



**Universitas Padjadjaran
Rector Regulation
No. 50 of 2016**

**On Masters and Doctorate Programme Education Administration Guidelines in
Universitas Padjadjaran**

[Unofficial Translation]

By the blessings of the Almighty God

Considering: that in order to implement the provisions of Article 8 Government Regulation No. 15/2015 On The Statutes of Universitas Padjadjaran, in education administration based on educational standards applied in Universitas Padjadjaran that is internationally competitive, particularly in reference to Masters and Doctorate Programme education, it is necessary to establish a Rector Regulation on Masters and Doctorate Programme Educational Guidelines in Universitas Padjadjaran.

Observing:

1. Law No. 12/2012 on Higher Education (State Gazette of The Republic of Indonesia No. 158/2012 Supplement to State Gazette of The Republic of Indonesia No. 5336)
2. Government Regulation No. 4/2014 on Implementation of Higher Education and Management of Higher Education (State Gazette of The Republic of Indonesia No. 16/2014 Supplement to State Gazette of The Republic of Indonesia No. 5500)
3. Government Regulation No. 80/2014 on The Establishment of Universitas Padjadjaran as Legal Entity (State Gazette of The Republic of Indonesia No. 301/2014)
4. Government Regulation No. 15/2015 on the Statutes of Universitas Padjadjaran (State Gazette of The Republic of Indonesia No. 168/2015 Supplement to State Gazette of The Republic of Indonesia No. 5720)
5. Regulation of The Minister of Research, Technology, and Higher Education No. 44/2015 on The National Standard for Higher Education, Bulletin Gazette of The Republic of Indonesia No. 1952/2015
6. Regulation of The Minister of Research, Technology, and Higher Education No. 137/M/Kp/IV/2015 on The Appointment of The Rector of Universitas Padjadjaran for 2015-2019 Period
7. Rector Regulation No. 25/2016 on Fast Track Program for Bachelor's

Programme in Universitas Padjadjaran

8. Rector Regulation No. 26/2016 on Fast Track Program for Masters Programme or Residency Programme to Doctorate Programme in Universitas Padjadjaran
9. Rector Regulation No. 40/2016 on Organisational and Management Framework in Universitas Padjadjaran
10. Rector Regulation No. 46/2016 on Education Administration in Universitas Padjadjaran

HAS DECIDED

To Enact: Universitas Padjadjaran Rector's Regulation on Masters and Doctorate Programme Education Administration Guidelines in Universitas Padjadjaran

Article 1

- (1) Guideline on Masters and Doctorate Programme Education Administration in Universitas Padjadjaran is a guideline for all education administration activities in Masters and Doctorate Programme in Universitas Padjadjaran.
- (2) Guideline on Masters and Doctorate Programme Education Administration in Universitas Padjadjaran as mentioned in Section (1) is listed in the appendix that is included in this Regulation and cannot be separated from this Regulation.

Article 2

- (1) All the provisions contained in the form of Rector Regulation or Rector Decree that is related to the Guideline on Masters and Doctorate Programme Education Administration in Universitas Padjadjaran, that has existed before this Regulation was stipulated, shall make adjustment according to this regulation in three (3) months after this Regulation came into force.
- (2) As this Regulation came into force, Rector Regulation No. 24/26 on Final Assignment Regulations for Graduate and Residency Programme will be revoked and no longer valid.

Article 3

Matters that are yet to be included in this Regulation shall be regulated in detail in Rector Decree

Article 4

This Regulation shall come into force in January 3rd 2017

**Guidelines
on Masters Education
in Universitas Padjadjaran**

Masters Programme

Masters Programme in Universitas Padjadjaran is held in accordance with the Semester Credit System that is measured by Credit Per Semester (CPS).

A. Student Admission

1. Student admission is held through *Seleksi Mahasiswa Universitas Padjadjaran* (SMUP) or Universitas Padjadjaran Student Admission.
2. The admission components consist of:
 - a. Administrative requirements
 - b. English Proficiency Test (TKBI)
 - c. Academic Proficiency Test (TKA)
 - d. Scientific writings
 - e. Interview
3. The administrative requirements consist of:
 - a. Being an Indonesian citizen, or a foreign citizen that has been approved by the Ministry of Research, Technology, and Higher Education.
 - b. Filling an online personal data form and uploading participant's most recent 3 x 4 cm picture.
 - c. Having a diploma and academic transcript with a minimum GPA of 2.75 from participant's bachelor's degree.
 - d. Having an ID card.
 - e. Recommendation letters from two (2) Professor or Associate Professor whose field of study corresponds with participant's and knows participant's academic capability, delivered in a sealed envelope.
 - f. If point e cannot be fulfilled, participants shall obtain their recommendation letter from their respective academic supervisor from their bachelor's degree.
 - g. Having an Academic Proficiency Test (TKA) certificate from a test administrator that Universitas Padjadjaran has recognized.
 - h. Having an English Proficiency Test (TKBI) certificate in the form of IELTS/TOEFL test from a recognized international institution or English Proficiency Test (TKBI) from other institutions that Universitas Padjadjaran has recognized.
 - i. Two (2) copies of a scientific writing that can refer to five (5) fields of Universitas Padjadjaran Excellent Research. The five fields of research are:
 - 1) Food (Local Food for National Food);
 - 2) Environment (The Protection and Management of Natural Resources and The Environment);

- 3) Health (Infection, Oncology, and Herbal Medicine);
 - 4) Energy (Diversification and Conservation of Energy);
 - 5) Policy, Culture, and Information (Increasing Life Quality and Harmonising)
4. Administrative Selection is held by the SMUP Committee, while Interview will be conducted by the respective Masters Programme while coordinating with the SMUP Committee.
5. The Administrative Selection is conducted through these steps:
 - a. Participants prepare the documents as stated in point 3 above
 - b. Participants access the page to create billing number and inputting their name, type of ID, ID Number, and their SMUP degree
 - c. Participants will receive their billing number which they will use to conduct payment and the bank, in which they will receive their journal number and PIN in exchange.
 - d. Their journal number and PIN will be used for the entirety of the SMUP process (filling personal data form, printing their exam card, and in enrollment process shall they pass the admission process)
 - e. In their online personal data form, students are to prepare:
 - 1) Their complete personal data;
 - 2) Their educational data;
 - 3) Scientific writings;
 - 4) Recommendation letters;
 - 5) Their choice of study programme;
 - 6) 3 x 4 cm photo with maximum 100 kilobyte size, in JPG format. Participants are expected to be in their formal attire for the photo.
 - f. Participants are only allowed to fill their personal data form once, and they will not be facilitated to make changes to an already filled form.
 - g. Participants shall print their personal data form and letter of statement in an A4 sized paper to be handed over to the SMUP Committee for verification process.
6. The Faculty or the Masters Programme are to prepare an interview while coordinating with the SMUP Committee. Documents that will necessary for this process are:
 - a. Academic Proficiency Test (TKA) certificate
 - b. English Proficiency Test (TKBI) certificate
 - c. Recommendation Letters
 - d. Personal documents and forms
 - e. Presence Album
7. An in-depth interview for the scientific writing shall be conducted by the Head of the Faculty and the Head of the Masters Programme alongside several associate professors or assistant professors appointed by the

8. Dean of the Faculty or the Head of the Masters Programme, taking into consideration their respective field of study.
9. Final decision on student acceptance will be suggested by the Dean of the Faculty or the Head of the Postgraduate School and will be appointed by the Rector
10. The final decision will be announced by the Vice Rector of Academic and Student Affairs on behalf of the Rector

B. Masters Programme Student from the Fast Track Program

Bachelor students from the Fast Track Program that fills the requirements as stipulated in Rector Regulation No. 25/2016 on Fast Track Program on Bachelor's Programme in Universitas Padjadjaran are to fulfil the requirements as stated below:

