UNIVERSITAS NEGERI PADANG

STUDENT HANDBOOK

TABLE OF CONTENTS

FOREWORD

Universitas Negeri Padang (UNP) is an educational institution designed to create competitive educators in education, science, technology, sports, and arts across the Southeast Asian region and supported by piety to God Almighty. Therefore, UNP has developed approaches in the form of programs and activities to achieve this. This employee handbook contains current information on the governance of employee in the Universitas Negeri Padang.

SCOPE

This student handbook is a guidance for all students in Universitas Negeri Padang. This book contains a guidance on curriculum, academic organization, final project, information technology services and international class. By using this guidance, all students have a clear information in managing their study.

CHAPTER I
INTRODUCTION

Universitas Negeri Padang (UNP) is the result of the conversion of Teachers' Training college Padang into the university, which in originally named the College of Teacher Education (onset). Since its establishment on September 1, 1954, the UNP has undergone many changes. In the history of its development, the changes that occur include not only the name and domicile, but also status and educational programs are developed in accordance with the policies to meet the demands of the development of education in the country. These changes can be classified into five periods, namely the period of onset Batusangkar, FKIP period Andalas University in Batusangkar Bukittinggi, FKIP period Andalas University in Padang, Jakarta Branch IKIP period Padang, Padang IKIP period and the period of the UNP.

On February 17th 2015, UNP changed its status from PTN Satuan Kerja into PTN "Badan Layanan Umum (PTN BLU)". This transformation is based on the Ministry of Finance of Republic Indonesia decree No. 335**/KMK.05/2015**, 17 February 2015. Accordingly, UNP has got its legal mandate to be a full BLU and has a more flexibility in managing it financial resources, assets and services. This is also in line with the Government Regulation No 23, 2005 about Financial management of BLU and the Government Regulation No 74, 2012 about the amendment of the previous regulation. In addition, UNP becomes the first BLU in 2015.

Universitas Negeri Padang has 8 faculties, including Faculty of Education, Faculty of Language and Arts, Faculty of Math and Natural Sciences, Faculty of Social Sciences, Faculty of Engineering, Faculty of Sport Science, Faculty of Economics, Faculty of Tourism and Hospitality and one Graduate program. Totally, UNP has 100 study program and has been accredited "A" by the National Accreditation Board of Higher Education (BAN PT)

Universitas Negeri Padang has conducted the international class for 14 study programs in 8 faculties since 2017, including Guidance and Counseling, Indonesian Language and Literature Education, English Language Education, Mathematics Education, Biology Education, Physics Education, Chemistry Education, Natural Science Education, Geography Education, Electrical

Engineering Education, Physic Education, Sport Coaching Education, Economics Education and Home Economics Education. This program is in line with the vision of the UNP to become one of leading universities in Southeast Asia. This program aims to produce graduates who can compete in the global market with their expertise in the educational field.

A. Vision

To become a leading and outstanding university, based on devotion to God, competing globally in the fields of educational sciences, science, technology, sport, language and arts in South East Asia, by 2020.

B. Mission

1. To perform quality of education in the field education, science, technology, sports, and art based on devotion to God

2. To conduct research and disseminating knowledge, research and innovative learning at national and international levels

3. To organize society actvities as an effort to apply education, science, technology, sports, and art for the nation's progress

4. To improve governance system of the University

5. To improve colaboration of local, national, and international

6. To expand and implement the policies to aim one of the International University

C. Goals

- To produce professionals who moral and religious education, science, technology, sports and arts

- To generate the graduates who are competitive and adaptive toward changes environment global

- Creating an intelligent student, polite, healthy physically, and spiritually.

- Produce the scientific work and innovative learning model

- Spread out of science, research, and learning model at the national and international level.

- To increase the quantity and quality of implementation education, science, technology, sports and arts through dedication of society

- To help society in solving social problems by utilize research results.

- The realization of good governance (good university governance).
- Implementation of quality service according to customer requirements.
- Establishment of cooperation at the local, national, and international.
- The realization of superior universities in Southeast Asia in 2020.
- Establishment of an academic culture that global perspective

D. Motto

The motto of UNP is "Alam takambang jadi guru" or outspread nature as teachers. The motto means that academicians Universitas Negeri Padang is always responsive and proactive to the environment.

