UNDERGRADUATE EDUCATION PROGRAM

A.1. Educational Objectives

The Bachelor Program is an academic education program that aims prepare students to be faithful and pious citizens to God Almighty, with the soul of Pancasila, having integrity high personality, open and responsive to change and scientific progress, and problems facing society.

The Bachelor program is directed at the results of graduates who have the qualifications as following:
1. mastering scientific basics and skills in the field of expertise certain, so that they are able to find, understand, explain, and formulating ways of solving problems that exist within the region his expertise.
2. able to apply knowledge and skills in accordance with their fields of expertise in productive activities and service to the community with appropriate attitudes and behavior with the order of life together.
3. able to behave and behave in carrying oneself, work on their fields of expertise and in living together in the community.
4. able to follow the development of science, technology and / or art which is his specialty.

A.2. Field of Expertise / Study Program

Field of expertise is expertise based on discipline (science) at a department / faculty, where students can deepen certain competencies (Science, skills and behavior) within a package of courses with minimum total credits of undergraduate education programs a total of 144-160 credits. Providing education according to the field of expertise in Undergraduate education programs at IPB are implemented through study programs. The study program is organized using a competency-based curriculum with the Major-Minor System, consisting of thirty-seven (37) major ones thirty-five (35) departments, nine (9) faculties and one (1) schools as presented in Table 2.

Table 2. Main areas of expertise offered (Major) and Departments Pengampu.

Faculty/ School	Supporting Department		Major Offered	
	Code	Name	Code	Name
Agriculture (A)	TSL	Soil Science and Land Resources	A1	Resource Management Land
	AGH	Agronomy and Horticulture	A2	Agronomy and Horticulture
	PTN	Plant Protection	A3	Plant Protection
	ARL	Landscape Architecture	A4	Landscape Architecture
Veterinary (B)	FKH	Anatomy, Physiology, and Pharmacology	B0	Veterinary Medicine
		Veterinary Science and Public health Veterinary		
		Clinic, Reproduction, and Pathology		
Fishing and Marine Sciences (C)	BDP	Aquaculture	C1	Technology and Management Aquaculture
	MSP	Resource Management The waters	C2	Resource Management The waters
	THP	Aquatic Product Technology	C3	Aquatic Product Technology
	PSP	Resource Utilization Fishery	C4	Technology and Management Catch fisheries
	ITK	Science and Technology Marine	C5	Science and Technology Marine

Animal husbandry (D)	PTP	Production Science and Animal Husbandry Technology	D1	Animal Production Technology
			D3	Animal Product Technology
	NTP	Nutrition Sciences and Feed Technology	D2	Nutrition and Technology Feed
Forestry (E)	MNH	Forest Management	E1	Forest Management
	HHT	Forest products	E2	Forest Product Technology
	KSH	Resource Conservation Forests and Ecotourism	E3	Resource Conservation Forest and Eco Tourism
	SVK	Silviculture	E4	Silviculture
Agriculture Technology (F)	TMB	Mechanical Engineering and Biosystems	F1	Agricultural and Engineering Biosystems
	ITP	Science and Technology Food	F2	Food Technology
	TIN	Industrial Technology Agriculture	F3	Industrial Technology Agriculture
	SIL	Civil Engineering and Environment	F4	Civil Engineering and Environment
Mathematics and science Knowledge Nature (G)	STK	Statistics	G1	Statistics
	GFM	Geophysics and Meteorology	G2	Applied Meteorology
	BIO	Biology	G3	Biology
	KIM	Chemistry	G4	Chemistry
	MAT	Mathematics	G5	Mathematics
			G9	Actuarial
	KOM	Computer Science	G6	Computer Science
	FIS	Physics	G7	Physics
	BIK	Biochemistry	G8	Biochemistry
Economy and Management (H)	EKO	Economics	H1	Economic development
	MAN	Management	H2	Management
	AGB	Agribusiness	H3	Agribusiness
	ESL	Resource Economy Environment	H4	Resource Economics and Environment
	EKS	Sharia Economics	H5	Sharia Economics
Humans Ecology (I)	GIZ	Community Nutrition	I1	Science of nutrition
	IKK	Family Sciences and consumers	I2	Family Sciences and Consumer
	KPM	Communication Science and Development The community	I3	Communication and Community development
Business (K)	SBI	Business	K1	Business

A.3. Curriculum

1. The curriculum of the IPB undergraduate program is a higher education curriculum is a set of plans and arrangements regarding the contents as well study materials and lessons learned as well as how they are delivered and assessed used as a guideline for organizing teaching and learning activities on IPB. The curriculum of the undergraduate program IPB is prepared with reference to Indonesian National Qualification Framework (KKNI). In accordance with KKNI curriculum. This is structured to produce graduates with learning outcomes (*learning outcome*) level 6.

2. Understanding the Major-Minor Curriculum is a curriculum based competence where every student follows education in error one major as a major area of expertise (competence) and can be attend education in one of the minor fields as a field complementary skills (competencies) or freely choosing courses as supporting (*supporting courses*) for their expertise.

3. Major is an area of expertise based on scientific discipline especially in a department or faculty, where students can deepening its competence (science, skills and certain behaviors in a course package.

4. Minor is a complementary field of expertise taken by students from other departments outside the department the main (major).

5. Based on the purpose of education, courses in the curriculum the bachelor's program consists of general subjects, major courses, and subjects interdepartmental courses, minor courses, and supporting subjects (*supporting courses*).

6. Compulsory courses for each major held on the first year is a bridge to the major which can consist of: (1) eyes major lecture; and / or (2) interdepartmental courses.

7. The semester credit unit (credits) is the measure used for states (1) the size of a student's study load, (2) a measure of success cumulative effort for a articular program, and (3) size for the burden organizing education, especially for lecturers.

8. Understanding the Credit System
    a. The credit system is a system of organizing the program education stated in semester credit units (credits), with the smallest time measurement is one semester.
    b. Semester is a unit of time for 19 weeks of educational activities, consists of 14 weeks of lecture activities (lectures, practicum or response), 2 (two) weeks of Midterm Examination (UTS), and 1 (one) week of preparation for the Final Semester Examination (UAS), and 2 (two) UAS weeks.

9. One credits with lecture method includes 3 (three) hours of activity per week for one semester, with the following details:
    a. Scheduled face-to-face activities with lecturers, for example lectures, which done for 50 minutes.
    b. Structured academic activities, i.e. unscheduled study activities, but it is planned, for example homework, solving problems question, which is done for 60 minutes.
    c. Independent activities to explore, prepare for, or to other academic assignments, for example in the form of reading books references carried out for 60 minutes.

10. One credits with the seminar and capita selekta methods are the same as calculations in the lecture method activities.

11. One credits with practicum methods, field practice or skills profession, Real Work Lecture (KKN) or Professional Work Lecture (KKP), internships, and research are as follows:
    a. Practicum: calculation of the workload for practicum activities in gardens, greenhouses, laboratories, workshops (*workshops*), homes animal sick, cage, or studio, is the same as the workload for 2-4 hours (2-4 times 60 minutes) per week in one semester.
    b. Field practice / professional skills, KKN / KKP, and internships: the workload calculation is equivalent to 4-5 hours (4-5 times 60 minutes) per week in one semester, or the equivalent of 2 or 3 months (16-17 working days) for 4-5 hours every day.
    c. Research and preparation of thesis: the calculation of the task load equivalent to 3-4 hours per week in one semester or 4-5 hours a day for 2/3 months (16-17 working days). One semester of research and thesis preparation (6 credits) is equivalent to 4 months.

12. Undergraduate curriculum for a graduate degree study load of at least 144 credits and a maximum of 160 sks. In the case of students taking dual major or major and minor double is possible greater study load.

13. Curriculum for each major set with Rector's Regulation / Decree.

14. The course code is written in a 6 digit space with the details as follows written in Table 3.

Table 3. Course Code Writing Procedure

Digits to:	Filled with:
1, 2 & 3	It is a 3-letter abbreviation for the supporting department code, except for general courses are given an IPB code.
4	The form of numbers indicates the level of depth of knowledge
5	In the form of numbers that indicate serial numbers or Section in the Department; numbers from 0 to 9 are used.
6	Number numbers that indicate the serial number of courses in knowledge groups / sections concerned; numbers from 0 to 9 are used. If needed, it can be continued with the letters of the alphabet, from A to Z

example:

Digits to:	1	2	3	4	5	6
Filled in:	S	T	K	2	1	1

15. Procedure for Writing Credit Amount (Credit Load) and Subjects Precondition
    a. The amount of credit (credit load) of a course is written after the code
       the relevant subject in a space of 6 digits.
    b. Subjects that have prerequisites are marked with write the prerequisite course code after writing credit load
       the subject. Every student who will take eyes lectures that have prerequisites, must take courses these
       prerequisites first.

Table 4. Procedure for Writing Amount of Credit

Digits to:	Filled with:
1	Total credit load
2	Open parenthesis "("
3	Hours of face-to-face lectures from the course in question
4	Hyphen "-"
5	Face-to-face hours practicum
6	Close parentheses ")"

Example:

Digits to:		1	2	3	4	5	6
Filled in:		3	(	2	-	3	)

A.4. Admission of new students

1. Prospective students of IPB undergraduate education program are citizens Indonesian or foreign high school graduates (SLTA), graduates diploma program (minimum D3), or Higher Education (PT) student others, nationally and internationally that intend and fulfill the requirements to enter or move to IPB.

