



**REGULATION OF RECTOR OF
UNIVERSITAS NEGERI PADANG
No. 05/2018**

Concerning

**THE ADMISSION OF NEW STUDENTS FOR DIPLOMA, UNDERGRADUATE,
MASTER, AND DOCTORATE PROGRAMS AT UNIVERSITAS NEGERI PADANG**

**WITH THE GRACE OF GOD ALMIGHTY
RECTOR OF UNIVERSITAS NEGERI PADANG,**

Considering:

- a. that in order to implement the Conditions of Article 15 verse (6) of the Regulation of the Minister of Research, Technology, and Higher Education Number 67 of 2016 concerning the Statute of Universitas Negeri Padang;
- b. that for the admission of new students at all levels of the Diploma, Undergraduate, Masters, and Doctoral, and Professionals Programs, it is necessary to enact in a Rector Regulation;
- c. that based on the considerations of letters a and b, it is necessary to enact new student admissions for Diploma, Undergraduate, Masters, and Doctoral, and Profession Programs at Universitas Negeri Padang.

Recalling:

1. Law of the Republic of Indonesia Number 14 of 2005 concerning Teachers and Lecturers (State Gazette of the Republic of Indonesia of 2005 Number 157, (Supplement to the State Gazette of the Republic of Indonesia Number 45)
2. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);

3. Law Number 5 of 2014 concerning State Civil Apparatus (State Gazette of 2014 Number 6, Supplement to State Gazette Number 5494);
4. Government Regulation Number 4 of 2014 concerning the Administration of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to the State Gazette of the Republic of Indonesia Number 5500);
5. Presidential Regulation Number 13 of 2015 concerning the Ministry of Research, Technology, and Higher Education (State Gazette of the Republic of Indonesia of 2015 Number 339);
6. President's Decree Number 121/P of 2014 concerning the Establishment of Ministries and the Appointment of Working Cabinet Ministers for the Period of 2014-2019;
7. Regulation of the Minister of Education and Culture Number 139 of 2014 concerning Guidelines for Higher Education Statutes and Organization (State Gazette of the Republic of Indonesia of 2014 Number 1670);
8. Regulation of the Minister of Research, Technology, and Higher Education Number 1 of 2015 concerning the designation and resignation of Rectors/Chairmen/Directors of State Universities (State Gazette of the Republic of Indonesia of 2015 Number 1) as amended by the Regulation of the Minister of Research, Technology, and Higher Education Number 1 of 2016 (State Gazette of the Republic of Indonesia of 2016 Number 3)
9. Regulation of the Minister of Research, Technology, and Higher Education Number 15 of 2015 concerning the Organization and Work Procedure of the Ministry of Research, Technology, and Higher Education 2016 (State Gazette of the Republic of Indonesia of 2015 Number 889) ;
10. Regulation of the Minister of Research, Technology and Higher Education Number 67 of 2016 concerning the Statute of Universitas Negeri Padang, State Gazette of the Republic of Indonesia of 2016 Number 1541);
11. Regulation of the Minister of Research, Technology, and Higher Education Number 126 'of 2016 concerning the Admission of New Undergraduate Students at State Universities (State Gazette of the Republic of Indonesia of 2016 Number 2169);
12. Decree of the Minister of Finance Number 335/KMK O5/2015 concerning the Designation of Universitas Negeri Padang at the Ministry of Research and Technology as a Government Agency Implementing a Public Service Financial Management;

13. Decree of the Minister of Research, Technology, and Higher Education Number 87/M/KPT.KP/2016 concerning the appointment of Prof. Ganefri, Ph.D. as the Rector of Universitas Negeri Padang for the period 2016-2020;
14. Rector Regulation Number 3 of 2016 concerning Faculties at Universitas Negeri Padang.

