



Regulations

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Study and Examination Regulations for Bachelor Programs Intake Year 2014

Preamble

Swiss German University is a legally recognized private university in Indonesia. The Bachelor's degree programs in Swiss German University consist of a minimum of eight academic semesters.

Applicants have to fulfil the requirements of the respective program. During each academic semester there will be quizzes and a final examination for each subject.

In certain semester there is an Oral Final Study Examination (OFSE) in three subjects. The study is finalized with a thesis and a thesis defense.

These Study and Examination Regulations apply to the Bachelor's degree Intake Year 2014. They regulate the academic part, such as content, structure and process of study as well administrative matters, such as discipline and behavior.

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CHAPTER 1 SCOPE, PURPOSE AND LEGALITY

1.1 Scope and Purpose

These regulations apply to all Bachelors' Programs intake year 2014 at SWISS GERMAN UNIVERSITY, hereinafter called SGU. The regulations contain rules about the academic and administration processes. The regulations are to ensure that studies and examinations at SGU are properly carried out.

1.2 Principle of Equality

All references to people and roles in these regulations apply to men and women. Hereinafter bachelor's degree students will be referred to as Students.

1.3 Legality

1.3.1 Legal Basis

The regulations are based upon the provisions for Higher Education of the Ministry of National Education of the Republic of Indonesia and the statute of the Swiss German University. Cooperation agreements with partner universities are applied.

1.3.2 Government Recognition

Swiss German University is a legally recognized private University in the Republic of Indonesia according to National Education System Legislation of the Republic of Indonesia.

1.3.3 Legal Partners

Until a student is 18, parents or guardians are the legal partner of SGU. After the age of 18, students are the legal partner of SGU.

1.3.4 Intellectual Property

Intellectual Property Rights generated from research, including theses, and other activities funded or supervised by SGU belong to SGU.

1.3.5 Liability

SGU is not liable for any failure to perform all of its obligations where the failure (or delay) is due to the intervention or action of a third party or to any cause beyond the reasonable control of SGU (force majeure).

1.4 Quality Assurance

The quality of all academic and administrative matters in SGU is assured by the Indonesian National Accreditation Body (BAN-PT).

1.5 Language of Instruction

Except where the Rector specifies otherwise, English is the language used for and in tuition, materials, examinations, assessments and administration in Swiss German University.

1.6 Fees and Charges

Fees and Charges Regulations are issued separately by SGU and accessible through SGU website www.sgu.ac.id

1.7 Examination Steering Committees

Examination Steering Committee (hereafter called ESC) is a collegial body of standing committee within SGU to assist Rector in development, review, conducting, and evaluation of Study and Examination Regulation, including managing student disciplinary issue.

1.7.1 Members of ESC

According to the Decision of Rector of Swiss German University, member of ESC is appointed by Rector's Decree and is consisting of the following:

- Vice Rector Academic Affairs (chairperson)
- 2 appointed Deans
- 2 appointed Lecturers
- Head of the Examination Office

Chairperson of ESC is reporting to the Rector.

1.7.2 Responsibilities of ESC

- Making decisions on appeals related to: semester qualification, OFSE and Theses
- Making decisions on Student Disciplinary Issues
- Developing and reviewing the Study and Examination Regulations.
- Monitoring the proper conduct of examinations. In this capacity, the members cannot give a score.

The ESC decisions regarding appeals and student disciplinary issues are final.

1.7.3 Code of Conduct

Members of the ESC are required to show integrity and fairness and to maintain strict confidentiality.

CHAPTER 2 INTRODUCTION

2.1 Faculty and Study Program

Faculty	Study Program	Concentration
Faculty of Engineering and Information Technology	Master of Information Technology	
	Master of Mechanical Engineering	Mechatronics
	Mechanical Engineering	Mechatronics
	Industrial Engineering	
	Information Technology	
Faculty of Business Administration & Humanities	Master of Business Administration	
	Business Administration	
	Business Administration	Hotel and Tourism Management
	Accounting	
	Communication & Public Relations	
Faculty of Life Sciences and Technology	Food Technology	
	Chemical Engineering	Pharmaceutical Engineering
	Chemical Engineering	Sustainable Energy and Environment
	Electrical Engineering	Biomedical Engineering

2.2 Faculty Specifics

Each faculty may have their own special regulations as long as they do not contradict these regulations.

2.3 Organization of Study

2.3.1 Course of Study

The course of study consists of a minimum of 8 (eight) and a maximum of 14 (fourteen) academic semesters starting from first semester.

2.3.2 The Academic Year and Semester

An academic year for the Bachelor's Programs consists of two semesters. A semester consists of 14 – 16 weeks of courses or other scheduled activities, including that of 2 - 3 weeks evaluation.

2.3.3 Semester Credits Unit

The Bachelor Program consists of 144 Semester Credit Unit (SKS/ Satuan Kredit Semester) which is equivalent to 210 ECTS (European Credit Transfer System).

One Semester Credit Unit of a lecture is comprised of 50-minutes face-to-face lecture, 50-minutes structured academic activity, and 60-minutes independent academic activity per week per semester.

One Semester Credit Unit for a seminar or other similar activity is comprised of 50-minutes face-to-face lecture, 50-minutes structured academic activity, and 60-minutes independent academic activity per week per semester.

One Semester Credit Unit for laboratory class, internship, community service, and/or other equivalent activity is comprised of 160 minutes per week per semester.

2.3.4 Make up Lesson(s)

A makeup lesson is deemed necessary when the designated number of lessons in the respective semester cannot be fulfilled according to the curricula due to public holidays, absence of the lecturer or for other reasons.

The respective lecturer shall arrange the make-up lesson with the respective Faculty Administration Officer.

2.4 Degrees and Certificate

SGU provides an Indonesian Degree of Bachelor (S-1) upon the completion of program. Students who meet the necessary requirements will be provided with Bachelor's degree from partner University.

