

ACADEMIC GUIDELINES

FKIP UNS

ACADEMIC YEAR OF 2020/2021



UNDERGRADUATE PROGRAM
FACULTY OF TEACHER TRAINING AND EDUCATION
SEBELAS MARET UNIVERSITY
SURAKARTA
2021

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

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PREFACE

Alhamdulillah, for the blessing and grace of Allah subhanahu wataala, the Almighty God, the preparation of this FKIP UNS Academic Guidelines for the 2020/2021 Academic Year can be completed properly to meet the need for academic guidelines for new FKIP UNS students for the 2020/2021 academic year. This book was prepared with the aim of providing initial information about the implementation of education at FKIP in particular and UNS in general, especially for new students of FKIP UNS Undergraduate Program for the Academic Year 2020/2021. However, because the latest set of rules and regulations must be obeyed by the previous academic year batch students, this book also needs to be informed to previous batch students, lecturers, and FKIP UNS education staff.

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

We are aware that there are still many shortcomings in this academic guidelines, therefore feedback from all users, both from internal parties of FKIP UNS and external parties or the wider community is highly expected for improvement and improvement of better service quality in the future.

Surakarta, July 2021

Authors

DEAN'S FOREWORD

Assalamualaikum warahmatullahi wabarakatuh

Praise and gratitude we pray to Allah SWT, God Almighty, for His blessings to us because we are still given the opportunity to carry out the task of serving in our respective fields in this difficult situation, namely the period of the COVID-19 pandemic. Hopefully in the future we will always be given ease and smoothness in advancing FKIP in particular and UNS in general towards the vision that we have set, which is to **become a center for the development of science, technology, and art in the field of teaching and education with an international reputation based on noble value of national culture through the *Tri Dharma* of Higher Education (Education, Research, Community Service).**

We also express our gratitude because the 2021 FKIP Document Drafting Team has completed the preparation of the FKIP UNS Academic Guidelines for the 2020/2021 Academic Year. The existence of the Academic Guidelines is certainly useful for the academic community of FKIP UNS. Students can get information related to their studies, while lecturers and education staff can get information on how to provide academic services to students, including the latest information about **Independent Learning - Independent Campus**.

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

creation of this atmosphere will certainly support the achievement of the vision, mission, goals, and objectives of FKIP UNS.

To make it more accessible to the academic community of FKIP UNS (students, lecturers, and education staff) as well as other stakeholders from anywhere, this FKIP Academic Guidelines for the Academic Year 2020/2021 is available in the form of soft files that can be downloaded on the <http://akademik.fkip.uns.ac.id>. With the availability of the manual, it is hoped that it can provide benefits for various parties to support the smooth teaching and learning process at FKIP UNS.

Hopefully the students, lecturers, and all education staff of FKIP UNS will always be given strength in carrying out academic and non-academic activities. In addition, our great hope is that all FKIP UNS students can follow the entire educational process smoothly and successfully, finish on time, which is 8 semesters, graduate with an optimal achievement index, and get a decent job as soon as possible as we expected. Aamiin ya Rabbal Alamin.

Wassalamualaikum Wr. Wb



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4. Decree of the Rector of Sebelas Maret University Number 610A/UN27/KM/2013 concerning Guidelines for Granting Dispensations for Payment of Single Tuition Fees for Students of Sebelas Maret University <https://hukumkerjasama.uns.ac.id>
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CHAPTER I

INTRODUCTION

A. History and Development of FKIP UNS

1. Period 1950-1976

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

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

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

Surakarta State University Sebelas Maret and abbreviated as UNS, which was a union of 5 (five) universities in Surakarta at that time, namely (1) Surakarta State IKIP, (2) Surakarta State College of Sports (STO), (3) Surakarta State Academy of Business Administration (AAN), (4) Faculty of Medicine, National Veterans Development College (PTPN Veteran) Surakarta branch, and (5) Surakarta Combined University (UGS). The unification of universities in Surakarta was named the Sebelas Maret Surakarta State University (UNS).

2. Period 1976-2004

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

In 1984, FKIP UNS succeeded in adding several new study programs to the Permit for the Implementation of the Education Program for the Undergraduate Education Program by the Directorate General of Higher Education, Ministry of Education and Culture RI (Dirjen Dikti Depdikbud RI) No. which are grouped into 6 scientific majors and 22 study programs. FKIP UNS which originally educated high school teacher candidates but in its development also educates junior high school teacher candidates with a crash-program. In 1989, FKIP was also tasked with educating prospective kindergarten and elementary school teachers through the Diploma II PGTK and Diploma II PGSD programs, but in 2006 it was upgraded to the S1 PG PAUD level which has a concentration of graduates as educators in playgroups or as teachers in kindergarten. In 1996, with the renewal of the Decree of the Director General of Higher Education, Ministry of Education and Culture of the Republic of Indonesia Number 222/DIKTI/KEP/1996 dated July 11, 1996, several study programs were combined and closed so that FKIP UNS only had 6 majors and 16 study programs.

Responding to the needs of the community, based on the Decree of the Director General of Higher Education No.140/DIKTI/KEP/2007 dated September 21, 2007, reorganization and institutional determination of departments and study programs were carried out within FKIP UNS so that there were 6 majors and 22 study programs. In addition, there are the opening of several new study programs. The study programs are (1) Elementary School

Teacher Education Study Program (PGSD) based on the Decree of the Director General of Higher Education No. 564/D/T/2007 dated March 20, 2007 in 2007, (2) Guidance and Counseling Study Program based on license No. 1625/D/T/2008 dated May 15, 2008 in 2008; (3) Early Childhood Education Teacher Education Study Program (PG-PAUD) based on license no. 2326/D/T/2009 dated July 07, 2009 in 2009, (4) Javanese Language Education Study Program with the Decree of the Minister of National Education No. 184/D/O/2010 dated November 23, 2010 in 2010; and (5) specialization in the Health and Recreation Physical Education Study Program, namely the Main Interest in Physical Education, Sports and Primary School Health in 2011 through the permission of the Chancellor of UNS Number 11538/UN27/PP/2011 dated December 12, 2011.

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

3. Period 2004 – 2017

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

In addition to PPKHB, FKIP UNS starting in 2012 also organized the Collaborative Vocational School PPG Collaborative Program based on the

Decree of the Directorate General of Higher Education No. 67a/Dikti/Kep/2012. Based on the Decree of the Directorate General of Higher Education No. 17g/Dikti/Kep/2013, FKIP UNS was assigned the task of organizing the Pre-service Teacher Professional Education (PPG) Pilot Program 2013-2016.

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

4. Period 2018-2019

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

- a. Undergraduate Education Program (Bachelor of Education)
 - 1) Excellent Education
 - 2) Guidance and Counseling
 - 3) Elementary School Teacher Education
 - 4) Teacher Education for Early Childhood Education
 - 5) Indonesian Language & Literature Education
 - 6) English Education
 - 7) Arts Education
 - 8) Javanese Language Education
 - 9) Mathematics Education
 - 10) Physics Education
 - 11) Chemistry Education
 - 12) Biology Education
 - 13) History Education
 - 14) Geography Education
 - 15) Pancasila & Civics Education
 - 16) Economic Education
 - 17) Office Administration Education
 - 18) Accounting Education
 - 19) Sociology Anthropology Education

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

B. Description of FKIP UNS

1. Institution Profile

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

Address : Ir. Sutami Street No. 36 A Surakarta, Central Java; Indonesia, Tel (0271) 669124, Fax. (0271) 648939; Email: fkp@fkp.uns.ac.id;

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

Campus I

- a. Building A : Lecture Room of Guidance and Counseling Study Program, Arts Education, Examination Room, Hall Room, ICT, Faculty Senate;
- b. Building B : Lecture Room of Economic Education Study Program, Office Administration Education, Accounting Education, Hall Room, Examination Room, Laboratory, Lecturer Room;
- c. Building C : Lecture Room of Geography Education, History Education, Pancasila and Civics Education, Sociology and Anthropology Education, Hall Room, Examination Room, Laboratory, Lecturer Room;
- d. Building D : Lecture Room of Biology Study Program, Chemistry Education, Physics Education, Mathematics Education, Lecturer Room, Examination Room, Physics, Chemistry, Biology and Mathematics Laboratories;
- e. Building E : Lecture Room of Special Education, Guidance and Counseling, Indonesian Language and Literature Education, English education, Javanese Language Education, Arts Education, Studio/Laboratory, Hall Room, Examination Room;
- f. Building F : Faculty Leaders Room, Faculty Administration Service Room, Meeting Room, Hall, Mosque, Warehouse, Archive Room, Room for Faculty Supporting Elements;
- g. Building G : Education Postgraduate Program Lecture Room, Professor Room, Head Office of the Education Postgraduate Program.

Campus II

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

C. Philosophy, Vision, Mission, Objectives, and Strategy of FKIP UNS

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

Philosophy : FKIP UNS always prioritizes the active participation of all academics to achieve mutual progress

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

Mission :

1. To provide innovative education and learning based on the latest developments in the field of teaching and education;
2. Conducting research that produces new findings in the field of teacher training and education;
3. Organizing community service activities in the field of teacher training and education to improve the quality of education.

Objectives :

1. To produce graduates who are faithful and devoted to God Almighty, noble, intelligent, and skilled personalities who are ready to become educators or professional education personnel with global insight;
2. To produce new innovations in the field of teaching and education as a basis for solving problems in society and for building a better life;
3. Produce works of community service that are able to solve practical problems in the field of teaching and education

D. UNS Work Culture

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

1. Achievement Orientation: The ability to work well and exceed the established achievement standards, result oriented and constantly make efforts to achieve excellence. Aspects: Excellence, results oriented, perfection, achievement standards, initiative, organization, learning, experts in their fields.

2. **Customer Satisfaction:** Ability to help and serve others or meet the needs of both internal and external service users. Aspects: Fast, responsive, focused on the needs of service users, empathy, active, listener, interaction, open, positive.
3. **Team Work:** Ability to work together with other people, both in large teams and small teams within the scope of the institution. Aspects: participation, contribution, cooperative, focus on team performance, tolerance.
4. **Integrity:** Ability to communicate intentions, ideas, and feelings openly and directly, and can accept openness and honesty, even in difficult negotiations with other parties. One word with action. Aspects: trustworthy, honest, responsible, reliable, consistent, disciplined and committed.
5. **Visionary:** Ability to set new goals when the set targets have been achieved and long-term orientation. Ability to adapt to changes in the environment and easily accept changes in the institution. Aspects: continuous improvement, translating new ideas into implementation, innovation, reputation and managing change.
6. **Entrepreneurship:** The ability to process existing resources into products and services that have added value and seek benefits / advantages from opportunities that have not been done by others. Aspects: independence, common welfare, creativity, added value, entrepreneurship in the social, educational, technological and economic fields.

E. Logo, Hymn, and Mars of Sebelas Maret University

1. UNS Logo



The Meaning of the Sebelas Maret University Logo:

- a. The UNS logo is in the form of a flower with 4 petals as a visualization of the nation, which means the education of the nation's children who will make the name of the nation and state proud.
- b. Three petals; The top, right side, and left side are the embodiment of the tri dharma of higher education.

- c. One petal below consists of 5 units symbolizing the precepts of *Pancasila*.
- d. The line forming the 4 petals is made in a chain in such a way as to describe the unity of the UNS academic community.
- e. The pistil shape of the flower is described as *Viku* which comes from the Pali language, which more or less means a person of knowledge. *Wiku* with a flame in the center of his face symbolizes the radiance of a mind full of wisdom, wisdom and nobility as well as the eternal light of knowledge.
- f. The circular series of words are *candra sengkala* (Javanese year count): "Mangesti Luhur Ambangun Nagara" represents the Javanese year number 1908 or AD 1976.

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

Candra Sangkala (Javanese year calculation based on Moon's evolution) is like a shining light (*Praba*). *Praba* in the history of religion and Javanese puppet (*wayang*) is used by holy, wise, and virtuous people. The center of the symbol is the *wiku* brain which is depicted as a flame, hinting at the eternal ray of knowledge. This means that Sebelas Maret University plays a role in donating Science to the State. The navy blue color symbolizes the pledge of loyalty and devotion to the state, nation, and science.

