



STATE ISLAMIC UNIVERSITY
WALISONGO SEMARANG

ACADEMIC GUIDELINES

UNDERGRADUATE (S.1), MASTER'S (S.2) AND DOCTORAL (S.3) PROGRAMMES



**ACADEMIC GUIDELINES
FOR DIPLOMA 3 (D.3), BACHELOR'S (S.1),
MASTER'S (S.2), AND DOCTORAL (S.3)
PROGRAMMES**



**State Islamic University of Walisongo, Semarang
YEAR 2021**

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**State Islamic University Walisongo Semarang Rector's Decision
of State Islamic University Walisongo Semarang
Number 367 of 2021**

**REGARDING
ACADEMIC GUIDELINES FOR THE DIPLOMA 3 (D.3),
BACHELOR'S (S.1), MASTER'S (S.2), AND DOCTORATE
(S.3) PROGRAMMES AT UIN WALISONGO SEMARANG
IN 2021
THE RECTOR OF THE STATE ISLAMIC UNIVERSITY
WALISONGO SEMARANG**

**BY THE GRACE OF GOD ALMIGHTY, THE RECTOR OF
UIN WALISONGO SEMARANG**

- Considering :
1. That for the sake of order and smoothness the implementation of academic activities for the Diploma 3 (D.3), Bachelor's (S.1), Master's (S.2), and Doctorate (S.3) programmes at the State Islamic University Walisongo Semarang in 2021, it is necessary to have regulations governing all academic activities in an academic guideline;
 - : 2. that it is therefore deemed necessary to issue a Rector's Decree on the Academic Guidelines for Diploma 3 (D.3), Bachelor's (S.1), Master's (S.2), and Doctoral (S.3) Programmes at UIN Walisongo Semarang

for the year 2021.

- Reminding : 1. Law Number 20 of 2003 on the National Education System (Official Gazette of the Republic of Indonesia Year 2003 Number 78, Supplement to the Official Gazette of the Republic of Indonesia Number 4301);
2. Law Number 13 of 2003 concerning Manpower (State Gazette of the Republic of Indonesia of 2003 Number 39);
3. Law No. 14 of 2005 concerning Teachers and Lecturers (State Gazette of the Republic of Indonesia of 2005 No. 157, Supplement to the State Gazette of the Republic of Indonesia No. 4586);
4. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);
5. Government Regulation Number 37 of 2009 concerning Lecturers (State Gazette of the Republic of Indonesia of 2009 Number 76, Supplement to the State Gazette of the Republic of Indonesia Number 5007);
6. Government Regulation No. 66 of 2010 concerning Amendments to Government Regulation No. 17 of 2010 concerning Management and Implementation of Education (State Gazette of the Republic of Indonesia of 2010 No. 23, Supplement to State Gazette No. 5105);
7. Government Regulation Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions (State Gazette of the Republic of Indonesia of 2014 Number 16,

- Supplement to the State Gazette of the Republic of Indonesia Number 5500);
8. Government Regulation No. 13 of 2015 concerning National Education Standards (State Gazette of the Republic of Indonesia of 2015 Number 45, Supplement to the State Gazette of the Republic of Indonesia Number 5670);
 9. Presidential Regulation No. 130 of 2014 concerning the Change of Status of the Walisongo State Islamic Institute in Semarang to the Walisongo State Islamic University in Semarang (State Gazette of the Republic of Indonesia of 2014 No. 269);
 10. Joint Regulation of the Minister of Education and Culture and the Head of the State Civil Service Agency No. 24 of 2014 concerning Functional Positions of Lecturers and Their Credit Points
 11. Regulation of the Minister of Religious Affairs Number 54 of 2015 concerning the Organisation and Work Procedures of Walisongo State Islamic University Semarang (State Gazette of the Republic of Indonesia of 2015 Number 1317);
 12. Regulation of the Minister of Religious Affairs Number 57 of 2015 concerning the Statute of Walisongo State Islamic University Semarang (State Gazette of 2015 Number 1352);
 13. Ministry of Religious Affairs Regulation No. 42 of 2016 concerning the Organisation and Work Procedures of the Ministry of Religious Affairs (State Gazette of the Republic of Indonesia of 2016 No. 1495);
 14. Regulation of the Minister of Research,

- Technology and Higher Education Number 59 of 2018 concerning Diplomas, Competency Certificates, Professional Certificates, Degrees and Procedures for Writing Degrees in Higher Education (State Gazette of the Republic of Indonesia of 2018 Number 1763);
15. Regulation of the Minister of Education and Culture Number 3 of 2020 concerning National Standards for Higher Education (State Gazette of the Republic of Indonesia of 2020 Number 47);
 16. Ministry of Education and Culture Regulation Number 5 of 2020 concerning Accreditation of Study Programmes and Higher Education Institutions (State Gazette of the Republic of Indonesia of 2020 Number 49);
 17. Ministry of Education and Culture Regulation Number 6 of 2020 concerning the Admission of New Undergraduate Students at State Higher Education Institutions;
 18. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 7 of 2020 concerning the Establishment, Change, Dissolution of State Higher Education Institutions, and the Establishment, Change, Revocation of Permits for Private Higher Education Institutions (State Gazette of the Republic of Indonesia Year 2020 Number 52);
 19. Decision of the Director General of Islamic Education No. 706 of 2018 concerning Guidelines for Curriculum Development for Study Programmes at Religious Higher

Education Institutions.

20. Decision of the Director General of Islamic Education Number 102 of 2019 concerning Religious Standards for Islamic Higher Education;

DECIDES

- To establish : DECISION OF THE RECTOR OF THE STATE ISLAMIC UNIVERSITY OF WALISONGO SEMARANG ON GUIDELINES FOR THE DIPLOMA 3 (D.3), BACHELOR'S (S.1), MASTER'S (S.2), AND DOCTORATE (S.3) PROGRAMMES FOR THE YEAR 2021.
- FIRST : Academic Guidelines for Diploma 3 (D.3), Bachelor's (S.1), Master's (S.2), and Doctoral (S.3) Programmes at UIN Walisongo Semarang for the year 2021 as stated in the appendix to this decision, which is an integral part of constitute an integral part of this decision.
- SECOND : This decision shall take effect on the date of its issuance, with the provision that any errors discovered in the future shall be amended and corrected as appropriate.

Issued in: Semarang

On the date : 1 July
2021



Imam Taufiq

Copies are sent to:

1. Director General of Islamic Education, Ministry of Religious Affairs in Jakarta;
2. Director of Islamic Higher Education, Ministry of Religious Affairs in Jakarta;
3. Dean of the Faculty at UIN Walisongo Semarang;
4. Director of Postgraduate Studies at UIN Walisongo Semarang;
5. Chairpersons of Institutions and Heads of Technical Implementation Units at UIN Walisongo Semarang;
6. Head of SMF at UIN Walisongo Semarang;
7. Chair of DEMA and SEMA at UIN Walisongo Semarang.

FOREWORD

We praise Allah SWT for His abundant blessings and grace, which have enabled us to successfully complete this Academic Guidelines book. This book is a revision of the old Academic Guidelines, which needed to be adapted to the times and respond to new regulations, requiring adjustments in both substance and structure.

Currently, UIN Walisongo Semarang is one of the leading universities in Indonesia and has established itself as a leading Islamic research university based on *the unity of sciences*. As a research-based university, UIN Walisongo develops the Tridharma Perguruan Tinggi (Three Pillars of Higher Education) by improving the quality of education, research, and community service for the benefit of Islam, science, and society, as well as implementing international standard professional institutions that will contribute to the nation and state. Through the implementation of these professional institutions, it is hoped that UIN Walisongo can improve the quality of national education in the context of international education globalisation. In order to achieve these objectives, an academic guideline is needed that can be used as a reference for students and lecturers in carrying out

academic activities on campus. Through these academic guidelines, it is hoped that a better academic atmosphere will be created so that the outputs and outcomes produced will be of higher quality.

We would like to thank the drafting team for their hard work and dedication in formulating the new academic guidelines. We hope that this book will provide useful information for the academic community of UIN Walisongo Semarang.

Semarang, 1 July 2021
Vice Rector for
Academic and Institutional Affairs



M. Mukhsin Jamil

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Appendix

Rector's Decision of UIN Walisongo Semarang

Number : 367 of 2021

Date : 1 July 2021

ACADEMIC GUIDELINES FOR DIPLOMA (D3), BACHELOR'S (S1), MASTER'S (S2) AND DOCTORATE (S3) PROGRAMMES AT THE STATE ISLAMIC UNIVERSITY OF WALISONGO SEMARANG

CHAPTER I GENERAL PROVISIONS

Article 1 General Provisions

- (1) The curriculum is a set of plans and arrangements regarding graduate learning outcomes, study materials, processes and assessments used as guidelines for the implementation of study programmes.
- (2) Graduates' Learning Outcomes (CPL) are an expression of educational objectives, which are statements about what is expected to be known, understood and can be completed by students after a period of study.
- (3) A student is someone who is pursuing or undergoing education at a university.
- (4) International students are foreign nationals who are pursuing education at the University.

