Study Plan Card (KRS) in accordance with applicable regulations.
- b. The filling of KRS is carried out at the beginning of each semester by students after obtaining verification and approval from the academic supervisor (PA).
- c. Course planning that students will take, paying attention to and considering social studies in the previous semester.
- d. The plan to take away students' right to freedom of learning for the implementation of the form of learning is consulted and must be approved by the PA

E. Learning Load, Learning Time and Language Mastery

1. Learning Load

- a. The learning load of undergraduate students is determined by the study program in accordance with the applicable curriculum.
- b. To meet the learning outcomes of undergraduate program graduates, students are required to take a study load of at least 144 credits consisting of at least 84 (eighty-four) credits of the Study Program courses and the rest can be taken in the independent learning program.
- c. One academic year consists of 2 (two) semesters and the Study Program can hold intermediate semesters in accordance with the provisions of SN-Dikti.
- d. More detailed provisions regarding the implementation of the intermediate semester will be regulated in the Rector's decision.
- e. Student learning load in semesters one and two is provided in the form of a package whose size is adjusted to the applicable curriculum in the study program.
- f. After the first two semesters of the year, students can take on the learning load more in accordance with the social studies achieved, with the following conditions:

Social studies < 1.50 maximum	:	
12 credits of social studies		1.50 - 1.99
maximum	:	16
credits		
IPS 2.00 - 2.49 maximum	:	18 credits
IPS 2.50 - 2.75 maximum	:	20 credits
IPS 2.76 - 3.00 max	:	22
Social Studies credits > 3.00		
maximum	:	24
CREDITS		
- g. One credit in the form of lecture learning, response and tutorial, consists of:
 1. 50 (fifty) minutes of face-to-face learning per week per semester;
 2. learning activities with structured assignments of 60 (sixty) minutes per week per semester;
 3. Independent study activities 60 (sixty) minutes per week per semester.
- h. One Credit on Shape Learning Seminar or Other similar forms of learning consist of:
 - 1) face-to-face learning activities of 100 (one hundred) minutes per week per semester;
 - 2) Independent learning activities 70 (seventy) minutes per week

per semester.

- i. One credit in the form of practicum learning, studio practice, workshop practice, field practice, research, community service, and/or other equivalent forms of learning, is 170 (one hundred and seventy) minutes per week per semester.

2. Study Period

- a. The study period of the undergraduate program is 4 (four) years or 8 (eight) semesters and can be taken for a maximum of 7 (seven) years or 14 (fourteen) semesters. However, students can complete a study period of less than 4 years or less than 8 semesters.
- b. Students who have not been able to complete their studies within 4 years or 8 semesters can extend their studies in accordance with applicable regulations.
- c. The study program is required to monitor and evaluate students' academic activities and take the necessary steps to help students to complete the learning process within the stipulated time. Monitoring and evaluation activities for academic activities are regulated as follows:
 - 1) At the end of the first year (semester II), students receive a warning through the academic information system (SIKAD) if they are unable to achieve a learning load of at least 36 credits with an average score of at least 2.00 or C.
 - 2) At the end of the second year (semester IV), students receive a warning through SIKAD if they are unable to achieve a learning load of at least 72 credits with an average score of at least 2.00 or C.
 - 3) At the end of the third year (semester VI), students receive a warning through SIKAD if they are unable to achieve a learning load of at least 108 credits with an average score of at least 2.00 or C.
 - 4) At the end of the fourth year (semester VIII), students receive a warning through SIKAD if they are unable to achieve a learning load of at least 144 credits with an average score of at least 2.00 or C.
- d. At the end of the fourth year (semester VIII) the success of student studies is assessed to determine the completion of the study.
 1. Completion of the study can be done if the student has collected a minimum of 144 credits or according to the curriculum of the study program, including a thesis or final project and meets the conditions: **GPA > 2.00 and no D and/or E grades.**

2. Students who do not meet the provisions (1) may be given an extension of the study period if they meet the provisions
- e. At the end of the seventh year (semester XIV), the success of student studies is assessed to determine the completion or termination of studies (*drop out*) with the following conditions.
 - 1) Completion of studies can be done if students **meet the** Requirements listed in *point d number (1)*
 - 2) Study stoppage or drop out is carried out if students **do not meet the** requirements *in point d number (1)*
- f. Students who submit their resignation are given a letter of determination of resignation from the University on the proposal of the Faculty and given a list of courses that have been taken according to the applicable mechanism.

3. Language Proficiency

1. Students are required to master English as a means to facilitate and improve the quality of their studies.
2. English language proficiency is characterized by the achievement of an English for Academic Purposes (EAP) score of 60 (sixty) or an institutional *Test of English as a Foreign Language* score of 450 (four hundred and fifty) or its equivalent.
3. For foreign students, they are required to master the Indonesian language for academic purposes by participating in the Indonesian Language for Foreign Speakers (BIPA) training until they are declared passed, or the Indonesian Language Proficiency Test with an Intermediate title with a minimum score of 482.
4. The activity was carried out by the UNS Language Technical Service Unit.
5. Mastery of English and Indonesian is one of the requirements for students to be able to take the thesis exam or final project.

F. Learning Management

1. Learning management is carried out by the Study Program based on the curriculum determined through the Rector's Decree.
2. The university and faculties determine courses with a large number of credits that must be included in the curriculum of the Study Program as the basis for the characterization of the University or Faculty.
3. The university's characteristic courses are community service, internship and entrepreneurship.
4. The course of the faculty is determined by each faculty
5. Every class in science and technology has at least one 5 students, while in the social sciences and humanities class there are at

- least 10 students, to be recognized as a lecturer's performance.
6. Study Programs as intended are mandatory:
 - a. Developing the curriculum of Study Programs based on KKNi and SN Dikti
 - b. Compiling the RPS for each course
 - c. Organizing learning programs in accordance with content standards, process standards, and assessment standards that have been set in order to achieve CPL
 - d. Carry out systematic activities that create a good academic atmosphere and quality culture,
 - e. Conducting CPL measurements based on the course learning achievement score (CPMK) and the weight of the CPMK score of the supporting courses in each CPL in each semester listed in the SKPI,
 - f. Conducting periodic monitoring and evaluation activities in order to maintain and improve the quality of the learning process, and
 - g. Periodically report the results of learning programs as a source of data and information in making decisions, improving and developing the quality of learning in accordance with applicable regulations.
 7. Students are required to participate in learning and other academic activities in an orderly and orderly manner with applicable regulations.
 8. Learning activities are interactive, holistic, integrative, scientific, contextual, thematic, effective, collaborative, and student-centered.
 9. The learning process must use effective learning methods in accordance with the characteristics of the course to achieve certain competencies set in the course in the series of CPL fulfillment.
 10. Learning methods include group discussions, simulations, case studies, collaborative learning, cooperative learning, project-based learning, problem-based learning, journal review, or other learning methods, which can effectively facilitate CPL fulfillment.
 11. Each course can use one or a combination of several learning methods and be accommodated in a form of learning.
 12. The form of learning can be in the form of lectures, responses and tutorials, seminars, practicums, studio practices, workshop practices, field practices, work practices, research, design, or development, military training, student exchanges, internships, entrepreneurship, and/or other forms of community service.
 13. The form of learning must include or accommodate the form of learning in the form of research at least 4 credits and community service of at least 2 credits.
 14. Learning activities can be carried out offline, online, and mixed.
 15. Learning activities are carried out for a minimum of 16 (sixteen) weeks or 16 meetings in one semester, including learning assessment activities.
 16. In the learning process, lecturers pay attention to and accommodate

special needs, limitations, and/or obstacles experienced by students with special needs/disabilities.

17. Before carrying out learning activities for each course, lecturers independently or jointly in a group of expertise in a field of science and/or technology in the Study Program, are required to prepare an RPS.
18. The provisions about RPS are set out further in the guide.
19. One academic year consists of 2 (two) semesters and the University can hold an intermediate semester.
20. Intermediate semesters are held:
 - a. For at least 8 (eight) weeks;
 - b. The student learning load is a maximum of 9 (nine) credits, and
 - c. In accordance with the learning curve of students to fulfill the CPL that has been set.
21. If the intermediate semester is held in the form of lectures, the learning process will be at least 16 (sixteen) meetings including the middle exam and the final exam of the intermediate semester.
22. The official language of instruction used in education and learning activities is Bahasa Indonesia, or English for international classes.
23. Certain regional languages and/or certain foreign languages can be used as the language of instruction in educational and learning activities as a complement to the use of Bahasa Indonesia.

G. Independent Learning Form

1. Learning Form and Process

- a. The form of independent learning can be carried out within the Study Program and outside the Study Program.
- b. The form of learning outside the Study Program is a learning process consisting of:
 - 1) Learning in other Study Programs and the same University
 - 2) Learning in the same and different Study Programs at different universities, and
 - 3) Learning at non-Higher Education Institutions.
- c. The fulfillment of learning outside the Study Program at the same university within a period of 1 (one) semester or equivalent to 20 (twenty) credits can be carried out in the same Study Program and/or in several different Study Programs.
- d. Learning outside of higher education is a maximum of 2 (two) semesters or equivalent to 40 (forty) credits.
- e. The learning process is carried out based on a cooperation agreement between universities or other related institutions and the results of the lecture are recognized through the credit transfer mechanism.
- f. The form of learning 1 (one) credit in the learning process is in the form of practicum. Studio practice, workshop practice, field practice,

work practice, research, design, or development, military training, student exchange, internship, entrepreneurship, and/or community service, equivalent to 170 (one hundred and seventy) minutes per week per semester unless otherwise specified in the Rector's Decree.