2. Hymne UNS

Universitas Sebelas Maret kami
 Kami akan selalu berbakti
 Universitas Sebelas Maret Kami
 Diluhurkanlah, namamu
 Pancasila serta Tri Dharma
 Menjadi dasar landasannya
 Semoga jaya, semoga abadi
 Almamater kami tercinta

Hymne UNS

2/4
Maestoso

Syair & Ans.
Josef Rihardja

U - ni - ver - si - tas Se - bel - las - Mar - ket - mi Un - ni - ver - si - tas

ku - ri - sa - si Di - lu - hur - kan - lah ma - mu

Pa - n - ca - si - la se - r - ta Tri - Dar - ma

Men - ja - di da - sar lan - das - an - nya

Se - mu - ga ja - ya se - mu - ga a - ba - di

Al - ma - ma - ter ka - mi ter - cin - ta

3. Mars UNS

Universitas Sebelas Maret Kami
 Mengemban Tugas Luhur dan Suci
 Universitas Sebelas Maret Kami
 Dibawah Panji Pancasila
 Didalam Kiprahnya Tridharma pedomannya
 Dengan Tempaan semangat yang Membaja
 Demi Keagungan dan Keluhuran Almamater Sebelas Maret
 Almamater Tercinta
 Universitas Sebelas Maret Kami Teguhkan Langkamu
 Universitas Sebelas Maret Kami Semoga Jaya Selama lamanya

Mars UNS

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

Josef Rahardja

| | | | |
|-----------------|---------------|-----------------|---------|
| S 5 3 1 2 2 - | 3 3 3 3 5 - | 5 6 5 4 3 3 2 - | 1 2 3 - |
| A 5 3 3 3 7 7 - | 7 7 1 1 2 2 - | 3 4 3 2 1 1 0 - | 6 6 7 - |
| T 5 3 1 2 2 - | 5 5 5 7 7 - | 1 6 3 4 | 3 4 5 - |
| B 5 3 1 2 2 - | 5 7 1 2 5 - | 1 2 6 2 | 6 2 3 - |

U - niver - si - las Se - las Mar's kami mengemban tugas luhur dan su - ci
 TB : mang - em - ban tu - gas su - ci

| | | | |
|---------------|-------------|-----------------|-------------|
| S 6 6 2 3 3 - | 3 3 4 6 6 - | 6 3 4 3 2 1 1 - | 6 7 1 1 0 5 |
| A 6 6 2 3 1 - | 1 1 2 1 3 - | 1 3 2 1 7 1 1 - | 6 7 5 5 0 5 |
| T 6 6 2 6 6 - | 3 6 6 2 1 - | 6 7 3 3 - | 3 4 3 3 0 5 |
| B 6 6 2 1 6 - | 6 3 2 2 0 - | 4 5 3 1 - | 4 5 1 1 0 5 |

U - niver - si - las Se - las Mar's kami di bawah panji Pancasila - si - la Di
 TB : di - ba - wah

| | | | |
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| S 2 3 5 3 6 - | 6 3 6 6 6 7 7 - | 7 5 7 7 7 1 1 - | 1 7 6 7 - |
| A 2 3 3 1 3 - | 3 6 4 4 4 5 6 - | 5 3 3 3 2 6 6 - | 6 5 6 5 - |
| T 3 2 1 3 1 - | 1 1 2 2 2 7 7 - | 7 7 7 7 1 1 - | 1 7 1 7 - |
| B 7 2 1 3 3 - | 6 6 6 6 6 3 5 - | 3 3 3 5 3 6 3 - | 6 5 6 3 - |

dalam kiprahnya, Tridharma pedomannya dengan tempaan semang - at yg membaja

| | | | |
|-----------------|-------------|-----------|-----------|
| S 6 7 1 2 3 6 - | 2 3 4 3 6 - | 6 5 4 3 - | 6 5 4 3 - |
| A 6 7 6 6 1 3 - | 6 1 3 3 4 - | 3 3 2 1 - | 3 3 2 1 - |
| T 6 5 6 6 3 6 - | 4 6 4 3 6 - | 1 1 2 6 - | 1 1 2 6 - |
| B 6 3 3 2 6 6 - | 6 6 6 7 6 - | 6 5 7 6 - | 6 5 7 6 - |

Demi ke - agungan dan ke - tu - hur - an Al - ma - ma - ter Se - las Ma - ret

| | | | |
|-----------------|---------------|---------------|---------------|
| S 7 6 5 5 4 4 - | 5 - - - - - | 3 3 4 6 6 5 - | 6 6 5 5 1 1 - |
| A 3 3 3 3 2 2 - | 2 - - - - - | 1 1 2 4 3 3 - | 4 4 3 3 6 6 - |
| T 7 1 5 5 6 6 - | 7 3 - - - - - | 3 6 6 2 1 5 - | 1 1 1 1 1 1 - |
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CHAPTER II

ORGANIZATION STRUCTURE

A. Organization at University Level

1. University Leaders

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

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

B. Organization at the faculty Level

1. Faculty Leaders

FKIP UNS LEADERS

PERIODE 2019 – 2023

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

2. S1, S2, and S3 Education Study Programs

| NO. | POSITION | NAME |
|-----|---|---|
| 1. | Head of Guidance and Counseling Undergraduate Study Program | Drs. Edy Legowo, M.Pd. |
| 2. | Head of Elementary School Teacher Education Surakarta Undergraduate Study Program | Dr. Idam Ragil Widiyanto Atmojo, S.Pd., M.Si. |
| | Head of Elementary School Teacher Education Kebumen Undergraduate Study Program | Drs. Suhartono, M.Pd. |
| 3 | Head of Special Education Undergraduate Study Program | Dr. Subagya, M.Si |
| 4 | Head of Teacher Education for Early Childhood Education Undergraduate Study Program | Dr. Siti Wahyuningsih, M.Pd. |
| 5. | Head of Indonesian Language & Literature Education Undergraduate Study Program | Dr. Budhi Setiawan, M.Pd. |
| 6 | Head of Arts Education Undergraduate Study Program | Dr. Adam Wahida, S.Pd., M.Sn. |
| 7. | Head of English Education Undergraduate Study Program | Dr. Ngadiso, M.Pd. |
| 8. | Head of Javanese Language Education Undergraduate Study Program | Dr. Djoko Sulaksono, S.Pd., M.Pd. |
| 9. | Head of Office Administration Education Undergraduate Study Program | Dr. Hery Sawiji ,M.Pd. |
| 10. | Head of Economic Education Undergraduate Study Program | Dr Sudarno, S.Pd., M.Pd. |
| 11. | Head of History Education Undergraduate Study Program | Dr. Sutiyah, M.Pd., M.Hum. |
| 12. | Head of Sociology-Anthropology Education Undergraduate Study Program | Dr.rer.nat.Nurhadi, S.Ant. M.Hum. |
| 13. | Head of Accounting Education Undergraduate Study Program | Dr. Sri Sumaryati, S.Pd., M.Pd. |
| 14. | Head of Geography Education Undergraduate Study Program | Dr. Yasin Yusup, S.Si., M.Si |

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| 15. | Head of Pancasila & Civics Education Undergraduate Study Program | Dr. Winarno, S.Pd., M.Si . |
| 16. | Head of Physics Education Undergraduate Study Program | Dr. Sri Budiawanti, S.Si., M.Si. |
| 17. | Head of Mathematics Education Undergraduate Study Program | Dr. Triyanto, S.Si., M.Si. |
| 18. | Head of Chemistry Education Undergraduate Study Program | Dr. rer. nat. Sri Mulyani, M.Si. |
| 19. | Head of Biology Education Undergraduate Study Program | Dr. Muzzazinah, M.Si. |
| 20. | Head of Natural Science Education Undergraduate Study Program | Dr.paed. Nurma Yunita Indriyanti, S.Pd., M.Si., M.Sc. |
| 21. | Head of Mechanical Engineering Education Undergraduate Study Program | Dr. Yuyun Estriyanto, S.T., M.T. |
| 22. | Head of Building Engineering Education Undergraduate Study Program | Dr. Roemintoyo, M.Pd. |
| 23. | Head of Informatics and Computer Engineering Education Undergraduate Study Program | Cucuk Wawan Budiyanto, St., Ph.D. |
| 24. | Head of History Education Postgraduate Program | Dr. Akhmad Arif Musadad, M.Pd |
| 25. | Head of Geography Education Postgraduate Study Program | Dr. Ahmad, M.Si |
| 26. | Head of Indonesian Language Education Postgraduate Study Program | Prof. Dr. Suyitno, M.Pd. |
| 27. | Head of English Education Postgraduate Study Program | Prof. Dr. Joko Nurkamto, M.Pd. |
| 28. | Head of Mathematics Education Postgraduate Study Program | Dr. Budi Usodo, M.Pd. |
| 29. | Head of Science Education Postgraduate Study Program | Dr. Sarwanto, S.Pd., M.Si. |
| 30. | Head of Educational Technology Postgraduate Study Program | Dr. Triana Rejeginingsih, S.H., K.N., M.Pd. |
| 31. | Head of Economics Education Postgraduate Study Program | Dr. Kristiani, M.Si. |
| 32. | Head of Special Education Postgraduate Study Program | Dr. Herry Widyastono, M.Pd. |

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| 33. | Head of Elementary School Teacher Education Postgraduate Study Program | Dr. Riyadi, S.Pd, M.Si. |
| 34. | Head of Physics Education Postgraduate Study Program | Sukarmin, S.Pd., M.Si., Ph.D. |
| 35. | Head of Chemistry Education Postgraduate Study Program | Dr. Sri Yamtinah, M.Pd. |
| 36. | Head of Arts Education Postgraduate Study Program | Prof. Dr. Mulyanto, M.Pd. |
| 37. | Head of Indonesian and Regional Education Postgraduate Study Program | Dr. Kundharu Saddhono, S.S., M.Hum. |
| 38. | Head of Pancasila and Civics Education Postgraduate Study Program | Prof. Dr. Triyanto, S.H., M.Hum. |
| 39. | Head of Biology Education Postgraduate Study Program | Dr. Bowo Sugiharto, S.Pd., M.Pd. |
| 40. | Head of Vocational Teacher Education Postgraduate Study Program | Dr. Suharno, ST., MT. |
| 41. | Head of Educational Science Doctoral Study Program | Prof. Drs. Gunarhadi, M.A., Ph.D. |
| 42. | Head of Indonesian Language Education Doctoral Study Program | Prof. Dr. Andayani, M.Pd. |
| 43. | Head of Science Education Doctoral Study Program | Prof. Sulistyo Saputro, M.Si., Ph.D. |
| 44. | Head of History Education Doctoral Study Program | Prof. Dr. Sariyatun, M.Pd. |
| 45. | Head of Economic Education Doctoral Study Program | Prof. Dr. Trisno Martono, M.M. |
| 46. | Head of Teacher Professional Education (PPG) Study Program | Dr. A.G. Tamrin, M.Pd., M.Si |

3. Faculty Administration Staff

| NO. | POSITION | NAME |
|-----|------------------------------|--------------------------|
| 1. | Administration Coordinator | Yunanto, S.T., M.Si |
| 2. | Academic Sub Coordinator | Mila Purani Sistiyan, SE |
| 3. | Non-Academic Sub Coordinator | Luhur Sukamto, SH. |

C. Faculty Supporting Elements

1. Cooperation Unit Manager and Faculty Business Management Agency

| NO. | POSITION | NAME |
|-----|--|---|
| 1. | Chairperson | Feri Setyowibowo, S.E., M.M. PhD |
| 2. | Secretary | Dr. Rita Noviani, S.Si., M.Sc. |
| 3. | Treasurer | Sugini, S.Pd., M.Pd. |
| 4. | Coordinator of Domestic Cooperation Division | Dr Rima Vien Permata Hartanto, S.H.,M.H. |
| 5. | Member of Domestic Cooperation Division | Dr. Suharno, S.T., M.T. |
| 6. | Member of Domestic Cooperation Division | Bayu Antrakusuma, S.Pd., M.Pd |
| 7. | Coordinator of the Foreign Cooperation Division | Murni Ramli, S.P., M.Si., Ed.D |
| 8. | Member of the Foreign Cooperation Division | Dr. Indah Widiastuti, S.T., M.Eng |
| 9. | Member of the Foreign Cooperation Division | Febriani Sarwendah Asri Nugraheni, M.Pd |
| 10. | Member of the Foreign Cooperation Division | Dr.paed. Nurma Yunita Indriyanti, S.Pd., M.Si., M.Sc. |
| 11. | Member of the Foreign Cooperation Division | Dr. Nur Arifah Drajadi, M.Pd. |
| 12. | Business Division Coordinator | Dr. Leny Noviani, S.Pd.,M.Si. |
| 13. | Business Division Member | Eko Supri Murtiono, S.T., M.T. |
| 14. | Coordinator of the Education and Training Development Institute (LPD) Division | Dr. Mohammad Masykuri, M.Si. |
| 15. | Member of the Education and Training Development Institute (LPD) Division | Dr. Akhmad Arif Musadad, M.Pd |
| 16. | Member of the Education and Training Development Institute (LPD) Division | Dr. Adam Wahida, S.Pd., M.Sn. |
| 17. | Member of the Education and Training Development Institute (LPD) Division | Dr. Sarwanto, S.Pd., M.Si |
| 18. | Member of the Education and Training Development Institute (LPD) Division | Nurmiyati, S.Pd., M.Si |

