



ACADEMIC REGULATION OF POLITEKNIK ILMU PELAYARAN SEMARANG

PIP Semarang Team

Translator:
Rifatun Hasanah
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Politeknik Ilmu Pelayaran Semarang

PERATURAN PENDIDIKAN POLITEKNIK ILMU PELAYARAN SEMARANG

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**TRANSLATED
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PREFACE

Praise and gratitude for the abundance of His grace, which enabled Politeknik Ilmu Pelayaran Semarang educational regulations to be properly implemented as per Decree Number SK. 54 OF 2022.

We would like to express our gratitude to all members of the academic community at PIP Semarang campus who have contributed to the development of academic rules in order to ensure the smooth operation of teaching and learning activities at the campus, the accomplishment of its vision and mission, and the Tri Dharma of Higher Education.

It is hoped that the decree's standards will be implemented as effectively as possible in the educational process at the PIP Semarang campus in order to produce qualified graduates who will significantly advance Indonesia's development, particularly in the maritime sector. Amen.

Semarang, 2022

PIP Semarang Team



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DECREE OF DIRECTOR OF POLITEKNIK ILMU PELAYARAN SEMARANG

NUMBER: SK.54 OF 2022

ON

ACADEMIC REGULATION OF POLITEKNIK ILMU PELAYARAN
SEMARANG

DIRECTOR OF POLITEKNIK ILMU PELAYARAN SEMARANG,

- Considering :
- a. That establishing an organized and directed education and training process to produce professional seafarers who have competence according to technological advances by national and international standards and can take an active role in the maritime industry.
 - b. That for the implementation of the education and training process as mentioned above, it is necessary to issue an academic regulation at Politeknik Ilmu Pelayaran (PIP) Semarang.
- Observing :
1. Law Number 20 of 2003 on National Education System.
 2. Law Number 14 of 2005 on Teacher and Lecturer.
 3. Law Number 17 of 2008 concerning Shipping.
 4. Law Number 12 of 2012 concerning Higher Education.
 5. Decree of President of the Republic of Indonesia Number 60 of 1960 on Ratification of the

International Convention on Standards of Training, Certification, and Watchkeeping for Seafarer 1978.

6. Government Regulation Number 17 of 2010 as amended in Government Regulation Number 66 of 2010 on Implementation of Education.
7. Government Regulation Number 51 of 2012 on Human Resources on Transportation Sector.
8. Government Regulation Number 4 of 2014 on Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to the State Gazette of the Republic of Indonesia Number 5500).
9. Government Regulation Number 13 of 2015 on the Second Amendment to Government Regulation Number 19 on 2005 on National Education Standards.
10. Executive Order Number 12 of 2015 on Indonesian Qualification Framework.
11. Decree of the Minister of Research, Technology and Higher Education Number 57/M/KPT/2019 on Name of Study Program at Higher Education.
12. Regulation of the Minister of Transportation Number PM. 140 of 2016 as amended in Regulation Number 70 of 2013 on Education and Training, Certification, and Watchkeeping for Seafarers.
13. Regulation of the Minister of Transportation Number PM. 43 of 2014 on Organization and Working Procedures of Politeknik Ilmu Pelayaran Semarang.

14. Regulation of the Minister of Transportation Number PM.86 of 2015 on the Statutes of Politeknik Ilmu Pelayaran Semarang.
15. Decree of the Minister of Transportation Number 7 of 2018 on Master Plan on Development of National Work Competence Standard in Transportation Sector.
16. Regulation of the Minister of Research, Technology, and Higher Education Number 26 of 2016 on Recognition of Prior Learning.
17. Regulation of the Minister of Research, Technology and Higher Education Number 3 of 2020 on National Standards for Higher Education.
18. Regulation of the Director General of Sea Transportation Number HK.103/4/5/DJPL-2015 on Systems and Procedures for Administering Proficiency Examination for Seafarers.
19. Regulation of the Head of the Human Resources Development on Transportation Agency Number SK. 2162/HK.208/XI/Diklat-2010 on Administration Guidelines of Maritime Education and Training.
20. Regulation of the Head of the Human Resources Development on Transportation Agency Number PK.03 /BPSDMP-2013 on Curriculum of Updating Education and Training for Seafarers by STCW 1978 amendment 2010.
21. Regulation of the Head of the Human Resources Development on Transportation Agency Number PK.07/BPSDMP-2016 on Curriculum of Forming Education and Training and Upgrading Competency for Seafarers.

22. Regulation of the Head of the Human Resources Development on Transportation Agency Number PK.09/BPSDMP-2017 on Curriculum of Proficiency Training for Seafarers.
23. Regulation of the Head of the Human Resources Development on Transportation Agency Number PK.02/BPSDMP-2021 on Second Amendment on the Regulation of the Head of the Human Resources Development on Transportation Agency Number PK.02/BPSDMP-2018 on Guidelines for Cadets Nurturing at Transportation Education and Training Institutions in Human Resource Development on Transportation Agency.

Noticing : Senate Meeting on October 15, 2021.

HAS DECIDED

To issue : DECREE OF THE DIRECTOR OF POLITEKNIK ILMU PELAYARAN (PIP) SEMARANG ON ACADEMIC REGULATIONS AT POLITEKNIK ILMU PELAYARAN (PIP) SEMARANG.

CHAPTER I GENERAL PROVISIONS

Article 1 General Definition

1. Politeknik Ilmu Pelayaran Semarang hereinafter referred to as PIP Semarang is a university that organizes vocational education programs in the field of maritime.

2. Vocational Education is a diploma program for higher education that prepares students for their careers with specific applied skills at a maximum equivalent to an undergraduate program.
3. Academic Regulation is a regulation governing academic activity for students who enroll in education and training at PIP Semarang.
4. Director is the head of PIP Semarang who oversees and is responsible for the implementation of education and training at PIP Semarang.
5. Society of Academicians of PIP Semarang is a united society consisting of educators, academic staff, and students at PIP Semarang.
6. Educators are educational personnel who are qualified as teachers, lecturers, counselors, mentors, trainers, tutors, instructors, facilitators, practitioners, and other predicates according to their expertise, and their participation in providing education.
7. Lecturers are professional educators and scientists with the main task of transforming, developing, and disseminating science, and technology through education, research, and community service.
8. Permanent Lecturers are lecturers who work full-time at PIP Semarang and who are appointed by the Decree of the Director of PIP Semarang and are currently not permanent employees at other universities.
9. Non-permanent Lecturers are lecturers who work part-time as appointed by the Decree of the Director of PIP Semarang to teach at PIP Semarang.
10. Instructors are educators who work full-time or part-time at PIP Semarang as appointed by the Decree of the Director of PIP Semarang and are practitioners.
11. Academic staffs are government employees (*ASN*) and non-government employees (*Non-ASN*) of PIP Semarang who carry out

administration, management, development, supervision, and technical services to support the education and training process.

12. Students are learners who enroll in education and training at PIP Semarang.
13. Cadets are male and female students as registered learners at PIP Semarang in forming vocational education and training for seafarers.
14. Officer Students hereinafter referred to as *Pasis* are learners who enroll in education and training for upgrading education and training of seafarers at PIP Semarang.
15. Alumni is a person who is declared to have passed the education and training at PIP Semarang and received proof of graduation in form of a diploma and/or certificate of competence.
16. *Sipencatar* is an admission selection for candidates of cadets at PIP Semarang who come from society.
17. *Sipencasis* is an admission selection for candidates of officer students at PIP Semarang who are seafarers with certain maritime competence levels.
18. Cadets on Leave are cadets who have obtained permission not to enroll in academic activities for a certain period.
19. Higher Education Curriculum is a set of plans and arrangements regarding the objectives, contents, and teaching materials, as well as the methods used as guidelines for the implementation of learning activities at PIP Semarang.
20. Study Program is a unit of education and learning activities that have a certain curriculum and learning method in one type of vocational education.
21. Academic Education Program is an educational program that is directed primarily at the mastery of science, technology, and arts.

22. Education and Training hereinafter referred to as Training, is the implementation of education and training process to increase knowledge, competency, skills, and forming of behavioral attitudes.
23. Seamanship is any means related to crewing, education, certification, authority, and rights and obligations of seafarers.
24. Education and Training for Seafarers hereinafter referred to as Training for Seafarers is education and training for seafarers to achieve certain levels of competency and skills by the level and type of competency for the crewing of merchant vessels.
25. Competence is the ability and characteristics possessed by a person in form of a set of knowledge, skills, and behaviors that must be manifested and mastered to carry out their professional duties.
26. Grade Point Average (GPA) is the average grade of learning outcomes describing the achievement of cadet competencies for a certain semester.
27. Academic Advisor is a lecturer assigned by the Director to be the advisor for one or more cadets to provide guidance, suggestions, or advice related to their academic activities.
28. Graduation is the confirmation of the diploma program studies completion through the final assessment at the Senate meeting of PIP Semarang.
29. Bon Voyage Ceremony is a series of graduation activities for the students of education and training (forming and upgrading programs) who have completed their education.
30. Doctoral Program in Maritime Applied Science is an advanced program for the graduates of the Applied Master program or equivalent to be able to find, create, and/or contribute to the implementation, development, and practice of science and technology through scientific interpretation and research.

31. Master Program in Maritime Applied Science is a tiered program for Applied Science on Maritime, Port and shipping, Logistics, Economics, and Business Competencies.
32. Diploma IV Program as Bachelor of Applied Science in the field of maritime, port, and shipping competencies, hereinafter referred to as Forming Education and Training for Seafarers is carried out in a structured and tiered to build and develop the potential of the students so that they have the required competencies (hard skills and soft skill competencies) for positions and/or maritime and port fields, supported by morals, discipline, integrity, and good character as well as excellent physical.
33. Research is an activity carried out according to scientific rules and methods systematically to get information, data, and related information related to comprehension and/or examination of a branch of science and technology. Research is a process of investigation carried out actively, diligently, and systematically, where the goal is to discover, interpret, and revise the facts.
34. Community Service is an activity of the society of academicians that utilizes science and technology to promote the welfare of the community and educate the nation. Community service is an activity that aims to help a certain society in some activities without expecting any kind of reward.
35. Distance Learning is institutional-based formal education in which the learners and instructors are in separated locations, so it needs an interactive telecommunication system to connect both and various exposures required in it.
36. Final Assessment is an academic process related to the application of students' grades and graduation of the entire academic process.
37. Inauguration is an activity or an official event of PIP Semarang in inaugurating the candidates of cadets to become the first-year cadets of PIP Semarang.

