



# ACADEMIC REGULATIONS

**Subject to change**



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## **FOREWORD FROM THE RECTOR**



Dear Students,

First of all, I would like to congratulate and welcome you to IULI: “International University Liaison Indonesia”.

Today will mark the beginning of your exciting journey towards academic excellence at our international university which is not just coordinating with one German’s university but with a consortium of 14 European universities.

As a higher-education institution that places high importance on preparing students to meet the growing demand in today’s market, IULI is committed to enhancing the competitiveness of Indonesia’s human resources by focusing on building practice-oriented knowledge, soft skills and character through our modern study programs.

In the next four years, you will definitely grow to become independent, responsible, and mature beings who display integrity and discipline as the core values that differentiate you from your peers.

IULI’s academic nature, research semester and internship program in Europe will foster proactive learning, competitive spirit, and transparency that will later be the highlight of your learning experience in IULI.

We are all in IULI to grow together with you. We encourage you to invest your time in building the start of your success with us. Be involved in the campus community from and build various student activities in art, culture and sport. Explore the many opportunities to stretch your-self and grow to become a successful individual who are ready to face life’s challenges.

Welcome once again to Your Second Home – IULI- and I hope that each and every one of you will begin the promising journey with a positive outlook and a bright future in mind.

Before you know it, you will be carrying IULI’s name as a proud graduate who will bring great honor to our beloved Indonesia and beyond.

Dr. Ir. Tutuko Prajogo, MSMfgE  
Rector

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## INTERNATIONAL UNIVERSITY LIAISON INDONESIA

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## INTERNATIONAL UNIVERSITY LIAISON INDONESIA

### SURAT KEPUTUSAN / DECREE

No. : SK/014/Rec/X/2015  
From : Rector  
Valid for : Civitas Academia

Date/Rev. : 8 October 2015

### Peraturan Akademik / Academic Regulation

Rector Universitas Lintas Internasional Indonesia,

*The Rector of International University Liaison Indonesia,*

#### Menimbang:

- bahwa Universitas Lintas Internasional Indonesia adalah lembaga pendidikan tinggi yang mengemban misi membentuk serta mendidik sumber daya manusia melalui ilmu pengetahuan dan teknologi;
- bahwa dalam menjalankan misinya serta dalam rangka membangun budaya kampus, Universitas Lintas Internasional Indonesia bertekad secara konsisten menegakan disiplin, memberi penghargaan kepada mereka yang berprestasi dan menerapkan sanksi kepada mereka yang melanggar peraturan yang berlaku;
- bahwa sehubungan dengan hal tersebut di atas, dipandang perlu menerbitkan Surat Keputusan Rector tentang Peraturan Akademik

#### *In consideration of the following:*

- that the International University Liaison Indonesia is a Higher Education Institution which has a mission to form and educate humans in science and technology;*
- that to conduct such a mission and to build the campus culture, International University Liaison Indonesia has a strong intention to maintain discipline consistently, giving appreciation to those who have achievement and applying penalties to those who violates the prevailing regulations;*
- that regarding this matter mentioned above, a Decree of the Rector about the Academic Regulation must be issued*

#### Mengingat:

- Undang-undang No.20 Tahun 2003 tentang Sistem Pendidikan Nasional
- Undang-undang No. 12 Tahun 2012 tentang Pendidikan Tinggi
- Peraturan Pemerintah Nomor 66 Tahun 2010 tentang Perubahan Atas Peraturan Pemerintah Nomor 17 Tahun 2010 tentang Pengelolaan dan Penyelenggaraan Pendidikan;
- Keputusan Menteri Pendidikan dan Kebudayaan RI Nomor 425/E/O/2014 tentang Izin Pendirian Pendidikan Universitas Lintas Internasional Indonesia;
- Statuta IULI Tahun 2014.

#### *Pursuant to:*

- RI Law No. 20 Year 2003 on the Nation Education System*
- RI Law No.12 Year 2012 on Higher Education*
- RI Government Regulation No.66 Year 2010, on Amendment of the Government Regulation No. 17 Year 2010 on the Management and Enforcement of Education.*
- Decree of the Education and Culture Ministry No. 425/E/2014 on the License as an Education Establishment of International University Liaison Indonesia.*
- IULI's Statutes Year 2014.*

### MEMUTUSKAN / DECREES

#### Menetapkan:

PERATURAN AKADEMIK

#### *Stipulates:*

*ACADEMIC REGULATION*

#### PERTAMA:

Peraturan Akademik Universitas Lintas Internasional Indonesia sebagaimana diatur dalam Lampiran Keputusan ini.

#### *FIRST:*

*Academic Regulation of International University Liaison Indonesia as regulated on the attachment of the Decree.*





## INTERNATIONAL UNIVERSITY LIAISON INDONESIA

### SURAT KEPUTUSAN / DECREE

No. : SK/014/Rec/X/2015  
From : Rector  
Valid for : Civitas Academia

Date/Rev. : 8 October 2015

### Peraturan Akademik / Academic Regulation

#### KEDUA:

Mewajibkan semua sivitas akademika Universitas Lintas Internasional Indonesia untuk memahami dan mematuhi Peraturan Akademik ini.

#### SECOND:

*The obligation of all civitas academia of International University Liaison Indonesia to understand and comply with the Academic Regulation.*

#### KETIGA:

Surat keputusan ini berlaku sejak tanggal ditetapkan. Apabila ada perubahan dan pembetulan, maka surat keputusan ini akan ditinjau kembali dan dilakukan perubahan sebagaimana mestinya.

