DECREE BY THE RECTOR OF SYARIF HIDAYATULLAH STATE ISLAMIC UNIVERSITY
NUMBER: 521/2018

REGARDING

ACADEMIC HANDBOOK
FOR UNDERGRADUATE PROGRAM
SYARIF HIDAYATULLAH STATE ISLAMIC UNIVERSITY
ACADEMIC YEAR 2018/2019

BY THE GRACE OF THE ALMIGHTY GOD
THE RECTOR OF SYARIF HIDAYATULLAH STATE ISLAMIC UNIVERSITY
JAKARTA,

Considers: a. that it is necessary to produce Academic Handbook for Academic Year 2018/2019 as a reference and legal procedures to undertake all academic activities at Syarif Hidayatullah State Islamic University Jakarta;
b. that it is necessary to set Academic Handbook for Academic Year 2018/2019 under the Decree of the Rector referring to letter a.;

In view of:
1. The Law Number 12/2012 on Higher Education;
3. The Regulation by the Minister of Religious Affairs Number 6/2013 on Organization and Work Procedure of Syarif Hidayatullah State Islamic University as amended by the most recent regulation by the Minister of Religion Affairs Number 1/2018 concerning the Second Amendment to the Regulation by the Minister of Religious Affairs Number 6/2013 on Organization and Work Procedure of Syarif Hidayatullah State Islamic University;
4. The Regulation by the Minister by Religious Affairs No. 17/2014
on the Statute of Syarif Hidayatullah State Islamic University Jakarta;

5. The Regulation by the Minister of Finance Number 49/PMK.02/2017 on Standard Costs for the 2018’s Budget;

6. The Decree by the Minister of Finance No.42/KMK.05/2008 regarding the placement of Syarif Hidayatullah State Islamic University Jakarta under the Ministry of Religious Affairs as a Government Agency that implements Financial Management of Public Service Agency;

HAS DECIDED TO:

Stipulate : DECREE BY THE RECTOR OF SYARIF HIDAYATULLAH STATE ISLAMIC UNIVERSITY NUMBER 521/2018 REGARDING ACADEMIC HANDBOOK FOR UNDERGRADUATE PROGRAM, SYARIF HIDAYATULLAH STATE ISLAMIC UNIVERSITY, ACADEMIC YEAR 2018/2019

FIRST : This Academic Handbook contains the profile of Syarif Hidayatullah State Islamic university Jakarta, Facilities and Infrastructure, Education System, Academic procedures and AIS usage guidelines;

SECOND : This Academic Handbook is produced for new students in the Academic Year 2018/2019 as their academic guidelines to finish their study;

THIRD : This decree has come into force since the date of its stipulation

Stipulated in Jakarta
on August 31, 2018

Rector,

Prof. Dede Rosyada, MA.
NIP. 19571005 198703 1 003

DECREE BY THE RECTOR OF SYARIF HIDAYATULLAH STATE ISLAMIC UNIVERSITY
NUMBER: 407/2018

REGARDING

THE DRAFTING TEAM OF ACADEMIC HANDBOOK
FOR UNDERGRADUATE PROGRAM
SYARIF HIDAYATULLAH STATE ISLAMIC UNIVERSITY
ACADEMIC YEAR 2018/2019

BY THE GRACE OF THE ALMIGHTY GOD
THE RECTOR OF SYARIF HIDAYATULLAH STATE ISLAMIC UNIVERSITY
JAKARTA,

Considers : a. that Syarif Hidayatullah State Islamic University needs to form a
drafting team to produce Academic Handbook for Undergraduate
Program, Syarif Hidayatullah State Islamic University, Academic
Year 2018/2019
b. that it is necessary to stipulate the Decree of the Rector regarding
the drafting team produce Academic Handbook for
Undergraduate Program, Syarif Hidayatullah State Islamic
University, Academic Year 2018/2019 referring to letter a;

In view of
1. The Law Number 12/2012 on Higher Education;
2. The Government Regulation Number 4/2014 about the
Implementation of Higher Education and Management of Higher
Education;
3. The Regulation by the Minister of Religious Affairs Number
6/2013 on Organization and Work Procedure of Syarif
Hidayatullah State Islamic University as amended by the most
recent regulation by the Minister of Religion Affairs Number
1/2018 concerning the Second Amendment to the Regulation by
the Minister of Religious Affairs Number 6/2013 on Organization
and Work Procedure of Syarif Hidayatullah State Islamic
University;
4. The Regulation by the Minister of Religious Affairs No. 17/2014
on the Statute of Syarif Hidayatullah State Islamic University Jakarta;

5. The Regulation by the Minister of Finance Number 49/PMK.02/2017 on Standard Costs for the 2018’s Budget;

6. The Decree by the Minister of Finance No.42/KMK.05/2008 regarding the placement of Syarif Hidayatullah State Islamic University Jakarta under the Ministry of Religious Affairs as a Government Agency that implements Financial Management of Public Service Agency;

HAS DECIDED TO:


FIRST : The drafting team to produce the Academic Handbook for Academic Year 2018/2019 at Syarif Hidayatullah State Islamic University is listed in the attachment as an integral part of this Decree;

SECOND : The drafting team as referred to the First dictum is responsible for collecting and preparing materials and producing the Academic Handbook for Academic Year 2018/2019;

THIRD : This decree has come into force since the date of its stipulation Stipulated in Jakarta on August 31, 2018

Rector,

Prof. Dede Rosyada, MA.
NIP. 19571005 198703 1 003

Attachment
The Decree by the Rector of Syarif Hidayatullah State Islamic University Jakarta,
THE DRAFTING TEAM OF ACADEMIC HANDBOOK
FOR UNDERGRADUATE PROGRAM
SYARIF HIDAYATULLAH STATE ISLAMIC UNIVERSITY
ACADEMIC YEAR 2018/2019

Number : 407/2018
Date : June 4, 2018

| Supervisor | : | Prof. Dr. Dede Rosyada, MA. |
| Chairman | : | Dr. Fadhilah Suralaga, M.Sc. |
| Vice Chairman | : | Drs. Zaenal Arifin, M.Pd.I. |
| Secretary | : | Drs. Edy Suandi |
| Members | : | 1. Prof. Dr. Abdul Hamid, MS. |
| | : | 2. Prof. Dr. Yusron Razak, MA. |
| | : | 3. Prof. Dr. Murodi, M.Ag. |
| | : | 4. Drs. Subarja, M.Pd. |
| | : | 5. Dr. H. Rudi Subiyantoro, M.Pd. |
| | : | 7. Dr. H. Muhammad Farkhan, M.Pd. |
| | : | 8. Prof. Dr. M. Ikhsan Tanggok, M.Si. |
| | : | 9. Dr. Euis Amalia, M.Ag. |
| | : | 10. Dr. Suparto, S.Ag., M.Ed. |
| | : | 11. Dr. Abdul Rahman Shaleh, S.Ag., M.Psi. |
| | : | 12. Dr. Amilin, SE., Ak., M.Si. |
| | : | 13. Dr. Ir. Elpawati, MP. |
| | : | 14. Dr. Ahmadi Usman, MA. |
| | : | 15. Dzuriyatun Toyibah, M.Si., MA. |
| | : | 17. Dr. Marita Fadhilah, Ph.D. |
| | : | 18. Encep Dimyati, S.Ag., M.A. |
| | : | 19. Ir. Yarsi Berlianti |
| | : | 20. Dr. Nashrul Hakiem, S.Si., M.T. |
| | : | 21. Dr. Sururin, M.Ag. |
| | : | 22. Edi Sanjaya, M.Si. |
| | : | 23. Dr. Muhammad Maksum, M.A. |
Assalamu'alaikum Wr.Wb.

All praises to Allah, the Academic Handbook for Undergraduate Program, Academic Year 2018/2019 is finally published. This handbook is the 32nd edition and is a refinement of the previous edition adjusted to the development of Syarif Hidayatullah Islamic State University
Jakarta. The formulation of this Academic Handbook refers to the regulations under the Law Number 20/2003 on the National Education System, the Law Number 12/2012 about Higher Education, the Government Regulation Number 17/2010 regarding Education Management and Implementation, the Regulation by the Minister of Research, Technology and Higher Education Number 44/2015 about the National Standards for Higher Education, and several related regulations.

Basically, the handbook outlines the history of the University, organizational structure, facilities and general provisions of the University. It also mentions the names of study programs including the educational qualification, curriculum and the number of lecturers in each faculty offered by the University. In addition, it is expected to facilitate the improvement and developmental efforts formulated in the University’s Strategic Planning.

Finally, I would like to show my gratitude to all parties who have helped formulate and publish this Academic Handbook. All suggestions and inputs are mostly welcome to improve the book for future editions. May Allah bless our efforts and good deeds, Amin.

_Wassalamualaikum Wr. Wb._

Jakarta, September 1, 2018

On behalf of the Rector
Deputy Rector for Academic Affairs,

Dr. Fadhilah Suralaga, M.Si.
NIP. 19561223 198303 2 001

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CHAPTER I
THE UNIVERSITY

A. The University Profile
   Since its establishment, Syarif Hidayatullah State Islamic University, initially known as Akademi Dinas Ilmu Agama/ADIA (Service Academy of Religious Sciences),
has currently been 61 years old. During these years, this educational institution has carried out its mandate to play as an institution of learning and transmission of knowledge, a research institution that supports the process of developing sciences and nation-building, and a community service institution that continues to create programs to improve social welfare. In addition, the University has gone through several historical periods and has become one of the icons of the Islamic University in Indonesia. In short, the history of Syarif Hidayatullah State Islamic University is divided into several periods; pioneering period, IAIN al-Jami‘ah period, IAIN/Institut Agama Islam Negeri (State Islamic Institution) period, and University period.

1. Pioneering Period

Syarif Hidayatullah State Islamic University was established under the Presidential Decree No. 031/2002. The history of its establishment is a chain of history in the development of Indonesian Islamic higher education in responding to the demands of modern Islamic higher education which began long before Indonesian independence. During the Dutch colonial era, Dr. Satiman Wirjosandjojo, one of the most educated Muslims, was named to have tried to establish the Pesantren Luhur (Islamic Boarding School) as an Islamic higher education institution. However, his attempt failed due to the oppressions by the Dutch colonialists.

Five years before the proclamation of Indonesian independence, the Persatuan Guru Agama Islam/PGAI (Islamic Religion Teachers Association) in Padang founded an STI/Sekolah Tinggi Islam (Islamic Higher Education), which only ran for two years (1940-1942) due to the Japanese occupation. However, Indonesian Muslims never stopped sounding the importance of Islamic higher education for Muslims as the majority population in Indonesia. The Japanese government then promised them to establish a Religious Higher Education Institution in Jakarta. Muslim leaders responded to the promise by forming a foundation under the leadership of Muhammad Hatta and Muhammad Natsir as secretary.

On July 8, 1945 coinciding with Rajab 27 1364 in Islamic Calendar, the foundation established an Sekolah Tinggi Islam/STI (Islamic Higher Education) based in Jakarta and led by Abdul Kahar Mudzakkir. Some other Muslim leaders, including Drs. Muhammad Hatta, K.H. Kahar Mudzakkir, K.H. Wahid Hasyim, K.H. Mas Mansur, K.H. Fathurrahman Kafrawi, and Farid Ma'ruf, also contributed to the process of its establishment and development. In 1946, the STI moved to Yogyakarta
following the change of the National Capital from Jakarta to Yogyakarta. In line with its growing development, the STI changed its name to Universitas Islam Indonesia/UII (Indonesian Islamic University) and added new faculties on March 22, 1948. Until 1948, UII had four faculties; the Faculty of Religion, the Faculty of Law, the Faculty of Economics, and the Faculty of Education.

The need for functional staff in the Ministry of Religion becomes an important background to establish Islamic higher education institutions. To meet the need, the Faculty of Religion at UII was transformed into a Perguruan Tinggi Agama Islam Negeri/PTAIN (State Islamic Higher Education). Such change was based on the Government Regulation Number 34/1950. In this regulation, it’s stated that PTAIN aims at providing high-level Islamic studies and becomes a center for Islamic Studies development and mastery. In addition, the anniversary of PTAIN was set for September 26, 1950. Structurally, it was led by K.H. Muhammad Adnan with 67 students in 1951 and had three departments, Tarbiyah Department, Qadla Department (Shariah), and Da’wah Department.

The composition of the courses includes Arabic, Introduction to Theology, Fiqh and Ushul Fiqh, Tafsir, Hadith, Islamic scholastic theology, Philosophy, Mantiq, Akhlaq, Sufism, Comparative religion, Da’wah, Islamic History, History of Islamic Civilization, Education and Culture, Psychology, Introduction to Law, Principles of Public and Private Law, Ethnology, Sociology, and Economics. Here, the Students who have completed bachelor and doctoral levels each receive a Bachelor of Art (BA) and Doctorandus (Drs). Such composition is the main courses in Islamic institutions that have continued until the next periods. In addition, the offered academic qualifications also continued until the mid 1980s.

2. ADIA period (1957-1960)

The need for functional staff in the field of Islamic religion which was in accordance with the demand of modernity in the 1950s encouraged the Ministry of Religion to establish Akademi Dinas Ilmu Agama/ADIA (Service Academy of Religious Sciences) in Jakarta. ADIA was initially established on June 1, 1957 to teach and prepare civil servants to pursue academic and semi-academic certificate so that they could become religion teachers both in public, vocational, and religious schools.
The establishment of Syarif Hidayatullah State Islamic Institute (IAIN) or Syarif Hidayatullah State Islamic University (UIN) basically began with the establishment of ADIA as an official academy under the Ministry of Religion (the Decree by the Minister of Religion, Number 1/1957). In the beginning of the year of establishment, ADIA occupied the campus of Universitas Islam Jakarta/UIJ (Islamic University of Jakarta) on Jalan Madura and moved to UHAMKA (now) on Jalan Limau in the second year. In the third year, it occupied a campus called Kultur Sentrum (KS) in Ciputat where Syarif Hidayatullah State Islamic University is located. The ADIA had 43 students distributed into 3 departments; the Department of Religious Education, the Arabic Language Department, and the Department of Da’wah wal Ershad, also known as the Special Department of Military Priests/Imam.

Basically, the composition of the ADIA curriculum is not different from the PTAIN curriculum with several additional courses for the benefit of the functional staff. Here, the composition includes Indonesian, Arabic, English, French, Hebrew, Teacher Training, General and Indonesian Culture Study, History of Islamic Civilization, Tafsir, Hadith, Mustahalah Hadith, Fiqh, Ushul Fiqh, A History of Islamic Law, Islamic scholastic theology, Mantiq, Sufism, Philosophy, Comparative Religion, and Community Education. ADIA was under the leadership of Prof. Dr. H. Mahmud Yunus as the dean and Prof. H. Bustami A. Gani as the deputy dean.

ADIA has two main characteristics. First, in accordance with its mandate as an official academy, students who attended classes at ADIA are limited to those who had letter of assignment. They were selected from the religious education staff or teachers within the Ministry of Religion as regional representatives throughout Indonesia. Second, according to its mandate as an academy to prepare modern religious education teachers, the responsibility for managing and providing the ADIA budget comes from the Jawatan Pendidikan Agama/Japenda (Department of Religious Affairs) in the Ministry of Religion which was assigned to organize madrasas and prepare for modern Islamic education teachers in public schools.


In its journey, the Perguruan Tinggi Islam Negeri/PTAIN (State Islamic Higher Education) in Yogyakarta has shown an encouraging development. The number of State Islamic Higher Education students was increasing as the area of studies became wider. The students did not only come from various regions of
Indonesia, but also from neighboring countries such as Malaysia. Such increasing number and the wider area of studies demanded expansion and additions, in terms of institutional capacity, faculties and departments, and the composition of courses. To meet the demand, ADIA in Jakarta and PTAIN in Yogyakarta were finally integrated into one state Islamic higher education institution. Such integration was carried out under the Presidential Regulation No. 11/1960 on August 24, 1960 coinciding with Rabi’ul Awal 2, 1380 in Islamic Calendar. At the same time, this presidential regulation changed the name of PTAIN to IAIN (Institut Agama Islam Negeri/al-Jami‘ah al-Islamiyah al-Hukumiyah/State Islamic Institute). IAIN was officially inaugurated by K.H. M. Wahib Wahab as the Minister of Religion at the Kepatihan Building in Yogyakarta.

The names and positions of the IAIN leaders and their faculties upon inauguration are as follows:

<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Rector/President of the Institute</td>
<td>Prof. Mr. R.H.A. Soenarjo</td>
<td>Yogyakarta</td>
</tr>
<tr>
<td>2.</td>
<td>Secretary of the Senate</td>
<td>Mr. Wasil Aziz</td>
<td>Yogyakarta</td>
</tr>
<tr>
<td>3.</td>
<td>Dean of the Tarbiyah Faculty</td>
<td>Prof. Dr. H. Mahmud Yunus</td>
<td>Jakarta</td>
</tr>
<tr>
<td>4.</td>
<td>Dean of the Faculty of Adab</td>
<td>Prof. H. Bustami A. Gani</td>
<td>Jakarta</td>
</tr>
<tr>
<td>5.</td>
<td>Dean of the Ushuluddin Faculty</td>
<td>Prof. Dr. Muchtar Yahya</td>
<td>Yogyakarta</td>
</tr>
<tr>
<td>6.</td>
<td>Dean of the Faculty of Sharia</td>
<td>Prof. T.M. Hasbi AshShiddieqy</td>
<td>Yogyakarta</td>
</tr>
</tbody>
</table>

Indonesian Muslims enthusiastically welcomed the inauguration of the IAIN. Some regions even proposed the change of the current Islamic Higher education into State Islamic Higher Education or demanded to open faculties that fit the conditions of their area. Their aspiration was then reinforced by the Decree of the People's Consultative Assembly Number 1/RIS/1963 attachment A.ad 5 which explicitly and firmly requested to expand the IAIN. Within two years, from 1960 to 1963, IAIN was successfully established in nine cities with the following details:

a. The Faculty of Tarbiyah in Jakarta, Yogyakarta, Malang, and Banda Aceh.
b. The Faculty of Adab in Jakarta and Yogyakarta.
c. The Faculty of Ushuluddin in Jakarta and Yogyakarta.
d. The Faculty of Sharia in Yogyakarta, Banda Aceh, Banjarmasin, Palembang, Surabaya, Serang, and Ujung Pandang (Makassar).

Further, the status and organizational structure of IAIN was reinforced by the Government Regulation Number 33/1985, and followed by the Presidential Decree Number 9/1987.


Year by year, IAIN experienced rapid development which was no longer accommodated by the institutional capacity of the IAIN centered in Yogyakarta. For this reason, developing IAIN into a stand-alone institute was deemed necessary. Based on the regulation by the Minister of Religion, the Republic of Indonesia Number 49/1963 on 25 February 1963, two IAINs (State Islamic Institute) were formed, Sunan Kalijaga State Islamic Institute, Yogyakarta and Syarif Hidayatullah State Islamic Institute, Jakarta. Sunan Kalijaga State Islamic Institute, for example, coordinated with the faculties in Central Java, East Java, Kalimantan, Sulawesi, Nusa Tenggara, Maluku, and Irian Jaya. In the meantime, Syarif Hidayatullah State Islamic Institute accommodated faculties in Jakarta, West Java and Sumatra. Such division of coordination was officially inaugurated on March 18, 1963 at Syarif Hidayatullah State Islamic institute Hall in Jakarta, and attended by the Minister of Religion. This institute was led by Prof. Drs. H. Soenardjo as the Rector.

