

sampoernauniversity.ac.id



**SAMPOERNA
UNIVERSITY**



Student Handbook

2016/2017



**SAMPOERNA
UNIVERSITY**

TABLE OF CONTENTS

MESSAGE FROM PUTERA SAMPOERNA FOUNDATION	10	Alcohol and Drugs Policy.....	29
MESSAGE FROM SAMPOERNA SCHOOLS SYSTEM	12	Solicitation Policy.....	29
MESSAGE FROM THE RECTOR	14	Use of Cellphones.....	29
FACULTY CONTACT INFORMATION	16	Use of Computer Resources.....	30
Faculty of Education.....	16	Anti-Bullying policy.....	30
Faculty of Business.....	17	Research and Publication Code of Ethics.....	31
Faculty of Science and Technology.....	17	Supervision on Code of Ethics.....	35
CHAPTER 1 – INTRODUCTION TO THE UNIVERSITY	18	Ethics Commission.....	35
University Overview.....	19	Reporting and Investigation of Code of Ethics Violation.....	35
Vision, Mission, Objectives and Core Values.....	21	Type of Code of Ethics Violation.....	36
Vision.....	21	Punishment/Sanction.....	36
Mision.....	21	Library Policies.....	36
Objectives.....	22	Library Collections.....	37
Core Values.....	23	Library Services and Facilities.....	38
University Governance.....	24	Use of Library Collections and Services.....	39
University Council.....	24	Library Rules at a Glance.....	40
University Senate.....	24	CHAPTER 3 – FEES AND SCHOLARSHIPS	42
University Management.....	25	Tuition and Other Fees.....	43
University Executive (UE).....	25	Tuition Fee Components.....	43
CHAPTER 2 – ETHICS AND POLICIES	26	Terms and Condition.....	45
Inappropriate Behavior.....	27	No Fee Refund Policy.....	45
Attendance and Punctuality.....	27	CHAPTER 4 – ACADEMIC REGULATIONS	46
Smoking Policy.....	27	Academic Calendar.....	47
Students’ Attire.....	28	Length of Study.....	47

Credit Framework.....	47
Curriculum.....	48
Syllabus.....	49
Course Outline/Lesson Plan.....	49
Student Status.....	49
Active Student.....	49
Sit-in Student.....	50
On Academic Leave Student.....	50
Inactive Student.....	50
On Academic Sanction Student.....	50
Existing Student Re-registration.....	51
Study Plan (<i>Kartu Rencana Studi</i> /KRS).....	52
Course Taking Plan (Study Plan I).....	52
Actual Study Plan (Study Plan II).....	52
Determination of Subjects and Number of Credits.....	52
KRS Development.....	53
Add and Drop.....	53
Course Attendance.....	53
Academic Performance Assessment.....	54
Assessment Component.....	54
Type of Examinations.....	54
Examination Requirements.....	55
Absence from Examination.....	56
Grading.....	57

Grading Level.....	57
Examination Result.....	57
Result Announcement.....	57
Changes to the Announced Result.....	58
Study Result Card.....	58
Grade Point Average (GPA).....	59
GPA Definition.....	59
Final Project.....	60
Definition.....	60
Prerequisite.....	60
Duration.....	60
Reporting.....	60
Final Project Examination.....	60
Short Semester.....	61
Academic Leave and Re-registration.....	61
Drop Out.....	62
Academic Transfer.....	63
Internal Transfer.....	63
External Transfer.....	63
Completion of Study.....	63
Definition.....	63
Judicium.....	64
Academic Transcript and Diploma Supplement.....	64
Graduation.....	64

GPA Categories for Graduates.....	65
CHAPTER 5 – ACADEMIC SUPPORT FOR STUDENT	66
Academic Advisor.....	67
The Functions.....	67
Scope of Advisory.....	67
Final Project Advisor.....	68
Qualification.....	68
Internship Program.....	68
Definition.....	68
Benefits for Students.....	69
Internship Requirements.....	69
CHAPTER 6 – STUDENT RIGHTS AND RESPONSIBILITIES	70
Students Rights.....	71
Students Responsibilities.....	71
Students Code of Conduct.....	72
Academic Freedom.....	72
Student–University Relationship.....	72
Student Interrelationship.....	73
Institutional Responsibility.....	73
Personal Responsibility.....	74
Student Complaint.....	74
Academic Sanction and Disciplinary Action.....	75
CHAPTER 7 – STUDENT SERVICES	77
Student Development.....	77

Students Organization.....	77
Counseling.....	80
Career Guidance.....	81
Activities Credit Units (<i>Satuan Kredit Aktivitas/SKA</i>).....	82
First Aid and Medical Services.....	83
CHAPTER 8 – GENERAL INFORMATION	85
General Rules for Facilities Usage.....	85
Laboratories.....	85
Praying Room.....	87
Health and Safety.....	87
Restroom.....	87
Parking Services.....	87

MESSAGE FROM THE FOUNDATION

Nenny Soemawinata

Managing Director – Putera Sampoerna Foundation

Welcome to Sampoerna University! We have been waiting for your arrival. For starters, please peruse this handbook and seek out your advisors if you need further advice. They will be of great help to make the most of your college life, your American education experience in Indonesia.

Our country has performed well in the recent years. We are predicted to become the seventh largest economy by 2030. However, the undersupply of leaders is hindering our progress. The youth's participation is crucial to the success of this goal. Whether or not we can fulfill this ambitious target depends on their commitment to fill the leadership gap in Indonesia.

The ideal candidates would be confident youth, like you, who can inspire others to make breakthrough in their field of expertise. As a family member of Sampoerna University, you will be exposed



to innovative learning resources fully designed in the U.S. These are the virtues that will help you secure a foothold and gain advantage in disruptive times; ensuring your active participation in creating the future leaders; improving your chance of becoming ones.

Since its inception, Sampoerna University has been shouldering the responsibility to meet the nation's demand for world-ready graduates with our partners. This academic collaboration enables you to enjoy unique learning experience.

You have shown us promising leadership qualities to reach this point, so it would be apt for you to maximize your learning outcome with all the facilities and opportunities presented to you. Allow us to do our part and you too will be able to do yours when the time is ripe.

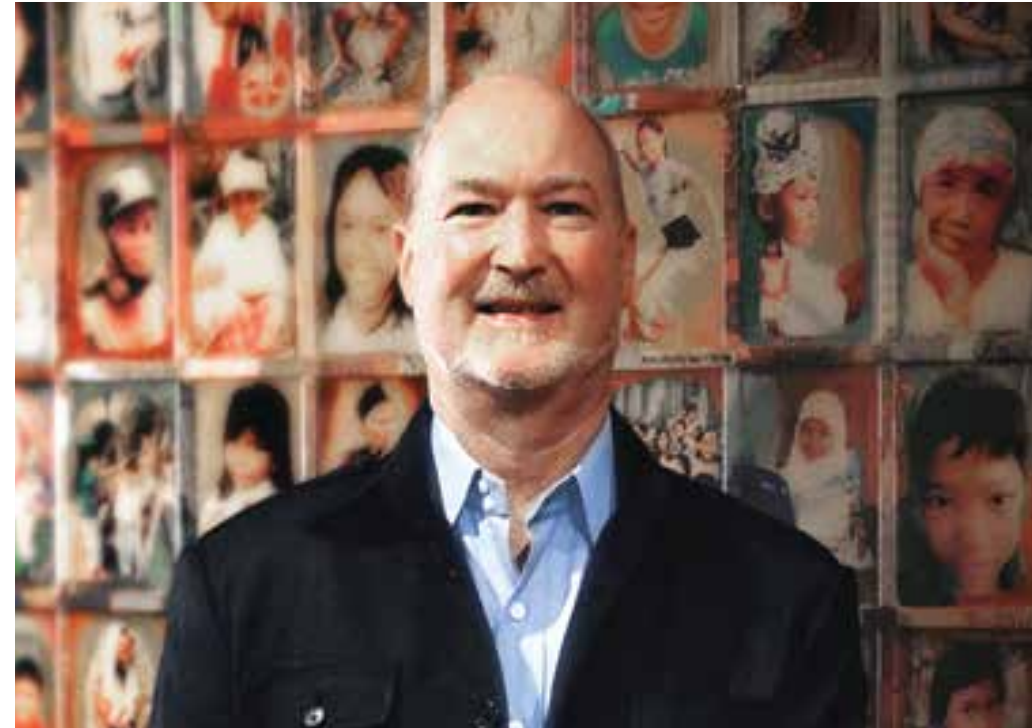
MESSAGE FROM SAMPOERNA SCHOOL SYSTEM

Dr. Marshall Schott

Chief Operations Officer – Sampoerna Schools System

For the next few years, Sampoerna University will be your new home. A vital component of the Sampoerna Schools System, the University is a symbol of pride because of the unprecedented opportunities it provides to students from Indonesia and the region.

Based on an American higher education model, and in partnership with some of the finest colleges and universities in the United States, Sampoerna University provides access to the best tertiary education available in Indonesia today. We are very pleased to be able to open doors to a high quality, internationally recognized education in Indonesia for you. Over the last few decades, the aspiration of obtaining a degree from the U.S. has been out of reach to most due to the high cost of attendance. Sampoerna University now makes this dream a reality for you who have a strong academic record and the determination to compete and succeed on a global stage. You should be proud to be a part of the most accomplished and talented group of students ever to enter Sampoerna University. The knowledge, skills, and maturity that you gain while you are with us will



prepare you for the challenges we face in a rapidly changing world. Equally important, you will mature as an individual, gain confidence, and be in a position to lead organizations and effect change. In addition to opening doors to an American higher education in Indonesia, we make it possible for you to complete your studies in the U.S. by providing for the seamless transfer of your credits to most American universities. We have a history of preparing students for a successful offshore experience and our recent graduates have landed in some of Indonesia's leading organizations and corporations. We have no doubt that you have what it takes to follow in their footsteps. Your University is diverse and interconnected to people and ideas from around the world. By the time you graduate, you will have what President Widodo calls "a changed mindset." Your horizons will broaden and you will be able to think critically about today's global challenges. We look to you as future leaders to help solve them and improve the quality of life for all Indonesians.