#### THIRD:

*This Decree is effective from the stipulated date. In the event of changed circumstances, this decree shall be reviewed and adjusted accordingly.*

Ditetapkan di / *Stipulated in* : BSD, Tangerang  
Pada Tanggal / *on* : 8 October 2015

Rektor / *Rector*  
International University Liaison Indonesia

Dr. Ir. Tutuko Prajogo, MSMfgE



## INTERNATIONAL UNIVERSITY LIAISON INDONESIA

### CHAPTER 1: Introduction

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- 1.1 These regulations apply to all bachelors' programs at the International University Liaison Indonesia - IULI. The regulations contain rules about the academic and administrative processes.
- 1.2 It is a student's responsibility to ensure they have read and are familiar with these academic regulations.
- 1.3 IULI's academic regulations govern all taught courses.
- 1.4 The academic regulation are regularly reviewed by the Examination Steering Committee (ESC) and be approved by the Board of Management. Changes of annexes are updated and approved by the Examination Steering Committee (ESC).
- 1.5 In the case of a dispute about the interpretation of the regulations, the decision of the Examination Steering Committee (ESC) is final

## INTERNATIONAL UNIVERSITY LIAISON INDONESIA

### CHAPTER 2: Legal Basis and Principles

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#### 2.1. Legal Base of IULI:

- 2.1.1 UU No.12/2012 tentang Pendidikan Tinggi
- UU No. 14/2005 tentang Guru dan Dosen
- PP No. 60/ 1999 tentang Pendidikan Tinggi
- Permen No. 44/ 2015 tentang Standar Nasional Pendidikan Tinggi
- Kepmendiknas No. 232/U/2000 tentang Pedoman Penyusunan Kurikulum Pendidikan Tinggi dan Penilaian Hasil Belajar Mahasiswa.
- Kepmendiknas No. 234/U/2000 tentang Pedoman Pendirian Perguruan Tinggi
- Kepmendiknas No. 045/U/2002 tentang Kurikulum Inti Pendidikan Tinggi
- PP No. 8/ 2012 tentang Kerangka Kualifikasi Nasional Indonesia (KKNI)
- 2.1.2 License No. 425/E/O/2014 tentang Izin Pendirian Universitas Lintas Internasional Indonesia tanggal 2 Oktober 2014. (Given on 3<sup>rd</sup> October 2014).
- 2.1.3 Statutes of the Foundation International University Liaison Indonesia<sup>1</sup>

#### 2.2. Mission and Statement of International University Liaison Indonesia – IULI

##### Vision

IULI will be an independent University with strong academic and ethic commitment to society

##### Mission

IULI will contribute to the enhancement of knowledge and to forming and educating humans in science and technology as well as to mentally sensitize them for the future challenges of society and environment.

#### 2.3. Committees

##### 2.3.1 Enrollment Committee (EC)

- 2.3.1.1 Members
  - Chairperson (Lecturer full time staff)
  - One representative of PR
  - Secretary
- 2.3.1.2 Duties
  - Responsible for the organization and controlling of the enrollment
- 2.3.1.3 Decide acceptance and non-acceptance

##### 2.3.2 Examination Steering Committee (ESC)

- 2.3.2.1 Members
  - Chairperson (Rector ex officio)
  - One representative of each faculty
  - Secretary

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<sup>1</sup> The Statutes of the Foundation were approved in 2013 by the Indonesian Ministry of Justice and Human Rights.

## INTERNATIONAL UNIVERSITY LIAISON INDONESIA

### 2.3.2.2 Duties

Responsible for the organization, controlling of all quality measurements at IULI

### 2.3.2.3 Final decision for appeals

### 2.3.2.4 Academic degree: Approves and submit the list of Bachelor's awards to the Rector's Office

### 2.3.3 Thesis Defense Examination Panel (TDEP)

The Thesis Defense Examination Panel consists of:

#### 2.3.3.1 Thesis advisor and co-advisor (if applicable)

#### 2.3.3.2 A member of the Examination Steering Committee

#### 2.3.3.3 Dean or another faculty member

#### 2.3.3.4 A representative from a partner university (for International Joint Degree programs)

### 2.3.4 Disciplinary Committee (DC)

#### 2.3.4.1 Members

Chairperson (Lecturer full time staff)

One representative of each faculty

Secretary

#### 2.3.4.2 Duties: Decide about sanctions in connection with disciplinary failure

### 2.3.5 Parents Association (PA)

#### 2.3.5.1 Parents form on voluntary base a Parents Association

#### 2.3.5.2 Members of the PA elect a Board. The Parents Association Board (PAB) consists of:

Chairman

Secretary and

Members

#### 2.3.5.3 The PA support the University in all matters

#### 2.3.5.4 PAB is a consultative Body; the partner at University is the Rector

## 2.4. Awards

IULI offers study programs lead to awards of Bachelor's Degrees (Sarjana: S-1)

## 2.5. Academic year / Semester

2.5.1 An academic year consists of 2 semesters;  
Odd semester (1 July – 31 December) and  
Even semester (1 January – 30 June).

2.5.2 Academic activities (lectures, examinations) consist of:

- academic lectures: 14 weeks
- final examination: 2 weeks
- repetition of final examination; 1 week



## INTERNATIONAL UNIVERSITY LIAISON INDONESIA

### 2.6. Length of study

- 2.6.1 The length of a Bachelor's study program is 8 – 14 Semesters<sup>2</sup>
- 2.6.2 The length of study includes leave semester(s) and/or period of not being registered as a student
- 2.6.3 If the length of study is more than 14 semesters, a student is expelled from the university

### 2.7. Study Load (SKS)<sup>3</sup>

- 2.7.1 The study load for each semester does not exceed 24 SKS.
- 2.7.2 The 8 semester study load for bachelor's programs varies from 144 to - 160 SKS.
- 2.7.3 One SKS is equal to 3 hours student's effort per weekly, consisting of:
  - One academic lecture (50 Minutes), scheduled with the lecturer.
  - One hour (60 minutes) student task, structured but not scheduled
  - One hour (60 minutes) self-study.

### 2.8. Short Semester

- 2.8.1 Short semester is an additional semester between odd semester – even semester or even semester – odd semester.
- 2.8.2 Short semester should not be taken by all students.
- 2.8.3 The academic subjects offered in short semester are determined by related Study Program on the basis of the Faculty policy, availability of lecturers and facilities.
- 2.8.4 Academic course for one short semester is equal to the academic course in regular semester, including lecturing, evaluation and practical or lab.

<sup>2</sup> Ministry Decree Kepmen No 234/2000 (Chapter 1, para 17)

<sup>3</sup> SKS: Satuan Kredit Semester (Semester Credit Unit)



## INTERNATIONAL UNIVERSITY LIAISON INDONESIA

# CHAPTER 3: Admission Regulations

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### 3.1. Candidates

- 3.1.1 Candidates are students graduated from recognized senior high schools (SMA/ SMK or equivalent), vocational schools and other institutions in Indonesia and abroad.
- 3.1.2 Candidates from institutions from abroad have to provide the necessary documents (e.g. from DIKTI, embassies, etc.) as an integral part of the admission.