38. *Madatukkar* is an activity designated for the new candidates of cadets who have just enrolled in education at PIP Semarang, to build their character as cadets and introduce them to the rules of life in the dormitory and campus.
39. *Mabintal* is a continuing series of activities of Madatukar activities in building character as cadets and introduction to the rules of life in the dormitory and campus.
40. *Matapbintal* is a targeted activity for cadets who have completed onboard ship practical training (for marine engineering and nautical studies students) and internship (for port and shipping management students), in which the goal is for the reorientation and stabilization of the cadets' character-building as per their return to campus after the internship program.

CHAPTER II STANDARDS OF GRADUATE COMPETENCE

Article 2 Standards of Training Implementation

The implementation of Training at PIP Semarang refers to 9 (nine) national standards on education, namely:

- (1) standard of graduate competence.
- (2) standards of learning content.
- (3) standards of learning process.
- (4) standards of learning assessment.
- (5) standards of lecturer and academic staff,
- (6) standard of learning facilities and equipment.

- (7) standards of learning management.
- (8) standards of learning funding.
- (9) Standards of research and community service.

Article 3 Types of Training Programs

PIP Semarang organizes Training programs, including Doctoral Program in Applied Science, Master Program in Applied Science, Forming Education and Training for Seafarers, Upgrading Education and Training for Seafarers, Proficiency Training for Seafarers, Updating Training for Seafarers, and other partnership Training.

Article 4 Graduate Program

Graduate Program in Applied Science consists of:

- (1) Doctoral Program in Applied Science (Ph.D)

The Doctoral Program in Applied Science as referred to in paragraph (1) develops and strengthens students to become wiser by increasing their ability and independence as experts and producing and developing the application of science and technology through comprehensive and accurate research in advancing civilization and human welfare.

- a. Standards of Graduate Competence:

It is minimum criteria about the qualification of graduates' competence including attitudes, knowledge, and skills stated in form of Intended Learning Outcome and have equality with Indonesian Qualification Framework (*KKNI*) Level 9, and the graduates of the doctoral program in applied science are eligible to obtain a doctoral degree in applied science.

- b. Further provision regarding the doctoral program is regulated in a Ministerial Regulation.
- (2) Master Program in Applied Science (Master)
- Master Programs in Applied Science provided are as follows:
- a. Master in Logistics Management;
 - b. Master in Marine Transportation Engineering.
- The Master Program in Applied Science as referred to in paragraph (2) develops and strengthens students to become wiser by increasing their ability and independence as experts and producing and developing the application of science and technology through comprehensive and accurate research in advancing civilization and human welfare.
- (3) Standards of Graduate Competence:
- a. Having abilities including attitudes, knowledge, and skills stated in form of Intended Learning Outcomes and have equality with Indonesian Qualification Framework (KKN) Level 8, and the graduates of the master program in applied science are eligible to obtain a master degree in applied science.
 - b. Further provision regarding the master program is regulated in a Ministerial Regulation.

Article 5

Diploma Program in Maritime Applied science

- (1) Bachelor of Applied Science in the maritime field (Diploma IV in maritime applied science) held are as follows:
- a. Diploma IV Program includes:
 - 1. Study program of Nautical Studies
 - 2. Study program of Ship Operation Engineering Technology

3. Study program of Marine Engineering
 4. Study program of Ship Mechanical Engineering Technology
 5. Study program of Port and Shipping Management
 6. Study program of Port Management and Maritime Logistics
 7. Study program of Ship Electrical Engineering Technology
- b. Diploma III Program includes:
1. Study program of Nautical Studies
 2. Study program of Ship Engineering
 3. Study program of Ship Electrical Engineering
 4. Study program of Logistics
- c. Diploma II Program includes:
1. Study program of Nautical Studies
 2. Study program of Ship Engineering
 3. Study program of Logistics

Article 6

Standard of Diploma Program Competency

- (1) Graduate competence standard:
- a. Diploma IV Program
1. The study program of Nautical Studies and Ship Operation Engineering Technology refers to Indonesian Qualification Framework (*KKNI*) level 6 and STCW 1978 amendments Regulation II/1 and STCW Code Section A-II/1.
 2. The study programs of Marine Engineering and Ship Mechanical Engineering Technology refer to Indonesian Qualification Framework (*KKNI*) level 6 and STCW 1978

amendments Regulation III/1 and STCW Code Section A-III/1.

3. The study program of Ship electrical Engineering Technology refers to Indonesian Qualification Framework (*KKNI*) level 6 and STCW 1978 amendments Regulation III/6 and STCW Code Section A-III/6.
4. The study program of Port and Shipping Management refers to Indonesian Qualifications Framework (*KKNI*) level 6.

b. Diploma III Program

1. The study program of Nautical Studies refers to Indonesian Qualification Framework (*KKNI*) level 5 and STCW 1978, amendments Regulation II/1 and STCW Code Section A-II/1.
2. The study program of Ship Engineering refers to Indonesian Qualification Framework (*KKNI*) level 5 and STCW 1978 amendments Regulation III/6 and STCW Code Section A-III/6.
3. The study program of Ship Electrical Engineering refers to Indonesian Qualification Framework (*KKNI*) level 5 and STCW 1978 amendments Regulation III/6 and STCW Code Section A-III/6.
4. The study program of Logistics refers to Indonesian Qualifications Framework (*KKNI*) level 5.

c. Diploma II Program

1. The study program of Nautical Studies refers to the Indonesian Qualification Framework (*KKNI*) level 4
2. The study program of Ship Mechanical Engineering refers to the Indonesian Qualification Framework (*KKNI*) level 4

3. The study program of Ship Electrical Engineering refers to the Indonesian Qualification Framework (*KKN/*) level 4
4. The study program of Logistics refers to the Indonesian Qualification Framework (*KKN/*) level 4.

Article 7 Cadets' Character Building

- (1) Cadets' character building is carried out through the following stages:
 - a. Pre-Orientation is the initial stage of the character-building process aiming as the basis for the forming of transportation cadets after being declared passed and designated as cadets, which focuses on the movement of intentions, the goal of cadets' character building in the Basic Period of Character Building (*Madatukar*) Level I.
 - b. Orientation stage is the character building focusing on the introduction of the purposes, goals, and character-building activities to be able to adapt to life in the dormitory and have a complete picture of the activity's purpose associated with various tasks, responsibilities, and challenges that will be experienced in the working environment in the Basic Period of Character building (*Madatukar*) level I.
 - c. Building stage, this stage starts from the completion of the orientation stage by focusing on character building through strict supervision and nurturing so that the cadets understand well, have the awareness (to be confident and believe) to behave by the provisions/rules at the campus to create a conducive atmosphere. This is included in the mental development period (*Mabintal*) level II.
 - d. Developing stage, character building focuses on building the character of cadets through minimal supervision and nurturing

as well as assigning duties and responsibilities to assist the tutors in implementing cadet activities and supervising cadets during the orientation and building stage. (*Matapbintal*) level III.

- e. Maturation stage is the final stage of nurturing. At this stage, the tutors are more like a friend in developing high maturity which arouses leadership. (*Matapbintal*) level III.
- (2) Cadet's character building in paragraph (3) is further regulated by the Decree of the Director of PIP Semarang.

CHAPTER III STANDARD OF LEARNING CONTENT

Article 8 Curriculum and Syllabus

- (1) The curriculum of the education and training program used at PIP Semarang refers to the curriculum published/approved by the Head of Human Resources Development on Transportation Agency and the Ministry of Research, Technology and Higher Education.
- (2) The implementation of the curriculum as referred to in paragraph 1 (one) is explained in detail through the operational curriculum set by the Director of Politeknik Ilmu Pelayaran Semarang.
- (3) Syllabus preparation for each training program held at PIP Semarang is based on the IMO Model Course of each study program and modified with advanced technology development and the latest national and international regulations.
- (4) Other partnership training other than those regulated in the STCW 1978 and amendments are based on the standards of graduate achievement by the Indonesian Qualifications Framework (*KKNI*) level.

CHAPTER IV STANDARD OF ADMISSION PROCESS

Article 9 General Provisions of Student Admission

- (1) PIP Semarang in admitting new students goes through the admission selection stages by the admission procedures for each study program.
- (2) The number of new students admitted to each study program is decided through a management meeting based on the consideration of available infrastructure.
- (3) Provisions about student admission in each study program and training level refer to the Regulation of the Head of the Human Resource Development on Transportation Agency.

Article 10 Students Admission to Graduate Program in Applied Science

- (1) Student admissions to Graduate Program in Applied Science both for the Doctoral and Master Program in Maritime Applied Science are carried out according to the program plan.
- (2) Instructions and Guidelines for Admission Implementation are issued through the Regulation of the Director of PIP Semarang.
- (3) General Requirements for Master Program Admission:
 - a. Graduate of D.IV Nautical Studies, Marine Engineering, Port and Shipping Management.
 - b. Bachelor of Undergraduate program from any study program.
 - c. Physically and mentally healthy by applicable requirements.

- d. Passed the admission selection examination.
 - e. Able to pay tuition fees during training.
 - f. Fill out and sign a letter of statement to obey regulations that apply in PIP Semarang.
 - g. The candidates who do not meet the requirements as referred to in paragraph (3) are considered to have resigned.
- (4) General Requirements for Doctoral Program Admission:
- a. Master graduate from any study program.
 - b. Physically and mentally healthy by applicable requirements.
 - c. Passed the admission selection.
 - d. Able to pay tuition fees during education and training.
 - e. Fill in and sign a letter of statement to obey regulations that apply in PIP Semarang.
 - f. The candidates who do not meet the requirements referred to in paragraph (4) are considered resigned.