E. Graduate Competences

The graduates of International Class from Universitas Negeri Padang have competences as follows:

1. Guidance and Counseling Study Program, Faculty of Education

a. Able to understand basic planning, application, evaluation, and follow-up analysis of guidance and counseling that encompass the four basic competencies (pedagogical competence, personal competence, social competence, basic service competence) for every field, type, and level of education program/unit

b. Able to do needs analysis (by using test and non-test instruments) to design basic service of guidance and counseling by applying the concepts of education, psychology, and culture

c. Able to apply various techniques and approaches in giving basic service of guidance and counseling by considering individual characteristics and environment aspect of learners in accordance with code of conduct of guidance and counseling organization

d. Able to evaluate the results of basic guidance and counseling services by applying scientific, practical, and religious concepts and principles

e. Able to analyze and follow up the results of basic guidance and counseling services by applying the standard used at the field, type, and level of education program/unit

f. Able to write the report of basic guidance and counseling services based on the standard used at the field, type, and level of education program/unit

2. Faculty of Languages and Arts

Faculty of Languages and Arts has two international classes, including:

a. *Indonesian Language and Literature Education Study Program*

1) Ability to apply knowledge of the field of linguistic and Indonesian literary, and learning to plan, implement, evaluate and follow up the results of the evaluation of learning, research, and education in the field of language and Indonesian literature in accordance with the applicable curricular demands, the professional competence of teachers, as well as the five pillars education.

2) Ability to design and carry out activities in the field of journalism, editorial, and public relations in accordance with the rules of Indonesian diverse journalism, journalism ethics, editorial and public relations by taking into account the values, norms, religion, and local conditions.

3) Mastering the theoretical concepts of language, literature, learning, research, and in the field of language and literature Indonesia.

4) Mastering the concepts of journalistic, editorial, and public relations, as well as able to resolve procedural issues in the field of linguistics, literature, research, education, journalism, editorial and public relations, according to the dynamics of Indonesian language and literature, social norms, religious and conditions local.

5) Ability to apply the methodology of research in the field of education Indonesian language and literature in the practice of research and study Indonesian language and literature education.

6) Ability to apply logical thinking, critical, systematic, and innovative in the context of the development or implementation of science and / or technology that takes into account and apply the value of the humanities in accordance with the areas of expertise

7) Mastering the basic theories of BIPA and BIPA able to apply the basic theory in Indonesian learning for foreign speakers.

8) Able to make decisions and practical problem solving, rational, functional and practical issues related to language, literature, teaching, counseling, journalistic, editorial, and public relations in accordance with the dynamic development of Indonesian language and literature, social norms, religion, and local conditions.

9) Have a positive attitude, optimistic, sensitive, realistic and responsible in the areas of teaching, research, extension, editorial, public relations and practices in accordance with the values of norms, religion, and local conditions as appropriate.

10) Respect for cultural diversity, views, religions, and beliefs, and opinions or original findings of others and contribute to improving the quality of life of society, nation, state, and the progress of civilization based on Pancasila.

b. **English Language Education Study Program**

1) Having the knowledge of language and communication skills of oral and written English proficiency equivalent to the ITP TOEFL score of 500.

2) Having the knowledge of the basic concepts of linguistics, including the linguistic structure, language use, language as a social phenomenon, and the universal language.

3) Having the knowledge of the basic concepts of literary genre and their application in the analysis of prose, poetry, and drama.

4) Having the ability to develop a positive understanding of the differences between cultures towards tolerance and cultural adaptation.

5) Having the knowledge of English Language Teaching consisting of curriculum, syllabus, characteristics of learners, instructional design, selection and adaptation of the materials, the models of learning, assessment, and learning resources both in primary and secondary level.

6) Having the ability to apply instructional designs and adapt them to the appropriate learning situations.

7) Having the ability to manage the class effectively based on the principles of behavior modification.

8) Having the ability to identify problems in learning English as well as solve problems through research.

9) Having the ability to innovate in adapting the latest developments in the learning of English in accordance with the conditions, situations and needs.

10) Having the ability to develop a critical attitude towards the various problems changes in various aspects of education, including curriculum changes and policy.

11) Having the ability of critical literacy and thinking.)

12) Having the ability to apply information and communication technology in teaching and learning English.

13) Having the ability to learn independently and continuously to develop the abilities and skills in learning English.

14) Having the ability to adapt to a wide variety of environments and local learning needs

15) Having the ability to express ideas spontaneously and systematically in both formal and informal forums.

16) Having the ability to carry out teaching English to children

17) Having the ability to translate/interpret the English text into Indonesian or vice versa.

