



**REGULATION OF THE RECTOR OF UNIVERSITAS NEGERI PADANG NUMBER:
03/2017**

**CONCERNING ACADEMIC REGULATIONS CONCERNING
ASSESSMENT OF STUDY RESULTS AT UNIVERSITAS NEGERI PADANG**

**WITH THE BLESSING OF GOD ALMIGHTY
RECTOR OF UNIVERSITAS NEGERI PADANG**

- Considering
- a. that to implement the provisions of Article 12 Paragraph 7 of the Minister Regulation of Higher Education 67 year 2016 concerning the Statute of Universitas Negeri Padang;
 - b. that the Academic Regulation concerning the assessment of learning outcomes published should serve as a guideline for lecturers in assessing student learning outcomes at Universitas Negeri Padang;
 - c. that in connection with points "a" and "b" mentioned above, it is necessary to issue a Rector's decree on the enforcement of the Academic Regulation on the assessment of student learning outcomes at Universitas Negeri Padang.

- Recalling
- : 1. Law of the Republic of Indonesia Number 14 year 2005 concerning Teachers and Lecturers (State Gazette of the Republic of Indonesia year 2005 Number 157, (Supplement to the State Gazette of the Republic of Indonesia Number 45)
 2. Law Number 12 year 2012 concerning Higher Education (State Gazette of the Republic of Indonesia year 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);
 3. Law Number 5 year 2014 concerning State Civil Apparatus (State Gazette year 2014 Number 6, Supplement to State Gazette Number 5494);
 4. Government Regulation Number 4 year 2014 concerning the Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia year 2014 Number 16, Supplement to State Gazette of the Republic of Indonesia Number 5500);
 5. President Regulation Number 13 year 2015 concerning the Ministry of Research, Technology and Higher Education (State Gazette of the Republic of Indonesia year 2015 Number 339);
 6. President Decree Number 121 / P year 2014 concerning Establishment of Ministries and Appointment of Ministers Working Cabinet for the Period of 2014-2019;
 7. Regulation of the Minister of Education and Culture Number 139 year 2014 concerning Guidelines for Higher Education Statutes and Organization (State Gazette of the Republic of Indonesia year 2014 Number 1670);
 8. Regulation of the Minister of Research, Technology and Higher Education Number 1 year 2015 concerning Appointment and Dismissal of Chancellors / Chairmen / Directors of State Universities (State Gazette of the Republic of Indonesia year 2015 Number 1) as amended by Regulation of the Minister of Research, Technology and Higher Education Number 1 year 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 year 2015 concerning Organization and Work Procedure of the Ministry of Research, Technology and Higher Education 2016 (State Gazette of the Republic of Indonesia year 2015 Number 889);

10. Regulation of the Minister of Research, Technology and Higher Education Number 44 year 2015 concerning National Higher Education Standards;
11. Regulation of the Minister of Research, Technology and Higher Education Number 67 year 2016 concerning the Statute of Universitas Negeri Padang, State Gazette of the Republic of Indonesia year 2016 Number 1541);
12. Regulation of the Minister of Research, Technology and Higher Education Number 126 year 2016 concerning New Student Admissions for Undergraduate Programs at State Universities (State Gazette of the Republic of Indonesia year 2016 Number 2169);
13. Decree of the Minister of Finance Number 335 / KMK05/ 2015 concerning the Designation of Universitas Negeri Padang in the Ministry of National Education as a Government Agency Implementing Public Service Financial Management;
14. 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 Rector of Universitas Negeri Padang for the period 2016-2020;
Rector Regulation Number 3 year 2016 concerning Faculty Senates at Padang State University.

- Regarding to
- : 1. The results of the University Leadership Council meeting on March 29, 2017.
 2. The results of the UNP Senate meeting regarding consideration of the Academic regulations regarding the assessment of learning outcomes Universitas Negeri Padang on April 25, 2017

HAS DECIDED:

stipulate : **ACADEMIC REGULATION ON ASSESSMENT OF STUDY RESULTS AT UNIVERSITAS NEGERI PADANG**

**CHAPTER I
GENERAL PROVISIONS**

Article 1

In this Rector's Regulation, the following definitions are use:

- (1) Universitas Negeri Padang, hereinafter referred to as UNP, is a government university that provides academic, vocational and professional education with various levels of programs in a number of disciplines of education, science, technology, sports, and the arts;
- (2) The Chancellor is the Rector of Universitas Negeri Padang;
- (3) The Statute is the UNP Statute based on the Regulation of the Minister of Research, Technology and Higher Education Number 67 year 2016 concerning the Statute of the Universitas Negeri Padang;
- (4) University Senate, hereinafter referred to as Senate, is an organ that carries out the function of providing academic consideration and supervision;
- (5) Study Program is a unit of educational and learning activities with a specific curriculum and learning methods in one type of academic education, professional education, and vocational education.
- (6) The Dean is the highest leader and is responsible for the management and implementation of education for the Undergraduate Program, Diploma Program, Undergraduate Program, Professional Education Program, Masters and Doctorate in the faculty environment;
- (7) Lecturers are professional educators and scientists with the main task of transforming, developing and disseminating science, technology and arts through education, research, and community service.
- (8) Students are students at the Diploma, Undergraduate, Professional Education Program, Masters and Doctoral levels in the UNP environment.
- (9) Assessment of learning outcomes is collecting and processing academic information to determine the achievement of student learning outcomes.
- (10) The examination is an activity to find out how high the rate is student's success.