### 3.2. Admission

IULI conducts an entrance test.

The Information about entrance test, admission and its requirements are provided in IULI homepage ([www.iuli.ac.id/admissions/](http://www.iuli.ac.id/admissions/))

### 3.3. Result of Admission Evaluation

- 3.3.1 accepted in the respective study program (requested documents are in line with the requirements)
- 3.3.2 accepted under conditions in the respective study program (additional information are needed)
- 3.3.3 Students will be offered an English course prior the start of the study
- 3.3.4 Rejected (students admission papers are not in line with the requirements)
- 3.3.5 Students candidates are informed about the status by the Public Relations Department

### 3.4. Cancellation of acceptance

- 3.4.1 Candidate students or accepted students might be rejected if they give false information/ data or incorrect information / data. IULI has the right to inform authorities if there is a suspicion of a crime
- 3.4.2 Candidate students may be rejected if they are involved in any criminal activity (e.g. drug consumption or possession).
- 3.4.3 Accepted students may cancel their enrollment at IULI, based upon written information. Reimbursement will be based on IULI's policy.

### 3.5. Transfer Students from other Universities

- 3.5.1 IULI may receive transfer students from other universities recognized by DIKTI.
- 3.5.2 Transfer student may apply for the same study program or its equivalent.
- 3.5.3 All relevant legalized documents from the students have to be submitted to IULI (Academic Service Center).
- 3.5.4 The Head of the Academic Service Center together with the Head of the respective study program decide on the placement of the transferred students.

### 3.6. Change of Study Program

- 3.6.1 A change of study program has to be requested in writing at least four weeks before the semester starts.
- 3.6.2 A change of study program in a faculty may happen only until semester 2. Student has to take the subject which is not received from the new study program.
- 3.6.3 A change of study program to different faculty may only happen in semester 1, maximum 4 weeks after the semester start.



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- 3.6.4 Prior to a change of study program or faculty, a consultation with the responsible dean or head of study program is required.
- 3.6.5 The decision is made by the dean of the respective faculty and is final.

### 3.7. Foreign Students

- 3.7.1 A foreign student has to submit additional legal documents required by the Indonesian authorities (e.g. stay permit, DIKTI approval)
- 3.7.2 Foreign students are invited for an interview
- 3.7.3 IULI will support the administration process for exchange students from partner universities.

### 3.8. Re-registration

Qualified students are automatically re-registered for the next semester, on the condition that all administrative requirements are fulfilled.

### 3.9. Leave Semester

- 3.9.1 Students may request a leave semester(s) in writing to the academic service center at least four weeks before the new semester starts.
- 3.9.2 A leave semester of more than 2 consecutive semesters is considered as resignation from the university.
- 3.9.3 Student has to pay a registration fee to be still registered in the University.
- 3.9.4 Students participating in exchange semesters with partner universities are not considered as on a leave semester(s)

### 3.10. Minimum number of student in class

- 3.10.1 In order to have a good teaching and learning process, IULI limits the minimum number of students in class of 12 students.
- 3.10.2 In case number of student in a class below 12 students, IULI has the right to arrange a special teaching and learning process.



## CHAPTER 4: Assessment Regulations

### 4.1 Introduction

Indonesian Government requires the use of the SKS system. It is based mainly on self-responsibility of the individual students. Failed subjects can be repeated as long it fits to the study length of 14 Semester. All subjects has to be passed prior 8<sup>th</sup> Semester. IULI will organize the following:

- 4.1.1 Time table for the semesters based on the curriculum
- 4.1.2 Final Examination at the End of the Semester
- 4.1.3 Repetition of Final Examination

### 4.2 Point and Grade Point Average

- 4.2.1 Evaluation of academic achievement of students is expressed in points from 1 to 100;
- 4.2.2 GPA: Grade Points Average ranges from 4 to 0 (4 is the highest); and
- 4.2.3 Grade letters (A, B, C, D, F), and
- 4.2.4 Germany: 5 scale points from 1 to 5 (1 is the highest).
- 4.2.5 A measurement scale of student learning evaluation is expressed as follows:

Grade Letter	Grade Wording	IULI	Grade Point average (GPA)	Germany	Grade Description
A	Excellent	86 – 100	4	1	Outstanding performance
B	Good	71 – 85	3.0 – 3.9	2	Performance is considerably higher than the average requirements
C	Satisfactory	56 – 70	2.0 – 2.9	3	Performance meets the average requirements
D	Poor	46 – 55	1.0 – 1.9	4	Performance is below standard
F	Fail	≤ 45	0	5	Performance does not meet the minimum criteria. Considerable further work is required

#### 4.2.6 Semester Grade Point Average (GPA)

Semester GPA is the accumulation of the SKS's of each course divided by the number of credit taken that semester with the formula:

$$GPA = \frac{\sum(C \times GP)}{\sum C}$$

C = SKS load of each course  
GP = Grade Point of each course  
A sample is provided in the Annex

#### 4.2.7 Cumulative GPA

Cumulative GPA is the accumulation of C x GP divided by the number of credits taken, counted from the first semester until the last semester with the following terms:

C is the credit weight of each course taken with the condition that repeated courses are only counted once and not included in the course credit.

GP is the best grade of each course.



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### 4.3 Weighting of Examination

- 4.3.1 Semester: 40% daily quizzes/ assignments/ projects and 60% Final Examination
- 4.3.2 OFSE: 100%
- 4.3.3 Thesis: 60% Thesis work, 40% Defense of the Thesis

### 4.4 Semester Qualification

- 4.4.1 Quizzes,  
at least 3 scores taken from quizzes, assignments, projects or homework or other tasks in a semester. At least 1 score must be produced before the mid-term qualification.
- 4.4.2 A final examination of subjects  
provided during the semester takes place at the end of the semester.
- 4.4.3 Eligibilities for the Final Semester Examination
  - 4.4.3.1 Students with at least 75% attendance in each subject
  - 4.4.3.2 Have fulfilled all administrative requirements
- 4.4.4 Semester Grading  
Semester grading is taken from the GPA each semester and the cumulative GPA .
- 4.4.5 Repetition of Final Examination
  - 4.4.5.1 Subjects with grade “C” or above may be repeated on a voluntary base.
  - 4.4.5.2 Subjects with grade “D” are highly recommended to be repeated
  - 4.4.5.3 Subjects with grade “F” have to be repeated.
- 4.4.6 Absence:
  - 4.4.6.1 Students who are absent during the (final) examination can do the examination during the repetition examination period.
  - 4.4.6.2 There is a fee for the repetition exam
  - 4.4.6.3 The fee for repetition exam due to absent is applied for unacceptable reason.
- 4.4.7 Final Score  
The final score will be determined from the higher grade of the final examination and the repetition examination.
- 4.4.8 Repetition of a subject  
Students who do not pass the repetition exam of a subject have to repeat the respective subject in a semester where the subject is offered.
- 4.4.9 Student’s examination papers of the final and repetition examination will be owned by IULI.
- 4.4.10 Students have the opportunity to see their examination papers, by a written request.
- 4.4.11 A semester transcript can be viewed on line, students may ask a semester transcript in printed form signed by the Dean to the Academic Services Centre.



