

STUDENT HANDBOOK

**BACHELOR'S DEGREE STUDENTS
ACADEMIC YEAR 2024/2025**

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS



Dear Cherished Students,

Welcome, students! Welcome to SGU Family.

First of all, I would like to thank you for joining SGU and entrusting your educational journey with us. Welcome to the beginning of an incredible academic journey that will shape you into a global learner and a future leader. We are honored to be a part of it.

As you immerse yourself in this journey, remember to be innovative in your approach and thinking. Embrace challenges as opportunities for growth and development. Your experiences here will enhance your

academic skills and contribute to your character transformation, shaping you into a person of strong character and integrity.

Our vision, mission, and especially our values will cultivate an environment where students can thrive and reach their fullest potential and provide an education that is not only academically rigorous but also fosters personal growth and a sense of global responsibility. We uphold RAPIDS values that emphasize Resilient, Adaptive, Proactive, Integrity, Discipline, and Social care. All is for commitment to excellence.

This handbook contains policies and procedures, such as Study Guidelines and Examination Regulations, Academic Code of Ethics, Facility Information, and other important information both in academic and non-academic affairs. I encourage you to read them carefully, uphold and comply with all the policies

Remember to always be yourself. Your unique perspectives and talents are what make our community vibrant and dynamic. We are excited to support you on this journey and look forward to witnessing the incredible impact you will make as you step into the future as a confident, capable, and visionary leader.

Once again, welcome to this exciting new journey. We are ready for you! We hope you are ready for us!

Warm regards,

Dr. Dipl. -Ing. Samuel P. Kusumocahyo

Rector of 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 Be Updated Shortly)

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 Be Updated Shortly)

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 6.

7. IT Acceptable Use Policy

Information about IT can be found in Appendix 8. Each student will receive an email account within 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.

8. Library Guidelines

Information about the Library can be found in Appendix 8.

9. Student Organization and CPDP Program

Information about Student Organization, Character and Professional Development Program (CPDP) and Non-Academic Credits (NAC) can be found in Appendix 9.

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FACILITY INFORMATION

FACILITY INFORMATION

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. Student Lounge (Room 102)
- d. Investment Gallery (Room 102)
- e. Meeting Room (Room 103)
- f. Rector's Office & Board's Office (Room 104)
- g. Finance Department (Room 105)

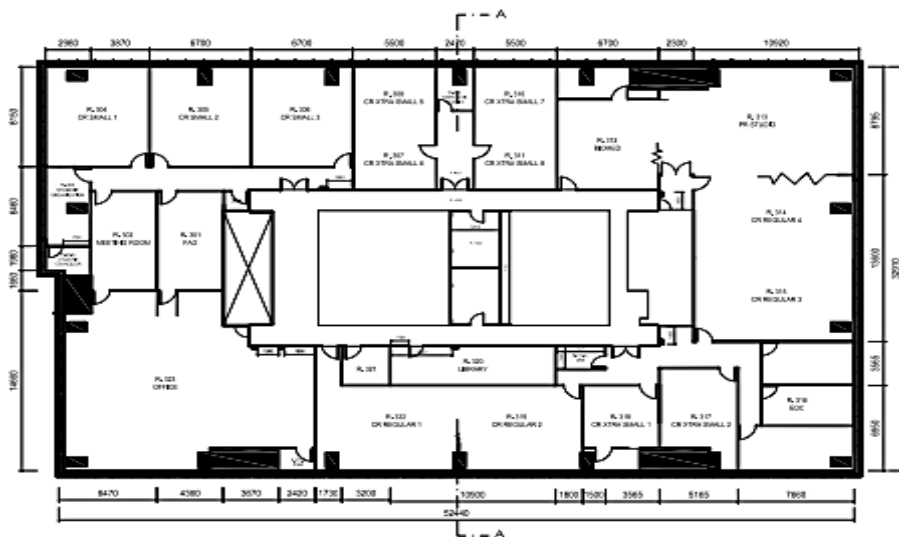
D.1.2. Third Floor

- a. Classrooms (Room 302, 304, 305, 306, 307, 308, 312, 313, 314, 315, 316.1, 316.3, 317, 318, 319, 322).

FACILITY INFORMATION

- b. AAO & Directorate of Cooperation (Room 301)
- c. Sensory Evaluation Lab (Room 302)
- d. Student Organization & Student Affairs Office (Room 303)
- e. Biomedical Engineering Lab (Room 312)
- f. PR Media Lab & media studio Room (Room 316.2)
- g. Creativepreneur Lab (Room 316.3)
- h. Library (Room 320)
- i. Faculty of BC (Room 323)
- j. Faculty of LST (Room 323)
- k. General Subject (Room 323)
- l. Directorate of ARCS (Room 323)
- m. Moslem Prayer Room (Room 324A)

Below is the map of 3rd Floor:



D.1.3. Twentieth Floor:

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

FACILITY INFORMATION

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

Below is the map of 20th 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 : Security Operations Center (SOC) and Cyber Security Center of Excellence
- Third floor : Study Room Master of Information Technology

FACILITY INFORMATION

- **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

Alam Sutera Sports Center: address Alam Sutera Boulevard, Pd. Jagung Tim., Kec. Serpong Utara, Kota Tangerang Selatan, Banten to provide the best sports facilities for all students and staff as follows:

- Gym
- Badminton and basketball indoor court
- Olympic-size swimming pool
- Semi indoor & outdoor tennis courts
- Yoga, aerobic, body language, line dance and spinning classes
- Lounge
- Showers & sauna
- Locker room

For schedule and reservation please contact **Mr. David Simorangkir (HP: 0812 949 39356)**

FACILITY INFORMATION

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 3rd and 20th 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 and the charge must be transferred to **BCA acc. no. 6040-97-8338, Acc. Name: PT. Alfa Goldland Realty**
- 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 3rd floor (Low Zone), use the Lifts at the Left of Security/Reception Desk.
- D.2.3.2 Going to the 20th 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.

FACILITY INFORMATION

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.2.7. ATM Spot at Lower Ground Floor (LG)

D.3. Emergency Respond Procedures

The purpose of this procedure is to 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 drill to be followed by all tenants and students Campus could understand.

D.4. Rules & Regulation

Building Management has also implemented 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 in 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.