- (5) Transfer students are students who come from state universities outside the University or foreign universities and are interested in continuing their studies in one of the study programmes at the University.
- (6) Lecturers are professional educators and scientists with duties of transforming, developing, and disseminating knowledge, technology, and the arts through education, research, and community service.
- (7) Team teaching is teaching a course that is taught by more than one lecturer.
- (8) Lecturer Workload (BKD) is the number of tasks that must be carried out by a lecturer as institutional duties in the context of the Tri Dharma Perguruan Tinggi, namely education and teaching, research and scientific development, and community service.
- (9) Learning is the process of interaction between students and lecturers and learning resources in a learning environment.
- (10) The Semester Learning Plan (SLP) is a learning planning document prepared as a guide for students in carrying out lecture activities during one semester to achieve the predetermined learning outcomes.
- (11) An international class is a lecture conducted in an international language.
- (12) Research is an activity carried out according to scientific principles and methods in a systematic manner to obtain information, data, and explanations related to the understanding and/or testing of a branch of knowledge and technology.
- (13) Community service is an activity aimed at assisting a particular community in several activities without expecting any form of reward, designed to contribute specifically to the development of the welfare and progress of the Indonesian nation.

CHAPTER II INSTITUTIONAL

Article 2 Identity and Principles

- (1) The State Islamic University Walisongo Semarang, abbreviated as UIN Walisongo Semarang, hereinafter referred to as the University, is a higher education institution organised by the Ministry of Religious Affairs, which is under and responsible to the Minister of Religious Affairs and functionally supervised by the Director General of Islamic Education.
- (2) UIN Walisongo Semarang is based on Pancasila and the 1945 Constitution.

Article 3 Vision, Mission, Objectives, and Goals

- (1) The vision of UIN Walisongo Semarang is to become a leading Islamic research university based on the unity of knowledge for humanity and civilisation by 2038.
- (2) The mission of UIN Walisongo Semarang is:
 - a. To conduct education and teaching in science, technology, and the arts (IPTEKS) based on the unity of knowledge to produce professional graduates with noble character;
 - b. Improving the quality of research for the benefit of Islam, science, and society;
 - c. Conducting beneficial community service for the development of society;
 - d. Exploring, developing and applying local wisdom values;
 - e. Developing cooperation with various institutions at the regional, national and international levels;

- f. Realising professional institutional management with international standards.
- (3) The objectives of UIN Walisongo Semarang are:
- a. To produce graduates with academic and professional capabilities and good character who are able to apply and develop a unified body of knowledge;
 - b. To produce research works that are beneficial to the interests of Islam, science and society.
 - c. To produce community service works that are beneficial for community development.
 - d. To internalise local wisdom values within the Tridharma of higher education.
 - e. Achieving positive and productive outcomes from collaborations with various institutions at regional, national, and international levels.
 - f. The emergence of professional higher education governance with international standards.
- (4) Objectives
- a. Improvement of and teaching of science and technology based on the unity of knowledge
 - b. Improvement of research quality for the benefit of Islam, Science and Society
 - c. Improving quality of service for research-based community development
 - d. Development and application of local wisdom values
 - e. Expansion of cooperation at the regional, national, and international levels
 - f. Improvement of institutional governance quality

Article 4

Main Duties and Functions

- (1) Duties Duties UIN Walisongo Semarang is to organise academic education, vocational and/or professional

education, research, and community service in the fields of science, technology, and the arts, based on the philosophy of the unity of knowledge and in accordance with applicable laws and regulations.

- (2) UIN Walisongo Semarang has the following functions:
- a. Formulating and establishing vision, mission, policies and programme planning;
 - b. Conducting and implementing academic, vocational and/or professional education, research and community service in the fields of science, technology and the arts;
 - c. Conducting academic community development; and
 - d. Carrying out administration, evaluation and reporting.

CHAPTER III

EDUCATIONAL PROGRAMME

Article 5

General Education Program

- (1) The education programme includes academic, vocational and professional education.
- (2) Education programmes are implemented by faculties and/or postgraduate programmes, which may be assisted by technical implementation units as deemed necessary in accordance with applicable regulations.
- (3) Study programmes in academic, vocational and professional education are tailored to the needs of society and the requirements of the national education system, as well as the need for the development of science, technology and the arts.
- (4) Academic education programmes at faculties consist of study programmes/majors at the Bachelor's, Master's and Doctoral levels, while postgraduate programmes consist of Master's and Doctoral levels.
- (5) Vocational education programmes include diploma programmes tailored to community needs.
- (6) Professional education programmes are organised in accordance with community needs.
- (7) The establishment, addition, merger, and/or reduction of levels and types of departments/study programmes/concentrations are determined by the Rector with the approval of the Senate in accordance with applicable laws and regulations.

Article 6

Establishment of Study Programmes

- (1) Faculties may establish study programmes at the

diploma, bachelor's, master's, and doctoral levels in academic, vocational, and professional education in accordance with their respective fields of expertise.

- (2) Postgraduate programmes may be established at the master's and doctoral levels in academic, vocational, and professional education in accordance with the scope of knowledge possessed.
- (3) The opening of study programmes may be considered based on:
 - a. The programme is needed by the community, as evidenced by the results of a feasibility study;
 - b. The feasibility study meets at least the criteria in accordance with applicable regulations;
 - c. The institution has teaching staff with competencies in the academic field of the study programme, at least in the number required in accordance with applicable regulations;
 - d. Approval from the Academic Senate.
- (4) Faculties and postgraduate programmes may open special programmes in accordance with existing study programmes, with management carried out separately.
- (5) The opening of a study programme may be carried out after obtaining permission from the Director General of Islamic Education and/or the Director General of Higher Education.

Article 7

Procedure for Opening a Study Programme

- (1) Applications for permission to operate a study programme are carried out through the following stages:
 - a. The Dean or Director forms a team to assess the

- possibility of opening a study programme based on the requirements set by the Director General;
- b. The results of the new Study Programme formation team's review are in the form of an academic paper on the proposed opening of a new study programme, which is submitted to the Dean or Director.
 - c. The Dean or Director submits the proposal for the opening of the study programme to the Rector.
 - d. The Rector submits a request for permission to the Director General after obtaining approval from the Academic Senate; and
 - e. Permission to operate the Study Programme is granted by the Minister after meeting the accreditation criteria set by BAN PT.

Article 8

Implementation of Study Programmes

- (1) The implementation of the Study Programme may be carried out by the Rector during the accreditation period and as long as the Higher Education Database reporting is still carried out regularly.
- (2) New study programmes may admit prospective students after obtaining permission from the Minister.

Article 9

Evaluation and Closure of Study Programmes

- (1) The evaluation of the implementation of the Study Programme is carried out through monitoring, evaluation, and audit by the Rector.
- (2) The closure of a study programme may be carried out by the Rector after obtaining approval from the academic senate and reporting to the Directorate

General.

- (3) The continuation of studies for students from closed study programmes is regulated by a Rector's Decision.

CHAPTER IV CURRICULUM

Article 10 Curriculum of the Study Programme

- (1) The development of the curriculum is carried out by taking into account the principles of scientific development, usefulness/relevance, student interests and talents, comprehensiveness and systemicity, as well as empirical research results.
- (2) The development of the study programme curriculum is carried out with reference to the Indonesian National Qualifications Framework (KKNI), National Higher Education Standards, and the university's vision and mission.
- (3) The curriculum structure consists of graduate profiles, learning outcomes, study materials, learning processes, and assessment.
- (4) Graduate Competency Standards cover aspects of knowledge, attitude, general skills, and specific skills.
- (5) The established curriculum is flexible, allowing students to have many choices, especially in the field of additional competencies.
- (6) The study programme curriculum is determined by the Rector upon the recommendation of the Dean/Director after obtaining approval from the Academic Senate.

Article 11 Graduation Learning Outcomes

- (1) Graduate Learning Outcomes consist of aspects of attitude, knowledge, general skills, and specific skills referring to the Indonesian National Qualifications

Framework (KKNI), National Higher Education Standards, in accordance with the level of education, and the vision and mission of the University.

- (2) The learning outcomes of the University's graduates must meet the minimum qualifications for graduates in the field of Islam and Walisongo knowledge, as well as intermodal literacy skills, which are reflected in the attitudes, knowledge, and skills stated in the formulation of graduate learning outcomes.
- (3) In terms of attitude, every graduate of the University possesses the following abilities:
 - a. Behaving in accordance with the values of Pancasila and the 1945 Constitution, as well as Islamic norms that are tolerant, inclusive and moderate;
 - b. Worship properly; and
 - c. Demonstrate noble character that is actualised in social life;
- (4) In terms of knowledge, graduates of the University possess an integrative understanding of Islamic philosophy within specific fields of study.
- (5) In terms of skills, graduates of the University possess general Islamic religious skills that exist in society, namely:
 - a. Reading and writing the Qur'an;
 - b. Speaking Arabic;
 - c. Practising worship;
 - d. Islamic arts;
 - e. Preaching;
 - f. Adequate leadership;
 - g. Collaborating with various parties;
 - h. Resolving life's problems.

Article 12

Curriculum Development Mechanism

- (1) Each study programme forms a Curriculum Working Group (Pokja) chaired by the head of the study programme and consisting of lecturers from the relevant academic disciplines.
- (2) The study programme's curriculum working group is tasked with and authorised to develop and/or refine the curriculum draft.
- (3) The curriculum draft prepared by the programme's Curriculum Working Group is submitted to the Dean/Director for approval.
- (4) The draft approved by the Dean/Director is submitted to the Rector for approval by the Academic Senate.
- (5) A review of the programme study curriculum is conducted as soon as possible within two years and at the latest within five years.