1. Is currently finishing their final assignment (minor thesis or scientific journals on accepted international reputable journals) and has finished all the courses on their bachelors programme with a GPA of 3.51 minimum
2. Having a minimum 550 Paper-Based TOEFL score or 60 Internet-Based TOEFL score or 6.0 IELTS score or 550 English Proficiency Test score from other institutions that Universitas Padjadjaran has recognized, proven by a certificate that is not older than two years since the certificate has been issued.
3. Having a minimum 500 Academic Proficiency Test score from other institutions that Universitas Padjadjaran has recognized, proven by a certificate that is not older than two years since the certificate has been issued.
4. Get a waiver or conversion on several courses that are similar or considered similar from Applied Masters or Masters Education that are linear with the students' Bachelor's Programme
5. Students of Masters Programme can take the Fast Track Program to Doctorate Programme as regulated in Rector's Regulation No. 26/2016 on Implementation of Fast Track Program for Masters Programme or Residency Programme to Doctorate Programme in Universitas Padjadjaran

C. Scholarship

1. Prospective Masters Programme students who have already accepted and applied for a scholarship shall contact their respective scholarship provider and bring a Letter of Acceptance. All procedures must be conducted in accordance with the scholarship provider.
2. Prospective Masters Programme students can apply for the Domestic Indonesian Lecturer Excellence Scholarship (BUDI-DN), Excellence Scholarship (BU), and other scholarships available through the Directorate of Education and Universitas Padjadjaran Student Affairs.

3. Prospective students of Masters Programme acting as representatives from agencies that collaborate with Unpad shall go through procedures as stipulated in the MoU and/or Cooperation Agreement that have been agreed together.

D. Registration, Academic Re-registration, and Academic Leave

1. New students who have been accepted into the Masters Programme are required to register and registered students are required to re-register in each semester.
2. At the beginning of each semester students must fill out the Course Selection Sheet (KRS) in the Integrated Administration Information System (SIAT) which will be approved by the Academic Supervisor and the Head of Masters Programme.
3. Students will not receive any form of academic service including Course Selection Sheet revisions whenever the registration/re-registration period does not occur and students shall not fill the Course Selection Sheet whenever the academic semester period starts.
4. Students are allowed to make revisions and changes to their Course Selection Sheet during a grace period
5. If students do not re-register for two semester, the student will not be considered a student of Universitas Padjadjaran
6. Academic Leave is only granted by the permission of the Dean of the Faculty or the Head of the Masters Programme for two semesters, non-consecutively. Academic Leave duration will not be counted as a study period.
7. Students who are a recipient of any type of scholarship are not allowed to take an academic leave, except for those who are suffering from serious illness and injuries which should be proven with a letter from a specialist doctor.
8. Students are not allowed to take academic leave in the first semester and the fourth semester IV before the end of study period.
9. Before the re-registration of the sixth semester and the rest of the semester, the Masters Programme will issue a warning to the student, with the knowledge of the Supervisor.
10. Students who re-register in the seventh semester and so on will be subjected to a progressive rate of 5% (five percent) in addition to the rate in the previous semester consecutively until the end of the study period.

E. Study Period

1. Study Load and Study Period

- a. The cumulative study load of Masters Programme amounts to 36-46 credits, consisting of a number of course (28-38 credits), Research Proposal Seminar (2 credits) and Thesis (6 credits);
- b. The Masters Programme study period is expected to be finished in 4 (four) semesters. In its implementation, it is possible to finish the programme in a maximum of 8 (eight) semesters or 4 (four) years.

2. Qualification of Lecturers

Lecturers of the Masters Programme are qualified Doctorate Programme graduates with relevant fields of study to the respective Masters Programme, or certified in relevant professions with Masters Degree and equivalent qualifications with level 9 (nine) Indonesian Qualification Framework.

3. Learning process can be carried out by a team of maximum of 2 (two) lecturers appointed by the Masters Programme.

4. Lecture time is carried out on weekdays (Monday through Friday). Saturday can be used accordingly.

5. Academic Activities

- a. For new students who take a different field of study in their Masters Programme compared to their Bachelor's Programme, the Masters Study Program strongly recommend to students to take at most twelve (12) credits worth of courses from the Bachelor's Programme to gain relevant knowledge for their thesis
- b. Courses mentioned above could be taken in linear with the Bachelor's Programme or taken through online classes in e-learning facilities available at University/Faculty level.
- c. With consideration to several special cases, courses as mentioned above could be conducted independently by the Masters Programme.
- d. Courses in the Master's Education curriculum are presented in the odd semester (semester I) and even semester (semester II) with each ranging from 14-19 credits, while in the third semester the Masters Programme only provides Research Proposal Seminar (2 credits) and a Thesis (6 credits).
- e. The course contract cannot be cancelled by the students, but the students are allowed to make changes to their Course Sheet during the grace period or seek advice from their respective academic supervisor

6. Learning Methods used are Interactive Teaching dan Student Centred Learning, Research Based Learning, Project Based Learning, and others.

7. Course grading and learning evaluation are to be conducted as below:

- a. Academic achievement is expressed in the form of Cumulative GPA (IPS) and Overall GPA (IPK). IPS and IPK calculations are conducted at the end of every semester;
- b. Students are assessed through a product-based assessment using a rubric in accordance to the learning method used;
- c. Final grades are assessed by cumulating students' mid-term exams, final exam, and all assignments that have been assigned to the student.
- d. Final grades are given in the form of letter grade according to the raw score of the students that are given in a 0-100 scale.
- e. The conversion of raw score to letter grade uses this scale as a guideline:

Final Grade	Letter Grade	Numerical Grade
$80 \leq NA \leq 100$	A	4
$68 \leq NA < 80$	B	3
$56 \leq NA < 68$	C	2
$45 \leq NA < 56$	D	1
$NA < 45$	E	0

- f. Shall a student obtain a GPA below 3.00 in the first semester and second semester, their study will be terminated. Remedial exams can be done before the end of the grade collection.

F. Head of Supervisor Team and Members of Supervisor Team:

1. During the process of making each student's thesis, they will be directed and guided by an Supervisor Team. The Head of the Supervisor Team must meet the following requirements:
 - a. A lecturer at Universitas Padjadjaran;
 - b. Having doctorate qualifications;
 - c. At the very least is an associate professor;
 - d. Qualified in field of study that the Masters Programme students took;
 - e. Have published their research in a reputable international journal within the last five years
 - f. Already have a research roadmap

Members of the Supervisor Team must meet the following qualifications:

- a. Universitas Padjadjaran lecturer with doctorate qualifications with the lowest academic position of a Lecturer who shall be chosen in accordance with their expertise;
- b. Lecturer at other accredited universities that are at least equivalent to Unpad with academic positions of a Professor or

- Head Lector with doctorate qualifications who shall be chosen in accordance with their expertise;
- c. Non-academic experts with doctorate qualifications who shall be chosen in accordance with their expertise;
 - d. Experts or practitioners selected on the basis of recognition whose expertise is equivalent to level 9 (nine) Indonesian Qualification Framework.
2. Appointment of Head of Supervisor Team and Members of Supervisor Team
- a. A rector's decree signed by the Dean of the Faculty/Postgraduate School on behalf of the Rector, addressed to the lecturer who is the Head Supervisor and members of the supervisor team shall be made no later than 6 month after the student is declared as accepted and registered as a student in Universitas Padjadjaran's Masters Programme.
 - b. The Supervisor Team consists of 2 (two) people; a Head Supervisor and a Supervisor.
 - c. The student proposes a candidate for the Head Supervisor based on the research theme that is in accordance with the research roadmap of the Head Supervisor.
 - d. The selection process for candidates of Head Supervisor and Supervisor as stipulated in point b shall be coordinated by the Masters Programme, taking into account the feasibility, availability, and expertise of the candidate for Head Supervisor and Supervisor as well as the results of meetings with lecturers in the Masters Programme.
 - e. The Supervisor Team is selected based on their expertise and is responsible for the process of supervising scientific thesis and articles of students whom they supervise.
 - f. The Head Supervisor is responsible for coordinating the process of supervising student's thesis and scientific articles with the Supervisor.
 - g. The Supervisor is selected based on their respective expertise and is tasked with helping the Head Supervisor. They are also responsible for supervising student's thesis and scientific articles.
 - h. If one of the Supervisor Team is permanently absent (e.g. death, assigned abroad for more than six months, retired or resign), the following provisions apply:
 - 1) If the absence happened before the Research Proposal Seminar, a change in Supervisor is allowed.
 - 2) If the absence happened after the Research Proposal Seminar, no change in Supervisor is allowed unless both Supervisors are permanently absent.

