

# CHAPTER I

## INTRODUCTION

### A. Objectives and Regulations

This is a 2018 edition academic student handbook which is the updated version of the previous one released in 2017. It aims at guiding the academicians of the Graduate School of Universitas Negeri Yogyakarta. The student handbook is written by considering some regulations presented as follows.

1. *Undang-Undang Republik Indonesia Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional;*
2. *Undang-Undang Republik Indonesia Nomor 14 Tahun 2005 tentang Guru dan Dosen;*
3. *Undang-Undang Republik Indonesia Nomor 12 tahun 2012 tentang Pendidikan Tinggi;*
4. *Peraturan Pemerintah Republik Indonesia Nomor 37 Tahun 2009 tentang Dosen;*
5. *Peraturan Presiden Republik Indonesia Nomor 8 Tahun 2012 tentang Kerangka Kualifikasi Nasional Indonesia (KKNI);*
6. *Keputusan Menteri Pendidikan Nasional Republik Indonesia Nomor 232/U/2000 tentang Pedoman Penyusunan Kurikulum Pendidikan Tinggi dan Penilaian Mahasiswa;*
7. *Keputusan Menteri Pendidikan Nasional Republik Indonesia Nomor 045/U/2002 tentang Kurikulum Inti Pendidikan Tinggi;*
8. *Peraturan Menteri Pendayagunaan Aparatur Negara dan Reformasi Birokrasi Republik Indonesia Nomor 46 Tahun 2013 tentang Perubahan Atas Peraturan Menteri Pendayagunaan Aparatur Negara dan Reformasi Birokrasi Nomor 17 Tahun 2013 tentang Jabatan Fungsional Dosen dan Angka Kreditnya;*
9. *Peraturan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 73 Tahun 2013 tentang Penerapan Kerangka Kualifikasi Nasional Indonesia (KKNI) Bidang Pendidikan;*
10. *Keputusan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 360/E/O/2014, dan 434/E/O/2014 tentang Izin Penyelenggaraan Program-program Studi Baru pada Universitas Negeri Yogyakarta;*
11. *Peraturan Menteri Riset, Teknologi, dan Pendidikan Tinggi Nomor 44 Tahun 2015 tentang Standar Nasional Pendidikan Tinggi;*

12. *Peraturan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 50 Tahun 2014 tentang Sistem Penjaminan Mutu Pendidikan Tinggi;*
13. *Peraturan Menteri Pendidikan Nasional Republik Indonesia Nomor 63 Tahun 2009 tentang Sistem Penjaminan Mutu Pendidikan;*
14. *Surat Direktur Pembelajaran dan Kemahasiswaan Ditjen Dikti Kemendikbud Nomor 2300/E3/2014 tertanggal 28 Mei 2014 tentang Perubahan Nomenklatur Program Studi;*
15. *Surat Edaran Menteri Riset, Teknologi, dan Pendidikan Tinggi Republik Indonesia Nomor 01/M/ST/V/2015 tentang Evaluasi Peraturan Menteri Pendidikan dan Kebudayaan Butir 3.a;*
16. *Peraturan Rektor Universitas Negeri Yogyakarta Nomor 22 Tahun 2014 tentang Standar Mutu Universitas Negeri Yogyakarta;*
17. *Peraturan Rektor Universitas Negeri Yogyakarta Nomor 05 Tahun 2015 tentang Kode Etik Dosen Universitas Negeri Yogyakarta;*
18. *Peraturan Rektor Universitas Negeri Yogyakarta Nomor 13 Tahun 2015 tentang Peraturan Akademik Universitas Negeri Yogyakarta;*
19. *Peraturan Rektor Universitas Negeri Yogyakarta Nomor 15 Tahun 2017 tentang Publikasi Karya Ilmiah Hasil Penelitian Mahasiswa Program Magister (S-2) dan Program Doktor (S-3) Program Pascasarjana Universitas Negeri Yogyakarta;*
20. *Peraturan Rektor Universitas Negeri Yogyakarta Nomor 16 Tahun 2017 tentang Penguji Tesis Program Magister (S-2) dan Disertasi Program Doktor (S-3) Program Pascasarjana Universitas Negeri Yogyakarta.*

## **B. History and Development of the Graduate School of UNY**

The Graduate School of Universitas Negeri Yogyakarta was established on 17<sup>th</sup> of September, 1981. It was started from the cooperation between Gajah Mada University, Educational Research and Development Institution Department of Education and Culture, The Ford Foundation and UNESCO, also affiliating with Jakarta Institute of Teachers and Educational Knowledge (now: Jakarta State University). The cooperation was realized in the form of Credits Collection Activities for the Graduate School students majoring in Educational Research and Evaluation in Jakarta State University.

The Graduate School of Jakarta Institute of Teachers and Educational Knowledge (now: Jakarta State University) was held independently based on the letter of decree from the Rector Number 025 Year 1984 by conducting master's programs in Educational

Research and Evaluation, Physics Education and Technology and Vocational Education. Then, based on the letter of decree from Dirjen Dikti Depdikbud Number 432/DIKTI/Kep/1993, on 16th of June, 1993, the Graduate School of Yogyakarta Institute of Teachers and Educational Knowledge conducted the master's program for two study programs, namely Educational Research and Evaluation and Vocational Education. Besides, the Graduate School of Yogyakarta Institute of Teachers and Educational Knowledge also conducted Credits Collection Activities for the doctoral program in Educational Research and Evaluation study program from 1983/1984 until 1986/1987. After that, starting from 2000, the doctoral degree, Educational Research and Evaluation is conducted independently in Universitas Negeri Yogyakarta based on the letter of decree from Dirjen Dikti Depdiknas Number 331/DIKTI/Kep/2000.

In academic year of 1995/1996, based on the letter of decree of Dirjen Dikti Depdikbud Number 378/DIKTI/Kep/1995, dated 21 August 1995, the Graduate School of Yogyakarta Institute of Teachers and Educational Knowledge is also given a task to manage the master's program of Educational Management for students from countries joining Non-Alligned Movement. On its next development, since the academic year of 199/1998, the Graduate School of Yogyakarta Institute of Teachers and Educational Knowledge has some study programs for its master's degree, namely Non-Formal Education Study Program with the speciality of Human Resources and Society Training Education (SK Dirjen Dikti Depdikbud Number 103/DIKTI/Kep/1996, dated 18 April 1996), and Social Science Education Study Program (SK Dirjen Dikti Depdikbud Number 106/DIKTI/ Kep/1996, dated 18 April 1996). Next, based on the letter of decree from Dirjen Dikti Depdikbud Number 74/Dikti/Kep/2000 dated 27 March, 2000, Educational Management Study Program admitted students, just like the other study programs.

In 1999, Yogyakarta Institute of Teachers and Educational Knowledge changed into Universitas Negeri Yogyakarta based on the Letter of Decree from the President of the Republic of Indonesian Number 93 Year 1999, and then the Graduate School also becomes the Graduate School of Universitas Negeri Yogyakarta. In 2000, a doctoral program in Educational Research and Evaluation was added based on the letter of decree of Dirjen Dikti Depdiknas Number 331/DIKTI/Kep/2000. In 2001, Applied Linguistics Study Program was added based on the letter of decree from Dirjen Dikti Depdiknas Number 2655/D/T/2001. Then, in 2002, Instructional Technology Study Program was added based on the letter of decree from Dirjen Dikti Depdiknas Number 778/D/T/2002. In 2003, Mathematics

Education and Science Education Study Programs were also added based on the permit letter from Dirjen Dikti Depdiknas Number 2951/D/T/2003 dated 10 October 2003. In 2004, Technology and Vocational Education Study Program was added based on the letter of decree from Dirjen Dikti Depdiknas Number 2728/D/T/2004 dated 12 July 2004. In 2005, the master's program in Children Literature Education was added based on the letter of decree from Dirjen Dikti Depdiknas Number 1770/D/T/2005 dated 25 May 2005, but it was open only for a year because there were not many people interested in it. In 2006, based on the consideration letter from Dirjen Dikti Depdiknas Number 0092/D2.2/2006 dated 18 January 2006, Sport Science Study Program was added and finally the permit was issued in 2008 with the letter of decree from Dirjen Dikti Depdiknas Number 915/D/T/2008. Still in 2006, Elementary Education Study Program was also added based on the letter of decree from Dikti Depdiknas Number 1734/D2.2/2006 dated 22 August 2006.