Best wishes for a great year!

MESSAGE FROM THE RECTOR

Drs. Wahdi Salasi April Yudhi, M.Dev. Admin., Ph.D.

Rector – Sampoerna University

Dear Students,

Welcome to Sampoerna University! I would like to congratulate the new students for your utmost efforts to become the member of Sampoerna University.

As the future of Indonesia lies on your hands, we hope that you will use your time here in Sampoerna University to gain all knowledge and skills required when you enter the entrepreneurial world. A world where you will have to compete, not only with labor force from Indonesia but also, from all ASEAN countries.

Sampoerna University will give you the taste of international education while studying the branch of science you have selected. We have established collaboration with overseas universities to ensure that you will have the pathway for your further study and gain the international recognition.

Campus is the place for developing and self-actualizing your intellectual potentialities. You will follow the learning process in different study programs and learn different subjects; however, the variety of these subjects should not segregate you from your fellow students from other study programs. In turn, teaching and learning activities will require inter and multi-disciplines interaction and dialogue between all branches of science. History shows that inter-disciplines efforts have significant role for



major breakthroughs in the world in addition to the fact that we will become more responsive when encountering practical problems of the people which are usually multi-dimensional.

In addition to knowledge, we hope that our students will develop comprehensive social and moral values and are willing to give significant and meaningful contribution to the community. This social competency is related to empathy and awareness to other people, ability to listen and understanding other people's view as well as to communicate well. With these social competencies, we hope that our students can work as a team and will be able to accept constructive roles in community. The ability to separate what is good, and what is bad will be one of the moral competencies that will allow you to judge and differentiate what is good and bad and become a wise human being when encountering all issues.

With this book, we hope that our students will have the guidance on how to interact socially and develop their social and moral competencies.

I hope that you will experience a journey that will lead you to become a successful person both intellectually, socially and morally. Good luck with your study.

FACULTY CONTACT INFORMATION



SAMPOERNA UNIVERSITY

FACULTY OF EDUCATION

	Dr. Soepriyatna: Dean
	Nisa Felicia, Ph.D: Vice Dean for Academic and Student Affairs
	Endriyani Widyastuti, M.Si: Vice Dean for Administrative Affairs
	Susilowati, M.A.: Head of Program, English Language Teaching
	Desyarti Safarini T.L.S., M.Si.: Head of Program, Mathematics Education
	Dian Mayasari: Faculty Administration Support dian.mayasari@sampoernauniversity.ac.id

FACULTY OF BUSINESS

	Dr. Chandra Alamsyah: Dean
	Ir. Muhril Ardiyansyah, Ph.D.: Vice Dean, Academic
	Bambang Setiono, Ph.D.: Vice Dean, Administration
	Dr. Wahyoe Soedarmono: Head of Program, Management
	Dr. Wilson Tobing: Head of Program, Accounting
	Dairion: Faculty Administration Support dairion.dairion@sampoernauniversity.ac.id

FACULTY OF SCIENCE AND TECHNOLOGY

	Dr. Yoda R. Patta, Ph.D.: Dean
	Dr. Erna Maria Lokollo: Vice Dean for Academic and Student Affairs
	M. Agni Catur Bhakti, Ph.D.: Head of Program, Computer Science
	Maria Josef Retno B. Wahyuni, M.Ds.: Head of Program, Computer Digital Design
	Alit Kartika: Faculty Administration Support alit.kartika@sampoernauniversity.ac.id
	Putri Yuni Lestari: Faculty Administration Support putri.lestari@sampoernauniversity.ac.id

CHAPTER 1 INTRODUCTION TO THE UNIVERSITY

UNIVERSITY OVERVIEW



Sampoerna University was established by the Putera Sampoerna Foundation, a social business institution: a foundation duly established and subject to the laws of the Republic of Indonesia as evidenced by the Deed of Establishment of the Foundation No. 1 dated 1 March 2001 made before Aulia Taufani, S.H., a substitute of Sutjipto, S.H., Notary in Jakarta, which has been announced in the State Gazette of the Republic of Indonesia dated 10 August 2001 Number 64, additional to State Gazette Number 161, Decree of Minister of National Education and Culture No. 66/E/O/2013 dated 15 March 2013 on Operational License of Universitas Siswa Bangsa Internasional (USBI) as amended by Decree of the Ministry of Research, Technology and Higher Education of the Republic of Indonesia Number 122/KPT/I/2016 dated 10 March 2016 on the Change of Name of Universitas Siswa Bangsa Internasional at South Jakarta Municipality to become Universitas Sampoerna (Sampoerna University) at South Jakarta Municipality organized by Yayasan Putera Sampoerna at South Jakarta Municipality.



VISION, MISSION, OBJECTIVES AND CORE VALUES

Vision

To be a sustainable, internationally-recognized university, inspired by the philosophy of the Putera Sampoerna Foundation, for the creation of a better future for Indonesia

Mission

To educate future leaders who demonstrate the Sampoerna University characteristics of leadership, entrepreneurship, and social responsibility and are committed to giving back to Indonesian society through active engagement with national causes supported by the Putera Sampoerna Foundation

Upon establishment, Sampoerna University will incorporate into its structure the Sampoerna School of Education (STKIP Kebangkitan Nasional) founded in 2009 by Decree No. 221/D/O/2008 of the Minister of National Education, and the Sampoerna School of Business (STIE Putera Sampoerna) founded in 2010 by Decree No 100/D/O/2010 of the Minister of National Education. Henceforth, they will be respectively known as the Sampoerna University Faculty of Education and the Sampoerna University Faculty of Economics and Business.

Sampoerna University aspires to serve the Vision, Mission and Goals of the Putera Sampoerna Foundation and to meet specific national needs in human resource development, knowledge creation, social development and community outreach, and enterprise development. In order to achieve these objectives, Sampoerna University will focus all its intellectual and industrial efforts in creative technology, entrepreneurship and information technology, with specific emphasis on “Leadership,” “Entrepreneurship” and “Social Responsibility.”

Objectives

- Sampoerna University is dedicated to Indonesia's social and economic transformation through education. It aspires to serve the Vision, Mission and Goals of the PSF and to meet specific national needs in human resource development, knowledge creation, social development and community outreach, and enterprise development
- In order to achieve its Vision and Mission, Sampoerna University commits to:
 - » Delivering and promoting quality education in the field of science, technology, engineering, arts, and mathematics (STEAM)
 - » Producing new knowledge in the fields of science and technology, social science, art and design, and digital technologies through scientific research, publications and other forms of dissemination, for the glory of the nation
 - » Engaging the academic community and its alumni in a lifelong cycle of social outreach, service and 'give back' to the nation
 - » Preparing students to acquire, expand and apply knowledge in their chosen fields of study
 - » Providing students and staff with further academic and professional development opportunities
 - » Enabling students and staff to learn and communicate in a bilingual Indonesian/English environment
 - » Providing students and staff with the learning skills for long-term personal and professional development
 - » Developing in students and staff the core Sampoerna University characteristics leadership, entrepreneurship and social responsibility
 - » Promoting intellectual, cultural and scientific collaboration with national and international partners promoting Indonesia's intellectual competitiveness in the region and beyond



Core Values

- Nonprofit, that is the principle of an education unit whose main objective is to not seek profit, and where all the remainder of an education unit's activity should be used to enhance the capacity and/or the quality of services of the education unit
- Accountability, that is the capacity and commitment of an education unit to be accountable for all the activities implemented for the stakeholders, in accordance to the applicable rules and regulations
- Quality Assurance, that is all systemic activities of the education unit in providing the services of formal education that fulfills or exceeds the Standards of National Education sustainably
- Transparency, that is the openness and the capacity of the education unit to present information that is relevant in a timely manner, in accordance to the rules and regulations as well as reporting standards that are valid for the stakeholders and
- Fair Access, that is to provide formal education services to all candidate students and students, without exception.



UNIVERSITY GOVERNANCE

University Council

The Council is the governing body of the University and is responsible for the management and administration of the financial sustainability, staff and property of the University and has general control over the conduct of the affairs of the University.

University Senate

The University Senate is the highest normative body in the academic governance of the University, which comprises members of University Management and the representatives of full-time academic staff and each Center.

UNIVERSITY MANAGEMENT

University Executive (UE)

The University Executive has the primary responsibility to implement the policies, procedures, norms, rules and regulations, strategy and financial objectives set by the University Council and the University Senate. The members of UE are the Rector and Vice Rectors.

In order to manage the University's operations, the UE will be supported by Deans. The UE personnel are:

Position	Name
Rector	Drs. Wahdi Salasi April Yudhi, Ph.D.
Vice Rector for Academic and Student Affairs	Dr. Soepriyatna
Vice-Rector for Administration, Resources Management and Operation	Dr. Muhammad Gunawan Alif
Vice Rector for International and External Affairs	Al Jaeger
Vice Rector for Government Affairs	Elan Merdy
Vice Rector for Academic and Student Affairs LSC Pathway	Dr. Lawrence Brandyburg
Dean of Faculty of Education	Dr. Soepriyatna
Dean of Faculty of Business	Dr. Chandra Alamsyah
Dean of Faculty of Science and Technology	Dr. Yoda R. Patta, Ph.D.

CHAPTER 2

ETHICS AND POLICIES

INAPPROPRIATE BEHAVIOR

The University encourages students to practice consideration, kindness and responsibility in their dealings with other members of the University and to shun unbecoming conduct that encompasses threats, intimidation, drunkenness, lewdness, and participation in any disturbance of peace and illegal assembly.

Inappropriate behavior also includes involvement in an activity outside University that causes disturbance among college students and staff.

Students are reminded that conduct incongruous to their roles as responsible adults in this University carries penalties according to the seriousness of the misconduct. Any student proven to violate rules or the University's Code of conduct as mentioned above will be subject to a sanction from assertion, suspension and/or expulsion.

ATTENDANCE AND PUNCTUALITY

Students are required to be punctual when they attend all academic and non-academic functions.

Students are to attend all classes as scheduled and may be asked to attend classes outside of their regular schedules or curriculum.

