



## **Regulations**

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## **Study and Examination Regulations for Bachelor Programs Intake Year 2015**

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### **Preamble**

Swiss German University is a legally recognized, private university in Indonesia. The bachelor's study programs in Swiss German University consist of a minimum of eight semesters. Applicants have to fulfill the requirements of the respective program.

During each academic semester there are quizzes and a final examination for each subject. Later in the study, there is an Oral Final Study Examination (OFSE) in three subjects. The study is finalized with a thesis and a thesis defense.

These Study and Examination Regulations apply to the bachelor's study programs intake year 2015. They regulate the academic parts, such as content, structure and process of study as well as administrative matters, such as discipline and behavior.

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## CHAPTER 1 INTRODUCTION

### 1.1 Scope and Purpose

These regulations apply to **all Bachelors' Programs intake year 2015** at **SWISS GERMAN UNIVERSITY**, hereinafter called **SGU**. The regulations contain rules about the academic and administration processes. The regulations are to ensure that studies and examinations at SGU are properly carried out.

### 1.2 Principle of Equality

All references to people and roles in these regulations equally apply to men and women, who are hereinafter referred to as bachelor's degree students, or students in short.

### 1.3 Legality

#### 1.3.1 Legal Basis

The regulations are based upon the provisions for Higher Education of the Ministry of Research, Technology and Higher Education of the Republic of Indonesia and the statute of the Swiss German University. Cooperation agreements with partner universities are applied.

#### 1.3.2 Government Recognition

Swiss German University is a legally recognized private University in the Republic of Indonesia according to National Education System Legislation of the Republic of Indonesia.

#### 1.3.3 Legal Partners

Until students are 18, parents or guardians are the legal partner of SGU. After the age of 18, students are the legal partner of SGU.

#### 1.3.4 Intellectual Property

Intellectual Property Rights generated from research, including theses, and other activities funded or supervised by SGU belong to SGU.

#### 1.3.5 Liability

SGU is not liable for any failure to perform any or all of its obligations where the failure (or delay) is due to the intervention or action of a third party or to any cause beyond the reasonable control of SGU (force majeure).

### 1.4 Quality Assurance

The quality of all academic and administrative matters in SGU is assured by the Indonesian National Accreditation Body (BAN-PT).

### 1.5 Medium of Instruction

Except where the Rector specifies otherwise, English is the language used for and in tuition, materials, examinations, assessments and administration in Swiss German University.

## 1.6 Fees and Charges

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

## 1.7 Examination Steering Committee

Examination Steering Committee (hereafter called **ESC**) is a collegial body of standing committee within SGU to assist Rector in development, review, conducting, and evaluation of Study and Examination Regulation, including managing student disciplinary issue.

### 1.7.1 Members of ESC

Members of the ESC is appointed by Rector's Decree and is consisting of the following:

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

The Chairperson of ESC reports to the Rector.

### 1.7.2 Responsibilities of ESC

- Making decisions on appeals related to: semester qualification, OFSE and theses
- Making decisions on student disciplinary issues
- Developing and reviewing the study and examination regulations
- Monitoring the proper conduct of examinations. In this capacity, the members cannot give a score.

The ESC decisions regarding appeals and student disciplinary issues are final.

### 1.7.3 Code of Conduct

Members of the ESC are required to show integrity and fairness and to maintain strict confidentiality.

## CHAPTER 2 PROGRAM STUDIES, THEIR ORGANIZATIONS AND DEGREES

### 2.1 Faculty and Study Program

Faculty	Study Program	Concentration
Faculty of Engineering and Information Technology	Master of Information Technology	
	Master of Mechanical Engineering	Mechatronics
	Mechanical Engineering	Mechatronics
	Industrial Engineering	
	Information Technology	
Faculty of Business Administration and Humanities	Master of Business Administration	- General Business Administration - Business Engineering
	Business Administration	
	Business Administration	Hotel and Tourism Management
	Accounting	
	Communication & Public Relations	
Faculty of Life Sciences and Technology	Food Technology	
	Chemical Engineering	- Pharmaceutical Engineering - Sustainable Energy and Environment
	Electrical Engineering	Biomedical Engineering

### 2.2 Faculty Specifics

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

### 2.3 Organization of Study

#### 2.3.1 Course of Study

The course of study consists of a minimum of 8 (eight) and a maximum of 14 (fourteen) semesters starting from the first semester.

#### 2.3.2 The Academic Year and Semester

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

#### 2.3.3 Semester Credit Unit

The Bachelor Program consists of 144 Semester Credit Unit (SKS/Satuan Kredit Semester), which are equivalent to minimum 240 ECTS (European Credit Transfer System).

One Semester Credit Unit of a lecture comprises a 50-minute face-to-face lecture, a 50-minute structured academic activity, and a 60-minute independent academic activity per week per semester.

One Semester Credit Unit for a seminar or other similar activity comprises a 50-minute face-to-face lecture, a 50-minute structured academic activity, and a 60-minute independent academic activity per week per semester.

One Semester Credit Unit for laboratory class, internship, community service, and/or another equivalent activity comprises 160 minutes per week per semester.