In 2008, Educational Science Study Program was added the doctoral program based on the letter of decree from Dirjen Dikti Depdiknas Number 3039/D/T/2006 dated 16 August 2006. Then, Educational Management Study Program was also added based on the letter of decree from the Minister of National Education Number 84/E/O/2011 dated 25 April 2011. Still in 2011, Language Educational Science Study Program was also added based on the letter of decree from the Minister of National Education Number 205/E/O/2011 dated 21 September 2011.

Then, in 2013 the Graduate School of UNY conducted a Joint Degree Program with Technische Universität Dresden (TUD), Germany based on the permit from Dikti Number 1150/E/T/2012. This program has been started since 2014 and expanded not only for doctoral programs, but also for master's programs.

In 2014, the Graduate School of UNY obtained an additional permit to open 19 master's programs based on four letters of decree from the Minister of National Education. First, based on the letter of decree from the Minister of National Education Number 075/P/2014 (5 March 2014), Guidance and Counseling Study Program was added. Second, based on the letter of decree from the Minister of National Education Number 360/E/O/2014 dated 27 August 2014, nine study programs were added to the master's program including Javanese Language Education Study Program, Indonesian Language and Literature Education Study Program, English Education Study Program, Early Childhood Education Study Program, History Education Study Program, Economics Education Study Program, Electronics and Informatics Engineering Education Study Program, Electro Engineering

Education Study Program, and Mechanical Engineering Education Study Program. Third, based on the letter of decree from the Minister of National Education Number 434/E/0/2014 dated 2 October 2014, eight study programs were added including Family Welfare Education Study Program, Art Education Study Program, Biology Education Study Program, Physics Education Study Program, Geography Education Study Program, Chemistry Education Study Program, Non-Formal Education Study Program, and Civics Education. Fourth, based on the letter of decree from from the Minister of National Education Number 551/E/O/2014 dated 17 October 2014, Psychology Study Program was added.

### **C. Vision, Mission, and Objectives of the Graduate School of UNY**

#### **1. Vision**

The vision of the Graduate Program of UNY:

In 2025, it will become an excellent Graduate School leading in its education and research in South East Asia based on the piety, independence and intelligence values.

#### **2. Mission**

Based on the vision and principles of thinking, the missions of the Graduate School of UNY are presented as follows.

- a. Actualizing/realizing the management of the Graduate School of UNY which is credible, transparent, accountable, responsible and fair in the implementation of the university autonomy
- b. Conducting academic education in master's and doctoral degree in educational and non-educational field to support the university to have an international quality
- c. Improving the quality and relevance of academic education, profession and vocation in line with the characteristics of Indonesia and international demands which is integrated with the development and dedication research for the society.
- d. Developing and implementing roadmap research and the themes under it based on the disciplines, skill, and need of the society based on the local potential and wisdom.
- e. Developing some field areas in some manners including mono, inter, multi and cross disciplinary as the priority through the field area in the study program to implement the research roadmap consistently, so that the result will be beneficial for the

development of knowledge, technology, art and sport and the empowerment of the society in general

- f. Conducting dedicational activities based on research and utilizing the results of lecturer and students' technology to empower the society in the local and national scope to make Indonesia prosperous and prestigious.

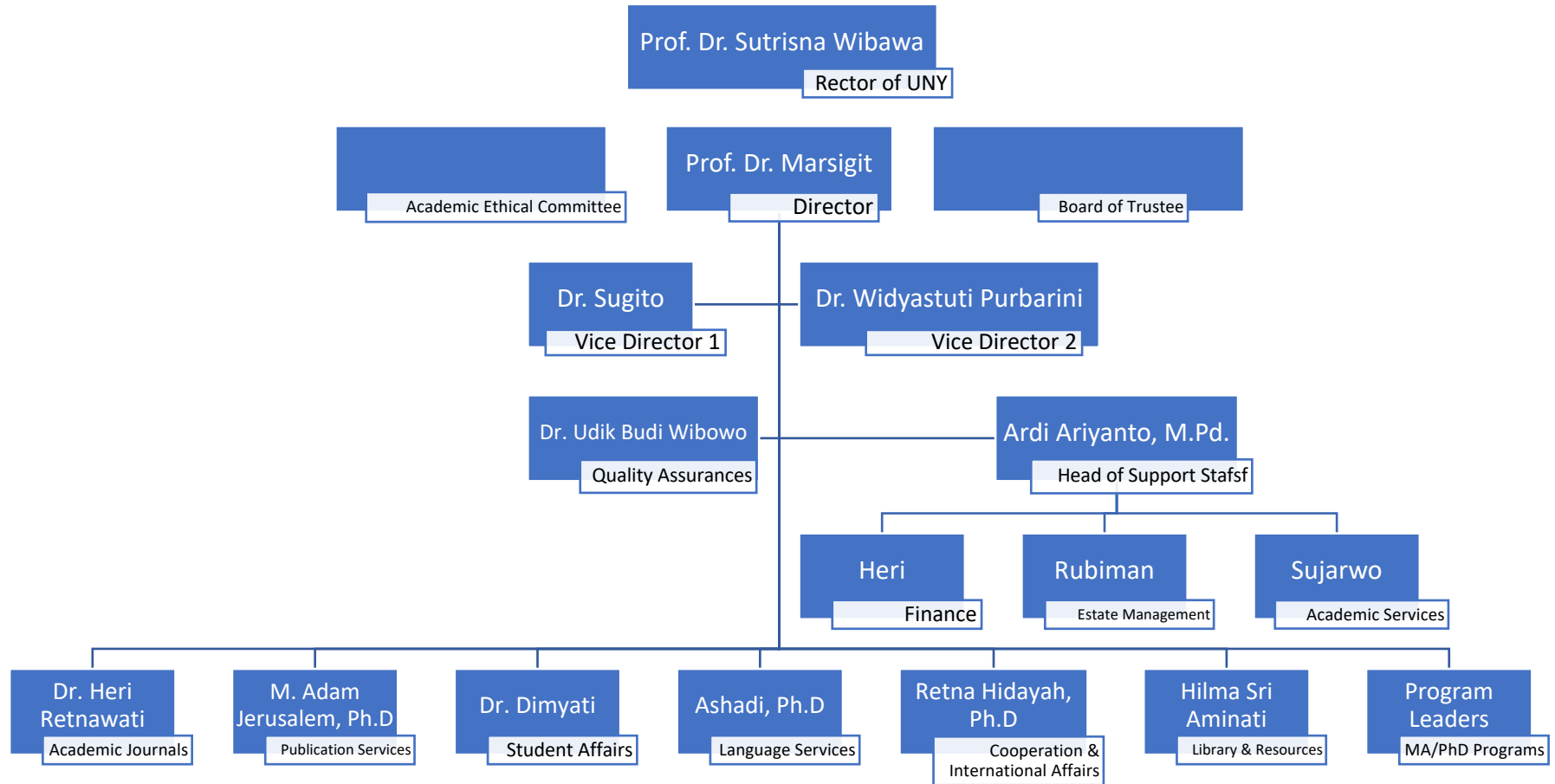
### **3. Objectives**

All missions point at four objectives, which are:

- a. Creating the management of the master's and doctoral program which is good, fine and accountable in the autonomy implementation of the Graduate School of UNY
- b. Resulting master's and doctoral program graduates which are religious, independent and qualify based on the academic profesionality and characteristics in educational field in order to be able to give meaningful contributions for the development of the country and humanity
- c. Resulting qualify and meaningful research products which can be done in integrated ways with the implementation of the master's and doctoral program related to profession development

### **D. Organizational Structure**

## Graduate Program Organizational Management



## Details of Mangaments and Contacts

Prof. Dr. Marsigit, M.A.	Director	Imam Bernadib Building 2nd floor south wing Phone 607 (Secretary) Email:
Dr. Sugito, M.A.	Vice Director 1 for Academic Affairs	Imam Bernadib Building 2nd floor south wing Phone 607 (Secretary) Email: <a href="mailto:asdir1.pps@uny.ac.id">asdir1.pps@uny.ac.id</a>
Dr. Widyastuti Purbani, M.A.	Vice Director 2 for Finance and Administration	Imam Bernadib Building 2nd floor south wing Phone 607 (Secretary) Email: <a href="mailto:asdir2.pps@uny.ac.id">asdir2.pps@uny.ac.id</a>