CHAPTER 3 ENROLMENT PROCESS

3.1 Enrolment Committee

3.1.1 Members

Rector (chairperson)
Director of Communications
Head of Admission Department
Dean of respective Faculty (only for transfer student)
Head of respective Study Program (only for transfer student)

3.1.2 Responsibilities

- Establishing entrance requirements
- Making the final decision on the acceptance of new students
- Providing the framework for the student orientation

3.2 Application for New Students

3.2.1 Eligibility

Graduates from recognized senior high schools in Indonesia or from equivalent institutions abroad recognized by the Indonesian Government may apply. Students who wish to enroll for Bachelor's Programs should not be older than 22 years in the first academic semester.

3.2.2 Name of Student

Student's name on the birth certificate must be used as the reference.

3.2.3 Entrance Test/Result

Candidates have to pass an entrance test. Accepted students will be informed by the Enrolment Committee.

3.2.4 Application Documents

Application documents should consist of the following:

- Photocopy of High School official certificate, legalized by the principal
- Photocopy of High School official transcript, legalized by the principal
- Copy of report for year 10, 11 and 12 of High School, legalized by the principal
- Copy of Birth Certificate
- Copy of ID card (KTP), or passport & KITAS for foreign applicants
- A doctor's certificate stating that the student does not suffer from colour blindness (for Life Sciences and Technology students only)
- "Surat Keputusan Penyetaraan" of the High School certificate through the Ministry of Education and Culture of Indonesia or Ijazah & SKHUN Paket C (for students graduating from overseas or from an international high school)
- Other documents that are required by Enrolment Committee

3.3 Transfer Students

3.3.1 Definition of Transfer Students

Students of Bachelor's Program from other accredited University may be enrolled to SGU as transfer students, upon evaluation by the Enrolment Committee, including interview.

Regular students of SGU may transfer from one Study Program to another Study Program, as transfer students.

3.3.2 Documents of Transfer Students

All relevant certified documents including reference letter from previous University have to be submitted. Regulation for Transfer Students from within SGU or other University will be determined separately.

3.4 New Registered Students

Applicants who are accepted and have fulfilled administrative requirements will be declared as registered students of SGU and will receive a student ID number.

3.5 Cancellation of Enrolment and Reimbursement

Accepted students may cancel their enrolment at SGU. The amount of the cancellation fee follows the regulation published by the Finance Department.

3.6 Exclusion from Acceptance

SGU has the right to decline application or revoke the acceptance of candidate/student who is involved in any illegal activities and/or being investigated by government officials for any criminal cases.

SGU has the right to ask for special documentation from the candidate/student.

CHAPTER 4 STUDY PROCESS

4.1 Courses in Curriculum

4.1.1 General

All regular students must take all courses as designated in the curriculum of the respective study program, which is offered in a package for 8 semesters. Subjects offered in Odd Semester can only be taken or re-taken in an Odd Semester. This also applies for subjects in Even Semester.

Generally, students are not allowed to take subjects from the higher semester.

4.1.2 Elective Subject

Elective subject is a subject mandatory to be taken, but students can choose from options of subjects offered in the respective semester.

Students may take elective subject(s) offered by other study programs within one Faculty upon approval of Academic Counsellor.

4.2 Double Degree and Single Degree Program

4.2.1 Definition of Single Degree Program

Single Degree Bachelor program is a program where students will be awarded "Sarjana" (S-1) degree solely from SGU upon graduation.

4.2.2 Requirements for Graduation in Single Degree Program

- Must successfully accomplish a minimum of 144 SKS including 2 (two) internships, OFSE and thesis
- A minimum cumulative GPA of 2.0
- Does not have "F" score in any subject

4.2.3 Definition of Double Degree Program

Double Degree Bachelor program is a program where students will be awarded "Sarjana" (S-1) degree from SGU and a "Bachelor" degree from Partner University abroad upon graduation.

4.2.4 Requirements for Graduation in Double Degree Program

- Fulfil all requirements of Single Degree Program
- Must fulfil all requirements of the respective Partner University awarding the degree

4.3 Academic Administration

4.3.1 Re-Registration of Students

Re-registration is an administrative process by the students to authorize their academic and non-academic activity in SGU.

Before the start of 2nd semester, all students must re-register through SGU online system according to the applied procedure and schedule. Students who want to take leave semester or internship in the next semester must also re-register.

Students who do not re-register will be regarded as taking a leave semester and they will be notified in written by ASC.

4.3.2 Payment

After students do online re-registration, a digital invoice will be issued through SGU online system. Students must pay the tuition fee to his/her virtual account accordingly. Students taking 12 SKS per semester shall pay half of the regular tuition fee.

4.3.3 Submission of Planned Course Form

Planned Course Form (PCF) is a list of subjects planned for the following semester to be taken by a student. After successful payment, students must submit a Planned Course Form online, to be approved by the respective Academic Counsellor. Subject(s) with pre-requisite cannot be taken if the requirement is not fulfilled. Independent of previous semester GPA, students may take subjects with a maximum load of 24 SKS per semester.

4.4 Re-Take Subject(s)

4.4.1 Conditions for Re-Take Subject(s)

- Subject(s) with "F" as final score must be re-taken in the next available semester. If the subject to be re-taken coincides with the training/internship schedule, priority should be given according to the curriculum of the study program. Students must consult with the Academic Counsellor regarding this matter.
- Subject(s) with "D" as final score may be re-taken.
- Students with GPA lower than 2.0 must consult his/her Academic Counsellor to choose subject(s) that should be re-taken.

4.4.2 Procedure for Re-take Subject(s)

Subject(s) to be re-taken must be included on Planned Course Form submitted online by the student after consultation with the Academic Counsellor. Within 2 weeks after lecture begins, students may add, reduce or change his/her plan of study by submitting a Changed Course Form (CCF) online. Submission of CCF must be done only after consultation with the Academic Counsellor. Upon approval by Academic Counsellor, a Fixed Course Form (FCF) will be issued online. Fixed Course Form is the final study plan of the student in one semester. Students cannot change subjects listed on FCF and the number of SKS will be calculated for their semester GPA.