### **2.3.4 Make-Up Lesson(s)**

A make-up lesson is deemed necessary when the designated number of lessons in the respective semester cannot be fulfilled according to the curricula due to public holidays, absence of the lecturer or for other reasons.

The respective lecturer shall arrange the make-up lesson according to the applied procedure.

## **2.4 Degrees and Certificate**

SGU awards an Indonesian degree of Bachelor (S-1) upon the completion of the study program. Students who meet the necessary requirements will also be awarded with Bachelor's degree from SGU's partner University. For details please refer to Article 4.2 in this book.



## Chapter 3 ENROLLMENT PROCESS

### 3.1 Enrollment Committee

#### 3.1.1 Members

- Vice Rector Non-Academic Affairs (chairperson)
- Director of Communications
- Head of Admission Department
- Dean of respective Faculty (only for transfer student)
- Head of respective Study Program (only for transfer student)

#### 3.1.2 Responsibilities

- Establishing entrance requirements
- Making the final decision on the acceptance of new students
- Providing the framework for the student orientation

### 3.2 Application for New Students

#### 3.2.2 Eligibility

Graduates from recognized senior high schools in Indonesia or from equivalent institutions abroad recognized by the Indonesian Government may apply. Students who wish to enroll for Bachelor's study programs should not be older than 22 years in the first academic semester.

#### 3.2.3 Name of Student

A student's name on the birth certificate is used as the reference. For foreign students the name on their passport is used.

#### 3.2.4 Entrance Test/Result

Candidates have to pass an entrance test. Accepted students are informed by the Enrollment Committee.

#### 3.2.5 Application Documents

Application documents consist of the following:

- Photocopy of high school official certificate and transcript, legalized by the principal
- Copy of report for year 10, 11 and 12 of High School, legalized by the principal
- Copy of birth certificate
- Copy of ID card (KTP), or passport & KITAS for foreign applicants
- A doctor's certificate stating that the student does not suffer from color blindness (for Life Sciences and Technology students only)
- "Surat Keputusan Penyetaraan" of the high school certificate through the Ministry of Education and Culture of Indonesia or Ijazah & SKHUN Paket C (for students graduating from overseas or from an international high school)
- Other documents that are required by the Enrollment Committee

### **3.3 Transfer Students**

#### **3.3.2 Definition of Transfer Students**

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

#### **3.3.3 Documents of Transfer Students**

All relevant certified documents including, but not limited to, a reference letter from previous university have to be submitted after being legalized. Regulation for transfer students from within SGU or other University will be determined separately.

### **3.4 Newly Registered Students**

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

### **3.5 Cancellation of Enrollment and Reimbursement**

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

### **3.6 Exclusion from Acceptance**

SGU has the right to reject an application or revoke the acceptance of candidate/student who is involved in any illegal activities and/or being investigated by government officials for any criminal cases.

SGU has the right to ask for special documentation from any candidate/student.

## **CHAPTER 4 STUDY PROCESS**

### **4.1 Courses in Curriculum**

#### **4.1.1 General**

All regular students must take all courses as designated in the curriculum of the respective Bachelor's study program, which is offered in a package for 8 semesters. Subjects offered in an odd semester can only be taken or re-taken in an odd semester. This also applies for subjects in an even semester.

Generally, students are not allowed to take subjects from the higher semester.

#### **4.1.2 Elective Subject**

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

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

### **4.2 Double Degree and Single Degree Bachelor's Study Programs**

#### **4.2.1 Definition of Single Degree Bachelor's Study Program**

A Single Degree Bachelor's study program is a program where students are awarded "Sarjana" (S-1) degree solely from SGU upon graduation.

#### **4.2.2 Requirements for Graduation in a Single Degree Bachelor's Study Program**

- Students must successfully accomplish a minimum of 144 SKS including 2 (two) internships, OFSE and thesis
- Students must have a minimum cumulative GPA of 2.0
- Students must have no "F" score in any subject

#### **4.2.3 Definition of a Double Degree Bachelor's Study Program**

A Double Degree Bachelor's study program is a program where students are awarded "Sarjana" (S-1) degree from SGU and a "Bachelor's" degree from a partner university abroad upon graduation.

#### **4.2.4 Requirements for Graduation in a Double Degree Bachelor's Study Program**

- Students must fulfill all the requirements of a Single Degree Bachelor's study program
- Students must fulfill all the requirements of the respective partner university awarding the degree

### 4.3 Academic Administration

#### 4.3.1 Re-Registration of Students

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

Before the start of the second and the following semesters, including internship semesters, all students who are still qualified as SGU students must re-register through SGU online system according to the applicable procedure and schedule. Students who want to take a leave semester(s) or an internship in the next semester must also re-register.

Students who do not re-register are regarded as taking a leave semester and they are notified in writing by Academic Services Centre (ASC).

#### 4.3.2 Payment

After students do online re-registration, a digital invoice is issued through SGU online system. Students must pay the tuition fee to their virtual account accordingly. Students taking  $\leq 12$  SKS per semester pay half of the regular tuition fee.

