



## **PENERJEMAH TERSUMPAH**

**INDRA LISTYO, M.HUM**

**BAHASA INGGRIS KE BAHASA INDONESIA DAN  
BAHASA INDONESIA KE BAHASA INGGRIS**

**Surat Keputusan Menteri Hukum dan Hak Asasi Manusia Republik Indonesia  
No. AHU-30 AH.03.07.2022 Tanggal 5 Oktober 2022**

Jalan Gunung Salak No. 38, Bukit Golf Hijau, Sentul City, Kab. Bogor 16810, Indonesia  
Tel: +62 21 87960009 - Ponsel: +62 8129939650 - Surel: indralistyo@yahoo.com

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### Pernyataan Penerjemah Tersumpah

Saya, **INDRA LISTYO, M.Hum.**, Penerjemah Tersumpah di Republik Indonesia berdasarkan peraturan perundang-undangan yang berlaku di Republik Indonesia, dengan ini menerangkan dan menyatakan, sesuai dengan sumpah jabatan saya, bahwa dokumen ini merupakan terjemahan yang benar, setia, dan lengkap dari dokumen sumber yang diberikan kepada saya.

Sentul City, 28 Juni 2025



INDRA LISTYO, M.Hum.

Penerjemah Tersumpah [Bahasa Inggris ke Bahasa Indonesia dan Bahasa Indonesia ke Bahasa Inggris]

Surat Keputusan Menteri Hukum dan Hak Asasi Manusia Republik Indonesia

No. AHU-30 AH.03.07.2022 Tanggal 5 Oktober 2022

Alamat : Jl. Gunung Salak No. 38 Bukit Golf Hijau, Sentul City, Kab. Bogor, Jawa Barat, Indonesia

Telepon : Tel: +62 21 87960009 - Ponsel: +62 8129939650

Email : indralistyo@yahoo.com

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Sworn Translator's Statement

I, **INDRA LISTYO, M.Hum**, a Sworn Translator in the Republic of Indonesia under the laws and regulations applicable in the Republic of Indonesia, hereby state and declare, under my oath of office, that this document is the accurate, faithful, and complete English translation of the source document in Indonesian presented to me.

Sentul City, June 28, 2025



INDRA LISTYO, M.Hum.

Sworn Translator [English into Indonesian and Indonesian into English]

Under Decision of the Minister of Law and Human Rights of the Republic of Indonesia

No. AHU-30 AH.03.07.2022 Dated 5 October 2022

Address : Jl. Gunung Salak No. 38 Bukit Golf Hijau, Sentul City, Kab. Bogor, West Java, Indonesia

Telephone : Telephone: +62 21 87960009 – Cellular Phone: +62 8129939650

Email : indralistyo@yahoo.com

Register No. : 163-20250628-Pertor UNNES 2 2025-IEST

[LOGO OF UNNES]  
UNIVERSITAS NEGERI SEMARANG  
COPY - REGULATION OF THE RECTOR OF UNIVERSITAS NEGERI SEMARANG  
NUMBER 2 YEAR 2025  
ON  
THE GUIDELINES FOR RUNNING INTERNATIONAL UNDERGRADUATE  
PROGRAMS OF UNIVERSITAS NEGERI SEMARANG  
BY THE GRACE OF THE ALMIGHTY GOD  
THE RECTOR OF UNIVERSITAS NEGERI SEMARANG,

Considering: a. Universitas Negeri Semarang, as a legal-entity state university, envisions becoming a World-Class University and a Pioneer of Educational Excellence grounded in a Conservation Mindset;

b. The International Undergraduate Program is an academic program designed to enhance the quality and quantity of human resources by expanding access to world-class universities managed by Universitas Negeri Semarang;

c. based on the considerations referred to in letters a and b, it is necessary that a Regulation of the Rector on the Guidelines for Running International Undergraduate Programs of Universitas Negeri Semarang be issued.



