INTRODUCTION

1.1 OVERVIEW

1.2 UNIVERSITY LOGO

1.3 VISION, MISSIONS, AND OBJECTIVES

1.4 POLICIES AND QUALITY OBJECTIVES

1.5 HYMN AND MARS

1.6 ORGANIZATIONAL STRUCTURE

1.1 OVERVIEW

The advancement of science and technology has brought a number of effects on human life in various ways. We take globalization as an example. Nothing can stopglobalizationfrom happening these days. To anticípate the facts, individuals or institutions are expected to be aware of possible challenges in order to survive at the best ease. Changes will soon take place one at a time and continue to go on in various forms of paradigms, strategies, systems, work performances, working cultures, and working environments. Aside from such influential changes, newly demands are needed in terms of intended competences and profound possesions of innovation, intelligence, and reliability.

Dian Nuswantoro University (UDINUS) Semarang is a higher education institution established under the Decree of Ministry of National Education of the Republic of IndonesiaNo : 169/D/O/2001 dated 30 August 2001. The Decree states that Dian Nuswantoro University houses 15 Graduate Programs in 5 different Faculties namely Faculty of Computer Science, Faculty of Economy, Faculty of Languages and Letters, Faculty of Health, and Faculty of Engineering, and 2 Postgraduate Programs. In later time, Faculty of Languages and Letters was then renamed into Faculty of Humanities based on the Decree of the Rector of UDINUS No. 005/Kep/UDN-01/II/2013 and Faculty of Economy was also renamedinto Faculty of Economy and Business based on the Decree of the Rector of UDINUS No. 009/Kep/UDN-01/II/2013 dated 15 February 2013 due to the latest issues at present days.

As a fast-growing higher education, UDINUS has been driven to put people's trustin pursuing a better future for education. It is also expected that UDINUS initiates new academic paradigms for the society to face global changes today. Even the latest issue suggests thatUDINUS is beingassigned to take an active part in making the society well-informed with knowledge, technology, and arts.

Dian Nuswantoro University's visión is becoming a first choice destination for higher education and entrepreneurship. UDINUS is also committed to producing alumni who are not only getting engaged in practical experiences in their fields but also gaining creativity, leadership, skills, and diverse perspectives to give back to their communities, government, business industries and to drive any party to make our nation's pride a reality in the world.

In making use of the strategic strengths even better, UDINUS needs to assure public that the internal management has been prepared to set up insightful policies within the field of education, research, and society engagement.Along with the new order, there are reliable tools that would speed up the fulfillment of all intended expectations.This self-reliance is intended to make UDINUS become a qualified, effective, and efficient institution and in the long run win the people's trust in its management domainsas well.

Good and reliable management that fits the strandards of National Education is necessary for UDINUS to run the learning process well and to organize the educational domains in good manners. On one hand, the Quality Assurance System for Higher Education in UDINUS has been implementedwithin Academic Self-Evaluation Report of the Study

Program (EPSBED) which is alsoknown as Higher Education Database (PDPT). The supervisión applies to any institution of higher educationby means of the Internal Quality Assurance System (SPMI) which is meant to fulfill what stakeholders need and to build internallly continuous improvements. Since all study programs have been accredited by National Accreditation Board for Higher Education (BAN-PT), UDINUS, on the other hand, is committed to always upgrading the teaching staff by providing opportunities to study higher for Masters and Doctoral programs either in domestic or overseas colleges.

As being committed to being an eligible Higher Educational Institution, UDINUS has been doing quite a few essential steps, like building successful collaborations with either eligible private or state universities in both domestic and foreign countries. The following are among the universities with which UDINUS has made successful collaborations, such as Institut Teknologi Bandung (ITB),Universitas Airlangga (UNAIR), Institut Teknologi Sepuluh November (ITS) Surabaya, Universitas Indonesia (UI), Universitas Diponegoro Semarang (UNDIP), Multimedia Malaysia University (MMU), Universitas Kebangsaan Malaysia (UKM), University Teknikal Malaysia Melaka (UTeM), University of Malaya (UM), Chung Yuan ChristianUniversity (CYCU) Taiwan, Rajamangala University of Technology Thanyaburiand Burapha University Thailand. The programs being implemented are *Twinning Program, Sit-inProgram, Credit TransferProgram, Student MobilityProgram*, *Internship Program for Lecturers and Students, Human ResourceDevelopment, Curriculum Designing, and Joint Research.* On the other hand, collaborations with state and prívate industries have been executed as well. There are Student Insternships, Joint Research, Trainings on Human Resources Development and utilizing academic facilities.Since then, UDINUS has been trusted by Bureau of International Cooperations and Planning (BPKLN) to provide Excellent Scholarship for distinguished students with excellent characters to prepare the university for *World Class University.*

UDINUS provides reliable facilities to assure a better quality for the Teaching-Learning process to run well. It houses updated laboratories for computer, networking, multimedia, chemistry, computer graphics, languages, accounting and taxes, capital market, medical records, health, analog, digital and product system. The Centerof Library is equipped with*digital library* and in general the academic and non-academic services have been supported and linked by a computer-based information system.

UDINUS also provides facilities that concern non-academic domains. The so-called Technical Services Unit serves the students and staff members of the University who have problems in health. They deserve to get medical treatments during the working hours. General Doctors and Dentists inthe Clinics are ready to give best services. Besides,cozy canteens, modern mosques, shady parking areas are available to make the students feelat home. Meanwhile, Students' Activity Units (UKM) are foundedonly for the students withgreat interests in arts, sports, regious practices, and social activities. In the attempts of developing the students' talent, creativity, and entrepreneurship, UDINUS provides an Entrepreneurship Center, Alumni Association, and Career Center in which the students can get more information about jobs and recent activities at UDINUS.Furthermore, for the students who are very keen in Broadcasting and Multimedia, UDINUS offers the students

to do some internship at the Technical ServicesUnit (UPT) Campus TelevisionChannel orit is well-known as TVKU (Televisi Kampus UDINUS).
(ACHMAD BASARI)

1.2 SIGNIFICATION OF THE UNIVERSITY LOGO

A. The Logo of Dian Nuswantoro University is basically an elaborative combination of the letters "D" and "N" in a graphically-designed image. The letters "D" and "N" stand for "**Dian Nuswantoro**". The letter "N" is graphically curved downwards with the signification that Dian Nuswantoro University is always sending prayers to God the Almighty for the blessings of protection and prosperity for all and for good.

B. The golden yellow circle in the middle pictures a harmonious unity, a determined perseverance, and a dynamic life. This signifies that with this unity and perseverance of all members of the university *civitas academica*, Dian Nuswantoro University will always be prepared to move onwards to encourage the Indonesian Government to provide the best education for the state children of tomorrow.

1.3 VISION, MISSION, GOALS, AND OBJECTIVES

VISION

Becoming the first-choice university for education and entrepreneurship

MISSION

1. Conducting a qualified higher education
2. Developing beneficial creativities and inovations for community, government, and business

GOALS

1. Producing qualified and entrepreneurial graduates in their expertises.
2. Creating a dynamic and accountable academic atmosphere.
3. Creating a quality-oriented educational management.
4. Producing effective and efficient researches for the advancement of science, technology, and arts.
5. Carrying out effective and efficient public services as the applications of science, technology, and arts.
6. Collaborating with national and international governments and private institutions in various fields.
7. Creating stakeholder-satisfaction-oriented work programs and service systems.

OBJECTIVES

1. Increasing graduate's quality
   a. Increasing graduate's grade point index
   b. Increasing graduate's percentage of on-time study completion
   c. Decreasing graduate's awaiting time for getting or creating job
   d. Increasing the number of graduates who become entrepreneurs
2. Creating a dynamic academic atmosphere
   a. Increasing scientific autonomy, academic freedom, and academic forum freedom.
   b. Increasing the facilities and funds enabling academic interactions among the university members.
   c. Improving academic programs and activities for creating academic atmosphere (conference, symposium, workshop, book discussion, joint-research, etc.)
   d. Improving academic development program, intellectual attitude development, and leadership and entrepreneurial training.

3. Creating a quality-oriented educational management
   a. Carrying out organizational functions in every unit with respect to its jobs and responsibilities.
   b. Carrying out the planning system and short, medium, and long-term programs in relation to the university's vision, mission, goals, and objectives.
   c. Carrying out a good administrative governance
   d. Carrying out institutional partnerships with external institutions and parties.
   e. Carrying out monitoring and evaluation system
   f. Providing directories, catalogues, and other written documents about the content and utilization of the university activities.

4. Producing effective and efficient researches for the advancement of science, technology, and arts.
   a. Providing research agenda for the planning and implementation of research activities in finding scientific information and application, and new technology development about current social and developmental issues.
   b. Increasing productivity of qualified, sustainable, and beneficial researches for community, government, and business.
   c. Creating protection for research results and patents.

5. Carrying out effective and efficient public services as the applications of science, technology, and arts.
   a. Increasing lecturer-student involvements
   b. Increasing type and number of public services relevant to the university and lecturer's research.
   c. Increasing the impacts of public services to the national development program and business field.
   d. Increasing public services funds.

6. Collaborating with national and international governments and private institutions in various fields.
   a. Increasing the number of collaboration partners
   b. Improving the quality of collaboration programs

7. Creating stakeholder-satisfaction-oriented work programs and service systems.

1.4 QUALITY POLICIES AND OBJECTIVES

QUALITY POLICIES

As a qualified university, Dian Nuswantoro University is able to satisfy the stakeholders and to produce highly-competitive and entrepreneurial graduates with the following measurements of quality assurance:

1. At least 80% graduates work and or become entrepreneur in their expertises within six months.
2. At least 80% graduates complete their studies on time.
3. Students/graduates achieve at least 50 national and international achievements every academic year.
4. Graduates achieve TOEFL score at least 450.
5. Graduates are competent in ICT.
6. 90% stakeholders (graduates and parents) score satisfaction index at least 3 (in four scale).
7. Lecturer performance index is at least 3 (in four scale)
8. The number of research publications is twenty per academic year.