The name Syarif Hidayatullah is taken from the real name of Sunan Gunung Jati, one of Walisongo, the nine Islamic missionaries on the island of Java. Syarif Hidayatullah (1448-1568) was the son of Nyai Rara Santang, the daughter of Prabu Siliwangi of Pajajaran, who was married to Syarif Abdullah, a ruler in one of the Egyptian regions. He had many nicknames such as Muhammad Nuruddin, Syaikh Nurullah, Sayyid Kamil, Maulana Syekh Makhdum Rahmatullah, and Makhdum Jati. After his death, he was named after Sunan Gunung Jati and was buried in Cirebon. After receiving education in his birthplace, he returned to Pajajaran and succeeded in taking control of Cirebon. Since then he had become an important actor in disseminating Islam in Java, especially in the western part. He, for example, succeeded in making his son, Maulana Hasanuddin, as a ruler of Banten. In addition, with the help of Faletehan (Fatahillah), he succeeded in conquering Sunda Kelapa.
(Jakarta) after driving out Portuguese troops led by Francisco de Sa in 1527. For these reasons, he was addressed as one of Walisongo who served a dual role, a ruler and a cleric.

He directly preached to community leaders and local nobles in a wise way (bi al-hikmah wa maujida hasanah). He started with teaching Islam or giving tazkirah (reminders) about the importance of Islamic teachings in a gentle manner. He shared from heart to heart with tolerance. If this method was deemed unsuccessful, then he went through a debate or mujadalah. This latter method was applied mainly to people who openly showed disagreeable attitudes towards Islam. The da'wah method he used successfully attracted the public sympathy. He was also known as a figure who owned distinct social attitude by helping the poor. He easily interacted with people in different language, so that his teachings could be easily accepted.

Further, he did not act frontally towards the religion, beliefs and customs of the local people. On the contrary, he showed the beauty and simplicity of Islam. What he did was to show the power of Islam and the equality between human beings. In order to foster the religious diversity in various ethnic groups, he married the Regent of Banten's sister, the daughter of Kaunganten (1475); Ms. Maulana Hasanuddin a Chinese princess, Ong Tien, in 1481 (he did not have an offspring); an Arabian woman named Syarifah Baghdad; and Nyi Tepasari from Majapahit, the mother of Queen Winahon and Prince Pasarean. He play a great role in establishing the Islamic rule in Sunda Kelapa which he later named Jayakarta and the Dutch Company changed the name of the city to Batavia. Here, the naming of State Islamic Institute in Jakarta after Syarif Hidayatullah aims at honouring his services and inspiring its development in the future.

At the inauguration, Syarif Hidayatullah State Islamic institute had four faculties; the Faculty of Tarbiyah, the Faculty of Adab, and the Faculty of Ushuluddin in Jakarta and the Faculty of Sharia in Serang. In addition, it also coordinated with the Faculty of Tarbiyah and Faculty of Sharia in Banda Aceh and Palembang. In a two-year period, from 1963 to 1965, new faculties were opened; the Faculty of Tarbiyah in Serang, Cirebon, Padang and Pekanbaru, and the Faculty of Sharia in Jambi.

Because of the aspirations and struggles of the local Muslim community, the faculties under the coordination of Syarif Hidayatullah State Islamic Institute stood as an independent Islamic Institute. The Ar-Raniry State Islamic Institute, for example,
was established on October 5, 1963, Raden Patah State Islamic Institute on October 22, 1964, Antasari State Islamic Institute on November 22, 1964, Imam Bonjol State Islamic Institute November 21, 1966, and Sultan Taha Saifuddin State Islamic Institute in 1967 respectively.

Since the Minister of Religion issued the Decree No. 15/1988, Syarif Hidayatullah State Islamic had 5 faculties and one faculty of Tarbiyah, Adab, Ushuluddin, Sharia and Da’wah in Jakarta and the Faculty of Tarbiyah in Pontianak. During the leadership of Prof. Dr. Harun Nasution (1973-1984), it was widely known as “The Campus of Reformation”. This is because Harun Nasution offered some reforms in Islamic thought by offering rational Islamic ideas. He modified the curriculum in Syarif Hidayatullah State Islamic Institute, one of which was to include the philosophy course and initiate Graduate School Programs. Syarif Hidayatullah Graduate School Program was the first Graduate School in the IAIN environment throughout Indonesia. It began its lecture on September 1, 1982, after the grand opening was made.

5. IAIN with an Extended Mandate Period

Syarif Hidayatullah is the oldest Institut Agama Islam Negeri/IAIN (State Islamic Institute) in Indonesia. It occupied a unique and strategic position. Additionally, it was not only addressed as a ‘Window of Islam in Indonesia’, but also a symbol of the progress of national development, especially in the field of social diversity. In an effort to integrate general and religious sciences, it began to develop the concept of IAIN with an extended mandate in initiating the establishment of State Islamic University. This extension step was intensified during the leadership of Prof. Dr. Azyumardi Azra, MA by opening the Department of Psychology and Mathematics Education at the Faculty of Tarbiyah, and the Department of Islamic Economics and Banking at the Faculty of Sharia in the 1998/1999 academic year.

To further enforce this extension step, the Agribusiness Study Program and the Informatics Engineering Study Program were opened in 2000, in collaboration with Institut Pertanian Bogor/IPB (Bogor Agricultural Institute) and Badan Pengkajian dan Penerapan Teknologi/BPPT (Agency for the Assessment and Application of Technology). In addition, the Management Study Program and Accounting Study Program were also offered. In 2001, the Faculty of Psychology and the Faculty of
Islamic Studies in collaboration with Al-Azhar University, Egypt, were both open. Further, a collaborative effort was also made with the Islamic Development Bank (IDB) as the funder for modern campus development; McGill University through the Canadian International Development Agency (CIDA); Leiden University (INIS); Al-Azhar University (Cairo); King Saud University (Riyadh); University of Indonesia; Bogor Agricultural Institute; Ohio University; Indonesian American Institute (LIA); Agency for the Assessment and Application of Technology, Bank Mandiri; Bank Muamalat Indonesia (BMI); and other universities and institutions.

In turn, the step to change IAIN/Institut Agama Islam Negeri (State Islamic Institute) to UIN/Universitas Islam Negeri (State Islamic University) was recommended by the government as a Joint Decree between the Minister of National Education number 4/U/KB/2001 and the Minister of Religion number 500/2001 was signed on November 21, 2001. Further, under the letter number 088796/MPN/2001 on November 22, 2001, the Director General of Higher Education in the Ministry of National Education recommended the opening of 12 study programs covering social science and exact science study programs. The study programs include Informatics Engineering, Information Systems, Accounting, Management, Agricultural Socio-Economic/Agribusiness, Psychology, English Language and Literature, Library Science, Mathematics, Chemistry, Physics, and Biology. The draft of Presidential Decree concerning the Change of IAIN to UIN also came along and was highly recommended and considered by the Minister of Administrative Reform and the Directorate General of the State Budget from the Ministry of Finance number 02/MPAN/1/2002 on 9 January 2002 and number S490/MK2/2002 on February 14, 2002. This recommendation has become the basis for the issuance of Presidential Decree number 031 about the change of Syarif Hidayatullah State Islamic Institute to Syarif Hidayatullah State Islamic University on May 20, 2002.

6. **Syarif Hidayatullah State Islamic University Period (May 20, 2002)**

After the Presidential Decree number 031 was issued on May 20, 2002, Syarif Hidayatullah State Islamic institute has officially changed to Syarif Hidayatullah State Islamic University. The inauguration ceremony was completed by Vice President Hamzah Haz on June 8, 2002 along with the 45th Anniversary ceremony (the ninth Lustrum) and the first pole installation for the university construction funded by Islamic Development Bank (IDB). To this end, the IAIN Extension Program was
closed, and the Faculty of Economics and Social Sciences and the Faculty of Science and Technology were open at the same time. Further, Syarif Hidayatullah State Islamic University added a new faculty, the Faculty of Medicine and Health Sciences (Public Health Study Program) under the Decree by the Minister of National Education Number 1338/D/T/2004 about the License for the Implementation of Public Health Study Program (an undergraduate program) on 12 April 2004 and the Decree by the Director General of Islamic Institutions on the License for the Implementation of Public Health Study Program at Syarif Hidayatullah State Islamic University Number Dj.II/37/2004 on May 19, 2004. Since the 2009/2010 academic year, three study programs including Islamic Political Thought and Sociology of Religion from the Faculty of Ushuluddin and Philosophy, and International Relations from the Faculty of Economics and Social Sciences, have joined the Faculty of Social and Political Sciences.

**ADIA/IAIN/UIN Jakarta Leaders**

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Institution</th>
<th>Position</th>
<th>Term of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Prof. Dr. Mahmud Yunus</td>
<td>ADIA</td>
<td>Dean</td>
<td>1957-1960</td>
</tr>
<tr>
<td>2.</td>
<td>Prof. Bustami A. Gani</td>
<td>ADIA</td>
<td>Vice Dean</td>
<td>1957-1960</td>
</tr>
<tr>
<td>3.</td>
<td>Prof. R.A. Soenarjo, SH</td>
<td>IAIN alDjami’ah</td>
<td>Rector</td>
<td>1960-1963</td>
</tr>
<tr>
<td>4.</td>
<td>Prof. Dr. Mahmud Yunus</td>
<td>IAIN alDjami’ah</td>
<td>The Dean of The Faculty of Tarbiyah</td>
<td>1960-1963</td>
</tr>
<tr>
<td>5.</td>
<td>Prof. Bustami A. Gani</td>
<td>IAIN alDjami’ah</td>
<td>The Dean of The Faculty of Adab</td>
<td>1960-1963</td>
</tr>
<tr>
<td>12.</td>
<td>Prof. Dr. Ahmad Sukardja</td>
<td>IAIN Jakarta</td>
<td>Acting Rector</td>
<td>1998-Sep 98</td>
</tr>
<tr>
<td>13.</td>
<td>Prof. Dr. Asyumardi Asra,</td>
<td>IAIN Jakarta</td>
<td>Rector</td>
<td>1998-2006</td>
</tr>
</tbody>
</table>
Until the end of the 2017/2018 academic year, Syarif Hidayatullah State Islamic University has produced more than 72,710 graduates, distributed from Undergraduate, Professional Programs, Masters, and Doctoral degrees. The University has continued to prepare its students to become members of the community who have academic and professional abilities to apply, develop and/or create religious knowledge and other related sciences in the broadest sense.

B. Vision, Mission and Objectives (2017 - 2021)

1. Vision

Syarif Hidayatullah State Islamic University as an autonomous higher education which excels in Science-Islam integration research.

2. Mission

a. Providing access for the wider community to quality higher education in an equitable manner;
b. Organizing high-quality research-based higher education for scientific development, social transformation, and national competitiveness;
c. Organizing higher education under an autonomous, religious, integrated, and accountable organizational structure and culture.

3. Objectives

a. Improving the competitiveness and competency of graduates in the global world;
b. Improving student achievement in various fields at national and international levels;
c. Improving education and teaching performances based on research, links and matches with users and industry world;
d. Improving research performance, scientific publications, and social responsibility and community service;
e. Maintaining international cooperation and reputation;
f. Creating a healthy higher education based on the application of Good University Governance;
g. Improving the quality of human resources to build teaching, research and publication activities for higher education;
h. Developing quality infrastructure in creating excellent, efficient and effective services.

4. Motto

Since 2007, Syarif Hidayatullah State Islamic University has established Knowledge, Piety, and Integrity as its motto. This motto was first delivered by the University Rector, Prof. Dr. Komaruddin Hidayat, in his speech during the 67th Graduation for the 2006/2007 academic year.

Knowledge means that Syarif Hidayatullah State Islamic University is committed to creating intelligent, creative and innovative human resources. Here, the University is eager to play an active role in learning, discoveries, and engagement activities for the community. This commitment is a form of its responsibility for building human resources with Muslim majority. In addition, it aims at becoming the source of Islamic value formulation that is in line with modernity and Indonesianness. Therefore, it offers Islamic, social, political, economic and modern science and technology studies including medicine under scientific integration.

Piety suggests that Syarif Hidayatullah State Islamic University is committed to developing an inner quality in the form of piety among academicians. Individual piety (reflected in the relationship with Allah/habl min Allah) and social piety (manifested in the relationship with others/habl min al-nas) are both the basis for the academicians at the University in building a wider social relations.

Integrity represents that the academicians in Syarif Hidayatullah State Islamic University are adherent to personal ethical values as a basis for decision-making and day-to-day behavior. In addition, integrity also implies that they are confident and respect other groups at the same time.

The Knowledge, Piety, and Integrity motto embodies a spirit to create a civilized campus and produce graduates with knowledge mastery, sincerity, and solid personality. The Rector has announced that the University will become a part of the world academic community in 2018, marked by its existence as a member of
Quacquarelli Symonds (QS) Ranking. To this end, he has mentioned the University motto in 2018 is *Transforming into a World Class University*.

5. **Organizational Structure**

Referring to the Regulation by the Minister of Religious Affairs Number 6/2013 about the Organization and Work Procedure of Syarif Hidayatullah State Islamic University Jakarta and the Regulation by the Minister of Religion Number 1/2018 on the Second Amendment to the Regulation by the Minister of Religious Affairs Number 6/2013 about the Organization and Work Procedure of Syarif Hidayatullah State Islamic University Jakarta, the organizational structure and work procedure are as follows:

1. **Organizational Structure**
   a. Rector and Deputy Rector
   b. Faculty
      1) Faculty of Tarbiyah and Teachers Training Sciences
      2) Faculty of Adab and Humanities
      3) Faculty of Ushuluddin
      4) Faculty of Sharia and Law
      5) Faculty of Da’wah and Communication Sciences
      6) Faculty of Islamic Studies
      7) Faculty of Psychology
      8) Faculty of Economics and Business
      9) Faculty of Science and Technology
      10) Faculty of Health Sciences
      11) Faculty of Social and Political Sciences
      12) Faculty of Medicine
   c. Graduate School
   d. Bureau
      1) General Administration and Personnel Bureau
      2) Planning and Finance Bureau
      3) Bureau of Academic Administration, Student Affairs and Cooperation
   e. Institution
      1) Institute for Research and Community Service
         a) Center for Research and Publishing
b) Center for Community Service  
c) Center for Gender and Child Studies  
d) Center for International Cooperation Service  
e) Center for Public Relations and Legal Aid Services

2) Quality Assurance Agency  
   a) Center for Quality Standards Development  
   b) Center for Audit and Quality Control

3) Technical Implementation Unit  
   a) Library Center  
   b) Center for Information Technology and Data Base  
   c) Center for Language Development Center  
   d) Center for Ma’had Al-Jamiah  
   e) Center for Business Development

4) Advisory and Supervisory Board  
   a. Board of Trustees  
   b. University Senate  
   c. Faculty Senate  
   d. Internal Audit Unit

Besides the above organizational structure, the Rector also forms several centers to facilitate the needs of the academicians and the community in general as follow:

1. Center for Academic Development  
2. Center for Career Development  
3. Center for Inclusive Education

C. Study Programs and Academic Titles

The following tables outline the study programs and academic titles offered at Syarif Hidayatullah State Islamic University:

<table>
<thead>
<tr>
<th>No.</th>
<th>Study Program</th>
<th>Academic Title</th>
<th>Abbreviated Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Islamic Religion Education</td>
<td>Bachelor of Education</td>
<td>S.Pd.</td>
</tr>
<tr>
<td>2.</td>
<td>Arabic Education</td>
<td>Bachelor of Education</td>
<td>S.Pd.</td>
</tr>
<tr>
<td>3.</td>
<td>English Education</td>
<td>Bachelor of Education</td>
<td>S.Pd.</td>
</tr>
<tr>
<td>No.</td>
<td>Study Program</td>
<td>Academic Title</td>
<td>Abbreviated Title</td>
</tr>
<tr>
<td>-----</td>
<td>--------------------------------------------</td>
<td>----------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>4.</td>
<td>Social Sciences Education</td>
<td>Bachelor of Education</td>
<td>S.Pd.</td>
</tr>
<tr>
<td>5.</td>
<td>Mathematics Education</td>
<td>Bachelor of Education</td>
<td>S.Pd.</td>
</tr>
<tr>
<td>6.</td>
<td>Biology Education</td>
<td>Bachelor of Education</td>
<td>S.Pd.</td>
</tr>
<tr>
<td>7.</td>
<td>Physics Education</td>
<td>Bachelor of Education</td>
<td>S.Pd.</td>
</tr>
<tr>
<td>8.</td>
<td>Chemistry Education</td>
<td>Bachelor of Education</td>
<td>S.Pd.</td>
</tr>
<tr>
<td>9.</td>
<td>Education Management</td>
<td>Bachelor of Education</td>
<td>S.Pd.</td>
</tr>
<tr>
<td>10.</td>
<td>Indonesian Language &amp; Literature Education</td>
<td>Bachelor of Education</td>
<td>S.Pd.</td>
</tr>
<tr>
<td>11.</td>
<td>Primary School Teachers Education</td>
<td>Bachelor of Education</td>
<td>S.Pd.</td>
</tr>
<tr>
<td>12.</td>
<td>Early Childhood Teachers Education</td>
<td>Bachelor of Education</td>
<td>S.Pd.</td>
</tr>
<tr>
<td>13.</td>
<td>English Education (Master Degree Program)</td>
<td>Master of Education</td>
<td>M.Pd.</td>
</tr>
<tr>
<td>15.</td>
<td>Arabic Education (Master Degree Program)</td>
<td>Master of Education</td>
<td>M.Pd.</td>
</tr>
<tr>
<td>16.</td>
<td>Education Management (Master Degree Program)</td>
<td>Master of Education</td>
<td>M.Pd.</td>
</tr>
</tbody>
</table>

**B. Faculty of Adab and Humanities**

<table>
<thead>
<tr>
<th>No.</th>
<th>Study Program</th>
<th>Academic Title</th>
<th>Abbreviated Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Arabic Language and Literature</td>
<td>Bachelor of Humanities</td>
<td>S.Hum.</td>
</tr>
<tr>
<td>2.</td>
<td>History of Islamic Civilization</td>
<td>Bachelor of Humanities</td>
<td>S.Hum.</td>
</tr>
<tr>
<td>3.</td>
<td>Translation</td>
<td>Bachelor of Humanities</td>
<td>S.Hum.</td>
</tr>
<tr>
<td>4.</td>
<td>Library Science</td>
<td>Bachelor of Library Science</td>
<td>S.IP.</td>
</tr>
<tr>
<td>5.</td>
<td>English Language and Literature</td>
<td>Bachelor of Arts</td>
<td>S.S.</td>
</tr>
<tr>
<td>6.</td>
<td>Arabic Language and Literature (Master Degree Program)</td>
<td>Master of Humanities</td>
<td>M.Hum.</td>
</tr>
<tr>
<td>7.</td>
<td>Islamic Culture and Civilization (Master Degree Program)</td>
<td>Master of Humanities</td>
<td>M.Hum.</td>
</tr>
</tbody>
</table>