#### 4.3.3 Submission of Planned Course Form

A Planned Course Form (PCF) is a list of subjects students plan to take in the following semester. After successful payment, students must submit a Planned Course Form online, to be approved by the respective Academic Counsellor. Subject(s) with pre-requisite cannot be taken if the requirement is not fulfilled. Regardless of their previous semester GPA, students can take a maximum load of 24 SKS per semester.

### 4.4 Re-Take Subject(s)

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

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

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

Subject(s) to be re-taken must be included on the Planned Course Form submitted online by the student after consultation with the Academic Counsellor. Within 2 weeks after lecture begins, students may add to, reduce or change their plan of study by submitting a **Changed Course**

**Form (CCF)** online. The submission of CCF must be made only after consultation with the Academic Counsellor. Upon approval of the Academic Counsellor, a **Fixed Course Form (FCF)** is issued online. A Fixed Course Form is the final study plan of the student for one semester. Students cannot change subjects listed on FCF and the number of SKS is calculated from their FCF for their semester GPA.

#### **4.5 Change of Study Program**

##### **4.5.1 Change of Study Program during the First Semester**

A change of study program during the first semester can be applied for in writing to the ASC before the date published in the academic calendar. Students must get approval or rejection from the desired study program.

##### **4.5.2 Change of Study Program after the First Semester**

A change of study program after the first semester can be applied for in writing to the Academic Services Center. Student must strictly abide with the policy for transfer students.

#### **4.6 Leave Semester**

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

Students may take a leave starting in the 3<sup>rd</sup> semester. The number of leave semester that may be taken during the whole period of study is a maximum of 4 (four) in total, with the condition that the leave cannot be longer than 2 (two) consecutive semesters. A fee for a leave semester is applied. After a leave semester(s), students must re-register online according to the re-registration schedule (see point 4.2.3). Students may continue their study in the following semester after their leave semester(s). For example, student taking leave in the 3<sup>rd</sup> semester can take subjects offered in the 4<sup>th</sup> semester, provided that the pre-requisites for the subjects to be taken are fulfilled.

## CHAPTER 5 INTERNSHIPS

### 5.1 Office for Internship

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

### 5.2 Mandatory Internship

Two internships are mandatory and are integral part of the curriculum in SGU which must be completed by the students to be awarded a Bachelor's Degree.

#### 5.2.1 First Internship

The first internship normally takes place in Indonesia.

#### 5.2.2 Second Internship

For a Single Degree Bachelor's study program, the second internship can be conducted either in Indonesia or abroad.

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

### 5.3 Students' Responsibilities

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

### 5.4 Institutions/Companies for Internship

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

### 5.5 Company Policies

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

### 5.6 Termination of Internship by the Company

**A termination of the internship by the company for disciplinary reasons will normally lead to the ex-matriculation of the student from SGU.**

### 5.7 Regulations for the Second Internship

#### 5.7.1 Regulations for Single Degree

- a) Students must pass all subjects in 1<sup>st</sup> until 4<sup>th</sup> semesters.
- b) Students' cumulative GPA before the second internship registration must be at least 2.0.
- c) Students must arrange visas by themselves, if they are necessary.

- d) Students must complete at least 16 weeks internship in one or more companies. SGU provides guidelines regarding the 2<sup>nd</sup> internship requirements.

### **5.7.2 Regulations for Double Degree**

- a) Students must pass a minimum number of SKS as defined by each Study Program in 1<sup>st</sup> until 4<sup>th</sup> semesters. In addition, the student must pass all English courses in semester 1 to 4 and the first internship.
- b) Students' cumulative GPA before the second internship registration must be at least 2.0.
- c) For internships in Germany or Switzerland, students must pass the SGU German oral assessment. SGU provides guidelines regarding German Proficiency Assessments (see Annex 2).
- d) Students must fulfill the requirements of respective partner University. SGU provides guidelines regarding the second internship requirements.

## **CHAPTER 6 EVALUATION OF STUDY RESULT**

### **6.1 Attendance at Regular Classes**

The minimum attendance for each subject is 75%. Overall class absences for any subject in a semester of more than 25% leads to the consequence that the student cannot join the final examination; therefore the student will have "F" score of that particular subject. The 25% includes sickness and other absences, except in the case of a doctor's certificate being submitted within 48 hours, hospitalization with a 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 doctor's certificate.

### **6.2 Late Arrival/Absence from Classes**

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

### **6.3 Semester Qualification**

The semester qualification consists of:

40% Quizzes and Assignments

60% Final Examination (written, oral, project or paper)

There are no Repetition Examination and Oral Repetition Examination.

#### **6.3.1 Quizzes and Assignments**

During classes, there are quizzes (oral/written) and assignments (individual/groups). If students are absent from a quiz/assignment, they may be given 0 point for that quiz/assignment. One quiz score may be reserved for a score for the student's activity and contribution in the classes during the semester.

#### **6.3.2 Final Examinations Eligibility**

Final Examinations take place at the end of academic semesters for lectured subjects. Each Final Exam is in the form of written test, oral test, project or paper.

