

ACADEMIC HANDBOOK



**BACHELOR PROGRAMME IN JAPANESE
FACULTY OF LANGUAGES AND CULTURES
MARANATHA CHRISTIAN UNIVERSITY
BANDUNG
2020**



VISION:

To be an inventive, excellent, and trusted learning center in the 21st century in developing Japanese language and culture in Indonesia based on the love and example of Jesus Christ.

MISSION:

1. To prepare students who are reliable in the field of Japanese language and culture, and have broad insight into Japan.
2. To prepare students to be independent, creative and responsible in entering the world of work.
3. To facilitate the entire academic community of the Bachelor Programme in Japanese in conducting scientific research and community service as a form of contribution to society.
4. To create a conducive academic atmosphere for the academic community.

GRADUATE PROFILE:

1. Japanese Language and Culture Instructor
2. Japanese Language and Culture Communicator
3. Japanese Language and Culture Administrator
4. Japanese Language and Culture Researcher

Profile Description:

1. Scholars who work as teaching staff in an institution, especially in transferring Japanese language and cultural skills
2. Scholars who work as a liaison for oral or written communication between different languages and cultures
3. Bachelors as job actors who require language skills and knowledge of Japanese culture in a company that collaborates with the Japanese
4. Scholars who have the ability to analyze various issues of Japanese language and culture, and are ready to pursue postgraduate education



TABLE OF CONTENTS

TABLE OF CONTENTS

CHAPTER 1 EDUCATION SYSTEM

- 1.1 Curriculum
- 1.2 Regular Semester
- 1.3 Intermediate Semesters
- 1.4 Semester Credit Units (SKS)
- 1.5 Active Study Period and Study Load

CHAPTER 2 EDUCATIONAL PROCESS

- 2.1 Study Monitoring
- 2.2 Academic Supervision
- 2.3 Student Study Load and Study Plan Registration
- 2.4 Forms of Learning Activities
- 2.5 Consultation/Tutorials
- 2.6 Mode of Learning and Attendance
- 2.7 Exams
- 2.8 Implementation of Exams
- 2.9 Theses
- 2.10 Defense Test
- 2.11 Student Study Evaluation
- 2.12 GPA
- 2.13 Graduation

CHAPTER 3 STUDY TERMINATION

- 3.1 Temporary and Permanent Study Termination
- 3.2 Without Notice Status
- 3.3 Resignation
- 3.4 Transfer of students between Faculties/Study Programme

CHAPTER 4 STUDENT OBLIGATIONS AND SANCTIONS

- 4.1 Student Obligations
- 4.2 Prohibited Conduct
- 4.3 Violations
- 4.4 Types of Sanctions



CHAPTER 1 EDUCATION SYSTEM

1.1 Curriculum

(1) The curriculum for the Study Programme is prepared based on the vision and mission of Maranatha Christian University to produce highly competent graduates according to the needs of society and developments in science, technology and art.

(2) The curriculum at Maranatha Christian University is structured according to the five pillars structure which consists of: general education, academic (education, research, community service), professional.

(3) The curriculum for the Study Programme includes a unified composition of courses arranged in an integrated manner so that students obtain graduate achievements determined by the Study Programme in accordance with the KKNI/IQF.

(4) The curriculum for the Bachelor Programme includes a unified composition of courses and other learning activities outside the study program in accordance with applicable laws and regulations aimed at giving students the right to study outside the Degree Program.

(5) Each course has a certain RPS (Semester Learning Plan) and SKS load (Semester Credit Unit) and has a learning process to be carried out according to the semester system.

KKNI/IQF based curriculum

No	Course Code	Course	Credits
Semester 1			
1	MKU017202242	Pancasila	2
2	MKU039202242	Indonesian Language	2
3	SSJ110202242	Basic Japanese Grammar 1A	2
4	SSJ111202242	Basic Japanese Conversation 1A	2
5	SSJ112202242	Basic Japanese Practice 1A	2
6	SSJ113202242	Vocabulary/Kanji 1A	2
7	SSJ114202242	Basic Japanese Grammar 1B	2
8	SSJ115202242	Basic Japanese Conversation 1B	2
9	SSJ116202242	Basic Japanese Practice 1B	2
Semester 2			
1	MKU024202242	Citizenship	2
2	MKU060202242	Religion Phenomenology	2