## INTERNATIONAL UNIVERSITY LIAISON INDONESIA

### 4.5 Oral Final Study Examination – OFSE (Rigorousum)

IULI conducts a rigorousum, an examination in form of oral to promote the students to higher level. The oral examination is termed OFSE, Oral Final Study Examination, and scheduled in Academic Calendar.

#### 4.5.1 Eligible for OFSE:

- 4.5.1.1 Cumulative GPA minimum 2.0, and
- 4.5.1.2 all subjects up to the 6th semester passed
- 4.5.1.3 all administrative requirements fulfilled.

#### 4.5.2 Students are examined by an internal examiner and an external examiner.

#### 4.5.3 The internal examiner is a lecturer in the respective subject, unless otherwise determined by the Examination Steering Committee.

#### 4.5.4 The external examiner is a professional in the respective subject area, chosen by the Examination Steering Committee.

#### 4.5.5 The internal and external examiner are responsible for scoring, recording and reporting the OFSE.

#### 4.5.6 Subjects, Contents and Procedures of OFSE:

- 4.5.6.1 There are 5 subjects with at least 3 SKS included in the respective curriculum to be tested
- 4.5.6.2 Two subjects are mandatory and three subjects are selective. The subjects and their reference text books are decided by the respective Dean and approved by the Examination Steering Committee.
- 4.5.6.3 Syllabi of the respective subjects per study program are in one dossier.
- 4.5.6.4 The OFSE is a closed book oral examination.

#### 4.5.7 The duration for each subject is 45 – 60 minutes, consisting of 15 minutes preparation by the student and 30 – 45 minutes oral examination.

#### 4.5.8 Late arrival results in a grade F in the respective subject.

#### 4.5.9 If internal examiner and/or external examiner are late, the student has the right to cancel the examination.

If a student cancels the examination, the student gets a score of “70” or “C” grade for the respective subject.

#### 4.5.10 Result of the OFSE

Pass: No “F” or “D” Grade

#### 4.5.11 Repetition of OFSE:

- 4.5.11.1 Students with FAIL status in a subject have to repeat the respective subject.
- 4.5.11.2 In case the subject is no more offered, student may select another subject.
- 4.5.11.3 OFSE repetition will be scheduled of minimum 2 weeks after the OFSE.

#### 4.5.12 Fee for repetition OFSE

A fee for repetition of OFSE will be applied.

#### 4.5.13 Appeals:

- 4.5.12.1 Prior an appeal, students are advised to discuss the matter with the dean. A second person has to record the discussion
- 4.5.12.2 An appeal must be submitted in written with evidence within 5 workdays to the ESC.
- 4.5.12.3 There is a fee for appeals; the fee has to be paid prior submitting the appeal
- 4.5.12.4 In case of a decision in favor of the student, the appeal fee is reimbursed

#### 4.5.14 Result of the OFSE:

Student successfully passing the OFSE will be awarded a certificate of non-academic status with predicate “candidatus” signed by the respective Dean.

- 4.5.13.1 Predicate of Faculty of Engineering: cand. ing. (candidatus ingeniarius)
- 4.5.13.2 Predicate of Faculty of Life Sciences: cand. vit. scie. (candidatus vitae scientius)
- 4.5.13.3 Predicate of Faculty of Business and Social Sciences: cand. oec. soc.(candidatus oeconomicae et socialis scientiae)

## INTERNATIONAL UNIVERSITY LIAISON INDONESIA

### 4.6. Thesis Work

At the end of their study, students must complete a thesis to show their capability of independently applying scientific methods, showing a good understanding of scientific literature, and writing papers that sufficiently meet scientific requirements.

#### 4.6.1 Eligible for a thesis

- 4.6.1.1 Passed the OFSE,
- 4.6.1.2 Pass the semester research or semester internship,
- 4.6.1.3 Fulfill the administrative requirements.

#### 4.6.2 Individual / Group thesis

The thesis is an individual scientific work unless the Examination Steering Committee approves it as a group work.

#### 4.6.3 Thesis Proposal

- 4.6.3.1 Students shall write the thesis proposal based on the list of the topic provided by the University or own topic and submit the thesis proposal to Examination Office.
- 4.6.3.2 The thesis proposal shall be submitted at the date stated in the Academic Calendar

#### 4.6.4 Late delivery of Thesis proposal

Late delivery of the thesis proposal leads to the rejection of the proposal. A new proposal can be delivered in the following semester.

#### 4.6.5 Evaluation of thesis proposal

An evaluation team and the Examination Steering Committee evaluate the thesis proposal with decision as follows.

- 4.6.5.1 Approved
- 4.6.5.2 Approved with Modification
- 4.6.5.3 Not approved

#### 4.6.6 Re-Submitting

A thesis proposal with the classification “Approved with Modifications” or “Not approved” must be re-submitted within 5 working days.

#### 4.6.7 Thesis Advisor

- 4.6.7.1 Student proposes a thesis advisor (and co-advisor if needed). Examination Steering Committee determines the thesis advisor (and co-advisor) based on competency and availability.
- 4.6.7.2 In case of Thesis advisor from abroad, must be accompanied by local thesis advisor.

#### 4.6.8 Duration of thesis

The duration of thesis work is one semester.

#### 4.6.9 Sessions with thesis advisor / co-advisor

at least of 10 sessions during the thesis work with the thesis advisor and co adviser are required.

