ACADEMIC HANDBOOK
FOOD SCIENCE AND TECHNOLOGY

FOOD SCIENCE AND TECHNOLOGY STUDY PROGRAMME

Faculty of Agriculture
Universitas Sebelas Maret
2021

ACADEMIC HANDBOOK

FOOD SCIENCE AND TECHNOLOGY

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FACULTY OF AGRICULTURE

UNIVERSITAS SEBELAS MARET

SURAKARTA

2021

PREFACE

Thank God the Almighty for the mercy and grace. The preparation of the Academic Handbook of Food Science and Technology Study Programme (FST SP), Universitas Sebelas Maret (UNS) of Academic Year 2021/2022 could be completed properly to meet the need for academic guidelines for its students. This book was prepared to provide initial information about the implementation of education at FST SP in particular and UNS in general, especially for new students of Bachelor's Degree Programme in Food Science and Technology of Academic Year 2021/2022. However, because the previous academic year batch must follow the latest regulations and provisions that have been stipulated, this book also needs to be informed to the previous batch of students, lecturers, and education staff of FST SP, UNS.

This Academic Handbook contains provisions that must be considered and followed by the students of FST SP, UNS. It is also a reference for lecturers and all education staff when providing students with services. We realise that there are still many shortcomings in it. Therefore, we expect criticisms and suggestions from all users, both internal and external parties or wider communities, for better service improvement and better service quality improvement in the future.

Surakarta, March 2021

Authors

FOREWORD BY HEAD OF FST SP, UNS

Assalāmu ʿalaykum waraḥmatullāhi wabarakātuh,

Praise to God the Almighty for all gifts of enthusiasm, convenience, ease, and others so that this Academic Handbook of FST SP, UNS could be issued. It is dedicated to students, lecturers, and education staff of FST SP, UNS as one of the sources of information related to the study program and/or the field of Food Science and Technology. We are honoured that we are able to serve the entire stake holders with the required pieces of information. This Academic Handbook has been seriously and carefully prepared so that it will be helpful and become blessings for each of our journeys.

FST SP, Faculty of Agriculture, UNS is accredited "A". It has a GREAT Work Culture (Gift from God, Respectful, Excellent, Acceleration, Teamwork) in executing Tri Dharma (the three pillars of higher education) activities. "Gift from God" can be interpreted that everything is a Gift from God the Almighty, meaning that vertical interaction must be strong as a basis for doing something; "Respectful" can be interpreted that a respectful-polite attitude that must be developed in horizontal interactions to build conducive and constructive synergies; "Excellent" can be interpreted that every effort is always made to achieve results with superior quality and usefulness; "Acceleration" can be interpreted that all efforts are always implemented with prime, progressive energy and a spirit of acceleration; "Teamwork" can be interpreted that collaboration can continually be developed on a small or large scale and a national and international scale.

This GREAT work culture is the spirit of FST SP and is supported by the spirit of conducting life-long learning and making improvements to be better on an ongoing basis (continuous improvement). We the following objectives of FST SP, UNS will be materialised:

1. To produce graduates in the field of Food Science and Technology who are virtuous, professional, creative, tough, with high integrity, and able to compete at the international level;
2. To make FST SP, UNS one of the science and technology development centres in the food sector; and
3. To increase the role of FST SP, UNS in community empowerment in the food sector to provide solutions to problems through the application of appropriate technology.

Let us materialise safe, nutritious, and sustainable Indonesian food together.

Wassalāmu ʿalaykum waraḥmatullāhi wabarakātuh.

Head of FST SP, UNS

Danar Praseptiangga, S.T.P., M.Sc., Ph.D.
NIP. 198109092005011002

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CHAPTER I
INTRODUCTION

A. Description/Profile of FST SP, UNS

Institution Name	:	Food Science and Technology Study Programme, Universitas Sebelas Maret (FST SP, UNS).
Faculty	:	Agriculture
Higher Education	:	Universitas Sebelas Maret (UNS)
Education Level	:	Bachelor's Degree (Bachelor)/Level 6
Academic Degree Awared	:	S.T.P. (*Sarjana Teknologi Pangan*/Bachelor's Degree in Food Science and Technology)
Address	:	Jl. Ir. Sutami 36 Kentingan, Jebres, Surakarta, Jawa Tengah, Indonesia (57126); Telp.: 0271637457 ext. 170; Email:ilmupangan@uns.ac.id; Website:http://ilmupangan.fp.uns.ac.id
Accreditation Status	:	Accredited "A" pursuant to Decision of the National Accreditation Board of Higher Education, No. 2683/SK/BAN-PT/Akred/S/VII/2019

B. Vision, Missions, and Objectives of FST SP, UNS

1. Vision

Becoming an excellent study programme at the international level in the field of food science and technology, which is oriented towards sustainable integrated agricultural development for improving the community welfare by 2030.

2. Missions

a. To organise education in Food Science and Technology as to produce competent and competitive graduates at the international level;

b. To conduct researches to develop Food Science and Technology to support integrated and sustainable agricultural development; and

c. To organise community service to help solve problems in the food sector.

3. Objectives

a. To produce noble, professional, and competitive graduates in the field of Food Science and Technology;

b. To develop science and technology in the field of local commodity-based innovative food; and

c. To increase the role in community empowerment in the food sector through the application of appropriate technology.

C. Work Culture of FST SP, UNS

As a basis for work and motivation to work optimally, FST SP, UNS has five work cultures with the acronym "GREAT":

1. **G (*Gift from God*)**

   Everything is a gift from God the Almighty so that vertical interaction must be strong as a basis for doing everything.

2. **R (Respectful)**

   Respectful and polite attitude must be cultivated in horizontal interactions to build conducive and constructive synergies.

3. **E (Excellent)**

   Every effort is always made to achieve results with superior quality and benefits.

4. **A (Acceleration)**

   All efforts are always made with prime progressive energy and a spirit of acceleration.

5. **T (Teamwork)**

   Collaboration is always developed on a small and large scale and a national and international scale.

D. UNS Work Culture

As a basis for work and motivation to work optimally for its academic society members, UNS stipulates six work cultures with the acronym "ACTIVE":

1. **Achievement Orientation**; - Ability to work well, beyond established performance standards, and on result-oriented and to continuously make efforts to achieve excellence. Aspects: excellence, result orientation, perfection, achievement standards, initiative, organisation, learning, and being experts in their fields.

2. **Customer Satisfaction**; - The ability to help and serve others or meet the needs of service users, both internal and external. Aspects: Fast, responsive, focused on the needs of service users, empathetic, active, attentive, interactive, open, and positive.

3. **Team Work**; - The ability to work with others, both in large and small teams, within the institution's scope. Aspects: participation, contribution, cooperation, focus on team performance, tolerance.

4. **Integrity**; - Ability to communicate intentions, ideas, and feelings openly and directly, and to accept openness and honesty, even in difficult negotiations with other parties. Aspects: trustworthy, honest, responsible, reliable, consistent, disciplined, and committed.

5. **Visionary**; - Ability to set new goals when the targets set have been achieved and long-term orientation. Ability to adapt to environmental changes and easily accept changes in

institutions. Aspects: continuous improvement, translation of new ideas into actions, innovations, reputations, and change management.

6. **Entrepreneurship**; - Ability to process existing resources into products and services that have added value and seek advantages/benefits from opportunities that others have not exploited. Aspects: independence, shared prosperity, creativity, added value, social entrepreneurship, education, technology, and economy.

E. Logo, Hymn, and Mars of UNS

1. **Logo of UNS**

a. The UNS logo is in the shape of a flower with four petals as a visualisation of the nation, which means educating the nation's generations who will later bring honour and pride to the nation & country.

b. Three petals; the top, right side, and left side are the embodiments of the Tri Dharma of higher education.

c. One petal below consists of 5 units symbolising the five principles contained in the Indonesian philosophy (*Pancasila*).

d. The lines forming the four petals are made sequentially in such a way as to describe the unity of the UNS academic society members.

e. The shape of the flower's stigma is described as Wiku, which comes from the Pali language, which more or less means a man of knowledge. Wiku, with a flame in the centre of the face, represents the radiance of a mind full of wisdom, nobility, and the eternal light of knowledge.

f. The circular series of words is *candra sengkala* (Javanese calendar): "Mangesti Luhur Ambangun Nagara" represents Javanese Year 1908 or AD 1976.

As a whole, it means that UNS aspires to build the country with noble qualities.

Candra sangkala is as if *praba* is shining. *Praba* in the history of religion and puppetry is used by holy, wise, and virtuous people. The centre of the symbol is Wiku's brain which is depicted as a flame, hinting at the eternal rays of knowledge. This means that UNS plays a role in contributing knowledge to the country. The navy-blue colour symbolises the pledge of allegiance and devotion to the country, nation, and science.

F. **Hymn of UNS**

Universitas Sebelas Maret kami (Our Universitas Sebelas Maret)

Kami akan selalu berbakti (We will always be devoted)

Universitas Sebelas Maret Kami (Our Universitas Sebelas Maret)

Diluhurkanlah, namamu (Your name is glorious)

Pancasila serta Tri Dharma (Pancasila and Tri Dharma)

Menjadi dasar landasannya (Become the foundation)

Semoga jaya, semoga abadi (Be glorious, last forever)

Almamater kami tercinta (Our beloved Alma mater)

G. **Mars of UNS**

Universitas Sebelas Maret Kami (Our Universitas Sebelas Maret)

Mengemban Tugas Luhur dan Suci (Carrying Out Noble and Sacred Duties)

Universitas Sebelas Maret Kami (Our Universitas Sebelas Maret)

Di bawah Panji Pancasila (Under Pancasila, the guidance of life)

Di dalam Kiprahnya… Tridharma pedomannya (In its work, Tri Dharma is the guideline)

Dengan Tempaan semangat yang Membaja (With the Forging of a Steely Spirit)

Demi Keagungan dan Keluhuran Almamater Sebelas Maret (For the Greatness and Nobility of Universitas Sebelas Maret)

Almamater Tercinta (Beloved Alma mater)

Universitas Sebelas Maret Kami Teguh tegakkan Langkamu (Our Universitas Sebelas Maret, firmly uphold your steps)

Universitas Sebelas Maret Kami Semoga Jaya Selama lamanya (Our Universitas Sebelas Maret, may you be glorious forever)

CHAPTER II
ORGANISATIONAL STRUCTURE OF FST SP, UNS

A. Organisational Structure
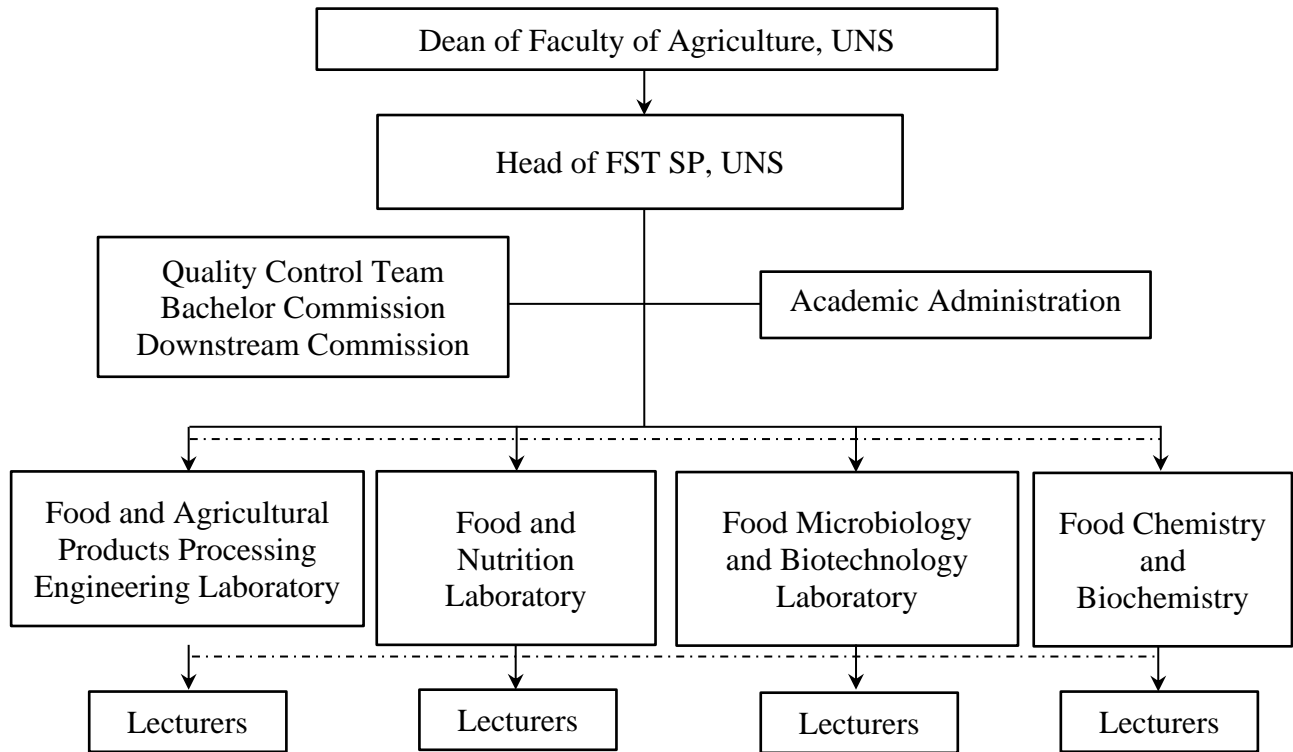
Figure 2.1 Organisational Structure of FST SP, UNS

Table 2.1 Organisational Structure of FST SP, UNS

No.	Position	Full Name
1.	Dean of Faculty of Agriculture	Prof. Dr. Ir. Samanhudi, S.P., M.Si., IPM, ASEAN Eng.
2.	Head of FST SP	Danar Praseptiangga, S.T.P., M.Sc., Ph.D.
3.	Quality Control Team	Dr. Ir. Sigit Prabawa, M.Si.
		Asri Nursiwi, S.T.P., M.Sc.
4.	Bachelor Commission	Dr. Setyaningrum Ariviani, S.T.P., M.Sc.
		Rohula Utami S.T.P., M.P.
		Dwi Ishartani, S.T.P., M.Si.
		Ir. Kawiji, M.P.
5.	Downstream Commission	Achmad Ridwan Ariyantoro, S.T.P., M.Sc., Ph.D.