- g. Forms of learning in the form of research, design, or development must be added as a form of learning for undergraduate programs under the guidance of lecturers in the context of developing authentic attitudes, knowledge, skills, experiences, and improving the welfare of the community and the competitiveness of the nation.
- h. The form of learning in the form of community service must be added as a form of learning for undergraduate programs under the guidance of lecturers in order to utilize knowledge and technology to advance the welfare of the community and educate the life of the nation.
- i. The selection of the independent campus learning process outside of higher education consists of 3 (three) models, namely the learning block model, the non-learning block model, and the acceleration model

whose mechanism is handed over to the respective faculties/Study Programs.

- j. Forms of independent learning activities;
 - 1) student exchange;
 - 2) internships/work practices;
 - 3) teaching assistance in the Education unit;
 - 4) research/research;
 - 5) humanitarian projects;
 - 6) entrepreneurial activities;
 - 7) independent studies/projects;
 - 8) building villages/thematic real work lectures;
 - 9) military training; and
 - 10) other forms prescribed by the rector.
- k. The final report of independent learning activities in the form of research can be converted into students' final projects taken through internships, research/research, entrepreneurship, teaching assistance in educational units, and independent projects.
- l. The final report of independent learning activities in the form of community service can be converted into a student final project that is taken through humanitarian projects, teaching assistance in educational units, and building villages or thematic real work lectures.
- m. Universities/Faculties/Study Programs facilitate independent learning starting from semester 5 (five).
- n. The learning process outside the Study Program is carried out under the guidance of lecturers.

- o. The learning process outside the Study Program is carried out only for undergraduate programs and applied undergraduate programs.
- p. The implementation of the memorandum of understanding (MoU), the Cooperation Agreement (SPK) MoA was prepared in accordance with the UNS Rector's Regulation.
- q. The implementation of independent forms of learning refers to the University handbook.

2. Student Exchange

- a. Student exchange is a program that gives students the opportunity to take courses outside the Study Program.
- b. Outside the Study Program are other different Study Programs within one college;
- c. Other Study Programs that are the same or different outside of higher education, within the territory of Indonesia, and
- d. Other Study Programs that are the same or different at universities abroad.
- e. The Study Program in question is a Study Program that already has SPK.
- f. The number of credits that students can take in the student exchange program is a maximum of 20 credits.
- g. PA approves the taking of courses in student exchange programs as evidenced through KRS.
- h. Taking courses in student exchange can be taken starting from semester 5 (five).
- i. The chosen course should be able to enrich and provide benefits in realizing the profile of the Study Program graduates or increasing student competence.
- j. The implementation of student exchanges refers to the University's guidelines.

3. Internship Program

- a. The internship program aims to provide contextual experience to students and *experiential learning* so that students gain theoretical and practical skills, complex problem solving, analytical skills, as well as interpersonal and intrapersonal skills in the form of professional/work ethics, communication, and cooperation.
- b. The internship program can be taken by students who have taken a minimum of 84 (eighty-four) credits.
- c. Internship activities are guided and assessed by lecturers and supervisors from the internship institution/institution
- d. Activity 1 (one) internship credit is equivalent to 2,720 (two thousand

- seven hundred and twenty) minutes.
- e. The internship activities were carried out in accordance with the MoU/SPK document agreed upon by both parties.
 - f. The implementation of the internship/practice refers to the University's guidelines.

4. Teaching Assistance Program

- a. The teaching assistance program in the educational unit aims to:
 - 1) Providing opportunities for students who have an interest in the field of education to participate in teaching and deepening knowledge by becoming teachers in educational units
 - 2) Helping to improve the equitable distribution of the quality of education and the relevance of primary and secondary education with advanced education and the development of the times
- b. Teaching assistance programs in educational units can be taken by students who have taken a minimum of 84 credits
- c. Teaching assistance programs in educational units are guided and assessed by lecturers and assistant teachers in educational units
- d. Teaching assistance activities in educational units are carried out in accordance with the MoU/SPK document agreed upon by both parties
- e. The implementation of teaching assistance in educational units refers to University guidelines

5. Research Program

- a. The student research program aims to build a way of thinking critically in various scientific groups, so that students have better knowledge and research skills.
- b. Activity 1 (one) research program credit is equivalent to 2,720 (two thousand seven hundred and twenty) minutes.
- c. In carrying out research activities, students are guided and assessed by supervisors and coordinators appointed by the institution/laboratory where students participate in research activities.
- d. The implementation of the research refers to the University's guidelines.

6. Humanitarian Project

- a. The humanitarian project aims to prepare excellent students who uphold human values in carrying out tasks based on religion, morals, and ethics.
- b. train students to have social sensitivity to explore and dive into existing problems and help provide solutions according to their interests and skills and,
- c. Assist individuals and communities in developing and improving skills and the ability to use existing resources to solve the problems faced.

- d. Activities in humanitarian projects in the form of volunteer activities at the Institution:
 - 1) non-profits engaged in the humanitarian, welfare, health, educational sectors, both domestically and internationally, or
 - 2) government engaged in welfare, humanitarian, health and education.
- e. One credit of humanitarian activities is equivalent to 2,720 (two thousand seven hundred and twenty) minutes.
- f. Humanitarian project activities are guided and assessed by supervisors and supervisors/mentors who are competent in their fields.
- g. The implementation of humanitarian projects refers to the University's guidelines.

7. Entrepreneurship Program

- a. The objectives of the entrepreneurship activity program include:
 - 1) Improve Interest Entrepreneurial for develop their business early and guided, and
 - 2) Facilitate student entrepreneurship to reduce the unemployment rate.
- b. One credit of entrepreneurial activities is equivalent to 2,720 (two thousand seven hundred and twenty) minutes.
- c. Entrepreneurial activities are guided and assessed by competent supervisors and mentors of entrepreneurial experts or entrepreneurs
- d. The implementation of entrepreneurial activities refers to the University's guidelines.

8. Independent Project Activity Program

- a. The objectives of the independent study activity program/project include:
 - 1) realizing student ideas in developing innovative products.
 - 2) organizing research and development (R&D)-based projects, and
 - 3) Improving student achievement in national and international events
- b. Students form independent project teams consisting of students across Study Programs and/or across faculties.
- c. Activity 1 (one) credit of independent project activities is equivalent to 2,720 (two thousand seven hundred and twenty) minutes.
- d. Independent study activities/projects are guided and assessed by companions/supervisors and experts in the field in accordance with the study conducted.
- e. The implementation of independent study activities/projects refers to the University's guidelines.

9. Village Building Program

- a. The objectives of the activity to build villages/thematic real work lectures (KKNT) are:

- 1) provide opportunities to implement the science, technology, and skills it possesses in collaboration with many stakeholders in the field, and
 - 2) helping to accelerate development in rural areas together with the Ministry of Villages and Rural Development.
- b. The form of village building activities/thematic real work lectures (KKNT) is to assist in program planning, starting from the study of village potential, problems and challenges of village development, and compiling priorities
- development, designing programs, designing facilities and infrastructure, empowering the community, managing BUMDes, supervising development, and monitoring and evaluation.
- c. Village/KKNT building activities can be taken by students who have taken a minimum of 84 credits.
 - d. The radius of the target village with the planned campus is about 200 km
 - e. Activity 1 (one) credit of village building/KKNT activities is equivalent to 2,720 (two thousand seven hundred and twenty) minutes.
 - f. The results of the activity can be equated with a thesis or final project.
 - g. Village building activities / KKNT are guided and assessed by the supervisor and supervisor of the village where students carry out project activities.
 - h. The implementation of village building activities/KKNT refers to the University's guidelines.

10. Military Training Program

- a. Military training is an actualization of national defense to support the University as a Fortress of Pancasila
- b. Defending the country is the determination, attitude, and behavior of citizens that are carried out in an orderly, comprehensive, and integrated manner and are imbued with love for the Unitary State of the Republic of Indonesia based on Pancasila and the 1945 Constitution of the Republic of Indonesia in ensuring the survival of the nation and state.
- c. The purpose of defending the country is to increase the spirit of leadership, patriotism, national insight and discipline.
- d. Activity 1 (one) credit of state defense activities is equivalent to 2,720 (two thousand seven hundred and twenty) minutes.
- e. State defense activities are guided and assessed by supervisors appointed by the training institution.
- f. The implementation of military training activities refers to the University's guidelines.
- g. Real Work Lectures, Student Internship Lectures, and Field

Introduction to School

11. Real Work Colleges and Student Internships

Undergraduate students are required to take part in Real Work Lectures (KKN) and Student Internship Lectures (KMM) in accordance with the curriculum set by the Study Program. KKN and KMM can be recognized from independent learning activities referring to University guidelines. Taking KKN courses for undergraduate program students requires a minimum credit of 100 credits. The requirements, procedures, procedures and implementation of KKN are further regulated by the Institute for Quality Assurance and Education, Faculties and/or Study Programs.

12. Introduction to the School Field (PLP)

Starting from the 2018/2019 academic year, students no longer use educational internship 1, educational internship 2, and educational internship 3. The three were replaced with the School Field Introduction (PLP) course with a weight of 4 (four) credits which was carried out in semester VII.