- 3) If the Head Supervisor is absent after the Research Proposal Seminar, the Supervisor is expected to replace the Head Supervisor without any additional Supervisor.
- 4) A change in Supervisor is allowed with a written statement letter from the previous supervisor (except in an event of passing).
- 5) Shall there be no statement letter after six months from the previous Supervisor Team, the Head of the Masters Programme is allowed to change the Supervisor Team.

G. Thesis Composition

1. Thesis is the final scientific work of a Masters Programme student, composed according to research results using scientific methods and rules applied.
2. Thesis is a student's original scientific work, indicated by a Statement of Authenticity made by the student.
3. The authenticity of students' thesis is to be proven with plagiarism-checking software.
4. Thesis has the same position as other courses, only differing in the learning process and grading process.
5. Thesis weighs six (6) credits points for one semester.
6. Thesis composition process in Universitas Padjadjaran refers to this guideline.
7. The structure and style of thesis writing such as outline, citations, notes (footnotes or running notes), bibliography, shall follow the guidelines as provided in each Faculty/Postgraduate School respectively.

H. Supervision

1. Supervision is carried out by the Supervisory Team after the Decree of the Faculty Dean or Head of Masters Programme is issued and shall continue until the student's thesis is completed.
2. The supervising process must be recorded in the log book as a proof of the process, and the Masters Programme will monitor and evaluate the supervising process to review the performance of the student and the Supervisor Team.
3. The Head Supervisor is required to provide a development report of the student's study progress at the end of each semester to the Head of the Masters Programme.
4. Research Proposal Seminar and Thesis Examination can be conducted after the supervision process and always begins with the administrative process.
5. Students must register for their Research Proposal Seminar Administrative registration of SUR and UT activities, at least no later than 2 (two) weeks prior to the Seminar.

I. Research Proposal Seminar

1. Research Proposal Seminar is a student's research plan to complete their thesis.
2. Research Proposal Seminar is carried out no later by the end of the third semester. If the Research Proposal Seminar hasn't been conducted by the end of the third semester, the student will be asked to consider resigning from the Masters Programme.
3. The Research Proposal Seminar Discussion Team consists of two Supervisor, three Opposition, and led by one Head of the Research Proposal Seminar.
4. Students take Research Proposal Seminar at the time that has been agreed on, and the Research Proposal manuscript must have been thinly bound (soft cover) in blue, and handed over to the Head of the Research Proposal Seminar, Supervisor Team and Opposition Team at least 1 (one) week before the seminar.
5. Research Proposal Seminar is carried out on a panel basis and attended by at least 3 (three) discussants, consisting of one or two members of the Supervisor Team and one or two members of the Opposition Team and plus one Head of the Research Proposal Seminar.
6. Head of the Research Proposal Seminar is the Head of the Masters Programme or Head of Supervisor, appointed by Letter of Decision of the Faculty Dean/Head of the Masters Programme on behalf of the Rector.
7. Head of the Research Proposal is not necessarily a discussant, unless their field of study are in line with the students' research or they are the Head of the Supervisor Team.
8. Research Proposal Seminar is conducted in an open manner where fellow students or lecturers could attend.
9. Students who are declared not to have passed the Research Proposal Seminar will be given an opportunity to repeat the Research Proposal Seminar one more time, which will be carried out no later than three months after the first Research Proposal Seminar. The student will be terminated if they do not pass the Research Proposal Seminar for the second time.
10. In the Research Proposal Seminar, the discussant evaluates the contents of the Research Proposal, submits questions and evaluates the answers given by students, as well as providing suggestions to improve the Research Proposal.
11. Research Proposal Seminar will be graded in the form of raw scores with a range of 0-100.
12. In Research Proposal Seminar, discussants evaluate student's ability to answer critical questions as well as clarifying the material/substance of the Research Proposal with the grading percentage:
 - a. Significance of research background and/or research focus, and problem formulation: 15% (fifteen percent);

- b. Relevancy of literature: 25% (twenty five percent);
- c. Accuracy in formulating research framework and research proposition/hypothesis: 10% (ten percent);
- d. Suitability of research methods: 10% (ten percent);
- e. Scientific writing proficiency: 20% (twenty percent);
- f. Communication skills in oral exams: 20% (twenty percent).

Amounting to 100%, the grade above could still be added with an extra 10% (ten percent) if the student could explain the novelty of their research.

13. At the end of the Research Proposal Seminar, the discussants/reviewers provide assessment as follows:
- a. Students are declared passed if they obtained an average of 68;
 - b. Students are declared disqualified if obtained an average score of < 68.

14. The conversion of raw score to letter grade uses this scale as a guideline:

Final Grade	Letter Grade	Numerical Grade
$80 \leq NA \leq 100$	A	4
$68 \leq NA < 80$	B	3
$56 \leq NA < 68$	C	2
$45 \leq NA < 56$	D	1
$NA < 45$	E	0

J. Research and Scientific Article Writing

1. Research is carried out after students pass their Research Proposal Seminar and has made revisions as approved by the Advisor Team
2. During the lecture period and after the Research Proposal Seminar, students write scientific papers according to the research theme in the Research Proposal Seminar as one of the graduation requirements. The scientific works can be in the form of:
 - a) Scientific articles in the form of writings that are part of the thesis, where the students write as the main author (first author) who must include the names of the supervisors who will act as co-authors and including Universitas Padjadjaran as their institution, in reputable international journals.
 - b) Scientific articles in the form of writings that are part of the thesis, where the students write as the main author (first author) who must include the names of the supervisors who will act as co-authors and including Universitas Padjadjaran as their institution, in reputable national journals.