4.5 Change of Study Program

4.5.1 Change of Study Program during the First Semester

A change of study program during the first semester can be applied for in writing to the Academic Services Center before the date of published in the academic calendar. Students must get approval or rejection from the desired study program.

4.5.2 Change of Study Program after the First Semester

A change of study program after the first semester can be applied for in writing to the Academic Services Center. Student must strictly abide with the policy for transfer student.

4.6 Leave Semester

A Leave Semester is a semester where an active student temporarily discontinues his/her academic and non-academic activities. During a leave semester, student have limited right to receive academic and non-academic services of SGU.

Students may take a leave starting the 3rd semester. The number of leave semester that may be taken during the whole study is maximum 4 (four) semesters in total, with condition that the leave should not be longer than 2 (two) consecutive semesters. Fee for leave semester will be applied. After Leave Semester, student must re-register online according to the re-registration schedule (see point 4.2.3). Student may continue his/her study in the following semester after Leave Semester. For example, student taking leave in 3rd semester can take subjects offered in the 4th semester, provided that pre-requisites of the subjects to be taken are fulfilled.

CHAPTER 5 INTERNSHIPS

5.1 Office for Internship

The Internship Office is in charge of the administration of the internship.

5.2 Mandatory Internship

Two internships are mandatory and are integral part of the curriculum in SGU which must be completed by the students to be awarded a Bachelor's Degree.

5.2.1 First Internship

The first internship normally takes place in Indonesia.

5.2.2 Second Internship

For Single Degree program, the second internship can be conducted either in Indonesia or abroad.

For Double Degree program, the location of internship follows the agreement between SGU and Partner University.

5.3 Students' Responsibility

Students are responsible for finding internship places for themselves. SGU will assist students in the search for appropriate internship places.

5.4 Institutions/Companies for Internship

There must be no family relationship (ownership by parents) between students and the institutions where the students do the internship.

5.5 Company Policies

SGU cannot interfere in companies' internal decisions such as remuneration and working regulations.

5.6 Termination of Internship by the Company

A termination of the internship by the company for disciplinary reasons will normally lead to the ex-matriculation of the student from SGU.

5.7 Regulations for the Second Internship

5.7.1 Regulations for Single Degree

- a) Students must pass all subjects in 1st until 4th semesters.
- b) The cumulative GPA before the second internship registration must be at least 2.0.

- c) Students must arrange Visa by themselves, if necessary.
- d) Students must complete at least 16 weeks internship in one or more companies. SGU will provide guidelines regarding the 2nd internship requirements.

5.7.2 Regulations for Double Degree

- a) Students must pass all subjects in 1st until 4th semesters.
- b) The cumulative GPA before the second internship registration must be at least 2.0.
- c) For internship in Germany or Switzerland, students must pass the SGU German oral assessment. SGU provides guidelines regarding German Proficiency Assessments (see Annex 2).
- d) Students must fulfil the requirements of respective partner University. SGU will provide guidelines regarding the second internship requirements.

CHAPTER 6 EVALUATION OF STUDY RESULT

6.1 Attendance

6.1.1 Attendance at Regular Classes

Minimum attendance for each subject is 75%. Overall class absences for any subject in a semester of more than 25% will lead to consequence that the student cannot join the final examination; therefore the student will have "F" score of that particular subject. The 25% includes sickness and other absences, unless a doctor's certificate is submitted within 48 hours, hospitalization with doctor's certificate, official duty from University and force majeure. Special permission can only be given from the Dean. Students are still required to inform SGU about the illness on the first day of illness.

SGU reserves the right to check the validity of the doctor's certificate.

6.2 Late Arrival/Absence from Classes

Students who are late are not allowed to join the class and are regarded as absent for the respective lesson.

6.3 Semester Qualification

The semester qualification consists of:

40% Quizzes and Assignments

60% Final Examination (written, oral, project or paper)

There will be no Repetition Examination and Oral Repetition Examination.

6.3.1 Quizzes and Assignments

During classes, there are quizzes (oral/written) and assignments (individual/groups). If students are absent from a quiz/assignment, they may be given 0 point for that quiz/assignment. One quiz score may be reserved for a score for the student's activity and contribution in the classes during the semester.

6.3.2 Final Examinations Eligibility

Final Examinations take place at the end of academic semesters for lectured subjects. Each Final Exam is in the form of written test, oral test, project or paper.

Students who can join the Final Examination must fulfill the following:

- The subject is listed in the Fixed Course Form.
- Attend classes of the respective subject at least 75%.
- Students should have fulfilled financial requirement.

6.3.3 Absence from the Final Examinations

Absence from a final examination leads to "0" score for that final examination. In the case of hospitalization, accident and force majeure, students are eligible to take a Make-up Examination upon approval from the Dean.

6.3.4 Make-Up Examination

- Make-up Examination is a final examination conducted outside the previously determined schedule and is in an equivalent form to the Final Examination.
- Make-up Examination is only given to students who are eligible (see point 6.3.3).
- The schedule for Make-up Examination is determined by the Examination Office and has to be taken in that period of time.
- Students have to fill out a Make-up Examination Request form (available in the Department), provide all supporting documents and ask approval from the Dean. Then students must submit the completed form to the Examination Office within a determined period.
- No fee is charged for Make-up Examination.

6.4 Transcript of the Semester Report

- The mid-semester transcript is based on quizzes, assignments and attendance report until mid-semester.
- The semester transcript is based on quizzes, assignments, final exam and attendance report until end of semester.

6.5 Administrative Error and Appeals against Subject Grade

6.5.1 Initiated by the Students

A complaint of an administrative error and an appeal for a change of grade must be initiated by student. A complaint of an administrative error or an appeal must first be discussed with the Head of Study Program.