FACILITY INFORMATION

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 Administration Office and Head of Event & Services Facility Management, at 20th 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, Academic Administration Office (AAO) staff and Head of Activity & Event Services (Facility Management Directorate).

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 20th 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

RECTOR'S OFFICE

Dr. Dipl.-Ing. Samuel P. Kusumocahyo
Leonard P. Rusli, B.Sc, M.Sc, Ph.D.
Dr. Nila Krisnawati Hidayat, S.E., M.M.
Chintya Dwi V, S.I.Kom.
Wivina Lucki, A.Md.
Gilang Fajar Romadan, S.Pd.

Rector
Vice Rector I - Academic Affairs
Vice Rector II - Non-Academic Affairs
Secretary to Vice Rectors
Secretary to Rector
Lecturer Career Development Centre

FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY (FEIT)

Dr. Maulahikmah Galinium, S.Kom., M.Sc.
Dr. Yunita Umniyati, S.Si., M.Sc.
Erikson Ferry Soonggalon, S.T., M. Kom.

Dean
Head of Mechatronics Department
Deputy Head of Mechatronics Department (MT)

Edward Boris P. Manurung, M.Eng.
Dr. Rusman Rusyadi
Yohanes Fredhi Sangadi Pratomo, A.Md
Bisma Bhagawanta, S.T.
Thomas Martines, A.Md.T.
Dr. Eng. Aditya Tirta Pratama, S.Si., M.T.

Lecturer
Lecturer
Mechanical Workshop
Teaching Assistant of Mechatronics
Teaching Assistant of Mechatronics
Head of Industrial Engineering
Department (IE)

Ir. Triarti Saraswati, M.Eng.

Deputy Head of Industrial Engineering
Department

Ivan Kurniawan, S.T., B. Eng., M. T., M.B.A.
Dr. Tanika D. Sofianti, S.T., M.T.
Kho I Eng, Dipl.-Inf.

Lecturer
Lecturer
Head of Information Technology
Department (IT)

Joseph Andreas, S.Kom., B.Eng., M.Sc.

Deputy Head of Information Technology
Department

Assoc. Prof. Ir. James Purnama, M.Sc.
Fariz Duta Nugraha, S. Kom.
Willy Lau, S. Kom.
Dr. Ir. Eka Budiarto, S.T., M.Sc.

Lecturer
Teaching Assistant of IT
Teaching Assistant of IT
Head of Master of Information Technology
Department (MIT)

Dr. Ir. Charles Lim, B.Sc., M.Sc.
Dr. Ir. Mohammad A. Amin Soetomo, D.Sc
Dr. Ir. Heru Purnomo Ipung, M.Eng.
Dr. Maulahikmah Galinium, S.Kom., M.Sc.

Deputy Head of Master Information Technology
Lecturer

Dena Hendriana, B.Sc., S.M. Sc.D.

Lecturer
Acting Head of Master of Mechanical
Engineering (MME)
Acting Deputy Head of Master of Mechanical
Engineering

Dr. Ir. Henry Nasution, S.T., M.T., Ph.D
Dr. Ir. Gembong Baskoro, M.Sc., IPU
Tety Rachmawati, S.E.
Nurita Kresnawati, S.Kom.
Siti Ayu Diana Lestari, S.Pd

Lecturer
Lecturer
Faculty Administration Officer of MT
Faculty Administration Officer of IT and IE
Faculty Administration Officer of MIT and
MME

SGU MANAGEMENT STRUCTURE

FACULTY OF BUSINESS AND COMMUNICATION (FBC)

Dr. Ir. Yosman Bustaman, M.Buss.	Dean
Dr. Ir. Nurdayadi, M.Sc	Head of Accounting Department (ACC)
Sumini, B.Sc., S.E., M.B.A., M.M.	Deputy Head of Accounting Department
Agung Joni Saputra, M.Akt.	Lecturer
Dr. Munawaroh Zainal, M.M.	Acting Head of Business and Management Department (BM)
Moch. Riyadh Rizky Adam, ST., M.S.M.	Acting Deputy Head of Business and Management Department
Dr. Anthon Stevanus Tondo, S.E., MBA.	Lecturer
Dipl.-Ing. Panji Nandiasa A. Mukadis, S.Kom, M.M.	Lecturer
Margaretha Tiur Pasuria Lingga, M.M.	Lecturer
Loina Lalolo Krina Perangin-angin, M.Si.	Head of Global Strategic Communications Department (GSC)
Muninggar Sri Saraswati, S.IP, M.A., Ph.D.	Lecturer
Deborah Nauli Simorangkir, Ph.D.	Lecturer
Robert La Are, SST. Par, M.Par.	Head of Hotel and Tourism Management Department (HTM)
Rano Abryanto, S.Tr. Par, M.Par.	Deputy Head of Hotel and Tourism Management Department
Dr. Munawaroh Zainal, M.M.	Lecturer
Dr. Soebowo Musa	Head of Master Business Administration Department (MBA)
Dr. Fiter Abadi, BA., MBA.	Deputy Head of Master Business Administration
Doddy S.W. Witjaksono, M.A.	Lab. Assistant of Investment Gallery and Tax Center
Usan, S.E, M.Pd.	Faculty Administration Officer of BM and MBA
Sema Suri Titiasopha, S.S.	Faculty Administration Officer of HTM and GSC
Tety Rachmawati, S.E.	Faculty Administration Officer of ACC
Isna	Staff of HTM

FACULTY OF LIFE SCIENCES AND TECHNOLOGY (LST)

Dr. Hery Sutanto, S.Si., M.Si.	Dean
Aulia Arif Iskandar, S.T., M.T.	Head of Biomedical Engineering Department (BE)
Fuad Ughi, S.T., M.T.	Lecturer
Kholis Abdurachim Audah, M.Sc, Ph.D	Lecturer
Gerald Justin Goenawan, S.T., M.Sc	Lecturer
Devita Via Senzas, A.Md.	Laboratory Assistant of BE
Dr.-Ing Diah Indriani Widiputri, S.T., M.Sc.	Head of Chemical Engineering Department (CE)
Silva Yusri, S.Si., M.T.	Deputy Head of Chemical Engineering Department
Dr. Irvan S. Kartawiria, S.T., M.Sc.	Lecturer
Dr.-Ing Evita H. Legowo	Lecturer
Rizal Pauan Ramadhanani, S.Si.	Laboratory Assistant of CE
Dr. Irvan S. Kartawiria, S.T., M.Sc.	Acting Head of Food Technology Department (FT)
Della Rahmawati, S.Si., M.Si., Ph.D.	Deputy Head of Food Technology Department
Maria Dewi P.T. Gunawan Puteri M.Sc., Ph.D.	Lecturer