Dr. Udik Budi Wibowo	Head of Quality Assurances	Imam Bernadib Building 2nd floor south wing Phone 607 (secretary) Email Website: <a href="http://pps.uny.ac.id/penjaminan-mutu">http://pps.uny.ac.id/penjaminan- mutu</a>
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Heri	Finance Services	Imam Bernadib Building 1st floor south wing Phone 116 Email:
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## **CHAPTER II**

### **MASTER PROGRAM IN SOCIAL SCIENCES EDUCATION**

#### **A. History and Development of the Program**

The program was founded in 1996 as one of the earliest postgraduate program in Social Sciences Education across universities of education in Indonesia to promote the more sophisticated and advance teaching and research in the field; and now parts of the Graduate Schools at Universitas Negeri Yogyakarta as one of the elite graduate program in this country supported by experienced professors and lecturers and research resources with the established national and international networks. Having established for more than two decades, the program has been accredited with A (top level) from the Indonesian National Accreditation for Higher Education Programs (BAN-PT) form the last 10 years (2019 and 2014); and has about 1000 graduates working in the various education institutions – in the elementary and secondary levels and universities – and other related fields in the government and private areas – like NGOs and other forms of social organizations in the country.

The program offers courses for students to develop their knowledge and skills related to the field of social sciences and social sciences education – including curriculum, teaching-learning and assessment methods, and policy analysis in the above related field. The courses are designed to formulate and expand understanding on philosophy of social sciences, research methodologies, principles and problems in teaching social sciences at secondary and tertiary level of education, democratic and multicultural education, participatory action researches as well as other advanced issues on social sciences – including environment and society, contemporary political dynamic in Indonesia and policies and challenges in education in the country.

#### **B. Vision, Mission and Objectives of the Program**

##### **a. Vision of the Program**

It is aimed to become an excellent, creative and innovative master program in the year of 2025 in the development of human resources of the field of social science education with a global perspective based on piety, independent and scholarship.

b. Mission of the Program

The mission of Master program in Social Sciences Education Masters are:

- 1) Organizing master-level education in the field of Social Sciences Education oriented to the development of human resources that have a balance between competencies as educators and as good citizens, have the skills to communicate, adapt and synergize in the lives of local and global communities;
- 2) Conducting research, studies, and efforts to apply science and technology to support academic and professional programs in the field of social science education;
- 3) Providing community service with innovation in the organization of Social Science Education at the level of elementary-secondary and tertiary education;
- 4) Organize cooperation with institutions at home and abroad and serve the demand for professional education and training programs in the field of social science education

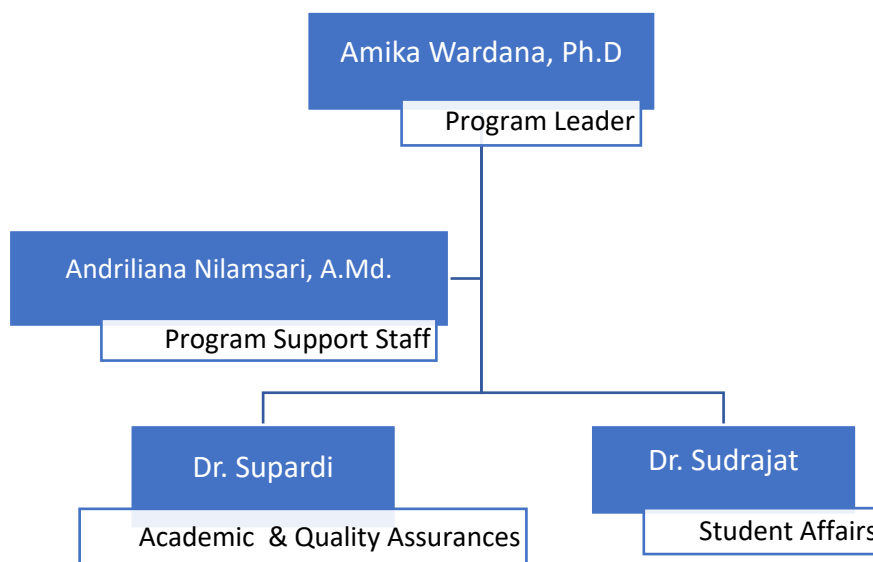
c. Education Objectives of the Program

The education objectives of the Master Program in Social Sciences Education Master's Degree are to produce graduates who:

- 1) Having scientific knowledge in the field of Social Sciences that is valid, deep and broad, able to apply it in life practices both at school and outside of school, sensitive to social problems that occur in their environment, and able to solve it rationally through scientific research.
- 2) Able to evaluate and develop social science learning, with integrated and contextual approaches, based on students, in a pleasant, effective and efficient learning environment.
- 3) Having a soul and commitment as a pious person to the almighty God, noble character and noble character, and able to be an example for students and people around.
- 4) Able to communicate and adapt empathically, respect and care for others, fair, open, and can accept criticism and advice.
- 5) Able to research in the field of Social Sciences education and/or socio-cultural and political aspects of education by considering the development/demands of the latest scientific disciplines;;

- 6) Able to assist the community in overcoming social problems through community service programs.

### C. Program Organizational Management



<i>Name</i>	<i>Office</i>	<i>Contact</i>
Amika Wardana, Ph.D. <i>Program Leader</i>	Imam Barnadib Building (East Wing) Lt. 3	081393471345 a.wardana@uny.ac.id
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Dr. Sudrajat <i>Students Affairs &amp; Allumni</i>	Imam Barnadib Building (East Wing) Lt. 3	083867710740 sudrajat@uny.ac.id
Andriana Nilamsari, A.Md. <i>Support Staff</i>	Imam Barnadib Building (East Wing) Lt. 3	085743119557 andriananilamsari@uny.ac.id