#### 4.6.10 Finalizing of Thesis work

Finalizing of thesis work shall be in semester 8, based on thesis schedule.

#### 4.6.11 Thesis Log book

Day’s activities have to be recorded in a thesis log book.



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### 4.6.12 Submission of thesis work (based on academic calendar)

- 4.6.12.1 Five copies and one soft copy have to be submitted to the Examination Office (EXO) on the date of delivery stated in Academic Calendar.
- 4.6.12.2 The Examination Office (EXO) has to distribute the copies of thesis work to the advisor, co-advisor, and examiners.

### 4.6.13 Late submission of thesis work:

Late submission of the thesis work leads to fail status. Students have to apply for another thesis proposal.

### 4.6.14 Rejection of the thesis work

- 4.6.14.1 A thesis can be rejected if:
- it is considered that the progress of the thesis is not satisfactory, or
  - there is a failure to fulfill administrative requirements (e.g. regular meetings with the advisor).
- 4.6.14.2 In the case of thesis rejection by the thesis advisor, the thesis advisor has the obligation to explain the reasons for the rejection in writing to the Examination Steering Committee.
- 4.6.14.3 The Student has the right to be heard prior written decision by the ESC
- 4.6.14.4 The decision of ESC is final

## 4.7. Thesis Defense

### 4.7.1 Eligible for Thesis Defense

Students are eligible to defense their thesis if:

- Thesis work is approved and validated by the advisor (and co-advisor if any)
- Thesis log book is filled
- Report from the advisor
- Fulfilled administrative requirements

### 4.7.2 Duration of Thesis defense

- 4.6.7.1 The duration of the defense is 60 minutes include evaluation,
- 4.6.7.2 Students present their thesis within 15 minutes followed by 45 minutes of question , answer and evaluation.

### 4.7.3 Schedule of Thesis defense / late arrival

A date of the thesis defense is scheduled in the academic calendar.

- 4.7.3.1 Late arrival or absence for the thesis defense is considered as failing the defense.
- 4.7.3.2 Failing Students have to repeat the thesis work with a new thesis proposal.
- 4.7.3.3 In case of sickness, a medical certificate has to be submitted prior thesis defense

### 4.7.4 Location of Thesis defense

Thesis defense has to be held in Indonesia

### 4.7.5 Evaluation of the Thesis

- Evaluation consist of: Thesis work and Thesis defense
- Each member of the examination panel provide an individual evaluation, based on IULI's scoring system



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### 4.7.6 Qualification of Thesis Defense:

- 4.6.7.1 Accepted: a score between 56 – 100 points
- 4.6.7.2 A score “A” can be provided only, if there will be a potential scientific publication
- 4.6.7.3 A score below 56 means the students not passed the defense. Student has to repeat the thesis work with new thesis proposal.
- 4.6.7.4 A second repetition of thesis work will lead to exclusion.

### 4.7.7 Recording of Thesis Defense:

The thesis defense is recorded by means of electronic media and in written records

### 4.7.8 Thesis Rejection after or during the Thesis Defense

The thesis defense may also lead to thesis rejection by the examination panel if the thesis work is not in line with the approved thesis proposal or is insufficient to be regarded as a thesis.

- 4.7.8.1 In such cases the examination panel will not give any marks and the student must do or re-do the thesis under the conditions determined by the Examination Steering Committee.
- 4.7.8.2 A rejected thesis can be revised during the time published in the academic calendar in the next semester.
- 4.7.8.3 Students have to re-work the thesis with a new thesis proposal.
- 4.7.8.4 A second rejection of the thesis will lead to exclusion.

### 4.7.9 Report of the Thesis

The report of the thesis defense includes the grade and comments and is signed by the Chairman of the ESC

### 4.7.10 Postponement of Thesis

- 4.7.10.1 Students may request a postponement of the thesis in writing a minimum of 4 weeks before the thesis submission.
- 4.7.10.2 Students have to re-register as a regular student.

### 4.7.11 A fee of thesis repetition

A fee for a repetition of thesis work or thesis defense will be applied

## **CHAPTER 5: Graduation and Degree**

### **5.1 Graduation (Bachelor's Degree)**

- 5.1.1 Eligible are IULI Students having successfully completed:
  - 5.1.1.1 The entire study loads
  - 5.1.1.2 The Oral Final Study Examination (OFSE)
  - 5.1.1.3 Thesis work and thesis defense
  - 5.1.1.4 GPA of at least 2.0, no F grade
  - 5.1.1.5 Fulfill applicable DIKTI requirements.
- 5.1.2 Graduation from the Bachelor program is determined by rector's decree based on faculty meetings.
- 5.1.3 Upon fulfillment of all graduation requirements and administrative requirements, students will be awarded an academic degree (bachelor's degree).
- 5.1.4 The certificate of bachelor's degree is signed by the rector and the dean, and carries the university seal.
- 5.1.5 The degree of a Bachelor will be officially awarded to the Graduate at the graduation ceremony of IULI

### **5.2 Predicate of Graduation**

- 5.2.1 Predicate of graduation with honors granted only to graduates who meet the requirements as stated in number (5.2.2) and who never get an academic sanction from the university.
- 5.2.2 Graduates will be awarded a graduation predicate consisting of 3 (three) levels:
  - 5.2.2.1 Cum laude: graduation with honor  
GPA 3.50-3.70, duration of study 8 semesters, no repetition of final examination
  - 5.2.2.2 Magna cum laude: graduation with great honor  
GPA 3.71-3.89, duration of study 8 semesters, no repetition of final examination
  - 5.2.2.3 Summa cum laude: graduation with highest honor  
GPA 3.90-4.00, duration of study 8 semesters, no repetition of final examination

### **5.3 National Degree and International Joint Degree**

#### **5.3.1 National Degree Program**

- 5.3.1.1 The national degree program is based on Indonesian laws. The awarded degree is a "Sarjana" (S-1).
- 5.3.1.2 The awarded bachelor's title reflects the respective study program.

#### **5.3.2 International Joint Degree Program**

- 5.3.2.1 The International Joint Degree program is based on cooperation between IULI and a foreign partner university.
- 5.3.2.2 Upon accomplishment of study, students will be awarded an International Joint Degree.
- 5.3.2.3 Degree from IULI and degree from Partner University is linked together and equal by means that the degree from IULI is same with the degree from Partner University.