2. Admission of high school graduates to be registered as new students of the program Bachelor in IPB is conducted with the principle of education for all (*education for everyone)* through 7 (seven) lines, namely: (1) National Entrance Entry State University (SNMPTN); (2) Joint College Entrance Selection State Higher Education (SBMPTN); (3) Special Invitation for high school graduates who has national and international achievements; (4) Selection Admission of Regional Envoy Scholarship Students (BUD); (5) Talent Exams Enter (UTM) IPB regular and international classes; (6) Affirmation Program

3. General requirements for registration as prospective IPB graduate students Senior high school is: (1) physically and mentally healthy; (2) free from use drugs; and (3) willing to live in IPB Dormitory in the first year.

4. New students of IPB are students who for the first time participated education at IPB; never dismissed from IPB.

5. Prospective students who are called in the first year will follow education in the PKU Program.

A.4.1. Admission of New Students through SNMPTN

Based on Law Number 12 of 2012 concerning Higher Education, Republic of Indonesia Government Regulation Number 66 Year 2010 concerning Amendment to Government Regulation Number 17 of 2010 concerning Management and Implementation of Education, and Ministerial Regulations National Education Number 34 Year 2010 concerning Acceptance Patterns New Students Undergraduate Program at Higher Education held by the Government, a new student admission system for undergraduate programs Higher education is carried out through national and other forms of selection.

Based on the results of the meeting between the College Chancellor Board Managers Negeri Indonesia with the Director General of Higher Education Ministry Education and Culture stipulated that national selection be government responsibility while the selection of other forms becomes responsibility replied the Chancellor of the Indonesian State University and / or the Chancellor State Universities respectively.

National selection system is a selection carried out by all universities high country attended by participants from all over Indonesia in the form National Selection for State Universities (SNMPTN). SNMPTN is the only national selection pattern carried out by the Committee Implementing SNMPTN established by the Ministry of Research, Technology and Higher Education and participated by all State Universities in one integrated system. The cost of implementing SNMPTN is borne by the Government, so participants are not charged a registration fee.

SNMPTN is a national selection pattern based on the selection of achievements
academic report card grades and other achievements.

A.4.2. Admission of New Students through SBMPTN

Permanent Chancellor Council of Indonesian State Universities (MRPTNI) organizing written examinations as a form of PTN admission selection in addition to the National Entrance Test for State Universities (SNMPTN). That selection this principle of trust and togetherness is called Selection Joint Entrance to State Universities (SBMPTN). In addition to graduates in 2016, the SBMPTN was held to provide opportunities for graduates Senior High School in 2016 and 2017, to take part in the selection in 2018.

Written exams use exam questions that are developed in such a way so that it meets the requirements of validity, difficulty level, and distinguishing features adequate. SBMPTN written exam questions are designed to measure general abilities that are thought to determine the success of prospective students at all study programs, namely *higher order* reasoning abilities *thinking*), which includes academic potential, mastery of basic fields of study, science and / or social and humanities fields. Besides taking the exam written, participants who choose Art and / or Sports study programs required to take a skills test.

A.4.3. Admission of New Students through Special Invitation

1. A special invitation to enter IPB is given to prospective graduate students   SLA IPA in the current year which has a special achievement both on national or international scale or IPB including in activities: Competition for

Scientific Work, Mathematics Ria Olympiad in Mathematics, Physics, Chemistry, Biology, Informatics and memorizing the Koran (hafiz / hafizah). This Path Candidate also known as the International and National Achievement Path (PIN)

2. Prospective students who are accepted at IPB through this path must register yourself on the date specified by showing the original document and other conditions specified, paying tuition fees, and other fees specified IPB.

3. Application letters from students addressed to the Chancellor of IPB with mention the STUDY PROGRAM at the intended IPB and include addresses that can be reached by post and phone numbers that can contacted. Letters are signed by students and parents and students, completed with (1) Letter of introduction from the Headmaster addressed to the Rector of IPB (no special format), (2) a copy of the semester high school report card 1-5 legalized by the School Principal, (3) photocopy of certificate / charter achievement awards which are legalized by the Principal

A.4.4. Admission of New Students through Regional Envoy Scholarship (BUD)

1. BUD is a way of accepting IPB undergraduate students recommended and funded by the Central Government, Government Province, and Regency / City Government, which if expected is passed return to the area of origin to develop the area, as well as companies and Private Institution.
2. Prospective students are graduates of natural science or vocational high school graduates who are potential, recommended and funded by the Central Government, Provincial Government, Regency / City Government, Government Agencies, local private companies / institutions with the following criteria: (a) no more than 25 years old; (b) has a good high school report card (minimum 7.00 (range 0.00 - 10.00) for Mathematics, Physics, Chemistry, Biology for the first 5 semesters), (c) Physical and physical health spiritual, (d) Drug free, (e) Willing to live in the PPKU-IPB Dormitory at first year

3. Registration is done institutionally by the scholarship provider by completing the registration form file received by IPB accordingly specified schedule.

A.4.5. Admission of New Students for the Talent Entrance Test (UTM) IPB

1. IPB Admission Talent Test (UTM IPB) is one way of acceptance students of undergraduate programs of IPB based on leadership, entrepreneurship, and love of agriculture. During attending education at IPB, students who enter the UTM IPB pathway will receive a soft skill charge specifically to improve the quality of his personality in terms of leadership and entrepreneurship and love of agriculture.

2. There are two selection methods used, namely through written examinations implemented by IPB or through SBMPTN. A prospective student must choose one of these two selection methods. For those who don't follow SBMPTN or don't want to use SBMPTN scores (scores), then the prospective student must take a written exam. If you want to use the value (score) of SBMPTN that has been followed, the candidate students don't need to take written examinations.

3. The SBMPTN score to be used is the value of the appropriate subject with the UTM IPB Writing Examination Material, namely Mathematics, Physics, Chemistry, Biology, and English UTM IPB is a way of acceptance students of IPB undergraduate program based on leadership and entrepreneurship and love of agriculture.

4. Prospective students are high school science graduates with the following criteria: (a) graduate at last three years; (b) healthy; and (c) not color blind for the Study Program (Major) certain.

5. Registration is done *online* according to the specified schedule.

6. Prospective students must take a written exam in accordance with the schedule determined.
7. Prospective students who have passed the examination and accepted by IPB, are required register according to the schedule specified by bring the specified requirements.

8. For new students who have passed the UTM IPB exam and have or are currently became a student of the IPB undergraduate program and never dismissed / DO, then the courses that have been taken previously and got a value of ≥ C can be recognized by IPB. For new students with this category must still comply with administrative provisions as new student of IPB.

A.4.6. Admission of New Student Paths Student Council Chair

Bogor Agricultural University as a University with the motto "Search and Giving the Best "always striving to improve quality educational programs, ranging from input, process to the quality of output. Input Prospective students are an important determinant of the quality of graduates. By therefore IPB is always trying to find prospective students with quality best. IPB has been known as the pioneer of several entry selection models Higher Education, the most important is the selection path for prospective students without the test the selection is done using report cards for 5 first semester. The selection path, currently known as SNMPTN, has been proven successful in screening potential student candidates for go to college, especially to IPB and the graduates have good academic skills so they can compete in the job market or continue master studies up to doctorate.

Now, in the era of democracy and decentralization, when the quality of leadership is on central and regional become one of the most urgent needs, Academic ability of graduates is certainly very important, but not enough\ adequate to produce leaders who are able to overcome problems increasingly complex development. For this reason in 2018 IPB developing one of the selection schemes for new prospective students for special pathways for the Student Council Chair who fulfills academic requirements as an IPB student. This scheme is one of the independent selections to find prospective students who has been proven to have leadership as the student council president during his time at High school, as well as having sufficient academic ability to be educated at IPB becomes a candidate for leaders who have high intellectuals, or intellectuals who has a strong leadership spirit. It is hoped that this scheme will produce prospective leaders both national, regional leaders, corporations and community movers who lead with scientific approach, or apply *scientific based leadership*.

1. Requirements for prospective applicants for this program are:
a. He was the student council president during high school, which was strengthened by letters Principal's statement that the applicant is a true student at school and has been the student council president for at least one period;
b. Graduated in 2018 majoring in Natural Sciences;
c. Average score of Mathematics, Physics, Chemistry and Biology for 5 semesters at least 80,
d. Submitting applications to the Rector of IPB by including Biodata and activities as long as the Student Council Chairman is known to the Principal,
e. Making a Synopsis of Contributions to Indonesia's Development in the Period future,
f. willing to get leadership, entrepreneurship and training other training.

A.4.7. Student Admission Affirmation Program

The affirmation program is carried out to provide greater access for Indonesian citizens in the higher education age group who are in the foremost area (the order of Indonesia with other countries) with the aim of forming superior human character that will accelerate development in the area- frontier area. This program is fully supported by funding Ministry of Research, Technology and Higher Education.

1. Requirements for prospective applicants for this program are:
a. Graduated from a science high school in the forefront of Indonesia included in list of priority districts;
b. Having a diploma with sufficient achievements;
c. Pass the selection / entrance examination which is coordinated nationally.
d. Status and Study Plan of Student Affirmation Program

By considering the difficulties that might arise in the process adaptation to the world of campus, considering that applicants are based from the regions leading and lagging, then the status and study plans of students of this program defined as follows:
a. affirmation program students will first be accepted as special status student. During the special status of the program students affirmations must take all Competency Education courses General and tutorials organized by IPB.

b.   After graduating from PPKU and achieving a GPA of ε 2.00 in time maximum of 4 (four) semesters, the status of the affirmation student switches from special status to regular status and if the GPA is less than 2.0, then the student was expelled from IPB.

c.   Affirmation students who can meet the minimum GPA in time which is given the opportunity to complete the whole education no more than 14 semesters.

A.4.8. International Student Admissions

1.   International Classes are open to prospective students who come from within foreign and foreign countries.

2.   Registration requirements for prospective students who come from within countries follow the same rules as prospective new students through UTM Path.

