



KEMENTERIAN RISET, TEKNOLOGI DAN PENDIDIKAN TINGGI
UNIVERSITAS HASANUDDIN
FAKULTAS TEKNIK

Jl. Poros Malino, Km. 6. Gowa, 92171, Sulawesi Selatan
☎ (0411) 586015, 586262, Fax (0411) 586015
<http://eng.Unhas.ac.id> , Email: teknik@Unhas.ac.id

**REGULATION OF DEAN FACULTY OF ENGINEERING HASANUDDIN UNIVERSITY
NO : 9095/UN4.7/HK.03/2018**

ON

**PROCEDURES FOR IMPLEMENTING BACHELOR PROGRAM SEMESTER EXAMS OF THE FACULTY OF
ENGINEERING HASANUDDIN UNIVERSITY**

DEAN FACULTY OF ENGINEERING HASANUDDIN UNIVERSITY

Consider :

- a. That in the context of the teaching and learning process in the Faculty of Engineering Hasanuddin University at the middle and end of each semester, both in odd semesters and even semesters, in each particular academic year an examination is held according to or according to the procedures, schedules, and management that has been determined
- b. that the rules, decrees, provisions, and customs concerning the administration of midterm and final semester exams frequently change according to the situation and conditions, which do not indicate orderliness of the examination administration;
- c. that it is deemed necessary to establish complete faculty disciplinary procedures regarding the administration of midterm and final semester exams to control the implementation of educational activities.

Take into account:

1. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System;
2. Law of the Republic of Indonesia Number 12 of 2012 concerning Education
3. Government Regulation of the Republic of Indonesia Number 23 of 1956 concerning the Establishment of Hasanuddin University;
4. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning Management and Implementation of Higher Education;
5. Government Regulation Number 53 of 2015 concerning Hasanuddin University Statutes;
6. Decree of the Hasanuddin University Board of Trustees Number 005/UN4.0/KEP/2018 concerning the Appointment of Hasanuddin University Chancellors; Hasanuddin University Chancellor's Regulation Number 8/UN44.1/2018 concerning the Organization and Administration of Hasanuddin University Management;
7. Hasanuddin University Chancellor's Regulation Number 13/UN4.1/2018 concerning the Organization and Work Procedures of Hasanuddin University Faculties and Schools.
8. Hasanuddin University Chancellor's Regulation Number: 2781/UN4.1/KEP/2018 concerning the Implementation of the Hasanuddin University Undergraduate Program.

9. Hasanuddin University Chancellor's Decree Number: 1316/UN4.1/KEP/2018 Dismissal and Appointment Dean of the Faculty of Engineering, Hasanuddin University

DECIDE

Assign : REGULATION OF PROCEDURES FOR IMPLEMENTING BACHELOR PROGRAM SEMESTER EXAMS OF THE FACULTY OF ENGINEERING HASANUDDIN UNIVERSITY

DEFINITION

Article 1

- (1) Evaluation of Learning Outcomes is a systematic and periodic process for measuring and assessing the quality of the learning process and outcomes.
- (2) Midterm exams are a form of Evaluation of Learning Outcomes held in the middle of each semester.
- (3) End of semester examination is a form of Evaluation of Learning Outcomes held at the end of each semester.
- (4) Module Coordinator is a lecturer responsible for managing all educational activities in a Module with several parallel classes.
- (5) Lecturer is a Module manager.
- (6) Test participants are students participating in Modules held at the Faculty of Mathematics and Natural Sciences, Hasanuddin University, who meet the midterm and final semester exam requirements.
- (7) Exam supervisors are lecturers who supervise the implementation of mid and final- semester exams.
- (8) The exam schedule is a list of exam times (days, dates, and hours) determined by each Module coordinator with a maximum exam duration according to the number of credits for the Module (1 credit = 50 minutes).
- (9) Examination report are a list of entries regarding all events during the exam.

FORM OF EXAMINATION

Article 2

- (1) Forms of Evaluation of Learning Outcomes include quizzes, mid and final term, or other forms that are carried out orally or in writing as determined by the Module Coordinator as part of the assessment component of the course.
- (2) Mid and final semester exams are carried out in writing unless specified otherwise by the Module coordinator.
- (3) The exemption of examination form referred to in paragraph (2) of this article must be implemented following the examination schedule determined by the Study Program.
- (4) In terms of a condition where the form of a midterm or final semester exams is not in the form of a written exam, the rules for implementing the exam and sanctions are stipulated by the Lecturer or Course Coordinator the approval of the Head of the Program.

EXAM PARTICIPANTS REQUIREMENTS

Article 3

- (1) Students eligible to take the exam are students with active academic status and registered in the subject being tested.
- (2) Students who are eligible to take final semester exams have taken at least 80% of all activities in the course.
- (3) Participants in the examination must bring a student card as their proof of identification
- (4) Examination participants who do not carry student cards are allowed to take the exam by following the provisions given by the Module Coordinator.
- (5) Students who have an exam schedule conflict must submit a letter requesting policies to the Module Coordinator at least 5 (five) days before the examination schedule.