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

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



### 6.3.3 Absence from the Final Examinations

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

### 6.3.4 Make-Up Examination

- A Make-up Examination is a final examination conducted outside the previously determined schedule and is in an equivalent of the Final Examination.
- A Make-up Examination is only given to students who are eligible (see point 6.3.3).
- The schedule for Make-up Examination is determined by the Examination Office and they have to be taken in that period of time.
- Students have to fill out a Make-up Examination Request form (available in the Study Program), provide all supporting documents and must have approval from the respective Dean. Then, students must submit the completed form to the Examination Office within a determined period.
- No fee is charged for Make-up Examinations.

## 6.4 Transcript of the Mid-Semester and Semester Report

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

## 6.5 Administrative Error and Appeals against Subject Grade

### 6.5.1 Initiated by the Students

A complaint of an administrative error and an appeal for a change of grade must be initiated by student. A complaint of an administrative error or an appeal must first be discussed with the Head of the respective Study Program.

### 6.5.2 Ten Working Days Deadline

An appeal for a change of grade has to be submitted within 10 working days of the issuance of the examination results by SGU. The students have to provide proper evidence for the appeal.

### 6.5.3 Fee for an Appeal

Students have to pay a fee prior to handing over the appeal. If the appeal is in favor of the students, the fee will be reimbursed to the students. For an administrative error there is no fee. The detailed guidelines regarding the implementation of fee for an appeal is stated in a separate policy.

#### **6.5.4 Address for an Appeal**

An appeal must be sent in writing to:

The Examination Steering Committee  
Swiss German University  
Edu Town BSD City  
Tangerang 15339

#### **6.6 Termination of Study**

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

- Students graduate from SGU.
- Students withdraw their status as students.
- Students do not meet academic and non-academic requirements:
  - Students' period of study exceeds 14 semesters.
  - Students do not fulfill administrative requirements.
  - Students takes leaves of more than 4 (four) semesters.
- Students receives disciplinary sanction of expulsion.
- Students are convicted of a crime.
- Students pass away.

## CHAPTER 7 CREDIT AND ACADEMIC SCORING

### 7 Points and Credits System

#### 7.1.1 Credits System

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

#### 7.1.2 Points and Grading System

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

The grading system of SGU uses letters (A, B, C, D, and F), 100 scale points (1 - 100), 4 scale points for Indonesia (0.0-4.0) and 5 scale points for Germany (1.0-5.0). The conversion between Indonesian and German grading system follows the conversion system agreed by SGU and the partner university. It applies to all courses presented towards a Bachelor's degree. This grading is also used for all examinations. In all relevant documentation this grading system has to be mentioned (for details see Annex 1).

Table 1. Grading Scale

Grade Letter	SGU	Indonesia Grade Point (GP)	Germany	Grade Description
A	90 – 100	4.0	1	Performance is outstanding
B	75 – 89	3.0 – 3.9	2	Performance is considerably higher than the average requirements
C	60 – 74	2.0 – 2.9	3	Performance meets the average requirements
D	50 – 59	1.0 – 1.9	4	Performance is poor and likely to lead to failure
F	< 50	0	5	Performance does not meet the minimum criteria. Considerable further work is required

#### 7.1.3 Rounding

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

#### 7.1.4 Transcript

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

### 7.2 Student Grade Point Average (GPA)

GPA shows the level of the students' learning success for courses that have been taken and is indicated through a number taken to the second decimal point. GPA is divided into semester GPA and cumulative GPA.

### 7.2.2 Semester GPA

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

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

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

GP = the grade point of each course

### 7.2.3 Cumulative GPA

The cumulative GPA is the accumulation of  $C \times GP$  divided by the number of credits taken, counted from the first semester until the last semester with following terms:

$C$  is the credit weight of each course taken with the condition that repeated courses are only counted once with the best grade.

### 7.2.4 Graduation Predicate

There are 3 predicates for graduated students:

- For cumulative GPA 2.76 – 2.90: satisfactory
- For cumulative GPA 3.01 – 3.64: good
- For cumulative GPA 3.65 – 4.00: with distinction

Eligible students with a cumulative GPA between:

3.65 – 3.79 are awarded "cum laude"

3.80 – 3.89 are awarded "magna cum laude"

3.90 – 4.00 are awarded "summa cum laude"

Students eligible for the predicate "distinction" must fulfill, among others, the following criteria:

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

The "with distinction" predicate is awarded through a judicium in the SGU Academic Senate.

## CHAPTER 8 ORAL FINAL STUDY EXAMINATION (OFSE)

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

### 8.1 Eligibility for OFSE

Registered students must pass all subjects from the 1<sup>st</sup> until the 7<sup>th</sup> semesters with a minimum cumulative GPA of a minimum of 2.00, and must fulfill their administrative obligations to SGU.

### 8.2 Examiner

OFSE requires the presence of two examiners.

#### 8.2.1 Appointment

The Heads of Bachelor's study programs appoint the examiners.

#### 8.2.2 Responsibility

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

### 8.3 Subjects and Contents of OFSE

- a) OFSE is a closed book oral examination.
- b) There are three subjects to be tested.
- c) Two subjects are mandatory and are determined by the Head of study program.
- d) The other subject is selected by students using the list issued by the Examination Office based on proposals from the Heads of study programs.
- e) If there is a delay in the submission of selected subjects by students, the Heads of study programs decide which subjects are to be tested.
- f) OFSE covers the content of all lessons and materials used in the course, including the weekly quizzes given during classes.