- c) Scientific articles in the form of writings that are part of the thesis, where the students write as the main author (first author) who must include the names of the supervisors who will act as co-authors and including Universitas Padjadjaran as their institution, in reputable seminar proceedings that has been published in national or international scope with ISBN.
 - d) Scientific articles in the form of writings that are part of the thesis, where the students write as the main author (first author) who must include the names of the supervisors who will act as co-authors and including Universitas Padjadjaran as their institution, in reputable seminar proceedings that has been published in national journal (print journals, e-journal, online journal) with ISSN.
3. Under the guidance and direction of the Supervisor Team (Head Supervisor and Supervisor), students will write 1 (one) scientific article with a topic that is linear with their thesis research that has been evaluated in the Research Seminar Proposal that will be published in reputable international journals and/or nationally accredited journals.
 4. Students submit scientific articles to reputable international scientific journals and/or accredited national journals and/or journals with ISSN with the approval of Supervisors who will act as co-authors and including Universitas Padjadjaran as their institution.
 5. For students whose 1 (one) scientific article is accepted or published in a reputable international journal as evidenced by a letter of acceptance from the publisher (written while attending Masters Programme and in accordance with the research theme which has been tested in the Research Proposal Seminar), in accordance with the applicable provisions in Unpad, the student will be given letter grade A while still being required to write a thesis that is adapted to their scientific article.
 6. The Relation of Thesis with Scientific Articles
 - a. Student writes thesis according to their Research Proposal and based on their research that has been published as a scientific article;
 - b. One of the research subtopics, resulting in 1 (one) scientific articles with certain “sub-topics/issues” that is linear to the research theme/topic during Research Proposal Seminar;
 - c. [bagannya fakk]
 - Poin satu
 - Poin dua
 - Poin tiga

K. Thesis Examination

1. General Provisions

- a. Masters Programme student could go through Thesis Examination if the requirements below have been fulfilled:

- 1) Have finished their courses with a minimum 3.00 GPA
 - 2) Have completed their Research Proposal Seminar
 - 3) The thesis manuscript has been approved by the Supervisor Team
 - 4) Submit a certificate of proof of published scientific articles (written while attending Masters Programme) by following the SOPs listed in the Appendix.
- b. Thesis grading are conducted through the Thesis Examination
 - c. Before the Thesis Examination are conducted, the Supervisor Team evaluates the substance of thesis through Final Research Seminar managed by the Masters Programme
 - d. Head of the Thesis Examination is the Head of the Masters Programme or the Head Supervisor
 - e. The Thesis Examination Discussion Team consists of 2 (two) Supervisors and 3 (three) Oppositions
 - f. Students take the Thesis Examination at a time that has been assigned, and the thesis text must have been bound in yellow (soft cover) and submitted to the Head of the Thesis Examination, the Supervisors and the Oppositions at least 1 (one) week prior to the Thesis Examination;
 - g. The Head of the Thesis Examination is not necessarily a discussant, unless their field of study is in line with the students' thesis or the Head of the Thesis Examination is Head Supervisor.
2. Thesis Examination
- a. Thesis Examination is carried out on a panel basis and attended by at least 3 (three) discussants, consisting of one or two members of the Supervisor Team and one or two members of the Opposition Team and plus one Head of the Research Proposal Seminar.
 - b. The Examiner Team at the thesis examination must be the same as the Examiner Team on the Research Proposal Seminar team
 - c. In UT, the reviewers evaluate the contents of the thesis manuscript with the grading components of:
 - 1) Significance of research background and/or research focus, and problem formulation: 10% (fifteen percent);
 - 2) Relevancy of literature: 20% (twenty five percent);
 - 3) Accuracy in formulating research framework and research proposition/hypothesis: 10% (ten percent);
 - 4) Discernity in analysis and integrity of assessment: 20% (twenty percent);
 - 5) Appropriateness of research method: 10% (ten percent);
 - 6) Quality of conclusion as well as suggestions: 10% (ten percent).

Amounting to 100%, the grade above could still be added with an extra 10% (ten percent) if the student could explain the contribution of their research towards the growth of science, technology, and development in general.

- d. At the end, the raw score are given from a scale of 0 to 100
- e. At the end of the Thesis Examination, the discussants/reviewers provide assessment as follows:
 - 1) Students are declared passed if they obtained an average of 68 or above;
 - 2) Students are declared disqualified if obtained an average score of < 68.
- f. The score of the discussants is added up with the score from the Advisory Team, taking up 60% (sixty percent) and the Examiner Team, taking up 40% (forty percent) as the final score without first being converted into the letter grade
- g. The conversion of raw score to letter grade uses this scale as a guideline:

Final Grade	Letter Grade	Numerical Grade
$80 \leq NA \leq 100$	A	4
$68 \leq NA < 80$	B	3
$56 \leq NA < 68$	C	2
$45 \leq NA < 56$	D	1
$NA < 45$	E	0

- h. Students who are declared not to have passed the Thesis Examination are given the opportunity to retake their Thesis Examination 1 (one) more time within the agreed period, taking into account the study time limit.
- i. Students' final graduation grades are determined on their final GPA, which is determined by the numerical grade of the courses they take combined with with the numerical grade of their Thesis Examination, with the range as follows:

Numerical Grade	Honours
3.00 - 3.50	Satisfactory
3.51 - 3.75	Cum Laude
3.76 - 4.00	Summa Cum Laude

- j. Graduating with a summa cum laude honours required several other prerequisites, including:
 - 1) Students shall take at most five semesters to graduate;
 - 2) Students have published at least one scientific article that has been accepted by a reputable international journal or accredited national journal;
 - 3) Students have no courses graded C;
 - 4) Students do not reiterate their study duration in Universitas Padjadjaran.
- k. Students whose numerical grade qualifies for a summa cum laude honours but do not fulfil prerequisites as mentioned in point j shall graduate with a cum laude honours.

L. Dress Code during Research Proposal Seminar and Thesis Examination

- 1. During Research Proposal Seminar and Thesis Examination, men from the Advisors or Oppositions wear a full suit or batik shirt and dark colored trousers while women's dress code follows.
- 2. During Research Proposal Seminar and Thesis Examination, male students wear a full suit while the women's dress code follows.

M. Academic Warning

Written academic warning will be issued to students who:

- 1. At the end of the first or second semester obtain a cumulative GPA below 3.00;
- 2. At the end of the first or second semester obtain a C grade (raw grade less than 68);
- 3. Have not conducted Research Proposal Seminar by the beginning of the third semester;
- 4. Have not conducted Thesis Examination by the end of the seventh semester;
- 5. Did not re-register for one semester;
- 6. Have not graduated according to the determined study period.

N. Academic Suspension

Academic suspension will be issued to students who:

- 1. At the end of second semester obtain an Overall GPA below 3.00;
- 2. At the end of the first or second semester obtain a below C grade;
- 3. Have not conducted Research Proposal Seminar by the end of the third semester or failed their Research Proposal Seminar a second time;
- 4. Have not finished their study by the end of the eighth semester;
- 5. Have not written an academic article by the end of the eighth semester;
- 6. Did not re-register for two semester consecutively;
- 7. Committed conducts that defame Universitas Padjadjaran, commit plagiarism, and/or violate scientific ethics

O. Academic Sanction

- 1. Academic sanctions will be imposed on students who behave inappropriately in the teaching and learning process, both in academic

and non-academic aspects, or violate the law, and/or commit immoral acts.

2. Determination of academic sanctions for certain cases (data plagiarism, discussion plagiarism, not mentioning sources, norms and ethics) will be determined based on suggestions proposed by a team from the Faculty/Masters Programme.
3. Plagiarism cases will be handled according to the regulations applicable in Unpad and the applicable laws and regulations.
4. The type of academic sanction that will be imposed is determined based on the prevailing laws and regulations by the Advisory Commission, in which the commission consists of:
 - a. University representatives (Rector/Vice Chancellor for Academic and Student Affairs/Director of Education and Student Affairs); and
 - b. Representatives from the Masters Programme such as Deans of Faculties or Head of the Masters Programme, Deputy Deans, Chairs/Secretaries of Masters Programme, and Heads of Promoters).
5. The results of the Advisory Committee's agreement are then followed up with the signing of the Minutes of the Events as the basis for decision making.