SGU MANAGEMENT STRUCTURE

Dr. rer.nat Filiana Santoso	Lecturer
Tabligh Permana, S.Si., M.Si.	Lecturer
Dr. Ir. Abdullah Muzi Marpaung, MP.	Lecturer
Stacia Andani Fortunata S.T., B.Eng.	Laboratory Assistant of FT
Agung Margiyanto, S.Pd.	Faculty Administration Officer of BE and FT
Nurul Tasya Syifa, S.Sos.	Faculty Administration Officer of CE

DIRECTORATE OF COOPERATION (DC)

Deborah Nauli Simorangkir, Ph.D.	Director of Cooperation
Mina Aarsita	Head of Internship and Career Centre Department
Mahda Yumiati, S.S.	Head of Cooperation and International Office
Mia Sari M. Siregar, S.S.	Internship Officer

ACADEMIC ADMINISTRATION OFFICER (AAO)

Dina Pristiyowati, S.Kom.	Head
Yunus Nugraha, S.E.	Operations & Tech Support Supervisor
Arinton Sinaga, S.Th.	Academic Data Centre and Library

DIRECTORATE OF ACADEMIC RESEARCH AND COMMUNITY SERVICES (ARCS)

Assoc. Prof. Ir. James Purnama, M.Sc.	Director
Tabligh Permana, S.Si., M.Si.	Head of Community Services
Aditya Bhatara, S.E.	Information & Knowledge Management
Dian Karmila Kurniawati, S.T.	Project & Event Management
Annisa Hanna Kusumawardani, S.E.	Finance and Audit

DEPARTMENT OF GENERAL SUBJECTS (GS)

James E. Hunt, B.A. M.M, M.B.A.	Head
Barry Andrew Kozemko Jr., M.A.	English Lecturer
Dyah Divitta Prameswari, S.S.	Lecturer and Coordinator German Language
Eveline Eirene	Faculty Administration Officer of GS

DEPARTMENT OF STUDENT AFFAIRS (SA)

David Pardamean Simorangkir, S.E., M.I.Kom.	Head
---------------------------------------------	------

DIRECTORATE OF COMMUNICATION

Dinda Amora Kasih, S.I.Kom.	Head of Sales for Bachelor Study Program
Gresvivyolla	Acting Supervisor of Marketing & Admission for Business Accounting Study Program & International Market
Sari Lusiana Simanjuntak, S.E.	Sales for Bachelor Study Program
Desnita Friska Angelia Br. Mangunsong, S.Ak.	Sales for Bachelor Study Program
Agnes Garcia, S.Pd.	Sales for Bachelor Study Program
Dennis Gunadi, S.Kom.	Sales for Bachelor Study Program
Angel Rehulina Tarida, S.I.Kom.	Admission Officer for Bachelor Study Program
Irma Fitri, S.T., M.M.	Head of Sales for Master Study Program
Kiky Triwahyuningsih	Sales for Master Study Program
Faisal Ifzaldi, S.Hum.	Admission Officer for Master Study Program

SGU MANAGEMENT STRUCTURE

Artaully Blessing C. Pakpahan, S.Kep., M.M.	Head of Stakeholder Engagement Department
Amin Fendy Rahmelan, S.Sos.	Stakeholder Engagement Officer
Anisa Naamin, S.H.Int.	Coordinator of Public Relation
Meyta Bilqis Sabila, S.Kom.	Public Relation Officer
Galih Herdianto, S.Kom.	Coordinator of Digital Marketing
Irzan Fahmi, S.Kom.	Design Graphis
Danu Amirul Aji Supri, S.Kom.	Web Admin and Digital Advertiser
Riqpatul Alam, S.I.Kom	Creative Visual
Norman Fauzan Akmal, S.I.Kom	Content Writer Specialist

DEPARTMENT OF INFORMATION SYSTEM TECHNOLOGY (IST)

Anugerah, B.Sc.	Head
Meilisa Tansil, S.E., M.Kom.	Digitalization Manager
Nesta Zulfikar Ariwibowo, S.Si, M.T.I.	Full Stack Developer
Tedi Purwanto, S. Kom, M. Kom.	Full Stack Developer
Febri Damatraseta, M.Kom	Full Stack Developer
M. Fadhli Dzil Ikram	Network Engineer and IT Support Staff
Nur Ammar Naufal, S.T.	IT Developer

DEPARTMENT OF QUALITY ASSURANCE (QA)

Edward Boris P. Manurung, M.Eng.	Head
Nurhasanah, S.Pd.	Quality Assurance Officer
Chakra Herlaut, S.TP.	Quality Assurance Officer

DIRECTORATE OF HUMAN RESOURCES (HR) AND GENERAL ADMINISTRATION (GA)

Deri Hameru, M.M.	Director
Sri Maryati, A.Md. KA., S.E.	Supervisor of HR Development
Rizky Nur Ananda Ilahi, S.Psi.	Recruitment and Assessment Officer
Dwi Haryanto Putra, S.Pd.	Employee Development Officer
Rima Nadhilla, S.E., S.S.	Head of Operation & GA
Fitriyah, S.H.	Legal and Contract Management Officer
Adityatama Ratangga, S.Kom.	HR Services Officer
Moh. Ihsan	Driver/Operational

DIRECTORATE OF FINANCE

Hasudungan Pangaribuan, S.E., M.M.	Senior Manager
Jane Anthoneta Rapa, S.E., Ak.	Revenue Controller
Nova Ayu Wulandari, S.E.	Finance and Accounting Officer
Sakinah Ardiana Bunda, S.E.	Account Payable Staff
Latifah Bahrum, S.Kom.	Purchasing Staff
Andalia Irma, S.S.	Purchasing Staff
Affah Dzulfa N., S.E.	Account Receivable Staff
Rumondang Agustina Br. Sitohang, S.E.	Account Receivable Staff

DIRECTORATE OF FACILITY MANAGEMENT (FM)

Yap Hong Gie	Director
Wahyu Suryanto, A.Md.	Senior Manager of Facility Management

SGU MANAGEMENT STRUCTURE

Sari Nusivera, S.E.

