

PEDOMAN AKADEMIK

Program Sarjana



Fakultas Ilmu

Budaya

UNIVERSITAS BRAWIJAYA

Tahun Akademik
2020/2021

Academic handbook for
Undergraduate Programme
Faculty of Cultural Studies
Universitas Brawijaya
Academic Year 2020/2021



ACADEMIC HANDBOOK FOR UNDERGRADUATE PROGRAMME

Faculty of Cultural Studies

Universitas Brawijaya

Academic Year 2020/2021

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ACADEMIC HANDBOOK FOR UNDERGRADUATE PROGRAMME

Fakultas Ilmu Budaya
Universitas Brawijaya
Tahun Akademik 2020/2021

ATTENTION

Each student is required to attentively read and acknowledge the contents of the academic handbook, where it covers the evaluations carried out at the end of each semester/every year and sanctions for every academic violation, without having to indulge to the warnings given by the Faculty/Department.

ACADEMIC HANDBOOK FOR UNDERGRADUATE PROGRAMME

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We express our gratitude to the presence of God Almighty because by His grace, the booklet for Undergraduate Education of the Faculty of Cultural Studies, Universitas Brawijaya (FIB UB), Academic Year 2020/2021 has been completed. This Academic Handbook is published to provide information and explanations to all academics, both students, lecturers and education staff of the Faculty of Cultural Studies, and even parties outside the faculty regarding the vision, mission, education system, education administration, final assignments, final exams, academic ethics and the rules that apply to the Strata 1 education programme in FCS UB.

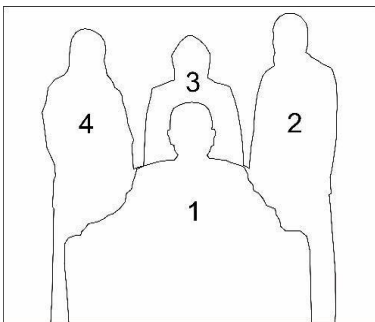
The success of educational activities is strongly supported by correct understanding and implementation based on various rules and instructions that serve as guidelines. The publication of this academic handbook is very important for the smooth continuity of the teaching and learning process in the Faculty of Cultural Studies, Universitas Brawijaya. Therefore, an expression of infinite gratitude is addressed to all the personnel mentioned in the Dean's Letter of Assignment Number 0359/UN10.F12/TU/2020 and all parties who have taken part in the preparation of the Undergraduate Academic Handbook of the Faculty of Cultural Studies, Universitas Brawijaya. the 2020/2021 academic year.

Finally, hopefully this book can be useful for improving the quality of the implementation of Strata 1 education at FCS UB.

Dean,
Faculty of Cultural Studies

Prof. Dr. Agus Suman, S.E., D.E.A
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LEADERSHIP
FACULTY OF CULTURAL
STUDIES
UNIVERSITAS BRAWIJAYA



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3. VICE DEAN II
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Dalam rangka Revisi Pedoman Akademik Program Studi Strata 1 Fakultas Ilmu Budaya Universitas Brawijaya tahun Akademik 2020/2021 maka Dekan menugaskan personalia tersebut di bawah ini sebagai pelaksana kegiatan tersebut.:

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Demikian surat tugas ini dibuat untuk dilaksanakan dengan sebaik-baiknya.



Prof. Dr. Agus Suman, SE., DEA.
NIP 196006151987011001

ORGANISATIONAL STRUCTURE AND WORK PROCEDURE

FACULTY OF CULTURAL STUDIES

UNIVERSITAS BRAWIJAYA

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ACADEMIC CALENDAR

2020 / 2021

I	ODD SEMESTER	DATES
1.	Semester Registration (payment of tuition fee) for new students: a. SNMPTN b. SBMPTN c. Independent Selection of UB d. Independent Selection of Vocational Education Programmes of UB e. Profession, Master, Specialist, and Doctoral Programmes	12 - 30 May 2020 2 - 11 September 2020 7 - 18 September 2020 12 - 18 September 2020 28 August 2020 at the latest
2.	Semester Registration (payment of tuition fee) for senior/existing students	10 - 27 August 2020
3.	Academic Registration (KRS registration) for senior/existing students	10 - 28 August 2020
4.	PKK-MABA for new students (Online)	19 – 20 September 2020
5.	Deadline of course addition and cancellation	According to respective faculties' policy
6.	Semester + Mid-Term + Final Exam	21 September - 23 December 2020
7.	Student Data Reconciliation	28 September - 17 October 2020
8.	PDDikti Reporting 2019.2 and 2020.1 (freshmen)	Based on PDDikti announcement
9.	End date of grade announcement and KHS input	12 January 2021
10.	Student study evaluation	13 January 2021
11.	Yudisium Deadline	14 January 2021
12.	Deadline of student study evaluation	15 January 2021
13.	End date of odd semester	15 January 2021

II	EVEN SEMESTER	DATES
1.	Administrative Registration (online payment of tuition fee)	25 January - 4 February 2021
2.	Academic Registration (KRS Registration)	25 January - 5 February 2021
3.	Deadline of course addition and cancellation	According to respective faculties' policy
4.	Even Semester Period	15 February - 29 May 2021
5.	Student Data Reconciliation	8 - 27 March 2021
6.	PDDikti Reporting 2020.1 and 2020.2 (New Students of Profession, Master, Specialist, and Doctoral Programmes)	Based on PDDikti announcement
7.	Mid-Term Exam	5 - 10 April 2021
8.	Final Exam	7 - 12 June 2021

9.	End date of grade announcement and KHS input	17 June 2021
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10.	In-Between Semester	21 June - 17 July 2021
11.	End date of grade announcement and filling out the KHS of In-Between Semester	22 July 2021
12.	End date of even semester Yudisium	28 July 2021
13.	Students' study evaluation processing for even semester	29 July 2021
14.	Result of study evaluation	30 July 2021
15.	End date of even semester	30 July 2021

III	UNIVERSITY EVENT	DATE
1.	UB 58 th Anniversary Ceremony (Scientific Speech)	5 January 2021

CHAPTER I

INTRODUCTION

1.1 A Brief History of Faculty of Cultural Studies

The current Faculty of Cultural Studies (henceforth FCS) started as an English Language Laboratory of Universitas Brawijaya (henceforth UB), which was founded in 1973 and directed by Dra. Endang Sasanti, M.A. This laboratory serves as the English language education center for UB lecturers in preparation for continuing their studies abroad. Furthermore, with the Rector's Decree No. 026/SK/1986, the English Language Laboratory opened their first Diploma-1 English study programme. On the next journey, this laboratory was later changed to UPT English in 1993 (Rector's Decree 036/SK/1993).

Slowly but surely, the need for an education system, especially catering to foreign languages, has demanded the establishment of several other study programmes which include the Strata I English Literature Study Programme (Ministerial Decree No. 488/Dikti/Kep/1999), the English Diploma III Programme (Ministerial Decree No. 306/Dikti/Kep/2000), Chinese Language Diploma I Programme (Rector Decree No. 075/SK/2002), Japanese Diploma III Programme (Ministerial Decree No. 4219/D/T/2004), and French Diploma III Language Programme (Ministerial Decree 1782/D/T/2005). Along with the strengthening of the organization and internal governance, other the Language and Literature Programmes were established in 2006, through the Rector's Decree No. 197A/SK/2006, appointing Dra. Sri Endah Tabiati, M. Ed as the head of the Language and Literature Programme which accommodates the entire language study programme which had been previously established up to that time.

In the course of the Language and Literature Programme to launch the Faculty of Cultural Studies, the institution has been directed by at least 4 leaders. A brief description of the leadership period can be described as follows:

1. Dra Sri Endah Tabiati (July 2003 – August 2008)



The ideals of the establishment of the Faculty of Cultural Studies have been presented when the pioneers of the faculty established Technical Implementation Unit for English or UPT *Language English* (1993) and the Language and Literature Programme (2006). Under the leadership of Dra. Sri Endah Tabiati, M.Ed, starting from the establishment of the English Language Unit until the emergence of the Language and Literature Programme as a forum for various study programmes which have extensively grown at that time is a sure step to strengthen not only the organization and internal governance but also the

preparation of human resources both in quantity and quality. During this period, it was recorded that institutional and organizational arrangements were gradually becoming more independent from the Faculty of Administrative Sciences (*Fakultas Ilmu Administrasi*) as its institutional host. During this period, various organizational strengthening grant programmes were also successfully obtained, starting with the A4 grant obtained by UPT English in 2004 and the TPSDP Grant in 2006. During this period, the development of language facilities was also executed, and so was the increasing demands of human resources with the increasing qualifications. It was recorded that in 2005 a large number of CPNS recruitment (no less than 11 people) was conducted by the Language and Literature Programme to meet the needs of teaching experts in several study programmes, including English Literature, Japanese Literature, and French Language and Literature.

2. Prof. Francien Herlen Tomasowa, Ph.D (August 2008 – 2009) and (August 2009 – August 2013)



In this period, the plans and aspirations to present and realise the existence of the Faculty of Cultural Studies were finally achieved. Continuing the leadership of Dra. Sri Endah Tabiati, M.Ed., Prof. Francien Herlen Tomasowa, Ph.D led the Language and Literature Program for approximately 1 year, namely in 2008 – 2009. During the one-year leadership period she formed a task force team to prepare a proposal for submitting the Faculty of Cultural Studies to the Higher Education, which was finally approved and permitted for its establishment in 2009. After the establishment of the Faculty of Cultural Studies through the Rector's Decree No. 279B/SK/2009, Prof. Francien Herlen Tomasowa, Ph.D directed as the Acting Dean of the Faculty of Humanities for the period 2009 – 2013 in August 2009. As a new faculty, the arrangement of the apparatus and the establishment of the whole organisation is carried out gradually and continuously. During this period, the development of study programmes was relatively fast. From the beginning, before the formation of the Faculty of Language and Literature, it only managed 3 undergraduate study programmes, and in the period of 4 years, the undergraduate study program increased to 6 programmes, namely: English Literature Education Undergraduate Programme in 2011, Indonesian Language and Literature Education Study Programme, Japanese Language Education Study Programme, Chinese Language and Literature Study Programme, Anthropology Study Programme and Fine Arts Study Programme, and Master's Programme in Linguistics. In line with the increasing numbers of study programmes being managed, the number of students also increased rapidly as the result. During this period, one of the most important physical achievements was the construction of facilities and infrastructure in the form of a Faculty of

Cultural Studies building in an area which was formerly known as the Centre for Science Development (PPI).

3. Prof. Dr. Ratya Anindita, M.Sc. (August 2013 – August 2017)



Continuing what has been realized by the previous leadership, this period concerned in strengthening institutional and academic management which were a great responsibility at their best. In an effort to strengthen institutional and academic institutions and complete applications for permissions in establishing seven new study programmes mentioned above, in accordance with the Decree of the Minister of Education and Culture Number 595/E/O/2014, some of the worthy achievements that can be proudly mentioned as the faculty's momentum include the achievement of B accreditation for the seven new study programmes that were formed during the period of Prof. Francien Herlen Tomasowa, Ph.D. Prof. Ratya Anindita, M.Sc was then recorded as the second Dean at FCS and he worked hard to develop the faculties and study programmes by pioneering international cooperation and establishing international classes for three study programmes, such as English Literature Study Programme collaborating with the University of South Queensland, Japanese Literature Study Programme collaborating with Hiroshima University, and Chinese Literature Study Programme cooperating with CIT. The pioneering of this collaboration is carried out to support the direction of internationalisation launched by UB to cater cooperation with universities in Asia. Other institutional arrangements carried out by Prof. Ratya Anindita, M.Sc, were to form a departmental management to accommodate 10 existing study programmes and incorporate FCS into the newest OTK UB so that institutionally all apparatus in FCS have legally received recognition up to the Ministerial level in Jakarta. At the end of his period, the Japanese Literature Study Programme achieved an A in the re-accreditation process by BAN PT.