6.5.2 Ten Working Days Deadline

An appeal for a change of grade has to be submitted within 10 working days of the issuance of the examination results by SGU. The students have to provide proper evidence for the appeal.

6.5.3 Fee for an Appeal

Students have to pay a fee prior to handing over the appeal. If the appeal is in favor of the students, the fee will be reimbursed to the students. For an administrative error there is no fee. The detailed guidelines regarding the implementation of fee for an appeal will be announced in a separate policy.

6.5.4 Address

An appeal for a change of grade for the semester result must be initiated by students and must be sent in writing to:

The Examination Steering Committee
Swiss German University
Edu Town BSD City
Tangerang 15339

6.6 Termination of Study

Termination of study takes place in the case of the following:

- Student graduates from SGU.
- Student withdraws his/her status as student.
- Student does not meet academic and non-academic requirements:
 - Period of study exceeds 14 semesters.
 - Does not fulfill administrative requirements.
 - Takes leaves more than 4 (four) semesters.
- In-disciplinary sanction.
- Student is criminally convicted.
- Student passes away.

CHAPTER 7 CREDIT AND ACADEMIC SCORING

7.1 Points and Credits System

7.1.1 Credits System

A credits system based on Indonesian–SKS is applied. For dual degree programs, a European-ECTS system is applied.

7.1.2 Points and Grading System

A points system based on a 100-point scale is applied. The conversion of the 100 points scale system to the letter grade is explained in Table 1.

The grading system of SGU uses letters (A, B, C, D, and F), 100 scale points (1 - 100), 4 scale points for Indonesia (0.0-4.0) and 5 scale points for Germany (1.0-5.0). The conversion between Indonesian and German grading system follows the conversion system agreed by SGU and the partner University. It applies to all courses presented towards a degree. This grading is also used for all examinations. In all relevant documentation this grading system has to be mentioned (details see in Annex 1).

Table 1. Grading Scale

Grade Letter	SGU	Indonesia Grade Point (GP)	Germany	Grade Description
A	90 – 100	4.0	1	Outstanding performance
B	75 – 89	3.0 – 3.9	2	Performance is considerably higher than the average requirements
C	60 – 74	2.0 – 2.9	3	Performance meets the average requirements
D	50 – 59	1.0 – 1.9	4	Performance is poor and likely to lead to failure
F	< 50	0	5	Performance does not meet the minimum criteria. Considerable further work is required

7.1.3 Rounding up

Scores are rounded up to the nearest integer (e.g. 60.4 to 60, 60.5 to 61).

7.1.4 Transcript

Documentation for scores (transcript) is provided by SGU every semester. The final transcript is provided after completion of study.

7.2 Student Grade Point Average (GPA)

GPA shows the level of the students' learning success for courses that have been taken and is indicated through a number taken to the second decimal point. GPA is divided into semester GPA and cumulative GPA.

7.2.1 Semester GPA

Semester GPA is taken from the calculation of grade points (GP) in one semester times credits for courses taken, divided by the sum of credits taken in that semester only.

Cumulative GPA is taken from the calculation of grade points (GP) in more than one semester times credits for courses taken, divided by the sum of credits already taken.

Semester GPA is the accumulation of the credits taken times the weight of each course divided by the number of credit taken that semester with the formula:

$$\text{GPA} = \frac{\text{C} \times \text{GP}}{\text{C}}$$

C = the credit weight of each course taken during the semester

GP = the grade point of each course

7.2.2 Cumulative GPA

Cumulative GPA is the accumulation of C x GP divided by the number of credits taken, counted from the first semester until the last semester with following terms:

C is the credit weight of each course taken with the condition that repeated courses are only counted once with the best grade.

7.2.3 Graduation Predicate

There are 3 predicates for graduated students:

- For cumulative GPA 2.76 – 2.90: satisfactory
- For cumulative GPA 3.01 – 3.64: good
- For cumulative GPA 3.65 – 4.00: distinction

The "distinction" predicate is given for eligible students with a cumulative GPA between:

3.65 – 3.79 are awarded "Cum laude"

3.80 – 3.89 are awarded "Magna cum laude"

3.90 – 4.00 are awarded "Summa cum laude"

Students eligible for the predicate "distinction" must fulfill, among others, the following criteria:

- Complete the study within 4-year time
- Never take a leave semester
- Does not have a grade lower than C in any course
- Never re-take any course
- Not a transfer student

The "distinction" predicate is awarded through a Judicium in SGU Academic Senate.

CHAPTER 8 ORAL FINAL STUDY EXAMINATION (OFSE)

To maintain student's quality, SGU conducts Oral Final Study Examination, hereinafter called OFSE.

8.1 Eligibility for OFSE

Registered students must pass all subjects from 1st until 7th semesters with cumulative GPA of minimum 2.00, and must fulfil their administrative obligations to SGU.

8.2 Examiner

The OFSE requires the presence of two examiners.

8.2.1 Appointment

The Heads of Study Program appoint the examiners.

8.2.2 Responsibility

The examiners are responsible for conducting the examinations with proper and fair judgment in accordance to SGU regulations.

8.3 Subjects and Contents of OFSE

- a) OFSE is a closed book oral examination.
- b) There are three subjects to be tested.
- c) Two subjects are mandatory and are determined by the Head of Study Program.
- d) The other subject is selected by students based on the list issued by the Examination Office based on proposal from Head of Study Program.
- e) If there is a delay in the submission of selected subjects by students, the Heads of Programs will decide which subjects are to be tested.
- f) The OFSE covers the content of all lessons and materials used in the course, including the weekly quizzes given during classes.

8.4 Duration

The duration of examination for each subject is 45 minutes, consisting of 15 minutes preparation and 30 minutes oral examination.

8.5 Evaluation Sheet

- a) The examiners use the evaluation sheet provided.
- b) The evaluation sheet includes comments and grades and is signed by the examiners.

8.6 Results of OFSE

8.6.1 Pass

The score for each subject is not less than 50 points and the average score must be at least 60 points.