**C. Faculty of Ushuluddin**

<table>
<thead>
<tr>
<th>No.</th>
<th>Study Program</th>
<th>Academic Title</th>
<th>Abbreviated Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Study of Religions</td>
<td>Bachelor of Theology</td>
<td>S.Ag.</td>
</tr>
<tr>
<td>2.</td>
<td>Theology and Philosophy</td>
<td>Bachelor of Theology</td>
<td>S.Ag.</td>
</tr>
<tr>
<td>3.</td>
<td>Study of Qur’an and Tafsir</td>
<td>Bachelor of Theology</td>
<td>S.Ag.</td>
</tr>
<tr>
<td>4.</td>
<td>Study of Hadith</td>
<td>Bachelor of Theology</td>
<td>S.Ag.</td>
</tr>
<tr>
<td>5.</td>
<td>Sufism</td>
<td>Bachelor of Theology</td>
<td>S.Ag.</td>
</tr>
<tr>
<td>6.</td>
<td>Study of Religions (Master Degree Program)</td>
<td>Master of Theology</td>
<td>M.Ag.</td>
</tr>
<tr>
<td>7.</td>
<td>Theology and Philosophy (Master Program)</td>
<td>Master of Theology</td>
<td>M.Ag.</td>
</tr>
<tr>
<td>No.</td>
<td>Study Program</td>
<td>Academic Title</td>
<td>Abbreviated Title</td>
</tr>
<tr>
<td>-----</td>
<td>---------------------------------------------------</td>
<td>-------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>1.</td>
<td>Akhwal Syakhiyyah (Islamic Family Law)</td>
<td>Bachelor of Laws</td>
<td>S.H.</td>
</tr>
<tr>
<td>2.</td>
<td>Comparative Schools of Islamic Jurisprudence</td>
<td>Bachelor of Laws</td>
<td>S.H.</td>
</tr>
<tr>
<td>3.</td>
<td>Criminal Law</td>
<td>Bachelor of Laws</td>
<td>S.H.</td>
</tr>
<tr>
<td>4.</td>
<td>Constitutional Law</td>
<td>Bachelor of Laws</td>
<td>S.H.</td>
</tr>
<tr>
<td>5.</td>
<td>Islamic Economics</td>
<td>Bachelor of Laws</td>
<td>S.H.</td>
</tr>
<tr>
<td>6.</td>
<td>Legal Science</td>
<td>Bachelor of Laws</td>
<td>S.H.</td>
</tr>
<tr>
<td>7.</td>
<td>Islamic Economics (Master Degree Program)</td>
<td>Master of Laws</td>
<td>M.H.</td>
</tr>
<tr>
<td>8.</td>
<td>Islamic Family Law (Master Degree Program)</td>
<td>Master of Laws</td>
<td>M.H.</td>
</tr>
</tbody>
</table>

**F. Faculty of Islamic Studies**

<table>
<thead>
<tr>
<th>No.</th>
<th>Study Program</th>
<th>Academic Title</th>
<th>Abbreviated Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Islamic Communication and Broadcasting</td>
<td>Bachelor of Social Science</td>
<td>S.Sos.</td>
</tr>
<tr>
<td>2.</td>
<td>Islamic Counseling</td>
<td>Bachelor of Social Science</td>
<td>S.Sos.</td>
</tr>
<tr>
<td>3.</td>
<td>Da’wah Management</td>
<td>Bachelor of Social Science</td>
<td>S.Sos.</td>
</tr>
<tr>
<td>4.</td>
<td>Islamic Society Development</td>
<td>Bachelor of Social Science</td>
<td>S.Sos.</td>
</tr>
<tr>
<td>5.</td>
<td>Social Welfare</td>
<td>Bachelor of Social Science</td>
<td>S.Sos.</td>
</tr>
<tr>
<td>7.</td>
<td>Islamic Communication and Broadcasting (Master Degree Program)</td>
<td>Master of Islamic Studies</td>
<td>M.S.I.</td>
</tr>
<tr>
<td>No.</td>
<td>Study Program</td>
<td>Academic Title</td>
<td>Abbreviated Title</td>
</tr>
<tr>
<td>-----</td>
<td>-------------------------------------</td>
<td>---------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>1.</td>
<td>Islamic Studies</td>
<td>Bachelor of Islamic Studies</td>
<td>S.S.I.</td>
</tr>
<tr>
<td>2.</td>
<td>Islamic Studies (Master Degree Program)</td>
<td>Master of Islamic Studies</td>
<td>M.S.I.</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**G. Faculty of Psychology**

<table>
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<tr>
<th>No.</th>
<th>Study Program</th>
<th>Academic Title</th>
<th>Abbreviated Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Psychology</td>
<td>Bachelor of Psychology</td>
<td>S.Psi.</td>
</tr>
<tr>
<td>2.</td>
<td>Psychology (Master Degree Program)</td>
<td>Master of Psychology</td>
<td>M.Psi.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**H. Faculty of Economics and Business**

<table>
<thead>
<tr>
<th>No.</th>
<th>Study Program</th>
<th>Academic Title</th>
<th>Abbreviated Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Management</td>
<td>Bachelor of Economics</td>
<td>S.E.</td>
</tr>
<tr>
<td>2.</td>
<td>Accounting</td>
<td>Bachelor of Accounting</td>
<td>S.Ak.</td>
</tr>
<tr>
<td>3.</td>
<td>Economics and Development</td>
<td>Bachelor of Economics</td>
<td>S.E.</td>
</tr>
<tr>
<td>4.</td>
<td>Sharia Economics</td>
<td>Bachelor of Economics</td>
<td>S.E.</td>
</tr>
<tr>
<td>5.</td>
<td>Sharia Banking</td>
<td>Bachelor of Economics</td>
<td>S.E.</td>
</tr>
<tr>
<td>6.</td>
<td>Sharia Banking (Master Degree Program)</td>
<td>Master of Economics</td>
<td>M.E.</td>
</tr>
<tr>
<td>7.</td>
<td>Sharia Banking (Doctoral Degree Program)</td>
<td>Bachelor of Economics</td>
<td>Dr.</td>
</tr>
</tbody>
</table>

**I. Faculty of Science and Technology**

<table>
<thead>
<tr>
<th>No.</th>
<th>Study Program</th>
<th>Academic Title</th>
<th>Abbreviated Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Agribusiness</td>
<td>Bachelor of Agribusiness</td>
<td>S.P.</td>
</tr>
<tr>
<td>2.</td>
<td>Informatics Engineering</td>
<td>Bachelor of Computer Science</td>
<td>S.Kom.</td>
</tr>
<tr>
<td>3.</td>
<td>Informatics System</td>
<td>Bachelor of Computer Science</td>
<td>S.Kom.</td>
</tr>
<tr>
<td>4.</td>
<td>Mathematics</td>
<td>Bachelor of Mathematics</td>
<td>S.Mat.</td>
</tr>
<tr>
<td>5.</td>
<td>Biology</td>
<td>Bachelor of Science</td>
<td>S.Si.</td>
</tr>
<tr>
<td>6.</td>
<td>Chemistry</td>
<td>Bachelor of Science</td>
<td>S.Si.</td>
</tr>
<tr>
<td>7.</td>
<td>Physics</td>
<td>Bachelor of Science</td>
<td>S.Si.</td>
</tr>
<tr>
<td>8.</td>
<td>Mining Engineering</td>
<td>Bachelor of Engineering</td>
<td>S.T.</td>
</tr>
<tr>
<td>9.</td>
<td>Agribusiness (Master Degree Program)</td>
<td>Master of Agribusiness</td>
<td>M.P.</td>
</tr>
</tbody>
</table>

**J. Faculty of Health Sciences**

<table>
<thead>
<tr>
<th>No.</th>
<th>Study Program</th>
<th>Academic Title</th>
<th>Abbreviated Title</th>
</tr>
</thead>
</table>
D. Educators

Educators are teaching staff who are responsible for conducting teaching and learning activities in the classroom and alike. At the higher education level, they are called lecturers. The number of Permanent lecturers in Syarif Hidayatullah State Islamic University is about 978 people listed in the following table:

1. Permanent Lecturers by Workplace and Gender

<table>
<thead>
<tr>
<th>No.</th>
<th>Faculty</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Faculty of Tarbiyah and Teachers</td>
<td>93</td>
<td>89</td>
<td>182</td>
</tr>
<tr>
<td></td>
<td>Training Sciences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Faculty of Adab and Humanities</td>
<td>63</td>
<td>32</td>
<td>95</td>
</tr>
<tr>
<td>3</td>
<td>Faculty of Ushuluddin</td>
<td>55</td>
<td>17</td>
<td>72</td>
</tr>
</tbody>
</table>
2. **Permanent Lecturers by educational Qualification**

<table>
<thead>
<tr>
<th>No.</th>
<th>Faculty</th>
<th>Undergraduate Degree</th>
<th>Master’s Degree</th>
<th>Doctoral Degree</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Faculty of Tarbiyah and Teachers Training Sciences</td>
<td>0</td>
<td>113</td>
<td>69</td>
<td>182</td>
</tr>
<tr>
<td>2</td>
<td>Faculty of Adab and Humanities</td>
<td>0</td>
<td>56</td>
<td>39</td>
<td>95</td>
</tr>
<tr>
<td>3</td>
<td>Faculty of Ushuluddin</td>
<td>0</td>
<td>35</td>
<td>37</td>
<td>72</td>
</tr>
<tr>
<td>4</td>
<td>Faculty of Syariah and Law</td>
<td>0</td>
<td>71</td>
<td>44</td>
<td>115</td>
</tr>
<tr>
<td>5</td>
<td>Faculty of Da’wah and Communication Science</td>
<td>0</td>
<td>61</td>
<td>32</td>
<td>93</td>
</tr>
<tr>
<td>6</td>
<td>Faculty of Islamic Studies</td>
<td>0</td>
<td>11</td>
<td>9</td>
<td>20</td>
</tr>
<tr>
<td>7</td>
<td>Faculty of Psychology</td>
<td>0</td>
<td>19</td>
<td>14</td>
<td>33</td>
</tr>
<tr>
<td>8</td>
<td>Faculty of Economics and Business</td>
<td>0</td>
<td>64</td>
<td>26</td>
<td>90</td>
</tr>
<tr>
<td>9</td>
<td>Faculty of Science and Technology</td>
<td>0</td>
<td>76</td>
<td>42</td>
<td>118</td>
</tr>
<tr>
<td>10</td>
<td>Faculty of Health Sciences</td>
<td>1</td>
<td>32</td>
<td>23</td>
<td>56</td>
</tr>
<tr>
<td>11</td>
<td>Faculty of Social and Political Sciences</td>
<td>0</td>
<td>34</td>
<td>22</td>
<td>56</td>
</tr>
<tr>
<td>12</td>
<td>Faculty of Medicine</td>
<td>0</td>
<td>34</td>
<td>14</td>
<td>48</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>1</strong></td>
<td><strong>606</strong></td>
<td><strong>367</strong></td>
<td><strong>978</strong></td>
</tr>
</tbody>
</table>

3. **Permanent Lecturers by Functional Position**

<table>
<thead>
<tr>
<th>No.</th>
<th>Faculty</th>
<th>TP</th>
<th>Assist.</th>
<th>Lector</th>
<th>Head</th>
<th>Prof.</th>
<th>Total</th>
</tr>
</thead>
</table>

- **Faculty of Tarbiyah and Teachers Training Sciences**
- **Faculty of Adab and Humanities**
- **Faculty of Ushuluddin**
- **Faculty of Syariah and Law**
- **Faculty of Da’wah and Communication Science**
- **Faculty of Islamic Studies**
- **Faculty of Psychology**
- **Faculty of Economics and Business**
- **Faculty of Science and Technology**
- **Faculty of Health Sciences**
- **Faculty of Social and Political Sciences**
- **Faculty of Medicine**
<table>
<thead>
<tr>
<th></th>
<th>Faculty of Tarbiyah and Teachers Training Sciences</th>
<th></th>
<th></th>
<th>Lector</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Faculty of Adab and Humanities</td>
<td>8</td>
<td>30</td>
<td>96</td>
<td>40</td>
<td>8</td>
</tr>
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**E. Educational Facilities and Infrastructures**

Syarif Hidayatullah State Islamic University has four campus locations. Campus I, for example, is located on Jalan Ir. H. Juanda Ciputat and Campus II is on Jalan Kertamukti Ciputat. In the meantime, Campus III is located on Jalan Ciputat Tarumanegara, while Campus IV is in Sawangan Depok. At last, Campus V which is planned to use as an agribusiness laboratory is located in Cikuya Village, Tigaraksa, Tangerang Regency.

There are eight majestic and beautiful seven-story lecture and office buildings in Campus I with the following details: (1) Rector’s Office; (2) Integrated University administration offices; (3) Faculty of Tarbiyah and Teachers Training Sciences; (4) Faculty of Sharia and Law; (5) Faculty of Usuluddin; (6) Faculty of Da’wah and Communication Sciences; (7) Faculty of Economics and Business (Master and Doctoral Programs); (8) Faculty of Science and Technology; (9) Faculty of Islamic Studies; (10) Student Center and al-Jami’ah Mosque; (11) Integrated Laboratory Center; (12) Main Library; (13) Prof. Dr. Harun Nasution Auditorium; (14) Medium-sized Auditorium; (15) Business House; (16) *Dharma Wanita* Canteen (*Kafe Cangkir*); (17) Bank BNI, Bank Mandiri, Bank BRI, BJB Syari’ah; (18) Book Store; (19) Sports Field (Football); (20)
Like Campus I, Campus II is occupied by some buildings including (1) Faculty of Psychology; (2) Faculty of Health Sciences; (3) Faculty of Medicine and Physician Profession (4) Faculty of Social and Political Sciences; (5) Graduate School; (6) Center for Islamic Studies and Society Building; (7) Center for Language Development and Center for the Study of Religion and Culture Buildings; (8) Center for National Information and Communication Technology; (9) Psychological Services Center; (10) Shahida Inn; (11) Experimental Garden; (12) Laboratory School (Ketilang Preschool, Madrasah Pembangunan); (13) Girl Dormitory; (14) Faculty of Economics and Business, (15) Syarif Hidayatullah Hospital; and (16) Fathullah Mosque.

Campus III has the following buildings (1) Ma’had ‘Ali (Higher Education Dormitory); (2) Faculty of Adab and Humanities; (3) Pratama Clinic; (4) Student Dormitory; (5) Tennis Court.

In addition to the facilities available at Campus I, II and III, the University has two First Public Health Service Clinics in Reni Jaya Village, Pamulang and one clinic in Buaran village, Serpong, South Tangerang City, which is managed by Syarif Hidayatullah Hospital. Campus IV which is located in Sawangan Depok will be occupied by Center for Teacher Professional Development.

Further, various other public facilities and services are also served for students, lecturers, employees and public in general including:

1. Central Library
The Central Library is designed as a Research Library to serve students, lecturers, employees and public in general by providing reading materials to support scientific and other research activities. The library building has three floors equipped with computer rooms and applies online system services, excellent multimedia facilities and internet access.

2. Faculty and Graduate School Libraries
The Faculty Library is located in all faculties within the University, while the Graduate School library is in the graduate school building. Basically, the libraries are designed as working libraries and provide services to students, lecturers, employees
and public in general by providing reading materials to support lecture, research, and others activities which are relevant to the faculties and graduate school. The Graduate School Library, Especially, also provides services related to the latest knowledge development in term of scientific journals owned by the library. This allows users to get a published table of contents from a desired journal.

3. Center for Integrated Laboratory
   The Center for Integrated Laboratory is a laboratory for all departments/study programs within the University. It provides complete practicum for religious, social, and technological-scientific departments/programs. In this laboratory, learning, experimentation and community service are integrated.

4. Center for Integrated Laboratory for Early Childhood Education (Day Care)
   Day Care provides professional services for children by teaching them to have faith and building their characters. In addition, it trains them to be healthy, smart, cheerful, creative, independent and responsible and helps parents create Islamic education and childcare. As the result, the laboratory becomes the center where they can grow and become pious and good-hearted children.

5. Language Laboratories
   In order to improve the foreign language skills for academics or Indonesian language for foreign students, the Language Laboratories are available to help them. In language teaching activities, for example, the laboratories provide multimedia facilities. Here, all laboratories are located in several faculties within the University.

6. Student Center
   To support student interests, talents and welfare, Syarif Hidayatullah State Islamic University provides a Student Center located in Campus I, as the main arena for student activities. It consists of three floors and is equipped with meeting rooms with a capacity of 300 people, a mosque, sport arena, and offices for student activity units.

7. Harun Nasution Auditorium
   The Harun Nasution Auditorium is the main auditorium where national and international ceremonial and academic activities are held. It is located on Campus I.
The building consists of two floors that can accommodate 1,600 people and is equipped with air conditioners. The design and architecture of the building combines elements of Islam, art and the advantages of cutting-edge technology.

8. Laboratory School
As an effort to support the implementation of practical activities for prospective teachers from the Faculty of Tarbiyah and Teachers Training Sciences and provide services for the community in educational field, Syarif Hidayatullah State Islamic University has established a Laboratory School consisting of Ketilang Preschool and Madrasah Pembangunan which offers primary, junior high, and high schools. In addition, Tri Guna High and Vocational Schools are also parts of the Laboratory School. All the Schools are located around the University and are listed as an educational institution which is very popular with the public.

9. Sports and Art Facilities
In addition to providing sports facilities in terms of Student Center and Soccer Field, Syarif Hidayatullah State Islamic University also offers *Klub Jantung Sehat Indonesia*/KJSI (Indonesian Healthy Heart Club), Self Defense, Table Tennis, Tennis Field, Soccer, Volley Ball, *Lintas Alam*, Rock climbing, *Tilawatil Qur’an*, Theater, Choir and so on.

10. Theater Room
Each Lecture Building in the University is equipped with a Theater Room accommodating 200 people. Its unique architectural design is equipped with the latest facilities and infrastructure. This Theater Room is useful for academic and artistic activities.

11. Mosque
To support religious and socio-religious activities, the University has built three mosques including *Fathullah* Mosque which has two floors and *Al-Jami’ah* Mosque which is integrated with the Student Center. The latter mosque is designed as a mosque for learning. During the Friday Prayer, the sermon is delivered in Arabic and English. The last mosque is located in the Faculty of Social and Political Sciences.
12. Official Information Service
   To support the communication between the academics and all existing units and provide information, the University has established official information service with three languages (Indonesian, Arabic and English) under the http://www.uinjkt.ac.id website.

13. Information System
   In order to support the administration service for students, lecturers, and employees, an information system managed by the center for Information Technology and Database is available under the http://ais.uinjkt.ac.id website.

14. Student Dormitory and Ma’had
   Student dormitory and Ma’had are available with two main objectives, to support the students with their study and welfare, and to build good character such as piety among them. The Dormitory is occupied by 974 student with the following details; Ma’had Ali with 204 students, Girl Dormitory with 360 students, Boy Dormitory with 140 students, Girl Dormitory for students in the Faculty of Medicine and Health Sciences with 210 students and Boy Dormitory for students in the Faculty of Medicine and Health Sciences with 60 students respectively. In term of the location, the Student Dormitory and Ma’had are about 300 meters from Campus I and II. All the buildings are equipped with cooking equipments, sport fields and scientific activities under the supervision of experienced supervisors. In addition, a number of Salafiah (classic) Islamic boarding, Ma’had and rented rooms (boarding houses for students) organized by the community around the University neighborhood is also available.