H. Thesis and Final Project

1. At the end of the study period, students are required to prepare a thesis or final project with a weight of 4 (four) to 6 (six) credits in accordance with the curriculum of the Study Program.
 2. The thesis can be recognized from independent learning activities, while this recognition refers to the guidelines set by the University.
 3. The preparation of the thesis can begin if the student has completed a minimum of 100 credits of study.
 4. A thesis can be written based on the results of field research or the results of research in laboratories or other research according to scientific characteristics and study programs.
 5. In the process of completing a thesis or final project, students are accompanied by 1 (one) or 2 (two) supervisors in accordance with the provisions of the Faculty.
 6. The maximum duration for preparing the thesis is 12 (twelve) months with progress monitoring every 6 months after submission on the study plan card.
 7. Thesis coordinators are formed by the Faculty and Study Programs to ensure the quality of the process and the quality of student thesis
 8. Additional time for guidance and thesis writing can only be given with the approval of the thesis coordinator and the head of the program
- The study is accompanied by a statement of willingness and/or approval from the supervisor

9. To account for the thesis that has been prepared, students are required to take the thesis exam.
10. Before taking the thesis exam, students are required to write a scientific article that is summed up from the thesis and are required to upload it on the University's repository page or publish it in national or international scientific publications.
11. Students who succeed in publishing scientific articles from the results of thesis writing in at least indexed national journals Sinta 2 or indexed international journals that are not included as predatory as the first author are exempted from the thesis exam with a score of 4.00 (A).
12. Provisions on procedures, the formation of thesis coordinators, quality standards for writing and examinations, and writing scientific articles are further regulated in the guidelines of the study program or faculty.

I. Learning Assessment

1. Student learning assessments include CPL and additional competencies
2. Students are required to follow the learning assessment process in accordance with the demands of the study program curriculum.
3. The learning assessment is carried out to determine the level of course learning achievement (CPMK) according to student competencies in the form of attitudes, knowledge, general skills, and special skills that have been determined in the curriculum of the study program.
4. Learning assessment consists of the assessment of the process and results of each skill stage listed in the RPS prepared by the lecturer or the team of lecturers who teach the course
5. The assessment of the learning process is prepared by each lecturer or team of supporting lecturers in the form of a rubric and/or an assessment of the results in the form of a portfolio or design work according to an agreement with students through a learning contract
6. Learning assessments can be carried out through written test techniques, oral tests, performances, observations, interviews, questionnaires, projects, assignments, and other relevant techniques.
7. Learning assessment in parallel classes is regulated by a team of teaching lecturers to reach a standardized graduate competency achievement agreement.
8. Learning assessment is based on the principles of educational, authentic, objective, accountable, and transparent which are carried out in an integrated manner.
9. Learning assessment can be carried out by lecturers or a team of teaching lecturers with or without the participation of students and/or other stakeholders.
10. CPMK assessment reporting is carried out at least 2 (two) times in one

semester, namely mid-semester assessment and end-of-semester assessment.

11. Students can take the exam to get an assessment if the learning attendance percentage is at least 75%
12. The learning assessment uses a scale of 5 (five) with a range of 0 – 4 (zero to four).
13. Learning assessments for students with special needs/disabilities are carried out flexibly by considering their limitations or obstacles.
14. Flexible assessment can be in the form of increasing time to do tests, moving test places, reducing materials, choosing strategies or methods, using tools or types of assessment, and other forms in accordance with the lecturer's policy.
15. Students are declared to have passed the assessment of a course if the final score in the course is at least 2.00 (two point zeros) or C.
16. Students who have not reached the minimum graduation standard (C), are given the opportunity to improve grades through remedial teaching given by the lecturer of the relevant course once before the announcement of the assessment results (judiciary).
17. Students who have passed certain courses but still want to improve their grades, are required to attend lectures in the next semester by including these courses in KRS.
18. The score used for students who take part in the improvement is the final grade.
19. The technical provisions regarding remedial teaching are further regulated in separate provisions through the Rector's Decree.
20. The determination of the graduation of a course is based on the benchmark reference assessment criteria.
21. The final score of a course is obtained from the results of score conversion with the provisions as presented in Table 1.

Table 1. Score Range for Final Assessment

No.	Score Range (100 Scale)	Value Range	
		Numbers	Letters
1	≥ 90	4,00	A
2	80 – 89	3,70	A -
3	75 – 79	3,30	B+
4	70 – 74	3,00	B
5	67 – 69	2,70	B-
6	64 – 66	2,30	C+
7	60 – 63	2,00	C
8	50 – 59	1,00	D
9	< 50	0,00	E

J. Criteria and Predicate of Graduates

1. Graduate Criteria

- a. Students are declared to have completed the undergraduate program education if the student concerned has taken all the learning load and met the CPL set by the Study Program with a GPA greater than or equal to 2.00 (two zero-zero points) and no courses that have not passed.
- b. Students can take the final exam if they have passed all courses.
- c. The date of completion or graduation of undergraduate program education is the date of the thesis exam or the date of article validation for students who do not take the thesis exam.
- d. If the deadline for the thesis revision cannot be completed, the student concerned must be retested.
- e. Further provisions regarding thesis exams or final projects and/or validation of student scientific articles are regulated by the Faculty.
- f. Students who participate in the Independent Learning program must meet the requirements in accordance with the guidelines that have been determined in each Independent Learning activity.
- g. Credits from independent learning activities can be recognized in accordance with the provisions in the guide.
- h. Assessment in independent learning activities in each activity based on guidelines.
- i. Graduation in each independent learning activity is based on guidelines.

2. Graduate Predicate

- a. The predicate of student graduation consists of 3 (three) levels, namely satisfactory, very satisfactory, and with commendation (*cum laude*) stated on the academic transcript.
- b. The student's graduation predicate is regulated by the following criteria:
 1. Students are declared to have graduated with a satisfactory predicate if they achieve a GPA of 2.76 (two points seven six) to 3.0 (three point zero);
 2. Students are declared to have graduated with a very satisfactory predicate if they achieve a GPA of 3.01 (three point zero one) to 3.50 (three point five zero);
 3. Students are declared to have graduated with a very satisfactory predicate if they achieve a GPA greater than 3.50 (three point five zeros) with a study period of more than 4 years or 8 semesters;
 4. Undergraduate students are declared to have graduated with honors (*cum laude*) if they achieve a GPA greater than 3.50 (three point five zeros) with a study period of no more than 4 years or 8 semesters;
 5. Students with a GPA of less than 2.76 are declared to have graduated without being given a predicate.

K. Graduation

1. Students who are declared to have completed their undergraduate program education take part in the graduation organized by the University.
2. To be able to take part in university graduation, Students must meet the prescribed administrative requirements.
3. Provisions regarding the graduation of undergraduate program graduates are further regulated by the Rector's Decree.

L. Diploma, Transcript and SKPI

1. Students who have completed undergraduate program education are entitled to receive diplomas, transcripts, and diploma companion certificates (SKPI) in accordance with applicable regulations.
2. The diploma is signed by the dean and the Rector.
3. Transcripts of grades are signed by the Dean.
4. The certificate of accompanying the diploma (SKPI) is signed by the Dean which contains the results of CPL measurements, additional competencies, and academic achievements that have been successfully achieved by the student.
5. When there are errors in the writing of the degree, transcript the grades. And SKPI, a certificate of improvement will be issued.

6. A certificate of improvement in the writing of diplomas and/or transcripts of grades is issued by the Rector at the request of the dean of the faculty.

M. Academic Guidance

- i. In an effort to help students develop their potential so that they can complete their studies on time and obtain optimal academic achievements, the Dean through the Head of the Study Program appoints lecturers as academic advisors for the students.
- ii. The Academic Supervisor together with the Head of the Study Program are required to monitor and evaluate periodically and continuously the academic activities of the students they supervise and take the necessary steps to help students
- iii. Academic guidance for students is carried out at least 4 (four) times in one semester, namely at the beginning of the semester (1 time), mid-semester (2 times), and the end of the semester (1 time).
- iv. The provisions and procedures for academic guidance are determined by the Rector's Decree.

O Study Extension, Study Interval, Study Inactivity and Resignation

1. Extension of Study

- a. Study extensions are given to students who have not been able to complete their studies according to the set deadline.
- b. The extension of the study is submitted in writing by the student through the faculty leader in accordance with the mechanism and time that has been set.
- c. An extension of study is granted for one semester. Study extensions can be granted a maximum of 6 (six) times.
- d. The fifth and sixth extensions of study are only given to students who have completed all courses and only need to complete the writing of a thesis or final project.

2. Study Hose

- a. Inter-study students are students who stop participating in academic activities before their studies are completed, then return to participate in academic activities with the permission of the Rector on the proposal of the Dean.
- b. Study interval time is not counted as a study period and can only be given a maximum of 2 (two) times, each semester and not in consecutive semesters.

- c. The application for a study interval permit is submitted by the student concerned after studying for at least 2 (two) semesters.
- d. Inter-study students are exempt from the obligation to pay the Single Tuition Fee applicable in the study program concerned.
- e. Active students are given the opportunity to continue their studies in the next semester after the student in question fulfills administrative obligations.

3. Students Who Are Inactive in Study

- a. Inactive students are students who carry out registration but are not active in college for the semester in question.
- b. Students who are not active in their studies are required to pay the full tuition fee in accordance with the Single Tuition Fee.
- c. Students who do not register are given a warning in the academic information system.
- d. Students who do not register for 3 (three) consecutive semesters are not allowed to participate in academic activities again and are declared to have resigned from their status as students.

4. Resignation

- a. Students have the right to resign if the person concerned meets the requirements and is free from administrative obligations.
- b. The student concerned submits a written application to the rector through the faculty leadership by completing the required file.
- c. The Rector issued and signed the student's resignation letter.