18) Having the ability to apply teaching English for specific purposes such as, English for science and technology, medical, business, and hotel and tourism.

19) Having the entrepreneurship ability related to English language teaching.

20) Having the ability to provide guidance and advocacy in the field of English Language Teaching (ELT).

3. **Faculty of Mathematics and Natural Sciences**

   Faculty of Mathematics and Natural Sciences has five international class programs, including

   a. *Mathematics Education Study Program*

   1) Field of Work Competence: a). Mastering the learning theories, principles of mathematics learning, and characteristics of learners, b). Skilled develop mathematical ability, high level mathematical thinking, and positive attitude of students towards mathematics. c). Having the ability to use information and communication technology for its own sake as well as for learning mathematics. d).

Skilled conducting the evaluation process and outcomes of learning mathematics and use it for the sake of learning mathematics. e). Have the work ethic, empathy, responsibility, confidence, and a sense of pride as a mathematics teacher. f). Be able to communicate effectively and politely with fellow educators, staff, parents and community

2) Mastery Competence Knowledge: Having ability to think deductive, inductive, logic, analytical and structured in understanding the methods and theories of learning and learning so as to apply them properly

3) Managerial Capabilities: a). Having ability to communicate and collaborate with community members. b). Having ability to negotiate with practitioners of applied field)

4) Attitudes and Values: a). Understanding the values of character, scholarship, and the life of the nation. b). Able to carry out the work with honest, disciplined, and responsible. c). Being able to act ethically and noble

b. *Biology Education Study Program*

1) Having sincerity and commitment to develop the attitudes, values, and the ability of students with guided by moral values, ethics, responsibility, discipline, personality, independence, and noble character.

2) Able to cooperate and participate in team and having commitment toward development of self potential in a sustainable manner as biological educators that have character and deserves to be imitated by the students and the community as general.

3) Mastering theoretical concepts, principles, and basic procedures of biology, general pedagogy, pedagogical biology, and other knowledge that relevant to educate the ability to manage education and biology learning at schools.

4) Mastering the principles and planning techniques, methods, and strategies, management, and learning evaluation that oriented on life skill.

5) Mastering the factual knowledge about the functions and benefits of the technology, especially information and communications technology that relevant to the development of education quality.

6) Mastering the knowledge, skills, and managerial ability of school laboratory management by utilizing the development of science and technology.

7) Mastering scientific methods to analyze and develop problem solving strategies of biology education.

8) Able to apply mastery of the concepts of biology and science education in planning, implementing, managing, and evaluating the biology learning according to the characteristics and needs of the students by utilizing a variety of learning resources, media, science and technology-based learning, and the potential of the local environment, according to process and quality standard.

9) Able to analyze high school biology curriculum and its implementation in the learning process.

10) Able to provide guidance toward students in the scope of learning.

11) Able to use information and communication technologies that are relevant to the implementation of the learning and development of education quality.

12) Able to evaluate and improve the quality of the learning process using classroom action research.

13) Able to plan and manage resources in organizing classes, schools, and educational institutions which it s responsible, and evaluate its activities in a comprehensive manner.

14) Able to take strategic decisions based on analysis of information and data in the organization of classes, schools, and educational institutions which it is responsible.

15) Able to identify and analyze the problems of quality, relevance, or access of learning biology and serves a variety of alternative solutions as decision making.

16) Being able to examine and develop various learning methods that have been available in an innovative and proven.

17) Able to develop and maintain a network with colleagues, peers both inside and outside of the institution.

c. *Physics Education Study Program*

1) Understanding the material of Physics including: facts, phenomena, concepts, procedures, principles, laws, models and theories which is relevant to physics subject in high school and to advanced physics courses

2) Understanding the tools and instruments of Physics such as Mathematics, Electronics, and Computer to observe the Physics phenomena, to analyze the relationship of Physics quantities, and to create the Physics model

3) Understanding the pedagogy material which is required to create effective Physics learning in high school including: learning strategy, learning program, learning material, learning media, and learning evaluation

4) Integrating the other disciplines such as Biology, Chemistry, Geology, Technology, and so on which can be used to solve authentic problems in daily life

5) Applying the material of physics and tools of physics to grow and develop the science process skills and the scientific attitudes of students in high school

6) Applying the pedagogy material in creating the effective Physics learning to achieve main competence and basic competence of Physics Subject in high school

7) Planning and implementing the Physics learning based on process standard and applying the authentic assessment based on assessment standard

