



# STUDENT HANDBOOK

**BACHELOR'S DEGREE STUDENTS  
ACADEMIC YEAR 2020/2021**

# **STUDY GUIDELINES AND REGULATIONS**

## **BACHELOR'S DEGREE STUDENTS**

### **ACADEMIC YEAR 2020/2021**

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## STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

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Dear Cherished Students,



I am proud to welcome you all to your new family, your second home for the next 4 years, Swiss German University (SGU). I would like to express my gratitude for trusting SGU to be the path of your Journey to Excellence! I believe that SGU can provide you with priceless experience, knowledge, and skills that will benefit you in the future.

SGU holds a firm moral and academic commitment towards your future. We believe that during your journey at SGU, you will discover SGU's values (integrity, professionalism, discipline, innovation, excellence, loyalty, and social care) to be beneficial in shaping your character and designing your future career and goals.

2020 is a special year for people around the world which makes you a special generation. The pandemic has forced us to adapt with uncomfortable situation. We must change almost every aspect of our life and embrace new way of life. This might be scary to some of you but I personally encourage you to be an optimistic young person as you will shape the future of this country and also make your parents proud along the way.

Considering our current situation, we make a special theme for the book this year, that is "Strength in Unity". We are putting our utmost effort to enrich your creativity and enhance your critical thinking to enable you to embrace new ideas and values so that you are ready to face today's challenges and competitive world in digital era.

Through SGU's orientation program, we hope that you will learn to exhibit the values and putting into actions with your fellow classmates, seniors, and lecturers. Most importantly, in the next four years, you will feel a strong sense of belonging in SGU and its people who will be your future life coaches and extended family.

Even though you will not be able to interact with your friends and lecturers physically, but I do hope that you can still discover the many ways to make your journey here become the most rewarding one.

All of us welcome you with great pride and excitement, your decision to trust us as an institution to help you build your promising success will be a fruitful one. Be excited about this new endeavor! And let SGU be on the side lines to encourage, cheer and support you reach your goals and dreams.

Together we are strong!

Dr. rer.-nat. Filiana Santoso  
Rector Swiss German University

First of all, welcome to Swiss German University. We wish you success in your studies. The following is some important information:

**1. Study guidelines and Examination regulations**

To give you the information of the study and examination, please study the regulations carefully. See the detail in Appendix 1.

**2. Academic Code of Ethics**

To give you the information of the Academic Code of Ethics, please study the regulations carefully. See the detail in Appendix 2

**3. Facility information**

To help you locate where you are and find classroom locations, please study the SGU Facility Information carefully. See the detail in Appendix 3.

**4. Management structure**

To help you to communicate to your department or other departments, see the details in Appendix 4.

**5. Accommodation Information**

Information about accommodation can be found in Appendix 5.

**6. Parking**

The parking lot Subscription/registration can be found in Appendix 7.

**7. Library**

The Library is open from Monday to Friday, 08:00 – 17:00 and Saturday, 09:00 – 14:00.

**8. Sport & Art**

SGU has partnered with The Springs Club, Jl. Springs Boulevard Blok C No. 1, Gading Serpong, Tangerang

**9. Email account and Internet connection**

Each student will receive an email account with an SGU domain. Students can connect to the internet any time at the SGU campus using wireless technology. Your username and password will be prepared by the Information Systems Services Department.

**10. Student activities / extra-curricular**

Besides sport activities, students can also join the SGU Choir, Classical Guitar group, Traditional Dance, Angklung, Photography and Mandarin lessons. The Student Organization accommodates and organizes many activities lead by and for students. Etc.

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## STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

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### CHAPTER 1 SCOPE, PURPOSE AND LEGALITY

#### 1.1 Scope and Purpose

These regulations apply to all students of Bachelor Degree Programs intake year 2019 at SWISS GERMAN UNIVERSITY, hereinafter called SGU. The regulations contain rules about the academic and administrative 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 equally apply to men and women, who are hereinafter referred to as students of Bachelor Degree programs, or students in short.

#### 1.3 Legality

##### 1.3.1 Legal Basis

The regulations are based on the provisions for Higher Education Institutions of the Ministry of Education and Culture of the Republic of Indonesia (Kementerian Pendidikan dan Kebudayaan Republik 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 students are 18 (eighteen) years old, 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 activities funded and/or supervised and/or unsupervised by SGU including but not limited to research, theses, prototype hardware, software, business processes and/or ideas conducted within SGU campus or any other locations for the purpose of conducting SGU activities, shall belong to SGU, unless regulated separately in an official document governing the activity.

##### 1.3.5 Liability

SGU is not liable for any failure to perform any or 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 called Badan Akreditasi Nasional-Perguruan Tinggi (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 administrative processes in SGU.

#### 1.6 Fees and Charges

Fees and Charges Regulations are issued separately by SGU and are accessible through the SGU website ([www.sgu.ac.id](http://www.sgu.ac.id)).

## STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

### 1.7 Examination Steering Committee

The Examination Steering Committee (hereafter called ESC) is a collegial body of standing committee within SGU to assist the Rector in development, review, conduct, and evaluation of Study Guidelines and Regulations, including managing student disciplinary issues.

#### 1.7.1 Members of ESC

Members of the ESC are appointed by Rector's Decree and consist of the following:

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

The Chairperson of ESC reports to the Rector.

#### 1.7.2 Responsibilities of ESC

- Making decisions on appeals related to semester qualification, OFSE and thesis
- Making decisions on student disciplinary issues
- Developing and reviewing the study guidelines and 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 and Communication	Master of Business Administration	- General Business Administration - Business Engineering
	Master of Arts	
	Business Administration	-International Business/Marketing -Banking/Finance
	Hotel and Tourism Management	International Culinary Business
	Accounting	
	Communication & Public Relations	
Faculty of Life	Food Technology	

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Sciences and Technology	Chemical Engineering	- Pharmaceutical Engineering - Sustainable Energy & Environment
	Biomedical Engineering	

### 2.2 Faculty Specifics

Each faculty may have its own special regulations as long as they do not contradict with 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) semesters starting from the first semester, excluded the leave semester described in **Article 4.6 Leave Semester**.

#### 2.3.2 The Academic Year/Semester

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

#### 2.3.3 Semester Credit Units

The Bachelor Degree Program consists of 144 (one hundred and forty-four) Semester Credit Units (SKS/Satuan Kredit Semester), which are equivalent to a minimum of 240 (two hundred and forty) ECTS (European Credit Transfer System). One Semester Credit Unit of a lecture comprises a 50-minutes face-to-face lecture, a 60-minutes structured academic activity, and a 60-minutes independent academic activity per week for each semester. One Semester Credit Unit for a seminar or other similar activity comprises a 100-minutes face-to-face lecture, and a 70-minutes independent academic activity per week for each semester. One Semester Credit Unit for laboratory class, internship, community service, and/or another equivalent activity comprises 170-minutes per week for each semester.

SGU is applying Merdeka Belajar-Kampus Merdeka (academic freedom campus) concept according to Rector's Decree and Government Regulation through: mandatory subjects, elective subjects, internships, and other guided activities, within Study Program, at other Study Program within SGU, and outside SGU campus. The mandatory, elective subjects, and internships activities are determined by Study Program and become the integral part of Curriculum 2020. Credit transfer and credit acknowledgement through other activities according to Merdeka Belajar-Kampus Merdeka scheme is regulated in separate documentation and regulation.

#### 2.3.4 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 according to the applied procedure.

### 2.4 Degree and Certificate

SGU awards an Indonesian degree of Bachelor (Sarjana / Srata 1) upon the completion of the study program. Students who meet the necessary requirements will also be awarded with a Bachelor degree from SGU's partner University. Please refer to Article 4.2 in this book.

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## STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

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### CHAPTER 3 ENROLMENT PROCESS

#### 3.1 Enrollment Committee

##### 3.1.1. Members

- Vice Rector of Non-Academic Affairs
- Director of Communications (Chairperson)
- Head of Admissions Department
- Dean of respective Faculty (only for transfer students)
- Head of respective Study Program (only for transfer students)

##### 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 students who have completed grade 11 with Paket C, or from equivalent institutions abroad recognized by the Indonesian Government may apply. Students who wish to enroll for Bachelor Degree programs should not be older than 22 (twenty-two) years old in the first academic semester.

##### 3.2.2 Name of Student

The student's name stated on the birth certificate will be used on any SGU documentation (graduation certificate, academic transcript etc.) For foreign students, the name stated on his/her passport is used.

##### 3.2.3 Entrance Test Result

Candidates must pass the SGU entrance test. Accepted students will be informed by the Enrollment Committee.

##### 3.2.4 Application Documents

Application documents consist of the following:

- Photocopy of high school official certificate and academic transcript, authenticated by the Principal
- Copy of report for year 10, 11 and 12 of High School, authenticated by the Principal
- Copy of birth certificate
- Copy of ID card (KTP), or passport and KITAS for foreign applicants
- A medical doctor's certificate stating that the student does not suffer from color blindness (for Life Sciences and Technology students only)
- "Surat Keterangan Penyetaraan" of the high school certificate through the Indonesian Ministry of Education and Culture (Kementerian Pendidikan Nasional Direktorat Jenderal Pendidikan Menengah) or Ijazah and Surat Keterangan Hasil Ujian Nasional Paket C (for students graduating from overseas or from an international high school)
- Other documents that are required by the Enrollment Committee

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## STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

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### 3.3 Transfer Students

#### 3.3.1 Definition of Transfer Students

Students of the Bachelor Degree Program from other accredited universities may be enrolled at SGU as transfer students, upon evaluation including interview by the Enrollment Committee. Students already at SGU may transfer from one Bachelor Degree Study Program to another Bachelor Degree Study Program, as transfer students.

#### 3.3.2 Documents of Transfer Students

All relevant certified documents including, but not limited to, a reference letter from the previous university have to be submitted after being authenticated. Regulations for transfer students from within SGU or another university will be determined separately.

### 3.4 Newly Registered Students

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

### 3.5 Cancellation of Enrollment and Reimbursement

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

### 3.6 Exclusion from Acceptance

SGU has the right to reject an 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 any candidate/student.

## CHAPTER 4 STUDY PROCESS

### 4.1 Courses in Curriculum

#### 4.1.1 General

All regular students (students who join SGU from semester 1) must take all subjects as designated in the curriculum of the respective Bachelor Degree Study Program. Subjects offered in the Odd Semester can only be taken or re-taken in an odd semester. This also applies for subjects offered in the Even Semester.

Students are allowed to take subjects from the subsequent semester upon fulfilling the requirements of pre-requisite subjects defined by the Study Program.

#### 4.1.2 Elective Subject

An elective subject is mandatory and is chosen by students from an option of subjects offered in the respective semester.

Students may take an elective subject(s) offered by another study program within the same faculty upon approval of their Academic Counsellor.

### 4.2 Double Degree and Single Degree Programs

#### 4.2.1 Definition of Single Degree Bachelor Study Program

A Single Degree Bachelor Study Program is a program where students are awarded "Sarjana" (Strata 1/S-1) degree solely from SGU upon graduation.

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## STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

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- 4.2.2** Requirements for Graduation in a Single Degree Bachelor Study Program
- Students must successfully accomplish a minimum of 144 SKS including 2 (two) internships, OFSE and thesis
  - Students must have a minimum Cumulative GPA of 2.0
  - Students must not have "F" score in any subject

**4.2.3** Definition of a Double Degree Bachelor Study Program

A Double Degree Bachelor Study Program is a program where students are awarded "Sarjana" (Strata 1/S-1) degree from SGU and a "Bachelor" degree from the partner university abroad upon graduation.

- 4.2.4** Requirements for Graduation in a Double Degree Bachelor Study Program
- Students must fulfill all the requirements of a Single Degree Bachelor Study Program
  - Students must fulfill all the requirements of the respective partner university awarding the degree

### 4.3 Academic Administration

**4.3.1 Submission of Planned Course Form**

A Planned Course Form (PCF) is a list of courses students plan to take in the following semester. After successful payment, students **must consult with Academic Counsellor**, then submit the PCF online. Subjects with a pre-requisite cannot be taken if the requirement is not fulfilled. Regardless of their previous semester GPA, students can take a maximum load of 24 (twenty-four) credits/SKS per semester.

**4.3.2 Re-Registration of Students**

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

Before the start of the second and the following semesters, including internship semesters, all students who are still qualified as SGU students must re-register through SGU online system according to the applicable procedure and schedule. Students who want to take a leave semester or an internship in the next semester must also re-register. Students who do not re-register are regarded as taking a leave semester and they are notified in writing by Academic Services Centre (ASC).

**4.3.3 Payment**

After students re-register online, a digital invoice is issued through SGU's online system. Students must pay the tuition fee to their virtual account accordingly. The tuition fee applied follows the regulations from Finance Department.

### 4.4 Re-Take Subject(s)

**4.4.1 Conditions for Re-Take Subject (s)**

- S u b j e c t (s) with "F" as final score must be re-taken in the next possible semester. If the subject to be re-taken coincides with the training/internship schedule, priority is given according to the curriculum of the study program. Students must consult with their Academic Counselor regarding this matter.
- S u b j e c t (s) with "D" as a final score may be re taken.
- Students with a GPA lower than 2.0 must consult their Academic Counsellor to choose any subjects that need to be re-taken.
- The final score for any subject being re-taken is taken from the best score of the respective subject.