		Dimas Rahadian Aji Muhammad, S.T.P., M.Sc., Ph.D.
6.	Academic Administration	Dewi Ambarsari, S.H.
7.	Food and Agricultural Products Processing Engineering Laboratory	Ir. Kawiji, M.P.
8.	Head of Food and Nutrition Laboratory	Dwi Ishartani, S.T.P., M.Si.
9.	Food Microbiology and Biotechnology Laboratory	Rohula Utami S.T.P., M.P.
10.	Food Chemistry and Biochemistry	Dr. Setyaningrum Ariviani, S.T.P., M.Sc.

B. Lecturers of FST SP, UNS

No.	Full Name	Employee Identification Number	Field of Expertise
1.	Asri Nursiwi, S.T.P., M.Sc.	198708072012122001	Food Science and Technology
2.	Ir. Bambang Sigit Amanto, M.Si.	196407141991031002	Food Industry Operations Unit
3.	Siswanti, S.T.P., M.Sc	198604302019032014	Food Chemistry
4.	Dr. Ir. Choiroel Anam, M.P., M.T.	196802122005011001	Food Science
5.	Danar Praseptiangga, S.T.P., M.Sc., Ph.D.	198109092005011002	Food Science and Biotechnology
6.	Dian Rachmawanti Affandi, S.T.P., M.P.	197908032006042001	Food and Nutrition
7.	Dimas Rahadian Aji Muhammad, S.T.P., M.Sc., Ph.D	198602112010121007	Food Technology
8.	Dwi Ishartani, S.T.P., M.Si.	198104302005012002	Food Science and Technology
9.	Edhi Nurhartadi, S.T.P., M.P.	197606152009121002	Food Microbiology
10.	Esti Widowati, S.Si., M.P.	198305052009122006	Food Microbiology and Biotechnology
11.	Godras Jati Manuhara, S.T.P., M.Sc.	198103302005011001	Food and Agricultural Product Technology

12.	Gusti Fauza, S.T., M.T., Ph.D.	197608222008012009	Food Supply Chain Management and Food Quality Management
13.	Ir. Kawiji, M.P.	196112141986011001	Food and Agricultural Product Engineering (Processing Techniques)
14.	Lia Umi Khasanah, S.T., M.T.	198007312008012012	Food Processing Engineering
15.	R. Baskara Katri Anandito, S.T.P., M.P.	198005132006041001	Food Processing Engineering
16.	Rohula Utami, S.T.P., M.P.	198103062008012008	Food Microbiology
17.	Dr. Setyaningrum Ariviani, S.T.P., M.Sc.	197604292002122002	Food Science
18.	Ir. Windi Atmaka, M.P.	196108311988031001	Food Science and Technology
19.	Achmad Ridwan Ariyantoro, S.T.P., M.Sc., Ph.D.	198605032012121002	Food Science
20.	Ardhea Mustika Sari, S.T.P., M.Sc.	198405092014042001	Food Microbiology
21.	Bara Yudhistira, S.T.P., M.Sc.	198909142015041002	Food Technology and Nutrition
22.	Adhitya Pitara Sanjaya, S.T.P., M.Sc.	198711092015041003	Bioprocess Technology
23.	Dr. Ir. Sigit Prabawa, M.Si.	196405041991031001	Agricultural System and Technology
24.	M. Zukhrufuz Zaman, S.P., M.P., Ph.D.	1980022120161001	Food Microbiology and Safety

CHAPTER III

EDUCATIONAL SYSTEM

A. General Provisions

Education is organised through the implementation of credit system, in which the weight is indicated in semester credit system (SKS). The academic year is divided into 2 (two) semesters, namely Odd Semester (August – January) and Even Semester (February – July), comprising 16 (sixteen) to 19 (nineteen) weeks of lectures. The curriculum is developed and implemented based on President's Regulation, Number 8 of 2012 concerning the Indonesian Qualifications Framework (IQF) and UNS Rector's Decision, Number 31 of 2020 concerning the Administration and Management of Bachelor's Degree Programme.

The following are elaborations of academic terms in UNS Rector's Regulation, Number: 31 of 2020:

1. Administrative registration is an activity process to obtain status of registration as a Student.

2. Academic registration is an activity to enable a Student to take courses in the relevant semester by filling in the Course Selection Sheet (KRS) according to the prevailing rules.

3. Course Selection Sheet (KRS) Filling is a process of registration of courses which will be taken in the relevant semester.

4. Learning is an interaction process between students with the lecturers and learning resources in a learning environment.

5. National Standard of Higher Education, hereinafter referred to as SN Dikti, is a unit of standards consisting of national standards of education, research, and community service.

6. National Education Standard is a minimum set of criteria for higher education learning in universities all over the territory/jurisdiction of the Republic of Indonesia.

7. Indonesian National Qualification Framework, hereinafter referred to as KKNI, is a framework of tiered competency qualifications which can juxtapose, equalise, and integrate the field of education and job training programmes, and working experiences to get competency recognition according to the job structure in various sectors.

8. Educational administration is a management on planning, supervising, observing, evaluating, coaching, and organising the education administration to achieve the purpose of education in a university.

9. Education management is an activity of implementing the empowerment of educational resources to achieve educational goals at the university.

10. Education is a conscious and planned effort to create a learning atmosphere and learning process so that students actively develop their potential to own religious

spiritual strength, self-control, personality, intelligence, noble character, and skills needed by themselves, society, nation and state.

11. Credit recognition programme is a programme of enrolment to certain courses by students between Study Programmes/Faculty within the University, or students from outside the University both domestic and overseas, or the University students with other higher education institutions both domestic and overseas, and attending lectures and assessment in accordance with the rules and mechanisms established by the Study Programme/Faculty/University organiser, which is regulated through the institutional cooperation of the Study Programme/Faculty/University.

12. The higher education curriculum is a set of plans and arrangements regarding graduate learning outcomes, body of knowledge, processes, and assessments used as guidelines for the implementation of study programmes.

13. Semester Credit Unit (Satuan Kredit Semester – SKS), hereinafter referred to as Credits, is the amount of time for learning activities taken by the students per week per semester in the learning process through various forms of learning or the amount of recognition for the success of students' efforts in participating in curricular activities in a study programme.

14. Semester is a unit of time for an effective learning process for at least 16 (sixteen) weeks; including midterm and final tests.

15. Guidance is guidance activities for students in lectures, thesis preparation, final assignments, and other forms that can facilitate their learning.

16. Learning assessment is the process of collecting, analysing, and interpreting academic information to measure the achievement of student learning outcomes.

17. Score is the number used for assessment results that indicate the level of success of students in a learning assessment.

18. Grade is a measure of learning achievement given by the lecturer based on the score of the assessment results, which shows the level of student competencies in a particular subject by using certain rules.

19. Grade Point Index (GPI)/(*Indeks Prestasi Semester - IPS*), is the level of student learning achievement in semester units which is calculated by adding up the multiplication between the grade of the courses taken and the credit weight of each course divided by the total or total credits taken in semester units.

20. Cumulative GPA (*Indeks Prestasi Kumulatif*–IPK) is the level of student learning achievement at the end of the study programme stated in the scale of grades calculated by adding up the multiplication between the grade of each course taken with the credits of the relevant course divided by the number of credits or total credits taken in the Bachelor's degree programme.

21. Learning outcome (*Capaian Pembelajaran*–CP) is the expected graduate competencies

after students complete their study that describe specifically the knowledge, skills, values and attitudes as well as realistic and measurable performance.

22. Syllabus (*Rencana Pembelajaran Semester*–RPS) is the planning of the learning process for a course written by the lecturer independently or in a group of the same subject course to meet the standard of the learning process in accordance with the SN Dikti.

23. Diploma Supplement (*Surat Pendamping Ijazah*–SKPL) is the document containing information about the academic achievement or qualifications of a graduate with a higher education degree;

24. Distance Lecture, hereinafter called as online, is the implementation of distance learning to UNS Students that aims to improve access to quality learning;

25. Remedial learning is a process of improving grades for students who have not reached the passing grade, carried out by the lecturer in charge of the relevant subject at the end of the semester before the graduation time through a process of re-learning, assignment, practicum test, and/or other relevant assignments

26. Semester is a unit of time for an effective learning process for at least 16 (sixteen) weeks; including midterm and final tests.

27. Research is the activity carried out according to scientific principles and methods systematically to obtain information, data, and explanation related to understanding and/or testing a branch of knowledge and technology;

28. *Kampus Merdeka* (Independent Campus) is a form of learning in universities that are autonomous and flexible to create a learning culture that is innovative, not restrictive, and in accordance with the needs of students;

29. *Merdeka Belajar* (Independence to Learn) Programme is the right to study for three semesters outside the Study Programme by giving students the freedom to take credits outside their Study Programme;

30. Implementation of the policy of Emancipated Learning Programme for Higher Education (*Merdeka Belajar - Kampus Merdeka*/MBKM) is further regulated in the guidelines set by the university;

31. Study Programme Management Unit (*Unit Pengelola Programme Studi–UPPS*) is the facilitator of learning management standards in a study programme; and

32. Affirmation Student is the high school graduate or the equivalent who has the opportunity in improving access and study opportunities at universities.

B. Graduate Competencies

FST SP, UNS is a bachelor's degree programme whose graduates are awarded an academic degree of *Sarjana Teknologi Pangan*/S.T.P. (Bachelor's Degree in Food Science and Technology). Graduates of this level are required to fulfil graduate competency standards

which include attitudes, knowledge, and skills (in general skills and specific skills) as outlined in the curriculum based on the KKNI and SN-Dikti. The graduates based on their competencies are profiled as food industry experts, food entrepreneurs, research assistants, functional staff in government, food consultants, community facilitators in the food sector, or food journalists. The graduates should possess the following qualifications:

a) **Programme Educational Objectives (PEO)**

The graduates of FST SP, UNS are expected to have the following PEO qualifications:

1. Have professional competencies in Food Science and Technology to produce safe and quality food products.
2. Apply knowledge and skills in Food Science and Technology to be able to provide positive solutions and contributions to society.
3. Demonstrating high professionalism, being able to learn unaided, and showing a desire for lifelong learning.

b) **Programme Learning Outcomes (PLO)**

To fulfil PEO achievements, the graduates of FST SP, UNS are reckoned to possess the PLO competencies as described below:

1. Master the concept and application of food science and technology which incorporates elements of food chemistry and analysis, food microbiology and biotechnology, food processing engineering, food biochemistry and nutrition, food sensory analysis, food safety, food regulation, and applied food science in an integrated manner to produce safe and quality food products.
2. Master food science and technology principles for the development of local food resources and the sustainable development goal principles in the food sector.
3. Be able to communicate spoken and written related to technical and non-technical aspects for scientific and general audiences.
4. Be able to think from critical and analytical perspectives, solve problems, be responsible for operating independently, and make decisions based on data and information.
5. Be able to work in a team, interact with other people from different backgrounds, organise and lead in various situations, and have entrepreneurship skills.
6. Be committed to professional and ethical values.