### 8.4 Duration

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

### 8.5 Evaluation Sheet

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

### 8.6 Results of OFSE

#### 8.6.1 Pass

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

**8.6.2 Fail**

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

**8.7 Credits for OFSE**

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

**8.8 Re-take of OFSE****8.8.1 First Re-take of OFSE**

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

**8.8.2 Second Re-take of OFSE**

- a) Students who fail in the first OFSE re-take must, in the following two semesters, join classes in the OFSE subjects as Sit-in Student. Sit-in students must complete all academic obligations related to the taken subjects, including attendance and study evaluation. Their score in a sit-in subject(s) is not taken into GPA calculation.
- b) The tuition fee applied is determined by the Finance department.
- c) The final score for OFSE is taken from the best score of each subject.
- d) A third failure of OFSE leads to ex-matriculation from SGU.

**8.9 Late Arrival and Absence**

Students who are late or do not attend OFSE fail the OFSE. Exception only applies for hospitalization with a doctor's certificate and force majeure upon approval of the ESC.

**8.10 Result**

The result of OFSE is included in the semester transcript.

**8.11 Appeals**

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

**8.11.1 Change in Grade**

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

**8.11.2 Appeal Initiated by the Student**

A written appeal for a change of grade must be initiated by students and must first be discussed with the respective Dean.

**8.11.3 Time for Submission**

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

**8.11.4 Evidence**

The students have to provide proper evidence for the appeal.

**8.11.5 Fee for an Appeal**

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

**8.11.6 Address**

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

The Examination Steering Committee  
Swiss German University  
Edu Town BSD City  
Tangerang 15339

## **CHAPTER 9 THESIS**

### **9.1 General**

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

### **9.2 Eligibility**

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

### **9.3 Individual and Original Work of Thesis**

The thesis is an individual work unless it is proposed by the respective Head of study program and approved by ESC as group work. Students must undergo an anti-plagiarism-test through their thesis advisor.

### **9.4 Duration of the Thesis Work**

The duration of the thesis work is 16 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 has to be approved by their thesis advisor.

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

The mandatory consultations for the thesis work are at least 8 meetings and must be reported on a log sheet.

### **9.7 Thesis Advisory**

#### **9.7.1 Qualification**

Thesis advisors/co-advisors are normally permanent lecturers at SGU with at least a master's degree. The Head of study programs may propose external thesis advisors/co-advisors with the necessary academic qualification. Such a proposal has to be approved by the Dean.

#### **9.7.2 Availability**

Thesis advisors are expected to be available weekly on a regular basis. Students are responsible for making suitable arrangements with the thesis advisor for the continued supervision of the thesis.

#### **9.7.3 Change of Thesis Advisor**

Student can propose a change of thesis advisor provided that the new advisor agrees and there is agreement by the respective Head of study program and the respective Dean.



## 9.8 List of Thesis Topics

Every semester, each study program publishes a list of thesis topics. Students can propose a change of thesis title. Upon agreement from their thesis advisor, the change must be reported to the Examination Office.

## 9.9 Thesis Proposal

### 9.9.1 Application

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

### 9.9.2 Late Delivery

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

### 9.9.3 Evaluation

The respective study program evaluates the thesis proposal to determine the status of thesis proposal. This can be:

- a) Approved
- b) Approved with Modifications
- c) Not Approved

A thesis proposal with the classification "Approved with Modifications" or "Not Approved" must be re-submitted within 5 working days.

## 9.10 Final Submission of Thesis Work

### 9.10.1 Submission

- a) Before thesis defense  
Before the thesis defense, students must submit four copies of the thesis in soft cover and the thesis log sheets at the date and time announced in the academic calendar to the Examination Office.
- b) After thesis defense  
One hard copy and one soft copy (CD or DVD) has to be submitted to the Examination Office on the date given.

### 9.10.2 Late Submission

- a) Before the 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 the thesis defense  
Late submission of the revised thesis work results in a delay of graduation. The respective student cannot join the graduation and does not receive any graduation documents, including a temporary graduation certificate, until all obligations are fulfilled.

### 9.11 Evaluation of the Thesis Work

Evaluation of the thesis work is made by the thesis advisor and the thesis examiner. They then submit a report with grades and comments to the Examination Office.

### 9.12 Rejection of Thesis Work

- a) During the thesis work, the thesis work can be rejected by the thesis advisor and/or the Examination Steering Committee.
- b) A thesis can be rejected if it is considered that the progress of the thesis is not satisfactory, or if there is a failure to fulfil administrative requirements (e.g. regular meetings with the thesis advisor) or if there is a valid doubt about the authenticity of the students' works.
- c) In the case of thesis rejection by the thesis advisor, the thesis advisor has the obligation to explain the reasons for the rejection in writing to the Examination Office with a copy to the respective Head of study program and the respective Dean.
- d) Students are informed by the Examination Office.
- e) In the case of thesis rejection by the thesis advisor, student may appeal to the Examination Steering Committee after consultation with the respective Head of study program. The appeal is processed after payment of the applicable appeal fee.

