



STUDENT HANDBOOK



**BACHELOR'S DEGREE STUDENTS
ACADEMIC YEAR 2025/2026**



Dear Students,

Welcome to SGU and welcome to our family!

Thank you for choosing SGU and entrusting us with your future. Today, you are stepping into a transformative journey one that will prepare you to become not only a global learner but also a leader with vision, courage, and heart. We are honored to walk alongside you.

As you begin, embrace this time with passion and curiosity. Dare to think differently, challenge yourself, and see every obstacle as a chance to rise higher. The lessons you will gain here go beyond academics they will shape your integrity, resilience, and character, preparing you for the opportunities and responsibilities of tomorrow.

At SGU, we are committed to cultivating a space where you can thrive, discover your potential, and push your boundaries. Our vision, mission, and values anchored in RAPIDS: Resilient, Adaptive, Proactive, Integrity, Discipline, and Social Care are here to guide you. These values are not just words; they are the spirit of SGU and the foundation of our commitment to excellence.

Within this handbook, you will find policies, guidelines, and resources from Study Regulations and the Academic Code of Ethics, to facilities and essential student services. Read them carefully and use them as tools to support your success, both inside and outside the classroom.

Above all, never forget to be yourself. Your unique strengths, creativity, and perspectives are what make SGU vibrant and alive. We are excited to see how you will contribute, grow, and inspire others throughout your time here.

Once again, welcome to SGU. This is your time to rise with purpose and lead with heart. Your future starts here where leaders are shaped, dreams take flight, and history begins with you.

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 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 6.

7. IT Acceptable Use Policy

Information about IT can be found in Appendix 8. 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.

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.

TABLE OF CONTENTS

Appendix 1 – Study Guidelines and Examination Regulation	4
Appendix 2 – Academic Code of Ethic	36
Appendix 3 – Facility Information	48
Appendix 4 – SGU Management Structure	56
Appendix 5 – Accommodation Information	70
Appendix 6 – Parking Systems and Charges	73
Appendix 7 – IT Acceptable Use Policy	75
Appendix 8 – Library Guidelines	79
Appendix 9 – Student Organization, CPDP & NAC	81

APPENDIX - 1

ACADEMIC REGULATIONS FOR BACHELOR DEGREE STUDENTS

TABLE OF CONTENTS

TABLE OF CONTENTS	5
CHAPTER 1 SCOPE, PURPOSE AND LEGALITY	9
1.1 Scope and Purpose	9
1.2 Principle of Equality	9
1.3 Legality	9
1.4 Quality Assurance	10
1.5 Language of Instruction	10
1.6 Fees and Charges	10
1.7 Examination Steering Committee	10
CHAPTER 2 INTRODUCTION	12
2.1 Faculty and Study Program	
2.2 Faculty Specifics	
2.3 Organization of Study	12
2.4 Degree and Certificate	12
CHAPTER 3 ENROLLMENT PROCESS	13
3.1 Enrollment Committee	
3.2 Application for New Students	13
3.3 Transfer Students	13
3.4 Newly Registered Students	14
3.5 Cancellation of Enrollment and Reimbursement	14
3.6 Exclusion from Acceptance	14
CHAPTER 4 STUDY PROCESS	15
4.1 Courses in Curriculum	15
4.2 Double Degree and Single Degree Programs	15
4.3 Academic Administration	16
4.4 Re-Take Subject(s)	16
4.5. Change of Study Program	17
4.6 Leave Semester	17
4.7 Learning Modality and Attendance	17
CHAPTER 5 CHARACTER AND PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)	19
CHAPTER 6 INTERNSHIPS	20
6.1 Regulations for Internship	20
CHAPTER 7 EVALUATION OF STUDY RESULT	22
7.1 Attendance	22
7.1.1 Synchronous Online Classes	22
7.1.2 Asynchronous Classes	22
7.2 Late Arrival/Absent from Classes	22
7.3 Semester Assessment	23

The grading structure is determined by the Study Program and commonly composed of formative and summative assessments.	23
7.4 Administrative Error and Appeal for a Change of Grade	23
7.4.1 Initiated by the Students	23
7.4.2 Ten Working Days Deadline	23
7.4.3 Fee for an Appeal	23
7.4.4 Address	23
7.5 Termination of Study	23
CHAPTER 8 CREDIT AND ACADEMIC SCORING	24
8.1 Point and Credit System	24
8.1.1 Credit System	24
8.1.2 Point and Grading System	24
8.2 Grade Point Average (GPA)	24
8.2.1 Semester GPA	25
8.2.2 Cumulative GPA	25
8.2.3 Graduation Predicate	25
CHAPTER 9 THESIS	27
9.1 General	27
9.2 Eligibility	27
9.3 Individual and Original Work of Thesis	27
9.4 Duration of the Thesis Work	27
9.5 Thesis Work Plan	27
9.6 Attendance to Thesis Work Consultations	27
9.7 Thesis Advisory	28
9.7.1 Qualification	28
9.7.2 Availability	28
9.7.3 Changes of Thesis Advisor	28
9.8 List of Thesis Topics	28
9.9 Thesis Proposal	28
9.10 Final Submission of Thesis Work	29
9.10.1 Submission	29
a) Before thesis defense	29
b) After thesis defense	29
9.10.2 Late Submission	29
a) Before thesis defense	29
b) After thesis defense	29
9.11 Evaluation of the Thesis Work	29
9.12 Rejection of Thesis Work	29

9.13 Thesis Defense	30
9.13.1 Eligibility	30
9.13.2 Duration	30
9.13.3 Timetable	30
9.13.4 Late Arrival and Absence from the Thesis Defense	30
9.14 Examining Panel at the Thesis Defense	30
9.15 Evaluation of Thesis Defense	31
CHAPTER 10 IMPLEMENTATION, REVISION AND INTERPRETATION	32
10.1 Implementation and Revision	32
10.2 Interpretation	32
ANNEXES	33
ANNEX 1: SCORES	33
ABBREVIATION AND GLOSSARY	33

CHAPTER 1 SCOPE, PURPOSE AND LEGALITY

1.1 Scope and Purpose

These regulations apply to all students of Bachelor Degree Programs at SWISS GERMAN UNIVERSITY, hereinafter called SGU. These regulations contain rules about the academic and administrative processes. They 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 Higher Education, Science, and Technology (Kementerian Pendidikan Tinggi, Sains, dan Teknologi Republik Indonesia) and the Statute of Swiss German University. Cooperation agreements with partner universities also apply.

1.3.2 Government Recognition

Swiss German University is a legally recognized private University in the Republic of Indonesia under the 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 partners of SGU. Upon reaching the age of 18, students themselves are the legal partners of SGU.

1.3.4 Intellectual Property

Intellectual Property Rights generated from activities funded or supervised (or conducted independently) under SGU, including but not limited to research, theses, prototypes, software, business processes, and ideas carried out on the SGU campus or any other locations for SGU related activities, shall belong to SGU, unless otherwise specified in an official governing document.

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 third party actions or any cause beyond the reasonable control of SGU (force majeure).

1.4 Quality Assurance

The quality of all academic and administrative matters at SGU is ensured through a comprehensive, multi-layered framework designed to meet national and international standards. This framework includes:

National and Independent Accreditation: SGU's institutional quality is assured by the Indonesian national accreditation body, Badan Akreditasi Nasional-Perguruan Tinggi (BAN-PT). Specific study programs are further accredited by relevant Independent Accreditation Agencies (Lembaga Akreditasi Mandiri - LAM), which provide specialized, field-specific quality assurance in areas such as engineering, health sciences, and education.

Outcome-Based Education (OBE) Framework: SGU's curriculum follows an Outcome-Based Education (OBE) approach. This student-centered model emphasizes clearly defined learning outcomes, ensuring graduates gain not only theoretical knowledge but also critical competencies such as problem solving, collaboration, and critical thinking, aligned with global workforce demands.

Professional and Competence Assessment (PCA): Learning and assessment are directed toward developing and validating professional competencies, ensuring students meet the Indonesian National Competency Standards (Standar Kompetensi Kerja Nasional Indonesia - SKKNI). Assessments measure the practical application of knowledge and skills in professional contexts.

Professionally Aligned Curriculum: Study program curricula are developed in alignment with the standards and requirements of relevant professional associations and industries, ensuring content remains current, relevant, and supportive of professional certification and career readiness.

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. An exception applies to designated National or Special Degree Programs, where the language of instruction is Indonesian. For these programs, administrative documents and official communications will primarily be in English, with Indonesian translations provided as needed.

1.6 Fees and Charges

Regulations on Fees and Charges are issued separately by SGU and are accessible on the SGU website (www.sgu.ac.id).

1.7 Examination Steering Committee

The Examination Steering Committee (hereafter referred to as ESC) is a standing collegial body within SGU that assists the Rector in developing, reviewing, conducting, and evaluating Study Guidelines and Regulations, as well as managing student disciplinary issues.

1.7.1 Members of ESC

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

- Vice Rector of Academic Affairs (Chairperson)

- 4 appointed full-time lecturers (representing each faculty and the General Subjects department)
- Head of the Academic Operations Office
- Head of Student Affairs

The Chairperson of ESC reports to the Rector.

1.7.2 Responsibilities of ESC

- Making decisions on appeals related to semester qualification and thesis
- Making decisions on student disciplinary issues
- Developing and reviewing the study guidelines and regulations
- Monitoring the proper conduct of examinations, without the authority to assign scores.

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 ORGANIZATION OF STUDY

2.1 Course of Study

The course of study consists of a maximum of 14 (fourteen) semesters, starting from the first semester, excluding any leave semesters as described in **Article 4.6 Leave Semester**.