1.5 DIAN NUSWANTORO HYMNE AND MARCH

A. Dian Nuswantoro Hymne

DIAN NUSWANTORO HYMN

Do = C 4/4	*Composer*	*: Yohan Wismantoro*
Slow	*Lyric*	*: P. Desi*
	Arranger	*: Inoe*

```
S. | 5   5   5   .4 | 3   .4  5   .1 | 6   6   5   .4 | 3   .   .   0
A. | 3   3   3   .2 | 1   .2  3   .3 | 4   43  4   .2 | 1   .   .   0
T. | 5   i   i   .i | 5   .6  8   8  | i   i   7   .6 | 5   .   .   0
B. | 1   1   7   .7 | 6   .6  5   .5 | 4   4   45  .5 | 1   .   .   0
```
Pan - ji Dian Nus - wan - to - ro Ber - ki - bar Sla - ma - nya

```
S. | 2   3   4   2  | 5   .6  75  55 | i5  54  3   5  | 6   .   .6  66
A. | 6   6   6   6  | 7   .7  72  22 | 33  31  1   3  | 4   .   .4  44
T. | 4   4   4   42 | 5   .5  56  77 | 54  34  6   8  | i   .   .i  ii
B. | 2   2   2   6  | 5   .5  55  55 | 11  77  6   1  | 4   .   .4  44
```
Mem - ba - kar Sma - ngat Ji - wa Bertekad bulat Mencapai Ci - ta   Dibawah

```
S. | 53  32  1   3  | 5   .   .   0  | i   i   i   32 | i   .   .   0i
A. | 31  11  3   1  | 2   .   .   0  | 3   3   3   54 | 3   .   .   03
T. | i5  55  6   65 | 7   .   .   0  | 5   5   5   54 | 5   .   .   05
B. | 33  11  6   6  | 5   .   .   0  | 1   1   7   77 | 6   .   .   06
```
Perlindungan Yang E - sa   Mem - ba - ngun Nega - ra   Ber

```
S. | 2   6   66  7i | 7   .   .   05 | i   i   ii  i5 | 6   .   .i  2i
A. | 2   2   22  12 | 2   .   .   02 | 3   43  33  33 | 4   .   43  54
T. | 6   6   44  44 | 5   .   .   05 | 5   6   88  88 | 6   5   46  76
B. | 6   6   11  11 | 7   .   6   05 | 1   1   23  13 | 4   .   .4  52
```
lan - das - kan Pan-ca-si-la   Ja - ya Al - ma - ma - ter Ki - ta   Dian Nus

```
S. | 3i  42  i   7  | i   .   .   0
A. | 33  44  5   5  | 3   .   .   0
T. | 55  6i  7   2  | 5   .   .   0
B. | 11  13  2   5  | 1   .   .   0
```
wantoro Nan Sen - to - sa

B. Dian Nuswantoro March

Do = C   4/4

Cipt : Felix A. K.

Arr : Felix A. K.

```
S|0005 . 4  | 3 2 . 1    2 1 . 2 | 3 . . 2 . 3 | 4 5 . 6 5 4 3 |
A|0003 . 2  | 1 7 . 1    7 6 . 7 | 1 . . 7 . 1 | 2 2 . 1 2 7 1 |
T|0005 . 5  | 5 5 . 5    4 4 . 5 | 5 . . 5 . 5 | 6 7 . 1 7 5 5 |
B|0005 . 5  | 1 2 . 2    5 4 . 5 | 1 . . 5 . 5 | 4 5 . 5 5 2 1 |
     Wa- dah   Pe- mu- da  Indo- ne- sia      ber-  sa-tu menuntut il-
```

```
S|2 . . 3 . 4 | 5 1    6    5 . 4 | 5 . 1 4 . 3 | 2 2 . 3 4 2 |
A|1 7 1 . 2   | 3 1    4    2 . 2 | 3 . 1 7 . 1 | 6 6 . 6 2 1 |
T|6 5 5 . 5   | 1 1    1    7 . 7 | 1 . 6 5 . 5 | 4 4 . 3 6 6 |
B|2 5 5 . 5   | 1 3    4    5 . 5 | 1 . 3 2 . 1 | 2 2 . 1 2 2 |
    mu  di     dalam  na- u- ngan   pan- ji Di - an  Nus-wan toro ja-
```

```
S|5 . 0 5 . 4 | 3 2 . 1    2 1 . 2 | 3 . . 2 . 2 | 4 5 . 6 5 4 3 |
A|2 . 0 3 . 2 | 1 7 . 1    7 6 . 7 | 1 . . 7 . 1 | 2 2 . 1 2 2 1 |
T|7 . 0 5 . 5 | 5 5 . 5    4 4 . 5 | 5 . . 5 . 5 | 6 7 . 1 7 5 5 |
B|5 . 0 5 . 5 | 1 2 . 2    5 4 . 5 | 1 . . 5 . 5 | 4 5 . 5 5 2 1 |
    ya  Ku per- sembah kan pe- ngab-di- an    ba- gi  bangsa dantanah a-
        Sa - tu - kan -lah de- rap lang-kah- mu   ko- bar-kanlah semangat ji-
```

```
S|2 . . 3 . 4 | 5 1    6    5 . 4 | 5 . 1 4 . 3 | 2 2 . 3 4 2 |
A|1 7 1 . 2   | 3 1    4    2 . 2 | 3 . 1 7 . 1 | 6 6 . 6 2 1 |
T|6 5 5 . 5   | 1 1    1    7 . 7 | 1 . 6 5 . 5 | 4 4 . 3 5 6 |
B|2 5 5 . 5   | 1 3    4    5 . 5 | 1 . 3 2 . 1 | 2 6 . 1 7 2 |
    ir  Ber-te- kad membangun  ne-   ga- ra ber- lan- das-kan Pancasi-
    wa  Ber-kor- ban de- ngan tu- lus  ikh- las ber-bak- ti i- bu perti-
```

```
S|1 . .    1 | 6 . 5 4 . 3 2 1 | 2 . . 3 . 4 | 5 1 6 5 . 4 |
A|5 . .    5 | 1 . 7 6 . 5 5 5 | 6 . 5 1 . 2 | 3 1 4 2 . 2 |
T|3 . .    5 | 6 . 5 6 . 5 5 5 | 4 . 5 5 . 5 | 1 5 6 7 . 7 |
B|1 . .    1 | 4 . 2 1 . 1 7 1 | 2 . 5 5 . 5 | 1 3 4 5 . 5 |
   la  Tem- pat a- ku  di - tem- pa   me-wu- jud-kan karya nya-
   wi  Pa-  da- mu  ka mi ber-jan- ji   ber- bak-ti  se-tia se- la-
```

```
S|5 . . 6 . 7 | 1 . 1 1 . 1 7 6 . 5 | 5 . 1 5 . 4 | 3 5 . 5 6  7 1 . . 0 ‖
A|3 . . 4 . 5 | 3 . 3 4 . 4 5 4 . 4 | 3 . 3 2 . 2 | 1 3 . 3 4  5 5 . . 0 ‖
T|1 . . 1 . 7 | 6 . 6 1 . 1 2 2 . 7 | 1 . 1 7 . 7 | 1 1 . 1 2 1 . 2 3 . . 0 ‖
B|1 . . 1 . 2 | 3 . 3 4 . 4 5 5 . 5 | 1 . 6 5 . 5 | 1 1 . 1 2 5 . 5 1 . . 0 ‖
   ta  U- ni - ver- si- tas Di-an Nus-wan-to- ro te - tap dan se -la-lu  ja- ya
   lu  Men-jun- jung   ting - gi al ma- ma-ter  a-  ba- di lah se la-ma-nya
```

1.6 ORGANIZATIONAL STRUCTURE

RECTORATE

Rector : Dr. Ir. Edi Noersasongko, M.Kom.

Vice Rector for Academic Affairs: Dr. Kusni Ingsih, M.M.

Vice Rector for Financial Affairs : Dr. St.Dwiarso Utomo,S.E., M.Kom, Akt.

Vice Rector for Student Affairs : Usman Sudibyo, S.Si., M.Kom.

FACULTIES

Faculty of Computer Science
1. Dean : Dr. Abdul Syukur, M.M.
2. Vice Dean : Ayu Pertiwi, S.Kom., M.T.

Masters Program in Informatics Engineering
Head of Study Program : Dr. Ing. Vincent Suhartono
Bachelor Program in Informatics Engineering
Head of Study Program : Dr. Heru Agus Santoso, M.Kom.
Secretary : Sutoyo, S.Si, M.Kom.
Bachelor Program in Information System
Head of Study Program : Sri Winarno, M.Kom.
Secretary : Rr. Yupie Kusumawati, S.E., M.Kom.
Bachelor Program in Visual Communication Design
Head of Study Program : Edy Mulyanto, S.Si., M.Kom.
Secretary : Auria Farantika Y., S.Sn., MTD. Design.
Diploma Program in Informatics Management
Head of Study Program : Edi Faisal, M.Kom.
Diploma Program in Informatics Engineering
Head of Study Program : Sugiyanto, M.Kom.
Diploma Program in Broadcasting
Head of Study Program : Suharyanto, S.Kom.
Administrative Affairs
Chief : Yohanes Yuniarso, S.Kom.
Sudaryono, M.Kom.
Computer Laboratory
Chief : Budi Harjo, M.Kom.
Hardware Laboratory
Chief : Elkaf Rahmawan P., M.Kom.

Faculty of Economics and Business
1. Dean : Dr.Agus Prayitno
2. Vice Dean : Dr. Yohan Wismantoro

Masters Program in Management
Head of Study Program   :   Dr. Ngatindriatun
Bachelor Program in Management
Head of Study Program   :   Guruh Taufan H, S.E., M.Kom.
Secreatry   :   Agung Sedayu, M.M.
Bachelor Program inAccounting
Head of Study Program   :   Yulita Setiawanta, S.E., M.Si.
Secretary   :   Ririh Dian Pratiwi, S.E., M.Si.
Administrative Affairs
Chief   :   Arsitomo, S.Pt.
Accounting Laboratory
Chief   :   Bambang Minarso, S.E., M.Si., Akt.

Faculty of Humanities
1.   Dean   :   Achmad Basari, S.S., M.Pd.
2.   Vice Dean   :   Akhmad Saifudin, S.S., M.Si.

Bachelor Program in English Language
Head of Study Program   :   Sarif Syamsu Rizal, S.S., M.Hum.
Bachelor Program in Japanese Language
Head of Study Program   :   Bayu Aryanto, S.S., M.Hum.
Administrative Affairs
Chief   :   Dedi Joko Purnomo, S.Kom.
Language Laboratory
Chief   :   Muhammad Rifqi, S.S., M.Pd.

Faculty of Health
1.   Dean   :   Dr. dr. Sri Andarini Indraswari, M.Kes.
2.   Vice Dean   :   Etty Rimawati, S.KM., M.Kes.

Bachelor Program in Public Health
Head of Study Program   :   Suharyo, S.KM., M.Kes.
Diploma Program in Medical Record and Health Information
Head of Study Program   :   Arif Kurniadi, M.Kom.
Administrative Affairs
Chief   :   Agung Wardoyo, S.Kom.
Chemistry Laboratory
Chief   :   Eko Hartini, S.T., M.Kes.
Laboratory of Medical Record and Health Information
Chief   :   Kriswiharsi Kun Saptorini, M.Kes.

Faculty of Engineering
1.   Dean   :   Dr. Eng. YulimanPurwanto, M.Eng.
2.   Vice Dean   :   WisnuAdiPrasetyanto, M. Eng.
[Here is the start of proofreading by Dr. Jumanto]

Electro Engineering Study Program
Head of Study Program   :   Dr. Ir. Dian RetnoSawitri, M.T.
Industrial Engineering
Head of Study Program   :   DwiNurulIzzhati, S.T., M.MT.
Administration
Head   :   Dra. Susi Wibawanti
Engineering Laboratory
Head   :   RatihSetyaningrum, M.T.