C. **New Student Admission**

Admission of new students follows the regulations set by the related ministry. The university regulates and coordinates the admissions system for new students. The admission policy can be accessed at https://spmb.uns.ac.id/jalur-masuk/jenjang?jenjang=s1. Admission to FST SP, UNS includes the following schemes:

1. **National Selection for State University (*Seleksi Nasional Masuk Perguruan Tinggi Negeri*–SNMPTN)**

   The National Selection for State University is a scheme available to pursue higher education through student report cards and academic achievements. The process of new student admission by this line is regulated by the National Centre Test for University Admissions (LTMPT). Further information regarding SNMPTN is available at https://ltmpt.ac.id.

2. **Joint Entrance Selection of State Universities (*Seleksi Bersama Masuk Perguruan Tinggi Negeri*–SBMPTN)**

   SBMPTN is Joint Entrance Selection of State Universities scheme to design the admission according to Computer-Based Writing Test (UTBK) scores. This is stipulated by the National Centre Test for University Admissions (LTMPT), and further information regarding SBMPTN is available at https://ltmpt.ac.id.

3. **Independent Selection (*Seleksi Mandiri*–SM)**

   Independent Selection of UNS or the so-called SM UNS is a new alternative provided by UNS exclusively apart from SNMPTN and SBMPTN. The Independent Selection comprises:

   a. Test-Based Independent Selection (*Seleksi Mandiri Jalur Ujian*–SMJU)

      SMJU is an independent process for those exercised through a test. There are two types of SMJU provided at UNS, namely:

      1) SMJU UTUL UNS aims for High School/Islamic High School/Vocational Highschool graduates or equivalent of the last three years at maximum. Through this process, prospective students will be selected by using the Written Test Score (*Ujian Tulis*–UTUL) organised by UNS.

      2) SMJU UTBK aims for High School/Islamic High School/Vocational Highschool graduates or the equivalent of the last three years at maximum. Through this scheme, prospective students will be selected using the UTBK scores issued by the LTMPT in 2022.

   b. Partnership-Based Independent Selection (*Seleksi Mandiri Jalur Kemitraan*–SMJK)

      SMJK is targeted at High School/Islamic High School/Vocational Highschool graduates or equivalent of the last three years at maximum who meet the requirements set by UNS and should be based on recommendations from partnership institutions (companies/local government/government institutions) that are bound by a valid Collaboration Agreement regarding Partnership-based Independent Selection between the proposing agency (partner) and UNS.

   c. Independent Selection for Disabled (*Seleksi Mandiri Jalur Disabilitas*–SMJD)

SMJD is intended for prospective students with disabilities who graduated from High School/Islamic High School/Vocational Highschool/High School for Special Needs or equivalent of the last three years at maximum and possess competitive academic abilities to enrol in higher education.

d. Achievement-Based Independent Selection (*Seleksi Mandiri Jalur Prestasi–* SMJP)

SMJP is a student admission through the search for excellence to seize prospective students from High School/Islamic High School/Vocational Highschool or equivalent of the last three years at maximum with great achievements in both academic and non-academic (reasoning, interests/talents, religion, and others). The fields of reasoning include science Olympiads, youth scientific work competitions, Indonesian/English debate competitions, science and technology competitions, and so on. Fields of interest/talent consist of sports (athletics, martial arts, games, etc.), arts (photography, MTQ, singing, painting, dance, film, etc.), design, and others. While the religious field is Quran memorisation (30 *Juz*) and Bible memorisation.

D. Registration and Study Plan

1. Registration

a. Students are required to register in the beginning of the semester following the academic calendar.

b. Registration should be directly proposed by the students after having fulfilled the predetermined conditions.

c. Students who fail to register until the specified date within the academic calendar are deemed inactive with 0 (zero) credits.

d. Conditions and registration including exchange students are regulated in Rector's Decision.

2. Study Plan

a. Students are required to carry out a study plan through courses in a semester by filling out a Course Selection Sheet (KRS) according to the applicable regulations.

b. KRS Completion is conducted in the beginning of each semester by the student after obtaining verification and approval from the academic supervisor.

c. Student course plans should regard and consider Grade Point Index (GPI) in the previous semester.

d. Student course plans for the implementation of independence-to-learn program (Merdeka Belajar) should be consulted to and approved by academic supervisor.

E. Study Load, Study Period, and Language Mastery

1. Study Load

a. The study load for students of Bachelor's Degree Program is determined by the respective Study Programme according to the applicable curriculum.

b. To meet the learning outcomes of graduates of FST SP, UNS, students should take at least 144 credits, consisting of 130 credits of compulsory courses and 14 credits of elective courses at minimum.

c. One academic year consists of 2 (two) semesters following the regulations of the SN-Dikti

d. Further regulations regarding the semester terms are regulated in Rector's Decision.

e. Student study loads in semesters one and two are bundled and adjusted to the applicable curriculum of FST SP, UNS.

f. After the first two semesters of the first year, students can take a study load based on Grade Point Index (GPI), with the following conditions:

GPI < 1.50 maximum	: 12 credits
GPI 1.50 - 1.99 maximum	: 16 credits
GPI 2.00 - 2.49 maximum	: 18 credits
GPI 2.50 - 2.75 maximum	: 20 credits
GPI 2.76 - 3.00 maximum	: 22 credits
GPI > 3.00 maximum	: 24 credits

g. One credit in the form of lecture, post-practicum test, and tutorial learning, consists of:
   1. face-to-face learning of 50 (fifty) minutes per week per semester;
   2. learning activities with structured assignments of 60 (sixty) minutes per week per semester;
   3. independent study of 60 (sixty) minutes per week per semester.

h. One credit of seminar or other similar forms of learning consists of:
   1) face-to-face learning of 100 (one hundred) minutes per week per semester;
   2) independent study of 70 (seventy) minutes per week per semester.

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

2. Study Period

a. The study period for Bachelor's Degree Programme is 4 (four) years or 8 (eight) semesters and can be taken for a maximum of 7 (seven) years or 14 (fourteen) semesters. However, students can complete the study period in less than 4 years or less than 8 semesters.

b. Students who have not been able to complete their studies within 4 years or 8 semesters can extend their studies in accordance with applicable regulations.

c. Study programmes are obliged to monitor and evaluate student academic activities and take the necessary steps to assist students to complete the learning process within the

specified period. Monitoring and evaluation of academic activities are regulated as follows:

1) At the end of the first year (semester II), students receive a warning through the academic information system (SIAKAD) if they are unable to achieve a learning load of at least 36 credits with a minimum average grade of 2.00 or C.

2) At the end of the second year (semester IV), students receive a warning through SIAKAD if they are unable to achieve a learning load of at least 72 credits with a minimum average grade of 2.00 or C.

3) At the end of the third year (semester VI), students receive a warning through SIAKAD if they are unable to achieve a study load of at least 108 credits with a minimum average grade of 2.00 or C.

4) At the end of the fourth year (semester VIII), students receive a warning through SIAKAD if they are unable to achieve a study load of at least 144 credits with a minimum average grade of 2.00 or C

d. At the end of the fourth year (semester VIII) students' study success is assessed to determine their study completion.

1) Study completion can be done if students have accumulated a number of credits, a minimum of 144 credits or according to the study programme curriculum, including thesis or final project and meet the conditions: **GPA > 2.00 and no grade D and/or E.**

2) Students who do not meet condition (1) can be given a study period extension if they can fulfil the conditions.

e. At the end of the seventh year (semester XIV), students' study success is assessed to determine the completion or termination of the study (drop out).

1) Study completion can be done if students **meet** the requirements listed in point d number (1)

2) Study termination or drop out can be done if students **do not meet** the requirements in point d number (1)

f. Students who submit their resignation are given a determination letter stipulating their resignation from UNS based on the proposal from the Faculty and are given a list of courses that have been taken according to the applicable mechanism.

3. **Language Mastery/Proficiency**

1. Students are required to master English as a means of facilitating and improving the quality of their studies.

2. English Mastery is indicated by the achievement of an English for Academic Purposes (EAP) score of 60 (sixty) or Test of English as a Foreign Language (TOEFL ITP) score of 450 (four hundred and fifty) or its equivalent.

3. International students are required to master Indonesian for academic purposes by participating in Indonesian Language training for Foreign Speakers (BIPA) until they are declared passed or by taking Indonesian Language Proficiency Test (UKBI) with an Intermediate Level with a minimum score of 482

4. The activity is carried out by the Technical Implementation Unit for Language Services and Development, UNS (UPT Bahasa UNS).

5. The mastery of English and Indonesian is one of the requirements for students to be able to take the (Undergraduate thesis (final project)) examination.

F. Learning Management

1. Learning management is carried out each Study Programme based on the curriculum stipulated in Rector's Decision.

2. UNS and its faculties determine courses with a number of credits that are obligatory to be included in each Study Programme curriculum as a basis for university or faculty characteristics.

3. UNS characteristic courses are community service programme (KKN), internship, and entrepreneurship.

4. Faculty characteristic courses are determined by each faculty.

5. Each class in science and technology has at least 5 students while in social sciences and humanities class, it has at least 10 students to be recognised as lecturer performance.

6. Each Study Programme is obliged to:
   a. arrange its curriculum based on KKNI and SN-Dikti;
   b. arrange syllabus (RPS) for each course;
   c. organise learning programmes according to content standards, process standards, and assessment standards that have been set in order to achieve LOs;
   d. carry out systematic activities that create an academic atmosphere and good quality culture;
   e. perform PLO measurements based on the course learning achievement (CPMK) and CPMK weights of supporting courses in each LO in each semester, which is listed in the diploma supplement;
   f. carry out periodic monitoring and evaluation activities in order to maintain and improve the quality of the learning process; and
   g. report the results of learning programmes periodically as a source of data and information in making decisions to improve and develop the quality of learning according to applicable regulations.

7. Students are required to participate in learning and other academic activities in an orderly and regular manner with applicable regulations.

8. Learning activities are interactive, holistic, integrated, scientific, contextual, thematic, effective, collaborative, and student-centred.

9. The learning process have to use effective learning methods in accordance with the characteristics of the course to achieve certain competencies specified in the course in the PLO fulfilment series

10. Learning methods include group discussions, simulations, case studies, collaborative learning, cooperative learning, project-based learning, problem-based learning, journal review, or other learning methods, which can effectively facilitate PLO fulfilment

11. Each course may use one or a combination of several learning methods and be accommodated in a form of learning.

12. Learning forms can be lectures, post-practicum test and tutorials, seminars, practicum, studio practice, workshop practice, field practice, work practice, research, design or development, military training, student exchange, internship, entrepreneurship, and/or other forms community service

13. Learning forms have to include or accommodate the form of research of at least 4 credits and community service of at least 2 credits.

14. Learning activities can be conducted offline, online and blended.

15. Learning activities are carried out for a minimum of 16 (sixteen) weeks or 16 meetings in one semester, including learning assessment activities.

16. In the learning process lecturers pay attention to and accommodate the special needs, limitations, and/or obstacles experienced by students with special needs/disabilities

17. Before carrying out learning activities for each subject, lecturers independently or jointly in a group of expertise in a field of science and/or technology in the respective Study Programme, are required to prepare RPS.

18. Regulations regarding RPS are further regulated in the guidelines

19. One academic year consists of 2 (two) semesters.

20. The official language of instruction used in education and learning activities is Indonesian, or English for international classes.

21. Certain local languages and/or certain foreign languages may be used as languages of instruction in education and learning activities as a complement to the use of Bahasa Indonesia.

G. Forms of Independent Learning

1. Learning Forms and Processes

a. Independent learning forms of learning can be carried out within the Study Programme and outside the Study Programme.

b. The form of learning outside the Study Programme is a learning process consisting of:

1) Learning in other study programmes and the same university

2) Learning in the same and different study programmes at different universities, and

3) Learning at non-Higher Education Institutions.

c. Fulfilment of learning outside the Study Programme at the same university within 1 (one) semester or the equivalent of 20 (twenty) SKS can be carried out in the same Study Programme and/or in several different Study Programmes.

d. Learning outside the university is a maximum of 2 (two) semesters or the equivalent of 40 (forty) credits

e. The learning process is carried out based on a cooperation agreement between universities or other related institutions and the results of the lecture are recognised through the SKS transfer mechanism.

f. The learning form of 1 (one) credit in the learning process is in the form of practicum, studio practice, workshop practice, field practice, work practice, research, design or development, military training, student exchange, apprenticeship, entrepreneurship, and/or community service, equivalent to 170 (one hundred and seventy) minutes per week per semester unless specified differently in Rector's Decision.

g. The form of learning in the form of research, design, or development must be added as a form of learning for Bachelor's Degree programmes under the guidance of lecturers in order to develop attitudes, knowledge, skills, authentic experiences, as well as improve the welfare of society and the competitiveness of the nation.

h. The form of learning in the form of community service must be added as a form of learning for Bachelor's Degree programmes under the guidance of lecturers in order to utilise science and technology to advance social welfare and educate the nation's life.

i. The selection of learning process in the independence to learn - independent campus (MBKM) program outside higher education consists of 3 (three) models, namely the learning block model, the non-block learning model, and the accelerated model, the mechanism of which is left to the respective faculties/study programmes.

j. Forms of independent learning activities are:
    1) student exchange;
    2) internship/work practice;
    3) teaching assistance in the education units;
    4) research;
    5) humanitarian projects;
    6) entrepreneur activities;
    7) *independent* study/projects;
    8) Village Development/thematic community service program;
    9) military training; and
    10) other forms stipulated by UNS Rector.

k. The final report of independent learning activities in the form of research can be converted as the final project of students pursued through internships, research,

entrepreneurship, teaching assistance in educational units, and independent studies/projects.

l. The final report of independent learning activities in the form of community service can be converted as the final assignment of students pursued through humanitarian projects, teaching assistance in educational units, and building villages or thematic KKN.

m. University/Faculty/Study Programme facilitates independent learning starting from semester 5 (five).

n. The learning process outside the Study Programme is carried out under the lecturer guidance.

o. The learning process outside the Study Programme is carried out only for Bachelor's Degree programmes and applied Bachelor's Degree programmes.

p. The implementation of memorandum of understanding (MoU), memorandum of agreement, Memorandum of Agreement (SPK) is prepared in accordance with UNS Rector's Regulation

q. The implementation of independent learning forms refers to the University guidebook.