- Observing:
1. Law Number 12 Year 2012 on Higher Education (State Gazette of the Republic of Indonesia Year 2012 Number 158, Supplement to State Gazette of the Republic of Indonesia Number 5336);
  2. Government Regulation Number 4 Year 2014 on Higher Education Administration and University Management (State Gazette of the Republic of Indonesia Year 2014 Number 16, Supplement to State Gazette of the Republic of Indonesia Number 5500);
  3. Government Regulation Number 57 Year 2021 on National Education Standards as amended by Government Regulation Number 4 Year 2022 on the Amendment to Government Regulation Number 57 Year 2021 on National Education Standards (State Gazette of the Republic of Indonesia Year 2022 Number 14, Supplement to State Gazette of the Republic of Indonesia Number 6762);
  4. Government Regulation Number 36 Year 2022 on the Legal-Entity State University of Universitas Negeri Semarang (State Gazette of the Republic of Indonesia Year 2022 Number 197);



5. Regulation of the Minister of Education, Culture, Research, and Technology Number 53 Year 2023 on Higher Education Quality Assurance (Official Gazette Year 2023 Number 638);
6. Regulation of the Rector of Universitas Negeri Semarang Number 11 Year 2023 on the Organizational Structure and Work Procedures under the Rector of Universitas Negeri Semarang;
7. Regulation of the Rector of Universitas Negeri Semarang Number 87 Year 2024 on the Academic Guide of Universitas Negeri Semarang;

HAS DECIDED:

To issue: REGULATION OF THE RECTOR ON THE GUIDELINES FOR RUNNING INTERNATIONAL UNDERGRADUATE PROGRAMS OF UNIVERSITAS NEGERI SEMARANG

## CHAPTER I

### GENERAL PROVISIONS

#### Article 1

For the purposes of this Rector Regulation, the following terms are defined:



1. Universitas Negeri Semarang, hereinafter referred to as UNNES, is a legal-entity state university.
2. UNNES Student Admission Policy is the rules and guidelines in the admission of UNNES students.
3. International Undergraduate Program is an education program that follows a curriculum aligned with applicable laws and regulations, with English as the language of instruction, and its curriculum has been validated by a reputable international institution and is designed to facilitate both international students and outstanding local students, which is fully run by the relevant study program.
4. The Rector is the President of UNNES, responsible for running and managing UNNES.
5. The Dean is the head of a faculty and is authorized and responsible for overseeing educational implementation in each faculty at UNNES.
6. Faculty is a group of resources that supports and manages academic education, vocational education, and/or professional education, in 1 (one) cluster of scientific and technological disciplines.
7. Study Program is a unit of education and learning activities that has certain curriculum and learning methods within a particular type of academic education, professional education, and/or vocational education.



8. Semester Credit Hour, hereinafter referred to as a Credit Hour, is a standard unit that measures the weekly learning load of a student per semester during the learning process through various forms of learning, or the extent to which students are recognized for their efforts in participating in curricular activities in a Study Program.
9. Study Period is a scheduled study period that students must take within the required time span.
10. Curriculum Completion Period is the theoretical amount of time needed to complete the entire learning load in the curriculum of a higher education program on a full-time basis.
11. Overseas Partner University is a higher education institution located overseas.
12. Single Tuition Fee is the amount that students in professional, diploma, and degree programs must pay each semester.
13. Capacity refers to the Study Program's ability to accommodate students during the Education process, based on the availability of human resources, learning infrastructure, and/or laboratories at UNNES, in accordance with the provisions of laws and regulations.
14. Faculty members are professional educators and scholars whose primary responsibilities include transforming, developing,





disseminating knowledge and technology through education, research, and community service.

15. Student is a student enrolled in the higher education level at UNNES.
16. The Academic Guide is a guide that outlines procedures for Student admissions, Student academic administration, curriculum, learning processes, academic environment and quality assurance, the independent campus learning program, learning assessments, final projects, graduation, and degree conferral at Universitas Negeri Semarang.