Article 11

Student Admission to Diploma IV Program

- (1) Student Admission for Diploma IV Program hereinafter referred to as Admission Selection of Candidates for Cadets (*Sipencatar*).
- (2) Instructions and Guidelines for *Sipencatar* Implementation are issued through the Decree of the Head of Human Resources Development on Transportation Agency (BPSDMP).
- (3) General admission requirements:
 - a. Maximum age of 23 years.
 - b. SMA/MA/SMK/MAK graduates or equivalent.
 - c. Single and willing not to marry during the education period as evidenced by a letter of statement.

- d. The minimum height for Male is 160 cm and for Female is 155 cm.
 - e. Physically and mentally healthy, not color blind, and not wearing glasses (contact lenses).
- (4) Other special requirements or general requirements changes in paragraph 3 are adjusted to the Guidelines for *Sipencatar* Implementation which is issued through the Decree of the Head of Human Resources Development on Transportation Agency (BPSDMP).
 - (5) The candidates who have passed the final selection must re-register (cannot be represented) by fulfilling the following requirements:
 - a. Pay the tuition fee by the applicable fee in PIP Semarang.
 - b. Fill in the re-register form and complete other conditions set by PIP Semarang; and
 - c. Fill in and sign a letter of statement to obey all regulations set by PIP Semarang.
 - (6) The candidates who do not meet the requirements referred to in paragraph (5) are considered resigned.

Article 12

Student Admission to Forming Education and Training for Seafarers Class III (DP III-Forming)

- (1) Student admission to Forming Education and Training for Seafarers Class III (DP III-Forming) hereinafter referred to as Admission Selection of Candidates for DP III-Forming Cadets (*Sipencatar*).

- (2) Instructions and Guidelines for DP III-Forming *Sipencatar* Implementation are issued through the Decree of the Director of PIP Semarang.
- (3) General admission requirements:
 - a. Maximum age of 26 years.
 - b. Minimum graduate of SMA/SMK or equivalent, Forming Education and Training for Seafarers Class IV (DP-IV) and ANT/ATT-IV.
 - c. Single and willing not to marry during the education period as evidenced by a letter of statement.
 - d. The minimum height for a male is 160 cm and for a female is 155 cm.
 - e. Physically and mentally healthy, not color blind, and not wearing glasses (contact lenses).
- (4) Other special requirements or general requirements changes in paragraph 3 are adjusted to the Guidelines for DP III-Forming *Sipencatar* Implementation which are issues through the Decree of the Director of PIP Semarang.
- (5) The candidates of DP III-Forming cadets who have passed the final selection must re-register (cannot be represented) by fulfilling the following requirements:
 - a. Pay the tuition fee that has been determined by PIP Semarang.
 - b. Fill in the re-register form and complete other requirements set by PIP Semarang, and
 - c. fill and sign a letter of statement to obey all regulations set by PIP Semarang.
- (6) The candidates of DP III-Forming cadets who do not meet the requirements as referred to in paragraph (5) are considered to have resigned.

CHAPTER V STANDARDS OF LEARNING PROCESS

Article 13 Provisions on Standard of Learning Process

- (1) The standard of learning process is the minimum criteria for the learning implementation in the study program to obtain graduate learning outcomes.
- (2) The standard of learning process as referred to in paragraph (1) includes:
 - a. Characteristics of the learning process.
 - b. Planning of the learning process.
 - c. Implementation of the learning process; and
 - d. The study load of the students.

Article 14 Characteristics of Learning Process

- (1) Characteristics of the learning process consist of interactive, holistic, integrative, scientific, contextual, thematic, effective, collaborative, and student-centered.
- (2) Interactive is an intended learning outcome achieved by prioritizing a two-way interaction process between students and lecturers.
- (3) Holistic is that the learning process encourages a comprehensive mindset by internalizing local and national excellence and wisdom.
- (4) Integrative is a learning outcome achieved through an integrated learning process to meet the overall intended learning outcomes in a united program through interdisciplinary and multidisciplinary approaches.

- (5) Scientific is an intended learning outcome achieved through a learning process that prioritizes a scientific approach to create an academic environment based on a system of values, norms, and scientific principles and upholds religious and national values.
- (6) Contextual is an intended learning outcome achieved through a learning process that is adapted to the demands of the ability to solve problems in their expertise.
- (7) Thematic is an intended learning outcome achieved through a learning process that is adapted to the scientific characteristics of the study program and is associated with real problems through a transdisciplinary approach.
- (8) Effective is an intended learning outcome achieved effectively with emphasis on the internalization of the material properly and correctly in an optimum period.
- (9) Collaborative is an intended learning outcome achieved through a joint learning process that involves interaction between individual learners to produce the capitalization of attitudes, knowledge, and skills.
- (10) Student-centered is an intended learning outcome achieved through a learning process that prioritizes the development of creativity, capacity, personality, and needs of the students, as well as developing independence in seeking and finding knowledge.

Article 15 Planning of Learning Process

- (1) Planning of learning process for Forming Education and Training Diploma IV and DP III Programs:
 - a. Planning of the learning process is prepared for each course and presented in a semester lesson plan (*RPS*) or other terms.

- b. Semester lesson plans (*RPS*) or other terms are determined and developed by the Head of the Study Program.
 - c. Semester lesson plans (*RPS*) or other terms at least contain:
 - 1. The name of the study program, the name and code of the course, semester, credits/duration, and the name of the lecturer.
 - 2. Intended learning outcomes of the course.
 - 3. The planned final abilities at each stage of learning to meet the intended learning outcomes.
 - 4. Learning materials related to the abilities to be achieved.
 - 5. Learning methods.
 - 6. The time provided to achieve the ability at each stage of learning.
 - 7. Cadets' learning experience in terms of the description of tasks that must be done by cadets for one semester.
 - 8. Criteria, indicators, and assessment weight.
 - 9. List of references used.
 - d. Semester lesson plans (*RPS*) or other terms must be reviewed and adjusted periodically to the development of science and technology.
- (2) Planning of learning process for Competency Education and Training for Seafarers:
- a. Planning of the learning process is prepared for each course and presented in the Course Unit (*SAP*).
 - b. The Course Unit (*SAP*) is determined and developed by the instructor independently or together with a group of experts in a field of science and/or technology in the study program.

- c. Course Unit (SAP) shall at least contain:
1. The name of the training program, the name of the course, the duration of the lesson, and the name of the instructor.
 2. Standards of competence.
 3. The planned final abilities at each stage of learning to meet standards of competence.
 4. Learning materials related to the abilities to be achieved.
 5. Learning methods.
 6. The time provided to achieve the ability at each stage of learning.
 7. Criteria, indicators, and assessment weight.
 8. List of references used.

Article 16 Implementation of the Learning Process

- (1) The implementation of the learning process takes place in the form of interaction between lecturers, training participants, and learning resources in a particular learning environment.
- (2) The learning process in each course is carried out according to the Semester Lesson Plan (RPS) or Course Unit (SAP).
- (3) The learning process related to cadet research must refer to the National Standard for Research.
- (4) The learning process related to community service conducted by cadets must refer to the National Standard for Community Service.
- (5) The learning process through curricular activities must be carried out in a systematic and structured procedure through various courses and with a measurable study load.

- (6) The learning process through curricular activities is required to use of effective learning methods by the characteristics of the courses to achieve certain abilities specified in the courses as the fulfillment of the intended learning outcomes.
- (7) Learning methods that can be chosen for the implementation of course learning include group discussions, simulations, case studies, collaborative learning, cooperative learning, project-based learning, problem-based learning, or other learning methods, which can effectively facilitate the fulfillment of the intended learning outcomes.
- (8) Each course can use one or a combination of several learning methods and is accommodated in a form of learning.
- (9) The learning methods can be in form of:
 - a. Lecture.
 - b. Responses and tutorials.
 - c. E-learning/Distance Learning.
 - d. Seminar.
 - e. Laboratory practice, simulator practice, workshop practice, onboard ship training, or company internship training.

Article 17 Study Load

- (1) The study load of the students refers to each determined curriculum.
- (2) The study load of the Diploma IV Program includes:
 - a. It is stated in credits.

- b. Semester. It is a unit of time for the effective learning process for at least 16 (sixteen) weeks, including mid-term examination and final examination.
 - c. The period and study load are a maximum of 7 (seven) academic years with a study load of at least 144 (one hundred and forty-four) credits.
 - d. 1 (one) credit in the learning process in form of lectures, responses, or tutorials, consists of:
 - 1. 50 (fifty) minutes of contact hours per week per semester.
 - 2. 60 (sixty) minutes of structured assignment per week per semester.
 - 3. 60 (sixty) minutes of independent activities per week per semester.
 - e. 1 (one) credit in the learning process in form of seminars or other similar forms, consists of:
 - 1. 100 (one hundred) minutes of contact hours per week per semester.
 - 2. 70 (seventy) minutes of independent activities per week per semester.
 - f. 1 (one) credit in the learning process in form of laboratory practice, studio practice, workshop practice, field practice, research, community service, and/or other similar learning processes, 170 (one hundred and seventy) minutes per week per semester.
- (3) The study load of DP III-Forming, Upgrading Education and Training for Seafarers, Updating Training for Seafarers, Proficiency Training for Seafarers, includes:
- a. It is stated in learning hours (duration);
 - b. The study load for each training program is by the determined curriculum.

- c. The period and study load for DP III-Forming is a maximum of 5 (five) academic years.
- d. The period and study load of Upgrading Education and Training for Seafarers is a maximum of 3 (years) academic years.
- e. The period and study load of Proficiency Training for Seafarers and Updating Training for Seafarers Skills are by the specified period.
- f. Calculation of the study load is in the block system, module, or other forms determined according to the needs in achieving learning outcomes.