Wiyatno

Tety Aprylianty

Siswanto

Idi Sahidi

Abdul Rohman

Herly Sandes

Siti Nurhidayati

Didi Royawan

Wiwit Setyowati

Sukron Makmun

Wawan Ridwan

Tatang Rochim

Bawon

Assistant to The Board of Management and Facility
Management Director

Head of Activity and Event Services

Paramedic

Supervisor of Building Management

Supervisor of Technician

Technician

Technician

House Keeping

House Keeping

House Keeping

House Keeping

House Keeping

House Keeping

House Keeping

APPENDIX - 5

ACCOMMODATION INFORMATION

ACCOMODATION INFORMATION

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 Silkwood Residence (Apartment)

- a. Price: IDR 4-6million/month
- b. Distance: 8–10 minute walk. 750 meter

1.2 Pacific Garden (Apartment)

- a. Price: IDR 3-6 million/month
- b. Distance: 5-8 minute walk, -500 meters

1.3 Zeal Residence (Apartement)

- a. Price: 3-7 milion/month
- b. Distance: 10 minute by car, 2 km

1.4 Brooklyn (Apartement)

- a. Price: 4-5 milion/month
- b. Distance: 5 - 10 minute by car, 2-3 km

1.5 Paddington Heights

- a. Price: 4-9 milion/month (Typical Studio Room)
- b. Distance: 5 minute by car or 8-15 minute walk, 850 m

1.6 Aditana Residence (Kos)

- a. Price: 2.7 – 3.5 milion/month
- b. Distance: 5 minute by car or 19 minute walk, 1-5 km

1.7 In Alam Sutera Clusters Harmoni, Narada, ETC (Kos)

- a. Price: 1.8 – 2.8 milion/month
- b. Distance: 10-15 minute by car

1.8 Springwood (Apartement)

- a. Price: 3 – 5 milion/month
- b. Distance: 8 minute by car,-2 km

1.9 Graha Raya

- a. Price: 600k – 2 million/month
- b. Distance: 10-15 minutes by car, 5km

1.10 North Panunggangan

- a. Price: 1.5 – 2.5 million/month
- b. Distance: 15 minutes walk, -1 km

APPENDIX - 6

PARKING SYSTEMS & CHARGE

PARKING SYSTEM & CHARGE

1. Parking Lot (update per July 2024)

At The Prominence Tower, the Building Management only provides 39 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 (no maximum limit per day)
- **Motorcycle** : IDR 75,000/month with minimum 3 months payment in advance
Daily parking: IDR 2,000/hour (no maximum limit per day)
- **Other fee** : Parking card membership fee is IDR 50,000/card

Prices are subject to change and the availability of parking lots depends on the quota provided by building management.

Parking membership at The Prominence Tower is valid from Monday to Sunday.

2. Ruko Prominence (update per July 2024)

- Car : IDR 130,000/month
Daily parking : IDR 4,000/hour, next hour is 3,000/hour, maximum IDR 25,000 per day
- Motorcycle : IDR 80,000/month
Daily parking : IDR 3,000/hour, next hour is 2,000/hour, maximum IDR 20,000 per day
- Other fee : Parking card membership fee is IDR 50,000/card

Parking membership at Ruko Prominence is valid from Monday to Sunday.

Prices are subject to change and the availability of parking lots depends on the quota provided by building management.

There are also other parking alternatives nearby the Prominence Tower:

3. Mall @Alam Sutera

- Car : IDR 200,000/month with minimum 3 months payment in advance (Unlimited Quota)
Daily parking : IDR 3,000/hour, next hour is IDR 2,000/hour
- Motorcycle : IDR 100,000/month with minimum 3 months payment in advance (Unlimited Quota)
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.

Prices are subject to change and the availability of parking lots depends on the quota provided by building management.

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)

APPENDIX - 7

IT SERVICES & REGULATIONS

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:
 - SGU – STUDENTS/CLASSROOM
 - b. LAN 100/1000Mbps.
2. Service Applications:
 - a. Google Workspace Education
 - Gmail.
 - Gmeet.
 - Docs/Sheet.
 - Classroom.
 - Drive.
 - Jamboard.
 - b. MySGU. (<https://my.sgu.ac.id>)
 - c. Library.
 - d. Graduation.
 - e. SGU Mobile.

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 14th July 2002, and you are registered as SGU Student with student ID 120010800. Then your account detail format will be as follows:

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

Please note: If it's your first time using SGU Google workspace then you must activate your Google Workspace account using the credentials format above. We strongly suggest that you change the predefined password once you succeeded to login. If you have trouble sign-in with the provided credentials please contact us via WhatsApp 0811 8770 082 (NO calls & strictly for resetting password).

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.

Google Education Workspace

To support and enhance your learning and studying capabilities SGU accommodate you with google education workspace as the platform during your study and you may login using the user account provided above. You may use all the services provided such as Classroom, Gmail, Drive, Docs and other related services within the limitation of Google education workspace policy. Your lecturer will use Google Classroom regularly please consult with your faculty for more information and guidance.

MySGU

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. Dashboard
 - Displays information for your current GPA, today class schedule, current semester invoice and PCF registration status.
2. My Attendance: Record and view Attendance
3. Score and Grade
 - Course Plan: Students can see the details of the semester courses with grades that have been achieved.
 - View Score: Students can view grades for mid or final semester.
 - Print Transcript: Students can view and download semester transcript in PDF format.
4. Registration
 - Plan Course Form (PCF): Every student is mandate to do PCF submission on every end of semester. PCF allows student to customize or accept offered course for the next semester do note that every submitted PCF will need approval from your designated lecturer. Please consult with your faculty for more information.
5. Billing
 - You can view your semester fees. Our system will automatically generate invoice payment links so you could make an online payment, please check your email or WhatsApp for payment link. If you need help regarding billing and payments, please leave an inquiry email at finance@sgu.ac.id.
6. Thesis Information
 - You will find informatio about thesis submission guidelines and regulation.

