SAMPOERNA UNIVERSITY

SAMPOERNA UNIVERSITY
STUDENT HANDBOOK
2019-2020

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MESSAGE FROM THE SAMPOERNA UNIVERSITY RECTOR

Dear Students,

Welcome to Sampoerna University!

I would like to congratulate all of you, our new students, for your achievement in becoming members of Sampoerna University.

Sampoerna University will provide you with an international education as you study the discipline of your choice. We have established collaborations with overseas universities to ensure that you will have a pathway to your future with international recognition. Our campus is the ideal place for developing and achieving your intellectual potential.

You will follow the learning process in different study programs and learn a broad range of subjects. However, the variety of these subjects should not segregate you from your fellow students undertaking other study programs. The interdisciplinary courses and dialogue between all fields of study are at the core of our curriculum.

History shows that interdisciplinary collaborations result in major breakthroughs in the world. Additionally, you will become more adept at responding to the multidimensional problems that occur in the real world.

As the future of Indonesia lies in your hands, we hope that you will use your time here at Sampoerna University to gain the knowledge and skills required of you when you enter the professional world. It is a world where you will have to compete with the labor force from within Indonesia as well as from all the ASEAN countries and beyond.

In addition to gaining new knowledge, we hope that our students will develop comprehensive social skills and moral values, and contribute these qualities to the community. Social competency includes empathy and awareness of other people, the ability to listen to and understand disparate views, as well as to communicate across social differences. With these social competencies, we hope that our students can work as a team, assume constructive roles in the community, and become wise human beings in the face of any issue.

Drs. Wahdi Salasi April Yudhi, M. Dev. Admin., Ph.D.
Rector, Sampoerna University

MESSAGE FROM THE VICE RECTOR FOR THE UNIVERSITY COLLEGE AND INTERNATIONAL RELATIONS

Dear Students,

As your Vice Rector for the University College and International Relations, I am privileged to welcome you to our institution, and to outline the purpose and the focus of the College.

Over the last several years, we have established a general education component within Sampoerna University that provides a seamless academic transition for our students into higher education. We are positioned as the pivot point of a unique educational enterprise, the Sampoerna educational ecosystem spanning kindergarten to university. The University College introduces students to a strong foundation of general education courses during the first two years, preparing them to specialize in a major of their choice as they continue to pursue their Bachelor's or *Sarjana* (S1) degree. This is a distinctive contribution of U.S. education to Indonesia's national development.

Students, you are beginning an exciting and rigorous journey with us to determine your future, and all of us at the University College at Sampoerna University are committed to supporting you throughout your time here. In addition to a wide array of subjects that provide you with a multidisciplinary knowledge base and critical thinking skills, we also provide social and professional opportunities that nourish your development as a whole person. I want to acknowledge the efforts of our academic and administrative staff, the executive team, and our current student community for collaborating to establish a set of clear institutional goals that will guide us in reaching our full potential, and to assist you in achieving yours.

To all of you joining the Sampoerna University community, this is our goal. You are the heart of the institution, as well as the future leaders of your country!

Lauren E. Clarke, Ed.D.
Vice Rector for the University College and International Relations

SAMPOERNA UNIVERSITY LEADERSHIP

POSITION	NAME	CREDENTIAL
President of SU	Dr. Marshall Schott	Ph.D., History, Louisiana State University, USA
Rector of SU	Drs. Wahdi Salasi April Yudhi	Ph.D., Business and Management, LaTrobe University, Australia
Vice Rector for Academic and Student Affairs	Dr. Soepriyatna	Ph.D., English Applied Linguistics, from Universitas Katolik Indonesia Atma Jaya, Indonesia
Vice Rector for the University College & International Relations	Dr. Lauren E. Clarke	Ed.D., International Education Policy, University of Massachusetts Amherst, USA
Vice Rector for Administration, Resources Management & Operations	Endriyani Widyastuti	Master of Science, Economic Planning and Development Policy, University of Indonesia
Vice Rector for Government Affairs	Elan Merdy	MBA, De La Salle University, the Philippines
Dean, Faculty of Education	Dr. Iwan Syahril	PhD., Curriculum, Instruction and Teacher Education, Michigan State University, USA PhD., Education Policy, Michigan State University, USA
Dean, Faculty of Business	Dr. Ivan Butar-butar	Ph.D. in Business, Monash University, Australia
Dean, Faculty of Engineering & Technology	Dr. Ammar Aamer	Ph.D., Industrial Engineering, University of Tennessee, Knoxville, USA

FACULTY CONTACT INFORMATION

Faculty of Education

Iwan Syahril, PhD	: Dean
Susilowati, MA	: Head of Program, English Language Teaching
Desyarti Safarini T.L.S., M.Si.	: Head of Program, Mathematics Education
Dian Mayasari	: Faculty Administration Support

dian.mayasari@sampoernauniversity.ac.id

Faculty of Business

Ivan Butar-butar, PhD	: Dean
Dr. Wahyoe Soedarmono	: Head of Program, Management
Ari Barkah Djamil, M.Sc.	: Head of Program, Accounting
Maureen Yunita Soputan	: Faculty Administration Support

maureen.soputan@sampoernauniversity.ac.id

Faculty of Engineering and Technology

Ammar Ammer, PhD	: Dean
M. Agni Catur Bhakti, PhD	: Head of Program, Computer Science
Maria Josef Retno B. Wahyuni, M.Ds.	: Head of Program, Visual Communication Design (New Media)
Alit Kartika	: Faculty Administration Support

alit.kartika@sampoernauniversity.ac.id

CHAPTER 1

INTRODUCTION
TO THE UNIVERSITY

UNIVERSITY OVERVIEW

Sampoerna University was established by the Putera Sampoerna Foundation, a social business institution duly established and subject to the laws of the Republic of Indonesia as evidenced by the Decree of Minister of National Education and Culture Number 66/E/O/2013 dated 15 March 2013 on Operational License of Universitas Siswa Bangsa Internasional (USBI) as amended by Decree of the Ministry of Research, Technology and Higher Education of the Republic of Indonesia Number 122/KPT/I/2016 dated 10 March 2016 on the Change of Name of Universitas Siswa Bangsa Internasional to become Universitas Sampoerna (Sampoerna University) organized by Yayasan Putera Sampoerna at South Jakarta Municipality.

Sampoerna University is the highest institutional level of the Sampoerna Schools System (SSS) of Indonesia, instituted by the Putera Sampoerna Foundation for the purpose of creating and operating a system of schools that bring the complete kindergarten through university range of high-quality U.S. education to Indonesia.

The University College of Sampoerna University comprises the first two years of study, and offers a U.S. General Education core curriculum to all students. These courses may lead to an Associate's degree from our U.S. partner, and can qualify students for upper-level studies in degree programs offered by Sampoerna University, or for transfer to foreign institutions. The Lone Star College of Texas was the original institutional partner from 2012 until 2017. Broward College of Florida became the educational provider for the University College under an Institutional Agreement in August of 2017.

Sampoerna University's past and current U.S. partners provide students with courses, transcripts, and diplomas identical to those awarded to students at the U.S. campuses. Students in these programs can complete U.S. degrees in Jakarta at Sampoerna University if they meet our partner schools' program entry requirements. Students may also complete the third and fourth years of their program at the U.S. home campus and graduate at that university's commencement.

Alternately, students may choose to enter the Indonesian degree programs offered at Sampoerna University. Following completion of the two-year General Education core at the University College, students may continue their studies at Sampoerna University for a four-year *Sarjana* degree, the Indonesian equivalent of a Bachelor's degree. This option is often appropriate in subjects that have specific professional paths within the country. *Sarjana* degree is accredited by the Indonesian Ministry of Research, Technology, and Higher Education. Students opting for this path also receive an international education that is conducted exclusively in English, with internationally educated faculty and courses that meet rigorous accreditation standards in both Indonesia and the U.S.

VISION, MISSION, AND CORE PRINCIPLES

Vision

Sampoerna University aspires to foster future leaders with strong moral character and internationally competitive skills sets, enabling them to actively participate in building a more prosperous, equitable, respected, and globally competitive Indonesia..

Mission

Sampoerna University aims to provide students affordable access to education that meets the highest international standards. Sampoerna University offers a curriculum unique in Indonesia built around an American general education core, successfully preparing students for credential completion at Sampoerna University or for recognized transfer abroad. We also provide a full spectrum of co-curricular and pre-professional opportunities that ensure student success, preparing leaders for a global society.

Core Principles

The following core principles guide SU in delivering these key value propositions:

» English Language Proficiency as the key enabler and connector for international education.

» Character development as the nurturing of self-confidence through an affirming and engaging educational experience.

» Science and technology as key instruments for personal and national advancement.

» Developing leadership potential as an integral part of education.

» Building an entrepreneurial Spirit through industry collaborations that provide a stimulating learning environment.

» Cultivating a sense of social responsibility as a key part of our national education agenda.

» Inclusion and diversity – promoting secularity and tolerance to foster greater local and international ties.

» Tangible and ongoing commitment from the family and community to ensure student success.

» Access to financial assistance and student support tools for those in need.

» Collaboration with leading international institutions to expand educational options for Indonesians.

Statement of Non-discrimination

Consistent with its vision, mission, and core values, Sampoerna University is committed to fostering a welcoming, affirming culture of respect and inclusion, empowering and engaging all students, faculty, and staff. The University demonstrates this commitment by integrating diversity and inclusive excellence into its organizational processes, structures, and practices. SU affirms its commitment to recruit, support, and retain a diverse student, faculty, and staff community that upholds the principles of Indonesia's Pancasila and the spirit of non-discrimination as defined by the United States' Equal Opportunity Commission.

SAMPOERNA UNIVERSITY GOVERNANCE

The academic governance and structure of SU adhere to the Sampoerna University Statutes, with the oversight of the University Council, University President and Rector.