P. Transfer Students

The university may accept transfer students from other colleges with the following conditions:

1. The student's origin study program is in accordance with the intended study program at the University;
2. The accreditation rating of the student's original study program is equal to or better than the accreditation of the intended study program at the University;
3. The capacity in the intended study program at the University is still possible;

4. The student concerned has completed the study load in the original study program of at least 40 credits and a maximum recognized maximum of 84 credits with a minimum GPA of 3.00 (three point zero);
5. The period of study of students who have been taken at the home university is calculated in accordance with the provisions applicable at the University;
6. The student concerned is required to take a competency test in the field of study organized by the intended study program at the University and is declared passed;
7. The student concerned still has to take courses required by the study program at the University in accordance with the applicable curriculum;
8. The student concerned shows permission to move in writing from the rector of the home university;
9. Move to the University for reasons acceptable to the University;
10. The Rector of the University accepts transfer students from other universities upon consideration given by the dean and head of the intended study program at the University;

Students are allowed to transfer study programs within the University with the following conditions:

1. The target Study Program has a lower strictness rate than the original Study Program
2. The accreditation rating of the student's origin study program is equal to or better than the intended study program;
3. The capacity in the intended study program is still possible;
4. The student concerned has completed the study load in the original study program with a maximum of 40 credits with a minimum GPA of 2.50 (two point five); and recognized credits of a maximum of 40.
5. The study period of students who have been taken in the original study program is calculated in accordance with applicable regulations;
6. Students apply for a transfer to another Study Program, with the approval of the academic supervisor and know the head of the original Study Program and the Dean.
7. The transfer request letter is submitted in writing to the Rector, and a copy is submitted to the Dean and/or head of the intended Study Program.
8. The purpose study program considers the results of recommendations from the *Carrier Development Center* (CDC),
9. The Rector can decide to approve or reject the student's transfer application.

Q. Affirmation, Foreign and Credit Recognition Students

1. Affirmative students and foreign students must follow all learning and assessment processes set forth in the curriculum of the study program.
2. Provisions regarding affirmation students or foreign students are further regulated in the Rector's Regulation.
3. Study programs through the faculty can organize special lectures for affirmation students, foreigners and/or students from other study programs/faculties/universities inside or outside the university to obtain credit recognition.
4. Study programs through the faculty set special criteria.
5. The form of credit recognition of lectures or research carried out with partner universities/institutions can be in the form of credit *transfer*, *credit earning*, twinning programs, joint supervision programs.
6. Students who take the credit recognition program must register through the University's Academic and Administrative Bureau in accordance with applicable regulations. All costs incurred as a result of taking credit recognition courses are the responsibility of the student concerned or other sources.
7. Further provisions regarding technical instructions/implementation of credit recognition are regulated by the Rector's Decree.

CHAPTER IV ACADEMIC ADMINISTRATION SERVICES

A. Registration Services

1. Single Tuition Payment (UKT)

Single Tuition (UKT) at UNS was officially set starting from the 2012 academic year. The tuition fees applicable within UNS are guided by the Regulation of the Minister of Research, Technology and Higher Education No. 22 of 2015 concerning BKT and UKT at PTN within the Ministry of Research, Technology and Higher Education. Details about UKT for each study program can be downloaded on [the http://www.spmب.uns.ac.id](http://www.spmب.uns.ac.id) page.

2. Re-Registration (Her-Registration)

Re-registration activities in the form of registration for new students are carried out after the registrant is declared accepted as prospective FKIP UNS students, while her-registration for old students is an early semester activity that must be carried out according to the provisions of the academic calendar. The terms and procedures for her-registration are further regulated by the university.

The her-registration (re-registration) is related to granting registered status to students in a certain semester. Her- registration is carried out online through the academic administration system (Siakad) on [the http://siakad.uns.ac.id](http://siakad.uns.ac.id) page, students fill out, update their academic data and activity status at the beginning of each scheduled semester. Furthermore, students make UKT payments through the perception bank appointed by the university and have the right to participate in further academic and non-academic activities according to the provisions. The procedure and flow of her-registration activities are as follows

- a. **New Students** are registrants who are declared accepted as prospective FKIP UNS students. The initial activity carried out was *online registration* in the academic administration system according to the schedule set with the following procedures:

- 1) Pay the tuition fee at the designated perception bank in the amount according to the provisions, then register *online* at <http://siakad.uns.ac.id>; by using the PIN (*Personal Identity Number*) stated on the payment receipt from the bank;
- 2) Carry out *ondesk* registration at FKIP UNS to check documents brought by students according to the specified requirements and conduct health tests.

New students get an alma mater jacket and follow the agenda of new student activities for the Bachelor Program which are mandatory, including PPKMB (New Student Campus Introduction Program, *Training Emotional Spiritual Quotient* (ESQ), and *English for Academic Purposes* (EAP). Meanwhile, foreign students are required to master the Indonesian language for academic purposes, namely by passing the Indonesian Language Proficiency Exam (UKBI).

b. Old students, at the beginning of every current semester, are required to do online her-registration according to the academic calendar schedule determined with the following flow;

- 1) Pay the tuition fee at the designated perception bank in the amount according to the provisions, then register *online* at <http://siakad.uns.ac.id>; by using the PIN listed on the tuition fee payment receipt as a *password*; (Payment of tuition fees is carried out in a *auto-debit* so that students are required to have a savings account at the designated perception bank, and have sufficient deposits of funds for debiting according to the provisions of the schedule);
- 2) Perform KRS filling in on [the http:siakad.uns.ac.id page](http://siakad.uns.ac.id)
- 3) Attending lectures, final project guidance consultations, thesis, thesis, dissertation, and other academic activities.

B. KRS Filling

Filling out the KRS is carried out by students independently after the student has successfully her-registered by planning studies through taking courses (PMK) by filling out the online study plan card (KRS) at [http:siakad.uns.ac.id](http://siakad.uns.ac.id); by using a PIN from the bank. For the first semester, new students get an credit package according to the provisions of the study program so that they can be printed directly and consulted with an Academic Advisor (PA) to get validation. Filling out KRS is carried out at the beginning of each semester with guidance and approval from PA.

After receiving the approval and signature of the PA, KRS is legalized with the faculty stamp, 1 (one) sheet for the lecture card, 1 (one) sheet for PA and the next 1 (one) sheet is collected at the study program administration for monitoring. Students can take part in course learning according to the schedule determined by the study program by always bringing KRS for attendance in the learning.

C. Lecture Administration

1. Lecture Attendance and Lecture Minutes

In participating in the learning of the study program courses, students in addition to bringing KRS to be signed by the lecturer in charge of the course also fill in the lecture attendance provided by the academic administration of the study program. Likewise, the lecturer in charge of the course fills out the Minutes of Lectures and Attendance on the form provided by the academic administration of the study program. Lectures are held at least 16 face-to-face times in each semester including the Mid-Semester Exam (UTS) and Final Semester Exam (UAS).

2. Mid-Semester Exam (UTS) and Final Semester Exam (UAS)

The implementation of learning assessments can be carried out by lecturers or a team of lecturers in charge of the course. Learning assessments are carried out at least 2 (two) times in one semester, namely mid-semester (UTS) and end-of-semester (UAS) assessments. The implementation of UTS and UAS is scheduled in the UNS Academic Calendar. Students can take the exam to get an assessment if the percentage of learning attendance is more than 75%.

D. Judiciary

The judiciary is an academic process that concerns the application of student grades and graduation from all academic processes. Judiciary also means the announcement of grades to students as the final assessment process of all courses that have been taken by students in one semester and the determination of grades in academic transcripts, as well as deciding whether or not students will graduate from studying for a certain period of time, which is determined by the authorized officials resulting from the decision of the judiciary meeting. The semester judiciary is scheduled in the Academic Calendar which needs to be kept together, the lecturer in charge of the course completes the evaluation and assessment of the results of the UTS and UAS students to then upload the grades to the <http://siakad.uns.ac.id> online system, so that according to the schedule set students can find out the value of the learning results.

E. Extension of Study

In accordance with Rector Regulation Number 31 of 2020, the study period of the undergraduate program is 4 (five) years or 8 (eight) semesters. Students who have not been able to complete their studies within 4 years or 8 semesters can extend their studies according to the following procedures:

1. The extension of study is submitted in writing by the student concerned through <http://siakad.uns.ac.id> using SSO (*Single Sign On*) login to the Rector by attaching academic transcripts, proof of UKT payment and the approval of the Head of Study Program.
2. The application file for study extension is verified first by the Academic Sub-Division of the Faculty.
3. The first and second study extensions are possible to still take the theory (course) that they have taken or have not graduated, while the third and fourth study extensions are only given to students who have completed all theories and only need to finish writing a thesis or final project.

F. Hose Permit

Study interval is a student who stops participating in academic activities before the study program is completed, then returns to participate in academic activities with the permission of the Rector at the proposal of the Dean with the following mechanisms and procedures:

1. It can be applied if you have studied for at least 2 semesters.
2. Study interval time is not counted as a study period and can only be given a maximum of 2 (two) times, each semester and not in consecutive semesters.
3. Required to pay education fees of 50% of UKT.
4. Before the end of the semester, students are required to report to be active in their studies again in the next semester to the University's Academic Section to be unblocked and re-register the semester online to [http:// siakad.uns.ac.id](http://siakad.uns.ac.id) according to the academic calendar schedule.
5. Request for a hose permit through <http://siakad.uns.ac.id> using SSO (*Single Sign On*) login.
6. The application letter is accompanied by the completeness of the required documents, namely an application for an interval permit from the student concerned known to the academic supervisor and the head of the study program, a copy of proof of payment of tuition fees up to the last semester, a copy of KHS, and a copy of the previous interval permit, submitted through the Academic Sub-Division of FKIP UNS according to the flow and procedures that have been set.

7. After going through the verification of the officer and the endorsement from the faculty leader, the application letter can be further processed to the university through the UNS Academic Section.

G. Inactive Study

Based on Rector Regulation Number 31 of 2020, the provisions regarding inactive students are as follows:

1. Inactive students are students who carry out registration but are not actively studying in the relevant semester.
2. Students are not active in their studies must pay full education fees in accordance with UKT.
3. Students who do not register are given a warning in the academic information system.
4. Students who do not register for 3 (three) consecutive semesters are not allowed to participate in academic activities again and are declared to have resigned from their status as students.
5. Students submit a written application to the Rector through the faculty leadership by completing the required files. To get an academic transcript with a course that has been taken, students need to submit an application for resignation, by including the required documents according to the provisions and have been free from administrative obligations. The letter of resignation was submitted to the Rector through the Dean which had previously been verified by the Academic Sub-Division of FKIP UNS through [http:// siakad.uns.ac.id](http://siakad.uns.ac.id).
6. The Rector issues and signs the student's resignation letter.