Library

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

Graduation

This 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.

SGU Mobile

The mobile application is intended to provide students with an overview of their academic activities during their studies at SGU. Class attendance will always be recorded using SGU Mobile. Before taking attendance, ensure that you allow camera and location permissions for the SGU mobile application. You can find and install the SGU mobile application on Google Play Store (Android) or Apple App Store (iPhone). The minimum OS requirement is Android 5.1 and iOS 10.

Should you have other queries don't hesitate to submit a ticket at <https://helpdesk.sgu.ac.id> and our team will respond to your ticket or if you need to discuss further about your request feel free to visit our office at 20th Floor room number 2015*.

APPENDIX - 8

LIBRARY GUIDELINES

LIBRARY GUIDELINES

1. Location & Opening Hours

Located on the 3rd floor. Open from 08.00 to 16.00 on Monday to Friday.

2. Borrowing

- a. Students must inform a valid University ID each time they wish to borrow books.
- b. Bachelor students can borrow a maximum of three books for two weeks and these can be renewed one time only. The overdue fine is **Rp.5.000/book/day**. The books can be borrowed again one day after being returned if there is no request from other users.
- 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.
- d. Master students can search and browse books from <https://www.library.sgu.ac.id> and request the borrowing of the book to the contacts email below.

3. Coursebooks

- a. The Coursebook lists will be emailed by the Library department to bachelor students.
- b. Students can purchase the coursebooks in the chosen online bookstore in the marketplace.

4. Collection

Book catalog

<https://www.library.sgu.ac.id>

Ejournal and E-books

<https://e-resources.perpusnas.go.id/>

E-theses

<http://repository.sgu.ac.id/>

Please contact the librarian for username and password.

5. Contacts

1	Arinton Sinaga	Ext. 1202/3201	arinton.sinaga@sgu.ac.id
2	Library	-	library@sgu.ac.id

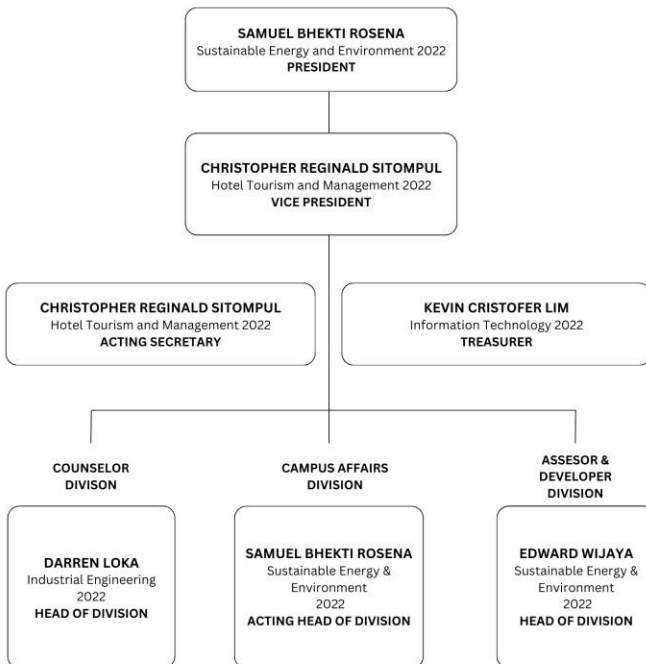
APPENDIX – 9

STUDENT ORGANIZATIONS CHARACTER AND PROFESSIONAL DEVELOPMENT PROGRAM (CPDP) & NON-ACADEMIC CREDITS (NAC)

STUDENTS ORGANIZATION

**HOUSE OF REPRESENTATIVES
 (MAJELIS PERWAKILAN
 MAHASISWA) ORGANIZATIONAL
 CHART 2023**

**STUDENT HOUSE OF REPRESENTATIVES
 (MAJELIS PERWAKILAN MAHASISWA)
 ORGANIZATIONAL CHART
 2024**

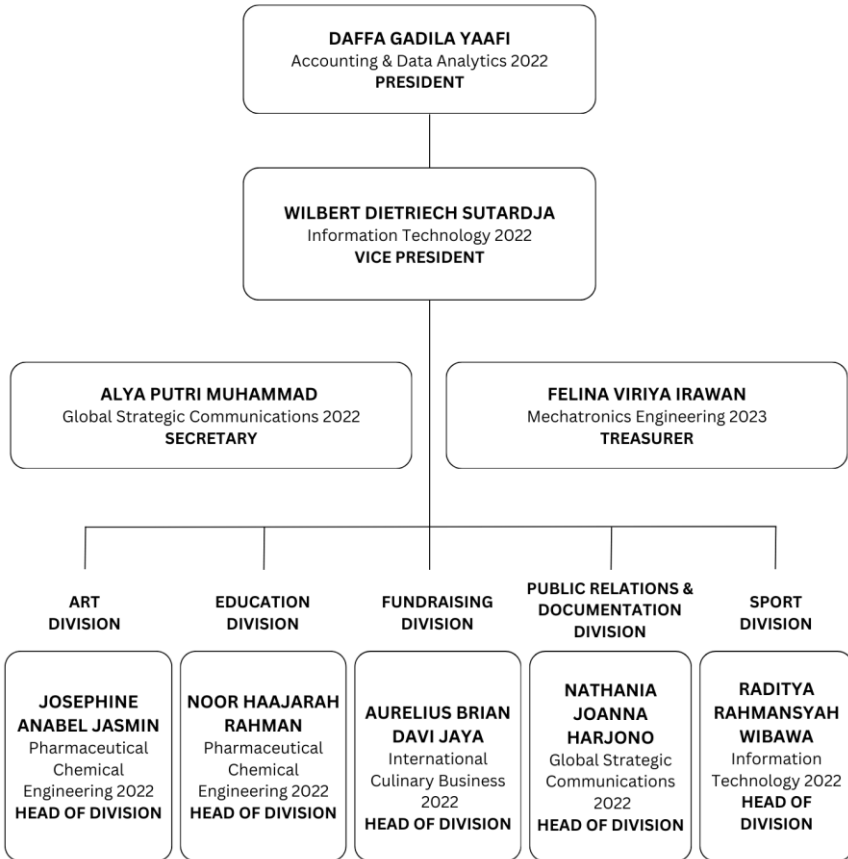


STUDENTS ORGANIZATION

STUDENT HOUSE OF REPRESENTATIVES LEADERS 2023

No	NAME	POSITION	FACULTY	DEPARTMENT	YEAR
1	Samuel Bhkti Rosena	Chairman and Acting Chief of Campus Affairs	Life Sciences & Technology	Sustainable Energy & Environment	2022
2	Christopher Reginald Sitompul	Vice Chairman and Acting Secretary	Business and Communication	Hotel & Tourism Management	2022
3	Kevin Cristofer Lim	Treasurer	Engineering & Information Technology	Information Technology	2022
4	Darren Loka	Chief of Counselor	Engineering & Information Technology	Industrial Engineering	2022
5	Edward Wijaya	Chief of Assessor & Developer	Life Sciences & Technology	Sustainable Energy & Environment	2022