CHAPTER V
ADMISSION OF NEW STUDENTS,
REGISTRATION AND RE-REGISTRATION

Article 13
New Student Admission Pathways

- (1) The admission pathways for new students at UIN Walisongo Semarang for the S1 programme consist of:
 - a. National Selection Pathway for Admission to State Universities (SNMPTN) or other names;
 - b. National Academic Achievement Selection Pathway for State Islamic Higher Education Institutions (SPAN-PTKIN) or other names;
 - c. Joint Selection Pathway for Admission to State Universities (SBMPTN) or other names;
 - d. Entrance Examination Pathway for State Islamic Higher Education Institutions (UM-PTKIN) or other names;
 - e. Independent Achievement Selection Pathway;
 - f. Independent Pathway;
 - g. International Student Pathway;
 - h. Other special selection pathways.
- (2) The admission pathways for new students at UIN Walisongo Semarang for Master's and Doctoral programmes consist of:
 - a. Independent Pathway
 - b. Scholarship Pathway
 - c. International student pathway
 - d. Other special selection pathways
- (3) The admission requirements for the International Student Pathway and special selection pathways are regulated by the Rector.

Article 14

New International Students

- (1) Prospective international students must meet the following requirements:
 - a. High school graduates or equivalent for D3 and S1 programmes, S1 graduates or equivalent for S2 programmes, and S2 graduates for S3 programmes, as evidenced by a diploma or other equivalent document translated into English and/or Arabic.
 - b. Possess a letter of guarantee for living expenses and tuition fees from parents/funding institutions.
 - c. A statement of commitment not to engage in political activities in Indonesia and to comply with applicable laws and regulations in Indonesia.
 - d. Possess health insurance.
 - e. A certificate of physical and mental health.
 - f. Possess *a student visa*.
 - g. Pass the university entrance examination.
 - h. New postgraduate students from abroad are specifically regulated in the Rector's Decree

Article 15

Registration of New Students

- (1) Prospective new students who have been accepted or passed the selection process are required to register/re-register.
- (2) Requirements for registration/re-registration is are as follows:
 - a. Paying the tuition fees/Single Tuition Fee (UKT) at the bank designated by the University, at the specified time, by presenting your participant card/examination number
 - b. Fill in the student's personal data on the website

<http://datadiri.walisongo.ac.id>

- c. Submit the required registration documents.
- (3) Have your photo taken to obtain your Student ID Card (KTM)
- (4) Opening a bank account at the designated bank to obtain an ATM card that also serves as a KTM
- (5) New prospective students who fail to complete registration/re-registration in accordance with the regulations are deemed to have withdrawn.

Article 16 of the Student Registration Regulations

- (1) At the beginning of each semester, students who will be actively participating in academic and other activities at the University are required to re-register.
- (2) The re-registration requirements for active, on leave, and inactive students are as follows:
 - a. Paying the tuition fees for the current semester
 - b. Complete the Study Plan Form online via the website <http://akademik.walisongo.ac.id>
- (3) Students who fail to re-register on time without valid reasons will be handled as follows:
 - a. If, by the specified date, a student has not paid the tuition fees for the next semester, they will be considered an inactive student. Inactive students cannot submit their Study Plan Form to the University's online system.
 - b. Students who have been inactive for more than two (2) semesters, whether consecutively or not, will be given Drop Out (DO) status.

Article 17

Student Identification Card

Every student is required to have a Student Identification Card (KTM) issued by the University, subject to the following conditions:

- (1) The KTM also functions as an ATM card from the bank designated by the University.
- (2) The validity period of the KTM is for the duration of the student's education at the University.
- (3) If the KTM is lost or damaged, the student may apply for a replacement KTM by paying an administrative fee.

Article 18

Academic and Student Life Orientation (PBAK)

- (1) New students are required to participate in the introduction to academic culture and student affairs or any other equivalent programme.
- (2) The implementation of the introduction to academic culture and student affairs is regulated by the Rector's Decision.

CHAPTER VI

ACADEMIC AND STUDENT ADMINISTRATIVE SERVICES

Article 19

Academic Administration Services

- (1) Academic administration services for students at the university level are provided by the Academic and Student Affairs Section, which includes:
 - a. Student registration
 - b. Student re-registration
 - c. Organisation of PBAK
 - d. Certificate validation
 - e. Graduation ceremonies
 - f. Scholarship services
 - g. Leave of absence status determination
 - h. Other academic and student services in accordance with duties and functions
- (2) Academic and student affairs administration at the faculty level is carried out by the Faculty Administration Office, which includes:
 - a. Implementation of education and teaching
 - b. Approval of academic transcripts
 - c. Processing of diplomas and SKPI
 - d. Graduation registration
 - e. Leave of absence application
 - f. Other academic and student services in accordance with duties and functions

Article 20

Student Status

- (1) Student status consists of Active, Leave of Absence, and Inactive
- (2) An Active Student is a student who has paid the UKT

(registration fee) in accordance with the regulations and is entitled to student services for the current semester

- (3) Leave of absence students are students who have submitted a leave of absence application within the specified timeframe according to the academic calendar and whose leave of absence application has been approved
- (4) Inactive students are students who have not paid their UKT (registration fees) and have not submitted a leave of absence request within the specified timeframe according to the academic calendar

Article 21

Student Leave of Absence

- (1) Leave of absence is a right granted to all students, limited to a maximum of 2 (two) times during their academic career, whether taken consecutively over two semesters or interspersed with periods of study.
- (2) Leave may be granted under the following conditions:
 - a. Students must submit a leave of absence application to the Dean/Director, with the approval of their academic advisor/counsellor, within the timeframe specified in the academic calendar.
 - b. The Dean/Director approves the leave of absence request, taking into consideration:
 - 1) Undergraduate students (D3/S1) must have completed at least 2 (two) semesters of study with a minimum GPA of 2.00;
 - 2) Students at the S2/S3 level must have completed at least one semester of study with a minimum GPA of 3.00;
 - 3) Not be in the final semester of their studies;
- (3) After obtaining approval from the Dean/Director, the Faculty/Graduate School submits the leave of absence application documents to the Rector through the Head

of the Academic and Student Affairs Department;

- (4) During the leave period, they do not have the rights of a university student;
- (5) Leave of absence is counted as study period;
- (6) Students who wish to take leave but do not submit an application to the Faculty/Postgraduate Programme will be declared inactive;
- (7) Students on leave who are still within their study period may reactivate their status by re-registering and fulfilling the applicable requirements and conditions.

Article 22

Non- t Students

- (1) Students who do not re-register by the specified deadline and do not submit a leave of absence application
- (2) Students who take leave but do not submit a leave application to the faculty
- (3) During the inactive period, they do not have the rights of a university student;
- (4) Non-active students may become active in the following semester by re-registering with a single payment in accordance with the regulations;
- (5) Inactive students who become active in the following semester are subject to a maximum course load of 16 credit hours;
- (6) The inactive period is counted as part of the study period.

Article 23

Course Registration

- (1) At the beginning of the semester, each student must complete the course registration process *online*.

- (2) Academic advisors/counsellors approve students' study plans.

Article 24

Transferring Study Programmes

- (1) Requests to transfer to another programme within the same Faculty/Postgraduate School may be granted subject to the following conditions:
 - a. D3 students must have completed a minimum of 3 semesters of study, S1 students must have completed a minimum of 5 semesters of study, and S2/S3 students must have completed a minimum of 2 semesters of study.
 - b. Students must obtain approval for the transfer from the Head of the new programme, accompanied by a credit conversion approved by the new Head of Programme.
 - c. The determination of the credit load (sks) completed is based on the conversion results determined by the new Head of the Study Programme.
- (2) Requests to transfer to another programme of study in another faculty within the University may be granted subject to the following conditions:
 - a. D3 students must have completed a minimum of 3 semesters of study, S1 students must have completed a minimum of 5 semesters of study, and S2/S3 students must have completed a minimum of 2 semesters of study.
 - b. Approval must be obtained from the new programme coordinator and the Dean/Director of the receiving faculty/postgraduate programme, accompanied by the approved credit conversion from the intended programme coordinator.
 - c. Transfer requests may be approved by the

Dean/Director who the intended programme taking into account the remaining student capacity.

- d. The determination of the credit load (sks) already completed is based on the conversion results determined by the Head of the Programme.

Article 25

Transferring to Another Higher Education Institution

- (1) Students in diploma, bachelor's, master's, and doctoral programmes may transfer to another university.
- (2) Requests to transfer to another university may be granted under the following conditions:
 - a. Submit a transfer request to another university to the Dean/Director, acknowledged by the academic advisor/tutor and the Head of the Study Programme, accompanied by a letter of acceptance from the other university.
 - b. The student must have no outstanding obligations to any units within the University, such as the Library, Cooperative, Laboratory, or other units.
- (3) Students who have obtained approval for a transfer and have been officially notified via a Rector's Decision Letter may not apply to re-enrol at the University.
- (4) Students who have been declared transferred and wish to return may do so by following the new student registration process through the established channels.