2. **Student Exchange**

a. Student exchange is a programme that provides opportunities for students to take courses outside the Study Programme;

b. Other Study Programmes that are the same or different outside the university, within the territory of Indonesia, and

c. Other study programmes that are the same or different at universities abroad.

d. The study programmes referred are the study programmes that already have MoA.

e. The maximum number of credits that students can take in student exchange programmes is 20 credits.

f. PA approves the taking of courses in the student exchange programme as evidenced through KRS.

g. Taking courses in student exchange can be taken starting from semester 5 (five).

h. The selected courses should be able to enrich and provide benefits in realising the graduate profile of the Study Programme or increasing student competencies.

i. The implementation of student exchange refers to the University guidelines.

j. The implementation of student exchange refers to the university guidelines.

3. **Internship Programme**

a. The internship programme aims to provide students with contextual experience and hands-on learning in the workplace (experiential learning) to gain theoretical and practical skills, complex problem-solving, analytical skills, and interpersonal and intrapersonal skills in the form of professional/work ethics, communication, and teamwork.

b. The internship programme students of FST SP, UNS can be taken if they have taken a minimum of 110 (one hundred and ten) credits.

c. Internship activities are guided and assessed by lecturers and supervisors from internship institutions.

d. The internship activities are carried out under the MoU/MoA documents agreed upon by both parties.

e. The internship/practice implementation refers to university guidelines.

1. **Research Programme**

   a. The student research programme aims to build critical thinking in various scientific groups to improve students' knowledge and research skills.

   b. In conducting research, students are guided and assessed by supervisors and coordinators appointed by Bachelor Commission of FST SP, UNS.

   c. Research implementation refers to university guidelines.

2. **Humanitarian Project**

   a. Humanitarian project aims to prepare excellent students who uphold human values in their duties based on religion, morals, and ethics.

   b. Humanitarian project aims to train students to have social sensitivity to explore and investigate existing problems and provide solutions according to their interests and expertise.

   c. Humanitarian project aims to help individuals and communities in developing and improving skills and abilities to use existing resources to solve the problems faced.

   d. Activities in humanitarian projects are in the form of volunteer activities in institutions:

      1) a non-profit organisation engaged in the fields of humanity, welfare, health, education, both domestically and abroad, or

      2) a government that operates in the fields of welfare, humanity, health, and education

   e. Humanitarian project activities are guided and assessed by advisors and supervisors/mentors who are competent in their fields.

   f. The implementation of humanitarian projects refers to university guidelines.

3. **Entrepreneurship Programme**

   a. The objectives of the entrepreneurial activity programme include the following:

      1) increasing interest in entrepreneurship to develop their business earlier and guided, and

      2) facilitating student entrepreneurship to reduce the unemployment rate

   b. Entrepreneurial activities are guided and assessed by supervisors and competent mentors of entrepreneurial experts or entrepreneurs.

   c. The implementation of entrepreneurial activities refers to university guidelines.

4. **Independent Project Activity Programme**
   a. The objectives of the independent study programme/project include the following:
      1) realising student ideas in developing innovative products
      2) organising research and development (R&D) based projects, and
      3) improving student achievement in national and international events
   b. Students form independent project teams consisting of students across study programmes and/or faculties.
   c. Independent study/project activities are guided and assessed by supervisors/advisors and field experts in accordance with the studies being conducted.
   d. Implementation of independent study activities/projects refers to university guidelines.

5. **Village Development Programme**
   a. The objectives of village building activities/thematic community service programme (KKNT) are:
      1) Providing opportunities to implement their knowledge, technology, and skills in collaboration with many stakeholders in the field, and
      2) Assisting the acceleration of development in rural areas together with the Ministry of Villages, Development of Disadvantaged Regions, and Transmigration
   b. The form of village building activities/thematic community service programme (KKNT) is to assist programme planning, starting from studying village potential, village building problems and challenges, setting development priorities, planning programmes, designing facilities and infrastructure, empowering communities, managing village-owned enterprises (BUMDes), supervising the development, and up to monitoring and evaluation.
   c. Students may take village development program/KKNT activities with a minimum of 100 credits.
   d. The target village radius with the campus is designed to be around 200 km.
   e. The activity results can be equivalent to Undergraduate thesis (final project).
   f. Village development programme/KKNT activities are guided and assessed by supervisors and village supervisors where students carry out project activities.
   g. Implementation of village development programme /KKNT activities refers to university guidelines.

6. **Military Training Programme**
   a. Military training is an actualisation of defending the country to support universities as *Pancasila* fortress
   b. Defending the country is the determination, attitude, and behaviour of citizens, which is carried out regularly, comprehensively, and in an integrated manner and is imbued with love for the Unitary State of the Republic of Indonesia based on Pancasila and the 1945 Constitution of the Republic of Indonesia in ensuring the survival of the nation and state.

c. Defending the country aims to increase leadership, patriotism, national insight, and discipline.

d. Defending the country's activities is guided and assessed by supervisors appointed by training institutions.

e. Implementation of military training activities refers to university guidelines.

H. Community Service Program and Internship

Students of Bachelor's Degree Programmes are required to attend Community Service Programme (KKN) and Internship (KMM) according to the curriculum set by the study programme. KKN and KMM can be recognised as the independence to learn activities, referring to university guidelines. Taking KKN courses for students of Bachelor's Degree Programme is after taking a minimum of 100 credits. Requirements, procedures, courses of action, and implementation of KKN are further regulated by the Institute for Educational Development and Quality Assurance (LPPMP), faculties, and/or study programmes.

I. Undergraduate thesis (final project)

1. At the end of the study period, students of FST SP, UNS must compile Undergraduate thesis (final project) weighing 5 (five) credits per the study programme curriculum.

2. Undergraduate thesis (final project) can be recognised from independent learning activities. Meanwhile, this recognition refers to the guidelines set by the university and is adapted to the study programme's conditions.

3. The preparation of Undergraduate thesis (final project) can begin when students have completed a minimum study load of 100 credits.

4. Undergraduate thesis (final project) can be written based on the field research results or the research results in the laboratory or other research according to the scientific characteristics and study programme.

5. In completing Undergraduate thesis (final project) or final assignment, students are accompanied by 1 (one) main supervisor and 1 (one) co-supervisor in accordance with the provisions of the faculty.

6. The period for compiling Undergraduate thesis (final project) is a maximum of 12 (twelve) months, with progress monitoring every six months after submission on KRS.

7. Bachelor Commission is formed by faculty and study programme to ensure the quality of the process and the quality of students' Undergraduate thesis (final project).

8. Additional time for mentoring and Undergraduate thesis (final project) writing can only be given with the approval of the Bachelor Commission and Head of the Study Programme, accompanied by a statement of willingness and/or the supervisor's approval.

9. To be accountable for Undergraduate thesis (final project) that has been prepared, students are required to take Undergraduate thesis (final project) defence.

10. Before taking Undergraduate thesis (final project) defence, students must write a scientific article based on their Undergraduate thesis (final project) and upload it to the university's repository page or publish it in national or international scientific publications.

11. Students who successfully publish scientific articles from the results of their Undergraduate thesis (final project) writing in national journals indexed at least Sinta 2 or non-predatory indexed international journals as first authors are exempt from Undergraduate thesis (final project) defence with a score of 4.00 (A).

12. Provisions regarding procedures, the formation of Bachelor Commission, quality standards for writing and defence, and writing scientific articles are further regulated in a study programme or faculty guideline.

J. Learning Assessment

1. The student learning assessment includes the PLOs and additional competencies.

2. Students must participate in the learning assessment process under the study programme curriculum standards.

3. The learning assessment is performed out to identify the CPMK in accordance with the student's attitude, knowledge, general skills, and particular skills as specified by the study programme curriculum.

4. The learning assessment comprises of process and outcome evaluations of each level of the skills outlined in the RPS as prepared by the course lecturer or lecturer team.

5. The learning process assessment is described by the lecturer or lecturer team in the form of a rubric and/or outcome assessment as a portfolio or design work, depending on the class contract negotiated with the students.

6. The learning assessment can be completed using a variety of techniques, including written examinations, oral tests, performances, interviews, questionnaires, projects, assignments, and other applicable methods.

7. A team of lecturers manages the learning assessment in parallel classes in order to establish an agreement on reaching standardised graduate competencies.

8. The learning assessment is the basis of integrated educational, authentic, objective, accountable, and transparent concepts.

9. The learning assessment can be completed by lecturers or a lecturer team, with or without the participation of students and/or other stakeholders.

10. CPMK assessments are reported at least 2 (two) times each semester, comprising midterm and final assessments.

11. Students can take the exams to receive assessments if their attendance rate is at least 75%.

12. The learning assessment employs a scale of 5 (five) with a range of 0 – 4 (zero to four).

13. Students with special needs/disabilities are assessed in a flexible way, taking their limitations or obstacles into account.

14. The flexible assessment may include adding extra time to the exam, changing the test location, reducing material, selecting strategies or methods, utilising instruments or other assessment types, or other methods in accordance with the lecturer's policy.

15. Students are considered completing a course if their final grade is at least 2.00 (two point zero) or a C.

16. Students who do not achieve the minimum passing grade (C) have an opportunity to get an improvement through a remedial teaching from the lecturer before the assessment results are announced (judicium).

17. Students who have completed certain courses but still still wish to improve their grades must enrol in the courses for the following semester by inputting them on the KRS.

18. The latest grade of those who enroll in a remedial class is published as their final grade.

19. The technical rules of remedial teaching are further defined in a separate Rector's Decree.

20. Benchmark Reference Assessment (Penilaian Acuan Patokan－PAP) is employed to determine if a student succeeds or fails a course.

21. The final grade of a course is obtained from score conversion as presented in **Table 3.1.**

Table 3.1 Sore Ranges for Final Assessments

No.	Score Ranges (Scale of 100)	Grade Ranges	
		In Numbers	In Letters
1.	$S \geq 85$	4.00	**A**
2.	$80 \leq S < 85$	3.70	**A -**
3.	$75 \leq S < 80$	3.30	**B+**
4.	$70 \leq S < 75$	3.00	**B**
5.	$65 \leq S < 70$	2.70	**B -**
6.	$60 \leq S < 65$	2.30	**C+**
7.	$55 \leq S < 60$	2.00	**C**
8.	$S < 55$	1.00	**D**

K. Graduation Criteria and Honour

1. Graduation Criteria

a. Students are considered to have finished a Bachelor's Degree Programme if they have taken the entire course loads, completed the PLOs defined by the Study Programme with the GPA of at least 2.00 (two point zero), and have not failed any courses.

b. Students may take the final examination if they have successfully completed all courses.

c. The completion or graduation date of the Bachelor's Degree Programme is the thesis examination date or that of article validation for students who do not take the thesis examination.

d. Students must be retested if they cannot revise their theses before the deadline.

e. Regulations on thesis examinations or final projects, as well as the validation of student scientific publications are further defined by the faculty.

f. Students participating in the independence to learn (MB) programme must comply with the requirements and standards set for each MB activity.

g. Credits earned through MB activities can be acknowledged following the criteria outlined in the guide.

h. Assessment in MB activities is based on each activity's guidelines.

i. Each MB activity's graduation requirements are based on the guideline.

2. Graduation Honour

a. The graduation honours consist of three levels: satisfactory, very satisfactory, and cum laude mentioned on the academic transcript.

b. The following principles define the graduation honours of students:

1) Those having a GPA between 2.76 and 3.00 are considered to have graduated with a satisfactory honour;

2) Those having a GPA between 3.01 and 3.50 are considered to have graduated with a very satisfactory honour;

3) Those having a GPA between 3.01 and 3.50 with the study period exceeding 4 years or 8 semesters are considered to have graduated with a very satisfactory honour if they have.