4. Prof. Dr. Agus Suman, SE., DEA. (August 2017 – August 2021)



This period is a period of increasing the performance of Tridharma and improving the Quality Assurance System within the Faculty of Cultural Studies to increase the competitiveness in faculty and university level. Prof. Dr. Agus Suman, SE., DEA. served as Dean at FCS starting from his inauguration on December 28, 2017 in accordance with the Decree of the Chancellor of Universitas Brawijaya No. 4670 of 2017. The Odd Semester of the 2019/2020 academic year coincides with with the 4th semester in the tenure of Prof. Dr. Agus Suman, SE., DEA. as Dean of FIB. Within these 4 semesters, the

achievements that have been achieved in efforts to improve the Quality Assurance System are: the success of the faculty in delivering the English Literature Study programme FCS to get an A accreditation from the National Accreditation Board for Higher Education (BAN PT) in 2018, and in 2019 English Literature Study Programme begins the process of preparing for the international accreditation of ASIC (Accreditation for International Schools, Colleges, and Universities) based in the UK; Japanese Literature Study Programme, which was accredited A (BAN PT) in 2017, since early 2019 has prepared the necessary documents to obtain AUN-QA (Asean University Network-Quality Assurance) certification to achieve equality with other high-quality university study programmes in ASEAN. In addition, in order to improve quality assurance, in 2019 curriculum reconstruction was carried out in all study programmes of FCS so that it could be renewed into Outcome-Based Education (OBE)-based curriculum. Such an effort is necessary in order to promote FCS graduates to be oriented towards results, abilities and behavior. Meanwhile, in an effort to improve the implementation of Tridharma's performance, FCS has collaborated with several leading domestic universities, including those that have been initiated until 2019, such as collaborations with Universitas Udayana, Bali, and Universitas Hasanuddin, Makassar. The collaboration aims to increase understanding of scientific disciplines through insights and knowledge from research activities and joint publications.

1.2 Vision, Mission, Purpose, and Value System

As a guideline and policy control to determine the direction of the Faculty's development in the next 4 years, the vision and mission of FCS-UB are formulated as follows:

1.2.1 Vision

To become an excellent and dignified faculty at the international level in the field of humanities and cultural studies to educate the nation's life.

1.2.2 Mission

To realise this vision, the missions of FCS UB are to:

- a. provide quality education and teaching in the fields of humanities and culture
- b. conduct exceptional research and community services in the fields of humanities and culture
- c. disseminate knowledge, especially in the fields of humanities and culture, as well as attempt to apply its use in order to improve the lives of a society

1.2.3 Purpose

- a. To produce quality human resources in the humanities and culture which are also faithful to God Almighty, have entrepreneurial spirit and/or abilities, have broad insight, are discipline and value work ethic to become strong professionals and are able to compete at the international level;
- b. To find solutions to problems in the fields of humanities and culture in the context of scientific development and improvement of social life;

1.2.4 Value System

In an effort to maintain academic ethics, a set of value systems must be obeyed by the entire faculty members. These values are of six folds:

- a. In carrying out its activities, the faculty members must respect high academic and divine principles.
- b. All faculty members must obey to ethics, morals, justice, honesty, wisdom, and provide best service to the community
- c. All faculty members must thrive for excellency, creativity, innovation, dynamic and efficiency.
- d. All faculty members are expected to be pioneering, independent, and responsible.
- e. All faculty members must value honesty, humanity, as well as national and global perspective.
- f. All faculty members must support actualisation of the philosophical values of Pancasila, the 1945 Constitution and the nature of the implementation of higher education based on "*Ilmu amaliah, Amal amaliah*" (The flourishing of sciences is for the welfare of society).
- g. All faculty members must refer to the principles of a healthy and autonomous organization through sustainable, transparent, and accountable programmes for improving the welfare and competitiveness of the nation.

1.3 Objectives

- a. Improving the quality of services and activities of the Tri Dharma in the fields of humanities and culture.
- b. An increasingly accountable, transparent, and autonomous faculty management system in supporting the services and activities of the Tri Dharma of Higher Education.
- c. Increasing the quantity and quality of graduates who are expected to be competent in the fields of humanities and culture, and are able to compete in the professional environment.
- d. Increasing faculty achievements in the fields of humanities and culture in regional, national, and international level.
- e. The increasing participation and collaboration of the faculty with the community in order to support the improvement of community welfare.

1.4 Quality Assurance System

In an effort to guarantee the quality of education, FCS actively implements the Internal Quality Assurance System developed by the UB Quality Assurance Center. The implementation of the education process is monitored regularly by conducting internal quality audit annually. In addition to internal evaluations, recognition from external bodies, namely the National Accreditation Board for Higher Education (BAN-PT) is also obtained by having all study programmes accredited. International standard quality assurance has also been achieved by obtaining the ISO 9001:2008 certificate from Universitas Brawijaya.

The quality assurance activities carried out by FCS are a form of accountability to all elements of stakeholders, namely parents of students, the community as graduate employers, and the ranks of the FCS academic community in an effort to produce graduates who are competitive at the regional, national and international levels. This is of course in accordance with the vision and mission of FCS.

1.4.1 Quality Assurance Concept

The concept of quality assurance in higher education is explained in several points as follows:

- a. In general, the notion of quality is conformance to standards implementation of national education, conformity with the expectations of stakeholders or fulfillment of promises that have been offered. The quality of education at the Faculty of Cultural Studies is understood as the achievement of educational goals and graduate competencies. The achievement of this goal involves aspects of input, process, and output by taking into account the values and degrees of goodness, virtue and perfection (degree of excellence) which are all in line with the strategic plan of the Faculty of Cultural Studies.
- b. Graduates of the Faculty of Cultural Studies are proactive, in the sense that graduates are able to continuously adapt to the development of science and technology, as well as socio-cultural realities which continue to develop dynamically so that the Faculty of Cultural Studies becomes an international standard higher education institution.
- c. Quality assurance of education at the Faculty of Cultural Studies also includes aspects of administrative services, facilities/infrastructure, organisation and management that can meet the expectations of the academic community and society.
- d. The education quality assurance system at the Faculty of Cultural Studies is designed and implemented to ensure the quality of the academic degrees.

awarded.

1.4.2 Implementation

The implementation of education in the faculty environment requires academic rules in accordance with the quality standards set by the university. The quality assurance system is described in the following points:

- a. The Faculty of Cultural Studies implements a tiered education quality assurance system, in accordance with academic standards and policies formulated by the university. At the department level, academic standards and policies are also formulated and carried out, along with academic quality manuals and data reporting on the Higher Education Database (PDPT). At the study programme level, study programme specifications, graduate competencies, procedure manuals, and work instructions are formulated. Every year an evaluation is carried out in the form of an Internal Quality Audit (AIM) at the faculty level. On the one hand, study programme accreditation is organized by BAN-PT every 5 years.
- b. In developing and implementing a quality assurance system, the Dean of the Faculty of Cultural Studies is assisted by the Quality Assurance Group (GJM) of the Faculty of Cultural Studies and is guided by the University's Quality Assurance Manual.
- c. Furthermore, the implementation at the Department and study programme levels is guided by the Faculty's Quality Assurance Manual controlled by the Quality Assurance Unit (UJM).

CHAPTER II

EDUCATION SYSTEM

Universitas Brawijaya has formally adopted the Semester Credit System (SKS) which is based on the Rector's Decree No. 22/SK/1976. The SKS Implementation Guidelines for Universitas Brawijaya are issued on the basis of:

1. Act Number 20 of 2003 concerning the National Education System,
2. Government Regulation Number 60 of 1999 concerning Higher Education,
3. Decree of the Minister of National Education Number 232/U/2000 concerning Guidelines for the Preparation of Higher Education Curriculum and Assessment of Student Learning Outcomes,
4. Higher Education Content Standards by the National Education Standardization Agency (2010),
5. Permenristekdikti Number 44 of 2015 concerning National Standards for Higher Education
6. Guidelines for the Implementation of the Credit System for Universities,
7. Guidelines for the Implementation of the Higher Education Process on the basis of the Semester Credit System
8. Instructions for Teaching Staff in the Education Administration System on the basis of the Semester Credit System.

Universities as higher education institutions must always pay attention to the following six factors:

- a. students as pupils, who naturally have individual differences in talents, interests, and academic abilities.
- b. the increasing demands of the community's need for experts.
- c. the rapid development of science and technology.
- d. educational facilities such as: lecture halls, libraries, adequate laboratories.
- e. education administration personnel who affect the smooth implementation of academic activities.
- f. lecturers as education implementers who in the implementation of the teaching and learning process on the basis of credits, are components who greatly affect the results of the process.

Thus, the right education system is a system that pays attention to and optimally considers these six factors. One system that is deemed appropriate is the Semester Credit System.

2.1 The Definition of Semester Credit System

2.1.1 Credit System

One way to calculate the achievement of learning outcomes is to use a credit system. The credit system is explained in the following points:

- a. the credit system is a system of rewards for student study loads, lecturers' workloads, and the burden of administering educational programmes.
- b. Credit is a unit in which its value is the content of a course quantitatively.
- c. The characteristics of the credit system are as follows.
 - (1) In the credit system, each course is assigned a credit score.
 - (2) The number of credit scores for different courses need not be the same.
 - (3) The number of credits for each course is determined on the basis of the amount of effort to achieve and master certain competencies through lecture activities in the form of face-to-face

lectures, work placement, field work, assignments, and so on.

2.1.2 Semester System

In units of time, the implementation of lectures refers to semester units which are described in detail in the following points.

- a. The semester system is a system of administering educational programs that uses a semi-annual time unit called a semester.
- b. Semester is the smallest unit of time to express the length of an educational activity in a certain level/education programme. One semester is equivalent to 16 - 19 weeks in the sense that effective lecture weeks covering final examination or a maximum of 22 working weeks including re-evaluation time and quiet weeks (tentative).
- c. The academic activity in one semester consists of lecture activities in the form of face-to-face meetings, work placement, field work, seminars, as well as structured and independent academic activities.
- d. In each semester a number of courses are presented and each subject has a weight stated in Semester Credit Units (SKS), in accordance with what is stipulated in the curriculum of the Faculty of Cultural Studies.

2.1.3 Semester Credit System

The semester credit system is used to calculate the weighting of courses in a unit.

- a. Semester Credit System (henceforth SKS) is a measurement unit for learning activities that are offered to students per week per semester in the learning process through various forms of learning activities or the amount of recognition of students' efforts in participating in curricular activities in a study programme.
- b. SKS has two significant objectives, namely general and special objectives.

1) General Objective

In order for universities to better meet the demands of development, it is necessary to provide varied and flexible educational programmes. This method will provide wider possibilities for students to determine courses in the curriculum as well as teaching and learning process strategies so that the best results are obtained according to the plans and conditions of each student.

2) Special Objectives

- a) Provide opportunities for students who are capable and active in learning so that they can complete their studies in an effective time.
- b) Provide opportunities for students to take courses that match their interests, talents, and abilities.
- c) Provide the possibility that the education system with various inputs and outputs can be implemented.
- d) Facilitate curriculum adjustments from time to time with the rapid development of science and technology
- e) Ensure the objective implementation of evaluation system for each student as excellently as possible
- f) Provide the possibility of credit transfer between study programmes or between faculties within one university or between partner universities
- g) Allows the transfer of students from one university to another or from one study programme to another in a partner university.
- h) Each course or other academic activity is presented every semester with a set value for the

semester credit which represents the weight of the activities in that course.

2.2 Credit Unit and Study Load

2.2.1 Semester Credit Units for Study Load

For the lectures, the value of one semester credit is determined based on the study load which includes all activities per week as follows:

a. For Students

- 1) Fifty minutes of scheduled face-to-face meetings with lecturers in the form of lectures, seminars, and so on.
- 2) Sixty minutes of structured academic activities, for example study activities which are not scheduled but are planned by the lecturer, such as completing homework or solving questions.
- 3) Sixty minutes of independent academic activities, namely activities that must be carried out to explore, prepare, or other academic purposes for completing their individual assignments, for example in the form of reading reference books.

b. For Lecturers

- 1) Fifty minutes of scheduled face-to-face meetings with students.
- 2) Sixty minutes of structured academic activity planning and evaluation events.
- 3) Sixty minutes of course material development.

2.2.2 Semester Credit Units for seminars, work placement, field work, internships, research and the like

- 1) Semester Credit Score for seminars: one semester credit of face-to-face meetings equals 110 minutes per week plus 60 minutes of independent activities per week per semester.
- 2) The value of semester credit units for work placement/clinical skills in laboratories/workshops/studios on campus: one semester credit of the workload in the laboratory/workshop/studio is equivalent to 170 minutes per week for one semester.
- 3) The value of semester credit units for field practice/field work/field trips: one semester credit equals to 170 minutes per week for one semester.
- 4) Thesis/final project/artwork/other equivalent forms are research activities/model-making/making and/or art/planning/design performances in the Bachelor program is equivalent to 6 credits (6 x 170 minutes) per week, per semester.