OFFICES AND AGENCIES

Office of Quality Assurance
Head   :   Retno Indah, S.E., M.Si.
Head of PSM   :   Nova Rijati, S.Si.,M.Kom.
Head of Internal Monitoring and Evaluation :HeruPramonoHadi,S.E., M.Kom.
Institute for Cooperation
Director   :   Dr. Ir. DwiEkoWaluyo
Head of International Office   : Dr. PulungNurtantioAndono, S.T., M.Kom
Alumni and Career   : DewiAgustiniSantoso, M.Kom.
PR & Protocol   :   AgusTriyono, S.Sos.,M.Si.
Institute for Research and Community Services
Head of Research   :   JuliRatnawati, S.E., M.Si,
Head of Community Services   :   Karis Widyatmoko, S.Si.,M.Kom

BUREAU

Bureau of Finance
    Head   :   Yunita, S.E., M.Si.
Bureau of Public Affairs
    Head   :   Sarju, S.Kom., M.M.
Bureau of Academic Affairs
    Head   :   Budi Widjajanto, M.Kom
Bureau of Student Affairs
    Head   :   RindraYusianto, S.Kom., M.T.
Bureau of Promotions and Admissions
    Head   :AndiHallangLewa, S.S, M.M

Technical Implementation Unit (UPT)

Library
    Head   :   Natalistyo, S.E., M. Si.
Data and Information
    Head   :   IfanRizqa, M.Kom.
Publishing
    Head   :   Achmintarto, S.Kom
Polyclinics

Head	:	dr. MassudiSuwandi, M.Kes
Udinus Campus Television		
Head	:	Ir. LilikEkoNuryanto, M.Kom
ICT		
Head	:	GuruhFajarShidik, S.Kom., M.CS.
Dinustech		
Head	:	Dr. PulungNurtantioAndono, S.T., M.Kom
Entrepreneurship		
Head	:	EtikaKartikadarma, M.Kom.

2. ADMISSION AND EDUCATION SYSTEMS

2.1 ADMISSION SYSTEM

2.2 FOREIGN STUDENTS

2.3 STUDENT STATUS AND REGISTRATION

2.4 EDUCATION SYSTEM

2.5 SEMESTER CREDIT SYSTEM (SKS)

2.6 SHORT-TERM SEMESTER

2.7 STUDY PLAN

2.8 ACADEMIC ADVISOR

2.9 EVALUATION OF STUDY RESULT

2.10 EVALUATION OF LEARNING PROGRESS

2.11 EVALUATIONOF TEACHER'S ACADEMIC PERFORMANCE

2.12 STUDY COMPLETION

2.13 GRADUATION CEREMONY

2.14 DEGREE AND DESIGNATION

2.15 ACADEMIC LEAVE

2.16 PROGRAM TRANSFER

2.1 ADMISSION SYSTEM

A. Selection System

There are several ways through which the prospective students are accepted, i.e.:

1. **Achievement Program**
   This admission program is done through selection of the prospective students having good achievement during their study in high schools, both academicrecords(proven by their academic scores) and non-academicrecords (interests, talents, sports, scientific works, etc.).

2. **Regular Program**
   In this program, the prospective students have to sit for the written and/or special admission tests.

3. **Transfer Program**
   It is the admission method for the prospective students withDiploma III (D-III) Certificates for all study programs. This program is for the D-III graduates from either Dian Nuswantoro University or other universities to further their studies to the *Sarjana*/S1 (Bachelor) Degree, hereinafter called Transfer Program. The study programs taken by the D-III certificate holdersshould be consistent with the study programs they applyto.The load and length of the studythis program requiresdepend on the total credits acquired from the previous D-III programs. The conversion on the previous credits is calculated by the Study Program Coordinator and approved of by the pertinent Dean.
   For the admission to the transfer program, the prospective students should followthe procedures below:
   a. Applying to the Rector and forwarding the letter copies to the Dean and the Study Program Coordinatorconcerned;
   b. Attachment of the application letter should comprise the copies of:
       1. The D-III Academic Transcriptvalidated by the former universities;
       2. The D-III Certificate validated by the former universities.
   c.The application to the transfer study program should be received by Dian Nuswantoro University at least 1 (one) month prior to the beginningof the new academic year.

4. **Joint Program**
   This joint program is the new student admission in cooperation with other institutions.

5. **Credit Tranfer Program**
   Credit tranfer program is the new student admission by transfering the credits from a study program of other universities to the one of Dian Nuswantoro University.
   To be considered as a credit tranfer student, the prospective student should follow the procedures below:

a. The student should submit the application letter to the Rector and forward the letter copies to the Dean and the Study Program Coordinator concerned.

b. Attachment of the application letter should comprise the copies of:
1. The academic transcript validated by the former universities;
2. The letter of credit tranfer from the former university.

B. Number of students

The number of students accepted in every new student admission is determined based on the quota and the standard of selection criteria fulfillment.

C. System of New Student Admission

The implementation of new student admission system is regulated by the Rector decree.

2.2 STUDENTS FROM FOREIGN COUNTRIES

Dian Nuswantoro University receives students from foreign countries. Prospective foreign students of Dian Nuswantoro University should fulfillthe following requirements:
1. The copy of Diploma Certificate including the academic transcript;
2. The guarantee letter of tuition fee during the study in Indonesia in the form of bank account;
3. The copy of valid passport;
4. The students' statement to obey the law prevailing in Indonesia.

The foreign student candidates who have fulfilled all the requirements above should conduct administrative and academic registration. The proceduresfor admission of foreign students of Dian Nuswantoro University are determined by certain regulations.

2.3 STUDENT STATUS AND REGISTRATION

A. Status as student

Onehas been admitted to be astudent of Dian Nuswantoro University after he or shehas conducted the administrative registration. Astudent who has conducted the administrative registration has the right and permission to attend the academic activities when he or shehas done the academic registration. A student is not allowed to join adouble-study program.

B. Administrative Registration

1. Administrative registration is conducted in the beginning of theodd semester, except for students who have permissions from the Rector due tocertain reasons/conditions can conduct administrative registration in the beginning of theeven semester.
2. Administrative registration can be conducted in the beginning of theeven semester in terms as follows:
a. The students' academic leave ends.
b. The students who have got the permissions have been reactive, or

c. The students move to anotherstudy program at Dian Nuswantoro University.
3. The students who have not conducted the adinistrative registration until the due date are not allowed to attend the academic and student activities during the semester.
4. Administative registration is the prerequisite of academic registration.
5. The activities of administative registration are in ~~the~~ form of:
   a. The student data renewal
   b. The student card withdrawal

C. Academic Registration
1. Academic registration is a student's activity to register himselforherself to become the participant of academic/curricular activity offered during the semester.
2. Academic registration is conducted in the beginning of theodd and theeven semesters.
3. Academic registration activities can be in ~~the~~ form of:
   a. The study plan filling-in,
   b. The study plan revision,and/or
   c. The subject cancellation
4. Academic registration should also be done by the students who are completing their final projects.
5. Freshmen (1st-year students) registrationconcerns things as follows:
   a. Every prospective student has to come and finish the administrative registration.
   b. He or she should submit the prove of being accepted as a freshman.
   c. Heor she should submit the receipt of the tuition fee being determined.
   d. Heorshe should fill the form of freshman administrative registration, letter of statementto obey all the rules stipulated by Dian Nuswantoro University, and the temporary student card.
   e. He or she should submit the form of new student administrative registration, letter of statement and the temporary student card enclosed with the copies of diploma certificate, high school academic transcript, and some required numberof photos.
   f. The procedure of administrative registration is regulated based on the rules determined in thefreshmen admission academic year.
6. The procedure of student registrationis as follows:
   a. A student is supposed to conduct and finish administrative registration.
   b. A student should submit the student card and a receipt of education tuition fee.
   c. A student should fill in or submit the most recent data.

D. Non-Active Students
Non-active students are those who do not conduct administrative registration and anon-active period isconsidered as part of their study period. It is stated in the Rector decree that the students who are not active for four semesters are not anymore considered as students of Dian Nuswantoro University ~~anymore~~. A student should reactivate his or her status by him- or herself before the Rector makes another decree. In certain cases, the Rector may consider a student's status after the student concerned completes the following requirements:
1. The student proposes the status to the Rector

2. When the proposal is approved of by the Rector, the student should conduct the academic and administrative registration based on the academic calendar and the determined regulation.

The permission to reactivate a student'sstatus is only given one time during his or her study period at Dian Nuswantoro University.

2.4 EDUCATION SYSTEM

Dian Nuswantoro University runs academic and vocational education programs in a number of sciences, technologies andor arts.

The academic education program is undergraduate and graduate programs aimed at achieving the mastery of sciences, technologies, andor arts.

The vocational education program is a diploma education program aimed at preparing students to have particular skills.

The curriculum as the basis to run undergraduate and diploma programs consists of:
a. The core curriculum, and
b. The institutional curriculum.

The core curriculum of undergraduate programs is about 40%-80% of all credits of the undergraduate program curriculum. The core curriculum of diploma programs is at least 40% of all credits of the diploma program curriculum.

The courses of the core and institutional curriculum of undergraduate and diploma programs are divided into five groups:
a. Personality development courses
b. Science and skill courses
c. Work-expertise courses
d. Work-behaviour courses
e. Social-life courses.

2.5 SEMESTER CREDIT SYSTEM

The education implementation system of Dian Nuswantoro University uses semester credit system (SKS). Semester credit system is an education implementation system using semester credits to show the students' academic load, lecturers' load, and program implementation load. A semester is a period of time which consists of 16-week lecturing or other scheduled activities, and 2-week assessment activities. An academic year is divided into minimally two semestersimplemented based on the university academic calendar.

A. The Objectives of Semester Credit System
1. To give outperformed students an opportunity to finish their study in time.
2. To enable students to take subjects meeting their interests, talents and capabilities.

3. To allowcurriculum adjustment to the dynamics of society and the development of science and knowledge.
4. To facilitate credit transfers between study programs, faculties, or universities nationwide or even worldwide.

B. **Semester Credit Units**
1. One credit unit entitles its takers to commit three compulsory weekly activities including:
   a. A fifty-minute lecture scheduled by Academic Section of Faculties;
   b. A fifty-to-a-hundred-minute academically-structured activity scheduled by lecturers;
   c. A fifty-to-a-hundred-minute academically-independent activities in which students are required to be autonomous in learning further, preparing curricular tasks, reading references, and so forth.
2. One credit in ~~the~~ form of seminars and *capita selecta*requires students to deliver a fifty-minute presentationto their regular classmates as their audience. The presentation is conducted weekly in one semester.
3. One credit in ~~the~~ form of practice or experiment in a laboratory should be conducted for two hours per week in one semester.
4. One credit in ~~the~~ form of internship consumes four hours per week in one semester.
5. One credit in ~~the~~ form of research and final-paper writing allows 3 – 4 hours per week in one semester.
6. One credit for a lecturer equals obligations to conduct the following activities:
   a. Fifty-minute classes or lectures scheduled by Academic Section
   b. Fifty-to-a-hundred-minute planning and evaluating academic activities
   c. Fifty-to-a-hundred-minutepreparations for developing materials.

C. **StudyLoad and Study Time**
1. The Diploma III program requires students to take 110-120 credits in six semesters or ten semesters at the latest.
2. The Graduate program requires students to take 144-160 credits in eight semesters or fourteen semesters at the latest.
3. The Post-graduate program requires students to take 36-44 credits in four semester or six semesters at the latest, and the major taken should be linear to that of the graduate program.
   The Non-linear prospective students are required to take a matriculation program provided by the Post-Graduate Program and completion of the program is compulsory.