2.2 The Academic Year/Semester

An academic year for the Bachelor Degree Programs consists of three semesters: an odd semester, an even semester, and a short semester. A regular semester (odd and even) consists of 14 – 16 weeks of courses or other scheduled activities, including 2 - 3 weeks of evaluation. Meanwhile, the short semester is an intensive term consisting of a minimum of 8 (eight) weeks, including evaluation periods, and is held between the even and odd semesters. These regulations apply to the academic year 2025/2026 and onwards.

2.3 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 45 hours of activities per semester that may include face-to-face lectures, structured academic activities, and/or independent academic activities.

2.3 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, lecturer's absence or other reasons. The respective lecturer, with the help of the academic staff, shall arrange the make-up lesson according to the applied procedure.

2.5 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.

CHAPTER 3 ENROLLMENT PROCESS

3.1 Application for New Students

3.1.1 Eligibility

Graduates from recognized senior high schools in Indonesia or students who have completed grade 12 with *Paket C*, or from equivalent foreign institutions recognized by the Indonesian Government may apply.

3.1.2 Name of Student

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

3.1.3 Entrance Test Result

All candidates must pass the SGU entrance test.

3.1.4 Application Documents

Application documents consist of the following:

- Photocopy of high school official certificate and academic transcript, authenticated by the Principal or *Surat Keterangan Hasil Ujian Nasional Paket C* (for students graduating from overseas or from an international high school)
- 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) for Indonesian applicants, or passport and KITAS for foreign applicants
- A medical certificate from a licensed doctor stating that the student is not color blind (required only Life Sciences and Technology students)
- "Surat Keterangan Penyetaraan" of the high school diploma from the Indonesian Ministry of Primary and Secondary Education (Kementerian Pendidikan Dasar dan Menengah) or Ijazah and Surat Keterangan Hasil Ujian Nasional Paket C (for graduates of overseas or international high school)
- Other documents that are required by the Enrollment Committee

3.2 Transfer Students

3.2.1 Definition of Transfer Students

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

Degree Study Program to another.

3.2.2 Documents of Transfer Students

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

3.3 Newly Registered Students

Applicants who are accepted and have fulfilled administrative requirements are officially registered as students of SGU and assigned a student ID number.

3.4 Cancellation of Enrollment and Reimbursement

Accepted students may cancel their enrollment at SGU before the PCF Revision deadline. The cancellation fee will be determined in accordance with the regulations set by the Finance Department.

3.5 Exclusion from Acceptance

SGU has the right to reject an application or revoke the acceptance of a candidate/student who is involved in illegal activities and/or under investigation by government authorities in connection with criminal cases. SGU has the right to request special documentation from any candidate/student.

CHAPTER 4 STUDY PROCESS

4.1 Courses in Curriculum

4.1.1 General

All regular students (those who begin their studies in semester 1) must take all subjects as designated in the curriculum of the respective Bachelor Degree Study Program.

Students may take subjects from subsequent semesters provided they have fulfilled the pre-requisite requirements defined by the Study Program.

4.1.2 Course Types

The university offers three types of courses: mandatory, elective, and extracurricular.

Mandatory subjects are essential components of a degree program that all students are required to complete.

Elective subjects are selected by students from a list offered in the respective semester.

Extracurricular courses are optional and non-credit. However, students are highly encouraged to participate, especially those enrolled in the Double Degree program.

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), a degree registered by the Indonesian government, upon graduation.

4.2.2 Requirements for Graduation in a Single Degree Bachelor Study Program

- Students must successfully complete a minimum of 144 sks including minimum at least 1 internship and a thesis or its equivalent.
- Students must have a minimum Cumulative GPA of 2.0.
- Students must not have a failing grade "F" in any subject.
- Students must fulfill the requirements of the Character and Professional Development Program (CPDP) as detailed in Appendix 9.

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 meet all the requirements of a Single Degree Bachelor Study Program.
- Students must also meet all the requirements of the respective partner university.

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 register for (also called semester registration) in the following semester. Students **must consult with their Academic Counsellor**, then submit the PCF online on my.sgu.ac.id. Subjects with pre-requisites cannot be taken unless the requirements have been met. Regardless of GPA, students may register for a maximum load of 24 (twenty-four) credits/sks per semester, except in semester 1 and 2 where the maximum is 20 (twenty) credits/sks.

4.3.2 Semester Registration of Students

Semester registration is the administrative process that authorizes students academic and non-academic activities at SGU.

Before the start of the second and the following semesters, including internship semesters, all students who are still qualified as SGU students must submit PCF 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 submit their PCF are considered to be on a leave semester and will be notified in writing by the Academic Operations Office (AOO).

4.3.3 Payment

After students submit their PCF online, a digital invoice is issued through SGU's online system. Students must pay tuition fees through their assigned virtual account. The tuition fee applied follows the regulations from the Finance Department. Failure to pay tuition fees will result in automatic leave status and suspension of the account.

4.3.4 Official Communication Channels

All formal communication from the university to students will be disseminated through the student's official SGU email, the mySGU portal, and push notifications via the SGU mobile app. Students are fully responsible for regularly checking their SGU email and the mySGU portal for official announcements, schedules, and other important information. While some scheduling information from the UMS may be synchronized with a student's google account, this is not guaranteed for all activities.

4.4 Re-Take Subject(s)

4.4.1 Conditions for Re-Take

- Courses with a final grade of F 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.

- Courses with a final grade of B, C, or D, may be re taken.
- Students who retake any course are not eligible to graduate with the *cum laude* distinction.
- Students with a GPA lower than 2.0 must consult their Academic Counsellor to choose any subjects that need to be re-taken.
- For retaken courses, the higher of the two grades will be recorded as the final grade.

4.4.2 Procedure for Re-take Subject(s)

Any course to be retaken must be listed in the student's PCF, submitted online by the student, after consultation with the Academic Counsellor. Students may add or drop subjects from their PCF during the PCF revision period. The revised PCF must be submitted within two weeks after lectures begin and approved by the counsellor. After this period, no further changes to the PCF are permitted.

4.4.3 Changes in Curriculum during a Retake Subject

Students must acknowledge that curriculum changes may affect retake courses. In such cases, students must consult with their Study Program to adjust their study plan..

4.5. Change of Study Program

Students may request to transfer to a different study program. The request must be submitted within the first two weeks of the semester and approved by the Head of the Study Program.

4.6 Leave Semester

A Leave Semester is a period during which active students temporarily suspend their academic and non-academic activities. During a leave semester, students retain only limited access to academic and non-academic services.

A leave semester fee will be charged. After a leave semester, students must register their PCF according to the semester registration schedule (see point 4.3.1). Students will resume their studies in the semester immediately following their leave. For example, a student on leave in semester 3 may take subjects offered in semester 4, provided all pre-requisites are met.

4.7 Learning Modality and Attendance

4.7.1 Default Learning Modality

The default modality for all classes and thesis defenses is onsite (face-to-face) unless explicitly stated or permitted otherwise by the university.

4.7.2 Online/Asynchronous Attendance

Students may request to attend classes online or asynchronously under special circumstances. Such requests require formal approval from the course lecturer and the Head of the Study Program, with acknowledgement by the Dean. The approval process is governed by procedures established by the university. Procedures for recording and monitoring attendance in approved online or asynchronous formats are outlined in Section 7.1 of these regulations.

CHAPTER 5 CHARACTER AND PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

All students must join the Character and Professional Development Program (CPDP). This program is part of SGU's curriculum and helps build soft skills, professional ethics, and leadership qualities. CPDP activities include workshops, seminars, and other events that complement the academic programs and prepare students for successful careers. **Students who do not complete the required CPDP points may lose their scholarship or be unable to graduate. Missing the submission deadline for documents needed to claim CPDP points may lead to the same consequences.**

For detailed information on the CPDP, including program structure, requirements, and the Non-Academic Credit (NAC) system, please refer to Appendix 9.

CHAPTER 6 INTERNSHIPS

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

At least one internship is mandatory and is part of SGU's curriculum. Students must successfully complete it to earn a Bachelor's Degree.

For Double Degree programs, location follows the agreement between SGU and the respective partner University.

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

There must be no family relationship between students and the institutions where the students do their internship. In addition, the study program reserves the right to disallow an internship placement if there is a potential conflict of interest, even when no family relationship exists.

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

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

6.1 Regulations for Internships

6.1.1 Regulations for Single Degree

1. Students must pass the prerequisite courses for single and double degree internships in Bachelor's programs as defined by each study program. In addition, students must have a cumulative GPA of at least 2.0.
2. The requirements stated in articles 6.1.1, point 1 must be fulfilled before a student is allowed to start an internship. The eligibility for that purpose will be announced before the start of the internship, usually after the final examination results are available.
3. Students must arrange their own visas if required.
4. Students must complete at least 16 (sixteen) weeks of internship in 1 (one) or 2 (two) companies. Students may undertake internships in more than 2 (two) companies with approval from the Dean. SGU provides guidelines regarding the second internship requirements.

6.1.2 Regulations for Double Degree

1. Students must pass the prerequisite courses for the internship of single degree and double degree in Bachelor's programs as defined by each study program. In addition, students' cumulative GPA must be at least 2.0.

2. The requirement stated in article 6.1.2, point 1 must be fulfilled before a student is allowed to start an internship. The eligibility for that purpose will be announced before the start of the internship, usually after the final exam results are available..
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 also fulfill the requirements of the respective partner university.
5. Students must complete at least 16 (sixteen) weeks of internship in 1 (one) or 2 (two) companies. Students may do internships in more than 2 (two) companies upon approval of the Dean. SGU provides guidelines regarding the second internship requirements.