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### 4.4.2 Procedure for Re-take Subject (s)

Any subject to be re-taken must be included on the PCF submitted online by the student after consultation with the Academic Counsellor. Within 2 (two) weeks after lecture begins, students may add to, reduce or change their plan of study by submitting a **Changed Course Form (CCF)** online. The submission of CCF must be made only after consultation with the Academic Counsellor. Upon approval of the Academic Counsellor, a **Fixed Course Form (FCF)** is issued online. A Fixed Course Form is the final study plan of the student for one semester. Students cannot change subjects listed on the FCF and the number of SKS is calculated from their FCF 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 Service Centre before the date published on 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. Students must strictly abide with the policy for transfer students.

## 4.6 Leave Semester

A Leave Semester is a semester where active students temporarily discontinue their academic and non-academic activities. During a leave semester, students have limited rights to receive the academic and non-academic services of SGU.

Students may take a leave semester starting in the 3rd semester. The number of leave semesters that may be taken during the whole period of study is a maximum of 4 (four) in total, with the condition that the leave cannot be longer than 2 (two) consecutive semesters. A fee for a leave semester is applied. After a leave semester, students must re-register online according to the re-registration schedule (see point 4.3.1). Students may continue their study in the following semester after their leave semester. For example, a student taking leave in the 3rd semester can take subjects offered in the 4th semester, provided that the pre-requisites for 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 a Single Degree Bachelor's study program, the second internship can be conducted either in Indonesia or abroad.



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## STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

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For a Double Degree Bachelor's study program, the location of internship follows the agreement between SGU and the respective partner University.

### 5.3 Students' Responsibility

Students are responsible for finding internship places for themselves. However, SGU may assist students in their search for appropriate internship places.

### 5.4 Institutions/Companies for Internship

There must be no family relationship between students and the institutions where the students do their 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

1. Students must pass the prerequisite courses for the second internship of single degree and double degree in Bachelors' programs as defined by each study program and the first internship. In addition, students' cumulative GPA must be at least 2.0.
2. The requirements stated in the articles 5.7.1.1 must be fulfilled at the time of the announcement of students' names eligible for taking the second internship that will be published in the beginning of Odd semester prior to the respective second internship semester.
3. Students must arrange visas by themselves, if they are necessary.
  4. Students must complete at least 16 (six teen) weeks internship in 1 (one) or 2 (two) companies. Students may do internship in more than 2 (two) companies upon approval from the Dean. SGU provides guidelines regarding the second internship requirements.

#### 5.7.2 Regulations for Double Degree

1. Students must pass the prerequisite courses for the second internship for single degree and double degree in Bachelors' programs as defined by each study program and the first internship. In addition, students' cumulative GPA must be at least 2.0.
2. The requirement stated in the article 5.7.2.1 must be fulfilled at the time of the announcement of students' names eligible for taking the second internship that will be published in the beginning of Odd semester prior to the respective second internship semester.
3. For internships in Germany or Switzerland, students must pass the SGU German oral assessment. SGU provides guidelines regarding German Proficiency Assessments.
4. Students must fulfill the requirements of the respective partner University.

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5. Students must complete at least 16 (sixteen) weeks internship in 1 (one) or 2 (two) companies. Students may do internship in more than 2 (two) companies upon approval of the Dean. SGU provides guidelines regarding the second internship requirements.

### CHAPTER 6 EVALUATION OF STUDY RESULT

#### 6.1 Attendance

The minimum attendance for each subject is 75%. Overall class absence for any subject in a semester of more than 25% leads to the 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, except in the case of a medical doctor's certificate being submitted within 48 (forty-eight) hours, hospitalization with a medical doctor's certificate, official duty from University and force majeure. Special permission for university duties and urgent family matters should be requested from the Head of Study Program and Dean prior to the absence. SGU reserves the right to check the validity of the medical doctor's certificate.

#### 6.2 Late Arrival/Absent from Classes

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

#### 6.3 Semester Assessment

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.

To be eligible to join a Final Examination, students must fulfill the following conditions:

- The subject is listed in the Fixed Course Form.
- Students must have an attendance record of a minimum of 75% of classes for the respective course.
- Students must have fulfilled financial and other administrative requirements.

##### 6.3.3 Absence from the Final Examinations

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

##### 6.3.4 Make-Up Examination

- A Make-up Examination is a final examination conducted outside the previously determined schedule and is an equivalent of the Final Examination.

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## STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

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- A 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 the exam(s) must be taken on the assigned date and time.  
Students have to fill out a Make-up Examination Request form (available in the Study Program), provide all supporting documents and must have approval from the respective Dean. Then, students must submit the completed form to the Examination Office within a determined period.
- No fee is charged for Make-up Examinations.

### 6.4 Academic Transcript

- The mid-semester academic transcript is based on quizzes, assignments and attendance report up to the mid-semester.
- The semester academic transcript is based on quizzes, assignments, a final exam (or make-up exam) and an attendance report up to the end of the semester.

### 6.5 Administrative Error and Appeal for a change of 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 the student. A complaint of an administrative error or an appeal must first be discussed with the Head of the respective Study Program.

#### 6.5.2 Ten Working Days Deadline

An appeal for a change of grade has to be submitted within 10 (ten) 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 is stated in a separate policy.

#### 6.5.4 Address

An appeal must be sent in writing to:

#### **The Examination Steering Committee**

Swiss German University  
The Prominence Tower  
Jalan Jalur Sutera Barat No.15, Alam Sutera  
Tangerang, Banten 15143

### 6.6 Termination of Study

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

- A student graduates from SGU.
- A student withdraws their status as student.
- A student does not meet academic and non-academic requirements:
  - a. A student's period of study exceeds 14 semesters.
  - b. A student does not fulfill administrative requirements.
  - c. A student takes leave of more than 4 (four) semesters.
- A student receives disciplinary sanction of expulsion.
- A student is convicted of a crime.
- A student passes away.

## STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

### CHAPTER 7 CREDIT AND ACADEMIC SCORING

#### 7.1 Point and Credit System

##### 7.1.1 Credit System

A credit system based on Indonesian–SKS is applied. For Double Degree Bachelor’s study programs, a European-ECTS system is also applied.

##### 7.1.2 Point and Grading System

A point system based on a 100 (one hundred) point scale is applied. The conversion of the 100 (one hundred) points scale system to the letter grade is explained in Table 1 below.

The grading system of SGU uses letters (A, B, C, D, and F), 100 (one hundred) scale points (1 - 100), 4 (four) scale points for Indonesia (0.0-4.0) and 5 (five) 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 subjects presented towards a Bachelor’s degree. This grading is also used for all examinations. In all relevant documentation this grading system has to be mentioned (for details see Annex 1).

Grade Letter	SGU	Indonesia Grade Point (GP)	Germany	Grade Description
A	90 - 100	4.0	1	Performance is outstanding
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 Academic Transcript

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

#### 7.2 Grade Point Average (GPA)

The GPA shows the level of the students’ learning success for subjects 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

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

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

C = The credit weight of each subject taken during the semester is expressed in terms of Satuan Kredit Semester (SKS).

GP = The grade point of each course

### 7.2.2 Cumulative GPA

The cumulative GPA is the accumulation of C x GP divided by the number of credits taken, counted from the first semester to the last semester with following terms: C is the credit weight of each subject taken with the condition that repeated subjects are only counted once with the best grade.

### 7.2.3 Graduation Predicate

Graduation predicate is awarded following the Rectors decree for the respective year of graduation. Students will graduate with "satisfactory", "good", or "distinction" predicate. Students eligible for the predicate "distinction" must fulfill, among others, the following criteria:

- Complete the study within 4 (four) years
- Never take a leave semester
- Not have a grade lower than "C" in any subject
- Never re-take any subject
- Not be a transfer student

## CHAPTER 8 ORAL FINAL STUDY EXAMINATION (OFSE)

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

### 8.1 Eligibility for OFSE

Registered students must pass subjects from the 1st to the 7th semesters with maximum total credit not-yet-taken or not-yet-passed is 6 (six) credits/SKS.

Registered students must have a minimum Cumulative GPA of 2.00 and must fulfil their administrative obligations to SGU.

### 8.2 Examiners

OFSE requires the presence of 2 (two) Examiners.

#### 8.2.1 Appointment

The Heads of Study Programs appoint the Examiners.

#### 8.2.2 Responsibility

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

### 8.3 Subjects and Contents of OFSE

1. OFSE is a closed book oral examination.
2. There are 3 (three) subjects to be tested.
3. 2 (two) subjects are mandatory and are determined by the Head of Study Program.
4. The other subject is selected by students using the list issued by the Examination Office based on proposals from the Heads of Study Programs.

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5. If there is a delay in the submission of selected subject by students, the Heads of Study Programs decide which subjects are to be tested.
6. OFSE covers the content of all lessons and materials used in the subject, including the weekly quizzes given during classes.

### 8.4 Duration

The duration of the examination for each subject is 45 (forty-five) minutes, consisting of 15 (fifteen) minutes preparation and 30 (thirty) 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 is at least 60 points.

#### 8.6.2 Fail

There is one or more subject with less than 50 points and/or the average score is less than 60 points.

The result of OFSE is included in the semester academic transcript.

### 8.7 Weighting of OFSE

The credits allocated for OFSE follows the credits/SKS in the curriculum of each Bachelor's study program.

### 8.8 Re-take of OFSE

#### 8.8.1 First Re-take of OFSE

- a) Students with FAIL status in OFSE have to repeat all subjects.
- b) An OFSE repetition can be done during the following semester.
- c) Students cannot change the elective subject chosen previously.
- d) The result of the first re-take of OFSE is used, if students pass.
- e) Students may not re-take OFSE to improve their scores.

#### 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 subjects taken, including attendance and study evaluation. Their score in a sit-in course(s) is not taken into GPA calculation.
- b) The tuition fee applied is determined by the Finance department.
- c) The final score for OFSE is taken from the second re-take of each subject.
- d) A third failure of OFSE leads to ex-matriculation from SGU.

### 8.9 Late Arrival and Absent from OFSE

Students who are late or do not attend OFSE get a "FAIL" for the OFSE. An exception only applies for hospitalization with a medical doctor's certificate and force majeure upon approval of the Examination Steering Committee (ESC).

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### 8.10 Appeals

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

#### 8.10.1 Change in Grade

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

#### 8.10.2 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.

#### 8.10.3 Time for Submission

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

#### 8.10.4 Evidence

The students have to provide proper evidence for the appeal.

#### 8.10.5 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 is reimbursed to the students.

#### 8.10.6 Address

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

**The Examination Steering Committee**

Swiss German University

The Prominence Tower

Jalan Jalur Sutera Barat No.15, Alam Sutera

Tangerang, Banten 15143

## CHAPTER 9 THESIS

### 9.1 General

Students in Bachelor's study programs must complete a thesis to show the capability of independently applying scientific methods, to show a good understanding of scientific literature, and to show their ability to write a paper that sufficiently meet scientific requirements. SGU provides guidelines regarding 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

Each student must write an individual thesis even if the Head of Study Program approves a group project. In the case of group project, students may collaborate on the same project but be responsible for different elements/aspects. Students must undergo an anti-plagiarism-test through their thesis Advisor.

### 9.4 Duration of the Thesis Work

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

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## **STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS**

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### **9.5 Thesis Work Plan**

Students must prepare a work plan for the thesis at the beginning. The work plan has to be approved by their thesis Advisor.

### **9.6 Attendance to Thesis Work Consultations**

The mandatory consultations for the thesis work are at least 8 (eight) meetings and must be reported on a log sheet. In addition, students must get at least 2 (two) signatures from the English Team.

### **9.7 Thesis Advisory**

#### **9.7.1 Qualification**

Thesis Advisors/Co-Advisors are normally permanent lecturers at SGU with at least a master's degree. The Head of Study Programs may propose external thesis Advisors/Co-Advisors with the necessary academic qualification. Such a proposal has 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**

Students can propose a change of thesis Advisor provided that the new Advisor agrees and there is agreement by the respective Head of Study Program and the respective Dean.

### **9.8 List of Thesis Topics**

Every semester, each study program publishes a list of thesis topics. Students can propose a change of thesis title. Upon agreement from their thesis Advisor, the change 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 at the 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 respective study program evaluates the thesis proposal to determine the status of thesis proposal. This can be:

- 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.



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### 9.10 Final Submission of Thesis Work

#### 9.10.1 Submission

##### a) Before thesis defense

Before the thesis defense, students must submit 4 (four) copies of the thesis in soft cover and the thesis log sheets at the date and time announced in the academic calendar to the Examination Office.

##### b) After thesis defense

One hard copy and one soft copy (CD or DVD) has to be submitted to the Examination Office on the date given.

#### 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 results in a delay of graduation. The respective student cannot join the graduation and does not receive any graduation documents, including a 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 thesis 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 if there is a failure to fulfill administrative requirements (e.g. regular meetings with the thesis advisor) or if there is a valid doubt about the authenticity of the student's work.
- c) In the case of 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 a copy to the respective Head of Study Program and the respective Dean.
- d) Students are informed by the Examination Office.
- e) In the case of thesis rejection by the thesis Advisor, the student may appeal to the Examination Steering Committee after consultation with the respective Head of Study Program. The appeal is processed after payment of the applicable appeal fee.

### 9.13 Thesis Defense

#### 9.13.1 Eligibility

Students are eligible to defend their thesis if the thesis is accepted by the Examination Office, based on the approval of the thesis Advisor and Co-Advisor, if applicable.