3.   Prospective Foreign Students who register to IPB are divided into 2 (two) groups, namely:

a.   Prospective foreign students applying for entry from the first year educational programs, i.e. those who have just graduated from high school or equivalent graduates of diploma programs abroad and will apply to IPB Undergraduate Program.

b.   Foreign students who have become students at one of the universities in abroad and will move to follow education at IPB with objectives (1) continuing (transferring) education, (2) taking certain subjects, or (3) carry out special assignments / research.

4.   Requirements
Foreign citizens can continue their education at IPB Meet the following requirements:

a.   Graduates equivalent to high school and have STTB with outstanding achievements seen enough. Especially for transfer students must have transcript from the original PT which has been accredited / registered at Ministry of Research, Technology and Higher Education Republic of Indonesia.

b.   Obtain a study permit from the Ministry of Research, Technology and Higher Education, RI which was requested through the RI representative at his country for those who live abroad, or through representatives his country in Indonesia for those who live in Indonesia.

c.   Passed the selection / entrance examination.

5.   Admission Process
Prospective students or foreign students can register to IPB with make a letter of application to the Rector of IPB by attaching one duplicate the files as follows:

a.   Curriculum Vitae.

b.   Study permit from the Ministry of Research, Technology and Education RI Height.

c.   Photocopy of diploma including a list of achievements that have been legalized authorized official, or course transcript taken at the original PT, as well as for transfer students to include passport size 4 cm x 6 cm 3 sheets.

d.   Certificate of guarantee of living costs and tuition fees from parent / fund guarantee agency.

e.   The affidavit will not work while being a student at Indonesia.

f.   The statement will not interfere in political activities at Indonesia and will comply with the applicable laws in Indonesia.

g.   Certificate of good health.

h.   Have a *Student Visa*

6.   Status and Foreign Student Study Plan

a.   By considering the difficulty in adjusting the use of Indonesian while attending education at IPB, foreign students will first be accepted as students special status. During special status foreign students are required attended Indonesian language training both at IPB and outside IPB recognized by IPB.

b.   After being declared graduated from the given Indonesian language training equivalent weight of 2 credits and achieve a GPA of 00 2.00 in maximum time 4 (four) semesters, the status of foreign students switched from special status to regular status and if the GPA is less than 2.00, then the student was issued from IPB.

c. Foreign students who can achieve a minimum GPA in the time specified is given the opportunity to complete all education is not more than 14 semesters.
d. Foreign students who take the Bachelor Program are not compulsory took the Pancasila Education course, Indonesian, Religion, and Sports and Art. Mandatory course provisions Taken regulated in special provisions and determined by the Chairperson Designated department or team. The minimum total number of credits is must be taken by foreign students without exception subjects above is 144 credits. For transfer students with consider courses that can be transferred / accredited from the original PT. The maximum amount of credit that can be transferred is 50 percent of the total credit that must be fulfilled at IPB.

A.4.9. International class

Starting in 2018, IPB opened International classes. There are three programs
studies that open International classes viz

1. Veterinary Medicine,
2. Food Technology (ITP),
3. Agricultural Industrial Technology (TIN).

Full teaching will be given in English.

International program selection method is the same as the UTM IPB pathway method through a written test in English. The written test includes Mathematics, Chemistry, Biology and Physics. Specifically for the Veterinary Study Program there are exam materials about Veterinary Medicine. As for tuition fees for international class can be seen at http://admisi.ipb.ac.id/biaya- education/

Requirements:
IPB International class participants in 2018 must meet the requirements
as follows:
1. Indonesian Citizens and Foreign Citizens
2. SMA / MA / SMK IPA graduates both domestically and abroad year 2016, 2017 or 2018
3. Physically and mentally healthy

A.4.10. Admission of Transfer Students from Other Colleges

1. Transferring students from other universities to IPB is possible with pay attention to the reasons for moving from the head of the original PT, eligibility academic applicants (GPA> 2.75), major capacity, and at least at least have taken 4 (four) semesters at the original PT.

2. Requests to transfer studies to IPB are submitted to the Rector of IPB through The original PT Chancellor, accompanied by a file about the student's identity, letters supporting the reasons for moving to study, and a description of achievements academic student applicant.

3. The Chancellor of IPB can accept or reject the application to transfer studies after pay attention to the considerations of the Faculty Leaders regarding the program appropriate major, applicant's academic eligibility, and capacity major program.

4. Students who are accepted to move to study at IPB are assigned a burden and his study period is based on the results of an evaluation of equality of competencies by the relevant faculty / department stated in the Letter Dean Decree.

5. Students who are accepted must take a minimum of 50 percent of the all credit expenses in IPB or a minimum of 4 (four) semesters for took his studies at IPB.

6. Students referred to in item 5 are required to register counted the semester specified by following the procedures and requirements- applicable terms.

A.4.11. Admission of Student Gathering Courses Credit / Credit Earning

1. Students from other tertiary institutions may take it certain subjects that are required for completion at PT the origin. Preferred courses are courses important and very related to the thesis topic that will be taken with a maximum load of 20 credits / semester.

2. Taking certain subjects is possible by paying attention Academic eligibility of candidates, ie having a GPA of ≥ 2.00 with an eye value minimum prerequisite college C.

3. Application for taking courses is submitted by PT origin to IPB Chancellor by completing the requirements in the form of a certificate of achievement student academics.

4. If the required conditions have been fulfilled, the Rector of IPB can accept or reject an application after paying attention the Faculty Dean's consideration regarding the course to be taken.

5. Students who take credit collection courses accepted at IPB will take part in joint courses with undergraduate students regular in the regular semester or in the transfer of the academic year.

6. Students who take credit collection courses are accepted register student counted semester specified and by following the procedures and conditions that apply and are entitled get a report on learning assessment results.

A.5. Determination of Major

1. The major is determined when the student registers as a student IPB. The basis for student admission in the major program of choice are: (1) academic achievement that meets the benchmark (requirements) academic achievement set by IPB, (2) the major capacity concerned, and (3) ability to meet specific requirements determined by the major chosen by the student.

2. Students can take more than 1 (one) major (double major). Determination of the major major is done when students register to IPB or after completing at least 50 percent of the credits from the major first with a GPA ≥ 2.76.

3. Students who have been assigned to follow the major mayor, can take the second major course when completed at least 50 percent of the credits of the first major he attended with a GPA ≥ 2.76.

4. Double major withdrawal is only allowed if the number of credits and lecture hours taken by students are still below the amount the maximum credits allowed to be taken according to semester IP achievements previous.

5. The second major must be canceled if in 2 (two) consecutive semesters also the GPA of the second major package did not reach 2.00.

6. In the case of major cancellation in item 4, the subject matter is has been taken and passed (grades D, C, BC, B, AB, and A) can be recognized as supporting subjects.

A.6. Minor Determination

1. Students who have entered semester 3 are required to choose a minor or *supporting courses* (*supporting courses*). The election carried out through the KRS *online* mechanism after consultation and approved by each Academic Advisor (PA).

2. Basically every student can choose the minor freely accordingly with their needs. Based on technical considerations and suitability Major competencies, students of each major can be recommended for take certain minor choices.

3. Students can take double minor if they have finished at least 50 percent of the credits of the first minor he chooses.

4. Double minor withdrawal is only allowed if the number of credits and lecture hours taken by students are still below the amount the maximum credits allowed to be taken according to semester IP achievements previous.

5. Double minor must be canceled if two consecutive semesters The GPA of the minor packet taken did not reach 2.00.

6. In the case of a minor cancellation in item 3, the course is already taken and passed (grades D, C, BC, B, AB, and A) can be recognized as currency supporting lecture.

7. Students can move from minor to another minor or minor to *Supporting Course* s with PA Lecturer and Department student *homebase* approval.

8. In case of cancellation or minor displacement as stated in item 1, old minor courses taken and passed (grades D, C, BC, B, AB, and A) can be recognized as Supporting Courses.

Table 5. Recommended Minor Choices

Faculty	Major's name	Minor recommended
Agriculture (A)	Resource Management Land	1. Agronomy & Horticulture
		2. Plant Protection
		3. Landscape Architecture
	Agronomy and Horticulture	1. Agribusiness Entrepreneurship
		2. Agricultural Economics, Resources and the environment
		3. Plant Protection
	Plant Protection	1. Agronomy & Horticulture
		2. Agribusiness Entrepreneurship
		3. Communication
	Landscape Architecture	1. Management of Nature Tourism & Services Environment
		2. Functional Management
		3. Land Management
Veterinary (B)	Veterinary Medicine	There are no minor recommended
Fishing and Marine Sciences (C)	Technology and Management Aquaculture	There are no minor recommended
	Resource Management The waters	There are no minor recommended
	Aquatic Product Technology	There are no minor recommended
	Technology and Management Catch fisheries	There are no minor recommended
	Marine Science and Technology	No minor is recommended
Animal husbandry (D)	Animal Production Technology	There are no minor recommended
		There are no minor recommended
	Nutrition and Feed Technology	No minor is recommended
Forestry (E)	Forest Management	1. Management of Nature Tourism & Services Environment
		2. Agribusiness Entrepreneurship
		3. Community Development
	Forest Product Technology	1. Forestry Planning