CHAPTER VI STANDARDS OF LEARNING ASSESSMENT

Article 18

Description of the Standards of Learning Assessment

- (1) Standards of learning assessment are the minimum criteria for assessing the student's learning process and outcomes to achieve the intended learning outcomes.
- (2) For the Diploma IV Program and DP III-Forming Program, the assessment of the learning process and outcomes include:
 - a. Academics.
 - b. Soft Skills.
 - c. English proficiency.
 - d. Information and communication technology.
 - e. Physical fitness.

- (3) For the Training Programs other than those referred to in paragraph (2), the assessment of the learning process and outcomes is carried out by the predetermined learning plan.

Article 19
Academics Assessment

- (1) The assessment in academics as referred to in Article 22 paragraph (2.a.) includes the assessment principles, assessment techniques and instruments, mechanisms and procedures, assessment implementation, assessment report, and cadets' graduation.
- (2) The assessment principle includes the assessment of educative, authentic, objective, accountable, and transparent principles that are carried out in an integrated way.
- a. The educative principle is an assessment that motivates cadets to be able to:
 1. improve planning and learning methods.
 2. achieve the intended learning outcomes.
 - b. The authentic principle is an assessment that is oriented towards a continuous learning process and learning outcomes reflecting the cadets' abilities during the learning process.
 - c. The objective principle is an assessment that is based on a standard agreed upon between the lecturer and the cadets and is free from the influence of the subjectivity of the assessor and the assessed ones.
 - d. The accountable principle is an assessment carried out by clear procedures and criteria, agreed upon at the beginning of the lecture, and understood by the cadets.
 - e. The transparent principle is an assessment in which the procedures and results of the assessment can be accessed by all stakeholders.

- (3) Assessment techniques and instruments:
- a. The assessment techniques consist of observation, participation, performance, written test, verbal test, and questionnaire.
 - b. The assessment instruments consist of a process assessment in form of a rubric and/or a result assessment in form of a portfolio or design work.
 - c. Attitude assessment may use observation as the assessment technique.
 - d. Assessment of the mastery of knowledge, general skills, and specialized skills is carried out by selecting one or a combination of various assessment techniques and instruments.
 - e. The assessment result is an integration between various assessment techniques and instruments used.
- (4) Assessment mechanisms and procedures:
- a. The assessment mechanism consists of:
 1. Compiling, conveying, and agreeing on stages, techniques, instruments, criteria, indicators, and weight of assessment between assessors and those assessed by the lesson plan.
 2. Carrying out the assessment process by the stages, techniques, instruments, criteria, indicators, and weight of assessment that contains the assessment principles.
 3. Providing feedback and opportunities to question the assessment results to the cadets.
 4. Documenting the cadet's process and learning outcomes assessment in accountable and transparent methods.
 - b. The assessment procedure includes the stages of planning, giving assignments or questions, performance observation, returning the observation results, and giving the final grade.

- c. The assessment procedure at the planning stage can be carried out through a gradual assessment and/or re-assessment.
- (5) The assessment is carried out by the lesson plan and is done by:
- A lecturer or a team of lecturers.
 - A lecturer or a team of lecturers involving cadets, and/or
 - A lecturer or a team of lecturers involving relevant stakeholders.
- (6) Assessment report in form of cadet's achievement qualifications in taking a course stated in the range:

No	Grade (number)	Grade (letter)	Quality (Q)
1	91 – 100	A	4
2	81 – 90	A-	3,6
3	71 – 80	B+	3,2
4	61 – 70	B	2,8
5	51 – 60	B-	2,4
6	41 – 50	C+	2,0
7	31 – 40	C	1,6
8	21 – 30	C-	1,2
9	11 – 20	D	0,8
10	01 – 10	E	0,4

- (7) Evaluation of cadet's semester exam results in form of theoretical and practical grades is the accumulation of daily test/daily activities grade, discussion result/mid-term examination grade, and final examination grade, with the following calculations:

$$\text{Final Grade of Theoretical/Practice} = \frac{2Nh+3Nd+5Nu}{10}$$

Nh = Daily test/assignment grade

Nd = Discussion result/mid-term examination grade

Nu = Final examination grade

- (8) The assessment results are announced to the cadets each semester.
- (9) The assessment results for each semester are stated as Grade Point Semester (GPS).
- (10) Grade Point Semester (GPS) is stated in a quantity calculated by adding up the multiplication between the grades (in letter) of each course taken and the credits of the respective courses, then divided by the number of credits of courses taken in one semester.
- (11) The assessment results of the intended learning outcomes at the end of the study program are stated as a Grade Point average (GPA).
- (12) Grade Point Average (GPA) is stated in a quantity calculated by adding up the multiplication between the grades (in letter) of each course taken and the credits of the respective courses divided by the number of credits of the courses taken that have been taken.
- (13) Calculation of GPS and GPA:

$$IP = \frac{\sum_{i=1}^n K_i \times N_i}{\sum_{i=1}^n K_i}$$

N = numerical grade of each course assessment

K = number of credits for each course

n = number of courses that have been taken

- (14) Graduation can be given a qualification of satisfactory, very satisfactory, or cum laude with the following criteria:
 - a. Cadet is stated to graduate with satisfactory qualification if the cadet achieved a Grade Point Average (GPA) of 2.76 (two point seven six) to 3.00 (three point zero zero).
 - b. A cadet is stated to graduate with a very satisfactory qualification if the cadet achieved a Grade Point average (GPA) of 3.01 (three point zero one) to 3.50 (three point five zero), or

- c. Cadet is stated to graduate with cum laude if the cadet achieves a Grade Point Average (GPA) of more than 3.50 (three point five zero).
- (15) Cadets who have a Grade Point Semester with qualifications of very satisfactory and cum laude can be proposed to get a scholarship.

Article 20 Assessment of Soft Skill

- (1) Assessment of the cadets' learning process and outcomes in the field of soft skills includes aspects of assessment and conduct, assessment methods, and evaluation results.
- (2) Aspects of assessment and conduct are stated in the Regulation of the Head of Human Resources Development on Transportation Agency on Nurturing Scheme for Forming Education and Training Cadets at the Technical Executive Unit in the Human Resources Development on Transportation Agency.
- (3) The evaluation results are carried out at the end of the semester in form of report cards or evaluation results of soft skills evaluation along with cadets' conduct.

Article 21 Assessment of English Proficiency

- (1) The measurement of cadets' English proficiency in semesters I and II using speaking assessment adapted from TOEIC (Speaking) and Marlins Test of Spoken English (TOSE).
- (2) The measurement of cadets' English proficiency in semesters III and VIII refer to the CEFR (Common European Framework of Reference for Languages) standards as follows:

SEMESTER	CEFR	TOEFL (PBT)	TOEIC (LR)	MARLINS ENGLISH TEST
III	B1	450	460	70
VIII	B1	500	550	70

- (3) The minimum standard of graduation at the end of the study uses TOEIC/Marlins English Test with a minimum passing level of B1.
- (4) The results of the English proficiency assessment are carried out at the end of each semester in form of a report card/English test result published by the Language Unit.

Article 22

Assessment of Information and Communication Technology

- (1) Implementation of the Information and Communication Technology assessment is based on the cadet's competency outcomes in the field of digital systems.
- (2) The results of the evaluation are carried out at the end of the learning with the evidence of a certificate of completion in the field of information technology.
- (3) The methods and criteria of the Information and Communication Technology assessment as referred to in paragraph (2) will be further regulated in the Decree of the Director of PIP Semarang.

Article 23

Assessment of Physical Fitness

- (1) Implementation of a physical fitness assessment is to determine the level of cadet's fitness.

- (2) The physical fitness assessment is carried out every semester.
- (3) The aspects of the physical fitness assessment are stated in the Regulation of the Head of Human Resources Development on Transportation Agency on Nurturing Scheme for Forming Education and Training Cadets at the Technical Executive Unit in the Human Resources Development on Transportation Agency.
- (4) The results of the evaluation are carried out at the end of the semester in form of a report on the results of the physical fitness test.

CHAPTER VII ACADEMIC ACTIVITIES

Article 24 Service of Academic Activities

- (1) The students are to receive the services of academic activities by the Standards of Service.
- (2) Academic activities are learning activities in classrooms, laboratories, and simulators, distance learning, job training, assignments, learning evaluation, and other administrative activities.
- (3) The students are required to take part in academic activities based on a predetermined academic calendar.
- (4) The students may take part in academic activities with the following requirements:
 - a. Complete the predetermined administrative obligations.
 - b. Pay all training tuitions according to the tariffs of Public Service Agency PIP Semarang.

- (5) If the students do not pay off the training tuitions by the specified time, they will not be able to receive any academic activity services.

Article 25

Academic Implementation Scheme for Forming Education and Training Programs

- (1) The academic implementation scheme for the Diploma IV program includes:
- a. Learning at the campus is carried out for 6 semesters, namely Semester I to IV and semester VII to VIII.
 - b. Onboard ship practical training (*prala*) and internship (*prada*) for 2 semesters are carried out in semesters V and VI.
- (2) The academic implementation scheme of the Diploma II program includes:
- a. Learning at the campus is carried out for 3 semesters, from Semester I to III.
 - b. Onboard ship practical training (*prala*) and internship (*prada*) for 1 semester are carried out in semesters IV
- (3) Requirements to carry out the onboard ship practical training for the Diploma IV program are:
- a. Pass all courses in semesters I - IV and the Proficiency Examination for Seafarers (*UKP*) pre-onboard.
 - b. Have the required pre-onboard documents.
 - c. Complete the clearance out according to the procedures.
- (4) The requirements to carry out the internship for the Diploma IV Program are:

- a. Pass all courses in semesters I - IV.
 - b. Complete the training package set by the study program of Port and Shipping Management.
 - c. Have the required internship documents.
 - d. Complete the clearance out according to the procedures.
- (5) Provisions for the implementation of onboard ship practical training (*prala*):
- a. The study program of Nautical Studies:
 1. Carry out onboard ship practical training for at least 12 months on ships with a size of 500 GT (Gross Tonnage) or more.
 2. Carry out the watchkeeping on the bridge, under the supervision of the Master or competent Officer for at least 6 (six) months.
 3. Carry out the tasks set out in the Training Record Book (TRB) with the evidence of the verification from the Master or competent Officer.
 - b. The study program of Marine Engineering:
 1. Carry out onboard ship practical training for at least 12 months on ships with the main propulsion of 750 kW (Kilowatt) or more.
 2. Carry out the engine watchkeeping in the engine room, under the supervision of the Chief Engineer or a competent Engineer for at least 6 (six) months.
 3. Carry out the tasks set out in the Training Record Book (TRB) with the evidence of the verification from the Chief Engineer or a competent Engineer.