University Council

The University Council is the highest governance body of the University, comprising leaders from academia, international business, and non-profit organizations. Council members are nominated and elected, serving a renewable term of three years. The University Council is a standing body of officers providing guidance and advice on all matters concerning the University.

The University President

The chief executive officer of the University overseeing operations, administration, and academics, the President reports directly to the University Council.

The University Rector

The Rector is the highest academic officer of the University, reporting to the President. The Rector authorizes academic policy that is presented by the University Senate through decrees approved by the University Council and President.

University Senate

The University Senate is the highest academic governance body in the University and has the authority to deliberate and make recommendations on all academic matters. Pursuant to Article 41 paragraph 2 of the University Statutes, the University Senate shall consist of the following persons: the University Rector, Vice Rectors, Deans, Heads of the Centers, and representatives of the Provider Agency.

Faculty Academic Councils

Per Article 31 in the University Statutes, each Faculty will ensure academic governance through the establishment of a Faculty Academic Council, whose remit shall be approved by the SU Senate.

CHAPTER 2
ACADEMIC REGULATIONS

ACADEMIC CALENDAR

The Academic Calendar is published once a year and contains important academic activities within the academic year. The calendar for academic activities is divided into two main periods which are called semesters, and may be followed by a short semester during the summer months. The fall and spring semesters consist of 16 (sixteen) weeks of courses, including two weeks of examinations. The short semester consists of four up to eight weeks.

Length of Study

The usual study period for the core program for SU is eight semesters, plus any approved academic leave (a maximum four semesters during the study period). The maximum study period to get a Bachelor's degree from Sampoerna University is 14 semesters.

Credit Framework

The core curriculum comprises 36 credits of general education requirements, plus 24 credits toward the students' major field of study or electives, for a total of 60 credits in the first two years. New Students may take a maximum of 18 credits in their first semester, and 21 credits for their second semester.

For students continuing at Sampoerna University after completing the core requirements, the total credit load for the four-year SU undergraduates program (S1) is 144–160 credits, with a maximum of 24 credits taken each semester, with approval.

One credit hour is defined as follows:

ACTIVITIES	DURATION (MINUTES)	
	Theory	Practicum
Scheduled facilitated learning (face-to-face) activities	50	100
Scheduled structured academic activities, planned by lecturers and completed by students as homework, observation, etc.	60 – 120	60 – 120
Independent (self-managed) academic activities, done by students	60 – 120	60 – 120

Curriculum

The curriculum of Sampoerna University was developed in accordance with the National Education Standards, Indonesia's national qualification framework for the awarding of the S1 or bachelor's degree. Within this framework, the curriculum of the lower division is designed to meet the standards of U.S. accreditation for a two-year associate's degree, leading to the Indonesian S1 degree or providing students with transferable credits to a U.S. institution for completion of a four-year bachelor's degree.

The curriculum is implemented in a flexible and interdisciplinary model that allows students to transfer to another study program after meeting specified requirements. The curriculum is reviewed periodically, in part or in whole, in accordance with the development of science, technology, engineering, arts, and mathematics, as well as the needs of the students, community, and the labor market.

Based on the Academic Policy Article 25 -- the Curriculum Framework, each study program must develop a study plan that is grouped into three components: (1) general education curriculum; (2) discipline/core curriculum; and (3) professional development curriculum. All courses should be conducted in English, including all assignments and examinations.

Syllabus

A syllabus is a learning contract between the instructor and students that outlines a course and includes all or most of the following components: course title, course code, course description, credit hours, prerequisites, co-requisites, semester and year, learning outcomes, lecturer name and contact information, meeting location, date, and time, topics, resources and course materials, assignments and due dates, grading and assessment structure, and any unique class policies or expectations.

The purpose of the syllabus is to explain the course objectives, the learning outcomes that must be achieved by the student, and the assignments and methods of assessment. The syllabus shall be evaluated at least every two years to update its content, materials, and activities as necessary.

Course Outline/Lesson Plan

Each lecturer is responsible for developing a course outline and lesson plan for each course to describe the aspects of detailed teaching and learning activities, weekly topics, teaching and learning media needed, and assessment methodology. This course outline will also be used as an implementation plan to achieve the designed course learning outcomes.

Student Status

Active Student
An active student is one who has satisfied all entry requirements and is qualified to participate in all academic activities. Requirements to become an active student are as follows:

- Apply to SU and accept an offer of admission or conditional admission;
- Complete the registration process;
- Pay the tuition and fee(s) due;
- Complete a study plan by consulting with an advisor.

Auditor
An auditor is:

- a student who is authorized to follow academic activities to enhance knowledge of some specific area without academic credit, or
- a transfer student candidate who is still in the process of diploma equivalency.

An auditor may come internally from SU (those who have been enrolled as SU students) or from outside the University. Requirements for internal auditors are as follows:

- Registered as an active student;
- Have a minimum GPA of 3.00;
- Take a maximum study load of four audited credits; and
- The total study load (regular courses + audited course) may not exceed 24 credits.

An external auditor must have advance approval from the SU administration as well as the lecturer, and must meet minimum qualifications of the course. They will not be expected to take examinations, and will not receive grades or academic credit for the course, nor will they be billed regular tuition.

Academic Leave
A student on academic leave is one who officially requests an academic leave at his or her own initiative, and is exempted from the obligation to follow academic activities during certain semester(s). An academic leave can only be taken by a student for two (2) consecutive semesters, and a maximum of four (4) semesters during a student's period of enrollment. Academic leaves are requested in writing to the student's Head of Program and approved by the Dean and the Vice President for Academic and Student Success.

Continuing Student

Prior to the commencement of the semester, every student must register for the following semester by submitting a Study Plan (KRS) and pay any due tuition and fees.

Inactive Student

An inactive student is:

- a student who has finished an academic leave but has not registered for the following semester; or
- a student who does not register for the following semester.

Any inactive semester(s) will be counted in the total length of study.

Academic Sanction

- A student who is found to have violated academic rules and placed on academic sanction is not allowed to participate in academic activities during a period specified by the SU administration.

Reactivated Status

A student who wants to reactivate their status should:

- Submit a letter requesting to be returned to active status to the Head of the Study Program, copying the Academic Registry. This request letter must be submitted no later than one week prior to the add/drop period.
- Undergo the re-registration processes.
- Pay the required tuition and fees.

Registration Process

START

TUITION FEE PAYMENT

STUDENT

1. Fill in study plan into ACADIS
2. Discuss Study Plan with Academic Advisor

STUDENT

View and Check Study Plan in ACADIS

REGISTRY

Prepare and Distibute Student Activity Card (KAK) to the students

END
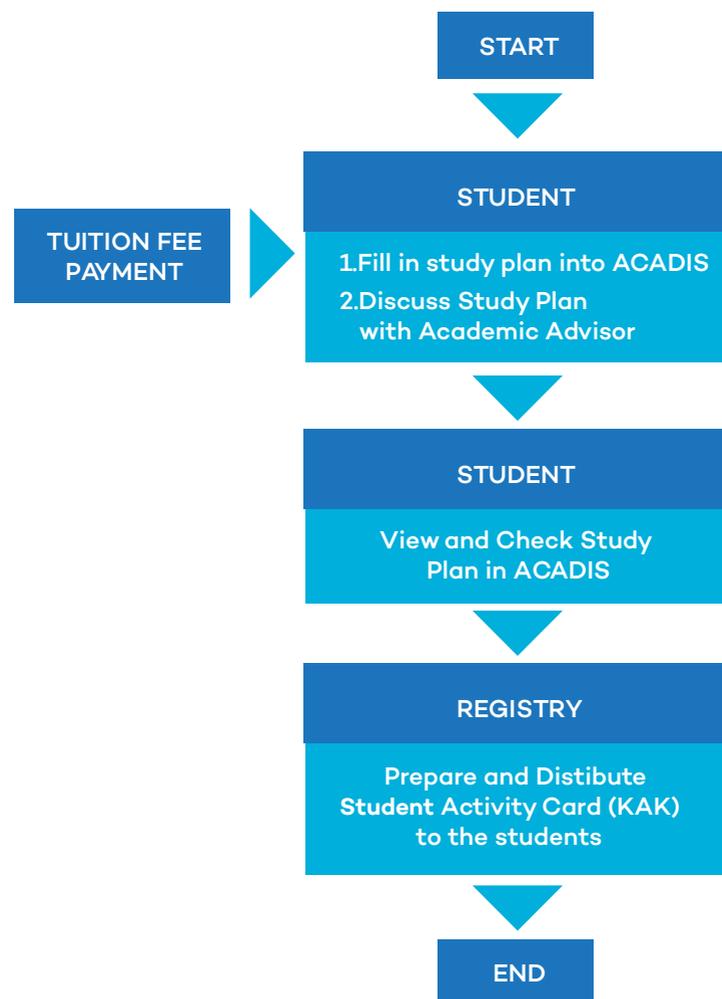
STUDY PLAN (KARTU RENCANA STUDI/KRS)

A 'Study Plan' refers to a students' semester course plan that is developed jointly by a student and his or her advisors (Advising Center and Faculty Advisors) at the beginning of each semester. Every student must prepare to register for courses by filling out an online study plan form during the specified period in the academic calendar. There are two activities related to the Study Plan registration: Course Taking Plan (Study Plan I) and Actual Study Plan (Study Plan II).

Course Taking Plan (Study Plan I)

Before the end of the semester, each student needs to discuss with their academic advisor about the courses in which they intend to register for the incoming semester. Students must fill in the online Course Taking Plan during the Study Plan I period.

Actual Study Plan (Study Plan II)

After the semester results are released, each student needs to discuss and confirm with their academic advisor about the courses they intend to register for the incoming semester. Students fill in the online student Study Plan during Study Plan II period.

