
Regulations

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Study and Examination Regulations for Bachelor's Degrees

Preamble

Swiss German University is a legally recognized private university in Indonesia. The four year bachelor's degree program in Swiss German University consists of six academic semesters and two internship semesters.

Applicants have to pass an entrance test. During each academic semester there will be quizzes and a final examination for each subject.

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

Qualified students will get an Indonesian degree (S1) and have the opportunity of receiving a foreign degree (double degree).

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

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CHAPTER 1 SCOPE AND PURPOSE AND LEGALITY

1.1 Scope and Purpose

These regulations apply to all bachelors' programs 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 statutes of the "Swiss German University-Asia" foundation. Cooperation agreements with partner universities and the Bologna Declaration 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 Right generated from research funded by SGU and theses belong to SGU.

1.3.5 Liability

SGU is not liable for any failure to perform all of its obligations (e.g. companies during internship or partner universities) 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), the German Accreditation Body, and ISO 9001:2000 standards. The references to the ISO Quality manual are given in brackets [e.g. QP 9.1.1].

1.5 Language of Instruction

The language of instruction is English. There is a mandatory "Indonesian Language and Culture" course. Bahasa Indonesia may be used in some selected subjects, if necessary (e.g. Law, Communication and Public Relations).

1.6 Fees and Charges

Hereinafter fees and charges will be referred to the Fees and Charges Regulations issued separately by SGU Finance Department and accessible through SGU website www.sgu.ac.id

CHAPTER 2 COMMITTEES

2.1 Enrolment Committee

2.1.1 Members

Pro-Rector non academic affairs (chairperson)
Deans

2.1.2 Responsibilities

- Entrance requirements
- Final decision on the acceptance of new students
- Providing the framework for the orientation week

2.2 Examination Steering Committee (ESC)

2.2.1 Members

Rector (chairperson)
Head of the Examination Office (protocol)
Pro-Rectors
Deans (involved in bachelor's courses)

2.2.2 Responsibilities

- Semester qualification
- The Oral Final Study Examination (OFSE)
- The thesis work
- The defense of the bachelor's theses
- Appointment of examiners, observers and thesis advisors
- Dealing with appeals

2.2.3 Code of Conduct

- Each member of the ESC has the right to take a part in the examinations.
- Members of the ESC are required to maintain strict confidentiality.

2.2.4 Daily Operations

The members of the ESC may delegate daily operations and final decisions regarding the appointment of examiners, observers and thesis advisors to the chairperson.

CHAPTER 3 INTRODUCTION

3.1 Faculties and Departments

		Faculty	Department
1	1	Engineering	Mechatronics Engineering
	2		Business Engineering (Industrial Engineering)
2	1	Information Technology	Information and Communication Technology (ICT)
	2		Information System
3	1	Business	Business Administration
	2		Business Administration with Business Languages
	3		Business Administration for Hotel and Tourism Management
	4		Accounting
4	1	Life Sciences	Pharmaceutical Engineering
	2		Food Technology
	3		Biomedical Engineering
5	1	Law	Law
6	1	Social Sciences	Communication and Public Relations

(Subject to change and will be updated accordingly)

3.2 Faculty Specifics

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

3.3 Organization of Study

3.3.1 Course of Study

The course of study is normally four years (eight semesters), consisting of six academic semesters and two internship semesters which are an integral part of the study.

3.3.2 The Academic Year/Semester

An academic year consists of two semesters. Each academic semester consists of a maximum of 18 weeks. During the internship the duration of the semester will be different, based on local conditions.

3.3.3 Lessons

The duration of a lesson is 50 minutes. The daily timetable is:

1	07.00 – 07.50
2	08.00 – 08.50
3	09.00 – 09.50
4	10.00 – 10.50
5	11.00 – 11.50
6	12.00 – 12.50
7	13.00 – 13.50
8	14.00 – 14.50
9	15.00 – 15.50
10	16.00 – 16.50
11	17.00 – 17.50
12	18.00 – 18.50

The timetable will take account of the praying times.

3.3.4 Credits

The bachelor's study consists of 144 - 160 Satuan Kredit Semester (SKS or Semester Credit Unit; equivalent to 210 ECTS/European Credit Transfer System).

3.3.5 Make Up Lesson(s)

- A make up 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 Academic Services Centre. The Academic Services Centre has to finalize the rearranged timetable.

3.4 Examinations

There are three main examinations:

3.4.1 Final Examinations

Final Examinations take place at the end of every academic semester (semester 1, 2, 4, 5, 7 and 8).