8.6.2 Fail

One or more subjects with less than 50 points or the average is less than 60 points.

8.7 Weighting of OFSE

The weighting of OFSE follows the SKS in curriculum and is the pre-requisite for all students before doing the thesis.

8.8 Re-take of OFSE

8.8.1 First Re-take of OFSE

- a) Students with the FAIL status in the OFSE have to repeat all subjects.
- b) An OFSE repetition can be done during the following semester.
- c) Students cannot change the elective subject already chosen previously.
- d) The result of the first re-take of OFSE will be used.

8.8.2 Second Re-take of OFSE

- a) Students who fail in the first OFSE re-take must, in the following two semesters, join classes in the OFSE subjects as Sit-in Student. Sit-in students must complete all academic obligations related to the taken subjects, including attendance and study evaluation. Their score will not be taken into GPA calculation.
- b) The tuition fee applied will be determined by the Finance department.
- c) The final score for OFSE will be taken from the best score of each subject.
- d) A third failure of OFSE will lead to exclusion from SGU.

8.9 Late Arrival and Absence

Students who are late or do not attend OFSE for any reason fail the OFSE. Exception only applies for hospitalization and force majeure upon approval of the ESC.

8.10 Result

The result of OFSE will be included in the semester transcript.

8.11 Appeals

Appeals for a change of grade for OFSE results can be made as follows:

8.11.1 Change in Grade

The appeal procedure is not necessary for a change of grade made in the case of a clerical or administrative error.

8.11.2 Appeal Initiated by the Student

A written appeal for a change of grade must be initiated by students and must first be discussed with the respective Dean.

8.11.3 Time for Submission

An appeal for a change of grade has to be submitted within 10 working days of the publishing of the examination results by SGU (normally on the SGU website).

8.11.4 Evidence

The students have to provide proper evidence for the appeal.

8.11.5 Fee for an Appeal

Students have to pay a fee prior to the appeal. If the appeal is in favor of the students, the fee will be reimbursed to the students.

8.11.6 Address

An appeal for a change of grade for OFSE result must be initiated by students and sent in writing to:

The Examination Steering Committee
Swiss German University
Edu Town BSD City
Tangerang 15339

CHAPTER 9 THESIS

9.1 General

Every student in Bachelor's Programs must complete a thesis to show the capability of independently applying scientific methods, showing a good understanding of scientific literature, and writing papers that sufficiently meet scientific requirements.

SGU provide guidelines regarding the thesis.

9.2 Eligibility

Students must pass OFSE and must have fulfilled their administrative obligations to SGU.

9.3 Individual and Original Work of Thesis

The thesis is an individual work unless it is proposed by the Head of Study Program and approved by ESC as a group work. Students must undergo an anti-plagiarism-test through their advisor.

9.4 Duration of the Thesis Work

The duration of the thesis work is 16 weeks as stated in the academic calendar.

9.5 Thesis Work Plan

The student should prepare a work plan of the thesis at the beginning. The work plan has to be approved by the advisor

9.6 Attendance to Thesis Work Consultations

The mandatory consultations for the thesis work are at least 8 meetings and must be reported on log sheet.

9.7 Thesis Advisory

9.7.1 Qualification

Thesis advisor/co-advisor is normally permanent lecturers at SGU with at least a master's degree. The Study Program may propose external thesis advisors/co-advisors with the respective academic qualification which is to be approved by the Dean.

9.7.2 Availability

Thesis advisors are expected to be available weekly on a regular basis. Students are responsible for making suitable arrangements with the thesis advisor for the continued supervision of the thesis.

9.7.3 Changes of Thesis Advisor

Student can propose a change of thesis advisor provided that if the new advisor agrees upon approval from the Head of Study Program and the Dean.

9.8 List of Thesis Topics

Every semester, the Study Program will publish a list of thesis topics.

Student can propose a change of thesis title upon agreement from the advisor and it must be reported to the Examination Office.

9.9 Thesis Proposal

9.9.1 Application

The thesis proposal application must be submitted to the Examination Office latest on the date stated in the academic calendar.

9.9.2 Late Delivery

Late delivery of the thesis proposal leads to the rejection of the proposal. A new proposal can be submitted in the following semester.

9.9.3 Evaluation

The Study Program will evaluate the thesis proposal to determine the status of thesis proposal which are:

- a) Approved
- b) Approved with Modifications
- c) Not Approved

A thesis proposal with the classification "Approved with Modifications" or "Not Approved" must be re-submitted within 5 working days.

9.10 Final Submission of Thesis Work

9.10.1 Submission

- a) Before thesis defense
Before the thesis defense, students must submit four copies of the thesis in softcover and the thesis log sheet at the date and time announced in the academic calendar to the Examination Office.
- b) After thesis defense
One hardcover copy and one soft copy (CD or DVD) has to be submitted to the Examination Office on the date mentioned.

9.10.2 Late Submission

- a) Before thesis defense
Late submission of the thesis work leads to the rejection of the thesis for the respective period. The students can re-submit the thesis proposal in the next semester.
- b) After thesis defense
Late submission of the revised thesis work will result in delay for the graduation. The respective student cannot join the graduation and will not receive any graduation documents including temporary graduation certificate until all obligations are fulfilled.

9.11 Evaluation of the Thesis Work

Evaluation of the thesis work is made by the thesis advisor and the thesis examiner. They then submit a report with grades and comments to the Examination Office.

9.12 Rejection of Thesis Work

- a) During the thesis work, the thesis work can be rejected by the advisor and/or the Examination Steering Committee.
- b) A thesis can be rejected if it is considered that the progress of the thesis is not satisfactory, or there is a failure to fulfil administrative requirements (e.g. regular meetings with the advisor) or there is a valid doubt about the authenticity of the student works.
- c) In the case of the thesis rejection by the thesis advisor, the thesis advisor has the obligation to explain the reasons for the rejection in writing to the Examination Office with copy to the Head of Study Program and the Dean.
- d) Students will be informed by the Examination Office.
- e) In the case of thesis rejection by the thesis advisor, student may appeal to the Examination Steering Committee after consultation with the respective Head of Study Program.