4) Those achieving a GPA of 3.50 or higher over a maximum of 4 years or 8 semesters are regarded as having graduated with cum laude honour;

5) Those with a GPA below 2.76 are considered to have graduated without a graduation honour.

J. Graduation Ceremony

1. Students who have completed their Bachelor's Degree Programme attend the University's graduation ceremony.

2. To participate in graduation, they have completed the administrative conditions listed.

3. Regulations on the graduation of students from a Bachelor's Degree Programme are further outlined in Rector's Decision.

K. Diploma, Academic Transcript, and Diploma Supplement

1. Students who have finished the Bachelor's Degree Programme are eligible to receive a diploma, an academic transcript, and a diploma supplement following the applicable regulations.

2. The diploma is signed by Dean and Rector.

3. The academic transcript is signed by Dean.

4. The academic title awarded and its usage are regulated in Rector's Decision.

5. Dean signs diploma supplement, which contains the result of PLO assessments, additional competencies, and achievements attained by students.

6. If the diploma, academic transcript, or diploma supplement contains a typing error, a letter of correction will be issued.

7. Rector issues the correction letter at the request of Dean.

8. Study Programme can conduct a competency certification in accordance with the curriculum.

9. Competency certification can be administered in association with accredited professions, training centres, or certification institutes.

10. The graduates of certification programme are granted competency certificates based on their expertise in their field and/or their accomplishments outside Study Programme that are in compliance with the curriculum of Study Programme.

11. The competency certificates are published and signed by Dean and professional organisations, training centres, or certification institutes that collaborate with the Study Programme.

L. Academic Supervisor

1. Dean, through Head of Study Programme, selects lecturers as academic supervisors for these students in order to assist them in developing their potential, so that they may complete their studies io schedule and achieve the best academic accomplishment possible.

2. Academic Supervisors, along with Head of Study Programme, are responsible, to monitor and evaluate the academic activities of the students they supervise periodically, and to take the necessary actions to help the students.

3. Students receive academic counselling at least four times every semester, comprising once at the beginning of the semester, twice in the middle, and once at the end of the semester.

4. The regulations and procedures for counselling are specified in a Rector's Decision.

M. Study Extension, Study Leave, Inactive Study, and Resignation

1. Study Extension

a. Study extension is provided to students who are unable to finish their studies within the allotted time.

b. Students submit the request in writing through Dean in accordance with the approved procedure and timeline.

c. The extension is available for one semester. It can be provided no more than six times.

d. The fifth and sixth extensions are only available to students who have finished all courses but have a thesis or final project to complete.

2. Study Leave/Intermission

a. Students on study leave are those who stop participating in academic activities prior to the completion of their studies, but then return with the approval of Rector and Dean's recommendation.

b. Study leave time does not qualify as a study period and can only be allowed a maximum of two times for a single semester each time, and not in sequential semesters.

c. Students on study leave must have completed at least two (two) semesters of study before submitting a study leave request.

d. Students on study are still required to pay 50% of the Adjusted Single Tuition Fee (*Uang Kuliah Tunggal*－UKT) applicable to their Study Programme.

e. The students who return to being active are permitted to resume their studies in the following semester, provided they have completed all administrative obligations.

3. Inactive Students

a. Inactive students are those who register but do not attend university during the semester.

b. Inactive students are obligated to pay UKT fully.

c. Students who do not register receive a warning in the academic information system.

d. Students who do not register for three sequential semesters are no longer permitted to participate in academic activities and are presumed to have resigned as students.

4. Resignation

a. Students assume the rights to resign provided they meet the requirements and have no administrative obligations.

b. Students submit a formal request to Rector through Dean by completing the required documents.

c. Rector issues and signs the resignation letter.

N. Transfer Students

UNS can accept transfer students from any other colleges with the following conditions:

1. The students' original study programme is in accordance with the intended one;

2. The accreditation rating of their original study programme is equal to or better than that of the intended one;

3. There is available capacity in the intended study programme;

4. Transfer students shall have completed the study load in the original study programme for a minimum of 40 credits and a maximum of 84 credits with a minimum GPA of 3.00 (three point zero);

5. Their study period that has been taken at the college of origin is considered based on the provisions applied at UNS;

6. Transfer students shall pass a competency test in the field of study held by the intended study programme;

7. Students shall still take the courses required by the study programme based on the applied curriculum;

8. Students shall have written transfer letter from Rector of their original college,

9. The reasons for their transfer shall be reasonable; and

10. Transfer students shall be accepted by Rector based on the consideration given by Dean of the intended faculty and Head of the intended study programme at UNS;

Students may change their study programme within UNS with the following conditions:

1. The intended study programme has a lower stringency score than the original one,

2. The accreditation rating of their original study programme is equal to or better than that of the intended one,

3. There is available capacity in the intended study programme,

4. The transfer students shall have completed the study load in the original study programme for a minimum of 40 credits with a minimum GPA of 2.50 (two point five) with a maximum number of credits of 40 that will be accepted,

5. Their study period that has been taken at the original college is considered based on the provisions applied at UNS

6. Students shall pass a competency test in the field of study held by the intended study programme;

7. Students shall still take the courses required by the study programme based on the applied curriculum;

8. Students shall propose an application letter to transfer to another study programme, that is agreed by their academic supervisor and approved by Head of the original study programme and Dean of the original faculty;

9. The application letter shall be in written form and submitted to Rector with a copy to Dean of the intended faculty and/or Head of the intended study programme,

10. The reasons for their transfer shall be reasonable for the intended study programme;

11. The intended study programme shall consider the recommendation from the Career Development Centre;

12. Rector may decide to approve or reject the application.

Q. Affirmation and Foreign Students and Their Credits Acceptance

1) Affirmation and foreign students shall follow all the learning and assessment processes stated in the curriculum of the study programme,

2) Provisions on affirmation and foreign students are further regulated in Rector's Regulation

3) On behalf of its faculty, a study programme may organise special courses for affirmation and foreign students and/or students from other study programmes/faculties/universities inside or outside UNS to obtain accepted credits,

4) On behalf of its faculty, a study programme shall set specific criteria.

5) The accepted credits for courses or researches conducted with partner universities/institutions may be in the forms of *credit transfer*, *credit earning*, *twinning*, and *joint supervision*,

6) Students to take credits acceptance programmes hall register to the Academic and Administration Bureau of Cooperation of UNS based on the applied provisions,

7) All costs resulting from the credits acceptance courses shall be the responsibility of the students or other sources,

8) Further provisions on the technical instructions/implementation of credits acceptance are regulated in Rector's Decision.

CHAPTER IV
ACADEMIC ADMINISTRATION SERVICES

A. **Registration Service**

1. **UKT**

   UKT at UNS has officially been enacted since Academic Year 2012. It refers to Regulation of Minister of Research and Technology and Higher Education Regulation, No. 22 of 2015 concerning Total Tuition Fee (*Biaya Kuliah Tunggal-BKT*) and UKT at State University within the Ministry of Research, Technology, and Higher Education. Details regarding UKT for each study programme can be downloaded at the http://www.spmb.uns.ac.id page.

2. **Re-registration**

   The re-registration activity in the form of registration for new students is carried out after the registrant is declared accepted as a prospective student of FST SP, UNS while re-registration for old students is an activity at the start of the semester that must be carried out according to the provisions of the academic calendar. Terms and procedures for re-registration are further regulated by the university. Re-registration relates to granting registered status to students in a certain semester. Re-registration is done online through the academic administration system (Siakad) at the http://siakad.uns.ac.id page. Students fill in and update their academic data and active status at the beginning of each scheduled semester. Furthermore, students pay tuition fee to a perception bank designated by the university and are entitled to take part in further academic and non-academic activities according to the provisions. The full procedures and flow of Re-registration activities are as follows:

   a. **New Students** are applicants who are declared accepted as prospective students of FST SP, UNS. The initial activity carried out is doing the online registration in the academic administration system according to the schedule determined by the following procedure:

      1) Pay the tuition fee at the designated perception bank with the amount according to the provisions, then register online at http://siakad.uns.ac.id; by using the PIN (Personal Identity Number) printed on the payment receipt from the bank;

      2) Carry out on-desk registration at Faculty of Agriculture, UNS to check documents brought by students according to the specified requirements and carry out medical tests.

New students receive alma mater jackets and take part in the agenda for new student activities in the Bachelor's Degree Programme which are mandatory, including PPKMB (Campus Introduction Programme for New Students), Emotional Spiritual Quotient Training (ESQ), and English for Academic Purposes (EAP). Meanwhile, foreign students are required to master the Indonesian language for academic purposes, by passing the Indonesian Language Proficiency Test (UKBI).

b. **Old Students,** at the beginning of each current semester are required to do the online re-registration according to the academic calendar schedule determined by the following procedure;

1) Pay the tuition fee at the designated perception bank with the amount according to the provisions, then register online at http://siakad.uns.ac.id; by using the PIN printed on the education tuition fee receipt as a password; (Payment of tuition fees is carried out on an auto-debit basis so that students are required to have a savings account at the designated perception bank, and have sufficient savings for debiting according to the schedule);

2) Fill out the study plan at http://siakad.uns.ac.id.

3) Participate in lectures, consultations for final assignment guidance, Undergraduate thesis (final project), theses, dissertations, and other academic activities.

B. Completion of KRS

KRS is completed by students independently after they have successfully re-registered by filling out their KRS online at http://siakad.uns.ac.id, using a PIN from the bank. For the first semester, new students receive credit packages according to the provisions of the study programme so that they can be printed immediately and consulted to the Academic Supervisor (PA) to obtain validation. Completion of the KRS is carried out in the beginning of each semester with the guidance and approval of the Academic Supervisor (PA).

After obtaining the Academic Supervisor's approval and signature, KRS is legalised with a faculty stamp, 1 (one) sheet for the lecture card, 1 (one) sheet for the Academic Supervisor and the next 1 (one) sheet is collected at the study programme administration for monitoring process. Students can take part in learning courses according to the schedule determined by the study programme by always bringing KRS for the students' attendance at the lecture.

C. Lecture Administration

1. Lecture Presence and Minutes

In attending study programme lectures, apart from bringing their KRS to be signed by the lecturer in charge of the lecture, students also fill in the lecture attendance provided by the academic administration of the study programme. Likewise, the lecturer fills in the Minutes of Lectures and Attendance on the form provided by the academic administration

of the study programme. Lectures are held at least 16 times face to face in each semester including Mid Semester Assessment and Final Semester Assessment.

2. **Mid Semester Assessment and Final Semester Assessment**

The implementation of learning assessments can be carried out by lecturers or a team of lecturers in charge of the lecture. Learning assessment is carried out at least 2 (two) times in one semester, namely Mid Semester Assessment and Final Semester Assessment. Both are scheduled in the UNS Academic Calendar. Students can follow the assessment if the learning attendance percentage is more than 75%.

D. **Congregation**

Congregation is an academic process that involves the application of grades and student graduation from the entire academic process. Congregation also means the announcement of grades to students as a process of final assessment of all courses that students have taken in one semester and determination of grades in academic transcripts, as well as deciding whether or not students will graduate in studying for a certain period of time, which is determined by the authorised official. from the decisions of the congregation meeting. Semester graduation is scheduled in the Academic Calendar which needs to be adhered to together, the course lecturer completes the evaluation and assessment of student performance and then uploads grades to the online system at http://siakad.uns.ac.id so that students can receive their learning outcomes according to the schedule.

E. **Study Extension**

According to Rector's Regulation Number 31 of 2020, the study period for Bachelor's Degree Programmes is 4 (five) years or 8 (eight) semesters. Students who have not been able to complete their studies within 4 years or 8 semesters can extend their studies according to the following procedure:

1. The study extension is submitted in written by the student concerned via http://siakad.uns.ac.id using the SSO (Single Sign On) login to Rector by attaching academic transcripts, proof of tuition payment and approval from the Head of Study Programme.

2. The application for study extension is verified in advance by the Faculty Academic Sub-Section.

3. It is possible to extend the first and second studies while the students are still pursuing the theory (courses) taken or have not graduated, while the third and fourth study extensions are only given to students who have completed all theory and only have to complete their Undergraduate thesis (final project).

