

STUDENT HANDBOOK



Master's Program Biotechnology
Graduate Programme
UNIVERSITAS JEMBER

Homepage: <https://bioteknologi.pasca.unej.ac.id>

2020

Foreword

We thanks to the God Almighty for His blessings and gifts so that the Student Handbook of the Study Program of Master Biotechnology, Graduate Program, University of Jember (UNEJ) has been completed. As the name implies, this book is structured to guide students in undergoing lectures in Master of Biotechnology. This book also aims to introduce students to various organizations, activities, and facilities available at University of Jember. Thus, students can develop themselves optimally when pursuing a Master program at UNEJ.

We always accept criticism, and suggestions from various parties for the improvement of this book in the future.

Jember, Mei 2019

Editor Team

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Symbol of University of Jember (UNEJ)



Information:

The symbol of the University of Jember is an equilateral pentagon with curved sides in which there is writing and an imaginary circle formed by objects with the following meanings:

1. The imaginary circle illustrates the people's determination to establish the University of Jember.
2. Three fresh tobacco leaves, symbolizing the Tri Dharma of Higher Education.
3. Tobacco, rice, and corn leaves symbolize the fertility of the former Besuki Residency, as an agricultural area and producer of export tobacco, where the University of Jember grew and developed.
4. The strap root symbolizes Panca Bharata, consisting of rational (reason), spirit (spirit and courage), idealism (ideals), ethics (humanity), and realism (reality).
5. The flame symbolizes the fighting spirit of the people (the area of the Assistant Governor Besuki) and its surroundings which provided the creation of the University of Jember.
6. Seven grains of rice symbolize the seven people who had sat on the Committee of Seven which was formed by the Minister of PTIP in 1962 in the effort to establish the University of Jember.
7. The pentagonal container symbolizes the basic philosophy of the state, namely Pancasila.
8. The basic color of pentagonal container is yellow, tobacco leaves, rice leaves, and corn leaves are green; rice is golden; flame, tie rods, inscription, and outline black pentagons are black. The black color symbolizes firmness and fertility in science. Green symbolizes

the hope of fertility and freshness of the soul, yellow symbolizes dynamics and silence and holiness for people who glorify God Almighty.

Hymne Universitas Jember

Do = E, 4/4
 Lirik: Drs. Soejono
 MAESTOSO
 Lagu: Drs. Gunawan H
 Arr: Moordiana

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SE MI PE NERUS BANGSA MU

March Universitas Jember

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 MARCIA
 Arr : Moordiana

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A. PROFILE OF MASTER IN BIOTECHNOLOGY

1. History of Study Program

Graduate Program of the University of Jember (UNEJ) is an inseparable part of the University of Jember, and was born at a time when UNEJ developed its identity towards a quality and research-based university (teaching cum research university). The UNEJ Graduate Program began in 1999, limited to two Masters programs, namely Masters in Management and Masters in Agronomy. It was only in 2000, based on the Rector's Decree Number KPTS/7539/J25/KP/2000 dated December 5, 2000, the Postgraduate Program at the University of Jember was established, which for the first time managed 3 (three) study programs, namely the first two study programs above, plus the Masters Study Program of Public Administration. Along the way, various graduate study programs grew and developed, both master study programs (S-2) and doctoral studies (S-3).

In 2010, through UNEJ Chancellor Regulation number 510/H.25/PS.8/2010 dated January 21, 2010, Graduate Program Arrangements were carried out, which in essence assigned the learning process of postgraduate students to each architecture where the study program was located. Meanwhile, the Postgraduate Program institution maintains as a coordinating institution for student coordination from selection to graduation, develops collaboration between institutions and carries out supervision and quality assurance of the learning process to ensure the quality of graduates. Furthermore, in 2013, through the Rector's Decree No. 10217/UN25/SP/2013 dated September 5, 2013, the implementation of the regulation on the arrangement of postgraduate programs was issued, which in principle emphasized the tasks and functions of the Postgraduate Program above.

In 2015 the Postgraduate of the University of Jember, was entrusted with the Decree of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 103/KPT/I/2015 to manage the Masters Study Program (multidisciplinary) in Biotechnology, the Masters Study Program in Biotechnology has a scope of fields of science including Agricultural Biotechnology, Health Biotechnology and Bioprocesses and biomaterials. The three fields are contained in the interest of developing science. In implementing the learning process and developing science, the Master of Biotechnology Study Program forms a research group based on 3 interests and laboratory facilities available at the Center for Development of Advanced Science and Technology (CDAST), Jember University.

