

Academic Regulations

Orientation Week 2025/2026
Academic Operations Office (AOO)
September 2025

Your Gateway to Global Success

Study and Exam Regulations

- Available in www.sgu.ac.id
 - Select the Active Students and choose Student Handbook
- Read this document, and look into it whenever necessary.



Please remember:

1. The course of study consists of a minimum of **7 years (14 Semester)**, including any leave semesters, consists of **144 SKS**.
2. An academic year for the Bachelor's Degree Programs consists of three semesters: an odd semester, an even semester, and a short semester.
3. If necessary, the respective lecturer shall arrange the make-up lesson according to the applied procedure,.
4. To be eligible to Final Examinations, students must have an attendance record of a minimum of 75% of classes, if your absence is **above 25% will be failed the subject**.
5. Tuition fee payments must be completed by the specified deadline..
6. Period of PCF revision is in week 2 of lecture.
7. Please be aware of your attendance record (your absence **does not exceed 25%**), includes sickness and other absences. A medical certificate must be sent to the lecturer to request attendance correction and CC the Head of Study Program.
8. Students who come late are not allowed to join the class and are regarded as absent for the respective lessons.
9. Students are required to dress appropriately on the SGU campus.
10. Please remember to return the access card before you leave the building on the same day. .

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11. Weekly timetable can be viewed from SGU portal (my.sgu.ac.id) and SGU mobile App..
12. **SGU Student hotline is 0811-8770-082** for inquiries regarding the academic activities.
13. Student ID card replacement fee is IDR 100.000 (requested to academic@sgu.ac.id)
14. To be eligible to do the Double Degree in Germany, student must Pass German Language and Culture 3.
15. Please note that if a student wishes to change their major, the request must be submitted in the 2nd week of the semester.
16. SGU do not tolerate academic dishonesty (cheating, copying other people's work, plagiarism).
Proven attempt will lead to failing ALL subjects in that semester.
17. All assignments and lecture materials, **quizzes, homework, or assignment** will be uploaded to google classroom, google classroom can be accessed by login using your SGU email address.

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Plan Course Form (PCF) Submission

- PCF can be submitted through SGU Portal my.sgu.ac.id by login using your SGU email account.
- Fail to submit the PCF will be regarded as taking a leave semester and a fee for taking a semester leave is applied.
- The info related to PCF submission will be announced in every semester.

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Important points: QR Attendance

1. Students have to **login to SGU Mobile** using SGU email address and password and **allow camera and location** permissions for the application
2. To take attendance data, students can **click on the “scan QR Code”** icon.
 - a. Students can directly scan the QR Code displayed by their lecturer or upload QR Code picture from their galleries
 - b. Students must be registered for a particular class to be able to scan attendance QR code for the class. Registration to class is done after outstanding billing is paid. If students cannot take attendance data, students can send WhatsApp message IST hotline (+62811 8770 082)
3. Students will **receive a “Success”** message if the attendance data is successfully submitted



Thank You

For Inquiries:

Academic Administration Office: academic@sgu.ac.id

SGU Hotline: +62 811-8770-082 (Whatsapp Only)

Student Service Desk: SGU The Prominence Tower GF

Office Hours:

Mon - Fri, 8am - 5pm,

(Master's Program Extended Hour, Sat 8am-12pm)

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