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| 19. | Member of the Education and Training Development Institute (LPD) Division | Nur Fatah Abidin, S.Pd., M.Pd |
| 20. | Coordinator of Data and Information Development Division | Dewanto Harjunowibowo, S.Si., M.Sc., Ph.D |
| 21. | Member of Data and Information Development Division | Tito Suryono, S.Pd |

2. Faculty Quality Assurance Unit (UPM)

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

The UPM FKIP UNS team is as follows:

| NO. | POSITION | NAME |
|-----|---|---|
| 1. | Head of UPM (Quality Assurance Unit) | Dr. Eng. Herman Saputro, M.Pd., M.T. |
| 2. | Internal Quality Assurance System (SPMI) Coordinator of Science Undergraduate Study Program | Dr. Bowo Sugiharto, S.Pd., M.Pd. |
| 3. | External Quality Assurance System (SPME) Coordinator of Science Undergraduate Study Program | Lina Mahardiani, S.T., M.M., M.Sc.Ph.D |
| 4. | Coordinator of Monev and Audit of Science Undergraduate Study Program | Dr. Baskoro Adi Prayitno, S.Pd., M.Pd. |
| 5. | SPMI Coordinator of Social-Humanities Undergraduate Study Program | Dr. Rr Elisabeth Nugraheni Eko W, M.Hum |
| 6. | SPME Coordinator of Social-Humanities Undergraduate Study Program | Dr. Endang Setyaningsih, S.Pd., M.Hum. |
| 8. | Coordinator of Monev and Audit of Social-Humanities Undergraduate Study Program | Anayanti Rahmawati, S.Psi., Psi. M.A. |
| 9. | SPMI Coordinator of Science Postgraduate Study Program | Dr. Budi Hastuti, S.Pd., M.Si. |

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| 10. | SPME Coordinator of Postgraduate Science Study Program | Dr. Suharno, M.Si. |
| 11. | Coordinator of Monitoring and Evaluation of Science Postgraduate Study Programs | Dr. Yulianto Agung Rezeki, S.Pd., M.Si. |
| 12. | SPMI Coordinator of Social-Humanities Postgraduate Study Program | Dr. Dewi Gunawati, S.H.,M.Hum. |
| 13. | SPME Coordinator of Social-Humanities Postgraduate Study Program | Dr. Ribut Purwaningrum, S.Pd., M.Pd. |
| 14. | Coordinator of Monitoring and Evaluation of Social-Humanities Postgraduate Study Program | Dr. Arif Setyawan , S.Hum., M.Pd, |

3. Integrated Education Practice Implementation Unit (UP2KT)

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

UP2KT manager as follows:

| NO. | POSITION | NAME |
|-----|--|--------------------------------------|
| 1. | Chairperson | Prof. Dr. Leo Agung S., M.Pd |
| 2. | Secretary | Dr. Cicilia Dyah S. I., M.Pd |
| 3. | Program and Budget Division Coordinator | Dr. Atikah Anindyarini, S.S., M.Hum. |
| 4. | Coordinator of Cooperation and Public Relations Division | Dr. Upik Elok Endang Rasmani, M.Pd |
| 5. | PPL Division Coordinator | Prof. Dr. Suciati, M.Pd. |
| 6. | Internship Division Coordinator | Dra. Ani Rakhmawati, M.A., Ph.D |
| 7. | Coordinator of Monitoring and Evaluation Division | Dr. Joko Yuwono, M.Pd |
| 8. | Coordinator of the Debriefing and Placement Division of Participants | Dr. Laila Fitriana S.Pd M.Pd |

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| 9. | Coordinator of the Debriefing and Placement Division of Participants | Dr. Kartika Chrysti Suryandari, M.Si. |
| 10. | Information System Development Division Coordinator | Basori, S.Pd., M.Pd |

4. Faculty Thesis Team

To carry out thesis quality assurance, it is carried out by the FKIP UNS Thesis Team in charge of coordinating, monitoring the mentoring process to the thesis examination and giving approval for the readiness of student thesis to be defended before the Study Program Thesis Examiner Team. The composition of the FKIP UNS thesis team is as follows:

| NO. | POSITION | NAME |
|-----|--|-----------------------------------|
| 1. | Coordinator of the thesis team for the Indonesian Language Education study program | Dr. Sumarwati, M.Pd |
| 2. | Coordinator of the thesis team for the Elementary School Teacher Education study program (Surakarta) | Karsono, S.Sn., M.Sn |
| 3. | Coordinator of the thesis team for the Elementary School Teacher Education study program (Kebumen) | Moh. Salimi, M.Pd |
| 4. | Coordinator of the thesis team of the Sociology Anthropology Education study program | Siany Indria L., S.Ant., M.Hum |
| 5. | Coordinator of the thesis team for the Physics Education study program | Dra. Rini Budiharti, M.Pd |
| 6. | Coordinator of the thesis team for the Building Engineering Education study program | Abdul Haris Setiawan, S.Pd., M.Pd |
| 8. | Coordinator of the thesis team for the Accounting Education study program | Nurhasan Hamidi, SE, M.Sc., Ak. |
| 9. | Coordinator of the thesis team for Special Education study program | Sugini, S.Pd., M.Pd |
| 10. | Coordinator of the thesis team for the Guidance and Counseling study program | Rian Rokhmad Hidayat, S.Pd., M.Pd |

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| 11. | Coordinator of the thesis team for the Early Childhood Education Teacher Education study program | Muhammad Munif S., S.Pd.I., MA |
| 12. | Coordinator of the thesis team for the English Education study program | Dewi Cahyaningrum, S.Pd., M.Pd |
| 13. | Coordinator of the thesis team for the Javanese Language Education study program | Astiana Ajeng Rahadini, S.Pd., M.Pd. |
| 14. | Coordinator of the thesis team for the Arts Education study program | Lili Hartono, S.Sn., M.Hum |
| 15. | Coordinator of the thesis team for the Mathematics Education study program | Henny Ekana Chrisnawati, S.Si., M.Pd |
| 16. | Coordinator of the thesis team for the Biology Education study program | Joko Ariyanto, S.Si., M.Si |
| 17. | Coordinator of the thesis team for the Chemistry Education study program | Dr.paed. Nurma Yunita Indriyanti, S.Pd., M.Si., M.Sc. |
| 18. | Coordinator of the thesis team for the History Education study program | Dr. Musa Pelu, S.Pd., M.Pd |
| 19. | Coordinator of the thesis team for the Geography Education study program | Singgih Prihadi, S.Pd., M.Pd |
| 20. | Coordinator of the thesis team for the Pancasila and Civics Education study program | Erna Yuliandri, SH, MA |
| 21. | Coordinator of the thesis team for the Economic Education study program | Salman Alfarisy Totalia, S.Pd., M.Si |
| 22. | Coordinator of the thesis team for the Office Administration Education study program | Dr. Cicilia Dyah SI, M.Pd |
| 23. | Coordinator of the thesis team for the Mechanical Engineering Education study program | Budi Harjanto, ST, M.Eng |
| 24. | Coordinator of the thesis team for the Informatics and Computer Engineering Education study program | Rosihan Ariyuana, S.Si., M.Kom |

5. Faculty Research and Community Service Coordinator (KPPMF)

KPPMF FKIP UNS is a Faculty Supporting Element for research and community service activities organized by LPPM UNS at the faculty level. KPPMF's duties include coordinating research and community service activities carried out by lecturers in study programs. Coordinator of KPPMF FKIP UNS Unit, as follows:

| NO. | POSITION | NAME |
|-----|-------------|---|
| 1. | Chairperson | Nugroho Agung Pambudi S.Pd., M.Eng, PhD |
| 2. | Secretary | Dr. Nur Arifah Drajadi, M.Pd |
| 3. | Member | Febri Liantoni, S.ST., M.Kom |
| 4. | Member | Yosafat Hermawan Trinugraha, S.Sos., M.A., Ph.D |
| 5. | Member | Fairusy Fitria Haryani, S.Pd., M.Si. |
| 6. | Member | Valiant Lukad Perdana Sutrisno, S.Pd., M.Pd. |
| 7. | Member | Dwi Yuniasih Saputri, S.Pd., M.Pd. |

6. Faculty International Office Management Team

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

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

7. Faculty Journal Development Unit

The coordinators of the UNS FKIP Journal Development Unit are:

| NO. | POSITION | NAME |
|-----|--|---------------------------------------|
| 1. | Chairperson | Khresna Bayu Sangka, S.E., M.M., Ph.D |
| 2. | Division of Planning, Development of National and International Reputable Journals | Dr. Farida Nurhasanah, S.Pd., M.Pd. |
| 3. | International Reputable Journal Acceleration Division | Cucuk Wawan Budiyanto, ST., Ph.D |
| 4. | <i>Sinta</i> Journal Accreditation Acceleration Division | Dr. Suharno, M.Si. |
| 5. | Marketing and Evaluation Monitoring Division | Dr. Bramastia, S.Pd., M.Pd. |
| 6. | OJS Development Division | Hasan Zainnuri, S.Pd., M.Pd. |
| 7. | Web Support Division | Yusfia Hafid Aristyagama, ST, MT |
| 8. | Data and Information Division | Nur Rahmi Akbarini, S.Pd., M.Pd. |
| 9. | Design and Layout Division | Nur Fatah Abidin, S.Pd., M.Pd. |
| 10. | Circulation Division 1 | Anjar Fitrianingtyas, S.Pd., M.Pd |
| 11. | Circulation Division 2 | Bagas Narendra Parahita, S.Pd., M.Si. |
| 12. | Journal Quality Assurance System Division | Moh. Salimi, M.Pd |

8. Student Unit Manager

| NO. | POSITION | NAME |
|-----|--|--|
| 1. | Chairperson | Dr. Septi Yulisetiani, M.Pd. |
| 2. | Coordinator for Talents, Interests, and Ormawa | Winda Dwi Lestari, S.Pd.,M.Pd. |
| 3. | Internationalization Coordinator | Ellisa Indriyani Putri Handayani, S.Pd., M.Hum |
| 4. | Coordinator for Reasoning and Creativity in Science | Lina Mahardiani, S.T., M.M., M.Sc.Ph.D |
| 5. | Coordinator for Reasoning and Creativity for Social Humanities | Dr. Ribut Purwaningrum, S.Pd., M.Pd. |
| 6. | Coordinator for Welfare and Entrepreneurship | Jonet Ariyanto Nugroho, S.E.,M.M. |
| 7. | Career, Mental, Spiritual, and National Coordinator | Agus Tri Susilo, S.Pd., M.Pd. |

9. CDC (Career Development Center) Unit Manager and Student Internship

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

| NO. | POSITION | NAME |
|-----|--|--|
| 1. | Chairperson | Prof. Dr. Leo Agung Sutimin, M.Pd |
| 2. | Educational Internship Division Coordinator | Dr. Cicilia Dyah Sulistyaningrum I, M.Pd. |
| 3. | Member of the Education Internship Division | Dr. Anayanti Rahmawati, S.Psi., Psi., M.A. |
| 4. | Member of the Education Internship Division | Dr. Upik Elok Endang Rasmani, M.Pd |
| 5. | Member of the Education Internship Division | Dr. Atikah Anindyarini, S.S., M.Hum. |
| 6. | Internship and Industry Division Coordinator | Prof. Dr. Suciati, M.Pd. |
| 7. | Member of the Internship and Industry Division | Anis Rahmawati, S.T., M.T. |
| 8. | Member of the Internship and Industry Division | Dr. Laila Fitriana, S.Pd., M.Pd. |
| 9. | Career Development Center (CDC) Division Coordinator | Dr. Septi Yulisetiani, M.Pd. |
| 10. | Member of the Career Development Center (CDC) Division | Dr Kartika Chrysti Suryandari, M.Si. |
| 11. | Alumni Empowerment Division Coordinator | Dr. Edy Suryanto, M.Pd. |
| 12. | Member of the Alumni Empowerment Division | Dadan Adi Kurniawan, S.Pd., MA. |

CHAPTER III

EDUCATION SYSTEM

A. General Guidelines

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

The explanation of several academic terms in the Rector's Regulation of Sebelas Maret University Number 31 of 2020 is as follows.

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

8. Implementation of education is a regulation regarding planning, supervision, monitoring, evaluation, and coaching as well as organizing the implementation of education to achieve educational goals at universities.
9. Education management is the implementation of empowerment of educational resources to achieve educational goals at the University.
10. Education is a conscious and planned effort to create a learning atmosphere and learning process so that students actively develop their potential to have religious spiritual strength, self-control, personality, intelligence, noble character, and skills needed by themselves, society, nation and state. .
11. Credit recognition program is an acknowledgment of all forms of learning.
12. Curriculum is a set of plans and arrangements regarding, objectives, content, and learning materials as well as the methods used as guidelines for the implementation of learning activities to achieve higher education goals.
13. Semester credit unit, hereinafter referred to as SKS, is the amount of time for learning activities charged to students per week per semester in the learning process through various forms of learning or the amount of recognition for the success of students' efforts in participating in curricular activities in a Study Program.
14. Semester is a unit of time for effective learning activities for at least 16 (sixteen) weeks, including mid-semester examinations and end-semester examinations.
15. Guidance is a guidance activity for students in learning,
16. Learning assessment is the process of collecting, analyzing, and interpreting academic information to determine the achievement of student learning outcomes.
17. Score is the number of assessment results that indicate the level of success of students in a learning assessment.
18. Value is a measure of learning achievement given by the lecturer based on the score of the assessment result which shows the level of competence of students in a particular subject by using certain rules.
19. Semester Achievement Index (IPS) which is calculated by adding up the multiplication between the letter grades of each course taken and the credits of the respective courses divided by the number of credits of courses taken in one semester.