D. **Short-Term Semester Programs**
   a. Short-Term Semester Programs are administered in the semester breaks and are equivalent to the regular semesters.

b. These programs are aimed at giving students an opportunity to improve their scores on subjects taken in the previous semesters so that their GPA (Grade Point Average) can improve or their study is accelerated.

c. These programs should conform withthecurriculum and academic regulations of the university.

Scope

The programs encompass lectures, structured assignments, individual assignments, a mid-term test, and a final-term test

Time and Credit

The time spent by students to take this program does not add up to the overall number of semesters taken. Students are allowed to take only ten credits and three subjects from the previous semester.

Classes

Classes in short-term semester programs for subjects ~~focusing~~ on theories and practices are conducted as follows:

1. One-to-three-credit subjects will comprise 16 meetings including mid-term test and final-term test.

2. Four-credit subjects will comprise 32 meetings including mid-term test and final-term test.

3. **Structured assignments**

   Students are required to submit structured assignments.
   a. For two-to-three credit subjects, assignments should be given at least four times.
   b. For four-credit subjects or more, assignments should be given at least six times.

   The failure to submit the assignments as mentioned above will affect the assignment scoring. The scoreswill be averagedreferring to the existing norms.

E. Mid-Term Tests

The tests are conducted at the time scheduled by the Academic Section and held after the seventh meeting for two-or-three-credit subjects and after the fourteenth meeting for four-credit subjects.

F. Final-Term Tests

The tests are conducted at the time scheduled by the Academic Section. The administration of the tests conforms withthe existing test rules and regulations.

G. Assessment System

The assessment and scoring of short semester programs is similar to that applied in regular semesters. The short-term semester GPA does not make a reference for determining the number of credits taken for the next semester.

H. Financing of Activities

The short-term semester fee is paid aside from the regular semester fee. The amount is subject to the Rector's Decision or Decree.

I. **Minimum Number of Participants**

Classes can only be opened when the number of participants reaches at least ten students. The Committee reserves the rights to administer or to cancel the classes offered and to refuse participants when the number of participants already reaches to a maximum.

J. **Procedures**

The Faculty through the Committee give information on the opening of short-term semester classes including the subjects, the terms and conditions, and the procedures. Interested students register, pay the tuition-fee, and submit the copy of the payment to the Committee. Then, the Committee prints out a study plan card. Finally, students are obliged to participate in all range of academic activities during the course.

STUDY PLAN

At the beginning of each semester, students are suggested to consult their academic advisors for subjects to take for that semester. Then, students fill out the study plan cards through *SiAdin-Mahasiswa* and the advisorswill verify them through *SiAdin-Dosen*. The card will serve as a permit to take part in academic activities in that semester.

SIADIN MAHASISWA. The student registration should be verified by the academic advisor, and it is used for the course during thesemester.

The number of credits for each subject is stated as follows:
The number of credits on Semester One is stated according to the semester credits based on the curriculum of the study program.
For the following semesters, the semester credits arestated based on the GPA as follows:

GPA, greater than   3.00, the maximalloadis 24 credits.
GPA,   2.50- 2.99, the maximal loadis 22 credits.
GPA,   2,00- 2,49, the maximal loadis 20 credits.
GPA,lower than   2,00, the maximal loadis 18 credits.

Students should pay attention to the subjectswith prerequisites. The minimal grade for the prerequisite is D.

Students can change the number of subjects by adding up or reducing them according to the schedules given by the study program.

In the registration, students are guided by the academic advisors who are assigned by the faculty. They also have an opportunity for askingguidance and counseling from the academic advisorsconcerning their studies.

ACADEMIC ADVISORS

Academic Advising is a process of guiding and counseling from the experts to the students to help them finish their study in time according to the students' interests and capabilities.

The guidance and counseling may involve:
Guidanceand counseling for personal problems;

Academic guidance and counseling;
Guidance on problem solutions in groups;
Students' motivation in effective study habits.

Academic counseling is given by Academic Advisors, and the students have the rights to get Academic Advisors.

Academic Advisors' Job Description is as follows:
1. Providing guidance and counseling
2. Verifying student registration cards (KRS)
3. Verifying student academic reports
4. Evaluating the results of study based on the academic rules given.

EXAMINATION

Types
In one semester, examination is conducted into several types: progress tests, mid-term tests, final-term tests, and practice tests. Besides, evaluations can be conducted in other types according to the faculty policies.

Assignments
Lecturers can give assignments according to the credits on the subjects that they teach. The assignmentsrefer to the lesson plans. The assignments are then discussed and corrected in the class sessions.

Semester Examination
This consists of mid-term examination and final-term examination. During the semester the examination is conducted one timefor the mid-term, and one timefor the final-term for each subject.

The results of final examinationare published in SIADIN and so are the students' academic reports.

Thesis
This Thesis is to give students an opportunity to write a final scientific report based on an academic research. A thesis is one of the requirements to complete a study at Dian Nuswantoro University according to the respective study programs. The forms and rules for conducting a research and writing a thesis are regulated by each faculty.

Grades
A grade has its composite scores on assignments, the mid-term test and the final-term test. A grade is elaborated based on the credit(s) on each subject:

Component	Percentage
Assignments	10-40%

Mid-Term Test	25-50%
Final-Term Test	25-50%
Total	100%

The grades are stated outin form ofA, B, C, D, and E, with the score values as follows:

A	=	4
B	=	3
C	=	2
D	=	1
E	=	0

The system of grading can be stated as follows:

1. The Standard-Referenced Evaluation (=PAP/Penilaian Acuan Patokan) is the grade evaluation based on specific criteria according to the examiner's decision with the ranges as follows:

   A : $85 \leq$ Grade ≤ 100
   B : $70 \leq$ Grade < 85
   C : $60 \leq$ Grade < 70
   D : $50 \leq$ Grade < 60
   E : $0 \leq$ Grade < 50

2. The Norm-Referenced Evaluation (PAN/Penilaian Acuan Norma)is the grade evaluation relatively based on performances of the other students in the class.

3. The Standard-Referenced Evaluation is to be applied when the aspects in teaching and learning process have been completed. The aspects cover the following terms:

   a. The teaching-material plans (TIU and TIK) have been well-formulated;
   b. The teaching-material plans (TIU and TIK) have been communicated within the group of lecturersand to the students;
   c. Evaluation is conducted throughout the semester *(a continuous assessment)*
   d. Efforts of encouragement are given to the students;
   e. Efforts of enrichment are made during the teaching and learning process;
   f. Evaluation is conducted to accomplish the TIU and TIK plans.

4. When the aspects above are not completed, the Norm-Referenced Evaluation is better employed, with a prior statement on the minimal passing grade.

Students are recommended to revise theirgrades in the short-term semester or inthe regular semester. They are allowed to confirm their grades to the lecturer when they find some unsatisfication. When there is a mistake on scoring or grading, the lecturer should revise the mistake by using an officialreport provided by the committe.

Rate of Success in Study

The rate of students' success in study during a semester is stated in form of a GPA. The GPA is elaborated as follows:

$$IPS = \frac{\sum N \times K}{\sum K}$$

      N   = a score value of grade in each subject
      K   = number of credits

In the end of a semester, students can get the results of their study in the Student Academic Report by the SIADIN system.
(Rini)

2.10 STUDENTS' STUDY PROGRESS EVALUATION

A. The Diploma III Program

The evaluation of study progress to the students of theDiploma III program is conducted in the second (II) and the sixth (VI) semesters. The students of theDiploma III are allowed to continue to the next semester after they complete minimally 18 credits with the GPA >= 2.0 without any grade Ein the end of the second semester. The students of the Diploma III are allowed to continue their study after they complete minimally 70 credits with the GPA>= 2.0 without any grade E in the end of the sixth semester. The students of the Diploma III programare declared to have passed the program after they have completed a total number of 110 credits, including the Final Project, with the GPA >= 2.0 without any grades E and D in the courses of Prominent Competence Group, for maximally 10 (ten) semesters. Students will receive an academic warning when they do not follow each evaluation step. The Dean, on behalf of the faculty,is entitled to report the student ignoring the criteria above to the Rector who in time will publish a decree to discontinue the student's status at Dian Nuswantoro University.

B. The Graduate Program

The evaluation of study progress to the students of theGraduate program is conducted in the second (II) and the eighth (VIII) semesters. The students of theGraduate program are allowed to continue to the next semester after they complete minimally 18 credits with the GPA >= 2.0 without any grade Ein the end of the second semester.The students of theGraduate program are allowed to continue their study after they complete minimally 90 credits with the GPA >= 2.0 without any grade E in the end of the eighth semester.The students of the Graduate programare declared to have passed the program after they complete a total number of 144 credits, including the Thesis, with the GPA >= 2.0 without any grades E and D in the courses of Prominent Competence Group, for maximally 14 (fourteen) semesters.Students will receive an academic warning when they do not follow each evaluation step. The Dean, on behalf of the faculty, is entitled to report the student ignoring the criteria above to the Rector who in time will publish a decree to discontinue the student's status at Dian Nuswantoro University.

C. The Magister or Post-Graduate Program

The evaluation of study progress to the students of the Magister program is conducted in the fourth(IV) semester. The students of theMagister program are allowed to continue their study after they complete minimally 30 credits with the GPA >= 2.75 without any grade Ein the end of the fourthsemester.The students areobliged to complete all the credits for maximally 10 (ten) semesters, with the GPA >= 2.75, without any grades D and E, as well as to assess maximally 20% of the grade C out of the required total credits.Students will receive an academic warning when they do not follow each evaluation step. The Director of the Post-Graduate program is entitled to report the student ignoring the criteria above to the Rector who in time will publish a decree to discontinue the student's status at Dian Nuswantoro University.

2.11 LECTURERS' ACADEMIC PERFORMANCE EVALUATION

The evaluation of lecturers' academic performance at the Study Programs has been stipulated in the Rector's Decree No.: 63/Kep/UDN-0/VI/2007, i.e. about the Guidance to Assessmentof the Fulltime Lecturers' Academic Performance Evaluation at Dian Nuswantoro University.

The lecturers' performance assessment components are based on fundamental duties for lecturers on *Tri Dharma Perguruan Tinggi*(= the three principal duties for tertiary educational institutions) with additional duties covering:

- a. Educating
- b. Scientific researching
- c. Public servicing
- d. Office Managing and Administrating

The lecturers' performance assessment components in the aspect of educating cover:

1. Preparing lesson plans.
2. Composing teaching material in form of modules/handouts/lecturenotes.
3. Fulfilling obligation onnumber of meetings covered in class as prescribed by the regulations.
4. Transferring learning material to the students in punctual schedules and in precise teaching plans.
5. Giving motivation to student in order to succeed in their study.
6. Applying effective class management in order to be created conducive atmosphere learning.
7. Using transparent and clear evaluation assessment system prescribed by the regulations.