- c. The study program of Ship Electrical Engineering Technology:
 1. Carry out on-job-training for at least 6 months ashore, and 6 months onboard ship with the main propulsion of 750 kW (Kilowatt) or more.
 2. Carry out the engine watchkeeping in the engine room, under the supervision of the Chief Engineer or a competent Engineer for at least 6 (six) months.
 3. Carry out the tasks set out in the Training Record Book (TRB) with the evidence of the verification from the Chief Engineer or a competent Engineer.

(6) Provisions for the implementation of internship (*prada*):

The study program of Port and Shipping Management:

- a. Carry out an internship for at least 2 semesters in a shipping company, port, and other maritime agency.
 - b. Carry out the tasks set out in the Internship (*prada*) Guidebook with the evidence of the verification from the company supervisor.
 - c. Complete a proposal of the applied papers/undergraduate thesis.
- (7) Provisions for the Diploma IV cadets who have completed onboard ship practical training (*prala*) and internship (*prada*) to join the learning process in semester VII:
- a. Complete all determined administration.
 - b. Carry out the registration for the *TRB* examination.
 - c. Pass the examinations of *TRB* and papers of onboard ship practical training (*KKP*) before the due date set by the Cadet and Alumni Administration Subdivision, except for the study program of Port and Shipping Management, which only takes the examination of the internship papers.

- d. Complete the re-registration process.
 - e. Required to attend the advanced character-building activities.
- (8) The Writing of undergraduate thesis/applied papers for the Diploma IV Program begins in semester VII and the defense is in semester VIII.
- (9) Guidelines for thesis writing are determined by the Head of the Study Program.

Article 26 Academic Calendar

- (1) Academic Calendar is a schedule that includes the start of the term time, effective study week, effective study time, holiday, and examination/evaluation.
- (2) The Academic Calendar of the training program is determined by the Director.
- (3) The students must understand and comply with the schedule in the Academic Calendar.

Article 27 Academic Advisor

- (1) In the Diploma IV program, to help each cadet develop his abilities so that he can complete his education properly and on time, a permanent lecturer is appointed as the academic advisor.
- (2) Each academic advisor is to monitor the study progress of the cadet from the first semester until graduation.
- (3) For Diploma IV cadets, at the beginning of each semester, they must prepare a study plan with their academic advisor, and the study plan will be stated in the Course Selection Sheet (*KRS*).

- (4) The cadets have the right to receive guidance from their academic advisor in solving various problems, especially those concerning academics.

Article 28

Re-registration, Training Tuition, and Filling Out the Course Selection Sheet (*KRS*)

- (1) The cadets of forming education and training programs are required to re-register at least 1 (one) week before the implementation of the learning process each semester.
- (2) The provisions for re-registration as referred to in paragraph (1) are regulated as follows:
 - a. Pass the selection or upgraded the semester level.
 - b. Pay the training tuitions in each semester according to the type of services and PIP Semarang tariffs.
- (3) Training payment procedures:
 - a. Every cadet is required to have a bank account in collaboration with PIP Semarang.
 - b. All payments of training tuitions are made with an auto debit/transfer mechanism.
 - c. Each cadet must guarantee the availability of the account balance before the due of the debit date.
 - d. The debit/transfer limit starts from 1st to 10th of every month.
- (4) Actions and sanctions if a cadet is late in paying the training tuitions are as follows:
 - a. Give summons to the cadet's parent.
 - b. Subjected to violation points.
 - c. Not allowed to take part in academic activities.

- d. Not allowed to take semester examination.
 - e. Get fines by applicable regulations.
- (5) Before attending the lectures, the Diploma IV program cadets must fill out a Course Selection Sheet (*KRS*) with the courses to be taken/attended.
 - (6) Completion of the Course Selection Sheet (*KRS*) must be approved by the academic advisor.
 - (7) The cadets who due to negligence do not fill out or submit the Course Selection Sheet (*KRS*) within a certain time are not allowed to attend lectures and are therefore not allowed to take the examination.
 - (8) The obligation to pay the tuition still applies to cadets who are late to return for the 7th Semester, are on leave, are on suspension, and those who have not completed the 8th Semester yet.

Article 29

Attendance in Learning Activities

- (1) Obligations of the students in learning activities:
 - a. Attend the class by signing the attendance list.
 - b. The minimum attendance percentage of the students of Forming Education and Training program is 80% of the total attendance as an examination requirement.
- (2) Obligations of lecturers/instructors in learning activities:
 - a. Attend the class according to a predetermined schedule and deliver material according to the syllabus.
 - b. Must do the students' roll call.
 - c. Sign the attendance list.
 - d. Evaluate the progress of the students.

- e. Ensure a good learning atmosphere.
- (3) Lecturers/instructors who are unable to teach must delegate their teaching tasks to other lecturers or replace by shifting the learning schedule upon approval of the Head of the Study Program by filling out the approval form.
 - (4) Lecturers/ instructors who do not teach 2 (two) times in a row without delegating their teaching task as referred to in paragraph (3), the Head of Study Program must replace them with other lecturers/instructors.

Article 30 Course Schedule

- (1) The study program makes and determines the course schedule for the Diploma IV and DP III-Forming programs no later than 2 (two) weeks before the course implementation based on the academic calendar and curriculum.
- (2) The course schedule as referred to in paragraph (1) above includes:
 - a. Class name.
 - b. Days and time.
 - c. Place/classroom.
 - d. Lecturer/instructor.
 - e. Lecturer Code.
 - f. Course.

Article 31
Implementation of Assessment

- (1) Assessment is one of the activities to determine the student's achievement level to measure the intended learning outcome that has been determined in form of theoretical and practice.
- (2) The assessment is carried out periodically, and consists of:
 - a. Mid-term examination.
 - b. Final examination.
 - c. Undergraduate thesis/applied paper examination
- (3) Requirements to take the final examination:
 - a. Fulfill 80% attendance.
 - b. Determined as an examinee proven by the Examinee Identity Card.
 - c. Have a minimum category of conduct "B" (Good) particularly for forming education and training programs.

Article 32
**Passing Final Examination and Upgrading to Advanced Semester for
Forming Education and Training Programs**

- (1) The cadets are stated to have passed the course at the end of the semester if the final score of the respective course is at least "B".
- (2) The upgrading is carried out based on the results of the final assessment meeting attended by the Senate, the Head of Study Programs, the Lecturers, and the Academic and Cadet Administration Division.

- (3) Provisions for upgrading to advanced semester:
 - a. Grade Point Semester at least 2.8.
 - b. The maximum of failed courses is 9 courses
 - c. The failed courses or those that need improvement in grade must be completed before the next upgrading semester after the final assessment.
- (4) The upgrading to advanced semester is determined through the Decree of the Director of PIP Semarang.

Article 33 Short Semester

- (1) Short semester is addressed for cadets/students to improve their course grades and the course in which they failed.
- (2) Provisions for the implementation of the short semester:
 - a. The cadets/students are required to pay short semester tuition according to the number of courses to be repeated.
 - b. The cadets/students who take the short semester have a maximum of 3 times repeated examinations with the evidence of examination control records.
 - c. If it is up to 3 times examinations and the grade has not met the passing grade yet, then the cadets must re-register.
 - d. The cadets/students are required to attend the contact hours with the lecturer at least 8 times as evidenced by the control records issued by each study program.
- (3) The cadets/students may repeat a maximum of 2 times in the same course, after that they are required to repeat the courses for one full semester.

Articles 34 Academic Leave

- (1) Academic leave is given to cadets of the Forming Education and Training for Seafarer program.
- (2) Academic leave is a formal postponement of lectures and other academic activities for one or two semesters based on the Decree of the Director of PIP Semarang.
- (3) During the leave period, cadets are required to pay administrative tuition by the applicable regulations.
- (4) The cadets may apply for leave with a maximum of 2 (two) times as long as it does not exceed the limitation of the study period.
- (5) Academic leave can be granted for a maximum of 2 (two) semesters.
- (6) Categories and requirements of the academic leave:
 - a. Unplanned leave
 - 1) Unplanned Academic Leave is an academic leave given due to illness or accident with the evidence of a medical certificate stating that having been hospitalized for at least 14 (fourteen) days from the hospital and getting a recommendation letter from the doctor of PIP Semarang.
 - 2) The application is submitted to the Director of PIP Semarang by the parents/guardians of the cadets by attaching the requirements in point (a) above no later than 14 (fourteen) days since the concerned cadet does not attend lectures.
 - 3) The study period is still considered and is not extended.
 - 4) Leave approval will be determined at the meeting and stated in the Decree of the Director of PIP Semarang.

5) If a cadet whose academic leave has exceeded the maximum limit and he does not re-register within the allotted time, then he is determined as a cadet who resigns from his education in PIP Semarang.

b. Special leave

1) Academic leave for a specific reason is a leave due to a specific reason which is stated in a letter of statement from the parents of the concerned one.

2) The study period is still considered and is not extended.

3) The Decree of academic leave for a specific reason is based on the Decree of the Director of PIP Semarang.