CHAPTER 7 EVALUATION OF STUDY RESULT

7.1 Attendance

The minimum attendance for each subject is 75%. If a student's overall absence in any subject during a semester exceeds 25%, they will still be allowed to sit for the final examination but will automatically receive an "F" grade for that subject, regardless of their exam performance. It is the student's responsibility to monitor their own attendance record for all subjects.

For all study activities approved by the Head of Study Program to be conducted in an online or asynchronous modality, attendance shall be measured based on the student's active and timely academic engagement, rather than merely their online presence.

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.

7.1.1 Synchronous Online Classes

1. Attendance for synchronous (live) online classes shall be recorded based on the student's participation logged by the university's official online learning platform.
2. Students are responsible for ensuring they have a stable internet connection and a conducive environment for participation. Technical difficulties on the student's side will not normally be considered a valid reason for absence, unless deemed a force majeure event.

7.1.2 Asynchronous Classes

1. For asynchronous classes where learning materials are provided for self-paced study, attendance is defined as the completion of a mandatory engagement task assigned by the lecturer.
2. Acceptable forms of mandatory engagement tasks include, but are not limited to:
 - i. Submission of a short quiz related to the learning material.
 - ii. A substantive contribution to a designated online discussion forum.
 - iii. Submission of a brief written reflection or summary on the topic.
3. Failure to complete the designated engagement task within the specified timeframe shall result in the student being marked as "Absent" for that class session.

7.2 Late Arrival/Absent from Classes

Students who arrive late will not receive attendance for the respective session but may still join and participate in the class.

7.3 Semester Assessment

The grading structure is determined by the Study Program and commonly composed of formative and summative assessments.

During classes, formative assessments may include quizzes (oral/written) and assignments (individual/groups). If students are absent from a quiz/assignment, they may be given "0" points for that quiz/ assignment. Summative assessment can be in the form of, but not limited to, a written test (final exam), oral test, projects, or paper. In the case of hospitalization with a medical doctor's certificate, an accident or force majeure, students are eligible to take a make-up assessment upon approval from the lecturers and/or Head of Study Program, subject to the submission of relevant supporting documents or evidence.

7.4 Administrative Error and Appeal for a Change of Grade

7.4.1 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.

7.4.2 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.

7.4.3 Fee for an Appeal

Students have to pay a fee prior to handing over the appeal. If the decision for the appeal is an administrative error, the fee will be returned to the students. The detailed guidelines regarding the implementation of fee for an appeal are stated in a separate policy.

7.4.4 Address

An appeal must be sent by email to:

The Examination Steering Committee
academic+esc@sgu.ac.id

7.5 Termination of Study

Termination of study occurs in the following cases:

- A student receives severe disciplinary sanctions
- A student is convicted of a crime.
- A student passes away.

CHAPTER 8 CREDIT AND ACADEMIC SCORING

8.1 Point and Credit System

8.1.1 Credit System

A credit system based on the SKS (*Sistem Kredit Semester*) system defined by the Indonesian government applies. It defines how much time a student spends on learning activities each week during a semester. It also indicates how the student's effort in the study program is recognized. One SKS equals 45 hours of learning per semester. For Double Degree Bachelor's study programs, a European ECTS system also applies.

8.1.2 Point and Grading System

Most courses will have a point system based on a 100 (one hundred) point scale. The conversion of the 100 (one hundred) points scale system to letter grade is explained in Table 1 below. Some courses may apply Pass/Fail as the grading system and it does not affect the GPA.

The SGU grading system uses letters (A, B, C, D, and F), a 100-point (one hundred) scale (1 - 100), a 4-point (four) scale for Indonesia (0.0-4.0), and a 5-point (five) scale for Germany (1.0-5.0). The conversion between Indonesian and German grading systems 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 must 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

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

8.2 Grade Point Average (GPA)

The GPA shows the level of the student's learning success for subjects that have been taken and is expressed to two decimal places. GPA is divided into semester GPA and cumulative GPA.

8.2.1 Semester GPA

The semester GPA is calculated by multiplying the grade points (GP) for each subject by the credits, then dividing by the total credits taken in that semester.

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

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

8.2.2 Cumulative GPA

The cumulative GPA is calculated by dividing the total of C x GP by the number of credits taken, counted from the first semester to the last semester, under the 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.

8.2.3 Graduation Predicate

Graduation predicates are awarded according to the Rector's decree for each graduation year. Students may graduate with the designation of "Satisfactory," "Good," or "Distinction." To uphold the integrity and prestige of academic honors, eligibility for the "Distinction" designations, such as "Cum Laude", "Magna Cum Laude", and "Summa Cum Laude", are subject to stringent criteria. Among other requirements, students must fulfill the following conditions:

- Complete their studies within 4 (four) years
- Have no grade lower than "C" in any subject
- Have never retaken any subject
- Not be a transfer student (except for students changing study programs within SGU)

In addition to the above, the following exclusions apply to ensure fairness and consistency across all student pathways:

1. **Short Semester Participation:** Students retaking the subject in the Short Semester are not eligible for the "Distinction" designation.

2. **Recognition of Prior Learning (RPL) Admission:** Students admitted through the Recognition of Prior Learning (RPL) pathway are not eligible for the "Distinction" designation. The RPL pathway grants advanced standing based on an assessment of professional experience rather than sustained academic performance across the full curriculum within the SGU system. This unique academic journey is distinct from the traditional pathway for which the "Distinction" designation is designed.

CHAPTER 9 THESIS

9.1 General

Students in Bachelor's study programs must complete a thesis or an equivalent final project 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 meets scientific requirements. SGU provides guidelines regarding the thesis.

9.2 Eligibility

Students must have successfully passed a minimum of 126 sks (Credits) before being eligible to register for the thesis. To facilitate timely progression, students who have not met this prerequisite are encouraged to utilize the Short Semester. By retaking and passing failed mandatory subjects during the Short Semester, students can meet the 126 sks threshold and become eligible for thesis registration in the subsequent regular semester. Furthermore, students must have achieved the required bachelor graduation English score.

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 projects, students may collaborate on the same project but be responsible for different elements/aspects. Students must undergo an anti-plagiarism-test through Turnitin.

9.4 Duration of the Thesis Work

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

9.5 Thesis Work Plan

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

9.6 Attendance to Thesis Work Consultations

Students are required to attend a minimum of eight thesis consultation meetings with the thesis advisor and/or co-advisor, all of which must be documented on a log sheet. Furthermore, at least two signatures from the English Team are mandatory. Failure to meet the required attendance will result in loss of eligibility to participate in the thesis defense.

9.7 Thesis Advisory

9.7.1 Qualification

Thesis Advisors/Co-Advisors are normally 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

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 may propose a change of thesis advisor provided that the new advisor agrees and approval is obtained from the respective Head of Study Program and the respective Dean.

9.8 List of Thesis Topics

Each semester, thesis topics are published by every study program. Students are permitted to propose a change in their thesis title. This requires submitting a form to the Academic Operations Office and obtaining the agreement of their thesis advisor.

9.9 Thesis Proposal

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

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

The respective study program evaluates the thesis proposal to determine the status of the thesis proposal, as follows:

- 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 or otherwise stated in the academic calendar.

9.10 Final Submission of Thesis Work

9.10.1 Submission

a) Before thesis defense

Prior to the thesis defense, students are required to submit their thesis as a soft file, along with the necessary supplementary documents, via the link provided by the Academic Operations Office. The required additional documents are as follows:

- Thesis work file
- The Statement By The Author (SBTA), signed by both the advisor and the student, must be included in the thesis file.
- The thesis advisory logsheet, available on the MySGU website, must be downloaded as a PDF, approved by the advisor, and submitted.
- Plagiarism Check

The Academic Operations Office will provide further explanation regarding the steps and all required documents through an email.

b) After thesis defense

Students should check the student portal for thesis revision notes. The Academic Operations Office will provide "Next Steps After Defense" information, including the thesis submission deadline. Students must submit their thesis by this deadline.

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 student cannot join the graduation and will not receive any graduation documents, including a temporary graduation certificate, until all obligations are fulfilled.

9.11 Evaluation of the Thesis Work

The thesis Advisor and Examiner are responsible for evaluating the thesis work. Their grades and comments are to be submitted via the SGU portal (my.sgu.ac.id).

9.12 Rejection of Thesis Work

a) During the thesis writing period, the thesis work can be rejected by the thesis Advisor

and/or the Examination Steering Committee.

- b) A thesis may be rejected if its progress is deemed unsatisfactory, if the student fails to meet administrative requirements (e.g., regular advisory meetings with the thesis supervisor), or if there are valid concerns regarding the authenticity of the student's work.
- c) If a thesis advisor rejects a thesis, they must provide a written explanation to the Academic Operations Office, with copies sent to the relevant Head of the Study Program and Dean.
- d) Students are informed by the Academic Operations 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 will be processed after payment of the applicable appeal fee.

9.13 Thesis Defense

9.13.1 Eligibility

To be eligible for a thesis defense, students must first receive approval from their thesis advisor and co-advisor (if applicable). The thesis must then be submitted to and formally accepted by the Academic Operations Office.

9.13.2 Duration

The thesis defense lasts 45 (forty-five) minutes: 15 minutes for presentation of the results, and 30 minutes for the defense.