2.2.3 Study Load per Semester

The student's study load in one semester is determined based on the average working time a day and their individual abilities. In general, people work an average of 6 - 8 hours for six consecutive days. A student is required to study longer considering they not only study during the day, but also at night. If a student studies for an average of 6 - 8 hours during the day and 2 hours at night for six consecutive days, a student is estimated to have studied as much as 8 -10 hours a day or 48 - 60 hours a week. Therefore, one semester credit score is approximately equivalent to 3 hours of work so that the student's study load for each semester is equal to 16 - 20 semester credits or an average of estimated 18 semester credits.

In determining the study load for one semester, it is also necessary to pay attention to students' individual abilities. This can be deduced from the results of a student's study in the last semester which is often measured by their GPA. The GPA can be calculated as follows:

$$IP = \frac{\sum(K \times N)}{\sum K}$$

Notes:

K : course credit

N : course score

$\sum K$: The sum of credits programmed for the semester

$\sum (K \times N)$: The sum of K and N for every course

2.3 Curriculum

Curriculum arrangement as a guide for teaching and learning process at Brawijaya University refers to the Decree of the Minister of National Education Number 232/U/2000 dated December 20, 2000, Law Number 20 of 2003 concerning the National Education System, and Decree of the Director General of Higher Education Number 43/DIKTI/2006 and Permenristekdikti No. 44 of 2015 concerning National Standards for Higher Education. The curriculum for the Diploma and Bachelor Programs is explained as follows:

a. National-level Content Course Group

1. Islam Education
2. Pancasila Education
3. Civics Education
4. Indonesian Language

b. University-level Content Course Group

1. Tugas Akhir Final Assignment (Thesis)
2. Community Engagement
3. Entrepreneurship
4. English for Academic Purposes

c. Faculty-level Content Course Group

1. Indonesian People and Cultures
2. Philosophy of Science

d. Department-level Content Course Group

1. Department of Language and Literature
 - a. Introduction to Literature
 - b. Introduction to Linguistics
2. Department of Language Education
 - a. Introduction to Education
 - b. Psychology of Education
 - c. Teaching Internships or *Program Pengenalan dan Pengelolaan Pembelajaran* (P4)
3. Department of Fine Arts and Anthropology
 - a. Anthropology of Art
 - b. Creative Writing

e. Study Programme-level Content Course Group

Study Programme-level courses can be seen in the Study Programme chapter.

2.4 Academic Learning Assessment

Learning achievement is measured to determine the value of each course for students to follow. Some of the provisions related to this are explained in the following points.

a. General Requirements

- 1) The activity of assessing the learning achievement of a subject is carried out through structured assignments, quizzes, midterm examinations, final examinations, and assessment of other academic activities.
- 2) Structured Assignments in the activity of assessing the academic ability of a course in one semester are carried out at least 2 (two) times in one semester.
- 3) Midterm and Final Examinations are carried out according to the schedule specified in the academic calendar.
- 4) Assessments through structured assignments, quizzes, midterm examination, final examination, and practicum exams are intended to determine the final score (FS) with a _

certain weight.

b. Final Score

1) Assessment of student's academic achievement for each course is based on the following alternative assessments:

- a) Using the Benchmark Reference Assessment (PAP) system, namely by determining the graduation limit.
- b) Using the Norm Reference Assessment (PAN) system, namely by comparing the score of 1 student with the accumulated score of his group.
- c) Using a combined system between PAP and PAN, which is to determine the passing limit score first, then compare the required score to the group. It is recommended that the assessment uses PAP or a combination of PAP and PAN as the system.

- 1) The results of the final assessment of the courses are stated with Quality Letters and Quality Scores as shown in the following table.

Quality Letters	Quality Scores	Description	Scale
A	4	Outstanding	81-100
B+	3,5	Excellent	76-80
B	3	Superior	70-75
C+	2,5	Good	61-69
C	2	Satisfactory	56-60
D+	1,5	Adequate	51-55
D	1	Low Pass	45-50
E	0	Low Failure	0-44

- 2) The rating for each activity is represented with a quality letter (E-A) which is then converted to a Quality Score (0-4)
- 3) The final score is calculated by giving weight to each lecture activity in the semester with the following details.
 - Quiz (Q)
 - Structured Assignment (ST)
 - Practicum/Participation (P)
 - Midterm Examination (ME)
 - Final Examination (FE)

Adjustments to the details of the assessment can be arranged according to the characteristics of the course. In this case, each element is rated on a scale of 0-100. The percentages of the evaluation process and outcome are indicated as follows:

$$FS = 0,15 Q + 0,20 ST + 0,10 P + 0,25 ME + 0,30 FE$$

Notes:

FS = Final Score,

Q: Quizzes,

ST: Structured Tasks,

P: Practicum

ME: Midterm Examination

FE: Final Examination

4) Repeating Courses

Students who wish to improve their grades can program the respective course via KRS in the semester in which the course is offered with the following condition:

a) The highest grade they get is C+.

b) The opportunity to re-take the course only appears once, both in the regular semester and the interim (short) semester.

c) Should there be a special case, the repetition of the course is in the favor of the head of the study program and Vice Dean I for Academic Affairs

5) Equalisation of Course Grades

Equalising students' course grades can be conducted should they meet the requirements set by the faculty.

2.5 Evaluation of Students' Success

The success of a student's study is represented by the Grade Point Average (or *Indeks Prestasi*, henceforth IP). Evaluation student's study is carried out to assess whether students can continue their studies or not, so evaluations can only be conducted at the end of each semester of the first, second, third, fourth year, and the end of their study.

a. Evaluation of Student's Success at the Last Semester

Evaluation of the success of the end-of-semester study is carried out at the end of each semester which calculates the courses taken by students as a guide for taking more credits in the following semester. The results of this evaluation are reported in the Study Results Card (KHS), and the Grade Point Average (IP) achieved in the previous semester is used in the following semester. The guidelines for calculating the study load for the upcoming semester are as follows:

b. Evaluation of First Year Study Success

Evaluation of the success of the first year of study is carried out at the end of the first year, starting from the beginning of students admission at the Faculty of Cultural Studies, Universitas Brawijaya. Students are allowed to continue their studies if they meet the following requirements:

- 1) Must have accumulated at least 20 credits.
- 2) Achieve the cumulative GPA (GPA) > 2.00 which is calculated from the 20 credits of the best courses.

c. Evaluation of Second Year Study Success

Evaluation of the success of the two-year study is only conducted on students enrolled in the concerned academic year. Students are allowed to continue their studies if they meet the following requirements:

- 1) Must have accumulated at least 48 credits.
- 2) Achieve the cumulative GPA of at least > 2.00 which is calculated from the 48 credits of the best courses.

d. Evaluation of Third Year Study Success

Evaluation of the success of the three-year study is only conducted on students enrolled in the concerned academic year. Students are allowed to continue their studies if they meet the following requirements:

- 1) Must have accumulated at least 72 credits.
- 2) Achieve the cumulative GPA of at least > 2.00 which is calculated from the 72 credits of the best courses.

e. Evaluation of Fourth Year Study Success

Evaluation of the success of the four-year study is only conducted on students enrolled in the concerned academic year. Students are allowed to continue their studies if they meet the following requirements:

- 1) Must have accumulated at least 96 credits.
- 2) Achieve the cumulative GPA of at least > 2.00 which is calculated from the 96 credits of the best courses.

f. Evaluation of Final Year of Undergraduate Programme

In evaluating the last year of students' study success, students must meet the following requirements:

- 1) Have accumulated a minimum of 144 credits.
- 2) Achieve the accumulative GPA of at least 2.00.
- 3) No E grades.
- 4) The grade of D and or D+ does not exceed 10% of the credit load as determined by the faculty.
- 5) The thesis test score is at least C.

g. Evaluation Implementation

The evaluation of the study was carried out through the process of calling, consulting, making statement letters, monitoring and issuing drop-out recommendation letters.

2.6 Seven-year Study Period

The undergraduate programme must be completed in no more than seven years, starting from the time the student is admitted in the faculty. If it turns out that up to the specified study period the student has not been able to complete his undergraduate studies, the person concerned is declared unable to continue his study period. The seven-year study period does not include academic/terminal leave, but students who do not re-register without the permission of the Chancellor will still be counted as study period.

2.7 Final Assessment (*Yudisium*)

- a. The final assessment is in accordance with the academic calendar, and the schedule is regulated by each faculty. Students are allowed to take part in the final assessment after completing their obligatory dependents (financial, academic, library, etc.).
- b. A student can be declared to have passed the undergraduate programme if he has met the requirements and does not exceed the maximum study period of 14 (fourteen) semesters.
- c. The graduation predicate is given based on the Grade Point Average (GPA). Determination of the honours predicate also pays attention to the maximum study period (4 years for undergraduates). Students have also never been subject to any disciplinary sanctions or have never been recorded to any academic sanctions, no C+ (minimum B) grade and can meet other requirements set by the respective faculties.

2.8 Graduation Predicate

Student graduation at the end of the eight-semester lecture program is represented by various predicates, namely:

- a. The graduation predicate consists of 3 levels, namely satisfactory, very satisfactory, and with honours, stated on their Academic Transcript. The predicate of graduation with honors (Cumlaude) is determined by taking into account the maximum study period (for the S-I program it is 8 semesters), no C + (minimum B) grade, and has never received an disciplinary sanctions.
- b. The Grade Point Average (GPA) as the basis for determining the graduation predicate is:
 - 1) GPA 3.51 - 4.00 : With Honours (Cumlaude)
 - 2) GPA 3.01 – 3.50 : Very Satisfactory
 - 3) GPA 2.76 - 3.00 : Satisfactory
 - 4) GPA 2.00 - 2.75 : -

2.9 Interim Semester (Short Semester)

The interim semester is an academic strategy catering students whose academic requirements need improvements so that they can graduate in the expected study period.

a. Definition

The interim semester programme is a lecture programme conducted during even semester break in addition to internships

b. Purpose

The Interim Semester Program aims to provide opportunities for students to:

1. improve the grades of courses they have taken;
2. take a new course that does not have a practicum session;
3. increase the cumulative achievement index, shorten the study period and avoid dropping out of the study. Further implementation is regulated by the faculty.

c. Maintenance

The implementation of the interim semester programme includes face-to-face meetings, practicums (if the course has a practicum), structured assignments, independent assignments, midterm examinations, and final examinations. Face-to-face lectures are held for 8 weeks or equal to 16 (sixteen) meetings including the interim midterm examination and the final examination. Interim semester is regulated by the Study Programme and is coordinated by the Department and the Vice Dean for Academic Affairs. Funding for the interim semester programme is charged to students and is regulated based on the Dean's decision.

d. Academic Curriculum and Regulations

The curriculum and academic regulations in the interim semester still refer to the administered

curriculum and academic regulations at that time. The grades of the courses in the interim semester is in accordance with the provisions of the current weighting.

e. Study Load

The student's study load is a maximum of 9 credits

2.10 Student Transfer Regulations

During the study period, students are allowed to transfer to other study programmes within or between faculties with the following conditions:

2.10.1 Inter-Faculty Student Transfer Regulations

Students who can be accepted as transfer students between faculties in Universitas Brawijaya are as follows.

a. For the Undergraduate Programme: students have attended education continuously for at least **2 semesters and a maximum of 4 semesters** and have accumulated credits with the following conditions:

1) For 2 semesters, 40 credits with GPA of 3.00

2) For 4 semesters, 80 credits with GPA of 3.00

b. The student must come from the faculty that have the same field of study and programme level.

c. Students must not be a drop out of the programme as it does not meet the academic requirements indicated by the testimonials

d. Students must never violate the regulations in the faculty of origin as indicated by a testimonial from the faculty of origin.

e. Students must acquire the approval to move from the original faculty.

f. The Dean of the target faculty must give his willingness to accept the student through a written statement

g. Students of Universitas Brawijaya have only one chance to transfer between faculties.