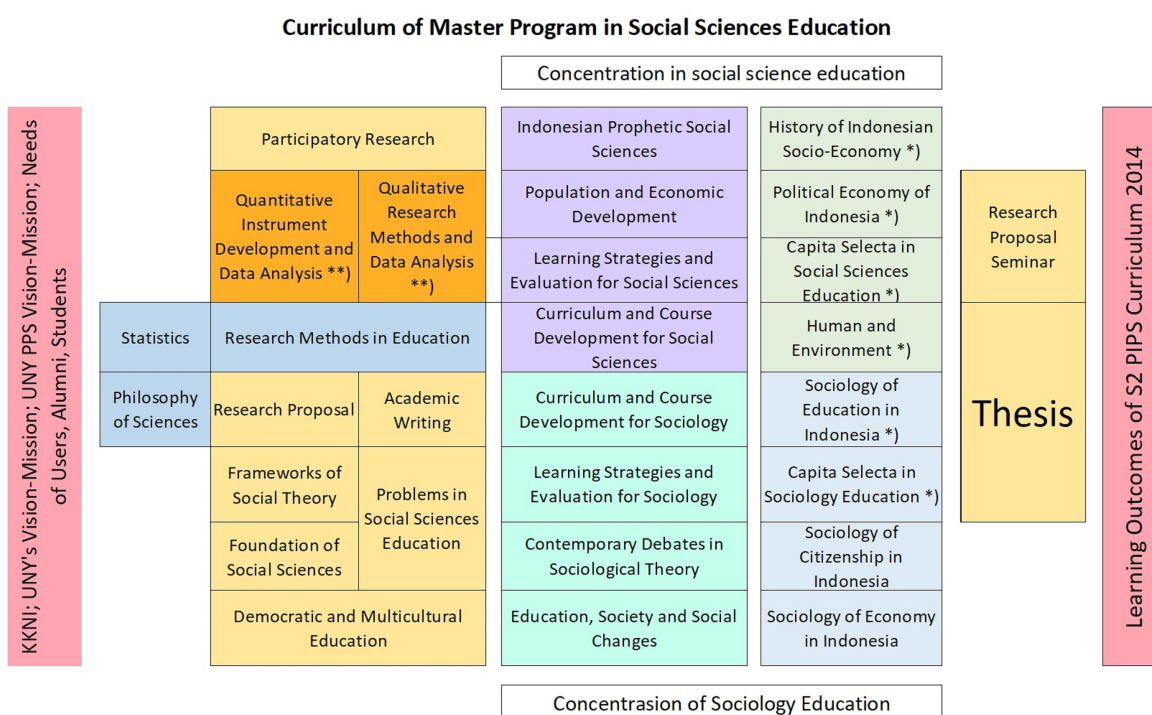
#### D. List of Lecturers

<i>Name</i>	<i>Academic Title</i>	<i>Teaching/Research Interests</i>
Zamroni	Emeritus Prof. Ph.D	Social Science Education; Multicultural Education; Qualitative Methods
Suyanto	Prof. Ph.D	Sociology of Education; School Curriculum and Policy;
Ajat Sudrajat	Prof. Dr.	Religious Education; Character Education
Farida Hanum	Prof. Dr	Gender and Education; School Culture; Qualitative Methods
Siti Irene Astuti Dwiningrum	Pof. Dr	Social Capital in Education; Disaster and Mitigation Education;
Mukminan	Prof. Dr.	Media and Technological education; Education and environment;
Sugiharsono	Associate Prof. Dr.	Sociology of Economy; Economic Education
Aman	Associate Prof. Dr.	Indonesian History; Evaluation and Assessment;
Taat Wulandari	Assistant Prof. Dr.	Democratic Education; Multicultural Education; Problems in Social Science teaching;
Supardi	Assistant Prof. Dr.	Social Science Curriculum; Indonesian History
Sudrajat	Assistant Prof. Dr.	Philosophy of Sciences;

		Research Methods in Education;
Amika Wardana	Assistant Prof. Dr.	Sociological Theory; Sociology of Citizenship; Qualitative Methods
Adi Cilik Pierewan	Lecturer., Dr.	Educational Policies; Quantitative Methods

## E. Curriculum of the Program

### a. The Map of Curriculum



b. Distribution of Curriculum in Semester

NO.	CODE	Courses	SEM & Credits				Total Credits
			1	2	3	4	
<b>I. Fundamental Courses</b>							
1.	PAS8201	Philosophy of Sciences	2				6
2.	PAS8202	Research Methods in Education	2				
3.	PAS8203	Statistics	2				
Jumlah SKS Mata Kuliah Pondasi Keilmuan			6	0	0	0	
<b>II. Program Specific Courses</b>							
1.	PIS8301	Foundation of Social Sciences	3				18
2.	PIS8302	Participatory Research	2				
3.	PIS8303	Problems in Social Sciences Education		3			
4.	PIS8104	Research Proposal		1			
5.	PIS8105	Research Proposal Seminar			2		
6.	PIS8106	Academic Writing			1		
7.	PIS8607	Thesis				6	
Jumlah SKS Mata Kuliah Keahlian Program Studi			5	4	3	6	
<b>III. Concentration Courses</b>							
<b>1. Social Sciences Education</b>							
1.	PIS8208	Democratic and Multicultural Education	2				12
2.	PIS8209	Curriculum and Course Development for Social Sciences		2			
3.	PIS8210	Frameworks of Social Theory		2			
4.	PIS8211	Population and Economic Development		2			
5.	PIS8212	Learning Strategies and Evaluation for Social Sciences		2			
6.	PIS8213	Indonesian Prophetic Social Sciences		2			
Jumlah SKS Mata Kuliah Konsentrasi Pend. IPS			2	10	0	0	
<b>2. Sociology Education</b>							
1.	PIS8214	Democratic and Multicultural Education	2				12
2.	PIS8215	Curriculum and Course Development for Sociology		2			
3.	PIS8216	Frameworks of Social Theory		2			
4.	PIS8217	Contemporary Debates in Sociological Theory		2			
5.	PIS8218	Education, Society and Social Changes		2			
6.	PIS8219	Learning Strategies and Evaluation for Sociology		2			
Jumlah SKS Mata Kuliah Konsentrasi Pend. Sosiologi			2	10	0	0	
<b>III. Program Elective Courses</b>							
<b>1. Research Methodologies</b>							
1.	PIS8222	Quantitative Instrument Development and Data Analysis **)			2		2
2.	PIS8234	Qualitative Research Methods and Data Analysis **)			2		

	Jumlah SKS Mata Kuliah Pilihan Metodologi				2		
	<b>2. Social Sciences Education</b>						
1	PIS8221	Human and Environment *)			2		4
2	PS8215	History of Indonesian Socio-Economy *)			2		
3	PEK8251	Political Economy of Indonesia *)			2		
4	PIS8223	Capita Selecta in Social Sciences Education *)			2		
	Jumlah SKS Mata Kuliah Pilihan Pend. IPS		0	0	4	0	
	<b>3. Sociology Education</b>						
1	PIS8231	Sociology of Education in Indonesia *)			2		4
2	PKN8218	Sociology of Citizenship in Indonesia			2		
3	PEK8252	Sociology of Economy in Indonesia			2		
4	PIS8235	Capita Selecta in Sociology Education *)			2		
	Jumlah SKS Mata Kuliah Konsentrasi Pilihan Sosiologi		0	0	4	0	
<b>Total Credits</b>			<b>13</b>	<b>14</b>	<b>7</b>	<b>6</b>	<b>40</b>



## CHAPTER III

### ACADEMIC ADMINISTRATION

#### **A. Registration of the Graduate School Students of UNY**

The registration is a must for all of the students candidates and students of the Graduate School of UNY in the beginning of the semester periodically. It is done by completing the semester study plan. They also need to get the permission from their academic advisors. Every student will be stated as active after doing the registration which includes:

##### **1. Paying the school tuition**

The payment can be done in the appointed bank based on the schedule set. In the receipt, there will be PIN (Personal Identification Number) to update data.

##### **2. Updating the Personal Information**

The process of updating the data can be done online via [registrasi.uny.ac.id](http://registrasi.uny.ac.id) by completing the data required. If there is a problem with the registration, students are required to contact the registration office of UNY in the Rectorate building.

##### **3. Course Enrolment**

The process of completing the semester study plan has to be done online via [siakad2013.uny.ac.id](http://siakad2013.uny.ac.id) after the updating process is done. The lectures will appear based on the semester on each study program curriculum. If a student does not complete the semester study plan, the score of the subjects in that semester cannot be processed. The time for the completeness has been set, so if there is a problem related to it, the students are required to contact the academic staff of the Graduate School of UNY.

#### **B. Academic Advisory**

The academic advisors are lecturers who are appointed and given some responsibilities by the Graduate School of UNY to supervise some students during their study in order to finish the study smoothly. Every academic advisor guides and assists students. They are appointed by the Director of the Graduate School.

The roles of academic advisors include guiding, assisting in planning the study and taking the courses in each semester, giving explanations to the students about academic problems and how to solve them, giving permissions to enroll some courses, giving explanations about theses or dissertation titles, monitoring the students during their study, and reporting their development to the Head of study program.

## **C. Academic Leave**

Master's and doctoral degree students are allowed to take academic leave with some conditions below.

### **1. The Conditions for the Academic Leave**

- a. Students have to go through at least a semester, at least 10 credits and get grade point average at least 3.00.
- b. Students are not scholarship recipients.
- c. Students are not exceeding the limit of college leave number.

### **2. Permission/Rights for the Leave**

- a. The academic leave is not counted in the study period and students are not required to pay the tuition fees.
- b. The length of the leave allowed is two semesters during the study.
- c. Students who do not register at the beginning of the semester will be automatically processed as leaving the semester.
- d. The automatic academic leave is given maximally twice during the study to students who still have the permissions/rights for the leave.
- e. Students who are in their academic leave do not have any right to get academic services and use academic facilities.
- f. Students who have already registered can propose for an academic leave and cancel the study plan. However, the tuition fee cannot be refunded.
- g. If the students who have taken the leave twice in two consecutive semesters do not register on the next semester, so the semesters they have taken a leave will be counted in the study period. Students will have to register themselves and pay the tuition fees for the previous semester and the next one.
- h. Students who have taken academic leaves for two consecutive semesters and do not register in the next two semesters will be stated as stepping down and will get a letter stating that he/she has ever studied in the university.