Determination of Subjects and Number of Credits

The compulsory subjects must be prioritized, and the prerequisite subjects must be taken in the appropriate sequence.
The maximum number of credits that can be taken will be based on the GPA of previous semester:

GPA of Previous Semester	Maximum Number of Credit
≥ 3.00	21-24 credits
2.50 - 2.99	18 credits
2.50 - 2.49	15 credits
≤1.9	9 credits

Note: Students wishing to pursue max credit load must receive formal permission from their advisors.

For students who took academic leave, the number of credits that can be taken is based on the semester GPA of the semester immediately preceding the academic leave.

SEMESTER STUDY PLAN (KRS) SUBMISSION

For New Students

During the first year of enrollment at SU, students will be primarily advised by officers of the Student and Parent Advisory Center (SPAC), due to the specific General Education requirements that comprise their coursework and will guide their study plan.

Academic advisors will be assigned to all students and will review their study plan and approving courses recommended by SPAC prior to registration. During the second year, students planning to pursue Bachelor's degrees at SU will meet more frequently with their academic advisors to identify required pre-requisite courses for their intended majors, and to update their plans of study during the third and fourth years.

The Academic Registry will assist new students in registering their courses into Academic Information Systems based on the advising results with SPAC and Academic Advisors.

For Continuing Students

- The schedule of study plan/ KRS submission can be seen in the academic calendar.
- Students must schedule a consultation session with SPAC and their Academic Advisor to determine courses for the incoming semester.
- If a student's study plan is not approved by both the SPAC and Academic Advisors, all parties should meet to discuss the options. The student's degree pathway, prior coursework, and intended major requirements must be considered to ensure the best selection of classes.
- Student registers all courses by filling the semester study plan/KRS into ACADIS.

- Semester study plan I and II must be submitted within the determined period according to the academic calendar.
- Withdrawal from a course in an approved study plan (KRS) is strictly prohibited, except when approved by the Advisors under extenuating circumstances.
- A lecturer has the authority to reject a student who registers late for a course and/or for the final project advisory sessions.

Add and Drop

The semester study plan/KRS may be changed by adding or dropping one or several courses within the appropriate time period. This process performed in the first two weeks of a new semester and should be updated within this period as defined in academic calendar. Any changes to the study plan should be made through ACADIS and must be approved by the advisors.

Course Attendance

Students are required to be punctual when they attend all academic and nonacademic functions. Students are required to attend all classes as scheduled and may be asked to attend classes outside of their regular schedules.

This policy includes classes offered with online courseware, as SU features a hybrid model of instructional delivery. Students are bound to the policy stated in each course syllabus for attendance requirements.

The minimum requirement for attendance is 75 percent of total sessions. Students should be ready in classrooms/labs 10 minutes before the course and/or practicum begins. Lecturers have the authority to prohibit students from joining the conducted session if they are late or if they violate the rules/regulations.

Academic Performance Assessment

Assessment Component

The assessment component of a student's academic performance may include the following:
- Examinations (mid and/or final exam, final project exam)
- Structured assignments (quiz, homework or project)
- Course participation and course attendance

The score composition, or weight attributed to each component, will be defined in the course syllabus.

Types of Examinations

Semester Examinations

Semester examination consists of mid-semester examination and end-semester examination. These assessments may be in the form of a written or oral examination, a research paper, an experiment or research project, or a creative performance, at the discretion of the lecturer and dependent upon the discipline. The mid-semester examination is given after completing several topical units of the class, while the final semester examination is executed after all course materials have been covered. These two examinations have been included in the academic calendar that has been announced to students.

Final Project Assessment

The final project must be undertaken by students in order to complete their studies and earn any SU degree. The nature of this test is holistic, comprehensive and it covers all disciplines related to the field. The test is based on the final project materials, completed according to the guidelines decided by the faculty. The final project assessment is conducted each semester and is publicly announced to students.

The evaluation factors consist of primary and secondary components as follows:

a. Primary components:

- Consistency between problems, references, analysis, methodology, and conclusion;
- The depth level of analysis; and
- Simulation and/or applicability of the idea(s) of the thesis/final project (if appropriate).

b. Secondary components:

- Presentation performance

Further details of final project assessment will be provided in the guidelines for final project development established by each Faculty.

Examination Requirements

The general requirement for attending an exam is that the student has an Examination Card (KHU is Kartu Hadir Ujian). The student should also fulfill the minimum attendance requirement of 75 percent of the total courses during a semester.

For thesis exams, in addition to the lectures activity card/KAK, students also have to fulfill the following requirements:

- Complete the final project report approved by the Project Advisor;
- Fulfill the administrative obligations determined by the University/faculty.

The general regulations for Mid- and End-of-Semester examinations are:

- Students have to be present in the test room, ten minutes before the examination begins;
- Students who come late may be allowed to take the exam without extending the time of the test, unless there are specific regulations;
- Students who are in the test room cannot withdraw from the examination after the distribution of the exam materials without consent from the proctors;
- Students are only allowed to bring equipment or materials approved by the examination team;
- Students who violate the test rules are subject to academic sanctions.

During the examination, students are not permitted to:

- Shift/change the seating arrangements;
- Write the examination's answers on answer sheets other than what has been decided by the examiner;
- Open books or notes, unless there is written statement for the examination can be administered as "open book";
- Exchange answer sheets or note papers;
- Speak or whisper;
- Assist another student in their work;
- Work on the exam prior to the approved starting time;
- Work on the exam after the invigilator announces that the exam time has ended;
- Use mobile phones, unless specified otherwise.

Online examinations

Other than specified above, during online examinations students are not permitted to:

- Open other browsers or other files/material unless specified otherwise;
- Attempt to get exam passwords illegally;
- Do the proctored exams without any proctors.

Any violation of those rules will affect to the exam results – the answer sheets will be marked as invalid and the student will receive applicable academic sanctions.

The faculty can make additional rules as long as they are not contrary to the University regulations.

Absence from Examination

A student who fails to attend an examination caused by an authenticated medical treatment or unforeseen circumstances such as earthquakes, flooding, typhoons or other natural calamities must notify the Study Program and/or Academic Registry not more than three (3) working days after the exam day. This notification must be supported by relevant and valid document(s). Under these circumstances, the student has the right to request a separate examination after obtaining approval from the Dean.

Grading

Course grades entered in the student's transcript are alphabetical symbols with the following values:

	Grades	Points awarded
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
E	Failure	0

Examination Results

Result Announcement

The exam results of each student will be recorded by the Lecturer into the ACADIS during grade submission period according to the academic calendar. In cases where a student has not completed a task or assignment required by the Lecturer, the student's score will be set to "H" which means "Hold" and must be completed within a week. Students can view their grades on the student portal after the Academic Registry has released official grades.

Changes to a Recorded Result

Changes to a recorded exam result may only be pursued if there has been an error in calculation or a technical fault, such as the inadvertent omission of a portion of the graded material.

A student who has a valid reason to request a grade change may contact the respective lecturer. Any change to the score or grade must be conducted in accordance with the following procedure:

- The student explains the reason and provides valid evidence to the lecturer.
- If the student's reason is accepted, the lecturer will fill out the necessary form and seek acknowledgment from the Head of the Study Program and Dean of the specific Faculty.

- The lecturer submits the grade change form to the Academic Registry, after it is approved by the Head of the Study Program and the Dean.
- The Head of Program and the Dean have the right to approve or reject the grade change petition.

Any changes that are not in accordance with this procedure will not be processed.

Retake Policy

Student who has an 'F' grade is obliged to retake the course by re-enrolling in that course in a new semester through the Study Plan (KRS) submission process. The grade shown on the transcript will be the best grade obtained. Tuition fees may be charged if the course is retaken more than once.

Study Result Card

The Study Result Card (KHS) is a printout sheet that contains the data of study results released by the end of the semester. The KHS sheet contains information on:
- course title;
- score, credit weight, credits of the related course titles;
- semester GPA and cumulative GPA in the current semester;
- total credits taken in the current semester;
- total credits taken from the first up to the current semester.
- maximum total credits for which the student may enroll in the next semester.

Grade Point Average (GPA)

GPA Definition

The GPA is a tool of measurement on a scale of 1 to 4 indicating the level of student's mastery of the completed courses. Student records include both semester GPAs and cumulative GPAs. The GPA is calculated by the following formula:

$$GPA = \frac{\text{The sum of (total credits X grade points)}}{\text{Total credit}}$$

The semester GPA will be used to determine the number of credits that can be taken by a student in the next semester.

The cumulative GPA is used as a primary indicator of the passing grade for the program completion.

Final Project

Definition

The final project demonstrates a student's academic ability and achievement of a field of study in an integrated way, whether through a written document, creative work, or an applied case study, depending upon the discipline. The final project generally consists of two forms:

- Thesis: a formal, original piece of writing, based on a student's ideas, research, or experiment; and
- Applied project: an academic writing that requires students to apply their knowledge and skills in identifying and addressing a real-world issue or need. This final project model will produce two products: (1) a final academic paper, and (2) a final product representing the application of knowledge to a real-world issue.

Prerequisites

Prerequisites of the final project are as follows:

- A minimum of 120 credits of coursework completed;
- Completion of the Research Methods course;
- Fulfillment of all administrative obligations as determined by the University.

Duration

The final project should be completed in two semesters. If the student fails in the final project examination, s/he will have the opportunity to retake the examination. If they fail the second examination, they must propose a new final project with a different title in the following semester. This retake of the final project will count toward the student's maximum study period.

Reporting

The guidelines for developing the final project report are established by each faculty.

Final Project Examination

The final project examination will be conducted by an academic committee appointed by the Dean. The decision on the examination will be based on the following:

- A minimum grade of "B" is earned on the final examination. If the student does not earn a B or higher, then s/he may be required to revise the final project report within a time limit determined by the examination committee;
- A student who has not passed on their first attempt can repeat this examination within two months of his or her first Final Project examination; and
- A student who has not passed the second final examination attempt must repeat the final project requirement with a new topic at the next semester.