9.13 Thesis Defense

9.13.1 Eligibility

Students are eligible to defend the thesis, if the thesis is accepted by the Examination Office, based on the approvals of the thesis advisor and co-advisor, if applicable.

9.13.2 Duration

The duration of the defense is 45 minutes (15 minutes for presentation of the results, and 30 minutes for defense).

9.13.3 Timetable

The thesis defense is held at the time published in the academic calendar.

9.13.4 Late Arrival and Absence from the Thesis Defense

- a) Students who are late or absent from the thesis defense is regarded "FAIL" in thesis. Exception is given for the case of accident, hospitalization, and force majeure upon approval from the ESC.
- b) Students have to register as an active student in the next semester. The respective tuition fee will be applied.

9.14 Examining Panel at the Thesis Defense

The Examining Panel at the thesis defence consists of:

- Thesis advisor and/or co-advisor
- Member(s) of Study Program or its qualified representative
- Examiner from Partner University (for double degree program)

The Examining Panel should consist of minimum of 3 examiners and the maximum of 4. Questions may be raised by any member of the Examining Panel. If deemed necessary, the Study program may invite observer(s) who are not eligible to give a score.

9.15 Evaluation of Thesis Defense

- a) The report of the thesis defense includes the grade and comments.
- b) The Examining Panel can discuss and confirm the thesis work and scoring.

9.16 Weighting of the Thesis Work and the Thesis Defense

The final grade for the thesis is weighted as follows:

Thesis Work	(60%)
Defense of the Thesis	(40%)

9.17 Qualification of the Thesis Defense

9.17.1 Thesis Result

- The scoring for thesis result follows the applied academic scoring system.
- For Double Degree program, the thesis must have final score of minimum "C".

9.17.2 Thesis Rejection after/during the Thesis Defense

- a) The thesis defense may also lead to thesis rejection by the examination panel if the thesis work is not in line with the approved thesis proposal or is insufficient to be regarded as a thesis.
In such cases the examination panel will not give any marks and the student must do or re-do the thesis under the conditions determined by the Examination Steering Committee.
- b) A rejected thesis can be revised during the time published in the academic calendar in the next semester.
- c) The third rejection of the thesis defense will lead to exclusion.
- d) Students have to register as a regular student in the next semester. A certain fee will be applied.

9.18 Postponement of the Thesis

- a) Students may request a postponement of the thesis in writing a minimum of 1 week before the thesis submission.
- b) Students have to register as a regular student in the next semester. The respective tuition fee will be applied.

9.19 Appeal for Thesis

There is no appeal against the result of the thesis presented at the end of the thesis defense.
The result announced by the Examining Panel is final.

9.20 Re-take Subjects during Thesis

A maximum SKS of lectured subjects that can be taken during thesis is 6 (six), including the subject in semester 8 of the curriculum.

CHAPTER 10 BEST GRADE SCHOLARSHIPS

Best Grade Scholarships are based upon the performance of students and are provided by SGU on a voluntary basis. The University will not accept any claims regarding the given scholarships. The criteria below are subject to change.

10.1 Eligibility

- Scholarships are provided for SGU students in the 2nd, 5th, and 8th semester based on the result of the previous academic semester. Scholarship for 4th and 7th semesters is based on the result of 2nd and 5th semester, respectively.
- There will be no scholarships for semester 1, 3 and 6.
- The best student in class will receive scholarship in the form of 25% reduction of tuition fee.
- Scholarships are given to a student with highest semester Grade Point Average from each class of a minimum 12 students and with a minimum of GPA 3.50.
- If the best grade in class is achieved by other scholarship holder, the Best Grade Scholarship will not be awarded to other student.
- The decision from the University regarding scholarship holders is final.

10.2 Selection Criteria for Best Grade Scholarship Students

If more than one student from a batch has the same grade, the cumulative GPA will be the determinant. If the cumulative GPA is also the same, then attendance in classes and attitude will be the determinant criteria. If there is still no difference, the scholarship will be divided between the eligible students.

10.3 Exclusion from Scholarships

- Students who re-take a subject are excluded from a scholarship.
- Double scholarships are not allowed

CHAPTER 11 UNACCEPTABLE CONDUCT AND ADMINISTRATIVE EXCLUSION

11.1 Academic Dishonesty and/or Disciplinary Reasons

11.1.1 False Documents

Students, who present false documents of any kinds and/or provide false information/data, may be expelled from the University. These documents might take the form of any false academic certificates and transcripts, tampered documents, and/or misrepresentation of what the documents are submitted to the University for.

11.1.2 Plagiarism

Students must avoid plagiarism of any kinds; among others, writing others' idea, concepts, theories, or methods, without properly recognizing their sources, or paraphrasing them without citation, including that of downloading statements, images, logo, design, and other materials, without proper source citation.

In compliance with the existing regulations, students may be excluded from SGU for plagiarism. If plagiarism is proven after the degree awarding, the University has the right to revoke the awarded degree.

11.1.3 Cheating during Examinations

Cheating is defined as dishonest act of students using crib notes, looking at another student' exam papers, using materials that are not allowed or exchanging information during examinations.

Any students, who are proven to have committed cheating during an examination or steal or manage to get an exam paper before taking an exam will automatically receive a GRADE of 'F' (Fail) for all subjects taken in that respective semester. In the case of cheating involving more than one person, the consequences are equal for any student involved, including the student(s) who gives or receives the answer.

11.2 Other Dishonesty or Disciplinary Act

The sanction of other dishonesty or disciplinary act shall be determined and imposed by the University.

11.3 Disruption of Classes and Examinations

Students who disrupt the orderly conduct of any on-going classes or exams can be excluded from taking any part in the class or exam for a certain period of time deemed reasonable by the University.