The minimum requirement for attendance in class participation and practicum is 75 percent. Failure to meet the requirements set by the University may lead to a refusal to allow the students to take final examinations or, in severe cases, expulsion from the University.

SMOKING POLICY

The University believes in providing an environment of clean air for everyone on campus and so has made our premises generally a "smoke free" zone.

In consideration of our non-smoking colleagues and fellow students, the University asks that all smokers respect this non-smoking policy, which is applicable throughout our campus.

STUDENTS' ATTIRE

Students are encouraged to project a good and appropriate image by wearing decent attire when they are on campus. In official or formal activities inside and outside the campus, students are asked to use the University jacket (*jaket almamater*).

For other University activities outside the campus, as in the University experience program, students are expected to wear formal outfits:

- Non-denim fabric trouser/skirt. For female students, the skirt or shorts should not be above the knees
- Collar blouse/shirt – not T-shirt
- Closed shoes and formal footwear
- The University jacket (*jaket almamater*)

For non-formal activities (field or social activities), students are asked to use Sampoerna University shirts and/or official jacket (track suits).

Dressing well is also a show of respect for others and will create a positive impression with anyone students might encounter.

Improper attire such as indecently revealing shorts or dress, T-shirts, clothes with vulgar words or pictures, as well as slippers meant for domestic use may give people an unfairly prejudicial impression of students.

Students are advised to uphold this dress code in campus. For security reasons, students should not be wearing items of clothing meant to prevent identification, e.g. covering of face with a cloth or mask.

Unacceptable Attire for Males

- Vulgarities, obscenities or offensive prints on T-shirts
- Torn jeans
- Shorts
- Singlets, sleeveless T-shirts
- Translucent or body-hugging outfits
- Unacceptable footwear, e.g. slippers

Unacceptable Attire for Female

- Skirts and shorts (pants) shorter than four fingers above the knees
- Translucent or body hugging T-shirts
- Provocative and revealing attire (e.g. exposed midriffs, bare backs, spaghetti straps, leggings)
- Unacceptable footwear, e.g. slippers

ALCOHOL AND DRUGS POLICY

As members of an institution of higher learning, students on campus should always be in a state of mind that optimizes learning and intellectual pursuits. In view of this, no alcohol or illegal drugs should be sold or consumed in the University. The University may take necessary actions including but not limited to making a report to the local authorities to ensure that the Campus is free from illegal drugs.

SOLICITATION POLICY

The campus is a place for learning, and should not be exploited for any commercial purposes or political cause. As such, solicitation of students by any one (including our own students) without the approval of the University authority responsible for the administration of the campus area in which the proposed solicitation will take place is prohibited.

Solicitation is defined as any approach of one person to another for sale of goods and services, for recruitment of students for an external organization or cause, or for the purpose of distributing publicity materials on sales and services, or on any political or social cause.

USE OF CELLPHONES

Common courtesy and mutual respect for one another in the University community require students to switch all cellphones to silent mode during lectures, tutorials, meetings and briefings, and in areas such as the laboratories, libraries, computer clusters, classes and examination centers unless it is permitted by the lecturers for certain purposes.

USE OF COMPUTER RESOURCES

There will be a User Agreement that all students must sign when applying for computer accounts in the University. IT facilities are made available to aid in learning and facilitate knowledge dissemination.

Students should observe good computer etiquette and not abuse these privileges. Users of our computers should realize that computer crimes are punishable under the laws of the country and should therefore be careful not to break these laws by accessing network sites without proper authorization. Students have to be aware of the regulations in order not to breach the stated rules.

Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others; interference with the work of others and with the operation of computer and electronic communications facilities, systems, and services; or copyright infringement (e.g., illegal file-sharing of copyrighted materials); use of University computer and electronic communications facilities, systems, or services that violates other University policies or campus regulations.

ANTI-BULLYING POLICY

The University recognizes the serious nature of bullying and the negative impact that it can have on the lives of students or staff. Bullying is unwanted negative behavior, verbal, psychological or physical conduct by an individual or group against another person (or persons) and is repeated over time.

The following behaviors or conduct are included in the definition of bullying:

- Deliberate exclusion, malicious gossip and other forms of relational bullying;
- Cyber-bullying; and
- Identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person's membership of certain communities, and bullying those with disabilities or special educational needs.

A student or staff who exhibits any of these negative behaviors will be dealt with in accordance to the University's Code of Ethics.

1. Ethics towards oneself comprises:

- a. Honesty and openness and not giving out incorrect information
- b. Acting with maximum earnestness and sincerity
- c. Avoiding personal, group and class conflicts
- d. Having the initiative to improve knowledge quality, capability, skill and attitude
- e. Possessing a high fighting spirit
- f. Maintaining physical and spiritual health
- g. Preservation of family unity and harmony
- h. Politeness, as well as simplicity and neatness in appearance

2. Ethics towards fellow University Associates encompasses:

- a. Respect towards all University Associates regardless of religion, belief, ethnic group, race, and other social status
- b. Preservation of unity and oneness
- c. Mutual respect among colleagues, and with leaders in hierarchical levels, within a work unit and between agencies
- d. Respect towards differences in opinions
- e. Promoting the esteem and honor of fellow University Associates
- f. Preservation and interlinking of supportive cooperation among University Associates
- g. Preservation and interlinking of sense of solidarity

RESEARCH AND PUBLICATION CODE OF ETHICS

• **Honesty**

Upholding honesty in all scientific communications. Researchers propose and report methods, data, results, conclusions and recommendations with accuracy, sincerity and honesty. Do not deceive colleagues, granting agencies or the public.

• **Integrity**

Strive for consistency of thought and action; always keep promises and agreements.

• **Respecting confidentiality and privacy**

Safeguard confidential information and respect the privacy of the participants in the research conducted. Communication related to grants or papers submitted for publication, patent records and personal data are discussed only for scientific and professional reasons.

• **Respecting Intellectual Property Rights**

Being cognizant of issues related to intellectual property rights, which include patent, trademark, copyright, authorship, publication credit. Give proper acknowledgement or credit for all contributions to research and never plagiarize.

• **Never do the following in reporting results and findings:**

- » Plagiarize
- » Fabricate, falsify or manipulating data
- » Duplicate publication of data
- » Withhold data upon which research was concluded

• **Informed Consent**

- » The purpose of the research, procedures and timelines
- » Their right to decline participation

- » Possible inconveniences and risks
- » Likely benefits
- » Confidentiality, privacy and sharing of data
- » Incentives of participation, if applicable

Plagiarism **Definition**

Faculty members, researchers, and/or anybody who is engaged in scientific pursuit do not claim words and ideas of another as their own; they give credit where it is due.

The key element of this principle is that authors do not present the work of another as if it were their own work. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit (American Psychology Association – Publication Manual: Ethics Code, 6th Ed., Washington, D.C., 2010).

Academic Responsibility

Similar to cheating, plagiarism is to be treated as a grave offense especially in the conduct of academic discourses, research, and reporting. The academic leaders and faculty members are entrusted with the responsibility to campaign against, check, record, and report acts of plagiarism. The

act must be continuously discouraged and must remain as an important measure in judging the quality of the student's scholarship and academic pursuit, as well as of the faculty member's scholarship and academic pursuit.

Procedures

In the event that a student (or several students, or a group of students) commits plagiarism as qualified by the faculty member, the following guidelines will be implemented:

First offense: Verbal warning

The faculty member makes a record of the student's case and reports it to the department chair. The chair or the faculty member or both gives the student a verbal warning.

Second offense: Written reprimand

With the evidence of the previous offense, the student who commits plagiarism once more will be reported to the department chair. The chair then issues him a written reprimand noted by the Dean. The copy of the student's checklist and the reprimand will be kept on file for future reference.

Third offense: Failure in the subject/course

The student who commits plagiarism for the third time will be given an "F" as a grade in the subject.

SUPERVISION ON CODE OF ETHICS

Ethic Commission

- The Ethics Commission is formed by the University Rector with the recommendation from the University Senate.
- The members are from the University Senate, Human Resources department, and Legal department.
- The Ethics Committee is chaired by the Rector.
- The committee is responsible in supervising the establishment of Code of Ethics for lecturers, staff and students.
- The committee is responsible in deciding whether to accept, investigate, select and give recommendation on issues related with code of ethics violation.

Reporting and Investigation of Code of Ethics Violation

- Anyone who knows that a violation of the Code of Ethics has occurred has the right to report the occurrence to the Ethics Commission.
- Report has to be given in writing which has to be addressed to the University Rector, as the chair of the Ethics Commission.
- Ethics violation report needs to be equipped with solid evidence, either a written evidence or testimonial from witnesses.
- All inspections are carried out in a non-discriminatory manner.
- The chair of the Ethics Commission will coordinate with the members in conducting preliminary review of the ethics violation report.
- If the decision based on the preliminary review found that the report needs to be followed up, then the Ethics Committee will conduct further investigation.
- Investigation will be conducted by using formal advocating process that will be led by the Chair of Ethics Committee by presenting the person who reported the violation, witnesses, defendant, and other related parties.
- The Ethics Commission has the right to present an expert witness whose expertise is relevant with the issue.

- All steps in the investigation process will be carried out in a non-discriminatory manner, upholding presumption of innocence.
- The Ethics Committee will make a decision or make a recommendation based on the investigation in the advocating process.
- The University Associate who is found guilty on the violation of Code of Ethics has the right to propose an appeal.
- The appeal can be proposed only once by sending a written appeal proposal to the Chair of Sampoerna University's Code of Ethics Committee and the proposal needs to be supported with evidence.



Type of Code of Ethics Violation

- Minor Violation is a violation which affects a faculty/work unit of the University Associate.
- Medium Violation is a violation which affects the University.
- Heavy Violation is a violation which affects the University reputation and violates Indonesian laws.

Punishment/ Sanction

Minor violation punishment will be in the form of oral reprimand, a warning letter or in the form of moral punishment, e.g. "E" mark for a certain subject in which the student committed plagiarism/violation.

- Medium violation punishment will be in the form of a semester suspension from any related academic activities.
- Heavy violation punishment will be dismissal as a Sampoerna University student.