Short Semester

A short semester is provided for students to improve their GPA and/or accelerate the study period, and regulated as follows:

- Courses that can be taken in a short semester must be available on the schedule;
- A student is allowed to take a new course if their credits in the previous semester are less than 22 credits;
- The maximum number of three courses (nine credits) may be taken in a short semester;
- Students must be in "Active" status;
- Fees will be charged for courses taken more than twice;
- The final grade that will be recorded in the academic transcript is the best grade obtained.

Academic Leave and Re-registration

Students have the right to propose taking an academic leave. Once approved, it will release the student from all obligations to follow any academic activities and will not be counted in the student's study period.

The academic leave requirements are as follows:

- The student has an active status;
- The student is in the second year of study or above (first-year students are not allowed to take academic leave);
- Academic leave is for a maximum of two consecutive semesters; and
- Total duration of academic leave is four semesters during a student's studies.

The procedure for proposing an academic leave is as follows:

- Consult and seek approval from the Academic Advisor and Head of Study Program.
- Complete forms provided by Academic Registry and submit it two weeks before the new semester starts.
- If a student misses that deadline then his/her status is still considered active and is counted into the total study period.

A student who wants to re-activate his/her status should:

- Submit a written request to return to active student status to the Head of the Study Program, copying the Academic Registry. This request letter must be submitted no later than one week prior to the add/drop period.
- Undergo the re-registration processes.
- Pay the required fees.

Withdrawal
A student may be considered withdrawn if he/she exhibits one or more of these factors:

- Exceeds the maximum limit of the study period (more than 14 semesters);
- If s/he has not earned a minimum of 40 credits and by the end of the first four semesters, and/or has a cumulative GPA below 2.00;
- Has been enrolled for 14 semesters and fails to pass the final project examination. This status may preclude the right to retake the final project examination;
- Is currently subject to an academic sanction.

Academic Transfer

Internal Transfer
The Internal transfers can occur between study programs at the same level and between majors/concentrations within a study program and faculty. Requirements for executing the transfer process are as follows:

- Available slot in the intended class
- The student has an active student status
- Obtain permission/recommendation from the Head of the previous study program and the Head of the intended study program, acknowledged by the both Deans
- The student has studied for at least two semesters
- Not in the process of drop out or under academic sanctions
- No additional time is given towards his/her maximum study period

External Transfer
The University can admit transfer students from other higher education institutions as long as they fulfill the requirements established by the government and University, and as long as there are slots available in the intended study program.

Completion of Study

Definition
Completion of study means:

- Having completed and passed all of the credits required to graduate;
- Having a minimum GPA of 2.00.

GPA Categories for Graduates:

Cumulative GPA	Categories
3.90 - 4.00	Summa Cum Laude
3.75 - 3.89	Magna Cum Laude
3.50 - 3.74	Cum Laude
3.00 - 3.49	Very Good
2.50 - 2.99	Satisfactory
2.00 - 2.49	Fair

To determine the ranking level at the Judicium, these following factors must be considered:

- GPA
- Length of study
- The grade of the final project

Academic Transcript and Diploma Supplement
Students who have successfully completed their courses and obtained an award will receive a statement of their academic record containing a breakdown of the modules taken and results achieved. If student wants to get additional copies of the transcript, they may request them from the Academic Registry. Charges may apply for those requests. Please contact Academic Registry for queries.

Graduation
Every student who has completed all academic and administrative requirements has the right to join a graduation ceremony. The student can collect their certificate of graduation by showing a receipt of completion of all administrative and academic matters.

Students may register for Graduation after they have fulfilled these requirements:

- Completion of all academic requirements
- Completion of all administrative requirements
- Passing the Judicium process
- Completion of the registration form

Graduation will be held at least once each academic year as set in the academic calendar.

ACADEMIC SUPPORT FOR STUDENTS

ACADEMIC SUPPORT FOR STUDENTS

Academic Advising

The role of the Academic Advisor is to provide assistance to students during the learning process, to facilitate the completion of their studies, and to achieve optimal GPA scores.

Scope of Advisory
- To provide assistance in determining the study plan;
- To assist in solving problems that impede learning effectiveness;
- To acknowledge any student complaints in relation to lecturers, programs, instruction, or other related academic matters;
- To provide regular and scheduled consultation, at least three times in a semester.

Final Project Advisor
In completing the final project, students will be guided by a final project advisor and co-advisor appointed by the Dean.

Qualification
The minimum qualifications for the Final Project Advisor are:

- A master's degree (S2) with the academic rank of *Lektor* or higher; or

- A doctoral degree (S3).

The minimum qualification requirement for a co-advisor are one rank lower than the Advisor's rank:

•   A master's degree, with the academic rank of *Asisten Ahli*.

Internship Program

Definition
An internship is an experiential opportunity to apply academic knowledge gained in the classroom to a real-world situation.

Benefits for Students
•   Strengthens the experiential learning of students by directly applying academic knowledge to real-world problems;
•   Prepares students to enter the workforce;
•   Provides an opportunity to explore the internship experience as a topic for the final project.

Internship requirements
The requirements for internship program refer to the final project prerequisites, with other documentation requirements as follows:

•   An internship application letter addressed to the desired internship partner companies;
•   Two 3 X 4 color photographs;
•   A cover letter that describes the willingness to work full time and to follow the rules in force of the intended employer;
•   Attendance at a minimum number of internship seminars that provide guidance, support, and the opportunity to share experiences;
•   A written summary report at the conclusion of the internship.

    Detailed requirements and the process of the Internship Program are determined by the Dean.

Tutoring Resources

The Learning Resource Center provides free tutoring and computer-use services to all students. Faculty and peer tutors from Sampoerna University are available for math and English. Tutoring may also be scheduled for science and many of the subjects covered in the Core Curriculum.

Our goal is to provide tutoring in a collaborative and student-centered learning environment that is safe, positive, and welcoming. Student achievement and success is our top priority.

Writing Center
The Writing Center provides a collaborative and safe learning environment for students to discuss writing from any courses that they take within the University. The Writing Center employs University faculty members and independent consultants to be tutors that are ready to help students with various types of support services, such as:

•   Brainstorming writing ideas
•   Planning and writing for essay exams
•   Writing course papers
•   Lab reports
•   Research papers
•   Resumes
•   Personal statements

To access services from the Writing Center, students are encouraged to sign up or come directly to the Learning Center Room, located on the 6th floor.

Math Lab
The Math Lab provides a collaborative and safe environment for students to discuss mathematical topics and problems from their courses. The Math Lab employs lecturers and faculty-recommended students.

Specifically, the Math Lab will help students to deepen their understanding of course material, practice problems with the guidance of a peer tutor, and develop necessary study and test-taking skills.

Academic Writing Workshops

Offered by The Writing Center, these workshops focus on helping students develop their ability to write effectively in an academic setting. Students learn how to effectively paraphrase and cite research using international standards of writing. Most important, students gain a greater awareness on the importance of academic integrity and meeting high ethical standards.

Summer Bridge Program

SU provides an intensive summer program for new students who need additional skills-building to meet the college-ready expectations required to enter academic programs. The Summer Bridge Program offers classes in Intensive English, Intensive Mathematics, and occasionally additional elective courses depending upon the student's proficiencies.

Library Services And Policies

The Library and Learning Resource Center is set up primarily to support the teaching, learning and research activities of the SU community, comprising students, faculty members, administrative staff, and other relevant stakeholders. The Library aspires to fulfill regional and national commitments to resource sharing, as well as to support the University's overall mission. With a seating capacity of 60, the Library is designed to incorporate common Learning Space or Learning Commons which constitutes an integrated learning space (Quiet Zone, Collaborative Study Area, Library Lounge, Meeting and Discussion Rooms and Student Lockers). Located on the 6th floor of the L'Avenue Building, it is a fully digitalized library system that is accessible on or off-campus.

Library Collections

The Library holds major reference collections, printed and online resources, to support the teaching, learning and research needs of the university. The Library licensed a variety of research materials (databases, electronic journals and books, and other Internet and web-accessible resources) for online access through the Internet and Web. Subscriptions to electronic collections are based on the recommendation of faculty members and staff.

These resources are accessible on site as well as from off-campus locations with proper authentication.

In addition to reference and general collection services, the Library supports the University curriculum by providing course-reserved materials. The service makes available materials that have been designated by lecturers as required readings for specific courses. Materials may include books, book chapters, articles, online materials such as e-journal articles and websites, audiovisual materials, and faculty-developed materials such as lecture notes, sample tests, etc. Such a service is provided by the Library for the convenience of students both in preparing class assignments and in pursuing informal educational activities such as advanced independent study and research.

The library materials are organized into several collections:

1. **General Collection**
   This includes general and professional books which are placed in the open shelf collection.

2. **Reference Collection**
   This collection contains general reference materials such as encyclopedia, dictionaries, yearbooks etc. The Call Numbers are preceded by "R" and they are shelved in a separate area. The reference collection is for in-house reference only.

Loan Quota	Students	Academic staff	Other staff*
Open Shelf	14 days	14 days	14 days
Reserve	Overnight	Overnight	Overnight
Textbooks	3 days	3 days	3 days
Fictions	14 days	14 days	14 days
Journals	3 days	3 days	3 days
Reference Collection	Read only	Read only	Read only
Newspaper and Magazines	Read only	Read only	Read only

*Other staff refers to University Admin Staff and other affiliated bodies within PSF.