3.4.2 Oral Final Study Examination (OFSE)

The Oral Final Study Examination (OFSE) takes place during the break between semesters 7 and 8.

3.4.3 Thesis and the Thesis Defense

The thesis and the thesis defense will take place after the successful completion of the OFSE during the 8th semester.

3.5 Degrees/Certificate

SGU provides an Indonesian Degree Sarjana 1 (S-1).

Students who meet the necessary requirements can obtain a foreign degree.

Where the study program is in the process of foreign accreditation, SGU will provide a temporary certificate.

CHAPTER 4 SCHOLARSHIPS

Scholarships are based upon the performance of students and are provided by SGU on a **voluntary** basis. The Examination Steering Committee will not accept any claims regarding the given scholarships. The criteria below are subject to change. The Examination Steering Committee will hold a meeting prior to the announcement of scholarship holders for each semester. The decision of the Examination Steering Committee is final.

The following is scholarship arrangement for intake before 2007.

4.1 Eligibility

- Scholarships are provided for SGU students in the 2nd, 4th and 5th semester based on the result of the previous academic semester.
- Scholarships in the 7th and 8th semester, will be based on external evaluation if any (e.g. German Industrial Scholarship Program – GIS).
- There will be no scholarships for semester 1 and the internship in semester 3 and 6.
- Scholarships are given to the student with highest semester Grade Point from each class of a minimum of 10 students.
- The decision from the Examination Steering Committee regarding scholarship holders is final.

4.2 Selection Criteria for SGU Students (average grade)

Scholarship holders with:

- Grade "A" will get a 100% scholarship
- Grade "B" will get a 50% scholarship
- If students have the same grade, the attendance in classes and attitude will be the selection criteria. If there is still no difference, the scholarship will be divided between the number of eligible students.

4.3 Exclusion from Scholarships

- Students who take a repetition test are excluded from a scholarship.
- Double scholarships are not allowed.

CHAPTER 5 ENROLMENT PROCESS

5.1 Committee

The Enrollment Committee is responsible for the enrolment process.

5.2 Application

5.2.1 Senior High School

Graduates from recognized senior high schools in Indonesia or from equivalent institutions abroad recognized by the Indonesian Government may apply. Students who wish to enrol for Bachelor's Programs more than three years after the issuance of the regular high school certificate required for university entrance should follow an extension program.

5.2.2 Application Form

See SGU website

5.2.3 Name of the Student

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

5.2.4 Entrance Test/Result

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

5.3 Transfer Students

5.3.1 Application Form

See SGU website

5.3.2 Students from other Universities

Transfer students from other universities can enter up to the 4th Semester.

5.3.3 Document Check

All relevant legalised documents from students applying to SGU from other universities have to be submitted. The Enrolment Committee will check the legality of the documents.

5.4 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.

5.5 Cancellation of Enrolment and Reimbursement

5.5.1 Cancellation Letter with Evidence

Accepted students may cancel their enrolment at SGU based upon the duly signed agreement letter.

5.5.2 Reimbursement

Reimbursement is arranged in an agreement letter provided by SGU.

5.6 Exclusion from Acceptance

5.6.1 Special Requirements

Faculties may ask for special requirements from the candidates. Foreign and/or transfer students might need to fulfill certain requirements such as a proper student visa and a reference letter from a previous university as determined by the Examination Steering Committee.

5.6.2 Illegal Drugs, Criminals

Applicants involved in any illegal drug consumption and criminals will not be accepted as students at SGU.

CHAPTER 6 CREDITS AND ACADEMIC SCORING

6.1 Points and Credits System

6.1.1 Points System

A points system based on a 100 points scale is applied. The distribution of the 100 scale points system to the letter grade is explained in Annex 2.

6.1.2 Credits Based System

A credits system based on Indonesian–SKS and European–ECTS calculation is applied.

6.1.3 Courses Grading Reference Table

The grading system of SGU uses letters (A, B, C, D, F), 100 scale points (1 - 100), 4 scale points for Indonesia (4-0) and 5 scale points for Germany (1-5). 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 2).

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

6.1.4 Rounding up

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

6.1.5 Official List of Students

Documentation for scores will be provided by SGU.

6.2 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.

6.2.1 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:

$$\text{GPA} = \frac{\Sigma (C \times GP)}{\Sigma C}$$

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

GP = the grade point of each course

6.2.2 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 and not included in the course credit.

GP is the best grade of each course.