LIBRARY POLICIES

The Sampoerna University Library and Learning Resource Center is set up primarily to support the teaching, learning and research activities of its community which is comprised of students, faculty members, administration staff, and other relevant stakeholders. The Library aspires to fulfill regional and national commitments to resource sharing, as well as to support the University's overall mission. With a seating capacity of 60, the Library is designed to incorporate common Learning Space

or Learning Commons which constitutes an integrated learning space (Quiet zone, Collaborative Study Area, Library Lounge, Meeting cum Discussion Rooms and Student Lockers). Located at level 6 of L'Avenue Building, it is a fully automated library system which is accessible on or off campus.

Library Collections

The Library holds major reference collections, printed and online resources, to support the teaching, learning and research needs of the university. The Library licensed a variety of research materials (databases, electronic journals and books, and other Internet and web-accessible resources) for online access through the Internet and Web. The electronic collections are subscribed based on the recommendation from faculty members and staff. These resources are accessible on site as well as from off-campus locations, with authentication.

In addition to reference and general collection services, the Library supports Sampoerna University's curriculum by providing course reserved materials. The service makes available materials that have been designated by lecturers as required readings for specific courses. Materials may include books, book chapters, articles, online materials such as e-journal articles and web sites, audiovisual materials, and faculty-developed materials such as lecture notes, sample tests, etc.

Such a service is provided by the Library for the convenience of students both in preparing class assignments and in pursuing informal educational activities such as advanced independent study and research.

The library materials are organised into several collections:

- a. General Collection
They are general and professional books which are placed in the open shelf collection.
- b. Reference Collection
This collection contains general reference materials such as encyclopedia, dictionaries, yearbooks etc. The Call Numbers are preceded by “R” and they are shelved in a separate area. Reference collection is for in-house reference only.
- c. Reserve Collection
This collection comprises items in heavy demand or as recommended by academic staff for short-term loan. They could also be the first copy of adopted textbooks. This collection is for in-house use. However, overnight loans are also allowed from 5:00 pm to 8:00 am the next opening day. The Call Numbers are preceded with red sticker, labelled “Reserve”.
- d. Textbooks
These are adopted Sampoerna University textbooks borrowable for a three-day loan period. They are shelved separately and the Call Number is preceded by orange sticker, labelled “TB”.

Library Services and Facilities

Opening Hours

Monday–Friday: 8:00 am–9:00 pm

Saturday: 8:00 am–5:00 pm

Sunday and Public Holidays: Closed

**Sunday (two weeks before exam week and during exam weeks)*

Library opening hours is 10:00 am–5:00 pm)

Semester Break:

Monday–Friday: 8:00 am–5:00 pm

Saturday, Sunday and Public Holidays: Closed

Other Library Services and Facilities

- Accessible library e-resources 24/7 (library.su.ac.id)
- Wireless access throughout campus
- Research assistance
- iPad loan
- Discussion room
- Newspaper/popular magazines reading area
- Photocopy service
- New book display
- Document delivery services
- Library orientation
- Information literacy program

Use of Library Collections and Services

Borrowing Policies

Registered Library members are allowed to borrow library materials based on type of user and their respective duration as shown below:

	Students	Academic Staff	Other Staff*
Loan Quota	3	6	3
Open Shelf	14 days	14 days	14 days
Reserve	Overnight	Overnight	Overnight
Textbooks	3 days	3 days	3 days
Fictions	14 days	14 days	14 days
Journals	3 days	3 days	3 days
Reference Collection	Read only	Read only	Read only
Newspapers and Magazines	Read only	Read only	Read only

**Other Staff refers to Sampoerna University Admin Staff and other affiliated bodies within PSF.*

Renewal

Generally all loans may be renewed once unless a recall has been placed. Borrowers can renew their loans in person or online via the Library website anytime before the due date. Look for “Member Area”. The new due date is calculated from the date of renewal.

Library fines and penalties

All items are to be returned directly to the Library by their due dates. Failure to return an item by its due date will result in an overdue fine. Library fines and penalties should be seen as a deterrent not punishment. It is to ensure equal opportunities in using library materials among users. Users are allowed to accumulate their fines but when their fines reach Rp 50,000, their account will be automatically blocked.

Fines structure

Open access, textbooks and AV materials – Rp2,500 per day
Reserve collection – Rp5,000 per day

The destruction, loss or mutilation of any library material will also incur a fine or replacement fee equal to the current cost of the item, plus a processing fee of Rp50,000. Overdue books or unpaid fines may also result in Academic Penalty including the deferment of paper or degree completion.

Library Rules at a Glance

All users share the responsibility of ensuring that the Library has a conducive environment for reading, research and study. Be an informed and considerate user. Here are some basic rules that should be adhered to:

- The Library reserves the right to inspect possessions at exits/entrances, and to require presentation of a currently valid ID to gain access to the building.
- No library material may be taken out from the premises unless the loan has been recorded. The borrower shall be responsible for loans until the record is cancelled. Loaned items may not be transferred from one borrower to another but must be returned to the Library and formally re-issued.
- A borrower is held personally responsible for the safe

custody of materials on loan. The borrower shall be required to pay for the cost of replacement of any item lost or damaged whilst on loan.

- Library users are expected to comply with the Sampoerna University policy while accessing library computers and networks. This policy governs the use of computers, networks, and related services on the campus. Users must respect the rights of others, respect the integrity of the computers, networks, and related services, and observe all relevant laws, regulations, contractual obligations, and Sampoerna University policies and procedures.
- The mutilation or theft of library material will result in an automatic referral to the University administration and may also lead to suspension from the University.
- Library users may not use library facilities or services for entertainment purposes and will be asked to leave the Library if they continue to do so.
- Use of the library facilities for meetings, displays, events, filming, exhibitions, and other activities, without advance authorization from the appropriate library personnel is prohibited.
- Group work, talking, and socializing are permitted in designated group study areas throughout the Library. Talking, socializing, and disruptive behavior that interfere with the study and research needs of others in any area of the Library are prohibited. Individuals who are engaged in noisy or disruptive behavior will be required by the Library staff to leave the Library facility.
- Silence should be observed, including at the Library Café. Remember, the Library Café is also a part of the Library. Please respect others studying.
- Food and drinks cannot be taken into the Study Area.
- Handphones should be put on silent mode while you are in the Library.
- Dress code: The Library subscribes to the Sampoerna University Student’s Dress Code.

CHAPTER 3

FEE AND SCHOLARSHIPS

TUITION AND OTHER FEES



Tuition Fee Components

Sampoerna University determine the tuition fees as follows:

- **Education Development Contribution**
This fee is mandatory for and applied once to new students when they are accepted as student, new or transferred students
- **Study Implementation Fee**
This fee is equally the same to all classes/intakes and is mandatorily paid at each semester which will be used for teaching and learning operation and completion
- **Credit Semester Fee**
This tuition fee is the fee per credit of subject taken by the students in the respective semester. This total of this tuition fee is subject to the number of credits taken in the respective semester
- **Course Packet Fee (Paket)**
Applied for certain study program to each semester without any calculation of the number of credits taken in the respective semester



- **Students Activity Fee**

This fee covers the extracurricular activity fee of the students and shall be completed each semester

- **Library, Practicum and Field Practice Fee**

This fee will be utilized for the library and laboratory development. The Field Practicum fee is excluded from the main fees of Sampoerna University. The amount will depend on the dimension designed by the practicum site

- **Students Attribute Fee**

This fee covers school jacket, students ID card and student handbook which is paid on the first semester registration

Additional Cost

Sampoerna University charges additional fees as follows:

- **Student Transfer from Other University (Other Than Tuition Fee)**

This fee covers orientation and credit recognition which is paid when they are accepted as transferred students.

- **Re-Take Course**

This fee will be charged to the students starting from their third re-take onward, whichever courses are taken by students

- **Student Card Replacement**

This fee will be charged to the students who ask for a replacement of their student card

- **Additional Legalized Diploma and Final Transcript**

This fee will be charge to the students who ask for extra legalized diploma and final transcript

- **Re-Take Capstone Project**

This fee will be charged to the students starting from their second re-take onward

- **Academic Leave**

This fee will be charged to the students for each academic leave

Terms and Conditions

- Payment should be made in the beginning of each semester
- Payment should be made via transfer to the Virtual Account number of each student

NO FEE REFUND POLICY

Sampoerna University applies a “no refund policy” for all of fee payment made by students, except on a case by case basis. The decision for this exception is under the right of the University Executive.

CHAPTER 4

ACADEMIC REGULATION

ACADEMIC CALENDAR



Academic Calendar will be published once a year and contains important academic activities within one academic year. Substantially the calendar for academic activities is divided into 2 (two) main periods which are called semester, and can be followed by short semester. The odd and even semesters consist of at least 16 (sixteen) weeks of courses, including two weeks of examination. The short semester consists of four up to eight weeks.

LENGTH OF STUDY

The maximum total study period is 14 semesters, include the academic leave (maximum four semesters during study period).

CREDIT FRAMEWORK

Total of credit load for undergraduate programs (S-1) is 144-160 credits, with maximum 24 credits for each semester, except for new student can only take maximum of 18 credits for first semester and 21 credits for their second semester.

One credit hour described as follows:

Activities	Duration (Minutes)	
	Theory	Practicum
Scheduled facilitated learning (face-to-face) activities	50	100
Scheduled structured academic activities, planned by lecturers and completed by students as homework, observation, etc.	60-120	60-120
Independent (self-managed) academic activities, done by students	60-120	60-120

CURRICULUM

Teaching processes are conducted based on the core curriculum and institutional curriculum that is developed in accordance with the National Education Standards, Indonesia's national qualification framework and learning outcomes required for the award of a degree, and result of international benchmarking as approved by the University Senate.

The curriculum is implemented in a flexible and interdisciplinary mode which allows students to transfer to another study program after meeting specified requirements. The curriculum is reviewed periodically, in part or in whole, in accordance with the development of science, technology, engineering, arts and mathematics, as well as the needs of the students, community, and labor market. Based on the University's Academic Policy Article 25 on Curriculum Framework, each study program must develop a curriculum which is grouped into three components: (1) institutional curriculum/general education; (2) discipline/

core curriculum; and (3) professional development curriculum. All courses should be conducted in English, including all assignments and examinations.