Note: Loan Quota — 3 items (Students), 6 items (Academic staff), 3 items (Other staff)

3. **Reserve Collection**
   This collection comprises items in heavy demand or recommended by academic staff for short-term loan. They could also be the first copy of adopted textbooks. This collection is for in-house use. However, overnight loans are also allowed from 5:00 PM to 8:00 AM the next opening day. The Call Numbers are preceded with a red sticker, labeled "Reserve".

4. **Textbooks**
   These are adopted University textbooks borrowable for a three-day loan period. They are shelved separately and the Call Number is preceded by orange sticker, labelled "TB".

Library Services and Facilities

Opening Hours
Monday–Friday : 8:00 AM–9:00 PM
Saturday : 8:00 AM–5:00 PM
Sunday and Public holidays: Closed
*Sunday (two weeks before exam week and during exam weeks) Library opening hours is 10:00 AM–5:00 PM)
Semester Break:
Monday–Friday: 8:00 AM–5:00 PM
Saturday, Sunday and Public Holidays: Closed

Other Library Services and Facilities
- Accessible library e-resources 24/7 *(library.su.ac.id)*
- Wireless access throughout campus
- Research assistance
- iPad Loan
- Discussion Room
- Newspaper/popular magazines reading area
- Photocopy service
- New book display
- Document delivery services
- Library orientation
- Information literacy program

Borrowing Policies
Registered Library members are allowed to borrow library materials based on the type of user and their respective duration as shown below:

Loan Renewal
Generally, all loans may be renewed once unless a recall has been placed. Borrowers can renew their loans in person or online via the Library website anytime before the due date. Look for "Member Area". The new due date is calculated from the date of renewal.

Library Fines and Penalties
All items are to be returned directly to the Library by their due dates. Failure to return an item by its due date will result in an overdue fine. Library fines and penalties should be seen as a deterrent for withholding materials, to ensure equal opportunity in using library materials among users. Users may allow fines to accumulate up to a total of Rp50,000, but after this point, their account will be automatically blocked.

Fines structure
Open access, textbooks and AV materials – Rp2,500 per day
Reserve collection – Rp5,000 per day

The destruction, loss or mutilation of any library material will also incur a fine or replacement fee equal to the current cost of the item, plus a processing fee of Rp50,000. Overdue books or unpaid fines may also result in an academic penalty, including the deferment of paper or degree completion.

Library Rules at a Glance
All users share the responsibility of ensuring that the Library is a conducive environment for reading, research, and study. Students are expected to be informed and considerate users. Some basic rules that shoud be observed are:

- The Library reserves the right to inspect possessions at exits/entrances, and to require presentation of a currently valid I.D. to gain access to the building.

- No library material may be taken out from the premises unless the loan has been recorded. The borrower shall be responsible for loans until the record is cancelled. Loaned items may not be transferred from one borrower to another but must be returned to the Library and formally re-issued.
- A borrower is held personally responsible for the safe custody of materials on loan. The borrower shall be required to pay for the cost of replacement of any item lost or damaged while on loan.
- Library users are expected to comply with University policies while accessing library computers and networks that govern their use on the campus. Users must observe all relevant laws, regulations, contractual obligations, and University policies and procedures.
- The mutilation or theft of library material by a student will result in an automatic referral to the University administration and may also lead to suspension from the University.
- Library users may not use library facilities or services for entertainment purposes and will be asked to leave the Library if they continue to do so.
- Use of the library facilities for meetings, displays, events, filming, exhibitions, and other activities, without advance authorization from the appropriate library personnel is prohibited.
- Group work, talking, and socializing are permitted in designated group study areas throughout the Library. Talking, socializing, and other disruptive behaviors that interfere with the study and research needs of others in any area of the Library are prohibited. Individuals who are engaged in noisy or disruptive behavior will be asked by the Library staff to leave the Library facility.
- Silence should be observed. Please respect others who are studying.
- Food and drinks should not be taken into the Study Area.
- Handphones should be put on silent mode while you are in the Library.
- Dress code: Students should observe the University dress code while using the Library.

CHAPTER 4
STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

Every student has the right to:

- Receive access and opportunities to develop and apply their knowledge through instruction, learning, research, and community service activities;
- Receive guidance from lecturers and academic advisors;
- Receive high-quality academic support services;
- Engage in co-curricular and extracurricular activities;
- Express their opinions constructively in comments or complaints, in accordance with social and ethical guidelines;
- Review their educational records (admission materials, transcripts and other information on individual academic progress, documentation on disciplinary action, counseling, written complaints, and the official correspondence relating to these items) by submitting a written request to the relevant department.

Student Responsibilities

Every student has a responsibility to:

- Uphold the Indonesian law and the tenets of their faith;
- Demonstrate an exceptional moral code;

- Practice the principles of academic integrity (not cheating in any form, deceptive fabrication, plagiarism, or violation of copyright laws);
- Respect personal differences relating to ethnic or national origins, religious affiliation, gender, sexual orientation, and disabilities;
- Uphold the ethos of scientific, scholarly investigation demonstrating open, universal, objective, critical, and balanced analysis;
- Observe the institutional code of ethics;
- Refrain from inappropriate personal relationships with lecturers, professors, and other college officials.

STUDENT CODE OF CONDUCT

Honor Principle

Each student is required to uphold academic freedom by practicing, maintaining and improving the scientific, technological, literary, and artistic fields through committed engagement in research, discussions, and dissemination of information in a responsible manner. All these practices are to be conducted in accordance with the aspiration for increased knowledge, adhering to the following principles:

- Honesty and integrity in all academic and co-curricular work;
- Respect for the work and opinions of others;
- Value for the benefit of the community and the world at large.

Student - University Relationship

Each student is expected to:

- Maintain the University's positive reputation;
- Obey all of the University and faculty rules and regulations
- Actively maintain the University facilities, campus cleanliness, and the harmony among the civitas academia;

- Seek the necessary approval from the SU Rector, Vice Rector or Dean if planning an activity on behalf of the College or University.

Student Interrelationships

Each student must contribute to developing a healthy and thriving academic community among students by following these important tenets:

- Respecting the principle of academic freedom;
- Contributing to the University's commitment to the community by actively participating in and initiating efforts to build, maintain, and develop social and cultural campus life.

Responsibility to the Institution

All students are expected to:

- Strive to uphold the University's vision, mission, values, and reputation as well as national culture and identity;
- Comply with the University policies, rules and regulations;
- Maintain the proper use of the University facilities and infrastructure;
- Participate in a comprehensive student experience.

Personal Responsibility

All students must:

- Pursue academic mastery in a program of study, based on the University's academic standards, values, and regulations;
- Exhibit professional, ethical and responsible behavior on campus;
- Uphold personal integrity and respect the integrity and rights of others;
- Respect individual differences relating to ethnic or national origins, skin color, religious beliefs, gender, age, sexual preferences, and disability;

- Refrain from engaging in any form of criminal activity;
- Avoid inappropriate behavior, including using drugs or alcohol;
- Be punctual.

Student Records

Permanent records for Sampoerna University students are maintained by the institution at its campus in Jakarta, Indonesia. These records are accessible to eligible students. Transcripts of coursework are available upon written request by the student.

With regard to the protection of student privacy, SU policies must comply with U.S. standards of best practices and federal law as per partnership agreements with U.S. institutions and their respective U.S. accrediting organizations. SU recognizes the U.S.'s Family Educational Rights and Privacy Act, which requires authorization by any student aged 18 and above for the institution to release educational records to another party.

Student Grievances

Sampoerna University is committed to fostering an educational environment that promotes the highest level of learning and moral character development of their students. To support this commitment, SU strives to ensure all students are treated equitably and in accordance with University policies. Should a case arise in which a student believes that an SU officer or lecturer has not acted in accordance with its policies, the student should first seek to resolve the issue informally with the respective individuals. If these informal procedures prove unsatisfactory, the student may file a formal complaint to seek resolution.

Definition
A formal student complaint at SU may be filed when a student can demonstrate that the University has not upheld its policies. Some SU policies contain formal appeal and/or grievance procedures. As such, formal complaint procedures are not intended to bypass these established, official appeal processes (e.g. admission decisions, grade appeals, conduct sanctions).

Formal complaints should be pursued as a final option when informal resolution strategies have been unsuccessful. Formal complaints must be filed in a timely manner, submitted in writing, through designated communication channels, and in accordance with college policies and procedures.

For a student complaint, grievance, or appeal to be considered a formal student complaint, it must meet the following criteria:
• The complaint, grievance, or appeal alleges a violation of official SU policy; or
• The complaint, grievance, or appeal is governed by an official SU policy; and
• The complaint, grievance, or appeal has been unsuccessfully resolved through informal resolution strategies; and
• The complaint, grievance, or appeal has been communicated in writing and states explicitly that a formal complaint is being filed (e.g., letter, memo, email).

The following outlines complaint procedures at SU.

Procedures
Complaints Based on an Official University Policy

Most student complaints are governed by official university policies. Students filing a complaint related to an official policy, as shown below, should refer to the procedures and expectations as outlined in the relevant policy statement for appeal and/or grievance procedures.

Types of Student Appeals:

1. Admission Decisions
Any candidate dissatisfied with an admission decision may request an explanation from the Admission Office. In the case that the issue cannot be resolved by direct inquiry, the applicant can make an appeal for a decision review by the Admission Committee, which has the responsibility of reviewing applications with extenuating or special circumstances and the authority to grant admissions to applicants who have strong merit but do not meet all prescribed requirements, as stated in the Admission Policy.

2. Grade Appeals
Any student who strongly feels that they have been given an unfair grade may appeal the grade through the following procedure:

a. An academic appeal is a formal request brought by a student to change a grade, or to challenge a penalty imposed for violation of standards of academic integrity, such as plagiarism or cheating.

b. A request to change a grade or to challenge a penalty must be made within six months of the action. A grade may only be changed by the course instructor (or by the Dean in the absence of the course instructor) or by the Academic Appeals Committee (see Academic Policy article 63).