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 receive 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 must register as active students 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, however, are not eligible to give a score or to ask questions, but may provide 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 Thesis Result

The final grade for the thesis is weighted from the following components: (1) Colloquium, (2) Thesis Works, and (3) Thesis Defense. The weighting of thesis components may differ depending on the faculty and/or university partner in the case of a double degree program.

The scoring for the thesis result follows the applied academic scoring system. For a Double Degree study program, a thesis must have a final score of a minimum "C". There is no appeal against the thesis result of the thesis presented at the end of the thesis defense. The result announced by the Examining Panel is final.

CHAPTER 10 IMPLEMENTATION, REVISION AND INTERPRETATION

10.1 Implementation and Revision

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

10.2 Interpretation

The final interpretation of these regulations rests with the Examination Steering Committee.

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

ANNEXES

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

ABBREVIATION AND GLOSSARY

The accreditation of higher education institutions and study programs is governed by Permendikbudristek No. 5 Tahun 2020, which provides the legal foundation for independent accreditation agencies (LAM – Lembaga Akreditasi Mandiri).

ECTS European Credit Transfer and Accumulation System

ESC Examination Steering Committee

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

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.

Academic year

Period of 2 (two) regular academic semesters, consist of consecutive odd and even semesters, and 1 (one) short semester.

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.

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.

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 the 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 another 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

TABLE OF CONTENTS

Table of Contents

Philosophy of Discipline, Integrity, and Academic Honesty

Policies on Academic Honesty

Goals in Academic Integrity

Student Code of Ethics

OBJECTIVES OF CODE ETHICS FOR LECTURERS

PRINCIPLES OF ACADEMIC ETHICS IN TEACHING

PRINCIPLES OF ACADEMIC ETHICS IN RESEARCH

PRINCIPLES OF ACADEMIC ETHICS IN COMMUNITY SERVICES

LECTURERS ETHICS COMMITTEE (LEC)

SANCTION FOR ETHICAL VIOLATIONS

COMPLAINT AND REVIEW PROCEDURE

PRINCIPLES OF ACADEMIC FREEDOM

GLOSSARY

ACADEMIC CODE OF ETHICS

ARTICLE 1

PHILOSOPHY OF DISCIPLINE, INTEGRITY, AND ACADEMIC HONESTY

Discipline and honesty must complement each other to the extent that their enforcement should be directed toward the upholding of academic integrity. 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 SGU Values (Resilient, Adaptive, Proactive, Integrity, Discipline, Social Care - RAPIDS)

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 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. Policies for faculties are also 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 orientation on Academic Code of Ethics and by collaborating 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, exams and/or term-paper submission, e.g. arrangement, students sitting apart from each other, different versions of quizzes or exams, teacher supervision, different versions of instructions to avoid copying, lower weighting for homework assignments, limiting the number of students in a group, requiring a 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 conduct in student thesis advisory supervision.

Article 2.5

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

Article 2.6

All suspected violations of this Code will be handled according to the following procedure to ensure fairness and consistency.

1. **Suspicion and Consultation:** A faculty member who suspects a violation will gather evidence and consult with the Head of their Study Program and/or the Dean and ESC.
2. **Notification:** If there is sufficient evidence, the student will be notified in writing of the specific allegation and invited to a Student Conference. The student will be given at least five (5) working days' notice.

ACADEMIC CODE OF ETHICS

3. **Student Conference:** The student will meet with the faculty member and the Head of Study Program/Dean/ESC to review the evidence and provide their explanation.
4. **Decision and Outcomes:** Following the conference, a decision will be made based on the **balance of probabilities**. There are three possible outcomes:
 - **No Misconduct Found:** The allegation is dismissed.
 - **Finding of Poor Academic Practice:** For minor, unintentional errors. The outcome is educational (e.g., required workshop, resubmission of work) with no formal disciplinary record.
 - **Finding of Academic Misconduct:** For intentional or significant violations. This leads to the imposition of a formal sanction.
5. **Sanctions:** Sanctions are determined based on the university's official Sanction Rubric. Sanctions can range from a failing grade on the assignment to suspension or expulsion from the university.

Any sanction should be imposed only on a redemptive basis to ensure that dishonesty is unacceptable while safeguarding the integrity of the educational process.

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

6. **Appeal:** A student found responsible for Academic Misconduct has the right to appeal the decision within ten (10) working days. Appeals are limited to grounds of procedural error, bias, new evidence, or disproportionate sanction. Appeals will be heard by the University Examination Steering Committee.

ARTICLE 3

GOALS IN ACADEMIC INTEGRITY

The policy statement for academic integrity is directed 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 a learning institution of high integrity in every aspect of academic undertakings, including reducing or eliminating academic dishonesty in all areas of the Trilogy of Higher Education, namely Teaching, Research and Community Services.

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, the following are the Goals of SGU:

- To remain academically ethical at all times, SGU must achieve the following in all academic undertakings:
 - 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 accountability among students and faculty members in all aspects of academic life.
- Stakeholder trust must be developed in the academic process of the institution.

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 aspects of the trilogy of higher educational undertakings; namely Teaching, Research and Community Services, particularly for faculty members and students, in order to uphold the subjects' academic honesty.

ACADEMIC CODE OF ETHICS

- Respect for the 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 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

STUDENT CODE OF ETHICS

Swiss German University (SGU) is committed to upholding the highest standards of integrity, professionalism, and academic excellence. The Student Code of Ethics is established to guide all students in their conduct, both academically and personally, to create a respectful, responsible, and ethical academic environment. All students are expected to understand, comply with, and embody these principles throughout their academic journey at SGU.

Article 4.1

Academic Integrity

Students must uphold honesty and integrity in all academic undertakings. Acts that violate academic integrity include, but are not limited to:

- **Plagiarism**
Using ideas, concepts, theories, or content from others without proper acknowledgment or citation.
- **Self-Plagiarism**
Submitting work that has been previously submitted for academic credit in another course without the express prior permission of the current instructor.
- **Cheating**
Using unauthorized materials, exchanging information, or copying during exams or assessments.
- **Fabrication**
Falsifying data, results, citations, or information in any academic work.
- **Academic Sabotage**
Damaging, deleting, or hindering the work of fellow students.
- **Bribery**
Offering any form of compensation to faculty or staff in exchange for academic benefits.
- **Unauthorized Submission**
Submitting the same work for multiple courses or using purchased work.
- **Use of False Documents**
Submitting forged or altered certificates, transcripts, or other official documents.
- **Unauthorized Use of Artificial Intelligence (AI)**
Submitting work generated by an AI tool as one's own, without the instructor's express permission and proper attribution as defined in the course syllabus.
- **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. Falsifying and forging an official academic document, like transcripts, diplomas, or other official documents.

Article 4.2

Conduct and Discipline

ACADEMIC CODE OF ETHICS

4.2.1 Personal

Students must demonstrate respectful and responsible behavior on and off campus. The following are strictly prohibited

- Acts of violence, vandalism, or criminal behavior
- Disruption of classroom activities or examinations
- Consumption of alcohol (unless permitted at official functions with authorization).
- Possession and use of illegal drugs
- Carrying deadly weapons (considered a criminal act and may result in police involvement and dismissal).
- Accessing or distributing pornography

4.2.2 Prevention and Handling of Violence in Higher Education

According to the Regulation of the Minister of Education, Culture, Research, and Technology of the Republic of Indonesia Number 55 of 2024 dated 14 October 2024, students are prohibited from committing acts of violence, on or off campus.

1) Types of violence include:

- a. Physical violence:
Any form of physical harm, with or without objects. Examples: fighting, assault, forced labor, etc.
- b. Psychological Violence:
Non-physical actions that humiliate, threaten, intimidate, blackmail, insult, spread harmful rumors, or cause emotional harm.
- c. Bullying
Repeated physical or psychological abuse involving a power imbalance between the perpetrator and victim.
- d. Sexual Violence
Actions that degrade or attack someone's body or reproductive function, often due to unequal gender or power dynamics, include coercion, intimidation, threats, taking advantage of unconsciousness or disability, or harassment in physical or non-physical forms.
- e. Discrimination and Intolerance
Violence in the form of exclusion, restriction, or unequal treatment based on race, religion, gender, age, social status, ability, etc.

4.2.3 Classroom and Exam Conduct

- Students must attend at least 75% of classes in order to pass each course.
- Late arrivals are considered absent for the respective session but may be allowed to enter the class.
- Eating during class or exams is not allowed.

4.2.4 Appearance and Professional Attitude

- Students must dress neatly and appropriately for all academic activities including classes, seminars, and business visits.
- Inappropriately dressed students will not be allowed to join class activities and will be asked to change before returning.

4.2.5 Use of University Facilities and Assets

- Misuse or unauthorized use of SGU property, including equipment, books, software, and IT systems, is prohibited.
- Students may not possess or use university items without official permission.

4.2.6 Disciplinary Sanctions

Types of sanctions for violations:

- Verbal warning
- Written warning
- Disciplinary probation
- Suspension
- Expulsion from SGU

Sanctions will be issued by the appropriate authority depending on the severity: Head of Department, Dean, Vice Rector, or Rector. Specifically for sexual harassment, sanction will be issued in accordance with Ministry Regulation (Permendikbudristek No 30, 2021). All sanction letters shall state the offense, the reason for the decision, and the period of validity. Students will be notified by email and have the right to administrative or legal recourse where applicable.