## CHAPTER II

### PURPOSE AND BENEFITS

#### Article 2

The objectives of the International Undergraduate Program are to:

- a. produce graduates who meet the quality standards of UNNES, as well as national and international qualification frameworks;
- b. produce globally competitive human resources;
- c. support the enhancement of the quality of Study Programs and the university through adherence to International Study Program Standards;
- d. offer special classes for outstanding domestic Students;
- e. offer regular classes for international Students.

#### Article 3

The benefits of the International Undergraduate Program include:





- a. expanding job opportunities for UNNES graduates both domestically and internationally;
- b. expanding global networks and collaboration among universities;
- c. increasing opportunities for international Students to pursue their education at UNNES.

### CHAPTER III

#### ESTABLISHMENT OF INTERNATIONAL UNDERGRADUATE PROGRAMS

The requirements for establishing an International Undergraduate Program include:

- a. possessing a license for the International Undergraduate Program issued in accordance with applicable UNNES regulations;
- b. The Study Program running the International Undergraduate Program must have at least an A or Excellent accreditation status;
- c. employing human resources who meet pedagogical, professional, and English language qualifications;
- d. possessing facilities and infrastructure that meet standards;
- e. The Study Program has overseas partner institutions recognized by the government;
- f. using the same curriculum as the regular program, validated by a foreign institution or university;



- g. being able to invite one guest Faculty Member from an overseas partner university to teach a minimum of 2 (two) courses of the total number of courses offered;
- h. having English-language learning documents, including the curriculum, semester learning plans, teaching materials, practicum guides, evaluation tools, and a global competency enhancement program; and
- i. having an operational cost plan.

#### Article 5

The procedures for establishing an International Undergraduate Program are as follows:

- a. The Study Program Coordinator submits a proposal to the Dean to establish an International Undergraduate Program;
- b. The Dean submits the proposal to establish the International Undergraduate Program to the university senate;
- c. Based on the university senate's recommendations and approval, the Dean submits the proposal to establish the International Undergraduate Program to the Rector;
- d. The Rector issues a decree establishing the International Undergraduate Program.

#### CHAPTER IV

#### EDUCATION IMPLEMENTATION

#### Article 6



- (1) The implementation of the International Undergraduate Program follows the UNNES Academic Guide.
- (2) The International Undergraduate Program is a bachelor's degree program.
- (3) English is used as the language of instruction in the teaching and learning process in the International Undergraduate Program.
- (4) The International Undergraduate Program may be offered as a double degree program, twin program, joint degree program, credit transfer program, or credit-earning program.

#### Article 7

- (1) The International Undergraduate Program is run subject to operational feasibility and student enrollment numbers.
- (2) The minimum number of Students required to run the International Undergraduate Program is 25 (twenty-five).

#### Article 8

Learning in the International Undergraduate Program is conducted as follows:

- a. The duration of the Curriculum Completion Period of the International Undergraduate Program is 4 (four) years;
- b. The academic workload follows the semester credit system as outlined in the Academic Guide;
- c. English is used as the language of instruction;
- d. all media and teaching materials are provided in English;



- e. classes may be conducted through face-to-face sessions, on-line learning, or hybrid formats; practicums; field lectures; tutorials; internships; fieldwork; and/or other academic activities.
- f. certain lectures on special topics may be delivered as general lectures, company visits, and/or sessions by visiting foreign lecturers, in accordance with the curriculum content.
- g. the program emphasizes a student-centered learning approach;
- h. the entire learning process complies with UNNES quality standards;
- i. learning evaluation is conducted in accordance with the UNNES Academic Guide; and
- j. Students may study at partner universities abroad for a minimum of 1 (one) semester, subject to the Study Program's policies.

