

APPENDIX - 1

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

TABLE OF CONTENTS

TABLE OF CONTENTS 8

CHAPTER 1 SCOPE, PURPOSE AND LEGALITY 11

1.1 Scope and Purpose11

1.2 Principle of Equality11

1.3 Legality.....11

1.4 Quality Assurance11

1.5 Language of Instruction11

1.6 Fees and Charges11

1.7 Examination Steering Committee.....12

CHAPTER 2 INTRODUCTION 12

2.1 Faculty and Study Program12

2.2 Faculty Specifics13

2.3 Organization of Study13

2.4 Degree and Certificate13

CHAPTER 3 ENROLMENT PROCESS 13

3.1 Enrolment Committee13

3.2 Application for New Students 14

3.3 Transferred Students14

3.4 Newly Registered Students14

3.5 Cancellation of Enrolment and Reimbursement15

3.6 Exclusion from Acceptance15

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 Course(s) 16

4.5 Change of Study Program 17

4.6 Leave Semester 17

CHAPTER 5 INTERNSHIPS 17

5.1 Office for Internship 17

5.2 Mandatory Internship 17

5.3 Students' Responsibility 17

5.4 Institutions/Companies for Internship 17

5.5 Company Policies 18

5.6 Termination of Internship by the Company 18

5.7 Regulations for the Second Internship 18

5.7.1 Regulations for Single Degree Program 18

5.7.2 Regulations for Double Degree Program..... 18

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

CHAPTER 6 EVALUATION OF STUDY RESULTS.....	18
6.1 Class Attendance	18
6.2 Late Arrival and Absent from Classes	19
6.3 Semester Qualification	19
6.4 Academic Transcript	19
6.5 Administrative Error and Appeal for a Change of Grade	20
6.6 Termination of Study	20
CHAPTER 7 CREDIT AND ACADEMIC SCORING	20
7.1 Points and Credit System	20
7.2 Grade Point Average (GPA).....	21
CHAPTER 8 ORAL FINAL STUDY EXAMINATION (OFSE)	22
8.1 Eligibility for OFSE	22
8.2 Examiners	22
8.3 Courses and Contents of OFSE	22
8.4 Duration	22
8.5 Evaluation Sheet	23
8.6 Results of OFSE	23
8.7 Weighting of OFSE	23
8.8 Re-take of OFSE.....	23
8.9 Late Arrival and Absent from OFSE.....	23
8.10 Appeals	23
CHAPTER 9 THESIS	24
9.1 General	24
9.2 Eligibility	24
9.3 Individual and Original Work of Thesis	24
9.4 Duration of the Thesis Work	24
9.5 Thesis Work Plan	24
9.6 Attendance to Thesis Work Consultations	24
9.7 Thesis Advisory	24
9.8 List of Thesis Topics	25
9.9 Thesis Proposal.....	25
9.10 Final Submission of Thesis Work	25
9.11 Evaluation of the Thesis Work	26
9.12 Rejection of Thesis Work	26
9.13 Thesis Defense	26
9.14 Examining Panel of the Thesis Defense	26
9.15 Evaluation of Thesis Defense	27
9.16 Weighting of the Thesis Work and the Thesis Defense	27
9.17 Qualification of the Thesis Defense	27
9.18 Postponement of the Thesis	27
9.19 Appeal for Thesis	27
9.20 Re-take Courses during Thesis.....	27

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

CHAPTER 10 BEST GRADE SCHOLARSHIPS	27
10.1 Eligibility	27
10.2 Selection Criteria	28
10.3 Exclusion from Scholarships	28
 CHAPTER 11 UNACCEPTABLE CONDUCT AND ADMINISTRATIVE EXCLUSION	 28
11.1 Academic Dishonesty and/or Disciplinary Reasons.....	28
11.2 Other Dishonesty or Disciplinary Act	28
11.3 Disruption of Classes and Examinations	29
11.4 Invalidity of Examination and Revocation	29
11.5 Alcohol, Smoking and Drugs, Illegal Possession of Deadly Weapons and Pornography	29
11.6 Cellular Phones and Food	30
11.7 Dress Code	30
11.8 Conditions for Administrative Sanction	30
11.9 Sanction	30
 CHAPTER 12 IMPLEMENTATION, REVISION AND INTERPRETATION	 31
12.1 Implementation and Revision	31
12.2 Interpretation	31
 ANNEX 1 : SCORES	 31
ANNEX 2 : Guidelines on German Proficiency Assessment	32
ABBREVIATION AND GLOSSARY	33