F. Public Service Facilities
   Syarif Hidayatullah State Islamic University does not only provide adequate learning facilities, but also offer facilities which are accessible for public, including:

1. Syarif Hidayatullah Hospital
   The Hospital is located across the Campus I Building. It serves students, lecturers and employees with special rates. In addition, it also gives services to the public in general as a form of university service to the community. It has numerous general practitioners and specialists and experienced medical personnel. Pharmacy,
laboratories, therapy services, diathermy and other medical equipments with 24/7 service system are also available.

2. Community Health Service Clinic
The Community Health Service Clinic is one of the important components in the development of the Faculty of Medicine and the Faculty of Health Sciences. One clinic is located in the middle of a village in Reni Jaya, Pamulang, and another is in Buaran Serpong, South Tangerang City. Besides playing as a primary health care center for the community, these clinics become a place where the students in both faculties can learn and conduct research activities. Both clinics were officially open on December 4, 2012, and have since functioned as a primary health care center that covers individual and community services.

3. Pratama Clinic
This clinic is a primary health care center provided for employees, lecturers, and students in Syarif Hidayatullah State Islamic University. It covers individual and community services. In practice, it is a first-rate health facility that can give reference to higher health facilities. It was inaugurated on August 12, 2018.

4. Banking Facilities
As part of banking services, Syarif Hidayatullah State Islamic University works together with some banks including BNI, Bank Mandiri, BRI, BTN, and BJBS. This collaboration is mainly bridged to offer banking services such as savings, deposits, money transfers, ATMs, tuition payment and so on.

5. Syahida Inn
As a university targeting a World Class University, Syarif Hidayatullah State Islamic University owns an inn with a star hotel rating located on Campus II. The Inn is famous with its name, Syahida Inn, and consists of six floors with VIP bedrooms and standard air-conditioned rooms. In addition, it is also equipped with main courtroom, middle-sized court room, wedding reception hall, lobby, canteen, and fitness center. In connection with the academics, this Inn aims at accommodating workshops, seminars, and other academic activities. However, the public is also welcome to rent it.
6. **Koperasi Mahasiswa/KOPMA (Student Cooperatives)**  
   As part of the education system and cooperative culture development, the students in Syarif Hidayatullah State Islamic University forms a student cooperative called *Koperasi Mahasiswa/KOPMA* which works as a service center to cover student academic needs. It provides books, stationeries, souvenirs, copy-making service, and snacks. It is located on the ground floor of the Student Center building.

7. **Dharma Wanita Canteen (Cangkir Café)**  
   To meet the need of the academics in term of daily meal service, the University owns a *Dharma Wanita* canteen located in a building in the middle of Campus I. The building has three floors and the canteen occupies the two floors. Here, the schedule of the canteen is in line with the lecture and student activity hours.

8. **Transportation**  
   Syarif Hidayatullah State Islamic University is located at Jalan Ir. H. Juanda No. 95 Ciputat, South Tangerang. To get to its location, public transports from different route are available, such as Jakarta to Lebak Bulus-Ciputat, Tangerang to Ciputat, Depok to Lebak Bulus-Ciputat, Bogor to Lebak Bulus-Ciputat, Bekasi to Lebak Bulus-Ciputat; and Bogor to Parung-Ciputat respectively.

G. **Cooperation and Network Development**  
   Cooperation and network development is an integral part in reaching the World Class University. To this end, the University leaders have always strived to maintain and develop cooperation and networking with various institutions considered to help make progress to the University and improve its quality.

1. **Higher Education**  
   Syarif Hidayatullah State Islamic University opens up to cooperate with other higher education institutions in term of universities, institutes, polytechnics, academies or alike both in the home country and overseas in the following programs:  
   a. Management contract in the field of higher education operations management by providing human resource, information and consultation assistances;  
   b. Twin program in term of inter-higher education activities to carry out a study program together and recognize each other’s graduates;  
   c. Research in Islamic and social studies as well as science and technology;
d. Social service;
e. Lecturer and/or student exchange to undertake academic activities;
f. Shared use of resources in the implementation of academic activities;
g. Publishing joint scientific papers;
h. Organizing scientific meetings or other scientific activities;
i. Use of inter-library network; and
j. Other necessary cooperation;

2. **Formal and Non-Formal Education Institutions from High Schools to Lower Levels**

Syarif Hidayatullah State Islamic University is also open to cooperate with formal and/or non-formal education institutions from high schools to lower levels. Such cooperation is its commitment to helping improve the quality of learning in Indonesia which is carried out in various forms of academic activities, administration and management, resources, and institutions. The types of the cooperation program are in terms of improving the quality of human resources, increasing funding source, organizing various types of practicum, improving the management of institution, improving the quality of institution, research, community service, improving religious and general academic quality, expanding communication and information networks, library utilization, and other necessary cooperation.

3. **Government and non-Government institutions**

In the same way, Syarif Hidayatullah State Islamic University also works together with government and non-government institutions. Various levels of government institutions or private institutions including industrial companies and services in the home country and/or overseas are welcome to cooperate with the University. Such cooperation is in term of human resource quality improvement, the quality improvement of administration and management, academic improvement, professional and vocational quality of students and/or graduates, research, community service or social activities, publishing, institutional strengthening, power and funding, network expansion, religious guidance, and other necessary cooperation.
4. **Actors and Implementation of Cooperation**

The followings are the provisions of the cooperation set by Syarif Hidayatullah State Islamic University:

a. The collaboration is carried out by signing a Memorandum of Understanding (MoU) document which is already signed by the Rector. As a follow-up, the MoU is then drafted to Memorandum of Association (MoA) signed by Unit leaders (Deans, Head of Bureau, Head of Institute, Head of Technical Implementing Unit and Head of Center for Research in non-structural institutions)

b. The implementation of cooperation signed by the Rector is undertaken by the faculties/departments/study programs/certain units or team and/or together depending on the type and volume of activity.

c. The implementation of cooperation signed by the Dean is carried out by the departments/study programs/certain units or team and/or together depending on the type and volume of activity. Here, including other units in the University is also possible.

d. The implementation of cooperation signed by the Head of Unit is executed by the unit itself or the appointed team depending on the type and volume of activity. Here, including other units in the University is also possible.

e. Each faculty departamento/study program/unit that carries out a cooperation agreement must report and coordinate with the higher authority holders and the University Leaders.

5. **Cooperation with other Institutions**

Syarif Hidayatullah State Islamic University cooperates with the following institutions:

a. Domestic Universities besides PTKIN/Perguruan Tinggi Keagamaan Islam Negeri (State Islamic Higher Education) which includes:

1) University of Indonesia
2) Gadjah Mada University
3) Jakarta State University
4) Indonesia University of Education
5) Muhammadiyah University
6) Bogor Agricultural Institute
7) Bandung Institute of Technology
b. Domestic Higher Education including Universities and Institutes in PTKIN/Perguruan Tinggi Keagamaan Islam Negeri (State Islamic Higher Education) which includes:

**16 State Islamic Universities (UIN/Universitas Islam Negeri)**

1) UIN Sumatera Utara Medan  
2) UIN Sultan Syarif Kasim Riau  
3) UIN Ar-Raniry Banda Aceh  
4) UIN Imam Bonjol Padang  
5) UIN Raden Fatah Palembang  
6) UIN Raden Intan Bandar Lampung  
7) UIN Sulthan Thaha Saifuddin Jambi  
8) UIN Sultan Maulana Hasanuddin Banten  
9) UIN Sunan Gunung Djati Bandung  
10) UIN Walisongo Semarang  
11) UIN Sunan Ampel Surabaya  
12) UIN Maulana Malik Ibrahim Malang  
13) UIN Antasari Banjarmasin  
14) UIN Mataram  
15) UIN Alauddin Makassar  
16) UIN Sunan Kalijaga Yogyakarta

**33 State Islamic Institutes (IAIN/Institut Agama Islam Negeri)**

1) IAIN Malikussaleh Lhokseumawe  
2) IAIN Zawiyah Cot Kala Langsa  
3) IAIN Padangsidimpuan  
4) IAIN Batusangkar  
5) IAIN Bukittinggi  
6) IAIN Kerincin Jambi  
7) IAIN Bengkulu  
8) IAIN Metro  
9) IAIN Syekh Nurjati Cirebon  
10) IAIN Pekalongan  
11) IAIN Surakarta
12) IAIN Purwokerto
13) IAIN Salatiga
14) IAIN Tulungagung
15) IAIN Ponorogo
16) IAIN Jember
17) IAIN Pontianak
18) IAIN Sultan Amai Gorontalo
19) IAIN Ambon
20) IAIN Manado
21) IAIN Dato Karama Palu
22) IAIN Samarinda
23) IAIN Palangkaraya
24) IAIN Palopo
25) IAIN Sultan Qaimuddin Kendari
26) IAIN Ternate
27) IAIN Kediri
28) IAIN Syaikh Abdurrahman Siddik Bangka Belitung
29) IAIN Bone
30) IAIN Curup
31) IAIN Fattahul Muluk Papua
32) IAIN Madura
33) IAIN Parepare

10 State Islamic Higher Education Institutes (STAIN/Sekolah Tinggi Agama Islam Negeri)

1) STAIN Gajah Putih Takengon Aceh Tengah
2) STAIN Bengkalis
3) STAIN Meulaboh
4) STAIN Sultan Abdurrahman
5) STAIN Kudus
6) STAIN Pamekasan
7) STAIN Watampone
8) STAIN Majene
9) STAIN Sorong
10) STAIN Mandailing Natal, Panyabungan

c. Private Higher Education (*PTIS/Perguruan Tinggi Swasta*) under Kopertais/Koordinasi Perguruan Tinggi Agama Islam (Coordination of Islamic Higher Education)

d. Overseas Universities include:
1) AlAzhar University, Cairo, Egypt
2) Universiteit Leiden, Netherlands
3) McGill University, Montreal, Canada
4) Universitas Sains Malaysia (USM) Penang, Malaysia
5) Ohio University, Athens, Ohio, United States
6) Ohio State University, Columbus, United States
7) Emory University, Atlanta, United States
8) Duke University, United States
9) University of Melbourne, Australia
10) Australia National University, Australia
11) Griffith University, Australia
12) Sun Moon University, Korea
13) Kolej Islamic University Malaysia (KUIM), Malaysia
14) State Islamic Institute of Alor Setar
15) Kedah, Malaysia
16) Carroll College, Montana, United States
17) St. Mary’s College of Maryland, United States
18) Islamitische Universiteit van Europa, Rotterdam, Netherlands
19) Prince of Songkla University, Thailand
20) Hadramout University of Science and Technology, Yemen
21) Umm Al-Qura University
22) King Abd AlAziz University
23) Cairo University
24) ‘Ains Shams University in Egypt
25) Umdurman University Sudan
26) UlumalQur’an Sudan
27) Santo Tomas University, Manila, Philippines
28) Deakin University, Australia
29) Fukuoka University, Japan
30) University of Western Sydney, Australia
31) Rhein University, German

e. Government and Ministries:
   1) Government of the Special Capital Region, DKI Jakarta
   2) Banten Regional Government
   3) Depok Regional Government
   4) West Java Regional Government
   5) Palembang Regional Government of Sumatra Selatan
   6) Musi Banyu Asin Regional Government
   7) Regional Government of Palangkaraya
   8) Ministry of Maritime Affairs and Fisheries
   9) Ministry of Culture and Tourism
  10) Ministry of Social Affairs
  11) Ministry of Defense and Security
  12) Ministry of Justice and Human Rights
  13) Ministry of Women and Children Development
  14) Agency for Technology Assessment and Application
  15) National Defense and Security Council
  16) Bank Indonesia

f. Overseas Institutions:
   1) The Canadian International Development Agency (CIDA), Canada
   2) The Asia Foundation (TAF)
   3) The Ford Foundation.
   4) The United States Agency for International Development (USAID)
   5) America Indonesia Exchange Foundation (AMINEF), The Indonesian International Education Foundation (IIEF), USA
   6) Japan Foundation Association (JFA), The Japan Fund for Poverty Reduction (JFPR), Japan
   7) Toyota Foundation, Japan
   8) Japanese Government (Mombusho) Scholarship, Japan
9) Konrad Adenauer Stiftung, German
10) DAAD (Deutscher Akademischer Austausch Dienst), German
11) AusAID, the Australia Government’s Overseas Aid Program, Australia
12) INIS (The Indonesia Netherlands Cooperation in Islamic Studies), Netherlands
13) ISIM (International Institute for the Study of Islam in the Modern World), Netherlands
14) EFEO (Ecole Francaise d’Extreme Orient), France
15) Islamic Cultural Center Iranian Embassy
16) Edunet Germany, German
17) Center for HAN Cultural Studies

Other Institutions/Agencies and/or Associations
1) Rabitah Alam Islami, Saudi Arabia
2) Microsoft
3) Oracle
4) Cisco
5) LabTech International
6) LabVolt
7) Labolt
8) Delphi Computer
9) Acer
10) Kadin of the Middle East and OIC Committees
11) League of Islamic World Universities
12) PT Bank Mandiri, BNI, BRI, BTN and BJB Shariah
13) Indonesian American Institution (LIA)
14) Chinese Indonesian Association
15) PMI/ Palang Merah Indonesia (Indonesian Red Cross)
16) Life Insurance
17) Royal Netherlands Academy of Arts and Sciences
18) Netherlands Foundation for the Advancement of Tropical Research
19) Digak Multiperkasa
20) Transmarco Data System
21) Center of Asia Studies, University of Cairo, Egypt
h. Health Institutions and Hospitals:
   1) Health Office of the DKI Jakarta Provincial Government
   2) Health Office of Tangerang District
   3) Health Office of South Jakarta
   4) Fatmawati General Hospital, Jakarta
   5) Tangerang General Hospital
   6) Rumah Sakit Haji Jakarta

i. Partner Madrasas/Schools in the Implementation of PPKT/Praktik Profesi Keguruan Terpadu (Integrated Professional Teacher Training) in DKI Jakarta, Banten and West Java

H. Non-Structural Institutions in the University

   Syarif Hidayatullah State Islamic University has non-structural institutions or also known as autonomous and semi-autonomous institutions. These institutions help the University fulfill the Tridharma Perguruan Tinggi (Three Pillars of Higher Education). Therefore, they are engaged in teaching or transfer of knowledge, research, and community service. Here, the University academics may take a part in these non-structural institutions for self-development and cooperation. The detail of the institutions is outlined in the followings:

1. Kopertais/Koordinasi Perguruan Tinggi Agama Islam (Coordination of Islamic Higher Education), Region 1 (Jakarta)
   The Coordination of Islamic Higher Education in Region I is an institution that serves and supervises all Islamic Private Higher Education in Jakarta and surrounding areas. This institution is structurally a part of Syarif Hidayatullah State Islamic University and practically as a technical executor in the directorate of Islamic Religious Education, the Ministry of Religious Affairs, the Republic of Indonesia. The Kopertais building is on Campus I, the same building where the Faculty of Sharia and Law is located.

2. Center for Islamic and Community Studies
   This center is an autonomous institution in Syarif Hidayatullah State Islamic University. It conducts studies, research, and publications on Islam and focuses on Southeast Asian region as the main area of concern. In addition, it regularly carries
out surveys on the attitudes and behavior of Indonesian Muslim communities towards some issues such as democracy, nationalism, radicalism, and so on. It also publishes Three Language International Journals (English, Arabic and Indonesian) about Islamic Studies. The journals generate an A accreditation level. Further, it organizes discussions, seminars, workshops, social discussions in collaboration with domestic and foreign partners. The building is located on Campus II.

3. Center for Human Resource Development
The Center for Human Resource Development is an institution that aims at improving the skills and capacity of lecturers and administrative staff in the University by conducting training. In addition to the training, it also undergoes research, workshops and seminars. This center is located on Campus I.

4. Center for Legal and Human Rights Consultation
This institution focuses on studying law and human rights. It also has a program to disseminate the Islamic law through legal counseling. In addition, it also provides consultation services and Islamic legal assistance to the University and public in general. Its office is located on Campus I.

5. Center for Environmental Studies
The Center for Environmental Studies serves to foster environmental awareness for Muslim communities by conducting strategic assessments concerning environmental preservation with religious and ethical approaches, Environmental Impact Analysis planning and workshops. The building of this center is on Campus I.

6. Center for Teaching and Learning Development
This institution aims at improving and maintaining the lecturer skills and developing teaching systems through workshops, research, discussions and alike. This center is located on Campus I.

7. Center for Philosophy Studies
This Center for Philosophy Studies is a forum for those who show great interest in studying philosophy. It organizes some activities in terms of discussions, seminars and philosophical studies. The center is on Campus I.
8. Psychological Services Center
The institution aims at conducting counseling concerning family environment and adolescent psychological well-being, and carrying out various psychological studies with Islamic approach.

9. Radio and Television for Da’wah & Communication
This institution develops education and socializes Islamic discourses through electronic media (radio and television).

10. Syarif Hidayatullah Foundation
This foundation was founded by Syarif Hidayatullah State Islamic University to help improve the welfare of the academic community within the University and public in general. In addition, it is assigned to manage Madrasah Pembangunan, Syarif Hidayatullah Hospital and Fathullah Mosque.

11. Agency for Religious Affairs and Da’wah
This agency is formed by Syarif Hidayatullah State Islamic University to organize religious affairs in terms of coaching, worship, da’wah and education at Fathullah Mosque.

12. Madrasah Pembangunan
Madrasah Pembangunan is a primary and secondary education institution, in which its establishment began as a laboratory of the Faculty of Tarbiyah and Teachers Training Sciences. It organizes and manages primary education, Junior High education, Senior High education, Islamic religious teaching, and student coaching and school administration services.

13. Triguna High and Vocational Schools
Triguna High and Vocational Schools are upper level educational institutions, in which their establishment began as a laboratory of the Faculty of Tarbiyah and Teachers Training Sciences. These schools organize secondary education, Islamic religious teaching, student coaching and school administration services.
14. Ketilang Preschool

This preschool was initially founded by the student senate in the Faculty of Tarbiyah and Teachers Training Sciences. In its development, it is managed by the Faculty in cooperation with Dharma Wanita.

15. IKALUIN/Ikatan Alumni Universitas Islam Negeri (Association of State Islamic University Alumi)

IKALUIN is an alumni organization. It has an annual program held at the University. The program is academic and social program mainly focusing on community service.

16. Social Trust Fund (STF)

The Social Trust Fund is formed to provide wider opportunities for the poor and the low-income community to get better access to education and welfare regardless of their social, religious and ethnic backgrounds. This institution works on non-profit, transparent and accountable basis.

17. Betawi Study Center

This institution was founded on March 31, 2015 by the lecturers come from the Betawi ethnic community in the University neighborhood. It is an autonomous institution that conducts studies, research, publications and advocacy about Betawi as the main area of concern.

18. Career Center

The career center helps students and alumni by providing entrepreneurial network services and job information both in private and government industries. In addition, it also assists users in selecting alumni to meet their criteria. The program offered is an academic and social program focusing on community service.