EXAMINATION PROCEDURES

Article 4

- (1) Examination participants must wear polite and neat clothes and wear shoes according to the applicable regulations.
- (2) The participants who are late are allowed to take the exam without additional time.
- (3) The participants who attend after the start of the exam can only take the exam if they have obtained permission from the exam supervisor, and the student concerned does not get additional time.
- (4) The participants must follow all the provisions stipulated by the examination supervisor.
- (5) The participants are prohibited from placing books, lecture notes, and or other notes in any form on the exam table, except in the case of examinations with an 'open book' (open book) or by the provisions of the exam supervisor.
- (6) After the exam questions are distributed, the exam participant cannot enter the examination room, except for emergency reasons, and must ask permission from the exam supervisor.
- (7) Test takers are required to deactivate all forms of communication tools and other electronic equipment (except those permitted by the supervisor) and keep them in a bag during the exam.
- (8) The participants are not allowed to leave the examination room without reason and do not ask permission from the exam supervisor.
- (9) The participants in the examination must write the name and number of the student on the answer sheet.
- (10) The participants in the examination must fill in the attendance list using a device that has been determined by the Faculty of Engineering and show the student card to the supervisor.
- (11) During the exam, test takers are prohibited from:
 - a. cheat,
 - b. talking or giving signals to other examinees,
 - c. borrow any stationery from other examinees, and
 - d. view personal and other people's records during the exam.
- (12) The participants must submit exam questions and answer sheets to the examination supervisor after completing the exam or when the exam time ends.
- (13) The participants who violate the provisions in paragraph (11) will be recorded by the examination supervisor and considered to have cheated and will receive an E value for the course.

MAKE-UP EXAMS

Article 5

- (1) If a student cannot take the exam at the specified time, the student can submit a make-up examination application to the Head of the Program.
- (2) Students apply for make-up examinations by writing a request letter to the Head of the Program by attaching evidence of the reasons for absence.
- (3) The Program Chair will consider and approve the application for make-up examinations based on evidence of reasons for absence and the Module Coordinator's approval.
- (4) Applications for make-up examinations are only given based on the consideration and approval of the Head of the Program to:
 - a. Students who have a sick certificate on the day of the exam; or
 - b. Students who have to carry out tasks for the benefit of the nation and state as evidenced by an official Assignment Letter, Hasanuddin University interests as evidenced by an Assignment Letter from the University, or
 - c. Students who have proof of sick; or
 - d. Students who experience force majeure.
- (5) Applications for make-up examinations are submitted to the Program Chair no later than 1 (one) week after the scheduled examination of the relevant subject is carried out.
- (6) The make-up examination must be carried out in a maximum of 1 (one) week before the scheduled entry of module grades at NEOSIA
- (7) make-up examinations must be carried out in accordance with the specified time.
- (8) The results of the assessment including make-up exams must be entered into NEOSIA and submitted to the Program Chair by the Module Coordinator no later than 1 (one) week after the follow-up examination is carried out.

RE-SIT EXAMINATION

Article 6

- (1) Students who are eligible to take the re-sit exams are:
 - a. students who take courses are registered in the current semester KRS and get D or E.
 - b. Have fully participated in all learning activities or are absent for acceptable reasons
- (2) The form of the exam is a written/take-home exam with the same mechanism as the Final Semester Examination (UAS) that was held previously
- (3) Students are deemed to have failed as re-sit participants if they do not meet the requirements as exam participants as in paragraph (1).
- (4) The maximum re-sit test result score is the value of C.
- (5) Re-sit exams can only be conducted once for each student.
- (6) There is no follow-up test for the re-sit exam for any reason, and the score decision is final.

EXAMINATION FOR DISABILITIES

Article 7

- (1) The examination procedure for students with disabilities must consider the type and extent of the student's disability.

- (2) If the student proves in good faith that he or she is unable to take an examination, or part of an examination, due to a long-term or chronic physical disability, special accommodations can be arranged such as extending the time to take the examination or arranging examination procedures.
- (3) The student must provide a medical certificate from a physician upon request.
- (4) Decisions of module coordinators, as in paragraph (1), are coordinated with a team of lecturers and the Head of the Program.
- (5) Paragraphs (1) and (2) apply to oral examinations accordingly.

ACADEMIC HONESTY AND SANCTIONS

Article 8

- (1) Test participants who violate examination procedures as stated in Article 4 paragraph (11) will be recorded by the examination supervisor and reported in the examination report.
- (2) Answer papers and/or files of violation will be confiscated by the examination supervisor as evidence and attached to the examination report.
- (3) The test participant is obliged to sign a statement of academic honesty violation in front of the examination supervisor.
- (4) The sanction for the test participant is the assignment of a zero (0) score for the test component.
- (5) Name and Student Identification Number of the test participant will be recorded in the list of perpetrators of fraud at the Hasanuddin University Faculty of Engineering Education Sub-division.

CLOSING

Article 9

- (1) All provisions regarding the implementation of the mid-semester and end-semester examinations that were in effect before this regulation were declared no longer valid.
- (2) Matters that have not been regulated in this regulation will be regulated later.
- (3) This decision is effective on the date of stipulation, provided that if there are errors, they will be corrected accordingly