11.4 Invalidity of Examination and Revocation

11.4.1 Invalid Examinations

The Examination Steering Committee may amend the grades of any subject result or require the examinations to be repeated if it is found that the examination or the examination result is invalid.

11.4.2 Revocation of Examination Results and or the Degree

If academic dishonesty is proven to have occurred after the examination and/or the awarding of the degree, the SGU has the right to revoke any documents pertaining to the examination or even rescind the degree.

11.5 Alcohol, Smoking and Drugs, Illegal Possession of Deadly Weapons and Pornography

11.5.1 Alcohol Consumption

The consumption of alcohol is prohibited except at special functions when authorized.

11.5.2 Smoking

Any kind of smoking is prohibited at all times at the SGU campus, except in the smoking area.

11.5.3 Drugs

Consumption of any illegal drugs inside and outside the campus is strictly prohibited, which leads to the expulsion of the students from the University. Medical doctors may perform random tests.

11.5.4 Illegal Possession of Deadly Weapon

Illegal possession of deadly weapons is strictly considered as a criminal offence. Students, caught carrying these weapons, will be immediately reported to the local police station and its expulsion from the University will be considered. Deadly weapon may comprise of fire arms, grenades, bombs, knives or daggers, and any other dangerous tools.

11.5.5 Pornography

Any act of pornography, obscenity, indecency, or other related obscene acts is strictly prohibited in SGU. All civitas academica should refrain from using university facility to obtain or distribute such materials.

11.6 Cellular Phones and Food

11.6.1 Use of Cellular Phones

The use of cellular phones is prohibited during class activities, which includes those during lecture, discussion and/or exam time, unless it is permitted by the lecturer. The sanction of being caught using the cellular phone is the confiscation of the cellular phone.

11.6.2 Consumption of Food and Beverages

The consumption of food and beverages during the class activities is strictly prohibited, which includes those during lecture, discussion and/or exam time.

11.7 Dress Code

11.7.1 Principle of Dress Code

The principle applied in SGU is based on the notion that students should reflect a level of comprehension for wearing appropriate attire at various occasions at all time during the educational process. Various occasions include among others class room activities, seminar, and business visit activity, which require modest and neat attire at all time.

11.7.2 Dress Code Requirement and Sanction

Students are required to dress appropriately on the SGU campus. Those who have been caught dressing inappropriately on the SGU campus are not allowed to attend and join any class activities, which is the sanction for not meeting the requirement. They will be asked to change their attire.

11.8 Conditions for Administrative Sanction

Administrative sanction from the University is imposed to any student, if the following occur:

- a) Failure to pay the tuition fees.
- b) Inability to fulfill administration requirement.
- c) Illegal possession of SGU equipment, books, software, etc.
- d) Misuse of SGU facilities and infrastructure.
- e) Threats and harassment
Threats and harassment is referred to as any attempt to intimidate and/or threaten fellow students and faculty/staff members of the SGU in any political, religious, sexual, racial or other modalities.
- f) Disturbing work
Disturbing work prevails if a student behaves in a way that seriously disturbs the work of fellow students, academic staff or the general activities of the University. The Examination Steering Committee has the authority to expel the student.
- g) Exclusion by a company during internship
If a company excludes a student during internship for disciplinary reasons, the student will also be excluded from SGU.

11.9 Sanction

There are several types of sanction that may be given to students:

- a. Warning/reprimand (in written form)
- b. Disciplinary probation
- c. Suspension
- d. Expulsion

11.9.1 Issuance of Official Sanction Letter

- a. Warning letter is issued by the Head of Department.
- b. Probationary letter is issued by the Dean.

- c. Suspension letter is issued by the Vice Rector for Academic Affairs.
- d. Expulsion letter is issued by the Rector.

11.9.2 Content of the Sanction Letter

The contents of an Exclusion Letter are comprised of the type of administrative or academic offense, when and why it occurs, type of sanction and its validity.

The students will be notified immediately in writing of any decision of incriminatory nature made by Examination Steering Committee against students. The reasons for such decisions must also be transparent to the students, and they must be advised of any administrative and/or legal solutions available to them.

CHAPTER 12 IMPLEMENTATION, REVISION AND INTERPRETATION

12.1 Implementation and Revision

These regulations are applied to all members of SGU academic community and reviewed periodically by the Examination Steering Committee and legalized by the Rector.

12.2 Interpretation

The final interpretation of these regulations is made by the Examination Steering Committee.

The latest version of Study and Examination Regulations for
Bachelor's Degree is available on SGU Website
www.sgu.ac.id

ANNEX 1: SCORES

Grade	Point	Score
A	4.0	90 – 100
B	3.9	88 – 89
	3.8	87
	3.7	85 – 86
	3.6	84
	3.5	82 – 83
	3.4	81
	3.3	79 – 80
	3.2	78
	3.1	76 – 77
	3.0	75
C	2.9	73 – 74
	2.8	72
	2.7	70 – 71
	2.6	69
	2.5	67 – 68
	2.4	66
	2.3	64 – 65
	2.2	63
	2.1	61 – 62
	2.0	60
D	1.9	59
	1.8	58
	1.7	57
	1.6	56
	1.5	55
	1.4	54
	1.3	53
	1.2	52
	1.1	51
	1.0	50
F	0	0-49

Annex 2: Guidelines on German Proficiency Assessment

These guidelines are established in referral to the Study and Examination regulation Chapter 8, article 8.7.2.b. "For internship in Germany or Switzerland, students must pass the SGU German oral assessment. SGU will provide a guideline regarding German oral assessment."

These guidelines replace the Info Nr. I/1032/ExO/VII/2009 dated July 3, 2009 and Regulations Nr. R/0896/ExO/VI/2011 dated June 8, 2011.