20. The cumulative achievement index (GPA) is calculated by adding up the multiplication between the grades of each course taken and the credits of the courses in question divided by the number of credits of courses taken and those that have been taken.
21. Graduate learning achievement, hereinafter abbreviated as CPL, is the graduate's ability after the student has completed the study which describes specifically the ability of knowledge, skills, values and attitudes as well as realistic and measurable performance.
22. Semester learning plan, hereinafter abbreviated as RPS, is the planning of the learning process for a subject determined by the lecturer independently or in a scientific group to meet the standard of the learning process in accordance with SN Dikti.
23. Supplement for Bachelor Degree, hereinafter abbreviated as SKPI is a document containing information about academic achievement or qualifications of graduates of higher education with a degree.
24. International class is a learning class attended by undergraduate students from within and/or abroad, which in the implementation of learning uses international standards.
25. Online lectures, hereinafter referred to as online, are the implementation of distance education for UNS students with the aim of increasing access to quality learning.
26. Remedial learning is the process of improving grades for students who have not achieved the standard of passing the course, carried out by the lecturer in charge of the subject concerned, through the process of re-learning, assignment, response, and/or other relevant tasks.
27. Semester is learning held between even and odd semesters in the form of mixed and or online learning at least 16 (six times) including mid-semester examinations and end-semester examinations.

B. Graduate Competencies

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

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

C. New Student Admission

Admission of new undergraduate students follows the provisions set by the Ministry. The undergraduate program admission system is regulated and coordinated by the University. Faculties can submit proposals regarding the size of the capacity for new students to be accepted in each Study Program in accordance with available resources. Universities can accept new students for undergraduate programs through independent enrollment. Universities can accept transfer students and transfer undergraduate programs through independent enrollment.

D. Registration and Study Planning

1. Registration

- a. Students are required to register at the beginning of the semester according to the academic calendar.
- b. Registration is carried out by the student concerned after fulfilling the applicable stipulations.
- c. Students who do not register by the time limit specified in the academic calendar, are considered as inactive students with 0 (zero) credits.
- d. The terms and method of registration, including students who carry out student exchanges, are regulated in the Rector's Decree

2. Study Planning

- a. Students are required to plan their studies through taking courses in the semester concerned by filling out a Study Plan Card (KRS) in accordance with applicable regulations.
- b. Filling in the KRS is done at the beginning of each semester by students after obtaining verification and approval from the academic supervisor (PA).

- c. Planning the courses that will be taken by students, paying attention to and considering the cumulative achievement index (GPA) in the previous semester.
- d. Planning for taking the student's right to independent learning for the implementation of this form of learning is consulted and must obtain approval from the PA

E. Study Load, Study Period, and Language Mastery

1. Study Load

- a. The study load of undergraduate students is determined by the study program in accordance with the applicable curriculum.
- b. To fulfill the learning achievement of graduate program graduates, students are required to take a study load of at least 144 credits consisting of at least 84 (eighty four) credits of Study Program courses and the rest can be taken in the independent learning program.
- c. One academic year consists of 2 (two) semesters and the Study Program can hold intermediate semesters in accordance with the stipulations of SN-Dikti.
- d. Further stipulations regarding the implementation of the intermediate semester will be regulated in the Rector's decision.
- e. Student learning load in semesters one and two is provided in the form of packages whose amount is adjusted to the curriculum applicable in the study program.
- f. After two semesters of the first year, students can take more study loads according to the social studies achieved, with the following conditions:
 - GPA < 1.50 maximum : 12 credits
 - GPA 1.50 - 1.99 maximum : 16 credits
 - GPA 2.00 - 2.49 maximum : 18 credits
 - GPA 2.50 - 2.75 maximum : 20 credits
 - GPA 2.76 - 3.00 maximum : 22 credits
 - GPA > 3.00 maximum : 24 credits
- g. One credit in the form of lectures, responses and tutorials, consisting of:
 - 1) face-to-face learning activities of 50 (fifty) minutes per week per semester;
 - 2) learning activities with structured assignments of 60 (sixty) minutes per week per semester;
 - 3) self-study activities of 60 (sixty) minutes per week per semester.
- h. One credit in the form of seminar learning or other similar forms of learning consists of:
 - 1) face-to-face learning activities of 100 (one hundred) minutes per week per semester;

- 2) 70 (seventy) minutes of independent study per week per semester.
- i. One credit in the form of practicum learning, studio practice, workshop practice, field practice, research, community service, and/or other equivalent forms of learning, is 170 (one hundred and seventy) minutes per week per semester.

2. Study Period

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

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

3. Language Mastery

- a. Students are required to master English as a means to facilitate and improve the quality of their studies.
- b. Mastery of English is indicated by a score of English for Academic Purposes (EAP) of 60 (sixty) or an institutional Test of English as a Foreign Language (TOEFL) score of 450 (four hundred and fifty) or its equivalent.
- c. Foreign students are required to master the Indonesian language for academic purposes by participating in Indonesian Language Training for Foreign Speakers (BIPA) until they are declared passed, or the Indonesian Language Proficiency Test with an intermediate predicate with a minimum score of 482.
- d. The activity is carried out by the UNS Language Technical Service Unit.
- e. Mastery of English and Indonesian is one of the requirements for students to be able to take the thesis exam or final project.

F. Learning Management

1. Learning management is carried out by the Study Program based on the curriculum determined through the Rector's Decree.
2. Universities and faculties determine courses with a large number of credits that must be included in the Study Program curriculum as the basis for identifying the University or Faculty.
3. The University's characterizing courses are Community Service Program (KKN), internship and entrepreneurship.
4. The faculty characterizing courses are determined by each faculty

5. Each class in science and technology has at least 5 students, while in the social sciences and humanities class it has at least 10 students, to be recognized as a lecturer performance.
6. The Study Program as intended must:
 - a. Develop a curriculum based on KKNi and SN Dikti
 - b. Prepare RPS for each course
 - c. Organizing learning programs in accordance with content standards, process standards, and assessment standards that have been set in order to achieve CPL
 - d. Carry out systematic activities that create a good academic atmosphere and culture of quality,
 - e. Measure CPL based on the value of course learning achievement (CPMK) and the load of the CPMK value of the supporting courses in each CPL in each semester listed in the SKPI,
 - f. Conduct periodic monitoring and evaluation activities in order to maintain and improve the quality of the learning process, and
 - g. Report the results of the learning program periodically as a source of data and information in making decisions for improvement and development of learning quality in accordance with applicable regulations.
7. Students are required to take part in learning and other academic activities in an orderly and regular manner with applicable regulations.
8. Learning activities are interactive, holistic, integrative, scientific, contextual, thematic, effective, collaborative, and student-centered.
9. The learning process must use effective learning methods in accordance with the characteristics of the courses to achieve certain competencies specified in the courses in the series of CPL fulfillment.
10. Learning methods include group discussions, simulations, case studies, collaborative learning, cooperative learning, project-based learning, problem-based learning, journal review, or other learning methods, which can effectively facilitate the fulfillment of CPL.
11. Each course can use one or a combination of several learning methods and is accommodated in a form of learning.
12. The form of learning can be in the form of lectures, responses 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 of community service.
13. The form of learning must include or accommodate forms of learning in the form of research at least 4 credits and community service at least 2 credits.

14. Learning activities can be carried out offline, online, and mixed.
15. Learning activities are carried out for a minimum of 16 (sixteen) weeks or 16 meetings in one semester, including learning assessment activities.
16. In the learning process, the lecturer pays attention to and accommodates special needs, limitations, and/or obstacles experienced by students with special needs/disability.
17. Before carrying out learning activities for each subject, lecturers independently or together in a group of expertise in a field of science and/or technology in the Study Program, must prepare RPS.
18. Stipulations on RPS are further regulated in the guide.
19. One academic year consists of 2 (two) semesters and the University may hold intermediate semesters.
20. Intermediate semesters are held:
 - a. For at least 8 (eight) weeks;
 - b. The student's learning load is a maximum of 9 (nine) credits, and
 - c. In accordance with the student's learning load to meet the predetermined CPL.
21. If the intermediate semester is held in the form of lectures, the learning process is at least 16 (sixteen) meetings including the mid-term and final examinations for the intermediate semester.
22. The official language of instruction used in Education and learning activities is Indonesian, or English for international classes.
23. Certain regional languages and/or certain foreign languages can be used as the language of instruction in education and learning activities as a complement to the use of Indonesian.

G. Forms of Independent Learning

1. Forms and Learning Process

- a. The form of independent learning can be done inside the Study Program and outside the Study Program.
- b. The form of learning outside the Study Program is a learning process consisting of:
 - 1) Learning in other study programs and the same university Tinggi
 - 2) Learning in the same and different study programs at different universities, and
 - 3) Learning in non-university institutions.
- c. The fulfillment of learning outside the Study Program at the same university within a period of 1 (one) semester or equivalent to 20

- (twenty) credits can be carried out in the same Study Program and/or in several different Study Programs.
- d. Learning outside of tertiary institutions is a maximum of 2 (two) semesters or equivalent to 40 (forty) credits.
 - e. The learning process is carried out based on a cooperation agreement between universities or other related institutions and the results of the lectures are recognized through the credit transfer mechanism.
 - f. The form of learning is 1 (one) credit in the learning process in the form of practicum. Studio practice, workshop practice, field practice, work practice, research, design, or development, military training, student exchange, internship, entrepreneurship, and/or community service, equivalent to 170 (one hundred and seventy) minutes per week per semester unless specified differently in the Rector's Decree.
 - g. The form of learning in the form of research, design, or development must be added as a form of learning for undergraduate programs under the guidance of lecturers in the context of developing attitudes, knowledge, skills, authentic experiences, as well as improving community welfare and national competitiveness.
 - h. The form of learning in the form of community service must be added as a form of learning for undergraduate programs under the guidance of lecturers in order to utilize science and technology to advance community welfare and educate the nation's life.
 - i. The selection of the learning process for independent campuses studying outside of tertiary institutions consists of 3 (three) models, namely the learning block model, the non-block learning model, and the acceleration model whose mechanism is left to each faculty/study program.
 - j. The forms of independent learning activities;
 - 1) student exchange;
 - 2) internship/work practice;
 - 3) teaching assistance in the Education unit;
 - 4) research;
 - 5) humanitarian projects;
 - 6) entrepreneurial activities;
 - 7) independent study/project;
 - 8) village development activities/Thematic Community Service;
 - 9) military training; and
 - 10) other forms as determined by the rector.
 - k. The final report on independent learning activities in the form of research can be converted as a student's final project which is pursued

- through internships, research/research, entrepreneurship, teaching assistance in educational units, and independent studies/projects.
- l. The final report on independent learning activities in the form of community service can be converted as student final assignments taken through humanitarian projects, teaching assistance in educational units, and village development activities or thematic community service.
 - m. The University/Faculty/Study Program facilitates independent learning starting in semester 5 (five).
 - n. The learning process outside the Study Program is carried out under the guidance of the lecturer.
 - o. The learning process outside the Study Program is carried out only for undergraduate programs and applied undergraduate programs.
 - p. The implementation of the memorandum of understanding (MoU), the Cooperation Agreement (SPK) MoA was prepared in accordance with the UNS Rector's Regulation.
 - q. The implementation of independent learning forms refers to the University's guidebook.

2. Student Exchange

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

3. Internship Program

- a. The internship program aims to provide contextual experiences to students and direct learning in the workplace (experiential learning) so that students gain theoretical and practical skills, complex problem solving, analytical skills, as well as interpersonal and intrapersonal skills in the form of professional/work ethics, communication, and cooperation.
- b. The internship program can be taken by students who have taken a minimum of 84 (eighty four) credits.
- c. Internship activities are guided and assessed by lecturers and supervisors from internship institutions/institutions
- d. Activity of 1 (one) internship credit is equivalent to 2,720 (two thousand seven hundred and twenty) minutes.
- e. Internship activities are carried out in accordance with the MoU/SPK document agreed by both parties.
- f. The implementation of the internship/practice refers to the University guidelines.

4. Teaching Assistance Program

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

5. Research Program

- a. The student research program aims to develop critical thinking in various scientific groups, so that students have better research knowledge and skills.