		2. Forestry Policy
		3. Utilization of Forest Resources
	Resource Conservation Forests and Ecotourism	1. Agricultural Economics, Resources and the environment
		2. Community Development
		3. Atmospheric Science
	Silviculture	1. Agronomy & Horticulture
		2. Forestry Planning
Agriculture Technology (F)	Mechanical Engineering and Biosystems	1. Food Processing
		2. Agronomy & Horticulture
		3. Information Systems
	Food Technology	1. Functional Management
		2. Community Nutrition
		3. Agribusiness Entrepreneurship
	Agricultural Industry Technology	No minor is recommended
	Civil and Environmental Engineering	1. Wood Engineering
		2. Information Systems
		3. Environmental Chemistry
Mathematics and science Knowledge Nature (G)	Statistics	1. Economics and Development Studies
		2. Financial Mathematics and Actuarial
		3. Consumer Science
	Applied Meteorology	1. Agronomy & Horticulture
		2. Information Systems
		3. Agricultural Economics, Resources and the environment
	Biology	1. Communication
		2. Community Nutrition
		3. Food Processing
	Chemistry	1. Food Processing
		2. Biochemistry
	Mathematics	1. Applied Statistics
		2. Information Systems
		3. Economics and Development Studies
	Actuarial	1. Data Mining
		2. Economics and Development Studies
		3. Functional Management Communication
	Computer Science	1. Electronic Instrumentation
		2. Operations Research

		3. Applied Statistics
	Physics	1. Dynamic System Modeling
		2. Biochemistry
		3. Environmental Engineering
	Biochemistry	1. Agronomy & Horticulture
		2. Food Processing
		3. Functional Management
Economy and Management (H)	Economics and Studies Development	1. Community Development
		2. Functional Management
		3. Agribusiness Entrepreneurship
	Management	1. Communication
		2. Consumer Science
		3. Financial Mathematics and Actuarial
	Agribusiness	1. Agronomy & Horticulture
		2. Communication
		3. Agricultural Economics, Resources and the environment
	Resource Economics and Environment	1. Agronomy and Horticulture
		2. Land Management
		3. Plant Conservation
		4. Economics and Development Studies
		5. Management of Nature Tourism and Services Environment
	Islamic Economics	1. Community Development
		2. Functional Management
		3. Agribusiness Entrepreneurship
Humans Ecology (I)	Science of nutrition	1. Child Development
		2. Functional Management
		3. Food Processing
	Family and Consumer Sciences	1. Community Nutrition
		2. Functional Management
		3. Community Development
	Communication and Community development	1. Agronomy & Horticulture
		2. Plant Conservation
		3. Management of Nature Tourism and Services Environment
Business (K)	Business	There are no minor recommended

A.7. Supporting Courses

1. *Supporting courses (supporting courses)* are elective courses organized by other departments that can be taken by students to support their main competencies.

2. The selection of supporting subjects is carried out by students starting from 3rd semester together with academic supervisors. On technical considerations and suitability of Major competencies, students can It is recommended to take a choice of supporting courses that can be seen in the curriculum of each study program or in consultation with an Academic Advisor.

3. Supporting courses that have been taken by students and qualify to be taken into a minor course package recognized as a minor.

A.8. Major Substitution

1. Transfer of students from one major to another at IPB is possible when:
   a. Students experience a change in interest in their majors (major) and meet the major moving requirements specified in item A.5.1.
   b. Students experience health and / or physical barriers which is strong enough that does not allow a student continue studies at the major of origin as evidenced by the letter verified doctor's statement from the Government Hospital and legalized by the Clinic of IPB.

2. Terms for moving to a major due to changes in interest as referred to in item A.8.1.a. is the student concerned must pass the entrance examination IPB through the SBMPTN written entrance exam or UTM IPB after attend the education process at IPB for at least 2 (two) semesters and a maximum of 4 (four) semesters with a GPA $\geq$ 2.00 and follow administrative and financing provisions as new students.

3. Conditions for applying for a major transfer due to reasons health / physical barriers are student applicants must have attend the initial major for at least 2 (two) effective semesters 4 (four) semesters including PPKU).

4. In the case of student transfers due to health and / or reasons physical obstacles in 1 (one) faculty application submitted to the Dean, whereas transfers between faculties are submitted to Rector.

5. The application file is accompanied by a medical statement from the hospital Government legalized by IPB Clinic, academic achievements, and information from the PA known by the Chairperson of the Department.

6. The Chancellor / Dean can accept or reject the application to move major.

7. Study load of students who move to major is determined based on the results evaluation of competency equality by faculty leaders on proposals department.

8. Status of courses that have been taken at the old major can be determined as a component of new major, minor courses or supporting courses according to the assessment of the new major supporting department.

9. Students who have been approved to move to major may be good because they passed the entrance test IPB (item A.8) or because of health reasons after re-registration early on, the student in question must report to the Directorate Education Administration and New Student Admissions (Building Rector Andi Hakim Nasuetion Floor 1 with a validation sheet, proof of payment of education fee and certificate of approval valid no later than one week before the KRS Online filling period / lectures in the new academic year take place.

A.9. Study plan

1. After choosing a minor or supporting subject, students compile Plenary Study Plan (RSP) together with PA Lecturers.

2. RSP contains the determination of the name of the course during the study period will be taken according to the semester according to the pattern of curriculum structure selected Major-Minor system. RSP can change if there is a change major, minor changes or changes in composition of supporting courses. RSP can also change in terms of order of course services based on semester. RSP becomes the handle of students and PA Lecturers in the completion of studies.

3. Plans for taking courses every semester (filled in through *online* KRS mechanism) is based on RSP. There is a possibility KRS not in accordance with the RSP that has been prepared because of the number of credits that can be taken is determined based on the Achievement Index (IP) of the previous semester. Thus the number of credits taken in a semester can be more lower or higher than the number of credits listed in RSP for that semester.

A.10. Registration

1. Classification of Registration
    a. Initial Registration, namely registration that must be done at the time first registered at IPB.
    b. Re-registration, which is registration which is done every semester to attend education in the semester concerned. The re-registration requirement applies to all students who has not yet obtained a Certificate of Graduation (SKL) from the faculty.

2. Registration consists of administrative registration and academic registration. Administrative registration is a prerequisite for students to carry out academic registration.

3. Initial Registration Requirements
    Initial registration requirements for new students, transfer students from PT others, students transfer types of education, and foreign nationals are as follows:
    a. submit a letter of acceptance and / or a pass selection;
    b. submit a photocopy of a valid diploma and report card from the level previous education, previous education;
    c. or a photocopy of a diploma and a valid transcript obtained from another PT or on the type of submitting a 3x4 size self-portrait picture 5 cm (5) sheets;
    d. submit a health statement from a doctor;
    e. specifically for transfer students from other universities, submit information on movement between PT;
    f. specifically for foreign students handing over information that meets the conditions of acceptance of foreign students;
    g. proof of payment of education and boarding fees for students new regular (PKU program participants).

4. Implementation of Re-Registration
    a. Starting Odd Semester 2017/2018 PPKU students are required to do Academic registration through filling KRS Online.
    b. Academic registration (preparation of study plans) is carried out in a manner *on-line* (KRS-A and KRS-B) through the internet network after students consult the PA on the schedule specified by Directorate of Education Administration and New Student Admissions.
    c. Before filling in KRS Online, semester ≥ 3 students must fill out a Trusteeship Form online. After students filling out online trusteeship, printing and doing consultation with Academic Supervisors / Supervising Lecturers. Consultation can be done by face to face or by telephone, WA, Email, SMS or use other social media. If students haven't filled out the trusteeship form, they can't fill in KRS Online.
    d. Filling KRS-A. At the beginning of the semester even and odd, students must fill KRS-A which is the eye structure The initial lecture planned to be followed by students through *online* KRS mechanism after the specified schedule.
    e. Filling KRS-B. For some reason, student allowed to improve KRS in the form of additions and / or cancellation of courses that have been compiled during the KRS filling period previously (KRS-A) by filling in KRS-B through online KRS the time has been set. Add or cancel courses in the current semester outside the specified period / not listed in KRS-B is not permitted. Subjects allowed added via KRS-B only courses without practicum / response.
    f. Administrative registration includes SPP payment and renewal personal data. SPP payments are made through Host to Host Multi Payment Bank at a bank appointed by IPB in accordance with the provisions determined by IPB. Updating personal data (if needed) conducted at the Directorate of Education Administration and Admissions New students.
    g. Student Study Plan Cards will officially become Study Cards Students (KSM) after students complete obligations pay SPP.

h. Specifically for students who have taken academic leave, registration Students can do the repeat after obtaining the permission letter reactivation from the faculty or Directorate of the PKU Program.

5. Sanctions for Not Performing Registration Obligations
   a. For new students, transferring from other universities, transfer program students types, and foreign citizens who first entered the IPB late registration without a valid reason stated died as an IPB student.
   b. Students who do not re-register until the deadline the entire registration process is declared inactive with Rector's Decree. The period of inactivity is taken into account in the determination study period and tuition fees for the semester (100%) must still be repaid in the next SPP payment period.
   c. Students who are penalized in the form of inactive student status loss of academic service rights includes giving lectures / practicums, giving examinations, participation in seminars, discussion, library services, thesis guidance, KRS guidance, research, KKN / KKP / field practice, academic consulting, and other services related to student curricular obligations, and academic administrative services including research permits, field practice permit, information still in college, information family allowance, introductory statement for application services to other agencies, re-registration, Student Identity Card (KTM), and other services related to administrative obligations academic.
   d. Students who have 2 (two) consecutive semesters have inactive status
   and in the subsequent registration period does not carry out registration reset dismissed from IPB.

6. Amounts and Procedure for Payment of Educational Development Donations SPP)
   a. Starting in 2013 a single tuition (UKT) was applied accordingly Republic of Indonesia Education and Culture Regulations number 55 of 2013. This UKT is a form of coaching contribution education (SPP) which is the contribution of students' parents for the implementation of education in IPB, the amount of which is determined taking into account the socio-economic conditions of students who are concerned and Single Tuition Fee (BKT) for each study program.
   b. Each student is required to pay tuition fees at the time already specified in the IPB Education Calendar.
   c. Students who are on academic leave pay SPP in accordance with the provisions regarding academic leave.
   d. Students who do not pay tuition until the deadline determined sanctioned inactive status in the current semester.
   e. Provisions on payment of tuition fees for BUD students, and students
   foreign parties, regulated separately in the Rector's Decree of IPB.