No	Course Code	Course	Credits
3	MKU062202242	Christian Education	2
4	SSJ118202242	Basic Japanese Grammar 2A	2
5	SSJ119202242	Basic Japanese Conversation 2A	2
6	SSJ120202242	Basic Japanese Practice 2A	2
7	SSJ121202242	Vocabulary/Kanji 2A	2
8	SSJ122202242	Basic Japanese Grammar 2B	2
9	SSJ123202242	Basic Japanese Conversation 2B	2
10	SSJ124202242	Basic Japanese Practice 2B	2
11	SSJ125202242	Vocabulary/Kanji 2B	2
Semester 3			
1	SSJ210202242	Intermediate Japanese Grammar 1	2
2	SSJ211202242	Intermediate Japanese Conversation 1	2
3	SSJ212202242	Intermediate Japanese Grammar 1	2
4	SSJ213202242	JLPT Preparation Bunpo 1	2
5	SSJ214202242	JLPT Preparation Goi/Kanji 1	2
6	SSJ215202242	JLPT Preparation Dokkai 1	2
7	SSJ216202242	JLPT Preparation Chokai 1	2
8	SSJ217202242	Comparative Food Culture	2
9	SSJ218202242	Japanese Entertainment	2
10	SSJ219202242	Leadership	2
Semester 4			



No	Course Code	Course	Credits
1	SSJ220202242	Intermediate Japanese Grammar 2	2
2	SSJ221202242	Intermediate Japanese Conversation 2	2
3	SSJ222202242	Intermediate Japanese Grammar 2	2
4	SSJ223202242	JLPT Preparation Bunpo 2	2
5	SSJ224202242	JLPT Preparation Goi/Kanji 2	2
6	SSJ225202242	JLPT Preparation Dokkai 2	2
7	SSJ226202242	JLPT Preparation Chokai 2	2
8	SSJ227202242	Comparative Foklore	2
9	SSJ228202242	Japanese History	2
10	SSJ229202242	Sosiolinguistics	2
Semester 5			
1	SSJ310202242	Japanese for Business 1	2
2	SSJ311202242	Academic Japanese Writing 1	2
3	SSJ312202242	JLPT Preparation Bunpo 3	2
4	SSJ313202242	JLPT Preparation Goi/Kanji 3	2
5	SSJ314202242	JLPT Preparation Dokkai 3	2
6	SSJ315202242	JLPT Preparation Chokai 3	2
7	SSJ316202242	Cross Cultural Understanding 1	2
8	SSJ317202242	Film Analysis 1	2
9	SSJ318202242	Japanese Language Analysis 1	2
10	SSJ319202242	Information and Japanese Language	2



No	Course Code	Course	Credits
11	SSJ320202242	Pop Culture Research Methods	2
Semester 6			
1	SSJ321202242	Business Japanese 2	2
2	SSJ322202242	Academic Japanese Writing 2	2
3	SSJ323202242	JLPT Preparation Bunpo 4	2
4	SSJ324202242	JLPT Preparation Goi/Kanji 4	2
5	SSJ325202242	JLPT Preparation Dokkai 4	2
6	SSJ326202242	JLPT Preparation Chokai 4	2
7	SSJ327202242	Cross Cultural Understanding 2	2
8	SSJ328202242	Film Analysis 2	2
9	SSJ329202242	Japanese Culture and Society	2
10	SSJ330202242	Japanese Language Analysis 2	2
11	SSJ331202242	The World of Japanese Language	2
Semester 7			
1	SSJ410202242	Business Japanese 3	2
2	SSJ411202242	Japanese Language Interpreter	2
3	SSJ412202242	Translation	2
4	SSJ413202242	Academic Japanese Conversation	2
5	SSJ414202242	Culture Seminar	4
6	SSJ415202242	Linguistics Seminar	4
7	MKU061202242	Ethics	2
Semester 8			
1	SSJ416202242	Culture Thesis	6
2	SSJ417202242	Linguistics Thesis	6



1.2 Regular Semester

(1) One academic year consists of 2 (two) regular semesters, namely 1 (one) odd semester and 1 (one) even semester.

(2) The regular semester is the unit of time for an effective learning process for at least 16 (sixteen) weeks, including midterm and final semester exams.

1.3 Semester Antara

(1) Academic activities in the intermediate semester are determined by the related Degree Program on the basis of Faculty policy, availability of teaching lecturers, and availability of facilities.

(2) Intermediate semesters are held for at least 8 (eight) weeks, with a maximum student study load of 9 (nine) Semester Credit Units. If the intermediate semester is held in the form of lectures, face to face at least 16 (sixteen) times including the intermediate midterm exam and the intermediate semester final exam.