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

CHAPTER 1 SCOPE, PURPOSE AND LEGALITY

1.1 Scope and Purpose

These regulations apply to all students of Bachelor Degree Programs intake year 2019 at SWISS GERMAN UNIVERSITY, hereinafter called SGU. The regulations contain rules about the academic and administrative processes. The regulations are to ensure that studies and examinations at SGU are properly carried out.

1.2 Principle of Equality

All references to people and roles in these regulations equally apply to men and women, who are hereinafter referred to as students of Bachelor Degree programs, or students in short.

1.3 Legality

1.3.1 Legal Basis

The regulations are based on the provisions for Higher Education Institutions of the Ministry of Research, Technology and Higher Education of the Republic of Indonesia (Kementrian Riset, Teknologi dan Pendidikan Tinggi Republik Indonesia) and the statute of the Swiss German University. Cooperation agreements with partner universities are applied.

1.3.2 Government Recognition

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

1.3.3 Legal Partners

Until students are 18 (eighteen) years old, parents or guardians are the legal partner of SGU. After the age of 18, students are the legal partner of SGU.

1.3.4 Intellectual Property

Intellectual Property Rights generated from 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 called Badan Akreditasi Nasional-Perguruan Tinggi (BAN -PT).

1.5 Language of Instruction

Except where the Rector specifies otherwise, English is the language used for and in tuition, materials, examinations, assessments and administrative processes in SGU.

1.6 Fees and Charges

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

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

1.7 Examination Steering Committee

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

1.7.1 Members of ESC

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

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

The Chairperson of ESC reports to the Rector.

1.7.2 Responsibilities of ESC

- Making decisions on appeals related to semester qualification, OFSE and thesis
- Making decisions on student disciplinary issues
- Developing and reviewing the study guidelines and regulations
- Monitoring the proper conduct of examinations. In this capacity, the members cannot give a score. The ESC decisions regarding appeals and student disciplinary issues are final.

1.7.3 Code of Conduct

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

CHAPTER 2 INTRODUCTION

2.1 Faculty and Study Program

Faculty	Study Program	Concentration
Faculty of Engineering and Information Technology	Master of Information Technology	
	Master of Mechanical Engineering	Mechatronics
	Mechanical Engineering	Mechatronics
	Industrial Engineering	
	Information Technology	
Faculty of Business & Communication	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 & Environment
	Biomedical Engineering	

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

2.2 Faculty Specifics

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

2.3 Organization of Study

2.3.1 Course of Study

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

2.3.2 The Academic Year/Semester

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

2.3.3 Semester Credit Units

The Bachelor Degree Program consists of 144 (one hundred and forty-four) Semester Credit Units (SKS/Satuan Kredit Semester), which are equivalent to a minimum of 240 (two hundred and forty) ECTS (European Credit Transfer System). One Semester Credit Unit of a lecture comprises a 50-minute face-to-face lecture, a 50-minute structured academic activity, and a 60-minute independent academic activity per week for each 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 for each semester.