SYLLABUS

Syllabus is the document that outlines a course and includes all or most of the following components: course title; course code; course description; credit hours, prerequisites, co-requisites, semester and year, learning outcomes, lecturer name and contact information; meeting location, date, and time, topics, resources and course materials; assignments and due dates; grading and assessment structure; and any unique class policies or expectations.

The purpose of syllabus development is to explain the objectives of the course, learning outcomes that must be achieved by student, and the main references. Syllabus shall be evaluated at least once time every 2 (two) years to accommodate any latest update of relevant field of study.

COURSE OUTLINE/LESSON PLAN

Each lecturer is responsible to develop course outline/ lesson plan for each course to describe the aspects of: detailed teaching and learning activities, weekly topics, teaching and learning media needed, and assessment methodology. This course outline will also be used as an implementation plan to achieve the designed course learning outcomes.

STUDENT STATUS

Active Student

An active student is student who has fulfilled all requirements and has the right to participate in all academic activities. Requirements to become an active student are as follows:

- Pay the tuition fee(s)
- Complete the study plan
- Complete re-registration process

Sit-in Student

A sit-in student is:

- A student who follows academic activities to enhance knowledge of some specific area, without taking the examinations, or
- A transfer student candidate who is still in the process of diploma equivalency by DIKTI.

A sit-in student may come internally from the University (those who have been enrolled as Sampoerna University student) or student from outside Sampoerna University. Requirements for internal sit-in students are as follows:

- Registered as an active student;
- A minimum GPA is 3.00;
- Maximum study load is four credits; and
- Total study load (regular courses + sit-in course) may not exceed 24 credits.

On Academic Leave Student

A student on academic leave is a student who officially requests an academic leave at their own initiative, and is exempted from the obligation to follow academic activities during certain semester(s). An academic leave can only be taken by a student for two (2) consecutive semesters, and maximum four (4) semesters during study period.

Inactive Student

An inactive student is:

- A student who has finished their academic leave but has not registered in the following semester; or
- A student who does not register for the following semester.

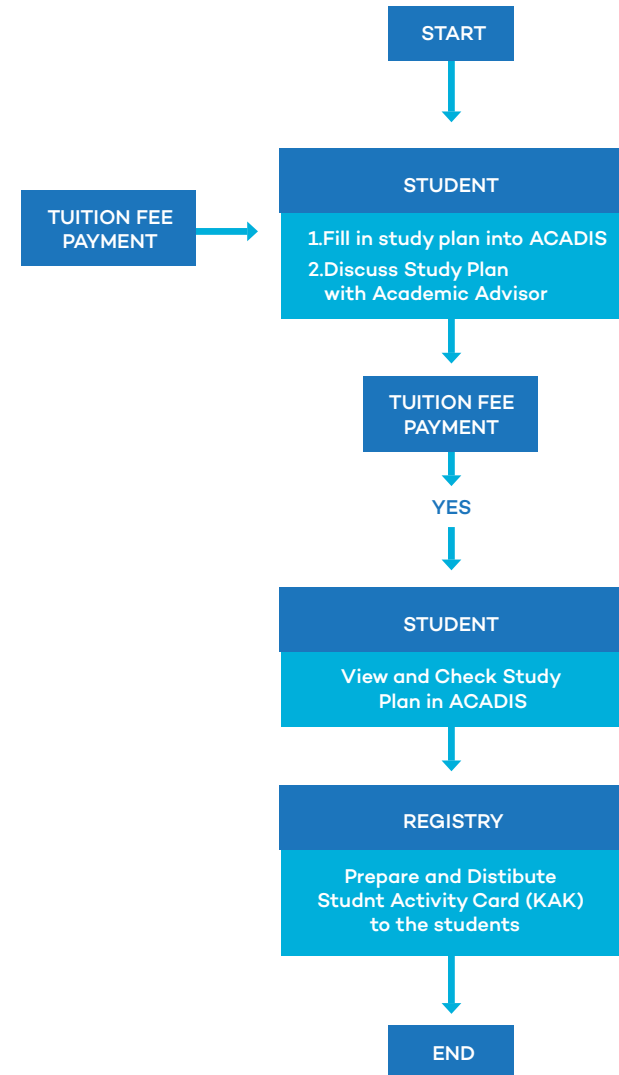
Inactive semester(s) will be counted in the total length of study.

On Academic Sanction Student

A student who is found to have violated academic rules would be categorized as 'on academic sanction' student, and is not allowed to participate in all academic activities during a certain period. The types of Academic Sanctions can be found in Chapter 6.

EXISTING STUDENT RE-REGISTRATION

Prior to the commencement of the semester, every student must register for the following semester by completing the tuition fee for the self-paying students and submitting the Study Plan (KRS).



STUDY PLAN (KARTU RENCANA STUDI)

'Study Plan' refers to a students' semester course plan that is developed together between student and academic advisor at the beginning of each semester. Every student must register their courses by filling out an online study plan form during the certain period as specified in the academic calendar. There are two activities related to the Study Plan registration: Course Taking Plan (Study Plan I) and Actual Study Plan (Study Plan II).

Course Taking Plan (Study Plan I)

Before the end of semester, each student needs to discuss with their academic advisor about the courses that intend to be registered in for the incoming semester. Students fill in the online Course Taking Plan during Study Plan I period.

Actual Study Plan (Study Plan II)

After the semester result is released, each student needs to discuss and confirm with their academic advisor about the courses that they intend to be registered for the incoming semester. Students fill in the online student Study Plan during Study Plan II period.

Determination of Subjects and Number of Credits

The compulsory subjects must be prioritized, and the pre-requisite subjects must be taken in accordance with a predetermined sequence.

The maximum number of credits that can be taken will be based on the GPA of previous semester:

GPA of Previous Semester	Maximum Number of Credit
≥ 3.00	24 credits
2.50–2.99	21 credits
2.00–2.49	15 credits
≤ 1.9	9 credits

For student who took academic leave, number of credits that can be taken is based on the semester GPA of previous semester before the academic leave was taken.

KRS Development

For New Students

New students are automatically registered in all courses determined by the study program.

For Existing Students

- The schedule of KRS development can be seen in ACADIS
- Student must take a consultation session with Academic Advisor (PA) as scheduled, to determine courses for the new semester
- Courses that are not approved by the PA can be directly substituted by the student during the consultation session
- Student registers all approved courses by filling the KRS into ACADIS
- KRS forms signed by the PA must be submitted to Academic Registry on time
- Cancellation of a course in approved KRS is strictly prohibited, except the PA is agree with a strong reason
- A lecturer has an authority to reject a student who was not listed in the course participant list and/or in the final project advisory sessions

Add and Drop

KRS may be changed by adding or dropping one or several courses. This process performed in the first two weeks of a new semester and should be updated on the period as defined in academic calendar. Any changes of KRS should be made through ACADIS, as well as KRS development.

COURSE ATTENDANCE

Students are required to be punctual when they attend all academic and nonacademic functions. Students are required to attend all classes as scheduled and may be asked to attend classes outside of their regular schedules.

The minimum requirement for attendance is 75 percent of total sessions. Students must attend 15 minutes before the course and/or practicum begins. Lecturer has an authority to reject student from joining the conducted session if they are late or if they violate the rules/regulations.

ACADEMIC PERFORMANCE ASSESSMENT

Assessment Component

The assessment component of a student's academic performance can be formed as follows:

- Examinations (mid and/or final exam, final project exam)
- Structured assignments (quiz, homework or project)
- Course participation and course attendance

Score compositions between those components will be defined in the course syllabus.

Type of Examinations

Semester examination

Semester examination consists of mid-semester examination and end-semester examination. The mid-semester examination is given after completing several discussion topics, while the final semester examination is executed after all course materials have been given. These two examinations have been included in the academic calendar that has been announced to students.

Final Project Assessment

The final project has to be taken by students in order to complete their study before obtaining any Sampoerna University degree. The nature of this test is holistic, comprehensive and it covers all disciplines related to the field. The test is based on the final project materials which have been completed according to the guidelines for the final project decided by the faculty. The final project assessment is organized each semester and is publicly announced to students.

The evaluation factors consist of primary and secondary components as follows:

a. Primary components:

- Consistency between problems, references, analysis methodology, and conclusion;
- The depth level of analysis; and
- Simulation and/or applicability of the idea(s) of the thesis/final project (if appropriate).

b. Secondary components:

- Presentation performance

More detail of final project assessment will be described in the guideline of final project development established by each Faculty.

Examination Requirements

The general requirement for attending an exam is that the student has an Examination Card (*Kartu Hadir Ujian/KHU*). The student should also fulfill the minimum attendance requirement of 75 percent of the total courses during a semester.

For thesis exams, beside the KAK, students also have to fulfill the following requirements:

- Complete the final project report approved by Final Project Advisors
- Fulfill the administrative obligations determined by the University/faculty

The general regulations for Mid- and End-Semester examinations are:

- Students have to be present in the test room 10 (ten) minutes before the examination begins.
- Students who come late may be allowed to take the exam without extending the time of the test, unless there are specific regulations.
- Students who are in the test room cannot withdraw from the examination after the distribution of the exam

materials.

- Students are only allowed to bring equipment or materials approved by the examination team.
- Students who violate the test rules are subject to academic sanctions.
During the examination, students are prohibited to:
 - Shift/change the answer sheets or organized seating arrangements
 - Write the examination's answers on answer sheets other than what have been decided by the committee
 - Open books or notes, unless there is written statement for the examination can be administered as "Open book"
 - Exchange answer sheet or stationaries
 - Speak or whisper Assist other student in their work
 - Work on the exam prior to the approved starting time
 - Work on the exam after the invigilator announces that the exam time has ended
 - Use mobile phones

Any violation of those rules will affect to the exam results – the answer sheets will be marked as invalid and the student will receive applicable academic sanctions.

The faculty can make additional rules as long as they are not contrary to the University regulations.

Absence from Examination

A student who fails to attend an examination caused by an authenticated medical treatment or unforeseen circumstances such as earthquake, flooding, typhoons or other natural calamities, must notify the Study Program and/or Academic Registry not more than three (3) working days after the exam day. This notification must be supported by relevant and valid document/s. In these circumstances, the student has the right to get a chance for a separate examination by getting an approval from the Dean.