Noticing:

1. The results of the University Leadership Council meeting on March 29, 2017, regarding the admission of new students for Diploma, Undergraduate, Masters, Doctoral, and Professions Programs.
2. The results of a meeting held by the UNP Senate on April 28, 2017, regarding the Senate's considerations for admission of new students for Diploma, Undergraduate, Masters, and Doctoral, Professions Programs.
3. The results of a meeting held by the Leadership Council of Universitas Negeri Padang on May 2, 2017, regarding the admission of new students for Diploma, Undergraduate, Masters, Doctoral, and Professions Programs.

HAS DECIDED:

Enacting:

**THE ADMISSION OF NEW STUDENTS FOR DIPLOMA, UNDERGRADUATE,
PROFESSION, MASTER, AND DOCTOR PROGRAMS AT UNIVERSITAS NEGERI
PADANG**

CHAPTER I

GENERAL CONDITIONS

Article 1

In this Rector Regulation:

- (1) Universitas Negeri Padang, hereinafter referred to as UNP, is a government university that organizes academic, vocational, and professional education at the Diploma, Undergraduate, Master, and Doctoral levels in many educational disciplines, science, technology, sports, and the arts;
- (2) Academic education is the higher education of undergraduate, master, and doctoral programs aiming at mastering and developing branches of science and technology, arts, and sports;

- (3) Vocational Education is the higher education diploma programs that prepare students for jobs with specific applied skills and undergraduate programs;
- (4) Profession education is a higher education after undergraduate programs that prepares students for jobs that demand specific skill requirements;
- (5) Rector is the Rector of Universitas Negeri Padang;
- (6) The Statute is Statute; UNP by the Regulation of the Minister of Research, Technology, and Higher Education Number 67 of 2016 on the Statute of Universitas Negeri Padang;
- (7) University Senate, hereinafter referred to as Senate, is an organ that performs the function of providing academic consideration and supervision;
- (8) Diploma Program (DI, DII, DIII, and DIV) is the level of academic education after Senior High School (SMA)/Madrasah Aliyah (MA)/Vocational High School (SMK)/equivalent organized by UNP;
- (9) Undergraduate Program or Strata 1 (S-1) is the level of academic education after Senior High School (SMA)/Madrasah Aliyah (MA)/Vocational High School (SMK)/equivalent organized by UNP;
- (10) Master Program or Strata 2 (S-2) is the level of academic education after undergraduate/equivalent education organized by UNP;
- (11) Doctoral Program or Strata 3 (S-3) is the level of academic education after master programs organized by UNP;
- (12) Study Program is a unit of educational and learning activities that have a specific curriculum and learning methods in one type of vocational, academic, and professional education;
- (13) Department is a unit of educational and learning activities that manages one and/or several study programs;
- (14) A faculty is a unit of educational and learning activities that manage several departments;
- (15) Postgraduate Program (PPS) is a unit that manages and administers academic education for master and doctoral study programs within the faculty and/or in Postgraduate programs of UNP;
- (16) The International Program is a part of the undergraduate, master, and doctoral programs through independent selection specifically for foreign citizens who continue their studies at the Undergraduate, Master, and Doctorate levels at Universitas Negeri Padang following the applicable laws and regulations;
- (17) The Dean is the person in charge of implementing education for Diploma Programs, Undergraduate Programs, Professional Programs, Masters programs, and Doctoral programs within the faculty;

- (18) The Director of Postgraduate programs is the person in charge of providing education for the master programs and doctoral programs in the postgraduate program of UNP;
- (19) Students are the learners at the level of Diploma, Undergraduate, Master, and Doctoral programs at UNP;
- (20) The National Selection to Enter State Universities, hereinafter abbreviated as SNMPTN, is a selection based on tracing the academic achievements of prospective students for the undergraduate (S-1) and Diploma 4 (D-4) programs conducted by each PTN under the coordination of the central committee;
- (21) Joint Selection to Enter State Universities, hereinafter abbreviated as SBMPTN, is a selection based on the results of a written exam in the form of a written test (paper-based testing) or using a computer (computer-based testing), or a combination of the results of the written exam and skills test of prospective students at the undergraduate program (S1) and Diploma 4 (D4) administered jointly under the coordination of the central committee;
- (22) Independent Selection is an entry selection for various program levels held in the form of exams conducted by Universitas Negeri Padang.
- (23) UNP can accept students with special needs according to the available facilities and infrastructure.