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

3.1 Enrollment Committee

3.1.1. Members

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

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

3.1.2 Responsibilities

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

3.2 Application for New Students

3.2.1 Eligibility

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

3.2.2 Name of Student

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

3.2.3 Entrance Test Result

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

3.2.4 Application Documents

Application documents consist of the following:

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

3.3 Transfer Students

3.3.1 Definition of Transfer Students

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

3.3.2 Documents of Transfer Students

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

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

3.4 Newly Registered Students

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

3.5 Cancellation of Enrollment and Reimbursement

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

3.6 Exclusion from Acceptance

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

CHAPTER 4 STUDY PROCESS

4.1 Courses in Curriculum

4.1.1 General

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

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

4.1.2 Elective Subject

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

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

4.2 Double Degree and Single Degree Programs

4.2.1 Definition of Single Degree Bachelor Study Program

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

4.2.2 Requirements for Graduation in a Single Degree Bachelor Study Program

- Students must successfully accomplish a minimum of 144 SKS including 2 (two) internships, OFSE and thesis
- Students must have a minimum Cumulative GPA of 2.0
- Students must not have "F" score in any subject

4.2.3 Definition of a Double Degree Bachelor Study Program

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

4.2.4 Requirements for Graduation in a Double Degree Bachelor Study Program

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

- Students must fulfill all the requirements of a Single Degree Bachelor Study Program
- Students must fulfill all the requirements of the respective partner university awarding the degree

4.3 Academic Administration

4.3.1 Submission of Planned Course Form

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

4.3.2 Re-Registration of Students

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

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

4.3.3 Payment

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

4.4 Re-Take Subject(s)

4.4.1 Conditions for Re-Take Subject (s)

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

4.4.2 Procedure for Re-take Subject (s)

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

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

and the number of SKS is calculated from their FCF for their semester GPA.

4.5. Change of Study Program

4.5.1 Change of Study Program during the First Semester

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

4.5.2 Change of Study Program after the First Semester

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

4.6 Leave Semester

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

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

CHAPTER 5 INTERNSHIPS

5.1 Office for Internship

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

5.2 Mandatory Internship

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

5.2.1 First Internship

The first internship normally takes place in Indonesia.

5.2.2 Second Internship

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

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

5.3 Students' Responsibility

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

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

5.4 Institutions/Companies for Internship

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

5.5 Company Policies

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

5.6 Termination of Internship by the Company

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

5.7 Regulations for the Second Internship

5.7.1 Regulations for Single Degree

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

5.7.2 Regulations for Double Degree

1. Students must pass the prerequisite courses for the second internship for single degree and double degree in Bachelors' programs as defined by each study program and the first internship. In addition, students' cumulative GPA must be at least 2.0.
2. The requirement stated in the article 5.7.2.1 must be fulfilled at the time of the announcement of students' names eligible for taking the second internship that will be published in the beginning of Odd semester prior to the respective second internship semester.
3. For internships in Germany or Switzerland, students must pass the SGU German oral assessment. SGU provides guidelines regarding German Proficiency Assessments.
4. Students must fulfill the requirements of the respective partner University.
5. Students must complete at least 16 (sixteen) weeks internship in 1 (one) or 2 (two) companies. Students may do internship in more than 2 (two) companies upon approval of the Dean. SGU provides guidelines regarding the second internship requirements.

CHAPTER 6 EVALUATION OF STUDY RESULT

6.1 Attendance

The minimum attendance for each subject is 75%. Overall class absence for any subject in a semester of more than 25% leads to the consequence that the student cannot join the final

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

examination; therefore the student will have "F" score of that particular subject. The 25% includes sickness and other absences, except in the case of a medical doctor's certificate being submitted within 48 (forty-eight) hours, hospitalization with a medical doctor's certificate, official duty from University and force majeure. Special permission for university duties and urgent family matters should be requested from the Head of Study Program and Dean prior to the absence. SGU reserves the right to check the validity of the medical doctor's certificate.

6.2 Late Arrival/Absent from Classes

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

6.3 Semester Assessment

The semester qualification consists of:

40% Quizzes and Assignments

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

There will be NO Repetition Examination and Oral Repetition Examination.

6.3.1 Quizzes and Assignments

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

6.3.2 Final Examinations Eligibility

Final Examinations take place at the end of academic semesters for lectured subjects.

Each Final Exam is in the form of written test, oral test, project or paper.