6.2.3 Academic distinction

Students with a GPA between 3.5 to 3.9 will be awarded "cum laude"

Students with a GPA of 4.0 will be awarded "magna cum laude"

CHAPTER 7 SEMESTER EXAMINATIONS AND SEMESTER RESULTS

7.1 Attendance in Classes

7.1.1 Attendance at Regular Classes

Minimum attendance of mandatory and extracurricular subjects is 75%. Overall class absences for any mandatory subject in a semester of more than 25% will lead to FAIL status. The 25% includes sickness and other absences, unless a doctor's certificate is submitted within 48 hours. Students are still required to inform SGU on the first day of illness.

In special cases, the situation has to be relayed in writing (letter, fax or email) to the respective deans to be reported to the Examination Steering Committee immediately.

Students whose attendance is less than 75% at the mid-semester qualification point will get a written warning along with their report.

Students who have the FAIL status because of attendance cannot join the final examinations.

7.1.2 Attendance for Thesis Work

The mandatory attendance for the thesis work is at least 8 hours per week (8 SKS).

7.2 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 (50 minutes).

7.3 Semester Qualification

The semester qualification consists of:

- 40% Quizzes and
- 60% Final Examination

7.3.1 Quizzes

During classes, there are oral and/or written quizzes. If students are absent from a quiz, they may be given 0 points for that quiz. Based on the "competency based curriculum", one quiz is reserved for a score for the student's activity and contribution in the classes during the semester.

7.3.2 Final Examinations Eligibility

Students with at least 75% attendance in each subject and who have fulfilled all administrative requirements are eligible for the final examinations.

7.3.3 Repetition of the Final Examination

7.3.3.1 Eligibility

- Students who get a "B" or a "C" in a particular subject may do a repetition examination
- Students with one or more grade 'D' and/or 'F' must take the repetition examination in the respective semester, otherwise no chance may be given to repeat the final exam for the respective subjects in the following semesters. This may result in too many Ds and low GPA.
- Students who were absent during the first final examinations can join the repetition examination

7.3.3.2 Ineligibility

Students who get an 'F' because of cheating in an examination are ineligible to do the repetition examinations.

7.3.4 Oral Examination after the Repetition Examination

Students who still get an 'F' or whose semester GPA is still below 2.00 after the Repetition Examination will be given an opportunity to go through an oral examination of the respective fail subject(s). If they pass, they can continue to the higher semester. If they fail, the current regulations apply, that the students have to repeat the semester (all subjects). The detailed guidelines regarding the implementation of the oral examination will be announced in a separate policy.

7.3.5 Absence from the Final Examinations

Absence from the final examinations leads to a fail grade for that examination.

7.3.6 Final Scoring

The higher grade of the first final examination, the repetition examination and the oral examination will be the basis for the final grade.

7.3.7 Pass

- PASS Status is given if students complete all courses in the semester, with grades of A, B, C and their semester Grade Point Average (GPA) is not less than 2.0.
- The cumulative GPA of semester one and semester two has to be higher than or equal to 2.0.

7.3.8 Temporary

TEMPORARY Status is **only given to the first semester students** who:

- Complete their semester without a grade "F" but with a Grade Point Average (GPA) between 1.6 and 2.0 ($1.6 < \text{GPA} < 2.0$).
- Complete their semester with one grade "F" and with a Grade Point Average (GPA) which is not less than 2.0.

7.3.9 Fail

7.3.9.1 Academic FAIL Status:

- After semester one, if a student gets one or more "F".
- if the cumulative GPA of a student for semester one and semester two is less than 2.0.

7.3.9.2 Disciplinary FAIL Status:

- Cheating during an examination
- Absence of more than 25% in any course in the semester.

Students are not entitled to continue their studies in the next semester

7.4 Repetition of the Semester

Students who fail in a semester have the option to repeat the semester. They must repeat and attend all subjects except subjects where they have already got "A" or "B". Students may choose to repeat the subjects where they have already got "B" and if they do, they must attend the lessons. The best score in a subject from the original and repeat semester will be taken as the score for the final transcript.

7.5 Semester One and Two in a Faculty May be Repeated Once Only.

7.6 Number of FAIL Statuses

During the whole period of study in one faculty, FAIL status during the semester (semester three and above) can be accepted only twice. A third FAIL status will automatically lead to the exclusion of the students from the respective faculty in SGU. In this regard, the respective student must not exceed the limit of the study period which is seven years for Bachelor's Degree.