8) Applying the research methodology to solve the Physics learning problems and to improve the quality of Physics learning in high school

9) Applying the soft skills to solve problems in task, to implement the daily task, and to develop the careers as a physics teacher in high school

d. *Chemistry Education Study Program*

1) Able to plan, to do and to evaluate chemical learning at school through guiding that fix to student and material characteristics by using scientific approach, and use some learning resources and educational media based on IPTEKS, environment that fix to content, process and evaluation standard

2) Able to aplicate various chemical learning media that fix to content and student characteristics

3) Able to plan, to do and to evaluate practical process that use available natural resources that fix to content, process and evaluation standard in order to improve science psychomotor process and master chemical concept

4) Able to identify chemical learning problem and find it solution based on theoritical literatures, information analysis and implement it in learning

5) Able to do research in chemical education

6) Understand the concept and principle of structure, dynamic, chemical energy, and basic principle of separation, analyze, syntesis and characterization that important in mastery for chemistry

7) Understand principle and educational theory and it's development in the field of pedagogy, learning psycology and curriculum

8) Master K3 principle (safety lab), laboratory managerial, tool application and chemical instrument operations

9) Master basic principle software to solve chemical learning problem)

e. **Natural Science Education Study Program**

1) Able to carry out his duties in science lesson that includes: planning, implementation, assessment / evaluation that is compliant principle and curriculum-oriented applicable.

2) Able to develop learning resources and learning media based on IT in improving the quality of science learning in schools. capable of communicating in several English languages which are tested with TOEFL test results.

3) The development of the spirit of entrepreneurs, especially in the field of science and technology-based science and technology science.

4. *Faculty of Social Sciences*

Faculty of Social Sciences has one international class program.

a. *Geography Education Study program*

1) Able to be a Professional Geography Teacher who have pedagogic competence, professional competence, personal competence and social competence

2) Able to teach Geography subjects in high school / junior high school or equivalent uses pedagogical principles to achieve the learning outcomes in accordance with the standards established

3) Able to use Information and Communication Technology, Multimedia to develop a variety of sources and media learning

4) Able to implement geography learning by using a variety of models, approaches, strategies and methods to develop the potential of learners optimally and to cultivate patriotism and environment awareness

5) Able to design and apply the assessment of geography learning outcomes by using the rules of assessment and evaluation of learning the correct, valid and reliable in an authentic, comprehensive and sustainable

6) Able to apply Information and Communication Technology, to develop a variety of sources and media learning

7) Able to show personality as a teacher of geography steady, stable, mature and dignified and become role models for students

8) Able to master the subject matter of geography and develope the subject matter of geography in a creative and sustainable in accordance with the applicable curriculum

9) able to communicate effectively with students, staff, parents / guardians of the students and the surrounding communities

10) able to conduct research related to geography education as a Class Action Research / PTK or related scientific research with mastery in methodology

11) Able to conduct community service activities to solve problems in the community

12) Able to analyze spatial data based on Geographic Information System / GIS

5. *Faculty of Engineering*

Faculty of Engineering has one international class program

a. *Electrical Engineering Education Study Program*

1) Able to teach the field of electrical using pedagogic principle to achieve the learning outcomes in the standards of Indonesian educational process in conditions.

2) Able to master the concept of pedagogic divices to design learning and teaching skills in electric

3) Able to manage the process of learning with the learning environment in a variety of conditions, and able to provide alternative solutions independently and in groups

4) Able to be responsible on learning process and can be held accountable for the achievement of learning outcomes in accordance with the standards of the process Indonesian educations.

5) Capable of applying mechanical skill for the field electrical manufacture.

6) Able to apply the theoretical concepts of mathematics, physics and chemistry in the field of electrical engineering.

7) Knowing basic electrical concept, control and protection system for electrical power system designing.

8) Able to analyze the electrical system based on research and statistics to provide pedagogical and electrical competency.

9) Able to analyze the electrical systems based on observation and measurements and be able to provide guidance in choosing alternative solutions for individual work.

10) Able to improve one of installation concepts, control, protection based on sciences and technology.

11) Able to apply the guidance in choosing alternative solutions for individual and on team work in on one of electrical installations and electric machines.