I. Student Government and Student Activity Unit

To support the student development which is in line with the Three Pillars of Higher Education (Tridarma Perguruan Tinggi), Syarif Hidayatullah State Islamic University facilitates its students to form student government. This government consists of student organizations at the University, Faculty, and Department/Study Program
levels. In addition, Student Activity Unit which is engaged in a particular field is also available. The student organizations here include:

1. **University level**
   
   a. SEMA/\textit{Senat Mahasiswa Universitas} (Student Senate)
   
   b. DEMA/\textit{Dewan Mahasiswa Universitas} (Student Council)
   
   In the meantime, the Student Activity Unit consists of:
   
   a. LDK/\textit{Lembaga Dakwah Kampus} (Da’wah Institute)
   
   b. HIQMA/\textit{Himpunan Qari’ah Mahasiswa} (Qari-Qari’ah Association)
   
   c. LPMU/\textit{Lembaga Penerbitan Mahasiswa Universitas} (Student Publishing Institute)
   
   d. Syahid Theater
   
   e. Student Choir
   
   f. FORSA/\textit{Federasi Olahraga Mahasiswa} (Student Sports Federation)
   
   g. KPA-ARKADIA/\textit{Kelompok Pencinta Alam Arti Keagungan dan Keindahan Alam} (Nature Lovers Group)
   
   h. PRAMUKA (Scout)
   
   i. MENWA/\textit{Resimen Mahasiswa} (Student Regiment)
   
   j. KMMRIAK/\textit{Komunitas Musik Mahasiswa Ruang Inspirasi Atas Kegelisahan} (Student Music Community)
   
   k. KSRPMI/\textit{Korps Suka Rela Palang Merah Indonesia} (Voluntary Corps for Indonesian Red Cross)
   
   l. KOPMA/\textit{Koperasi Mahasiswa} (Student Cooperative)
   
   m. KMPLHK/\textit{Kelompok Mahasiswa Lingkungan Hidup Kemahasiswaan} (Student Environmental Group) or RANITA/\textit{Kembara Insani Ibnu Battutah} (Ibn Battutah’s Life Journey)
   
   n. BAHASA FLAT (Bahasa Foreign Languages Association)
   
   o. KMF/\textit{Komunitas Mahasiswa Fotografi} (Student Photography Community)

2. **Faculty level**

   Student organizations at the faculty level are known with SEMA-F/\textit{Senat Mahasiswa Fakultas} (Student Senate for Faculty) and DEMA-F/\textit{Dewan Eksekutif Mahasiswa Fakultas} (Student Council for Faculty).
3. Department/Study Program Level

Student Organizations in Department/Study Program levels include HMPS/HMJ/Himpunan Mahasiswa Program Studi/Himpunan Mahasiswa Jurusan (Study Program Student Association/Department Student Association).

The student activities at Syarif Hidayatullah State Islamic University are generally organized by intra-institutional organizations. Here, the organizations plan and implement the activities in terms of extracurricular activities, scientific activities, interest and talent development, and social activities.

J. Career Development Center (CDC)

The Career Development Center (CDC) is a structural institution at the University. This institution aims at ensuring the implementation of Tracer Study, mapping out the workplace for graduates, and providing inputs on improving the quality of learning in order to achieve established competencies.

K. Academic Development Center

Like CDC, the Academic Development Center is also a structural institution. This institution plays a part in guaranteeing the implementation of academic quality assurance at Syarif Hidayatullah State Islamic University.

L. Scientific Journal

Syarif Hidayatullah State Islamic University is very concerned about publishing journals as a media for scientific publications for the academics. This publishing basically intends to support educational, research and communication activities, both internally and externally. The following is a list of journals published by the University:

<table>
<thead>
<tr>
<th>No.</th>
<th>Journal</th>
<th>Publisher</th>
<th>Year</th>
<th>Frequency</th>
<th>Category</th>
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<td>AlMaktabah</td>
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<td>6.</td>
<td>Refleksi</td>
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<td>7.</td>
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<td>Year</td>
<td>Level</td>
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<tr>
<td>8.</td>
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<td>10.</td>
<td>Eduusains</td>
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<tr>
<td>11.</td>
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<td>17.</td>
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<td>Kordinat</td>
<td>Kopertais</td>
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</table>
M. Institution and Study Program Accreditation

Based on the Decree of the National Accreditation Agency for Higher Education Number 25/SK/BANPT/Accredited/S/II/2018, Syarif Hidayatullah State Islamic University has obtained an A accreditation level. Most Departments/Study Programs at the University are also accredited. The following is a list of Departments/Study Programs and their accreditation status:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Study Program</th>
<th>Status</th>
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<tbody>
<tr>
<td>Faculty of Tarbiyah and Teachers Training Sciences</td>
<td>Islamic Religion Education</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Arabic Education</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>English Education</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Mathematics Education</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>Biology Education</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>Chemistry Education</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>Physics Education</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>Education Management</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Indonesian Language &amp; Literature Education</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>Social Sciences Education</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Primary School Teachers Education</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>Early Childhood Teachers Education</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>Islamic Religion Education (Master Degree Program)</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>Arabic Education (Master Degree Program)</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>English Education (Master Degree Program)</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>Education Management (Master Degree Program)</td>
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</tr>
<tr>
<td>Faculty of Adab and Humanities</td>
<td>Arabic Language and Literature</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>History of Islamic Civilization</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Translation</td>
<td>A</td>
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<tr>
<td></td>
<td>Library Science</td>
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<td></td>
<td>English Language and Literature</td>
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<tr>
<td></td>
<td>Islamic Culture and Civilization (Master Degree Program)</td>
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<tr>
<td></td>
<td>Arabic Language and Literature (Master Degree Program)</td>
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<tr>
<td>Faculty of Ushuluddin</td>
<td>Study of Religions</td>
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<td>Theology and Philosophy</td>
<td>A</td>
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<td></td>
<td>Study of Qur’an and Tafsir</td>
<td>A</td>
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<tr>
<td>Faculty of Syariah and Law</td>
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<td>Akhwal Syakhsiyah (Islamic Family Law)</td>
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<td>2</td>
<td>Comparative Schools of Islamic Jurisprudence</td>
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<td>3</td>
<td>Criminal Law</td>
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<td></td>
<td>4</td>
<td>Constitutional Law</td>
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<td>5</td>
<td>Islamic Economics</td>
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<td></td>
<td>6</td>
<td>Legal Science</td>
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<td></td>
<td>7</td>
<td>Islamic Economics (Master Degree Program)</td>
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<td>8</td>
<td>Islamic Family Law (Master Degree Program)</td>
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<tr>
<td>Faculty of Da’wah and Communication Science</td>
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<td>Islamic Communication and Broadcasting</td>
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<td>Islamic Counseling</td>
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<td>Da’wah Management</td>
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<td>Islamic Society Development</td>
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<td></td>
<td>6</td>
<td>Journalism</td>
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<td>Islamic Communication and Broadcasting (Master Degree Program)</td>
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<td>Faculty of Islamic Studies</td>
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<td>Psychology</td>
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<td>Psychology (Master Degree Program)</td>
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<td>Faculty of Economics and Business</td>
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<td>2</td>
<td>Accounting</td>
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<td></td>
<td>3</td>
<td>Economics and Development</td>
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<td></td>
<td>4</td>
<td>Sharia Economics</td>
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<td>5</td>
<td>Sharia Banking</td>
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<td>Sharia Banking (Doctoral Degree Program)</td>
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<td>Biology</td>
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<td>9</td>
<td>Agribusiness (Master Degree Program)</td>
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<td>Faculty of Health Sciences</td>
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<td></td>
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<td>Nursing Science</td>
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<td>Nursing Profession</td>
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<tr>
<td></td>
<td>5</td>
<td>Pharmacist Profession</td>
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</table>
CHAPTER II
EDUCATION SYSTEM

A. Student Admission

Syarif Hidayatullah State Islamic University opens for registration for undergraduate program from February to July. Annually, there are various student enrollment types offered by the university as follow:

1. _Seleksi Nasional Masuk Perguruan Tinggi Negeri/SNMPTN_ (National Enrollment for State Higher Education Entrance) through PDSS/Pangkalan Data Siswa Sekolah (Student Database);

2. _Seleksi Bersama Masuk Perguruan Tinggi Negeri/SBMPTN_ (Joint Enrollment for State Higher Education Entrance) with Paper-based Test and Computer-based Test;

3. _Seleksi Prestasi Akademik Nasional Perguruan Tinggi Keagamaan Islam Negeri/SPAN-PTKIN_ (National Academic Achievement Selection for State Islamic Higher Education), through PDSS;


5. _Seleksi Penerimaan Mahasiswa Baru/SPMB_ (Independent Enrollment) with written test. This enrollment is organized independently by Syarif Hidayatullah State Islamic University;

6. _Penjaringan Prestasi Akademik Khusus/PPAK_ (Special Selection for Academic Achievement), offered by the Faculty of Adab and Humanities, Faculty of Usuluddin, Faculty of Islamic Studies and Faculty of Sharia and Law. This selection is addressed to prospective students who are awarded as the most outstanding students at Madrasah Aliyah (Islamic High School) and students from pesantren (Islamic Boarding Schools) who get scholarship from Public Service Agency (BLU/Badan Layanan Umum) at Syarif Hidayatullah State Islamic University Jakarta and apply.
their admission through independent enrollment.

7. Other enrollment types in collaboration with external institutions such as the Ministry of Religious Affairs and Local Government. In this type of enrollment, the enrollment process is regulated separately based on the Rector’s decree.

Information regarding the student admission is available on www.akademik.uinjkt.ac.id and http://spmb.uinjkt.ac.id.

B. Syarif Hidayatullah State Islamic University Students

Syarif Hidayatullah State Islamic University Students are those who have passed the entrance test through the student enrollment in accordance with the applicable regulations and are admitted as students based on the Rector’s decree.

C. Tuitions and Fees

Student tuitions and fees at Syarif Hidayatullah State Islamic University are regulated under the Rector’s Decree Number 259/2018 about Single Tuition (\textit{Uang Kuliah Tunggal}/UKT) for the 2018/2019 Academic Year. Students can pay the tuition with host to host system according to the established academic calendar through some Banks that cooperate with the University such as Bank Mandiri, BNI, and BTN in all regions in Indonesia.

D. Scholarship

Students who have outstanding achievement, but face financial constraints are eligible to apply for scholarship. In this case, Syarif Hidayatullah State Islamic University cooperates with several agencies, foundations and corporations who offer scholarship such as the Ministry of Religious Affairs, Bidik Misi, Local Government, Bank Indonesia, Bazis, and Public Service Agency (BLU/\textit{Badan Layanan Umum}). Requirements and scholarship application procedures are specified in “\textit{Alur pengajuan Beasiswa}/Scholarship Application Procedures” menu in the Academic Information System (AIS).

E. Curriculum

Since academic year 2014/2015, the entire study programs at Syarif Hidayatullah State Islamic University have based their curriculum on the Indonesian Qualification
Framework (*Kerangka Kualifikasi Nasional Pendidikan/KKNI*) in which its implementation is a mandate by the Law No. 20/2003 on National Education System, the Law No. 12/2012 on Higher Education, the Government Regulation No. 14/2014 on Education Management and Implementation, the Presidential Regulation No. 8/2012, The regulation by the Minister of Research, Technology and Higher Education No. 44/2015 about National Standards for Higher Education and the Rector’s Decree No. 10/2015 and the Rector’s Decree No. 215/2016 concerning Amendment to the Rector’s Decree number 10/2015 about curriculum guidelines.

The curriculum design for all study programs; undergraduate, master's, professional, and doctoral degrees has adopted KKNI in which its program specifications are designed with better framing in visualization. With these program specifications, the vision, missions, and objectives of the University are visibly connected with those of the faculty and even those of the study programs.

In these program specifications, KKNI is clearly seen through all outcomes for each study program. With clear outcomes, the distinction among the study programs would eventually come up. Further, the study program’s outcomes are set into program learning outcomes.

The structure of the curriculum for each study program which refers to KKNI displays three domains; attitude, knowledge, and skills including transferable skills, and also consider life-long learning. In turn, graduate, professional and doctoral students are required to meet one of the goals of the study program which is having ability to compete in the global world. Therefore, it is considered common for graduate students to master foreign languages with particular qualification and publish the results of their research in the indexed international journal. Further enforcement to turn courses into modules or reading materials, syllabi, course descriptions, Lecturing Session Unit (Satuan Acara Perkuliahan/SAP), themes and subthemes of each lecture, references, and proper assessment system, are to be discussed among a consortium of science at the University. In the meantime, the substance of curriculum contents is another matter to take into account by the profession or science association. To this end, the University highly recommends that all study programs should create an association and that all lecturers at the study programs build an association in the field of science to thoroughly discuss the substance of the science that in turn will be included as courses.

The lecture system refers to the Semester Credit System.

1. **Credit Points**
Credit points are an educational system applied at Syarif Hidayatullah State Islamic University, which means student study load, lecturer workload and the implementation of a course in a sixteen effective week are measured in a credit unit. Such system requires the following categories:

a. Each course is given a value called credit weight.
b. The credit weight for each course may vary.
c. The credit weight for each course is determined by the completion of tasks stated in the lecturing programs, lab work, field work, or other tasks.

The determination of the credit weight for each course refers to the calculation of face-to-face, structured, and independent activities. Specifically, a unit of credit point equals to a 50-minute for face-to-face activities, a 60-minute for structured activities, and another 60-minute for independent activities. Further, the credit weight for laboratory works in one credit point is around 2-3 hours in a week for one semester, while the credit weight for field work or alike is similar to 4-5 hours per week for one semester. In turn, the weight of 1 credit point for research or final project (final year project, thesis, or dissertation) amounts to as much as 3-4 hours in a day for one month which is considered equivalent to a 25-day work.

The followings are the objectives of using credit points:

a. Providing opportunities for students who are competent and keen to learn to complete their study in the shortest possible time.
b. Giving opportunities for students to take courses that match their interests, talents, and abilities.
c. Finding the possibility of an appropriate education system where various inputs and outputs are likely to implement.
d. Facilitating the adjustment of curriculum with the rapid development of science and technology from time to time.
e. Finding the possibility to create the best assessment system for student learning progress.
f. Simplifying the credit transfer between departments/study programs, between faculties in the university, or between similar universities.

2. Study Load in a Semester
The students’ study load in each semester depends on their Grade Point Average (GPA) achievement which starts from the second semester. The following table outlines the general guidelines for the study load:

<table>
<thead>
<tr>
<th>NO.</th>
<th>Grade Point Average</th>
<th>Maximum Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3.00 – 4.00</td>
<td>24 Credit Points</td>
</tr>
<tr>
<td>2</td>
<td>2.50 – 2.99</td>
<td>21 Credit Points</td>
</tr>
<tr>
<td>3</td>
<td>2.00 – 2.49</td>
<td>18 Credit Points</td>
</tr>
<tr>
<td>4</td>
<td>1.50 – 1.99</td>
<td>16 Credit Points</td>
</tr>
<tr>
<td>5</td>
<td>1.00 – 1.49</td>
<td>14 Credit Points</td>
</tr>
</tbody>
</table>

F. Assessment, Test, Grading, Grade Point Average, and Academic Distinction

1. Semester Assessment

An assessment to the entire study loads taken by a student in one semester is conducted in the end of semester. The result of such assessment is known as Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). Essentially, the assessment includes several components such as student attendance, presentation, formative tests, Mid-Semester Examination, practicum and/or other tasks, and Final Examination.

2. Test

Test for one course is conducted in various techniques including written test, oral test, practical test, paper writing, assignments and/or the combination of the techniques. In practice, the test is officially possible if the target of study in one semester reaches at least 75% of completion according to the predetermined meeting schedules. Consequently, make-up test is not possible after one semester passes and remedial assessment is only made possible if a student takes the course again. In addition, grading submission is considered invalid outside the specified schedule. In the meantime, final year project, thesis, or dissertation examination and other final projects are held during munaqasyah.

3. Grading

The grading on student achievement in each course and final year project writing is measured in numeric value and is then converted into categorical and weighting value. The following table outlines the conversion in all study programs:
<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 - 100</td>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>70 - 79</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>60 - 69</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>50 - 59</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>01 - 49</td>
<td>E</td>
<td>0.00</td>
</tr>
</tbody>
</table>

4. **Remedial Assessment**

The remedial assessment is possible under the following conditions:

a. Students fill in the courses in which they have failed in the Course Plan available on AIS according to the predetermined schedule.

b. Students who get a C are allowed to join the remedial assessment under the notification that the applicable score is the higher score.

c. Students fully take regular class for 14 effective weeks or short semester.

5. **Short Semester**

Students can take part in short semester according to the Rector’s Decree Number 479/2015 about the implementation of short semester under the following terms:

a. **Short Semester Terms:**
   1) The class is available between odd and even semesters and vice versa;
   2) The number of meetings for each course is 16 (sixteen) face-to-face sessions including Mid-Semester Examination and Final Examination;

b. Requirements for students who are allowed to take the short semester include:
   1) Active students, at least in semester 4;
   2) Students who are in the study period, in semester 4 to semester 11;
   3) Students who have taken the course, but failed (getting a D or an E);
   4) Students who want to improve their score as they got a C;
   5) Students who got a B are not permitted to take this short semester;
   6) Students can only take a maximum of 9 credits.

c. The short semester fee is charged each student according to the regulation by the Minister of Finance and the Rector’s Decree.
6. Language Achievement Score

As one of graduation requirements, the Rector has issued the Rector’s Decree Number Un.01/R/HK.005/233/2012 which set the standard of English or Arabic achievement score for students at Syarif Hidayatullah State Islamic University as follows:

a. English Passing Score Standard

<table>
<thead>
<tr>
<th>NO.</th>
<th>Study Program</th>
<th>Passing Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Non English Study Program (undergraduate)</td>
<td>450</td>
</tr>
<tr>
<td>2</td>
<td>English Language and Literature, English Education, and International Class Programs (undergraduate)</td>
<td>500</td>
</tr>
</tbody>
</table>

b. Arabic Passing Score Standard

<table>
<thead>
<tr>
<th>NO.</th>
<th>Study Program</th>
<th>Passing Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General Study Programs (Undergraduate, Master, and doctoral degrees)</td>
<td>375</td>
</tr>
<tr>
<td>2</td>
<td>Religious Study Programs (undergraduate)</td>
<td>400</td>
</tr>
<tr>
<td>3</td>
<td>Arabic Language and Literature and Arabic Education (undergraduate)</td>
<td>500</td>
</tr>
</tbody>
</table>

Center for Language Development (*Pusat Pengembangan Bahasa*/PPB) is an institution which administers English and Arabic test at Syarif Hidayatullah State Islamic University. In addition, it also has an authority to issue a certificate for students who have already joint the test as a proof for their passing score. However, English or Arabic test score (institutional or international) from other institutions is acceptable if approved by the Center for Language.

On March 3, 2013, the TOAFL (Test of Arabic as a Foreign Language) book developed by the Center for Language team obtained a Copyright from the Ministry of Justice and Human Rights with the registration number 067 393 which is valid for 50 (fifty) years. This adds up the credibility of TOAFL as Arabic test tool and result performed by the Center.

7. Grade Point Average
There are two types of grade points, Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). GPA, for instance, is the calculation of all values from each course in a semester (the number of credit points is multiplied by the weighting value) and is then divided by the number of the credit points. In the meantime, CGPA is the sum of the values of all subjects more than one semester and is divided by the number of credit points.