P. Diploma, Graduation, and Academic Titles

1. Masters Education students who have passed will receive a Certificate of Graduation (if necessary), Academic Transcripts, and Diplomas, if:
 - a. They have submit both hard copy and soft copy of their thesis no later than 1 (one) month after their thesis examination (if they had minor revisions) and 3 (three) months after their thesis examination (if they had major revisions); and
 - b. Submitting a statement letter as a proof for administrative requisite completion of the Masters Programme.
2. Graduates can take part in the graduation if they have fulfilled the obligations as stated in point 1.
3. Diplomas and academic transcripts will be handed over to the student 1 (one) week after graduation at the Unpad Integrated Service Centre.
4. Academic degrees from graduates of Masters Programme, as the Rector's Decree of the Universitas Padjadjaran Number 411/UN6.RKT/Kep/2016 has stipulated, will be awarded as follows:

No	Faculty	Study Programme	International terms	Title
1	Hukum	Hukum	Law	M.H.

	(Faculty of Law)	Kenotariatan	Notary	M.Kn.
2	Ekonomi dan Bisnis (Faculty of Economic and Business)	Akuntansi	Accounting	M.Ak.
		Ekonomi Terapan	Applied Economics	M.E.
		Ekonomi	Economics	M.E.
		Manajemen (Sains)	Management	M.S.M.
		Manajemen	Management	M.M.
		Manajemen Keuangan Mikro Terpadu	Integrated Microfinance Management	M.MKMT.
3	Kedokteran (Faculty of Medicine)	Kedokteran Dasar	Medicine	M.Kes.
		Kesehatan Masyarakat	Public Health	M.K.M.
		Kebidanan	Midwifery	M.Keb.
		Epidemiologi	Epidemiology	M.Epid.
		Anti Ageing and Aesthetic Medicine	Anti Ageing and Aesthetic Medicine	M.A.A.M
4	Matematika dan Ilmu Pengetahuan Alam (Faculty of Mathematics and Natural Science)	Kimia	Chemistry	M.Si
		Statistika Terapan	Applied Statistics	M.Stat.
		Matematika	Mathematics	M.Mat.
		Biologi	Biology	M.Si.
5	Pertanian (Faculty of Agriculture)	Agronomi	Agronomi	M.P.
		Ekonomi Pertanian	Agricultural Economics	M.E.P.
		Ilmu Tanah	Soil Science	M.P.

6	Kedokteran Gigi (Faculty of Dentistry)	Kedokteran Gigi	Dentistry	M.K.G.
7	Ilmu Sosial dan Ilmu Politik (Faculty of Social and Political Science)	Administrasi Bisnis	Business Administration	M.A.B.
		Administrasi Publik	Public Administration	M.A.P.
		Antropologi	Anthropology	M.Ant.
		Kesejahteraan Sosial	Social Welfare	M.Kesos.
		Ilmu Politik	Political Science	M.I.Pol.
		Sosiologi	Sociology	M.Sos.
		Kebijakan Publik	Public Policy	M.K.P.
		Ilmu Pemerintahan	Government Science	M.I.P.
8	Ilmu Budaya (Faculty of Cultural Science)	Sastra	Literature	M.Hum.
		Kajian Budaya	Cultural Studies	M.Hum.
		Linguistik	Linguistics	M.Hum.
		Sejarah	History	M.Hum.
9	Psikologi (Faculty of Psychology)	Psikologi	Psychology	M.Si.Psi.
		Psikologi (Profesi)	Psychology (Profession)	M.Psi.
10	Peternakan (Faculty of Animal Husbandry)	Peternakan	Animal Husbandry	M.Pt.
12	Ilmu Komunikasi (Faculty of Communication Science)	Ilmu Komunikasi	Communication Science	M.Ikom.

13	Teknologi Industri Pertanian (Faculty of Agroindustrial Technology)	Teknologi Industri Pertanian	Agricultural Industrial Technology	M.T.P
		Teknologi Agroindustri	Agroindustry Technology	M.T.P
14	Farmasi (Faculty of Pharmacy)	Farmasi Klinis	Clinical Pharmacy	M.Farm.
		Farmasi	Pharmacy	M.Farm.
15	Teknik Geologi (Faculty of Geological Engineering)	Teknik Geologi	Geological Engineering	M.T.
16	Sekolah Pascasarjana (School of Postgraduate)	Ilmu Lingkungan	Environmental Science	M.I.L
		Bioteknologi	Biotechnology	M.Biotek.
		Ilmu Berkelanjutan	Sustainability Science	M.I.K.
		Inovasi Regional	Regional Innovation	M.I.R.
		Manajemen Sumber Daya Alam	Natural Resources Management	M.M.S.D.A.
		Pariwisata Berkelanjutan	Sustainable Tourism	M.Par.

Guidelines on Doctoral Education in Universitas Padjadjaran

The Doctoral Programme in Universitas Padjadjaran is held in accordance with the Semester Credit System that is measured by Credit Per Semester (CPS).

A. General Provisions

1. Unpad, starting from the 2016-2017 Academic Year, has implemented mainstreaming research as an education method.
2. Students are allowed to take certain classes in order to enrich their knowledge pertaining to their dissertation research topic.
3. Students enrolled in 2016-2017 Academic Year and after are **required to publish scientific articles**, which are part of their dissertation research, in reputable international journals as a graduation requirement before the Doctoral Promotion is held.
4. During their education, Doctoral Programme students can conduct basic or applied research with a transdisciplinary approach.

B. Admission

1. Student admission is held through Seleksi Mahasiswa Universitas Padjadjaran (SMUP) or Universitas Padjadjaran Student Admission.
2. The administrative requirements consist of:
 - a. Being an Indonesian citizen, or a foreign citizen that has been approved by the Ministry of Research, Technology, and Higher Education.
 - b. Filling an online personal data form and uploading participant's most recent 3 x 4 cm picture.
 - c. Having a diploma and academic transcript with a minimum GPA of 3.00 from the participant's masters degree.
 - d. Having an Academic Proficiency Test (TKA) certificate from a test administrator that Universitas Padjadjaran has recognized.
 - e. Having an English Proficiency Test (TKBI) certificate in the form of IELTS/TOEFL test from a recognized international institution or English Proficiency Test (TKBI) from other institutions that Universitas Padjadjaran has recognized.
 - f. Attaching a Letter of Acceptance from their Head Promotor candidate
3. The Administrative Selection is conducted through these steps:
 - a. Participants prepare the documents as stated in point 2 above
 - b. Participants access the page to create billing number and inputting their name, type of ID, ID Number, and their SMUP degree

- c. Participants will receive their billing number which they will use to conduct payment and the bank, in which they will receive their journal number and PIN in exchange.
 - d. Their journal number and PIN will be used for the entirety of the SMUP process (filling personal data form, printing their exam card, and in enrollment process shall they pass the admission process)
 - e. In their online personal data form, students are to prepare:
 - 1) Their complete personal data;
 - 2) Their educational data;
 - 3) Scientific writings;
 - 4) Letter of Acceptance;
 - 5) Their choice of study programme;
 - 6) 3 x 4 cm photo with maximum 100 kilobyte size, in JPG format. Participants are expected to be in their formal attire for the photo
 - f. Participants are only allowed to fill their personal data form once, and they will not be facilitated to make changes to an already filled form.
 - g. Participants shall print their personal data form and letter of statement in an A4 sized paper to be handed over to the SMUP Committee for verification process.
4. The Faculty or the Postgraduate School are to prepare an interview while coordinating with the SMUP Committee. Documents that will necessary for this process are:
- a. Academic Proficiency Test (TKA) certificate
 - b. English Proficiency Test (TKBI) certificate
 - c. Letter of Acceptance
 - d. Personal documents and forms
 - e. Presence Album
5. Final decision on student acceptance will be suggested by the Dean of the Faculty or the Head of the Postgraduate School and will be appointed by the Rector.
6. The final decision will be announced by the Vice Rector of Academic and Student Affairs on behalf of the Rector.