7. The SPP payment mechanism is as follows:
   a. Students at their own expense Students are required to make SPP payments before Students undergraduate education programs that have filled KRS online (A and B) must pay directly through *tellers* , ATMs or e- *banking* to the IPB Rector Account accordingly predetermined schedule.
   b. Students with Overseas Scholarship / BUD / Cooperation. Payment of overseas student tuition fees and BUD is done by 2 (two) alternatives. If based on a mutually agreed contract between IPB and the scholarship provider to pay all study fees students are conducted directly by the scholarship institution to IPB, the student is not liablePay directly through the *teller* , ATM or e- *banking* account Rector of IPB. Payments will be made by the sending institution to Rector's account in accordance with the provisions contained in the Letter Cooperation agreement. If tuition fees are submitted directly by scholarship institutions to the students concerned, then the student is subject to the conditions and means same time payment with other students.

A.11. Meaning of Writing Student Identification Number

1. Student Identification Number (NIM) is written in 9-digit space. Registration number Faculty-based students with details can be seen in the Table 6

   Table 6. Writing the Student Identification Number

Digits to:	Filled with:
1	Faculty letter code
2	Study Program / Major Number in Faculty. For the program study / major organized by the Faculty filled in 0 (zero)

3	Educational strata numeric code, namely: 4 = Bachelor Program	
4 & 5	The last two numbers of the year numbers entered	
	Serial number of students in certain groups of students, namely:	
	No. sequence:	*Student group:*
	0001 to 0299	Regular Student
	4000 to 4999	Student Transfer Type of Education
6,7,8,9	5000 to 5999	Student Affiliation
	6000 to 6999	Special Organizing students program entered the odd semester
	7000 to 7999	Special Organizing students program enter even semester
	8000 to 8999	Foreign / International Students
	9000 to 9499	Transfer student from another major
	9500 to 9599	Transfer students from other tertiary institutions

Example:
NIM is a graduate student at the Faculty of Economics and Management, Major in Economics and Development Studies were accepted at IPB on 2017 reception year with serial number 0001 is as follows:
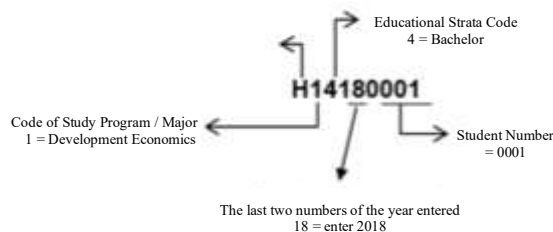
A.12. Organization of Educ......

1. Study Load
   a. The study load of students in 1 (one) semester is determined on the basis of academic ability and average time students have each. For PPKU, taking initial study load tailored to the package offered.
   b. The maximum study load for a student each semester determined by the Achievement Index (IP) of the student concerned in the previous semester. Students who have just completed their studies at PPKU, the study load is determined by the GPA while at PPKU.
   c. Maximum credits load that can be taken according to semester IP previously as can be seen in Table 7.
-

   Table 7. The maximum credits load that can be taken in accordance with IP previous semester

No.	Previous Semester IP	Maximum Study Load (credits)
1	≥ 2.76	25
2	2.00 - 2.75	22
3	< 2.00	19

   d. The minimum study load for students is 12 credits per semester. Students can take a credit load of less than 12 credits when there is a valid reason or the remaining study load is less than 12 credits.
   e. Number and composition of courses taken by each student. The semester is determined by KRS with guidance and approval PA Lecturer.

2. Study Period

    a. The maximum study period for an undergraduate program is 12 semesters[1]. For foreign students and affirmation program students, study period the maximum is 14 semesters.
    b. Students who cannot complete their studies to the limit the time specified in item A.12.2.a. removed from IPB with the Rector's Decree, after paying attention to the Dean's consideration.
    c. Students who have not reached the deadline set at item A.12.2.a. but has a learning achievement that is not meet the requirements, can be removed from IPB by the Chancellor's Decree after paying attention to the considerations of the Dean or Program Director PKU.
    d. Academic leave time is not taken into account in determining limits study time.
    e. The time during which a student is declared inactive, is taken into account in determining the study deadline.

3. Extension of Study Period
    a. Permission to extend the study period is a permit granted by the Dean in the form of a Decree of the Dean to students for complete the study over the time limit specified in item A.12.2.a with valid reasons.
    b. The study extension time is given to a student 2 (two) semesters in full and counted from the date the expiration of the deadline specified in item A.12.2.a.
    c. Application for permission to extend the study period is submitted by students no later than 2 (two) months before the end of his study period.
    d. The procedure for applying for an extension of study period permit is as follows:
        (1). Applications are submitted in writing to the Dean of the Faculty with an introduction from the Chair of the Department and Approval Mentor.
        (2). The request is accompanied by a permit application format extension of the completed study period and a letter statement and an agreed study completion work plan by the PA or Thesis Advisor and the Chair of the Department.
    e. Requirements for students who apply for extension of study period are registered students in the current semester (with show proof of payment of current semester SPP) complete all lectures required by the Chairperson Department.
    f. Students who have received an extension of their study period and haven't completed their education during the renewal period, issued from IPB by the Rector's Decree after paying attention Dean's consideration.

4. Academic Leave

    a. Students can apply for academic leave with valid reasons.
    b. Academic Leave consists of Planning Academic Leave and Leave Special Academic;
    c. Academic Leave Planning (*student mobility*)
        (1). Academic Planning Vacation (*student mobility*) is a leave of absence the reason was known to students before the period registration;
        (2). Students who exchange students (*student exchange*) outside IPB, payment of SPP (UKT) of 20% and active student status;
        (3). Requests for Academic Planning Leave (*student mobility*) submitted by students or their proxies to the Dean / Director PPKU by filling out the forms that are available in the Administration Department / Faculty / PPKU by attaching: (1) photocopy student card, (2) proof of semester tuition payment Before, (3) supporting evidence of the reasons for the request for leave, (4) letter of consideration of the Head of Department or PA or Counselor;
        (4). Requests for Academic Planning Leave (*student mobility*) submitted no later than 14 working days before the first day registration period. Applicants are subject to a 20 percent payment SPP fee;
        (5). If the application for academic leave is not appropriate with item (3) above, the applicant is subject to payment of 100 percent of tuition fee;
        (6). Payments referred to in items (3) and (4) are made to the specified period and place of registration;

(7). Students who do not register, leave status the academy was dropped, and the student was declared inactive

d. Special Academic Leave
   (1). Special Academic Leave is a leave for new reasons known by students who are active after a period registration;
   (2). Requests for Special Academic Leave can be submitted by students because of illness, accident or strong reasons others can be submitted by students or their proxies to The Dean / Director of PPKU during the current semester fill out the forms available in Administration Department / Faculty / Directorate of PPKU by attaching: (1) photocopy of student card, (2) proof of payment of SPP current semester, (3) supporting evidence of reasons for applications for leave, (4) letter of consideration of the Head of Department or Supervisor Academic or Counselor.
   (3). Application for Special Academic Leave for reasons of illness more than 1 (one) month must get a recommendation from a doctor and legalized by Polyclinic of IPB. If deemed necessary, The Dean / Director of PPKU can ask for opinions from doctors who appointed.
   (4). Application for Special Academic Leave for reasons of illness or accidents are submitted no later than the first day Midterm Examination (UTS) during the current semester, fees SPP that has been paid is calculated for the semester Next, after deducting the leave fee by 25 percent SPP fee.
   (5). If the application for academic leave is not appropriate with points (1) - (4) above, tuition fees paid have not been paid irrevocable and does not count towards the semester next;

e. The period of academic leave is given a maximum of 2 (two) semesters in a row, and during academic education leave only given for a maximum of 4 (four) semesters. Specifically for PPKU students, Academic Leave is not granted per semester but given per 2 (two) semesters.

f. After undergoing academic leave, students are declared active again
   if submitting application in writing to Dean / Director of PPKU by attaching an academic leave permit and proof of payment of the tuition fee.

g. Re-active application letter is submitted no later than 1 (one) month before the beginning of the semester that will run.

h. Academic leave and reactivation letters are issued by Dean / Director of PPKU with a copy to Dit.AP, Chairperson Department, PA, and Thesis Advisor.

i. Academic Leave Sanction
   (1). When the time limit for academic leave has expired and students the person concerned does not submit an active request again in the semester after academic leave is up, students it was declared inactive. For PPKU students who have ending his academic leave and not submitting an application active again stated out of IPB.
   (2). For students who are declared inactive for a reason mentioned in item i (1). then the semester or academic year the next is taken into account in the study period and to which concerned will be subject to the obligation to pay SPP together Fine according to the semester where the person concerned is not re-register.

5. Rules for Taking Credit (*credit earning*) of IPB students in Universities Other higher education or other Higher Education students at IPB. IPB students who follow a credit retrieval program (*credit earning*) in other universities both at home and abroad subject to education costs of 20% of the amount of the UKT paid by students.

   Students from other tertiary institutions who take credit (*credit earning*), the amount of education costs is calculated based on costs course development (BPMK) taken. Maximum limit Course credit taking is 15 credits.