2. Vision and Mission

2.1. Vision

Becoming a leading and excellent Master of Biotechnology in agricultural and health biotechnology recognized nationally and internationally with the orientation to the development of agroindustry that is beneficial for academics, society and the working world.

2.2. Mission

1. Organise the management of the Master in agricultural and health Biotechnology professionally and accountability.
2. Organise a flexible international standard Master in agricultural and health Biotechnology in accordance with the development of science and technology.
3. Develop basic or applied research oriented to the growth of agro-industrial biotechnology through exploration, modelling and biological engineering.

3. Program Objectives

- PO-1. Having characters, quality, and biotechnological competencies with agroindustry-minded;
- PO-2. Able to produce qualified research products in the form of scientific publications, patents, or commercial products and benefit the public interest;
- PO-3. Able to develop collaborations in education and research at the national and international levels.

4. Program Learning Outcomes (PLO)

- PLO-1. Able to internalise an attitude of piety to God Almighty and love their country
- PLO-2. Able to develop the biotechnological principles and other relevant sciences
- PLO-3. Able to demonstrate the ability to collaborate and to communicate well in verbal and in writing national and/or internationally
- PLO-4. Able to modify skills and knowledge of DNA and protein-based biotechnology to produce innovative and useful biological products for agro-industrial sectors
- PLO-5. Able to manage biotechnology research comprehensively with a multidisciplinary approach to solve problems in agro-industrial sectors.

5. Address

Study Program of Master of Biotechnology. Graduate Program of University of Jember. JL. Kalimantan 37 Kampus Tegal Boto, Jember, East Java, Indonesia 68121. Email: s2bioteknologi@unej.ac.id. Web: www.bioteknologi.pasca.unej.ac.id.