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### 5.3.3 Eligible Students for International Joint Degree

- 5.3.3.1 Fulfill the requirements for a “sarjana” degree
- 5.3.3.2 Successfully completed the research semester program in Partner University and internship program in Germany or abroad.
- 5.3.3.3 Fulfill the requirements from the partner university (see separate regulations).

### 5.4 Loss of Certificate

- 5.4.1 The university will not re-issue an academic certificate except for an administrative error.
- 5.4.2 A loss of an academic certificate has to be reported to the authorities (police) and a confirmation letter has to be requested.
- 5.4.3 Students can request from IULI “reference letter of loss of certificate” by submitting a copy of “letter of loss” from the police.
- 5.4.4 IULI will issue a reference letter containing a statement that the student is truly a graduate from IULI.
- 5.4.5 IULI can only legalize the copy of lost certificate.





## INTERNATIONAL UNIVERSITY LIAISON INDONESIA

# CHAPTER 6: Research Semester

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### 6.1 Research Semester

A research semester is a semester where the students carry out a research in Partner University (in Germany or abroad) for their thesis work and an integral part to get “International Joint Degree”.

#### 6.1.1 Time and period of Research Semester

A research semester is held in 7<sup>th</sup> semester of study, with duration of about 5 month (August – December).

#### 6.1.2 Eligibility

- Passed the Oral Final Study Examination (OFSE)
- GPA of German language subject is minimum 2.0
- Passed the assessment held by IULI
- Fulfilled all administrative requirement

#### 6.1.3 Language of instruction

English and German languages are the language of instruction during the research semester

### 6.2 Certified of Competence

IULI offers certified of competence in: Pilot, Aviation Maintenance



## INTERNATIONAL UNIVERSITY LIAISON INDONESIA

# CHAPTER 7: Internship Program

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### 7.1 General

- 7.1.1 Internship is an integral part of the academic program in IULI
- 7.1.2 Internship will take place abroad or local.
- 7.1.3 An assessment team will conduct the assessment of candidates
- 7.1.4 An Internship guidelines will be provided to candidates

### 7.2 Time and Period of Internship

- 7.2.1 Students who take International Joint Degree program will do the internship during semester 8 of study, with duration of 4 months.
- 7.2.2 Students who take National Degree program (national degree) will do the internship during semester 7 of study, with duration of 4 months.

### 7.3 Internship Requirements, Academic scores and Behavioral

- 7.3.1 Students have passed all subjects prior to join the program.
- 7.3.2 Students must prove proficiency in language of the respective country, and have to pass a language test with a score not less than "C" grade.
- 7.3.3 Students will undergo an assessment, where student's behavior during their study will be taken into account.

### 7.4 Administrative Internship Requirements

All obligations to IULI has to be fulfilled

### 7.5 Decision to join Internship Program

- 7.5.1 The decision for students to join the internship program is made by the assessment team
- 7.5.2 Results of the assessment are confidential
- 7.5.3 A rejection of a candidate has to be communicated to students by the assessment team

### 7.6 Responsibilities / Assistance

Students own responsibility for:

- 7.6.1 Organize an internship place.
- 7.6.2 Provide the necessary documents (Passport, Visa, Health certificate)
- 7.6.3 Organize the trip to the respective Internship place
- 7.6.4 Organize dormitory at the new internship environment
- 7.6.5 Provide financial security in order to achieve the necessary documents from the host country.

### 7.7 IULI's assistance

- 7.7.1 The university will assist students during the preparation process in providing exercises
- 7.7.2 IULI will provide information sessions
- 7.7.3 IULI's administration will have office hours in order to support Students in internship matters



## INTERNATIONAL UNIVERSITY LIAISON INDONESIA

# CHAPTER 8: Framework for Academic Study

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### 8.1 ID-Card

- 8.1.1 IULI provides to each student who has fulfilled all administrative requirements an ID-card.
- 8.1.2 A student ID-card is the “key” in order to enter IULI’s Campus and premises.
- 8.1.3 During the stay at IULI’s campus, Students have to wear the ID-Card
- 8.1.4 In case of loss or theft, students have to report to IULI, for a replacement of the ID card.

There is a replacement fee

### 8.2 Students Counsellor / Guardian Lecturer

- 8.2.1 Students Counsellor will support and advice students mainly in private matters
- 8.2.2 The guardian lecturer supports students in:
  - 8.2.2.1 Guiding in academic matters during the study.
  - 8.2.2.2 Overseeing the development of student’s study
  - 8.2.2.3 Fostering creativity and effective learning.

### 8.3 Learning services

- 8.3.1 All registered students who fulfill academic and administrative requirements are eligible to receive full academic services in accordance to the applicable norms, rules and regulations.
- 8.3.2 To complete the study at IULI, students must follow all academic activities based on the academic calendar.
- 8.3.3 The learning process consists of lectures, responsiveness, seminars, assignments, lab/studio, and assessment / evaluation of learning that must be followed by every student.
- 8.3.4 Students with the status of “not registered” are not entitled to follow any academic activities, lab/studio, assessment and evaluation or to use any university facilities and equipment.
- 8.3.5 The implementation of all academic activities by the civitas academica, both curricular and non-curricular should refer to the applicable academic calendar.



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### 8.4 Scholarships

- 8.4.1 IULI provides scholarships for students based on their performance on a voluntary basis.
- 8.4.2 The scholarship is a fully free tuition fee or a half free tuition fee for one semester.
- 8.4.3 The Examination Steering Committee (ESC) defines scholarship holders each semester
- 8.4.4 Decisions of the ESC are final and appeals are not possible.
- 8.4.5 Scholarships are provided for students in all semesters, except semester one and eight.
- 8.4.6 Scholarships award conditions:
  - 8.4.6.1 to students with highest semester grade point average
  - 8.4.6.2 Attitude of the student will be considered when awarding of a scholarship
  - 8.4.6.3 At least 10 students in the respective class.
  - 8.4.6.4 The highest GPA based on the score prior taking repetition of final examination.
  - 8.4.6.5 No D or F grade.
  - 8.4.6.6 Students may only have a scholarship from 1 (one) institution.
  - 8.4.6.7 Level of Scholarship
    - 8.4.6.7.1 The highest GPA in class with an “A” grade will get a fully free tuition fee.
    - 8.4.6.7.2 The highest GPA in class with a “B” grade will get a half free tuition free.
    - 8.4.6.7.3 Students with the same GPA and score in a class, the class attendance and attitude will be the selection criteria; otherwise the scholarship will be splitted

### 8.5 Students presence at IULI Campus

- 9.1.1 The university campus and premises can be used for various academic activities, research and community services by all civitas academica.
- 9.1.2 The presence in and the use of the university facilities are based on the applicable rule and regulation.