CHAPTER II

THE SCHEME OF NEW STUDENTS ADMISSION

Article 2

- (1) The scheme of selecting new Diploma IV (D-4) and Undergraduate (S-1) students are executed collectively through:
 - a. SNMPTN, namely national selection to enter State Universities based on the results of tracing the academic achievements of prospective students;
 - b. SBMPTN, namely joint selection to enter State Universities based on the results of paper-based testing or computer-based testing, and skills tests for prospective students in arts and sports; and
- (2) Independent Selection, which is a selection based on the tracing results of prospective students' academic achievement and/or using SBMPTN result scores, the special scholarship in science, sports, arts, *tilawatil*, and/or *Hafidz Al-Qur'an*.

- (3) The scheme of selecting new students for DI, DII, DIII programs, as referred to in verse (2), at UNP, is administered through an independent selection utilizing the Academic Ability Test.
- (4) The scheme of selecting new students for the Master Program (S2) and Doctoral Program (S3) at UNP is administered through an independent selection utilizing the Academic Ability Test.
- (5) The scheme of selecting new students for double degree programs at UNP is administered through an independent selection utilizing the Academic Ability Test.
- (6) The scheme of selecting new students for international students at UNP is administered through independent selection under the applicable regulations.

Article 3

The scheme of new student admission, as referred to in Article 2, is administered on the principle of:

- (1) fair, that it does not differentiate between religions, ethnicities, races, genders, ages, social status, physical conditions, and economic levels of prospective students while still paying attention to the academic potential and achievement of candidates and the specificity of the Study Programs at Universitas Negeri Padang;
- (2) the objective that it is administered based on clear procedures and criteria;
- (3) transparent, that the implementation of revenue is performed openly and all parties can easily access the administration results;
- (4) accountable; that the administration of new student admissions can be accounted for.

Article 4

- (1) New student admission through SNMPTN is administered before the completion of school final exams or national examinations at senior secondary education and/or equivalent with a capacity of 30% of the capacity of the study programs;
- (2) New student admission through SBMPTN is administered after the completion of school final exams or national examinations at secondary education and SNMPTN with a capacity of 40% of the capacity of the study programs;
- (3) New student admission through an independent selection administered by Universitas Negeri Padang is executed after the announcement of SBMPTN results with a capacity of 30% of the study programs' capacity.
- (4) New student admission, as referred to in article 4 verse (1), (2), and (3), is administered following the Conditions of laws and regulations.

CHAPTER III
THE MANAGEMENT ORGANIZATION

Article 5

- (1) The administration of SNMPTN and SBMPTN is conducted by the central committee and local committees.
- (2) As referred to in verse (1), the Central Committee is established by the Rector Forum and determined by the Menristekdikti.
- (3) The local committee referred to in verse (1) is a committee established based on the coordination of several state universities in one district and appointed by the Rector.

Article 6

- (1) The administration of the independent selection and special scholarship for various UNP program levels can form an examination committee according to the needs.
- (2) The examination committee, as referred to in verse 1, is formed and determined by the Rector.

CHAPTER IV
REQUIREMENTS FOR THE ADMISSION OF NEW STUDENT AND TRANSFER
STUDENT PROGRAM

Article 7

- (1) Requirements for participants to enroll in SNMPTN are:
 - a. prospective participants are in the last grade of secondary education, who will graduate in the current year;
 - b. prospective participants have a good and consistent academic performance;
 - c. prospective participants enter the best ranking quota at schools determined based on the school accreditation; and
 - d. prospective participants fulfill other requirements determined by Universitas Negeri Padang and the regulations made by the central committee.
- (2) A good and consistent academic achievement, as referred to in verse (1) letter b, and the quota of the best ranking at schools, as referred to in verse (1) letter c, shall be determined by the Committee Center.
- (3) Further Conditions about the requirements and procedures for the new student admission through SNMPTN are determined by the Central Committee.