- b. The activity of 1 (one) credit of research program is equivalent to 2,720 (two thousand seven hundred and twenty) minutes.
- c. In carrying out research activities, students are guided and assessed by supervisors and coordinators appointed by the institution/laboratory where students participate in research activities.
- d. The research implementation refers to the University guidelines.

6. Humanitarian Project

- a. The humanitarian project aims to prepare excellent students who uphold human values in carrying out their duties based on religion, morals, and ethics.
- b. Train students to have social sensitivity to explore and explore existing problems and participate in providing solutions according to their interests and expertise and,
- c. Assist individuals and communities in developing and improving skills and abilities to use existing resources to solve problems at hand.
- d. Activities in humanitarian projects in the form of volunteer activities at the Institute:
 - 1) non-profit that is engaged in the fields of humanity, welfare, health, education, both at home and abroad, or
 - 2) a government that is engaged in welfare, humanity, health and education.
- e. One credit of humanitarian activities is equivalent to 2,720 (two thousand seven hundred and twenty) minutes.
- f. Humanitarian project activities are guided and assessed by supervisors and supervisors/mentors who are competent in their fields.
- g. The implementation of humanitarian projects refers to the guidelines of the University.

7. Entrepreneurship Program

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

8. Independent Project/Study Activity Program

- a. The objectives of the independent project/study activity program include:
 - 1) realizing student ideas in developing innovative products.
 - 2) conducting research and development (R&D) based projects, and
 - 3) improve student achievement in national and international competitions
- b. Students form an independent project team consisting of students across Study Programs and/or across faculties.
- c. Activities of 1 (one) credit of independent project activities is equivalent to 2,720 (two thousand seven hundred and twenty) minutes.
- d. Independent project/study activities are guided and assessed by mentors/supervisors and field experts in accordance with the studies being carried out.
- e. Implementation of independent project/study activities refers to University guidelines.

9. Village Development Program

- a. The objectives of village development activities/Thematic Community Service (KKNT) are:
 - 1) provide 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 PDTT.
- b. The form village development activities/Thematic Community Service (KKNT) is to accompany program planning, starting from studying village potential, problems and challenges of village development, setting development priorities, designing programs, designing facilities and infrastructure, empowering communities, managing Village Owned Enterprises (BUMDes), supervising development, to monitoring and evaluation.
- c. Village development/KKNT activities may be taken by students who have taken a minimum of 84 credits.
- d. The radius of the target village with the designed campus is about 200 km
- e. Activity 1 (one) credit of village development/KKNT is equivalent to 2,720 (two thousand seven hundred and twenty) minutes.
- f. The results of the activity can be equivalent to a thesis or final project.
- g. Village development activities/KKNT are guided and assessed by supervisors and village supervisors where students carry out project activities.

- h. The implementation of village development activities/KKNT refers to the University's guidelines.

10. Military Training Program

- a. Military training is an actualization of state defense to support the University as a fortress of Pancasila
- b. State defense is the determination, attitude and behavior of citizens which is carried out regularly, comprehensively, and integratedly and imbued with love for the Unitary State of the Republic of Indonesia based on Pancasila and the 1945 Constitution of the Republic of Indonesia in ensuring the survival of the nation and state.
- c. The purpose of defending the country is to improve the spirit of leadership, patriotism, national insight and discipline.
- d. Activity 1 (one) credit of state defense activities is equivalent to 2,720 (two thousand seven hundred and twenty) minutes.
- e. State defense activities are guided and assessed by supervisors appointed by the training institutions.
- f. The implementation of military training activities refers to the University guidelines.

H. Community Service Program, Student Internship Program, and Introduction to School Field

- 1. Community Service Program and Student Internship Program
Undergraduate students are required to take the Community Service Program (KKN) and Student Internship Program (KMM) in accordance with the curriculum set by the Study Program. KKN and KMM can be recognized from independent learning activities referring to University guidelines. Taking KKN courses for undergraduate students after a minimum of 100 credits. The requirements, procedures, procedures and implementation of KKN are further regulated by the Institute for Quality Assurance and Education, Faculties and/or Study Programs.
- 2. Introduction to School Field (PLP)
Starting from the 2018/2019 academic year, students will no longer use educational internship 1, educational internship 2, and educational internship 3. All three are replaced with the Introduction to School Field Course (PLP) with a load of 4 (four) credits which is carried out in semester VII.

I. Thesis and Final Project

1. At the end of the study period, students are required to compile a thesis or final project weighing 4 (four) to 6 (six) credits in accordance with the Study Program curriculum.
2. Thesis can be recognized from independent learning activities, while this recognition refers to the guidelines set by the University.
3. The preparation of the thesis can be started if the student has completed a minimum study load of 100 credits.
4. Thesis can be written based on the results of field research or the results of research in the laboratory or other research according to the characteristics of science and study program.
5. In the process of completing the thesis or final project, students are accompanied by 1 (one) or 2 (two) supervisors in accordance with the provisions of the Faculty.
6. The maximum period of thesis preparation is 12 (twelve) months with progress monitoring every 6 months after submission on the study plan card.
7. Thesis coordinator is formed by the Faculties and Study Programs to ensure the quality of the process and the quality of student thesis
8. Additional time for mentoring and thesis writing can only be given with the approval of the thesis coordinator and the head of the study program accompanied by a statement of willingness and/or approval from the supervisor
9. To account for the thesis that has been prepared, students are required to take a thesis exam.
10. Before taking the thesis exam, students are required to write scientific articles based on the thesis and must upload them on the University repository page or publish them in national or international scientific publications.
11. Students who successfully publish scientific articles from the results of thesis writing in national journals indexed at least Sinta 2 or indexed international journals that do not include predators as the first author are exempted from the thesis exam with a score of 4.00 (A).
12. Provisions on procedures, formation of thesis coordinators, quality standards of writing and examinations, and writing of scientific articles are further regulated in the study program or faculty guidelines.

J. Learning Assessment

1. Student learning assessment includes CPL and additional competencies
2. Students are required to follow the learning assessment process in accordance with the demands of the study program curriculum.
3. Learning assessment is carried out to determine the level of subject learning achievement (CPMK) according to student competence in the form of attitudes, knowledge, general skills, and special skills that have been determined in the curriculum of the study program.
4. Learning assessment consists of assessing the process and results of each stage of ability listed on the RPS compiled by the lecturer or a team of lecturers who support courses
5. Assessment of the learning process is prepared by each lecturer or team of lecturers in the form of a rubric and/or assessment of results in the form of a portfolio or design work according to an agreement with students through a learning contract
6. Learning assessment can be done through written test techniques, oral tests, performance, observation, interviews, questionnaires, projects, assignments, and other relevant techniques.
7. Assessment of learning in parallel classes is regulated by a team of lecturers to reach an agreement on achieving standardized graduate competencies.
8. Learning assessment is based on educative, authentic, objective, accountable, and transparent principles which is carried out in an integrated manner.
9. Learning assessment can be carried out by lecturers or a team of supporting lecturers with or without involving students and/or other stakeholders.
10. Reporting on the CPMK assessment is carried out at least 2 (two) times in one semester, namely the mid-semester assessment and the end-semester assessment.
11. Students can take the exam to get an assessment if the learning attendance percentage is at least 75%
12. Learning assessment uses a scale of 5 (five) with a range of 0 – 4 (zero to four).
13. Learning assessment for students with special needs/disability is carried out flexibly by considering the limitations or obstacles they have.
14. Flexible assessment can be in the form of adding time to take tests, moving places to take tests, reducing material, choosing strategies or methods, using tools or types of assessments, and other forms according to lecturers' policies.

15. Students are declared to have passed the assessment of a course if the final score in the course is at least 2.00 (two point zero) or C.
16. Students who have not achieved the minimum standard of graduation (C), are given the opportunity to improve their grades through remedial teaching given by the lecturer of the subject concerned once before the announcement of the results of the assessment (yudisium).
17. Students who have passed certain courses but still want to improve their grades, are required to attend courses in the next semester by entering these courses into the KRS.
18. The value used for students who follow the repair is the last value.
19. Technical stipulations regarding remedial teaching are further regulated in a separate provision through the Rector's Decree.
20. Determination of the passing of a course is based on the benchmark reference assessment criteria.
21. The final value of a course is obtained from the results of the score conversion with the provisions as presented in Table 1.

Table 1. Score Range for Final Assessment

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

K. Graduates Criteria and Predicate

1. Graduates Criteria

- a. A student is declared to have completed his undergraduate education if the student concerned has taken the entire study load and fulfilled the CPL determined by the Study Program with a GPA greater than or equal to 2.00 (two point zero-zero) and no courses that do not pass.
- b. Students can take the final exam if they have passed all the courses.

- c. The date of completion or graduation of the undergraduate program is the date of the thesis exam or the date of article validation for students who do not take the thesis exam.
- d. If the thesis revision deadline has not been completed, the student concerned must be retested.
- e. Further provisions regarding thesis examinations or final assignments and/or validation of student scientific articles are regulated by the Faculty.
- f. Students who take part in the independent learning program must meet the requirements according to the guidelines that have been determined for each independent learning activity.
- g. Credits from independent learning activities can be recognized according to the provisions in the guidelines.
- h. Assessment in independent learning activities in each activity is based on the guidelines.
- i. Graduation in each of the independent learning activities is based on the guidelines.

2. Graduates Predicate

- a. Student graduation predicate consists of 3 (three) levels, namely satisfactory, very satisfactory, and with honors (cum laude) which is stated on the academic transcript.
- b. The predicate of student graduation is regulated by the following criteria:
 - 1) Students are declared to have passed with satisfactory predicate if they reach a GPA of 2.76 (two point seven six) to 3.0 (three point zero);
 - 2) Students are declared to have graduated with very satisfactory predicate if they achieve a GPA of 3.01 (three point zero one) to 3.50 (three point five zero);
 - 3) Students are declared to have graduated with very satisfactory predicate if they achieve a GPA greater than 3.50 (three point five zero) with a study period of more than 4 years or 8 semesters;
 - 4) Undergraduate students are declared graduated with honors (cum laude) if they achieve a GPA greater than 3.50 (three point five zero) with a study period not exceeding 4 years or 8 semesters;
 - 5) Students with GPA less than 2.76, are declared to have passed with no predicate.

L. Graduation

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

M. Diplomas, Transcripts and SKPI

1. Students who have completed their undergraduate education are entitled to receive a diploma, transcript, and supplement for Bachelor Degree (SKPI) in accordance with applicable regulations.
2. The diploma is signed by the dean and the Rector.
3. The transcript is signed by the Dean.
4. Supplement for Bachelor Degree (SKPI) signed by the Dean containing the results of CPL measurements, additional competencies, and academic achievements that have been achieved by students.
5. If there are errors in the writing of diplomas, transcripts. And SKPI, a certificate of improvement will be issued.
6. Certificate of improvement in the writing of diplomas and/or transcripts issued by the Rector at the request of the faculty dean.

N. Academic Guidance

1. In an effort to help students develop their potential so that they can complete their studies on time and obtain optimal academic achievements, the Dean through the Head of the Program appoints an academic supervisor for the student.
2. The Academic Supervisor together with the Head of the Study Program are required to carry out periodic and continuous monitoring and evaluation of the academic activities of the students they supervise and take the necessary steps to help students
3. Academic guidance to students is carried out at least 4 (four) times in one semester, namely at the beginning of the semester (1 time), mid-semester (2 times), and the end of the semester (1 time).
4. Stipulations and procedures for academic supervisors determined by the Rector's Decree.

O. Study Extension, Break in Studies, Study Inactivity and Resignation

1. Study Extension

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

2. Break in Studies

- a. Students taking the break in studies are students who stop participating in academic activities before their studies are completed, then return to academic activities with the permission of the Rector at the suggestion of the Dean.
- b. The break in studies is not counted as a study period and can only be given a maximum of 2 (two) times, one semester each and not in consecutive semesters.
- c. An application for a break in studies permit is submitted by the student concerned after taking at least 2 (two) semesters of study.
- d. Students taking the break in studies are freed from the obligation to pay the Single Tuition that applies to the study program in question.
- e. Students who are active again are given the opportunity to continue their studies in the next semester after the students concerned fulfill administrative obligations.

3. Study Inactivity

- a. Students who are not actively studying are students who register but are not actively studying for the semester concerned.
- b. Students who are not actively studying are required to pay full tuition fees in accordance with the Single Tuition Fee (UKT).
- c. Unregistered students are alerted in the academic information system.
- d. Students who are not registered for 3 (three) consecutive semesters are not allowed to take part in academic activities again and are declared withdrawn from their status as students.

4. Resignation

- a. Students have the right to resign if the person concerned meets the conditions and is free from administrative obligations.

- b. The student concerned submits a written application to the rector through the faculty leader by completing the required documents.
- c. The Rector issues and signs the student's resignation letter.