1.4 Semester Credit Unit (SKS)

(1) The education system at Maranatha Christian University uses Semester Credit Units (SKS) to express student study load, lecturer assignment load, and program implementation burden.

(2) 1 (one) credit in the learning process in the form of lectures consisting of face-to-face activities 50 (fifty) minutes per request per semester, structured assignment activities 60 (sixty) minutes per week per semester; and independent activities of 60 (sixty) minutes per week per semester.

1.5 Active Study Period and Study Load

(1) The study period for a Bachelor Programme is a maximum of 7 (seven) academic years, with a student study load of at least 144 (one hundred and forty-four) SKS.

(2) The study load of students with high academic achievement, in the 2nd (second) semester of the first academic year and subsequent academic years, can take a maximum of 24 (twenty-four) credits.

(3) Students with high academic achievement are students who have a semester grade point average (Semester GPA) greater than 3.00 and meet academic criteria.

(4) The study period that counts is the study period with active status and status without news.



CHAPTER 2 EDUCATIONAL PROCESS

2.1 Study Monitoring

The study evaluation system includes five stages, namely:

- a) The first stage, ahead of the Mid Semester Examination 1 (one)
- b) Second stage, end of semester 2 (two)
- c) Third stage, end of semester 4 (four)
- d) Fourth stage, in semester 6 (six)
- e) Fifth stage, in semester 11 (three semesters before the end of the fourteen-semester study period)

2.2 Academic Supervision

(1) Academic Supervision carried out in the context of completing the Study Load Contract Document (DKBS) for making an academic contract is carried out according to the schedule determined by the Faculty/Study Programme in accordance with the applicable process. Completion of the Study Load Contract Document (DKBS) for making an academic contract must be carried out by all active students, students who are waiting for the Thesis Defense Examination, and students who are working on a Thesis.

(2) Academic Supervision activities include learning process activities carried out by students, evaluation of learning outcomes and plans for subsequent learning activities, including student activities related to academics and soft skills.

(3) Consultation between Academic Counselor and students (called Academic Supervision) is carried out on the Maranatha Christian University campus at least 4 (four times) in 1 (one) semester, namely:

- a) First Academic Supervision: at the time of making an academic contract
- b) Second Academic Supervision: when changing the Study Load Contract Documents
- c) Third Academic Supervision: before the Mid Semester Examination
- d) Fourth Academic Supervision: ahead of the Semester Final Examination

2.3 Student Study Load and Study Plan Registration

(1) New students entering the first semester are subject to a study load in a package, namely the course determined by the Study Programme. For those who do not take the study load according to the package, they must get a dispensation from the Dean. New students with a study load less than the package but do not have a dispensation from the Dean, will still be charged a study load fee equal to the package fee that applies to the student of the semester in question.

(2) New students who pass conversion courses in accelerated programs from high school to Higher Education Institutions can enter the first semester with a package study load at the Study Programme or a maximum of 24 credits. New students who take 24 credits are required to pay the difference in the number of credits compared to taking the course package.



- (3) Student study load in one semester is the amount of credit load that can be taken by students in the semester concerned.
- (4) Each student can take a study load according to his ability by taking into account his achievements in the academic field as stated in the Grade Point Average (GPA) or the Cumulative Achievement Index (GPA).
- (5) Determination of the study load that can be taken in a semester is carried out jointly with the Academic Counselor by taking into account:
- a) (Cumulative) GPA < 1.50: the number of credits that can be taken is 12 credits
 - b) $1.50 \leq$ (Cumulative) GPA < 1.99: the number of credits that can be taken is 13-15 credits
 - c) $2.00 \leq$ (Cumulative) GPA < 2.49: the number of credits that can be taken is 16-18 credits
 - d) $2.50 \leq$ (Cumulative) GPA < 2.99: the number of credits that can be taken is 19-21 credits
 - e) (Cumulative) GPA \geq 3.00: the number of credits that can be taken is 22-24 credits
- (6) Students who at the beginning of the semester do not carry out Academic Supervision for making academic contracts will be charged a re-registration fee and development costs, those concerned will be subject to Unannounced status.
- (7) Changes to Study Load Contract Documents (DKBS) are only carried out if:
- a) The Study Programme changes the lecture schedule for the current semester
 - b) There are scores of prerequisite courses that have not been entered
 - c) There are grades for new courses entered after Academic Supervision is carried out, so that the GPA and the number of credits that can be taken change
 - d) There are courses that are not in accordance with the study plan
 - e) There is a course grade that is declared passed which is taken through the intermediate semester.
 - f) Students who have passed the course conversion in the accelerated program from high school to university.
- (8) The selection of courses to be taken is determined by taking into account:
- a) Course prerequisites
 - b) There is special consideration from the academic advisor with the permission of the Head of the Study Programme
- (9) Study Load Contract Documents (DKBS) as a result of making an academic contract must be re-examined by students. Failure to take or examine DKBS with all the consequences is the full responsibility of the student.
- (10) The valid Study Load Contract Document (DKBS) is used as material for calculating study fees and identification of examinees.
- (11) The dispensation granted by the Study Programme may take the form of:
- a) Dispensation of study load of less than 12 credits (if the course taken has been completed or there are no MKs that can be contracted again in that semester)
 - b) Dispensation of study load exceeding the allowable limit (Cumulative) GPA