6. Organizational Structure

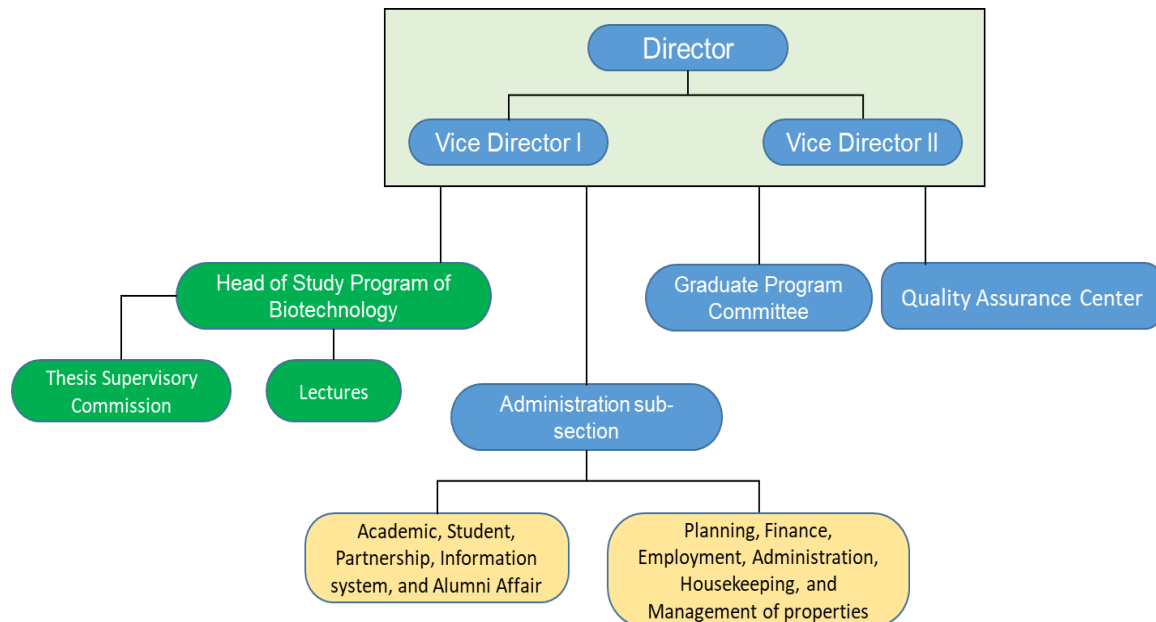


Figure 1. Organizational Structure of Graduate Programme

7. Lecturer Profile

No	Lecturer	Competency
1	Dr. Bambang Piluharto, S.Si, M.Si.	Nanobiotechnology
2	Dr. Ir. Jayus	Microbiology
3	Dr. Ir. Sholeh Avivi M.Si.	Molecular Plant
4	Dr. Nurhayati, S.TP., MSi.	Food Science
5	Dr.drg. Banun Kusumawardani M.Kes	Molecular Detection
6	Dr.Rer.Nat. Kartika Senjarini, S.Si., M.Si.	Vaccines
7	Hardian Susilo Addy, S.P., M.P., Ph.D.	Molecular Biotechnology
8	Prof. Tri Agus Siswoyo, SP.,M.Agr.,Ph.D	Biochemistry
9	Tri Handoyo, SP., Ph.D.	Plant Physiology
10	Wahyu Indra Duwi Fanata SP., M.Sc., Ph.D.	Biotechnology and Molecular Breeding
11	Ari Satia Nugraha S.F.,GDipSc.,MSc-res.,PhD.,Apt	Natural Product
12	Dr. Anak Agung Istri Ratnadewi, S.Si, M.Si.	Enzymology
13	Dr.Ir. Parawita Dewanti, MP.	Plant Tissue Culture
14	Dr.rer.biol.hum dr. Erma Sulistyaningsih, M.Si.,Gcert.AgHealthMed.	Molecular Medicine
15	Erlia Narulita S.Pd, M.Si.,Ph.D	Molecular Biotechnology
16	Mohammad Ubaidillah S.Si., M.Agr., Ph.D.	Molecular Breeding
17	Prof. Ir. Achmad Subagio, M.Agr., Ph.D.	Food Science and Technology
18	Prof. Ir. Wiwiek Sri Wahyuni, MS., Ph.D.	Virology

8. Research Groups

The Master of Biotechnology Study Program has 2 research groups, namely Agricultural Biotechnology and Health Biotechnology.

Agricultural Biotechnology Research Group focuses on developing research with topics for plant growth and production as a source of food, energy, and health raw materials in order to improve human welfare. The studies developed are related to the study of ecology, biochemistry, biotechnology, molecular biology, and plant physiology. In addition, research is also carried out through bioprocess studies. Several research titles were carried out such as research related to the development of sugar cane through genetic engineering approaches, development of superior rice based on molecular breeding and genome editing, as well as studies of environmentally friendly biological control.

Health Biotechnology Research Group is a research group that focuses on nutraceutical, pharmaceutical, and biotechnology studies related to the health sector. Research studies developed for example are studies of active ingredient compounds for health, studies of tropical diseases, traditional medicinal ingredients, and studies of food sources for health. This research group consists of lecturers and researchers with competencies in the fields of pharmacy, medicine, and dentistry.

B. STUDENT REQUIREMENTS

The Master's Program of Biotechnology student admission system is regulated by the University of Jember which aims to attract prospective students who excel in academic and or non-academic fields, have skills, and have good personalities so that they are able to complete education at UNEJ with maximum results and be successful in the community and be able to compete in the global era.

Domestic Student Admission

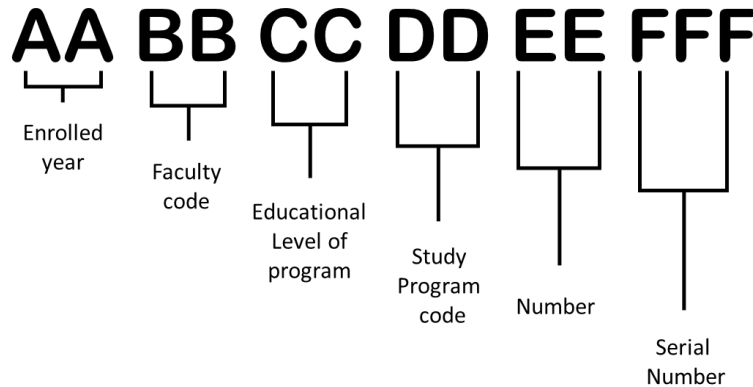
Prospective student may apply the program through the domestic admission process twice a year.

Foreign Student Admission

Since the 2010/2011 Academic Year, UNEJ has provided opportunities for foreign nationals to continue their studies in the Master's program at UNEJ. Terms and procedures for admission of foreign students can be accessed through the website <http://international.unej.ac.id/>

C. Academic Document

Every student at the University of Jember is given a registration number in the form of a Student Identification Number (NIM) at each level of education taken. The NIM valid at the University of Jember consists of 12 digits and has characteristics based on the current Academic Year, Faculty, Education Level, Department, Study Program, and Serial Number.