#### 9.13.2 Duration

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

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### 9.13.3 Timetable

The thesis defense is held during the period published on 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 get a "FAIL" for the thesis. An exception is given in the case of accident, hospitalization with a medical doctor's certificate, or 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 defense 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 consists of a minimum of 3 (three) and a maximum of 4 (four) Examiners. Questions may be raised by any member of the Examining Panel. If deemed necessary, the study program may invite Observer(s), who are, however, not eligible to give a score or to ask questions, but can give their opinion.

### 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 study program, a thesis must have a final score of a minimum "C".

#### 9.17.2 Thesis Rejection after/during the Thesis Defense

- a) The thesis defense may also lead to thesis rejection by the Examining 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 Examining Panel will not give any marks and the student must do or redo the thesis under the conditions determined by the Examination Steering Committee.
- b) A rejected thesis can be revised during the time stated in the academic calendar in the next semester. Students have to register as a regular student in the next semester. A certain fee will be applied. The thesis title must be different from the previous one.
- c) A third rejection of the thesis defense leads to expulsion from SGU for the student.

### 9.18 Postponement of the Thesis

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

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## STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

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- c) A postponed thesis can be continued during the time stated in the academic calendar in the next semester. The thesis title must be different from the previous one.

### 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

The maximum number of credits/SKS that can be taken together with OFSE and Thesis is 20 (twenty) with the maximum number of subjects (excluding Thesis and OFSE) that can be taken is 4 (four) subjects. In relation to this matter, the Info number I/Rec/0336/III/2012 dated 14 March 2012 about Excuse from Classes due to Research Activities, is **annulled**.

## 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 does not accept any appeals/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. Scholarships for 4th and 7th semesters are based on the results of the 2nd and 5th semester, respectively.
- There are no scholarships for semester 1, 3 and 6.
- The best student in a class receives a scholarship in the form of a 25% reduction in the tuition fee.
- Scholarships are given to the student with the highest semester Grade Point Average from each class of at least 12 students and with a minimum of GPA of 3.50.
- If the best grade in class is achieved by any other scholarship holder, the Best Grade Scholarship is not awarded to that student. Instead, it goes to the second best grade student in the class if he/she has a GPA of 3.50 or above.
- 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 is the determinant. If the cumulative GPA is also the same, then attendance in classes and attitude is the determinant criteria. If there is still no difference, the scholarship is divided between the respective students.

### 10.3 Exclusion from Scholarships

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

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## STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

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### 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 kind 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, documents that have been tampered with, and/or misrepresentation of what the documents are submitted to the university for.

##### 11.1.2 Plagiarism

Students must avoid plagiarism of any kind; 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 expelled from SGU for plagiarism. If plagiarism is proven after the award of the degree, the university has the right to revoke the awarded degree.

##### 11.1.3 Cheating during Examinations

Cheating is defined as a 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 cheated during an examination or have stolen or have managed to get an exam paper before taking an exam, 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(s) involved, including the student(s) who gives or receives the answer.

#### 11.2 Other Dishonesty or Disciplinary Act

A sanction for other dishonest or disciplinary act, violence, vandalism as well as other misconducts/criminal acts is 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 award of the degree, SGU has the right to revoke any documents pertaining to the examination or even rescind the degree.

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## STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

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### 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 on 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, and leads to the expulsion of the student(s) from the University. Medical doctors may perform random tests.

#### 11.5.4 Illegal Possession of Deadly Weapon

Illegal possession of deadly weapons is considered to be a criminal offence. Students, caught carrying these weapons, are reported to the local police station and their expulsion from the university is considered. Deadly weapons may comprise 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 lectures, discussions and/or exams, 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, including lectures, discussion and/or exams, is strictly prohibited.

### 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 times during the educational process. Various occasions include, among others, class room activities, seminars, and business visits. These require modest and neat attire at all times.

#### 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 on students if the following occur:

- a) Failure to pay the tuition fees.

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## STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

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- b) Inability to fulfill administration requirement.
- c) Illegal possession of SGU equipment, books, software, or other items.
- 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 ways.
- 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 such a student.
- g) Exclusion by a company during internship  
If a company excludes a student during internship for disciplinary reasons, the student will normally be expelled from SGU.

### 11.9 Sanctions

There are several types of sanctions 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 a sanction letter are the type of administrative or academic offense; when and why it occurs; the type of sanction, i.e. warning, probation, suspension or expulsion; and its validity.

The students are notified in writing of any decision of an incriminatory nature made by the 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 redress 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](http://www.sgu.ac.id)

## STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

### ANNEX 1: SCORES

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

### ANNEX 2: Guidelines on German Proficiency Assessment

These guidelines are established in referral to the Study and Examination Regulations Chapter 5, article 5.7.2.c. "For internships in Germany or Switzerland, students must pass the SGU German oral assessment. SGU provides guidelines regarding German Proficiency Assessments."

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 double degree program must:

- Attend at least 75% of German lessons in semesters 1, 2 and 4.
- 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.
- 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 double degree program.

##### 1.2 The exceptions to 1.1 above are:

- German native speaking students, with the statement letter from the respective students, subject to SGU approval.
- 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.
- 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.

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## STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

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- 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.
- 2.3 Students who do not pass the oral repetition examination but still wish to do their second internship with double degree program can retake German Oral Assessment in the following year upon fulfilling the requirement as stated in article 1.1 (German lesson for semester 4 must be repeated). Exceptions in article 1.2 apply.

### 3. Implementation and Transition

- 3.1 These guidelines apply to students of batch 2018/2019 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

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 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 class schedules, examinations, thesis defense, break between semesters and other important academic activities.

### Academic transcript

Official list of all courses taken by students, including those of their earned grades and thesis successfully defended as a partial academic requirement according to the semester in the degree program.



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## STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

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### **Academic year**

Period of 2 (two) academic semesters, consist of consecutive odd and even semesters.

### **Changed Course Form (CCF)**

Modified subject list of planned study for the following semester to be taken by a student.

### **Joint Degree**

The awarding of 2 (two) degrees at the same academic level within the same period of time, from SGU and from a partner university.

### **Joint Degree Program**

Program where students are awarded "Sarjana" (S-1) degree from SGU and a "Bachelor's" degree from a partner university abroad upon graduation.

### **Elective course**

A mandatory course, but students can choose from an option of course 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 acts they have committed.

### **Expulsion**

Act of expelling students from SGU as they have been proven to have violated SGU regulations. Expulsion is the highest level of punitive sanction in exclusion.

### **Final Examination**

Structured study evaluation of a lectured course conducted at the end of semester.

### **Fixed Course Form (FCF)**

Study plan of the student in one semester. Students cannot change courses listed on FCF and they are calculated for their semester GPA.

### **Force majeure**

Refers to a common clause that exempt all parties involved from any liabilities incurring from 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, copyright 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 it usually takes place in Germany in the 6th semester.

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## **STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS**

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### **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.

### **Planned Course Form (PCF)**

Course list of planned study for the following semester to be taken by a student.

### **Probationary Letter**

An official notice issued by SGU for a specified period of time, usually a couple of days, but still allowing them to meet all curricular requirements within the semester. Students must demonstrate conducts that do not violate the regulations and code of academic ethics of the institution during the above period. Disciplinary probation is the lower level of punitive sanction from that of a suspension.

### **Re-registration**

An administrative process by the students to authorize their academic and non-academic activities in SGU.

### **Re-take course**

Course 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 for violating SGU regulations and/or code of academic ethics from the classrooms or any other curricular activities and not allowing them to meet all curricular requirements within that semester. Suspension is a higher-level punitive sanction above that of a disciplinary probation in exclusion.

### **Transferred 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.

# **APPENDIX – 2**

## **ACADEMIC CODE OF ETHICS**

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## **ACADEMIC CODE OF ETHICS**

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### **ARTICLE 1**

#### **PHILOSOPHY OF DISCIPLINE, INTEGRITY, AND ACADEMIC HONESTY**

Discipline and integrity must complement each other to the extent that their enforcement should be directed toward the upholding of academic honesty. This Article seeks to elaborate the Definition, Goal and Scope of the Code, and Definition of Terms used.

##### **Article 1.1**

###### **Definition of the Code**

The Code is fundamentally a written set of guidelines formulated, documented and issued by the Senate of Swiss German University (SGU) to students and lecturers as the subjects in order to regulate the conduct of their behavior and action in accordance with the ethical values.

##### **Article 1.2**

###### **Goal of the Code**

The Academic Code of Ethics (ACE) of SGU seeks to assist its subjects in discerning between right and wrong; as well as applying the wisdom of discernment in their routine academic decisions and academic conducts for the subjects.

##### **Article 1.3**

###### **Scope of the Code**

This Code applies to students, and those who are involved in the teaching, research and community service undertakings for SGU, as well as those staff and administrators who are engaged in the academic field.

##### **Article 1.4**

###### **Definition of Terms**

Types of dishonesty include cheating, plagiarism, fabrication, academic sabotage, bribery, professorial misconduct and others:

###### **Article 1.4.1**

Cheating is defined as dishonest act of students using either crib notes, exchanging notes in the exam, possessing exam materials/answers beforehand, looking over other student's shoulder during an exam, chatting during open-laptop exam, wearing google glass, documenting hidden notes and/or storing information in toilet, cell phones, calculators and other electronic devices or any combination of the above.

###### **Article 1.4.2**

Plagiarism is defined as writing others' ideas, concepts, theories, or methods without properly recognizing their sources, or paraphrasing them without citation, including downloading statements, images, logos, designs, and other materials without proper source citation. However, the content from a single source can also be categorized as plagiarism (even though citing the source).

###### **Article 1.4.3**

Fabrication is defined as the falsification of data, information, including making up citations in an experiment and false recognition of a research undertaken by somebody else.

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## ACADEMIC CODE OF ETHICS

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### Article 1.4.4

Academic sabotage is defined as an act of hiding the work of fellow classmates or deleting their work from a computer file or other electronic devices due to jealousy and/or other reasons.

### Article 1.4.5

Bribery is defined as an act of giving monetary gifts, in-kind gifts and/or any other compensation in exchange for meeting certain academic requirements.

### Article 1.4.6

Professorial misconduct is defined as improper grading of students' quizzes, exams and term-papers for reason of favoritism, bribery and/or other reasons, including that of leading the students to write exams outside campus.

### Article 1.4.7

Other types of academic dishonesty include those of the following:

1. Submission of assignments and papers that are written by or bought from somebody else.
2. Paying somebody else for a research work, and/or orally presenting and publishing it as one's own.
3. Submission of the same paper(s) for more than one course.
4. Falsifying and forging an official academic document, like transcripts or diplomas.

## ARTICLE 2

### POLICIES ON ACADEMIC HONESTY

#### Article 2.1

Policies on Academic Honesty for students are generally formulated in the areas of quizzes and/or exams, case studies, projects, research assignments, and papers. The policies for faculties are also generally formulated regarding behavior towards students in any teaching engagement, faculty research and community services.

#### Article 2.2

All faculty members must observe the general steps in the enforcement of academic honesty through an orientation of the Academic Code of Ethics and collaboration with students to remind fellow students that any form of academic dishonesty is unacceptable.

#### Article 2.3

All faculty members must observe the specific steps in supervising quizzes and/or exams/term-paper submission, e.g. layout of seating, students sitting apart from each other, different versions of quizzes or exams, teacher supervision, different versions of instructions to avoid copying, smaller weighting for homework assignments, limiting number of students in a group, student one-page acknowledgment of work originality, and other related steps.

#### Article 2.4

To prevent any professorial misconduct, the SGU administrators should properly communicate academic rules regarding faculty conduct on student thesis advisory supervision.

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## ACADEMIC CODE OF ETHICS

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### Article 2.5

To avoid conflict of interest, SGU administrators should clearly communicate and monitor faculty members' dealings with other similar educational institution(s) and/or corporate entities.

## ARTICLE 3

### GOALS IN ACADEMIC INTEGRITY

The policy statement for academic integrity is driven toward the *ethical conduct* of students, faculty members, staff, and administrators; namely, *mutual respect, responsibility and trust from the institution's stakeholders* by seeking to achieve the following Vision, Mission and Goals.

### Article 3.1

#### Vision, Mission and Goals

##### Article 3.1.1 – Vision

In the process of making SGU an academically honest institution, the vision is directed to make the institution to be a learning institution of high integrity in every aspect of academic undertakings, including that of a lower frequency of or elimination of academic dishonesty in all areas of the Trilogy of Higher Education, namely Teaching, Research and Community Services, that are presented on Article 4, 5 and 6.

##### Article 3.1.2 – Mission

Based on the Vision, the prime mission of SGU in attaining academic integrity is to reduce or eliminate the frequency of academic dishonesty and to remain academically ethical at all times.

##### Article 3.1.3 – Goals

Based on the Mission, following are the Goals of SGU :

- To remain academically ethical at all times, what SGU must achieve in all academic undertakings are:
  - Honesty
  - Transparency
  - Trustworthiness
- Respect for the right of academic freedom should be earned from all students, faculty members, staff and administrators.
- Responsibility must be developed into an accountability of the students and faculty members in all aspects of academic life.
- Stakeholder trust must be developed in the academic process of the institution.

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## **ACADEMIC CODE OF ETHICS**

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### **Article 3.2**

#### **Values**

Stemming from the Vision, Mission and Goals, SGU seeks to develop the following prescribed values :

- Discipline and integrity in learning and in all trilogy of higher educational undertakings; namely, in Teaching, Research and Community Services, particularly for faculty members and students, in order to uphold the subjects' academic honesty.
- Respect for the right of academic freedom and dignity of students, faculty members, staff and administrators, in order to safeguard professionalism and further spearhead innovative ideas for implementation.
- Responsibility and accountability in all academic processes toward an excellent service and the best education for the students.
- Loyalty of all subjects to their institution and alma mater as well as to their nation should be upheld while they are still connected with SGU.