   IPB students eligible for credit retrieval program (*credit earning*) in other universities both inside and outside the country or other Higher Education students to IPB by following the requirements as follows:

a. The college has a cooperative agreement written with IPB. In the case of the college is in abroad, the agreement must be in accordance with the provisions The Government of the Republic of Indonesia cq the Directorate General of Education Higher-Ministry of Research, Technology and Higher Education. Requests to take part in this program are submitted to the Vice Chancellor Academic and Student Affairs with the approval of the Chairperson Departments and Faculty Deans no later than 2 (two) months before the lecture at the destination college takes place. When the request was submitted, the student must have an active status.

b. IPB students can take credit in the program other universities a maximum of 1 (one) semester. Credit can be a minimum of 12 credits is taken and a maximum equivalent to 21 credits. Provisions This also applies to students from other universities in IPB.

c. The period of credit taking in other tertiary institutions is calculated during the study period and to those concerned are subject to tuition fees.

d. Credit equalization and grades taken at other tertiary institutions in the IPB major-minor curriculum system will be assessed by a team that assigned by the head of the faculty.

6. Resignation
   a. Application for resignation of students submitted in writing by the student concerned to the Dean / Director of PPKU by including written reasons, consent letter of the person parents / guardians, scholarship grants (BUD, other scholarships), and submit a Student Identity Card (original) as well as a membership card others related to status as IPB students.
   b. With the approval of the Chair of the Department, the Dean / Director of PPKU will issue a Resignation Approval Letter for who concerned. Letter approval following the completeness submitted to the Chancellor to be determined by the Chancellor's Decree.
   c. During the process of issuing the Rector's Decree, the student is concerned not entitled to administrative and academic services as well utilizing IPB facilities
   d. Everything related to actions that harm the name either a person or an institution after being declared out of IPB the responsibility concerned.

7. Academic Advisor
   a. Students who are accepted to a major will get guidance from Academic Advisor (PA Lecturer).
   b. PA lecturer has at least had a term of service as lecturer for 3 (three) years.
   c. Appointment of PA Lecturer is determined by the Dean Decree on the proposal Head of Department.
   d. The tasks of the PA Lecturer are:
      (1). Guiding students in formulating competencies complement for students. Complementary competencies are complete major competencies, aimed at expanding insight, diversity of competencies, and enhance competitiveness graduate. These complementary competencies can be fulfilled from minor competencies or support subjects offered by other departments;
      (2). Guiding students in setting minor and or supporting subjects, or second major, according to choice of Major-Minor Curriculum structure patterns set previous;
      (3). Give direction to students about (a) preparation of study plans each semester (KRS) and Study Plans Plenary (RSP). KRS is a plan for academic activities students in one semester, while RSP is a plan student academic Activities until the student graduates, (b) filling in KRS, and (c) an explanation of the study policy, i.e. give consideration to students about the number of study loads that can be taken in the semester will come;
      (4). Carry out counseling functions, namely helping, observing and or direct and spur student study his care in terms of (a) making sure to follow smoothly lectures, (b) choose techniques to follow lectures, (c) using literature and reading techniques, (d) introduce learning resources (inside and outside campus), (e) appropriate time management, (f) taking notes progress / success of learning periodically, and (g) convey information about certain students who experiencing study barriers to lecturer courses, and (h) provide assistance regarding problems that are related to student personality (adjustment environment, character, etc.);
      (5). Provide considerations for completion of studies college student his guidance to leader Department / Faculty.
   e. Each PA lecturer is provided with the following documents: (1) IPB's integrated schedule applies (2) IPB Undergraduate Guidebook, (3) Online Trusteeship.

A.13. Lecture

1. General
   a. Lecture activities consist of lecture and practicum activities.
   b. One academic year conducting lectures is divided into two semester, odd semester and even semester, which are arranged in a calendar academics stipulated by the Rector's Decree.
   c. The lecture time starts at 07.00-18.00. Under certain circumstances above Rector's permission, lectures can be conducted until 22:00.
   d. The place and time of the lecture is arranged by the lecture schedule stipulated by the Rector's Decree.
   e. Study participants are considered valid if they have a Student Study Card (CBO) and listed in the List of Lecture Participants published by the Directorate of Education Administration and New Student Admissions.
   f. Students are required to attend all lecture activities (lectures and practicum) courses listed in the relevant KSM.
   g. Students who are unable to attend classes due to illness or a very important reason must submit a permit application does not attend lectures in writing to the person in charge of the eyes the relevant lecture not later than the lecture day next.
   h. Permission not to attend college because of illness and / or other reasons valid can be given a maximum of 3 (three) times from the full lecture (14 meetings) that are scheduled in one semester, except get special assignment from the leadership of IPB. To replace absence students for valid reasons, lecturers can assign special assignments for the student concerned.
   i. If a new student participates in lectures after the KRS filling period B, for any reason (including illness) students are not permitted to leave / not enter the lecture.
   j. Certificate of Pain as an attachment to the application for permission not to enter a lecture due to illness was issued by a Doctor / Clinic of IPB
   k. Permission applications do not take part in lectures because of activities student affairs issued by the Vice Chancellor for Academic Affairs and Student Affairs through the Directorate of Student Affairs.
   l. Students are required to be present in the lecture room before lecture begins.
   m. Students who attend lectures are required to fill in the attendance list lecture. Students who neglect not fill in the attendance register are considered not attend lectures during the lecture hours concerned.
   n. Students who, because of very urgent needs, were forced to leave the place of lecture at the time of the lecture takes place permission to the lecturer.
   o. If the above provisions are not fulfilled, the student is considered not attend lectures.
   p. During attending lectures students are required to dress neat and shoes according to the norms of decency, propriety, and applicable provisions. At a certain time and space can wear clothing, footwear and other attributes according to their purpose (13 / I3 / KM / 2015).
   q. During the lecture activities, students and lecturers / assistants no smoking and / or other actions that can be taken interfere with the smooth lecture.
   r. The lecturer gives a warning to students who are disturbing lectures and the right to expel the student concerned from lecture room if students keep interrupting the path lecture.
   s. Cancellation of courses is only done in the KRS-B period.
   t. During lectures students are bound by the rules of the Rules of Life Campus.

2. Classes
   a. The lecture is the re-participation of students in lectures for a particular subject that have been attended in previous administration.
   b. Conditions for following lectures for students are as following:
      (1). Must be followed by students who get the letter quality E for PPKU courses, major courses, courses interdep, and minor with as many repetitions as possible up to 2 (two) lectures.
      (2). If after following 2 (two) times the lecture remains obtain the quality letter E for PPKU, major, and interdep, then the student concerned cannot register again the following semester and will removed from IPB.
      (3). Can be followed by students who get the letter quality D with the approval of the lecturer in charge of the course.
      (4). Cannot be followed by students who have declared graduated

(quality letters C, BC, B, AB, and A) of the course concerned.
- (5). PPKU courses with letter E quality must be repeated at a time next lecture.
- c. The time gap between semesters when taking lectures the beginning by taking the first lecture is not may be more than 4 (four) semesters. Students who haven't repeat lectures with E grades for PPKU courses, major and interdep after 4 (four) semesters are stated resign from IPB.
- d. Students who still get the letter quality E for the course minor after one repetition can cancel a course with the approval of the PA and the Eye Management Department college. Cancellation of the course results in a cancellation the minor concerned. Other subjects in minor packages are has been taken who obtained the letter quality> D could not canceled and recognized as a supporting course or as component of another minor.
- e. Students who get the letter quality E for supporting subjects can cancel the course with the approval of the PA and Department of subject matter. Submission of cancellation made in the final semester before the person concerned does seminar / colloquium and cancellation the not will resulting in a lack of the minimum number of credits specified by each department.
- f. The value calculated in the GPA is the best value after re-lecture.
- g. The grade from the lecture will be marked with an asterisk (*)

3. Academic Year Over Course
   - a. Lectures over the academic year are lectures that are carried out in the period of transfer of the academic year (between even and odd semester), outside the implementation in odd and even semester.
   - b. The purpose of organizing lectures over the years is to (1) provide opportunities for students who repeat their eyes certain lectures and or students who will accelerate completion of lectures to reach the study period on time, (2) matriculation for new students in the Education Program General Competence.
   - c. The burden of credits for courses over years, both lectures and practicum is equivalent to lectures held in odd semester or even as stated in the curriculum, which consists of 14 face to face (lecture and / or practicum) and 1 time UTS and 1 time UAS.
   - d. Number of courses a student can take in one lecture period for a maximum of 2 (two) years lecture or 6 (six) credits.
   - e. Organizing lectures over the academic year for courses certain can be done on the submission of the eye responsible lecturer lecture and Head of Department / PKU Program Director with provisions as follows:
     - (1). The purpose and objectives of the operation must be in accordance with intent and purpose stated in item 3.b.
     - (2). Students who take classes over the academic year are required to re-register and pay the fee lectures which amount is in accordance with the provisions of the determined by IPB;
     - (3). Minimum number of students per class in transfer lectures academic year is 25 people. Under certain conditions (e.g. the number of repeating students did not reach 25 people however must take the course as a course prerequisites in the following semester) the number of participants can be determined by the lecturer in charge of the course with take into account the efficiency and effectiveness of the learning process teach and must get the approval of the Chair of the Department and to the knowledge of the Dean / Director of the PKU Program.
   - f. Students who have registered and paid tuition fees will get KSM and its name is listed in the Participant's Attendance List issued by the Directorate of Education Administration and Admission New students.
   - g. The lecturer must announce the score of the Non-Year course, not later than 2 (two) weeks after the final exam of the course concerned.
   - h. The value obtained in lectures over the academic year will be entered in the transcript of the next odd semester (semester) after the transfer period).
   - i. Given the implementation of lectures alaih years can begin before evaluation of the results of even semester studies, then if students who have been registered on a lecture over the year stated as fulfilling requirements to be excluded from IPB, then their participation in the eyes the lecture was canceled.