2.10.2 Procedures for Submitting a Transfer Application

The procedure for submitting a transfer application is as follows:

a. The application for transfer is submitted in writing with strong reasons to the Rector of Universitas Brawijaya with a copy to the Dean of the Faculty of Cultural Studies, Universitas Brawijaya.

b. The application must be accompanied by the following documents:

1) List of original grades obtained from the original tertiary institution, along with the statement of their GPA.

2) Transfer letter from the original faculty.

3) Letter of approval from parents/guardians/agencies

4) Testimonials of never violating the original faculty regulations.

c. Time limit for submitting the transfer application

1) Application for transfer must be received by Universitas Brawijaya no later than 1 (one) month before the start of the new academic year (odd semester).

2) The application for transfer will not be considered if the time limit as referred to in paragraph (1) of this article is not fulfilled.

2.10.3 Inter-Programme Student Transfer Regulations

Students who have met the requirements can apply to transfer to other study programmes within the Faculty of Cultural Studies, Universitas Brawijaya. The application letter for inter-

programme transfer should be submitted to the Dean with the knowledge of the Academic Advisory Lecturer, Head of the Study Programme and Vice Dean I, and attached with the most recent list of study results (in 3 copies). Applications for student transfer will be approved by the Dean considering the input or approval from the Head of the original and desired Department/Study Programme, by taking into account the capacity of the destination study programme.

2.11 Virtual Learning

2.11.1 Definition

Virtual learning is a learning process developed by combining face-to-face and online learning with the aim of realising an increase in quality, effectiveness, efficiency, and learning outcomes

2.11.2 Types of Virtual Learning

1. Web-enhanced (Using Internet to facilitate online meetings, such as using LMS or websites in the teaching and learning process)
2. Blended learning / hybrid (Combining face-to-face and online learning by using LMS or websites in the teaching and learning process. There is a reduction in the frequency of face-to-face meetings which can be seen in the following chapter)

2.11.3 Mechanisms of Virtual Learning Implementation

1. Web-enhanced virtual learning can be applied in all semesters
2. Blended/hybrid learning can only be conducted from the 4th semester
3. Blended/hybrid learning cannot be conducted in skill courses
4. Virtual learning must be written in the Semester Learning Plan (RPS).
5. One-time implementation of blended learning / hybrid virtual learning is equivalent to one face-to-face meeting.
6. The maximum number of Blended learning / hybrid virtual learning implementations in one semester for one course is four times.
7. The administration of Blended learning / hybrid virtual learning is recorded in the academic administration (lecture attendance and teaching journals)

2.12 Teaching and Learning Process for Students with Disabilities

2.12.1 Definition

According to the Disability Service Guidelines from the Ministry of Higher Education, students with disabilities are those who have disabilities, barriers, or difficulties in carrying out certain activities, which result in a person requiring special aids, environmental modifications or alternative techniques to be able to participate fully and effectively in attending lectures at higher education institutions, including those struggling with impaired hearing, impaired visions, body paralysis, and autism.

2.12.2 Teaching and Learning Process (*Proses Belajar Mengajar*, PBM)

The limitations and/or obstacles experienced by students with disabilities require an effort to modify methods and/or tools to enable them to participate in

learning activities optimally. Below are the parties involved in PBM for students with disabilities.

a. Academic Personnel

1. Create instructional media and implementing a disability-friendly learning environment
2. For PA lecturers, they are required to carry out intense communication with the concerned students and their guardians.

b. Administrative Personnel

1. Provide acceptable administrative services for students with disabilities.
2. Provide facilities and infrastructure to support the learning and administration process for students with disabilities.

c. Assistant Personnel

1. The assistant personnel functions as a peer support service, a friend, and mentor to help students with disabilities adapt, socialise, and participate in lecture activities.
2. Assistance personnel carry out their functions until the 4th semester (two years). If it is deemed necessary, mentoring process can be continued.

Note: Other regulations concerning PBM for students with disabilities that have not been regulated in this guideline can refer to the 2017 Disability Student Service Guide from the Ministry of Higher Education or other rules that apply simultaneously in UB.

2.13 Final Assignment of the Undergraduate Programme

A final assignment/project is required for all undergraduate students to complete at the last year of their study period. A few regulations concerning this issue are stated in the following points:

a. Definition

The final assignment and examination for undergraduate students are required for students to take as an obligatory condition for obtaining their bachelor's degree.

b. Objectives

The final examination is presented orally and aims to evaluate students in the subject mastery and the proper application of their fields of expertise according to what students have written in their undergraduate final project (thesis).

c. Types of Final Assignment

1. Scientific work in the field of science that is written based on the results of research and literature studies with the requirements of having passed the required courses
2. Scientific articles published in accredited national/international journals can be equivalent to a thesis. This conversion can be officially acknowledged and students are still required to write a thesis (from the article according to the thesis writing guide) without an exam and are declared to have passed the thesis with an A grade.
3. Scientific works that qualify as Finalists in national/international level scientific writing competitions written under the guidance of competent lecturers can be accepted as equivalent to a thesis (with the same conditions as the previous point).
4. Other qualified creative works in fields that are in accordance with student scientific disciplines written or composed under the guidance of competent

lecturers and presented in national/international seminars can be accepted as equivalent to a thesis.

In the event that the work as referred to in point 1, 2, and 3 is the result of groupwork, then its equivalence with the thesis and other matters shall be further regulated by the faculty together with the study programme.

2.13.1 Requirements for Final Assignment/Project

A student is allowed to take the final project of undergraduate programme if they fulfil the following requirements:

- a. Must be registered as a student in the academic year concerned.
- b. Must collect at least 120 credits.
- c. Cumulative IP is at least 2.00.
- d. Have taken the Research Methods course with a minimum grade of C.
- e. Other specific requirements set by each Study Programme as stipulated in the Thesis Writing Guidelines.
- f. When registering for the thesis exam, student's KHS should be free of grade E and the grade D and/or D + must not exceed 10% of the credits that have been taken

2.13.2 Supervisor Requirements

In composing the Final Project, students are guided by a designated supervisor

- a. The thesis writing supervisor has at least the academic position of Lector and the title of Master (S2), or can be determined by the Dean of the Faculty by considering the potential and availability of resources.
- b. Other requirements refer to the Thesis Writing Guidelines

2.13.3 Supervisor Roles

- a. Support students in the process of preparing the thesis in order to complete it in one semester
- b. Monitor students' progress in preparing the thesis. Supervisors are obliged to remind their students to report to them periodically on the progress of thesis preparation.
- c. Revise and proofread students' writing to comply with the Thesis Writing Guidelines provided by of the Faculty of Cultural Studies
- d. Are present when students hold their thesis seminars.
- e. Are present when students hold their thesis examinations.

2.13.4 Procedures and Methods for Completing Final Assignment/Project (Thesis)

Procedures and methods for finishing one's thesis are written in the Thesis Writing Guidelines provided by FCS.

2.13.5 Final Assignment/Project Credit Score

The credit score for final assignment/project (thesis) is 6 (six) credits.

2.13.6 Final Assignment/Project Completion Time

- a. The final project must have been completed within 6 (six) months since the final assignment decree was issued by the programme (or since students programmed the thesis in KRS).

- b. The extension of the time for completing the final project must be approved by the Head of the Study Programme.
- c. If up to 14 semesters the student has not been able to complete the final project, then the study period is declared over and the concerned student is suggested to resign.

2.13.7 Final Assignment/Project Examination

Procedures for final examinations are regulated in the Thesis Writing Guidelines provided by FCS

2.13.8 Submission of Final Assignment/Project Documents

- a. Students are required to revise the final project report no later than 3 (three) weeks after the examination in accordance with the inputs and suggestions from the supervisor and examiner lecturer.
- b. Students are required to collect 3 (three) copies of their final assignment document conforming to the colour and form of binding determined by the programme along with the softcopy as well as the scientific article accompanying the final assignment.

Other regulations concerning the writing of the final assignment/project are explained in the Thesis Writing Guidelines provided by FCS.

CHAPTER III

ACADEMIC SYSTEM

To meet the demands of a credit system, the implementation of academic administration will be regulated and executed internally by utilizing online SIAKAD.

3.1 Credit System Administration Requirements

To maintain excellent credit system, there are several requirements to fulfil. Educational Guidelines are provided before the course of a certain academic year begins, and contains, among others:

- 1) An explanation of the semester credit system,
- 2) Explanation of the purpose of education,
- 3) Explanation of academic regulations related to lectures, exams, evaluation of student's achievement, student transfers, and others,
- 4) Explanation of the management of education administration,
- 5) Explanation of counseling guidance and academic advisors,
- 6) Explanation of the etiquette of life on campus,
- 7) A course flow chart for Study Planning Guidelines (KRS Management).

3.2 Tuition Payment Terms

All terms and conditions concerning tuition (*Uang Kuliah Tunggal*, henceforth UKT) payment are regulated by the Chancellor of Universitas Brawijaya. All students, both new and old, must make UKT payments in accordance with the procedures set by the Chancellor. For students who are unable to pay their UKT, they can apply for a waiver application to the Chancellor.

3.3 Implementation of Credit System Administration

To apply for the credit system, several procedures need to be executed in every semester.

3.3.1 Academic Registration

Academic registration allows students to determine what courses they would like to take in the upcoming semester, which means students have to frequently fulfil their academic registration before the start of a semester. Students are also warned to be constantly prepared beforehand and to complete the following documents before registering their selected courses:

- a) A list of Academic Advisors or *Penasihat Akademik* (henceforth PA)
- b) Instructions for filling out the required cards, which include:
 - 1) Semester Study Plan Card Scheme or *Rencana Kartu Rencana Studi Semester* (RKRS)
 - 2) Semester Study Plan Card
 - 3) Study Result Card

3.3.2 Filling out Semester Study Plan Card Scheme (RKRS)

The preparation of the RKRS is organized at the beginning of the semester after the academic registration (limited time). PA guides their advisee in filling out the scheme. For new students, the first semester study plan and study load is organized and predetermined by the faculty. The decision for the next semester's study plan is determined by the achievements of students in the previous semester. The amount of study load that may be taken in the next semester is determined by the previous semester's IP with the approval of the PA. The semester study plan that has been approved by the PA under the coordination of each department is then submitted to the faculty's Academic Section.

3.3.3 Filling out Study Plan Card

Students fill out their own KRS online via www.siam.ub.ac.id

- 1) For freshmen (at the beginning of the semester), the study plan and load has been organized and predetermined by the faculty in the form of a first semester program package (automatically programmed in their SIAM account)
- 2) The amount of study load in the next semester's study plan is determined by student's previous semester achievement as represented by their IP (automatically programmed in SIAM)
- 3) The amount of study load that a student may take is regulated in the following provisions.

Previous Semester's IP	Next Semester's Study Load
$\geq 3,00$	22 - 24 credits
2,50 - 2,99	19 - 21 credits
2,00 - 2,49	16 - 18 credits
1,50 - 1,99	12 - 15 credits
$< 1,50$	< 12 credits

- 4) Online KRS is declared valid after it is validated by academic advisors through SIADO during the academic registration period.

3.3.4 Course Cancellation-Addition

What is meant by course cancelation is the cancelation of the course plan which is therefore not tested in the current semester. Students who want to cancel a course are given the opportunity to do so no later than before the Midterm Examination according to the academic calendar. This cancellation must be approved by the PA and the Head of Study Program and reported to the Academic Section.

What is meant by canceling and adding courses is to replace a course with another course in the same semester. This is only permitted if there is a very special and urgent reason after the KRS filling period ends. Opportunity to cancel or add courses should be executed no later than 1 (one) week after the lecture starts. This alteration

must be acknowledged by the PA and the Head of Study Program and should be immediately reported to the Academic Section.

The provisions for canceling and adding the course is regulated as follows:

- 1) Changes in the semester study plan, usually referred to as canceling-adding certain courses, means a student agrees to change, add, or subtract certain courses in their KRS without increasing the predetermined credit load.
- 2) Canceling the addition of the list of courses in the KRS can be executed by submitting the change to the KRS which should be first approved by the PA, then submitted to the Academic Section before the specified time limit.
- 3) Changes in the semester study plan are carried out at a maximum of 2 lecture meetings at the beginning of the semester.
- 4) Students are able to change their study plan by canceling a course that has been listed in the KRS or KPRS

3.3.5 Sanctions for Negligence of Academic Registration

Students who have paid their tuition fees (UKT) but have not filled out their KRS at the specified time is considered registered but not active. All academic activities (lectures, practicum, and examinations) in that semester are declared invalid and they are not entitled to an academic assessment or final grade.