C. The Fast Track Program

Masters students from the Fast Track Program that fills the requirements as stipulated in Rector Regulation No. 26/2016 on Fast Track Program on Masters Programme to Doctoral Programme in Universitas Padjadjaran are to fulfil the requirements as stated below:

1. Is currently finishing their final assignment (thesis or scientific journals on accepted international reputable journals) and has finished all the courses on their masters programme with a GPA of 3.51 minimum

2. Having a minimum 550 Paper-Based TOEFL score or 60 Internet-Based TOEFL score or 6.0 IELTS score or 550 English Proficiency Test score from other institutions that Universitas Padjadjaran has recognized, proven by a certificate that is not older than two years since the certificate has been issued.
3. Having a minimum 500 Academic Proficiency Test score from other institutions that Universitas Padjadjaran has recognized, proven by a certificate that is not older than two years since the certificate has been issued.
4. Has obtained a Letter of Acceptance
5. Administrative selection and interview of prospective Doctoral Programme students who are admitted through the Fast Track Program are conducted through the SMUP mechanism.

D. Letter of Acceptance from the Head Promoter

1. To get a Letter of Acceptance (LoA) from the prospective Head Promoter, prospective students must first access the Unpad Expertise Directory (Professor or Head Doctoral Lecturer) at www.kepakaran.unpad.ac.id to find a candidate for Head of Promoter according to their desired research topic.
2. Prospective students communicate with Unpad lecturers whose names are listed as supervisors/lecturer at the selected Study Program/Faculty/Postgraduate School and request the willingness of the lecturer concerned to become a candidate for Head of Promoter.
3. Prospective students submit a summary of scientific papers to the candidate for the Head of Promoter.

E. Scholarships

1. For prospective Doctoral Programme students who have been accepted and apply for scholarships, they must contact the scholarship organising institution by bringing a Certificate of Acceptance at Universitas Padjadjaran. All procedures must be conducted in accordance with the scholarship organisation.
2. Prospective Doctoral Education students can apply for the Domestic Indonesian Lecturer Excellence Scholarship (BUDI-DN), Excellence Scholarship (BU), and other scholarships through the Unpad Directorate of Education and Student Affairs.
3. Prospective students of Doctoral Programme acting as representatives from agencies that collaborate with Unpad shall go through procedures as stipulated in the MoU and/or Cooperation Agreement that have been agreed together.

F. Registration, Re-registration, and Academic Leave

1. New students who have been accepted into the Doctoral Programme are required to register and registered students are required to re-register in each semester.

2. At the beginning of each semester, students must fill out the Course Selection Sheet which is approved by the Head of the Promoter.
3. If students do not carry out register/re-register and do not fill out the Course Selection Sheet in the current semester, they will not be eligible to receive academic service.
4. Academic Leave is only granted for one semester by the permission of the Rector of Universitas Padjadjaran according to the recommendation of the Dean of the Faculty/Postgraduate School. Academic Leave duration will not be counted as a study period.
5. Students who are a recipient of any type of scholarship are not allowed to take an academic leave, except for those who are suffering from serious illness and injuries which should be proven with a letter from a specialist doctor.
6. Students are not allowed to take academic leave in the first two semesters and the last two semesters before the end of study period.
7. Students who re-register in the eleventh semester and so on will be subjected to an additional fee of 10% (ten percent) and progressive rate of 5% (five percent) in addition to the rate in the previous semester consecutively until the end of the study period.

G. Study Period

1. Study Load and Study Period

- a. The cumulative study load of Doctoral Programme is at least 42 credits which consists of:
 - 1) Research Proposal Seminar (2 credits);
 - 2) Publication of Scientific Articles in Reputable International Journals (15 credits);
 - 3) Dissertation (25 credits) which consists of 10 credits of Research Results Seminar, 10 credits of Dissertation Review, and 5 credits of Doctoral Promotion Session.
- b. Doctoral Programme study period in its implementation can be taken in a maximum of 7 (seven) years or 14 semesters without an extension of the study period

2. Learning Activities

- a. Students are not required to take courses, but they are allowed certain courses that are considered necessary in Universitas Padjadjaran or outside of Universitas Padjadjaran in order to enrich their knowledge in subjects relevant to their dissertation research plan;
- b. The courses as mentioned in point a shall be conducted based on the recommendation or approval of the Head of the Promoter;
- c. Administrative requirements related to taking courses outside of Universitas Padjadjaran shall be the responsibility of the student to take care of.

H. Appointment of the Head Promoter and Promoter Members

1. During the dissertation process, each student will be advised and supervised by the Promoter Team. The Head Promoter must meet the following requirements:
 - a. A lecturer at Universitas Padjadjaran;
 - b. Having doctorate qualifications;
 - c. Having an academic position of minimum an Associate Professor;
 - d. Qualified in the field of science that is in linear with the field of science that is pursued by students;
 - e. Have published their research in a reputable international journal within the last five years
 - f. Already have a research roadmap

Members of the Promoter, Members of the Examiner Team, and Members of the Expert Opponent Team must meet the following requirements:

- a. A lecturer at Universitas Padjadjaran with doctorate qualifications whose academic positions is at least a Lecturer and selected based on their specialisation/scientific expertise;
 - b. A lecturer with doctorate qualifications at other accredited universities in which their accreditation is equivalent with Universitas Padjadjaran, whose academic positions is at least a Professor or an Associate Professor and selected based on their specialisation/scientific expertise;
 - c. Non-academic experts with doctorate qualifications who shall be chosen in accordance with their expertise;
 - d. Experts or practitioners selected on the basis of recognition whose expertise is equivalent to level 9 (nine) Indonesian Qualification Framework.
2. Appointment of the Head Promoter and Members of the Promoter
 - a. A rector's decree signed by the Dean of the Faculty/Postgraduate School on behalf of the Rector, addressed to the lecturer who is the Head Supervisor and members of the supervisor team shall be made no later than 1 month after the student is declared as accepted and registered as a student in Universitas Padjadjaran's Masters Programme;
 - b. The Head Promoter is appointed based on the LoA that the lecturer wrote;
 - c. Members of the Promoter are proposed by the Head Promoter after coordinating with the Head of the Doctoral Programme;
 - d. The Promoter Team consists of 3 (three) people consisting of a Head Promoter and 2 (two) Promoter Members;
 - e. The Head Promoter is responsible for coordinating the process of supervising the student's thesis and scientific articles with the Members of the Promoter.

- f. The Members of the Promoter are selected based on their respective expertise and are tasked with helping the Head Promoter. They are also responsible for supervising student's education.
- g. If one of the Members of the Promoter is permanently absent (e.g. death, assigned abroad for more than six months, retired or resign), the following provisions apply:
 - 1) If the absence happened before the Research Proposal Seminar, a change in Supervisor is allowed.
 - 2) If the absence happened after the Research Proposal Seminar, no change in Supervisor is allowed unless both Supervisors are permanently absent.
 - 3) If the Head Promoter is absent after the Research Proposal Seminar, the Members of the Promoter are expected to replace the Head Promoter without any additional Promoter.
 - 4) A change in Promoter is allowed with a written statement letter from the previous promoter (except in an event of passing).
 - 5) Shall there be no statement letter after six months from the previous Members of the Promoter, the Head of the Doctoral Programme is allowed to change the Members of the Promoter.

I. Dissertation Composition

1. Definition

- a. Dissertation is the final scientific work of a Doctoral Programme student, composed according to research results using scientific methods and rules applied.
- b. Dissertation must be valuable for the development of science, both theoretical/conceptual and in application;
- c. Dissertation is a student's original scientific work, indicated by a Statement of Authenticity made by the student.
- d. The authenticity of the dissertation must be stated in a stamped letter and accompanied by a letter of validation of the authenticity of the dissertation issued by the Faculty/Postgraduate School using anti-plagiarism software;
- e. Dissertation weighs twenty five (25) credits points.
- f. The structure and style of thesis writing such as outline, citations, notes (footnotes or running notes), bibliography, shall follow the guidelines as provided in each Faculty/Postgraduate School respectively.