### 9.13 Thesis Defense

#### 9.13.1 Eligibility

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

#### 9.13.2 Duration

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

#### 9.13.3 Timetable

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

#### 9.13.4 Late Arrival and Absence from the Thesis Defense

- a) Students who are late or absent from the thesis defense get a "FAIL" for the thesis. An exception is given in the case of accident, hospitalization with a doctor's certificate, or force majeure upon approval from the ESC.
- b) Students have to register as an active student in the next semester. The respective tuition fee will be applied.

### 9.14 Examining Panel at the Thesis Defense

The Examining Panel at the thesis defense consists of:

- A thesis advisor and/or co-advisor
- A member(s) of the respective study program or its qualified representative
- An examiner from a partner university (for double degree programs).

The Examining Panel consists of a minimum of 3 and a maximum of 4 examiners. Questions may be raised by any member of the Examining Panel. If deemed necessary, the study program may

invite observer(s), who are, however, not eligible to give a score or to ask questions, but can give their opinion.

### 9.15 Evaluation of Thesis Defense

- a) The report of the thesis defense includes the grade and comments.
- b) The Examining Panel can discuss and confirm the thesis work and scoring.

### 9.16 Weighting of the Thesis Work and the Thesis Defense

The final grade for the thesis is weighted as follows:

Thesis Work	(60%)
Thesis Defense	(40%)

### 9.17 Qualification of the Thesis Defense

#### 9.17.1 Thesis Result

- The scoring for thesis result follows the applied academic scoring system.
- For Double Degree study program, a thesis must have a final score of a minimum "C".

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

- a) The thesis defense may also lead to thesis rejection by the examination panel if the thesis work is not in line with the approved thesis proposal or is insufficient to be regarded as a thesis.  
In such cases the examination panel will not give any marks and the student must do or re-do the thesis under the conditions determined by the Examination Steering Committee.
- b) A rejected thesis can be revised during the time stated in the academic calendar in the next semester. Students have to register as a regular student in the next semester. A certain fee will be applied.
- c) A third rejection of the thesis defense leads to expulsion from SGU for the student.

### 9.18 Postponement of the Thesis

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

### 9.19 Appeal for Thesis

There is no appeal against the result of the thesis presented at the end of the thesis defense. The result announced by the Examining Panel is final.

### 9.20 Re-take Subjects during Thesis

The maximum number of SKS of lectured subjects that can be taken during the thesis period is 6 (six), including the subjects in semester 8 on the curriculum.

## CHAPTER 10 BEST GRADE SCHOLARSHIPS

Best Grade Scholarships are based upon the performance of students and are provided by SGU on a **voluntary** basis. The University does not accept any appeals/claims regarding the given scholarships. The criteria below are subject to change.

### 10.1 Eligibility

- Scholarships are provided for SGU students in the 2<sup>nd</sup>, 5<sup>th</sup>, and 8<sup>th</sup> semester based on the result of the previous academic semester. Scholarships for 4<sup>th</sup> and 7<sup>th</sup> semesters are based on the results of the 2<sup>nd</sup> and 5<sup>th</sup> semester, respectively.
- There are no scholarships for semester 1, 3 and 6.
- The best student in a class receives a scholarship in the form of a 25% reduction in the tuition fee.
- Scholarships are given to the student with the highest semester Grade Point Average from each class of at least 12 students and with a minimum of GPA of 3.50.
- If the best grade in class is achieved by any other scholarship holder, the Best Grade Scholarship is not awarded to that student. It goes to the second best grade student in the class if he/she has a GPA of 3.50 or above.
- The decision from the university regarding scholarship holders is final.

### 10.2 Selection Criteria for Best Grade Scholarship Students

If more than one student from a batch has the same grade, the cumulative GPA is the determinant. If the cumulative GPA is also the same, then attendance in classes and attitude is the determinant criteria. If there is still no difference, the scholarship is divided between the respective students.

### 10.3 Exclusion from Scholarships

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

## **CHAPTER 11 UNACCEPTABLE CONDUCT AND SANCTIONS**

### **11.1 Academic Dishonesty and/or Disciplinary Reasons**

#### **11.1.1 False Documents**

Students who present false documents of any kind and/or provide false information/data, may be expelled from the university. These documents might take the form of any false academic certificates and transcripts, documents that have been tampered with, and/or misrepresentation of what the documents are submitted to the university for.

#### **11.1.2 Plagiarism**

Students must avoid plagiarism of any kinds; among others, writing others' idea, concepts, theories, or methods, without properly recognizing their sources, or paraphrasing them without citation, including that of downloading statements, images, logo, design, and other materials, without proper source citation.

In compliance with the existing regulations, students may be expelled from SGU for plagiarism. If plagiarism is proven after the award of the degree, the university has the right to revoke the awarded degree.

#### **11.1.3 Cheating during Examinations**

Cheating is defined as a dishonest act of students using crib notes, looking at another student's exam papers, using materials that are not allowed or exchanging information during examinations.