### 8.6 KRS online

- 8.6.1 To follow the academic activities, each student shall re-register by filling Study Plan Form (KRS) online on any beginning of the semester according to the academic calendar apply.
- 8.6.2 Students who fail to re-register until the set time limit, the filling of KRS will be determined by student counselor/ guardian lecturer.



## INTERNATIONAL UNIVERSITY LIAISON INDONESIA

### CHAPTER 9: Tuition Fee

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#### 9.1 Component of tuition fee in IULI

Component of tuition fee in IULI consist of:

- 9.1.1 Tuition fee per semester
- 9.1.2 Graduation fee

#### 9.2 Tuition fee for each batch

- 9.2.1 The amount of tuition fee for each batch, each study program is defined by university through the rector's decree.
- 9.2.2 The amount of tuition fee is possible different for each batch, each study program.

#### 9.3 The payment of tuition fee

- 9.3.1 The tuition fee can be paid per semester or per month by transfer using virtual account.
- 9.3.2 All payments are made through bank transfers determined by the university.
- 9.3.3 Payments exceeding the specified time limit will be subject to penalty.

#### 9.4 Fail to pay the tuition fee

Fail to pay the tuition fee the students:

- 9.8.1 may not join the final exam
- 9.8.2 may not have any services from the university
- 9.8.3 leads to expulsion from the university



## INTERNATIONAL UNIVERSITY LIAISON INDONESIA

# CHAPTER 10: Unacceptable conduct, Administrative Expulsion

### 10.1 Attendance and Absenteeism

- 10.1.1 After class starts, students (Latecomers) are not allowed to join the class during the running session. Latecomers may join classes again after in the next lecturing session.
- 10.1.2 75% class attendance is mandatory
- 10.1.3 Class absences of more than 25% for any subject in a semester will lead to FAIL status for the respective subject.
- 10.1.4 Students with a "FAIL" status for a subject due to attendance may not join final examination or repetition of final examination for the respective subject. Students have to re-take the respective subject.
- 10.1.5 The 25% absences include sickness without any doctor's certificate, or without any acceptable information or evidence.
- 10.1.6 In case of sickness the students have to submit a doctor's certificate within 48 hours.
- 10.1.7 Absence of more than 4 weeks in a row, without any notice is considered as resign from University.

### 10.2 Cheating in quizzes/ assignments/ university tasks

- 10.2.1 Students found cheating in quizzes/ assignments/ university tasks, will get an "F" grade for the respective quiz/ assignment/ task.
- 10.2.2 Students will have to re-take the quiz/ assignment/ task.
- 10.2.3 The lecturer has to inform the academic service center accordingly

### 10.3 Cheating in Final Examinations

- 10.3.1 Students found cheating in the final examination or repetition examination will get an "F" grade for the respective subject, and will be ineligible for the repetition examination.
- 10.3.2 Students have to re-take the course of the respective subject.
- 10.3.3 The invigilators in the class room have the right to state if students are cheating.
- 10.3.4 The cheating statement and the evidence must be submitted to the Examination Steering Committee for its decision.
- 10.3.5 In the case of cheating between friends, the consequences are equal both for the student who receives the answers and for the student who gives the answers.

### 10.4 Plagiarism

- 10.4.1 Plagiarism is the act of incorporating the ideas, words of sentences, paragraphs, or parts thereof without appropriate acknowledgment and representing the product as one's own work; and the act of representing another's intellectual work such as musical composition, computer program, photographs, painting, drawing, sculpture, or research or the like as one's own.
- 10.4.2 Plagiarism of a part of the thesis work means students are not entitled to go to the thesis defense. Students have to repeat the thesis work with a new thesis proposal.
- 10.4.3 Plagiarism of the whole part or a large part of the thesis results in the student being excluded from the university.
- 10.4.4 If plagiarism is revealed after the awarding of the degree, the university has the right to revoke the awarded degree.



## INTERNATIONAL UNIVERSITY LIAISON INDONESIA

### 10.5 False information or fake documents

- 10.5.1 All students' data and documents are treated confidentially, and will be kept for internal use only.
- 10.5.2 If found that the students' information or documents for enrolment in IULI or other purposes are fake, the university has the right to expel the students and inform government authorities

### 10.6 Alcohol, Smoking, Drugs, Penalties

- 10.6.1 The consumption of alcohol is prohibited except for special functions when authorized.
- 10.6.2 Smoking is prohibited in the campus, except in the smoking area provided.
- 10.6.3 The taking of any drugs inside and outside of the campus is prohibited and leads to mandatory expulsion from IULI
- 10.6.4 Students should be dressed appropriately and modestly at the Campus.

### 10.7 Food and Cellular Phones

- 10.7.1 The use of cellular phones and the consumption of food and beverages during classes are prohibited
- 10.7.2 Only mineral water may be consumed in class.

### 10.8 Penalties for section 9.6 and 9.7

- 10.8.1 A verbal warning or written warning.
- 10.8.2 Suspension, exclusion from academic services for a certain period of time
- 10.8.3 Expulsion from the university,
- 10.8.4 If there is a criminal matter, the authorities will be informed.

### 10.9 Administrative Expulsion from the University

Students can be expelled from the university for:

- 10.9.1 Failure to pay the tuition fees
- 10.9.2 Dishonesty and/ or Indiscipline
- 10.9.3 Illegal possession of university equipment, tools, goods.
- 10.9.4 Misuse of university's facilities or infrastructure.
- 10.9.5 Threats, fight, harassment.
- 10.9.6 Disturbing the work of others
- 10.9.7 Exclusion by a company for disciplinary reasons during internship.
- 10.9.8 Expulsion of a student needs the decision of the Rector's office.



## INTERNATIONAL UNIVERSITY LIAISON INDONESIA

# CHAPTER 11: Implementation, Revision and Interpretation

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### 11.1 Implementation

11.1.1 These regulations are implemented effective from the day of publication at the start of the academic year 2015-2016.