Each student has academic administrative documents in the form of electronic in SISTER. Academic administrative documents include those:

- a. Student biodata (for new students only);
- b. Study plan sheet (LRS);
- c. Study result report (LHS);
- d. Transcripts;
- e. Certificate;

D. ACADEMIC ETHIC

Academic ethics is a set of rules or the application of good and bad values and norms in carrying out educational and teaching activities, research, and community service. The cultivation of academic ethics will deliver graduates who have the capacity of knowledge, character, and scholars.

D.1. Academic Ethics Violation

Some student activities that are classified as violations of academic ethics are:

1. Cheating, namely using dishonest methods during the exam, for example opening notes, books, or other information media, in collaboration with other participants;
2. to become a test jockey, replacing another person's position to carry out or complete exam questions either at the request of another person or at his own will;
3. asking or ordering other people to become jockeys, whether their activities are in Jember or in other places;
4. persuading, giving gifts or threatening with the intent to influence the results of the assessment of academic activities;
5. take action to change, replace, falsify the content or information contained in: Presence of learning activities, Student Identity Card (KTM), proof of payment for academic activities, proof of library and laboratory dependents, Study Results Report (LHS), final project, transcript grades, diplomas.
6. Against plagiarism:
 - a. publish works: reports, paper assignments, articles, theses, theses or dissertations made by ordering or buying from other people;
 - b. acknowledge or use the work of: reports, paper assignments, articles, theses, theses or dissertations of people who first wrote or published as the fruit of his work;
 - c. use, publish or display other people's ideas or ideas in the form of data, text, audio, video or other forms without referring or obtaining the consent of the owner;
 - d. use someone else's ideas into one's own language without adequate reference to the source or obscuring the source;
 - e. collect assignments, papers, articles or academic reports such as practicum reports, field studies, internships that are the same or similar to the work of others that have been collected previously.

D.2. Sanctions for Academic Ethics Violation

UNEJ develops academic regulations that are persuasive, clear, and firm. Violation of the academic norms and rules that have been set has the consequence of giving sanctions. This is done so that sanctions in the form of actions or coaching can build or force students to obey the applicable rules.

Actions or coaching carried out by leaders, rectors or deans, to students are based on valid reports and supported by evidence from parties authorized to carry out monitoring or evaluation tasks. Sanctions given to students who commit fraud/violations of academic ethics can be in the form of:

1. warnings either directly/verbally or in writing by lecturers or employees who are authorized in writing by the faculty leadership;

2. reduction in the value of learning outcomes from courses taken as low as E by the lecturer in charge of the course;
3. cancellation of the value that has been obtained/given after being proven to have violated academic ethics;
4. cut off scholarships or other educational assistance;
5. suspension for 6 months to 1 year;
6. return the student concerned to his parents.

D.3. Sanction Enforcement

Sanctions are given by the leadership of the university or faculty after the person concerned is proven to have violated academic ethics. The amount or severity of the sanctions imposed is proportional to the level of violations that have been committed by students.

E. CURRICULUM

E.1. Curriculum Structure and Distribution

Curriculum structures of Master in Biotechnology are provided in Table 7.

Table 1. Curriculum structure

Code	Type of modules	Credit	ECTS
PBU	General compulsory	20 (51.3%)	30.2
PBT/PBK	Specific compulsory	6 (15.38%)	9.06
PBP	Elective Courses	4 (10,52%)	6.04
PBU	Final Project	9 (23.07%)	13.59
Total		39	58.89

Distribution of modules in each semester as follow:

The 1st SEMESTER

No	Code	Module	Credit				Prerequisite
			Theory	Practicum	Total	ECTS	
General Compulsory							
1	PBU 2101	Principles of Biotechnology	2	0	2	3.02	-
2	PBU 2102	Biochemistry and Molecular Biology	2	0	2	3.02	-
3	PBU 2103	Genetic Engineering and Bioinformatics	2	0	2	3.02	-
4	PBU 2111	Research Methodology	2	1	3	4.53	-
Specific compulsory for Agricultural Biotechnology (6 credits)							
5	PBT 2101	Plant-Microbe Interactions	2	0	2	3.02	-
6	PBT 2102	Molecular Plant Physiology	2	0	2	3.02	-
7	PBT 2111	Biosynthesis of Primary and Secondary Metabolites	2	0	2	3.02	-