Article 26

Student Dismissal

Student termination (*dropout*) applies to students who are in one of the following situations:

- (1) The GPA of D3 and S1 students in the 4th semester is less than 2.00;
- (2) The GPA of S2 students in the second semester is below 2.70;
- (3) The GPA of S3 students in the second semester is below 3.00;
- (4) Taking leave of absence and/or being inactive more than twice;
- (5) Have exceeded the maximum study period;
- (6) Subject to severe sanctions.

Article 27

Transfer Students

- (1) The accreditation status of the study programme and the originating institution (domestic) must be at least equivalent to the accreditation of the study programme and the University.
- (2) The requirements for domestic transfer students are as follows:
 - a. The student has attended classes at the original university for at least 2 semesters and has accumulated a minimum of 24 credits with a minimum GPA of 3.0.
 - b. The number of credits completed will be adjusted and calculated by the Head of the Study Programme, as evidenced by a course recognition letter.
 - c. The student's original programme of study must be equivalent to the programme of study at the University.

- d. The student has never committed any legal or disciplinary violations, as attested by a letter of certification from the original higher education institution.
- (3) Transfer students from abroad are governed by a separate Rector's Decision.
- (4) The Dean/Director may approve transfer requests, taking into account the capacity of the programme to be joined, as evidenced by the acceptance approval from the Head of the Programme.
- (5) The study period of transfer students is the period of time that has been used by the students concerned at their original Faculty/Postgraduate Programme and will be taken into account in determining the maximum time limit at the University.
- (6) The recognition of transfer students' courses is carried out by the University's Study Programme with the following conditions:
 - a. The course recognition process is carried out after the student has paid the UKT as a new student of the University.
 - b. The results of course recognition are signed by the prospective student and the Head of the Study Programme on a stamp duty of Rp 6,000 (six thousand rupiah).
- (7) The creation of the Student Identification Number (NIM) uses the first year since the student became a student at the original institution.

CHAPTER VII LECTURER

Article 28 General Provisions

- (1) Lecturers are appointed by the Minister of Religion and assigned duties within the faculty/postgraduate programme, and are accountable to the Dean/Director.
- (2) Lecturers consist of permanent lecturers, non-permanent lecturers, and lecturers with employment contracts.
 - a. Permanent lecturers are lecturers who are appointed and assigned as full-time staff at the faculty/postgraduate programme at the University.
 - b. Non-permanent lecturers are lecturers who are not permanent staff, but due to their education and/or expertise are assigned to teach at the faculty/postgraduate programme at the University
 - c. Lecturers with employment contracts are lecturers recruited under a minimum two-year employment contract, which may be extended as needed.
- (3) The academic ranks of permanent lecturers consist of: lecturers who do not yet hold a functional position (*lecturer*), assistant professors and lecturers (*assistant professor*), lecturers , *associate professors* (), professors (), senior lecturers (), and professors (). (*professor*).

Article 29 Requirements for Lecturers

- (1) The requirements to become a permanent lecturer are:
 - a. Being Muslim;
 - b. Believing and God-fearing;

- c. Possess the ability to read and write the Qur'an
 - d. Have an understanding of Pancasila and the 1945 Constitution;
 - e. Possess academic qualifications, competencies, and be physically and mentally healthy;
 - f. Passing a specialised examination for prospective lecturers in accordance with applicable regulations; and
 - g. Possess proficiency in English and/or Arabic.
- (2) Minimum academic qualifications for lecturers are a Master's degree for Diploma and Bachelor's degree programmes, and a Doctorate degree for Master's and Doctoral programmes, from an accredited university;
 - (3) Lecturer competencies include pedagogical, professional, social, religious, and personal competencies;
 - (4) Requirements for non-permanent lecturers:
 - a. Belief in and reverence for God.
 - b. Have an understanding of Pancasila and the 1945 Constitution.
 - c. Possess the academic qualifications required for permanent lecturers or recognition of their expertise.
 - d. Possess competencies related to their field.
 - (5) Requirements for non-permanent lecturers from abroad are regulated specifically by the Rector's Decree.
 - (6) The requirements for lecturers with employment agreements are specifically regulated by the Rector's Decree.

Article 30

Appointment of Permanent Lecturers at the University of the Arts

- (1) To be appointed to a permanent lecturer position, a Civil Servant (PNS) or Non-Civil Servant (PNS)
PNS must meet the credit requirements as stipulated by applicable regulations.

- (2) The appointment and promotion of lecturers to a higher rank/position shall be carried out in accordance with applicable regulations.
- (3) A non-lecturer PNS may be appointed as a permanent lecturer if they have served as a teacher for 2 years and hold a doctoral degree (S3) from an accredited educational institution and have met the requirements as stipulated in Article 29 paragraph (1).
- (4) The academic position for lecturers as referred to in paragraph (3) is lecturer (III/c).
- (5) The appointment of administrative staff as permanent lecturers is proposed by the Dean after consideration by the Academic Senate, and the appointment is confirmed by the Rector.
- (6) A lecturer from another higher education institution may be accepted as a permanent lecturer at the University if the formation allows it in accordance with the applicable regulations.
- (7) Exceptions to paragraphs 3, 4, and 5 of this article may be made for fields of study that are highly needed based on the consideration and decision of the Academic Senate and determined by the Rector.

Article 31

Appointment of Lecturers with Employment Contracts

- (1) Lecturers with employment contracts are appointed by the Rector from among civil servants, military personnel, police officers, engineers, researchers, practitioners, or retired lecturers.
- (2) Lecturers with employment agreements other than retired lecturers are proposed by the Rector to obtain a NIDK (Special Lecturer Identification Number) after two years of service.

Article 32

Appointment of Non-Permanent Lecturers

- (1) An individual may be appointed as a non-permanent lecturer based on their expertise and skills in a particular field of study in accordance with the applicable curriculum structure.
- (2) The rank of non-permanent lecturers is adjusted to the functional position they already hold.
- (3) Non-permanent lecturers who do not hold a functional position shall have their functional rank equated to that of an assistant expert. Those who hold a doctorate, master's degree, professional degree, or have a regional, national, or international scientific reputation shall have their functional position is determined by the Rector according to the principle of appropriateness.
- (4) The appointment of non-permanent lecturers is proposed by the head of the study programme to the Dean and determined by the Rector.

Article 33

Educational Personnel Other than Lecturers

- (1) Educational personnel other than lecturers are lecturer candidates, instructors, tutors, and Educational Laboratory Administrators/Laboratory Assistants.
- (2) Lecturer candidates are those who are being prepared to become lecturers but do not yet have a National Lecturer Identification Number (NIDN) or National Educator Serial Number (NUPN).
- (3) Instructors are educators who emphasise training in mastering skills at the university level.
- (4) Tutors are educators appointed to assist lecturers and facilitate student learning within the higher education system.

- (5) Educational Laboratory Technicians/Laboratory Assistants are individuals tasked with assisting students or lecturers in the laboratory in conducting educational, research, and community service activities.
- (6) Laboratory Assistants include technicians, who are responsible for operating laboratory equipment, and analysts, who possess expertise in conducting analyses in specific fields.
- (7) The appointment of instructors and tutors is proposed by the Head of the Study Programme and determined by the Dean.
- (8) The appointment of laboratory assistants is proposed by the Dean and approved by the Rector.

Article 34

Team-Based Teaching

- (1) The Dean/Director has the authority to assign several competent lecturers to jointly teach one course.
- (2) The credit load taught by lecturers as a team is divided proportionally among the team members.
- (3) Prospective lecturers may be involved in the team teaching process in order to prepare them as lecturers before they have an NIDN or NUPN.
- (4) Team teaching involving prospective lecturers is supervised by lecturers with at least the rank of senior lecturer.
- (5) In the case of new study programmes that do not yet meet paragraph
- (6) Prospective lecturers may be supervised by lecturers with a minimum rank of lecturer.

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Article 35
Lecturer Workload (BKD)

- (1) BKD includes core activities, additional activities, and supporting activities.
 - a. The main activities of lecturers include:
 - 1) Planning, implementation, control of the learning process, and evaluation of learning outcomes;
 - 2) Supervision and training;
 - 3) Research; and
 - 4) Community service.
 - b. Activities in the form of implementation additional tasks; and
 - c. Supporting activities.
- (2) In each semester, lecturers are required to carry out the Tri Dharma of Higher Education with a workload of at least 12 (twelve) credit hours and a maximum of 16 credit hours, with the following conditions:
 - a. The workload for education and research must be a minimum of 9 (nine) credit hours.
 - b. The workload for community service and supporting activities is equivalent to a maximum of 3 (three) credit hours.
 - c. The workload for supporting activities is optional and must be fulfilled if the accumulation of points a and b has not reached the minimum workload.
- (3) Lecturers who do not meet the minimum Tri Dharma Perguruan Tinggi performance requirement of 12 (twelve) credits are not entitled to receive professional

allowances and/or honorary allowances.

- (4) Lecturers with a workload exceeding 16 SKS are considered to have an excess workload and may be awarded special/separate recognition.
- (5) Lecturers who are assigned additional duties as university leaders are required to teach independently for a minimum of 3 (three) credit hours.
- (6) Lecturers with the academic rank of professor and additional duties as university leaders must still fulfil their specific obligations as professors.
- (7) Further provisions regarding lecturer workload are regulated in the Rector's Decree.