A.14. Exam

1. General
   - a. In one semester each subject is required to hold at least 2 (two) times the exam, namely UTS and UAS.
   - b. UTS and UAS are carried out by the lecturers of the relevant subjects in accordance with the exam schedule published by the Directorate Education Administration and New Student Admissions.

c. Students are allowed to take the UAS of a course if it has been participated in at least 11 of the 14 meetings.
d. Students who for legal reasons are unable to take the exam in the allotted time must notify written to the lecturer of the day and the following day requesting permission letter not to take the exam from the Chairwoman Department / Deputy Dean / Director of PKU Program accompanied by evidence required.
e. Students who do not take the exam according to the due schedule a valid reason has the right to be given a supplementary exam.
f. Student examinees must be ready outside the examination room before the test starts and is not permitted to enter the examination room before being invited by the exam supervisor.
g. Student examinees must carry a Student Identity Card (KTM) and KSM. Student examinees who do not bring KTM and KSM are not allowed to take the exam.
h. Student examinees can only bring stationery to the place sit. Other tools may only be carried if permitted by the supervisor.
i. Student examinees must dress neatly, cleanly, and politely as regulated in the Campus Life Rules.
j. Student examinees must fill in the list of present exams that have been
prepared by the exam supervisor asking for the supervisor's signature on CBO. Student examinees who did not fill in the attendance list considered not taking the exam in question.
k. Student exams who are late come more than 15 minutes after the exam begins, it is not permissible to take the exam.
l. The exam is supervised by the lecturer of the course assisted by an assistant or other supervisors appointed by the lecturer in charge of the eye college.
m. At the time of the exam, which may be in the examination room are the examinees and exam supervisors. The presence of other parties must be with the supervisor's permission.
n. The test supervisor puts a signature / initial on each CBO students as evidence for students that concerned take the exam. Evidence for lecturers on student participation take the exam in the form of a list of students present in the exam.
o. During the exam, participants and supervisors are not permitted take other actions that can disrupt the smooth running of the test (rowdy, smoking, using cell phones, and communication devices other).
p. During the exam, the examinee is not allowed cheating (copying, telling, asking to other participants, and intimidating) and leaving room exam without supervisor's permission.
q. If there are things needed during the exam can be attempted through the test supervisor. For this reason, participants must gestures to the examiner by raising his hand.
r. Examinees who have completed the exam work before it runs out when the exam submits its work to the exam supervisor and leave the examination room with the supervisor's permission.
s. Examinees who haven't finished their jobs after time run out, must stop the work immediately.
t. Other rules not yet regulated, announced by the supervisor before   the exam starts.
u. Any violation of the code of conduct of the exam will be penalized in accordance with the level of violation and determined by the Chairman Faculty / PPKU.

2. Repair Test
   a. The improvement test is a test for a particular subject held after the final grade is announced where students get a D or E. The repair test is carried out refers to the lecture contract. What's the value in the lecture contract no mention of the repair test, the repair test cannot be implemented.
   b. Students who get a D or E due to his failure to follow the whole set of courses no allowed to take the repair test.
   c. The deadline for the repair test is 1 (one) week after the letter quality is announced, no later than 3 (three) weeks after implementation of UAS.
   d. The remedial test results are sent by the responsible lecturer concerned no later than 1 (one) week after the test re-implemented. The value calculated in IP is value the best after repeating the exam with maximum quality letters C.

A.15. Thesis

1. For completion of studies in undergraduate education programs, students must complete the Final Project.

2. Final Project undergraduate education program aims to train students formulating the results of study, study or engineering systematically and logically in the field of study he is engaged in, and / or introducing the application of real research methodology to students through a research practice.
3. The final project can be carried out in the form of a Final Research Project and Final Project Not Research.
4. Final Project Research is a scientific paper of a student reflects his ability to carry out processes and patterns scientific thinking through research activities that are appropriate at the program level undergraduate education (equivalent to level 6 KKNI).
5. Final Project Not Research is a scientific paper of a student reflect the ability to carry out scientific thought processes and patterns through study or engineering activities. Form of Final Project Not Research can be:
   a) An internship report with an approach to a particular theory which relevant that contains the problem formulation, theoretical study, results and discussion, and implications for the development of science, methods work, or other equivalent matters formulated from the findings during the internship process.
   b) Literature study in the form of a study of the latest literature in a certain scientific topics or fields accompanied by formulations scientific developments / theories / methods specific to the field relevant to the study program accompanied by its implications for the development of new theories / methods.
   c) Project Design (Business Plan) is the application of theory or innovation works directly in the community. The type of project that is applied according to the relevant activities in each study programs, including in the form of innovation or business development new (*start up*), architectural design / new technology, which is equipped with various in-depth analyzes about Business Plan feasibility from several aspects (financial, technological, management, etc.)
   d) Scientific papers, are scientific papers as students policy review results; theoretical study of a problem; analysis a product, technology, or art work that emphasizes the ability to study critically or find ideas innovative based on mastery of the material in the study program Certain documents that have been published in at least one journal nationally accredited.
   e) Works scientific college student that win something awards / championships in a forum / competition in good standing at the national and international level held by a reputable government or non-government institution, which is the selection process involves an assessment by the Expert Team / Board Competent judges are individual and team / team. Within this scope students still have to make a final report and take an exam. Determination of the suitability of the achievement of that race can be equated with the Final Project determined by the Dean through a Dean's Approval Letter. If the race wins obtained when not yet taking semester 7, then this achievement remains can be claimed as a final project if you get a letter Dean approval of student proposals approved by the Lecturer Advisor and Head of Department
6. Faculty / School to determine the form of Final Assignments that can be implemented in the Faculty / School based on their respective proposals Department / Study Program
7. Based on their interests, students can choose the final project corresponding provisions that set in Faculty / School / Department / Program The study. Department assign a student supervisor in accordance with the interests of the Final Project student and lecturer competencies and workload.
8. Implementation of the Final Project can be done if the student has collect 105 credits with GPA from required courses that is, ≥ 2.00 and has fulfilled other requirements specified by Study Program concerned.
9. In carrying out the Final Project, students are guided by one person Department's permanent lecturer as the main supervisor and can be added with a second mentor who can come from inside or outside Department or from outside IPB. Terms of appointment, academic position and Final Project Supervisor academic title refers to Quality Standards Education of IPB (SMP IPB).
10. Final Assignment Supervisor is determined by the Dean Decree above Proposed Head of Department.
11. The term of the Final Project supervisor is one year from the date of stipulation (the first day of Semester 7 lectures or in certain cases can be determined) in Semester 6) for students who meet the requirements in item 8). If within one year students have not gotten SKL, period guidance can be extended with the agreement of both parties (students and counselors) by considering performance students and lecturers in completing / guiding the Final Project.
12. Comprehensive Examinations must be taken by students and implemented in Form of Final Examination Program for Undergraduate Program. Final bachelor examination material in the form of comprehensive examinations of courses taken and material Thesis. Final exams for undergraduate programs can only be carried out if the student has passed all the specified courses, pass seminars, and complete at least 138-140 credits with GPA ≥ 2.00 without the value of E and have completed and collected Tasks End according to the writing format and time limit set.

13. Students who have passed the final undergraduate examination are required perfect and submit the Final Assignment to the Department, Supervising Lecturer and Library of IPB no later than one (1) month after the exam. Sanctions for negligence to complete the Task The final is in the form of repetition of the final Bachelor Program exam and payment SPP in full when exceeding the current semester (following the provisions valid PP payment).
14. The deadline for completion of the Final Project is one year from the date of stipulation Supervisor until issuance of Certificate of Graduation (SKL), with some activities arranged by scheduling by Faculty / School / Department / Study Program, specifically covers submission of proposals, seminars and implementation of final Exams.
15. The deadline for completing the Final Project is a maximum of one year from submission of proposals until the issuance of a Certificate of Pass (SKL), with the following schedule:

Activity	7th semester						8th semester					
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Determination lecturer mentor TA	Or Sem 6											
Submission TA Proposal Scheduled		▓	▓	▓								
Implementation TA			▓	▓	▓	▓	▓	▓	▓			
Seminar Scheduled							▓	▓	▓	▓		
Final exam Scheduled									▓	▓	▓	
Revision										▓	▓	
Submission SKL											▓	▓
Publishing SKL												▓

A.16. Violations and Sanctions

1. Academic sanctions are imposed on students who do violation of the rules and regulations in force in IPB. Academic sanctions can be (a) verbal warning or warning, (b) written warning, (c) sanctions in the form of inactive student status determined by the Dean Decree, and (d) sanctions in the form of termination or termination of study to IPB students determined by the Rector's Decree.

2. Types of violations that can cause sanctions to fall academic is (a) violation of the Rector's regulations relating to the administration of education, (b) academic fraud in the form of falsification of academic documents, (c) violations of lectures and exams, (d) plagiarism, and (e) taking action against law.

3. Sanctions in the form of inactive student status apply to maximum 2 (two) semesters. Provisions regarding the period of sanctions academics are stipulated by the Rector's Decree.

4. The obligation to pay tuition fees still applies to students with status not active and the period of students undergoing sanctions is calculated during the study period.

5. Students who do not attend lectures more than 3 meetings do not allowed to take the final semester exams.

A.17. Assessment of Learning Outcomes

1. The success of student studies while attending education is assessed in terms of (1) course assessments, (2) semester assessments, (3) academic year end assessment, and (4) final program assessment.