Lecturer performance assessment component in the aspect of scientific researching and public servicing covers:

1. Conducting research activities and/or publishing scientific works.
2. Conducting public services.

Lecturers' performance assessment components in the aspects of management and administration covers:
1. Attendance in office visits
2. Accomplishment of office hours

Procedures of Lecturers' Performance Assessment are arranged in Procedures of Quality Control Documentof Number: PBM-UDINUS-09, Point 7.8 about Evaluation of Lecturers' Performance Assessments consisting of Procedures of Educational Performance Assessment, Procedures of Research and Public ServicePerformance Assessment, and Procedures of Managing and Administrating Performance Assessment.

2.12 STUDY SUCCESS

A. Passing Requirements
1. Students of the Diploma III Program are declared to have passed the programif or when they have completed a total credit of as many as minimally 110 credits, includingthe Final Project, with the GPA >= 2.0 without grades E and D in the Prominent CompetenceGroup.
2. Students of the Graduate Program are declared to have passed the program if or when they have completed a total credit of as many as minimally 144 credits, including the Thesis, with the GPA >= 2.0 without grades E and D in the Prominent CompetenceGroup.
3. Students of the Magister or Post Graduate program are declared to have passed the program if or when they have completed a total credit of as many as minimally 36 credits, passing the thesis examination and submitting the validated thesisreport, with the GPA>= 2.75 without grades E, D, and maximally 20 % grade C from the required totalcredits.

The students fulfilling all the requirements are declared to have passed the Judicium bythe Faculty or Study Program statement and then by the Rector's Decree. The date onthe study success is mentioned according to the date on passing the judicium as stipulated in the final GPA record (in form of an academic transcript).

B. Passing Categories
All graduates achieve the passing categories with3 (three) compliments: Satisfactory, MostSatisfactory, and CumLaude, after passing the programs with particular Grade Point Averages (GPA's) and Lengths of Studyas follows:

1. The Diploma III Program
   Satisfactory   : IP = 2.00 – 2.75
   Most Satisfactory   : IP = 2.76 – 3.50
   Cum Laude   : IP = 3.51 – 4.00
   Length of study   <= 8 (eight) semesters

2. The Graduate Program

Satisfactory   : IP = 2.00 – 2.75
Most Satisfactory   : IP = 2.76 – 3.50
Cum Laude   : IP = 3.51 – 4.00
Length of study   <= 10 (ten) semesters

3. The Magister or Post-Graduate Program
  Satisfactory   : IP = 2.75 – 3.40
  Most Satisfactory   : IP = 3.41 – 3.70
  Cum Laude   : IP = 3.71 – 4.00
  Length of study   <= 6 (six) semesters

C. Educational Degree Certificates and Academic Transcripts
The students declared to have passed study programs are entitled to receive EducationalDegree Certificates and Academic Transcripts. The Educational Degree Certificates and Academic Transcripts are handed to the graduates after the Graduation Ceremony.

2.13 GRADUATION CEREMONY

The Graduation Ceremony is one of the academic ceremonies at theuniversityand it represents an academic tradition carried outofficially by the University Senate Forum to inaugurate graduates. Dian Nuswantoro University holds the graduation ceremony minimally two times in an academic year.

The Graduation Ceremony requires the students to complete the following:

1. The students are declared to have passed the study program according to the graduationjudicium in the Dean's Decree.
2. The students have completed all administration, library, polyclinic, and any the other charges.
4. The students are willing to obey all the regulations and disciplines to follow the Graduation Ceremony.

4. The students register themselves as eligible participants of the scheduled graduation ceremony.
5. The studentsfollowthe graduation ceremony rehearsal.
6. The students follow the graduation process from the beginning to the very end of theceremony.

The students having completed their degree requirements at Dian Nuswantoro University should follow the graduation ceremony as a requirement for receiving degree certificates and academic transcripts. The best graduateswith highestGPA(minimally 3.50) and with the shortestlength of study(the study time period plus maximally 2semesters). The best graduates of study programs are given awards by the Rector in every graduation ceremony.

2.14 DEGREES AND TITLES

Academic degreesare grantedtograduates ofthe Graduate and Post-Graduate Programs.Professionaldegrees are awardedtograduates of the Diploma Program. The academic and professional degreesin abbreviated form are used and placed in back of the graduates' names. The degrees grant the graduates the following:

a. Completion of allthe required courses based on applicable regulations.
b. Completion of all the administrativeandfinancialobligationsbased on applicable regulations.
c. Statement of degree graduation based on the Dean's decree

The typesof academicand professional degrees, areas of expertise, as well as andtheir respective abbreviated forms are stipulated according to the existing government regulations.

Tabel 1: Academic Degrees

Study Program	Level of Education	Academic Degree
Informatics Engineering	S2	M.Kom.
Management	S2	M.M.
Information Systems	S1	S.Kom.
Informatics Engineering	S1	S.Kom.
Visual Communication Design	S1	S.Sn.
Informatics Management	D-III	A.Md.
Informatics Engineering	D-III	A.Md.
Broadcasting	D-III	A.Md.
Management	S1	S.E.
Accountant	S1	S.E.
English Language	S1	S.S.
Japanese Language	S1	S.S.
Public Health	S1	S.K.M.
Medical RecordsandHealth Information	D-III	A.Md
Electrical Engineering	S1	S.T.
IndustrialEngineering	S1	S.T.

2.15 ACADEMIC LEAVE

Principally, students may apply for an academic leave. An academic leave can be given to those already attending minimally 2 (two) semesters, or to those who are seriously ill and hospitalized.

An academic leave can be given for maximally 2 (two) consecutivesemesters, and it is not reckoned within thestudy time period. Besides, an academic leave isgivenmaximally 4(four) semestersduring the studytime periods forthe DiplomaProgramand the GraduateProgramstudents, andmaximally two (2) semestersforthe Master or Post-Graduate Programstudents.

Students are allowed to take an academic leave due to the following causes:
a. An accident; a note from the hospital to be attached;
b. A more-than-six-month illness;
c. A child-birth delivery;
d. Other factors that stop a student from attending academic activities for one month or more.
An academic leave is valid after the Rector's approval.

Applying for Academic Leave:
a. Students get an academicleaveapplication form from the Academic Administration Bureau, complete the form, and submit it back to the Bureau.
b. Students ask for approvals from their academicadvisor, the Head of Study Program, and the Dean/Director.
c. The submission of the academic leaveapplication formshould enclose the following:
   1. A copy of tutition-fee 50%-off payment;
   2. A letter of approval from the Head of Library;
   3. A letter of approval on financial administration from the Head of Financial Bureau.

Reactivation Procedure:
a. Students get a reactivation application form from the Academic Administration Bureau, complete the form, and submit it back to the Bureau.
b. Students make administrative and academic registrations based on the applicable requirements and procedures.

2.16 TRANSFER

Principally, students are allowed to transfer a course program at Dian Nuswantoro University environmentafter they have attended at least 2 (two) semesters. A transferof course program is notpermittedwhen it is caused by aviolationof academicregulationsorthe like. Students get only one time opportunity to do the transfer in the end of year of their attending the college, and there is no change in their study time period. The application fora program transfer is submittedno later thantwoweeksbefore theodd or the evensemesterresumes in the academic year calendar. Once an application has passed the deadline, it is not considered or it is rejected. Students who wish to transfer a program should submit a written request to the Rector. The copy of the application should be approved of by the Head of Study Program and then submitted to the Dean. The students'program transfer study isassignedby the Rector's decision considering the approvals from the Head of Study Program and the Dean.

3

SOCIAL AND ACADEMIC LIFE AT UNIVERSITY

3.1 RIGHTS OF STUDENTS

3.2 OBLIGATIONS OF STUDENTS

3.3 REGULATIONS AT UNIVERSITY

3.3.1   PROHIBITIONS FOR STUDENTS

3.4 ACADEMIC REGULATIONS FOR STUDENTS

3.5 ACADEMIC GUIDELINES FOR LECTURERS

3.6 ACADEMIC VIOLATIONS AND PUNISHMENTS

3.1 Rights of Students

Studentsat Dian Nuswantoro University have the rights as follows:
a. The right to responsiblyenjoy their academic freedom to get accesstoknowledge according to the norms and morality in the academic environment;
b. The right to get proper pedagogic and academic servicessuitable to their interests and abilities;
c. The right to access university facilities for their learning process;
d. The right to receive a guidance from the lecturers according to their study program;
e. The right to receive information service related to their study program and also the results of their study;
f. The right to finish the study earlier than the regular study requires;
g. The right to get welfare service based on the rules and regulations;
h. The right to use the university sources by students' organizations to run their social welfare;
i. The right to move to another study program or another university, with the condition that all the requirements are fulfilled and the capacity allows;
j. The right to participate in students' organization;
k. The right to receive special treatments for the disabled students.

3.2 OBLIGATIONS OF STUDENTS

Studentsat Dian Nuswantoro University have the obligations as follows:
a. The obligation to obey every rule applied at Dian Nuswantoro University;
b. The obligation to maintain the facilities and cleanliness of public areas as a matter of courtesy and appearance;

c. The obligation to pay tuition fees, except those who are set free from the fees;
d. The obligation to respect knowledge, technology, and arts;
e. The obligation to maintain the good name of the University;
f. The obligation to uphold the National culture.

3.3 REGULATIONS AT UNIVERSITY

To realizethe university vision in developing students, rules and regulationsare needed for the students of Dian Nuswantoro University. The rules and regulationsare as follows:
a. Behaviors
1. Maintaining the good name of Dian Nuswantoro University as a scientific institution;
2. Paying respect to lecturers, employees, college friends, and others;
3. Paying respect and obeying the rules and regulations applied at Dian Nuswantoro University.
b. Attitudes
1. Creating and supporting the academic atmosphere;
2. Creating a safe and secure campus environment;
3. Creatinga good atmosphere for personal development;
4. Always maintainingcleanliness of the physical environment such as buildings, classrooms, and other facilities at Dian Nuswantoro University;
5. Maintaining cleanliness of the interior space, trees, gates, and areas surrounding the campus;
6. Littering the trash to the garbage cans;
7. Using the toilets properly.
8. Maintaining cleanliness of the bathrooms and toilets;
9. Arranging and cleaning the classroom after using it;
10. Maintaining cleanliness of the gardens and trees;
11. Maintaining safety of university facilities in the campus environment;
12. Having interactions among students appropriateto the cultures and norms.
13. Speaking politely in formal or informal situations to the lecturers, employees, college-friends, and others in the campus environment;
c. Performance
1. Wearing proper and polite clothes in classrooms and in university activities;
2. Being polite in formal and informal situations in the campus environment.