### **3. Academic Leave Procedure**

Submission for the college leave is done online via [eservice.uny.ac.id](http://eservice.uny.ac.id) using the procedure set and will be submitted when the semester starts based on the schedule.

#### **D. Administration of Subject Scores**

The scoring system of the learning process result for every subject is done by every lecturer online via [siakad2013.uny.ac.id](http://siakad2013.uny.ac.id). Each lecturer is responsible for the legitimacy of the score uploaded via [siakad2013.uny.ac.id](http://siakad2013.uny.ac.id).

The Graduate School students of UNY or the parents/guardians can see the score of the result every semester and the study result form online via [siakad2013.uny.ac.id](http://siakad2013.uny.ac.id).

#### **E. Administration of Faculty Graduation**

1. Requirements for the faculty graduation are listed as follows.

- a. The students have passed the examination.
- b. The students have paid the school tuition.
- c. The students do not borrow any book at the university and the Graduate School library.
- d. The master's students have scored at least 450 in Pro-TEFL 475 for the doctoral students issued by the Language Center of UNY.
- e. The students have uploaded pictures required.
- f. The students have validated the certificate.
- g. The students have registered for the faculty graduation as well as the graduation online via [siakad2013.uny.ac.id](http://siakad2013.uny.ac.id).
- h. The students have fulfilled other requirements set by the Graduate School of UNY.

2. Things the students must fulfill related to the faculty graduation:

- a. The students are required to attend the process of faculty graduation.
- b. If the students cannot attend the process in the month required, they should attend the next period one.
- c. The students are stated as graduated based on the Letter of Decree issued by the Director of the Graduate School.

3. The process of Faculty Graduation

- a. The schedule for the faculty graduation is set by the Graduate School of UNY and is done once a month.
- b. The day/date of the faculty graduation is stated as the date of the graduation.

## **F. Graduation Administration**

The university graduation is held based on the academic calendar. The students will be given their certificate and transcript of the score. The procedure and process of the graduation are arranged by the academic staff of UNY.

## **G. Administration of the Graduate School Alumni**

The alumni of master's program and doctoral program of the Graduate School will automatically become the members of UNY Alumni Association. The registration for the membership is done online via [alumni.uny.ac.id](http://alumni.uny.ac.id).

## CHAPTER IV

### THE MECHANISM OF EDUCATION IMPLEMENTATION AND ASSESSMENT SYSTEM

#### **A. Pre-Lecturing Activities and the Study Program Introduction**

In the beginning of an academic year, students who are admitted in every study program of the Graduate School have to attend an orientation activities. The activities are in the form of lectures and discussions led by the staff of the Study Program and Graduate School. The Graduate School staff will give some explanations related to general, academic, administration and financial knowledge of the Graduate School of UNY. Meanwhile, the study program staff will give explanations about the lectures, library, laboratory, the Graduate School Family of UNY, UNY Alumni Association and the academic policies. Beside students' orientation, at the beginning of an academic year, there will be a general lecturing discussing some actual topics. The speakers will likely be from outside the campus.

#### **B. Joint Degree Program**

The joint degree program is the cooperation between the Graduate School of UNY and *Technische University Dresden* (TUD), Germany, for the doctoral program of Technology and Vocational Study Program. This program is set for three years. In the first and second semesters, students take *coursework* in the Graduate School of UNY based on the curriculum. Then, in semester 3 and 4, they will study in TU Dresden, Germany and write their proposals as well as dissertations. In the semester 5 and 6, students conduct research and write the dissertations in Indonesia. The requirements and condition to study in Germany are listed as follows: (1) sending a dissertation proposal written in English, and (2) the proposal is accepted and assisted by a promoter from TU Dresden.

If the proposal is considered as inappropriate and no promotor has the ability or knowledge about the topics so students can take the lectures in semester 3 at the Graduate School of UNY and continue the regular program of doctoral degree (Not joint degree program). There are several ways in doing the payments for this joint degree program. They are presented as follows.

1. Domestic scholarship for graduate program or overseas scholarship for graduate program from the funding from the Ministry of Research, Technology and Higher Education, which are: scholarship for domestic lecturers and the one for overseas.

2. The funding from the manager of education funding of the Ministry of Finance
3. The procedure for scholarship proposal can be seen in Chapter V.

### **C. Matriculation Program**

Matriculation program has to be given to the freshmen of the Graduate School whose educational background are not linear to the one taken in the Graduate School of UNY. The purpose of the program is to give knowledge about educational knowledge and to make the knowledge of those students joining the program equal to the one whose under graduate program is already equal. The program is hoped to give understanding and knowledge based on the study program chosen.

Students who can join this program have to fulfill some requirements. They are presented as follows.

1. They have been admitted as the new students/freshmen.
2. They have done the administration registration based on the policies and regulation.
3. They should take matriculation subject which is set by the study program.

The Matriculation Program is done by following these procedures.

1. The matriculation subject has six until 12 credits.
2. The number of subject for the matriculation program is based on the need of the study program.
3. The credits of the subjects are not counted as subject credits in the study program curriculum.

### **D. Education Implementation**

#### **1. Study Period**

Master's program has a minimum of 36 credits/SKS with a maximum of eight semesters to finish. Meanwhile, the doctoral program has a minimum of 42 credits/SKS with a maximum of 14 semesters to finish.

#### **2. The Structure and Process of Teaching and Learning**

The lectures are done in credits system. The number of the teaching and learning process in the classroom is 16 times, including the midterm and final examination of the semester. The structure and time allocation of the teaching and learning process needed for a meeting are presented as follows.

- a. Lectures, tutorials, and responsiveness, which consist of:
  - 1) 50 minutes of teaching and learning process in the classroom once a week during the semester;
  - 2) 60 minutes for working on structured assignments per week during the semester; and
  - 3) 60 minutes for working on individual assignments per week during the semester.
- b. Seminars or other typical lectures include:
  - 1) 100 minutes of teaching and learning process once a week per semester;
  - 2) 70 minutes of independent learning
- c. Learning in the form of practicums, studio practices, mechanical practices, field practices, research, society service works and some other typical activities for 170 minutes per week in one semester, including for responsiveness and report writing.
- d. Students are required to attend the teaching and learning process at least 75% of it.
- e. Students who do not fulfill the 75% of the requirement are not allowed to have the final examination at the end of the semester and will be given score “E”.
- f. The absence of students due to sickness or completing some tasks which are supported by letters which can be accounted for is counted as present.
- g. Lecturers who have not fulfilled the number of required meetings have to conduct make-up classes or substitute activities.

### **3. In-Between Semester Program**

This program aims at giving opportunities to students to finish their study as soon as possible by taking some subjects offered in this program. The semester runs from July until August or about eight weeks and 16 meetings including midterm and final examination. In-between semester program is conducted with these procedures.

- a. The study programs with special considerations can conduct particular lectures in the in-between semester.
- b. Subjects offered have not been taken and the students taking it should get a GPA at least 3.00.
- c. The number of credits taken by students is seven credits.
- d. Subjects of the lectures chosen by the study program should be approved by the Director of the Graduate School of UNY.
- e. Students take and put the subjects in the study plan of the in-between semester.
- f. Students do not take academic leave when the semester runs.

- g. The number of students who can take the subjects in the semester is decided by the Director of the Graduate School of UNY.

#### **4. The Program of Cross Study Programs**

Students are allowed to take the program as long as they get the permit from their study program. The program includes supplementary lectures and sit in. The requirements and procedures are presented as follows.

##### **a. Supplementary Lecture Program**

- 1) Students has to fill the study plan with the subjects taken.
- 2) Students have got the permission from the study program.
- 3) Students have to attend the 16 meetings and the assignments given by the lecturers.

##### **b. Sit in Program**

This program is for students who want to get more knowledge and attend the lectures outside the semesters set by the study program with these following procedures.

- 1) Students do not have to fill the study plan;
- 2) They get permissions from the study program;
- 3) They get permissions from the lecturers;
- 4) They have to attend all the lectures and complete the assignments just like the regular students in the semester;
- 5) They are not allowed to take the midterm and final examinations;
- 6) They will not be given any score/grade for the subject attended; and
- 7) They have to attend the complete lectures.

