

RECTORAL REGULATION NUMBER OF : 12/PR/REK/20/BPA/IX/2012

ON GUIDELINES OPENING AND ORGANIZING STUDENT EXCHANGE PROGRAM IN UNIVERSITAS ISLAM INDONESIA

Bismillahirrahmanirrahim

RECTOR OF UNIVERSITAS ISLAM INDONESIA

CONSIDERING

- a. that the world of work requires university students who have broad insights both nationally and internationally.
- b. that in order to improve the quality of the Universitas Islam Indonesia as a university so that it is able to carry out as referred to in letter a, and in order to achieve a World Class University as stated in the 2010-2014 vision, mission, and strategic plan, it is necessary to take concrete steps to make it happen.
- c. that one of the concrete steps referred to in letter b above is the need to organize a Student Exchange program within the Universitas Islam Indonesia.
- d. that in order to implement the above steps it is necessary to make guidelines for the implementation of the Student Exchange program within the Universitas Islam Indonesia.
- e. that the guidelines referred to in point d above need to be stipulated in the Regulation of the Chancellor of the Universitas Islam Indonesia.

OBSERVING

- 1. Regulation of the Minister of National Education of the Republic of Indonesia No. 26 years. 2007 concerning Cooperation of Universities in Indonesia with Other Universities or Institutions.
- 2. Decree of the Minister of Education and Culture of the Republic of Indonesia No. 223/U/1998 concerning Cooperation between Universities.
- 3. Decree of the Director General of Higher Education No. 61/DIKTI/Kep/2000 concerning Guidelines for Implementing Cooperation between Universities in Indonesia and Other Universities/Institutions Abroad.
- 4. Statute of the Universitas Islam Indonesia in 2009
- 5. Master Plan for Development of UII in 2008-2038

STATUS PERATURAN:
BERLAKU
BADAN ETIKA DAN HUKUM

- NOTICE**
6. Strategic Plan for UII in 2010-2014.
 - : 1. Academic Coordination Meeting at the Universitas Islam Indonesia on November 10, 2011
 2. Coordination Meeting for Academic Affairs at the Universitas Islam Indonesia on 11 January 2012

HAS DECIDED

- TO ENACT**
- : **THE REGULATION OF THE RECTOR OF UNIVERSITAS ISLAM INDONESIA CONCERNING GUIDELINES FOR OPENING AND ORGANIZING STUDENT EXCHANGE PROGRAM IN UNIVERSITAS ISLAM INDONESIA ENVIRONMENT**

**CHAPTER I
GENERAL PROVISIONS**

Article 1

In this regulation what is meant by:

1. UII is the Universitas Islam Indonesia
2. The Chancellor is the UII
3. Student Exchange Program is a learning collaboration program between the Education Program Unit at UII and other Education Program Units at home and abroad, and students who take part in the program get credit transfers from each university.
4. Educational Program Units are Strata 1 Study Programs, Postgraduate Programs, Professional Programs, Diploma Programs, and MKU subject management units under the Academic Director.
5. MKU is a university course that must be taken by all undergraduate students in UII
6. Faculty is a faculty within UH that coordinates academic education including Study Programs, Postgraduate Programs, Professional Programs, and Diploma Programs.
7. University Senate is a senate at the university level.
8. Faculty Senate is a senate at the faculty level.
9. Dean is the Dean of the Faculty in UII.
10. Partner Universities are universities that are partners of UH in organizing the Student Exchange program.
11. Partner Study Program (Prodi) is a study program that is a partner of study programs within the UH environment in organizing the Student Exchange program.

12. Credit transfer is a number of credit units that are mutually recognized as equivalent to the units of credit offered in each Educational Program Unit or tertiary institution.
13. A Memorandum of Understanding (MoU) is a statement of understanding to cooperate in certain fields that are not yet legally binding.
14. Cooperation Implementation Agreement or Memorandum of Agreement (MoA) is a form of legally binding agreement to carry out activities approved by the parties organizing cooperation in mutually agreed fields.
15. International Program is an integrated international standard higher education program at UII which is managed by an organizational unit equivalent to a faculty, and the manager of the organizational unit is directly under the Chancellor.
16. Academic Directorate is a complementary supporting element tasked with carrying out the functions of the academic activity process at the Universitas Islam Indonesia under the coordination of the University.