12) Able to apply the multimedia technology to develop a pedagogic device

13) Able to apply the protection system for power system and safety

14) Able to apply the technical of English to master the pedagogy and electrical power field by the globalization of science

6. *Faculty of Sport Science*

Faculty of Sport Science has two international programs

a. *Physical Education Study Program*

1) Able to analyze the curriculum of physical, sport and health education in accordance with the demands of regional development (regional autonomy)A

2) Able to analyze the learning programs of physical, sport and health education in accordance with the demands of curriculum

3) Able to apply learning strategies appropriate to the learning needs of physical, sport and health education

4) Able to implement grading system based on curriculum demand and can be accounted for in accordance with the formal assessment standards

5) Able to develop effective and efficient learning media for physical, sport and health education

6) Capable of mastering English for Sports in Pedagogy in the field of physical, sport and health education based on the global enhancement of science and technology

7) Capable of mastering basic of physical, sport and health education required for learning of physical, sport and health education

8) Capable of mastering the concepts, principles and procedures of teaching games and sports

9) Capable of mastering concepts, principles and procedures of teaching development activities

10) Capable of mastering concepts, principles and procedures of learning gymnastics

11) Capable of mastering concepts, principles and procedures of learning rhythmic activities

12) Capable of mastering concepts, principles and procedures of learning aquatic

13) Capable of mastering concepts, principles and procedures of learning of health

14) Capable of mastering concepts, principles and procedures of school outdoor activities

15) Capable of mastering concepts, principles and the basic of training studies

16) Capable of mastering concepts, principles and basic of test and sports assessment

17) Able to apply the universal values in sports

18) Able to conduct social interaction with the neighborhood and schools community

19) Having the strong leadership and sport entrepreneur.

b. *Sport Coaching Education Study Program*

1) Able to be a coach by mastering the theory, practice and the use of technology in improving physical condition of athletes

2) Able to be a coach by mastering the theory, practice and the use of technology in improving technical ability, and skill

3) Able to be a coach by creating forms and models of physical exercises, techniques, tactics or strategies.

4) Able to be a coach by mastering the theory, practice and the use of technology in improving athletes psychology

5) Able to understand and mastering the rules of game in sport matches.

6) Able to improve technology and science in sports learning and sport coaching

7) Have a scientific responsibility in the process of teaching and sport coaching

8) Able to identify and solve problems in the field of teaching and sport coaching.

9) Able to apply a variety of approaches in the field of teaching and sport coaching

10) Able to conduct research in the field of teaching and sport coaching

7. *Faculty of Economics*

Faculty of Economics has one international class

a. *Economics Education Study Program*

1) Able to master the basic educational science

2) Able to master the basic economics concepts

3) Able to master the principles and theories of learning methods and strategies

4) Able to develop economics curriculum.

5) Able to plan, implement and evaluate economics learning process.

6) Able to implement basic learning principles in each level of education (junior, senior and vocational high school) based on humanity and human right.

7) Able to communicate effectively both orally and in writing.

8) Able to do research or develop innovative works and publish it.

9) Able to cooperate in team to solve education and learning problems.

10) Having the ability to provide guidance and assisting to both parents and students who have learning problems

11) Have personality and strong character.

12) Able to be entrepreneur (creative and innovative)

8. *Faculty of Tourism and Hospitality*

Faculty of Tourism and Hospitality has one international class

a. *Home Economics Education Study Program*

1) Being able the ability as a professional teacher based on science and technology.

2) Being able good competency in pedagogic, professional, attitude and social welfare.

3) Being able the ability to apply learning concepts in class a workshop and laboratories in the field of culinary art and fashion at vocational high school.

4) Being able the ability to develop and apply any creative ideas in learning culinary art and fashion in vocational high school.

5) Being able the ability to be a professional instructor in the training center related to culinary art and fashion.

6) Being able the ability as a head of house hold in government.

7) Being able the ability as a manager or supervisor in culinary art and fashion.

8) Being able the ability as an entrepreneur in culinary art and fashion industries.

F. Location and Facilities

Universitas Negeri Padang has five campus areas. The main campus is located in Jl. Prof. Dr Hamka Air Tawar, Padang West Sumatera. The other campuses have been located in some areas, including Bukittinggi, Lubuk Buaya, Ulu Gadut and Limau Manis Padang. In the main campus, UNP has 11 new buildings, such as Rectorate and Research Center, Auditorium, Business Centre, Integrated Laboratory, Sport Science and Hospitality Center. In the academic processes, UNP also has some supporting facilities, such as representative class room, complete labor and workshop facilities which are met the national and international standard. The UNP also has representative library, computer and

teleconference room, multimedia room, WIFI access, sport facilities (e.g., swimming pool), art facilities, health center, Masjid and other supporting facilities.