Article 2

Objectives and Principles of Assessment of Learning Outcomes

- (1) Assessment of learning outcomes aims to monitor the process, progress and improvement of the student learning process on a basis ongoing in the context of quality control.
- (2) Assessment of learning outcomes is based on educational, authentic, objective, accountable and transparent principles carried out in an integrated manner.

Article 3

Functions and Uses of Learning Outcomes Assessment

- (1) Assessment of learning outcomes serves to determine the achievement of learning outcomes.
- (2) The use of learning outcomes assessment provides information about student learning outcomes to lecturers, students, parents, leaders and stakeholders.
- (3) Assessment of learning outcomes helps improve the learning process and measure student learning achievement.

Article 4 Assessment Techniques

- (1) Learning outcome assessment techniques can be carried out in the form of tests and non-tests.
- (2) Assessment techniques in the form of tests include objective tests, essay tests and skills tests.
- (3) Assessment techniques in the form of non-test include observation, participation, performance, and questionnaires.
- (4) Objective tests and descriptions can be carried out in written or oral form using standard and objective instruments.
- (5) Portfolio assessment components can be obtained through assignments/homework, group seminars, making collections, case study reports, literature studies, book reports, translations, and observations.

CHAPTER II

ADMINISTRATION OF ASSESSMENT

Article 5

- (1) Examinations can be held in quizzes, semester examinations, final assignments, undergraduate thesis, thesis, and dissertation.

- (2) The semester exams consist of the Mid-Semester Examination (UTS) and the Final Semester Examination (UAS).
- (3) Final project exams are held at the end of a student's study according to the program's level.
- (4) The exam is carried out by lecturers using a computer-based test (CBT) or a paper-based test (PBT).

Article 6

Requirements for Taking Semester Exams

- (1) A student is entitled to take summative exams / final semester examinations (UAS) if he/she is registered as a participant in the course with a minimum attendance of 80%.
- (2) Students who have attended lectures and practicum at least 80% but cannot take the summative exam / final semester exam (UAS) that has been scheduled due to illness or other obstacles for logical reasons can take the summative exam / final semester exam (supplementary exam)) whose time is set separately.
- (3) Especially for students who are assigned by the rector/dean/head of department/head of the study program to represent the interests of the university/ faculty / department /program study, they can take summative exams / final semester exams (supplementary exams) at least 70% of lectures for one semester.

Article 7

Examination

- (1) The person in charge of holding summative exams / final semester examinations (UAS) and final assignments is the department/study program/faculty / PPs.
- (2) Special Courses University (MKU) organized by the centre Education LP3M.

Article 8

ExamSchedule

- (1) Summative / Final Exam (UAS) held on a scheduled basis according to the academic calendar.
- (2) Summative Examination / Final Semester Examination (UAS) outside the academic calendar schedule cannot be held.

Article 9

Changes in Exam Schedule

- (1) Changes in schedule and venue must be announced in writing by the department/study program/faculty / PPs /coordinator organizer no later than two days before implementing the exam.
- (2) Changes to the exam schedule and place are carried out in light of an emergency that cannot be predicted in advance.
- (3) Mistakes in reading the exam schedule or venue cannot be used as a valid reason for requesting a follow-up exam.

Article 10

Examination Procedures

- (1) Students are allowed to take exams for a course with the following conditions:
 - a. Meet the requirements for attendance in lectures at least 80%;
 - b. Bring an exam participant card;
 - c. Not being subject to sanctions in the form of a written prohibition from participating in academic activities when the exam is taking place;
 - d. Dress modestly and appropriately (white shirt and pants for men or dark-coloured skirts for women);
 - e. Fulfils all the requirements to take the exam determined by the department/study program/faculty /pps /organizer coordinator.
- (2) During the exam, students are required to:
 - a. Comply with all applicable exam rules and regulations;
 - b. Comply with the instructions technical regarding the administration of examinations given to him/her by the supervisor;
 - c. Seek the supervisor's approval in advance, before leaving the seat or exam room;
 - d. Submit the answer sheet for the exam to the supervisor on duty before leaving the exam.
- (3) During the exam, students are not allowed to:
 - a. Cooperate with other students in completing exam assignments;
 - b. Cheat or give exam answers to other students;
 - c. Use notes, books, or other sources of information during the exam, unless the examining lecturer permits this;
 - d. Make use of the services of other parties who assist in exam violations;

- e. Behave in disrupting the orderliness of the administration examination;
- f. Communicate in any form with other test-takers, without the permission of the examining lecturer / supervisory lecturer;
- g. Enable all forms of electronic communication tools.