F. Study Leave (Intermission) Permit

Study Leave/intermission is when students stop participating in academic activities before the study is finished, then return to academic activities with the permission of Rector on the recommendation of Dean with the following mechanisms and procedures:

1. Study leave permit can be submitted if students have taken at least 2 semesters of lectures.
2. Study leave is not counted as a study period and can only be given for a maximum of 2 (two) times, one semester each and not in consecutive semesters.
3. Students are required to pay 50% of the tuition fees.
4. Before the semester ends, students are required to report for active study again in the following semester to the University Academic Section to unblock the system and re-register for the current semester online at http://siakad.uns.ac.id according to the academic calendar schedule.
5. Application for a study leave permit can be done via http://siakad.uns.ac.id using the SSO (Single Sign On) login.
6. The application letter is accompanied by the completeness of the required documents, which are the application for a study intermission permit from the student concerned known by the academic supervisor and the head of the study programme, a copy of proof of payment of tuition fees up to the last semester, a copy of Study report card, and a copy of the previous study intermission permit, submitted through the Academic Sub-Section of Faculty of Agriculture, UNS in accordance with the established flow and procedures.
7. After going through officer verification and approval from leaders of the faculty, the application letter can be processed further to the university through the UNS Academic Section.

G. Inactive Study

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

1. Students who inactively study are those who fulfil the registration but do not actively participate in the learning process in the related semester.
2. Students who inactively study are required to pay tuition fees fully according to UKT.
3. Students who do not register are given a warning in the academic information system.
4. Students who do not register for 3 (three) consecutive semesters are not allowed to take part in academic activities again and are declared to have resigned from their status as students.
5. Students submit a written application to Rector through Leaders of the faculty by completing the required documents. To get an academic transcript of the courses taken, students must apply for resignation, attach the necessary documents according to the

regulations, and be free from administrative obligations. The resignation letter, which has been verified by the Academic Sub-Division of Agriculture Faculty, UNS via *http://siakad.uns.ac.id,* is then submitted to Rector through Dean of the Faculty.

6. The Rector issues and signs student resignation letter.

H. Student Resignation

Students have the rights to resign if they fulfil the conditions and are free from administrative obligations. Students submit their resignation through http://siakad.uns.ac.id using the SSO (Single Sign On) Login. There are some requirements needed to be completed by the students for resignation. Students need to submit a resignation letter that is approved and known by the academic advisor and Head of Study Programme, a letter of free books borrowing from UNS Central Library, a letter of free equipment borrowing from UNS laboratories, proof of tuition fee payments, and a free pass letter from Student Cooperative Association (KOPMA). Students who have met the requirements are entitled to receive higher education achievement record (*Kartu Hasil Studi*–KHS).

I. Transfer of Students

Transfer of students is possible externally and internally. Transfer of external students is the transfer of students from other State Universities (PTN) to UNS or the transfer of UNS students to other state universities. Internal transfers are student transfers between Faculties and Study Programmes within UNS. The terms and conditions for transferring students are explained in the previous chapter while the transfer procedure is regulated as follows:

1. The student submits a written transfer application (external or internal) to UNS Rector stating the reasons for the transfer.
2. Students apply for a study transfer through http://siakad.uns.ac.id by using the SSO (Single Sign On) Login. The Academic Subdivision of Faculty of Agriculture, UNS previously verified the letter of resignation submitted to Rector through Vice-Dean.

J. UKT Payment Delay

The delay in UKT payment is possible for students who are experiencing economic difficulties to fulfil their obligation to pay tuition fees according to the specified re-registration schedule, with the following procedure:

1. The application is submitted to Rector through the Vice Dean before the re-registration schedule ends.
2. The Academic Sub-Section verifies administrative service for delaying the payment of UKT by submitting an application letter and completing the requirements according to the

provisions, which can be downloaded from the http://siakad.uns.ac.id page—using SSO (Single Sign On) Login.

3. The postponement of UKT payment can be given to a maximum of 50% of the total settlement.

4. If the application is approved by Rector, students can postpone payment of UKT for up to 2 (two) months.

5. The students immediately register online at http://siakad.uns.ac.id, take courses using the PIN provided by the UNS Academic Division, and print KRS to be consulted to the Academic Supervisor, and then obtain validation and faculty stamp.

6. Students can participate in learning activities according to the study programme schedule. Before the deadline for tuition fee payment delay and receiving a faculty billing warning, students should immediately fulfil their obligation to pay the tuition fee by applying out of the schedule to the Academic Subdivision of Faculty of Agriculture, UNS.

7. The students who are negligent in not paying tuition fee off schedule on time are not able to access http://siakad.uns.ac.id as a result they cannot receive their study results at the end of the semester, and thereby they are unable both to print their KHS and to register for the semester next.

K. UKT Payment Waiver

A tuition fee waiver is possible for students who meet the condition for waivers and/or exemption from tuition fees. These regulations are contained in UNS Rector's Decision, Number: 610A/UN27/KM/2013 concerning Guidelines for Granting Dispensation for Payment of Adjusted Single Tuition Fee (UKT) for Students of UNS. These regulations include:

1. Reduction/remission or exemption from UKT payment is possible for students in the category of orphans or those who live in orphanages and are economically disadvantaged.

2. Request for remission and/or exemption from tuition fee is submitted to Rector through Dean, which is verified in advance by the Student Affairs and Alumni Sub-Division of Agriculture Faculty of UNS.

3. Application files that need to be attached include: a letter of approval/statement of the student's parents explaining occupation and monthly incomes as well as family responsibilities, a copy of the parent's ID card and Family Register, active learning certificate, available (unmarried) status certificate, payment proof of electricity and telephone bills, et cetera.

L. Taking 50% Payment of UKT

Based on UNS Rector's Regulation Number 28/UN27/HK/2017 concerning the Second Amendment to Rector's Regulation Number 26/UN27/HK/2017 concerning the Amount of

Adjusted Single Tuition Payment (UKT) for Students of Bachelor's Degree Programmes, students are subject to a UKT payment of 50% if the graduation date is within Certificate of Graduation Diploma) not later than the last date of October for students who graduate in Semester 9, or not later than the last date of April for students who graduate in Semester 10. Students apply for UKT withdrawals through the UNS Central Academic Office accompanied by the requirements of a Graduation Certificate (SKL).

Next, students wait for official decision to be published at https://mawa.uns.ac.id. When the official decision has been issued, students can submit UKT withdrawals through the uns.id/Thesis form by attaching the UKT return request letter which can be downloaded from https://keuangan.auk.uns.ac.id/formulir-dan-blangko/ page.

M. Off-Schedule Payment for UKT

Off-schedule payment of UKT is UKT payment made outside the specified re-registration schedule. Because it is related to the academic system (SIAKAD), the university blocks the system for students who do not re-register and pay tuition fees on time according to schedule. In addition, this service is also used for students who wish to fulfil their obligation to pay tuition fees after the delay period for payment of tuition fees ends or those who need to re-register and pay tuition fees according to the schedule. It is possible to reactivate their academic status by paying fees beyond the academic schedule. The procedures for submitting this service are as follows:

1. An application letter for off-scheduled payment is submitted to Rector through Dean and verified in advance by the Academic Sub-division, Faculty of Agriculture, UNS.
2. An application letter is sent to Rector through the UNS Academic Division.
3. The UNS Academic Division will unblock the SIAKAD system and recommend the payment of UKT in accordance with the provisions on behalf of students to the perception bank.
4. Next, students make payment for UKT in the amount according to the billing requirement.
5. Students register and access http://siakad.uns.ac.id. for taking courses to be attempted, and completing KRS as well as accessing other academic activities.
6. The consequences for students who fail to re-register and pay tuition fees outside the schedule for more than 3 (three) consecutive semesters or are inactive for more than 3 (three) consecutive semesters without clear and accountable explanation are no longer allowed to take part in academic activities and are declared out of their status as UNS students.

N. Observations, Surveys, Field Lectures and Research

To conduct a literature review or research in order to obtain data for compiling a thesis, students need a permit to retrieve study data or research data from the intended institution they

have chosen by sending an application for a research permit through the Academic Subdivision, Faculty of Agriculuture, UNS:

1. The format for a research request and for thesis/final project permission letter can be obtained from the Administration Division of FST SP, UNS.

2. A request letter with the specified requirements is submitted to Rector through Dean, which will be processed by the UNS Academic Division.

3. After the application process is complete, students will get a permission letter from the intended institution, and a permission letter or notification for the provincial Regional Development Planning, Research and Development Agency (Bappeda), local regent, and related agencies. The letters are to be sent or submitted to the intended institution. Students can immediately conduct research.

4. Aside from obtaining research permits, students receive a Dean's Decision regarding permission to complete their thesis/finala project. The Decision is needed for evidence of data collection/literature review for research and thesis preparation, so it needs to be attached to the thesis document.

5. To monitor supervision activities, students are required to bring a thesis monitoring logbook to record the supervision process. The logbook can be obtained from the administration department of FST SP, UNS.

6. After getting the academic supervisors' schedule for the thesis or final project examination, students register the schedule in the administration section of FST SP, UNS, and print the documents required for the completeness of the exam. Requirements regarding procedures and quality standards for thesis or final project examination are further regulated by FST SP, UNS.

O. Active Lecture Information Letter

For various purposes, students can submit a statement from Dean regarding the status of their academic activity. The letter can be downloaded from the page https://fp.uns.ac.id. Applications are submitted to the Academic Subdivision of Faculty of Agriculture, UNS along with the respective supplementary documents as specified in the requirements to be verified and validated by Vice Dean of Academic Affairs on behalf of Dean of Faculty of Agriculture, UNS

P. Graduation Declaration Letter

Students who have obtained final exam score (thesis/final project exam) are declared to have passed the education programme. A graduation declaration letter is one of the requirements for students to register for Graduation ceremony. The procedure for applying for a graduation declaration letter to the Vice-Dean of Academic Affairs is through the Academic Subdivision of Faculty of Agriculture, UNS. Application for a graduation declaration letter is

carried out via http://siakad.uns.ac.id using the SSO (Single Sign On) Login by attaching Decision on Congregation.

Q. Graduation Registration and Diploma (Graduation Certificate) Administration

Graduation registration for graduates of Bachelor's Degree Programmes of Faculty of Agriculture is carried out with the following procedure:

1. Students are declared passed from the study programme by Head of the respective study programme.
2. Students obtain a thesis exam result from the study programme.
3. Students submit the graduation registration file along with other completed requirements to the Academic Subdivision of Faculty of Agriculture, UNS for verification and validation.
4. If the data/documents are declared valid and complete, the Academic Subdivision of Faculty of Agriculture, UNS will provide a graduation registration access code to prospective graduates.
5. Students pay the graduation fee according to university regulations at the perception bank.
6. Students log in to the graduation online registration using the access code provided by the Faculty on the website at https://wisuda.uns.ac.id/.
7. Students fill out the registration form and upload a coloured passport-size photo in JPG or JPEG format with a maximum size of 100 kb.
8. Students ensure the correctness of the data entered before submitting the form.
9. Students print the biodata of the graduation registration form and the draft credential.
10. Students submit graduation documents to the UNS Central Academic Division in accordance with the regulations that can be accessed on the website at https://wisuda.uns.ac.id/.
11. Students attend graduation ceremony according to the regulations and schedule in the university's academic calendar.

R. Legalisation of Diploma (Graduation Certificate) and or Academic Transcripts

1. The Alumni fill in the legalisation service application data through Faculty of Agriculture, UNS.
2. The copies of diplomas and/or academic transcripts that will be legalised are further processed at Faculty of Agriculture, UNS.
3. The alumni will get copies of their academic certificate and/or academic transcripts that have been legalised by Dean of Faculty of Agriculture, UNS.

S. Request for a Copy of Diploma (Graduation Certificate) and/or Academic Transcript

Lost/damaged academic certificate and/or transcripts can be copied by submitting an application to Rector through Dean in the following procedures:

1. Alumni propose a letter of request for the issuance of an official copy of Diploma to Rector through Dean along with the appropriate submission documents, including reports of loss from the police, photocopies of diplomas/academic transcripts, ID cards, and self-portraits.,

2. After the relevant documents have been checked and verified with the archives, the application letter for an official copy of Diploma can be forwarded to Rector to issue the copy.