CHAPTER II
CURRICULUM

Universitas Negeri Padang has implemented its curriculum based on the regulation of Ministry of Education and Culture Republic of Indonesia No. 73/2013. This regulation describes about National Qualification Framework in Higher Education or Kerangka Kualifikasi Nasional Indonesia (KKNI). KKNI is a qualification framework based on graduate competences which are related to both educational and job related qualification in each sector. KKNI deals with quality and nation identity of Indonesian in conducting educational and training system. Total credits for all programs are between 144 and 16 credit hours

Tot = Credit total

T = Theory

P = Practice

F = Field Study

Sem = Semester

A. *University Level's Courses*

No	Code	Course	Credit				Sem
			Tot	T	P	F	
1). University Level's Courses							
A. Compulsory							
1	UNP1.50.1401	English	2	2	0	0	1
2	UNP1.50.1402	Religius Education	3	3	0	0	1
3	UNP1.50.1403	Pancasila Education	2	2	0	0	1
4	UNP1.50.1404	Citizenship Education	2	2	0	0	1
5	UNP1.50.1405	Indonesian	2	2	0	0	1
6	UNP1.50.3101	Entrepreneurship	3	3	0	0	3
7	UNP1.51.3101	Entrepreneurship	3	3	0	0	3
8	UNP1.60.1401	Religion Education	3	3	0	0	1
9	UNP1.60.1402	Pancasila Education	2	2	0	0	1

No	Code	Course	Credit				Sem
			Tot	T	P	F	
10	UNP1.60.1403	Citizenship Education	2	2	0	0	1
11	UNP1.60.1404	Indonesian	2	2	0	0	1
12	UNP1.60.1405	English	2	2	0	0	1
13	UNP1.60.3101	Entrepreneurship	3	3	0	0	3
14	UNP1.60.5401	Community Service Program	2	0	0	2	5
		Credit Total	33	31	0	2	

B. Elective

No	Code	Course	Tot	T	P	F	Sem
1	UNP2.50.2402	Disaster Management	2	2	0	0	2
2	UNP2.50.3402	Information and communication technology	2	2	0	0	3
		Credit Total	4	4	0	0	

C. Choose 2 from 7 credits

No	Code	Course	Tot	T	P	F	Sem
1	UNP2.50.1401	Ilmu Sosial Basic Culture	2	2	0	0	1
2	UNP2.50.1402	Basic Natural Science	2	2	0	0	1
		Credit Total	4	4	0	0	

D. Choose 2 from 18 credits

No	Code	Course	Tot	T	P	F	Sem
1	UNP2.60.1401	Basic Natural Science	2	2	0	0	1
2	UNP2.60.1402	Ilmu Sosial Basic Culture	2	2	0	0	1
3	UNP2.60.2101	Health and Fitness Education	2	2	0	0	2
4	UNP2.60.2102	Japanese Language	2	2	0	0	2
5	UNP2.60.2103	Multicultural of Education	2	2	0	0	2
6	UNP2.60.2401	History of Indonesia Struggle	2	2	0	0	2
7	UNP2.60.2402	Disaster Management	2	2	0	0	2
8	UNP2.60.3401	Minangkabau Culture	2	2	0	0	3
9	UNP2.60.3402	Information and communication technology	2	0	2	0	3
		Credit Total	18	16	2	0	

E. Choose 2 from 10 credits

No	Code	Course	Credit				Sem
			Tot	T	P	F	
1	UNP2.50.2102	Multicultural of Education	2	2	0	0	2
		Credit Total	2	2	0	0	
F. Choose 2 from 6 credits							
1	UNP2.50.2101	Japanese Language	2	2	0	0	2
2	UNP2.50.2401	History of Indonesia Struggle	2	2	0	0	2
3	UNP2.50.3401	Minangkabau Culture	2	2	0	0	3
		Credit Total	6	6	0	0	

B. Course Structure

The all curriculum of educational and non educational majors can be seen in the academic year in accordance with the academic guidelines of new students at http://bak.unp.ac.id and can be accessed on the page http://kurikulum.unp.ac.id

CHAPTER IV

ACADEMIC ORGANIZATION

1. **Course Organization**

   A lecture held with system as called 'Sistem Kredit Semester (SKS)'
   - There are many courses in each semester in accordance with defined curriculum
   - Theory course held with 1 x 50-minute face-to-face course; 1 x 50 minutes of structure course and 1 x 60 minutes independent course.
   - Practical course held with 2 x 50 minutes course
   - Field course held with 4 x 50 minutes course

2. **Academic Guidance**
   - Academic guidance aims to help students achieve an optimal learning achievements
   - Academic guidance aims to guide students through consultation to set study plan each semester as well as solving other academic problems.
   - To set study plan, accademic guidance considers index achievements of the previous semester.