CHAPTER II TYPES OF PROGRAMS

Article 2

1. Student Exchange Programs held in the form of Domestic and Overseas Student Exchanges.
2. Domestic Student Exchange is a collaborative learning program between the Education Program Unit at UII and other Education Program Units in the country, and students participating in the program receive credit transfers from each university.
3. Overseas Student Exchange is a collaborative learning program between the Education Program Unit at UII and other Education Program Units abroad, and students participating in the program receive credit transfers from each university.

CHAPTER III

OPENING AND OPERATION OF DOMESTIC STUDENT EXCHANGE PROGRAM

Article 3

Basic Principles of Opening

The opening of the program must pay attention to the following basic principles:

1. The Student Exchange Program to be opened is in line with UII's vision and mission.
2. Domestic Education Program Units at Partner Universities have been accredited at least at the same level as the Education Program Units at UII.
3. Candidates for partner universities in the country already have an MoU with UII.
4. Cooperation between the two parties is based on equality and mutual recognition, respect and mutual benefit.
5. The implementation of academic and administrative activities of the Student Exchange is integrative with existing programs at UII.
6. Guaranteed recognition of credit transfers and continuity of cooperation in program implementation as stated in the MoA.

Article 4

Opening Procedure

- (1). The Head of the Education Program Unit submits a request for the opening and implementation of the Domestic Student Exchange to the Dean for later approval from the Faculty Senate. If the Faculty Senate approves, the Dean forwards the request to the Chancellor.
- (2). The application as referred to in paragraph (1) above is accompanied by a proposal which at least contains:
 - a. Background, objectives, and benefits of the opening of the Domestic Student Exchange program.
 - b. Draft MoA between the two parties.
 - c. Explanation of the principle of equality and mutual recognition, mutual respect, and mutual benefit between programs/universities.
- (3). The draft MoA as referred to in paragraph (3) letter b above shall at least contain:
 - a. Requirements for prospective program participants
 - b. Terms of credit transfer
 - c. Student Exchange program design
 - d. Evaluation System
 - e. Substance of certificates and transcripts to be awarded

- f. Administrative requirements related to registration, leave permission, reactivation, termination of study, and others deemed necessary.
 - g. Fees and quota of students who can be recruited.
 - h. Agreement related to the amendment of the MoA and the end of the cooperation.
- (4). Upon the application, the Chancellor shall then assign the Academic Directorate to review whether it has complied with the requirements as regulated in paragraphs (2) and (3) above.
 - (5). If the application meets the requirements, the Chancellor submits a proposal for opening and administering the Student Exchange program to the University Senate for consideration.
 - (6). Based on the consideration of the University Senate, the Chancellor decides to accept or reject the proposal for the opening of the Domestic Student Exchange program.

Article 5 **Prospective Students**

Requirements and procedures for registration/acceptance of students to take part in the student exchange program refer to the provisions stipulated in the MoA.

Article 6 **Learning Process at the Universitas Islam Indonesia**

- (1). The learning process of the Domestic Student Exchange program is integrated with existing programs starting from the lecture process to exams.
- (2). The minimum study period for the Domestic Student Exchange program for Diploma 3, Strata 1, Strata 2, and Strata 3 programs follows the applicable regulations and refers to the MoA.
- (3). During the student exchange program, students are allowed to take academic leave by referring to the applicable regulations at UII.

Article 7 **Graduation**

- (1). Students who have passed the Domestic Student Exchange program are entitled to obtain certificates and credit transfer transcripts.
- (2). The predicate of graduation is in accordance with the applicable regulations at UII.

- (3). Certificates and transcripts of credit transfer scores are issued by the Academic Directorate of UII.
- (4). Certificates and transcripts of credit transfer scores are signed by the Chancellor
- (5). Certificates and transcripts of credit transfer scores are submitted by the Academic Directorate to the Partner Universities, and vice versa, Partner Universities submit certificates and transcripts of credit transfer scores to the Academic Directorate, which is then carried out by the Directorate Academics are submitted to the Dean of the relevant Education Program Unit.

Article 8
Failed Programs

Student who are declared failed in the Domestic Student Exchange program are regulated in the MoA.