ACADEMIC CODE OF ETHICS

4.2.7 Core Ethical Principles

All SGU students are expected to uphold the following values throughout their academic tenure:

- **Resilient**
Expressing toughness and persistence in withstanding challenges and crisis, as well as the spirit to recover
- **Adaptive**
Self and social maturity to adapt quickly to internal and external changes that have positive impact
- **Proactive**
Able to identify opportunities and challenges, as well as continuously having initiative by steadfastly acting to reach meaningful goals
Academic freedom: Exercising the right to express and explore ideas responsibly.
- **Integrity**
Honoring the truth, honesty and ethical behavior as demonstrated by congruence in words, action and noble moral principles
 - Honesty: Acting with sincerity and fairness
 - Transparency: Being open in academic processes and communications.
- **Discipline**
Commitment in exercising self-control and consistently safeguarding and upholding the guidance and prevailing regulations
Responsibility: Taking ownership of one's actions and decisions
- **Social Care**
Care towards the condition of the community and willingness to contribute to the betterment of the community and environment.
Respect: Valuing others' rights, dignity, and diversity
Loyalty: Upholding the good name of SGU and the community it represents.

ARTICLE 5

PRINCIPLES OF ACADEMIC ETHICS IN TEACHING

Article 5.1

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 to 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 both the formative and 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 must ensure.
4. Trilogy of Higher Education:
 - i. Teaching
 - ii. Research
 - iii. Community Service

Article 5.2

The Lecturer's Academic Rights

All lecturers are entitled to 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 5.3

ACADEMIC CODE OF ETHICS

Principles in Teaching (Contents)

In complying with the proper ethical behavior, SGU lecturers:

1. shall be honest in the performance of their 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 benefit 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.

ARTICLE 6

PRINCIPLES OF ACADEMIC ETHICS IN RESEARCH

The principles that form the basis of the Academic Ethics in Research include those of contents, breaches of ethics, research and publication:

1. Uphold the values of academic honesty
2. Cite scientific work correctly
3. Protect works or copyrights, such as:
 - a. Individual copyright, or
 - b. Collaboration copyright.

Article 6.1

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 6.2

Breach of Ethics

1. Any action that can be considered as a type of non-integrity, irresponsibility, unaccountability, or subjectivity constitutes a breach of research ethics.
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.

ACADEMIC CODE OF ETHICS

4. Research that is harmful to human life and the environment is a breach of the CEL, which includes those in biodiversity, traditional knowledge, genetic research resources, and folklore. Embedded in the value of Genetic Resources and Traditional Knowledge or GRTK is the recognition of the right of its holders for protection against misuse and misappropriation.
5. Violation of the Biodiversity Research Convention constitutes a breach of the CEL.
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 CEL.
7. Subjects doing research but not carrying the legal name of SGU are considered to be in breach of the CEL.
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 CEL.
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 CEL.

Article 6.3

Faculty Members Research Guideline

Faculty Members' research must follow the following rules:

1. Joint research should always be encouraged to avoid any data manipulation by any one of the researchers.
2. Publications should always be generated through an organized peer-review system.

Article 6.4

Animal Experimentation Ethics

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

Article 6.5

Sanctions for Violations in Animal Research

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

1. Counseling to raise awareness of the effects of violation,
2. Training to prevent future violations,
3. Issuing a letter of reprimand or warning,
4. Suspension of any animal research activity for a specified period of time, and
5. Temporary or permanent revocation of the right to conduct animal experimentation.

ARTICLE 7

PRINCIPLES OF ACADEMIC ETHICS IN COMMUNITY SERVICES

Article 7.1

Principles in Community Services

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

1. Conducting community services with full responsibility and dignity.
2. Conducting community services aligned with the university goals.
3. Conducting community services in accordance with related expertise and experience based on the programs or 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 for community services in a professional manner.
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 CEL.
8. Not restricting education to giving lectures but spreading scientific education among community members through the use of appropriate communication in transferring education and knowledge.

ACADEMIC CODE OF ETHICS

9. Maintaining ongoing relationships with University graduates.

Article 7.2

Community Service Implementation

Community service undertakings must always be planned and implemented by a group of faculty members and not by any single member with unclear objectives.

ARTICLE 8

PRINCIPLES OF ACADEMIC FREEDOM

Article 8.1

Definition of Academic Freedom

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

Article 8.2

Classification of Academic Freedom

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

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

Article 8.3

Institutional Discretion

Although SGU, as an educational institution, guarantees the right to freedom, it reserves the right to disavow incorrect comments or opinions of students, lecturers, staff and administrators that do not represent SGU.

Article 8.4

Scientific Autonomy

In the context of scientific autonomy within Academic Freedom, SGU reserves the right to promote scientific progress through a conducive process of teaching, research, and community services.

GLOSSARY

Biodiversity. *It is the variety of life on earth; namely, the life of animals, plants, 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 term 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.*

ACADEMIC CODE OF ETHICS

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.*

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 a 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, copyright is an example of an intellectual property.*

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.*

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.*

ACADEMIC CODE OF ETHICS

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

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. Chris Kanter Student Lounge / CK 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)

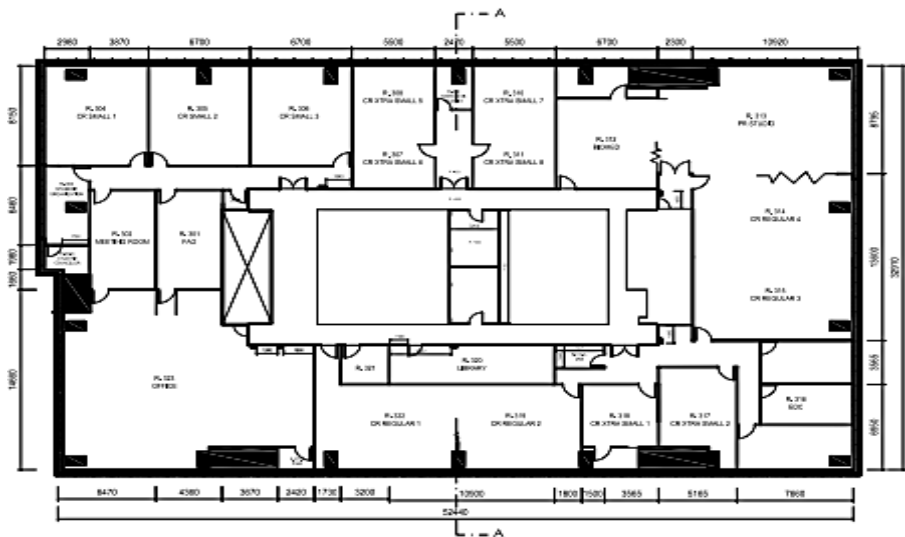
D.1.2. Third Floor

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

FACILITY INFORMATION

- b. Academic Operations Office /AOO & 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. Creativepreneur Lab (Room 316C)
- g. Library (Room 320)
- h. Faculty of BC (Room 323)
- i. Faculty of LST (Room 323)
- j. General Subject (Room 323)
- k. Directorate of ARCS (Room 323)
- l. 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 (Room 2002)
- b. Electrical Engineering Lab (Room 2004)
- c. DCMA Lab (Room 2005)
- d. Physics & Automation Lab (Room 2006)
- e. Hotel Model Room (Room 2007)
- f. Front Office Lab (Room 2008)

FACILITY INFORMATION

- g. IT Network Lab (Room 2009)
- h. IT Multipurpose Lab (Room 2010)
- i. Industrial System & Engineering Lab (Room 2011)
- j. Center of Smart Industry (Room 2012)
- k. Festo Pneumatic Lab (Room 2013)
- l. Leybold Lab (Room 2014)
- m. Directorate of HR & GA (Room 2015)
- n. Faculty of EIT (Room 2015)
- o. Quality Assurance/QA Department (Room 2015)
- p. Information System & Technology/IST Department (Room 2015)
- q. 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-17 – Food Technology Lab

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

FACILITY INFORMATION

- **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

- **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-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)**

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 Operations Office (AOO) 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.

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

FACILITY INFORMATION

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.
11. It is strictly prohibited from criminal acts or acts against the laws and regulations of Building Management, which to some extend 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, Head of Student Affairs and Head of Academic Operations Office (AOO).

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, Head of Student Affairs, Academic Operations Office (AOO) staff and optional: Stakeholder Engagement Department.

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), 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

Management Structure

SGU MANAGEMENT STRUCTURE

Rectorate	
Assoc. Prof. Dr. Dipl.-Ing. Samuel P. Kusumocahyo	Rector
Assoc. Prof. Leonard P. Rusli, B.Sc., M.Sc., Ph.D.	VR I for Academic Affairs
Assoc. Prof. Ir. James Purnama, M.Sc.	VR II for Non Academic Affairs
Wivina Lucki Dewi	Executive Assistant to the Rector & Head of Cooperation & International Office
Chintya Dwi V, S.I.Kom.	Secretary for Vice Rectors & Acting Head of AAO
Member of The Board	
Dr. med. Frans Tshai	Chairman - Board of Management
Christie Adelheid Kanter, B.A.	Vice Chairwoman - Board of Management
Yap Hong Gie	Secretary - Board of Management
Retno Handayani	Treasurer - Board of Management
Academic Operations Office	
Maria Dewi P.T Gunawan Puteri M.Sc., Ph.D.	Head
Yunus Nugraha, S.E.	Spv. Operations & Tech Support
Gilang Fajar Romadan, S.Pd.	Lecturer Career Development Center Staff
Devid Zidane Caesar, S.Ak.	Staff of Academic Operations Office