#### **5. The Continuation Program of Doctoral Study Programs**

For master's degree students of the Graduate School of UNY who have great academic achievements and GPA at least 3.76 might get recommendations from two professors with linear titles or expertise. They also should fulfill the academic ethics and continue to the doctoral degree after at least get two semesters without graduating from the master's program first. However, before they can continue the study in the doctoral degree, they should finish the master's program first.



## **6. University Transfer Program**

Students of other universities Graduate Schools can transfer to the Graduate School of UNY if they fulfill these requirements. They are listed as follows.

- a. Submitting the proposal of transferring to another university which is addressed to Rector of UNY and Director of the Graduate School as the influent by also mentioning the logic reasons for transferring
- b. The study period of the students have not ended.
- c. Getting the recommendation from the previous state university
- d. Study program accreditation of the previous state university has to be at least the same as the one in the Graduate School of UNY
- e. The transfer program is between the same study programs.
- f. There is still capacity for the students in the study program;
- g. Students have already taken the lectures at least 12 credits for the master's degree students and 15 credits for the doctoral degree students with a GPA at least 3.00.
- h. Subjects that have been taken are stated as passed and can be acknowledged as long as the curriculum of the study program still applied;
- i. Students are willing to take the equivalent subjects in the study program with at least 60% of the subjects;
- j. The number of credits and subjects taken is set by the Head of the study program which is stated in the letter of decree of the Director of the Graduate School of UNY.
- k. The students have already got the permission from the Rector of UNY based on the considerations of the Head of study program.

## **E. Learning Assessment and Learning Improvement Evaluation**

Learning assessment is to assess the success of learning objectives set by the Graduate School of UNY. It is done following these following criteria.

1. Learning assessment principles are done in educative, authentic, objective, accountable and transparent which is integrated manner.
2. Learning assessment technique is done through observation, participation, performance, written test, oral test or questionnaires which are matched with the subject characteristics.
3. The assessment mechanism is done through several steps, including: planning, doing/implementing, giving feedbacks and documenting the assessment result.
4. The assessment process is done based on the semester study plan.
5. The assessment submission is realized in the form of numbers and letters.

The learning assessment of the master's degree is done through assessing the students' participation in the class, assignments, midterm test, final test and thesis writing. Then, the success assessment of the learning objectives of doctoral degree students is done through assessing the students' participation in the class, assignments, midterm test, final test, comprehensive test, dissertation proposal examination, dissertation feasibility test and final dissertation examination.

### 1. Learning Result Assessment

Students' learning result assessment for every subject is based on the students' performance including: students' presence and participation in the classroom, assignments completeness, midterm test and final test. The percentage for each part is decided by the lecturer.

Learning final assessment is stated into numbers that later are converted into letters. The assessment in the form of numbers is from 0 until 10, or from 0 until 100. Meanwhile, the assessment in the form of letters is using these following letters: A, A-, B+, B, B-, C+, C, C-, D, and E. The score conversion is presented as follows.

**Table 1. Score Conversion**

Score	Grade		Category
	Letters	Numbers	
100			
86 – 100	A	4,00	Excellent
81 – 85	A-	3,67	
76 – 80	B+	3,33	Very Good
71 – 75	B	3,00	
66 – 70	B-	2,67	
61 – 65	C+	2,33	Good
56 – 60	C	2,00	
41 – 55	D	1,00	Fair
0 – 40	E	0,00	Poor

## **2. The Evaluation of Learning Result Improvement**

The learning improvement evaluation is done to identify the constraints faced during the learning process in order to plan the better, structured and systematic learning process. It is done to know the students' ability to finish their study. The evaluation of learning result improvement is done by following the requirements below.

- a. The first three semesters for masters' degree, having taken thesis proposal seminar subject, and Grade Point Average at least 3.00
- b. The first six semesters for doctoral degree, having taken the dissertation proposal seminar, and Grade Point Average at least 3.00
- c. For students stated as unable to finish the study is assumed as stepping down from the university and will be given a letter stated that they have studied at the university.

## **3. Thesis Examination**

The thesis examination aims at measuring students' understanding and responsibility of the writing. The thesis examination assessment includes the content and presentation assessments with some elements of assessment, namely structure and logic of thinking in writing the thesis, the relevance of the theories and the thesis, theoretical argumentation in designing the conceptual framework, originality, methods, including the data collection and analysis techniques, the significance of the research result for the development of science and technology, the clarity of the presentation and oral arguments and the use of standardized language.

Before being examined, the thesis draft should first be reviewed by a lecturer of the Graduate School of UNY who is appointed by the Director.

The board of examiners consists of four lecturers including a chairperson from the Graduate School staff or the study program, a secretary from the study program, an examiner who is also the supervisor and the main examiner appointed by the Deputy Director 1.

## **4. Dissertation Examination**

### **a. Comprehensive Examination**

Comprehensive examination is to assess the mastery in the field of expertise based on the study program and to measure the analytical ability and academic knowledge acquired by students during the time they attend the lectures in doctoral program in the Graduate School of UNY. Besides, the comprehensive examination is to know the conceptual

reasoning and the result of actual formulation including the basic problem in the field of expertise. The requirements to have a comprehensive examination are listed as follows.

- a. Having taken all the subjects in the doctoral program except the dissertation
- b. Holding GPA at least 3.00
- c. Having passed English subject at least equal to TOEFL score of 475
- d. Getting B- score no more than a subject
- e. The comprehensive examination score has only two criteria, namely “pass” and “fail.”
- f. For those who fail the examination, they have to repeat it during the semester.

### **b. Dissertation Proposal Examination**

The dissertation proposal examination is the final writing step in the doctoral degree as the preparation for the dissertation research preparation. The requirements to have the proposal examination are: (a) registered as an active student; (b) students who have passed the proposal examination subject; (c) the proposal has been approved by the supervisor and (d) the proposal has gone through a similarity test with a maximum similarity level of 20%.

The board of examiners for the dissertation proposal consists of six lecturers, including a chairperson from an officer of the Graduate School or a lecturer from the study program, a secretary from the study program, an examiner who is also the main supervisor from the study program, another examiner who is also another supervisor, a main examiner (internal) from the study program, and an examiner II (internal) from the study program.

The dissertation proposal examination can be done in integrated ways by having an examination or a dissertation research instrument seminar or is done separately. The results are between three possibilities which are: (1) pass without revision, (2) pass with revision and (3) fail. Students passing the examination without any revision can continue to conduct the research. Those passing with revision should revise it first to continue to conduct the research. Meanwhile, those who fail the examination have to take another examination in order to be able to continue to conduct the research.

### **c. Dissertation Feasibility Test**

Dissertation feasibility test aims at assessing the report of dissertation research result based on the Level 9 competence in Indonesian National Qualifications Framework. Before tested, the report draft should go through a similarity test and the result should not be more than 20%. Other requirement is that both supervisors should approve the draft. The feasibility test is done without the student’s presence. The components of the test rated are:

the originality of the dissertation, the relevance between the formulations of the problems and the research questions, the relevance between the research questions and the results, the relevance between the formulations of the problems and the conclusions, the fulfillment of the sources including journals and other references, and the grammatical accuracy.

The board of examiners consists of six lecturers including a chairperson/examiner from the staff of the Graduate School appointed by the director, a secretary/examiner who is also the supervisor, the main supervisor and three other examiners.

The results can be in three categories, they are: (1) pass with minor revision; (2) pass with major revision; (3) fail. “Pass with minor revision” is when the revision is not related to the research subject. “Pass with major revision” is when the revision is related to the research subject. Meanwhile, the draft is considered as fail when the dissertation does not fulfill its substance. The time for revising is decided by the examiners.

#### **d. Dissertation Examination**

The dissertation examination measures the ability and responsibility of doctoral program students about the process and results of the research dissertation. The examination is close in nature without the presence of other parties other than the students and the board of examiners. The components of dissertation examination assessment includes the structure and logic of thinking in writing the thesis, the relevance of the theories and the thesis, theoretical argumentation in designing the conceptual framework, originality, methods, including the data collection and analysis techniques, the significance of the research result for the development of science and technology, the clarity of the presentation and oral arguments and the use of standardized language.

The board of examiners for the dissertation examination consists of six lecturers, including a chairperson/examiner from the staff of the Graduate School or a lecturer from the study program, a secretary/examiner from the study program, an examiner who is also the main supervisor from the study program, another examiner who is also another supervisor, a main examiner from the study program, and an examiner II from outside of the Graduate School of UNY. The time allocation is 120 minutes.