8. Academic Distinction

The students in undergraduate program will be finally considered as graduates if their CGPA (Cumulative Grade Point Average) reaches at least 2.00 with the academic distinction as shown in the table:

<table>
<thead>
<tr>
<th>No.</th>
<th>CGPA</th>
<th>Academic Distinction</th>
<th>Academic Distinction in Arabic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>3.50 - 4.00</td>
<td>Cumlaude</td>
<td>Muntaz</td>
</tr>
<tr>
<td>2.</td>
<td>2.75 - 3.49</td>
<td>Very Good</td>
<td>Jayyid Jiddan</td>
</tr>
<tr>
<td>3.</td>
<td>2.00 - 2.74</td>
<td>Good</td>
<td>Jayyid</td>
</tr>
</tbody>
</table>

9. Cumlaude Academic Distinction

The cumlaude academic distinction is only entitled to:

a. Those who obtain CGPA of at least 3.50;

b. Those who finish their study not more than five years for undergraduate programs, not more than 2 years for graduate or professional program, and not more than three years for doctoral program;

c. Those who achieve their score without joining remedial assessment; and

d. Those who never violate student code of conducts.

G. Electives

In addition to taking compulsory courses in the Faculty and Study Program (as a major), students are also given option to take eligible additional courses/electives (minor), which is about 15-20 credit points. Ideally, these additional courses are offered by other study programs that are different from the study program they take. However, they are required to consult with their academic advisor before they take them.

H. Listening Program (Mustami')
Students in the Mustami’ program are listener students who are admitted in the study program at Syarif Hidayatullah State Islamic University and outside the University, either from the home country or overseas.

The University opens for listening program (mustami’) admission addressed to students in or outside the University by filing a request to the University Leader c/q the Head of Bureau of Academic Administration, Student Affairs, and Cooperation and submitting a copy of the latest educational certificate (high school certificate for undergraduate program, undergraduate certificate for Master Program and master’s certificate for Doctoral Program respectively). If their request is granted, they are required to complete the followings: photographs, profile information, a copy of original student card and other requirements that apply in the University.

The listening program students are later given special ID and are allowed to join classes and exams for all subjects they take. Similarly, they are admitted in the Academic Division.

I. **Sandwich Program**

Syarif Hidayatullah State Islamic University also offers students from home or overseas higher education institutions to take sandwich program for undergraduate, master and doctoral degrees. Officially, the students who are willing to apply for the program are required to file a request to the Rector of Syarif Hidayatullah State Islamic University by attaching a letter of request from their higher education institution of origin signed by its Rector.

In turn, the students whose request is granted are further required to provide and submit the followings: photographs, profile information, course plan submission (maximum of 15 credit points per semester) and receipt of registration payment and other expenses. At last, they will be given a special ID.

J. **Papers And Final Year Project**

The ability to write scientific papers is one skill every student at Syarif Hidayatullah State Islamic University must have. Scientific writing here refers to papers, final year project, thesis or dissertation.

Paper writing, for instance, is defined as materials for seminar tasks and/or practicum at all levels of education programs. Meanwhile, final year project writing is one of the requirements to complete undergraduate study program.
Scientific papers writing should meet the common criteria; technical standpoint, languages/literature, system and substance. In addition, it should stand on qualified and preferred sources using primary sources and avoid plagiarism. Originally, the source of data collection includes field and/or literature data. In details, any matters related to scientific paper writing is provided in the Guidelines for Scientific Writing (Final Year Project, Thesis and Dissertation).

K. Community Service

Community service is considered as one of the Pillars of Higher Education at Syarif Hidayatullah State Islamic University. Such service is addressed as one of tasks where institutions, lecturers, employees, and students are required to accomplish.

On student level, such service is taken as a component to assess study completion. Therefore, the Faculty/Department/Study Program has an authority to include it in the curriculum. The community service as a course may include community service program, social work, and field work or alike, and is weighted for about 2 to 4 credit points. Practically, it may be constructed as structured, group or independent activities and/or equivalent/credit transfer activities. In the process, the technical implementation of the community service is coordinated by the Center for Community Service (Lembaga Pengabdian Masayarakat/PPM) which is under the Center for Research and Community Service (Lembaga Penelitian dan Pengabdian Masayarakat/LP2M), along with the Faculty/Department/Study Program.

L. Academic Advisor

The determination of credit points as education system provides an opportunity for students to plan and choose courses to take each semester. To plan and select appropriate courses, they are advised to consult with their academic advisor. However, the decision to take them is fully their right in the end.

The Student learning achievement is not solely based on their academic skills, but there are other factors that play a part. In this case, an academic advisor is one of many factors that help them deal with their academic and non-academic difficulties. The followings are the duties of an academic advisor:

a. Helping students to understand and identify their academic interests, talents, and ability.
b. Assisting them to plan for their study by organizing courses in each semester, so that they can effectively and efficiently manage it.
c. Motivating them in the way they could solve problems and take the right decision when facing some.
d. Helping them prepare and develop course plan according to their academic interests, talents, and ability and upload it in the Academic Information System (AIS).
e. Verifying and validating the student SKPI/Surat Keterangan Pendamping Ijazah.
f. Providing consultation for students in terms of preparing for their Final Year Project proposal.

M. Study Load, Duration of Study, and Student Status

1. Study Load

   Students at Syarif Hidayatullah State Islamic University are required to complete:
   a. 144-150 credit points for undergraduate program, except Medicine Study Program and Physician Profession;
b. 24 credit points for profession program;
c. 36 – 48 credit points for master, applied master and specialist-one programs; and
d. 42 -52 credit points for doctoral, applied doctoral, and specialist-two programs.

2. Duration of Study

   All students at Syarif Hidayatullah State Islamic University are obliged to follow the following duration of study based on the Regulation by the Minister of Research, Technology and Higher Education Number 44/2015 on National Standards for Higher Education jo. The Rector's Decree Number 215/2016 about the amendment to the Rector’s Decree number 10/2015 regarding the guidelines for Curriculum Development in Syarif Hidayatullah State Islamic University:
   1. Undergraduate students complete their study in a maximum of five (5) years;
   2. Professional program students complete their study in a maximum of three (3) years. (Doctor, nurse, accountant, psychologist, pharmacist, etc.);
   3. Master, applied master and specialist-one students complete their study in a maximum of four (4) years;
   4. Doctoral students complete their study in a maximum of five (5) years;
3. **Student Status**

   Based on the aforementioned duration of study, there are six (6) types of student at Syarif Hidayatullah State Islamic University:

   1. Current/Active Students (those who re-register and pay tuition);
   2. Non-Active Students (those who do not re-register and do not pay tuition, but required to pay the tuition and the re-registration fee in the next semester);
   3. On-Leave Students;
   4. Moving Students;
   5. Students who resign at their own request;
   6. Successful Students (those who complete their study);
   7. Unsuccessful Students (those who have academic achievement below 2.0/their duration of study is expired)

N. **Administrative Procedures and Academic Services**

   After accepted and admitted as a student at Syarif Hidayatullah State Islamic University in Jakarta, the student is required to know the learning program that he/she takes. To this end, every student must carry out the following:

1. **Re-registration and Course Plan Completion**

   In the beginning of each semester, students are required to do re-registration and complete their course plan in the Academic Information System (AIS). If they fail to do so, they are automatically considered postponing their study and their right as students does not apply. Consequently, to take classes in the next semester, they need to re-register by paying the financial obligations for the current semester as well as the previous one. The duration of study in the semester where they fail to take is counted as duration in the completion of their study as a whole.

   The Electronic Course Plan submission is made during the re-registration with the following conditions:

   a. Students in semester 1 are only allowed to take courses assigned to the semester, and they can take them in the next semester according to the regulations.
   b. Students should know compulsory courses and electives.
   c. Continuous or prerequisite courses are taken in the specified order.
   d. In taking the number of courses and credit point load, students refer to the applicable regulations by considering their GPA and the minimum or maximum number of credit points required.
e. Students are allowed to take courses in cross-study program within the university as long as the substance of the courses, their nomenclature, and their course code are in line with the package of disciplines in the study program the students take;

f. During the study period, students must re-register and complete the Study Plan each semester (including the final year project and academic advisor).

2. Course Plan Revision

Any change, exchange, or cancellation made to the taken course is only available within the specified time according to the academic calendar. In addition, the change, exchange or cancellation is under the approval of Academic Advisor and is recorded on course plan. Consequently, those who fail reporting the change or exchange made to the course according to the given schedule are considered unsuccessful in taking it.

In the last semester, due to some inevitable circumstance in the way the course recorded in course plan is not given in the semester, students are allowed to take other existing courses by the approval of their academic advisor and the Head of Department/Study Program.

3. Leave of Absence

With an acceptable excuse, undergraduate students who has been admitted in at least 2 (two) semesters are granted to take a leave of absence for one (1) semester or two (2) semesters on top during their study. To ensure the quality of their study, they are expected to not take the leave consecutively. This leave of absence is counted into duration of study. During their leave, they are only required to pay administrative fees according to the provisions of tuition fees as stipulated in the Regulation of the Minister of Finance No.168/PMK.05/2017.

Request for leave of absence is submitted to the Rector c/q the Head of Bureau of Academic Administration, Student Affairs, and Cooperation no later than 7 (seven) days prior to the re-registration for the following semester by attaching the following documents:

a. Proof of tuition payment for the latest semester.

b. The latest student achievement record

c. Letter of approval from Academic Advisor and/or Department/Study Program.
If they meet the requirements, the Head of Bureau of Academic Administration, Student Affairs, and Cooperation/The Head of Academic Affairs Division will issue leave of absence letter in which the copy of the letter is forwarded to the Dean, the Sub-division Head of Academic Affairs at the Faculty level, the Finance Department and the Sub-division Head of Academic Information. In turn, the students can get a leave of absence if they have paid the leave administration fee as set by the Regulation by the Minister of Finance Number 168/05/2017.

4. Returning from Leave of Absence

Students who have taken leave of absence for one (1) or two (2) semester(s) are obliged to re-register in the following semester by meeting all requirements of academic administration and finance as regulated and attaching leave of absence letter obtained in the previous semester and proof of leave of absence payment.

5. Short Semester

Short semester is only taken by those who want to retake courses to improve their score. The number of credits they take is a maximum of 9 (nine) credits. The tuition fee for short semester is calculated based on credits, the amount of which is set by the Rector’s Decree. The implementation of the class in short semester is in accordance with the Regulation by the Minister of Finance No. 168/PMK.05/2017.

O. Student Transfer from Syarif Hidayatullah State Islamic University

Current students who are willing to transfer from Syarif Hidayatullah State Islamic University are granted a letter of transfer as long as they are not in leave of absence, under suspension, or dropped out. The followings are procedures for the transfer:

b. The Students submit a letter of request addressed to the Rector c/q the Head of Bureau of Academic Administration, Student Affairs, and Cooperation and attach a letter of transfer authorized by the Rector from the destination university.

c. Letter of approval from Academic Advisor and/or Department/Study Program.

d. Exemption letter as a proof of financial free from the Finance Department or other financial dependents (such as from library and dormitory) is attached along with the letter of request.
e. The Rector c/q the Head of Bureau of Academic Administration, Student Affairs, and Cooperation issues a Letter of Transfer and attaches the student transcript.

f. Copies of the Letter of Transfer are forwarded to the Dean, the Sub-division Head of Academic Affairs at the Faculty level, the Finance Department and the Sub-division Head of Academic Information.

P. Administrative, Academic and Non-Academic Sanctions

1. Administrative Sanctions

   Students who violate the provisions of the academic administration are given the following sanctions:

   a. According to the Rector’s Decree Number 259/2018 on Single Tuition, fines are applied to students who are late to register according to the given schedule with the following criteria: (1) One to seven day(s) for IDR 40,000 and (2) Eight to thirteen days for IDR 80,000.

   b. Students who fail to pay the tuition after the specified period are considered as inactive students.

   c. The inactive status will be revoked or change to active status if the students have paid the tuition and fines.

2. Academic Sanctions

   a. Students who fail to register in two consecutive semesters are sanctioned in the form of termination of study (dropped out of the University).

   b. Students who fail to submit course plan according to the given schedule are not eligible to join classes. If, for instance, they take an exam, the score they obtain is not valid.

   c. Students whose attendance is less than 75% of overall attendance in particular course in a semester are not allowed to take exam and are automatically considered unsuccessful in taking the course.

   d. Students who do not complete structured and/or independent tasks will be penalized delay or cancellation to the score they obtain by the lecturer concerned.

   e. Students who obtain a GPA of less than 2.00 in semester 2, semester 4, semester 6 or semester 8 will consequently be dropped out.

   f. Students who have exceeded maximum duration of study (12 semesters) will be automatically dropped out.
g. Students who are unable to complete required revisions to their final year project after examination within three months from the examination, their final year project score will be cancelled and they must join the subsequent examination.

h. Academic sanctions are proposed by the Faculty team to the Dean and are forwarded to the Rector c/q the Head of Bureau of Academic Administration, Student Affairs, and Cooperation in order to issue the Decree on the termination of study.

3. Non-Academic Sanctions

Students who violate non-academic and legal provisions and moral misconduct will get the following sanctions:

a. Reprimand letter;

b. Letter of warning;

c. Suspension within a certain period;

d. Dropped out.

The aforementioned sanctions are stipulated under the Rector’s decree which refers to the proposal given by the University Senate and the Director of Graduate School after considering the recommendation from a special team comprising of various elements at the faculty, graduate school and university levels. Here, the termination of study with non-academic reasons is only authorized by the Rector.

Q. Graduation

1. Predicate and Completion of Study

a. Predicate is a final assessment process to all courses taken by students, which determine if they successfully pass the assessment.

b. The Determination of passing or completion is carried out in an academic session by the head of the faculty or graduate school and is announced to students.

c. The dean of the faculty or the Director of Graduate School reports the student completion of study to the Rector c/q the Deputy Rector for Academic Affairs no later than 10 days after the date of completion;

d. The requirements to get the Predicate are as follows:

1) Students have passed all the specified courses at least for 144-145 credits (transcript)
2) Students have taken the munaqosah/Final Year Project/thesis/dissertation examinations and have successfully passed the exams. (Examination report)

3) Students have an official report of submission and verification signed by the dean, head of study program, examiner and supervisor regarding their Final Year Project/thesis/dissertation

4) Students are free from any financial dependents by attaching a letter of proof from the Finance Department;

5) Students are free from any library dependents by attaching a letter of proof from the Head of Library;

e. The Predicate is signed by the dean for undergraduate, master and doctoral programs or by the director of Graduate School for master and doctoral programs in the Graduate School;

2. Completion of Study

a. Completion of Study is the determination of completion for students who have successfully finished Undergraduate, Master or Doctoral programs and are entitled to the educational qualifications;

b. The decision on the completion of Study is signed by the Rector;

c. The place, date, month and year of the Rector’s decision becomes the place, date, month and year in which academic certificate and transcripts are issued.

3. Graduation

a. Students who have successfully completed all courses in the study program at Syarif Hidayatullah State Islamic University are entitled to join the graduation with the following procedures:

1) Online graduation registration.

2) Graduation is held four times a year.

3) Graduates use attributes according to the University rules.

4) All graduates led by a graduate read the student pledge.

b. The faculty can choose the best graduate with the following conditions:

1) Those who obtain CGPA of at least 3.50 for undergraduate program and 3.76 for Master and Doctoral Programs;
2) Those who finish their study not more than five years for undergraduate programs, not more than 2 years for graduate or professional program, and not more than three years for doctoral program;
3) Those who achieve their score without joining remedial assessment; and
4) Those who never violate student code of conducts.

c. The best graduates are proposed by the dean from each faculty to be decided under the rector’s decree.

d. In the event that there are two or more students who are entitled to get the best graduate in a particular faculty, a rating is applied based on the following assessment:
   1) The Final Year Project examination score from each candidate;
   2) The score of core courses in the study program;
   3) Non-academic achievements.

4. Academic Certificate
   a. Students who have completed all courses are entitled to get academic certificate, transcript and *Surat Keterangan Pendamping Ijazah*/SKPI (Certificate Supplement) as proof that they have graduated and commenced.
   b. Requirements for collecting the academic certificate:
      1) Students must collect their academic certificate on their own. If, for example, they represent a person, he/she must bring the original power of attorney signed with a 6000 stamp duty and a copy of Identification of the giver and receiver of the authority;
      2) Students must include a proof of graduation online registration;
      3) Students must bring a folder containing dummy academic certificate and transcript;
      4) If an academic certificate is not collected within one (1) year after the graduation ceremony and it is damaged or lost, it cannot be reprinted.

**CHAPTER III**
LOGO, FLAG AND HYMNE

A. Logo
The design of the university logo which consists of blue globe, electron paths, yellow lotus or *sidrah*, white book, and the word UIN in blue with a white line has the following meanings:

1. The globe describes the University’s global insight and the mission of Islam as a Blessing for the Universe (*rahmatan lil alamin*);
2. Electron paths represent science and dynamics and the stability of natural law (*sunnatullah*);
3. The lotus (*sidrah*) means the aspiration of every Muslim to reach the highest knowledge of truth (*ma’rifatul haqq*) for mutual benefit;
4. The book shows a collection of knowledge, instructions for life and morals as well as sources of inspiration and legal rules written in the Qur’an and Hadith which must be followed to develop the University;
5. The white line in the word UIN describes the string of the University as a strong, *istiqamah* (persistent), and determined university that always prioritizes intellectual and moral clarity;
6. The blue color of the globe and the word UIN illustrate the depth of knowledge, peace, and the archipelago that lies between two large seas as regions that bring different world civilizations together; and
7. The yellow color on the electrons and lotus illustrates the University’s ideals towards a golden, brilliant and glorious era.

**B. Flag**

1. **University Flag**
   a. The university flag is rectangular in shape, with a width of two thirds of its length;
   b. The colour of the flag is bright blue, which symbolizes the depth of knowledge, peace, and the archipelago that lies between two large seas as regions that bring different world civilizations together;
   c. The university logo is inserted in the middle of the flag;
   d. Under the logo, the word Syarif Hidayatullah State Islamic University is written.

2. **Faculty Flags**
   a. The Faculty and graduate school flags are rectangular in shape, with a width of two-thirds of their length;
   b. The colour and meaning of the Faculty flags are:
1) The flag of the Faculty of Science Tarbiyah and Teachers Training Sciences is light green in colour, symbolizing the hope of the future;

2) The flag of the Faculty of Adab and Humanities is yellow in colour, symbolizing glory and universal communication;

3) The flag of the Faculty of Ushuluddin is light blue in colour, symbolizing mental clarity;

4) The flag of the Faculty of Sharia and Law is black in colour, symbolizing the firmness of faith and good deeds;

5) The flag of the Faculty of Da’wah and Communication Sciences is light brown in colour, symbolizing a call for truth;

6) The flag of the Faculty of Islamic Studies is blue in colour, symbolizing the depth of religious values;

7) The flag of the Faculty of Psychology is purple in colour, symbolizing peace of mind;

8) The flag of the Faculty of Economics and Business is dark blue in colour, symbolizing the dynamics of life;

9) The flag of the Faculty of Science and Technology is golden yellow in colour, symbolizing brilliance in thinking;

10) The flag of The Faculty of Health Sciences is white in colour, symbolizing physical clarity and sincerity in service to humanity;

11) The flag of the Faculty of Social and Political Sciences is bright red in colour, symbolizing courage and firmness in expressing opinions.

12) The flag of The Faculty of Medicine is white in colour, symbolizing physical clarity and sincerity in service to humanity;

13) The flag of the Graduate School is maroon in colour, symbolizing the passion for the development of science.

c. The University logo is inserted in the middle of the Faculty/Graduate School flags;

d. Under the University logo, the name of each Faculty/Graduate School is written.