No	Code	Module	Credit				Prerequisite
			Theory	Practicum	Total	ECTS	
8	PBT 2112	Biochemical Product Engineering	2	0	2	3.02	-
9	PBT 2113	Molecular Detection in Agriculture	0	2	2	3.02	-
Specific Compulsory for Medical Biotechnology (6 credits)							
10	PBK 2101	Gene Therapy	2	0	2	3.02	-
11	PBK 2102	Biopharmaceutical Innovation	2	0	2	3.02	-
12	PBK 2103	Molecular Immunology	2	0	2	3.02	-
13	PBK 2112	Molecular Detection in Medicine	0	2	2	3.02	-
Total Workload			12	3	15	22.65	

The 2nd SEMESTER

No	Code	Module	Credit				Prerequisite
			Theory	Practicum	Total	ECTS	
1	PBU 2204	Cell Propagation	2	0	2	3.02	-
2	PBU 2202	Bioprocess Engineering	2	0	2	3.02	PBU 2103
3	PBU 2211	Regulation of Genetic Engineering Product	2	0	2	3.02	PBU 2101; PBU 2102; PBT 2113, or PBK 2112
4	PBP 2212	Entrepreneurship in Biotechnology	1	2	3	4.53	-
5	PBU 2205	Biostatistics	2	0	2	3.02	-
6	PBP	Elective Courses	4	0	4	6.04	-
Total workload			13	2	15	22.65	

The Elective Courses

No	Code	Module	Credit				Prerequisite
			Theory	Practicum	Total	ECTS	
1	PBP 2201	Enzyme Engineering	2	0	2	3.02	-
2	PBP 2203	Biotechnology in Plant Protection	2	0	2	3.02	PBT 2102
3	PBP 2204	Industrial Microbiology	2	0	2	3.02	PBT 2121
4	PBP 2213	Fermentation Technology	2	0	2	3.02	-
5	PBP 2214	Technology on Enzyme Production	2	0	2	3.02	-
6	PBP 2215	Bio-nanotechnology	2	0	2	3.02	-
7	PBP 2216	Analysis of Biomolecules	2	0	2	3.02	-
8	PBP 2217	Metabolic Engineering	2	0	2	3.02	-
9	PBP 2218	Molecular Virology	2	0	2	3.02	-
10	PBP 2219	Cancer Immunology	2	0	2	3.02	-
11	PBP 2112	Technology on Molecular Diagnostics	2	0	2	3.02	-
12	PBP 2219	Regenerative Medicine	2	0	2	3.02	-
13	PBP 2220	Personalized Medicine	2	0	2	3.02	-
14	PBP 2221	Biobanking	2	0	2	3.02	-

The 3rd SEMESTER

No	Code	Module	Credit				Prerequisite
			Theory	Practicum	Total	ECTS	
1	PBU 2213	Thesis	0	6	6	9.51	PBU 2111
2	PBU 2311	Dissemination of Research	0	1	1	1.51	PBU 2213
Total workload			0	7	7	11.02	

The 4th SEMESTER

No	Code	Module	Credit				Prerequisite
			Theory	Practicum	Total	ECTS	
1	PBU 2312	Scientific Writing	0	2	2	3.02	-
Total workload			13	2	15	3.02	

F. CREDIT FILLING INSTRUCTIONS

Instructions for filling in semester credits can be seen in the Student Integrated Information System (SISTER) Guide <https://kawanda.unej.ac.id/s/b7decfej7gSMSri>

G. ACADEMIC ADVISOR

Academic Advisory Lecturer/DPA (guardian lecturer), is prepared for a student for the smooth running of his studies and must understand the academic administration guidelines and the applicable education administration system and have the following duties:

- a. Provide direction to students in preparing their study plans and provide considerations in choosing courses to be programmed in the ongoing semester;
- b. Give consideration to students about the number of credits programmed;
- c. Monitoring the progress of student studies and granting leave permission for the programming process of the students he supervises.
- d. Conducting guidance and monitoring through SISTER, by giving approval in each student's academic activities.