P. Transfer Student

The university can accept transfer students from other universities with the following conditions:

1. The study program of the student concerned is in accordance with the intended study program at the University;
2. The accreditation rating of the study program from which the student originates is equal to or better than the accreditation of the intended study program at the University;
3. The capacity of the intended study program at the University is still possible;
4. The student concerned has completed the study load in the original study program of a minimum of 40 credits and a maximum recognized of 84 credits with a minimum GPA of 3.00 (three point zero);
5. The student's study period that has been taken at the original university is calculated in accordance with the provisions applicable at the University;
6. The student concerned is required to take a competency test in the field of study organized by the intended study program at the University and is declared to have passed;
7. The student concerned still has to take the courses required by the study program at the University in accordance with the applicable curriculum;
8. The student in question shows a written transfer permit from the chancellor of the university of origin;
9. Transferring to the University for reasons acceptable to the University;
10. The Chancellor of the University accepts transfer students from other universities on the consideration given by the dean and the head of the intended study program at the University;

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

1. Destination Study Program has a lower tightness score than the original Study Program
2. The accreditation rating of the study program from which the student originates is equal to or better than the intended study program;
3. The capacity of the intended study program is still possible;

4. The student concerned has completed the study load in the original study program of a maximum of 40 credits with a minimum GPA of 2.50 (two point five); and credits that are recognized are a maximum of 40.
5. The student's study period that has been taken in the original study program is calculated in accordance with the applicable provisions;
6. Students apply for transfer to another Study Program, with the approval of the academic supervisor and knowing the head of the original Study Program and the Dean.
7. The transfer application letter is submitted in writing to the Rector, and a copy is submitted to the Dean and/or the head of the intended Study Program.
8. The study program aims to consider the recommendations from the Career Development Center (CDC),
9. The Rector may decide to approve or reject the student transfer application.

Q. Student Affirmation, Foreign Student, and Credit Recognition

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

CHAPTER IV

ACADEMIC ADMINISTRATION SERVICE

A. Registration Service

1. Payment of Single Tuition Fee (UKT)

Tuition fees that apply within the UNS environment are guided by the Regulation of the Minister of Education and Culture number 25 of 2020 concerning Standards for Higher Education Operational Cost Units at State Universities within the Ministry of Education and Culture.

2. Re-registration (Her-Registration)

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

Her-registration (re-registration) is related to granting registered status for students in a certain semester. Her-registration is done online through the academic administration system (Siakad) on the <http://siakad.uns.ac.id> page. Students fill out, update academic data and their active status at the beginning of each scheduled semester. Furthermore, students make UKT payments through a perception bank appointed by the university and are entitled to participate in further academic and non-academic activities according to the provisions. The full procedure and flow of her-registration activities are described below.

- a. **New Students** are applicants who are declared accepted as prospective students of FKIP UNS. The initial activity carried out was online registration in the academic administration system according to the schedule set with the following procedure:
- 1) Paying tuition fees at the appointed perception bank in the amount according to the provisions, then registering online at <http://siakad.uns.ac.id>; by using the PIN (Personal Identity Number) listed on the payment receipt from the bank;
 - 2) Carry out ondesk registration at FKIP UNS to examine documents brought by students according to the specified requirements and carry out medical tests.
- The agenda of activities for new students that are mandatory include the New Student Campus Introduction Program (PPKMB), Emotional Spiritual Quotient (ESQ) Training, and English for Academic Purposes (EAP). For foreign students, a mandatory requirement that must be fulfilled is mastering the Indonesian language for academic purposes; by passing the Indonesian Language Proficiency Test (UKBI).
- b. **Older students**, at the beginning of each semester, are required to do her-registration online according to the academic calendar schedule determined by the following flow;
- 1) Paying tuition fees at the appointed perception bank in the amount according to the provisions, then registering online at <http://siakad.uns.ac.id>; by using the PIN listed on the education fee payment receipt as a password;
 - 2) Filling out the KRS on the page <http://siakad.uns.ac.id>
 - 3) Participate in lectures, final project guidance consultations, theses, theses, dissertations, and other academic activities kegiatan.

B. Filling out KRS

Filling in the KRS is done by students independently after doing her-registration by planning a study through taking courses (PMK). In study planning, students fill out an online study plan card (KRS) at <http://siakad.uns.ac.id>; by using the PIN from the bank. For the first semester, new students get an SKS package according to the study program provisions so that they can be directly printed and consulted with the Academic Advisor (PA) to get validation. Filling in the KRS is done at the beginning of each semester with the guidance and approval of the PA.

The KRS that has been approved by the PA lecturer will then be printed. Students can take part in learning courses by always bringing KRS for attendance in the learning according to the schedule.

C. Lecture Administration

1. Lecture Presence and Lecture Minutes

In participating in offline study program courses, in addition to bringing the KRS to be signed by the lecturer, students also fill out lecture attendance provided by the academic administration of the study program. If lectures are conducted online, attendance uses the OCW system.

For course lecturers, every time they hold lectures offline, they are required to fill in the Lecture Minutes and Attendance Attendance on the form provided by the academic administration of the study program. However, if lectures are held online, filling out lecture minutes and attendance using the OCW system. Lectures are held at least 16 times face-to-face in each semester including the Mid-Semester Examination (UTS) and the Final Semester Examination (UAS)

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

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

D. Yudisium

Yudisium is an academic process that involves the application of student grades and graduation from the entire academic process. *Yudisium* also means the announcement of grades to students as the final assessment process of all courses taken in one semester and the determination of grades in academic transcripts. In addition, at the time of the graduation, it is also decided whether or not students will pass the course of study for a certain period of time, which is determined by the competent authority resulting from the decision of the judicial meeting. The semester graduation is scheduled in the Academic Calendar which needs to be adhered to together. Lecturers who support courses complete the evaluation and assessment of students' midterm test (UTS) and final test (UAS) results to

then upload grades to the online system <http://siakad.uns.ac.id> according to the schedule set so that students can find out the value of their learning outcomes.

E. Study Extension

In accordance with the provisions of the UNS Rector's Regulation Number 31 of 2020, the study period for the undergraduate program is 4 (four) years or 8 (eight) semesters and can apply for an extension of study up to 6 (six) times with the following procedure:

1. A study extension is submitted by the student concerned through <http://siakad.uns.ac.id> using the SSO (Single Sign On) login to the Chancellor by attaching an academic transcript, proof of UKT payment and approval from the Head of the Study Program.
2. The application for study extension is verified in advance by the Academic Sub-Division of the Faculty or uploaded to the <https://akademik.fkip.uns.ac.id/pengajuan-surat-online/> page.
3. The extension of the first to fourth studies is possible to continue taking the theory (courses) taken or if there are courses that have not been passed, while the fifth and sixth study extensions are only given to students who have finished all the theories and just need to finish writing their thesis or final project.

F. Break in Studies

A break in studies is when students stop participating in academic activities before the study program is completed, then return to academic activities with the permission of the Chancellor at the suggestion of the Dean with the following mechanisms and procedures:

1. Can be submitted if you have taken at least 2 semesters of college.
2. The break in studies is permitted for a maximum of 2 (two) times, each one semester and not in consecutive semesters.
3. Students are freed from the obligation to pay UKT during the break in studies.
4. Application for break in studies permits through <http://siakad.uns.ac.id> using SSO (Single Sign On) login.
5. The application letter is accompanied by the required documents, namely an application for a break in studies permit which is known by the academic supervisor and the head of the study program, a copy of proof of payment of tuition fees up to the last semester, a copy of the KHS, and a copy of the previous break in studies permit submitted through the Academic Sub Division of FKIP UNS or uploaded to the page <https://akademik.fkip.uns.ac.id/pengajuan-surat-online/>.

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

G. Study Inactivity

Students who are not actively studying are students who register but are not actively studying for the semester in question. Provisions for students who are not actively studying are as follows:

1. Must pay full tuition fees in accordance with the specified UKT.
2. Students who do not register are given a warning in the academic information system.
3. Students who are not actively studying for more than 3 (three) consecutive semesters without clear and accountable information, are not allowed to take part in academic activities again and are declared to have resigned as UNS students.
4. To obtain academic transcripts with courses that have been taken, students need to submit a resignation application, including the required documents according to the provisions and have been free from administrative obligations.
5. The resignation letter is submitted to the Chancellor through the Dean which has previously been verified by the Academic Sub Division of FKIP UNS through <http://siakad.uns.ac.id>.

H. Student Resignation

Students have the right to resign if they meet the conditions and are free from administrative obligations. Students who submit their resignation through <http://siakad.uns.ac.id> by using SSO (Single Sign On) login. The student completes the resignation requirements file in the form of a statement of resignation that is approved and known by the academic supervisor, and the head of the study program, a certificate of free borrowing books from the UNS Library UPT, a certificate of free laboratory borrowing, proof of payment of tuition fees, and a certificate free of KOPMA (Student Cooperation). Students who resign are entitled to receive study results if they meet the requirements.

I. Transfer Student

Transfer of students is possible externally and internally. External student transfer is the transfer of students from other State Universities (PTN) to UNS or the transfer of UNS students to other PTNs. Internal transfer is the transfer of students between Faculties and Study Programs within the UNS environment. The terms and conditions for student transfers

are explained in the previous chapter while the transfer procedures are regulated as follows:

1. The student concerned submits a written transfer application (external or internal) to the Rector, stating the reasons for his/her transfer.
2. Students who apply for study transfers through <http://siakad.uns.ac.id> by using SSO (Single Sign On) login. The resignation letter submitted to the Rector through the Vice Dean was previously verified by the Academic Sub Division of FKIP UNS.

J. UKT Payment Delay

The delay in paying tuition fees is possible for students who are experiencing economic challenges to fulfill the obligation to pay tuition fees according to the specified her-registration schedule. Students can pay UKT in 50% installments at the beginning of the semester and pay off the shortfall a maximum of three months afterward with the following procedure:

1. Students apply for a postponement of UKT payments through <http://siakad.uns.ac.id> using SSO (Single Sign On) login. The application is submitted to the Rector through the Deputy Dean for Academic, Research and Student Affairs accompanied by the KHS and UKT payment history.
2. Requests for postponement of UKT payments are verified by the Academic Sub-Section or uploaded at the link <https://akademik.fkip.uns.ac.id/pengajuan-surat-online/>

K. UKT Fee Reduction

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

1. UKT payment reductions are possible for students who are in the category of orphans and are economically challenged.
2. Applications for waivers and or exemption from tuition fees are submitted to the Rector through the Dean which is verified in advance by the Student Affairs and Alumni Sub Division of FKIP UNS
3. Application documents that need to be included include an application letter accompanied by the approval/statement of the student's parents explaining work and monthly income and family dependents, copies of parents' ID cards and family cards, certificate of active college, unmarried certificate, proof of payment of electricity and telephone, etc.

L. Behind Schedule UKT Payment

Behind schedule single tuition fee (UKT) payment is UKT payments made behind the specified her-registration schedule. For students who make behind schedule payment, the academic system service (SIKAD) is temporarily blocked by the University. This action is also imposed on students who will pay tuition fees after the delay in paying tuition fees ends or students who fail to do her-registration and pay tuition fees according to the schedule provisions. After students pay tuition fees behind the schedule, it is possible for the University to reactivate their academic status. The procedure for submitting services to pay tuition fees outside of the schedule is as follows:

1. Students submit a request for an unscheduled payment to the Rector through the Dean and first verified by the Academic Sub-Section of FKIP UNS.
2. The student sends an application letter to the Rector through the UNS Academic Section.
3. The UNS Academic Section will unblock the SIKAD system and recommend the payment of UKT tuition fees in accordance with the provisions on behalf of the student to the perception bank.
4. Furthermore, students pay the UKT tuition fees with the amount according to the specified bill.
5. Students register and access <http://siakad.uns.ac.id> for PMK and determine KRS and access other academic activities.
6. Sanctions for students who fail to do her-registration and pay tuition fees behind schedule for more than 3 (three) consecutive semesters or not active in study for more than 3 (three) consecutive semesters without clear and accountable information are not allowed to take part in academic activities again and are declared out of their status as UNS students

M. Observation, Survey, Field Lecture and Research

To collect research data in compiling a thesis, students need a letter of permission to take data to the destination institution chosen by the student. The trick is to apply for a research permit through the Academic Sub-Section of FKIP UNS:

1. The format for the research permit and the decision letter for writing a thesis/final project can be downloaded from the <https://akadmik.fkip.uns.ac.id/blangko-mahasiswa/> page
2. An application accompanied by the completeness of the specified requirements is submitted which will be processed by the UNS Academic

Section or uploaded to the link <https://akademik.fkip.uns.ac.id/pengajuan-surat-online/>

3. After the permit application process is complete, students will get a permit to the destination institution, a permit or notification to the provincial Bappeda, the local Regent and related agencies, to be immediately sent or submitted to the destination institution and immediately conduct research.
4. In addition to obtaining research permits, students also get a Dean's Decree on Permission to Compose Thesis. The decree is needed for evidence of data collection/literature review for research and thesis preparation so it needs to be attached to the Thesis document.