**STUDENT BOARD OF EXECUTIVES
(BADAN EKSEKUTIF MAHASISWA)
ORGANIZATIONAL CHART
2024**



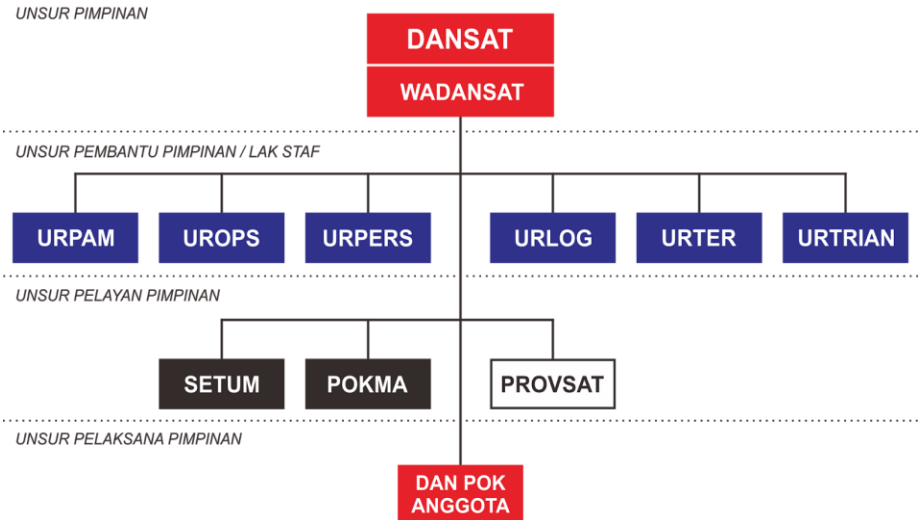
STUDENTS ORGANIZATION

STUDENT BOARD OF EXECUTIVES LEADERS 2023

No	NAME	POSITION	FACULTY	DEPARTMENT	ACADEMIC YEAR
1	Daffa Gadila Yaafi	President / Ketua Umum	Business and Communication	Accounting & Data Analytics	2022
2	Wilbert Dietriech Sutardja	Vice President / Wakil Ketua Umum	Engineering and Information Technology	Information Technology	2022
3	Alya Putri Muhammad	Secretary / Sekretaris	Business and Communication	Global Strategic Communications	2022
4	Felina Viriya Irawan	Treasurer / Bendahara	Engineering and Information Technology	Mechatronics Engineering	2023
5	Josephine Anabel Jasmin	Head of Art / Ketua Divisi Kesenian	Life Sciences and Technology	Pharmaceutical Chemical Engineering	2022
6	Anandika Centrino	Vice Head of Art / Wakil Ketua Divisi Kesenian	Business and Communication	Global Strategic Communications	2023
7	Noor Haajarah Rahman	Head of Education Division / Ketua Divisi Edukasi	Life Sciences and Technology	Pharmaceutical Chemical Engineering	2022
8	Michelle Lyandry	Vice Head of Education Division / Wakil Ketua Divisi Edukasi	Engineering and Information Technology	Information Technology	2023
9	Aurelius Brian Davi Jaya	Head of Fund Raising Division / Ketua Divisi Penggalang Dana	Business and Communication	International Culinary Business	2022
10	Jessica Alicia Novianti Hunt	Vice Head of Fund Raising / Wakil Ketua Divisi Penggalang Dana	Business and Communication	Business Management	2023
11	Nathania Joanna Harjono	Head of Public Relations & Documentation / Ketua Divisi Hubungan Masyarakat & Dokumentasi	Business and Communication	Global Strategic Communications	2022
12	Ratu Jagaddhita Dewi Sekar Langit Wachyudi	Vice Head of Public Relations & Documentation / Wakil Ketua Divisi Hubungan Masyarakat & Dokumentasi	Life Sciences and Technology	Sustainable Energy & Environment	2023
13	Raditya Rahmansyah Wibawa	Head of Sport Division / Ketua Divisi Olahraga	Engineering and Information Technology	Information Technology	2022
14	Herlig Hermansyah	Vice Head of Sport Division / Wakil Ketua Divisi Olahraga	Business and Communication	International Culinary Business	2023

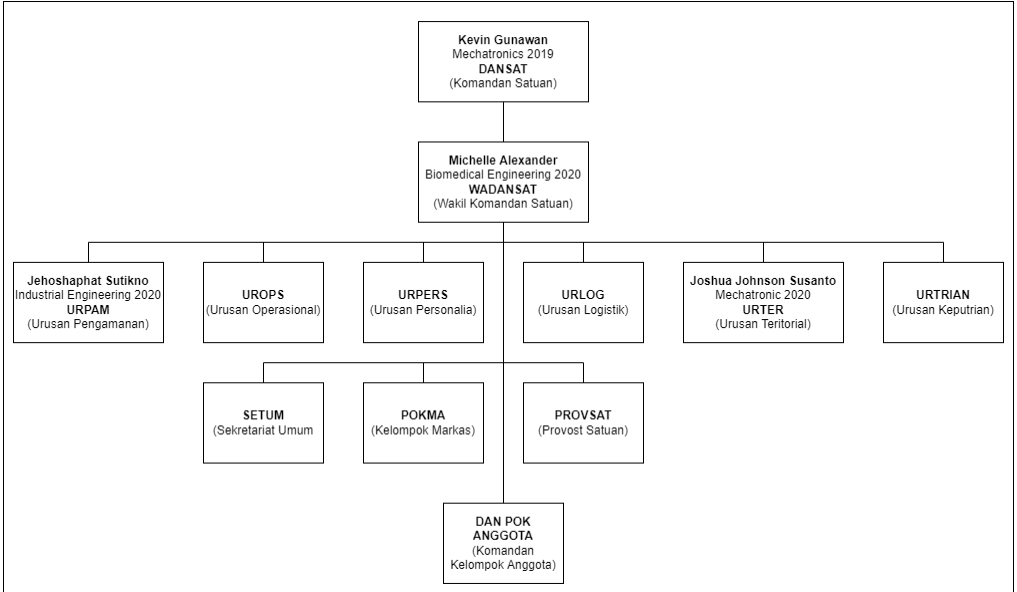
STUDENT REGIMEN UNIT ORGANIZATIONAL STRUCTURE 2023