## **ARTICLE 4**

### **PRINCIPLES OF ACADEMIC ETHICS IN TEACHING**

#### **Article 4.1**

##### **The Lecturer's Responsibilities**

By virtue of their profession, all lecturers are duly authorized to perform the three fundamental functions in the higher education process which are the instruction, evaluation and supervision, in addition carrying out the Trilogy of Higher Education.

1. Instruction : this refers to the academic freedom of all lecturers to carry out the teaching function in accordance with the pedagogical methods, level and integrative factors in instruction.
2. Evaluation : this refers to the pedagogical methods in teaching that all lecturers are to carry out in the normative as well as the summative evaluation stages.
3. Supervision : this refers to the academic methods of mentoring and ensuring that the pedagogy and learning objectives are properly achieved, which all lecturers are to perform.
4. Trilogy of Higher Education:
  - i. Teaching
  - ii. Research
  - iii. Community Service



## **ACADEMIC CODE OF ETHICS**

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### **Article 4.2**

#### **The Lecturer's Academic Rights**

All lecturers are entitled to enjoy the following rights when conducting the Trilogy of Higher Education. These rights specifically entail the following:

1. Exchange of ideas, views and arguments
2. Academic Freedom and Academic Forum Freedom
3. Freedom to express opinion
4. Freedom of choice in selecting any instructional materials
5. Participation in the governance of the institution
6. Freedom to serve the community

### **Article 4.3**

#### **Principles in Teaching (Contents)**

In complying with the proper ethical behavior, SGU lecturers:

1. shall be honest in the performance of his/her duties,
2. shall be transparent in all academic undertakings,
3. shall respect fellow lecturers and staff and try to correct the misconduct of peers,
4. shall encourage the creation of a good academic atmosphere on campus for a good learning process,
5. shall behave fairly towards students,
6. shall uphold discipline, humility, sensitivity, thoroughness, carefulness and respectfulness and listen to the opinion of others,
7. shall always avoid conflicts of interest in the conscientious performance of duty,
8. shall not, except pursuant to exceptions provided by regulations, solicit or accept any gift or other item of monetary value for their own personal use and benefits from any person or entity seeking official action from, doing business with, or conducting activities regulated by the faculty, or whose interests may be substantially affected by the performance or non-performance of his/her duties. However, receiving grants and equipment for the university is considered acceptable,
9. Shall make no unauthorized commitments or promises of any kind purporting to bind the Faculty or University.

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## ACADEMIC CODE OF ETHICS

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### ARTICLE 5

#### PRINCIPLES OF ACADEMIC ETHICS IN RESEARCH

The principles that are the bases of the Academic Ethics in Research include those of contents, breach of ethics and faculty members' research.

##### Article 5.1

###### Principles in Research (Contents)

In complying with the proper ethical behavior in research contents, SGU research :

1. should be conducted by the subjects according to the prescribed responsibility, accountability and objectivity,
2. must contain originality and be designed so it can be located on a roadmap of the related research field,
3. has to be carried out in honor of either education programs and/or grant schemes, or individual motivation following a specified time frame,
4. should be beneficial for humankind and environmental development,
5. should be published in a scientific forum, transferred for community development, or applied as an Intellectual Property Right (IPR),
6. should be conducted under the legal name of SGU or the legal name along with the logo of SGU,
7. should be supported by a legal grant that has no conflict of interest with the previous items.

##### Article 5.2

###### Breach of Ethics

1. Any action that can be considered as a type of non-integrity, irresponsibility, unaccountability, or subjectivity is a breach of the ACE.
2. Plagiarism of ideas, any form of publication and Intellectual Property Right (IPR) is a breach of research ethics.
3. A researcher who does not honor the research scheme and/or the time specified for the research scheme does not comply with research ethics.
4. Research which is harmful to human life and the environment is a breach of the ACE, which includes those in biodiversity, traditional knowledge, genetic research resources and folklore. Embedded in the value of Genetic Resource and Traditional Knowledge or GRTK is the recognition of the right of its holders for protection against misuse and misappropriation.

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## **ACADEMIC CODE OF ETHICS**

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5. Violation of the Biodiversity Research Convention.
6. Publishing, applying for IPR and making use of the research results without the consent of research partners whether they are subjects or the grant providers does not comply with the ACE.
7. Subjects doing research but not carrying the legal name of SGU are considered to be in breach of the ACE.
8. Subjects who avail and have conflicts of interest of any kinds in the research-grant-sponsored by SGU are considered in breach of the ACE.
9. Non-adherence to the guidance in fund management of a research grant sponsored by a third party, e.g. DIKTI research fund, is a break of the ACE.

### **Article 5.3**

#### **Faculty Members' Research Must Follow The Following Rules**

1. Joint research must always be encouraged to avoid any data manipulation by any one researcher.
2. Publication outputs should always be generated through an organized peer-review system.

### **Article 5.4**

The ethical principles that work under the realm of academic ethics in animal experimentation entail a proposal to use (an) animal(s) for research experimentation that must comply with the Indonesian laws on animal protection and conservation.

### **Article 5.5**

The sanctions for violating the ethical principles on animal experimentation research are imposed on violators to undertake the following :

- Counseling to enlighten them on the effects of violation,
- Training them to prevent from future violation,
- Issuing a letter of reprimand or warning,
- Suspending any animal research activity for a certain period of time in terms of days, and
- Revoking, temporarily and permanently, the animal experimentation activity

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## ACADEMIC CODE OF ETHICS

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### ARTICLE 6

#### PRINCIPLES OF ACADEMIC ETHICS IN COMMUNITY SERVICES

##### Article 6.1

##### Principles in Community Services

The principles that work under the realm of academic ethics in community services are comprised of the following:

1. Conducting and/or performing the community services with full responsibility and dignity.
2. Conducting and/or performing the various community services which are aligned with the university goals.
3. Conducting and/or performing the community services in accordance with related expertise and experience based on the programs or the faculty.
4. Complying with the various schemes of research which may have been used as the foundation of community services.
5. Managing the required funds to conduct and/or perform community services in a professional way.
6. Adhering to the rules and regulations on the SGU's fund management for community services.
7. Complying with ethical values and practices that prevail in the SGU ACE.
8. Not restricting education to giving lectures but spreading scientific education among the community members via the application of appropriate communication language in transferring the scientific education and knowledge.
9. Establishing a constant and continuous relationship with the University graduates.

##### Article 6.2

Community service undertakings must always be planned and implemented by a group of faculty members and not any one member at any time with (an) obscure objective(s).

### ARTICLE 7

#### ACADEMIC ETHICS COMMITTEE (AEC)

##### Article 7.1

##### Academic Ethics Committee

An Academic Ethics Committee is a committee within the Academic Senate. This article particularly regulates the academic conducts of the lecturers. AEC function differentiates that of the function of SGU Examination Steering Committee, which regulates students' ethical conducts. This committee is rested with the composition, service validity and responsibilities as those regulated in Article 7.2, Article 7.3 and Article 7.4.

## **ACADEMIC CODE OF ETHICS**

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### **Article 7.2**

#### **Composition of the Committee**

The Academic Ethics Committee which is a collegial body consists of five members : one ex-officio member, who is the Vice Rector for Academic Affairs and four appointed members from SGU incumbent Senate members. The committee has a chair person, who is elected among the members.

### **Article 7.3**

#### **Service Validity of the Committee's Members**

The Committee Members are appointed by the SGU Senate for a period of two years. In case a committee member cannot serve further within his/her term of service for any reason, the Senate has to elect another Senate member as a substitute. The successor is assigned for the rest of the term of the replaced member. The committee meets at least once every semester. If there is any decision to be made, the consensus is the priority, if a voting is deemed necessary, the quorum for the decision is the majority. Even though the committee could seek Senate's opinion, however it fully reserves the right and authority to make its own decision.

### **Article 7.4**

#### **The Committee's Responsibilities**

In keeping with the authorities given to the chair and members, the committee specifically assumes the following responsibilities:

- Establish/review the work procedures of the committee, which must be ratified by the Senate.
- Receive and filter delicts or written denunciation from all stakeholders.
- Review and recommend to the Senate.

### **Article 7.5**

#### **Delict of Committee's Member**

In case a member of the Academic Ethics Committee is presumed to have breach the ACE, the Senate has to temporarily:

- suspend his/her membership of the committee and Senate
- elect another Senate's member for replacement until the case is officially closed

## **ARTICLE 8**

### **SANCTION IMPOSITION**

#### **Article 8.1**

##### **Level of Sanctions for Students**

Sanctions for students are imposed by the SGU Examination Steering Committee.

## **ACADEMIC CODE OF ETHICS**

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### **Article 8.2**

#### **Sanctions for Lecturers**

Sanctions for lecturers due to breach of the ACE are imposed by the SGU Academic Senate.

### **Article 8.3**

#### **Restoring Reputation**

Restoring the student's and lecturer's reputation (post-sanction) is the prerogative of the Examination Steering committee and Senate.

### **Article 8.4**

#### **Redemptive Nature of Sanction**

Any sanction should be imposed only on a redemptive basis to guarantee a good educational process where dishonesty is unacceptable. Redemptive penalties should always safeguard the integrity of the educational process.

## **ARTICLE 9**

### **PRINCIPLES OF ACADEMIC FREEDOM**

#### **Article 9.1**

##### **Definition of Academic Freedom**

Academic Freedom at SGU is defined as the freedom of expressing ideas and thoughts that promote good learning and teaching activities without being subject to any advantages/disadvantages for Civitas Academica. Academic Freedom in SGU is exercised regardless of age, gender, ethnicity, religion, race and nationality.

#### **Article 9.2**

##### **Classification of Academic Freedom**

It is classified by SGU in terms of individual and institutional characteristic as follows:

- Individual Academic Freedom is the belief of students and lecturers, that the value of learning and Trilogy of Higher Education is free from any pressure, interference and threats.
- Institutional Academic Freedom is the belief that SGU is free to realize its Vision, achieve its Mission and Goals, and transfer the values to students, lecturers and staff.

#### **Article 9.3**

Even though SGU as an educational institution warrants the right of freedom, it still reserves the right to waive the wrong comments and/or opinions of its lecturers, staff and administrators, which does not represent SGU.

## **ACADEMIC CODE OF ETHICS**

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### **Article 9.4**

In the context of scientific autonomy in Academic Freedom, SGU reserves the right to promote the successful progress of scientific development in a conducive process of teaching, researching and rendering community services.

### **ARTICLE 10**

#### **ENGLISH AS MEDIUM OF INSTRUCTION**

English is used as a medium of instruction in academic exercises on SGU campus, particularly on the following:

1. Venues such as the classrooms, official meetings, and any other official gathering on campus where academic exercises are performed.
2. Official records such as minutes of meeting, students' assignment papers, quizzes, exams, thesis, and any other academic supervision.

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## ACADEMIC CODE OF ETHICS

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### GLOSSARY

**Biodiversity.** *It is the variety of life on earth; namely, the life of animal, plant, genes and all microorganisms with their interaction.*

**Biodiversity Research Convention.** *It particularly refers to the Convention on Biological Diversity (CBD) adopted at Rio de Janeiro on June 5, 1992; and United Nation Convention on the Law of the Sea (UNCLOS) adopted at Montego Bay, Jamaica on December 10, 1982.*

**Civitas Academica.** *It is a Latin terms that designates the community of students, faculty and staff in a University.*

**Code.** *It refers to this Academic Code of Ethics of the Swiss German University or SGU.*

**Community development.** *It is an effort exerted by the educational institutions to help solve their surrounding community problems, which belongs to the Indonesian Tri Dharma Perguruan Tinggi or Trilogy of Higher Education.*

**DIKTI research fund.** *It refers to the research funds provided by the Indonesian Directorate General of Higher Education (DIKTI) to the Indonesian universities' facilities.*

**DNA.** *It is a deoxyribo-nucleic-acid or a self-replicating material in nearly all living organisms as the main constituent of chromosomes (Retrieved from <https://www.google.com/search?q=what+is+a+DNA%3F&ie=utf-8&oe=utf-8.on 03/02/2015>).*

**Ethnicity.** *It is the state of belonging to a social group that has a common national or cultural tradition.*

**Examination Steering Committee (ESC).** *By virtue of any SGU's Study Guidelines and Regulations in Chapter 1 under the Scope, Purpose and Legality, it is the on-going body of standing committee that assists the Rector's Office in resolving students' disciplinary problems.*



## **ACADEMIC CODE OF ETHICS**

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**Ex-officio members.** *Ex-officio members of the Academic Ethics Committee, or members who normally hold high position in the organization and eligible to oversee the committee.*

**Genetic research resources.** *It is the research resources of any material of animal, plant, microbial or other origin that contains of units of heredity, which is a gene or segment of DNA that codes a specific set of proteins (Retrieved from <http://www.ask.com/science/basic-unit-heredity-852a3ec2b25c532> on 03/02/2015).*

**Grant.** *It is a sum of funds given by third party e.g. research grant by the Dikti, etc.*

**GRTK.** *It refers to an abbreviation for genetic resources and traditional knowledge, which is recognized as a right of the holders for protection against misuse and misappropriation.*

**Intellectual Property Right or IPR.** *It is 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.*

**Kopertis (Kordinator Perguruan Tinggi Swasta).** *It is the coordinating agency established by the Indonesian Ministry of Education with the objective of developing private educational institution.*

**Peer-review system.** *It is a system that scientifically, academically, and professionally evaluates others' scholarly work of research and publication.*

**Plagiarism.** *It is the writing of others' ideas, concepts, theories, methods, and sentences without proper authorization and recognition, or paraphrasing sentences without putting the proper sources.*

**Redemptive penalty.** *It is a form of punishment imposed for breaking a certain academic rule which fundamentally educates the ones punished.*

## **ACADEMIC CODE OF ETHICS**

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**Stakeholder.** *It is a group of people who have interest or concern in the development and progress of SGU, i.e. SGU Board, parents, industries, Indonesian governments (DIKTI), Kopertis, vendors, faculty members, etc.*

**Subjects.** *They refer to SGU's students, faculty members, staff and administrators.*

**Traditional knowledge research.** *It is a research, observation and interaction with natural environment, which is crucial for the subsistence and survival of human beings.*

**Transparency.** *It is the condition characterized by the visibility and openness of information on certain educational practices.*

**Trilogy of Higher Education.** *It is the Tri Dharma Perguruan Tinggi that focuses on the work of teaching, researching and community services.*

# **APPENDIX - 3**

## **FACILITY INFORMATION**

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## **FACILITY INFORMATION**

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### **A. PURPOSE**

To provide understanding and knowledge to all member of SGU about Campus Building, such as building facilities, building codes and regulations, emergency conditions, and other matters related. The expectation is the students and all member of Campus may perform their activities in the Campus SGU.