3.4 Lectures

3.4.1 Course Code

Each course is equipped with a code consisting of seven digits of which the first three digits are capital letters and the last four digits are numbers.

The meaning of the three letters in the course code is listed as follows:

- MPK - *Mata kuliah wajib Nasional* or National-level Course
- UBU - *Mata kuliah wajib Universitas* or University-level Course
- SBF - *Mata kuliah Dasar Umum (Lintas Fakultas)* General Course (Inter-Faculty)
- SBS - *Mata kuliah Jurusan Language dan Literature* or Language and Literature Course
- SPB - *Mata kuliah Jurusan Pendidikan* or Education Course
- SBI - *Mata kuliah Program Studi Literature English* or Study Programme-level Course for English Literature
- SBJ - *Mata kuliah Program Studi Literature Japanese* or Study Programme-level Course for Japanese Literature
- SBP - *Mata kuliah Program Studi Language dan Literature French* or Study Programme-level Course for French Language and Literature
- SBC - *Mata kuliah Program Literature Cina* or Study Programme-level Course for Chinese Literature
- SPE - *Mata kuliah Program Studi Pendidikan Language English* or Study Programme-level Course for English Language Education
- PBJ - *Mata kuliah Program Studi Pendidikan Language Japanese* or Study Programme-level Course for Japanese Language Education
- PBI - *Mata kuliah Program Studi Pendidikan Language dan Literature Indonesia* or Study Programme-level Course for Indonesian Language and Literature Education
- SRM - *Mata kuliah Program Studi Seni Rupa Murni* or Study Programme-level Course for Fine Arts

ANT - *Mata kuliah Program Studi Antropologi* or Study Programme-level Course for Anthropology

3.4.2 Face-to-face Lectures and Practicum Activities

- a. Students are required to take part in all face-to-face lectures, practicum, and other academic activities in accordance with the list of courses taken in the KRS in an orderly and regular manner on the basis of applicable regulations
- b. During the lectures and practicums, structured assignments are also given as the significant components of academic assessments.
- c. The letter K must be submitted to the course lecturer no later than one week after the grades are announced. If it turns out that there is no change in the grade as the responsibility of the lecturer of the course, then the code letter K will change to E.

3.4.3 Presence (Attendance List)

- a. Attendance list is made based on online KRS programmed by students
- b. Students whose names are not listed in the attendance list must immediately report to the Academic Section. Students are not allowed to add/write names on their own in the attendance list.
- c. The attendance list is signed by the class representative according to his or her name. Failure to sign in the attendance list is considered to be absent from class.
- d. After each lecture, the attendance list will be returned to the class service officer to be recapitulated and will be marked if the student does not sign it.
- e. The lecturer is responsible for the attendance list of students during class.
- f. Permission not to take part in lectures or practicum activities within the stipulated time, is given if the person concerned is sick (shown by a doctor's letter), gets into an accident (letter from parents/guardians), undertake religious activities or dispensation which concerns academic/non-academic activities and should come with a permit letter from at least WD1 or WR1/authorized leader in UB environment. Permission is submitted to the lecturer through their respective presences.
- g. Should certain students fail to attend to class at maximum of three times, then the student in question is not allowed to take the final examination (UAS) considering that the lecturer has hold face-to-face meetings at least 14 times. As the consequence, the final examination score of the said student is invalid and disqualified. The course credits are still counted in the semester's IP.

3.4.4 Moving/Changing Classroom

Changing or moving classroom is only permitted to those who have a very urgent and strong reason and have received approval from the Head of the Study Programme.

3.4.5 Community Engagement or *Kuliah Kerja Nyata* (KKN)

Community Engagement or *Kuliah Kerja Nyata* (henceforth KKN) is an internship or thematic programme in accordance with the competencies/learning achievements of each study programme to provide opportunities for students to work in agencies or institutions as a first-hand experience of professional environment and scientific service to the wider community. Their journeys and experiences must be recorded in a form of a report.

Requirements for Applying KKN

1. Have accumulated a minimum of 80 credits
2. Register themselves online on the FCS UB site – <https://fib.ub.ac.id/kkn>
3. Students who will take part in KKN must programme this course in their KRS at the same time P4 is held.

3.4.6 Teaching Internship or *Program Pengenalan dan Pengelolaan Pembelajaran* (P4)

a. Definition

Teaching Internship or *Program Pengenalan dan Pengelolaan Pembelajaran* (henceforth P4) is a compulsory course which caters to student competency development activities by including observations, orientations, and learning management tutorials in the classroom. P4 is also known to cover planned, systematic, and organized activities through internships in schools for students of language education programme in order to enhance their professional competence as prospective teachers.

b. P4 Registration Requirements

- 1) Have accumulated a minimum of 100 credits
- 2) Have passed the required courses (further refer to the P4 guidelines)
- 3) Students who want to take P4 must program this course at KRS according to the semester at the time P4 is held
- 4) Must download the registration form on the website www.fib.ub.ac.id
- 5) Fill out and return the registration form to the Department of Language Education
- 6) Students who were registered from the University Independent Entrance Exam must pay individual fees
- 7) Students who have fulfilled the requirements must be willing to be placed in partner schools following the criteria set by each school.

3.4.7 Examination

- a. Terdapat dua kali ujian dalam setiap semester, yaitu ujian tengah semester (UTS) dan ujian akhir semester (UAS)
- b. Each semester covers two examinations: midterm examination and final examination
- c. Students can only participate in the examinations of the courses they registered in KRS
- d. Examinee must abide to the examination rules
- e. Students' academic score for each course is recorded in their Study Result Card (henceforth KHS). The final score is a compilation of structured academic activities, such as quizzes and practicum (if any), which is indicated by the score of the midterm examinations and final examinations. Lecturers should submit students' exam results no later than 5 (five) days after the exam is carried out to make sure that both KHS and KRS are filled by the next semester. Students can download their KHS by themselves.

3.4.8 Make-up Examinations

- a. Students who for some reason are forced to not be able to take the examination are eligible to take a make-up examination, and they must submit a letter of application to the lecturer of the course accompanied by evidence of the reasons for not participating in the examination
- b. The evidence must be received by the lecturer no later than 5 (five) days after the implementation of the examination for the subject in question.
- c. Acceptable evidences for taking the make-up examination are listed as follows:
 - 1) Sick (proven by a doctor's letter)
 - 2) Parents are siblings have passed away
 - 3) Currently participating in state, university, or faculty duties with an official statement from the authorized official
 - 4) Participating in religious activities
- d. The make-up examination is organized by the lecturer of the course during the exam week.

3.4.9 Grade Improvement

Students who have passed their courses but wish to improve their grades must submit a request for review of grades to the lecturer no later than 1 (one) week after the exam week with a predetermined mechanism.

3.4.10 Course Repetition

- a. If a student repeats a course to improve their grade, whether the weight of credits changes or not, then the arrangement of the final score stated in their transcript is calculated as the last score.
- b. Students can only repeat a course in which the highest grade is C+
- c. Students who repeat a course are required to take part in all lecture activities, including practicum.

3.4.11 Inter-Faculty/Inter-Departmental Lectures within a Faculty

- a. Students are allowed to take courses in another faculty or departments within FCS
- b. Students must submit a written application to the Vice Dean for Academic Affairs after obtaining approval from the Head of Study Programme to attend inter-faculty courses
- c. Students must submit a written application to the Head of the Department after obtaining approval from the Head of Study Programme to attend inter-departmental course
- d. Other regulations refer to the university academic handbooklines

3.4.12 Course Programming after Curriculum Shift

Due to the improvement in the curriculum, students must consult with the Head of Study Programme before programming any courses. This is done in relation to courses that are no longer included in the new curriculum. Therefore, it is necessary to look for courses with the same scientific content or convert them to other courses. The number of credits for new courses (once the conversion is finished) cannot be less than the old courses (must be the same or more).

3.4.13 Grade Administration

- a. Study Result Card (KHS)
- b. Repository of All Examination Results

All examination results are stored and organized by the Academic Section and the University Computer Centre. The following list details all the important documents that the Academic Section are in charge of:

- 1) A list of examination results for each course.
- 2) KHS which includes the cumulative value of the student's test results in each semester and their achievement index.
- 3) Cumulative scores for all courses from the beginning to the latest semester.

Students are required to keep the KHS they have received for themselves which can be used to complete the requirements for academic activities, including: final examinations, registering for interim semesters, and so on.

3.5 Administrative Registration

Administrative registration is a service to obtain registered status as a student at the Faculty of Cultural Studies, Universitas Brawijaya. Administrative registration activities must be carried out by all students in an orderly manner at the beginning of each semester in accordance with the regulations in the Universitas Brawijaya Academic handbooklines. All administrative registration activities are carried out online.

If during the academic registration period a student fails to complete it, several sanctions will be imposed, namely:

- a. Students who are late or do not register for their administration in a new semester are declared not registered as students of the Faculty of Cultural Studies, Universitas Brawijaya
- b. Students who are not registered for more than 2 (two) consecutive semesters are considered to have resigned as students of the Faculty of Cultural Studies, Universitas Brawijaya.
- c. There is no extension of time for administrative registration.
- d. Older students who are not registered as stated in dictum (b) can apply for academic leave to the Chancellor no later than 1 (one) month after the closing of administrative registration.

3.6 Academic Leave and Lecture Terminal

During the lecture period, students are allowed to take leave or study terminal with the following conditions:

- a. Academic leave and Lecture Terminal is a delay in administrative registration within a certain period of time with the permission of the Chancellor so that it is not counted as a study period and can be carried out starting from semester 1.
- b. Academic leave is carried out online through SIAM no later than 1 (one) month after the end of the re-registration period and is not subject to tuition fees in the proposed semester.
- c. Lecture terminals are submitted during the proposed semester with the approval of the Vice Dean for Academic Affairs (REVISION)
- d. A student can apply for academic and terminal leave per semester or per year and can be extended for a maximum of 4 semesters or 2 cumulative years. (REVISION)
- e. Study period during leave and lecture terminals are not taken into account in determining the length of study, while students who do not re-register without the permission of the Chancellor or students who are temporarily dismissed due to academic sanctions are still considered for their study period.
- f. The maximum credit load that can be taken after being active again from academic leave is 18 credits.

3.7 Student Card or *Kartu Tanda Mahasiswa* (KTM)

Students of the Faculty of Cultural Studies can be identified by the ownership of KTM. Several matters related to this are explained in the following points:

- a. KTM is a proof of self-identification for Universitas Brawijaya students.
- b. KTM is given directly to students who have completed their administrative registration.
- c. KTM that does not match student data can be reported to the University's Academic Section for replacement. The student concerned can use a temporary KTM.

3.8 Academic Advisors

Academic Advisors or *Penasehat Akademik* (PA) are permanent teaching staff of a higher education institution that are most appropriate to be a source of academic assistance so that students can complete their assignments as students. The assistance provided by Academic Advisors to individual students is intended to make students more independent when undertaking their obligations as students of Universitas Brawijaya.

3.8.1 General Duties of Academic Advisors

In carrying out their duties, PAs are subject to duties to guide to their advisee, including:

- a. providing an explanation of educational administration (academic rules, understanding of credits, learning strategies, strategies for improving IP and accelerating graduation, filling out KRS, and others).
- b. receiving reports concerning difficulties in participating in academic activities.
- c. encouraging students to enjoy and take pleasure in discussions, seminars, or scientific writing.
- d. providing recommendations on the level of student learning success for certain purposes.
- e. giving warnings about academic evaluations to students in accordance with applicable regulations.
- f. At the time of academic registration at the beginning of each semester, PA is obliged to carry out his advisory duties with the following activities:

- 1) Processing the KRS and being responsible for its contents.
 - 2) Determining the correctness of the number of credits that students may take in a semester by taking into account the applicable regulations.
 - 3) Researching and approving the semester studies planned by students in KRS.
 - 4) When determining the amount of the study load, it is obligatory to provide sufficient explanation of the decisions taken by students so that students can realize and accept the determination with full attention and understanding
- g. PA lecturers meet with students at least 3 (three) times in one semester to monitor student academic progress. The first meeting is held at the beginning of the semester when students fill out the Study Plan Card (KRS), the second meeting is in the middle of the semester after students finish their Midterm Examination (UTS) scores, and the third meeting is at the end of the semester before the Final Examination (UAS).