STRUKTUR MAKOSAT



STUDENTS ORGANIZATION

**STRUKTUR ORGANISASI RESIMEN MAHASISWA (MENWA)
TAHUN AKADEMIK 2022-2023**



Character and Professional Development Program (CPDP) and Non-Academic Credits (NAC)

Character and Professional Development Program (CPDP) is a series or collection of student non-academic activities that have weight or credit built based on SGU's vision & mission, which is inspired by SGU's core values, with forms of activities that are closely related to the Tri Dharma of Higher Education that fulfills the components of UNESCO's Four Pillars of Education. The ultimate goal is the establishment of individuals as complete intellectuals/scholars (Insan Cendekia Paripurna).

Objectives of CPDP

- **Develop soft skills** - to be able to think creatively, critically, and analytically; to be able to synthesize and communicate ideas, to learn, to cooperate in teams, to manage time; as well as self-management and to take risks and to have the ability to make decisions.
- **Develop personality based on individual needs** – to establish intelligent, wise, creative, competitive and noble individuals.
- **Improve graduate competence in oral and written communication** – to be able to confidently either work independently or in a team, think logically, think analytically, and take initiative.

CPDP as a Requirement for Graduation

- Students must acquire a minimum of 100 CPDP points gradually by participating in the activities determined in the CPDP regulations.
- The CPDP points will be converted into 2 credits (2 SKS) and will be graded on the 8th semester, therefore it is one of the requirements for students to graduate from SGU.

Requirements:

- Minimum CPDP Points: 100
- There are minimum point requirements for some fields/subjects in the CPDP system
- Minimal CPDP Points in the 4th semester: 50 points

Note: Students should be able to obtain a minimum of 25 points in the length of 2 semesters

Consequences:

- If in the 4th semester a student has not acquired a minimum of 50 CPDP points, the student will be given a warning and a letter from the university will be sent out to the parents.
- In this case, the student may redeem themselves by choosing and being involved in a community service or a similar activity and acquire the needed points with a certain amount of community service hours (ex. 1 hour = 1 point / 1 hour = 2 points) and must be verified by the community service organization.
- If by the 8th semester a student has not fulfilled the minimum number of required CPDP points, the student will not be able to defend their thesis nor graduate.

SGU Scholarship Holders:

Academic Achievement Scholarship

In every two semesters, student must maintain a minimum required cumulative GPA and have accomplished a certain number of annual CPDP points as follows:

- Scholarship 25%: CGPA \geq 3.00 & 30 points of CPDP
- Scholarship 50%: CGPA \geq 3.10 & 30 points of CPDP
- Scholarship 75%: CGPA \geq 3.30 & 30 points of CPDP
- Scholarship 100%: CGPA \geq 3.50 & 30 points of CPDP

Note:

- CPDP points will be counted every 2 semesters (Total points of semester 1 & 2, 3 & 4, etc.) and must be reported/uploaded in the system 1 day after the last final exam at the latest.

Foundation Scholarship

For every two semesters, the student must maintain a minimum required cumulative GPA of 3.00 and have accomplished 30 points of annual CPDP points.

Note:

- CPDP points will be counted every 2 semesters (Total points of semester 1 & 2, 3 & 4, etc.) and must be reported/uploaded in the system 1 day after the last final exam at the latest.

Recommendation Scholarship

- Scholarship 25%: CGPA \geq 3.00 & 30 points of CPDP or CGPA \geq 2.80 & 45 points of CPDP
- Scholarship 50%: CGPA \geq 3.10 & 30 points of CPDP or CGPA \geq 2.80 & 50 points of CPDP

Note:

- CPDP points will be counted every 2 semesters (Total points of semester 1 & 2, 3 & 4, etc.) and must be reported/uploaded in the system 1 day after the last final exam at the latest.

Competition Achievement Scholarship

In every two semesters, the student must maintain a minimum required cumulative GPA and have accomplished a certain number of annual CPDP points as follows:

- Scholarship 25%: CGPA \geq 2.80 & 45 points of CPDP
- Scholarship 50%: CGPA \geq 2.80 & 50 points of CPDP
- Scholarship 75%: CGPA \geq 2.80 & 55 points of CPDP
- Scholarship 100%: CGPA \geq 2.80 & 60 points of CPDP

Note:

- CPDP points will be counted every 2 semesters (Total points of semester 1 & 2, 3 & 4, etc.) and must be reported/uploaded in the system 1 day after the last final exam at the latest.

Education Scholarship

- Scholarship 25%: CGPA \geq 3.00 & 30 points of CPDP or CGPA \geq 2.80 & 45 points of CPDP
- Scholarship 50%: CGPA \geq 3.10 & 30 points of CPDP or CGPA \geq 2.80 & 50 points of CPDP

Note:

- CPDP points will be counted every 2 semesters (Total points of semester 1 & 2, 3 & 4, etc.) and must be reported/uploaded in the system 1 day after the last final exam at the latest.