3.4 PROHIBITIONS FOR STUDENTS

To create a good life environment, prohibitions for students are as follows:
1. Making disturbances during classroom activities;
2. Cheating, including giving or receiving unauthorized aids or information on a recitation, quiz, examination, or other academic assignment;
3. Committingforgery or alteration of University documents or record;

4. Committing plagiarism of the words, ideas, concepts, or works of someone else and putting them to a specific use without proper acknowledgment;
5. Offering, giving, or promising another person any financial advantageor others with the intention to induce or reward that person or another person to perform his or her responsibilities or duties improperly or giving improper advantagesrelated to academic achievement;
6. Smoking in the classroom and in no smoking areas;
7. Drinking and eating during the class activities;
8. Creating vandalism, profanity, destruction of private property and university facilities;
9. Threatening and showing disruptive behavior and discrimination, including harrassment or retaliation to the University employees, or other students,or against an individual based on a protected classification;
10. Provoking others, causing a nuisance or quarrelling among students or outsiders, and disturbing the environment of Dian Nuswantoro University.
11. (no 5)
12. Trespassing or the unauthorized entering or accessing into any University building, facility, property, service, resource, or activity;
13. Destroying, damaging, misusing, or defacing any University building, facility, or property, or any private property on-campus or property being used for a University-sponsored event;
14. Cutting the trees, destroying the plants, or disturbing the animal in the area of campus;
15. Gambling within the limits of the University campus;
16. Possessing, using, or consuming any uncontrolled or illegal substances not prescribed by a physician, both inside and outside campus;
17. Possessing/using/saving/selling/distributing weapons (fighting tools) on University grounds which are not related to learning process;
18. Committing sexual assaultsor sexual activities by clear words or actions. A sexual assault occurs when a consent is not received; a person is physically forced, intimidated, or coerced into a sexual act, or when a person is physically or mentally unable to give a consent;
19. Using improper clothes (shirts) during academic activities;
20. Breaking the rules and regulationsof Dian Nuswantoro University and the laws applied in Indonesia.

3.5   ACADEMIC REGULATIONS FOR STUDENTS

1. Students are required to attend new or repeating courses;
2. Students are expected to attend classes regularly and promptly;
3. Students are required to wear suitable attributesand are prohibited to wear collarless shirts and sandals during lectures;

4. Students should attend at least 75% of all scheduled class meetings;
5. Students are required to sign on the manual attendance lists;
6. Signing an attendance list on behalf of another student constitutes a violation of the academic integrity;
7. Students are not allowed to take final examinations when they do not meet the mandated attendance requirements;
8. Lecturers may grant sick leaves to students who provide a medical certificate one day prior the scheduled class session;
9. Lecturers may grant leaves of absence to students who provide an official letter one day prior the scheduled class session;
10. Students should ensure safety, security, cleanliness, and harmony in the class;
11. Students leaving early should obtain a permit from the lecturer in order to be excused from the class;
12. Students should use polite and formal language expressions when asking questions to the lecturers;
13. Students may be allowed to arrive late for lectures but should ensure that permission is granted from the lecturer prior to the start of the lecture;
14. For violating any regulations, a student may be expelled from the class or, otherwise,be punished at the discretion of the lecturers.

3.6 ACADEMIC GUIDELINES FOR LECTURERS

1. Lecture sessions should be conducted fully during the times allocated;
2. Lecturers are recommended to introduce themselves to the students on the first day of class meeting;
3. Lecturers are obliged to inform the instructional design within one semester, assessment system, and any learning resources or materials on the first day of class meeting;
4. Lecturers are obliged to inform the objective of lecture at every class meeting;
5. Lecturers are recommended to invite students to participate actively in an interactive discussion;
6. Lecturers should use polite and formal language expressions during lecture sessions;
7. Lecturers are obliged to apply effective classroom management in order to create comfortable and disciplined classroom environment;
8. Lecturers are required to use up-to-date theories and knowledge in order to help ensure that students master the course content;
9. Lecturers should weigh the assignments given to students proportionally in order to support students' mastery of course content;
10. Lecturers are obliged to return students' assignments with marks and remarks and to discuss them in order to give appropriate feedback;
11. Lecturers are obliged to apply transparent and reliable assessment system;
12. Lecturers are obliged to provide a score appeal when students have a concern about the accuracy of assessment system;
13. Lecturers are recommended to motivate students to uphold the values of hard work;
14. Lecturers are required to apply an appropriate control of the manual attendance list at the end of class meeting in order to uphold classroom discipline.

3.7   ACADEMIC INTEGRITY POLICY

A.   Academic Integrity Violations

1. **Cheating:** using or attempting to use unauthorized assistance, information, or study aids in any academic exercise;
2. **Forgery:**the intention to produce counterfeit documents; possession of equipment with the intent to produce counterfeit documents; production of counterfeit documents; forgery; falsification of records; lying; falsification of academic-related documents;
3. **Plagiarism:**representing the words, research findings, or ideas of another person as your own in any academic practice;
4. **Bribery:**an act of offering, giving, receiving, or soliciting of any item of value that alters the behavior of the recipient and influence the actions of an official or other person in charge of a public or legal duty;
5. **Impersonation:**assuming a student's identity with intent to provide an advantage for the student;
6. **Academic breach attempt:** taking part in any unauthorized assistance of academic exercise;
7. **Criminal breach attempt:** taking part in any criminal attempt;
8. **Criminal act:** physical and social violence andor harassment are subject to both criminal punishment and academic integrity sanction;
9. **Drug-related offense:**the possession, use, manufacturing, distribution, or intent to distribute andor sale ofa controlled or illegal substancein University-owned or operated property over which they have control.

B.   Academic Integrity Sanctions

Academic sanctions are designed to educate students on the consequences of their violation in accordance to the nature of violation.

Academic sanctions are aimed at maintaining the quality of education and maximazing educational achievement, which include:
1. Sanctions for minor nonseparable violations including disciplinary warning or probation, denial to access campus facilities, suspension of any academic or nonacademic program andor other sanctions equal to the sanctions for minor nonseparable violations imposed by the Board of Department/Faculty/University;
2. Sanctions for major nonseparable violations includingloss of access to academic credits, a mark reduction,suspension for a minimum of one academic year and or other sanctions equal to the sanctions for major nonseparable violations imposed by the Board of Department/Faculty/University;
3. Sanctions for separable violations including permanent expulsion from the University without a permanent notation of disciplinary expulsion, permanent expulsion from the University with a permanent notation of disciplinary expulsion, revocation of the degree andor other sanctions equal to the sanctions for separable violations imposed by the Board of Department/Faculty/University.

C. Procedures for Faculty Charging a Student with Violation

Procedures for imposition of sanctions for violations are as follows:
1. The Board of Department/Faculty/University assemblies all pertinent evidences;
2. The Board of Department/Faculty/University affirms on violations conducted by students;
3. The Board of Department/Faculty/University assigns appropriate sanctions.

Procedures for imposition of sanctions for major nonseparable violations are as follows:
1. The Board of Department/Faculty undertakes an investigation based upon the report of academic integrity violations;
2. Based on the academic assembly, the Faculty Dean will assign appropriate sanction(s).

Procedures for imposition of sanctions for separable violations areas follows:
1. The Board of University undertakes an investigation based upon the report of academic integrity violations;
2. Based on the academic assembly, the University Rector will assign appropriate sanction(s).

The procedures for the imposition of sanctions for lecturers andor administrative staffs promptly refer to specific regulations andor based on the regulations that have been authorized for academic purposes.

STUDENTS ORGANIZATIONS

1.1 UNIVERSITY BOARD OF STUDENTS' REPRESENTATIVES (MPM)

1.2 UNIVERSITY COUNCIL OF STUDENTS' REPRESENTATIVES (DPM)

1.3 UNIVERSITY BOARD OF STUDENTS' EXECUTIVES (BEM-U)

1.4 FACULTY BOARD OF STUDENTS' EXECUTIVES (BEM-F)

1.5 STUDENTS' ACTIVITY UNITS (UKM)

1.6 INTRODUCTION TO THE STUDENTS' ACTIVITY UNITS

4.1. UNIVERSITY BOARD OF STUDENTS' REPRESENTATIVES (MPM)

The University Board of Students' Representatives (MPM) is the highest level of students' organisation at Dian Nuswantoro University.

A. The Main Tasks of MPM are as follows:
1. To decide the planning and budgeting(AD/ART) of students' activities;
2.To hold the leader election of students' representativesat the Board;
3. To set up, appoint,andtake theoathandpledge of the members, of the Council of Students' Representatives, the students' PresidentandVicePresident, and orthe Students' VicePresident, as well as of the members or chairpersons of the new University Board of students' representatives;
4. To set up the *Great Outlines of Students' Activities* (GBHK) of the BEM's;
5. To set recommendationsfor Students' Activities at Dian Nuswantoro University.

B. The Rights and Obligations of MPM are as follows:
1. To change and amend thebudgeting of students' activities;
2. To pay high respect to the AD/ART of students' activities;
3. To establish a working commitee;
4. To issue necessary decreesanddecisions to maintain the objectives and functions of students' activities.

C. MEMBERSHIP OF MPM:
1. The membership of MPM consists of the following:
(a) The members of DPM
(b) A limited number of delegates;
(c) An additional number of 1-2 delegates.
2. The membership of DPM is ended inter-period due to the following causes:
 (a) death or a permanent illness;
 (b) own request of resignation approved of by the University Board;
 (c) violation of pledged membership integrity;
 (d) invalid student's status of Dian Nuswantoro University;
   (e) invalid membership of the University DPM;
3. The inter-period succession of MPM members is arranged in separate regulations.

D. THE RIGHTS AND OBLIGATIONS OF MPM MEMBERS:
    1. MPM members hold the right to vote, the right to speak,
        and the right to vote for and to be voted for;
    2. MPM members are obliged to perform their functions as students' representatives
        with high responsibility.

E. APPARATUS OF MPM:
1. The apparatus of MPM consists of the following:
a. Chairperson of the Board;
b. Secretary of the Board;
c. Treasurer of the Board;

d. A Working Committee ofthe Board;
e. Fractions of the Board.

2. The Working Committee of the Board may establish theirexecutive members.
The job descriptions of MPM apparatus are stated out in the MPM rules and regulations.

F. MPM ASSEMBLY AND MEETINGS:
1. Types of Assembly:
(a) General Assembly
(b) Semester Assembly
(c) Ad hoc Assembly

2. Types of Meetings:
a. Plenary Meeting
b. Board Chairperson Meeting
c. Working Committee Meeting
d. Board and Working Committee Meeting
e. FractionMeeting.

G. MPM GENERAL ASSEMBLY
1. The MPM General Assembly (SU) is the highest forum for decision-making;
2. The MPM General Assembly consists of:
    a. Commission Sessions, which discuss the draftson decisions and statements;
    b. Plenary Sessions, which result in final decisions and statements.

H. MPM SEMESTER ASSEMBLY
1. This Assembly has the same function as the General Assembly;
2. This Assembly is held for:
    a. The Report on responsibility and accountability from the students' President and Vice President after a one-semester term;
b. The Evaluation and recommendation on the uncompleted activities of GBHK BEM to the students' President and Vice President.

I. MPM AD HOC ASSEMBLY
1. This Assembly has the same function as the General Assembly;
2. This Assembly is held for:
a. The Report on responsibility and accountability from the students' President and Vice President and their authority termination due to violation of AD/ART and or GBHK BEM;
b. Alteration, amendment, and assignation of AD/ART.
3. This Assembly happens after the proposition of 50% of the Board members plus one member.
4. In the case that the Report on Responsibility and Accountability from the students' President and or Vice Presidentis refuted, the new President and or Vice President may be appointed and inaugurated.
5. The appointment of the students' new President and or Vice President is stated out in a decree with their executive rights and obligations attached;

6. The President and or the Vice President perform their presidential duties until the end of their term.
7. The President and or the Vice President hold the prerogative rights to arrange their cabinet.
8. The President and or the Vice President perform their functions and their accountability from the period of their inauguration to the end of their term.