### **B. SGU MANAGEMENT OFFICE**

Address :  
The Prominence Tower  
Jalan Jalur Sutera Barat No. 15, Alam Sutera, Tangerang, 15143, Indonesia.  
Telp. : 021 29779596-97  
Fax. : 021 29779598  
Email : facility.management@sgu.ac.id  
Homepage : www.sgu.ac.id

Monday – Friday : 08.00 – 17.00  
Saturday : Closed

### **C. CAMPUS ACTIVITIES**

Monday – Friday : 07.00 - 18.00 - Bachelors  
Saturday : 08.00 - 18.00 - Masters

### **D. Facility Information**

For all academic and non-academic activities, SGU will occupy the Ground, Third, and Twentieth floors of The Prominence Tower in addition to Ruko Prominence for two to three years. Please find below the building allocation and floor details for your reference.

#### **D.1.1. Ground Floor:**

- a. SGU Main Lobby / Marketing Lounge
- b. Directorate of Communication Office (Room 101)
- c. Finance Department (Room 105)
- d. Library Lounge & BI Corner (Room 102)
- e. Investment Gallery (Room 102)
- f. Rector's Office & Board's Office (Room 104)

#### **D.1.2. Third Floor**

- a. Classrooms (Room 302, 304, 305, 306, 307, 308, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 322)

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## FACILITY INFORMATION

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- b. Faculty Administration Officer/FAO Office for FBAH, FLST, and General Subject (Room 301)
- c. Student Organization & Student Affairs Office (Room 303)
- d. Biomedical Engineering Lab (Room 312)
- e. PR Media Lab & Studio (Room 313)
- f. Entrepreneurship Development Center/EDC (Room 316)
- g. Academic Service Centre & Internship Office (Room 320)
- h. Faculty of BAH (Room 323)
- i. Faculty of LST (Room 323)
- j. General Subject (Room 323)
- k. Directorate of ARCS (Room 323)
- l. Koperasi (Room 324A)
- m. Photocopy Room (Room 324B)

Below is the map of 3<sup>rd</sup> Floor:



### D.1.3. Twentieth Floor:

- a. Classrooms (Room 2004, 2005, 2009, 2010, 2011, 2013, 2014, 2016)
- b. Faculty Administration Officer/FAO Office for FEIT (Room 2002)
- c. Electrical Engineering Lab (Room 2004)
- d. Physics & Automation Lab (Room 2006)
- e. Hotel Model Room (Room 2007)
- f. Front Office Lab (Room 2008)
- g. IT Network Lab (Room 2009)
- h. IT Multipurpose Lab (Room 2010)

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## FACILITY INFORMATION

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- i. Industrial System & Engineering Lab (Room 2011)
- j. Human Factor Ergonomics & Work System Design (Room 2012)
- k. Festo Pneumatic Lab (Room 2013)
- l. Leybold Lab (Room 2014)
- m. Faculty of EIT (Room 2015)
- n. Directorate of HR & GA (Room 2015)
- o. Information System Services/ISS Department (Room 2015)
- p. Strategic Planning & Quality Assurance/SPQA Department (Room 2015)
- q. Directorate of Facility Management (Room 2015)

*Below is the map of 20<sup>th</sup> Floor*



Due to restrictions from The Prominence Tower for wet-type laboratories, SGU is also using Ruko Prominence for wet-type labs with the details stated below:

● **Ruko G-23 – HTM & IT Lab**

- First floor : Ademaro Restaurant
- Second floor : IT Security and IT Research Lab
- Third floor : IT Entrepreneurship Lab/ARCS Incubator and IT HCI Lab

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## FACILITY INFORMATION

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- **Ruko G-25 – HTM Lab**

- First floor : HTM Serving Preparation & Pastry Lab
- Second floor : HTM Kitchen
- Third floor : Office and Tutor Room

- **Ruko H-23 – Workshop Mechatronic**

- First floor : Workshop Mechatronic
- Second floor : Thesis Project Studio and Meeting Room
- Third floor : Robotic Lab

- **Ruko H-33 – Food Technology Lab**

- First floor : Processing Lab
- Second floor : Research Lab
- Third floor : Instrument Lab and Preparation/Biology/Sensory

- **Ruko H-36 – Biomedical Engineering Lab**

- First floor : Microbiology Lab
- Second floor : Chemistry 1 Lab
- Third floor : Chemistry 2 Lab

Ruko Prominence is located just behind The Prominence Tower and is a short 10-minute walk.

### D.1.4 Sports and Arts

SGU has partnered with The Springs Club, Jl. Springs Boulevard Blok C No. 1, Gading Serpong, Tangerang, to provide the best sports and arts facilities for all students and staff as follows:

- Fitness & Gym
- Table tennis
- Sauna, hot & cold shower
- Olympic size swimming pool
- Whirlpool
- Jogging Track
- Badminton indoor courts
- Tennis indoor courts
- Futsal indoor court
- Squash court

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## **FACILITY INFORMATION**

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The facilities can only be accessed from Monday to Friday from 17.00 – 22.00. For access card registration and for additional information related to the facility, please contact the following. Please note that the registration, must be done at the latest one-day before using the facilities.

- For students, please contact the Student Counsellor, **Mr. David Simorangkir (HP: 0812 949 39356)**

### **D.2. Parking**

#### **D.2.1. Refer to Prominence Building Management & Ruko Prominence Estate Management Regulation.**

#### **D.2.2. Lobby Security, Reception & Car-call**

- D.2.2.1 Security Lobby & Reception is located on the Ground Floor (GF) Lobby.
- D.2.2.2 For security reasons, all students or visitors are required to have an access card for using the lifts to the 3<sup>rd</sup> and 20<sup>th</sup> floor Campus.
- D.2.2.3 Every morning students are required to exchange their ID Card with an Access Card by Security/Reception Desk and return it back at the end of the day.
- D.2.2.4 If student does not return the Access Card to the Receptionist on time, then an **IDR.50.000,-** fine must be paid to the Building Management of the Prominence Tower (the limit time for access card return is at 24:00, the fine will be calculated per day).
- D.2.2.4 **Broken or Lost of Access Card will be charged at Rp.150.000,- /card**
- D.2.2.5 If student forgot to bring their Student ID Card or lost his/her Student ID Card and the new card is being processed, go to Academic Service Centre (ASC) and then fill the Reference Letter to replace the ID Card to exchange the Access Card to Receptionist at Lobby Prominence Tower

#### **D.2.3. Lift**

- D.2.3.1 Going to the 3<sup>rd</sup> floor (Low Zone), use the Lifts at the Left of Security/Reception Desk.
- D.2.3.2 Going to the 20<sup>th</sup> Floor (High Zone), use the lifts on the right side of the Reception Desk

#### **D.2.4. Security**

Building Security systems is 24 hours, by having security personnel on certain posts and on patrolling, supported by CCTV system. The main objective of the security is securing from threats of, vandalism, theft and other criminal activities, also ensuring the rules & regulation of the Building Management to be followed by all the tenants and students.



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## FACILITY INFORMATION

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### D.2.5. Musholla

The praying room (Mushola) is located at the Lower Ground (LG).

### D.2.6. The Canteen for luncheon at Lower Ground (LG).

## D.3. Emergency Respond Procedures

The purpose of this procedure is give guidance to all building residents in case of emergency situations, such as: fire, earthquake, bomb threat, etc.

With outlining the emergency respond procedure, it is expected that the all residents and Campus members could understand and execute the guidance of handling & rescue in preventing panic and chaos to minimize casualties.

Periodically, the Building Management will execute an evacuation drills to be followed by all tenants and students Campus could understand.

## D.4. Rules & Regulation

Building Management has also implementing rules and regulations, purposed of safety and comfort of all member of the campus, these rules and regulations as follow:

1. It is strictly forbidden to carry weapons or firearms to campus.
2. It is strictly prohibited to consume alcohol and drugs.
3. It is strictly forbidden to perform immoral acts, sexual harassment and to undertake pornographic activities.
4. It is strictly forbidden to perform actions that endanger yourself or others: such as hanging on the stair railing/balcony/windows, climbing at the roof, jumping in the elevator, etc. committing acts of violence, etc.
5. It is prohibited to displaying banners, posters or pamphlets without approval from the Facility Management.
6. It is prohibited to shout, making noise and commotion in the campus area, which could disturb the campus atmosphere.
7. It is strictly prohibited to bring or carry objects, chemicals that are toxic, flammable and explosive risk (eg. kerosene, gas cylinders, kerosene stoves, materials ammunition, fireworks, etc.).
8. It is prohibited to bring animals or keep pets in the building.
9. It is strictly prohibited from smoking in the Building and surrounding.
10. It is prohibited from engaging of vandalism acts on the building, the facilities and infrastructure.
  - Vandalism is defined as: Any action resulting in damage or causing damage, doing graffiti, to buildings and facilities either it is intentionally or unintentionally, will be penalized to compensate for the damage caused.
  - Act of vandalism are: scribbling scribbled graffiti on the walls, elevators, glass breaking, disfigurement stealing, damaging the campus building, infrastructure, equipment, etc.

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## FACILITY INFORMATION

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11. It is strictly prohibited from criminal acts or acts against the laws and regulations of Building Management, which to some extent could lead to expulsion.  
For safety and comfort of all members of Campus, is strictly prohibited to use/activate the emergency equipment (Alarm Break Glass, APAR, etc.), without any good reason.  
The Building Management is able to check through the CCTV system, the particular emergency equipment installed and process the violations occurred.  
The Security is entitled to conduct warning, ban, expulsion and reporting to the authorities against any violations.

### **E. Facility Usage**

For classroom and laboratories usage after working hours, students are required to fill the forms and approved by their respective Dean, Head of Academic Service Centre (ASC Dept.) and Head of Event & Services Facility Management, at 20<sup>th</sup> Floor - room 2015.

### **F. Events activities in the Campus**

For events/activities that will be held in SGU Campus is required to fill a form and to be approved by their respective Dean, Head of Academic Service Centre (ASC Dept.) and Head of Facility Management.

The request form should be submitted complete with detail information (activity plan, person in charge, telephone number, department/faculty, day, date and time of event, venue, total internal & external participant, description of activity and usage of facilities) to the Facility Management (FM) room 2015, not later than 2 (two) working days before the event.

### **G. Lost & Found**

The Facility Management Office handles the lost and found items for the Campus. Items found/lost on Campus and premises could be reported to the Facility Management Office at 20<sup>th</sup> floor, room 2015.

In order to retrieve a lost item one must specifically identify the lost item, present a valid Student ID or Government issued ID.