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

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

6.3.3 Absence from the Final Examinations

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

6.3.4 Make-Up Examination

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

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

6.4 Academic Transcript

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

6.5 Administrative Error and Appeal for a change of Grade

6.5.1 Initiated by the Students

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

6.5.2 Ten Working Days Deadline

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

6.5.3 Fee for an Appeal

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

6.5.4 Address

An appeal must be sent in writing to:

The Examination Steering Committee

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

6.6 Termination of Study

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

CHAPTER 7 CREDIT AND ACADEMIC SCORING

7.1 Point and Credit System

7.1.1 Credit System

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

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

7.1.2 Point and Grading System

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

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

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

7.1.3 Rounding up

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

7.1.4 Academic Transcript

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

7.2 Grade Point Average (GPA)

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

7.2.1 Semester GPA

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

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

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

GP = The grade point of each course

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

7.2.2 Cumulative GPA

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

7.2.3 Graduation Predicate

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

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

CHAPTER 8 ORAL FINAL STUDY EXAMINATION (OFSE)

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

8.1 Eligibility for OFSE

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

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

8.2 Examiners

OFSE requires the presence of 2 (two) Examiners.

8.2.1 Appointment

The Heads of Study Programs appoint the Examiners.

8.2.2 Responsibility

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

8.3 Subjects and Contents of OFSE

1. OFSE is a closed book oral examination.
2. There are 3 (three) subjects to be tested.
3. 2 (two) subjects are mandatory and are determined by the Head of Study Program.
4. The other subject is selected by students using the list issued by the Examination Office based on proposals from the Heads of Study Programs.
5. If there is a delay in the submission of selected subject by students, the Heads of Study Programs decide which subjects are to be tested.
6. OFSE covers the content of all lessons and materials used in the subject, including the weekly quizzes given during classes.

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

8.4 Duration

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

8.5 Evaluation Sheet

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

8.6 Results of OFSE

8.6.1 Pass

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

8.6.2 Fail

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

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

8.7 Weighting of OFSE

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

8.8 Re-take of OFSE

8.8.1 First Re-take of OFSE

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

8.8.2 Second Re-take of OFSE

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

8.9 Late Arrival and Absent from OFSE

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

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

8.10 Appeals

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

8.10.1 Change in Grade

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

8.10.2 Appeal Initiated by the Student

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

8.10.3 Time for Submission

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

8.10.4 Evidence

The students have to provide proper evidence for the appeal.

8.10.5 Fee for an Appeal

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

8.10.6 Address

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

The Examination Steering Committee

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

CHAPTER 9 THESIS

9.1 General

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

9.2 Eligibility

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

9.3 Individual and Original Work of Thesis

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

9.4 Duration of the Thesis Work

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

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

9.5 Thesis Work Plan

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

9.6 Attendance to Thesis Work Consultations

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

9.7 Thesis Advisory

9.7.1 Qualification

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

9.7.2 Availability

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

9.7.3 Changes of Thesis Advisor

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

9.8 List of Thesis Topics

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

9.9 Thesis Proposal

9.9.1 Application

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

9.9.2 Late Delivery

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

9.9.3 Evaluation

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

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

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

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

9.10 Final Submission of Thesis Work

9.10.1 Submission

a) Before thesis defense

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

b) After thesis defense

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

9.10.2 Late Submission

a) Before thesis defense

Late submission of the thesis work leads to the rejection of the thesis for the respective period. The students can re-submit the thesis proposal in the next semester.

b) After thesis defense

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

9.11 Evaluation of the Thesis Work

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

9.12 Rejection of Thesis Work

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

9.13 Thesis Defense

9.13.1 Eligibility

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

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

9.13.2 Duration

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

9.13.3 Timetable

The thesis defense is held during the period published on the academic calendar.

9.13.4 Late Arrival and Absence from the Thesis Defense

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

9.14 Examining Panel at the Thesis Defense

The Examining Panel at the thesis defense consists of:

- Thesis Advisor and/or Co-Advisor
- Member(s) of Study Program or its qualified representative
- Examiner from Partner University (for double degree program)

The Examining Panel consists of a minimum of 3 (three) and a maximum of 4 (four) Examiners. Questions may be raised by any member of the Examining Panel. If deemed necessary, the study program may invite Observer(s), who are, however, not eligible to give a score or to ask questions, but can give their opinion.