J. RESPONSIBILITY AND ACCOUNTABILITY
MPM is responsible to the students of the university and is administratively accountable to the Rector.

4.2. UNIVERSITY COUNCIL OF STUDENTS' REPRESENTATIVES (DPM)
DPM is the students' legislative board at the university.

A. THE RIGHTS AND OBLIGATIONS OF DPM MEMBERS:

>1. Every member of DPM has the following rights:
>*a. Interpellation, the right for demanding that the Students' President and or Vice President accounts for some action or policy.*
>*b. Inquiry, the right for investigating a matter on students' interest.*
>*c. Initiative, the right for giving a statement, an opinion, or a bill draft.*
>*d. Amendment, the right for amending a bill draft.*
>*e. Petition, the right for proposing an event to the President and or Vice President.*
>*f. Budget, the right for determining a budget draft to fund events held by students at the University level.*
>*g.* The implementation of the rights as quoted in Article 1 is stated in a separate regulation.
>*h.*Members of DPM are obliged to perform their duties and responsibilities.
>*i.*DPM should report to the University Board of Students (MPM) in a meeting held every semester.

A. **The Job Description of DPM:**
1. DPM performs the functions for:
   a. Monitoring, evaluating, and giving considerations to BEM in conducting their policy guidelines and other DPM regulations;
   b. Arranging and stipulating regulations with BEM;
   c. Proposing, managing, and realizing students' interests;
   d. Submitting proposals, criticisms, suggestions, and policy drafts to the University educational managers;
2. DPM has the authorities of:
   a. Issuing a memorandum to BEM's President and or Vice President of Students Executive Board in case of a violation of rules. The first memorandum is due in 3 weeks. If the BEM President andor Vice President does not improve his or her performance within the time limit, the second memorandum which is due in 1 week is issued. If there is no improvement, DPM will propose an ad hoc meeting to the MPM.

b. Coordinating with DPM in each faculty of the University;
c. Recommendation on an ad hoc meeting to MPM is stipulated in separate regulations.

B. MEMBERSHIP TO DPM

The membership to DPM consists of the following:
1. Student representatives elected from a general election
2. Members of the University DPM are allowed to hold positions as Head, Secretary, and Treasurer in the students' activities at the university;
3. The Inter-period membership of DPM stops due to the following:
   a. Death or a permanent illness;
   b. Resignation with reasonable causes and with approval from the DPM apparatus;
   c. Violation of the pledged membership under the decision by MPM;
   d. Invalid student's status from Dian Nuswantoro University;
   e. Promotion to a higher rank.
4. The inter-period membership of DPM is arranged in a separate regulation.

C. APPARATUS OF DPM

In conducting its functions, DPM consists of the following apparatus:
a. The Plenary Meeting, the one attended by all the members;
b. The Management Meeting, the one attended by Heads of Boards, Vice Heads of Boards, and Heads of Commissions;
c. The Commission Meeting, the one attended by all related commissions' members
d. The Coordination Meeting, the one held minimally one time 3 (three) months by DPM members and BEM members to discuss a particular policy.

D. RESPONSIBILITY

DPM reports its performance morally to all students and administratively to the Rector of Dian Nuswantoro University

4.3 UNIVERSITY BOARD OF STUDENTS' EXECUTIVES (BEM-U)

BEM-U is the board of students' executives at the university level. BEM-UDINUS stands for *Badan Eksekutif Mahasiswa Universitas Dian Nuswantoro.*
A Student President is in charge of BEM-UDINUS. In performing the functions, the President is assisted by a Vice President and a set of cabinets consisting of secretary to the cabinet, department ministers, secretary to department, and departments' expertise staff. The Student President runs his or her term for one period only, and has no re-election.

The President and Vice President are directly elected by the students through a general election (Pemilu Raya or PEMIRA), and are responsible on their performances to the MPM and are administratively accountable to the Rector.

4.4 FACULTY BOARD OF STUDENTS' EXECUTIVES (BEM-F)

BEM-F is an executive organization for students at faculty level.

A. BEM-FOrganizational Structure

The organizational structure of BEM-F consists of the following:

1. The Student Governor is in charge of BEM-F.
2. The student Governor is assisted by a vice governor and a team consisting of a secretary, head of divisions, treasurers of divisions, and specialstaff of divisions.
3. The members of BEM-F are appointed based on needs by the definitive Student Governor.
4. The members of BEM-F are responsible to the Student Governor.
5. The members of BEM-F run their term for one period only, and the student Governor has no re-election.

B. The Rights, responsibilities, and authorities of BEM-F:

1. BEM-F *has the rights for:*
   a. Making necessary decisions in conducting GBHK of BEM-F.
   b. Meminta keterangan yang diperlukan kepada Ketua HM berkenaan dengan tugas-tugas BEM-F.
      Inquiring necessary information to the Heads of Students' associations concerning duties of BEM-F;
   c. Representing faculty students internally and externally under the knowledge of BEM-F.
   d. Realizing annual working programs.
2. BEM-F *has the responsibilities for:*
   a. Implementing the budget plan (AD/ART) of BEM-F;
   b. Conducting all the regulations established by the faculty board of students;
   c. Coordinating with DPM-F.
3. BEM-F *has the authorities for:*
   a. Giving opinions, propositions, and suggestions to faculty members concerning realization of the three principle devotions of tertiary education;
   b. Coordinating with university bureaus;
   c. Coordinating with Students' Associations;
   d. Establishing rules and regulations in cooperation with DPM-F.
4. The Student Governor at faculty level is directedelected by students of Dian Nuswantoro University through a general election.
5. A candidate as the runner-up in the general election is appointedas the Vice Governor.
6. The Student Governor, the Vice Governor, and the staff of BEM-F are not allowed to have multiple structural positions in the faculty board of students' Associations.
7. The Student Governor is responsible on his or her performances on GBHK of BEM-F to students through their associations at the faculty and is administratively responsible to the Dean.

C. **BEM-F Meetings**

BEM-Fholds the following meetings:

1. The Work Meeting, the one held in the beginning of office term. This discusses BEM-F programs of one period before all members of BEM-F.
2. The Management Meeting, the one attended by all the staff of BEM-F to discuss the implementation of BEM-F programs, minimally one time a month.
3. The Division Meeting, the one attended by head, secretary, and special staff of divisions concerned.
4. The Coordination Meeting, the one attended by BEM-F, DPM-F, Bureaus, or Students' Associations .

4.5 STUDENTS' ACTIVITY UNIT (UKM)

An UKM is an autonomous students' organization in coordination with BEM. This unit is a medium for the university students to develop their creativities, sciences, interests, and talents.

A. The Rights and Obligations of UKM

1. UKM has the rightsfor:

a. Obtaining operational funds and facilities for students' activities;

b. Representing certain interests in extracurricular activities in higher education

level in accordance with students' duties and responsibilities.

2. UKM has the obligationsfor:

a. Respecting the Statutes and Rules of students' association;

b. Implementing the entire MPM decisions;

c. Implementingthe UKM action plans;

d. Coordinating with boards of students in terms of their action plans;

e. Coordinating with the related bureaus;

f. Submitting the activities' report to the Rector through Bureaus of Students' Affairs;

g. Maintaining and taking care of the facilities provided by the institution.

B. The Responsibilities, the Succession and the Requirements for Establishing UKM

1. UKM board accounts for its management to the highest forum in its UKM and accounts for its administrative management to the Rector;
2. The Board of Succession is based on the mechanism or rules issued in each UKM;
3. The requirements of establishing UKM are as follows:
   a.It should be a newactivity which has members of at least 20 students from different faculties in the university;
   b. It has the statutes and rules of association, board and action plan in accordance

with its UKM interest;

    c. It has been approved ofby BEM based on the mechanism and rulesissued;

    d. If the UKM activities are part of an official organization outside the university, it shouldget a recommendation from the decree ("SKB") issued by its main organization

    e. It is legalizedby the Rector's decision.

4.6   INTRODUCTION TO THE STUDENTS' ACTIVITY UNITS

A. UKM In the Scope of Talents and Interests

Dian Nuswantoro University has 18 (eighteen) UKM's classified into groups of Sports, Specific, Spritual, Arts and intelectual activities, which are actively existing internally and externally. The secretariate office of those UKM's is in the PKM (Center of Students' Activities) located in F-Building. The groups of UKMs are as follows:

Table 2. List of Dian Nuswantoro Universtiy UKM's

NO	GROUP	NAME	NICK NAME	SECRETARIATES
1	SPORTS	BASKET BALL	UDINUSSQUADS	Gedung F 2H
2		BADMINTON	DINUS BADMINTON	Gedung F 2I
3		FOOT BALL	SOCCER DINUS	Gedung F 2K
4		TAE KWON DO	TKD	Gedung F 2J
5		KARATE		Gedung F2 C
6	SPECIFIC	SCOUT	RADINUS	Gedung F 1C
7		STUDENTS REGIMENT	BATALYON 948 MACAN KUMBANG	Gedung F 1D
8		ALDAKAWA NASETA	ALAS	Gedung F 1A B
9		VOLUNTEERS	KSR	Gedung F 1A B
10	SPIRITUAL	BADAN AMALAN ISLAM	BAI	Gedung F 2G
11		PKKMK		Gedung F 2F
12		PMK		Gedung F 2E
13	ARTS	THEATER	KAPLINK	Gedung F 1G
14		PSM	GITA DIAN NUSWA	Gedung F 1E
15		MUSIC		Gedung F 1F
16	INTELLECTUAL	CAMPUS PRESS	WARTA DINUS	Gedung F 2C
17	ACTIVITY	DNCC		Gedung F 2A
18		RESEARCH		BIMA

	CLUB		

The existence of UKM as a student activity unit is very important to create the development strategy for talent and interest programs. The UKM concept is of communities of Dian Nuswantoro University students. It is to develop their personalities in line with their interests and talents so that students are able to improve their qualities in IQ (Intelectual Quotient), SQ (Spiritual quotient) and EQ (Emotional quotient). These communities are united under the flag-raisingof Dian Nuswantoro University which are expected to grow and develop, with the characters of *alternatif profetis:*'Open and Friendly'.

'Open' means to accept the different parties (tolerant and inclusive), to respect the various lives, to be ready to build a life with mutual development (plural dialogues), and to abandon all exclusive sectarian affiliations.

'Friendly'means to build a friendship among the university students based on the willingness to understand, to pay attention, and to help one another among UKM communitiesso that they can become dedicated state-children of tomorrow who are friendly and able to avoid any form of violence in the society.

B. UKM in the Scope of Intellectual Activities

The students' activities of Dian Nuswantoro University are classifiedinto Scopes of Interests and Talents and of Intellectual Activities.