GRADING

Grading Level

Course grades entered in the student's transcript are stated as alphabetical symbols with the following qualifications:

Sampoerna University Grade Range		
Score range	Grade	Grade Point
≥ 85	A	4.0
80–84	A-	3.7
75–79	B+	3.3
70–74	B	3.0
65–69	B-	2.7
60–64	C+	2.3
55–59	C	2.0
50–54	D	1.0
< 50	E/F (fail)	0

EXAMINATION RESULT

Result Announcement

The exam result of each student will be inputted by the Lecturer into the ACADIS during the scheduled period in the academic calendar.

Student who has not completed a task or some of the

assignments from the Lecturer, student's score will be set to "H" which means "Hold" and must be completed within a week. Once the result has been inputted by the Lecturer, students can immediately see it in ACADIS.

Changes to the Announced Result

Changes to the announced exam result can only be proceed if there any errors or technical faults, such as a miscalculation of the value.

A student who has a valid reason and wants to get some explanation may contact the respective lecturer. The changes to the score must be conducted in accordance with the procedures as follows:

- The student explains the reason and provides valid evidence to the lecturer.
- If the student's reason is accepted, lecturer will fill out the necessary form and seek acknowledgement from the Head of the Study Program and Vice Dean for Academic Affairs.
- The lecturer submits the form to the Academic Registry, to be submitted to the Vice Rector for Academic and Student Affairs.
- The Vice Rector for Academic and Student Affairs has the right to approve or reject the score changes proposal.

Any changes that are not in accordance with the procedures would not be processed.

Retake Policy

Student who has an "E" or "F" grade is obliged to retake the course by enrolling to that course in a new semester through Study Plan (KRS) development process. Grade shown on the transcript is the best grade obtained.

Study Result Card

Study Result Card (KHS) is a printout sheet which contains the data of study results which are published by the end of the semester. The KHS sheets contains information on:

- Course title;



- Score, credit weight, credits of the related course titles;
- Semester GPA and cumulative GPA in the current semester;
- total credit taken throughout the related semester;
- total credits announced as passed; and
- maximum total credits which are allowed to be taken in the next semester.

GRADE POINT AVERAGE (GPA)

GPA Definition

GPA is a tool to shows the level of student's learning capability of the taken courses, and consists of Semester GPA and Cumulative GPA.

The Semester GPA will be used to determine the number of credits that can be taken by a student in the next semester. The Cumulative GPA will be used as the main basis to decide the passing grade for the completion of study.

FINAL PROJECT

Definition

The final project demonstrates a student academic ability in an integrated way, based on an understanding of the field of study, whether through design work or an applied case study in certain disciplines. The final project consists of two (2) forms:

- Thesis: a formal, original piece of writing, based on a student's ideas, research, or experiment; and
- Applied project: an academic writing that requires students to apply their knowledge and skills in identifying and addressing a real world problem, issue or gap. This final project model will produce two products: (1) final academic paper, and (2) final product representing the application to a real world problem or issue.

Prerequisite

Prerequisites of the final project are as follows:

- Minimum credits taken is 120 credits with minimum cumulative GPA of 2.75;
- Complete the Research Methods course with minimum C grade; and
- Fulfill all administrative obligations determined by the University/faculty.

Duration

The final project should be completed in two semesters. If the student fails in the final project examination, they still have a chance to retake the examination. If student fails in the second examination, they must propose a new final project proposal with a different title in the next semester. This retake of final project will count on the student's study period.

Reporting

The guideline for developing the final project report is established by each faculty.

Final Project Examination

The final project examination will be conducted by the team appointed by the Dean. The decision on the examination will be

based on the following:

- the student passes the final examination if they earn a minimum of "B". If the student does not earn a B or higher, then they are obligated to improve the final project report within a time limit decided during the examination;
- A student who has not passed on their first attempt can repeat this examination within two months of their first Final Project examination; and
- A student who has not passed the second final examination attempt must repeat the final project requirement with a new topic at the next semester

Short Semester

A short semester is provided for students to improve their GPA and/or accelerate the study period, and regulated as follows:

- Courses that can be taken are courses that are available in the schedule.
- A student is allowed to take a new course if their credits in previous semester is less than 22 credits.
- Maximum number of courses is three courses or equivalent to nine credits.
- Students must be an active student in the previous semester.
- Fees will be charged for the third retake course onward (whichever the course)
- The final grade that will be recorded in the academic transcript is the best grade obtained.

ACADEMIC LEAVE AND RE-REGISTRATION

Students have the right to propose an academic leave request. Once approved, it will release the student from all obligations to follow any academic activities and will not be counted in the student's study period. The academic leave requirements are as follows:

- Student is registered as an active Sampoerna University

student;

- A first year student is not allowed to take academic leave;
- Can only be taken for maximum of two consecutive semesters; and
- Total number of academic leave is four semesters.

The procedures in proposing an academic leave are as follows:

- Consult and seek approval from Academic Advisor and Head of Study Program.
- Complete forms provided by Academic Registry and submit it two weeks before the new semester starts.
- If a student misses that dateline then their status is still active and is counted into the total study period.

A student who wants to re-activate their status should:

- Submit a request letter to be an active student to the Head of Study Program and carbon copy (cc) the Academic Registry. This request letter must be submitted no later than one week prior to the add/drop period.
- Undergo the re-registration processes.
- Pay the required fees.

DROP OUT

A student might be considered dropped out if he/she exhibits one or more of these factors:

- Exceeds the maximum limit of study period (more than 14 semesters)
- By the end of the first four semesters, a student could not obtain at least 40 credits and/or has a cumulative GPA < 2.00
- Has been studying for 14 semesters and fails to pass the final project examination. This condition affects student and they lose the right to get the second chance for final project examination.
- An academic sanction is being imposed.

ACADEMIC TRANSFER

Internal Transfer

The Internal transfers can occur between study programs at the same level and between majors/concentrations within a study program and faculty. Requirements for executing the transfer process are as follows:

- Available slot in the intended class
- Student has an active student status
- Obtain permission/recommendation from the Head of the previous study program and the Head of intended study program, acknowledged by the both Deans
- Student has studied for at least two semesters
- Not in the process of drop out or under academic sanctions
- No additional time towards the total study period

External Transfer

Sampoerna University can admit transfer students from other higher education institutions as long as they fulfill the requirements established by the government and university, and as long as there are slots available in the intended study program.

COMPLETION OF STUDY

Definition

Completion of study means:

- Having completed and passed all of credits required to be graduated;
- Having a minimum GPA of 2.50;
- The minimum grade for final project examination is “B”;
- Minimum SKA (*Satuan Kredit Aktivitas*) for non-academic programs is 250 points of SKA;
- There are no “E” values in the final transcript;
- The “D” value is only allowed for maximum of two subjects. D grade is not allowed for Bahasa Indonesia, Pancasila, and Final Project; and

- Having a minimum English Proficiency of 5.0 IELTS or 500 Institutional TOEFL.

Judicium

The passing grade for judicium is grade “C” with the following conditions:

- The “C” grade is allowed only for a maximum of five percent of the total credits taken during the entire study period (5-7 credits)
- The specific courses where a grade of “C” is allowed will be decided later by each faculty/ study program

To determine the ranking/level at judicium, these following aspects must be considered:

- GPA
- Length of study
- Grade of the final project
- Credit Activity Unit (*Satuan Kredit Aktivitas/SKA*)

Academic Transcript and Diploma Supplement

Students who have successfully completed their course and obtained an award will receive a statement of academic record containing a breakdown of the modules taken and results achieved. If student wants to get additional copies of the transcript, application can be made to the Academic Registry. Charges may apply for those requests. Please contact Academic Registry for queries.

Graduation

Every student who has completed all academic and administrative requirements has the right to join a graduation ceremony. The student can collect their certificate of graduation by showing the receipt of completion on administrative and academic matters.

Graduation registration can be carried out after the graduates have fulfilled these requirements:

- Completion of all academic requirements
- Completion of all administrative requirements

- Must have passed the Judicial process
- Must have filled out the registration form

Graduation will be held at least once in a running academic year as set in the academic calendar.

GPA Categories for Graduates

Cumulative GPA	Categories
3.90–4.00	Summa Cum Laude
3.75–3.89	Magna Cum Laude
3.50–3.74	Cum Laude
3.00–3.49	Very good
2.50–2.99	Satisfactory
2.00–2.49	Fair

CHAPTER 5

ACADEMIC SUPPORT FOR STUDENT

ACADEMIC ADVISOR



The Function

Provide assistance(s) to students during their learning processes, so they will be able to complete their study and achieve optimal GPA scores.

Scope of Advisory

- Provide assistance in determining study plan
- Assist in solving problems in relation to learning effectiveness
- Acknowledge any student's complaints in relation to lecturers, program, teaching processes and other related academic matters
- Provide regular and scheduled consultation at least three times in a semester



Final Project Advisor

In completing the final project, Students will be guided by a final project advisor and co-advisor appointed by the Dean.

Qualification

Minimum qualifications for Final Project Advisor are:

- Holds a *Master's* degree (S-2) with the academic rank of *Lektor* or higher, or
- Holds a doctor degree (S-3)

Minimum qualification requirement for co-advisor is one rank lower than the advisor's rank:

- Holds a *Master's* degree, with the academic rank as *Asisten Ahli*

INTERNSHIP PROGRAM

Definition

Internship is a tool to apply the classroom-obtained knowledge in a real-world situation.