- c) Dispensation of study load that is not in accordance with the package (for new students)
- (12) Students who still have financial arrears in the previous semester are not allowed to take further education until the financial problem is resolved, unless there are reasons that can be accounted for and set forth in a special agreement between parents/guardians and students with Maranatha Christian University regarding the agreed payment scheme together.
- (13) If there is a broken promise made by parents/guardians and students, agree and be willing to accept sanctions according to the provisions in paragraph (15) below.
- (14) The study load taking contract is an inseparable unit, including payment obligations and cannot be canceled in part or in whole, unless there is a change in the implementation of the Teaching and Learning Process (PBM).
- (15) Students who fail to pay their study financial obligations may be subject to sanctions:
- a) Administration fee
 - b) Unable to know and not entitled to the study results that have been obtained until the person concerned has paid off his arrears
 - c) Do not get permission to attend all types of subsequent lectures.

2.4 Forms of Learning Activities

- (1) Learning activities in the Study Programme can be in the form of:
- a) Submission of theory is a teaching program that examines certain scientific theories with the aim of fostering and developing students' academic abilities.
 - b) Research
 - c) Entrepreneurial activity
- (2) Learning activities can be carried out outside tertiary institutions whose learning objectives are in contact with reality and encourage strategic partnerships, such as apprenticeships/work practices, teaching assistance in the world of education, research/research, humanitarian projects, entrepreneurial activities, independent studies/projects, building village/college thematic real work, student exchanges, and other activities determined by the Rector.
- (3) Learning activities outside of higher education can be carried out by students for a maximum of two semesters with the number of credits per activity being 20 credits per semester.
- (4) Learning activities between Study Programme at Maranatha Christian University can be carried out by students for a maximum of 20 credits during the study period.

2.5 Consultation/Tutorial

- (1) Activities that support or complement lectures as part of structured lecture and practicum/lab. work activities and are carried out by the lecturer of the subject concerned and/or by assistant lecturers.
- (2) Consultation/Tutorial activities may be in the form of:



- a) Discussion and deepening of the lecture material provided to further strengthen student understanding.
- b) Guidance to students in completing the tasks given.

2.6 Mode of Learning and Attendance

- (1) Learning in the form of lectures and tutorials is carried out according to a predetermined schedule.
- (2) Learning uses a blended learning method that combines offline-based face-to-face learning with online learning using online information technology (online) in order to achieve learning outcomes. The percentage of access to online material at any time by students is 30% -79%.
- (3) Students are required to attend lectures in full (100%) with an absence tolerance of 25% for all forms of absence. To be able to take part in the Final Term Examination, student attendance must be at least 75%.
- (4) Student attendance is recorded and followed up by the Study Programme.

2.7 Examination

- (1) Examination is a process of evaluating and assessing student learning outcomes.
- (2) Examination carried out in the Study Programme consists of Mid-Term Examination, Final Term Examination, and Follow-up Examination.
- (3) Mid-Term Examination is an exam that is held in the middle of a regular lecture or in the middle of a semester between lectures.
- (4) The conditions for participating in the Mid-Term Examination are:
 - a) Registered as an active student in the ongoing semester.
 - b) Not being subject to academic sanctions.
 - c) Bring along the Study Load Contract List (DKBS) which has been signed by the academic advisor.
- (5) Final Term Examination is an exam held towards the end of regular lectures or intermediate semester lectures.
- (6) Requirements for participating in the Final Term Examination are:
 - a) Registered as an active student in the ongoing semester
 - b) Not being subject to academic sanctions.
 - c) Have taken the Mid-Term Examination in the ongoing semester.
 - d) Has fulfilled the minimum requirement of 75% (seventy five percent) attendance in teaching and learning activities in related subjects for regular lectures, or 90% (ninety percent) for intermediate semester lectures.
 - e) Bring along the Study Load Contract List (DKBS) which has been signed by the academic counselor.
- (7) Follow-up Examination is an exam given to students who are unable to take a scheduled exam.
- (8) Requirements for participating in the Follow-up Examination are:



- a) The student concerned reports being unable to take the scheduled exam to the Administration of the Bachelor Programme in Japanese Faculty of Languages and Cultures Maranatha Christian University no later than the day the student concerned is unable to attend.
- b) Provide written evidence regarding the reasons for absence submitted to the Administration of the Bachelor Programme in Japanese Faculty of Languages and Cultures Maranatha Christian University no later than 2 (two) days after the person concerned returns to college.
- c) Delay in reporting or submitting written evidence of the reason for the delay results in the student being unable to take part in the Follow-up Examination.
- d) Willing to follow the Follow-up Examination schedule set by the Bachelor Programme in Japanese Faculty of Languages and Cultures Maranatha Christian University.
- e) Bring along the DKBS that has been signed by the academic counselor.
- f) The highest score that can be given for the Follow-up Examination is 75 (seventy-five) out of the maximum score of 100 (one hundred).

2.8 Implementation of Examination

- (1) Examination participants take the exam in the designated room and time.
- (2) Examination participants are tolerated for a delay of 15 (fifteen) minutes from the predetermined exam schedule.
- (3) Examination participants who are late for more than 15 (fifteen) minutes are not allowed to take the exam.
- (4) Examination participants are prohibited from being late for practicum exams or exams that take place in the language laboratory.
- (5) Examination participants who are late to take the practicum exam or exam that takes place in the language laboratory are not allowed to take the exam.
- (6) Examination participants who experience exam schedule conflicts are required to report to the Administration of the Bachelor Programme in Japanese Faculty of Languages and Cultures Maranatha Christian University and related lecturers, no later than 1 (one) day before the exam takes place.
- (7) Examination participants are required to take the exam in good appearance and wear polite and neat clothing and shoes.
- (8) Every time they take the tested course, Examination Participants must bring and show the DKBS that has been signed by the academic counselor to the Examination Supervisor.
- (9) Examination participants are prohibited from cooperating, asking questions or cheating during the exam.
- (10) If there are questions related to instructions or exam questions that are not clear, Examination Participants have the right to ask the Examination Supervisor.
- (11) The Examination Supervisor has the right to expel Examination Participants who are found to have committed fraud from the examination room.



(12) Examination participants who are found to have committed fraud will be given an E grade for the related subject.

2.9 Thesis

(1) Examination at the end of the Study Programme consists of a written examination or thesis examination

(2) Thesis preparation activities aim to train students to make work plans to achieve the planned targets, utilize various knowledge, information and abilities they have to analyze, as well as train students to prepare scientific reports.

(3) Thesis Terms:

- a) Students who have passed the Cultural/Linguistic Seminar Course submit an application to the Head of the Study Programme to receive the appointment of a Supervisor
- b) Students who pass the Cultural Seminar Course must contract the Cultural Thesis Course, and students who pass the Linguistics Seminar Course must contract the Linguistic Thesis Course
- c) As long as the thesis guidance is running, students must always be active, especially in matters of repairs and signing the minutes of guidance
- d) Thesis courses are listed in the Study Load Contract Document (DKBS)
- e) The validity period of the Thesis Report is 3 (three) Semesters. If the validity period has passed, the topic in the thesis must be replaced with a new topic accompanied by the replacement of the supervisor.
- f) The first contract for the Thesis Course cannot be done in the Intermediate Semester, but for the Thesis Report extension contract it can be done in the Intermediate Semester
- g) The number of Supervisors is 1 (one) person
- h) Thesis report is declared invalid if:
 - Cannot be completed within the specified validity period
 - Failure to pass a maximum of 2 (two) Examination Thesis Defense
 - The thesis report is proven to be the result of plagiarism or other fraud
- (i) If there is doubt about the title of a thesis report, and after there is evidence that the thesis report is not the work of the student concerned but is a plagiarism, imitation or composition of another person's scientific work, then the student concerned may be subject to sanctions based on the resolution of the meeting. between the Head of the Study Programme, Supervisor, Dean and Vice Dean for Academic Affairs.