3. **Study Period**
   - Study period for diploma III degree is 108 sks for 6 semesters and at least 10 semesters after high school education
   - Study period for bachelor or diploma IV degree is 144 sks for 8 semesters and at least 12 semesters after high school education
   - Study period for bachelor or diploma IV degree is 144 sks for 8 semesters and at least 12 semesters after high school education
   - Study period for professional program is 36 sks for 2 semesters and at least 4 semesters after bachelor degree
   - Study period for master degree is 46 sks for 4 semesters and at least 8 semesters after bachelor or diploma IV degree

- Study period for doctoral degree is 52 sks for 6 semesters and at least 11 semesters after master degree

Credit Load according to Educational Level

Educational Level	Credit Load
Diploma II Degree	72 until 90
Diploma III Degree	108 until 120
Bachelor or Diploma IV Degree	144 until 158
Professional program	minimal 36
Master Degree	minimal 46
Doctoral Degree	minimal 52

The amount of study load student determined by IP (Index achievements) of the students in two previous semester in agreement with academic guidance based on the guidelines below; except for students semester 1 and 2 are already set out by system.

Study Load

Index Achievement of the Last Semester Diploma and Bachelor Degree	Maximum SKS
0,00 - 2,00 (low)	15
2,01 - 3,00 (medium)	18
3,01 - 4,00 (high)	20

- The study load for high academic achiever students after two semesters of the first year can be added up to 64 (sixty-four) hours per week is equivalent to 24 credits per semester.
- Student tuition break who want to lecture again, the load credit will be set based on the last semester

- Student who his/her study period expires can be renewed and maximum of one (1) semester if received consideration and approval of Head of the Department/Head of the Major and the Dean/Director of PPs
- Student who take Educational Field Experience (PLK), may take maximum one (1) course except thesis with the provisions can qualified all of the requirements.

4. **Courses**

- Student who take course based on the curriculum of courses
- Conditional course can be take based on the regulation of Major Department
- The introduction of educational environtment is carried out with an integrated system with learning course

5. **Lecture**

Each course can be held in the form of academic activities as follows:

(a) face to face,

(b) laboratory practicum,

(c) field study,

(d) educational field experience,

(e) industry practice / internship,

(f) internship,

(g) training practices,

(h) research,

(i) tutorial,

(j) lectures on e-learning, distance-learning, and blended-learning,

(k) other academic activities.

- Standards of competence and basic competence of each course is stated in the syllabus of the course
- Course Syllabus compiled by lecturers are given to the student at the beginning of the lecture
- Tutorial structure course can implemented during semester and listed in KRS
- Tutorial structure course can implemented for the following cases:

(a) the course is not offered anymore on the ongoing semester and/or next semester;

(b) student can follow the tutorial course are students who has maximum 2 courses.

- Tutorial structure course as the intended in points "a" and "b" above can be given if get the approval from the head of department and known by associate dean of academics.
- Credit Load of short-term semester has maximum 9 sks and only for theory courses
- All courses are offered for every semester of the major must be registered with the Bureau of academic and Student Affair
- E-learning can be done for a few topic of course has maximum of 50% of the learning activities each semester

6. Lecture Attendance

One semester consists of 16 time lectures (including the exam) and/or have the achievement of learning outcomes/competencies through learning activities as referred to in section 23 subsection (1) are equivalent with the provisions of the Credit System (SKS).

Students are required to follow a minimum of 80% of the total attendance referred to subsection (1) above as a condition for the final semester exam.