Benefits for Students

- Strengthens the work skills of students by directly practicing the acquired knowledge to the real-world problems
- Prepares students to enter the workforce
- Opens possibility to continue exploring the internship results as a topic for final project

Internship requirements

The requirements for internship program refer to the final project prerequisites, with other documentation requirements as follows:

- An internship application letter that addressed to the desired internship partner companies
- Two colored photographs in 3x4 size
- Statement letter that describes the willingness to work full time and to follow the rules in force in the intended company
- Attend a minimum number of Internship Seminars that will provide guidance, support, and the opportunity to share experiences
- At the conclusion of the internship, students must submit a written report for which parameters are determined by the hosting faculty

CHAPTER 6

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

Every student has the right to:

- Receive access and opportunities to develop and apply their knowledge through teaching learning, research and community service activities
Receive guidance from lecturers and academic advisor
- Get good quality academic services
- Re-take the exams (if suitable with the regulation)
- Use any provided facilities responsibly
- Get involved in any student activities
- Express their mind with positive motivation and attitude, including in comments or complaints, in accordance with social and moral rules
- Review their educational records (admission material, transcripts and other information on individual academic progress, plus notes on disciplinary action, counseling or written complaints and the official correspondence relating to these fields) by submitting the writing request to the relevant department

STUDENT RESPONSIBILITIES

Every Sampoerna University student has the obligation to:

- a. Have faith and fear of God, and uphold the Indonesian law
- b. Have an exceptional moral code
- c. Have outstanding academic integrity (not cheating in any form, deceptive fabrication, plagiarism and violation of copyright laws)
- d. Show particular respect for differences relating to ethnic or national origins, religious convictions, gender, sexual preferences and handicaps
- e. Avoid all forms of mixing personal and professional relationships with the lecturer
- f. Uphold the ethos of science and technology, namely an open, universal, objective, critical, useful for the community



- g. Obey to this ethics and willing to accept punishment or sanctions when found to have violated any rule or regulation pertaining to ethics

STUDENT CODE OF CONDUCT

Academic Freedom

Each student is required to uphold academic freedom, by maintaining and improving science, technology and arts, through any fields of study, research, discussion or dissemination in a responsible manner, in accordance with the aspirations of their knowledge based on scientific principles, as follows:

- a. Honesty, insightful, togetherness, and the scientific way of thinking
- b. Appreciate the findings and opinions of others
- c. Not solely for personal or group interests

Student-University relationship

Each student must:

- a. Take care of the University's good image
- b. Obey all of the University and faculty rules and regulations
- c. Actively maintain the university facilities, campus cleanliness, and the harmony among the *civitas academica*
- d. Get the relevant approval from the Rector or Dean if doing an activity on behalf of the University or faculty

Student Interrelationship

Each student must develop an academic community among students by following these:

- Respect the right of academic freedom
- Appreciate the basics of the university community in the form of social network by participating and organizing efforts to build, maintain and develop social and culture life

INSTITUTIONAL RESPONSIBILITY

- Strive to uphold the Sampoerna University's vision, mission, values and reputation as well as national culture and identity

- Comply with Sampoerna University's policies, rules and regulations
- Maintain the proper use of Sampoerna University facilities and infrastructure
- Participate in a comprehensive student experience

PERSONAL RESPONSIBILITY

- Pursue academic discourse in a program study, based on Sampoerna University's academic norms, values and regulations
- Exhibit professional, ethical and responsible behaviors on campus
- Uphold personal integrity, respect intellectual property right of other
- Show particular respect of differences relating to ethnic or national origins, color, religious beliefs, gender, age, sexual preferences and disability
- Wear appropriate attire
- Avoid crime
- Avoid inappropriate behaviors
- Not to smoke and consume drugs/alcohols
- Be punctual

STUDENT COMPLAINT

Students may give their comments or complaints (anonymously if this is wished) to Quality Assurance Department (QA) by filling out the student's feedback form, or submitting letter or email. All such comments are confidentially treated and complaints will be logged in the QA department to be followed up by the relevant department.

Only proper and valid complaints will be investigated and dealt with fairly, courteously and confidentially, with the proviso that staff or other students involved in the complaint will be informed. A list of complaints and the action taken will

be reviewed in each QA meeting, and will be reported to the University Executive.

ACADEMIC SANCTION AND DISCIPLINARY

The implementation of any academic sanctions must be established by the Rector decree, after receiving proposals from the Dean with the Committee of Ethics consideration. The termination of study will be executed to the student if he/she fulfilled the several conditions as described in Drop Out Regulation.

Other academic sanctions might be given, in case if the students have done any forbidden activities, as follows:

- Falsifying a signature related to the courses, study plan (KRS) transcript (KHS), certificate or other falsification of academic document, will be punished by giving suspension of one (1) semester. This suspension will be part of the student's study period.
- Cheating in the exam, no discipline, receiving or giving opportunity for friends to cheat, or making a noise during the exam, will be sanctioned by cancelling the score of the related exam.
- Give something to the lecturer in any form or employees associated with and affect to the score of student, will be given the suspension of the following semester. This suspension will be part of the student's study period.
- Student tasks done by others such as proposals, thesis, final project etc. will be given the cancellation of the score and suspension of one (1) semester. This suspension will be part of the student's study period.
- Plagiarism of the thesis/ final project, or written by another person, or falsifying the data, the relevant degree certificate will be canceled.
- Violations of the code of ethics outside the academic field would be given sanctions according to the Sampoerna University regulations.

CHAPTER 7

STUDENT SERVICE

STUDENT DEVELOPMENT

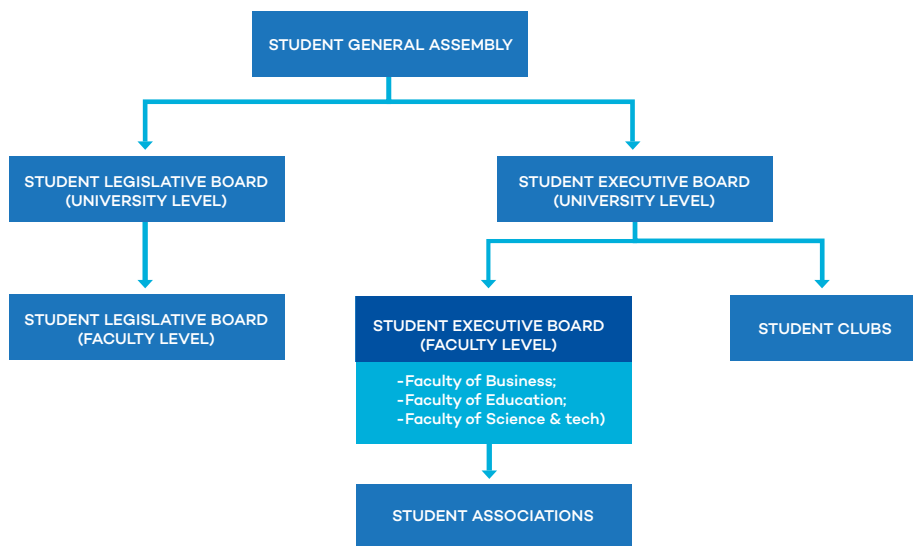
The University offers training sessions designed to help students to succeed academically and professionally. The offered training sessions may cover the following categories:

- Academic excellence
- Personal development
- Relationships
- Life skills to develop character and leadership qualities
- Job and Career
- Professional skills
- Public speaking
- Software utilization
- The University will advise students on how to develop their professional skills as they develop their academic knowledge.

STUDENT ORGANIZATIONS

A student organization is a vehicle of self-development for students towards the expansion and enhancement of their intellectual insight and integrity. Sampoerna University encourages the establishment of student organizations for the purpose of accommodating various interests and needs of the campus community. While students will normally find the rigorous responsibilities of a higher education curriculum that may somewhat limit their involvement in extracurricular organizations, such groups are desirable as a complement to the development of the institution's philosophy.

The Student and Alumni Affairs Office is designed to assist students in creating and developing new student groups, and provides resources and facilities for students to host meetings and organize various events and other student activities.



Student Activities

University life is about personal discovery, character development and creation of lasting relationships, and life at Sampoerna University is an immersive experience. With a wide array of student clubs, campus events and supported student enterprises, Sampoerna University students will experience a dynamic, stimulating and unique environment.

The variety of student's interest is managed by Student Activities Unit under Student Union University or well known as BEM (Badan Eksekutif Mahasiswa). Currently there are six types of student activities unit in Sampoerna University:

- i. Religious (Muslim, Christian, Hindu, etc.)
- ii. Reasoning/Skills Enrichment (English, Japan, business, etc.)
- iii. Sports (basketball, badminton, table tennis, futsal, volleyball, etc.)
- iv. Self-Defense (*merpati putih*, etc.)
- v. Arts (acoustic, choir, dance, etc.)
- vi. Specific Interests (photography, adventure, journalism, etc.)

Student Accommodation

Sampoerna University is located at L'Avenue Office and Apartment, Jln. Pasar Minggu, Kav. 16, Pasar Minggu, South Jakarta. There are many housing options available nearby:

Pancoran

Pancoran has wide range of housing options with varies of facility offered. This is the closest area to campus and just one minute walking distance i.e. Pancoran Buntu Street, Sarinah street, and Cikoko Street. Affordable boarding houses with facilities such as air conditioning, a private bathroom, and laundry service easily to find. Prices range from Rp400,000 to Rp1,500,000 per month.

Mampang

Mampang is centrally-located and there are many good shopping options. Mampang is slightly more expensive for boarding houses as they offer its resident with strategic location i.e. Mampang Prapatan street, Kapten Tendean street, and Duren Tiga street. Prices range from Rp850,000 to Rp3,000,000 per month.

Tebet

Tebet is located at north of Sampoerna University campus. Tebet can be reached by foot or by public transportation from campus. Tebet is flourishing with 'kost' with a variety of facilities and hawkers nearby i.e. in Tebet Dalam street, Tebet Barat street, Tebet Timur street, Rasamala are popular spots to find boarding houses with reasonable monthly rates. Prices range from Rp700,000 to Rp2,500,000 per month.

Kalibata

Kalibata is located at south of the Sampoerna University campus. Kalibata can be accessed via public transportation through Pasar Minggu street or walking distance of about 20 minutes. You can find affordable apartments at Kalibata City or boarding houses around Kalibata street. Price range for a room in an apartment is between Rp1,500,000 to Rp3,500,000 per month. For a boarding house, it is between Rp500,000 to Rp1,000,000 per month.



COUNSELING

Studying at a university can be a period of great enjoyment but it can also be stressful. Personal worries are problems in themselves and can also impact on student academic performance. Addressing these issues in counseling is a proactive and very healthy step to take.