SGU MANAGEMENT STRUCTURE

Silvia, S.S. (Silvi)	Staff of Academic Operations Office
Tety Rachmawati, S.E.	Staff of Academic Operations Office
Nurita Kresnawati, S.Kom.	Staff of Academic Operations Office
Zaenal Arifin, S.E	Staff of Academic Operations Office
Usan, S.E., M.Pd.	Staff of Academic Operations Office
Della Ayu Pratiwi, S.Gz.	Staff of Academic Operations Office
Eveline Eirene	Staff of Academic Operations Office
Academic Development Center	
Maria Dewi P.T Gunawan Puteri M.Sc., Ph.D.	Head
Florence Ignatia Partowidjojo, S.T., B.Eng., M.Sc.	Staff of Academic Development Center
Elza Wijaya, S.T., B.Eng.	MBKM General Administration Staff
Faculty of Engineering and Information Technology (FEIT)	
Dr. Ir. Maulahikmah Galinium, S.Kom., M.Sc.	Dean and Director of ARCS
Industrial Engineering Study Program	
Dr. Eng. Aditya Tirta Pratama, S.Si., M.T.	Head
Ir. Triarti Saraswati, M.Eng.	Deputy Head

SGU MANAGEMENT STRUCTURE

Ivan Kurniawan, S.T., B.Eng., M.T., M.B.A.	Lecturer
Dr. Tanika D. Sofianti, S.T., M.T.	Lecturer
Jehoshaphat Sutikno	Teaching Assistant
Mechanical Engineering Study Program	
Dr. Yunita Umniyati, S.Si., M.Sc.	Head of MT & Acting Deputy Head of MME
Hartono, S.T., M.T.	Deputy Head
Erikson Ferry Soonggalon, S.T., M.Kom.	Lecturer
Dr. Rusman Rusyadi	Lecturer
Akhmad Lutfi Rusidi, S.T., M.Sc.	Lecturer
Thomas Martines, A.Md.T.	Teaching Assistant
Dandy Cahyo Purnomo, S.Pd., M.Eng.	Teaching Assistant
Information Technology Study Program	
Kho I Eng, Dipl.-Inf.	Head
Joseph Andreas, S.Kom., B.Eng., M.Sc.	Deputy Head
Jonathan Kristanto	Teaching Assistant
Master of Information Technology Study Program	
Dr. Ir. Eka Budiarto, S.T., M.Sc.	Head
Dr. Ir. Charles Lim, B.Sc., M.Sc.	Deputy Head
Dr. Ir. Mohammad A. Amin Soetomo, D.Sc	Lecturer

SGU MANAGEMENT STRUCTURE

Dr. Ir. Heru Purnomo Ipung, M.Eng.	Lecturer
Master of Mechanical Engineering Study Program	
Dr. Ir. Gembong Baskoro, M.Sc., IPU.	Head
Dr. Yunita Umniyati, S.Si., M.Sc.	Acting Deputy Head of MME & Head of MT
Dena Hendriana, B.Sc., S.M., Sc.D.	Lecturer
Faculty of Business and Communications (FBC)	
Dr. Nila Krisnawati Hidayat , S.E., M.M.	Dean & Acting Head of Accounting
Business and Management Study Program	
Dr. Munawaroh Zainal, M.M. (Mumun)	Head
Mochammad Riyadh Rizky Adam, S.T., M.S.M	Deputy Head
Dr. Anthon Stevanus Tondo, S.E., M.B.A.	Lecturer
Margaretha Tiur Pasuria Lingga, M.M.	Lecturer
Business Accounting Study Program	
Dr. Nila Krisnawati Hidayat , S.E., M.M.	Acting Head
Agung Joni Saputra, M.Akt.	Acting Deputy Head
Hotel and Tourism Management	
Robert La Are, SST.Par., M.Par.	Coordinator

SGU MANAGEMENT STRUCTURE

Rashid Algani Sugiri, S.E., M.Par.	Lecturer
Isna	Laboratory Assistance
Global Strategic Communications Study Program	
Loina Lalolo Krina Perangin-angin, M.Si.	Head
Prof. Dr. phil. Deborah Nauli Simorangkir (Debbie)	Lecturer
Aulia Putri Meidina, S.Sos., M.A.	Lecturer
Master of Business Administration Study Program	
Dr. Ir. Nurdayadi, M.Sc.	Acting Head
Dr. Fiter Abadi, B.A., M.B.A.	Deputy Head
Dr. Soebowo Musa	Lecturer
Dr. Ir. Yosman Bustaman, M.Buss.	Lecturer
Investment Gallery and Tax Center	
Doddy S.W. Witjaksono, M.A.	Lab. Assistant
Faculty of Life Sciences and Technology (FLST)	
Dr. Hery Sutanto, S.Si., M.Si.	Dean
Chemical Engineering Study Program	
Dr.-Ing Diah Indriani Widiputri, S.T., M.Sc.	Head

SGU MANAGEMENT STRUCTURE

Silvya Yusri, S.Si., M.T.	Deputy Head
Dr. Irvan S. Kartawiria, S.T., M.Sc.	Lecturer
Rizal Pauzan Ramdhani, S.Si.	Laboratory Assistant
Biomedical Engineering Study Program	
Aulia Arif Iskandar, S.T., M.T.	Head
Kholis Abdurachim Audah , M.Sc., Ph.D.	Lecturer
Fuad Ughi S.T., M.T.	Lecturer
Gerald Justin Goenawan, S.T., M.Sc.	Lecturer
Devita Via Senzas, A.Md.	Laboratory Assistant
Food Technology Study Program	
Della Rahmawati, S.Si., M.Si., Ph.D.	Head
Maria Dewi P.T Gunawan Puteri M.Sc., Ph.D.	Lecturer
Tabligh Permana, S.Si.	Lecturer
Dr.rer.nat. Filiana Santoso	Lecturer
Dr. Ir. Abdullah Muzi Marpaung, M.P.	Lecturer
Stacia Andani Fortunata S.T., B.Eng.	Laboratory Assistant

SGU MANAGEMENT STRUCTURE

General Subjects	
James Edward Hunt, M.B.A.	Head
Dyah Divitta Prameswari, S.S.	Lecturer & Coordinator German Language
Department of Information System and Technology (IST)	
Anugerah, B.Sc. (Angga)	Head
Tan Meilisa Tansil, S.E., M.Kom.	Digitalization Manager
Nesta Zulfikar Ariwibowo, S.Si., M.T.I.	Full Stack Developer
Tedi Purwanto, S.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
Directorate of Finance, Accounting and Purchasing	
Hasudungan Pangaribuan, S.E., M.M.	Senior Manager
Jane Anthoneta Rapa, S.E., Ak.	Revenue Controller
Nova Ayu Wulandari, S.E.	Finance & Accounting Staff

SGU MANAGEMENT STRUCTURE

Rumondang Agustina Br. Sitohang, S.E.	Account Payable Staff
Claresta Agrilia, S.Ak.	Account Receivable Staff
Afifah Dzulfa N., S.E.	Account Receivable Staff
Latifah Bahrum, S.Kom. (Ifa)	Purchasing Staff
Andalia Irma, S.S.	Purchasing Staff
Department of Academic Research and Community Service	
Dr. Ir. Maulahikmah Galinium, S.Kom., M.Sc.	Director & Dean of FEIT
Tabligh Permana, S.Si.	Head of Community Dev. and Commercialization Dept.
Annisa Hanna Kusumawardani, S.E.	Accounting Officer
Aditya Bhatara, S.M.	General Administration & Communication Service Officer
Dian Karmila, S.T.	Project and Event Management
Department of Quality Assurance	
Edward Boris P. Manurung, M.Eng.	Head
Nurhasanah, S.Pd.	Quality Assurance Officer
Erikson Ferry Soonggalon, S.T., M.Kom.	Quality Assurance Officer & Lecturer of MT

SGU MANAGEMENT STRUCTURE

Directorate of Human Resources and General Administration	
M. Deri Hameru, M.M.	Director
Sri Maryati, AMd.KA., S.E. (Riri)	HR Business Partner
HR Development	
Rizky Nur Ananda Ilahi, S.Psi. (Ling-ling)	Supervisor
Kenny Elmartha, S.Psi.	HR Development Officer
HR Operations & GA	
Rima Nadhilla, S.E., S.S.	Head
Fitriyah, S.H.	Legal & Contract Management Officer
Alif Putra Lesmana, S.M.	HRGA Officer
Moh. Ihsan	Driver/Operational
Directorate of Marketing & Communications	
Fini Anisa Srihadi, S. Ak.	Quality Control and Customer Data Administration
Public Relation Department	
Anisa Naamin, S.H.Int.	Coordinator
Rahma Fadila Putri, S.Hum.	Social Media and Executive Marketing Staff
Gusti Sutan Baltazhar, S.K.Pm.	Videographer & Photographer

SGU MANAGEMENT STRUCTURE

Danu Amirul Aji Supri	Web Admin and Digital Advertiser
Wandi Premiero, S.T.	Digital Marketing Officer
Irzan Fahmi, S.Kom.	Design Graphic
Norman Fauzan Akmal, S.I.Kom.	Content Writer Specialist
Stakeholder Engagement Department	
Amin Fendy Rahmelan, S.Sos.	Stakeholder Engagement Officer
Sales & Admission Department	
Kurniawan, S.E., M.M.	Sales Manager for Bachelor and Master Study Program
Marketing and Admission Bachelor Program	
Egidius Virgo, S.Pd., M.Pd., M.A.B.	Sales Supervisor for Bachelor Study Program
Angel Rehulina Tarida, S.I.Kom.	Admission & Receptionist
Sari Lusiana Simanjuntak, S.E.	Senior Sales Executive for Bachelor Study Program
Desnita Friska Angelia Br. Mangunsong, S.Ak.	Senior Sales Executive for Bachelor Study Program
Dennis Gunadi, S.Kom.	Sales Executive for Bachelor Study Program
Dimas Bagaskara, S.Sos.	Sales Executive for Bachelor Study Program