7.7 Changes in Curriculum and Programs during a Repetition Semester

The students must accept that there may be changes in the program of study during a repetition semester.

7.8 Change of Faculty

7.8.1 Change of Faculty during the First Semester

A change of faculty during the first semester can be applied for in writing to the Academic Services Centre before the date published in the academic calendar.

7.8.2 Change of Faculty after the First Semester

A change of faculty after the first semester can be applied for in writing to the Academic Services Centre in order to get approval or rejection from the desired faculty.

7.8.3 Tuition fee

The tuition fee for the repetition semester(s) at SGU will be 50%.

7.9 Transcript of the Semester Report

- The mid-semester qualification report based on quizzes and attendance report
- The semester report

7.10 Administrative Error and Appeals against Semester Grade

7.10.1 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 the Examination Office.

7.10.2 Ten Working Days Deadline

An appeal for a change of grade has to be submitted within 10 working days of the publication (e.g. on the SGU website) of the examination results by SGU. The students have to provide proper evidence for the appeal.

7.10.3 Fee for an Appeal

Students have to pay a fee prior to handing over the appeal (see details in annex 3 Fees & Charges). If the appeal is in favour of the students, the fee will be reimbursed to the students. For an administrative error there is no fee.

7.10.4 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
Campus German Centre
Bumi Serpong Damai 15321

7.11 Other Statuses of Students

7.11.1 Audit Status

Students who fail a semester may repeat the respective semester in the following year. The students may have Audit Status for the semester previous to the one they failed or for the semester after the one they failed. Audit students in the lower semester may take examinations. Audit students in the higher semester may not take examinations. Audit students must follow all regulations regarding attendance just like other students. If the Audit Status is in the internship semester, SGU may provide project work.

7.11.2 Inactive Status (Students on Leave)

Students who wish to take leave from academic activities must apply in writing to the Academic Services Centre before the semester starts. Such students are given Inactive Status for a maximum of two years. When returning from their leave, students must re-register at SGU.

CHAPTER 8 INTERNSHIP

8.1 Office for Internship

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

8.2 Two Mandatory Internships

The internships in the 3rd and 6th semester 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.

8.2.1 Internship during the 3rd Semester

The internship during the 3rd semester normally takes place in Indonesia.

8.2.2 Internship during the 6th Semester

The internship during the 6th semester can be either in Indonesia or abroad.

8.3 Requirements for 6th Semester Internship

8.3.1 Semester Results for Internship Abroad

The average of semester results for the fourth semester is equal to or higher than C and the semester GPA must not less than 2.00.

Students who do not pass the fifth semester may continue their sixth semester internship upon approval by the Examination Steering Committee. Their sixth semester, however, will not be regarded as "Pass" until they repeat and pass the fifth semester.

8.3.2 Language of the Respective Country

Students must prove proficiency in the language of the respective country. Students have to pass the SGU language test with a score not less than C.

8.3.3 Pass an Assessment in the Fifth Semester

- a) A psychometric test in behaviour and personality will be conducted.
- b) Students' behaviour at SGU will be taken into account for the assessment.

8.4 Decision

- a) The Examination Steering Committee makes the decision.
- b) Students can make an enquiry about the result of the assessment in writing to the Examination Steering Committee.

8.5 Student Responsibility

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

8.6 Approval by SGU

Internship places must be approved by SGU. There must be no family relationship (ownership by parents) between students and the company.

8.7 Results for the Internship Semester

Results for the internship semesters are graded in the same way as for the academic semesters.

8.8 Company Policies

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

8.9 Termination of Internship by the Company

A termination of the internship by the company for disciplinary reasons will lead to the exclusion of the student from SGU.

8.10 Guideline

SGU will provide a guideline for the internship program.

CHAPTER 9 ORAL FINAL STUDY EXAMINATION (OFSE)

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

9.1 Eligibility

Students must have a cumulative GPA of not less than 2.0, must pass the 7th semester and must fulfil their administrative obligations to SGU.

9.2 Examiner/Observer

The OFSE requires the presence of an examiner and an observer.

9.2.1 Appointment

The Examination Steering Committee appoints the examiners and the observers.

9.2.2 Responsibility

The examiner and observer are responsible for organizing and recording the OFSE accordingly.

9.3 Subjects and Contents to be Tested

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

9.4 Duration

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

9.5 Evaluation Sheet

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

9.6 Results of OFSE

9.6.1 Pass

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

9.6.2 Fail

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

9.7 Weighting of OFSE

The weighting of OFSE is 1/3 of the final grade given based on the points system and is counted in the final grade based on the credits system.