N. Student Verification Letter

For various purposes, students can submit a statement letter from the Dean regarding the status of their academic activity. Procedures for students:

1. Students download the letter format at the link <https://akademik.fkip.uns.ac.id/blangko-mahasiswa/>
2. Applications are submitted to the Academic Sub-Section of FKIP UNS or uploaded to the <https://akademic.fkip.uns.ac.id/pengajuan-surat-online/> page along with the complete requirements specified to be verified and validated by the Vice Dean of Academic, Research, and Student Affairs on behalf of the Dean of FKIP UNS.

O. Certificate of Graduation

Students who have obtained final exam scores are declared to have passed the education program. Certificate of Graduation is one of the requirements for students to register for graduation. The procedure for submitting an application for a certificate of graduation to the Vice Dean for Academic Affairs through the Academic Sub-Section of FKIP UNS.

1. Students submit graduation certificates via <http://siakad.uns.ac.id> using SSO (Single Sign On) login
2. The study program admin verifies the data entered by the student.
3. The study program admin prints the SKL from the Siakad and gives the file to the students
4. Students submit SKL validation in the academic sub-section or upload application documents via the <https://akademic.fkip.uns.ac.id/pengajuan-surat-online/> page
5. The officer validates the application and processes the approval of the SKL

P. Graduation Registration and Diploma Management

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

1. Students are declared to have passed the study program by the head of the relevant study program,
2. Obtaining thesis examination graduation from the study program,
3. Submit the graduation registration file along with the complete requirements according to the provisions to the Academic Sub-Section of FKIP UNS or uploaded at <https://akademik.fkip.uns.ac.id/> in the graduation file submission menu to be verified and validated.
4. The PIN for access to graduation registration will be provided by the offline service officer or by contacting the whatsapp bot at **0857-9920-6338**.
5. Carry out graduation according to the provisions and schedule of the university academic calendar.

Q. Legalization of diplomas and or academic transcripts

1. Alumni fill in the data on the application for legalization services through the portal <http://legalisir.fkip.uns.ac.id> to get the service PIN.
2. Next submit the PIN, a copy of the diploma and or academic transcript which will be legalized to the officer in the Student Affairs and Alumni Sub Division for further processing.
3. Get back a copy of the diploma and or academic transcript that has been legalized by the Dean of FKIP UNS according to the service promise set.

R. Application for copies of diplomas and or transcripts

Lost/damaged diplomas and/or academic transcripts can be copied by submitting an application to the Chancellor through the Dean in the following manner:

1. Alumni make an application letter for the issuance of a copy of the diploma to the university leadership through the Dean accompanied by the appropriate submission documents, namely a report of loss from the police, photocopy of diploma, and photocopy of academic transcript The application letter format can be downloaded at the link <https://akademik.fkip.uns.ac.id/blangko-mahasiswa/>
2. After going through the process of checking and verifying the relevant documents from the archives, the application letter for a copy of the diploma can be forwarded to the Chancellor to issue a copy of the diploma/academic transcript.

CHAPTER V

STUDENT AND ALUMNI

A. Student Organizations (ORMAWA)

Organization is an activity arranged in one institution/group. Student organizations are activities that consist of various student activities who take on roles and respond to various policies and participation of UNS both on campus and in the community. In order for student organizations to run well and smoothly, it is necessary to have a coordinator who oversees various student activities. At the university level, student organizations are under the coordination of the Vice Rector for Student Affairs and Alumni, while at the level of the Faculty of Teacher Training and Education, student organizations are under the coordination of the Vice Dean for Student Affairs and Alumni.

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

Form of student organization in FKIP:

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

The student council functions as a legislative organization that monitors/controls BEM's governmental activities. The DEMA organizational system is similar to the system applied to the House of Representatives (DPR), which is led by a Chair and assisted by commissions which include (1) the **Commission for Absorption of Public Aspirations and Policies** (KPAKP) which has roles, like participating in activities external DEMA; absorb, accommodate, and channel student aspirations; provide faculty policy information to students. KPAKP's applicable programs include public

hearings, hearings, elections, and others; (2) **Institutional and Organizational Commissions** whose roles include supervision and consultant of BEM FKIP UNS and coordinating student institutions in FKIP UNS. The commission's applicative programs include progress reports on activities; workshops with students, and others; (3) The **Budget Commission** which has a role such as to supervise and control student activity funds, to report on the financial regulations of BEM FKIP UNS, to seek financial transparency. Applicative programs implemented include familiarity with student activity units; BEM financial recapitulation, and others.

DEMA FKIP UNS has duties and functions, including holding a general assembly and/or special session; implement the results of the decisions of the general assembly related to DEMA and socialize the results of the decisions of the general assembly; supervise the performance of BEM FKIP UNS; absorb, formulate, and channel student aspirations to related parties. In addition to having very important tasks, DEMA FKIP UNS also has several powers, including drafting and enacting student laws; request information from the BEM FKIP UNS and the Dean and related parties; issue a memorandum to the President of the BEM if he does not carry out his duties and/or deviates from the AD/ART KBM FKIP UNS, GBHO, Oath of Office and/or other DEMA provisions. The work program carried out by DEMA is to facilitate various student activities at FKIP UNS, including upgrading the management; general assembly; progress report of the President of BEM FKIP; work visit; public hearings; press releases and propaganda; FKIP student election, etc.

2. Student Executive Body (BEM)

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

3. HMP (Study Program Student Association)

This student organization functions as a forum for developing students' reasoning abilities and scientific attitudes. HMP is an organization at the study program level that must be followed by all study program students with the specific name of each study program.

4. Student Activity Unit (UKM)

In addition to lecture activities (academic activities), there are many non-academic activities in the form of extracurricular activities that can be followed by FKIP UNS students according to their choice of interests and talents which include developing interests, talents, reasoning, careers, welfare, organization, and community service. The purpose of developing extracurricular activities is to balance the hard skills and soft skills of

students. The FKIP UNS student activity program is aimed at encouraging pedagogical competence, professional competence, social competence, and student personality competence, so that a generation that is not only highly competent cognitively, but also has various quality competencies can be produced.

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

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

a. LSP (Study Circle in Education)

LSP's vision is to make LSP a unit of student activity, reasoning, and research that is able to produce work and be useful in the UNS FKIP environment. Scientific institutions that encourage the realization of a scientific, achievement, and academic climate in the student environment of FKIP UNS; make LSP a science center in FKIP UNS; make LSP a pioneer of scientific forums among students; increase scientific discussions that are in line with the nation's education issues, and expand campus internal and external networks.

The LSP work program consists of (1) *Kestari* which activities include training on *Kestari*, BPO, administration, RHT, RHL, Working Meeting, LAC, and so on; (2) PSDM which activities include upgrading, LSP Battle, *Es Club Weekly meeting*, SST, LSP Happy Tour, Super Generation, IT Training, and so on; (3) Reasoning and scientific activities which activities include writing schools, PKM Roadshows, LKTI throughout Solo Raya, Scientific discussions, FGD to Media, and so on; (4) Finance which activities include workshops and TOEFL tests, Try Out SNMPTN, Print, credit, LSP canteen, LSP Private Course, Education Fair, and so on; (5) Research and Propaganda which activities include HMP forums, LSP research, LSP updates, visits, School of *Mawapres*, research, and so on.

b. LPM (Student Press Institute) MOTIVASI

LPM MOTIVASI was established on May 5, 1985 with the Secretariat of Building III (Building B) 3rd Floor, FKIP UNS. The Student Press Institute as a pillar of campus democracy is an independent

institution that fights for the rights and ideals of students as academics. Through the ink of struggle, LPM MOTIVASI strives to hold on to the values of truth and justice with the slogan “Radical, Advocative, and Educative”.

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

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

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

c. PERON Theater Group

The PERON theater group has the following visions and missions:

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

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

Activities carried out by this group in the form of theater performances with plays including *Residivis*, *Perjuangan Suku Naga*, *Pesta*, *Nonik dari New York*, *Dokter Gadungan*, *Pewaris*, *Bilamula*, *Wabah*, *Monumen*, *Dalam Bayangan Tuhan*, *The Party*, *Mega-Mega*, and several other performances. In addition to theatrical activities, the PERON Group also holds music performances, both for theater and stand-alone performances, some of which include musical performances in collaboration with other theater groups outside of FKIP, poetry musicals, contemporary music titles, music and dance performances.

In the field of literature, PERON's activities include the Literature Forum, Mading (wall magazine) Publishing, and the “Voice” Bulletin. PERON Surakarta group held a selection process periodically to regenerate the group. Every year PERON Surakarta Group holds

activities. New Member Admission (PAB) which is then followed up with Basic Theater Training (LATSAR) as an effort to create new generations who will later lead the group, both in arts and organization.

The PERON theater group's work programs include: (1) Production Performances: an annual performance held by the Surakarta PERON Group as a means to maintain the group's existence and communication outside the campus because it is held outside the city (several cities); (2) Promotional Stage: a stage held to attract new members; (3) Laborat Performances: performances held for new members; (4) PAB-LATSAR: registration of new members (PAB) is carried out to recruit new members of the Surakarta PERON Group followed by basic training (latsar) which is an introduction to the basics of theater; (5) Connecting Feelings: The management's accountability to members for a period which is also a place to design future group activities.

d. Student Choir "VOX MAGISTRA"

The FKIP UNS Student Choir, VOX MAGISTRA, was established on November 18, 2004. The name Vox Magistra comes from the Latin, "Vox" meaning voice and "Magistra" meaning teacher. So, "VOX MAGISTRA" is a unified voice of a prospective teacher who blends in a melody to create a harmony. Since its establishment, VOX MAGISTRA has had nearly 100 students, with certain voice specifications (soprano, alto, tenor, bass) and certain musical instruments. The VOX MAGISTRA choir has the following vision and mission.

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

MISSION; PSM FKIP UNS VOX MAGISTRA prioritizes the quality of being educated properly and correctly for students in the field of singing so that it can equip students with expertise and can bring students to success in careers and socializing.

e. Regional Arts Development Unit (UPKD)

UPKD is an UKM FKIP UNS which is engaged in dance and musical arts. UPKD was first established on May 4, 1991, but officially became an UKM on September 14, 2000. The UPKD UKM secretariat is located on the second floor of the UKP UNS building. Activities carried out by UPKD include dance and musical arts. UPKD has a vision and mission to develop regional arts and participate in preserving regional culture, especially Javanese culture, where with the development of the era regional arts began to be marginalized. UPKD tries to inspire the

younger generation, especially FKIP UNS students to preserve regional arts. The work programs of the UPKD FKIP UNS include the acceptance of new members (PAB), member meetings, Javanese Dance festivals, make-up training, filling out the procession for the release of FKIP UNS graduates every 3 months, regular karawitan and dance training, familiarity with members, filling various events both within the faculty and university.

f. SKI (Islamic Activities Center)

SKI is a unit of spiritual activity for Muslim students which organizes various spiritual activities including *takbir akbar*, FKIP SKI *madrasah*, social services, TPA, *Dusbin*, nature and sports, and along with SKI UNS carry out Islamic spiritual activities at the University level. There are 3 FKIP SKI areas, including Central SKI located on the UNS Ketingan campus, Pabelan SKI (located on the PTK campus), Kleco SKI (located on the PAUD Teacher Education PGSD campus, and SKI POK and PGSD Kebumen.

g. KMK (Catholic Student Family)

KMK is a unit of spiritual activity for Catholic students by organizing various spiritual activities, including the introduction of senior students and new students at the beginning of the new school year, communication days every Friday at the KMK UKM Building Secretariat, KMK birthday celebrations, Christmas and Easter celebrations, annual pilgrimage, annual regeneration of management, social services, and various activities with KMK UNS.

h. PMK (Christian Student Union)

PMK FKIP UNS is a unit of spiritual activity for Christian students who help grow the spiritual faith of FKIP UNS Christian students with various spiritual activities in the form of general fellowships, annual joint retreats, and various activities with PMK UNS.

B. KESMA (Student Welfare)

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

1. Student Scholarships

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

For Masters and Doctoral Program students, especially lecturers, the government provides BPPDN scholarships which can be obtained by submitting from the original university or postgraduate program proposals according to the provisions. Scholarship applications submitted by students to the Faculty Leaders are completed with the requirements according to the provisions to be forwarded to the Rector. Complete information about scholarships can be found on the <http://mawa.fkip.uns.ac.id> page.

The requirements for applying for scholarships include: for undergraduate students, minimal in semester II and maximum in semester VII, Bidikmisi is given for new students from semester 1 to semester VIII. Bidikmisi mechanism is regulated separately. Students who meet the requirements of each scholarship can submit a written application to the Rectos for a scholarship by attaching files, including:

- a. Student Identity Card and study plan card or the like as evidence of an active student in college.
- b. Statement letter of not receiving scholarships from other sources known to the head of the university in the field of student affairs.
- c. Copy of Family Card
- d. Recommendations from FKIP leaders
- e. Photocopy of bank passbook in the name of the applicant.