2. The Relation of Thesis with Scientific Articles

Student writes thesis according to their Research Proposal and based on research that has been published as a scientific article

J. Dissertation Supervision

1. Supervision is carried out by the Promoter Team after the Decree of the Dean of the Faculty or Postgraduate School is issued and shall continue until the student's dissertation is completed.
2. The supervising process must be recorded in the log book as a proof of the process, and the Doctoral Programme will monitor and evaluate the supervising process to review the performance of the student and the Promoter Team.
3. The Head Promoter is required to provide a development report of the student's study progress at the end of each semester to the Head of the Doctoral Programme.

K. Research Seminar Proposal

1. Research Proposal Seminar is a student's research plan to complete their dissertation. The Research Seminar Proposal is an open scientific forum that can be attended by students and lecturers.
2. Research Proposal Seminar is carried out no later by the end of the third semester. Students who are yet to conduct their Research Proposal Seminar by their third semester will receive a warning letter from the Dean of the Faculty/Postgraduate School.
3. If the Research Proposal Seminar hasn't been conducted by the end of the third semester, the student will be asked to consider resigning from the Doctoral Programme.
4. After receiving the Promoter's Decision Letter, students shall discuss further with the Promoter Team (Head Promoter and Promoter Members) to revise their Research Proposal manuscript, and then students will register for Research Proposal Seminar with the approval of their Promoter.
5. Research Proposal Seminar Grading
 - a. Research Proposal Seminar aims to evaluate the feasibility and provide suggestions for improvement of the Research Proposal;
 - b. Research Proposal Seminar is carried out on a panel led by the Head of the Promoter and can be attended by the Promoter Team and 3 (three) other lecturers as the Discussant Team;
 - c. At the end of the Research Proposal Seminar, the discussants/reviewers provide assessment that will be converted from raw score to letter grade using this scale as a guideline:

Final Score Letter	Grade	Numerical Grade
$80 \leq NA \leq 100$	A	4
$68 \leq NA < 80$	B	3

d. If their score is below 68, the student must retake the Research Proposal Seminar.

L. Research and Scientific Article Writing

1. Students who have passed the Research Proposal Seminar shall make revisions to their Research Proposal to obtain the approval of the Promoter Team to conduct research.
2. During the research process, students shall write 1 (one) scientific article with topics that correlates to their dissertation topic, which is part of the dissertation that will be published in a reputable international journal. (See diagram on “Research Topic” above).
3. Students shall submit their scientific articles in reputable international scientific journals with the approval of their Promoters who will act as co-author and include Universitas Padjadjaran as their institution.
4. Publication of scientific articles in reputable international journals is worth 15 (fifteen) credits, with an assessment score as follows:

Journal Index	Letter Grade	Numerical Grade
Q1/Q2 or Adjacent	A	4
Q3 or Adjacent	B	3

M. Research Results Seminar

1. Research Results Seminar is a seminar that is held after students carry out research in order to prepare their dissertation.
2. Research Proposal Seminar is conducted in an open manner where fellow students or lecturers could attend.
3. Students shall discuss their research result with the Promoter Team (Head Promoter and Members of the Promoter), and the Research Results Seminar will be conducted with the permission of the Head Promoter.
4. Grading of the Research Results Seminar
 - a. Research Results Seminar aims to evaluate the feasibility and provide suggestions to improve students’ research;
 - b. Research Results Seminar is carried out on a panel led by the Head Promoter. The Promoter Team and 3 (three) Discussants can attend;
 - c. At the end of the Research Results Seminar, the Promoter Team and the Discussants gave an assessment score with a range of 0-100;

- d. Students are allowed to advance to the Dissertation Review stage if they get an average final score of at least 68;
- e. Students revise the dissertation manuscript based on input from the Discussants. Students discuss revisions with the Promoter Team which will approve the revision after the revision is considered sufficient;
- f. After obtaining approval from the Promoter Team, students are allowed to take part in PND.

N. Dissertation Review

1. The dissertation manuscript that has been completed and approved by the Promoter Team is submitted by the student to the Reviewer Team for further study.
2. Based on the proposal from the Head Promoter and the approval of the Head of Study Programme, the Dean assigns 3 (three) lecturers to become the Dissertation Reviewer Team to examine the feasibility of the dissertation manuscript for at most 1 (one) month.
3. The Review Team provides a score for the assessment of the dissertation manuscript with a range of 0-100.
4. Students are allowed to advance to the Doctoral Promotion Session stage if they get an average final score of at least 68.
5. Students revise the dissertation manuscript based on input from the Reviewers. Students discuss revisions with the Promoter Team which will approve the revision after the revision is considered sufficient;
6. After obtaining approval from the Promoter Team, students are allowed to take part in Doctoral Promotion Session.

O. Doctoral Promotion Session

1. Requirements:
 - a. Have finished their Dissertation Review stage and passed with a minimum score of 68;
 - b. Submit a proof of letter of acceptance (LoA) from a reputable international journal publisher and a manuscript of at least 1 (one) scientific article (written during the Doctoral Programme) as a requirement for graduation from Doctoral Programme. In order to graduate with honours, at least 1 (one) other scientific article should have been submitted already (at least in the peer review process);
 - c. Students shall revise the dissertation manuscript based on the review conducted by the Reviewer. Revisions to the dissertation manuscript are discussed with and approved by the Promoter Team;
 - d. After obtaining approval from the Promoter Team, students are allowed to take part in the Doctoral Promotion Session.
2. Implementation of Doctoral Promotion Session

- a. The Doctoral Promotion Session is an open scientific forum that can be attended by students and lecturers in order to assess students' eligibility as a doctoral programme student. SPD can be attended by family, relatives, students, academicians and other invited members of the community;
- b. The Doctoral Promotion Session committee is determined by the Decree of the Dean of the Faculty/Postgraduate School on behalf of the Chancellor, consisting of:
 - 1) Chair and Secretary of the Session;
 - 2) 3 (three) Promoters;
 - 3) 3 (three) Expert Opponents, one of whom is an external examiner;
 - 4) 1 (one) active Professor representing Universitas Padjadjaran.
- c. Chair of the Session is is the Dean of the Faculty/Postgraduate School, or the Vice Dean of the Faculty/Postgraduate School;
- d. The Secretary of the Session is the Vice Dean of the Faculty/Postgraduate School, or the Head of the Doctoral Programme.
- e. Duties of Doctoral Promotion Session Leader and Examiner Team (Promoter Team, Expert Opponent Team, and Professor Representing Universitas Padjadjaran):
 - 1) The Chair of the Session is in charge of moderating the session;
 - 2) The Promoter Team provides an assessment of the student's academic performance;
 - 3) The Opponent Team and Professor Representative shall provide a comprehensive assessment of student academic performance.
- f. Students take the Doctoral Promotion Session at the appointed time, and the final manuscript of the dissertation must be printed in yellow hardcover and submitted to the Doctoral Promotion Session Leader, Promoter Team, Expert Opponent Team and Professor Representative at least 1 (one) week prior to the SPD implementation.
- g. After the Doctoral Promotion Session and students are declared to have passed, there will no longer be any revision of the dissertation manuscript;
- h. Doctoral Promotion Session lasts a maximum of 2 (two) hours;

