



**REGULATIONS OF RECTOR
OF UNIVERSITAS NEGERI PADANG
No. 01/2018**

**CONCERNING
THE ACADEMIC YEAR OF UNIVERSITAS NEGERI PADANG**

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

- Considering : a. that in order to implement the Conditions of Article 9 Verse (1) 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 the Academic Regulation issued must serve as a guideline for lecturers, students, and staffs in executing academic activities at Universitas Negeri Padang;
- c. that concerning points "a" and "b" mentioned above, it is necessary to issue a Rector's decree regarding the education administration 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 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 Implementation of Higher Education and the Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to 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. Presidential Decree Number 121/P of 2014 concerning the Establishment of Ministries and Appointment of Working Cabinet Ministers for 2014-2019 Period;
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 / Chairperson / 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 New Student Admissions for Undergraduate Programs at State Universities (State Gazette of the Republic of Indonesia of 2016 Number 2169);
12. 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;

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 of 2016-2020;
14. Rector Regulation Number 3 of 2016 concerning Faculty Senates in Universitas Negeri Padang.

- Noticing : 1. Results of the Principles Council of Universitas Negeri Padang meeting on March 29, 2017.
2. The results of the Universitas Negeri Padang (UNP) Senate meeting on April 10, 2017

HAS DECIDED:

Enacting : **THE ACADEMIC YEAR OF UNIVERSITAS NEGERI PADANG**

**CHAPTER I
GENERAL CONDITIONS**

Article 1

In this Rector's Regulation, what is meant by:

- (1) Universitas Negeri Padang, hereinafter referred to as UNP, is a government university that provides academic, vocational, and professional education at various professional levels in several educational disciplines, science, technology, sports, and the arts;
- (2) Rector is the Rector of Universitas Negeri Padang;
- (3) Statute is the Statute of UNP based on the Regulation of the Minister of Research, Technology, and Higher Education Number 67 of 2016 concerning the Statute of Universitas Negeri Padang;
- (4) University Senate, hereinafter referred to as Senate, is an organ that executes the function to provide academic considerations and supervisions;
- (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/or

vocational education.

- (6) Students are the students at Diploma, Undergraduate, Masters, and Doctoral levels in the UNP environment.

CHAPTER II ACADEMIC YEAR

Article 2

- (1) One academic year is divided into two semesters: odd semester and even semester.
- (2) The odd semester starts in July and ends in December.
- (3) Even semester starts in January and ends in June.

Article 3

- (1) Each semester offers several courses in each study program registered by the students by filling out the Study Plan Card (KRS).
- (2) Lectures for new students will begin at the beginning of the semester.

Article 4

- (1) Short-semester lectures can be held at the end of the January-June semester, and the courses enrolled by students must be registered into KRS for the July-December semester.
- (2) The short semester is held at least 16 meeting lectures, including Mid-Semester Examination and Final Semester Examination.
- (3) Activities in one academic year will be presented as follows:

No	Activities	Odd Semester (July-December 2017)	Even Semester (January - June 2018)
1	Pre-Registration		
	a. semester exam scores entries <i>Online</i>	5 - 17 June 2017	December 27, 2017 to January 7, 2018
	b. Access to LHS (Study Result)	June 23, 2017	January 16, 2018
	c. Reporting the Study Results to forlap.ristekdikti.go.id	July 24, 2017	February 17, 2018

No	Activities	Odd Semester (July-December 2017)	Even Semester (January - June 2018)
	d. Course schedule entries by department/study program	22 - 31 May 2017	December 13 – 29, 2017
	e. Payment of tuition fees for old students <i>online</i>	June 19 - July 7, 2017	January 8 – 26, 2018
	f. Verification of report cards and interviews for determining UKT for new students from SNMPTN 2017	16-19 May 2017	
	g. Interview to determine UKT for new students from SBMPTN 2017	15 - 21 June 2017	
	h. Payment of the tuition fees for new students from SNMPTN 2017 <i>online</i>	May 29 - June 2, 2017	
	i. Payment of the tuition fees for new students from SBMPTN 2017 <i>Online</i>	July 3 – 7, 2017	
	j. Verification of report cards and interviews to determine UKT for new S1 non-regular students 2017	July 17-21, 2017	
	k. Payment of tuition fees for new S1/D4 non-regular students and 2017 transfers <i>online</i>	July 27 - August 4, 2017	

No	Activities	Odd Semester (July-December 2017)	Even Semester (January - June 2018)
2	Registration a. Re-registration for old students (KRS <i>online</i>)	July 3 – 13, 2017	January 15 – 27, 2018
	b. Prasireg and registration for new students from SNMPTN and SBMPTN 2017 (KRS <i>online</i>)	July 17-21, 2017	
	c. Changes of the study plan <i>online</i>	August 7 – 11, 2017	
	d. Reporting Study Plan to forlap.ristekdikti.go.idAug	August 28, to September 1, 2017	February 6 – 10, 2018
	e. Arrangement of College Leave Letter	September 29, 2017	February 28, 2018
	f. Arrangement of College Leave Letter	July 24 - September 8, 2017	January 12 - February 10, 2018
3	Introduction to Campus Life for New Student	August 18-19, 2017	
4	Lecture Period		
	a. Face-to-face lecture	August 21 - December 9, 2017	January 29 - May 19, 2018
	b. Midterms	October 16 – 21, 2017	March 19 – 24, 2018
	c. Break week for semester exams	December 11 – 16, 2017	May 21 – 26, 2018
	d. Final/semester examination	December 18 – 30, 2017	May 28 – June 9, 2018
5	Short semester	June 13 - August 5, 2017	
6	Graduation administration		
	1. Period I and II		February 10, 2018

No	Activities	Odd Semester (July-December 2017)	Even Semester (January - June 2018)
	a. The deadline for entry of thesis/TA scores, theses and dissertation	August 4, 2017	
	b. Registration to fill out graduation data <i>online</i>	July 24 - August 4 2017	5 - 10 February 2018
	c. Submission of graduation packages to Departments/Study Program	7 - 16 August 2017	12 - 17 February 2018
	d. The graduation ceremony	September 16-17, 2017	March 17-18, 2018
	2. Period III		
	a. The deadline for entry of thesis/TA scores, theses, and dissertation		
	b. Registration to fill out graduation data <i>online</i>		
	c. Submission of graduation packages to Departments/Study Program		
d. Graduation ceremony		May 12, 2018	
7	Educational Internship	July - December 2017	January - June 2018
8	Community Service Program	July - August 2017	

(4) This regulation applies to the academic year of 2017-2018.

CHAPTER III
CLOSING CONDITIONS

Article 5

- (1) Regarding the points that have not been regulated in this Rector's Regulation will be compiled in a separate procedural guide as long as the implementation is concerned.

- (2) This regulation comes into force on the date of the stipulation.

Stipulated in Padang
On February 19, 2018
RECTOR,

Prof. Ganefri, Ph.D
NIP. 19631217 198903 1 003

Copies:

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