CHAPTER V
COURSE ORGANISATION

A. Semester 1

No.	Code	Compulsory Course	Credit	
1	07063112002	Indonesian Philosophy (Pancasila)	2	0
2	07063112003	Civics/Citizenship	2	0
3	07063112004	Indonesian Language	2	0
4		English for Academic Purposes	0	0
5	07063143001	Biology	2	1
6	07063143002	Physics	2	1
7	07063143003	Calculus	2	1
8	07063143004	Basic Chemistry I	2	0
9	07063143005	Organic Chemistry	3	0
10	07063143006	Introduction to Agricultural Technology	2	0
Total			19	3
			22	

B. Semester 2

No.	Code	Compulsory Course	Credit	
1	07063212001	Islamic Religious Education	2	0
		Catholicism Religious Education		
		Protestantism Religious Education		
		Hinduism Religious Education		

No.	Code	Compulsory Course	Credit	
1		Buddhist Religious Education		
2	07063243007	Scientific Writing and Presentation	3	0
3	07063243008	Statistics	2	1
4	07063242009	Basic Chemistry II	2	0
5	07063242010	Basic Chemistry Practicum	0	2
6	07063243011	Microbiology	2	1
7	07063242012	Food Industry Operations Unit I	2	0
8	07063243013	Material Science	2	1
9	07063232001	Introduction to Precision Agriculture	2	0
Total			**17**	**5**
			22	

C. Semester 3

No.	Code	Compulsory Course	Credit	
1	07063142014	Biochemistry	2	0
2	07063143015	Food Chemistry	3	0
3	07063142016	Food Chemistry and Biochemistry Practicum	0	2
4	07063142017	Food Microbiology	2	0
5	07063143018	Food Microbiological Analysis	1	2
6	07063142019	Food Industry Operations Unit II	2	0
7	07063141020	Food Process Engineering Practicum I	0	1
8	07063142021	Analytical Chemistry	1	1
9	07063143022	Economics, Techniques, and Management of Food Industry	2	1

10	07063132002	Sustainable Agricultural System	2	0
Total			**15**	**7**
			22	

No.	Code	Elective Course	Credit	
1	07063152001	Occupational Health and Safety (K3)	2	0
2	07043152001	Industrial Sociology	2	0
3	07053143038	Innovation Management	2	0
4	07053142039	Sociopreneur	2	0

D. Semester 4

No.	Code	Compulsory Course	Credit	
1	07063243023	Food and Nutrition	3	0
2	07063243024	Food Analysis	2	1
3	07063242025	Food Safety	2	0
4	07063242026	Food Industry Operations Unit III	2	0
5	07063243027	Sensory Analysis	2	1
6	07063242028	Food Processing Technology	2	0
7	07063242029	Animal Food Processing Technology Practicum	0	2
8	07063242030	Food Regulation	2	0
Total			**15**	**4**
			19	

No.	Code	Elective Course	Credit	

1	07063253002	Post-Harvest Physiology and Technology	2	1
2	07063252003	Plantation Product Technology	2	0
3	07063252004	Halal Food Management	2	0
4	07053243003	Agribusiness Management	2	1

E. Semester 5

No.	Code	Compulsory Course	Credit	
1	07063123003	Entrepreneurship	2	1
2	07063143031	Nutrition Evaluation in Food Processing	2	1
3	07063143032	Experimental Design & Data Analysis	2	1
4	07063142033	Food Industry Operations Unit IV	2	0
5	07063141034	Food Process Engineering Practicum I	0	1
6	07063142035	Food Product Development	1	1
7	07063142036	Factory Design I	2	0
8	07063142037	Food Preservation Technology	2	0
Total			**13**	**5**
			18	

No.	Code	Elective Course	Credit	
1	07063152005	Meat and Fish Technology	2	0
2	07063153006	Spice and Essential Oil Technology	2	1
3	07063152007	Horticultural Technology	2	0
4	07063153008	Waste Utilisation Technology	2	1
5	07063152009	Bakery and Confectionary Technology	2	0

6	07063153010	Food Industry Microbiology	2	1

F. Semester 6

No.	Code	Compulsory Course	Credit	
1	07063242038	HACCP	2	0
2	07063243039	Quality Control	3	0
3	07063242040	Factory Design II	0	2
4	07063243041	Sanitation, Waste Management, and Environment	2	1
5	07063243042	Food Packaging Technology	2	1
6	07063243043	Applied Computer in Food Management	2	1
Total			11	5
			16	

No.	Code	Elective Course	Credit	
1	07063152005	Legume, Cereal, and Tuber Technology	2	0
2	07063153006	Dairy Processing Technology	2	0
3	07063152007	Fat and Oil Technology	2	1
4	07063153008	Fermentation Technology	2	1
5	07063152009	Catering Industry	2	0
6	07063153010	Functional Food	2	0

G. Odd/Even Semester

No.	Code	Compulsory Course	Credit	
1	07063323003	Internship	0	3

| 2	07063322001	Community Service	0	2
3	07063341044	Seminar	0	1
4	07063325004	Undergraduate thesis (final project)	0	5
Total			**0**	**11**
			11	

CHAPTER VI
STUDENT AND ALUMNI

A. Student Organisation

Organisation refers to an action performed within a single institution or group. Student organisations are activities that are composed of various student activities that take on roles and respond to various UNS policies and participation both on campus and in the community. For the efficient and effective operation of student organisations, a coordinator who organises various student activities is essential. Student organisations are controlled by the accompanying lecturers at FST SP level. The student organisation's goal is to guide, foster, and evaluate all on-campus student activities in order to ensure their success. Activities for students that go smoothly might best maximise their potentials. In order for all student activities to be beneficial to both the community and the students, it is essential to have a comprehensive arrangement based on the objectives of the student group.

The student organisation in FST SP, UNS is Food Science and Technology Study Programme's Student Association, called HIMAGHITA. It serves as a home for students enrolled in FST SP, Faculty of Agriculture, UNS and has a number of divisions, and each of which has a variety of functions. Its organisational structure is as follows:
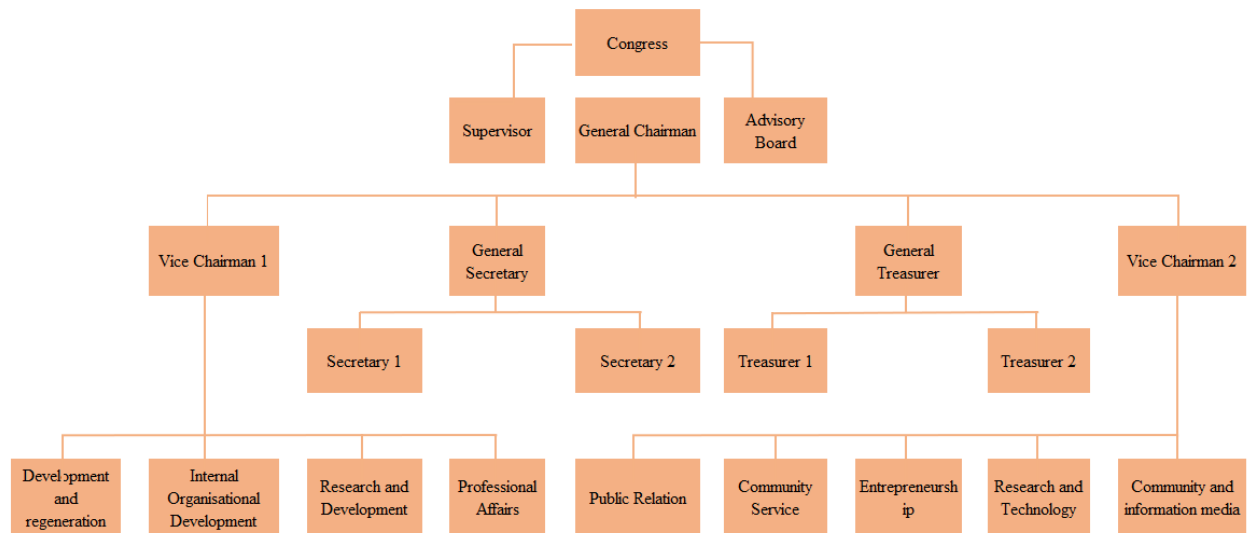
Each division and position in HIMAGHITA have certain responsibilities that are written into a work plan. Each position's and division's responsibilities and tasks include:

1. General Chairman
   a. conforming to and putting into practice the decisions made by HIMAGHITA congresses and special congresses.

2. Vice Chairman 1
   a. coordinating with the Daily Governing Body (BPH) and supporting the chairman's authority and duties to carry out general organisational responsibilities for internal matters.

3. Vice Chairman 2
   a. coordinating with the Daily Governing Body (BPH) and supporting the chairman's authority and duties to carry out general organisational responsibilities for external matters.

4. General Secretary
   a. establishing a true and effective secretarial administration system.
   b. establishing the secretariat as an effective administrative information centre for management.
   c. asset management and inventory for HIMAGHITA.

5. General Treasurer
   a. optimising Treasury functions in terms of managing HIMAGHITA funds.
   b. showing the transparency of HIMAGHITA funds for HIMAGHITA management and members' benefit.

6. Entrepreneurship
   a. increasing HIMAGHITA's financial sources by optimising the entrepreneurial function.

7. Development and Regeneration

a. optimising the function of fostering and developing potential for HIMAGHITA members.

b. creating cadres and fostering member loyalty through a regeneration system.

8. Professional Affairs

a. facilitating HIMAGHITA members through professional activities related to food science and technology.

b. facilitating and providing HIMAGHITA members with a general overview of the workplace and other education opportunities related to food science and technology.

9. Public relation

a. accommodating the aspirations of HIMAGHITA members as a step towards realising active communication.

b. building and maintaining communication and cooperation with parties related to HIMAGHITA's interests.

c. establishing and maintaining communication networks with alumni of FST SP, UNS.

d. as a forum for linking members to one another through HIMAGHITA activities.

10. Communication and Information Media

a. facilitating information and communication media, especially in web and social media management.

b. announcing HIMAGHITA activities to show the existence.

11. Research and Development

a. conducting research and development activities to examine strategic and actual issues in the field of Food Science and Technology.

b. providing facilities in the scientific development of HIMAGHITA members.

c. exploring academic and scientific topics associated with Food Science and Technology.

12. Internal Organisational Development

a. maintaining loyalty and increasing the professionalism of the management.

b. as a forum for connecting the managements through HIMAGHITA activities.

13. Community Service

a. establishing and maintaining communication and cooperation with parties involved in providing community service to the assisted villages.

b. conducting community service programmes that refer to the Congress and other legally binding regulations.

14. Research and Technology

a. conducting research and studying various subjects in the application of knowledge related to the field of food technology to carry out community service in the assisted villages.

HIMAGHITA collaborates with outside parties like universities, companies, and government agencies on a number of work programmes. Among these work programmes are:

1. HIMAGHITA's Festival: A series of events aimed to celebrate World Food Day. It includes Food Action, a charity concert, and the Student Food Creativity Competition (SFCC), a national student scientific writing competition.

2. *Industrial Visiting for Sharing of Food Technology* (IVORY): a work programme conducted with the goal of introducing the food technology industry to new students during the new student orientation.

3. *Himaghita* Gathering: A work programme aimed at conducting comparative studies and expanding networks between organisations.

B. Student Welfare (KESMA)

a. Student Scholarship

The government, through the Ministry of Research, Technology and Higher Education of the Republic of Indonesia, seeks to provide educational scholarship assistance to outstanding students of Bachelor's Degree Programmes through Bidikmisi tuition assistance scholarship, Academic Achievement Improvement Education Tuition Assistance (BBP-PPA) Scholarship, PPA Scholarship, non-government scholarship, Supersemar Foundation scholarship, Supersemar Featured scholarship, Bank Indonesia scholarship, scholarships from various companies, such as PT Djarum, PT Toyota Astra, Bank Mandiri, PT Wijaya Karya, and others.

For students of the Master's Degree Programmes and Doctorate Programmes, especially lecturers, the government provides BPPDN scholarship, which can be obtained by submission from the home university or postgraduate programme proposals following the provisions. Applications for scholarships submitted by students to the faculty Leaders are accompanied by requirements according to the provisions to be forwarded to the rector.

The requirements for applying for scholarships include: the students concerned must be in the second semester - the seventh semester. Bidikmisi scholarship is given to new students from Semester 1 to Semester 8. The Bidikmisi mechanism is regulated separately. Students who meet the requirements of each scholarship can submit a written application to Rector to get a scholarship by attaching files, including:

a. Student identity card and course selection sheet or the like as proof of an active student in college

b. Statement of not receiving scholarships from other sources, known to Leaders of the Student Affairs of the university

c. Photocopy of Family Register

d. Recommendations from Leaders of faculty

e. Copy of bank passbook in the name of the applicant

In addition to the requirements above, prospective scholarship recipients must attach the following requirements:

a. Tuition Fee Assistance (BBP-PPA) Scholarship- Photocopy of KHS with a minimum GPA of 2.75, which is approved by Leaders of the university and statement letter, certifying that the students' parents or guardians are unable to finance their studies but they are eligible to receive assistance, which is issued by the respective Administrative Village Office and which mentions the average their parents/guardians' income per month.

b. PPA Scholarship (Improvement of Academic Achievement) - Photocopy of KHS with a minimum GPA of 3.00, which is approved by Leaders of the university and the income statement of the applicant's parents/guardians legalised by the respective authorities (Note: For civil servants/private employees, it is legalised by the finance department, and for those who are not civil servants/private employees, it is legalised Head of the Administrative Village Office).

c. Bidikmisi Education Tuition Assistance Scholarship- The implementation process is regulated separately, together with the registration for SNMPTN and SBMPTN. Therefore, initial registration and recommendations are made by each school through: www.bidikmisi.dikti.go.id.