The results can be in three possibilities, namely “pass without any revision”, “pass with revision” and “fail”. Students who are stated as “pass with revision” have to revise the dissertation based on the suggestions and feedbacks from the board of examiners. They are given maximally four months to revise it. Meanwhile, those who are stated as fail have to retake the examination. The expense is the student’s responsibility. The time for revising

and retaking the examination are decided by the board of examiners and written in the official record sheet signed by the student and the examiners.

#### **e. Dissertation Examination**

The final examination is open for all and aims at publishing the research results in a wider scientific forum. Students are allowed not to take examination if they have two journal's published in reputable international journals acknowledged by the Ministry of Research, Technology and Higher Education. The components of dissertation examination assessment includes structure and logic of thinking in writing the thesis, the relevance of the theories and the thesis, theoretical argumentation in designing the conceptual framework, originality, methods, including the data collection and analysis techniques, the significance of the research result for the development of science and technology, the clarity of the presentation and oral arguments and the use of standardized language.

The board of examiners for the dissertation examination consists of six lecturers, including a chairperson/examiner from the staff of the Graduate School or a lecturer from the study program, a secretary/examiner from the study program, an examiner who is also the main supervisor from the study program, another examiner who is also another supervisor, a main examiner from the study program, and an examiner II from outside of the Graduate School of UNY. The time allocation is 90 minutes.

The results can be in three possibilities, namely "pass without any revision", "pass with revision" and "fail". Students who are stated as "pass with revision" have to revise the dissertation based on the suggestions and feedbacks from the board of examiners. They are given maximally four months to revise it. Meanwhile, those who are stated as fail have to retake the examination. The expense is the student's responsibility. The time for revising and retaking the examination are decided by the board of examiners and written in the examination record sheet signed by the student and the examiners.

#### **5. Thesis and Dissertation Article Publication**

The students of master's and doctoral programs at the Graduate School of UNY are obliged to publish their theses and dissertations in the form of research articles following the guidelines outlined as follow:

- a. The student is obliged to publish his/her research article in a predetermined scientific journal as one of the graduation requirements.

- b. The master's candidate has to publish his/her research article either in a national journal accredited by the Ministry of Research, Technology and Higher Education or a reputable international journal.
- c. The doctoral candidate should publish his/her research article in a reputable international journal.
- d. The student has to put his/her supervisor as the second author/writer, the institution (the Graduate School of UNY) and his/her official UNY email address on the published article.
- e. This article publication will be used as one of the requirements of the inauguration.

## **6. Examination Regulations**

### **a. Administrative requirements**

The students who will take an examination (thesis/dissertation defense) should fulfil the following requirements:

- 1) Being enrolled as an active student in the master's or doctoral program;
- 2) Having passed all the required subjects;
- 3) Having passed the comprehensive test for the doctoral candidate;
- 4) Submitting a proposal or report on a thesis/dissertation research approved by the supervisor and the reviewer ratified by the director of the Graduate School; and
- 5) Submitting a letter of acceptance of thesis/dissertation article publication

### **b. Dress Code**

The master's candidates defending their thesis are required to dress in formal attire (the top: a long-sleeved white shirt and a tie; the bottom: a long black trouser/skirt). The board of examiners can dress in formal or semi-formal attire, with/without a tie. The doctoral candidates defending their dissertation proposal also have to dress in formal attire. In their final dissertation examination, however, the doctoral candidates are required to dress in formal civil attire '*Pakaian Sipil Lengkap*' (PSL). Meanwhile, the board of examiners are required to wear academic gowns. For females, adjustments can be made to their formal attire.

### **c. Duration**

The thesis examination lasts for 90 minutes. It consists of a thesis presentation by the master candidate (15 minutes), a question/comment session from the first examiner (20

minutes), a question/comment session from the second examiner (20 minutes), a question/comment session from the chairperson (10 minutes), a question/comment session from the secretary (10 minutes), and deliberation by the board of the examiners to decide the result (15 minutes).

The dissertation proposal examination and final examination lasts for 120 minutes each. It consists of a preliminary discussion (15 minutes), a dissertation presentation by the doctoral candidate (15 minutes), a question/comment session from the first examiner (20 minutes), a question/comment session from the second examiner (20 minutes), a question/comment session from the first supervisor (10 minutes), a question/comment session from the second supervisor (10 minutes), a question/comment session from the chairperson (10 minutes), a question/comment session from the secretary (10 minutes), and deliberation by the board of the examiners to decide the result (10 minutes). Meanwhile, the feasibility test lasts for 90 minutes.

## **F. Graduation Predicates**

### **1. Master's Program**

The master candidate is declared to have graduated after passing the final thesis examination with a cumulative Grade Point Average (GPA) of  $\geq 3.00$  within the required study period.

The formula to calculate a cumulative GPA for master's programs is as follows:

$$\text{GPA} = \frac{\sum (\text{credit/SKS}) (\text{score})}{\sum \text{credit/SKS}}$$

Graduate predicates for master's students are determined based on the cumulative GPA, the score of the thesis examination, and the study period with the following types:

- a. A "cum laude" predicate is awarded to an eligible student with three criteria: (1) The cumulative GPA is  $\geq 3.76$ ; (2) The score of the thesis examination is A; and (3) The study period is no more than two years or 12 months.
- b. A "very satisfactory" predicate is awarded to an eligible student with three criteria: (1) The cumulative GPA is between 3.51 and 3.75; (2) The cumulative GPA is  $\geq 3.75$ , but the study period is more than two years or 12 months; and (3) The score of the thesis examination is less than A- (A minus).



- c. A “satisfactory” predicate is awarded to an eligible student with two criteria: (1) The cumulative GPA is between 3.00 and 3.50; (2) The score of the thesis examination is less than A- (A minus); and (3) The study period is more than two years or 12 months.

## 2. Doctoral Program

The doctoral candidate is declared to have graduated after passing the final dissertation examination with a cumulative Grade Point Average (GPA) of  $\geq 3.00$  within the required study period. The formula to calculate a cumulative GPA for doctoral programs is as follows:

$$\text{GPA} = \frac{\sum (\text{credit/SKS}) (\text{score})}{\sum \text{credit/SKS}}$$

Graduate predicates for doctoral students are determined based on the cumulative GPA, the score of the dissertation examination, and the study period with the following types:

- a. A “cum laude” predicate is awarded to an eligible student with three criteria: (1) The cumulative GPA is  $\geq 3.76$ ; (2) The score of the dissertation examination is A; and (3) The study period is no more than four years or 48 months.
- b. A “very satisfactory” predicate is awarded to an eligible student with three criteria: (1) The cumulative GPA is between 3.51 and 3.75; (2) The cumulative GPA is  $\geq 3.75$ , but the study period is more than four years or 48 months; and (3) The score of the dissertation examination is less than A- (A minus).
- c. A “satisfactory” predicate is awarded to the student with two criteria: (1) The cumulative GPA is between 3.00 and 3.50; (2) The score of the thesis examination is less than A- (A minus); and (3) The study period is more than four years or 48 months.

## **CHAPTER V**

### **SCHOLARSHIP AND CAMPUS FACILITIES**

#### **A. Scholarships for International Students**

##### **1. UNY Distinguished International Student Scholarship**

UNY Distinguished International Student Scholarship is provided by Universitas Negeri Yogyakarta (UNY) for prospective international students from all countries in the world. It is awarded in the form of free tuition and credit fees.

##### **2. Developing Countries Partnership Program on Scholarship**

Developing Countries Partnership Program on Scholarship aims to improve cooperation and partnership among Non-Aligned Movement nations. It is awarded by the Indonesian government to students from developing countries of Non-Aligned Movement who wish to study at the Graduate School of UNY.

At the very beginning, this scholarship was only limited for students of master's programs. But since 2014, this scholarship is also available to students of doctoral programs. The recent recipients of this scholarship are students from the following countries: Thailand, Vietnam, Laos, Cambodia, Myanmar, Pakistan, Bangladesh, India, Srilangka, Korea, Ukraine, Azerbaijan, Uzbekistan, Turkey, Burundi, Ethiopia, Guyana, Kenya, Mali, Morocco, Nigeria, Madagascar, Suriname, Tanzania, Fiji, Papua New Guinea, Mexico, and Colombia. For more information about this scholarship, please visit <http://www.knb.dikti.go.id/>.