2.10 Thesis Defense

(1) Requirements to follow Thesis Defense:

- a) Students are registered as active students in the semester concerned
- b) Minimum GPA of 2.00 (two point zero zero)



(2) The Thesis Defense Examination was opened by the Head of the Study Programme and attended by 2 (two) Examining Lecturers.

(3) The score component of the Thesis Report consists of the guidance score from the Supervisor and the Examiner's defense test score.

(4) Undergraduate Program Judiciary is based on GPA, students are declared to have passed the Undergraduate Program if they obtain a minimum GPA of 2.00.

(5) Implementation of Thesis Defense:

- a) To participate in the Thesis defense, students must submit 2 (three) approved Thesis volumes to be submitted in the Thesis defense
- b) The schedule and board of examiners in thesis defense is determined by the Bachelor Programme in Japanese Faculty of Languages and Cultures Maranatha Christian University
- c) If in the defense of the first Thesis a student is declared not to have passed, then the student concerned is given the opportunity to improve his thesis and submit himself for a second Thesis defense no later than 2 (two) weeks and no later than 1 (one) month after the defense of the first Thesis
- d) If the submission has passed the deadline, the thesis is declared invalid and the person concerned is required to re-follow the procedure for preparing a study plan
- e) If in the defense of the thesis both students are declared disqualified, then the thesis concerned is disqualified
- f) If the thesis is declared invalid, the student must replace the topic and title of the old thesis with the topic and title of the new thesis, and re-contract the course of the thesis through the procedure for preparing a study plan
- g) Students who pass the defense with a record (revision) must complete all improvements (revisions) within the time determined by the Study Programme.
- h) Students who fail to meet the revision deadline are declared disqualified in the Thesis defense, and are required to retake the Thesis defense, the time and implementation of which are determined by the Study Programme.

2.11 Student Study Evaluation

(1) Evaluation of student studies is an evaluation of the success of student learning efforts which is carried out by obtaining information about the extent to which students have achieved the goals formulated in the curriculum.

(2) Evaluation of the success of semester studies is carried out at the end of each semester, including the grades of courses taken by students for one semester. The results of this evaluation are used to determine the amount of study load that the student may take.

(3) Evaluation of the success of student learning efforts is carried out by involving Academic counselor, in the form of intensive consultations and interventions to improve student achievement, during the Academic Supervision period or other periods.



(4) Students who have completed 144 (one hundred and forty four) credit hours of all courses are declared to have completed the education program.

(5) Requirements for students who can be declared to have completed the undergraduate program:

- a) Achieve GPA ≥ 2.0 (two point zero)
- b) There are no quality grades D and E

(6) The basis for determining the evaluation of study success includes the Mid-Term Examination, Final Term Examination, and KAT components with the weighting of each component as follows:

- a) Structured Academic Activities (KAT) is an assessment of a student's activities while participating in these activities, for example the activity of making assigned assignments, attendance and activeness in consultations/tutorials, and small tests
- b) Mid-Term Examination is an exam that is held in the middle of the ongoing semester and is scheduled in the academic calendar
- c) Final Term Examination is an exam that is held at the end of the current semester and is scheduled in the academic calendar

(7) The assessment used to evaluate the success of student studies is according to the Benchmark Reference Assessment (PAP) system as follows:

Final score	Quality Grade
$80 \leq \text{Final Score} \leq 100$	A
$73 \leq \text{Final Score} < 80$	B+
$67 \leq \text{Final Score} < 73$	B
$61 \leq \text{Final Score} < 67$	C+
$55 \leq \text{Final Score} < 61$	C
$41 \leq \text{Final Score} < 55$	D
Final Score < 41	E

(8) Quality grade T is a quality grade given as a substitute for a delayed grade because it does not meet one or more of the following specified standards:

- a) Have not taken the Mid-Term Examination
- b) Not following the Final Term Examination
- c) Have not completed KAT

(9) Changes in the quality of T:

- a) Students must comply with the deadline to complete the requirements that lead to a quality grade T
- b) The deadline for the requirements referred to is given within a period not exceeding the time for withdrawing data from the Higher Education Data Base (PD DIKTI) reporting
- c) After the requirements are met, quality grade T is changed to quality grade A, B+, B, C+, C, D, or E.



(10) Changes in value are possible if approval is obtained from the Head of the Study Programme. Changes in grades are submitted no later than 2 (two) weeks after the grades are announced by the Study Programme. If it is more than 2 (two) weeks after the scores are announced by the Study Programme, changes to grades can only be made after approval from the Vice Rector for Academic and Research and it has not yet passed the PD DIKTI reporting data collection time.