H. CLASS TIME ALLOCATION

The unit of student learning load in semester credit units is abbreviated as *satuan kredit semester* (sks). Student learning load varies greatly depending on the form of learning and is described as follows:

- 1) 1 (one) credit in the form of lectures, responses and tutorials, including:
 - a. face-to-face learning activities 50 (fifty) minutes per week per semester;
 - b. learning activities with structured assignments of 60 (sixty) minutes per week per semester; and

- c. self-study activities 60 (sixty) minutes per week per semester.
- 2) 1 (one) credit in the form of seminar learning or other similar forms of learning, including:
 - a. face-to-face learning activities 100 (one hundred) minutes per week per semester; and
 - b. self-study activities 70 (seventy) minutes per week per semester.
- 3) 1 (one) credit in the form of practicum learning, studio practice, workshop practice, field practice, research, community service, and/or other equivalent forms of learning, is 170 (one hundred and seventy) minutes per week per semester or with a total of 48 hours of activity.

I. EVALUATION OF STUDY SUCCESS

The results of the study program learning achievement assessment consist of:

- a. The results of the assessment of learning achievement in each semester are expressed by the Semester Achievement Index (IPS);
- b. The results of the assessment of learning achievement at a certain stage are stated by the Stage Achievement Index (IPT);
- c. The results of the assessment of learning achievement at the end of the study program are expressed by the Grade Point Average (GPA).

The performance of student learning efficiency can also be determined by setting the Percentage of Achievement (PP) or graduation using the following equation:

$$PP = \frac{\text{Number of credit with grade equal or more than C}}{\text{Total number of earned credits}}$$

In the implementation of educational activities, the evaluation of learning can be in the form of Mid-Semester Exams (UTS), Block Exams, Insertion Exams, Quizzes, Assignments, Practicum, Responses, and Final Semester Exams (UAS).

Students determine their study load based on their performance during studies and receive guidance and direction from the Academic Advisory Lecturer (DPA). This guidance process binds DPA and students to interact, either face-to-face or online. The basis for determining student study load for each semester is determined on the basis of the achievement index achieved by students in the previous semester, with the provisions in accordance with the following table.

Table 1. Achievement index and study load

Achievement Index	Maximum credits as study load (sks)
≥3,00	24
2,50 -2,99	21
2,00 – 2,49	18
1,51 – 1,99	15
≤ 1,50	12

Table 2. Achievement index and study load

Grade	Value	In number	Category
A	4.00	≥ 80	Excellent
AB	3.50	75 ≤ AB < 80	Very good

B	3.00	$70 \leq B < 75$	Good
BC	2.50	$65 \leq BC < 70$	Fair
C	2.00	$60 \leq C < 65$	Fairy poor
CD	1.50	$55 \leq CD < 60$	Poor
D	1.00	$50 \leq D < 55$	Very poor
DE	0.50	$45 \leq DE < 50$	
E	0.00	< 45	

J. FINAL EXAM

Students can take the final project or thesis exam, if they have completed all the compulsory courses set by the graduate program, and published a qualified scientific paper with a minimum grade of D with a GPA of 3.00.

K. JUDICIARY AND GRADUATION

Yudisium and Graduation are a series of academic activities at the University of Jember which are held at least 4 (four) times each academic year. Judiciary and graduation are a single procedure that must be followed by students who have been declared to meet the requirements.

Students can take the judiciary if they meet the following requirements:

- Have completed all academic and vocational education obligations that must be fulfilled in participating in a study program;
- Have completed all administrative and financial obligations relating to activities in the study program being followed.

The graduation predicate is determined based on the GPA according below:

GPA	Length of study	Predicate
2.75-3.00	~ 2 years	Satisfy
	> 2 years	Satisfy
3.00-3.75	~ 2 years	Very Satisfy
	> 2 years	Satisfy
3.75-4.00	~ 2 years	Cumlaude (with pride)
	> 2 years	Very Satisfy

The graduation predicate is included in the academic transcript. The graduation predicate with honors for academic programs is determined as follows:

- Graduates have never received academic sanctions.
- The maximum study period is 4.0 years with PP = 100% and the articles are published in accredited national or international journals.

Graduation is a ceremony to inaugurate academic degrees and or professional designations to students who have completed academic and vocational education through an open meeting of the UNEJ Senate and marked by the submission of a diploma. Graduation is carried out based on the fulfillment of the quota of 900 graduation participants.

Graduation participants must comply with the following conditions:

- Students who have registered and followed the judiciary according to the period.

- b. Have the ability to speak English as evidenced by a minimum CBEPT UNEJ score of 500.
- c. If they are unable to attend the graduation in that period, prospective graduates are given the opportunity to take part in the graduation activities in the next period a maximum of 4 (four) times the graduation period.
- d. If the prospective graduate does not meet the provisions of point c above, the graduation concerned is not confirmed, but is still given his rights as a graduate with an associate or bachelor degree.