9.15 Evaluation of Thesis Defense

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

9.16 Weighting of the Thesis Work and the Thesis Defense

The final grade for the thesis is weighted as follows:

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

9.17 Qualification of the Thesis Defense

9.17.1 Thesis Result

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

9.17.2 Thesis Rejection after/during the Thesis Defense

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

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

9.18 Postponement of the Thesis

- a) Students may request a postponement of the thesis in writing a minimum of 1 (one) week before the thesis submission.
- b) Such students have to register as a regular student in the next semester. The respective tuition fee is applied.
- c) A postponed thesis can be continued during the time stated in the academic calendar in the next semester. The thesis title must be different from the previous one.

9.19 Appeal for Thesis

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

9.20 Re-take Subjects during Thesis

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

CHAPTER 10 BEST GRADE SCHOLARSHIPS

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

10.1 Eligibility

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

10.2 Selection Criteria for Best Grade Scholarship Students

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

10.3 Exclusion from Scholarships

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

CHAPTER 11 UNACCEPTABLE CONDUCT AND ADMINISTRATIVE EXCLUSION

11.1 Academic Dishonesty and/or Disciplinary Reasons

11.1.1 False Documents

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

11.1.2 Plagiarism

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

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

11.1.3 Cheating during Examinations

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

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

11.2 Other Dishonesty or Disciplinary Act

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

11.3 Disruption of Classes and Examinations

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

11.4 Invalidity of Examination and Revocation

11.4.1 Invalid Examinations

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

11.4.2 Revocation of Examination Results and or the Degree

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

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.

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

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 fulfill administration requirement.
- c) Illegal possession of SGU equipment, books, software, or other items.
- d) Misuse of SGU facilities and infrastructure.
- e) Threats and harassment

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

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

f) Disturbing work

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

g) Exclusion by a company during internship

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

11.9 Sanctions

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

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

11.9.1 Issuance of Official Sanction Letter

- a. Warning letter is issued by the Head of Department.
- b. Probationary letter is issued by the Dean.
- c. Suspension letter is issued by the Vice Rector for Academic Affairs.
- d. Expulsion letter is issued by the Rector.

11.9.2 Content of the Sanction Letter

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

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

CHAPTER 12 IMPLEMENTATION, REVISION AND INTERPRETATION

12.1 Implementation and Revision

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

12.2 Interpretation

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

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

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

ANNEX 1: SCORES

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

ANNEX 2: Guidelines on German Proficiency Assessment

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

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

1. General Requirements

1.1 Students who wish to do their second internship with a double degree program must:

- Attend at least 75% of German lessons in semesters 1, 2 and 4.
- Get at least a grade 'D' as the final score of German (semester quizzes and oral assessment) for semester 4. The German final and repetition exam in semester 4 are conducted as oral assessment and oral repetition assessment, respectively.
- If students do not attend at least 75% of German lessons in semesters 1, 2 or 4, they cannot join the final or repetition exam of the respective semester and are not eligible to join German extracurricular in the following semester, therefore cannot do their second internship with a double degree program.

1.2 The exceptions to 1.1 above are:

- German native speaking students, with the statement letter from the respective students, subject to SGU approval.
- Students who have studied German or lived in Germany before they came to SGU and can produce a proof of competency (minimum equivalent to A1-2) from Goethe or comparable institution, with a grade of 'satisfactory' or the equivalent. The proof must be given to the coordinator of German and the university's decision on its acceptability is final.
- Students who do not attend at least 75% of German lessons in semesters 1, 2 or 4, but can produce a proof of competency from Goethe or a comparable institution (A1-2) with a grade of 'satisfactory' or the equivalent are eligible to join the German oral assessment at the end of semester 4.