3.8.2 Special Duties of Academic Advisors

- a. PAs receive a copy of the Study Result Card (KHS) of the student he/she guides at the end of each semester and re-examine the success of the student's study through the KHS.
- b. PAs sign the Study Plan Card (KRS), application letter for academic leave, Control Card, application letter for transfer, permission letter not to attend lecture/practicum due to important reasons other than illness/accident, application to attend inter-faculty lectures, Study Plan Card to attend lectures in the interim semester, and an application letter to take a make-up exam.
- c. If deemed necessary, the Academic Advisory Lecturer can consult with the faculty leadership and can even contact the parents of his/her mentored students to resolve academic problems.

CHAPTER IV

IMPLEMENTING OUTCOME-BASED EDUCATION (OBE)

4.1. Introduction

Outcome-based Education (OBE) clearly focuses and manages everything in the education system starting from a clear picture of what is important for students to be able to achieve certain skills, to organizing the curriculum, its instructions, and designing assessments to ensure that the learning process has successfully occurred, can be properly measured and be proven at the end of the learning process.

In line with the regulations of Universitas Brawijaya, the implementation of OBE in FCS UB follows the fulfillment of the National Higher Education Standards which consist of 8 standards, namely:

1. Graduate competency
2. Learning content
3. Learning process
4. Learning assessment
5. Academic and assistant personnel
6. Learning facilities and infrastructure
7. Learning management
8. Learning financing

4.2. Legal Basis

In implementing the OBE paradigm in the curriculum, FCS-UB refers to the following acts and regulations:

- a. Act No. 12 of 2012 on Higher Education;
- b. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 concerning the Indonesian National Qualifications Framework;
- c. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 73 of 2013 concerning the Application of the Indonesian National Qualifications Framework in the field of Higher Education;
- d. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Standards for Higher Education;
- e. Universitas Brawijaya Regulation No. 1 of 2017 concerning Quality Standards of Universitas Brawijaya;
- f. Guidelines for the Preparation of Higher Education Curriculum in the Industrial Age 4.0 of the Ministry of Research, Technology and Higher Education in 2019;
- g. MBKM Guidebook of the Ministry of Education and Culture in 2020;
- h. ASEAN Qualifications Reference Framework 2014.
- i. Universitas Brawijaya Academic handbooklines 2020/2021

4.3. OBE Concept

The OBE concept prepares students to recognise their potential to be ready for the professional environment in line with the self-development improvement. There are three main things in successfully achieving OBE, namely:

- a. Course Learning Outcomes (CPMK) are the formulation of abilities achieved by students after each completion of lecture activities;
- b. Graduate Learning Outcomes (CPL) are the formulation of abilities achieved by students and can be proven when they graduate through a measurable assessment;
- c. The objective of Study Programme (TPS) is the ability possessed by alumni after 3 to 5 years of their graduation, where they value lifelong learning and independent development, which can be demonstrated through an evaluation process called Tracer Study

4.4. Curriculum, Planning, and Implementation of OBE Learning at FCS-UB

The curriculum functions as an instrument to shape the scientific mindset, skills, and personality of students. Therefore, the curriculum must encourage the fulfillment of the required learning outcomes in the form of knowledge and comprehension, cognitive skills, special skills (including practical or professional skills), transferable skills, the need for work and/or further studies, as well as personality development.

The learning process planning must be prepared for each subject and presented in the Semester Lesson Plan (RPS), which is regulated and developed by the lecturers independently or together in a group of expertise in the same field of science and/or technology in the study programme. RPS at FCS UB at least contains:

(a) the name of the study program, the name and code of the course, semester, semester credit unit, and the name of the lecturer in charge; (b) the graduate learning outcomes of the course; (c) the final capabilities planned at each stage of learning to meet the graduate learning outcomes; (d) study materials related to students' capabilities; (e) forms and methods of learning; (f) the time provided to achieve the ability at each stage of learning; (g) student learning experience embodied in the description of tasks that must be completed by students in one semester; (h) criteria, indicators, and assessment weights; and (i) a list of references used.

OBE-based learning methods that can be chosen for the implementation of learning in courses cover: group discussions, simulations, case studies, collaborative learning, cooperative learning, project-based learning, problem-based learning, or other learning methods, which can effectively facilitate the fulfillment of Graduate Learning Outcomes (CPL). Each course can use one or a combination of several learning methods and is accommodated in a specific way of learning, such as:

- a. Lectures;
- b. Simulations or tutorials;
- c. Seminar;
- d. Practicum, studio practise, workshop practice, field practice, work placement;

- e. Research, design, or development;
- f. Student exchange;
- g. Internship;
- h. Entrepreneurship, and/or;
- i. Other forms of community Engagement.

These forms of learning can be carried out within the study programme and outside the study programme. Learning activities outside the study programme consist of:

- a. Learning in other study programme at the same university;
- b. Learning in the same study programme at different universities;
- c. Learning in other study programme at different universities, and;
- d. Learning at non-university institutions

4.5. Assessment Mechanism

Lecturer assessment procedures include the planning stage, administering assignments or exercises, observing performance and participation, reporting observation results, and issuing final grades. The assessment procedure at the planning stage can be carried out through a gradual assessment and/or re-assessment. The implementation of the assessment is in accordance with the lesson plan, namely measuring the Course Learning Outcomes (CPMK), which is an aggregation of Sub-Course Learning Outcomes (Sub-CPMK).

Assessment Form	Feasible Learning Methods to Assess
Essay Form	
Examination in the form of essays	Answers develop questions, the structure and accuracy of the answers
Open-book Examination	Similar to essay examinations, but taking into considerations students' limited memory, as well as the scope/breadth of the answers
Take-home Assignment/Examination	Reading a wide range of issues, taking into account their relations, organizations, and applications

Assessment Form	Feasible Learning Methods to Assess
Objective Examination	
Multiple Choice Examination	Recognition, strategy, course mastery
Directed Results	Hierarchy of interpretation
Penilaian Kinerja	
Praktikum	Keterampilan dalam kerja nyata

Seminar, presentation	Communication skills
Poster	Concentrating on relevance and application
Interview	Interactive response
Interviewing critical cases	Reflection, application, notion towards relevance
Projects	Application, skills in research
Journal review	Reflection, application, notion towards relevance
Case study	Application, professional skills
Portfolio	Reflection, creativity, satisfactory and desired result
Quick Assessment (Large Groups)	
Mind maps	Coverage, relevance
Short answers	Recalling information, coverage

The formulations of questions, assignments, and examinations conducted by lecturers should take into account the following characteristics:

- a. Validity: all questions should be tested true
- b. Relevance: all questions should be in accordance with the competences/outcomes
- c. Specific: all questions are unbiased
- d. Representative: all questions should represent elements of competences
- e. Balanced: all questions should adhere to the complexity of the learning material
- f. Transparency: all questions should adhere to the lesson plans in which lecturers and students agree upon.

CHAPTER V

FREEDOM TO LEARN

5.1 Introduction

The need for higher education by today's society is to prepare students to face the challenges of life in the professional world. Because recently there are multiple paths to success, different students require different learning outcomes from their experiences in the education system. Higher education is not just seeking to achieve learning outcomes, education must prepare students to think critically with the values of life and choose the opportunities they need to succeed in the path they choose. For this reason, the learning process can vary from learning with an "anywhere and anytime" approach, a personal approach, flexible learning presentations, "peers and mentors", appropriate and efficient applications, modules and project-based learning.

5.2 Legal Basis

The legal basis for the implementation of the Right to Three Semester Learning Outside of the Study Programme includes the following acts:

1. Act No. 20 of 2003, concerning the National Education System.
2. Act No. 12 of 2012, concerning Higher Education.
3. Act No. 6 of 2014, concerning Villages.
4. Government Regulation No. 4 of 2014, concerning the Implementation of Higher Education and Management of Higher Education.
5. Presidential Regulation No. 8 of 2012, concerning the KKNI.
6. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020, concerning National Standards for Higher Education.
7. Regulation of the Minister of Villages, Development of Disadvantaged Regions, and Transmigration No. 11 of 2019, concerning Priorities for the Use of Village Funds in 2020.
8. Regulation of the Minister of Villages, Development of Disadvantaged Regions, and Transmigration No. 16 of 2019, concerning Village Deliberations.
9. Regulation of the Minister of Villages, Development of Disadvantaged Regions, and Transmigration No. 17 of 2019, concerning General Guidelines for Development and Empowerment of Village Communities.
10. Regulation of the Minister of Villages, Development of Disadvantaged Regions, and Transmigration No. 18 of 2019, concerning General Guidelines for Village Community Assistance.
11. Freedom to Learn-Independent Campus Guidebook. Directorate General of Higher Education Ministry of Education and Culture 2020.
12. Universitas Brawijaya Academic handbooklines 2020/2021.

5.3 Choice of Freedom to Learn Programme of Studying at FCS

The actualisation of the implementation of Freedom to Learn PS within the FCS-UB follows the schemes described as follows:

5.3.1 Freedom to Learn Study Standards at FCS UB

FCS UB's standards in Freedom to Learn are as follows:

The study load of educational programmes for undergraduate academic programmes is a minimum of 144 credits and a maximum of 160 credits.

1. General courses consist of 8 credits, consisting of:
 - a. Islam Education (2 credits).
 - b. Pancasila Education (2 credits).
 - c. Civic Education (2 credits).
 - d. Indonesian Language (2 credits).
2. University-level courses consist of 14 credits, consisting of:
 - a. Final Project/Thesis (6 credits).
 - b. Community Engagement (4 credits).
 - c. Entrepreneurship (2 credits).
 - d. English for Academic Purposes (2 credits).
3. Study Programme-level courses consist of a maximum of 90 credits, should there be specialization/concentration, then (a) study programme-level courses consist of a maximum of 66 credits, (b) study programmes are required to have a maximum of 24 credits of specialization courses
4. Study Programme-level elective courses consist of at least 28 credits + Internship (4 credits) is mandatory for those who do not participate in freedom to learn programme outside of the original university.
5. Internship (PKL) can be converted as an elective course instead of a mandatory course by the study programme, so the 4 credits are changed to an elective course.
6. Freedom to learn packages are available for 1 semester, 2 semesters, and 3 semesters
 - a. Students are allowed to take credits in different study programme at the same university for 1 semester or the equivalent of 20 credits.
 - b. Students are allowed to take credits outside of tertiary institutions for a maximum of 2 semesters or the equivalent of 40 credits.