If the prospective scholarship recipient exceeds the specified quota, a selection will be held in order of priority as follows:

a. For BBP-PPA, priority is given to students with the highest limited economic ability.
b. For PPA, priority is given to students with the highest GPA.
c. Considering the high GPA and other non-academic/extracurricular achievements
d. Considering the time of graduation of students

b. Student Health Services

Apart from providing health services to students, the UNS Medical Centre also provides assistance with medical expenses for students who experience illness/disaster. Requests for ASKESMA/health insurance are submitted to Rector through the Bureau of Student Affairs, UNS as proposed by Dean of Faculty of Agriculture, UNS. Regarding its process, applicants can be assisted by Student Executive Board of Faculty of Agriculture, UNS.

C. Student Reasoning and Creativity

In supporting self-development, enrichment, and self-actualisation, UNS has developed seven types of Student Creativity Programmes (PKM), which can be attended by all UNS students, along with their supporting units, i.e., UPK (Student Development Unit) and PKPPK (Centre for Guidance and Counselling and Student Career Development). PKM consists of the following:

1. PKM-P (Research) – It is a research programme to identify determinants of product quality, find causal relationships between two or more factors, test a product or

equipment, formulate learning methods, conduct resource inventories, modify existing products, identify plants, develop marketing techniques, conduct surveys on street children, carry out methods of teaching Javanese script to elementary school students, identify the rate of economic growth in the Kasongan craft centres, determine factors causing superstitions that colour the behaviour of Javanese people, and others, which have such clear goals.

2. **PKM-T (Application of Technology)** – It is an assistance programme on technology (quality of raw materials, prototypes, models, equipment or production processes, waste treatment, quality assurance systems, and others) or management (marketing, bookkeeping, business status, and others) or for micro-scale industry (home industry, small traders, or cooperatives) according to the needs of potential programme partners. PKM-T requires students to exchange ideas with partners first since PKM-T products are solutions to problems prioritised by partners. Thus, in the programme proposal, a stamp of IDR 6000.00 must be attached to the letter of willingness to cooperate from partners.

3. **PKM-K (Entrepreneurship)** – It is a student skills development programme in entrepreneurship and is profit-oriented. The business commodities produced can be in the form of goods or services, which in turn are one of the basic capitals for student entrepreneurship and entering the market.

4. **PKM-M (Community Service)** – It is a programme of assistance in science, technology, and art to increase performance, build business skills, organise and improve the environment, strengthen community institutions, socialise the rational use of drugs, introduce and understand aspects of customary law, and cure illiteracy for the formal and informal community.

5. **PKM-KC (Copyright Works)** – It is a creative programme based on student initiative and reasoning, is constructive, and produces a system, design, product model, or prototype. The copyrighted work may not provide direct benefit value for other parties.

6. **PKM-AI (Scientific Articles)** – It is a scientific article writing programme originating from a student activity in education, research, or community service that he has done himself (case studies, field practice, KKN, PKM, or internships).

7. **PKM-GT (Written Idea)** – It is a scientific article writing programme that originates from ideas or thoughts from student groups. The written ideas refer to actual issues that can be found in society and require intelligent and realistic solutions.

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

1. The Health field includes Pharmacy, Nutrition, Midwifery, Medicine, Dentistry, Nursing, Public Health, and Psychology.
2. The Agricultural field includes Veterinary Medicine, Forestry, Maritime Affairs, Fisheries, Agriculture, Animal Science, and Agricultural Technology.

3. Mathematics and Natural Sciences fields include Astronomy, Biology, Geography, Physics, Chemistry, and Mathematics.

4. The Technology and Engineering fields include Informatics, Engineering, and Agricultural Technology.

5. The Socio-Economics field includes Agribusiness (agriculture), Economics, Social Sciences, and Political Sciences.

6. The fields of Humanities include Religion, Language, Culture, Philosophy, Law, Literature, and Arts.

7. The Education field includes the Educational Sciences Study Programme under the Teaching and Education Faculty.

D. Development of Character Education through MAWAPRES (Outstanding Student)

Selection of outstanding students at the national level is held every year, likewise for the faculty and university levels. Criteria, procedures, and candidacy procedures are regulated separately by the authorities. Study programmes make nominations for election at the faculty level. In this election, 3 (three) outstanding students at the faculty level will be determined, but only the first rank will be sent to join the selection of outstanding students at the university-level to compete for national rankings.

E. Alumni

Alums are part of the educational output in FST SP, UNS. They need coaching and guidance from FST SP, UNS before they get jobs in accordance with their profession. To develop and work per the study programme's objectives reflected in the study programme's vision, missions, and main duties & functions, FST SP, UNS routinely organises activities to bring alumni together in a TEMU ALUMNI (gathering occasion) once a year. Apart from being beneficial in establishing community and collaboration in developing their respective professional careers, through these activities, FST SP, UNS institutionally obtains input and suggestions for introspection and improving institutions, services, and management for the better. A forum called FORMALGITA is also carried out to seek network communication between alumni.

CHAPTER VII
REGULATION ON STUDENT LIFE

A. Student's Rights, Obligations, and Prohibitions

UNS campus is not just a building for teaching and learning process between lecturers and students but also takes on a role as a moral and intellectual force that has the credibility to participate in creating a strong nation with high competitiveness. Faculty of Agriculture, UNS is obligated to work on shaping students' attitudes and behaviours so that they have strong, intelligent personalities and are equipped to handle the difficulties of the day. It requires a joint commitment between lecturers, students, and UNS academic society members in ensuring the comfort and safety of life on UNS campus which needs to be known, obeyed and implemented along with the provisions of the UNS Rector's Regulation Number: 828/H27/KM/2007 concerning Rules of Student Life at UNS which covers the rights, obligations and prohibitions of UNS students.

1. Student's Rights

Students are entitled to:

1. employ their academic freedom responsibly to study science, technology, and arts in accordance with the norms and morals applied in society;
2. receive the best possible teaching and services in the academic field in accordance with interests/talents, hobbies, and, abilities;
3. utilise university resources to make the learning process easier;
4. receive guidance from the lecturer who is responsible for the study programme in completing their studies;
5. receive services that provide information on the study programme they selected and the outcomes of their learning;
6. finish their studies ahead of time in accordance with the necessary requirements;
7. receive welfare services in accordance with applicable laws and regulations.
8. Utilise university resources through student representatives/organisations to manage welfare, interests, talents, reasoning, and social life;
9. transfer to different study programmes within the university and other higher institutions whenever it is possible to meet the student admission requirements at the concerned college or study programme;
10. participate in university student organisation activities in accordance with applicable regulations; and
11. receive special services if they have a disability, according to campus's abilities.

2. Student's Obligations

UNS students are required to:

a. have faith in God the Almighty.

b. contribute to the costs of organising education except for students who are exempt from this obligation in accordance with applicable regulations;

c. make the best use of their time at university;

d. be obedient, truthful, passionate, and avoid detestable behaviour;

e. maintain the university's credibility and reputation;

f. respect and appreciate all parties in order to promote a family atmosphere in accordance with Pancasila and UUD 1945 practice;

g. be considerate and respect the other people's opinions;

h. behave honourably in accordance with their dignity;

i. appreciate and respect the academic staffs;

j. make an effort to improve all of their abilities in order to work as effectively as possible;

k. keep their own health and environmental balance;

l. obey all applicable regulations and provisions at the university;

m. maintain and improve the quality of the environment on campus;

n. appreciate and uphold science, technology, and/or arts; and

o. appreciate and uphold the national culture, and dress politely and appropriately in accordance with the provisions at the university.

3. Student's Prohibitions

Students' are prohibited to:

a. neglect their obligations as UNS students;

b. disturb the implementation of education, reasoning, interests, talents, careers, and student welfare;

c. violate academic ethics such as plagiarism, cheating, falsifying grades, falsifying signatures, falsifying stamps, falsifying diplomas and/or other actions that violate the provisions of the applicable laws and regulations;

d. commit unethical behaviour that can threaten the university's credibility and reputation;

e. act on behalf of the university without the rector's or another authorised official's mandate or approval;

f. make the university a battle field for ethnicity, religion, race, and inter-group relation, political interests, or other conflicts of interest;

g. stay on campus unless the university or faculty has given authorisation related to teaching or learning activities;

h. Smoke in classroom, libraries, laboratories, offices, and other places during the teaching and learning process;

i. enter, attempt to enter, utilise, or transfer ownership of any rooms, buildings, or other facilities owned by or under the control of the university without a valid licence;

j. refuse to leave or relinquish premises or other facilities belonging to or under the supervision of the university that is used unlawfully;

k. defile or destroy any rooms, buildings, and other facilities owned or under the control of the university;

l. use facilities and funds owned or under the supervision of the university in an irresponsible manner;

m. possess, carry, store, trade, or distribute, and produce or consume liquor in campus;

n. possess, carry, store, trade, or distribute and produce or consume drug or psychoactive substances in campus;

o. carry out activities that can be categorised as gambling in campus.

p. Bring, store, produce, trade, or distribute and use weapons without proper permission in campus;

q. bring, store, produce, trade, or distribute and use explosives without proper permission in campus; and

r. commit sexual offenses, harassment, or immoral acts including rape, adultery, using abusive language, verbal abuse, or other sexual offenses. Parties directly impacted or victims may report the mentioned actions. Anyone who has a direct connection to the victim, a witness who witnessed immoral behaviour, harassment, or sexual assault, a victim, or a witness may report the incident verbally or in writing to the Student Discipline Committee or to officials in the field of student affairs.

B. Facilities and Infrastructures

Every student is required to maintain and preserve university and faculty facilities and infrastructure in order to ensure the efficiency and continuity of teaching and learning activities. University and faculty property cannot be changed, transferred, or removed without the authorised official's approval.

C. Activities and Licensing

Students can engage in a variety of curricular and extracurricular activities at both the university and faculty levels. Separate regulations will oversee other activities.

D. Posters, Pennant Flag, and Banners

Banners, pennant flags, posters, and other advertising materials can be installed or distributed only in approved locations. The display of posters and similar items must get authorities' approval. Posters, pennant flags, and banners' graphics and displays must follow to all norms and moral standards.

E. Dress

Students must follow to a dress code while in campus that represents the look of a student, which includes dressing properly and neatly in accordance with accepted standards. Despite the fact that clothing is chosen according to the activities being engaged in, i.e.,

1. Dress code for attending theoretical lectures in classroom

    a. Wear a collared shirt neatly and politely, but not too tight.

    b. Wear shoes.

2. Dress code for practical lectures and practicum

    a. Dress neatly, politely, and not too tightly.

    b. Wear a lab coat.

    c. Wear trap shoes.

3. Dress code for Undergraduate thesis (final project) Examination

    a. Male students: wear a white, collared shirt neatly, formally, but not too tight tucked into black or dark coloured pants. Put on a tie, shoes, and socks.

    b. Female students: wear a tie, a black or dark-coloured skirt or pair of slacks, a loose, white, collared shirt or blouse, and shoes. Clothes and head cover must be adjusted for those who wear *hijab*.

4. Dress code for the Flag Ceremony

    a. Male students: wear white, collared shirt and black/dark trousers, which is not tight, an alma mater jacket, shoes, and socks.

    b. Female students: wear white, collared shirts, alma mater jackets, and black skirts/trousers, shoes, and socks.

5. Graduation Dress

    a. Male students: wear a white, collared shirt tucked into black or dark coloured pants which is not too tight, a bow tie, a designated toga, shoes, and socks.

    b. Female students: wear national dress/*kebaya*, a designated toga, and appropriate shoes. Clothes and head cover must be adjusted for those who wear *hijab*.

6. Dress for other activities (seminars, meetings, training courses, etc.)

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

F. Penalties Farm

Any violation of this code of conduct will be subject to sanctions according to the severity of the violation, in the form of verbal warnings, written warnings, temporary revocation of their right to use university or faculty facilities, prohibition from carrying out academic activities for a certain period of time (suspension), or revocation of their status as a student. Separate act regulates the determination and imposition of the severity of the sanctions.

G. Awards

The university shall give rewards on students who achieve and/or accomplish excellent feats both on and off campus, in their fields of study or elsewhere. The University Senate must

provide its advice before the rector can give awards to students who have excelled in their studies. This award's format and content will be overseen by separate regulations.

H. Discipline Commission

To streamline the implementation of student life regulation at UNS, a Student Disciplinary Commission is established. The form of organisation, membership composition, duties, authorities, and responsibilities are regulated in separate regulations.

I. Advocacy Commission

An Advocacy Commission is established to aid students who are struggling and offers help in the form of advice, coaching, and/or legal support. The form of organisation, the composition of membership, duties, authorities and responsibilities are regulated in separate regulations.

J. Foreign Students

Every foreign student at UNS is required to comply with all applicable regulations. Services provided to assist with their studies and permits are managed by the UNS International Office and the Collaboration Section according to their objectives and authorities.