#### **B. Campus Facilities**

##### **1. Computer Laboratory**

The Graduate School has a computer laboratory with LAN Client-Server network and NT 4.0 Server which is adequate to support a number of academic activities and/or research studies. This laboratory has 48 computers divided into server computers (NT server and Internet Server), workstation computers for lecture activities, and technician computers. All of the workstation computers are connected to LAN network while technician computers are not connected to LAN network. This LAN network connects not only all the computers in the laboratory but also in all offices (including campus leader and study program management offices in the Graduate School) and all lecture rooms.

In addition, students of the Graduate School can access the Internet in the Computer Center (*Puskom UNY*). This computer center has a number of facilities to support information and communication technology based services including a training room, Blade-based Server, Storage System, gigabyte connection-based Core switch, Wireless Hotspot, IP PBX, a set of Video Conference, a data center room, connection to Local node INHERENT UGM 1Gbps, domestic Internet connection 30 Mbps, international Internet connection 90 Mbps, and Generator Set 120 Kva.

## **2. Study Program Laboratory**

To support lecture activities, the Graduate School provides study program laboratories including the laboratory of Educational Research and Evaluation and the laboratory of Instructional Technology. Some study programs at the Graduate School also cooperate with undergraduate study programs to develop laboratories for instructional support.

## **3. Library**

The library at the Graduate School plays an important role in learning processes. For that reason, the Graduate School develops this library by adding new collections annually. All academicians of the Graduate School are free to use the collections of books, research, journals, and magazines available in the library for improving the quality of teaching, research and community service. They can also use the university library and other libraries managed by the study programs and faculties in UNY.

## **4. Internet**

The Graduate School provides students with internet service unit. This internet access is readily available for students in the computer laboratory and the library at the Graduate School. In addition, UNY also provides hotspots on campus with wireless access points which can be used by students for free.

## **5. Sport Facilities**

Students of the Graduate School can make use of sport facilities provided by UNY to maintain and improve their fitness. The sport facilities include the following: an indoor tennis court, an outdoor tennis court, a fitness center, a basketball court, a football court, a *sepak takraw* court, a volleyball court, a table tennis court, a futsal court, a badminton court, a swimming pool, an athletic arena, and a martial arts arena. Students can use these facilities

in groups or together with their lecturers and/or campus staff. Members of Student Activity Units/Student Clubs of UNY are also welcome to use these sport facilities.

## **6. Other Support Services**

The Graduate School and/or UNY provides students with other facilities including places of worship, Technical Unit of Legal Aid and Consultation Service, Technical Implementation Unit of Guidance and Counseling Service, Health Service, Therapy Clinic at Faculty of Sport Sciences, and art facilities. These facilities are accessible to all students of the Graduate School.

## CHAPTER VI

### ACADEMIC MISCONDUCT AND PENALTIES

#### **A. Types of Academic Misconduct**

##### **1. Minor Academic Misconduct**

- a. Cheating and/or committing dishonest acts in completing academic assignments
- b. Helping or trying to help provide facilities and services (either intentionally or unintentionally) which can provoke cases of cheating

##### **2. Moderate Academic Misconduct**

- a. Impersonating another student in academic activities (either intentionally or unintentionally) and/or completing academic assignments for another student (either on their own initiative or being asked by someone to do so)
- b. Committing minor academic misconduct continuously
- c. Collaborating inappropriately with someone to commit moderate academic misconduct and/or asking someone to do so (either intentionally or unintentionally)

##### **3. Major Academic Misconduct**

- a. Plagiarising by copying and presenting one's ideas or materials as original work (either intentionally or unintentionally) against the rules of academic writing
- b. Illegally changing and/or falsifying names, signatures, grades or academic transcripts, graduate certificates, student identity cards, assignments, practicum reports, and other academic documents (either intentionally or unintentionally)
- c. Persuading or trying to persuade someone (either intentionally or unintentionally) by giving presents or threatening in attempts to influence or reverse academic grades.
- d. Delivering spoken and/or written remarks (either intentionally or unintentionally) to violate the dignity of the academic community members of the Graduate School of UNY including students, lecturers, administration staff and campus leaders.

## **B. Penalties for Academic Misconduct**

### 1. Academic penalties for students

#### a. Penalties for minor academic misconduct

The penalties for minor academic misconduct include the following:

- 1) A severe reprimand (either spoken from the campus officers or written from the lecturers/heads of study programs/campus leaders at the Graduate School of UNY.
- 2) A mark deduction consistent with the level of misconduct and/or a fail result in an exam/lecture/academic activity conducted by a lecturer concerned (either under the command of the head of the study program or not)

#### b. Penalties for moderate academic misconduct

The penalties for moderate academic misconduct include the suspension of rights and privileges to take part in academic activities for a maximum of two semesters.

#### c. Penalties for major academic misconduct

The penalties for major academic misconduct include disenrollment and permanent expulsion from UNY. For plagiarism in particular, the penalties follow the Regulation of the National Education Minister of the Republic of Indonesia Number 17 year 2010 about the Prevention and Countermeasures of Plagiarism in Higher Education.

### 2. Disobedient students and their rights as UNY students

Students who do not complete their administrative registration and/or academic registration are considered disobedient. The disobedient students are not entitled to academic and administrative services from the Graduate School, UNY. In addition, those who do not complete their registration for two consecutive semesters (without taking study leave) will be considered withdrawn from college and will lose their status as a student of the Graduate School, UNY.

### 3. Study leave

Study leave is excluded from a study period. For that reason, a student is not liable to pay tuition fees during his/her study leave. The regulations of study leave at the Graduate School, UNY are outlined as follows.

#### a. Study leave is granted for a student with the following requirements:

- Having completed a study for a minimum of one semester with 10 credits/SKS and a GPA of 2.00 for bachelor's programs and diploma programs, and 3.00 for master's and doctoral programs
  - Not being registered as a scholarship recipient
  - Not exceeding the maximum duration of study leave
- b. The application for study leave is processed online with the following procedures:
- The student logs into Academic Information System of UNY (SIKAD) and select 'study leave' menu to input his/her data for study leave request.
  - The study leave request will be automatically sent to the Academic Advisor by email for approval.
  - The study leave request will be emailed to the Head of the Study Program and the Deputy Director for Academic Affairs of the Graduate School, UNY as an official notification.
  - The academic officer of UNY will process this study leave request for approval from the Rector.
  - The academic officer of UNY will email the study leave permit (signed by the Rector) to the student concerned and also its copy to the Academic Advisor, Head of Study Program and the Deputy Director for Academic Affairs of the Graduate School, UNY.
- c. Any student fails to pay tuition fees on time will be administratively withdrawn and therefore is directed to take study leave (this notification will be automatically given to the student concerned by the SIKAD system and also to the Academic Advisor, the Head of the Study Program and the Deputy Director for Academic Affairs of the Graduate School, UNY).
- d. Study leave is granted twice in total for each student during a study period.
- e. If the student has paid tuition fees up front, he/she is still permitted to apply for study leave once the semester has started as long as he/she can provide reasonable circumstances (His/her study plan in the current semester will be cancelled but the tuition fees will not be refunded).
- f. The maximum duration of study leave for each study level at UNY is outlined below.
- Diploma program and degree transfer programs: two semesters

- Bachelor's programs: four semesters
  - Master's and doctoral programs: two semesters
- g. The student can apply for study leave at the beginning of each semester.
  - h. The student is permitted to take study leave consecutively for a total of two semesters.
  - i. If the student has taken study leave for two consecutive semesters and does not re-enroll for the next semester, the entire semester he/she skips will be automatically counted in his/her study period.
  - j. The student referred to in point i is liable to pay tuition fees of the previous semester and the following semester in which he/she will re-enroll.
  - k. The student who has taken study leave for two consecutive semesters and does not re-enroll for the other two consecutive semesters is considered withdrawn from UNY.
  - l. The student referred to in point k will be given an enrollment certification to certify his/her attendance at the Graduate School of UNY.



## Appendix

### Graduate School Building Site Plan