Professional experienced counselors are available on campus and offer a completely confidential service. This gives students an opportunity to talk to someone who is trained and able to deal with the kind of issues that affect the student population. These can include:

- Academic-related problems, collaboration with related Academic Advisor (*Pembimbing Akademik*)
- Exam stress
- Relationship difficulties
- Mental health problems
- Psychological Assessment

The counselors will not judge the student and the service is completely confidential. Students can also request group work, e.g. assertiveness training or study skills sessions. Personal counseling service is also available where students can drop in for advice and support, by contacting Student Counselor in Student Affairs and Alumni Office located on the 5th Floor.

CAREER GUIDANCE

Sampoerna University offers student career assessments and counseling from the first year to the final year of study. The career services through extracurricular activities will help students in exploring and developing their interests, gifts and aptitude, and assist them to plan ahead for the future while student pursuing their academic goal.

Student Profiles and interest inventories, current career information, literature and job lists, and various career tests/ inventories are available for the students to go through at the Career Office, which is a part of the Student Affairs.

ACTIVITIES CREDIT UNITS (SATUAN KREDIT AKTIVITAS/SKA)

Activities Credit Units or *Satuan Kredit Aktivitas* (SKA) is a unit of credit on extracurricular activities performed by students in a given period of time to meet the requirements for the finalization of the study at Sampoerna University. Extracurricular activities are activities that support student curricular and is one of coaching track student activities at Sampoerna University. SKA may serve as one of the conditions to be able to graduate from Sampoerna University for certain programs.

SKA activities consists of two types, compulsory and elective. Compulsory activities mean participation in career development training programs as defined in different topics that are organized by Student Affairs and Alumni of Sampoerna University or other activities that are required to be attended through the decision of the Rector or Dean. Activities that are Elective are participation in the activities specified in this SKA such as joining competition; or others. Please contact Alumni and Career Center for a detailed list of activities.

The fields of activities include:

1. Logical
2. Interests, talents, and indulgence
3. Social and community
4. Special event

All fields above must attended with the following provisions:

1. Field 1, at least 25%
2. Field 2, at least 25%
3. Field 3, at least 25%
4. Field 4, at least 25%

The minimum points that need to be achieved by students in order to be eligible for graduation are 250 points. The details of SKA score will be provided by Students Affairs.



FIRST AID AND MEDICAL SERVICES

We encourage students to take good care of themselves and stay healthy. A health clinic with a general practice doctor is located on the 5th floor, and is available in case students need medical attention during in campus. The clinic schedule is:

Monday : 8:00 am–12:00 pm

Wednesday : 1:00 pm–4:00 pm

Friday : 8:00 am–12:00 pm

The University provides support to students in need of further medical attention and or hospital treatment, and will help to take them to the nearest hospital or clinic.

CHAPTER 8 GENERAL INFORMATION

GENERAL RULES ON USAGE OF FACILITIES



The University offers access to its facilities and equipment to support the student's need, especially for student's activities. If students wish to use these services for students activities, they must have proposed schedules acknowledged by their Study Program, and have their activities approved by Students Affairs Office. Any enquiry on the usage of facility and/equipment for non-academic activity should be acknowledged by Head of Student Affairs.

LABORATORIES

The laboratory facility is utilized for the following purposes:

- Subject course material data processing
- Completion of assignments
- Gathering and processing of research data
- Practicum of subject course material
- Subject course activity needs of students, lecturers and staff

Every student who wishes to use the laboratory facility had to confirm the utilization time to the laboratory staff in advance. Confirmation is necessary to ensure the utilization and to schedule other user. Every student who wishes to use the laboratory facility outside the schedule has to submit the laboratory facility usage request letter.

Every student who uses the laboratory facility has to fill in the utilization log stating the user name/person-in-charge and usage time acknowledged by the laboratory staff. Every student who uses the laboratory facility, has to ensure the appropriate utilization and confirmed to the laboratory staff should there something in relation with the laboratory facility.

Any liability due to the usage (broken or lost) both intentionally and unintentionally as regulated has to be reprimanded in the form of laboratory equipment/facility replacement. Any purposes outside the organized academic activity have to be approved by Vice Rector for Academic and Student Affairs in writing.

Below is the list of laboratories and the location:

- Computer Lab A, located on the 5th floor, Office Tower
- Computer Lab B, located on the 5th floor, Office Tower
- Computer Lab C, located on the 5th floor, Office Tower
- Computer Lab D, located on the 5th floor, Office Tower
- Creativity Center I, located on the 7th floor, Office Tower
- Creativity Center II, located on the 7th floor, Office Tower
- Future Studio; Motion Capture and Green Screen Arena, located on the 7th floor, Office Tower
- Physics Lab, located on the 3rd floor, Office Tower
- Wet Lab, located on LG, South Tower
- Materials Engineering Lab, located on LG, South Tower
- Engineering Drafting Lab, located on LG, South Tower
- Sampoerna University is currently developing more labs to enhance learning and teaching activities.

PRAYING ROOM

Musalla is available on the 5th floor for Moslem students and staff, and divided into two different rooms for men and women. Ablution room also available next to the Musalla. To keep the area clean and tidy, we provide locker for shoes, and it is our responsibility to maintain cleanliness in these areas.

HEALTH AND SAFETY

We encourage students to take good care of themselves and stay healthy. For those who require certain medicines, they have to prepare them on their own. However, a health clinic, attended by a medical doctor, is available in case students need medical attention while they are on campus.

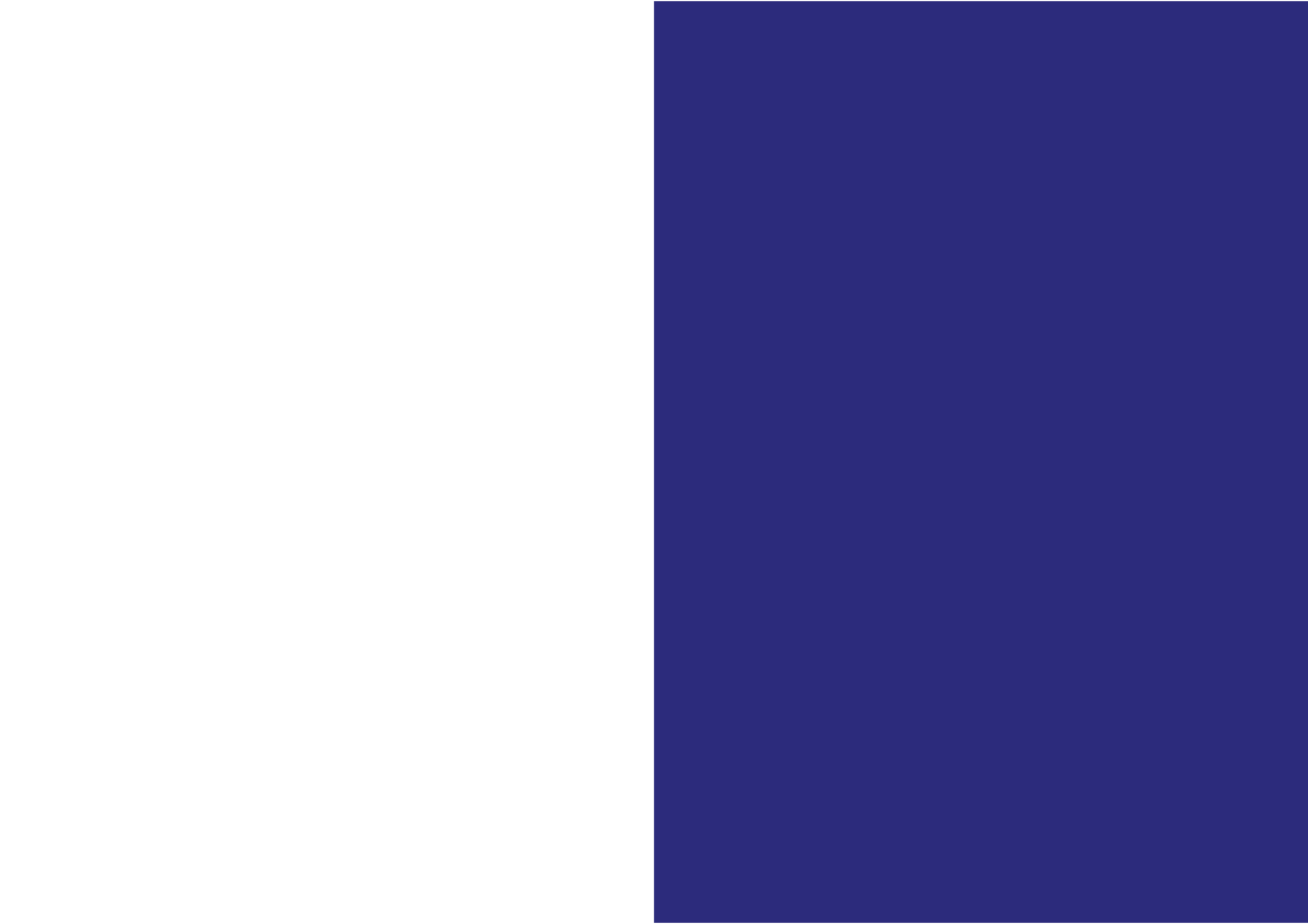
Security officers assigned in each floor or area, to control public access to Sampoerna University premises and facilities, perform inspection, detection and investigation of all security-related incidents, campus safety issues, violations of regulations as directed by Sampoerna University and report to appropriate authorities when necessary. Employees and students required to wear Employee ID or Student ID during the presence in Sampoerna University premises.

RESTROOM

Toilets are available in each floor for staff and students, and toilet separated for men and women. Please use it properly and keep it clean and tidy.

PARKING SERVICES

Parking facilities available on LG, B1 and B2 floors. Parking for motorcycles is provided at B1 floor. Any student who needs parking subscription may contact the Parking Service Provider.





**SAMPOERNA
UNIVERSITY**

L'Avenue
Jln. Raya Pasar Minggu, Kav. 16
Pasar Minggu, Jakarta
Indonesia 12510

T (021) 5022 22 34

E info@sampoernauniversity.ac.id