9.8 Repetition of OFSE**9.8.1 First Repetition**

- a) Students with the FAIL status in the OFSE have to repeat all subjects taken in the previous OFSE.
- b) An OFSE repetition can be done during the following semester.
- c) The result of the first repetition of OFSE will be used after the first repetition of OFSE is completed.

9.8.2 Second Repetition

- a) Students who fail in the first OFSE repetition must, in the following two semesters, join classes in the respective five subjects.
- b) The better score of each subject will be counted.
- c) The tuition fee applied will be the one for an ordinary semester.
- d) A third failure of OFSE will lead to exclusion from SGU.
- e) A certificate will be issued for the successful semesters studied at SGU.

9.9 Late Arrival and Absence

Students who are late or do not attend OFSE for any reason fail the OFSE.

9.10 Transcript

A transcript, signed by the chairman of the Examination Steering Committee, will be issued for the Oral Final Study Examination (OFSE)

9.11 Appeals

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

9.11.1 Change in Grade

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

9.11.2 Appeal Initiated by the Student

A written appeal for a change of grade must be initiated by students and must first be discussed with their dean of faculty.

9.11.3 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).

9.11.4 Evidence

The students have to provide proper evidence for the appeal.

9.11.5 Fee for an Appeal

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

9.11.6 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
Campus German Centre
Bumi Serpong Damai 15321

CHAPTER 10 THESIS

10.1 General

Every student 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.

10.2 Eligibility

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

10.3 Individual Work

The thesis is an individual work unless the Examination Steering Committee approves it as a group work.

10.4 Duration of the Thesis Work

The thesis work is for one semester, during semester eight.

10.5 Presence of the Student

The mandatory attendance of the students at the Campus for thesis work is a minimum of 8 (eight) hours per week (8 SKS).

10.6 Schedule of the Thesis Work

The student prepares the schedule of the thesis work at the beginning. The schedule has to be approved by the advisor.

10.7 Thesis Advisory

10.7.1 Qualification

Thesis advisors are normally full time or semi permanent lecturers at SGU with at least a master's degree. The Examination Steering Committee may appoint external thesis advisors with the respective academic and/or practical qualification. Where necessary, the Examination Steering Committee will arrange that a student with an external thesis advisor will have an internal thesis co-advisor.

10.7.2 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.

10.8 Thesis Topics

At the end of the 7th Semester, the Examination Office will publish a list of thesis topics.

10.9 Thesis Proposal

10.9.1 Application

The thesis proposal application must be delivered to the ESC on the date stated in the academic calendar.

10.9.2 Late Delivery

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

10.9.3 Evaluation

The Examination Steering Committee will evaluate the thesis proposal.

- 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.

10.10 Final Submission of Thesis Work

10.10.1 Submission

- a) Before thesis defense
Before the thesis defense, students must submit four copies of the thesis in softcover and the thesis logsheet at the date and time announced in the academic calendar.
- 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.

10.10.2 Late Submission

- a) Before thesis defense
Late submission of the thesis work leads to the delay of the thesis defense and graduation for the respective student.
- b) After thesis defense
Late submission of the revised thesis work will result in a delay for the graduation. The respective student may not join the graduation and will not receive any graduation documents until all obligations are fulfilled.

10.10.3 Evaluation of the Thesis Work

An evaluation of the thesis work is made by the thesis advisor and the thesis observer. They then submit a report with grades and comments to the Examination Steering Committee.

10.11 Rejection of Thesis Work

- a) During the thesis work, the thesis work can be rejected by the Examination Steering Committee and/or the advisor.
- 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 fulfill administrative requirements (e.g. regular meetings with the advisor).
- 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 Steering Committee.
- d) Students will be informed by the Examination Steering Committee.

10.12 Thesis Defense

10.12.1 Eligible

Students are eligible to defend the thesis, if the thesis is accepted by the Examination Steering Committee, based on the reports of the thesis advisor and observer.

10.12.2 Duration

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

10.12.3 Timetable

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

10.12.4 Late Arrival and Absence from the Thesis Defense

- a) Students who are late or absent from the thesis defense have to do the defense during the following semester.
- b) Students have to register as a regular student in the next semester. The respective tuition fee will be applied.