H. Student Resignation

Students have the right to resign if the person concerned meets the requirements and is free from administrative obligations. Students who submit their resignation through <http://siakad.uns.ac.id> using SSO (*Single Sign On*) login. Students complete the resignation requirements file in the form of a statement of resignation approved and known by the academic supervisor, and the head of the study program, a certificate of free to borrow books from the UNS Library UPT, a certificate of free laboratory loans, proof of payment of tuition fees, and a certificate of free KOPMA. Students who have met the requirements are entitled to receive the results of their studies.

I. Transfer Students

Student transfers are possible both externally and internally. External student transfer is the transfer of students from other State Universities (PTN) to UNS or the transfer of UNS students to other state universities. Internal transfer is the transfer of students between Faculties and Study Programs within UNS. The provisions and requirements for student transfer are explained in the previous chapter while the transfer procedure is regulated as follows;

1. The student concerned submits a transfer application (external or internal) in writing to the Rector, stating the reason for the move.
2. Students who apply to transfer their studies through <http://siakad.uns.ac.id> using SSO (*Single Sign On*) login. The resignation request letter submitted to the Rector through the Vice Dean was previously verified by the Academic Sub-Division of FKIP UNS.

J. UKT Payment Delay

Postponement of tuition fee payment is possible for students who are experiencing economic hardship to meet the obligation to pay tuition fees according to the specified her-registration schedule, with the following procedure:

1. The application is submitted to the Rector through the Vice Dean before the her-registration schedule ends.
2. The administrative service for the delay in payment of tuition fees is verified by the Academic Sub-Division by submitting an application letter and completing the requirements according to the provisions that can be downloaded from [the http://siakad.uns.ac.id](http://siakad.uns.ac.id) page using the SSO (*Single Sign On*) login.
3. The postponement of UKT can be given a maximum of 50% of the UKT
4. If the application is approved by the Rector, students can postpone the payment of tuition fees until the next 2 (two) months
5. Immediately register online at <http://siakad.uns.ac.id>; take courses using the PIN provided by the UNS Academic Section, print the KRS to be consulted with the PA, get validation and faculty stamp.
6. Students can take part in learning activities according to the provisions of the study program schedule. Before the deadline for delaying the payment of tuition fees and getting a reprimand for faculty billing, students should immediately fulfill their obligation to pay tuition fees by submitting an application for payment outside the schedule to the Academic Sub-Division of FKIP UNS.
7. **The sanction** for students who neglect to pay tuition fees outside the schedule on time is not being able to access [the http://siakad.uns.ac.id](http://siakad.uns.ac.id) to find out the value of the study results at the end of the semester and not being able to print KHS and re-register for the next semester.

K. UKT Fee Waiver

Tuition fee waivers are possible for students who meet the provisions of tuition waivers and/or exemptions. These provisions are regulated in the Decree of the Rector of Sebelas Maret University Number: 610A/UN27/KM/2013 concerning Guidelines for Granting Dispensation for Single Tuition Payment (UKT) for Sebelas Maret University Students. These provisions include, among others:

1. Reduction/relief or exemption of UKT payments is possible for students in the categories of orphans, orphans, or orphans, orphans, and economically disadvantaged.
2. The application for relief and/or exemption of tuition fees is submitted to the Rector through the Dean who is verified in advance by the Sub-Division of Student Affairs and Alumni of FKIP UNS.
3. The application files that need to be included include an application letter accompanied by the approval / statement of the student's parents explaining the work and monthly income and family dependents, a copy of the parents' ID card and Family Card, a certificate of active study, an unmarried certificate, proof of electricity and telephone payments, etc.

L. UKT Refund 50%

Based on Rector's Regulation Number 28/UN27/HK/2017 concerning the Second Amendment to Rector's Regulation Number 26/UN27/HK/2017 concerning the Amount of Single Tuition Payment (UKT) for Undergraduate Program Students, students are subject to UKT payment of 50% if the date of graduation in the Certificate of Graduation or the student's diploma does not exceed the last date **of October** for students who graduate in **semester 9**, or not exceeding the last date **of April** for students who graduate in semester **10**. Students make a UKT refund request letter which can be downloaded from the http://akademik.fkip.uns.ac.id/form_page accompanied by a required file which includes a legalized copy of the Certificate of Graduation or diploma, a legalized copy of the Judiciary Decree, a copy of the last semester UKT payment receipt, and a copy of the account book in the name of the student concerned.

M. Out-of-Schedule UKT Payment

Payment of UKT education fees outside the schedule is UKT payment made outside the specified herregistration schedule. Because it is related to the academic system (SIKAD), the university blocks the system for students who do not re-register and pay tuition fees on time according to schedule. In addition, this service is also used for students who want to fulfill their tuition fee payment obligations after the postponement period of tuition fee payment ends or those who neglect to re-register and pay tuition fees according to the schedule provisions, it is possible to reactivate their academic status by making out-of-schedule tuition fee payments. The procedure for applying for this service is as follows:

1. The request letter for out-of-schedule payment is submitted to the Rector through the Dean and verified in advance by the Academic Sub-Division of FKIP UNS.
2. The application letter was sent to the Rector through the UNS Academic Section.
3. The UNS Academic Section will unblock the SIKAD system and recommend the payment of UKT education fees according to the provisions on behalf of students to the perception bank.
4. Furthermore, students pay UKT education fees in the amount according to the provisions of the bill.
5. Students register and access <http://siakad.uns.ac.id> for PMK and determine KRS and access other academic activities.
6. **Sanctions** for students who neglect to re-register and pay tuition fees outside the schedule for more than 3 (three) consecutive semesters or are inactive in studying for more than 3 (three) consecutive semesters without clear and accountable information is not allowed to participate in academic activities again and be declared out of their status as UNS students.

N. Observation, Survey, Field Lecture and Research

To conduct a literature review or research to obtain data to prepare a thesis, students need a permit to take study data or research data to the destination institution chosen by the student, by applying for a research permit through the Academic Sub-Division of FKIP UNS:

1. The format of the research permit and the decision letter of permission to prepare the thesis/final project can be downloaded from the <http://akademik.fkip.uns.ac.id> page.
2. The application accompanied by the completeness of the requirements determined is submitted to the Rector through the Dean which will be processed by the UNS Academic Section.
3. After the permit application process is completed, students will get a permit to the destination institution, a permit or notification to the provincial Bappeda,

the local Regent and related agencies, to be immediately sent or submitted to the destination institution and immediately conduct research.

4. In addition to obtaining a research permit, students also received a Dean's Decree on Permission to Prepare a Thesis. The decree is needed for evidence of data collection/literature review for research and thesis preparation so that it needs to be attached to the thesis document.
5. To monitor guidance activities, students are required to bring a *Thesis guidance logbook* to record the guidance process. *Loogbook* can be downloaded on [the http:// akademik.fkip.uns.ac.id](http://akademik.fkip.uns.ac.id) page.
6. After getting the Thesis or Final Project exam schedule from the supervisor, students register the schedule online at <http://adminjur.fkip.uns.ac.id>. Print the necessary documents for the completion of the exam. Provisions on procedures, procedures, and quality standards for the Thesis or Final Project exam are further regulated by the study program.

O. Certificate of College Active

For various purposes, students can submit a statement letter from the Dean regarding their academic activity status. The letter can be downloaded from [the http:// akademik.fkip.uns.ac.id](http://akademik.fkip.uns.ac.id) page. The application is submitted to the Academic Sub-Division of FKIP UNS accompanied by the completeness of the requirements determined to be verified and validated by the Vice Dean for Academic Affairs on behalf of the Dean of FKIP UNS.

P. Certificate of Graduation

Students who have obtained final exam scores are declared to have passed the education program. The Certificate of Graduation is one of the requirements for students to register for graduation. The procedure for submitting an application for a certificate of graduation to the Vice Dean for Academic Affairs through the Academic Sub-Division of FKIP UNS. The application for a certificate of graduation is through <http://siakad.uns.ac.id> using the SSO (*Single Sign On*) login by attaching the Judiciary Decree.

Q. Graduation Registration and Diploma Management

Graduation registration for graduates of the FKIP UNS Undergraduate Program is carried out online with the following procedures:

1. Students are declared to have passed the study program by the head of the related study program,
2. Getting a thesis exam judiciary from the study program,
3. Report to the study program administration to get a graduation PIN to register for graduation on the [http:// wisuda.fkip.uns.ac.id portal](http://wisuda.fkip.uns.ac.id/portal).
4. Submit the graduation registration file along with the completeness of the requirements according to the provisions to the Academic Sub-Division of FKIP UNS for verification and validation.
5. Pay the cost of the graduation ceremony according to the provisions of the university at the perception bank.
6. Carry out graduation according to the provisions and schedule of the university's academic calendar.

R. Legalize Diplomas and/or Academic Transcripts

1. Alumni fill in the data for legalization service applications through the portal [http:// legalisir.fkip.uns.ac.id](http://legalisir.fkip.uns.ac.id) to get the service PIN.
2. Furthermore, submit the PIN, a copy of the diploma and/or academic transcript that will be legalized to the officer in the Student Affairs and Alumni Sub-Division for further processing.
3. Getting back a copy of the diploma and/or academic transcript that has been legalized by the Dean of FKIP UNS according to the service promise set.