**Article 36
of the Code of Ethics for Lecturers
at the University of Indonesia**

- (1) Every lecturer must comply with the lecturer code of ethics
- (2) Code Code for lecturers is established by the Rector after obtaining approval from the senate
- (3) Enforcement of the code of ethics is carried out by an Ethics Team formed by the Rector.

CHAPTER VIII IMPLEMENTATION OF LEARNING MANAGEMENT SYSTEMS

Article 37

General Provisions on the Implementation of Learning

- (1) The implementation of learning refers to the National Higher Education Standards, the Indonesian National Qualifications Framework (KKNI), and the Guidelines for Learning and Assessment in Islamic Higher Education.
- (2) The implementation of learning is based on the paradigm of *the unity of sciences* in order to contribute to the development of humanity and civilisation.

Article 38

Learning Load

- (1) The learning load is expressed in semester credit units (sks).
- (2) Semester credit units are a measure of the learning activities assigned to students per week per semester in the learning process through various forms of learning or the amount of recognition for the success of students' efforts in participating in curricular activities in a Study Programme.
- (3) A semester is a unit of time for effective learning processes lasting at least 16 weeks, including mid-semester and final examinations.
- (4) One (1) credit hour in the learning process consists of lectures, tutorials, and seminars, including:
 - a. Face-to-face learning activities for 50 (fifty) minutes per week per semester;
 - b. Structured assignment-based learning activities for 60 (sixty) minutes per week per semester; and

- c. Independent learning activities for 60 (sixty) minutes per week per semester.
- (5) The form of learning for 1 (one) credit hour in the form of a seminar or similar learning activities includes:
 - a. face-to-face learning activities for 100 (one hundred) minutes per week per semester; and
 - b. self-directed learning activities for 60 (sixty) minutes per week per semester.
- (6) The form of learning 1 (one) credit in the form of practical learning, studio practice, workshop practice, field practice, research, community service, and/or other equivalent forms of learning, is 170 (one hundred and seventy) minutes per week per semester.

Article 39

Student Academic Load and Study Period

- (1) The normal study load for students per semester is 18 to 24 credits for Diploma and Bachelor's degree programmes and between 9 and 15 credits for Master's and Doctoral degree programmes.
- (2) The credit load and study period for students in each programme are as follows:
 - a. Diploma (D3): a minimum of 108 credits completed within a maximum study period of 10 semesters
 - b. Bachelor's Degree (S1): a minimum of 144 credits completed within a maximum study period of 14 semesters
 - c. Master's (S2): minimum of 36 credits completed within a maximum study period of 8 semesters
 - d. Doctorate (S3): minimum of 42 credits completed within a maximum study period of 14 semesters
 - e. Professional degree: minimum of 24 credits completed within a maximum study period of 6 semesters

Article 40

Characteristics of Learning at the University of

- (1) The characteristics of the learning process at the University are interactive, holistic, integrative, scientific (research-based), contextual, thematic, effective, collaborative, prospective, pluralistic, student-centred, and competency-oriented in the era of the 4th Industrial Revolution.
- (2) Interactive learning means that learning outcomes are achieved by prioritising two-way interaction between students and lecturers.
- (3) Holistic learning means that the learning process encourages the formation of comprehensive and broad thinking patterns by internalising local and national excellence and wisdom.
- (4) Integrative learning means that graduate learning outcomes are achieved through an integrated learning process to fulfil overall graduate learning outcomes in a single programme through an interdisciplinary and multidisciplinary approach.
- (5) Scientific (research-based) learning means that graduate learning outcomes are achieved through a learning process that prioritises a scientific approach, thereby creating an academic environment based on the values, norms, and principles of science and upholding religious and national values.
- (6) Contextual learning means that graduate learning outcomes are achieved through a learning process that states that graduate learning outcomes are achieved through a learning process that is tailored to the scientific characteristics of the Study Programme and linked to real-world problems through a transdisciplinary approach.
- (7) Effective learning means that graduate learning

outcomes are achieved successfully by emphasising the proper and correct internalisation of material within an optimal time frame.

- (8) Collaborative learning means that graduates' learning outcomes are achieved through a collaborative learning process that involves interaction between individual learners to capitalise on attitudes, knowledge and skills.
- (9) Prospective learning means learning that is oriented towards the future, enabling students and lecturers to always discover *new possibilities* through the sciences they study.
- (10) Pluralistic learning means recognising that each discipline has its own methods and approaches, enabling the integration and interconnection of knowledge.
- (11) Student-centred learning means that graduate learning outcomes are achieved through a learning process that prioritises the development of students' creativity, capacity, personality, and needs, as well as developing independence in building and discovering knowledge.
- (12) Competency-oriented learning in the era of the 4.0 industrial revolution is learning that provides intermodal literacy reinforcement (literacy reinforcement, digital technology literacy, data literacy, human literacy), HOTS reinforcement (*Higher Order Thinking Skills*), the 4 Cs (*Critical Thinking, Collaboration, Creativity, and Communication*), online-based learning, and lifelong learning.
- (13) The determination and selection of learning characteristics applied by lecturers are tailored to the characteristics of the courses they teach.

Article 41

Forms of Learning

- (1) Forms of learning include:
 - a. Lectures;
 - b. Tutorials and workshops;
 - c. Seminars;
 - d. Practical work, studio practice, workshop practice, field practice, work experience;
 - e. Research, design, or development;
 - f. Military training;
 - g. Student exchange;
 - h. Internship;
 - i. Entrepreneurship; and/or
 - j. Other forms of community service.
- (2) Learning activities may be conducted within the Study Programme and outside the Study Programme.
- (3) Implementation of in outside Program Programme
 - a. Learning within Program Study other at the same university;
 - b. Learning in the same Study Programme at a different Higher Education Institution;
 - c. Study in Program Study at at different Higher Education Institutions; and
 - d. Learning at non-higher education institutions.
- (4) Learning processes outside the Study Programme are carried out based on a cooperation agreement between higher education institutions or other related institutions, and the results of the courses are recognised through a semester credit transfer mechanism.
- (5) Learning processes outside the Study Programme are activities within the programme that may be determined by the Minister and/or the Vice-Chancellor.
- (6) Learning processes outside the study programme are conducted under the guidance of lecturers and with the approval of the Head of the Study Programme.

- (7) Learning processes outside the Study Programme are only conducted for undergraduate programmes and applied undergraduate programmes outside the field.

Article 42

Planning of the Learning Process

- (1) The planning of the learning process is prepared for each course and presented in the Semester Learning Plan (RPS) or other terms.
- (2) The Semester Learning Plan (SLP) or other term as referred to in paragraph (1) is established and developed by lecturers independently or collectively within a group of experts in a particular field of science and/or technology within the Study Programme.
- (3) The RPS is developed based on the principle of *student-centred learning*.
- (4) The Semester Learning Plan (SLP) or other terms must at least include:
 - a. Programme name, course name and code, semester, Semester Credit Units, name of the lecturer in charge;
 - b. Learning outcomes for graduates assigned to the course;
 - c. Study materials related to the competencies to be achieved;
 - d. Teaching methods;
 - e. Includes content on *the unity of sciences*.
 - f. Time provided is provided for achieving competence at each stage of learning;
 - g. Assessment criteria, indicators, and weights; and
 - h. List of references used.
 - i. The RPS is approved by the Head of the Study Programme and the Head of the Academic Consortium.

Article 43

Implementation of Learning Processes

- (1) The implementation of the learning process takes place in the form of interaction between lecturers, students, and learning resources within a specific learning environment.
- (2) The learning process in each course is carried out in accordance with the Semester Learning Plan (RPS) or other terms with characteristics as referred to in Article 40.
- (3) The learning process related to student research must refer to the Research Standards.
- (4) The learning process related to community service by students must adhere to the Community Service Standards.
- (5) The learning process through curricular activities must be conducted systematically and structurally through various courses and with a measurable learning load.
- (6) The learning process through curricular activities must use effective learning methods in accordance with the characteristics of the course to achieve certain competencies specified in the course in order to fulfil graduate learning outcomes.
- (7) Learning methods that can be selected for implementation in courses include: group discussions, simulations, case studies, collaborative learning, cooperative learning, project-based learning, problem-based learning, or other learning methods; and research-based methods that can effectively facilitate the fulfilment of graduate learning outcomes.
- (8) Each course may use one or a combination of several teaching methods within a single form of learning.

Article 44

Assessment Learning

- (1) Learning assessment standards are the minimum criteria for the assessment process () and learning outcomes () students in order fulfilling learning outcomes for graduates.
- (2) Assessment process and outcomes of of students as referred to in paragraph (1) includes:
 - a. Assessment principles;
 - b. Assessment techniques and instruments;
 - c. Assessment mechanisms and procedures;
 - d. Assessment implementation;
 - e. Assessment system
 - f. Assessment reporting; and
 - g. Student graduation.

Article 45

Principles of Assessment

- (1) Assessment principles include educational, authentic, objective, accountable, and transparent principles that are carried out in an integrated manner.
- (2) The educational principle is an assessment that motivates students to be able to:
 - a. Improve their planning and learning methods; and
 - b. Achieve Graduate Learning Outcomes.
- (3) The authentic principle is assessment that is oriented towards a continuous learning process and learning outcomes that reflect students' abilities during the learning process.
- (4) The objective principle is an assessment based on standards agreed upon between lecturers and students and free from the influence of the subjectivity of the assessor and the assessed.