10.13 Examining Panel at the Thesis Defense

The Examining Panel at the thesis defence consists of:

- Thesis advisor and co-advisor
- Member(s) of Examination Steering Committee
- Dean/Coordinator of the respective faculty
- Observer(s)

Questions may be raised by any member of the Examining Panel.

10.14 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.

10.15 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%)

10.16 Qualification of the Thesis Defense

10.16.1 Accepted

A score between 50 – 100 points is provided.

10.16.2 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 will lead to exclusion.
- d) Students have to register as a regular student in the next semester. A certain fee will be applied.

10.17 Postponement of the Thesis

- a) Students may request a postponement of the thesis in writing a minimum of 6 weeks before the thesis submission.
- b) Students have to register as a regular student in the next semester. A certain fee will be applied.

10.18 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.

CHAPTER 11 FINAL GRADE AND AWARD

SGU provides two kinds of final grades:

11.1 Final Grade

11.1.1 First Final Grade

The first final grade is a number in a range of 0 – 100 and it is based on a points system with weighting in brackets as follows:

The Semester Results (1/3)

Oral Final Study Examination (1/3)

Thesis Work and Defense of Thesis (1/3)

11.1.2 Second Final Grade

The second final grade is a cumulative GPA in a range of 2.0 – 4.0 based on the credits system.

11.2 Award of Degree

After meeting all academic and administrative requirements, students will be awarded an academic degree (S-1 and/or a bachelor's). The academic certificate of SGU is signed by the Rector and carries the university seal and will be presented during the graduation ceremony.

CHAPTER 12 UNACCEPTABLE CONDUCT AND ADMINISTRATIVE EXCLUSION

12.1 Dishonesty and/or Disciplinary Reasons

12.1.1 False Documents

SGU has the right to exclude students presenting fake documents (e.g. from former institutions) or providing false information.

12.1.2 Plagiarism

Students are expected to be honest and forthright in their academic endeavours. To falsify the results of one's work and research, to plagiarise the words or ideas of others, to cheat in an examination, or to allow another to commit an act of academic dishonesty corrupts the essential process by which knowledge is advanced. Students may be excluded from SGU for plagiarism. If plagiarism is revealed after the awarding of the degree, the university has the right to revoke the awarded degree.

12.1.3 Cheating during Examinations

Any students discovered cheating during an examination will receive a FINAL GRADE of 'F' (Fail) for the total semester results and will have to repeat the respective semester.

12.2 Bad Conduct

12.2.1 Exclusion from Classes and Examinations

Students who disrupt the orderly conduct of the class and/ or an exam can be excluded from taking any further part in the class and/or exam.

12.2.2 Incrimination

Where the Examination Steering Committee makes decisions of an incriminatory nature against students, these are to be notified immediately to the students in writing. The reasons for such decisions must also be given, and the students must be advised of any legal redress available to them.

12.3 Invalidity and Revocation

12.3.1 Invalidity of Examination Results

The Examination Steering Committee may amend the grades of any subject result if it is found that the examination is invalid.

12.3.2 Revocation of Examination Results and or the Degree

SGU has the right to revoke any documents if dishonesty is revealed after the awarding of the examination documents or issuing of the degree. Revocation of examination results can be made during the subsequent 5 years and for the degree during the subsequent 10 years after graduation.

12.4 Alcohol, Smoking and Drugs

12.4.1 Alcohol

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

12.4.2 Smoking

Any kind of smoking is prohibited at all times at the SGU campus.

12.4.3 Drugs

The taking of any drugs inside and outside of the campus is prohibited and leads to exclusion. Medical doctors will conduct random tests.

12.5 Cellular Phones and Food

The use of cellular phones and the consumption of food and beverages during classes are prohibited.

12.6 Dress

Students should be dressed appropriately on the SGU Campus.

12.7 Administrative Exclusion from the University

a) Failure to Pay the Tuition Fees.

b) Dishonesty and/or Disciplinary Reasons

c) Illegal Possession of SGU Equipment, Books, Software etc.

d) Misuse of SGU Facilities and Infrastructure.

e) Threats and Harassment

Attempts to intimidate and/or threaten students and members of the staff of SGU in political, religious, sexual, racial or other matters.

f) Disturbing Work

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 exmatriculate 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.

12.8 The Exclusion Letters are Issued by the Rector

CHAPTER 13 IMPLEMENTATION, REVISION AND INTERPRETATION

13.1 Implementation and Revision

These regulations are implemented and revised by the Rector and become effective from the day of publication.

13.2 Interpretation

The final interpretation of these regulations is made by the Rector.

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

ANNEX: 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