S. Application for Copy of Degree and/or Transcript of Grades

Lost/damaged Academic Diplomas and/or Transcripts can be made by submitting an application to the Rector through the Dean with the following procedure:

1. Alumni make a request letter for the issuance of a copy of the diploma to the university leadership through the Dean accompanied by appropriate submission documents, including a missing report from the police, a copy of academic diploma/transcript, ID card, and a photo of themselves.
2. After going through the process of checking and verifying the relevant documents from the archives, the request letter for a copy of the diploma can be forwarded to the Rector for the issuance of a copy of the Diploma/Academic Transcript.

CHAPTER V STUDENT AFFAIRS AND ALUMNI

A. Student Organization (ORMAWA)

An organization is an activity that is organized in one institution/group. Student organization is an activity composed of various student activities that take a role and respond to various policies and UNS participations both in the campus environment and in the community. In order for student organizations to run well and smoothly, it is necessary to have a coordinator who oversees the various student activities. At the university level, student organizations are under the coordination of the Vice Chancellor for Student Affairs and Alumni, while at the Faculty of Teacher Training and Education, student organizations are under the coordination of the Vice Dean for Student Affairs and Alumni.

The purpose of FKIP student organizations is to guide, direct, foster, and evaluate all student activities on campus so that they can run well and smoothly. Student activities that can take place well and smoothly will be able to direct student potential optimally. Based on the goals of the student organization, it is necessary to have a comprehensive arrangement so that all student activities can bring benefits to themselves and the community.

Forms of student organizations at FKIP:

1. **DEMA (Student Council) FKIP UNS**

The student council functions as a legislative organization that monitors/controls BEM's government activities. DEMA's organizational system is similar to the system that applies to the House of Representatives (DPR), which is led by a Chairman and assisted by commissions which include (1) **the Commission for Absorption of Aspirations and Public Policy (KPAKP)** which has roles, among others, to participate in DEMA's external activities; to absorb, accommodate, and channel student aspirations; to provide faculty policy information to students. KPAKP's applicative programs, including public *hearings*, hearings, elections, and others; (2) **Institutional and Organizational Commissions** that have roles, including supervision and consultant of BEM FKIP UNS and coordination of student institutions at FKIP UNS. The commission's applicative programs include progress reports; workshops with students, etc.; (3) **The Budget Commission** which has a role in supervising and controlling student activity funds, reporting on financial regulations of BEM FKIP UNS, striving to

Financial Transparency. The applicable programs carried out include familiarity with student activity units; financial recapitulation of BEM, and others.

DEMA FKIP UNS has duties and functions, including holding a general session and/or special session; implementing the results of the general assembly resolutions related to DEMA and socializing the results of the general assembly resolutions; supervising the performance of BEM FKIP UNS; absorbing, formulating, and distributing student aspirations to related parties. In addition to having very important duties, DEMA FKIP UNS also has several authorities, including drafting and establishing student laws; request information from BEM FKIP UNS and the Dean and related parties; issue a memorandum to the President of BEM if it does not carry out its duties and/or deviates from the AD/ART KBM FKIP UNS, GBHO, Oath of Office and/or other provisions of DEMA. The work program carried out by DEMA to facilitate various student activities at FKIP UNS, including *the up grading* of administrators; general assemblies; *progress report* of the President of BEM FKIP; working visit; *public hearing*; *press releases* and propaganda; FKIP student elections, etc.

2. Student Executive Board (BEM)

BEM functions as an organization that accommodates and channels student aspirations. The BEM organizational system is similar to the presidential system of government led by a president and assisted by ministers.

3. HMP (Study Program Student Association)

This student organization functions as a forum for the development of students' reasoning skills and scientific attitudes. HMP is an organization at the study program level that must be attended by all students of study programs with the specific names of their respective study programs.

4. Student Activity Unit (UKM)

In addition to lecture activities (academic activities), there are many non-academic activities in the form of extracurricular activities that can be participated by FKIP UNS students according to their choice of interests and talents which include the development of interests, talents, reasoning, careers, welfare, organization, and community service. The purpose of developing extracurricular activities is to balance *students' hard skills* and *soft skills*. The FKIP UNS student activity program is aimed at encouraging pedagogic competence, professional competence, social competence, and student personality competence, so that a generation can be produced that is not only highly cognitively competent, but also has various quality competencies.

As a forum for developing students' interests and talents, the FKIP Student Activity Unit is divided into two, namely programmed activities and incidental activities. Programmed activities include fostering sports interests and talents, Brahmahardhika Mapala FKIP UNS, Development of Arts Interests and Talents, Platform Theater, UPKD and Student Choir, reasoning and science, LSP and LPM Motivation, spirituality, Islamic Activity Center (SKI), KMK, PMK. Meanwhile, student activities that are incidental in accordance with the situation and conditions of the context.

The following is information on extracurricular activities that are the domain of guidance and services for FKIP UNS Student Affairs:

a. LSP (Circle of Education Studies)

LSP has a vision, among others, to make LSP a unit of student activities, reasoning, and research that is able to produce works and be useful in the FKIP UNS environment. Scientific institutions that encourage the realization of a scientific, prestigious, and academic climate in the FKIP UNS student environment; making LSP a *science center* at FKIP UNS; making LSP a *pioneer* scientific forum among students; increasing scientific discussions that are in line with national education issues, and expanding the internal and external network of the campus.

The LSP work program consists of (1) *Kestari* whose activities include training Kestari, BPO, administration, RHT, RHL, Raker, LAC, and so on; (2) *PSDM* whose activities include *upgrading*, *LSP Battle*, *Es Club Weekly meeting*, *SST*, *LSP Happy Tour*, *Super Generation*, *IT Training*, and so on; (3) Reasoning and science whose activities include writing schools, *PKM Roadshow*, *LKTI* throughout Solo Raya, Scientific discussions, *FGD to Media*, and so on; (4) Finance whose activities include workshops and TOEFL Tests, *SNMPTN Try Out*, *Print*, *credit*, *LSP canteens*, *LSP Private Courses*, *Education Fairs*, and so on; (5) Research and Propaganda whose activities include *HMP forkom*, *LSP research*, *LSP update*, *visits*, *School Of Mawapres*, *research*, and so on

b. LPM (Student Press Institute) MOTIVATION

LPM MOTIVATIONASI was established on May 5, 1985 with the Secretariat of Building III (Building B) 3rd Floor of FKIP UNS. The Student Press Institute as a pillar of campus democracy is one of the independent institutions that fights for the rights and ideals of students as academic people. Through the ink of struggle, LPM MOTIVASI strives to adhere to the values of truth and justice with the slogan "*Radical, Advocate, and Educational*."

Until now, in its increasingly mature age, LPM MOTIVASI continues to compete to find the most ideal format in discourse on student interests. As a critical vehicle for students, LPM MOTIVASI continues to strive to voice the aspirations of students according to their conscience, for the implementation of a democratic, clean, and healthy campus climate. For this reason, LPM MOTIVATIONASI continues to exist in the midst of other student organizations as a constructive social control based on the values of truth and justice. The MOTIVATIONASI Student Press Institute has the following vision and mission:

VISION: Realizing the student press as a pillar of democracy to control the direction of the dynamics of life

MISSION: (1) develop intellectual discourse; (2) creating critical, creative, and innovative press integrity; (3) realizing social sensitivity in the scientific community; (4) discourse on the rights and aspirations of students.

c. PERON Theater Group

The PERON theater group has several visions and missions as follows:

VISION : A vehicle for self-development for members through the art process within the framework of a family organization and leads to the existence of the group in the artistic journey

MISSION : Formation of a group mentality; Improving the quality of individuals in the artistic process; The implementation of open organizational management; Creating a dynamic and harmonious family atmosphere; Participate in art activities outside the group.

The activities carried out by this group were in the form of theater performances with plays such as *Recidivism*, *Dragon Tribe Struggle*, *Party*, *Nonik from New York*, *Fake Doctor*, *Heirs*, *Bilamula*, *Plague*, *Monument*, *In the Shadow of God*, *The Party*, *Mega-Mega*, and several other performances that cannot be mentioned one by one. In addition to theater activities, the PERON Group also holds music performance activities, both for theater performances and stand-alone, some of which are music performances in collaboration with other theater groups outside FKIP, poetry musicalization, contemporary music titles, music and dance performances.

In the field of literature, PERON's activities include Literary Forums, Mading Publishing, and "Suara" Bulletins. The PERON Surakarta group held a periodic selection process for group regeneration. Every year the PERON Surakarta Group holds activities. The next New Member Admission (PAB)

followed up with Basic Theater Training (LATSAR) as an effort to create new generations who will later lead the course of the group, both in art and organization.

The work program of the PERON theater group, including: (1) Production Performance: an annual performance carried out by the PERON Surakarta Group as a means to maintain the existence of the group and communication outside the campus because it is carried out outside the city (several cities); (2) Promotion Stage: a stage that is held to attract new members; (3) Laboratory Performance: a performance performed for new members; (4) PAB-LATSAR: registration of new members (PAB) is carried out to recruit new members of the Surakarta PERON Group which is followed by basic training (latsar) which is an introduction to the basics of theater; (5) Continue Rasa: The accountability of the management to members for one period which is also a place to design future group activities.

d. Student Choir "VOX MAGISTRA"

The FKIP UNS Student Choir, Vox Magistra, was established on November 18, 2004. The name Vox Magistra comes from Latin, "Vox" means sound and "Magistra" means teacher. So, "VOX MAGISTRA" is a unity of the voices of prospective teachers who combine in melody to create harmony. Since its establishment until now, VOX MAGISTRA has had a number of members of nearly 100 students, with certain vocal specifications (soprano, alto, tenor, bass) as well as certain musical instruments. The VOX MAGISTRA choir has the following vision and mission.

VISION; A reliable, innovative and professional Student Choir that can provide the best progress and service to the Faculty of Teacher Training and Education UNS.