11.1.2 Matters not covered in these regulations shall be covered in a separate regulation.

### 11.2 Revision

Any failure that may happen in these regulations will be reviewed and revised in a new academic regulation approved by the Rector.

### 11.3 Interpretation

The final interpretation of the articles of these regulations is made by the Rector.

Bumi Serpong Damai, 10 July 2015

Dr.Ir. Tutuko Prajogo MSMfgE

Rector

This Regulation is subject to change

## **ANNEXES**

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### **Annex 1: General Definitions**

- Foundation: Yayasan International University Liaison
- Boards in the Foundation
  - Board of Trustees
  - Board of Supervisors
  - Board of Management
- IULI: International University Liaison Indonesia
- University refers to IULI
- Rector: rector of IULI
- Dean: dean of a faculty in IULI
- Head of study program: Head of study program within a faculty of IULI
- Leaders of IULI: rector and vice rectors
- Students: learners who are registered and study at IULI.
- ESC: Examination Steering Committee
- EC: Enrolment Committee
- DC: Disciplinary Committee
- OFSE: Oral Final Study Examination
- Credit system: System of education by using the unit semester credit to state a student's study load, faculty workload, experiential learning and program delivery load.
- Semester: Smallest time unit for the stated length of an education program within a given education level. One semester is equivalent to 16 weeks for day students and 22 weeks for Executive programs (evening)
- SKS, Satuan Kredit Semester:  
Unit used to determine the students study load, the recognition of the success of a student's effort, the recognition of the cumulative efforts for a specific program, as well as the load for an academic education and in particular for lecturers.
- Civitas Academica: Consists of faculty lecturers and students in University.
- DIKTI: Direktorat Pendidikan Tinggi, Directorate of Higher Education within the Ministry of Research and Technology – Higher Education





## INTERNATIONAL UNIVERSITY LIAISON INDONESIA

### Annex 2: Study Programs for Bachelors

#### Faculty of Engineering

Aviation Engineering  
 Electrical Engineering:  
 Mechatronics Engineering (El. Eng.)  
 Industrial Engineering  
 Mechanical Engineering  
 Automotive Engineering (Mech. Eng.)  
 Computer Science

#### Faculty of Life Science

Biomedical Engineering (El. Eng.)  
 Chemical Engineering  
 Food Technology

#### Faculty of Business and Social Science

Hotel- and Tourism Management  
 International Business Administration  
 International Relations  
 Management  
 Aviation Management (Management)

### Annex 3: Score, Grade and Grade Point

Score	Grade	Grade Point	
86 - 100	<b>A</b>	4.0	
85		3.93	
84		3.87	
83		3.80	
82		3.73	
81		3.67	
80		3.60	
79		3.53	
78		<b>B</b>	3.47
77			3.40
76			3.33
75			3.27
74			3.20
73			3.13
72			3.07
71			3.0

Score	Grade	Grade Point
70	<b>C</b>	2.93
69		2.87
68		2.80
67		2.73
66		2.67
65		2.60
64		2.53
63		2.47
62		2.40
61		2.33
60		2.27
59		2.20
58		2.13
57		2.07
56		2.0

Score	Grade	Grade Point
55	<b>D</b>	1.9
54		1.8
53		1.7
52		1.6
51		1.5
50		1.4
49		1.3
48		1.2
47		1.1
46		1.0
1 - 45	<b>F</b>	0



## INTERNATIONAL UNIVERSITY LIAISON INDONESIA

### Annex 4: Education Stream at IULI

	INTERNATIONAL JOINT DEGREE PROGRAM	NATIONAL DEGREE PROGRAM	
To be defined	Thesis Defense - Graduation	Thesis Defense - Graduation	Thesis Defense - Graduation
June	Internship Germany, abroad	Thesis Project	Thesis Project
May			
April			
March			
February			
Semester 8/ January	Thesis Writing, Finalizing		
December	Semester Research in Partner University, Thesis Project	Internship Local	Internship Abroad
November			
October			
September			
August			
Semester 7/July	OFSE - German Intensive	OFSE	OFSE
Semester 6	Semester Course	Semester Course	Semester Course
Semester 5			
Semester 4			
Semester 3			
Semester 2			
Semester 1			

## INTERNATIONAL UNIVERSITY LIAISON INDONESIA

### Revision Records

Clause	Revision		Date	Approved
	Was	Is		
Title	Academic Regulation Academic Year 2016-2017	Academic Regulations	15.08.2016	Senate
6.2.1	Students have completed and passed the course with at least 100 SKS	Students have passed all subject until semester 5	15.08.2016	Senate
6.2.2	The semester grade point average (GPA) is not less than 2.00 or a C grade	Dropped	15.08.2016	Senate
4.1 Annex2	Without Automotive Engineering and Aviation Management	Additional new programs: <ul style="list-style-type: none"> <li>Automotive Engineering</li> <li>Aviation Management</li> </ul>	15.08.2016	Senate
-----	Major changes version 02	See version 03	05.04.2017	Senate
-----	Some changes version 03	See version 04	17.07.2017	Senate
4.5	Major changes version 04	See version 05	10.10.2017	Senate
Ch5,6,7	Major changes version 05	See version 06	03.04.2018	Senate
Annex 5	-----	Education stream IULI	10.04.2018	Senate
4.4.1	Quizzes at least 6 scores .....	Quizzes at least 3 scores	18.07.2018	Senate
4.4.4	Semester grading: Pass minimum C. Not pass: D or F	There is no "pass" or "not pass" in semester grading	18.07.2018	Senate
4.4.5	Repetition of Final Examination "D" of "F" have to repeat	"D" highly recommended to be repeated, "F" has to repeat	18.07.2018	Senate
4.5.12	-----	Fee for repetition of OFSE came new	18.07.2018	Senate
5.1.1.4	GPA of at least 2.0, no D and F score	GPA of at least 2.0, no F grade	18.07.2018	Senate
5.3.1	Single Degree	National degree	18.07.2018	Senate
5.3.2	Double Degree	International Joint Degree	10.04.2019	Senate
Ch. 9	Unacceptable Conduct	Tuition fee (new)	10.04.2019	Senate
Ch 10	Implementation	Unacceptable Conduct	10.04.2019	Senate
Ch 11	-----	Implementation	10.04.2019	Senate