#### Article 9

The amounts for the Institution Development Fee (IPI) and Single Tuition Fee (UKT) for students in the International Undergraduate Program are determined in the Rector's Regulation on the Institution Development Fee and the Rector's Regulation on the Single Tuition Fee.

#### CHAPTER V

#### REQUIREMENTS FOR FACULTY MEMBERS AND STUDENTS

#### Article 10



- (1) The requirements for Faculty Members teaching in the International Undergraduate Program are as follows:
- a. proficient in English for active use;
  - b. having a TOEFL score of at least 500 (five hundred)/ an IELTS score of at least 6.0 (six point zero)/ a TOEFL IBT score of at least 70 (seventy)/a TOEIC score of at least 600 (six hundred);
  - c. possessing an international program teaching training certificate;
  - d. demonstrating expertise in the relevant field of study;
  - e. holding a letter of assignment from the Rector/the Dean; and
  - f. having adequate expertise in technology, information, and communication.
- (2) Faculty Members in the International Undergraduate Program must be able to:
- a. plan the learning process by preparing learning materials such as Semester Learning Plans (SSP), teaching materials, practicum guides, and evaluation tools in English;
  - b. deliver the learning process in an active, innovative, creative, interactive, effective, and engaging manner, using English as the medium of instruction;



- c. provide academic guidance and training to Students in English, including academic advising, field practice, industry practice, student activity guidance and training, seminars, and final projects; and
  - d. conduct International Undergraduate Program courses separate sessions from regular classes and in English.
- (3) The education and teaching workload of Faculty Members in the International Undergraduate Program is counted towards their performance-based remuneration points.

#### Article 11

- (1) The administrative requirements for applicants to the International Undergraduate Program are the same as those for the regular undergraduate program.
- (2) Candidates for the International Undergraduate Program may come from both within Indonesia and abroad.
- (3) The requirements for domestic applicants to the International Undergraduate Program are as follows:
- a. participate in the admission selection process for the International Undergraduate Program at UNNES;
  - b. be admitted to and registered in a Study Program that offers the International Undergraduate Program;
  - c. pass the academic potential test and English proficiency test administered by UNNES;
  - d. pass an interview conducted the Study Program;



- e. comply with UNNES Student ethics and rules; and
  - f. maintain a minimum GPA of 3.25 (three point two five) in each semester during the course of study.
- (4) The requirements for foreign applicants to the International Undergraduate Program are as follows:
- a. participate in the admission selection process for the International Undergraduate Program at UNNES;
  - b. demonstrate active proficiency in English, having a TOEFL score of at least 500 (five hundred)/ an IELTS score of at least 6.0 (six point zero)/ a TOEFL IBT score of at least 70 (seventy)/a TOEIC score of at least 600 (six hundred);
  - c. pass an interview conducted the Study Program, either in person or via remote technology;
  - d. comply with UNNES Student ethics and rules; and
  - f. maintain a minimum GPA of 3.25 (three point two five) in each semester throughout the course of study.
- (5) Students enrolled in the International Undergraduate Program Students are not permitted to transfer to the regular undergraduate program.

## CHAPTER VI

### EVALUATION AND LEARNING OUTCOMES

#### Article 12





- (1) The evaluation and assessment of the learning outcomes for Students enrolled in the International Undergraduate Program follow the guidelines set forth in the Academic Guide.
- (2) All independent and structured assignments completed by Students must be written in English.
- (3) Class evaluations may include written exams, oral exams, presentations, and/or project assignments, all of which must be conducted in English.
- (4) The final assignment must be written in English.

#### Article 13

The global competency enhancement program for the International Undergraduate Program includes the following components:

- a. improving proficiency in a foreign language other than English;
- b. developing leadership values;
- c. strengthening competencies in information technology;
- d. enhancing public speaking abilities;
- e. actively participating in international activities (short programs, student exchanges, conferences, international publications); and
- f. increasing intercultural awareness.