MISSION; PSM FKIP UNS VOX MAGISTRA prioritizes quality that is well and correctly educated for students in the field of voice appeal so that it can equip students with skills and can lead students to success in career and socialization.

e. Regional Arts Development Unit (UPKD)

UPKD is a UKM FKIP UNS engaged in the art of dance and karawitan. UPKD was first established on May 4, 1991, but officially became an SME on September 14, 2000. The UPKD UKM Secretariat is located on the second floor of the UKP UNS building. The activities carried out by UPKD include dance and karawitan. UPKD has a vision and mission to develop regional arts and participate in preserving regional culture, especially

Javanese culture, where with the development of the era of regional art began to be set aside. UPKD tries to arouse the younger generation, especially FKIP UNS students, to preserve regional arts. The work programs of UPKD FKIP UNS include the admission of new members (PAB), member deliberations, Javanese Dance festivals, makeup training, filling the procession of FKIP UNS graduates every 3 months, routine karawitan and dance training, member familiarization, filling various events both in the faculty and university environment.

f. SKI (Islamic Activity Center)

SKI is a unit of spiritual activities for Muslim students who organize various spiritual activities including takbir akbar, madrasah SKI FKIP, social service, TPA, Dusbin, nature tadabur and sports, and together with SKI UNS carry out Islamic spiritual activities at the University level. There are 3 areas of SKI FKIP, including the Central SKI located on the UNS Ketingan campus, SKI Pabelan (located on the PTK campus), SKI Kleco (located on the PGSD Early Childhood Education campus, and SKI POK and PGSD Kebumen.

g. KMK (Catholic Student Family)

KMK is a unit of spiritual activities for Catholic students by organizing various spiritual activities, including the familiarization of old students and new students at the beginning of the new school year, communication days every Friday at the KMK UKM Building Secretariat, KMK birthday celebrations, Christmas and Easter celebrations together, joint pilgrimages every year, regeneration of administrators every year, social services, and various activities with KMK UNS.

h. PMK (Christian Student Association)

PMK FKIP UNS is a unit of spiritual activities for Christian students that helps the spiritual growth of FKIP UNS Christian students with various spiritual activities in the form of general fellowships, joint retreats every year, and various activities with PMK UNS.

B. KESMA (Student Welfare)

Prosperous students can be one of the benchmarks for the smooth running of studies. This can be achieved if there is a guarantee of peace of mind in terms of finances, health, and other student facilities. For this reason, at FKIP UNS there are student welfare services, namely:

1. Student Scholarships

The government through the Ministry of Research, Technology and Higher Education of the Republic of Indonesia seeks to provide educational scholarship assistance for outstanding Undergraduate Program students through Bidikmisi tuition fee assistance, Academic Achievement Improvement Education Fee Assistance (BBP-PPA), PPA scholarships, non-government scholarships, Supersemar Foundation scholarships, Supersemar Excellence scholarships, Bank Indonesia scholarships, Salim Foundation scholarships, scholarships from various companies such as PT Djarum, PT Toyota Astra, Bank Mandiri, PT Wijaya Karya, and so on.

For Master's and Doctoral Program students, especially lecturers, the government provides BPPDN scholarships that can be obtained by submitting from the home university or proposing a postgraduate program according to the provisions. The scholarship application submitted by the student to the Faculty Leader is equipped with requirements according to the provisions to be forwarded to the Rector. Complete information about the scholarship can be found on the [http:// mawa.fkip.uns.ac.id](http://mawa.fkip.uns.ac.id) page.

The requirements for applying for scholarships include: for S1 students, the lowest sitting in semester II and the highest sitting in semester VII, Bidikmisi is given for new students from semester 1 to semester 1 The bidikmisi mechanism is regulated separately. Students who meet the requirements for each scholarship can submit a written application to the Rector for a scholarship by attaching documents, including:

- a. Student Identity Card and study plan card or the like as proof of active student study.
- b. The statement letter does not accept scholarships from other sources known to the university leadership in student affairs.
- c. Photocopy of Family Card
- d. Recommendations from FKIP leaders
- e. Copy of bank passbook in the name of the applicant.

In addition to the above requirements, prospective scholarship recipients are required to attach requirements, including:

- a. Tuition Fee Assistance (BBP-PPA) - A copy of KHS/transcript of grades with a minimum GPA of 2.75 authorized by the Head of the PT, a certificate of parents/guardians who are unable or eligible to receive assistance issued by the village head/village head, stating the average monthly income.
- b. PPA Scholarship (Academic Achievement Improvement) - Photocopy of KHS/transcript of grades with a minimum GPA of 3.00 endorsed by the head of the university, certificate of income of the applicant's parents/guardians and

authorized by the authorities (note: for civil servants/private sector it is authorized by the Finance Department, and for those who are not civil servants/private sector it is authorized by the village head/village head).

- c. Bidikmisi Education Fee Assistance - The implementation process is arranged separately along with SNMPTN, SBMPTN registration). Therefore, initial registration and recommendations are carried out by the respective schools via: [www. Squirrels. dikti.go.id](http://www.Squirrels.dikti.go.id).

If prospective scholarship recipients exceed the set quota, a selection will be held according to the following order of priority:

- a. For BBP-PPA, students who have the highest economic ability limitations are prioritized
- b. PPA is prioritized for students who have the highest GPA.
- c. Consider Magnitude Value GPA and Performance non-academic/extracurricular.
- d. Considering the student's graduation time

2. Dana Kasih Plus

Dana kasih plus is compensation for students who experience illness/disaster and/or are hospitalized. The application for compensation for the charity fund was submitted to the Rector through the UNS Student Affairs Bureau on the proposal of the Dean of FKIP UNS. The service of the cover letter for the application for the charity fund was obtained from the Student Affairs Sub-Division of FKIP UNS. In terms of processing compensation applications, students can be accompanied by BEM FKIP UNS until the disbursement stage.

3. Student Health Insurance (ASKESMA)

In addition to providing health services to students, the UNS Medical Center also provides assistance with treatment costs for students who experience illness/disaster. The application for ASKESMA/health insurance was submitted to the Rector through the UNS Student Affairs Bureau on the proposal of the Dean of FKIP UNS. In terms of processing, the applicant student can be accompanied by BEM FKIP UNS.

C. Student Reasoning and Creativity

In supporting self-development, enrichment and self-actualization (*Self Actualization*), UNS has developed 7 types of Student Creativity Programs (PKM) that can be participated by all UNS students, along with their supporting units, namely UPK (Student Development Unit) and PBKPK (Student Career Development Guidance Center). PKM consists of:

1. **PKM-P (Research)** - is a research program that aims to identify the determinants of product quality, find causal relationships between two or more factors, test a product or equipment, formulate learning methods, conduct an inventory of resources, modify existing products , identifying plants, formulating marketing techniques, surveys of street children, Javanese script learning methods for elementary school students, the rate of economic growth in the kasongan handicraft center, the factors that cause superstitions that color the behavior of the Javanese people, and so on that have such a clear goal.
2. **PKM-T (Technology Application)** - is a technology assistance program (quality of raw materials, prototypes, models, equipment, or production processes, waste treatment, quality assurance system, etc.) or management (marketing, bookkeeping, business status, etc.) or for micro-scale industries (home industry, small traders or cooperatives) according to the needs of prospective program partners. PKM-T requires students to exchange ideas with partners first because PKM-T products are solutions to problems prioritized by partners. Thus, in the program proposal, a letter of willingness to cooperate from the partner must be attached on paper with a stamp of Rp. 6,000.00;
3. **PKM-K (Entrepreneurship)** - is a program to develop students' skills in entrepreneurship and profit-oriented. The resulting business commodities can be in the form of goods or services which are then one of the basic capital of entrepreneurial students and entering the market;
4. **PKM-M (Community Service)** - is a science, technology, and art assistance program in an effort to improve performance, build business skills, organize and improve the environment, strengthen community institutions, socialize the rational use of drugs, introduce and understand aspects of customary law, efforts to cure illiteracy for formal and non-formal communities;
5. **PKM-KC (Karya Cipta)** - is a creation program based on students' karsa and reasoning, is constructive and produces a system, design, product model, or prototype. The copyrighted work may not have provided direct benefit value to others.;
6. **PKM-AI (Scientific Article)** - is a scientific article writing program that is sourced from a student activity in education, research or community service that has been carried out by himself (case studies, field practice, community service, PKM, internship); and
7. **PKM-GT (Written Ideas)** is a scientific article writing program that is sourced from the ideas or ideas of student groups. Ideas

which is written refers to actual issues that can be found in society and require solutions that are the result of intelligent and realistic thoughts.

Each PKM is grouped according to the field of science, namely:

1. **The Health Sector**, including: Pharmacy, Nutrition, Midwifery, Medicine, Dentistry, Nursing, Public Health and Psychology;
2. **Agriculture**, including: Veterinary Medicine, Forestry, Marine, Fisheries, Agriculture, Animal Husbandry, and Agricultural Technology.
3. **The field of Mathematics and Natural Sciences**, includes: Astronomy, Biology, Geography, Physics, Chemistry, and Mathematics.
4. **The field of Technology and Engineering**, includes: Informatics, Tactics, and Agricultural Technology.
5. **The Socio-Economic Field**, including: Agribusiness (agriculture), Economics, Social Sciences and Political Sciences.
6. **The Humanities Field**, including: Religion, Language, Culture, Philosophy, Law, Literature and Arts.
7. **The field of Education**, including: Educational Sciences Study Program under the Faculty of Teacher Training and Education.

D. Development of Character Education through MAWAPRES

The selection of outstanding students at the national level is held every year. Likewise at the faculty and university levels. The criteria, procedures, and procedures for candidacy are regulated separately by the authorities. Candidacy by study program for election at the Faculty level. In this election, 3 (three) outstanding students at the Faculty level will be determined, but only the first rank will be sent for the election of the university-level vice president to compete nationally.