- i. The Doctoral Promotion Session will be conducted as follows:
 - 1) Foreword from the Head of Promoter regarding the background and feasibility of a student's dissertation to be argued within the Doctoral Promotion Session;
 - 2) Presentation of dissertation summary by students;
 - 3) The Promoter Team conveys the form of scientific accountability in relation to the substance of the research within the allotted time;
 - 4) The Examiner Team (Expert Opponent Team and Unpad Professor Representation) submitted questions and objections to students within the allotted time;
 - 5) Questions and answers are not polemical or guidance in nature;
 - 6) After the trial is over, a Doctoral Promotion Session Committee Meeting is held to assess the eligibility of students to become Doctors and announce the results of the Doctoral Promotion Session exam;
 - 7) After the announcement of the results of the SPD exam, the Promoter Team conveys messages, impressions, and hopes to the new Doctor;
 - 8) Doctoral Promotion Session Graduation Certificate, which is signed by the Chairperson of the Session and the Chairperson of the Promoter, will be given to the new Doctor;
 - 9) Expression of gratitude from the new Doctor regarding the completion of Doctoral Programme at Universitas Padjadjaran;
 - 10) The Doctoral Promotion Session session is closed.
3. Doctoral Promotion Session Assessment
 - a. Doctoral Promotion Session Assessment are conducted based on presentations, questions and answers sessions, and submitted dissertation manuscripts;
 - b. The Promoter Team and the Expert Opponent Team and the Professor Representative gave an overall score for the presentation, question and answer and dissertation manuscript by giving a score between 68-100;
 - c. The average score of the Promoter Team and the average score of the Expert Opponent Team and Professor Representative were added up, then divided by 2 (two) into the average Doctoral Promotion Session final score;
 - d. The overall dissertation assessment consists of:
 - 1) Research Results Seminar score multiplied by 40% (equivalent to 10/25 credits);

- 2) Dissertation Review score multiplied by 40% (equivalent to 10/25 credits);
 - 3) Doctoral Promotion Session score is multiplied by 20% (equivalent to 5/25 credits).
- e. The conversion of final grade into letter grade and numerical grade follows this guideline:

Final Score	Letter Grade	Numerical Grade
$80 \leq NA \leq 100$	A	4
$68 \leq NA < 80$	B	3

4. Honours

- a. Graduation honours will be based on student's final GPA with the conversion following this guideline:

Numerical Grade	Honours
3.00 - 3.50	Satisfactory
3.51 - 3.75	Cum Laude
3.76 - 4.00	Summa Cum Laude

- b. Graduating with a summa cum laude honours required several other prerequisites, including:
- 1) Students shall take at most eight semesters to graduate;
 - 2) Students have published at least two scientific articles that have been accepted by a reputable international journal or accredited national journal;
 - 3) Students do not reiterate their study duration in Universitas Padjadjaran.
- c. Students whose numerical grade qualifies for a summa cum laude honours but do not fulfil prerequisites as mentioned in point j shall graduate with a cum laude honours.

P. Doctoral Promotion Session Dress Code

1. During the Doctoral Promotion Session, the dress code below are to be observed:
 - a. Professor from Universitas Padjadjaran shall wear a toga, beret, and professor necklace;
 - b. Professors from other institution shall wear a toga and beret and necklace of their respective institution, and they are allowed to

use the toga, beret and necklace of the Unpad Professor position if deemed necessary;

c. The Promoter Team and the Examiner Team who are not a Professor yet shall wear a toga and beret without the necklace.

2. During the Doctoral Promotion Session, male students shall wear a suit, dark trousers and tie, while female students adjust accordingly.

Q. Academic Warning

Written academic warning will be issued to students who:

1. Did not re-register for one semester;
2. Has not conducted Research Proposal Seminar by the end of the third semester.

R. Academic Suspension

Academic suspension will be issued to students who:

1. Did not re-register for two semesters;
2. Did not fill the Course Selection Sheet for two semesters;
3. Has not conducted Research Proposal Seminar by the end of the third semester, or have failed to passed their Research Proposal Seminar for the second time
4. Has yet to have one scientific journal that has been accepted in a reputable international journal by the end of their fourteenth semester;
5. Committed conducts that defame Universitas Padjadjaran, commit plagiarism, and/or violate scientific ethics

S. Academic Sanction

1. Academic sanctions will be imposed on students who behave inappropriately in the teaching and learning process, both in academic and non-academic aspects, or violate the law, and/or commit immoral acts.
2. Determination of academic sanctions for certain cases (data plagiarism, discussion plagiarism, not mentioning sources, norms and ethics) will be determined based on suggestions proposed by a team from the Faculty/Postgraduate School.
3. Plagiarism cases will be handled according to the regulations applicable in Unpad and the applicable laws and regulations.
4. The type of academic sanction that will be imposed is determined based on the prevailing laws and regulations by the Advisory Commission, in which the commission consists of:
 - a. University representatives (Rector/Vice Chancellor for Academic and Student Affairs/Director of Education and Student Affairs); and
 - b. Representatives from the Masters Programme such as Deans of Faculties or Head of the Masters Programme, Deputy Deans, Chairs/Secretaries of Masters Programme, and Heads of Promoters).

5. The results of the Advisory Committee's agreement are then followed up with the signing of the Minutes of the Events as the basis for decision making.

T. Diploma, Graduation, and Academic Titles

1. Doctoral Programme students who have graduated will receive a Certificate of Graduation (if necessary), Academic Transcripts, and Diplomas, if:
 - a. They have submit both hard copy and soft copy of their dissertation; and
 - b. Submitting a statement letter as a proof for administrative requisite completion of the Masters Programme.
2. Graduates can take part in the graduation if they have fulfilled the obligations as stated in point 1.
3. Diplomas and academic transcripts will be handed over to the student 1 (one) week after graduation at the Unpad Integrated Service Centre.
4. Graduates from the Doctoral Programme are allowed to use Doctor (Dr.) as their academic title after they have passed their Doctoral Promotion Session.
5. Academic degrees from graduates of Masters Programme, as the Rector's Decree of the Universitas Padjadjaran Number 411/UN6.RKT/Kep/2016 has stipulated, will be awarded as follows:

No	Faculty	Study Programme	International terms	Title
1	Hukum (Faculty of Law)	Hukum	Law	Dr.
2	Ekonomi dan Bisnis (Faculty of Economic and Business)	Akuntansi	Accounting	Dr.
		Ekonomi	Economics	Dr.
		Manajemen	Management	Dr.
3	Kedokteran (Faculty of Medicine)	Kedokteran	Medicine	Dr.
4	Matematika dan Ilmu Pengetahuan Alam (Faculty of Mathematics and Natural Science)	Kimia	Chemistry	Dr.

5	Pertanian (Faculty of Agriculture)	Ilmu Pertanian	Agricultural Science	Dr.
6	Ilmu Sosial dan Ilmu Politik (Faculty of Social and Political Science)	Hubungan Internasional	International Relations	Dr.
		Kesejahteraan Sosial	Social Welfare	Dr.
		Ilmu Administrasi	Administration Science	Dr.
		Sosiologi	Sociology	Dr.
7	Ilmu Budaya (Faculty of Cultural Science)	Sastra	Literature	Dr.
9	Psikologi (Faculty of Psychology)	Psikologi	Psychology	Dr.
10	Peternakan (Faculty of Animal Husbandry)	Peternakan	Animal Husbandry	Dr.
12	Ilmu Komunikasi (Faculty of Communication Science)	Ilmu Komunikasi	Communication Science	Dr.
14	Farmasi (Faculty of Pharmacy)	Farmasi	Pharmacy	Dr.
15	Teknik Geologi (Faculty of Geological Engineering)	Teknik Geologi	Geological Engineering	Dr.
16	Sekolah Pascasarjana (School of Postgraduate)	Ilmu Lingkungan	Environmental Science	Dr.
		Bioteknologi	Biotechnology	Dr.