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

- 1.3** Those students mentioned in 1.2 b and c above still have to pass the German oral assessment at the end of semester 4 in order to be eligible to do their second internship with a dual degree program. This does not apply to 1.2.a above.
- 1.4** Students who join SGU after semester 1 will be dealt with on a case by case basis.
- 1.5** Fail status in German extracurricular will not affect a student's promotion status to the following semester
- 1.6** There is no appeal against the regulations above.
- 2. Oral Assessment and Oral Repetition Assessment**
- 2.1** The schedule for the oral assessment and other related matters will be arranged by the General Subjects Department.
- 2.2** Students who do not pass oral assessment can join oral repetition assessment. Students must register for the repetition examination, for which the regular fee applies.
- 2.3** Students who do not pass the oral repetition examination but still wish to do their second internship with double degree program can retake German Oral Assessment in the following year upon fulfilling the requirement as stated in article 1.1 (German lesson for semester 4 must be repeated). Exceptions in article 1.2 apply.
- 3. Implementation and Transition**
- 3.1** These guidelines apply to students of batch 2018/2019 onwards.
- 3.2** Article 1.1.b. applies to the students of batch 2011/2012 and batch 2012/2013.

ABBREVIATION AND GLOSSARY

BAN-PT Badan Akreditasi Negara-Perguruan Tinggi referring to UU No. 2/1989 and PP No. 6/1999 regarding the Indonesian educational system, it is the highest accrediting body for higher learning in Indonesia

ECTS	European Credit Transfer and Accumulation System
ESC	Examination Steering Committee
EXO	Examination Office
GP	Grade Points
GPA	Grade Point Average
KITAS	Kartu Izin Tinggal Sementara or permit for limited stay in Indonesian, which can be applied by foreigners living/ working in Indonesia, including their relatives
OFSE	Oral Final Study Examination
S-1	Strata-1
SGU	Swiss German University
SKS	Satuan Kredit Semester

Academic calendar

Refers to a planned schedule of activities that drives the day-to-day academic and business process in SGU. It contains class schedules, examinations, thesis defense, break between semesters and other important academic activities.

Academic transcript

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

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

Academic year

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

Changed Course Form (CCF)

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

Joint Degree

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

Joint Degree Program

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

Elective course

A mandatory course, but students can choose from an option of course offered in the respective semester.

Exclusion

Decision made by SGU to discipline students in the form of giving them disciplinary probation, suspension, and expulsion from the institution due to acts they have committed.

Expulsion

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

Final Examination

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

Fixed Course Form (FCF)

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

Force majeure

Refers to a common clause that exempt all parties involved from any liabilities incurring from unavoidable circumstances beyond everybody's control, i.e. war/riots, earthquake, flood, other natural disasters.

Intellectual property

The recognized exclusive right for the creation of published materials, product design, methods, etc. In the educational field, copyright is an example of an intellectual property.

Internship

The process of exposing SGU students in the practical exposure of the related field of study; i.e. in the case of S1 study internship it usually takes place in Germany in the 6th semester.

STUDY GUIDELINES AND REGULATIONS FOR BACHELOR DEGREE STUDENTS

Leave Semester

Semester period where an active student temporarily discontinues his/her academic and non-academic activities.

Make-up Examination

Final examination conducted outside the previously determined schedule and is in an equivalent form to the Final Examination.

Matriculation

It refers to the additional academic requirements that serve as a pre-requisite knowledge for students before they can enroll in the proper courses of the curriculum.

Planned Course Form (PCF)

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

Probationary Letter

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

Re-registration

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

Re-take course

Course that is repeated by students to improve their final score. It has to be included in student Fixed Course Form.

Single Degree Program

Program where students will be awarded "Sarjana" (S-1) degree solely from SGU upon graduation.

Students

Registered Bachelor's degree students.

Suspension

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

Transferred student

Student of Bachelor's Program from other accredited University that enrolled to SGU after fulfilling pre-determined requirements, or registered SGU student transferring from one study program to another study program within SGU.