4) A cadet whose academic leave has exceeded the maximum limit and he does not re-register within the allotted time, then he is determined as a cadet who resigns from his education in PIP Semarang.

Article 35

Temporary Suspension

(1) Temporary Suspension is a sanction for not participating in academic activities and revocation of rights as cadets within a certain period.

(2) The cadets may be subject to temporary suspension, due to:

a. The accumulated violation point reaches 81 – 95 points.

b. Did not pass the examination in the short semester.

(3) The sanction of temporary suspension is determined through the Decree of the Director of PIP Semarang

Article 36 Academic Dismissal

- (1) Academic dismissal or being dismissed from the study is a permanent sanction on the revocation of rights as cadets.
- (2) The cadets can be dismissed from the study due to:
 - a. Commit a serious violation and has a violation point of up to 100 points.
 - b. Apply to resign and be permitted by the authorized official.
 - c. Does not meet the health standards for seafarers.
 - d. Does not fulfill onboard ship practical training (*prala*)/internship (*prada*) after studying for 4.5 years or more.
 - e. Exceed the maximum period of study.
 - f. Subject to academic sanctions.
 - g. Receive warning letter 3 times.
- (3) Academic dismissal as referred to in paragraph (2) is determined through the Decree of the Director of PIP Semarang.

Article 37 Transfer Cadet

- (1) PIP Semarang can accept a transfer cadet from other educational institutions in the Human Resources Development on Transportation Agency (*BPSDMP*) of the same study program and is accredited with a score of at least the same as the intended study program.
- (2) Provisions for transfer cadet enrollment:
 - a. Consider the capacity of the intended study program.

- b. The cadet's conduct is a minimum "B" qualification with a minimum GPA of 3.00.
- c. Pass a medical test conducted by the medical team of PIP Semarang.
- d. Currently not undergoing academic and disciplinary sanctions.
- e. Approved by the senate meeting.
- f. Give the reason for the transfer and an official cover letter from the institution is enclosed.

Article 38
Cadet's Internal Transfer

- (1) The cadets can transfer to another study program internally in PIP Semarang with the following conditions:
 - a. Have participated in academic activities in the 1st semester).
 - b. Consider the capacity of the intended study program.
 - c. Not due to violating the rules or other similar causes.
 - d. Meet the administrative requirements for admission selection for candidates of cadets (*Sipencatar*) of the intended study program.
 - e. Attend tutorials of the courses adjusted to the study program and are passed.
- (2) The internal transfer is only permitted 1 (one) time and is carried out in the 1st semester.
- (3) The study period of the cadet that transfers internally is still considered with the duration of the study.
- (4) The internal transfer is determined by the Decree of the Director of PIP Semarang after obtaining Senate approval.

Article 39
Final Assessment

- (1) Final Assessment is an academic activity to determine graduation at the end of the study period which involves the application of the cadet's grades and graduation from the entire academic process.
- (2) The final assessment is held on a scheduled basis according to the academic calendar through a Senate open session.
- (3) Provisions for the final assessment are as follows:
 - a. Completing obligations:
 1. Academic.
 2. Academic and financial administration.
 - b. Currently not undergoing academic sanctions or other sanctions.
- (4) The graduation of the cadets/students is determined through the Decree of the Director of PIP Semarang based on the results of the final assessment session.

Article 40
Graduation and Inauguration

- (1) Graduation is a confirmation of completing the study of the diploma program through a final assessment in the Senate session.
- (2) An inauguration is a process of recognition to become an Officer in Merchant Vessel or an Expert in Port and Shipping Management.

- (3) The cadets being graduated and inaugurated if they meet the requirements:
 - a. Have passed the final assessment session.
 - b. Pay the graduation tuition.
 - c. Complete the clearance out process for the candidate to graduate.
 - d. Register for the inauguration.
- (4) The graduation and inauguration are held 2 (two) times a year in 1 (one) academic year.
- (5) The provisions for graduation and inauguration attire are further issued through the Decree of the Director of PIP Semarang.
- (6) Graduates are entitled to:
 - a. A Diploma.
 - b. Transcript.
 - c. Certificate of Competence.
 - d. Certificate of Proficiency.
 - e. A Diplomas Supplement.
 - f. Title.

Article 41 Bon Voyage Ceremony

- (1) Bon Voyage Ceremony is a series of activities for the graduation of the students of Upgrading Education and Training for Seafarers who have completed their training.
- (2) Officer Students (*Pasis*) can take part in the Bon Voyage ceremony if they meet the following requirements:
 - a. Have completed the training program.

- b. Register and pay the Bon Voyage Ceremony tuition.
- (3) Provisions for Bon Voyage ceremony attire are further issued through the Decree of the Director of PIP Semarang.
- (4) Officer students are entitled to obtain a Certificate of Education and Training for Seafarers (*SPPK*).

Article 42
ACKNOWLEDGEMENT

- (1) Acknowledgment is given to meritorious graduates.
- (2) The meritorious graduate is assessed based on several criteria, namely:

- a. Academic Performance

It is reflected in the Grade Point Average (GPA), i.e., the highest GPA that can be achieved throughout all his batch. The meritorious graduate of each study program is given a Certificate of Merit and badges of *Kartika Niti Yoga*.

- b. Leadership and attitude

Leadership and attitudes point is determined by the Head of the Center of Mental, Moral, and Physical Fitness Development as the organizer of cadets' mental, moral, and physical fitness development. The cadet who has a highly good attitude is given a Certificate of Merit and badges of *Kartika Niti Adibrata*.

- c. Applied paper

Based on the assessment of undergraduate thesis defense of 8th-semester cadets either for Nautical Studies, Marine Engineering, or Port and Shipping Management study programs, the cadets who have the best applied paper are given a Certificate of Merit and badges of *Kartika Niti Adhisastra*.

d. English proficiency

It is reflected in the accumulation of TOEFL/TOEIC/ Marlins English Test scores, and the active use and development of the English language at PIP Semarang. The cadet who has the best excellent English proficiency is given a Certificate of Merit and badges of ***Kartika Niti Adhiwicara***.

e. Physical fitness

Physical fitness point is determined by the Head of the Center of Mental, Moral, and Physical Fitness Development as the organizer of cadets' mental, moral, and physical fitness development. The cadet who has the highest point for physical fitness is given a Certificate of Merit and badges of ***Kartika Niti Adhiraga***.

CHAPTER VIII STANDARDS OF LECTURER AND ACADEMIC STAFF

Article 43 Standard of Lecturer

- (1) A Lecturer is required to have academic qualifications and pedagogical competence, be physically and mentally healthy, and can provide education to achieve the intended learning outcomes by the regulations concerning Teacher and Lecturer.
- (2) Academic qualification is the lowest level of education that must be met by a lecturer, with the evidence of a diploma.
- (3) Pedagogical competence is stated by an academic certificate and/or professional certificate.
- (4) A lecturer must have the same academic qualifications and or a level higher than the study program in which he taught. A lecturer

must have at least a master degree or a relevant master degree in applied science or a doctoral degree relevant to the study program.

- (5) A lecturer can be a lecturer with professional certification relevant to the study program and have the lowest qualification as equivalent to level 8 (eight) of *KKNI*.
- (6) The equalization of level 8 (eight) of *KKNI* as referred to in paragraph (5) is carried out by the General Director of Learning and Student Affairs of the Ministry of Research, Technology, and Higher Education through the mechanism of Prior Learning Recognition (*RPL*).

Article 44 Lecturer's Workload

- (1) The calculation of the lecturer's workload is based on:
 - a. The main activities of lecturers include:
 1. Planning, implementation, and controlling the learning process.
 2. Implementation of learning outcomes evaluation.
 3. Mentoring and training.
 4. Research, and
 5. Community service.
 - b. Activities in form of carrying out additional tasks.
 - c. Supporting activities.
 - d. The lecturer's workload is further regulated in the Decree of the Director of PIP Semarang.
- (2) The workload on the lecturer's main activities as stated in paragraph (1) letter a is adjusted to the workload of the additional task, for a lecturer who gets an additional task.

- (3) The lecturer's workload as the main supervisor in structured research in form of the undergraduate thesis/applied paper writing is at least 5 (five) cadets.
- (4) An extraordinary lecturer is a lecturer from a university who works part-time at PIP Semarang and has obtained approval from the Head of Study Program and is appointed by the Degree of the Director of PIP Semarang.
- (5) An extraordinary lecturer who has been appointed by the Director can supervise and examine the thesis.

Article 45 Standard of Academic Staff

- (1) Academic staff has academic qualifications of at least a high school graduate or the equivalent with evidence of a diploma by the qualifications of their main duties and functions.
- (2) Academic staff who require specialized skills are required to have a Certificate of Competence according to their field of duty and expertise.

Article 46 Standard of Facilities and Infrastructure

- (1) Standard of learning facilities and infrastructure is the minimum criteria of facilities and infrastructure by the needs of the learning content and process to fulfill the intended learning outcomes.
- (2) Standard of learning facilities and infrastructure is by the Quality Standard System.

Article 47
Standards of Learning Management

- (1) Standard of learning management is the minimum criteria regarding planning, implementation, control, monitoring, and evaluation, as well as reporting of learning activities at the study program level.
- (2) Standard of learning management must refer to standard of graduate competency, standard of learning content, standard of learning process, standard of lecturer and academic staff, and standard learning facilities and infrastructure.
- (3) The implementation of the standard of learning management for the Forming Education and Training for Seafarer is carried out by each study program.
- (4) Implementation of the standard of learning management for the Upgrading Education and Training for Seafarer is carried out by the Coordinator of Upgrading Education and Training for Seafarer (*DPKK*).
- (5) Implementation of the standard of learning management for the Proficiency Training for Seafarer is carried out by the Coordinator of Proficiency Training for Seafarer (*DKP*).
- (6) The study program, in implementing the standard of learning management, must:
 - a. Compose the operational curriculum and lesson plan of each course.
 - b. Organize the learning process according to the standard of learning, content standards, standard of learning process, and standard of learning assessment that have been set to achieve the intended learning outcomes.
 - c. Carry out systemic activities that create a good academic atmosphere and quality culture.