Any students who are proven to have cheated during an examination or have stolen or have managed to get an exam paper before taking an exam automatically receive a grade of 'F' (Fail) for all subjects taken in that respective semester. In the case of cheating involving more than one person, the consequences are equal for any student(s) involved, including the student(s) who gives or receives the answer.

### **11.2 Other Dishonest or Disciplinary Act**

The sanction for other dishonest or disciplinary act, violence, vandalism as well as other misconducts/criminal acts is determined and imposed by the University.

### **11.3 Disruption of Classes and Examinations**

Students who disrupt the orderly conduct of any on-going classes or exams can be excluded from taking any part in the class or exam for a certain period of time deemed reasonable by the university.

## **11.4 Invalidity of Examination and Revocation**

### **11.4.1 Invalid Examinations**

The Examination Steering Committee may amend the grades of any subject result or require the examinations to be repeated if it is found that the examination or the examination result is invalid.

### **11.4.2 Revocation of Examination Results and or the Degree**

If academic dishonesty is proven to have occurred after the examination and/or the award of the degree, SGU has the right to revoke any documents pertaining to the examination or even rescind the degree.

## **11.5 Alcohol, Smoking and Drugs, Illegal Possession of Deadly Weapons and Pornography**

### **11.5.1 Alcohol Consumption**

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

### **11.5.2 Smoking**

Any kind of smoking is prohibited at all times on the SGU campus, except in the smoking area.

### **11.5.3 Drugs**

Consumption of any illegal drugs inside and outside the campus is strictly prohibited, and leads to the expulsion of the student(s) from the University. Medical doctors may perform random tests.

### **11.5.4 Illegal Possession of Deadly Weapon**

Illegal possession of deadly weapons is considered to be a criminal offence. Students, caught carrying these weapons, are reported to the local police station and their expulsion from the university is considered. Deadly weapons may comprise fire arms, grenades, bombs, knives or daggers, and any other dangerous tools.

### **11.5.5 Pornography**

Any act of pornography, obscenity, indecency, or other related obscene acts is strictly prohibited in SGU. All *civitas academica* should refrain from using university facility to obtain or distribute such materials.

## **11.6 Cellular Phones and Food**

### **11.6.1 Use of Cellular Phones**

The use of cellular phones is prohibited during class activities, which includes those during lectures, discussions and/or exams, unless it is permitted by the lecturer. The sanction of being caught using the cellular phone is the confiscation of the cellular phone.

### **11.6.2 Consumption of Food and Beverages**

The consumption of food and beverages during the class activities, including lectures, discussion and/or exams, is strictly prohibited.

## 11.7 Dress Code

### 11.7.1 Principle of Dress Code

The principle applied in SGU is based on the notion that students should reflect a level of comprehension for wearing appropriate attire at various occasions at all times during the educational process. Various occasions include, among others, class room activities, seminars, and business visits. These require modest and neat attire at all times.

### 11.7.2 Dress Code Requirement and Sanction

Students are required to dress appropriately on the SGU campus. Those who have been caught dressing inappropriately on the SGU campus are not allowed to attend and join any class activities, which is the sanction for not meeting the requirement. They will be asked to change their attire.

## 11.8 Conditions for Administrative Sanction

Administrative sanction from the university is imposed on students if the following occur:

- a) Failure to pay the tuition fees.
- b) Inability to fulfil administration requirement.
- c) Illegal possession of SGU equipment, books, software, or other items.
- d) Misuse of SGU facilities and infrastructure.
- e) Threats and harassment

Threats and harassment is referred to as any attempt to intimidate and/or threaten fellow students and faculty/staff members of the SGU in any political, religious, sexual, racial or other ways.

- f) Disturbing work

Disturbing work prevails if a student behaves in a way that seriously disturbs the work of fellow students, academic staff or the general activities of the university. The Examination Steering Committee has the authority to expel such a student.

- g) Exclusion by a company during internship

If a company excludes a student during internship for disciplinary reasons, the student will normally be expelled from SGU.

## 11.9 Sanctions

There are several types of sanction that may be given to students:

- a. Warning/reprimand (in written form)
- b. Disciplinary probation
- c. Suspension
- d. Expulsion

### 11.9.1 Issuance of Official Sanction Letters

- a. A warning letter is issued by the Head of study program.
- b. A probationary letter is issued by the Dean.
- c. A suspension letter is issued by the Vice Rector for Academic Affairs.
- d. An expulsion letter is issued by the Rector.

**11.9.2 Content of the Sanction Letter**

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

The students are notified in writing of any decision of an incriminatory nature made by the Examination Steering Committee against students. The reasons for such decisions must also be transparent to the students, and they must be advised of any administrative and/or legal solutions redress to them.



## CHAPTER 12 IMPLEMENTATION, REVISION AND INTERPRETATION

### 12.1 Implementation and Revision

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

### 12.2 Interpretation

The final interpretation of these regulations is made by the Examination Steering Committee.