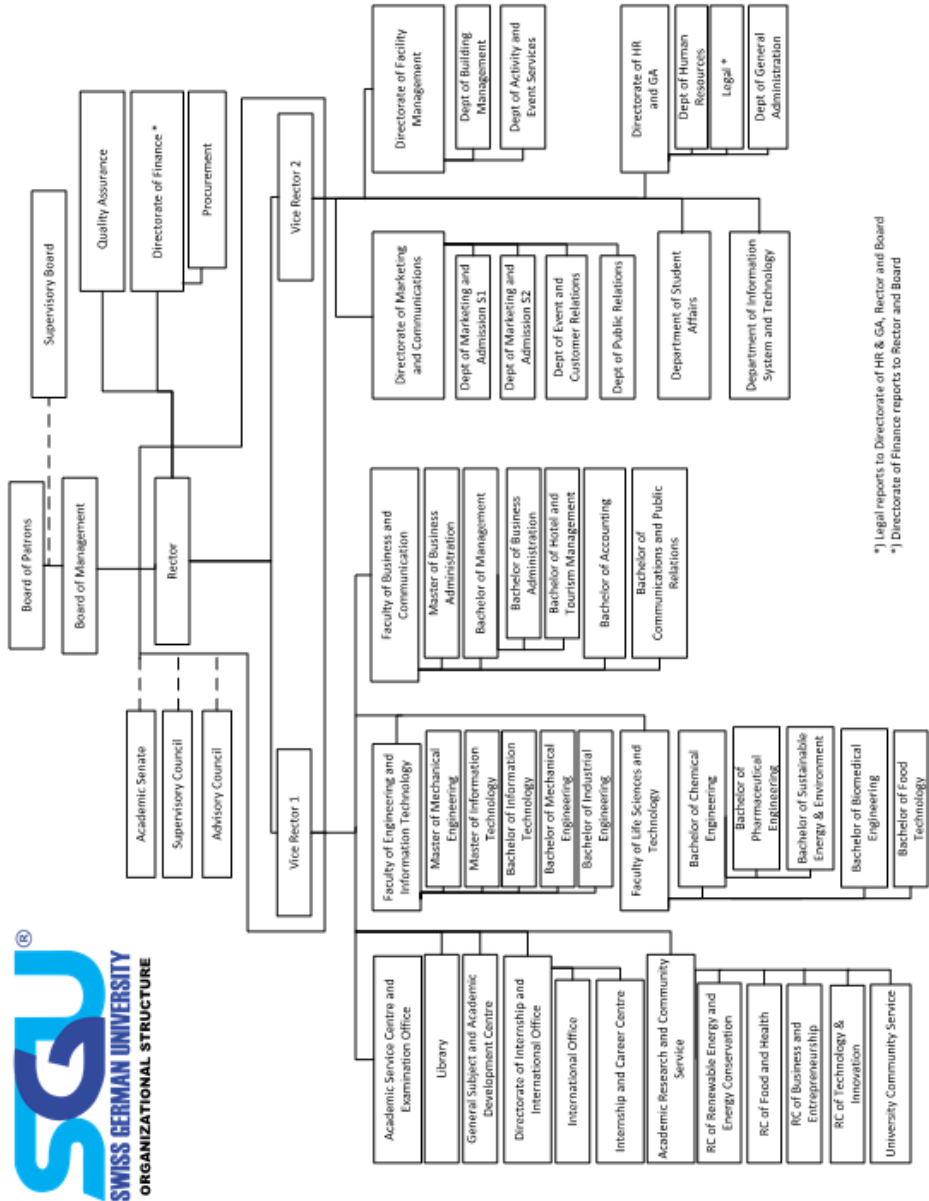
The lost and found listing will remain active for 90 days or until the item is claimed, whichever comes first.

The Management will not be held responsible for any loss or damage of personal belongings.

# **APPENDIX - 4**

## **SGU MANAGEMENT STRUCTURE**

## SGU MANAGEMENT STRUCTURE



\*] Legal reports to Directorate of HR & GA, Rector and Board  
 \*) Directorate of Finance reports to Rector and Board

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## SGU MANAGEMENT STRUCTURE

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### RECTOR'S OFFICE

Dr. rer. nat. Filiana Santoso	Rector
Dr. Irvan S. Kartawiria, S.T., M.Sc.	Vice Rector I - Academic Affairs
Anthoan Stevanus Tondho, S.E., MBA	Vice Rector II - Non-Academic Affairs
Wivina Lucki Dewi, A.Md	Executive Assistant to Rector
Maria Rachmawati, A.Md.	Secretary of Vice Rector I & Vice Rector II

### FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY

Dr. Maulahikmah Galinium, S.Kom., M.Sc.	Dean of Faculty of Engineering and Information Technology
Dr. Eka Budiarto, S.T., M.Sc	Head of Master of Information Technology Department
Dr. Charles Lim, M.Sc.	Deputy Head of Master of Information Technology Department
Dr. Ir. M. Achmad Amin Soetomo, M.Sc. Department	Lecturer of Master of Information Technology Department
Dena Hendriana, M.Sc., Ph.D	Head of Master of Mechanical Engineering
Henry Nasution, S.T., M.T., Ph.D	Deputy Head of Master of Mechanical Engineering
Dr. Ir. Gembong Baskoro, M.Sc	Lecturer of Master of Mechanical Engineering
Leonard Priyatna Rusli, B.Sc., M.Sc., Ph.D.	Head of Mechatronics Department
Dr. Yunita Umniyati, M.Sc.	Deputy Head of Mechatronics Department
Erikson Ferry Sinaga, S.T., M.Kom.	Lecturer of Mechatronics Department
Edward Boris P. Manurung, M.Eng.	Lecturer of Mechatronics Department
Cepi Mohamad Hanafi, S.S.T.	Lecturer of Mechatronics Department
Dr. Rusman Rusyadi	Lecturer of Mechatronics Department
Dr. Tanika D. Sofianti, S.T., M.T.	Head of Industrial Engineering Department

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## SGU MANAGEMENT STRUCTURE

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Dr. Eng. Aditya Tirta Pratama, S.Si., M.T.	Deputy Head of Industrial Engineering Department
Triarti Saraswati, M.Eng.	Lecturer of Industrial Engineering Department
Setijo Awibowo, S.T., M.M	Lecturer of Industrial Engineering Department
James Purnama, M.Sc.	Head of Information Technology Department
Kho I Eng, Dipl.-Inf	Deputy Head of Information Technology Department
Ir. Heru Purnomo Ipung, M.Eng	Lecturer of Information Technology Department
Anis Choirunnisa, S.T., M.Kom.	Project Administrator Officer
Siti Ayu Diana Lestari, S.Pd.	Faculty Administration Officer
Nurita Kresnawati, S.Kom.	Faculty Administration Officer
Tety Rachmawati, S.E.	Faculty Administration Officer
Yohanes Fredhi Sangadi Pratomo, A.Md	Workshop Technician MT
Nova Kristian, S.T.	Laboratory Assistant MT
Theresia Diah Kusumaningrum, S.T.	Teaching Assistant MT
Dwi Karuna Paramita	Teaching Assistant MT
Steven Liang	Teaching Assistant IE
Wilbert Adi Putra	Teaching Assistant IT
Yulius Wibison	Teaching Assistant IT

## FACULTY OF BUSINESS AND COMMUNICATIONS

Dr. Nila Krisnawati Hidayat, S.E., M.M.	Dean of Faculty of Business and Communications
Dr. Yosman Bustaman, M.Bus	Head of Master of Business Administration Department
Dr. Antonius Torang P. S., SE., Akt., MM., CA.	Deputy Head of Master of Business Administration Department

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## SGU MANAGEMENT STRUCTURE

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Dr. Soebowo Musa	Lecturer of Master of Business Administration Department
Dr. Nila Krisnawati Hidayat	Acting Head of Business Administration Department
Esa Theodore Mbouw M.Sc	Deputy Head of Business Administration Department
Fiter Abadi, M.B.A.	Lecturer of Business Administration Department
Moch. Riyadh Rizky Adam, S.T., M.S.M.	Lecturer of Business Administration Department
Margaretha Tiur P. Lingga, M.M.	Lecturer of Business Administration Department
Sumini, B.Sc, S.E., MBA, M.M	Head of Accounting Department
Ir. Nurdayadi, MSc	Deputy Head of Accounting Department
Alfiandri, S.E.Ak., M. Acc.	Lecturer of Accounting Department
Deborah Nauli Simorangkir, Ph.D	Head of Communication & Public Relations Department
Muninggar Sri Saraswati, S.Sos., M.A., Ph.D	Lecturer of Communication & Public Relations Department
Loina Lalolo Krina Perangin-angin, M.Si.	Lecturer of Communication & Public Relations Department
Anis Hamidati, M.Com & Media St.	Lecturer of Communication & Public Relations Department
Ezmieralda Melissa, M.A., Ph.D	Lecturer of Communication & Public Relations Department
Robert La Are, SST.Par., M.Par	Head of Business Administration - Hotel & Tourism Management Concentration Department
Munawaroh Zainal, M.M.	Lecturer of Hotel & Tourism Management Department

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## SGU MANAGEMENT STRUCTURE

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Rano Abryanto, S. Tr. Par	Lecturer of Hotel & Tourism Management Department
Meyrasari Dewi, S.Pd	Faculty Administration Officer for Master of Business Administration Department
Aprilia Dyah Fitriani, S. Si	Administration and Marketing Staff for for Master of Business Administration Department
Sema Suria Titiasopha	Faculty Administration Officer for Hotel & Tourism Management Department, Communication & Public Relations Department
Rizka Diana Irfin Putri, S.E.	Faculty Administration Officer for Business of Administration Department & Accounting Department
Isna	Hotel & Tourism Management Department Staff
Doddy S.W. Witjaksono, M.A	Laboratory Assistant Investment Gallery and Tax Center

## FACULTY OF LIFE SCIENCES AND TECHNOLOGY

Dr. Dipl. -Ing. Samuel P. Kusumocahyo	Dean of Faculty Life Sciences and Technology
Dedy Hermawan Bagus Wicaksono, Ph.D	Head of Biomedical Engineering Department
Aulia Arif Iskandar, S.T, M.T	Deputy Head of Biomedical Engineering Department
Fuad Ughi, S.T., M.T.	Lecturer of Biomedical Engineering Department
Muhammad Fathony, Ph.D.	Lecturer of Biomedical Engineering Department
Kholis Abdurachim Audah, M.Sc, Ph.D.	Lecturer of Biomedical Engineering Department
Dr.rer.nat. Maruli Pandjaitan	Lecturer of Biomedical Engineering Department
Dr.Hery Sutanto, S.Si., M.Si.	Head of Chemical Engineering Department
Dr.-Ing. Diah Indriani Widiputri, ST., M.Sc.	Deputy Head of Chemical Engineering Department
Ir. Paulus Gunawan, M.M.	Lecturer of Chemical Engineering Department



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## SGU MANAGEMENT STRUCTURE

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Dr. -Ing. Evita Herawati Legowo	Lecturer of Chemical Engineering Department
Irvan S. Kartawiria, S.T, M.Sc.	Lecturer of Chemical Engineering Department
Maria Dewi P.T. Gunawan, M.Sc, Ph.D.	Head of Food Technology Department
Febbyandi Isnanda P., S.Gz., M.Sc	Deputy Head of Food Technology Department
Della Rachmawati, S.Si., M.Si.	Lecturer of Food Technology Department
Dr. Ir. Abdullah Muzi Marpaung, M.P.	Lecturer of Food Technology Department
Dr. rer. nat. Filiana Santoso	Lecturer of Food Technology Department
Tabligh Permana, S.Si., M.Si	Lecturer of Food Technology Department
Agung Margiyanto, S.Pd.	Faculty Administration Officer
Silvya Yusri, S.Si., MT	Lecturer cum Head of Laboratory
Rizal Pauzan R., S.Si	Laboratory Assistant
Devita Via Senzas, A.Md.	Laboratory Assistant
Stacia Andani Fortunata, S.T, B.Eng	Laboratory Assistant

## DIRECTORATE OF INTERNSHIP & INTERNATIONAL OFFICE

Dr.rer.nat. Maruli Pandjaitan	Director
Mina Arsita	Head of Internship
Mia Sari M. Siregar, S.S.	Internship Officer
Mahda Yumiati, S.S	Head of International Office

## ACADEMIC ADMINISTRATION OFFICE DEPARTMENT

Susanti Basuki, M.A.	Head Academic Administration Office
Nanang Maulana Ibrahim, S.Kom	Data Centre Officer
Aguspain Ashari, S.E	Data Centre Officer
Yunus Nugraha, S.E.	Staffs Service Supervisor

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## SGU MANAGEMENT STRUCTURE

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M. Fadhli Dzil Ikram	Staffs Service Officer
Dina Pristywati	Students Service Supervisor
Yulianti, S.S.	Students Service Officer

## ACADEMIC RESEARCH & COMMUNITY SERVICES DEPARTMENT

Kholis Abdurachim Audah, M.Sc, Ph.D.	Director of Academic Research & Community Services
Tabligh Permana, M.Si	Head of Community Service Unit
Maria Dewi P.T. Gunawan, M.Sc, Ph.D.	Head RC of Food and Health
Dr. Yunita Umniyati, S.Si., M.Sc	Head RC of Technology and Innovation
Dr. Antonius TP. Siahaan, SE., Akt., MM., CA	Head RC of Business and Entrepreneurship
Dr. Hery Sutanto, M.Si	Head RC of Renewable Energy and Energy Conservation
Friskayana Purba Siboro, S.M	General Administration and Community Service Officer
Dian Karmila, S.T.	IT & Research Officer
Annisa Hanna Kusumawardhani, S.E.	Accounting Officer

## GENERAL SUBJECTS - LANGUAGES, SCIENCES DEPARTMENT

James E. Hunt, B.A., M.B.A. Sciences	Head of General Subjects - Languages,
Jane E. Sweed, M.Ed.	English Lecturer
Michael David Mcneil, M.A.	English Lecturer
Dyah Divitta Prameswari, S.S.	Coordinator of German Lecturer
Eveline Eirene Subject	Faculty Administration Officer for General

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## SGU MANAGEMENT STRUCTURE

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### LIBRARY

Maria M.T. Lamury, S.S., M.P.	Head of Library
Faisal Ifzaldi, S.Hum	Library Officer
Adityatama Ratangga	Library Officer

### DIRECTORATE STRATEGIC DEVELOPMENT AND COOPERATION

Dr. Ir. Gembong Baskoro, M.Sc	Director
Somanudin, M.M.	SDC Officer
Anis Choirunnisa, S.T., M.Kom.	Project Administrator Officer

### DIRECTORATE OF COMMUNICATIONS

Donny Muchelly, S. I. Kom	Director
Irzan Fahmi S.Kom.	Public Relations Officer
Affandi Ahmadsyah	Public Relations Officer
Danu Amirul Aji Supri	Public Relations Officer
Stevanie Yuniardhie Putri, S. Hub. Int	Admission Officer
Avilya Friesca Lolo Papayungan, S.E	Admission Officer
Florentina Vanessa Prisilla, B.Bus.	Acting Head of Customer Relation Department
Ilham Akbar, S.I.Kom	Head of Marketing & Admission for Bachelor
Mega Indah Putri Utami, S.Hub. Int	Marketing for Bachelor
Edo Wijaya, S.E.	Marketing for Bachelor
Imam Drajat Setiadi, A.Md	Marketing for Bachelor
David Yoel,S.T.	Marketing for Bachelor
Ayu Angela Agusta, M.Si	Head of Marketing & Admission for Master
Wisnu Agung Trilaksono	Marketing for Master

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## **SGU MANAGEMENT STRUCTURE**

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Wina Anjarsari, A.Md

Communication Officer

### **STUDENT AFFAIRS DEPARTMENT**

David P. Simorangkir, S. E., M. Ikom

Head of Student Affairs

### **INFORMATION SYSTEM AND TECHNOLOGY DEPARTEMENT**

Anugerah, B.Sc.