Article 8

- (1) Requirements for participants to enroll in SBMPTN are:
 - a. participants already have a diploma or a certificate of passing secondary education;
and
 - b. the graduates of secondary education for the last three years.
- (2) Further Conditions regarding the requirements and procedures for the new student admission through the SBMPTN are stipulated by the Central Committee.

Article 9

- (1) Requirements for participants to enroll in an independent selection are:
 - a. participants already have a diploma or a certificate of passing secondary education or equivalent,
 - b. the high school graduates or equivalent for the last three years.
- (2) Conditions regarding the requirements, methods, procedures, and selection criteria for admission of new diploma and undergraduate students through the independent selection administered by Universitas Negeri Padang follow the Conditions of laws and regulations.
- (3) The admission of new diploma and undergraduate students is administered once in odd semesters.
- (4) The admission of new students for master and doctoral programs is primarily administered independently 2 (two) times in 1 (one) year, namely odd and even semesters.
- (5) Requirements to be accepted as new students of the master program at UNP are:
 - a. possess an original diploma in undergraduate education, or equivalent
 - b. meet the requirements set by UNP.
 - c. follow and are declared to have passed the selection of the new student admission.
- (6) Requirements to be accepted as new students of the doctoral program at UNP are:
 - a. already have an original certificate in master education or equivalent;
 - b. meet the requirements set by UNP, and
 - c. follow and are declared to have passed the selection of the new students' admissions.
- (7) Requirements to be accepted as a new student of the transfer program to Undergraduate or Diploma IV program are;

- a. already has an original certificate in Diploma III education or equivalent;
- b. meet the requirements set by UNP; and
- c. follow and are declared to have passed the selection for the new student admission.

CHAPTER V

NEW STUDENTS' ADMISSION FOR INTERNATIONAL STUDENTS

Article 10

- (1) Foreigners can become UNP students if they meet the requirements based on laws and regulations.
- (2) UNP can accept new students from foreign citizens through a new student admission scheme through an independent selection administered by UNP.
- (3) The admission of new students who come from foreign countries at UNP, as referred to in verse (1), must at least meet the following requirements:
 - a. Academic qualifications;
 - b. An accredited diploma from the country of origin;
 - c. Pass the selection of academic ability and language.
- (4) The academic qualifications as referred to in verse (2) letter a have at least a diploma equivalent to an education diploma in Indonesia, that are having a secondary education certificate for those who enter Undergraduate, Diploma IV, Diploma III, and Diploma II, having an S1 diploma or equivalent for those who enter Master programs (Strata 2), and having an S2 diploma or equivalent for those who enter Doctoral programs (Strata 3);
- (5) If the requirements are not fulfilled, prospective new students must participate in a particular program regulated by Universitas Negeri Padang.

Article 11

In addition to the requirements as referred to in Article 10, new students who are foreign citizens must fulfill the following requirements:

- (1) obtain a study permit from the Ministry;
- (2) possess a visa or a residence permit in Indonesia;
- (3) possess a guaranteed financing source to ensure the sustainability of the education at UNP;

- (4) have a health and accident insurance (full coverage) that is valid in Indonesia during his study period; and
- (5) follow the applicable regulations in Indonesia.

Article 12

Universitas Negeri Padang can provide scholarships to foreign citizens under applicable regulations.

CHAPTER VI CLOSING CONDITIONS

Article 13

This regulation shall come into effect from the stipulation date, and if there is an error, it will be amended and corrected accordingly.

Enacted in Padang

On February 19, 2018

Rector

Prof. Ganefri, Ph.D.

NIP 19631217 198903 1 003

Copies:

1. Menristekdikti RI in Jakarta
2. General Director of Higher Education Kemristekdikti in Jakarta
3. General Inspector of Kemristekdikti in Jakarta
4. Vice Rector I, II, III and IV UNP
5. Dean of the Faculties at UNP
6. Director of the Postgraduate Program UNP
7. Chairperson of the Institute / Head of UNP Bureau
8. Head of Departments / Program Coordinators at UNP
9. Chairperson of the Service Units