1. General Requirements

- 1.1 Students who wish to do their second internship with a dual degree program must:
 - a. Attend at least 75% of German lessons in semesters 1, 2 and 4.
 - b. Get at least a grade 'D' as the final score of German (semester quizzes and oral assessment) for semester 4. The German final and repetition exam in semester 4 are conducted as oral assessment and oral repetition assessment, respectively.
 - c. If students do not attend at least 75% of German lessons in semesters 1, 2 or 4, they cannot join the final or repetition exam of the respective semester and are not eligible to join German extracurricular in the following semester, therefore cannot do their second internship with a dual degree program.
 - 1.2 The exceptions to 1.1 above are:
 - a. German native speaking students, with the statement letter from the respective students, subject to SGU approval.
 - b. Students who have studied German or lived in Germany before they came to SGU and can produce a proof of competency (minimum equivalent to A1-2) from Goethe or comparable institution, with a grade of 'satisfactory' or the equivalent. The proof must be given to the coordinator of German and the university's decision on its acceptability is final.
 - c. Students who do not attend at least 75% of German lessons in semesters 1, 2 or 4, but can produce a proof of competency from Goethe or a comparable institution (A1-2) with a grade of 'satisfactory' or the equivalent are eligible to join the German oral assessment at the end of semester 4.
 - 1.3 Those students mentioned in 1.2 b and c above still have to pass the German oral assessment at the end of semester 4 in order to be eligible to do their second internship with a dual degree program. This does not apply to 1.2.a above.
 - 1.4 Students who join SGU after semester 1 will be dealt with on a case by case basis.
 - 1.5 Fail status in German extracurricular will not affect a student's promotion status to the following semester.
 - 1.6 There is no appeal against the regulations above.
- ### 2. Oral Assessment and Oral Repetition Assessment
- 2.1 The schedule for the oral assessment and other related matters will be arranged by the General Subjects Department.
 - 2.2 Students who do not pass oral assessment can join oral repetition assessment. Students must register for the repetition examination, for which the regular fee applies.
- ### 3. Implementation and Transition
- 3.1 These guidelines apply to students of batch 2013/2014 onwards.
 - 3.2 Article 1.1.b. applies to the students of batch 2011/2012 and batch 2012/2013.

ABBREVIATION AND GLOSSARY

BAN-PT	Badan Akreditasi Negara-Perguruan Tinggi referring to UU No. 2/1989 and PP No. 6/1999 regarding the Indonesian educational system, it is the highest accrediting body for higher learning in Indonesia
BSD	Bumi Serpong Damai
ECTS	European Credit Transfer and Accumulation System
ESC	Examination Steering Committee
EXO	Examination Office
GP	Grade Points
GPA	Grade Point Average
KITAS	Kartu Izin Tinggal Sementara or permit for limited stay in Indonesian, which can be applied by foreigners living/ working in Indonesia, including those of their relatives
OFSE	Oral Final Study Examination
S-1	Strata-1
SGU	Swiss German University
SKS	Satuan Kredit Semester
Academic calendar	Refers to a planned schedule of activities that drives the day-to-day academic and business process in SGU. It contains the exact plans for enrollment, class schedules, tuition refunds (if any), examination, thesis defense, and break between semesters.
Academic transcript	Official list of all courses taken by students, including those of their earned grades and thesis successfully defended as partial academic requirement according to semester in the degree program.
Academic year	Period of two academic semester, consist of consecutive odd and even semester
Changed Course Form (CCF)	Modified subject list of planned study for the following semester to be taken by a student
Double degree	The awarding of two degrees at the same academic level within the same period of time, from SGU and from partner University
Double Degree Program	Program where students will be awarded "Sarjana" (S-1) degree from SGU and a "Bachelor" degree from Partner University abroad upon graduation
Elective subject	A subject mandatory to be taken, but students can choose from options of subjects offered in the respective semester

Exclusion	Decision made by SGU to discipline students in the form of giving them disciplinary probation, suspension, and expulsion from the institution due to dishonest acts they have committed
Expulsion	Act of expelling students from SGU as they have been proven violating SGU regulation. Expulsion is the highest level of punitive sanction in exclusion.
Final Examination	Structured study evaluation of a lectured subject conducted at the end of the semester.
Fixed Course Form (FCF)	Study plan of the student in one semester. Students cannot change subjects listed on FCF and will be calculated for their semester GPA.
Force majeure	Refers to a common clause that exempt all parties involved from any liabilities incurring from an unavoidable circumstances beyond everybody's control, i.e. war/riots, earthquake, flood, other natural disasters
Intellectual property	The recognized exclusive right for the creation of published materials, product design, methods, etc. In the educational field, copy right is an example of an intellectual property
Internship	The process of exposing SGU students in the practical exposure of the related field of study; i.e. in the case of S1 study internship takes place in Germany in the 6th semester
Leave Semester	Semester period where an active student temporarily discontinues his/her academic and non-academic activities
Make-up Examination	Final examination conducted outside the previously determined schedule and is in an equivalent form to the Final Examination
Matriculation	It refers to the additional academic requirements that serve as a pre-requisite knowledge for students before they can enroll in the proper courses of the curriculum
Plagiarism	The writing of others' ideas, concepts, theories, methods, and sentences without proper authorization and recognition, or paraphrasing sentences without putting the proper sources
Planned Course Form (PCF)	Subjects list of planned study for the following semester to be taken by a student
Re-registration	An administrative process by the students to authorize their academic and non-academic activity in SGU

Re-take subject	Subject that is repeated by students to improve their final score. It has to be included in student Fixed Course Form
Single Degree Program	Program where students will be awarded "Sarjana" (S-1) degree solely from SGU upon graduation
Students	Registered Bachelor's degree students
Suspension	Act of removing students violating SGU regulation from the classrooms or any other curricular activities for a relatively short period of time, usually less than a term, but still allowing them to meet all curricular requirements. Suspension is a higher-level punitive sanction above that of a disciplinary probation in exclusion
Transfer student	Student of Bachelor's Program from other accredited University that enrolled to SGU after fulfilling pre-determined requirements, or registered SGU student transferring from one study program to another study program within SGU