2.12 GPA

(1) The results of the assessment of graduate learning outcomes in each semester are expressed in Semester GPA. Semester GPA is the average credit score which is the final grade unit that describes the quality of the teaching and learning process in each semester. Semester GPA is stated in the amount calculated by adding up the multiplication between the letter grades of each course taken and the credits of the course concerned divided by the number of credits of the course to be taken in one semester and expressed as a number with two decimal places after the decimal point.

(2) The results of the evaluation of graduates' learning achievements at the end of the Study Programme are stated with the Cumulative GPA. Cumulative GPA is stated in the amount calculated by adding up the multiplication between the letter grades of each course taken and the credits of the course concerned divided by the number of credits of the courses taken that have been taken.

2.13 Graduation

(1) A student is declared to have passed the Bachelor Programme education level and is entitled to hold a Bachelor's degree if:

- (a) Has completed all courses in accordance with the applicable curriculum in the Study Programme.
- (b) Has fulfilled all administrative requirements in accordance with the provisions that apply to Maranatha Christian University
- (c) Minimum cumulative GPA obtained ≥ 2.00 without grades with quality grades D and E
- (d) Has fulfilled all other academic requirements in accordance with the provisions that apply to Maranatha Christian University
- (e) Has fulfilled the administrative requirements in accordance with the regulations that apply to Maranatha Christian University

(2) Graduate students from the Bachelor Programme can be given the title of satisfactory, very satisfying, or with honors with the following criteria:

- (a) Students are declared to have graduated with a satisfactory predicate if they achieve a cumulative GPA of 2.76 (two point seven six) to 3.00 (three point zero zero)
- (b) Students are declared to have graduated with a very satisfactory predicate if they achieve a cumulative GPA of 3.01 (three point zero one) to 3.50 (three point five zero)



- (c) Students are declared to have graduated with honors if they achieve a cumulative GPA of more than 3.50 (three point five zero)
- (3) The predicate of graduation with honors (Cum Laude) is also determined by taking into account the maximum study period, namely n years (n = study period according to the curriculum) plus 2 (two) semesters.
- (4) For transfer students, either between Faculties/Study Programme at Maranatha Christian University or from outside Maranatha Christian University, the length of study period for determining the graduation predicate is calculated by adding up the study period at Maranatha Christian University and the study period at the original university.
- (5) Graduates of the Bachelor Programme in Japanese Faculty of Languages and Cultures Maranatha Christian University are entitled to hold the academic title Bachelor of Letters.



CHAPTER 3 STUDY TERMINATION

3.1 Temporary and Permanent Study Termination

(1) Temporary Study Suspension is a study termination that is imposed on students within a certain period of time due to certain things. Temporary Study Suspension is divided into:

- (a) Leave student status is given to students who procedurally apply for leave and are approved by the Dean. This leave must be submitted no later than 2 (two) weeks before Academic Supervision begins
- (b) Students have the right to apply for leave after attending an educational program for at least 2 (two) consecutive semesters at Maranatha Christian University
- (c) Leave is given a maximum of 2 (two) times in a row and a total of 4 (four) semesters while students are studying at Maranatha Christian University
- (d) Students who are on leave have an inactive status on the Higher Education database, so they are not counted in the active study period
- (e) Temporary study suspension is not applied to the previous semester (not retroactive). For temporary suspension of studies caused by the imposition of academic sanctions due to violations of the provisions of Maranatha Christian University, the period of academic sanctions is taken into account in the study period of the student concerned

(2) Termination of permanent studies determined by the Rector, due to the following matters:

- (a) Students violate the norms of decency, norms of decency, or legal norms which result in students being sentenced to criminal penalties
- (b) Students commit violations that are considered serious and defame Maranatha Christian University based on the considerations of the Faculty leadership
- (c) Students who do not achieve the academic achievement required by the Faculty
- (d) Students who have not completed their studies by the specified time limit and cannot be contacted to submit a letter of resignation, which is no later than 7 (seven) academic years for the Bachelor Programme.

3.2 Without Notice Status

(1) Without Notice Status 1 time: Students do not carry out Academic Supervision, cannot be contacted, and after sending the Study Progress Letter they still do not respond.

(2) Without Notification of Status 2 times: Student does not carry out Academic Supervision for 2 (two) consecutive semesters, cannot be contacted, and after being sent a Study Progress Letter still does not respond.