CHAPTER III
SUPERVISOR EXAMINATION

Article 11

Examination Supervisors

- (1) Examination supervisors are lecturers of the relevant subject or other appointed lecturers.
- (2) Staff can be assigned to supervise exams in dire need under the supervision of the lecturer concerned.

Article 12

Duties and Authorities of the Examination Supervisor

- (1) The examination supervisor has the duty to maintain order during the examination.
- (2) The supervisor must initial the exam participant card for each subject tested;
- (3) The examination supervisor has the following powers:
 - a. Arrange and determine the seat of each student;
 - b. Order equipment or objects that can interfere with the smooth running of the exam;
 - c. Refuse the presence of someone who is not an interested participant in the exam room;
 - d. Report the cheating act of the examinees in the examination report.

Article 13

Sanctions Against Violation of the Examination Code of Conduct

- (1) Students who violate the examination rules as referred to in Article 10 will be given sanctions according to the violation's level.
- (2) For students who are proven cheating during the exam, as referred to in article 10 paragraphs (2) and (3), will be sanctioned being expelled from the exam room and given an E (failed)

CHAPTER IV
ASSESSMENT STANDARDS

Article 14 Assessment Standards for

- (1) Assessment can use Benchmarks /PAP (Criterion-Referenced Test-CRT) and / or Norma Reference Test (NRT).
- (2) Benchmarking Assessment (PAP) is used when the learning process demands absolute and mature mastery to achieve specific competencies.
- (3) Norms Reference Assessment (PAN) is used when it aims to compare learning outcomes among students.

Article 15

Final Value of Courses

- (1) The value of the processed courses are those that are officially registered on the Study Plan Card.
- (2) A course's total value is a combination of the Practicum Score, Mid-Semester Examination (UTS), Final Semester Examination (UAS), and other structured assignments.
- (3) The lecturer determines the weighting of the scores.
- (4) The value is used from 0 (zero) to 100 (one hundred) to get the quality value.
- (5) The relationship between Score Value, Quality Score, Quality Score, and Quality Designation (SM) is as follows.

Value Range	with	
	Letters	Numeral
85 to 100	A	4.0
80s.d.84	A-	3,6
75 s..d79	B +	3,3
70 to 74	B	3.0
Value Range	with	
	Letters	Numeral
65 s.d .69	B-	2,6
60s.d.64	C +	2,3
55 to 59	C	2,0
50s.d.54	C-	1,6

40s.d.49	D	1,0
≤ 39	E	0,0

Article 16

Incomplete Score (T)

- (1) A student who has not completed all the requirements of the lecturer's assignment can temporarily be given a **T** (deferred) value.
- (2) Students who get the **T** score, as referred to in paragraph (1) above, must complete all the subject's requirements within a time limit of one month from the time the score **T** is announced.
- (3) The lecturer in question must immediately eliminate the change in the value **T** through the Academic Portal at the stipulated time.
- (4) The Value **T** automatically becomes **E** (fail) if the student concerned cannot complete the assignments within one month.
- (5) In determining the Achievement Index (IP), the value of **T** is not taken into account.

Article 17

Entry Value

- (1) Lecturer entry value that has been validated through an academic information system online with a predefined schedule.
- (2) The lecturer submits 1 (one) copy of the print-out of the signed score in advance through online academic information to the department/study program.
- (3) The department/study program must file a list of values that the lecturer has entered.

Article 18

Student Study Report

According to the predetermined schedule, reports on study results can be accessed by the student concerned online through the Academic Portal UNP.

Article 19

Correction of Value

- (1) Correction of course scores is only allowed for courses that score C- (C minus) and D for undergraduate (S1) and Diploma programs, C + (C plus) for master programs (S2, and B- (B

- minus)) for the doctoral program (S3).
- (2) Any student who fixes the value for a particular course is obliged to repeat and follow lectures, lab work, and academic work more as a whole and should be included in the card study plan (KRS).
 - (3) Value improvement recognized is the last value.

CHAPTER V
CLOSING PROVISIONS

Article 20

- (1) Matters that have not been regulated in this Rector Regulation as long as their implementation will be compiled in a separate procedural guideline,
- (2) This regulation comes into force on the date it is stipulated

Stipulated in Padang

On February 19 2018

Rector,

Prof. Ganefri, Ph.D.

NIP. 19631217 198903 1003

Cc:

1. The Minister of Research, Technology and Higher Education of the Republic of Indonesia in Jakarta
2. Directorate-General of The Ministry of Research, Technology and Higher Education of the Republic of Indonesia in Jakarta
3. Inspector General of The Minister of Research, Technology and Higher Education of the Republic of Indonesia in Jakarta
4. Vices Rector I, II, III and IV UNP
5. Dean of the faculties of UNP
6. Director of Postgraduate Programs of UNP
7. Head of the Institutions / Bureau of UNP
8. Head of the Departments / Coordinators of study programs of UNP
9. Chairman of the Service Unit