**CHAPTER IV
OPENING AND OPERATION
OF FOREIGN STUDENT EXCHANGE PROGRAM**

Article 9
Basic Principles of Opening

The opening of the program must pay attention to the following basic principles:

1. Partner Universities abroad have been accredited by educational institutions in their country and have passed evaluation by the Directorate General of Higher Education, Ministry of Education National Republic of Indonesia.
2. Prospective partner universities abroad already have an MoU with UII, and the Education Program Unit has an MoA with the Education Program Unit at UII.
3. In the event that the prospective partner tertiary institution requires an MoA in addition to the MoU, as long as it does not conflict with the general principles applicable at UII, the MoA and MoU are made simultaneously.
4. Cooperation between the two parties is based on equality and mutual recognition, respect, and mutual benefit, taking into account both national and international law, not interfering with the policies of nation and state development, national defense and security.
5. The implementation of academic and administrative activities of the Student Exchange is integrative with existing educational programs.
6. There is an MoA signed by each Dean of the faculty where the Education Program Unit is located to ensure the recognition of credit transfers and the continuity of cooperation in the implementation of the program.

Article 10
Opening Procedures

- (1). The Head of the Education Program Unit submits an application for the opening and implementation of the Foreign Student Exchange to the Dean for later approval from the Faculty Senate. If the Faculty Senate approves, the Dean forwards the request to the Chancellor.
- (2). The application as referred to in paragraph (1) above is accompanied by a proposal which at least contains:
 - a. Background, objectives, and benefits of the opening of the Overseas Student Exchange program.
 - b. Draft MoA between the two parties.
 - c. Explanation of the principle of equality and mutual recognition, mutual respect, and mutual benefit between programs/universities.
- (3). The draft MoA as referred to in paragraph (2) b above shall at least contain:
 - a. Program participant requirements.
 - b. Credit transfer terms.
 - c. Student Exchange program design.
 - d. Evaluation System.
 - e. Substance of certificates and transcripts of grades to be provided.
 - f. Administrative requirements related to registration, leave permission, reactivation, termination of study, and others deemed necessary.
 - g. Fees and quota of students who can be recruited.
 - h. Agreement related to the amendment of the MoA and the end of the cooperation.
- (4). Upon the request, the Chancellor then assigns the Director of International Programs to review whether it has complied with the requirements as regulated in paragraphs (2) and (3) above.
- (5). If the application meets the requirements, the Chancellor submits a proposal for opening and administering the Student Exchange program to the University Senate for consideration.
- (6). Based on the consideration of the University Senate, the Chancellor decides to accept or reject the proposal for the opening of the Foreign Student Exchange program.

Article 11
Prospective Students

Requirements and procedures for registration/acceptance of students to take part in the student exchange program refer to the provisions stipulated in the MoA.

Article 12
Learning Process

- (1). The learning process of the Overseas Student Exchange program is integrated with existing programs starting from the lecture process to exams.
- (2). The minimum study period for the Overseas Student Exchange program for Diploma 3, Strata 1, Strata 2, and Strata 3 programs follows the applicable regulations and refers to the MoA.
- (3). During the student exchange program, students are allowed to take academic leave by referring to the applicable regulations at UII.

Article 13
Graduation

- (1). Students who have been declared to have passed the Overseas Student Exchange program are entitled to obtain certificates and credit transfer transcripts.
- (2). The predicate of graduation is in accordance with the applicable regulations at UII.
- (3). Certificates and transcripts of credit transfer scores are issued by the UII International Program.
- (4). Certificate and transcript of credit transfer value signed by the Chancellor.
- (5). Certificates and transcripts of credit transfer scores are submitted by the UII International Program to Partner Universities, and vice versa the Partner Universities submit certificates and transcripts of credit transfer scores to the UII International Program which will then be submitted to the Dean of the relevant Education Program Unit.

Article 14
Failed Program

Students who are declared failed in the Overseas Student Exchange program are regulated in the MoA.

**CHAPTER V
TRANSITIONAL PROVISIONS**

Article 15

All provisions relating to the implementation of the Student Exchange Program prior to the enactment of this regulation shall remain valid as long as they do not conflict with this regulation.

**CHAPTER VI
CLOSING PROVISIONS**

Article 16

Matters that have not been regulated in this regulation will be determined later.

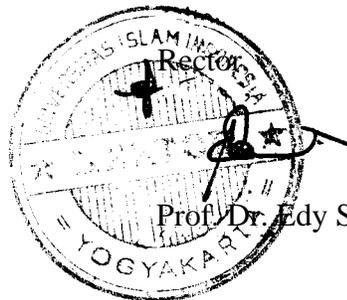
Article 17

This regulation shall come into force as from the date of stipulation.

Billahittaufiq wal hidayah

Issued in : Yogyakarta
At time : 23 Syawal 1433 H

September 10th, 2012



Prof. Dr. Edy Suwandi Hamid, M.Ec. *Get*