SGU MANAGEMENT STRUCTURE

Gabriel Chandra Aji Dewanto, S.E.	Junior Sales Executive for Bachelor Study Program
Novandio Fahmi, S.Kom	Sales Executive for Bachelor Study Program
Hania Nurul Syifa, S.Sos.	Stakeholder Engagement Officer for Bachelor Study Program
Marketing and Admission Master Program	
Dina Pristiyowati, S.Kom.	Sales Supervisor for Master Study Program
Tariza Dwi, S.I.Kom.	Sales Admin for Master Study Program
Gani Sahidun, S.Pd	Senior Sales Executive for Master Study Program
Melvin Hartanto, S.E.	Sales Executive for Master Study Program
Imada Aulia Syafitri, S.S.	Sales Executive for Master Study Program
Mela Julia Yolanda, S.H.	Sales Executive for Master Study Program
Aulia Ghassani Zahra, S.IP. (Rara)	Stakeholder Engagement Officer for Master Study Program
Student Affairs	
David P. Simorangkir, S.E., M.I.Kom. (Dave)	Head
Directorate of Cooperation	
Prof. Dr. phil. Deborah Nauli Simorangkir (Debbie)	Director
Internship and Career Centre Department	

SGU MANAGEMENT STRUCTURE

Mina Arsita (Mita)	Head
Mia Siregar, S.S.	Internship Staff
Cooperation and International Office	
Wivina Lucki Dewi	Head of Cooperation & International Office & Executive Assistant to the Rector
Mahda Yumiati, S.S.	Cooperation & International Office Staff
Directorate of Facility Management	
Yap Hong Gie	Director
Wahyu Suryanto, A.Md.	Senior Manager
Wiyatno	Head of Activity and Event Services
Sari Nusivera, S.E.	Assistant to the Board & Facility Management Director
Tety Apriyanti	Paramedic Staff
Siswanto	Supervisor of Building Management
Idi Sahidi	Supervisor Technician
Abdul Rohman	Technician
Herly Sandes	Technician
General Services	

SGU MANAGEMENT STRUCTURE

Siti Nurhidayati (Kinoy)	Housekeeping
Bawon	Housekeeping
Wiwit Setyowati	Housekeeping
Sukron Makmun (Udong)	Housekeeping
Wawan Ridwan	Housekeeping
Tatang Rochim	Housekeeping
Didi Royawan	Housekeeping

APPENDIX - 5

ACCOMMODATION 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.

Apartment around Alam Sutera

Name Apartment	Unit Type	Rental Price (Per Month)	Main Facilities	Note
Silkwood Residence	Studio / 1 BR	± IDR 2–5 million / month	Furnished, security, swimming pool	Close to SGU & Alam Sutera Mall
Brooklyn Alam Sutera	Studio / 1 BR	± IDR 2–4.5 million / month	Furnished, easy access	Direct access to main road
Tower Acacia Sky House	Studio – 2 BR	± IDR 3–6 million / month	Sky Garden, Swimming pool, Children's Playground, Gym, Access to tol, Mini market	Close to SGU & Alam Sutera Mall, JPO (Jakarta Premium Outlet), IKEA, Decathlon Suitable for long-term living
Pacific Garden Style	1 atau 2 BR	± IDR 3–6 million / month	Coworking space, swimming pool, gym, lobby	Ideal for students & young professionals
Tower Alexandria – Silktown	Studio – 2 BR	± IDR 2–5 million / month	Sky garden, swimming pool, mini market	Suitable for long-term living

Boarding House around Alam Sutera

Name Kos	Type	Rental Price (Per Month)	Main Facilities	Distance from SGU
Kost Putra Alam Sutera	Male-only	Approximately IDR 1.85 million / month	Air conditioning, electricity included	Around 5–10 minutes from SGU
Homy Home Kost @ Alam Sutera	Mixed (Male & Female)	Approximately IDR 2 – 3 million / month	Air conditioning, Wi-Fi, shared kitchen	Around 300 meters from Binus
Kost Aditana Residence	Mixed (Male & Female)	Approximately IDR 2 – 3 million / month	Furnished, laundry, security	Around 550 meters from SGU/Binus
Kost Bude Ju	Mixed (Male & Female)	Approximately IDR 1.5 – 2 million / month	Air conditioning, 24-hour access, quiet neighborhood	Around 10–15 minutes from SGU

APPENDIX - 6

PARKING SYSTEMS & CHARGE

PARKING SYSTEM & CHARGE

1. Parking Lot (update per July 2025)

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 2025)

- 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
 - b. MySGU. (<https://my.sgu.ac.id>)
 - c. Library. (<https://library.sgu.ac.id>)
 - d. Graduation. (<https://graduation.sgu.ac.id>)
 - e. SGU Mobile. (Download from Google Play Store or App Store)

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@squ.ac.id.
6. Thesis Information
 - You will find information 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 7.0 and iOS 10.

Should you have other queries don't hesitate to chat via our WhatsApp 0811-8010-600 our team will respond to your chat 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

1. Location & Opening Hours

Located on the 3rd floor. Open from 08.00 to 15.00 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 | Devid Caesar | Ext. 3302 | devid.caesar@sgu.ac.id |
| 2 | Library | - | library@sgu.ac.id |

APPENDIX – 9

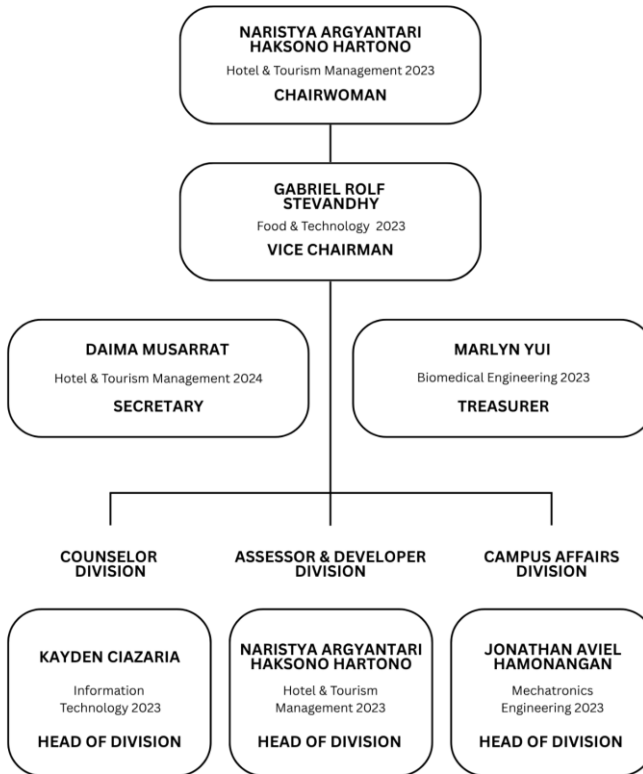
STUDENT ORGANIZATIONS

CHARACTER AND PROFESSIONAL DEVELOPMENT

PROGRAM (CPDP) & NON-ACADEMIC CREDITS

(NAC)

**STUDENT HOUSE OF REPRESENTATIVES
(MAJELIS PERWAKILAN MAHASISWA)
ORGANIZATIONAL CHART
2025**

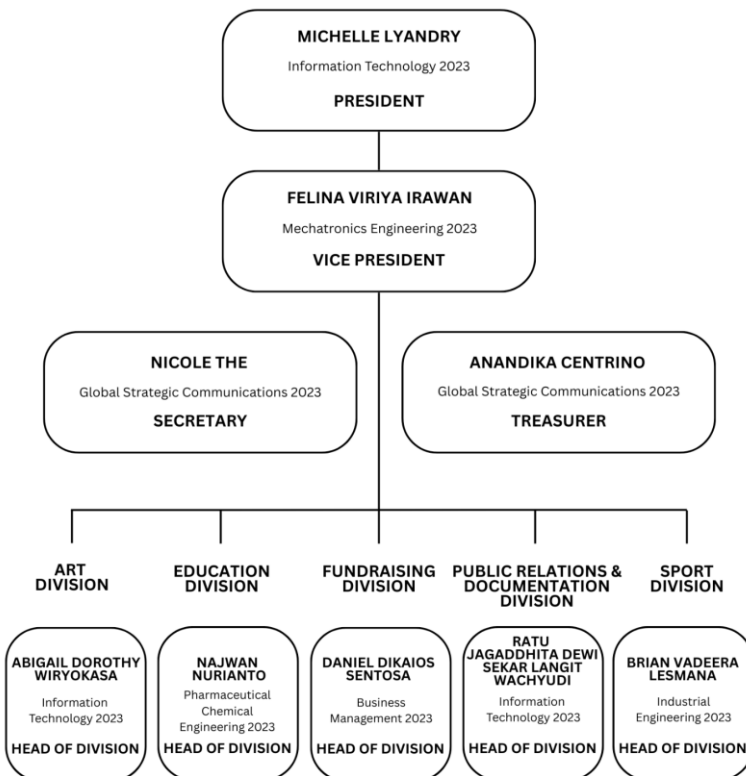


STUDENT HOUSE OF REPRESENTATIVES LEADERS 2025

No	NAME	POSITION	FACULTY	DEPARTMENT	YEAR
1	Naristya Argyantari Haksono Hartono	Chairwoman	Business and Communication	Hotel & Tourism Management	2023
2	Gabriel Rolf Stevandhy	Vice Chairman	Life Sciences and Technology	Food & Technology	2023
3	Daima Musarrat	Secretary	Business and Communication	Hotel & Tourism Management	2024
4	Marlyn Yui	Treasurer	Life Sciences and Technology	Biomedical Engineering	2023
5	Kayden Ciazaria	Chief of Counselor	Engineering & Information Technology	Information Technology	2023
6	Naristya Argyantari Haksono Hartono	Chief of Assessor & Developer	Business and Communication	Hotel & Tourism Management	2023
7	Jonathan Aviel Hamonangan	Chief of Campus Affairs	Engineering & Information Technology	Mechatronics Engineering	2023