C. Hymne
HYMNE UIN

Penuh Hikmat

U I N ha runlahnamuulislam dasar tu juan mu Menja

di lambangkeagungan bang sa bera sas Pan ca si ta Pemba

ngun ji waser ta peng ga li ci ta Islamyanghakdanseja ti Pengem

ban ji wa patri ot nu sa ta nah a ir minta bak ti nu

Jayalahnegara jayalahbangsa U I N bakti nya ta
THE DECREE BY THE RECTOR OF SYARIF HIDAYATULLAH STATE ISLAMIC UNIVERSITY
NUMBER 469/2016

REGARDING

STUDENT CODE OF CONDUCTS
SYARIF HIDAYATULLAH STATE ISLAMIC UNIVERSITY

THE RECTOR OF SYARIF HIDAYATULLAH STATE ISLAMIC UNIVERSITY

Considers:

a. that it is necessary to have planned and optimum efforts in the teaching and learning process and social environmental conservation to prepare and produce the University graduates who have noble, religious, competitive, professional, and high integrity character;

b. that it is necessary to formulate student Code of Ethics based on the considerations mentioned in letter a;

In view of:

1. The Law Number 20/2003 on the National Education System;
2. The Law Number 12/2012 about Higher Education;
4. The Government Regulation Number 19/2005 on National Education Standards;
5. The Government Regulation Number 55/2007 regarding the Religion Education and Religious Education;
6. The Government Regulation Number 13/2015 concerning the Second Amendment to the Government Regulation Number 19/2005 on National Education Standards;
7. The Presidential Decree Number 31/2002 concerning the change
of Syarif Hidayatullah State Islamic Institute into Syarif Hidayatullah State Islamic University;

8. The Regulation by the Minister of National Education Number 17/2010 concerning the Prevention and Control of Plagiarism in Higher Education;

9. The Regulation by the Minister of Religious Affairs Number 6/2013 on Organization and Work Procedure of Syarif Hidayatullah State Islamic University;

10. The Regulation by the Minister of Religious Affairs No. 17/2014 on the Statute of Syarif Hidayatullah State Islamic University Jakarta;

11. The Regulation by the Minister of Religious Affairs Number 15/2014 concerning the Institutional Change of Religious Higher Education;

12. The Regulation by the Minister of Research, Technology and Higher Education Number 44/2015 about National Standards for Higher Education;

13. The Decree by the Minister of Finance No.42/KMK.05/2008 regarding the placement of Syarif Hidayatullah State Islamic University Jakarta under the Ministry of Religious Affairs as a Government Agency that implements Financial Management of Public Service Agency;

14. The Decree by the Director General of Islamic Education Number: Dj.I/255/2007 concerning the Student Rules in Islamic Higher Education;

15. The Letter of the Head of the University Senate to the Rector Number Un.01/SU/KP.07.1/68/2016 regarding the Draft of Student Code of Conducts at Syarif Hidayatullah State Islamic University on June 7, 2016;

HAS DECIDED TO:
Stipulate: THE DECREE BY THE RECTOR OF SYARIF HIDAYATULLAH STATE ISLAMIC UNIVERSITY NUMBER 469/2016 REGARDING STUDENT CODE OF CONDUCTS AT SYARIF HIDAYATULLAH STATE ISLAMIC UNIVERSITY

FIRST: Enforcing the Student Code of Conducts as outlined in the Attachment which is an integral part of this Decree

SECOND: This decree has come into force since the date of its stipulation

Stipulated in Jakarta
on June 17, 2016
Rector,

Prof. Dede Rosyada, MA.
NIP. 19571005 198703 1 003
STUDENT CODE OF CONDUCTS
SYARIF HIDAYATULLAH STATE ISLAMIC UNIVERSITY
CHAPTER I
GENERAL REQUIREMENTS

Article 1
In this regulation, what it means by:
1. University is Syarif Hidayatullah State Islamic University;
2. Rector is the Rector of the University;
3. Students are all students at the University;
4. Code of Conducts is a set of good and bad values written as a reference regarding attitudes, words, actions, behavior, attire and appearance guide that are expected.
5. Student Code of Conducts is the Code of Conducts applied to the students at Syarif Hidayatullah State Islamic University, hereinafter referred to as Student Code of Conducts;
6. Dean is the Dean of the Faculty at the University;
7. Director is the Director of the Graduate School;
8. University Court of Student Conducts is a court appointed by the Rector to give advice/recommendations and provide assistance concerning sanctions to those who violate the Student Code of Conducts;
9. Faculty/Graduate School Court of Student Conducts is a court appointed by the Dean of the Faculty/the Director of the Graduate School to give advice/recommendations and provide assistance concerning sanctions to those who violate the Student Code of Conducts;
10. Violation of the Student Code of Conducts is a violation of the Code of Conducts at Syarif Hidayatullah State Islamic University;
11. Investigation is an effort performed by the Rector or Dean or Director or appointed official in order to seek information and find initial evidence concerning violation of the Student Code of Conducts after receiving a written report;
12. Sanctions are penalties set by the Dean/Director under the recommendation of the Faculty/Graduate School Court of Student Conducts or the Rector under the recommendation of the University Court of Student Conducts;
13. Defense is an effort made by students before the Court of Student Conducts to give reasons and present witnesses that can relieve or release him from sanctions;
14. Rehabilitation is a restoration of name and rights of students who have been sanctioned for violating the Student Code of Conducts and is set forth in the Rector’s Decree.

CHAPTER II
PURPOSES AND OBJECTIVES

Section 2
The purposes of implementing the Student Code of Conducts are:

a. Promoting and upholding the teachings of Islam on campus and daily life;
b. instilling noble characters (al-akhlqal-karimah) in student life;
c. Giving foundation and guidance to students to behave, speak, and act during their study at the University;
d. Guaranteeing the quality improvement of the University.

Article 3
The objectives of implementing the Student Code of Conducts include:

a. Creating a conducive atmosphere for the ongoing learning process at the University;
b. Sustaining the reputation, dignity, and authority of the University as an Islamic Higher Education;
c. Producing Muslim graduates who are noble, religious, competitive and professional, and have leadership and high integrity.
CHAPTER III
RIGHTS AND OBLIGATIONS

Article 4

1) Students have the following rights:
   a. getting academic and administrative services in accordance with the applicable regulations, including services for those with special needs;
   b. using available facilities responsibly;
   c. participating in student activities;
   d. expressing opinions politely, peacefully, responsibly, while respecting the rights of others;
   e. getting an award for the achievements they have achieved;
   f. resigning as a University student.

2) Students have the following obligations:
   a. believing in Allah, the Almighty God;
   b. obeying and practicing religious teachings;
   c. being loyal to the Unitary State based on Pancasila and the 1945 Constitution
   d. upholding the law of the Unitary State;
   e. upholding noble characters with full responsibility;
   f. maintaining the reputation, dignity, and authority of the University;
   g. upholding human values;
   h. upholding the value of honesty, openness, objectivity, criticism, creativity, innovation, accomplishment, hard working, tolerance, friendliness, politeness, and respecting human beings and always willing to develop knowledge;
   i. being persistent to always devote themselves to religion, society, nation, state and humanity;
   j. upholding academic freedom with responsibility.
CHAPTER IV
FORM OF VIOLATIONS

Article 5
A student is considered violating the Student Code of Conducts if they commit one or more of the following actions, both on and off campus:
1. saying dirty and rude words;
2. saying words or making physical contacts that attack or hurt other people’s feelings or cause hostility;
3. violating the standard of attire and appearance guide;
4. committing an act, both in and outside the classroom, that interrupts the teaching and learning process;
5. committing an act that disturb the order, cleanliness, beauty, security and stability of the campus according to the University's regulations;
6. lying;
7. smoking on campus buildings;
8. committing an act that causes noise, riot, and commotion that disrupt the activities at the University;
9. staying on campus;
10. doodling walls and other campus facilities;
11. committing an act of slandering, provocation, and agitation;
12. fighting;
13. damaging campus facilities or infrastructure;
14. gambling;
15. committing fraud;
16. falsifying score or other academic documents;
17. falsifying documents;
18. cheating;
19. defaming a person or institution;
20. threatening or abusing other people (bullying);
21. committing suspicious proximity with the opposite sex;
22. committing suspicious proximity with the same sex;
23. performing an unregistered marriage;
24. taking an anarchic action;
25. ignoring the violations of the Student Code of Conducts without reporting to related parties;
26. refusing to be a witness for cases of violation of the Student Code of Conducts;
27. ignoring the occurrence of criminal acts;
28. committing an act that disturbs peace and public order, public health, public morality, and public security;
29. carrying or using sharp weapons;
30. carrying or using firearms;
31. carrying or using objects that can interfere with or threaten their safety or the safety of others;
32. possessing, carrying, storing, distributing, trading or using drugs (Narcotics, Psychotropic and Addictive Substances) or other illegal drugs for themselves or others for non medical purposes according to a doctor’s prescription/instructions;
33. carrying or consuming intoxicating liquor or drinks;
34. falsifying signatures;
35. committing plagiarism;
36. committing theft, seizure or threat;
37. committing corruption;
38. committing robbery or spoliation;
39. carrying or using explosives;
40. committing sexual promiscuity;
41. committing adultery;
42. committing immoral acts, both with the opposite and same sex;
43. having an abortion or helping others to have an abortion;
44. raping or helping others to rape;
45. committing murder or attempted murder or helping others to commit murder or attempted murder;
46. committing an act of terror;
47. getting involved in terrorism movements;
48. committing physical or mental violence;
49. getting involved in illicit ideology;
50. getting involved in prohibited organizations;
51. committing criminal acts or assisting the occurrence of criminal acts.
CHAPTER V
TYPES OF SANCTIONS

Article 6
1) Sanctions for violating the Student Code of Conducts are academic.
2) Sanctions for violating the Student Code of Conducts are as follow:
   a. Minor sanctions, in the form of verbal or written reprimands;
   b. Moderate sanctions, in the form of elimination of the right to get part or all of the academic and administrative services;
   c. Major Sanctions, in the form of status annulment as a University student or revocation of an academic qualification.

Article 7
1) An act of violating the Student Code of Conducts leads to a minor, moderate or major academic sanction.
2) An act of violating the Student Code of Conducts which is also a criminal offense is given academic sanctions and proceeds according to the law.
3) If an act of violating the Student Code of Conducts with minor sanctions is committed repeatedly or two acts of violation in the category of minor sanctions are committed at once, it will be considered as an act of violation with moderate sanctions.
4) If an act of violating the Student Code of Conducts with moderate sanctions is committed repeatedly or two acts of violation in the category of moderate sanctions are committed at once, it will be considered as an act of violation with major sanctions.

CHAPTER VI
APPLICATION OF THE TYPES OF SANCTIONS

Article 8
1) Violation of the Student Code of Conducts as referred to Article 5 number 1 to 10 is considered as violation with minor sanctions.
2) Violation of the Student Code of Conducts as referred to Article 5 number 11 to 26 is considered as violation with moderate sanctions.
3) Violation of the Student Code of Conducts as referred to Article 5 number 27 to 51 is considered as violation with major sanctions.

CHAPTER VII
SANCTION ESTABLISHMENT PROCEDURES

Article 9
The sanction to the Student Code of Conducts is established through the following stages:
1) A written report addressed to the Dean/Director or the Rector for alleged violations of the Student Code of Conducts is made by fellow students, lecturers, employees, and/or other parties;
2) Investigation on the alleged report of violations of the Student Code of Conducts along with the preliminary evidence is carried out no later than 10 working days after the alleged report is received;
3) Investigation on the suspected violator of the Student Code of Conducts and witnesses is conducted no later than 22 working days after the alleged report is received;
4) An Official Investigation Report is made no later than 29 working days after the alleged report is received;
5) A Court of Student Conducts is formed by the Dean/Director or the Rector no later than 36 working days after the alleged report is received;
6) an Official Investigation Report is submitted by the Dean/Director or the Rector to the Court of Student Conducts no later than 43 working days after the alleged report is received;
7) Case investigation is conducted by the Court of Student Conducts no later than 50 working days after the alleged report is received;
8) Recommendations made by the Court of Student Conducts is handed to the Dean/Director or the Rector no later than 57 working days after the alleged report is received;
9) Sanctions are established in term of a decree by the Dean/Director or the Rector no later than 64 working days after the alleged report is received;
10) The decree concerning the established sanction is delivered to the violator of the Student Code of Conducts no later than 71 working days after the alleged report is received;
11) The established sanctions are implemented by the violator of the Student Code of Conducts and all related parties.

**Article 10**

1) Students who get sanctions decided under the Decree by the Dean/Director can write an objection letter addressed to the Rector and a copy to the Dean/Director, no later than 10 working days after receiving the decree;

2) The Rector checks the objection letter concerning the established sanctions and evidence no later than 10 working days after the objection letter is received;

3) After the Rector considers that there is a new evidence for the objection, the Rector forms a University Court of Student Conducts no later than 17 working days after the objection letter is received;

4) The Rector submits the objection letter to the University Court of Student Conducts no later than 24 working days after the objection letter is received;

5) The University Court of Student Conducts examines or investigates the case without presenting the students who submit the objection and witnesses, no later than 31 working days after the objection letter is received;

6) Recommendations made by the University Court of Student Conducts are handed to the Rector no later than 38 working days after the objection letter is received;

7) The Rector accepts or rejects the objection by stipulating a decree and forwarding a copy to the Dean/Director, no later than 45 working days after the objection letter is received;

8) The Rector’s decree concerning the acceptance or rejection is delivered to the students who filed the objection, no later than 52 working days after the objection letter is received;

9) If, for example, the objection letter is accepted based on the recommendations made by the University Court of Student Conducts, the Rector mentions restoration of name and rights for the students in the Decree.

**Article 11**

1) An alleged violation of the Student Code of Conducts in minor sanctions expires if the written report is not received by the Dean/Director or the Rector 3 (three) months after the occurrence of the violation.

2) An alleged violation of the Student Code of Conducts in moderate sanctions expires if the alleged violator is no longer a student.
3) An alleged violation of the Student Code of Conducts in major sanctions never expires.
4) An alleged violation of the Student Code of Conducts in minor, moderate or major sanctions and considered as a part of criminal offense expires in accordance with the criminal law provisions.

CHAPTER VIII
COURT OF STUDENT CONDUCTS

Article 12
1) Members of the Court of Student Conducts are appointed from the Faculty Senate/Graduate School/University Senate Conduct Commission members, and officials promoted by the Dean/Director or the Rector.
2) The Court of Student Conducts meets in private by presenting the suspected violator of the Student Code of Conducts and witnesses for the court session.
3) The suspected violator of the Code of Conducts is given an opportunity to defend himself/herself by presenting information, arguments, or witnesses the court session.

CHAPTER IX
MONITORING AND EVALUATION

Article 13
1) The Head of the Faculty Senate/Graduate School, along with the Head of Faculty Senate/Graduate School Conduct Commission monitors the implementation of case handling concerning the violations of the Student Code of Conducts at the Faculty/Graduate School level;
2) The Head of the University Senate, along with the Head of the University Senate Conduct Commission monitors the implementation of case handling concerning the violations of the Student Code of Conducts at the University level;
3) The Head of the Faculty Senate/Graduate School, along with the Head of Faculty Senate/Graduate School Conduct Commission holds a forum or meeting to evaluate the implementation of the commission duties at least once a year;
4) The Head of the University Senate, along with the Head of the University Senate Conduct Commission holds a forum or meeting to evaluate the implementation of the commission duties at least once a year;
CHAPTER X
BUDGET

Article 14
1) The Dean/Director provides an adequate budget for the implementation of all stages in handling cases concerning the violations of the Student Code of Conducts at the Faculty/Graduate School level;
2) The Rector provides an adequate budget for the implementation of all stages in handling cases concerning the violations of the Student Code of Conducts at the University level;

CHAPTER XI
CLOSING

Article 15
Any technical matters that have not been adequately regulated in this decree are further stipulated in the Rector’s Decree;

Stipulated in Jakarta
on June 17, 2016
Rector,

Prof. Dede Rosyada, MA.
NIP. 19571005 198703 1 003
THE DECREE BY THE RECTOR OF SYARIF HIDAYATULLAH
STATE ISLAMIC UNIVERSITY
NUMBER 664/2018

REGARDING

AMENDMENT TO THE DECREE NUMBER 574/2018 ABOUT THE ACADEMIC CALENDAR FOR UNDERGRADUATE PROGRAM AT SYARIF HIDAYATULLAH
JAKARTA STATE ISLAMIC UNIVERSITY

BY THE GRACE OF THE ALMIGHTY GOD
THE RECTOR OF SYARIF HIDAYATULLAH STATE ISLAMIC UNIVERSITY
JAKARTA,

Considers :  a. that in connection with the changes made in the Academic Calendar for Undergraduate Program at Syarif Hidayatullah State Islamic University for the 2018/2019 - 2019/2020 Academic Year, it is necessary to amend the Rector’s Degree Number 574/2018;

b. that it is necessary to stipulate the amendment to the Rector’s Decree Number 574/2018 based on the consideration referring to letter a;

In view of
1. The Law Number 12/2012 about Higher Education;
3. The Regulation by the Minister of Religious Affairs Number 6/2013 on Organization and Work Procedure of Syarif Hidayatullah State Islamic University as amended by the most recent regulation by the Minister of Religion Affairs Number
HAS DECIDED TO:

1/2018 concerning the Second Amendment to the Regulation by the Minister of Religious Affairs Number 6/2013 on Organization and Work Procedure of Syarif Hidayatullah State Islamic University;

4. The Regulation by the Minister of Religious Affairs No. 17/2014 on the Statute of Syarif Hidayatullah State Islamic University Jakarta;

5. The Regulation by the Minister of Finance Number 49/PMK.02/2017 on Standard Costs for the 2018’s Budget;

6. The Decree by the Minister of Finance No.42/KMK.05/2008 regarding the placement of Syarif Hidayatullah State Islamic University Jakarta under the Ministry of Religious Affairs as a Government Agency that implements Financial Management of Public Service Agency.