(3) Without Notification of Status 3 times: Students do not carry out Academic Supervision for 3 (three) consecutive semesters, and after being sent a Letter of Recommendation for Resignation they still do not respond.



(4) Students with 3 (three) times Without Notice Status and cannot be contacted, the Dean will propose to the Rector to be declared a Dropout (DO) student.

3.3 Resignation

(1) Student withdrawal is carried out through a Letter of Application for Resignation to the Faculty/Study Programme that is known by the student's parents or guardian. An application for resignation is approved if all the obligations of the student concerned have been completed (academic and financial administrative obligations), and Maranatha Christian University will issue a Statement Letter for the person concerned.

(2) If at the beginning of lectures in the first semester a student does not and without notice for the first 3 (three) consecutive weeks in all courses that should be taken, then the student is deemed to have resigned.

(3) Students who move to other universities/universities.

(4) Students who have 3 (three) times Without Notice Status and can be contacted to submit a Letter of Application for Withdrawal.

(5) Students who do not achieve a Cumulative GPA within the Cumulative GPA achievement limit required by the Faculty and can be contacted to submit an Application for Resignation. The cumulative GPA achievement limit is until the remaining study time makes it impossible for students to achieve the required Cumulative GPA.

(6) Students who have not completed their studies by the deadline of 7 (seven) academic years, and can be contacted to submit an application for resignation.

3.4 Transfer of Students Between Faculties/Study Programme

(1) Students in semester 1 to semester 2 are not allowed to move to other Faculty/Study Programme at Maranatha Christian University

(2) Transfers of students can only be carried out at the beginning of each Academic Year (Odd Semester) through a transfer application process that has been submitted 4 (four) weeks before the lecture begins.

(3) Faculty/Study Programme transfers can only be made 1 (one) time while studying at Maranatha Christian University.

(4) Students submit a Letter of Request to Transfer between Faculties/ Study Programme to the Vice Rector for Academic and Research.

(5) If the transfer application is approved, a decision regarding the value that can be transferred is made by the intended Faculty/Study Programme and is made in the first semester the student is admitted to the new Faculty/Study Programme.

(6) Administrative provisions for transfer students apply according to the academic year when students start their studies at the intended Faculty/Study Programme.

(7) Transfers can only be carried out at the beginning of each Academic Year through a transfer submission process that has been submitted no later than 4 (four) weeks before lectures begin.



CHAPTER 4 STUDENT OBLIGATIONS AND SANCTIONS

4.1 Student Obligations

- (1) It is obligatory to comply with the applicable laws and regulations.
- (2) Must obey the regulations that apply within the Maranatha Christian University.
- (3) It is obligatory to obey the student's promise made at the inauguration of new students.
- (4) Obligation to maintain the good name of Maranatha Christian University and the Faculty and the Study Programme.
- (5) Must carry out Academic Supervision and registration of study plans every semester according to the schedule determined by the Study Programme.
- (6) Compulsory to fulfill the number of credits passed during the stipulated study period.
- (7) Obligation to fulfill financial obligations and other administrative obligations.
- (8) Obligated to comply with the rules of Lectures, Examination, Defense and other rules of Academic Activities.

4.2 Prohibited Actions

- (1) It is prohibited to commit acts that are against the law, decency, propriety and/or disturbing public order.
- (2) It is prohibited to commit an act that could defame Maranatha Christian University.
- (3) It is forbidden to commit acts of violence both physically and verbally on campus.
- (4) Smoking is prohibited on campus.
- (5) It is prohibited to carry sharp weapons and/or objects that can pose a danger.
- (6) It is prohibited to make or use fake documents, use fake information and/or data in order to obtain academic services.
- (7) It is prohibited to destroy or remove the facilities available on campus.
- (8) It is prohibited to commit fraud in carrying out assignments and/or exams.
- (9) It is prohibited to commit fraud in filling in the attendance list for lectures/consultations/other academic activities.

4.3 Violation

- (1) Category 1 violations, namely:
 - (a) Committing fraud in the execution of assignments/examinations
 - (b) Committing fraud in filling in the attendance list for lectures/consultations/other academic activities
 - (c) Due to negligence, resulting in minor damage to campus facilities
 - (d) Due to negligence, resulting in loss of campus goods/inventory/facilities
- (2) Category 2 violations, namely:
 - (a) Repetition of minor academic violations
 - (b) Caught smoking on campus