- d. Conduct monitoring and evaluation activities periodically to maintain and improve the quality of the learning process, and
- e. Report the results of the learning program periodically as a source of data and information in the decision-making to improve and develop the quality of learning.

Article 48
Education and Training Service Tuitions

The education and training service tuitions are based on the standard of Public Service Agency (*BLU*) tariff set by the Minister of Finance.

CHAPTER IX
RESEARCH AND COMMUNITY SERVICE

Article 49
Scope of Standard of Research

The scope of the National Standard of Research consists of:

- (1) Standard of research result.
- (2) Standard of research content.
- (3) Standard of research process.
- (4) Standard of research assessment.
- (5) Standard of researcher.
- (6) Standard of research facility and infrastructure.
- (7) Standard of research management, and;
- (8) Standard of research funding.

Article 50
Standard of Research Result

- (1) Standard of research result is the minimum criteria for the quality of the research result.
- (2) The research results at PIP Semarang are directed at developing science and technology, as well as improving public welfare and national competitiveness.
- (3) The research results as referred to in paragraph (1) are all research outputs produced through activities that meet scientific principles and methods systematically according to scientific autonomy and academic culture.
- (4) The results of the cadet research must meet the provisions as referred to in paragraph (2), the intended learning outcomes, and the regulations at PIP Semarang.
- (5) Research results that are not confidential, do not interfere, and/or do not endanger the public or national interest must be disseminated in seminars, publications, patents, and/or other methods that can be used to disseminate research results to the public.

Article 51
Standard of Research Content

- (1) Standard of research content is the minimum criteria for the depth and breadth of research material.
- (2) The depth and breadth of research material as referred to in paragraph (1) includes material on basic research and applied research.

- (3) The material in basic research as referred to in paragraph (2) must be oriented toward the research output in form of an explanation or discovery to anticipate a new indication, phenomenon, rule, model, or postulate.
- (4) The material in applied research as referred to in paragraph (2) must be oriented toward research output in form of innovation and the development of science and technology that are beneficial to society, the business, and/or industry.
- (5) The materials in basic research and applied research include specific study materials for national and or international interests.
- (6) The material in basic research and applied research should include the principles of usefulness, up-to-date, and anticipating future needs.

Article 52

Standard of Research Process

- (1) Standard of research process is the minimum criteria for research activities consisting of planning, implementation, and reporting.
- (2) The research activities as referred to in paragraph (1) are activities that meet scientific principles and methods systematically by scientific autonomy and academic culture.
- (3) Research activities must consider standards of quality, work safety, health, comfort, and security for researchers, society, and the environment.
- (4) Research activities carried out by cadets and students in the context of writing applied papers must meet the provisions as referred to in paragraphs (2) and (3), the intended learning outcomes, and the regulations at PIP Semarang.
- (5) Research activities carried out by cadets and students are stated in credits.

Article 53
Standard of Research Assessment

- (1) Standard of research assessment is the minimum criteria for evaluating the research process and results.
- (2) The assessment of the research process and results as referred to in paragraph (1) shall be carried out in an integrated way that at least meets the following elements:
 - a. **Educative.** It is an assessment to motivate researchers to continue improving the quality of their research.
 - b. **Objective.** It is an assessment based on criteria that are free from the influence of subjectivity.
 - c. **Accountable.** It is a research assessment in which the criteria and procedures are clear and understood by the researcher.
 - d. **Transparent.** It is an assessment in which the assessment procedures and results are accessible to all stakeholders.
- (3) The assessment of the research process and results must comply with the assessment principles as referred to in paragraph (2) and take account into conformity with the standard of research result, standard of research content, and standard of research process.
- (4) Research assessment can be carried out using methods and instruments that are relevant, accountable, and can represent a measure of the achievement of process performance and research results performance.
- (5) Research assessment carried out by cadets and students in composing applied papers is regulated based on the provisions of regulation at PIP Semarang.

Article 54 Standard of Researcher

- (1) Standards of researcher are the minimum criteria for the ability of a researcher to carry out research.
- (2) The researcher as referred to in paragraph (1) must have the ability to master the research methodology by the scientific field, the object of research, as well as the level of complexity and depth of research.
- (3) The ability of the researcher as referred to in paragraph (1) is determined based on:
 - a. Academic qualifications, and;
 - b. Research result
- (4) The ability of the researcher as referred to in paragraph (2) determines the authority to carry out research.
- (5) Guidelines on the authority to carry out research are determined by the Director of PIP Semarang.

Article 55 Standard of Research Facility and Infrastructure

- (1) Standard of research facility and infrastructure are the minimum criteria for facility and infrastructure needed to support the needs of research content and process to meet research results.
- (2) The research facility and infrastructure as referred to in paragraph (1) are the facilities of PIP Semarang used for:
 - a. Facilitating research at least related to the field of the study program.
 - b. Learning process, and

- c. Community service activities.
- (3) The research facility and infrastructure as referred to in paragraph (2) must meet the standards of quality, work safety, health, comfort, and security for researchers, society, and the environment.

Article 56 Standard of Research Management

- (1) Standard of research management is the minimum criteria for planning, implementation, control, monitoring and evaluation, and reporting of research activities.
- (2) The research management carried out by lecturers as referred to in paragraph (1) is carried out by the Center for Research and Community Service (*PPPM*).
- (3) The research management carried out by cadets and students as referred to in paragraph (1) is carried out by the Study Programs (*Prodi*) and Library.
- (4) The obligations of the Center for Research and Community Service in the field of research are as follows:
- a. Formulate and develop a plan for the research program by the research strategic plan of PIP Semarang.
 - b. Formulate and develop regulations, guidelines, and internal quality assurance systems for the research.
 - c. Facilitate the research implementation.
 - d. Carry out monitoring and evaluation of research implementation.
 - e. Disseminating research results.

- f. Facilitate the improvement of researchers' abilities to carry out research, write scientific articles, and acquire intellectual property.
- g. Give appreciation to outstanding researchers, and
- h. Report the research activities.

Article 57 Standard of Research Funding

- (1) Standard of research funding is the minimum criteria for funding sources and mechanisms for research funding.
- (2) The research funding as referred to in paragraph (2) is used for:
 - a. Research planning.
 - b. Research implementation.
 - c. Research control.
 - d. Research monitoring and evaluation.
 - e. Reporting research results, and;
 - f. Dissemination of research results.
- (3) Research funding mechanisms are regulated through the Decree of the Director of PIP Semarang.
- (4) The research management fund as referred to in paragraph (1) is used for funding:
 - a. Research management consists of proposal selection, monitoring and evaluation, research reporting, and dissemination of research results.
 - b. Increasing research capacity. And
 - c. Scientific publication incentives or intellectual property (ip) incentives.

Article 58
Scientific Publication

- (1) Scientific publication is a publication in form of journals, collections of papers, and other forms which have scientific nature.
- (2) PIP Semarang provides funds for scientific publications and scientific research results in form of seminars, proceedings, journals, and copies.
- (3) The mechanism for funding scientific publications is regulated by the Decree of the Director of PIP Semarang.

Article 59
Scope of Standard of Community Service

The scope of the Community Service Standard consists of:

- (1) Standard of community service results.
- (2) Standard of community service content.
- (3) Standard of community service process.
- (4) Standard of community service assessment.
- (5) Standard of community service practitioners.
- (6) Standard of community service facility and infrastructure.
- (7) Standard of community service management, and
- (8) Standard of community service funding.

Article 60

Standard of Community Service Results

- (1) Standard of community service results is the minimum criteria for community service results in implementing, practicing, and civilizing science and technology to promote public welfare and educate the nation's enthusiasm.
- (2) The results of community service as referred to in paragraph (1) are:
 - a. Problem-solving encountered by the community by utilizing the expertise of the relevant society of academicians.
 - b. Utilization of appropriate technology.
 - c. Materials on science and technology development, or
 - d. Teaching materials or training modules for the enrichment of learning resources.

Article 61

Standard of Community Service Content

- (1) Standard of the community service is a minimum criterion on the depth and breadth of the material for community service.
- (2) The depth and breadth of the community service material as referred to in paragraph (1) refers to the standard of community service results.
- (3) The depth and breadth of the material for community service as referred to in paragraph (1) are sourced from the research results or development of science and technology to the needs of the community.

- (4) The research results or development of science and technology as referred to in paragraph (3) include:
- a. Research results that can be applied directly and needed by the community.
 - b. Development of science and technology in the context of empowering the community.
 - c. Appropriate technology that can be utilized to improve the standard of living and welfare of the community.
 - d. Models of problem-solving, social engineering, and policy recommendations that can be applied directly by the public, business, industry, and government.
 - e. Intellectual property that can be applied directly by the public, business, and industry.

Article 62

Standard of Community Service Process

- (1) Standard of community service process is the criteria for community service activities, which consist of planning, implementing, and reporting activities.
- (2) Community service activities can be in form of:
 - a. Service to the community.
 - b. Application of science and technology by their expertise.
 - c. Increasing public knowledge.
 - d. Community empowerment.
- (3) Community service activities as referred to in paragraph (2) must consider standards of quality, work safety, health, comfort, and security of the individual, the community, and the environment.

- (4) Community service activities must be carried out in a controlled, measurable, and outlined manner.