- (5) Accountability is an assessment conducted in accordance with clear procedures and criteria, agreed upon at the beginning of the course, and understood by students.
- (6) The principle of transparency is an assessment whose procedures and results are accessible to all stakeholders.

Article 46

Assessment Techniques

- (1) Assessment techniques consist of tests and non-tests.
- (2) Assessment instruments consist of process assessment in the form of rubrics and/or outcome assessment in the form of portfolios or design work.
- (3) Attitude assessment may use observation assessment techniques.
- (4) Assessment of knowledge mastery, general skills, and specific skills is conducted by selecting one or a combination of various assessment techniques and instruments as referred to in paragraphs (1), (2), and (3).
- (5) The final assessment result is an integration of the various assessment techniques and instruments used.

Article 47

Mechanism Assessment

The assessment mechanism consists of:

- (1) Developing, communicating, and agreeing on the stages, techniques, instruments, criteria, indicators, and weightings of the assessment between the assessor and the assessed in accordance with the learning plan;
- (2) Conducting the assessment process in accordance with the stages, techniques, instruments, criteria, indicators, and assessment weights that incorporate the principles of assessment;

- (3) Providing feedback and opportunities for students to question the assessment results; and
- (4) Documenting the assessment process and students' learning outcomes in an accountable and transparent manner.

Article 48

Assessment Procedures

- (1) The assessment procedure includes the planning stage, assignment or question-setting activities, performance observation, feedback on observation results, and final grading.
- (2) The assessment procedure at the planning stage can be carried out through step-by-step assessment and/or reassessment.

Article 49

Implementation of Assessment Procedures

- (1) Assessment implementation is carried out in accordance with the learning plan.
- (2) Assessment implementation may be carried out by:
 - a. The lecturer in charge or a team of lecturers in charge;
 - b. The lecturer in charge or a team of lecturers in charge with the participation of students; and/or
 - c. The course instructor or a team of course instructors with the involvement of relevant stakeholders.
- (3) Assessment by lecturers who have not yet been assigned independently (Prospective Lecturers) must receive guidance/ approval/validation from the in charge of course

Article 50
Reporting Assessment

- (1) Assessment reporting consists of the qualifications of students' success in completing a course.
- (2) Reporting for diploma and undergraduate students is based on the following table:

Letter	Number
A	4.00
B+	3.50 – 3.99
B	3.00 – 3.49
C	2.50–2.99
C	2.00–2.49
D	1.50 – 1.99
D	1.00–1.49
E+	0.05 – 0.99
E	0

- (3) The equivalence of diploma and bachelor's degree programme values (on a scale of 0–100) is as follows:

Number	Letter	Weight
≥80	A	4.0
79	B+	3.9
78	B+	3.8
77	B+	3.7
76	B+	3.6
75	B+	3.5
74	B	3.4
73	B	3.3
72	B	3.2
71	B	3.1
70	B	3.0
69	C+	2.9
68	C+	2.8
67	C+	2.7
66	C+	2.6
65	C+	2.5
64	C	2.4
63	C	2.3
62	C	2.2
61	C	2.1

Number	Letter	Weight
60	C	2.0
59	D+	1.9
58	D+	1.8
57	D+	1.7
56	D+	1.6
55	D+	1.5
54	D	1.4
53	D	1.3
52	D	1.2
51	D	1.1
50	D	1.0
≤49	E	0

- (4) Reporting for master's and doctoral programme students is based on the following table:

Letter	Number
A	3.75 – 4.00
A-	3.50 – 3.74
B	3.25 – 3.49
B	3.00 – 3.24
C	> 2.99

- (5) The equivalence of master's and doctoral programme grades is as follows:

Number	Letter	Weight
90 $\leq$	A	4.00
89	A	3.95
88	A	3.90
87	A	3.85
86	A	3.80
85	A	3.75
84	A-	3.70
83	A-	3.65
82	A-	3.60
81	A-	3.55
80	A-	3.50
79	B+	3.45
78	B+	3.40
77	B+	3.35
76	B+	3.30
75	B+	3.25
74	B	3.20
73	B	3.15
72	B	3.10
71	B	3.05

Number	Letter	Weight
70	B	3.00
69	C	2.90
68	C	2.80
67	C	2.70
66	C	2.60
65	C	2.50
64	C	2.40
63	C	2.30
62	C	2.20
61	C	2.10
60	C	2.00

- (6) Assessment results are announced to students after one stage of learning in accordance with the learning plan.
- (7) The assessment results of graduate learning outcomes in each semester are expressed as the Semester Grade Point Average (SGPA).
- (8) Assessment results for graduate learning outcomes at the end of the study programme are expressed as the Cumulative Grade Point Average (CGPA).

Article 51

Graduation Criteria

- (1) Diploma and undergraduate programme students are declared to have graduated if they have completed all the required coursework and achieved the learning outcomes

targeted by the study programme with a cumulative grade point average (CGPA) greater than or equal to 2.00 (two point zero), and for professional programmes, specialist programmes, master's programmes, applied master's programmes, they must achieve a score of 2.70 (two point seven zero), doctoral programmes and applied doctoral programmes must achieve a minimum score of 3.00 (three point zero).

- (2) Student graduation is declared with the predicate satisfactory, very satisfactory, or Honours (Cum Laude) with the following criteria:

Predicate	GPA (Grade Point Average)	
	Diploma and Bachelor's Degree Programmes	Professional Programmes, Specialist Programmes, Master's Programmes, Applied Master's Programmes, Doctoral Programmes, & Applied Doctoral Programmes
Honours/Cum Laude	3.51 – 4.00	3.76 – 4.00
Very Satisfactory	3.01 – 3.50	3.51 – 3.75
Satisfactory	2.76 – 3.00	3.00 – 3.50

- (3) Honours are awarded on the condition of graduating on time with the following study periods:
- ≤ 7 semesters for diplomas and professional degrees
 - ≤ 9 semesters for bachelor's degrees
 - ≤ 5 semesters for master's and applied master's degrees
 - ≤ 9 semesters for doctoral and applied doctoral programmes

- (4) Students who achieve a GPA of over 3.50 for diploma and bachelor's programmes, over 3.75 for master's and doctoral programmes but do not meet the study period as stated in paragraph (3) will receive a Very Satisfactory distinction.
- (5) Students who are declared to have passed are entitled to receive a diploma and/or professional certificate, competency certificate, degree, academic transcript, and diploma supplement in accordance with the applicable regulations.
- (6) Lecturers may conduct remediation for students who have not passed a course.

Article 52

Learning Evaluation

- (1) Every lecturer must conduct a learning evaluation at the end of each semester.
- (2) Learning evaluation includes:
 - a. The completeness of student learning outcomes
 - b. Identifying factors causing non-achievement
 - c. Formulating follow-up actions for learning improvement

Article 53

Prerequisite and Co-requisite Courses

- (1) Courses consist of independent courses, prerequisite courses, and co-requisite courses.
- (2) Independent courses are courses that are generally applicable without any requirements.
- (3) Prerequisite courses are courses that must be taken before taking a specific course.
- (4) Co-requisite courses are courses that require other courses to be taken concurrently with a specific course

in the same semester.

- (5) The determination of courses is outlined in the curriculum and established by the Rector.

Article 54 of the Course Code

- (1) Each course is assigned a code indicating the components of the Graduate Learning Outcomes.
- (2) The course code consists of 3 capital letters and 6 numbers, arranged in the order of 3 letters indicating the university, faculty or study programme, while the 6 numbers consist of: the first digit indicating the KKNI level, the second and third digits indicating the credits, and the fourth, fifth and sixth digits indicating the course sequence.
- (3) The course code is specifically established by the Vice-Chancellor.

Article 55 Student Academic Load per Semester

- (1) The study load for new diploma and undergraduate students in their first year is set at a maximum of 20 credits.
- (2) The maximum study load for the third semester and onwards in diploma and undergraduate programmes is determined based on the previous semester's GPA, with the following guidelines:

Grade Point Average (GPA)	Course Load (SKS)
3.00 – 4.00	24
2.50 - 2.99	22
2.00 – 2.49	20
1.50 - 1.99	18
0.00–1.49	16

- (3) The study load for new master's and doctoral students each semester is set at a maximum of 15 credits.

Article 56 **Language Requirements**

- (1) In order to meet the global competencies of the Graduate Learning Outcomes, each student must pass three language courses, namely Arabic, English, and Indonesian, in accordance with the competencies of the study programme.
- (2) Arabic, English, and Indonesian language courses are conducted by the Language Development Centre (LDC) in coordination with the faculty/graduate school.
- (3) To ensure the quality standards of prospective graduates' proficiency in English and Arabic, each student must take the TOEFL (*Test of English as a Foreign Language*) and IMKA (*Ikhtibar Mi'yar al-Kafa'ah fi al-Lughah al-Arabiyyah*) at the BDC.
- (4) Certificates from IMKA, TOEFL ITP, and/or the BDC are required to obtain a degree.
- (5) The minimum IMKA score for S1 is 300, for S2 is 325, and for S3 is 350, while the minimum TOEFL score for S1 is 400 and for S2/S3 is 500.