Chain of Command

Non-Academic Informal Resolutions	Academic Informal Resolutions
Student Life Personnel	Academic Advisor
Student Counselor	Student Counselor
Head of Study Program	Head of Study Program
Head of Student Affairs	Head of Student Affairs
Dean	Dean
Vice Rector of Academic & Student Affairs	Vice Rector of Academic & Student Affairs

c. An academic appeal will be considered if there is evidence that one or more of the following conditions exist:
   i. An error in calculation of the grade;
   ii. A significant deviation from the syllabus;
   iii. Academically disparate treatment of a student; or
   iv. Any inappropriate penalty imposed for an academic integrity violation.

d. An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course, or because of disagreement with the instructor's professional judgment of the quality of the student's work and performance.

3. Conduct Sanctions
Anyone aware that a violation of the Code of Ethics has occurred has the obligation to report the occurrence to the appropriate Dean. However, when a student is dissatisfied with the decision, they can appeal that decision once by sending a written appeal to the Vice Rector for Academic and Student Affairs, along with supporting evidence. The Vice Rector will make a determination or refer the matter to the Standing Committee on Ethics and Discipline. The complete procedure for appeals is documented in the Academic Policy Manual.

For complaints relating to University policies in which appeal and/or grievance procedures are not prescribed, the following guidelines must be followed.

Informal Resolution
A student who can demonstrate that he or she has been subject to a lack of adherence to University policy or procedure by University personnel must first seek to resolve the issue directly with the respective SU representative (e.g. staff member, faculty member, administrator).

If a satisfactory resolution cannot be reached between the student and University representative, or if extenuating circumstances prevent direct communication between the student and the relevant University representative, the student should follow the appropriate chain of command. If, after diligent communication through the chain of command, a satisfactory resolution cannot be reached, a formal complaint may be filed following the procedures as outlined below.

Formal Complaints
Students may file a formal, written complaint after informal strategies have not reached a satisfactory resolution.

These formal complaints can be submitted in writing to the Quality Assurance Officer, Sampoerna University, L'Avenue Campus, Jln. Raya Pasar Minggu Kav. 16, Pancoran, Jakarta 12780 or by email to qaa@sampoernauniversity.ac.id. Formal complaints must be filed within 30 college business days of the college action creating the student's concern. Upon submission, the formal, written complaint will be routed to the appropriate divisional administrator for review. Upon receipt of the complaint, the administrator has 20 college business days to respond.

For complaints filed between semesters, additional response times may be necessary to allow for availability of the relevant parties. When additional time is necessary, students will be advised in writing of the estimated time for a response within the 20 college business days of receipt of the complaint. The Quality Assurance Officer is responsible for maintaining all records of formal student complaints.

Academic and Disciplinary Sanctions

The implementation of any academic sanction must be authorized by a Rector's Decree, after receiving a recommendation from the relevant Dean, and/or consideration by the Committee on Ethics and Discipline. A termination of study will be executed if the criteria for this penalty are met.
Other academic sanctions may be imposed if it is deemed that a student has engaged in any forbidden activities such as:

1. Falsifying a signature related to the courses, study plan (KRS), transcript (KHS), certificate, or other falsification of academic documents. This is punishable by suspension of one semester. This suspension period will be included in the student's maximum duration of study.
2. Cheating on an exam, lack of discipline, assisting friends in cheating, or disrupting an exam is sanctionable by canceling the score of the related exam.
3. Offering gratuities to lecturers or employees in any form to unfairly alter a score. This is punishable by suspension of the following semester. This suspension must be part of the student's study period.

4. Submitting work done by others such as proposals, thesis, final project etc. This is punishable by the cancellation of the score and suspension for one semester. This suspension must be part of the student's study period.
5. Plagiarism of any kind (thesis, final project, written papers, etc.) or falsifying data. The punishment for this violation is the cancellation of the relevant degree or certificate.
6. Violations of the code of ethics outside the academic field are subject to student sanctions according to the University's regulations.
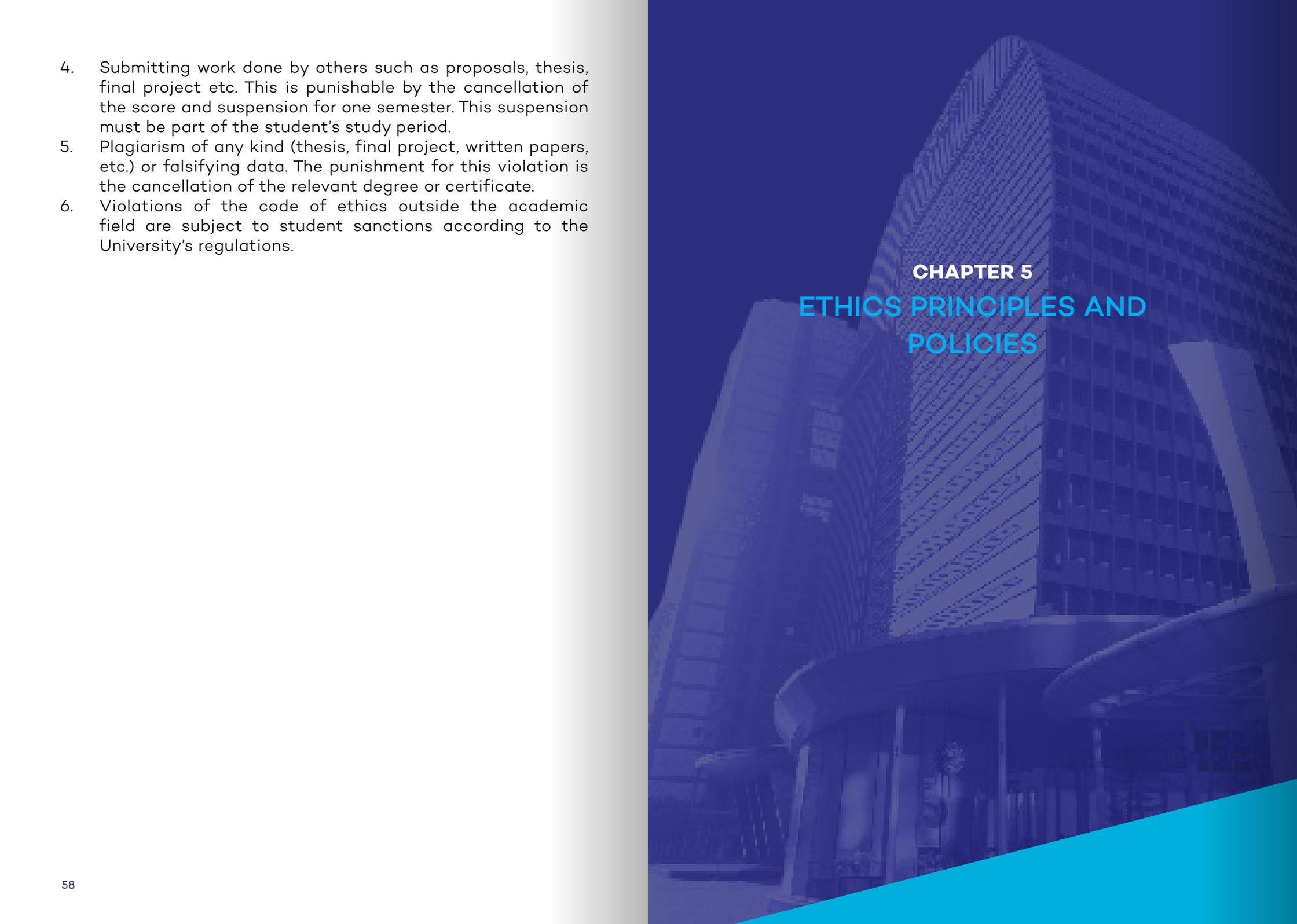
CHAPTER 5
ETHICS PRINCIPLES AND POLICIES

ETHICS PRINCIPLES AND POLICIES

Academic Integrity

Students, faculty members, researchers, and/or anybody who is engaged in academic pursuits may not claim words and ideas of another as their own. They are required to give credit and correct attribution to the original source, where it is due.

The key element of this principle of academic honesty is that authors do not present the work of another as if it were their own work. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit (American Psychology Association – Publication Manual: Ethics Code, 6th Ed., Washington, D.C., 2010).

Research Ethics

All members of the University community engaged in research are charged with upholding the following principles:

1. **Honesty**
    Upholding honesty in all academic communications. Researchers propose and report methods, data, results, conclusions and recommendations with accuracy, sincerity and honesty, and are prohibited from deceiving or misleading colleagues, granting agencies or the public.

2. **Integrity**
    Strive for consistency of thought and action; always keep promises and agreements.

3. **Respect for confidentiality and privacy**
    Safeguard confidential information and respect the privacy of the participants in the research conducted. Any communication related to grants or papers submitted for publication, patent records, and personal data are discussed only for scientific and professional reasons.

4. **Respect Intellectual Property Rights**
    Be cognizant of issues related to intellectual property rights, which include patents, trademarks, copyright, authorship, publication credit. Give proper acknowledgment or credit for all contributions to research.

5. **Refrain from any form of academic dishonesty, including but not limited to:**
    *   Plagiarism;
    *   Fabrication, falsification or manipulation of data;
    *   Duplication of published data;
    *   Withholding or omitting data upon which research findings are reported.

6. **Provide informed consent for research, including:**
    *   The purpose of the research, procedures, and timelines;
    *   Subjects' right to decline participation;
    *   Possible risks and likely benefits;
    *   Assurance of confidentiality, privacy, and policy toward sharing of data;
    *   Incentives of participation, if applicable.

Academic Dishonesty

In the event that the institution's principles of academic integrity are violated, a student is subject to an investigation and hearing, conducted by an ad hoc committee usually comprising the instructor involved, the Head of the Program the relevant Dean, and the Registrar. The implementation of any academic sanctions results from the adjudication of this ad hoc committee.