Article 63

Standard of Community Service Assessment

- (1) Standard of community service assessment is the criteria regarding the assessment of the community service process and results.
- (2) The process and results assessment of community service as referred to in paragraph (1) are carried out in an integrated way that at least meets the following elements:
 - a. Educative. It is an assessment to motivate practitioners to continue improving the quality of community service.
 - b. Objective. It is an assessment based on the assessment criteria and free from the influence of subjectivity.
 - c. Accountable. It is an assessment that is carried out with clear criteria and procedures and is understood by the practitioners of community service.
 - d. Transparent. It is an assessment in which procedures and results are accessible to all stakeholders.
- (3) The process and results assessment of community service must meet the principles of assessment as referred to in paragraph (2) and take account into conformity with the standard of community service result, standard of community service content, and standard of community service process.
- (4) The criteria for evaluating the results of community service as referred to in paragraph (1) include:

- a. Community satisfaction level.
 - b. Changes in attitudes, knowledge, and skills in the community by program objectives.
 - c. Use of science and technology in the community sustainably.
 - d. Enrichment of learning resources and learning process as well as the maturation of the society of academicians because of the development of science and technology.
 - e. Solving the social problems and the recommendation of policy that can be utilized by stakeholders.
- (5) Community service assessment can be done using methods and instruments that are relevant, accountable, and can represent a measure of achievement of the process performance and community service results.

Article 64

Standard of Community Service Practitioners

- (1) Standard of Community Service Practitioners is the criteria for the ability of the practitioners to carry out community service.
- (2) The practitioners of community service as referred to in paragraph (1) must master the scientific application methodology by the field of expertise, type of activity, as well as the level of complexity, and depth of the target activity.
- (3) The ability of community service practitioners as referred to in paragraph (1) is determined based on:
 - a. Academic qualifications.
 - b. Result of community service.

- (4) The ability of community service practitioners as referred to in paragraph (2) determines the authority to carry out community service.
- (5) Guidelines regarding the authority to carry out community service are determined by the Director of PIP Semarang.

Article 65

Standard of Community Service Facility and Infrastructure

- (1) Standard of community service facility and infrastructure is the criteria on the facility and infrastructure needed to support the community service process to fulfill the community service results.
- (2) The community service facilities and infrastructure as referred to in paragraph (1) are PIP Semarang facilities that are used for:
 - a. Facilitating community service related to the application of the field of science of the study programs managed by PIP Semarang and the target area of the activity.
 - b. Learning process.
 - c. Research activities.
- (3) The facilities and infrastructure as referred to in paragraph (2) must meet the standards of quality, work safety, health, comfort, and security.

Article 66

Standard of Community Service Management

- (1) Standard of community service management is the criteria for planning, implementing, controlling, monitoring, and evaluating, as well as reporting the community service activities.

- (2) Community service management as referred to in paragraph (1) is carried out by the Center for Research and Community Service (PPPM).
- (3) The obligations of the Center for Research and Community Service in the field of community service include:
 - a. Compile and develop a plan of community service program by the PIP Semarang community service strategic plan.
 - b. Arrange and develop regulations, guidelines, and internal quality assurance systems for community service activities.
 - c. Facilitate the implementation of community service activities.
 - d. Carry out monitoring and evaluation of the implementation of community service.
 - e. Disseminate the results of community service.
 - f. Facilitate activities to increase the capability of community service practitioners.
 - g. Give appreciation to the excellent practitioner of community service.
 - h. Utilize the community service facilities and infrastructure for other institutions through cooperation.
 - i. Conduct a needs analysis regarding the number, type, and specifications of community service facilities and infrastructure.
 - j. Compiling reports on community service activities.

Article 67

Standard of Community Service Funding

- (1) Standard of community service funding is the criteria for funding sources and mechanisms for community service.

- (2) PIP Semarang is to provide internal funds for community service.
- (3) Apart from internal PIP Semarang funds, funding for community service can come from the government, partnerships with other institutions either in the country or abroad, or funds from the community.
- (4) Community service funding for lecturers or instructors as referred to in paragraph (2) is used for:
 - a. Planning community service.
 - b. Implementation of community service.
 - c. Controlling community service.
 - d. Monitoring and evaluation of community service.
 - e. Reporting of community service, and
 - f. Dissemination of community service results.
- (5) The funding mechanism for community service is regulated by the Director of PIP Semarang.
- (6) The community service fund management as referred to in paragraph (1) is used for:
 - a. Community service management consists of proposal selection, monitoring and evaluation, reporting, and dissemination of community service results.
 - b. Implementing capacity building.

CHAPTER X NON-ACADEMIC ACTIVITIES

Article 68 Co-Curricular and Extra-Curricular Activities

- (1) Co-curricular activities are activities that must be followed by cadets to understand and master more on the courses that have been studied in intra-curricular activities in the classroom, laboratory, or simulator which is carried out outside the learning schedule.
- (2) Extra-curricular activities are cadet activities that are directed at expanding knowledge and developing values or attitudes based on interests and talents.
- (3) Provisions for the co-curricular and extra-curricular activities are:
 - a. Not causing an excessive burden for cadets.
 - b. Not overlapping the other schedule.
 - c. The type of activity is approved by the Director of PIP Semarang.
- (4) The implementation of co-curricular and extra-curricular activities is regulated in separate provisions.

Article 69 Cadet and Student Organization

- (1) Cadet and student organization is a forum and means of self-development for cadets and students to improve academic and intellectual insight, train leadership and teamwork, uphold the values of social solidarity, dedication, self-respect, and honor of

alma mater in the integrity of the personality of the Indonesian nation.

- (2) Every cadet and student must have a membership card of the cadet and student organization.
- (3) Every member of the cadet and student organization has the right to occupy a position in the organization.
- (4) The structure of cadet and student organization is regulated separately and issued by the Decree of the Director of PIP Semarang
- (5) Job description of the elements in the cadet and student organization will be further regulated through the Regulation of the Director of PIP Semarang.
- (6) Appointment and dismissal of cadet and student organization command staff are issued by the Decree of the Director of PIP Semarang.
- (7) Supervision of the cadet and student organization is carried out by Vice Director III.

Article 70

Provisions of Dormitory Stay

- (1) The students of the Forming Education and Training programs are required to live in the dormitory and must comply with the applicable dormitory regulations.
- (2) The obligation to live in a dormitory for the student is carried out by considering the availability of the dormitory capacity.
- (3) In terms of the dormitory cannot accommodate the students of the Forming Education and Training programs, the training participants can stay outside the dormitory which will be further regulated by the Decree of the Director of PIP Semarang.

- (4) The cadets who live outside the dormitory must comply with the applicable rules and norms. All violations result in legal consequences are the responsibility of the concerned cadet.

CHAPTER XI ACADEMIC PARTNERSHIP

Article 71 General Provisions

- (1) The academic partnership is a collaborative program in the fields of education, research, and community service organized by PIP Semarang with partner universities, industry, and other agencies.
- (2) Academic collaboration is carried out based on a Memorandum of Understanding (MOU).
- (3) The types of academic activities that are collaborated must be stated in a Memorandum of Agreement (MOA).
- (4) The number of expenses for the implementation of the academic partnership must be agreed upon by both parties and stated in the MOA.

CHAPTER XII CLOSING

Article 72 Closing Provisions

- (1) With the enactment of this Academic Regulation, the regulation of the Director on the Academic Principles Number SK. 601 of 2017 is revoked and declared no longer valid.

- (2) Other matters that have not been regulated in this Academic Regulation will be determined by a separate Decree of the Director.
- (3) This Academic Regulation comes into force from the date of its promulgation.

Issued in : SEMARANG

On : 3rd January 2022

Director of Politeknik Ilmu Pelayaran
Semarang,



Capt. DIAN WAHDIANA, M.M

NIP. 19700711 199803 1 003

TRANSLATOR PROFILE

Rifatun Hasanah



Rifatun Hasanah, S.Pd. has become a part of the Language Unit of Politeknik Ilmu Pelayaran Semarang since 2020. She has been active as a language instructor and translator since in her undergraduate program.

Rifatun was born in Sumenep, December 22 1991. She got a graduate degree in English Education from UIN Walisongo in 2012. Before she joined PIP Semarang, she was a lecturer assistant in UIN Walisongo and UNISSULA. During her time teaching across majors (Medicine, Pharmacy, Islamic Education, Management, etc), she is also active as a Korean-English translator and interpreter for Korean businessmen around Semarang. She also translated the document of PT. Kawasan Industri Kendal in promoting the industrial area to the investors' side. Besides that, she is active in translating and proofreading the Indonesian articles to be published in International Journal especially in Islamic education, Communication, and psychology. Along with her job in PIP Semarang, she handles some work in translating documents such as company profiles, official letters, lesson plans, and Port and Shipping management documents. Recently she finished translating the syllabus and course outline of IMO 1.39 regarding leadership and teamwork.

Ria Hermina Sari



Ria Hermina Sari, M.Sc., or who is usually called Ria in her daily life, is an English lecturer at Politeknik Ilmu Pelayaran Semarang. Born in Semarang, on April 13, 1981, Ria graduated with her bachelor's degree in Linguistics at Diponegoro University Semarang. In 2010, Ria completed the sandwich program at Gadjah Mada University Yogyakarta and Lund University Sweden, taking a concentration in Transportation Systems and Engineering. Since her college days, Ria has joined various translation projects and proofread articles across fields.

Ria joined the Ministry of Transportation in 2006 as a working staff for domestic and foreign affairs at Sekretariat Badan Pendidikan dan Pelatihan Perhubungan. It was in 2016, Ria became acquainted with the world of teaching, especially maritime english. Until now, Ria is still focused on teaching english for Nautical Studies, Marine Engineering, and Port and Shipping Management students, as well as other foreign language improvement programs for students at Politeknik Ilmu Pelayaran Semarang.

ACADEMIC REGULATION

OF POLITEKNIK ILMU PELAYARAN SEMARANG

- Chapter I : General Provisions
- Chapter II : Standards of Graduate Competence
- Chapter III : Standards of Learning Content
- Chapter IV : Standards of Admission Process
- Chapter V : Standards of Learning Process
- Chapter VI : Standards of Learning Assessment
- Chapter VII : Academic Activities
- Chapter VIII : Standards of Lecturers and Academic Staff
- Chapter IX : Research and Community Services
- Chapter X : Non-academic Activities
- Chapter XI : Academic Partnership
- Chapter XII : Closing

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