- (6) Specifically for the Arabic Language Education study programme (S1), the minimum IMKA score is 400, and for the English Language Education study programme (S1), the minimum TOEFL score is 500.
- (7) Students with global competencies equivalent to TOEFL and IMKA, such as participating in international seminar programmes abroad, international academic achievements, *student mobility*, and international publications, may use valid certificates or evidence as additional TOEFL and IMKA scores.
- (8) Students who cannot achieve the TOEFL and IMKA scores as stated in paragraphs (5) and (6) may their graduation requirements may be supplemented with a language course completion certificate from the PPB.
- (9) The guidelines for converting non-TOEFL and IMKA activity scores as per paragraphs (7) and (8) are formulated by the Head of PPB and approved by the rector.

Article 57 **International Classes**

- (1) Programmes may conduct international classes with participants being Indonesian students and/or international students.
- (2) International classes are conducted by study programmes accredited with grade A.
- (3) International classes may take the form of regular classes, *short courses*, *sandwich programmes*, *double degrees*, and *joint degrees* as regulated by the Rector's Decree.

Article 58

Lectures by Guest Lecturers

- (1) Each semester, faculties/ graduate schools/ departments/ programmes coordinate the implementation of lectures featuring external speakers (guest lecturers) with expertise relevant to the subject matter. discipline in the relevant faculty/ postgraduate programme/ department/study programme.
- (2) Guest lectures are conducted at least once per semester by each faculty/ postgraduate programme/ department/study programme.

Article 59

Schedule Lectures

- (1) The lecture schedule is prepared by the Faculty/Postgraduate Schedule Team, chaired by the Vice Dean for Academic and Institutional Affairs/Vice Director and consisting of the heads and secretaries of study programmes, the heads and secretaries of departments, and the heads of sub-divisions in charge of academic administration.
- (2) Specifically for language courses, the lecture schedule is compiled by the PPB in coordination with the faculty/postgraduate programme.
- (3) The lecture schedule is compiled each semester in accordance with the academic calendar.
- (4) The lecture schedule for each semester is published by the faculty/postgraduate programme no later than one week before the lecture registration period.
- (5) The schedule is communicated to students through announcements and has been notified to lecturers/

instructors no later than one week before the start of the semester.

- (6) The lecture schedule is binding, so lecturers are not permitted to change it without the knowledge of the faculty/postgraduate programme and agreement with the students.
- (7) In compiling the lecture schedule, the Deputy Dean for Academic and Institutional Affairs/Deputy Director coordinate to avoid inconsistencies and excessive teaching loads.

CHAPTER IX

RIGHTS, OBLIGATIONS, RECOGNITION, AND SANCTIONS FOR STUDENTS

Article 60

Student Rights

- (1) Students are entitled to academic and non-academic services in accordance with applicable regulations.
- (2) Academic services include educational activities, research, and community service.
- (3) Non-academic services include talent and interest development, *soft skills*, guidance and counselling, scholarships, and health services.
- (4) Students have the right to lodge a complaint with the Dean/Director if they do not receive either of the above services.
- (5) Students have the right to freely express their opinions as a form of academic freedom.
- (6) Students who are University/Faculty/Postgraduate Delegates with proof of an Official Letter of Assignment from the institution are considered enrolled and active, similar to students taking regular courses.

Article 61

Obligations of Students

- (1) Students are required to uphold the three campus ethics: religious ethics, academic ethics, and brotherhood ethics.
- (2) Religious religious is enhancing understanding, appreciation and practice of religion.
- (3) Scientific ethics is about developing and upholding responsible academic freedom.

- (4) Ethics brotherhood is realising and developing a sense of togetherness as members of the of the campus without discriminating against ethnic background, ethnicity, religious views, community/socio-political organisations, and socio-cultural backgrounds
- (5) Students are required to uphold the reputation of their alma mater.
- (6) Students are required to maintain a peaceful and orderly campus environment as a centre for study, research, and community service.
- (7) Students are required to uphold the values of honesty by not engaging in plagiarism, forgery, or fraud.
- (8) Students are required to attend face-to-face lectures, practical sessions, and other academic activities organised by the faculty.

Article 62

Awarding of Academic Excellence Awards

- (1) The University/ Faculty/ Postgraduate Programme awards honours to students with academic and non-academic achievements.
- (2) National and international awards for outstanding students are granted by the University, while local and regional awards are granted by the Faculty/Postgraduate Programme.
- (3) Awards for outstanding students may include:
 1. Scholarship Awards
 2. Appreciation Fund Awards
 3. Awarding of Certificates of Recognition
 4. Other Scholarships
- (4) Further provisions regarding the awarding of student awards are regulated by the Rector.

Article 63

Imposition of Student Disciplinary Sanctions

- (1) Students who violate regulations, rules and regulations, and codes of conduct, as well as moral violations that tarnish the good name of religion and the alma mater, shall be subject to sanctions in accordance with applicable regulations.
- (2) The forms of sanctions for students who commit violations are as follows:
 - a. Verbal warning/reprimand;
 - b. Written warning;
 - c. Temporary suspension;
 - d. If points a to c are not heeded, the student concerned will be expelled.
- (3) In cases of serious violations, the imposition of sanctions does not necessarily have to follow the order specified in paragraph (2) of this article.
- (4) The imposition of severe sanctions on students is based on the recommendations of the ethics committee appointed by the Rector.

CHAPTER X

EXAMINATION ADMINISTRATION

Article 64

General Examination Regulations

- (1) Examinations are a process for evaluating students' academic performance after undergoing a specific learning process.
- (2) The examination consists of course examinations and final assignments.

Article 65

Course Examinations

- (1) Course examinations are a form of evaluation intended to assess the academic performance of students after completing the course learning process.
- (2) Course examinations are based on learning outcomes.
- (3) Course examinations may take the form of tests and non-tests.
- (4) Course examination instruments must meet the University Assessment Standards.
- (5) Final examinations are conducted if the learning activities conducted by the lecturer are at least 14 sessions.
- (6) Students are entitled to take the final examination if they have attended at least 75 per cent of the sessions.
- (7) Further details regarding course examinations are determined by the Dean/Director.

Article 66

Final Assignment Examination

- (1) The final assignment examination is the final stage of completing studies.
- (2) The final assignment may take the form of research, design, or development that aligns with the Graduate Learning Outcomes.
- (3) In diploma programmes, the final assignment takes the form of an internship report.
- (4) In undergraduate programmes, the final assignment takes the form of a thesis, a non-thesis final assignment, or recognition of the student's work in national or international competitions.
- (5) The final project that is not a thesis, as referred to in paragraph (3), consists of the student's scientific work, whether written or not, that reflects the learning outcomes.
- (6) The forms of final projects other than a thesis as referred to in paragraph (4) include:
 - a. Scientific papers, which are studies on policies, issues society, works/products, technology, or art that aligns with the Graduate Learning Outcomes.
 - b. Technological design work, which is the result of students' findings that are applied and practical in nature, accompanied by a scientific description and in accordance with the Graduate Learning Outcomes.
 - c. Final Project in Art/Architecture, which is an original work by students in the form of art/architecture accompanied by a scientific description and in accordance with the Graduate Learning Outcomes.
- (7) Student works that have won awards in reputable national or international competitions that align with the Graduate Learning Outcomes may be recognised as a final project.
- (8) The determination of the eligibility of competition achievements as final projects as referred to in

paragraph (7) is determined by the Dean.

- (9) All final projects for undergraduate programmes are prepared in the form of scientific reports and examined.
- (10) Final projects for master's programmes take the form of theses, doctoral programmes take the form of dissertations, and are examined in a committee.

CHAPTER XI

ACADEMIC SUPERVISION

Article 67

Academic al Supervisor

- (1) Every student is entitled to academic guidance from a lecturer appointed by the Dean/Director.
- (2) The term of office of the Academic Supervisor is the same as the study period of the student concerned.
- (3) The general duties of an academic supervisor are as follows:
 - a. Directing, monitoring and approving students in taking courses at the beginning of the semester and verifying the Certificate of Accompanying Diploma (SKPI);
 - b. Encouraging and instilling awareness in students to study with discipline, have noble character, and possess the ability to read and write the Qur'an (BTQ);
 - c. Monitoring the academic progress of students under their guidance until the completion of their final assignments.
 - d. Providing recommendations and other information about the students under their guidance to relevant parties.
 - e. Assisting faculty leaders in guiding students in campus life in accordance with the student code of ethics;
- (4) The replacement of Academic Advisors may be considered under the following circumstances:
 - a. Death
 - b. Retirement
 - c. Transfer
 - d. Inability to perform supervisory duties properly

CHAPTER XII RESEARCH

Article 68 General Provisions

- (1) Research is an activity conducted according to scientific methodology to obtain data and information related to understanding natural and/or social phenomena, proving the truth or falsehood of an assumption and/or hypothesis, and drawing scientific conclusions.
- (2) Research is conducted based on the following principles:
 - a. scientific;
 - b. benefit;
 - c. ethics and religious norms;
 - d. academic freedom;
 - e. responsibility;
 - f. honesty;
 - g. virtue, and;
 - h. innovation
- (3) The research aims to:
 - a. develop knowledge knowledge, technology, culture and the arts;
 - b. to develop academic culture;
 - c. addressing life and humanitarian issues
- (4) Research is an obligation for lecturers and students.
- (5) Further research provisions are stipulated by the Institute for Research and Community Service (LP2M).