Head of Information System & Technology  
Dept.

Dipl.-Ing. Iqbal, M.Kom.

IST Officer

Nesta Zulfikar Ariwibowo, S.Si. , M.T.I

IST Officer

Tedi Purwanto, S.Kom., M.Kom.

IST Officer

Billy M.Siagian, S.T.

IST Administrator officer

### **STRATEGIC PLANNING AND QUALITY ASSURANCE DEPARTMENT**

James Purnama, M.Sc.

Head of Strategic Planning and Quality

Assurance Badari Sri Utami, S.E.

Strategic Planning and Quality Assurance Staff

Maharani Niken Damayanti, SE, M.M.

Strategic Planning and Quality Assurance Staff

### **DIRECTORATE OF HUMAN RESOURCES & GENERAL ADMINISTRATION**

Dr. Dewi Tridasawarsa, S.Psi., M.M

Director of Human Resources & General  
Administration

Dyah Puspitasari, S.P.

Human Resources Supervisor

Nandia Pratiwi, S.E.

Human Resources Officer

Lisnawati, S.A.B

Payroll & Comben Officer

Aldi Putra Perdana, S.H.

Legal Officer

Noryani, S.E., M.M.

General Administration Supervisor

Turiman R. Pamungkas

Driver

## **SGU MANAGEMENT STRUCTURE**

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Moch. Ihsan	Driver
Irfansyah	Driver
Hendra Juarsa	Driver

### **DIRECTORATE OF FINANCE**

Octavia Vicky Vidira, S.E.	Head of Finance & Accounting
Siti Mardiyah, S.E.	Finance & Accounting Officer
Khomisah, S.E	Account Receivable
Lestari Nurwijayanti, S.St.	Account Payable
Andalia Irma, S.S	Purchasing Staff
Latifah Bahrum, A.Md.	Purchasing Staff

### **DIRECTORATE OF FACILITY MANAGEMENT**

Yap Hong Gie	Director of Facility Management
Rina Rahayu,A.Md Services	Secretary and Head of Activity and Events
Wahyu Suryanto, A.Md	Head of Facility Management
Wiyatno	Facility Management Staff
Siswanto	Chief of Technician
Idi Sahidi	Supervisor of Technician
Abdul Rohman	Technician
Herly Sandes	Technician

# **APPENDIX - 5**

## **ACCOMMODATION INFORMATION**

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## ACCOMODATION INFORMATION

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### 1. Housing/Dormitory/Kost Information

There are many housing/boarding/kost providers nearby SGU The Prominence Tower campus. Please find below the information related to the housing/dormitory/ kost providers around Alam Sutera area as a reference.

#### 1.1 Paddington Heights (Apartment)

- a. Specification
  - Studio Room (2-3 persons), full furnished: IDR 40-50 million/year, not furnished : IDR 30 million/year (include AC, water heater, curtain). Service (building & facilities) maintenance : IDR 850 thousand/month.
- b. Facility: Free one parking spot per unit (basement), outdoor swimming pool, and indoor gym. Electricity and water usage are excluded.
- c. Contact Person: Andre (085935163579)

#### 1.2 Silkwood: Maple and Oak (Apartment)

- a. Specification
  - Studio Room, semi/full furnished: IDR 30-35 million/year.
- b. Facility: Basement parking IDR 250,000 and outdoor parking IDR 150,000, outdoor swimming pool, basketball court, and indoor gym. Electricity and water usage are excluded.
- c. Contact Person: Rosi (085946186786)

#### 1.3 Ayodhya (Apartment)

- a. Specification
  - Studio Room, semi/full furnished: IDR 30-35 million/year
- b. Facility: Basement parking and outdoor parking, swimming pool, basketball court, and outdoor gym. Electricity and water usage are excluded.
- c. Contact Person: Marketing (021) 31103838

#### 1.4 Cluster Oleaster Gading Serpong (Housing)

- a. Specification: Woman & Man, electricity, Wi-Fi, water, electicity, laundry, bathroom.
- b. Price: IDR 1.5 – 3 million/month, parking IDR 250 thousand/month.
- c. Contact person: Astrid (0817156575)

#### 1.5 Kost Krisna (Kost)

- a. Specification: Woman & Man, Wi-Fi, water, room 3m x 7m, bathroom.
- b. Price: IDR 1.8 million/month.
- c. Contact person: Kris (081808900225)

## **ACCOMODATION INFORMATION**

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### **1.6 Adhittana Residence (Kost)**

- a. Specification: Woman & Man, Wi-Fi, CCTV, security 24 hours, access card, AC, electricity, shared kitchen & appliances, lounge, parking, laundry, room cleaning service.
- b. Price: IDR 2.7 – 3.5 million/month.
- c. Contact person: Venti (082298682811)

### **1.7 Springwood Residence (Apartment)**

- a. Specification:
  - Studio room : Studio size 22-26m, IDR 3.5 million/month, maintenance IDR 460 – 530 thousand/month.
- b. Facility: AC, water heater, electricity, Wi-Fi, CCTV, parking, laundry, gym, swimming pool.
- c. Contact person: Claudio (0812300255666)

For more accommodation recommendation, please contact [admission@sgu.ac.id](mailto:admission@sgu.ac.id).



# **APPENDIX - 6**

## **PARKING SYSTEMS & CHARGE**

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## PARKING SYSTEM & CHARGE

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### 1. Parking Lot

At The Prominence Tower, the Building Management only provides 42 car parking lots for SGU. Due to the limited car parking lots, the car parking lots are provided only for certain staff. Please find below the parking membership information:

- **Car** : IDR 250,000/month with minimum 3 months payment in advance  
Daily parking: IDR 3,000/hour
- **Motorcycle** : IDR 75,000/month with minimum 3 months payment in advance  
Daily parking: IDR 2,000/hour
- **Other fee** : Parking card membership fee is IDR 50,000/card

Parking membership at The Prominence Tower is valid from Monday to Sunday, 24 hours a day.

### 2. Ruko Prominence (update per March 2018)

- Car : IDR 130,000/month  
Daily parking : IDR 3,000/hour maximum IDR 20,000 per day
- Motorcycle : IDR 80,000/month  
Daily parking : IDR 2,000/hour maximum IDR 15,000 per day
- Other fee : Parking card membership fee is IDR 50,000/card

Parking membership at Ruko Prominence is valid from Monday to Sunday, 24 hours a day.

There are also other parking alternatives nearby the Prominence Tower:

### 3. Mall @Alam Sutera

- Car : IDR 150,000/month with minimum 3 months payment in advance  
Daily parking : IDR 3,000/hour, next hour is IDR 2,000/hour
- Motorcycle : IDR 60,000/month with minimum 3 months payment in advance  
Daily parking : IDR 2,000/hour next hour is IDR 1,000/hour
- Other fee : Parking card membership fee is IDR 50,000/card

Parking membership at Mall Alam Sutera is valid from Monday to Saturday, 24 hours a day.

For parking registration or additional information related to parking, please contact the following:

- For students, please contact Student Counsellor, **Mr. David Simorangkir**  
**(HP: 0812 949 39356)**
- For staff, please contact General Administration (GA) Department, **Mrs. Noryani**  
**(HP: 0815 1000 8433)**

# **APPENDIX - 7**

## **IT SERVICES & REGULATIONS**

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**REGULATIONS:**

1. The user account is only for your own personal use. Sharing computer accounts with others is not allowed.
2. The use of computers and/or networking in the laboratory is only for education and research purposes. Anyone who ignores this policy may be subject to an academic penalty.
3. Any person who intentionally and/or maliciously damages, destroys, steals, and/or vandalizes any equipment in the laboratories belonging to SGU will be held, personally and/or collectively, criminally and/or civilly liable for the cost of repair, and/or replacement of the damaged, equipment and may be subject to an academic penalty.
4. The use of computing and/or networking equipment belonging to SGU for sniffing (intercepting, copying, and re sending of information), or spoofing (sending information from fictitious entities) from any data channel belonging to SGU, or any other entity, is expressly forbidden. A person or groups who violate this policy may be subject to criminal and/or civil litigation.
5. The use of computing and/or networking media belonging to SGU to purposefully and/or maliciously violate system security and/or integrity on any computing and/or networking media belonging to SGU, or any other entity, is expressly forbidden. Any person or groups who violate this policy may be subject to a criminal and/or academic penalty.
6. Usage of any computer in the laboratory is permitted but strictly to each faculty regulations, if you need to use the computers for non-academic activities in the laboratory you must inform faculty administration office related to your study program.
7. Information System & Technology Department (IST) have the rights at any time to block your access to network or any other IT services due to misuse of services, IT equipment or an overdue payment notified from the Finance Dept.
8. Once you are graduated from SGU, all your files/data stored as well as your credentials will be automatically deleted by the system after 90 days. We strongly suggest that you must backup all your data or emails to your private backup system or an external backup equipment.
9. SGU or IST Dept. DOES NOT responsible for any data loss or corrupted files during your study, please do backup your files and data regularly.

## SERVICES:

Below are the lists of IT Facility & Application Services that you will use mostly during your study at SGU.

1. Network & Connectivity:
  - a. Wireless Hotspot
  - b. LAN 100/1000Mbps
2. Applications:
  - a. Google Suite Education
    - Gmail
    - Gmeet
    - Classroom
    - Drive
    - Jamboard
    - Etc
  - b. MySGU
  - c. Library
  - d. Graduation

## User Account

When you are enrolled as our student at Swiss German University, you are granted an account generated from the system to access SGU Applications and IT Facilities mentioned above.

### *What is the generated user account?*

For an example your name is John Edward Smith, born in 14<sup>th</sup> July 2002, and you are registered as SGU Student with student ID 120010800. Then your account detail format will be as follows;

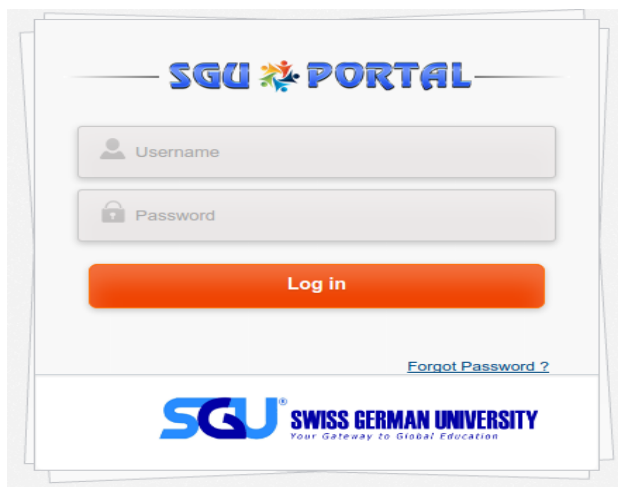
MySGU Username	: 120010800
Wireless Hotspot Username	: 120010800
SGU Google Suite Username	: john.smith@student.sgu.ac.id
Password	: Sgu120010800@14072002

Please note: You must activate your Google Suite account using the credentials format above. For more information on how to activate please check this link <https://ist.sgu.ac.id> We strongly suggest that you change the predefined password once you succeeded to login into the Google Suite.

## Wireless Hotspot

Students can access the internet via wireless hotspot under the SSID **SGU-Classroom** with their own laptop/notebook/mobile device in most classrooms using their SGU user account. Please ensure to use this facility, you must have a wireless adapter inside your laptop or other wireless network compliant device.

## MySGU



SGU **PORTAL**

Username

Password

Log in

[Forgot Password ?](#)

**SGU**<sup>®</sup> SWISS GERMAN UNIVERSITY  
Your Gateway to Global Education

### MySGU Web Descriptions

MySGU (<https://my.sgu.ac.id>) is a web portal for student and lecturer intended to view academic information and activities during your study at SGU, below are the list of functions for your information:

1. Home  
Displays information for students such as payment status notifications, PCF status and academic or non-academic information.
2. Academic:
  - a. Re-Registration:
    - **Plan Course Form (PCF)**  
Filling the PCF by taking courses that have been customized or offered. Students are required to process the PCF online by virtue of SGU academic calendar.
    - **Resign:**  
Students may apply for resign as a non-active student at SGU.
    - **Leave Semester:**  
Students may apply for 1 to 2 semester leave.
  - b. Course:
    - **Plan**  
Students can see the details of the semester grades that have been achieved.
    - **Submitted PCF**

Students can view the list of courses that have been selected during PCF filling.

c. Activity:

- **Semester Score**  
Students can view and print Transcript of the value of per semester, Transcript is only temporary, students need to bring printed transcript value to the academic department to get legalized for Transcript to be official.
- **Attendance**  
See the percentage of absenteeism attendance percentage of semester.
- **Timetables**  
Viewing the schedule of lectures per day, students can find out the lecture schedule that has been taken per day, knowing the lecture room and classroom status classes (classes active / canceled).
- **Study and Exam Regulation**

d. OFSE

e. Thesis:

- Viewing rules, guidelines and how to write a thesis that has been prepared by the academic office.
- View thesis status and thesis schedule.

f. Repetition

g. Library

h. Payment:

- View payment information in accordance with the number of submitted PCF. Students can find out whether the payment status has been paid or not. If the payment status has not been paid until the grace period has been set, then the student access will be temporarily blocked to access MySGU until the payment outstanding is cleared.