E. Alumni

Alumni are part of the educational *output* at FKIP. They need guidance and direction from FKIP UNS before they get a job that suits their profession. In order to develop and work in accordance with the goals of FKIP UNS and their respective study programs as reflected in the vision, mission, and mission of the study program, FKIP UNS routinely organizes activities to bring together alumni in the ALUMNI GATHERING once a year.

In addition to being useful in establishing community and cooperation in developing their respective professional careers, through these activities institutionally FKIP UNS gets input and suggestions for introspection and improving institutions, services and management to be better. To try to communicate networks between alumni is carried out in a forum called ALUMNI ASSOCIATION FKIP UNS.

CHAPTER VI RULES OF STUDENT LIFE

A. Rights, Obligations, and Prohibitions of Students

The campus of Universitas Sebelas Maret (UNS) is not only a building for a place for the teaching and learning process between lecturers and students but also takes on the role of a moral and intellectual force that has the credibility to participate in realizing a strong nation and high competitiveness. The Faculty of Teacher Training and Education UNS is one of the faculties within UNS that is obliged to strive to form student attitudes and behaviors so that they have strong and intelligent character and are able to face the challenges of the times.

It is necessary to have a joint commitment between lecturers, students and UNS academics in ensuring the comfort and safety of life in the UNS campus environment, it needs to be known, obeyed and implemented together with the provisions of the UNS Rector's Regulation Number: 828/H27/KM/2007 concerning the Rules of Student Life at Sebelas Maret University which includes the rights, obligations, and prohibitions of UNS students, among others

1. Student Rights

Sebelas Maret University students have the right to:

- a. Using academic freedom responsibly to study science, technology and art in accordance with the norms and morals that apply in society;
- b. Obtain the best teaching and academic services in accordance with interests/talents, hobbies and abilities;
- c. Utilizing university facilities in the context of a smooth learning process;
- d. Receive guidance from the lecturer in charge of the study program followed in completing their studies;
- e. Obtain information services related to the study program followed and its learning outcomes;
- f. Complete studies earlier than the stipulated schedule according to applicable requirements;
- g. Obtaining Services Well-being Suitable with applicable laws and regulations;
- h. Utilizing university resources through student representatives/organizations to take care of and regulate the welfare, interests, talents, reasoning and social life system;
- i. Transfer to another college and other course of study within the university if it meets the admissions requirements

- at the university or study program concerned;
- j. Participate in the activities of the university's student organization in accordance with applicable regulations;
- k. Obtain special services if they have a disability, according to their ability.

2. Student Obligations

Students of Sebelas Maret University are required to:

- a. Fear of God Almighty;
- b. Bear the cost of providing education except for students who are exempt from such obligations in accordance with applicable regulations;
- c. Make the best use of the study period at the university;
- d. Be disciplined, be honest, enthusiastic and avoid despicable acts;
- e. Maintain the authority and good name of the university;
- f. Respect and respect all parties for the sake of fostering a family life atmosphere as an experience of Pancasila and the 1945 Constitution;
- g. Be tolerant and respect the opinions of others;
- h. To behave and behave respectably in accordance with his dignity;
- i. Respect and respect for educational personnel;
- j. Trying to develop all the abilities they have so that they can work as well as possible;
- k. Maintaining one's health and environmental balance;
- l. Comply with all applicable regulations/regulations at the university;
- m. Maintaining and improving the quality of the environment on campus;
- n. Appreciate and uphold science, technology and/or art;
- o. Respect and uphold national culture; and dress modestly and orderly in accordance with the applicable regulations at the university.

3. Prohibition

- a. Neglecting his duties as a UNS student;
- b. Interfere with the implementation of education, reasoning, interests, talents, careers and student welfare;
- c. Violating academic ethics such as plagiarism, cheating, falsifying grades, forging signatures, forging stamps, forging diplomas and/or other acts that violate the provisions of applicable laws and regulations;
- d. Committing uncommendable acts that may damage the dignity and prestige of the university;

- e. On behalf of the university without a mandate or permission from the rector and/or authorized officials;
- f. Making the campus a place for group fights, political interests and/or SARA;
- g. Staying in the campus environment, unless there is permission from the university and/or faculty related to the teaching and learning process activities;
- h. Smoking in lecture halls, libraries, laboratories, offices and other places during the teaching and learning process;
- i. Entering, attempting to enter or use and transfer without authorized permission, rooms, buildings, and other facilities belonging to or under the supervision of the university;
- j. Refusing to abandon or surrender any building space or other facilities belonging to or under the supervision of the university that are used unlawfully;
- k. Pollute or damage rooms, buildings and other facilities, owned or under the supervision of the university;
- l. Irresponsibly use facilities and funds owned or under the supervision of the university;
- m. Possessing, carrying, storing, trading or circulating as well as making or consuming liquor, when within the campus environment;
- n. Possessing, carrying, storing, trading or distributing as well as making or consuming narcotics or psychotropics, when within the campus environment;
- o. Carrying out activities that can be categorized as gambling, when it is within the campus environment;
- p. Carrying, storing, making, trading, or distributing and using weapons, without authorized permission, when within the campus environment;
- q. Carrying, storing, making, trading, or distributing and using explosives, without authorized permission, when within the campus premises;
- r. Committing immoral acts, harassment and/or sexual crimes, such as: adultery, uttering indecent words; sexually hurt someone; rape and other immoral acts.

Actions as mentioned above are reported by the directly affected party or the victim. Parties who have a direct relationship with the victim, witnesses who see and/or hear the occurrence of immoral acts, harassment and sexual offenses, victims or witnesses can report in writing or orally the incident that

to officials in the field of student affairs and/or to the Student Discipline Commission.

B. Facilities, Facilities and Infrastructure

For the sake of the smooth and continuous teaching and learning activities, every student is obliged to maintain and maintain the facilities, facilities and infrastructure of universities and faculties. Any changes, moves, and takeovers of facilities owned by the university and faculty must be with the permission of the authorized officials.

C. Activities and Licensing

Various activities can be carried out by students both at the university and faculty levels which include curricular and extra-curricular activities. The other activities will be regulated in separate regulations.

D. Posters, Banners and Banners

The installation of posters, banners, banners and the like as well as the distribution of leaflets and the like is only carried out in designated places. The installation of posters and so on must have permission from the authorities. Images and displays on posters, banners or banners must be in accordance with applicable norms and ethics.

E. Clothing (Dress code in the FKIP UNS Campus environment)

While on the UNS campus, FKIP UNS students are required to follow the dress code that reflects the appearance of an educator, including dressing modestly and neatly in accordance with applicable norms. Meanwhile, the type and type of clothing is adjusted to the activities being carried out, namely

1. Clothes to attend theory lectures in the lecture hall;
 - a. Male students: wear collared shirts and tucked over trousers (jeans are prohibited), neat, polite and not tight, wear shoes and socks. Mondays and Tuesdays; Wearing a white collared shirt, tucked into dark trousers. Friday: wear batik or strique shirts, wear shoes and socks.
 - b. Female students: dress neatly, politely, not tightly, and have shoes. Mondays and Tuesdays; wearing a white shirt/blouse) and dark skirts/trousers, and shoes. For those who wear a hijab, clothes and veils adjust. Friday: wear a batik shirt or triik and shoes.

2. Clothing for practical lectures, practicums, or sports should be in accordance with the provisions of each study program.
3. Clothing for Thesis Exams, Colloquium, PPL, Final Project;
 - a. Male students: wearing a white collared shirt, tie and put on black/dark trousers, neat, polite and not tight, wearing shoes and socks
 - b. Female students: wearing a white collared shirt/blouse, tie, not tight, black/dark skirt/trousers bottoms, and shoes. For those who wear a hijab, clothes and veils adjust.
4. Clothes for Flag Ceremonies, Graduations, and Others
 - a. Male students: wearing a white collared shirt with black/dark trousers, not tight, wearing a mater jacket, shoes and socks.
 - b. Female students: wearing a white collared shirt, alma mater jacket and black skirt/trousers, wearing shoes and socks.
5. Graduation Dress:
 - a. Male students: wearing a white collared shirt with black trousers, not tight, with a bow tie, wearing a toga according to the regulations, shoes and socks.
 - b. Female students: wear national clothes/kebaya cloth, wear toga according to the regulations, shoes adjust. For those who wear hijab, clothes and veils adjust.
6. Clothing for other activities (seminars, meetings, training, etc.)

Dress neatly, politely, and wear shoes (according to applicable regulations).

F. Sanctions

Any violation of this code of conduct will be sanctioned according to the severity of the violation, which is in the form of verbal warnings, written warnings, temporary revocation of the right to use university or faculty facilities, prohibition of academic activities within a certain period of time (suspension), or revocation of his status as a student. The determination and imposition of the severity of the sanctions are regulated in separate regulations.

G. Awards

Students who excel and/or excel in their fields or outside their fields in the campus environment and outside the campus

can be awarded from the university. Before giving awards to outstanding students, the Rector needs to be considered by the University Senate. The form and nature of this award will be regulated in separate regulations.

H. Disciplinary Commission

To effectively implement the rules of student life at UNS, a Student Discipline Commission was formed. The form of organization, membership structure, duties, authorities and responsibilities are regulated in separate regulations.

I. Advocacy Commission

To help students with problems, an Advocacy Commission was formed that provides services in the form of consultation, coaching, and/or legal assistance to students. The form of organization, membership structure, duties, authorities and responsibilities are regulated in separate regulations.

J. Foreign Students

Every foreign student in the UNS environment is required to comply and obey all applicable regulations. The services held to help the smooth study and licensing of foreign students are managed by the UNS International Office and the Cooperation Section according to their goals and authority.