#### CHAPTER VII

#### FACILITIES AND INFRASTRUCTURE

#### Article 14



The facilities and infrastructure supporting the International Undergraduate Program include:

- a. representative, air-conditioned classrooms with proper air circulation and lighting;
- b. adequate classroom furniture, whiteboards, projectors;
- c. internet access (LAN or Wi-Fi);
- d. English-language reference materials available in reading rooms/libraries to support coursework;
- e. laboratory equipment and materials for practicum sessions; and
- f. appropriate and sufficient supporting infrastructure.

## CHAPTER VIII

### SANCTIONS

#### Article 15

- (1) Any Student who violates the code of ethics and rules is subject to sanctions in accordance with applicable regulations.
- (2) Any Faculty Member in the International Undergraduate Program who fails to use English while teaching will face a reduction of up to 50% (fifty percent) of their remuneration for teaching in the International Undergraduate Program; and
- (3) Any Study Program that fails to maintain the quality standards of the International Undergraduate Program may have its right



to offer the International Undergraduate Program revoked for a period of 5 (five) years.

## CHAPTER IX

### GRADUATION, DEGREES, AND HONORS

- (1) Students are declared to have graduated and earned an international degree from UNNES upon fulfilling all applicable requirements.
- (2) The graduation requirements, international degrees, and honors awarded to Students who complete the International Undergraduate Program are the same as those for students in the regular program.
- (3) Graduates may receive diplomas, academic transcripts, and diploma supplements from the university in accordance with applicable regulations.
- (4) International degrees awarded to graduates of the International Undergraduate Program are issued in accordance with applicable rules.
- (5) Honors for graduates of the International Undergraduate Program are granted in accordance with applicable regulations.

## CHAPTER X

### MANAGEMENT

#### Article 17



- (1) The Rector, through the Vice Rector for Academic and Student Affairs, establishes an International Undergraduate Program Management Team.
- (2) The International Undergraduate Program Management Team is responsible for planning, promoting, managing Student admissions, overseeing teaching and learning activities, and conducting supervision.
- (3) The International Undergraduate Program Management Team consists of representatives from the Study Program, Faculty, Directorate of Academic, Student, and Conservation Affairs, Directorate of Information Systems and Public Relations, and the Office of International Affairs.
- (4) The International Undergraduate Program Management Team is established by a Rector's Decree.

## CHAPTER XI

### MONITORING AND QUALITY ASSURANCE

#### Article 18

- (1) The Rector, through the Vice Rector for Academic and Student Affairs, is responsible for monitoring and evaluating the implementation of the International Undergraduate Program.
- (2) The Dean reports on the implementation of the International Undergraduate Program to the Rector, through the Vice Rector for Academic and Student Affairs at the end of each academic year.



- (3) The Head of the Study Program reports on the implementation of the International Undergraduate Program to the Faculty Dean at the end of each academic year, including:
- a. teaching-learning resources, including lesson plans, instructional materials, and media used; and
  - b. minimum learning standards, including instructor attendance, language of instruction, class journals, Student attendance, classroom facilities, and duration of face-to-face instruction.

Article 19

- (1) UNNES independently conducts quality assurance on the International Undergraduate Program in accordance with applicable laws and regulations.
- (2) Further provisions regarding the independent quality assurance of the International Undergraduate Program are established and implemented by the Office responsible for Quality Assurance at UNNES.

Article 20

CLOSING

Article 20

- (1) Any matters related to the implementation of the International Undergraduate Program that are not covered in this Rector's Decree shall be regulated separately.



(2) This regulation shall take effect as of the date of its issuance.

Issued in Semarang

Dated January 02, 2025

RECTOR

UNIVERSITAS NEGERI SEMARANG

(SIGNED)

S MARTONO

The copy is in accordance with  
the original

Head of the Law Office of  
Universitas Negeri Semarang,  
(signed and stamped)

CAHYA WULANDARI