The latest version of Study and Examination Regulations for  
Bachelor's Degree is available on SGU Website  
**[www.sgu.ac.id](http://www.sgu.ac.id)**

**ANNEX 1: SCORES**

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

## **ANNEX 2: Guidelines on German Proficiency Assessment**

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

These guidelines replace the Info Nr. I/1032/ExO/VII/2009 dated July 3, 2009 and Regulations Nr. R/0896/ExO/VI/2011 dated June 8, 2011.

### **1. General Requirements**

- 1.1 Students who wish to do their second internship with a double degree program must:
  - a) Attend at least 75% of German lessons in semesters 1, 2 and 4.
  - b) Get at least a grade 'D' as the final score of German (semester quizzes and oral assessment) for semester 4. The German final and repetition exam in semester 4 are conducted as oral assessment and oral repetition assessment, respectively.
  - c) If students do not attend at least 75% of German lessons in semesters 1, 2 or 4, they cannot join the final or *repetition exam of the respective semester and are not eligible to join German extracurricular in the following semester*, therefore cannot do their second internship with a double degree program.
- 1.2 The exceptions to 1.1 above are:
  - a) German native speaking students, with the statement letter from the respective students, subject to SGU approval.
  - b) Students who have studied German or lived in Germany before they came to SGU and can produce a proof of competency (minimum equivalent to A1-2) from Goethe or comparable institution, with a grade of 'satisfactory' or the equivalent. The proof must be given to the coordinator of German and the university's decision on its acceptability is final.
  - c) Students who do not attend at least 75% of German lessons in semesters 1, 2 or 4, but can produce a proof of competency from Goethe or a comparable institution (A1-2) with a grade of 'satisfactory' or the equivalent are eligible to join the German oral assessment at the end of semester 4.
- 1.3 Those students mentioned in 1.2 b and c above still have to pass the German oral assessment at the end of semester 4 in order to be eligible to do their second internship with a dual degree program. This does not apply to 1.2.a above.
- 1.4 Students who join SGU after semester 1 will be dealt with on a case by case basis.
- 1.5 Fail status in German extracurricular will not affect a student's promotion status to the following semester.
- 1.6 There is no appeal against the regulations above.

### **2. Oral Assessment and Oral Repetition Assessment**

- 2.1 The schedule for the oral assessment and other related matters will be arranged by the General Subjects Department.

- 2.2 Students who do not pass oral assessment can join oral repetition assessment. Students must register for the repetition examination, for which the regular fee applies.

### **3. Implementation and Transition**

- 3.1 These guidelines apply to students of batch 2013/2014 onwards.
- 3.2 Article 1.1.b. applies to the students of batch 2011/2012 and batch 2012/2013.

**ABBREVIATION AND GLOSSARY**

BAN-PT	Badan Akreditasi Negara-Perguruan Tinggi referring to UU No. 2/1989 and PP No. 6/1999 regarding the Indonesian educational system, it is the highest accrediting body for higher learning in Indonesia
BSD	Bumi Serpong Damai
ECTS	European Credit Transfer and Accumulation System
ESC	Examination Steering Committee
EXO	Examination Office
GP	Grade Points
GPA	Grade Point Average
KITAS	Kartu Izin Tinggal Sementara or permit for limited stay in Indonesian, which can be applied by foreigners living/ working in Indonesia, including their relatives
OFSE	Oral Final Study Examination
S-1	Strata-1
SGU	Swiss German University
SKS	Satuan Kredit Semester
Academic calendar	Refers to a planned schedule of activities that drives the day-to-day academic and business process in SGU. It contains class schedules, examinations, thesis defense, break between semesters and other important academic activities.
Academic transcript	Official list of all courses taken by students, including those of their earned grades and thesis successfully defended as a partial academic requirement according to the semester in the degree program.
Academic year	Period of two academic semesters, consist of consecutive odd and even semesters
Changed Course Form (CCF)	Modified subject list of planned study for the following semester to be taken by a student
Double degree	The awarding of two degrees at the same academic level within the same period of time, from SGU and from a partner university
Double 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 subject	A mandatory subject, but students can choose from an option of subjects 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 subject conducted at the end of semester
Fixed Course Form (FCF)	Study plan of the student in one semester. Students cannot change subjects listed on FCF and they are calculated for their semester GPA.
Force majeure	Refers to a common clause that exempt all parties involved from any liabilities incurring from an 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 6 <sup>th</sup> 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
Plagiarism	The writing of others' ideas, concepts, theories, methods, and sentences without proper authorization and recognition, or paraphrasing sentences without putting the proper sources
Planned Course Form (PCF)	Subjects 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 subject	Subject that is repeated by students to improve their final score. It has to be included in student Fixed Course Form
Single Degree Program	Program where students will be awarded "Sarjana" (S-1) degree solely from SGU upon graduation

Students	Registered Bachelor's degree students
Suspension	Act of removing students for violating SGU regulations and/or code of academic ethics from the classrooms or any other curricular activities and not allowing them to meet all curricular requirements within that semester. Suspension is a higher-level punitive sanction above that of a disciplinary probation in exclusion
Transfer student	Student of Bachelor's Program from other accredited university that enrolled to SGU after fulfilling pre-determined requirements, or registered SGU student transferring from one study program to another study program within SGU