STUDENT BOARD OF EXECUTIVES LEADERS 2023

STUDENT BOARD OF EXECUTIVES (BADAN EKSEKUTIF MAHASISWA) ORGANIZATIONAL CHART 2025



No	NAME	POSITION	FACULTY	DEPARTMENT	ACADEMIC YEAR
1	Michelle Lyandry	President / Ketua Umum	Engineering and Information Technology	Information Technology	2023
2	Felina Viriya Irawan	Vice President / Wakil Ketua Umum	Engineering and Information Technology	Mechatronics Engineering	2023
3	Nicole The	Secretary / Sekretaris	Business and Communication	Global Strategic Communications	2023
4	Anandika Centrino	Treasurer / Bendahara	Business and Communication	Global Strategic Communications	2023
5	Abigail Dorothy Wir yokasa	Head of Art / Ketua Divisi Kesenian	Engineering and Information Technology	Information Technology	2023
6	Sharon Su	Vice Head of Art / Wakil Ketua Divisi Kesenian	Business and Communication	Business Management	2024
7	Najwan Nurianto	Head of Education Division / Ketua Divisi Edukasi	Life Sciences and Technology	Pharmaceutical Chemical Engineering	2023
8	Nethaya Caitlin	Vice Head of Education Division / Wakil Ketua Divisi Edukasi	Life Sciences and Technology	Food Technology	2024
9	Daniel Dikaio Sentosa	Head of Fund Raising Division / Ketua Divisi Penggalang Dana	Business and Communication	Business Management	2023
10	Rheinaya Ardine Azzahra	Vice Head of Fund Raising / Wakil Ketua Divisi Penggalang Dana	Business and Communication	Business Management	2024
11	Ratu Jagaddhita Dewi Sekar Langit Wachyudi	Head of Public Relations & Documentation / Ketua Divisi Hubungan Masyarakat & Dokumentasi	Life Sciences and Technology	Sustainable Energy and Environment	2023
12	Jessenia Prisilla	Vice Head of Public Relations & Documentation / Wakil Ketua Divisi Hubungan Masyarakat & Dokumentasi	Engineering and Information Technology	Industrial Engineering	2024
13	Brian Vadeera Lesmana	Head of Sport Division / Ketua Divisi Olahraga	Engineering and Information Technology	Industrial Engineering	2023
14	Khaylilo Adimas Putra Suroso	Vice Head of Sport Division / Wakil Ketua Divisi Olahraga	Engineering and Information Technology	Information Technology	2024

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 categories 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, students 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.

CPDP Activity/Report Submission, Deadlines, and Scholarship Implications

- CPDP points are awarded **only upon the successful submission and verification** of all required supporting documents via the online CPDP portal. Students are responsible for ensuring their submissions are completed before the official deadline stipulated for the annual evaluation period.
- The CPDP portal will be closed after the submission deadline and will not reopen until the beginning of the next academic year. **Late submissions will not be accepted under any circumstances.**
- For students under a scholarship scheme, failure to meet the minimum annual CPDP point requirement by the submission deadline will result in the **immediate revocation of the**

scholarship for that academic year. This decision is final and non-negotiable.

- While the scholarship for the specified year is forfeited, students may submit the documentation for their activities after the portal reopens in the new academic year. These points will remain valid and will be counted towards the cumulative CPDP requirements for the 4th-semester review and final graduation.

CPDP Points and Activities

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

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 Organizations at SGU are student-led and university-affiliated groups that promote leadership, teamwork, and personal development.

These include:

- **BEM / SBOE** (Badan Eksekutif Mahasiswa / Student Board of Executives)
- **MPM / SHOR** (Majelis Perwakilan Mahasiswa / Student House of Representatives)
- **HIMAPRODI** (Himpunan Mahasiswa Program Studi - Study Program Student Association under each Faculty)
- **MENWA** (Resimen Mahasiswa - Student Regiment offering military-style leadership training)
- **UKM (Unit Kegiatan Mahasiswa - Student Clubs)** focus on specific interests, talents, and extracurricular activities, such as:
 - **Arts & Culture** (e.g., music, dance, theater)

- **Sports & Fitness** (e.g., basketball, futsal, martial arts)

Additionally, the **Brand Champion** program supports students who actively promote SGU through:

- Social media content
- Representing SGU at school visits and events
- Assisting with open house events and admission campaigns

To receive participation points, students must be actively involved for **one full academic year (2 semesters)**.

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 Competition is a competition or contest held within the university itself, organized by student organizations, academic departments, or student clubs.

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 Participation refers to student involvement as part of the committee/performer/volunteer in **events** held **within SGU**, such as campus

events, student-run programs, or institutional initiatives. This category is meant to recognize and reward students for contributing to the university community.

Internal – Social

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

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

Social Activities are voluntary actions by students to help others or contribute to the community. This category values student involvement in social causes, peer support, and non-profit initiatives both inside and outside the university. Activities limited to donations only (e.g., blood donation, money transfers) are **NOT** eligible for CPDP points.

Internal – Entrepreneurship

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

SGU ENTREPRENEURSHIP PROGRAM	Points

Participation in SGU Entrepreneurship Program	10
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The Entrepreneurship Program is a structured initiative under Internal Participation that aims to equip students with the skills, knowledge, and mindset to start and manage a business or innovative project. This program emphasizes practical learning and real-world application to foster entrepreneurial thinking within the university community.

Internal - Seminar/Workshop

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

SGU SEMINARS/WORKSHOPS	Points
International	7
National	6
Local	5

Internal seminars/workshops are SGU-organized events that enrich students' knowledge and skills through expert sessions or hands-on activities. Students join as participants to gain insights beyond the classroom.

Event categories:

- Local: Within the SGU community only
- National: Participants from across Indonesia
- International: Participants from multiple countries

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

The Internship Program is an essential academic component at SGU, aiming to provide students with hands-on industry experience and workplace exposure. This program bridges academic learning with professional practice, helping students apply their knowledge in real-world settings and develop practical skills relevant to their field.

- **Types of Internships**
 - Domestic Internship: Conducted in Indonesia.
 - International Internship: Conducted outside Indonesia
- **Timeline & Participation**
 - 3rd Semester: All students undergo a domestic internship.

- 6th Semester:
 - *Double Degree Program*: International internship.
 - *Single Degree Program*: Domestic internship

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 are events held outside SGU and organized by official government bodies, allowing students to showcase academic and non-academic talents. These competitions are categorized by organizing bodies and levels:

- LLDIKTI (Lembaga Layanan Pendidikan Tinggi): Regional-level body for higher education coordination.
- BELMAWA (Direktorat Pembelajaran dan Kemahasiswaan - DIKTI): National competitions focused on academic innovation; e.g., PKM (Program Kreativitas Mahasiswa), PILMAPRES (Pemilihan Mahasiswa Berprestasi): Selection of outstanding students at institutional to national levels, POMNAS (Pekan Olahraga Mahasiswa Nasional): National sports competition for university students across Indonesia.

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 Competition refers to student participation in contests organized by external parties such as universities, companies, or institutions. It recognizes student achievements beyond campus and promotes excellence, competitiveness,

and real-world skill application.

External – Recognition

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

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

Recognition is the acknowledgment of achievements by external organizations, such as awards, certifications, or accolades. These recognitions validate one's contributions or expertise in their field.

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 Participation refers to student involvement in off-campus events organized by external entities like companies or institutions, focusing on active roles such as organizer, coordinator, performer, or volunteer. Points are awarded based on the level of responsibility, while passive attendance (e.g., audience) does not qualify. Contributions must directly support the event's success.

External – Organization

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

EXTERNAL ORGANIZATIONS (Karang Taruna, Rohis, Pemuda/I Gereja etc)	Points
As President / Vice President	15

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

An external organization refers to any non-university, non-profit entity, such as government agencies, NGOs, or community groups, E.g., Karang Taruna, Rohis, and Pemuda/i Gereja. Students can earn points in this category **only if** they hold an active role within the organization, contributing to its operations and initiatives

External - Seminar/Workshop

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

SEMINARS/WORKSHOPS	Points
International	7
National	6
Local	5

External Seminars and Workshops are educational, or training events organized by external parties such as businesses, professional associations, non-profits, government bodies, or community groups. This category helps students gain real-world insights, practical skills, and professional connections outside of SGU.

Students can earn points for attending these events as participants or attendees, actively engaging in discussions, training sessions, or networking activities

External – Competency Certification

- **Minimum Points: None**
- **Proof Submission: Certificate**

CERTIFICATION	Points
Competency Certification	5
Professional Certification	10

External Certification is an official credential from organizations outside the university, verifying a student’s skills or knowledge in a specific field.

There are two types:

- Professional: Validates qualifications in a broader profession; e.g., BNSP (Badan Nasional Sertifikasi Profesi)
- Competency: Demonstrates specific skills (e.g., Coursera, Google, LinkedIn)

Certifications required/obligatory by the Faculty or Study Program (e.g., PCA) are not eligible for points.

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



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