The Intellectual Activities consist of the following:

1. The Outstanding Students Selection (Mawapres)

    An outstanding student is a student who succeeds in academic achievements and are active in both co-curricular and extra-curricular programs, who performs Pancasila practical spirits, and who is eligible for the pride of the university. Outstanding students selection is based on the GPA (Grade Point Average), the ability in English, co-curricular and extra-curricular records, and personality.

    Dian Nuswantoro University holds the agenda for outstanding students selection as an annual activity and is held gradually from the Faculty Level, the University Level, the Central Java Private Universities' Coordination Level, to the NationalLevel.

    The Time Schedule for Outstanding Students Selection is below:
    1. University Level   : December
    2. Central Java Level   : April
    3. National Level   : August

2. **The Student-Paper Competition (KKTM)**

    KKTM is a scientific paper competition based on literature review of reliable resources which contains creative solutions to a problem analyzed consecutively and precisely, and ended with relevant conclusions.

KKTM is a national competition annually heldby the National Directorate of Guidance for Academics and Students (Direktorat Pembinaan Akademik dan Kemahasiswaan). KKTM is held gradually from the Faculty Level, the University Level, the Central Java Private Universities' Coordination Level, to the National Level.

The Time Schedule for Outstanding Students Selection is below:
1. University Level   :   February
2. Central Java Level   :   April
3. National Level   :   July

3. Students' CeativityPrograms (PKM)
A Students' Creativity Program is a program conducted by the National Directorate of Research and Public Service (DP2M) of Ditjen Dikti [Direktorat Penelitian dan Pengabdian kepada Masyarakat (DP2M) Ditjen Dikti] to develop higher education students' quality to become members of society who will be able to be professional and to develop their knowledge and sciences, technologies, and arts and to enrich the national culture.
There are six activities offered in the Students' Creativity Programs, i.e. four kinds of physical programs of PKM to raise funding, and the other two kinds of scientific writings of PKM to get rewards or incentives. The first four PKMs are of research, applied technology, entrepreneurship, and public service.

ACADEMIC AND SUPPORTING FACILITIES

1.1 LIBRARY

1.2 LABORATORY

1.3 POLYCLINICS

1.4 ACADEMIC INFORMATION SYSTEM (SiAdin)

1.5 DINUSTECH (DNT)

1.6 TVKU

1.7 UDINUS CANTEEN

1.8 ENTREPRENEUR CENTER

1.9 MOSQUE

5. 1 LIBRARY

As one of the academic facilities, the Main Library of Dian Nuswantoro Universityprovides substantialsourcesforteaching and learning, researches, as well as community service activities. Its collectionscomprise textbooks, academic journals, magazines, newspapers, research articles, and students' final reports from all of the faculties. Students, alumni, lecturers, staffs, and public who hold library membership are eligible to use the library services. The users can borrow allitems in the open stack (general collections), whereas items designated as reference only, such as students' final reports, can be used only in the library. The library also has a comfortable reading area for both the users and the staff.

The library is located on the second floor of A-Building. Besides basic facilities, it also provides access to the Library of Higher Education website where the users can get more additional sources.

The Library Technical and Operational Unitalways tries to improvethe library service quality. One of the examples is by developing the digital library system that enables the users to access various kinds of digitalized library collections through the internet and automatic on-line service. The newest items such as new books, academic journals, computer hardware, and software are frequently added to the library collections. In addition, it also attempts to provide more reading areas for the users. Besides these physical facilities, it also tries to increase the human resource quality by encouraging the librarians to attend specialists' studies, trainings, or courses.

5.2 LABORATORY

Other facilities provided by the university are the laboratories. The laboratories are used to support the academic activities of its users such as teaching, learning, and training.Although most of the laboratories are managed by the university, some faculties also manage their own laboratories.

There are several laboratories in Dian Nuswantoro University as listed below:

1. Computer Laboratories

   a. Network Application Laboratory
   b. Application Programming Laboratory
   c. System and Design Laboratory
   d. Internet Laboratory
   e. Multimedia Laboratory

   All of the computer laboratories above are managed by the LaboratoryTechnical and Operational Unit, Faculty, and Postgraduate section.

2. Hardware Laboratories

   a. Assembling Laboratory
   b. Troubleshooting Laboratory
   c. Networking Laboratory

Hardware laboratories are managed by the Faculty of Computer Science and the Faculty of Engineering.

3. Language Laboratories
   a. English Language Laboratory
   b. Mandarin Language Laboratory
   c. Japanese Language Laboratory

   Language laboratories are managed by the Faculty of Humanities.

4. Economics Laboratories
   a. Accounting Laboratory
   b. Taxation Laboratory
   c. Computerized Accounting Laboratory

   Economics laboratories are managed by the Faculty of Economics and Business.

5. Health Laboratories
   a. Chemical Laboratory
   b. Medical Physics Laboratory
   c. Water Laboratory
   d. Biology Laboratory
   e. Biochemical Laboratory
   f. Dry Anatomical Laboratory
   g. Occupational Safety laboratory

   Health Laboratories are managed by the Faculty of Health.

6. Engineering Laboratories
   a. Analog Laboratory
   b. Digital Laboratory
   c. Microprocessor and Interface Laboratory

   Engineering Laboratories are managed by the Faculty of Engineering.

5.3 POLYCLINIC

The Polyclinics of Dian Nuswantoro University is one of the units which gives health-care service for the students, the staffand their family members, as well as for people living around the campus area. The two sub-units, i.e. the general polyclinic and the dental polyclinicare aimed at providing high-quality yet affordable health-care service for the students and the staff. The dental polyclinic also provides dental extraction service with sophisticated equipment and experienced dentists.

A. Facilities:

General Physician Polyclinic
Dental Polyclinic

B. Service Hours:

Mondays - Thursdays	Fridays
08.00 A.M. – 01.00 P.M.	08.00 A.M. – 12.00 P.M.
02.00 P.M.– 07.00 P.M.	02.00 P.M.– 07.00 P.M.

5.4. ACADEMIC INFORMATION SYSTEM (SiAdin)

This system helps the students to get academic information easily. Its user-friendly design and touch screen technology makes it more interesting and easy to use.

This system assists the students to carry out several activities related to theiradministration and study, such as:

a. Checking students' scores and grades and printing the Study-Plan Form:
b. Downloading and printing the examination cards
c. Downloading course materials
d. Checking for lectures' schedules
e. Checkingfor examination schedules
f. Checkingfor transcripts
g. Writing notes
h. Checkingfor job vacancies
i. Checking for announcements
j. Finding lecturers' or students' data
k. Chatting
l. On-line observing of Al-Qur'an, and others.

Besides the complete facilities, the information system ports s are also available in almost every corner of UDINUS campus site to facilitate the information users in the university so that students can access various kinds of information fast and at the same time. In addition to the ports, students can access information from the site address: //www.mahasiswa.dinus.ac.id/, through many kinds of on-line devices of their own, e.g. laptop computers. However, students should register themselves to the administration office of the university (BIUM-UDINUS) to get the eligible access. This is to ensure that every student can get the necessary complete data to keep the security and mutual convenience.

1. Students should pay respect and take care of the campus properties and facilities, as well as belongings of others within the campus surrounding environment.
2. Students should commit commonly proper socialization with all due respect and should pay high respect on the ethics of social norms and common politeness.
3. Students should maintain politeness in speaking to the lecturers, the university employees, the college-friends, and others in the campus environment, in formal as well as informal situations.

A. DRESSING AND PERFORMANCE

1. Students should dress up properly, decently, neatly, and should wear shoes appropriately adjusted to activities.
2. Students should behave in polite manners, formally as well as informally within the campus environment.

1.4 PROHIBITIONS FOR STUDENTS

For maintaining a good campus atmosphere, students are not allowed to do and should avoid things as follows:

1. Making a loud voice, noise, and nuisance, which disturbs the teaching and learning process in the campus environment.
2. Cheating in all kinds of possible types or using or trying to use cheating material, information, or other aids of learning without proper permission from the corresponding lecturer(s) of the academic activities.
3. Committing forgery or changing without proper permission or forging the scores/grades or the academic transcript, the student ID, assignments, lab practices, information/recommendation, reports or signatures, in the scope of academic activities.
4. Committing plagery or without proper procedures using sentences or works of others', partly or wholly, and claiming it as own sentences or own works in the scope of academic activities.
5. Committing bribery or influencing or trying to influence others by means of persuasions, gifts and presents, or even threats with the purpose of getting intended evaluations on academic achievements.
6. Committing jockeying or substituting the position, or assignments, or activities of others, under their demands, or by own intentions, in the scope of academic activities.
7. Supplying or trying to supply the means or facilities to commit a freud and/or a violation.
8. With or without intention cooperating and/or getting involved in activities of a freud and/or a violation.
9. Committing any activities of a freud in the scopes of academic, administrative, and financial.
10. Smoking in the classrooms and in other non-smoking areas.
11. Drinking or eating during the teaching and learning process.
12. Dirtying or scratch-writing on classroom tables or desks, chairs, walls, and trees, fence-walls as well as other facilities or accessories at campus.
13. Threatening, bullying, fighting, hurting, or commiting any physical harrassments, which endangers or threatens the well-being, security and safety of other individuals or causing fears to them in the campus environment.
14. Agitating, bluffing, or moving or encouraging others to get involved in activities to disturb or to corrupt the functions and duties of Dian Nuswantoro University.
15. Committing blackmailing towards others and stealing belongings of others, with or without violence, in the campus environment.
16. Trespassing and breaking into facilities of Dian Nuswantoro University without proper permission.

17. Breaking or changing the functions of tools or facilities provided by Dian Nuswantoro University, without the knowledge of the person in charge.
18. Felling trees, destroying plants, and abusing pet animals in the campus environment.
19. Committing gambling of any forms and of any media.
20. Carrying/possessing/keeping/trading/marketing/consuming alcoholic drinks or liqors, narcotics, and other drugs and addictives forbidden by the state government.
21. Carrying/possessing/keeping/trading/marketing/abusing blades of any kinds and fireguns and explosives of any forms and for any purposes without legal permissions, and without any relation to the teaching and learning process.
22. Committing activities against good moral and ethical standards on the expense of others' inconvenience, physical and mental discomfort, and feeling, dignity, and honor restlessness, e.g.: behaving badly and swearing bad words to the opposite sex, committing sexual harrassments, living together without marriage, raping others, and the like.
23. Wearing improper underwear clothes, or slipper sandals or broken jean trousers when dealing with academic activities or when requesting for administrative services.
24. Violating the rules/regulations passed and stipulated by Dian Nuswantoro University.
25. Violating the rules/regulations passed and stipulated by the State of Republics of Indonesia.

5.5. DINUSTECH

The tighter business competitions today require every company or enterprise to adjust to the challenging situations, hence fast and accurate information is badly needed with the help of advanced information technology.

Besides the complete facilities, the information system ports s are also available in almost every corner of UDINUS campus site to facilitate the information users in the university so that students can access various kinds of information fast and at the same time. In addition to the ports, students can access information from the site address: //www.mahasiswa.dinus.ac.id/, through many kinds of on-line devices of their own, e.g. laptop computers. However, students should register themselves to the administration office of the university (BIUM-UDINUS) to get the eligible access. This is to ensure that every student can get the necessary complete data to keep the security and mutual convenience.