CPDP Points And Activities

Internal Activities	External Activities
<ul style="list-style-type: none"> • Organization • Competition • Participation • Social • Student Ambassador • Entrepreneurship • Seminar / Workshop 	<ul style="list-style-type: none"> • Internship • Competition • Recognition • Participation • Organization • Seminar / Workshops

Internal Activities

Internal - Organization

- **Yearly/2 semesters**
- **Minimum Points: 10**

- **Proof Submission: Assignment Letter & Certificate**

SGU STUDENT ORGANIZATION	Points
BEM & MPM	
As President	25
As Vice President	20
As an Officer / BPH (Badan Pengurus Harian)	15
As Head of Division	10
As an Active Member	5
Himpunan Mahasiswa Program Studi (HIMAPRODI)	
As President	25
As Vice President	20
As an Officer / BPH (Badan Pengurus Harian)	15
As Head of Division	10
As an Active Member	5
Resimen Mahasiswa (MENWA)	
As Commander	25
As Vice Commander	20
As an Officer / BPH (Badan Pengurus Harian)	15

As Head of Division	10
As an Active Member	5
Unit Kegiatan Mahasiswa (UKM)	
As Head	20
As Vice Head	15
As an Officer / BPH (Badan Pengurus Harian)	10
As an Active Member	5
Brand Champion	
As an Active Member	15

Internal - Competition

- **Minimum Points: 10**
- **Proof Submission: Certificate & Documentation**

SGU COMPETITIONS	Points
1st Winner	15
2nd Winner	12
3rd Winner	10
Special Award/People's choice, etc	8
As a Participant	5

Internal - Participation

- **Minimum Points: 10**
- **Proof Submission: Certificate & Documentation**

PARTICIPATION IN SGU	Points
Participation on Campus Events	
Student Orientation	5
Bela Negara	10
Event held by SGU / Faculty / Study Program / Student Organization	
As Head or Vice Head of Event Committee	20
As Secretary / Treasurer / Coordinator / Head of Division	15
As Committee Member / As a Performer (Singer / Dancer / Model / MC / Moderator / etc.)	10
Usher	5
Participation on Internal Surveys	
Survey held by SGU / Faculty / Department / Student Organization	2

Internal – Social

- **Minimum Points: 10**
- **Proof Submission: Assignment Letter/ Certificate & Documentation**

SOCIAL ACTIVITIES	Points
Community Service / Social Activity	10
Student Buddy	10
Tutor	10

Internal – Entrepreneurship

- **Minimum Points: None**
- **Proof Submission: Certificate/Activity Form & Documentation**

SGU ENTREPRENEURSHIP PROGRAM	Points
Participation in SGU Entrepreneurship Program	10

Internal - Seminar/Workshop

- **Minimum Points: 5**
- **Proof Submission: Certificate**

SGU SEMINARS/WORKSHOPS	Points
International	7
National	6
Local	5

External Activities

External – Internship

- **Minimum grade: B**
- **Minimum Points: None**
- **Proof Submission: Internship Report & Documentation**

DOMESTIC and INTERNATIONAL INTERNSHIP	Points
3 rd semester internship (Domestic)	10
6 th semester internship (International)	20
6 th semester internship (Domestic)	10

External – Competitions

- **Minimum Points: 15**
- **Proof Submission: Assignment Letter, Certificate & Documentation**

Competitions by LLDIKTI/BELMAWA (PILMAPRES/PKM/ONMIPA/POMNAS/etc.)	Points
International level	
1 st Winner	30
2 nd Winner	25
3 rd Winner	20
Special Award/People's choice, etc	18
Participant	15
National level	
1 st Winner	25
2 nd Winner	20
3 rd Winner	15
Special Award/People's choice, etc	13
Participant	10
LLDIKTI level	
1 st Winner	20
2 nd Winner	15
3 rd Winner	10

Special Award/People's choice, etc	8
Participant	5
University level	5

External Competitions / Awards by other Universities / Companies / etc.	Points
International level	
1 st Winner	30
2 nd Winner	25
3 rd Winner	20
Special Award/People's choice, etc	18
Participant	15
National level	
1 st Winner	25
2 nd Winner	20
3 rd Winner	15
Special Award/People's choice, etc	13
Participant	10
Regional level	

1 st Winner	20
2 nd Winner	15
3 rd Winner	10
Special Award/People's choice, etc	8
Participant	5

External – Recognition

- **Minimum Points: None**

RECOGNITION	Points
Patent Registration	25
Copyright / Book	20
International Jury / Coach	15
National Jury / Coach	10
International Conference / Seminar (Participants & Speakers)	15
National Conference / Seminar (Participants & Speakers)	10
International Exhibition Participant	15
National Exhibition Participant	10

- **Proof Submission: Assignment Letter/ Certificate & Documentation**

External – Participation

- **Minimum Points: None**
- **Proof Submission: Assignment Letter/ Certificate & Documentation**

PARTICIPATION ON EXTERNAL EVENTS (Events held by non-SGU and conducted off Campus)	Points
As Head or Vice Head of Event Committee	15
As Secretary / Treasurer / Coordinator / Head of Division	12
As Committee Member / As a Performer (Singer / Dancer / Model / MC / Moderator / etc.)	10
As a Volunteer	5

External – Organization

- **Minimum Points: None**
- **Proof Submission: Assignment Letter/ Certificate and Documentation**

EXTERNAL ORGANIZATIONS (Karang Taruna, Rohis, Pemuda/I Gereja etc)	Points
	5

As President / Vice President	15
As Secretary / Treasurer / Coordinator / Head of Division	10
As a Member / Student Representing SGU	5

External - Seminar/Workshop

- **Minimum Points: 5**
- **Proof Submission: Certificate**

SEMINARS/WORKSHOPS	Points
International	7
National	6
Local	5

Where to Report Activities to claim CPDP Points

Log in to <https://cpdp.sgu.ac.id> to report your activities to claim your CPDP points.

Downloadable detailed instructions is provided in the app and explained in the CPDP socialization.

Point and Grading System

Grade Letter	SGU	SGU CPDP	Indonesia Grade Point (GP)	Grade Description
A	90 - 100	≥ 250	4	Performance is outstanding
B	75 - 89	126 - 249	3.0 - 3.9	Performance is considerably higher than the average requirements
C	60 - 74	100 - 125	2.0 - 2.9	Performance meets the average requirements
D	50 - 59	-	1.0 - 1.9	Performance is poor and likely to lead to failure
F	< 50	< 100	0	Performance does not meet the minimum criteria. Considerable further work is required

SWISS GERMAN UNIVERSITY

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