Disciplinary proceedings are initiated by any member of the academic staff who has direct or indirect knowledge of a violation.

Academic sanctions may be imposed if the committee conclusively determines that a student has engaged in any of the following acts:

- Falsifying a signature related to the courses, study plan, transcript, certificate or other academic documents;
- Cheating on any test or examination or assisting others to cheat;
- Plagiarism on any graded assignment or exam; submitting another person's work as one's own in any form;
- Falsifying data on any research project, paper, or laboratory exercise;
- Attempting to influence an instructor to alter a grade or assignment through payment, gifts, or services.

Appropriate sanctions for any academic ethical violations are determined by the adjudicating officers or committee, and authorized by the University Rector and/or College CEO. Actions may include, but are not limited to:

- Academic Warning: Formal censure with a written warning of academic probation;
- Cancellation of a test, exam, or assignment, and giving a grade of "0" or "F" for this activity within a course grade calculation;
- Withdrawal of the student from the course without any tuition refund, requiring a future repeat of the necessary credits;
- Academic suspension for one or more terms;
- Expulsion from the University.

Attendance and Punctuality

Students are required to be punctual when they attend all academic and non-academic functions. Students are expected to attend all classes as scheduled and may be asked to attend classes outside of their regular schedules or curriculum.

The minimum requirement for attendance in class participation and practicum is 75 percent. Failure to meet this requirement in any course may lead to a grade reduction, a refusal to allow the students to take the final examinations or, in severe cases, expulsion from the University.

Inappropriate Behavior

The University encourages students to practice consideration, kindness and responsibility in their dealings with other members of the community, and to actively discourage unbecoming conduct that includes threats, intimidation, drunkenness, lewdness, and participation in any disturbance of peace and illegal assembly.

Inappropriate behavior also includes involvement in an activity outside campus that causes negative consequences for University students and staff.

Students are reminded that conduct incongruous to their roles as responsible adults in a University community carries penalties according to the seriousness of the misconduct. Any student proven to violate the rules or code of conduct as mentioned above will be subject to a sanction from assertion, suspension and/or expulsion.

Anti-Bullying Policy

The University recognizes the serious nature of bullying and the negative impact that it can have on the lives of students or staff. Bullying is unwanted negative behavior, verbal, psychological or physical conduct by an individual or group against another person (or persons) and is repeated over time.

The following behaviors or conduct are included in the definition of bullying:

- Deliberate exclusion, malicious gossip and other forms of relational bullying;
- Cyber-bullying; and
- Identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person's membership of the certain communities, and bullying those with disabilities or special educational needs.

Alcohol and Drug Policy

As members of an institution of higher learning, students on campus should always be in a state of mind that optimizes learning and intellectual pursuits. In view of this, no alcohol or illegal drugs should be sold or consumed on campus within its premises. The University may take necessary actions including but not limited to making a report to the local authorities to ensure that the Campus is free from illegal drugs.

Smoking Policy

We believe in providing an environment of clean air for everyone on campus and so have made our premises generally a "smoke-free" zone.

In consideration of our non-smoking colleagues and fellow students, the institution asks that all smokers respect this non-smoking policy, which is applicable throughout our campus.

Students' Attire

Students are encouraged to project a good and appropriate image by wearing decent attire when they are on campus. In official or formal activities inside and outside the campus, students are asked to wear their SU jackets (*jaket almamater*).
For other University-supported activities outside the campus, such as the University experience program or internships, students are expected to wear professional attire:

- Non-denim fabric trouser/skirt. For female students, the skirt or shorts should not be above the knees;
- Collared blouse/shirt – not a t-shirt;
- Closed shoes and formal footwear;
- SU jacket (*jaket almamater*).

For non-formal activities (field or social activities), students are asked to wear certain types of shirts and/or an official jacket (tracksuits).

Dressing well shows respect for oneself and others, and creates a positive impression with anyone students might encounter.

Improper attire such as indecently revealing shorts or dress, t-shirts, clothes with vulgar words or pictures, as well as slippers meant for domestic use may project a negative impression of students and reflects poorly on the institution.

Students are advised to uphold this dress code on campus. For security reasons, students should not be wearing items of clothing meant to prevent identification, such as covering of the face with a cloth or mask.

Solicitation Policy

The campus is a place for learning, and should not be exploited for any commercial purposes or political cause. As such, solicitation of students by any one (including our own students) without the approval of the appropriate University authority responsible for the administration of the campus area in which the proposed solicitation will take place is prohibited.

Solicitation is defined as any approach of one person to another for sale of goods and services, for recruitment of students for an external organization or cause, or for the purpose of distributing publicity materials on sales and services, or on any political or social cause.

Use of Cellphones

Common courtesy and mutual respect for one another in our community require students to switch all cellphones to silent mode during lectures, tutorials, meetings and briefings, and in areas such as the laboratories, libraries, computer clusters, classes, and examination centers unless it is permitted by the lecturers for certain purposes.

Use of Computer Resources

There will be a User Agreement that all students must sign when applying for computer accounts at the University. IT facilities are made available to aid in learning and facilitate knowledge dissemination.

Students should observe good computer etiquette and be aware of usage regulations in order to comply with rules of best practice and law. Abuses may be subject to University sanctions and/or external legal penalties include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others; interference with the work of others and with the operation of computer and electronic communications facilities, systems, and services; or copyright infringement (e.g. illegal file-sharing of copyrighted materials); use of computer and electronic communications facilities, systems, or services that violates other University's policies or campus regulations.

Supervision of the Code of Ethics

- The Committee on Ethics and Discipline is a Standing Committee of the University Senate, charged with developing the Code of Ethics and adjudicating infractions.
- The members are from the University Executive, Faculties, and when warranted, the Legal or Human Resources departments.
- The Committee is chaired by a University Senate member, and reports to the Senate.
- The Committee is responsible for establishing, reviewing, and updating the Code of Ethics for lecturers, staff, and students.
- The Committee is responsible for deciding whether to accept, investigate, and adjudicate issues related to ethics violations.

Reporting and Investigation of Code of Ethics Violations
- Anyone who knows that a violation of the Code of Ethics has occurred has the obligation to report the occurrence to the Committee on Ethics and Discipline.
- A report on any infraction must be submitted in writing to the chair of the Committee on Ethics and Discipline.
- An ethics violation report must be substantiated by evidence, either written or through the testimony of witnesses.
- All investigations are carried out in a non-discriminatory manner.

- The chair of the Committee on Ethics and Discipline will coordinate with the members in conducting a preliminary review of the ethics violation report.
- If the decision based on the preliminary review indicates that more information is needed, the Committee on Ethics and Discipline will conduct further investigation.
- Investigations will be conducted by using a formal adjudication process led by the Chair of the Committee by interviewing all relevant parties, such as the person who reported the violation, witnesses, the defendant(s), and other individuals as needed.
- The Committee on Ethics and Discipline has the right to present an expert witness whose expertise is relevant to the issue.
- The Committee will make a decision or make a recommendation based on the investigation in the adjudication process.
- Any University staff member who is found guilty of violating the Code of Ethics has the right to appeal the initial decision.
- The appeal can be proposed only once by sending a written appeal petition to the Chair of the University Committee on Ethics and Discipline, supported by evidence.

Types of Code of Ethics Violations
- A Minor Violation is a violation that affects an individual in the University community.
- A Medium Violation is a violation that affects the University's services or operations.
- A Major Violation is a violation that affects the University's reputation and violates Indonesian law.

Sanctions for Ethics Violations
- The punishment for a minor violation may be in the form of oral reprimand, a warning letter, or in the form of academic sanction such as a grade reduction or failure.
- A medium violation punishment may be in the form of a semester suspension from any related academic activities.
- Sanctions for a major violation may be dismissal of a student.

CHAPTER 6
STUDENT SERVICES

STUDENT DEVELOPMENT

The University offers training sessions designed to help students to succeed academically and professionally. The offered training sessions may cover the following categories:

- Academic excellence
- Personal development
- Relationships
- Life skills to develop character and leadership qualities
- Job and Career
- Professional skills
- Public speaking
- Software utilization
- Other topics as needed

STUDENT ORGANIZATIONS

A student organization is a vehicle of self-development for students towards the expansion and enhancement of their intellectual insight and integrity. Sampoerna University encourages the establishment of student organizations for the purpose of accommodating various interests and needs of the campus community.

Students may find that the demands of a rigorous curriculum may limit their involvement in extracurricular organizations. However, we strongly encourage participation in such groups toward the fulfillment of the institution's philosophy of developing the whole student.

The Student and Alumni Affairs Office is designed to assist students in creating and developing new student groups, and provides resources and facilities for students to host meetings and organize various events and other student activities.