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

- a. Tuition Fee Assistance (BBP-PPA) - Photocopy of KHS/transcript with a minimum GPA of 2.75 legalized by the Head of University, statement letter of parent/guardian being unable or eligible to receive assistance issued by the *lurah*/village head, stating the average monthly income.
- b. PPA Scholarship (Improvement of Academic Achievement) - Photocopy of KHS/transcript with a minimum GPA of 3.00 which is legalized by the leadership of the University, a statement letter of income from the applicant's parents/guardian and legalized by the competent authority (note: for civil servants/private, it is legalized by the Finance department,

and those who are not civil servants/private are legalized by the *lurah/village head*).

- c. Bidikmisi Education Fee Assistance - The implementation process is regulated separately along with registration for SNMPTN, SBMPTN. Therefore, initial registration and recommendations are made by the respective schools through: www.bidikmisi.dikti.go.id.

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

- a. For BBP-PPA, students who have the highest economic limitations are prioritized
- b. For PPA, priority is given to students who have the highest GPA.
- c. Consider the magnitude of the GPA and other non-academic/extracurricular achievements.
- d. Taking into account the student's graduation time

2. Love Fund Plus

The love fund plus is a compensation for students who experience illness/disaster and/or are hospitalized. The request for compensation funds was submitted to the Rector through the UNS Student Affairs Bureau at the suggestion of the Dean of FKIP UNS. The cover letter service for the grant application is obtained from the Student Affairs Sub Division of FKIP UNS. In terms of processing applications for compensation, students can be accompanied by BEM FKIP UNS until the disbursement stage.

3. Student Health Insurance (ASKESMA)

In addition to providing health services to students, the UNS Medical Center also provides medical assistance for students who experience illness/disaster. The request for ASKESMA/health insurance is submitted to the Rector through the UNS Student Affairs Bureau at the suggestion of the Dean of FKIP UNS. In terms of processing, applicant students can be accompanied by BEM FKIP UNS.

C. Student Reasoning and Creativity

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

1. **PKM-P (Research)** - is a research program that aims to identify the determinants of product quality, find a causal relationship between two or more factors, test a product or equipment, formulate learning methods,

conduct an inventory of resources, modify existing products , identifying plants, formulating marketing techniques, surveying street children, methods of learning Javanese script for elementary school students, the rate of economic growth in the Kasongan craft center, the factors causing superstition that characterize the behavior of Javanese people, and so on that have such clear goals.

2. **PKM-T (Technology Application)** - is a technology assistance program (quality of raw materials, prototypes, models, equipment, or production processes, waste treatment, quality assurance systems, etc.) or management (marketing, bookkeeping, business status) , etc.) or for micro-scale industries (home industries, small traders or cooperatives) according to the needs of potential program partners. PKM-T requires students to exchange ideas with partners first because PKM-T products are solutions to problems that are prioritized by partners. Thus, in the program proposal, a letter of willingness to cooperate from partners must be attached on paper stamped with Rp. 6,000.00;
3. **PKM-K (Entrepreneurship)** - is a program to develop student skills in entrepreneurship and is profit-oriented. The business commodities produced can be in the form of goods or services which in turn constitute one of the basic capital for students to enter into entrepreneurship and enter the market;
4. **PKM-M (Community Service)** - is a science, technology, and art assistance program in an effort to improve performance, build business skills, structuring and improving the environment, strengthening community institutions, socializing rational use of drugs , introduction and understanding of aspects of customary law, efforts to cure illiteracy for formal and non-formal communities;
5. **PKM-KC (Creative Initiative)** - is a creation program based on student initiative and reasoning, is constructive and produces a system, design, model of goods, or prototype. The copyrighted work may not provide direct benefit value to other parties;
6. **PKM-AI (Scientific Articles)** - is a program for writing scientific articles originating from a student activity in education, research or community service that has been carried out by himself (case studies, field practice, KKN, PKM, internships) ; and
7. **PKM-GT (Written Ideas)** is a program for writing scientific articles originating from ideas or ideas of student groups. The ideas written refer to actual issues that can be found in the community and require solutions that are the result of intelligent and realistic thinking.

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

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

D. Character Building through MAWAPRES

The selection of outstanding students at the national level is held every year; the same as at the faculty and university levels. The criteria, procedures, and nomination procedures are regulated separately by the authorities. Nomination by study program for election at the Faculty level. In this election, 3 (three) outstanding students at the Faculty level will be selected, but only the first rank will be sent for the selection of mawapres at the university level to compete for national level.

E. Alumni

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

In addition to being useful in establishing community and cooperation in developing their respective professional careers, through these activities institutionally FKIP UNS obtains input and suggestions for introspection and improving institutions, services and management for the better. To strive for network communication between alumni, it is carried out in a forum called the Alumni Association (IKATAN ALUMNI) FKIP UNS.

CHAPTER VI

STUDENTS RULES

A. Rights, Obligations, and Prohibitions of Students

The Sebelas Maret University (UNS) campus is not just a building for the teaching and learning process between lecturers and students but also plays a role as a moral and intellectual force that has the credibility to participate in creating a strong nation and high competitiveness. The Faculty of Teacher Training and Education at UNS is one of the faculties within UNS which is obliged to strive for the formation of student attitudes and behavior so that they have strong and intelligent characters and are able to face the challenges of the times.

It needs a joint commitment between lecturers, students and the UNS academic community in ensuring the comfort and safety of life on the UNS campus environment, it is necessary to know, obey and implement the stipulations of the UNS Rector's Regulation Number: 828/H27/KM/2007 concerning the Order of Student Life at Sebelas Maret University which includes the rights, obligations, and prohibitions of UNS students, such as:

1. Student Rights

Sebelas Maret University students are entitled to:

- a. Using academic freedom responsibly to study science, technology and art in accordance with the norms and ethics that apply in the community environment;
- b. Obtain the best teaching and academic services according to interests/talents, hobbies and abilities;
- c. Utilize university facilities in order to smooth the learning process;
- d. Receive guidance from lecturers who are responsible for the study program followed in completing their studies;
- e. Obtain information services related to the study program followed and the learning outcomes;
- f. Completing studies earlier than the schedule set according to the applicable requirements;
- g. Obtain welfare services in accordance with applicable laws and regulations;
- h. Utilize university resources through student representatives/organizations to manage and regulate welfare, interests, talents, reasoning and social life;
- i. Transferring to another college and other study program within the university environment if it is possible to meet the admission requirements of the college or study program concerned;

- j. Participate in university student organization activities in accordance with applicable regulations;
- k. Get special services if you have a disability, according to your abilities.

2. Student Obligations

Sebelas Maret University students are required to:

- a. Fear of God Almighty;
- b. Share the cost of providing education except for students who are exempted from this obligation in accordance with applicable regulations;
- c. Make the best use of your time at university;
- d. Discipline, be honest, enthusiastic and avoid despicable acts;
- e. Maintain the authority and good name of the university;
- f. Respect and appreciate all parties for the sake of fostering an atmosphere of family life as an experience of Pancasila and the 1945 Constitution;
- g. Tolerating and respecting the opinions of others;
- h. Behave and behave honorably in accordance with their dignity;
- i. Appreciate and respect the education staff;
- j. Trying to develop all the capabilities possessed in order to work as well as possible;
- k. Maintain personal health and environmental balance;
- l. Comply with all the rules / regulations that apply at the university;
- m. Maintain and improve the quality of the environment on campus;
- n. Appreciate and uphold science, technology and or art;
- o. Appreciate and uphold the national culture; and dress politely and in an orderly manner in accordance with the applicable regulations at the university.

3. Prohibitions

- a. Neglecting his obligations as a UNS student;
- b. Disrupt the implementation of education, reasoning, interests, talents, careers and student welfare;
- c. Violating academic ethics such as plagiarism, cheating, falsifying grades, falsifying signatures, forging stamps, falsifying diplomas and/or other actions that violate the provisions of the applicable laws and regulations;
- d. Doing disgraceful acts that can damage the dignity and prestige of the university;
- e. On behalf of the university without a mandate or permission from the Rector and or authorized official;
- f. Making campus a place for group fighting event, political interests and/or SARA;
- g. Stay in the campus environment, unless there is permission from the university and or faculty related to teaching and learning activities;

- h. Smoking in lecture halls, libraries, laboratories, offices and other places during the teaching and learning process;
- i. Enter, attempt to enter or use and transfer without the proper authorization, rooms, buildings and other facilities belonging to or under the supervision of the university;
- j. Refuse to leave or give back any building or other facilities belonging to or under the supervision of the university that are used illegally;
- b. Contaminate or damage rooms, buildings and other facilities, belonging to or under the supervision of the university;
- c. Using facilities and funds owned or under the supervision of the university irresponsibly;
- d. Possessing, carrying, storing, trading or distributing as well as making or consuming alcoholic beverages, if they are within the campus environment;
- e. Possessing, carrying, storing, trading or distributing as well as making or consuming narcotics or psychotropic substances, if they are within the campus environment;
- f. Carry out activities that can be categorized as gambling, if they are in the campus environment;
- g. Carry, store, manufacture, trade, or distribute and use weapons, without the authorized permission, if they are in the campus environment;
- h. Carry, store, manufacture, trade, or distribute and use explosives, without the authorized permission, if they are inside the campus environment;
- i. Committing immoral acts, harassment and or sexual crimes, such as: adultery, saying obscene words; hurt someone sexually; raping and committing other immoral acts.

The actions referred to above are reported by the directly affected party or victim. Parties who are in direct contact with the victim, witnesses who see and or hear of immoral acts, the occurrence and violations of these, victims or witnesses can report verbally or verbally the events they experienced to officials in the field of student affairs and to the Student Disciplinary Commission.

B. Facilities and Infrastructure

For the sake of smoothness and continuity of teaching and learning activities, every student is obliged to maintain and maintain the facilities, facilities and infrastructure of universities and faculties. Any changes, transfers, and taking of facilities owned by universities and faculties must be authorized by the competent authority.

C. Activities and Licensing

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

D. Posters and Banners

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

E. Clothing (Requirements for dress in the FKIP UNS Campus)

While on the UNS campus, FKIP UNS students are required to follow the rules of dress that reflect the appearance of an educator, including dressing politely and neatly in accordance with applicable norms. While the types and types of clothing are adjusted to the activities being carried out, namely:

1. Clothing for attending theoretical lectures in the lecture hall;
 - a. Male students: wearing collared shirts and tucked into trousers (no jeans are allowed), neat, polite and not tight, wearing shoes and socks. Mondays and Tuesdays; wearing a white collared shirt, tucked into dark trousers. Friday: wearing a batik or lurik shirt, wearing shoes and socks.
 - b. Female students: dress neatly, politely, not tight, and wear shoes. Mondays and Tuesdays; wearing a white shirt/blouse and dark colored skirt/trousers, and shoes. For those who wear headscarves or *hijab*; clothes and headscarves may adjust. Friday: wearing a batik or lurik shirt and shoes.
2. Clothing for practical lectures, practicums, or sports should be in accordance with the provisions of each study program.
3. Clothing for Thesis Examination, Colloquium, PPL, Final Project;
 - a. Male student: wearing a white collared shirt, tie and tucked into black/dark trousers, neat, polite and not tight, wears shoes and socks
 - b. Female student: wears a white collared shirt/blouse, tie, not tight, black/dark skirt/trousers, and shoes. For those who wear headscarves, clothes and headscarves adjust.
4. Dress for Flag Ceremony, Graduation, and others
 - a. Male student: wearing a white collared shirt with black/dark trousers, not tight, wearing an alma mater jacket, shoes and socks.

- b. Female students: wearing a white collared shirt, alma mater jacket and black skirt/slacks, wearing shoes and socks.
- 5. Graduation Dress:
 - a. Male student: wearing a white collared shirt with black trousers, not tight, bow tie, wearing a toga according to the provisions, shoes and socks.
 - b. Female students: wear national clothes/kebaya cloth, wear a toga according to the provisions, adjust shoes. For those who wear headscarves and headscarves adjust.
- 6. Clothing for other activities (Seminar, meeting, upgrading, etc.)

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

F. Sanctions

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

G. Awards

Students who excel and/or excel in their fields or outside their fields on campus or off campus may be awarded an award from the university. Before giving awards to students who have outstanding achievements, the Rector needs to be considered by the University Senate. The form and nature of this award will be regulated in a separate regulation.

H. Disciplinary Commission

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

I. Advocacy Commission

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

J. Foreign Students

Every foreign student who is in the UNS must comply with all applicable regulations. The services provided to assist the smooth study and licensing of foreign students are managed by the UNS International Office and the Cooperation Section according to their objectives and authorities.