FIRST: Amending the Decree by the Rector of Syarif Hidayatullah State Islamic University Number 574/2018 so that it becomes what is stated in the Decree as an integral part of this Decree;

SECOND: With the enactment of this Decree, the Rector’s Decree Number 574/2018 regarding the Academic Calendar for Undergraduate Program at Syarif Hidayatullah State Islamic University for the 2018/2019 - 2019/2020 Academic Year is revoked and declared invalid;

THIRD: This decree has come into force since the date of its stipulation

Stipulated in Jakarta
on October 18, 2018
Rector,

Prof. Dede Rosyada, MA.
NIP. 19571005 198703 1 003

Attachment

I. Teaching and Learning

A. Odd Semester

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Academic Year</th>
<th>Academic Year</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2018-2019</td>
<td>2019-2020</td>
</tr>
<tr>
<td>1.</td>
<td>Course offer and schedule</td>
<td>May 14, 2018</td>
<td>June 17 – 28, 2019</td>
</tr>
<tr>
<td>2.</td>
<td>Re-registration</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>a. Current students (Course Plan Completion)</td>
<td>July 02 – 20, 2018</td>
<td>August 05 – 16, 2019</td>
</tr>
<tr>
<td></td>
<td>b. New students</td>
<td>May – August 16, 2018</td>
<td>May – August 16, 2019</td>
</tr>
<tr>
<td>3.</td>
<td>Community Service Program</td>
<td>*****</td>
<td>*****</td>
</tr>
<tr>
<td>4.</td>
<td>Student Orientation (Introduction to Academic and Student Culture)</td>
<td>August 28 – 29, 2018</td>
<td>August 26 – 29, 2019</td>
</tr>
<tr>
<td>5.</td>
<td>Revision to Electronic Course Plan</td>
<td>September 03 – 07, 2018</td>
<td>August 26 – 30, 2019</td>
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<tr>
<td>7.</td>
<td>Mid-Semester Examination</td>
<td>October 22 – 26, 2018</td>
<td>October 21 – 25, 2019</td>
</tr>
<tr>
<td>8.</td>
<td>Week-off</td>
<td>December 26 – 31, 2018</td>
<td>December 23 – 27, 2019</td>
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B. Even Semester

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
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<th>Academic Year</th>
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<tbody>
<tr>
<td></td>
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<td>2018-2019</td>
<td>2019-2020</td>
</tr>
<tr>
<td>No.</td>
<td>Activity</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>2018-2019</td>
</tr>
<tr>
<td>1.</td>
<td>Course offer and schedule</td>
<td>November 12, 2018</td>
<td>November 11, 2019</td>
</tr>
<tr>
<td>2.</td>
<td>Electronic Course Plan completion (Short Semester)</td>
<td>November 13 - 22, 2018</td>
<td>November 12 - 22, 2019</td>
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<tr>
<td>3.</td>
<td>Announcement on Short Semester Schedule</td>
<td>November 26, 2018</td>
<td>November 25, 2019</td>
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<td>4.</td>
<td>Paying Short Semester Fees</td>
<td>November 26 - 30, 2018</td>
<td>November 26 - 29, 2019</td>
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</table>

C. Short Semester

Odd – Even Semesters

<table>
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<th>No.</th>
<th>Activity</th>
<th>Academic Year</th>
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<tr>
<td></td>
<td></td>
<td></td>
<td>2018-2019</td>
<td>2019-2020</td>
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<tr>
<td>1.</td>
<td>Course offer and schedule</td>
<td>April 29, 2019</td>
<td>April 27, 2020</td>
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<tr>
<td>2.</td>
<td>Electronic Course Plan</td>
<td>April 30 – May 17, 2019</td>
<td>April 28 – May 12, 2020</td>
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<tr>
<td></td>
<td></td>
<td>The 111th Graduation</td>
<td>The 115th Graduation</td>
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</tr>
<tr>
<td>1.</td>
<td>Online Registration on AIS</td>
<td>October 26, 2018 – February 04, 2019</td>
<td>October 28, 2019 – February 07, 2019</td>
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<tr>
<td>2.</td>
<td>Submitting the name of the best graduate by the Faculty to the University</td>
<td>February 07, 2019</td>
<td>February 10, 2020</td>
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<tr>
<td>3.</td>
<td>Commencement Ceremony</td>
<td>February 23 – 24, 2019</td>
<td>February 23 – 24, 2020</td>
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<td></td>
<td></td>
<td>The 112th Graduation</td>
<td>The 116th Graduation</td>
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</tr>
<tr>
<td>1.</td>
<td>Online Registration on AIS</td>
<td>February 18 – May 17, 2019</td>
<td>February 17 – June 05, 2020</td>
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<td>2.</td>
<td>Submitting the name of the best graduate by the Faculty to the University</td>
<td>May 20, 2019</td>
<td>June 08, 2020</td>
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<tr>
<td></td>
<td></td>
<td>The 113th Graduation</td>
<td>The 117th Graduation</td>
<td></td>
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<tr>
<td>1.</td>
<td>Online Registration on AIS</td>
<td>June 24 – July 18, 2019</td>
<td>June 22 – July 24, 2020</td>
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<tr>
<td>2.</td>
<td>Submitting the name of the best graduate by the Faculty to the University</td>
<td>July 19, 2019</td>
<td>July 27, 2020</td>
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<tr>
<td>3.</td>
<td>Commencement Ceremony</td>
<td>August 03 – 04, 2019</td>
<td>August 15 – 16, 2020</td>
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<td>The 114th Graduation</td>
<td>The 118th Graduation</td>
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<tr>
<td>1.</td>
<td>Online Registration on AIS</td>
<td>August 05 – October 11, 2019</td>
<td>August 10 – October 16, 2020</td>
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<tr>
<td>2.</td>
<td>Submitting the name of the best graduate by the Faculty to the University</td>
<td>October 14, 2019</td>
<td>October 19, 2019</td>
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### III. The University’s Anniversary

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<td>2018-2019</td>
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<tr>
<td></td>
<td>The 62\textsuperscript{nd} Anniversary</td>
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<tr>
<td>1.</td>
<td>The University’s Anniversary</td>
<td>May 20, 2019</td>
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</tbody>
</table>

### IV. Student Admission

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2018-2019</td>
</tr>
<tr>
<td>1.</td>
<td>SPMB Test Taker Handbook Formulation</td>
<td>January 02 – March 31, 2019</td>
</tr>
<tr>
<td>2.</td>
<td>Information dissemination</td>
<td>September 03 – May 31, 2019</td>
</tr>
<tr>
<td>3.</td>
<td>Socialization</td>
<td>September 03 – May 31, 2019</td>
</tr>
<tr>
<td>4.</td>
<td>SPMB</td>
<td>March 18 – May 17, 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>June 22, 2019</td>
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<tr>
<td></td>
<td></td>
<td>July 26, 2019</td>
</tr>
<tr>
<td></td>
<td>a. Registration</td>
<td>July 29 – August 16, 2019</td>
</tr>
<tr>
<td></td>
<td>b. Written Test</td>
<td>August 26 – 29, 2019</td>
</tr>
<tr>
<td></td>
<td>c. Test Result Announcement</td>
<td>September 02, 2019</td>
</tr>
</tbody>
</table>

Rector,

Prof. Dede Rosyada, MA.

NIP. 19571005 198703 1 003
RE-REGISTRATION AND COURSE PLAN COMPLETION SCHEME
FOR CURRENT STUDENT

Student → Paying tuitions through Bank → Study Plan Completion on AIS → Successfully registered

Validation and Approval by Academic Advisor

LEAVE APPLICATION SCHEME

Active Student → Leave Application addressed to the Dean by attaching the following documents:
Proof of tuition payment for the latest semester.
The latest student achievement record
Letter of approval from Academic Advisor and/or Department/Study Program.

→ Study Plan Completion on AIS → Accepted

Rejected

A leave of absence letter is issued by the Head of Bureau of Academic Administration, Student Affairs, and Cooperation/ The Head of Academic Affairs Division

The Dean/Deputy Dean forwards the application to the Rector c/q the Head of Bureau of Academic Administration, Student Affairs, and Cooperation

→ Copies of leave of absence letter are forwarded to the Dean/Study Program/Finance Department
RETURNING FROM LEAVE OF ABSENCE SCHEME

- Paying tuitions through Bank
  > Submitting proof of payment and a copy of Leave of Absence Letter to the Finance Department for Validation
  > Completing Study Plan (Status Restored)

GPA AND CGPA COLLECTION SCHEME

- Students join final exam
  > Lecturers input the score on AIS no later than 14 days after the exam
  > Students conduct Lecturer Evaluation (EDOM) on AIS
  > The Academic Affairs Division signs the CGPA
  > Study Program validates the GPA/CGPA
  > Students can access AIS and print their GPA/CGPA
ACADEMIC INFORMATION SYSTEM (AIS)

USAGE GUIDELINES

1. Overview of AIS

   Academic Information System (AIS) is an academic administration system newly developed by Syarif Hidayatullah State Islamic University and managed by Pusat Komputer dan Sistem Informasi/PUSKOM (Center for Computer and Information System) as its leading sector. This system outlines the teaching learning process including Course Plan completion, Academic Advisor validation, assessment, and graduation. In its report format, it uses barcode facility as a validation tool for printouts carried out by all stakeholders (students, lecturers, etc.). It is also developed using Java as its language program, Postgres as its database and ZKoss as framework. It is easily accessible through the AIS homepage.

2. User Settings
   a. Change Password

      Change password is a menu used to change student password in the AIS system. The menu can be accessed as follows:
After clicking the change password menu, the page will appear as follows:

![Change Password Interface](image)

Fill in the old password and new password in the fields provided. If it’s already filled in, click the **button. If the change has been successfully made, the following notification will appear:

![Password Change Success Notification](image)

3. **PDF Report**
   
a. **Academic Transcripts**

   This menu is used to print academic transcripts. To print the academic transcripts, follow the instructions as shown below:
After clicking the “academic transcripts”, the following window will appear:

Choose the date to select the date of the transcript you are willing to print. The following is the example of academic transcripts:

b. Study Result (GPA/CGPA)
This menu is used to print the study results. To make a printout, click the “study results” as shown below:

Simply select the study results according to the semester you desire. The following is a sample of the study results format:

c. Study Results in Short Semester

This menu is used to print the Short Semester study results. To print the results, click the “Short Semester study results” as shown below:
After clicking the “Short Semester study results”, the following display will appear:

To select the semester to print, click the “academic year” box. Here, the report format is according to the short semester you select. Click the “print” button to print the results and the following display will appear:

Click OK to view the results in PDF format and open it with the application installed on your computer. The following is an example of Short Semester study results:
4. Course Plan and Assessment Scheme

a. Course Plan Scheme

The following diagram shows the steps to complete the Course Plan and the process to get an approval from Academic Advisors. Before filling in the Course Plan, students will be asked by the system regarding payment status, maximum number of credit points to take, timetable clash, and validation made by their Academic Advisors.

The figure below outlines the relationship between students and lecturers during the Course Plan completion and validation:
Start

The system checks their payment

Not made payment

made payment

The system checks if they have an Academic Advisor

Having an Academic Advisor

No offered Courses are completed

Bank/Finance Department

Academic Advisors

Academic Division at the Faculty/Study Program Level

Make payment through bank with host to host system

Not having an Academic Advisor

Inputting the Academic Advisor

Inputting the offered Courses
b. Assessment Scheme

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Lecturer (Systemized)</th>
<th>Student (Systemized)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Start</td>
<td>Start</td>
</tr>
<tr>
<td></td>
<td>Selecting the Course to teach</td>
<td>Checking scores</td>
</tr>
<tr>
<td></td>
<td>Matching the schedule</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Automatically generated by the system</td>
<td>Printing GPA/CGPA</td>
</tr>
<tr>
<td></td>
<td>Inputting the weighting value (if not, system default)</td>
<td>GPA/CGPA</td>
</tr>
</tbody>
</table>
c. Teaching Learning Activity

The “Teaching Learning activities” submenu is used to view activities conducted during the teaching learning process. Click it to access the activities:

After the click, the following display will appear:
d. Attendance Status

This submenu is used to access student attendance status in one course. Click it to see your status as shown below:

After the click, the following display will appear:

The followings describe each feature in the submenu:

- The button is used to view the list of courses in each semester, as shown below:
✓ The button is used to view the details of the course in each semester. See the following figure:

![Course Details](image1.png)

✓ The button is used to view class meeting details as seen in the following display:

![Class Meeting Details](image2.png)

✓ The button is used to download the file. After clicking the button, the following window will appear:

![File Download Window](image3.png)

e. Assessment
This submenu is used to access the list of scores. Students can see such assessment in the academic information system. To access it, click the submenu as shown below:

After the click, the following display will appear:

- The button is used to view the courses detail each semester as seen below:

- The button is used to access the score detail in each course. Take a look at the following figure:
The **Cetak Nilai** button is used to print the list of courses that have been assessed. The following is a display of the Study Results:

After clicking the “Study Results”, the following window will come up:

The report format is according to the semester you select to print. The following is a sample of the study results:
When clicking the “transcript”, the following display will appear:

![Transcript Display](image1)

Choose the date to select the date of the transcript you are willing to print. The following is the example of academic transcripts:

![Academic Transcript](image2)

If you click the “Cumulative Grade Point Average”, the following display will come up:

![Cumulative Grade Point Average Display](image3)
Choose the date to select the date of the Cumulative Grade Point Average (CGPA) you are willing to print. The following is the example of CGPA format:

f. Course Plan Completion

Students can complete their Course Plan in the Academic Information System. However, they can only access it during re-registration period in the early semester. Click the “Course Plan Completion” sub menu as shown below:

After the click, the following window will appear:
The description on each feature in the course plan sub menu is outlined as follows:

- The Green indicates that students have completed the Course Plan, while the Red color shows the number of courses that have not been approved. At last, the Blue means the approved courses.

- The button is used to view the courses detail in each semester as shown below:

- The button will display the following page:

- Students can simply tick the course they are willing to take as shown in the above picture. If the course selection is complete, click the button to save or the button to cancel. To search for other courses, click the button. If you click the button, the system will display the following window:

Click the button to save or the button to cancel.
g. Attendance Status

This submenu is used to see the student attendance status in short semester. Simply click it to check the attendance status:

After the click, the following window will appear:

- The button is used to check the list of courses in each semester as shown below:
The button is used to access the courses detail in each semester. See the following display:

The button is used to view class meeting details as seen in the figure:

The button is used to download the file. After clicking the button, the following window will appear:

**h. Assessment in Short Semester**

This submenu is used to access the list of scores in Short Semester. Students can see such assessment in the academic information system. To access it, click the submenu as shown below:
After the click, the following display will appear:

The features are outlines in the following points:

- The button is used to view the courses detail each semester as seen below:

- The button is used to access the score detail in each course. Take a look at the following figure:

- The button is used to print the list of courses that have been assessed as seen in the following figure:

i. **Course Plan Completion for Short Semester**

   This submenu is used to complete the Course Plan in Short Semester. Students can complete it in the Academic Information System. Click the “Course Plan Completion for Short semester” to gain access:
After the click, the following window will appear:

- The **button is used to view the Short Semester courses detail in each semester as shown below:

- Click the **button to display the following window:
Students can simply tick the course they are willing to take as shown in the above picture. If the course selection is complete, click the button to save or the button to cancel. To search for other courses, click the button. If you click the button, the system will display the following window:

Click the button to save or the button to cancel.

- Click the button to print. The figure below is the PDF format of the Course Plan:

j. Teaching-Learning Calendar

This submenu is used to access the course schedule that students take. They can use it as their history during their study including the room number, time and the name of lecturers from the beginning until the end of the study. To access it, simply click the “teaching-learning calendar” as shown below:
After the click, the following window will come up:

The students can check the course schedule in the above window. They can also make selection according to the academic year and semester.

5. **Student Profile**

Students can view and edit student their profile in the Academic Information System. The menu used to view their profile is outlined as follows:

After clicking the “student profile”, the following window will come up:
Note: students are expected to update their profile at any time for scholarship and other purposes.

6. Student Payment Information

Students can access the student payment information in the Academic Information System. The payment is made according to the schedule specified by the Finance Department. If the payment is not made, the student status will be **inactive**. The menu used to access the student payment information is as follows:

![Menu to Access Student Payment Information]

After clicking the “student payment information”, the following window will appear:

![Window Displaying Payment Information]

7. Help

Students can click and download the “help” submenu to use the system in the Academic information system.

![Help Submenu]

After clicking the “help”, the following window will come up and hit okay to download:

Finally, the PDF file is downloaded as seen in the figure below:

8. **Standard Operating Procedure (SOP)**

a. **SOP on Course Plan**

1) Related Parties: Students, Academic Advisors, and Departments/Study Programs

2) Working Procedure:
   a) The Study Program/Department party inputs the courses offered in the Academic Information System.
   b) The students complete their Course Plan by logging into their account.
   c) The students who have made tuition payments can fill and complete the Course Plan on the system.
   d) The students select the list of courses offered. The number of credits they take is adjusted to their GPA achievement in the previous semester.
   e) After completing the Course Plan, they can print it.
   f) After the Course Plan is complete, the Academic Advisors must validate the one that belongs to the student under their guidance so that the student's name is included in the list of attendance and assessment.
g) After the Academic Advisors validate the Course Plan, the Department/Study Program prints the list of attendance.

b. SOP on Attendance and Teaching-Learning Process
   1) Related Parties: Students, Lecturers, and Departments/Study Programs
   2) Working Procedure:
      a) After the Academic Advisors validate the Course Plan, the Department/Study Program prints the list of attendance.
      b) The lecturers can upload the files related to teaching-learning process and check the student list of attendance.
      c) The students can download the files uploaded by the lecturers and check the student list of attendance.

c. SOP on Assessment
   1) Related Parties: Students, Lecturers, and Departments/Study Programs
   2) Working Procedure:
      a) The lecturers select the course and class they are willing to teach and upload the student score into the system according to the specified time.
      b) The assessment here includes Formative Assessment, Mid Semester Examination and Final Examination which is equal to 100 in sum.
      c) If the lecturers do not upload the score into the system, the student score will automatically be an “E” which consequently affects the students in completing their Course Plan in the next semester.
      d) The students can access their score and GPA in the system by logging into their account.
      e) The Departments/Study Programs can print the student score uploaded by the lecturers.

d. SOP on Short Semester
   1) Related Parties: Students, Departments/Study Programs and Lecturers
   2) Working Procedure:
      a) The Departments/Study Programs inputs the courses offered in the Academic Information System.
b) Students who are willing to join the Short Semester complete the Course Plan in the system.

c) The lecturers input the student score for the Short Semester in the system.

d) The students access their score for the Short Semester in the system.

9. Frequently Asked Questions

Q : When I fill in the Course Plan, the courses that I am willing to take are not available. Why does it happen?
A : This happens because your Study Program has not yet made a schedule regarding the courses offered. Please confirm it to your Study Program.

Q : I have already made payments when I fill in the Course Plan. However, the system says “You have not made any payment this semester”. Why does it happen?
A : Please contact the University Finance Department on the third floor in the Rectorate Building to validate your payment by showing the proof of payment from the Bank.

Q : Why can’t I have an access to complete the Course Plan?
A : Please be advised that one of the conditions to have an access to complete the Course Plan is that you have already made payment. If you haven’t made any, the system will automatically deny your access. In another case, the possibility is that you haven’t got an academic advisor. Please contact the academic division at the Faculty Level to input by your Academic Advisor in the system.

Q : Why can’t I take more than 22 credit points although my Grade Point Average (GPA) is above 3?
A : If this happens, please check your GPA in the previous semester to make sure that all scores are input and your GPA is above 3. If it does not match, please confirm it to the Study Program.

Q : How do I consider taking the number of credit points in accordance with the GPA in the Academic Information System?
A : The limit for taking credits with the applicable GPA at the University is as follows, GPA of 3.00-4.00 = 24 credit points, GPA 2.50-4.00 = 21 credit points, GPA 2.00-2.49 = 18 credit points, GPA 1.50-1.99 = 16 credit points and GPA 1.00-1.49 = 14 credit points respectively.
10. Academic Information Website
   1) Academic Information System (AIS)
      http://ais.uinjkt.ac.id;
   2) Research Information System (SIRI)
      http://siri.uinjkt.ac.id;
   3) The University’s Library Catalog System
      http://katalog.uinjkt.ac.id;
   4) Alumni Tracer System (Beta Version - 2011)
      http://alumni.uinjkt.ac.id;
   5) Host to Host Real Time Payment;
   6) Supporting Websites:
      a. Center for Computer (http://puskom.uinjkt.ac.id)
      b. Research Institute (http://lemlit.uinjkt.ac.id)
      c. Quality Assurance Institute (http://lpjm.uinjkt.ac.id), etc.