5.3.2 Credit Distribution in the Curriculum

1. FCS UB facilitates students to take Freedom-to-learn programme by organising 6 (six) educational paths, namely:
 - a. Regular Path**
 - Minimum 32 credits of study programme-level elective courses, or
 - Minimum 28 credits of study programme-level elective courses + 4 credits of Internship
 - b. 1 Semester of Freedom to Learn Programme within UB (20 credits)**
 - 12 credits consisting of 8 credits of General Compulsory Courses, 2 credits of entrepreneurship, and 2 credits of English
 - 8 credits of elective courses taken from other study programmes
 - A minimum of 24 credits outside of freedom to learn programme or a minimum of 20 credits of the study programme-level elective courses + 4 credits of Internship
 - c. 1 Semester of Freedom to Learn Programme outside of UB (20 credits)**
 - 14 credits of one option selected from 8 different forms of Freedom to Learn programme

- 6 credits of Final Project/Thesis
- A minimum of 18 credits of study programme-level elective courses outside of freedom to learn programme

d. 2 Semester of Freedom to Learn Programme within and outside of UB (40 sks)

- 20 credits of Freedom to Learn Programme in 1 semester outside of the study programme within the university, consisting of 8 credits of university-level courses + 2 credits of entrepreneurship + 2 credits of English + 8 credits of courses outside of the study programme
- 20 credits of Freedom to Learn Programme in 1 semester outside of university, consisting of 14 credits of one option of the selected 8 freedom to learn programmes + 6 credits of Final Project/Thesis
- A minimum of 10 credits of study programme-level elective courses outside of freedom to learn programme 2 Semester of Freedom to Learn Programme outside of UB
- 34 credits of two electives from 8 freedom to learn programmes
- 6 credits of Final Project/Thesis

e. 3 Semester of Freedom to Learn Programme

- 15-20 credits of Freedom to Learn Programme in 1 semester outside of the study programme within the university, consisting of 8 credits of university-level courses + 2 credits of entrepreneurship + 2 credits of English + a minimum of 3 credits of courses outside of the study programme
 - 40 credits of Freedom to Learn Programme in 2 semesters outside of university, consisting of 34 credits of one option of the selected 8 freedom to learn programmes + 6 credits of Final Project/Thesis
2. The implementation of Community Service or *Community Service (Pengabdian Kepada Masyarakat)* (henceforth PKM) is designated in the semester between the 4th and 5th semester.
 3. Implementation of 1 semester of freedom to learn programme outside of study programme within the university can be carried out all at once or in several semesters
 4. The implementation of 1 semester of freedom to learn programme outside of the university can be carried out after the 6th semester
 5. The implementation of 2 semesters of freedom to learn programme outside of the university can be carried out after the 5th semester
 6. The implementation of 2 semesters of freedom to learn programme can be carried out by spending 1 semester outside of study programme in the original university (can be done all at once or broken down in several semesters) and 1 semester outside of the original university (after the 6th semester)
 7. The implementation of 3 semesters of freedom to learn programme can be carried out by spending 1 semester outside of study programme in the original university (can be completed all at once or broken down in several semesters) and 2 semesters outside of the original university (after the 5th semester)

5.3.3 Credit Distribution of Freedom to Learn Programme within FCS UB

Table 1. Credit Distribution for Regular Path

Sem	MKW U	MKW UB	MKW PS	MKP PS	MKPL PS	PK M	PK L	MBL UB	Thesi s	Tot al
1	8	2	10							20
2			21							21
3			21							21
4		2	19							21
Inter im						4				4
5			19	2						21
6				21						21
7				5			4		6	15
8										0
Total	8	4	90	28	0	4	4	0	6	144

Note: 1. MKWU: General Compulsory Course (*Mata Kuliah Wajib Umum*), 2. MKWUB: UB Compulsory Course (*Mata Kuliah Wajib UB*), 3. MKWPS: Study Programme-level Compulsory Course (*Mata Kuliah Wajib PS*), 4. MKPPS: Study Programme-level Elective Course (*Mata Kuliah Pilihan PS*), 5. PKM: Community Service (*Pengabdian Kepada Masyarakat*), 6. PKL: Internship (*Praktek Kerja Lapang*), 7. MBLUB: Freedom to Learn outside UB (*Merdeka Belajar Luar UB*).

Table 2. Credit Distribution for 1 Semester of Freedom to Learn Programme outside Study Programme within UB

Sem	MK WU	MKW UB	MKW PS	MKP PS	MKPL PS	PK M	PK L	MBL UB	The sis	Tot al
1	8	2	10							20
2			21							21
3			21							21
4		2	19							21
Inter im						4				4
5			19	2						21
6				13	8					21
7				5			4		6	15
8										0
Total	8	4	90	20	8	4	4	0	6	144

Note: 1. MKWU: General Compulsory Course or *Mata Kuliah Wajib Umum*, 2. MKWUB: UB Compulsory Course (*Mata Kuliah Wajib UB*), 3. MKWPS: Study Programme-level Compulsory Course (*Mata Kuliah Wajib PS*), 4. MKPPS: Study Programme-level Elective Course (*Mata Kuliah Pilihan PS*), 5. MKPLPS: Elective Courses outside Study Programme (*Mata Kuliah Pilihan Luar PS*), 6. PKM: Community Service (*Pengabdian Kepada Masyarakat*), 7. PKL: Internship (*Praktek Kerja Lapang*), 8. MBLUB: Freedom to Learn outside UB (*Merdeka Belajar Luar UB*), Internship (PKL) can be replaced by Elective Courses outside

Study Programme. In Yellow 20 credits from outside Study Programme within the University are allowed to be circulated in several semesters

Table 3. Credit Distribution for 1 Semester of Freedom to Learn Programme outside UB

Sem	MK WU	MKW UB	MKW PS	MKP PS	MKPL PS	PK M	PK L	MBL UB	The sis	Total
1	8	2	10							20
2			21							21
3			21							21
4		2	19							21
Inter im						4				4
5			19	2						21
6				16						16
7							4	10	6	20
8										0
Total	8	4	90	18	0	4	4	10	6	144

Note: 1. MKWU: General Compulsory Course or *Mata Kuliah Wajib Umum*, 2. MKWUB: UB Compulsory Course (*Mata Kuliah Wajib UB*), 3. MKWPS: Study Programme-level Compulsory Course (*Mata Kuliah Wajib PS*), 4. MKPPS: Study Programme-level Elective Course (*Mata Kuliah Pilihan PS*), 5. MKPLPS: Elective Courses outside Study Programme (*Mata Kuliah Pilihan Luar PS*), 6. PKM: Community Service (*Pengabdian Kepada Masyarakat*), 7. PKL: Internship (*Praktek Kerja Lapangan*), 8. MBLUB: Freedom to Learn outside UB (*Merdeka Belajar Luar UB*). In Blue 20 credits are taken outside UB

Tabel 4. Credit Distribution for 2 Semesters of Freedom to Learn Programme (1 Semester outside Study Programme in UB and 1 Semester di outside UB)

Sem	MK WU	MKW UB	MKW PS	MKP PS	MKPL PS	PK M	PK L	MBL UB	The sis	Total
1	8	2	10							20
2			21							21
3			21							21
4		2	19							21
Inter im						4				4
5			19	2						21
6				8	8					16
7							4	10	6	20
8										0
Total	8	4	90	10	8	4	4	10	6	144

Note: 1. MKU: Mata Kuliah Umum, 2. MKUB: Mata Kuliah UB, 3. MKWPS: Study Programme-level Compulsory Course (*Mata Kuliah Wajib PS*), 4. MKPPS: Study Programme-level Elective Course (*Mata Kuliah Pilihan PS*), 5. MKPLPS: Elective Courses outside Study Programme (*Mata Kuliah Pilihan Luar PS*), 6.

PKM: Community Service (Pengabdian Kepada Masyarakat), 7. PKL: Internship (Praktek Kerja Lapang), 8. MBLUB: Freedom to Learn outside UB (Merdeka Belajar Luar UB).

In Yellow 20 sks from outside Study Programme in UB are allowed to be circulated in several semester In Blue 20 credits taken from outside UB integrated with Thesis

Table 5. Credit Distribution for 2 Semesters of Freedom to Learn Programme outside UB

Sem	MKW U	MKWU B	MKW PS	MKPP S	MKPL PS	PK M	PK L	MBLU B	Skip si	Tot al
1	8	2	10							20
2			21							21
3			21							21
4		2	19							21
Antar a						4				4
5			19							19
6							4	16		16
7								14	6	20
8										0
Total	8	4	90	0	0	4	4	30	6	144

Note: 1. MKWU: General Compulsory Course or *Mata Kuliah Wajib Umum*, 2. MKWUB: UB Compulsory Course (*Mata Kuliah Wajib UB*), 3. MKWPS: Study Programme-level Compulsory Course (*Mata Kuliah Wajib PS*), 4. MKPPS: Study Programme-level Elective Course (*Mata Kuliah Pilihan PS*), 5. MKPLPS: Elective Courses outside Study Programme (*Mata Kuliah Pilihan Luar PS*), 6. PKM: Community Service (*Pengabdian Kepada Masyarakat*), 7. PKL: Internship (*Praktek Kerja Lapang*), 8. MBLUB: Freedom to Learn outside UB (*Merdeka Belajar Luar UB*).

In Blue 40 sks taken outside UB

Tabel 6. Credit Distribution for 3 Semesters of Freedom to Learn Programme

Sem	MKW U	MKWU B	MKW PS	MKPP S	MKPL PS	PK M	PK L	MBLU B	Skip si	Tot al
1	8	2	10							20
2			21							21
3			21							21
4		2	19		3					21
Antar a						4				4
5			19		5					24
6							4	16		16
7								10	6	20
8										0
Total	8	4	90	0	8	4	4	26	6	144

Note: 1. MKWU: General Compulsory Course or *Mata Kuliah Wajib Umum*, 2. MKWUB: UB Compulsory Course (*Mata Kuliah Wajib UB*), 3. MKWPS: Study

Programme-level Compulsory Course (*Mata Kuliah Wajib PS*), 4. MKPPS: Study Programme-level Elective Course (*Mata Kuliah Pilihan PS*), 5. MKPLPS: Elective Courses outside Study Programme (*Mata Kuliah Pilihan Luar PS*), 6. PKM: Community Service (*Pengabdian Kepada Masyarakat*), 7. PKL: Internship (*Praktek Kerja Lapang*), 8. MBLUB: Freedom to Learn outside UB (*Merdeka Belajar Luar UB*). In Yellow 20 credits from outside Study Programme within the University are allowed to be circulated in several semesters In Blue 40 sks taken outside UB and integrated with Thesis

5.4 Implementation of Freedom to Learn Programmes

There are 8 (eight) options of Freedom to Learn programmes outside of the university which are regulated in accordance with Permendikbud No. 3 of 2020 Article 15 paragrah 1 (Figure 15). The following list details the programmes as prepared and managed by FCS UB:

No	Activity	Description	Criteria for Fulfilling 20 Credits
1	Internship/Work Placement	Internship in a company, non-profit organisation, multilateral organisation, government institution, or start-up company. Supervised by a lecturer/teacher	<ol style="list-style-type: none"> 1. The level of proficiency required for the internship must be equivalent to the undergraduate level; 2. Students become part of a team and are actively involved in team activities; 3. Students get feedback related to performance achievement every 2 months; 4. Students must give a presentation at the end of the internship to one of the one company leader.
2	Teaching Assistant in Academic Institutions	Teaching activities in elementary, middle, and high schools for several months. Schools can be located in urban or remote areas. This program will be facilitated by Ministry of Education and Culture.	<ol style="list-style-type: none"> 1. Determine the target to achieve during activities (e.g., increasing students' numerical ability, etc.) and their achievements are evaluated at the end of the activity.
3	Research	Academic research activities, both scientific and social humanities. Students can participate in several research institutions such as LIPI/BRIN, LAPAN, NASA, and Universities outside UB. Guided by a lecturer/teacher	<ol style="list-style-type: none"> 1. The type/topic of research (difficulty level) must be in accordance with the undergraduate level; 2. Must be involved in the preparation of proposals and final reports/presentations of research results.

4	Humanitarian Project	<p>Social activities for a foundation or humanitarian organization approved by the University, both at home and abroad</p> <p>Examples of formal organizations that the Chancellor may approve: Red Cross Indonesia, Mercy Corps, and others. Supervised by a lecturer/teacher</p>	<ol style="list-style-type: none"> 1. Dedicated to 1 or 2 main projects, focusing on: Solving social problems (e.g., lack of health personnel in the area, inadequate sanitation, lack of energy in the area); 2. Providing energy assistance to ease the burden of disaster victims; 3. Generate a real impact at the end of the activity (e.g., become a medical worker in the midst of an epidemic)
5	Entrepreneurial Activities	<p>Students develop entrepreneurial activities independently as evidenced by explanations or proposals for entrepreneurial activities and proof of consumer transactions or employee salary slips. Supervised by a lecturer/teacher</p>	<ol style="list-style-type: none"> 1. Have a business plan and targets (short and long term); 2. Successfully achieve sales targets in accordance with the business plan targets set at the beginning; 3. The growth of human resources in the company should be in accordance with the business plan
6	Independent Study	<p>Students can develop a project based on special social topics and can be conducted together as groupwork with other students. Supervised by a lecturer/teacher</p>	<ol style="list-style-type: none"> 1. The type of independent study (difficulty level) must match the undergraduate level; 2. Independent study topics are not offered at in the current college curriculum/study program; 3. Students develop independent objectives along with curriculum design, lesson plans, types of final project, etc. to be accomplished at the end of the study

7	Village Development	Social projects to help people in rural or remote areas in building the people's economy, infrastructure, and others. The project can be a cooperative work with village apparatus (head of the village), BUMDes, and other village organisations. Guided by a lecturer/teacher.	4. Dedicated to 1 or 2 main projects, with a focus on increasing the entrepreneurial capacity of the community, MSMEs, or BUM Desa 5. Solving social problems (e.g., lack of manpower health in the village, inadequate sanitation development) 6. Generate a real impact at the end of the activity (e.g., more adequate village irrigation, village cooperatives generate more profit, sufficient energy)
8	Student Exchange	Taking classes or semesters at foreign and domestic universities, based on the cooperation agreement that have been regulated by the Government. Grades and credits taken at foreign universities will be equalised by respective universities	1. The types of courses taken must meet the conditions set by the original study programme to graduate (for example, fulfilling the basic curriculum, fulfilling general lecture requirements, fulfilling electives requirements, etc.)