3. Profile

4. FAQ

### Library

This is the digital library of SGU on this web portal you can order, borrow and search for book information. Please check the link <https://library.sgu.ac.id> for more information.

### Graduation

This is a web application intended to accommodate graduation reservation, hotel bookings and other related information regarding to graduation event. Please check the link <https://graduation.sgu.ac.id> for more information.

Should you have any queries, please don't hesitate to contact the:

Information System & Technology Department  
Whatsapp (chat only) : +62 811 877 0082  
Email : [isthelpdesk@sgu.ac.id](mailto:isthelpdesk@sgu.ac.id)

# APPENDIX - 8

## LIBRARY GUIDELINES



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## LIBRARY GUIDELINES

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### 1. Location & Opening Hours

Located on the ground floor.

Normal working hour : 08.00 to 17.00 on Monday to Friday, 09:00 to 14.00 on Saturday.

New normal working hour : 09.00 to 12.00 on Monday and Thursday.

### 2. Borrowing

- a. Students must inform a valid University ID each time they wish to borrow books.
- b. In the normal condition, Bachelor students can borrow a maximum of three books for one week and these can be renewed with email confirmation for one time only.  
While in the new normal condition, Bachelor students can borrow a maximum of three books for two weeks and these can be renewed with email confirmation for one time only.  
The books can be borrowed again one day after being returned if there is no request from other users.  
The overdue fine is **Rp.5.000/book/day**.
- c. Newspapers, journals and magazines can only be borrowed for use on the SGU campus and must be returned on the same day before 4 pm to the library.

### 3. Coursebooks

- a. The Coursebook lists are available at <https://sgu.ac.id/academic-services/coursebook-list/>
- b. The Coursebooks for students will be sold via Shopee and Tokopedia.

### 4. E-journals

Students could search e-journals via Scencedirect, Springer, Ebsco, Proquest and Cengage.

Students could get the username and password in the Research@Library session in the 1<sup>st</sup> semester.

### 5. Online Catalog

Student could search books and e-books at <http://www.library.sgu.ac.id>

Student could search e-thesis at <http://www.repository.sgu.ac.id>

### 6. Contacts

1	Maria Lamury	Ext. 3202	<a href="mailto:maria.lamury@sgu.ac.id">maria.lamury@sgu.ac.id</a>
2	Rizdwan Gunawan	Ext. 3201	<a href="mailto:faisal.ifzaldi@sgu.ac.id">faisal.ifzaldi@sgu.ac.id</a>
3	Adityatama Ratangga	Ext. 3201	<a href="mailto:adityatama.ratangga@sgu.ac.id">adityatama.ratangga@sgu.ac.id</a>
4	Library	-	<a href="mailto:library@sgu.ac.id">library@sgu.ac.id</a>

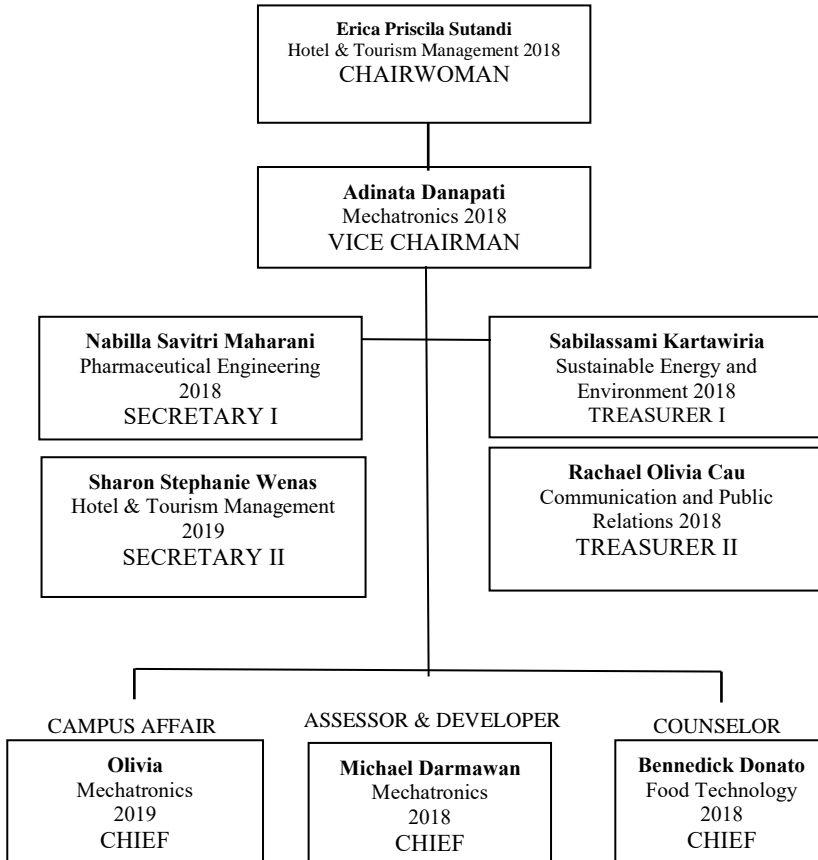
# **APPENDIX – 9**

## **STUDENTS ORGANIZATION**



**STUDENTS ORGANIZATION**

**HOUSE OF REPRESENTATIVES  
 (MAJELIS PERWAKILAN MAHASISWA)  
 ORGANIZATIONAL CHART 2019/2020**



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**STUDENTS ORGANIZATION**

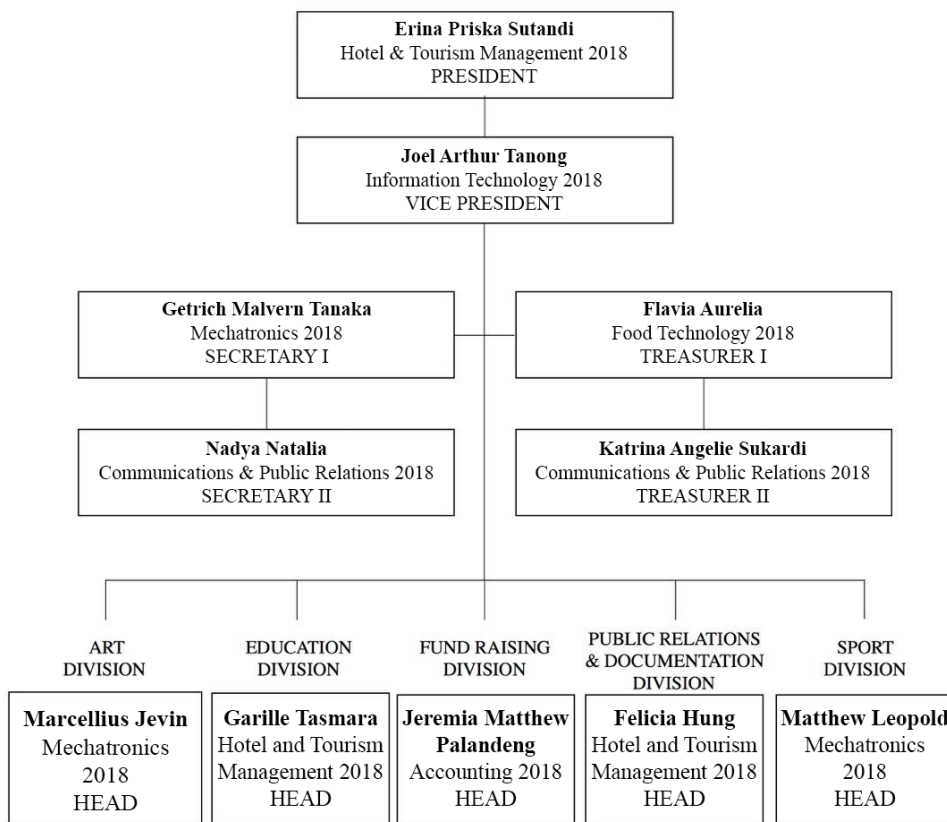
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**HOUSE OF REPRESENTATIVES LEADERS 2019/2020**

No	NAME	POSITION	FACULTY	DEPARTMENT	YEAR
1	<b>Erica Priscila Sutandi</b>	Chairwoman	Business & Communication	Hotel & Tourism Management 2018	2018
2	<b>Adinata Danapati</b>	Vice Chairman	Engineering & Information Technology	Mechatronics	2018
3	<b>Nabilla Savitri Maharani</b>	Secretary I	Life Sciences & Technology	Pharmaceutical Engineering	2018
4	<b>Sharon Stephanie Wenas</b>	Secretary II	Business & Communication	Pharmaceutical Engineering	2018
5	<b>Sabilassami Kartawiria</b>	Treasurer I	Life Sciences & Technology	Sustainable Energy & Environment	2018
6	<b>Rachael Olivia Cau</b>	Treasurer II	Business & Communication	Communication and Public Relations	2019
7	<b>Olivia</b>	Chief of Campus Affair	Engineering & Information Technology	Mechatronics	2019
8	<b>Michael Darmawan</b>	Chief of Assessor & Developer	Engineering & Information Technology	Mechatronics	2018
9	<b>Benedick Donato</b>	Chief of Counselor	Life Sciences & Technology	Food Technology	2018

**STUDENTS ORGANIZATION**

**BOARD OF EXECUTIVES  
(BADAN EKSEKUTIF MAHASISWA)  
ORGANIZATIONAL CHART  
2019/2020**



## STUDENTS ORGANIZATION

### BOARD OF EXECUTIVES LEADERS 2019/2020

No	NAME	POSITION	FACULTY	DEPARTMENT	ACADEMIC YEAR
1	<b>Erina Priska Sutandi</b>	President / Ketua Umum	Business & Communication	Hotel & Tourism Management	2018
2	<b>Joel Arthur Tanong</b>	Vice President / Wakil Ketua Umum	Engineering & Information Technology	Information Technology	2018
3	<b>Getrich Malvern Tannaka</b>	Secretary I / Sekretaris I	Engineering & Information Technology	Mechatronics	2018
4	<b>Flavia Aurelia</b>	Treasurer I / Bendahara I	Life Sciences & Technology	Food Technology	2018
5	<b>Nadya Natalia</b>	Secretary II / Sekretaris II	Business & Communication	Communication & Public Relations	2019
6	<b>Katrina Angelie Sukardi</b>	Treasurer II / Bendahara II	Business & Communication	Communication & Public Relations	2019
7	<b>Marcellius Jevin</b>	Head of Art / Ketua Divisi Kesenian	Engineering & Information Technology	Mechatronics	2018
8	<b>Edrick Alvaro Oslo</b>	Vice Head of Art / Wakil Ketua Divisi Kesenian	Life Sciences & Technology	Food Technology	2019
9	<b>Garille Tasmara</b>	Head of Education Division / Ketua Divisi Edukasi	Business & Communication	Hotel & Tourism Management	2018
10	<b>Christopher Reinhart Martinus Susetya</b>	Vice Head of Education Division / Wakil Ketua Divisi Edukasi	Business & Communication	Hotel & Tourism Management	2019
11	<b>Jeremia Matthew Palandeng</b>	Head of Fund Raising Division / Ketua Divisi Penggalang Dana	Business & Communication	Business Accounting	2018
12	<b>Clarissa Eda Alimin</b>	Vice Head of Fund Raising/ Wakil Ketua Divisi Penggalang Dana	Life Sciences & Technology	Pharmaceutical Engineering	2018
13	<b>Felicia Chia Siau Hung</b>	Head of Public Relations & Documentation / Ketua Divisi Hubungan Masyarakat & Dokumentasi	Business & Communication	Hotel & Tourism Management	2018
14	<b>Dyondra</b>	Vice Head of Public Relations & Documentation / Wakil Ketua Divisi Hubungan Masyarakat & Dokumentasi	Engineering & Information Technology	Information Technology	2019
15	<b>Matthew Leopold</b>	Head of Sport Division / Ketua Divisi Olahraga	Engineering & Information Technology	Mechatronics	2018
16	<b>Michael Alexander Mahlganija Ghilgian</b>	Vice Head of Sport Division / Wakil Ketua Divisi Olahraga	Life Sciences & Technology	Food Technology	2019

**STUDENT REGIMEN UNIT ORGANIZATIONAL STRUCTURE 2019**

**STRUKTUR MAKOSAT**

*UNSUR PIMPINAN*



*UNSUR PEMBANTU PIMPINAN / LAK STAF*



*UNSUR PELAYAN PIMPINAN*



*UNSUR PELAKSANA PIMPINAN*





**STRUKTUR ORGANISASI RESIMEN MAHASISWA (MENWA)  
TAHUN AKADEMIK 2019-2020**