CHAPTER XIII COMMUNITY SERVICE

Article 69 General Provisions

- (1) Community service is an activity carried out by the academic community that utilises knowledge, technology, culture and the arts to promote welfare, empower and facilitate the community to carry out social transformation in order to achieve a level of social justice and guarantee adequate human rights and an enlightened national life.
- (2) Community Service is carried out based on the following principles:
 - a. participatory;
 - b. empowerment;
 - c. inclusiveness;
 - d. gender equality and justice;
 - e. accountability;
 - f. transparency;
 - g. partnership;
 - h. sustainability;
 - i. professionalism;
 - j. benefits
- (3) Service to the which is carried out with the aim of:
 - a. empower the community;
 - b. developing environmental potential;
 - c. implement and cultivating science, technology, culture and the arts;
 - d. absorbing and resolving social issues, and;
 - e. developing the potential, social sensitivity and spirit of service of lecturers and students

Article 70

Community Service Learning (CSL)

- (1) KKN is a form of Community Service learning conducted by students under the guidance of lecturers in order to utilise knowledge, technology, culture and art to advance the welfare of society and to enlighten the nation's life.
- (2) KKN integrates aspects of education, teaching, research, and community service through *a unity of sciences* and cross-sectoral approach.
- (3) KKN aims to:
 - a. To train students' ability to apply the theories and information of science, technology, culture, and art acquired in the classroom to the community;
 - b. To develop students' thinking and insight in understanding and solving problems that arise in society using the principles *of unity of sciences* and cross-sectoral collaboration;
 - c. To cultivate and mature a spirit of service. society and be responsible for the development process and the future of the nation, state and religion;
 - d. Enhancing two-way communication between the University and local government, relevant agencies and the community.
- (4) The credit weight of the Community Service Programme (KKN) is determined based on the applicable curriculum.
- (5) Students may enrol in the KKN programme if they meet the following requirements.
 - a. Active student status;
 - b. Have completed a minimum of 100 SKS of courses with a minimum grade point average of 2.00 (two point zero zero);
 - c. Have included the KKN course in the Study Plan

Form for the current semester;

- d. Have met the administrative requirements for KKN;
- (6) Further KKN regulations are established by the Research and Community Service Institution (LP2M)

Article 71

Faculty Community Service Work (KPD)

- (1) Faculty community service work is research-based community service activities carried out by faculty members to empower the community in accordance with their respective fields of expertise.
- (2) Further provisions regarding KPD are stipulated by the Institute for Research and Community Service (LP2M).

CHAPTER XIV

ACADEMIC SUPPORT FACILITIES

Article 72

Facilities and Infrastructure

(1) All academic are are supported facilities and infrastructure as follows:

- 1) Laboratory
- 2) Library
- 3) Information Technology and Data Centre
- 4) Language Development Centre
- 5) Business Centre
- 6) Career Centre
- 7) International Office
- 8) Art Gallery
- 9) Student Activities Centre
- 10) Clinic
- 11) Sports Centre
- 12) Museum
- 13) Mosque
- 14) Car park
- 15) Planetarium
- 16) House of Religious Moderation
- 17) Journal House
- 18) Student dormitory
- 19) Walisongo Islamic Boarding School
- 20) Walisongo Guest House
- 21) Food Court
- 22) Production House
- 23) Walisongo Television
- 24) Radio
- 25) Counselling Service Centre
- 26) Study Centre
- 27) And other facilities as needed and as developments arise

- (2) The management of facilities and infrastructure supporting academic activities is regulated by each implementing unit/institution.

CHAPTER XV

QUALITY ASSURANCE AND ACCREDITATION

Article 73

General Quality Assurance

- (1) Quality Assurance is the process of establishing and fulfilling quality standards for higher education management in a consistent and sustainable manner so that interested parties are satisfied.
- (2) The Internal Quality Assurance System (SPMI) is a systematic quality assurance activity for the implementation of higher education organised by the University (*internally driven*), in the context of monitoring the implementation of quality assurance () for the implementation of higher education () at the University (). the University on an ongoing basis (*continuous improvement*).

Article 74

Purpose of Quality Assurance

- (1) The implementation of quality assurance at the University aims to achieve the vision, mission, objectives, and meet the needs of both internal and external stakeholders.
- (2) The University's Quality Policy serves as a reference for every work unit in planning, implementing, monitoring, evaluating, and improving academic quality.
- (3) The University Quality Policy covers:
 - a) Input quality policy (lecturers, students, educational staff, infrastructure and other supporting resources);
 - b) Quality policy for the process of the Tri Dharma of Higher Education;
 - c) Output quality policy for graduates and the results of

the Tridharma activities of the University;

- d) Policy quality *outcome* that is beneficial for community development at the local, national and international levels.

Article 75

Internal Quality Assurance System Documents

- (1) The University Quality Assurance Document consists of quality policies, quality manuals, quality standards, and quality forms.
- (2) Each of these quality components is regulated by a Rector's Decree.
- (3) The implementation of quality assurance emphasises compliance with established quality standards.
- (4) To control and ensure compliance with quality standards, monitoring, evaluation, and internal audits are conducted on the implementation of the established standards.
- (5) Monitoring and evaluation are conducted by the Quality Assurance Team and the Quality Control Team, which are then reported to the Quality Assurance Agency.
- (6) Internal audits are conducted by the Quality Assurance Agency, which then reports to the Rector.
- (7) Management review meetings as part of the internal quality assurance process are held once a year after the audit.

CHAPTER XVI CLOSING

Article 76 Other Provisions

- (1) All provisions governing academic activities and academic administration, including undergraduate, diploma, and professional education programmes, as well as Master's and Doctoral programmes, remain in effect provided they do not conflict with and/or have not been replaced by the guidelines set forth in this academic policy.
- (2) Other provisions that serve as explanations, elaborations, and implementation guidelines for these academic guidelines are further regulated by the relevant organisational units that complement these academic guidelines.

Semarang, 1 July 2021

Rector



Imam Taufiq

FACULTIES AND STUDY PROGRAMMES

WALISONGO STATE ISLAMIC UNIVERSITY SEMARANG

R FACULTY OF SHARIAH AND LAW

- ❏ Bachelor's Programme (S1)
 - ✓ Family Law (Al-Ahwal al-Syakhsyiyah)
 - ✓ Islamic Civil Law (Ilmu Fiqh)
 - ✓ Islamic Business Law (Hukum Ekonomi Syariah)
 - ✓ Islamic Law and Hukum (Hukum Umum)
- ❏ Master's Programme (S2)
 - ✓ Islamic Law
 - ✓ Al-Qur'an and Tafsir Science

R FACULTY OF USHULUDDIN AND HUMANITIES

- ❏ Bachelor's Programme (S1)
 - ✓ Islamic Creed and Philosophy
 - ✓ Al-Qur'an and Tafsir Science
 - ✓ Comparative Religion Studies
 - ✓ Sufism and Psychotherapy
 - ✓ Islamic Arts and Architecture
- ❏ Master's Programme (S2)
 - ✓ Al-Qur'an and Tafsir Science

R FACULTY OF TARBIYAH AND TEACHER EDUCATION

- ❏ Bachelor's Programme (S1)
 - ✓ Islamic Education
 - ✓ Arabic Language Education
 - ✓ Islamic Religious Education
 - ✓ Elementary Education
 - ✓ Mathematics Education
 - ✓ Science Education
 - ✓ English Language Education
 - ✓ Early Childhood Education
 - ✓ Sports Education
 - ✓ Management Education
- ❏ Master's Programme (S2)
 - ✓ Islamic Education
 - ✓ Teacher Education

R FACULTY OF DA'WAH AND COMMUNICATION

- ❏ Bachelor's Programme (S1)
 - ✓ Da'wah and Communication
 - ✓ Islamic Broadcasting
 - ✓ Islamic Communication and Public Relations
- ❏ Master's Programme (S2)
 - ✓ Da'wah and Communication

R FACULTY OF ECONOMICS AND ISLAMIC BUSINESS

- ❏ Bachelor's Programme (S1)
 - ✓ Islamic Economics
 - ✓ Islamic Banking
 - ✓ Islamic Accounting
 - ✓ Management
- ❏ Master's Programme (S2)
 - ✓ Islamic Economy

R FACULTY OF SOCIAL AND POLITICAL SCIENCES

- ❏ Bachelor's Programme (S1)
 - ✓ Sociology
 - ✓ Political Science

R FACULTY OF PSYCHOLOGY AND NUTRITION

- ❏ Bachelor's Programme (S1)
 - ✓ Nutrition
 - ✓ Psychology

R FACULTY OF SCIENCE AND TECHNOLOGY

- ❏ Bachelor's Programme (S1)
 - ✓ Mathematics
 - ✓ Biology
 - ✓ Informatics
 - ✓ Agricultural Technology
 - ✓ Environmental Engineering
 - ✓ Electrical Engineering
 - ✓ Computer Science

R POSTGRADUATE PROGRAMMES

- ❏ Master's Programme (S2)
 - ✓ Islamic Studies
- ❏ Doctoral Programme (S3)
 - ✓ Islamic Studies

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