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                    ┌────────────────────────┐
                    │ STUDENT GENERAL ASSEMBLY │
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           ┌────────────────┴────────────────┐
┌──────────────────────┐          ┌──────────────────────┐
│ STUDENT LEGISLATIVE BOARD │       │ STUDENT EXECUTIVE BOARD │
│    (UNIVERSITY LEVEL)    │       │    (UNIVERSITY LEVEL)   │
└──────────────────────┘          └──────────────────────┘
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│ STUDENT LEGISLATIVE BOARD │ │ STUDENT EXECUTIVE BOARD │  │ STUDENT CLUBS │
│    (FACULTY LEVEL)    │  │    (FACULTY LEVEL)    │  └──────────────┘
└──────────────────────┘  │ –Faculty of Business;  │
                          │ –Faculty of Education; │
                          │ –Faculty of Engineering & Tech. │
                          └──────────────────────┘
                                    │
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                          │ STUDENT ASSOCIATIONS │
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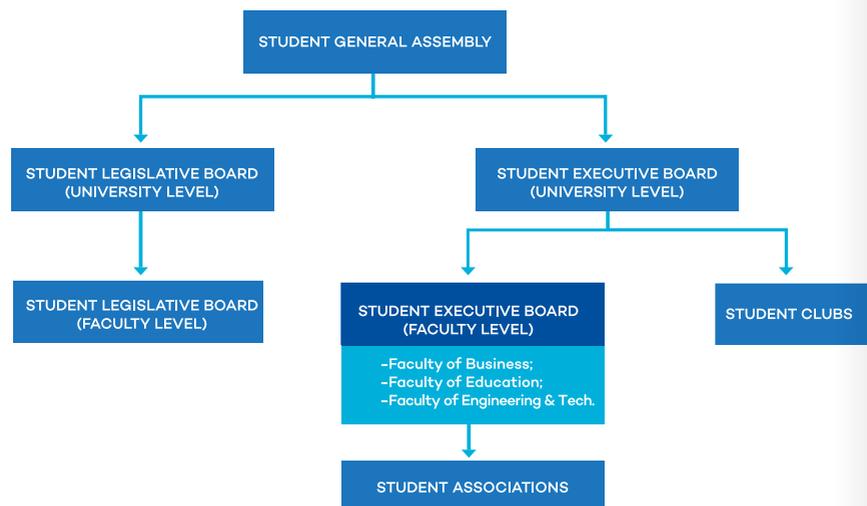
Student Activities

University life is about personal discovery, character development, and creation of lasting relationships, in addition to academic pursuits. With a wide array of student clubs, campus events and supported student enterprises, Sampoerna University students will experience a dynamic, stimulating, and unique environment.

Student organizations are managed by the Student Activities Unit, under the University Student Union, or "BEM" (Badan Eksekutif Mahasiaswa).

Currently there are six types of student organizations in Sampoerna University:

i.   Religious (Muslim, Christian, Hindu, etc.)
ii. Skills Enrichment (English, Japan, business, etc.)
iii. Sports (basketball, badminton, table tennis, futsal, volleyball, etc.)
iv. Self-Defense (merpati putih, etc.)
v.   Arts (acoustic, choir, dance, etc.)
vi. Specific Interests (photography, adventure, journalism, etc.)

COUNSELING

Studying at a university can be a period of great enjoyment but it can also be stressful. Personal worries are problems in themselves and can also negatively impact student academic performance. Addressing these issues in counseling is a proactive and very healthy step to take. Professional, experienced counselors are available on campus and offer completely confidential service. This gives students an opportunity to talk to someone who is trained to deal with the issues that affect the student population.

These can include:
•   Academic problems, collaboration with Academic Advisor (*Pembimbing Akademik*)
•   Exam stress
•   Relationship difficulties
•   Mental health problems
•   Psychological Assessment

Students may request individual sessions with a counselor or group meetings for training in such topics as assertiveness training, interview skills, conflict resolution, etc. To arrange a counseling session, students should contact the Student Counselor in the Student Affairs Office on the 5th floor.

CAREER GUIDANCE

Sampoerna University offers student career guidance, preparation, and counseling from the first year to the final year of study.

Career Guidance activities will help students to explore and develop their interests, talents, and aptitudes, and help them to plan ahead for the future while pursuing their academic goals.

TUITION, FEES, AND SCHOLARSHIPS

TUITION, FEES, AND SCHOLARSHIPS

The base tuition rate and mandatory fees are set annually by Sampoerna University and may be adjusted for students on the basis of sponsorship, faculty subsidies, or individual discounts.

All adjustments should be documented on the semester invoice sent to each student. In general, student tuition rates are fixed at the time of admission for the duration of study unless a student's circumstances change significantly.

In the event of unforeseen changes, students may petition the University Bursar for a reassessment of their financial obligation. Any such changes to the tuition rate or fees will be made on a case-by-case basis on the strength of the evidence and the student's academic record, and will be documented in the student's financial account. It is the intent of the University to facilitate the completion of studies by all worthy students, unhindered by financial hardship.

Tuition and Fees

The tuition and fee charges to students may include the following components:

Application Processing Fee
This is a one-time fee of IDR 1.500.000 payable at the time of initial application, covering the application processing and a required college-readiness test.

Requests for score reports of external tests (such as TOEFL, IELTS, etc.) are the responsibility of the student. Any re-take of the college-readiness test at SU may incur additional charges.

Semester Tuition fee
This tuition fee is set by the University prior to the start of each academic year, and may vary by Faculty after the first two years of study (the General Education core.) The total tuition fee is subject to the number of credits taken in the respective semester if credits exceed the normal enrollment. This fee includes the student I.D. card, the regulation school jacket, and a student activity fee.

Practicum/Field Practice Fee
The Field Practicum fee is excluded from the main fees of SU, and is determined by the individual student's practicum site.

Payment Procedures and Methods

The tuition fee is paid in full on a semester basis and should be settled:
- For new students: within 30 calendar days after receipt of the acceptance letter at the latest, or 30 days before classes start, whichever is earlier.
- For existing students: 30 calendar days before classes start in each semester.

Payment may be made electronically; details are provided on the invoice from the Bursary.

Additional Fees

In addition to the tuition fee, students or prospective students may be subject to other fees, as applicable:

Summer Bridge Program Fee
The Summer Bridge Program is a mandatory foundation program for students who are conditionally admitted pending their demonstration of college readiness based on the specified placement test.

Academic Excellence Program Fee
The Academic Excellence Program ("AEP") is an intensive, semester -long program for current and prospective SU students who have not yet achieved acceptable scores on the SU college readiness placement test.

Course Re-take Fee
This charge is applied to any course repeated more than once (i.e. the third enrollment in the same course.) Tuition will be pro-rated by credit weight in the semester that it is taken.

Academic Leave Fee
The Academic Leave Fee should be paid when permission is granted to take an academic leave by the Head of the Study Program and Dean. This fee holds the student's place in the class until his or her return. The policy regarding maximum leave time allowed should be observed.

Refund Policy

Sampoerna University provides documentation of all fees and tuition charges required of students from the time of their application for admission through their enrollment. Tuition and fee rates are set annually by the University, though admitted students are generally offered a fixed rate of tuition for the duration of their studies unless their circumstances change significantly.

Tuition discounts and waivers offered at the time of admission are acknowledged in writing by the Bursary on the student invoice each semester. Tuition and fees are determined according to students' enrollment status (active, inactive, on leave, etc.) and are adjusted appropriately if the University Registry is notified of a change in status by the appropriate deadline.

Any refund requests must be substantiated by evidence:

- that a charge was incorrectly posted;
- that the student had notified the University in writing in a timely manner of an approved change in status; or
- that extenuating circumstances prevent the student from enrolling after a registration deadline or the start of classes.

It is each student and family's responsibility to check the billing documents for accuracy at the time they are issued.

If just cause for a refund petition exists, the student may submit a written request to the University Bursary. Should the petition warrant further adjudication, the matter will follow the procedures for Student Grievances for review by the appropriate University officers.

GENERAL INFORMATION

GENERAL INFORMATION

General Rules on Usage of Facilities

The institution offers access to its facilities and equipment to support the students' needs, especially for student's activities. If students wish to use these services for activities, they must have their proposed schedule acknowledged by their Study Program, and have their activities approved by the Students Affairs Office. Any inquiry on the use of facility and/or equipment for non-academic activity should be directed to the Head of Student Affairs.

Laboratories

Laboratory facilities may be utilized for the following purposes:

- SU course material data processing;
- Completion of SU assignments;
- Gathering and processing of research data;
- Practicum of subject course material;
- Course activity needs of students, lecturers, and staff.

Any student who wishes to use the laboratory facility must confirm the utilization time with the laboratory staff in advance. Students using the laboratory must fill in the utilization log stating the username, the person-in-charge, and the usage time acknowledged by the laboratory staff.

Every student who uses the laboratory facilities must follow all laboratory rules and regulations.

Any liability due to the usage (breakage or loss), both intentionally and unintentionally, that is noncompliant with regulations may result in the replacement of laboratory equipment at the cost of the user. All use of equipment and facilities outside of organized academic activities must be approved by the appropriate Dean in writing.

Below is the list of laboratories and their locations:

- Computer Lab A, located on the 5th floor, Office Tower
- Computer Lab B, located on the 5th floor, Office Tower
- Computer Lab C, located on the 5th floor, Office Tower
- Computer Lab D, located on the 5th floor, Office Tower
- Creativity Center I, located on the 7th floor, Office Tower
- Creativity Center II, located on the 7th floor, Office Tower
- Green Screen Area, located on the 7th floor, Office Tower
- STEM Lab, located on the 7th floor, Office Tower
- Wet Lab, located on LG, South Tower
- Materials Engineering Lab, located on LG, South Tower
- Engineering Drafting Lab, located on LG, South Tower

Praying Room

A Musholla is available on the fifth floor and divided into two different rooms for men and women. An ablution room is also available next to the Musholla. To keep the area clean and tidy, we provide locker for shoes, and it is our shared responsibility to maintain cleanliness in these areas.

Health and Safety

We encourage students to take good care of themselves and stay healthy. For students who require certain medications, they must provide them on their own. However, SU has a Health Clinic available to all students and attended by a medical doctor in case students need medical attention while they are on campus. Security officers are assigned to each floor or common area to control public access to the University premises and facilities, perform inspections, detection, and investigation of all security-related incidents, campus safety issues, violations of University regulations. These officers report to appropriate authorities when necessary. Employees and students required to wear an Employee ID or student ID when they are on University premises.

Restrooms

Toilets are available on each floor for staff and students and are separated for men and women. Please use them properly and keep them clean and tidy.

Parking Services

Parking facilities are available on LG, B1 and B2 floors. Parking for motorcycles is provided on the B1 floor. Any student who needs a parking subscription may contact the Parking Service Provider.

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