2. Course Assessment

   a. Assessment of the success of student studies for each course based on (three) alternative assessments, namely (1) use benchmark benchmark evaluation system (PAP), that is by determining graduation limit, (2) using a norm reference benchmark system (PAN), namely by comparing the grades of a student with group values,

or (3) use a combined system between PAP and PAN, namely by determining the graduation limit first, then compare the relative passing values with the value of the group.

    b. Achievement scores for each course are cumulative results from structured task components, practicum (for courses with practicum), midterm, final semester exams and exams the other.

    c. Test scores for each course are stated in grades (numbers) absolute from 0 to 100.

    d. The results of the final assessment of a course are stated in letters
quality (HM) and quality score (AM) as follows:

Table 8. Tables and Letters of Final Grade Assessment Subjects

Grade	Score	Graduation Status	Information
A	4.0	Pass	Special/Excellent
AB	3.5	Pass	Very good
B	3.0	Pass	Good
BC	2.5	Pass	Fairly Good
C	2.0	Pass	Fair
D	1,0	Pass	Less/Conditional Past
E	0.0	Not pass	Not Passed / Failed

    e. The list of grades is prepared by the Directorate of Education Administration and Admission of New Students and can be accessed by the department through SIMAK The department *uploads* values via SIMAK no later than not later than 2 (two) weeks after the UAS period ends, send value forms to the Directorate of Education Administration and Admissions New students and faculty and announced grades on the board announcement to be known to students who take courses.

    f. If a student has not completed the assignment of one component the value of a course with a valid reason, the value of the course the student concerned is declared incomplete (BL). The student concerned is given the opportunity to complete the component said no later than 3 (three) days after the value is announced with the approval of the lecturer in question. When this opportunity is not used, the BL value is replaced by a value by the lecturer in question. If there is no time limit completion of BL status, the course value is determined by faculty leaders / PPKU with due regard to consideration course coordinator / head of department of lecturer. If within 1 (one) time limit, the Department has not provided a value on BL status, the system will give an E.

    g. Lecturers must announce test scores, no later than 2 (two) the week after the subject exam. Value change which has been contained in the Academic Information System (SIMAK) because of error correction / calculation no later than one week after the value was announced.

    h. Checking the correctness of the test scores by students to the lecturer, if there, must be carried out no later than 2 (two) days after value announcement.

    i. If a student withdraws illegally from a course, then the course is given an E value and is calculated in determine the IP at the end of the semester. Student said resign illegally if they do not attend lecture activities after enrolling in the course during re-registration. If a student withdraws illegally after attending UTS, then the lecturer in charge of the course has the right to give appropriate grades with the relevant UTS results.

    j. The values obtained are all included in the transcript per semester of the student concerned. For the value obtained with a lecture will be given special information on the transcript cumulative.

    k. In the GPA calculation, if there is a lecture repeated, then the final grade is calculated is the best value after the lecture.

3. Semester Assessment

    a. Assessment of the success of the semester study is carried out at each end semester. This assessment covers all planned courses by students in KRS that are valid during the semester, with using the IP formula as follows:

$$IP = \frac{\sum_{i=1}^{n} Ni \cdot ki}{\sum_{i=1}^{n} ki}$$

Information:
IP = Performance index,
Ni = Value of course quality i
n = Number of courses,
ki = Weight of credits in the course i

b. IPs obtained by students in the semester are used in determining the maximum study load in the following semester.

4. Academic Year End Assessment
   a. The final year-end assessment is carried out by the Program Directorate PKU, an assessment of the status of student studies will then be conducted entirely by each faculty. Assessment process Student success can be seen in Table 9.
   b. In addition to evaluations based on IP, note also the acquisition of credits minimum in the evaluation period with the provisions as in Table 10.

Table 9. Assessment of Student Study Success

Period of Assessment	GPA, IP	Status of Continuation of Study
End of the First Year*	(1) GPA ≥ 2.00	Unconditional
	(2) 1.71 ≤ GPA <2.00	Warning
	(3) GPA ≤ 1.70	Issued (DO)
Next Semesters		
In status Unconditional	(1) GPA ≥ 2.00 and GPA < 1.00	Warning (P)
	(2) GPA ≥ 1.50	Issued (DO)
In status P	(1) GPA ≥ 2.00	Unconditional
	(2) GPA ≤ 2.00 and 1.50 < GPA < 2.00	Remain in Warning Status (P)
	(3) GPA < 2.00 and 1.50 < GPA < 2.00	Loud Warning (PK)
	(4) GPA ≤ 1.50	Issued (DO)
In status PK	(1) GPA ≥ 2.00	Unconditional
	(2) GPA ≥ 2.00 and 1.50 < GPA < 2.00	Stay in Warning Status Hard (PK)
	(3) GPA < 2.00 and 1.50 < GPA < 2.00	Issued (DO)
	(4) GPA ≤ 1.50	Issued (DO)

*) is calculated for all courses (PPKU and Major / Interdepartmental) given at PPKU

Table 10. Obtaining the minimum semester credit units (credits) based on duration of study with GPA ε 2.00

Duration of Study (Semester)	Earn Minimum Credits with a GPA of ≥2.00	Information
4	48	If the acquisition credit shows less than the minimum limit, then student concerned removed from IPB
6	72	
8	96	
10	120	
12	144	

5. Final Assessment of Education Programs
   a. Students are stated to have completed their education program after fulfilling the curriculum burden required by the GPA > 2.00 for each competency without an E.
   b. GPA obtained by students from all study loads taken is one of the determinants of graduation predicate.
   c. The graduation predicate is an academic award for achievement obtained by a student while attending education at IPB. The graduation predicate and its conditions are listed in Table 11.
   d. Graduation of a student as an undergraduate and the title of graduation
      decided by the Dean.

e. Students who are declared to have met the graduation requirements in item d entitled to get a certificate of graduation from the faculty and is entitled IPB graduation ceremony.

Table 11. Graduation Predicate Undergraduate Education Final Assessment Results

Predicate Graduation		GPA	Provisions
1.	*Praise*	GPA $\geq$ 3,51	1. All credits are obtained from the Program Bachelor degree at IPB 2. Study period $\leq$ 5 years 3. There is no D value 4. No ever got sanctions academic written (moderate or severe)
2.	*Very Satisfying (SM)*		
	2.1.	GPA $\geq$ 3,51	Does not meet Praise requirements
	2.2.	3.01 $\leq$ GPA $\leq$ 3,50	
3.	Satisfying	2.76 $\leq$ GPA $\leq$ 3.00	
4.	Without Predicate	2.00 $\leq$ GPA $\leq$ 2.75	

A.18. Termination of Study

1. Termination of the study is the statement of the Chancellor as outlined in a statement Decree stating that a student has quit or removed from IPB.

2. Termination of study at the request of the student concerned (resignation) is carried out by the Chancellor after receiving approval Dean / Director of the PKU Program.

3. Termination of study for reasons:
   a. Got a GPA $\leq$ 1.70 at the end of the Competency Education Program
      General or GPA <1.50 in subsequent semesters.
   b. Gained IP <2.00 and GPA <2.00 after receiving a Warning
      Hard (PK), or
   c. Still gets an E for PPKU courses after 2 (two) times repeat or after passing semester 6, or have not repeated E subjects after 4 (four) semesters since the determination of the eye value the lecture.
   d. Has passed the maximum study period at IPB without a valid reason, or
   e. Does not reach the minimum credit load that must be completed as stated in Table 7, or
   f. It was stated that it violated the rules and regulations prevailing at IPB by the Commission Specially formed discipline.

4. Termination of the study on the grounds of item 3.as/d 3.f was proposed by the Dean or   PKU   Program Director to the Chancellor with a copy to the Chairperson Department, PA Lecturer, and Final Project Supervisor.

5. Termination of study for 2 (two) consecutive semesters has the status   not active and do not re-register in the following semester or 2 (two) consecutive semesters do not declare active again after students take academic leave. Termination of study with this reason is carried out directly by the Chancellor.

6. As from the date of study termination proposed by the Dean or Director
   PPKU then all administrative services, including payment of tuition fees, and academic services for the students concerned paused until there is an official decision from the Chancellor.

A.19. Graduation and Academic Degree

1. Graduation Terms and Rights
   a. Requirements for graduation of undergraduate education programs are: (1) already completing all courses; (2) has completed the task End; (3) has reached the study load ≥ 144 credits; (4) achieved a GPA of ≥ 2.00 for each group of competencies (Interdep, Major, Minor), and without the letter quality E; and (5) has received a Graduate Certificate (SKL) from its faculty issued after students fulfill all academic and administrative requirements.
   b. Students who have met the undergraduate graduation requirements and meet the requirements for graduation called Graduates.
   c. Issuance of diplomas and transcripts is done every month on the basis of Submission of the Dean of the Faculty concerned is completed with all requirements for graduation and issuance of diplomas.
   d. Graduates who have met the requirements are entitled to get a copy diplomas that are legalized before graduation day and obtain a diploma and the original transcript after graduation day.

2. Academic Degree
   a. Academic degree awarded to college graduates listed in the diploma.
   b. On the diploma, in addition to an academic degree, also included the name of the faculty, study program, graduation predicate, and diploma issuance date.
   c. Academic degrees in IPB are determined through the Rector's Decree.
   d. IPB can revoke an academic degree that has been given to graduates if later found cheating related to acts of plagiarism, forgery, or fraud academic. Determination of the revocation of the title is done by SK Rector.

3. Graduation and Submission of Diplomas

   a. Graduation is an academic ceremony in the form of an Open Session of the Institute implemented in order to graduate and submit a diploma to graduates.
   b. List of graduates of each graduation is determined by the Chancellor's Decree.
   c. The Chancellor determines the best graduates and the best graduates
   The award was given an academic achievement at graduation.
   d. Matters considered in determining the best graduates based on the following considerations: (1) all credits are obtained from the Bachelor Program at IPB, other Higher Education institutions in order credit collection activities, (2) graduation predicate, (3) index cumulative achievement, (4) duration of study, (5) behavior, and (6) activity support.

A.20. Others

Matters not yet regulated in this code of conduct will be regulated in the special provisions.