5.5 Credit Distribution in Freedom to Learn Programme

Each credit is defined as “hours of activity” and not “hours of study”. The definition of “activity” covers classroom learning, internships, student exchanges, village project development, entrepreneurship, research, independent studies, and teaching activities in remote areas. All types of selected activities must be guided by a lecturer.

In general, the equalisation of the weight of the Freedom to Learn – Independent Campus activities can be grouped into 3 kinds, namely:

1. Free form based on the distribution of the Learning Outcomes
2. Structured form based on the course equivalence
3. Mixed form (free and structured)

5.6 Course Offered to Study from Other Study Programme

One of the main programmes in the independent campus is the right to study for 3 semesters outside of the study programme, taking into account 1 semester of taking courses outside the study programme within the university and 2 semesters carrying out

learning activities outside the university. The following details the mechanisms of conducting inter-programme exchange in UB:

1. Study Programmes develop a curriculum that can facilitate students to take courses in other study programmes.
2. The study programme determines and offers courses that can be taken by students from other study programmes
3. Study Programme regulates the quota of participants who take the offered courses
4. Students submit and get approval from their Academic Advisors to take courses from other study programmes
5. Students take part in learning activities in other study programmes in accordance with the rules applied in their target study programme.
6. List of Inter-Programme courses

5.7 Assessment and Evaluation

Freedom to Learn – Independent Campus programme is a programme where students are allowed to claim their "right to spend three semesters learning outside of the study program", and its assessment refers to 5 (five) principles based on the SNPT, namely educative, authentic, objective, accountable, and transparent, which is conducted in an integrated manner.

In line with these aforementioned principles, the aspects assessed in the implementation of the Freedom to Learn – Independent Campus programme are at least as follows:

- a. Attendance during programme debriefing and execution;
- b. Discipline and responsibility in completing assignments;
- c. Attitude;
- d. Ability to complete assignments;
- e. Ability to write reports

While the assessment methods refer to: 1) observation, 2) participation, 3) performance, 4) written test, 5) oral test, and 6) questionnaire. On the one hand, the assessment instrument consists of: 1) assessment of process in the form of a rubric, and/or; 2) assessment of results in the form of a portfolio, or 3) design works

BAB VI

ACADEMIC NORMS

6.1 General Terms

The academic community at the Faculty of Cultural Studies, Universitas Brawijaya are:

- a. Educators, either permanent or non-permanent.
- b. Support Staff, namely technicians and general administrative staff, both civil servants and non-civil servants.
- c. Students, namely students of the Faculty of Cultural Studies, Universitas Brawijaya

6.2 Basis of Academic Norms

The entire academic community of the Faculty of Cultural Studies Universitas Brawijaya must always uphold the norms in:

- a. Behaviour
All academic community should be faithful, polite, sincere, cooperative, and just.
- b. Knowledge
All academic community should appreciate science, technology, literature and the arts.
- c. Skills
All academic community should possess good leadership and governance.

6.3 Rights and Obligations

6.3.1 Rights of Academic Staff

- a. The opportunity to develop professionalism.
- b. Just and fair treatments in accordance with their profession.
- c. Academic facilities to support the implementation of the Tri Dharma of Higher Education.

6.3.2 Rights of Support Staff

- a. The opportunity to develop professionalism in accordance with their competence.
- b. Just and fair treatment in accordance with their duties

6.3.3 Rights of Students

- a. Proper education and teaching in accordance with their scientific field.
- b. Participation in every student activity organised and approved by the Faculty and the University.
- c. Facilities to develop and aid their academic and non-academic abilities in accordance with applicable regulations.
- d. Information related to academic and non-academic fields.
- e. Submission of constructive suggestions and opinions in accordance with applicable regulations and taking into account academic norms.
- f. Appreciation for transparent, fair, and accountable learning

6.3.4 Obligations of Academic Staff

- a. To educate students to be able to master science, technology, and art.
- b. To instill a sense of responsibility in implementing the Tri Dharma of Higher Education.
- c. To develop campus life as a scientific society based on Pancasila and possess an Indonesian personality.
- d. To generate academic freedom in a creative, constructive and responsible form, for the benefit of society and national development.
- e. To keep abreast of developments in science and technology in their disciplines.
- f. To establish and maintain a sense of camaraderie in accordance with the Tri Dharma of Higher Education and the Civil Service Corps.
- g. To comply with the provisions of applicable laws and regulations.

6.3.5 Obligations of Support Staff

- a. To develop campus life as a scientific society based on Pancasila and possess an Indonesian personality.
- b. To perform service duties to the academic community of the Faculty of Cultural Studies, Universitas Brawijaya to their utmost abilities.
- c. To establish and maintain a sense of camaraderie in accordance with the Tri Dharma of Higher Education and the Civil Service Corps.
- d. To comply with the provisions of applicable laws and regulations.

6.3.6 Obligations of Students

- a. To develop campus life as a scientific society based on Pancasila and possess an Indonesian personality.
- b. To strengthen and maintain a sense of camaraderie among fellow students of the Faculty of Cultural Studies, Universitas Brawijaya.
- c. To actively participate in every implementation of curricular, co-curricular and extra-curricular programmes.
- d. To maintain integrity as a prospective graduate and comply with all applicable regulations.
- e. To maintain a conducive atmosphere in all academic activities.

6.4 Forms of Academic Violations

6.4.1 Minor Violations

- a. Not dressed neatly, politely, and is deviating from the principle of propriety.
- b. Carrying out activities that are not in accordance with ongoing lecture activities.
- c. Using electronic devices that are not relevant to the ongoing lectures

The sanctions for such actions are:

- a. mild to harsh reprimands.
- b. If the violation is still carried out after a strong warning, the person concerned may be asked to leave the class and not be allowed to attend the lecture and be considered absent.

6.4.2 Moderate Violations

- a. Smoking in lecture halls, laboratories/studios, or any places that are inappropriate based on social norms and where such acts are strongly prohibited.
- b. Signing the attendance of other students who are not present in lectures.
- c. Taking discriminatory actions.
- d. Carrying out vandalism activities on campus.
- e. Cheating.

The sanctions for such actions are:

- a. Warnings.
- b. Calling student guardians.
- c. Cancellation of lectures for certain courses in accordance with the violation.

6.4.3 Serious Violations

- a. Plagiarism.
- b. Examination jockeys.
- c. Bullying action.
- d. Forgery of signatures and documents.
- e. Performing acts of violence.
- f. Misuse of academic information systems.
- g. Performing actions/behaviours that are contrary to prevailing social norms.
- h. Defaming the good name of the institution in any form.

The sanctions for such actions are:

- a. Obtaining an E in all courses in the current semester.
- b. If a violation occurs during the final project, the student's final project can be canceled and subject to the obligation to write a final assignment with a new topic, while for those who have passed the examination, they are subjected to the revocation of an academic degree.
- c. Students who continuously repeat serious violations will be dismissed as students.

Note: If the aforementioned violations are carried out by involving academic and Support Staff, the sanctions imposed refer to the employment rules that apply nationally and within the scope of Universitas Brawijaya.

6.5 Procedure for Imposing Sanctions for Serious Violations

- a. The Head of the Study Programme arranges an Observation Team to examine and collect facts/data/information on allegations of serious violations;
- b. In order to examine and collect facts/data/information, the Observation Team has the authority to summon the relevant parties and request data as evidence of alleged serious violations;
- c. The results of the Observation Team's examination of alleged academic violations are submitted to the Head of the Study Programme to be reported to the dean and university leadership
- d. The university leadership after taking into account the minutes of the examination results and collecting facts/data/information on the case may hold a special meeting to handle allegations of serious violations.
- e. The special meeting should be attended by:
 - a) The observation Team.
 - b) The head of the faculty.
 - c) The party committing the violation may be accompanied by their guardians.
 - d) Whistle blowers.
- f. During the special meeting, parties suspected of committing serious violations are given the right to defend themselves;
- g. Based on the results of the special meeting, the faculty leadership can decide or recommend sanctions against the party concerned by taking into account the weight or type of academic violations and sanctions that can be imposed.

APPENDICES

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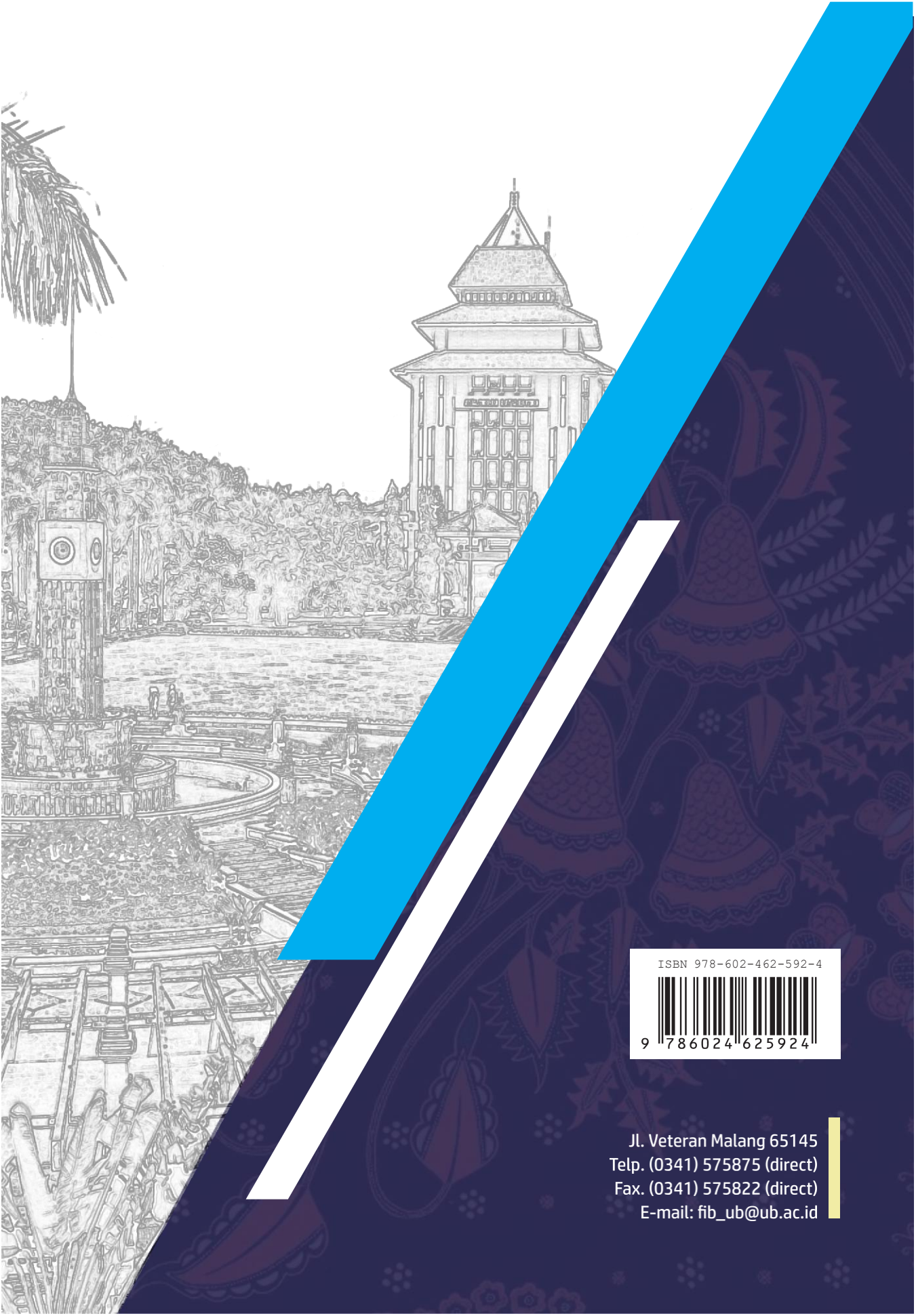


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