7. Standard Assessment

- Assessment may use a reference (Criterion Refence Test-CRT) and/or the Reference Norm (Norm Reference Test-NRT)
- Assessment of the Reference (PAP) is used in the learning process for the achievement of certain competencies.
- Assessment of Norms reference (PAN) is used in the learning process to compare the achievement of certain competencie of the students

8. Final Grade of the Course

• Final grade of the courses are officially registered in the card study plan (KRS)

• The grade of the course is a combination of Practical grade, Midterm exam, final exam, and other structure assignments

- The percentage of the grade is determined by the lecturer
- The full value of a course is revealed with the quality score that are A, A-, B, B, B-, C, C, C-, D, and E; in the numerical grade are 4.0, 3.6, 3.3, 3.0, 2.0, 2.3, 2.6, 1.6, 1.0 and 0.0, respectively
- To get the quality score used numerical grade from 0 (zero) to 100 (one hundred)
- The relationship between the numerical grade, the grade of quality as follows:

Table of Grade

Numerical Grade	Quality Grade	Grade	The Explanation
85 until100	A	4,0	With Compliment
80 until 84	A-	3,6	Excellent
75 until 79	B+	3,3	Very Good
70 until 74	B	3,0	Good
65 until 69	B-	2,6	Fair
60 until 64	C+	2,3	More than enough
55 until 59	C	2,0	Enough
50 until 54	C-	1,6	Less Enough
40 until 49	D	1,0	Less
≤ 39	E	0,0	Failed
-	T	-	Delayed

9. Grade Improvement

- Grade improvement only allowed for courses that earn grade of C- and D for bachelor degree programs and diplomas, C for the master degree program and B- for doctoral degree program.

- For student who want to improve the grade has to repeat and take the lecture, practical, and other academic assignments for the course as a whole, and should be noted in the card study plan (KRS).
- The improve grade is the grade of the last course that the student take

CHAPTER V
FINAL PROJECT OF LECTURE

Final Project of the Lecture

Final project is the work of scientific research of bachelor, master, and doctoral degree student which is the research drawn up based on the Guide of Research as one of the requirement to complete the study. The topic of the thesis must be an issue or problem that is happening in the field of study courses. The research using scientific method in accordance with the field of study.

Completion of studies for students of S1, S2, S3, and professional program qualified as:

• Have collected the minimum number of SKS required for each study program and the relevant professional program

• Minimum Grade Point Average (GPA) of 2.00 for Diploma programs, bachelor programs, Professional Education programs and 2.75 for master programs, and 3.00 for doctoral programs;

• Has passed the final project exam;

• Have proof of submission of soft-copy and hard-copy of scientific articles from the head of the department / study program to be published in local / national / international e-journals;

• has completed all academic and financial administrative matters.

Graduation predicate

The graduation predicate is given on the basis of a student's Grade Point Average (GPA). Graduation predicate classification as the following table:

Educational Level		Graduation predicate
Diploma dan S1	S2/S3 and Professional program	
> 3,50	>3,75	With Compliment
3,01-3,50	3,51 - 3,75	Very Satisfying
2,76-3,00	3,00 - 3,50	Satisfying

CHAPTER VI

INFORMATION TECHNOLOGY SERVICES

Information and Communication Technology Development supports data automation in developing management information systems in the academic field and other fields. The use of Intranet-based networks that are equipped with fiber optic cables is expected to be more integrated, simultaneous and can be accessed more widely by the UNP academic community.

WiFi.id network

In improving internet usage services, Universitas Negeri Padang has collaboration with PT. Telkom and aims to facilitate the academics staff for access the internet network.

URL	The Explanation
http://unp.ac.id	Official website of Universitas Negeri Padang
http://webmail.unp.ac.id	Webmail of Universitas Negeri Padang
http://prasireg.unp.ac.id	An application for new students to fill the form of registration
http://portal2.unp.ac.id	The Access for students and lecturers can be done through the Academic Portal (http://portal2.unp.ac.id). The lecturer can find out what courses are taught in the current semester, class participants and input student grades at the end of the semester, while the students can fill out study plan Cards (KRS), view study results (LHS), interact with students and lecturers through discussion forums. The academic portal is being upgraded to function as an interactive learning tool between course lecturers and students
http://elearning.unp.ac.id	The Access can be used for learning through electronic media (non-classical)
http://ejournal.unp.ac.id	electronic journals to publish journals electronically for lecturers and students.

CHAPTER VII

INTERNATIONAL CLASS

Universitas Negeri Padang in implementing the national education system is ready to guarantee equal opportunity for education, improvement of quality, relevance and efficiency of education management to take the challenges in accordance with the changing demands of local, national and global life and demands for the ability to compete in order to meet the demand for employment at the national and international level. Therefore Universitas Negeri Padang in 2018 issued rector's regulation on guidelines for implementing international class education programs.

The Purpose

• Can produce graduates who have the ability according to the major that they are take and be able to speak English actively and able to compete at the national and international levels.

• Can improve the quality of the majors at Universitas Negeri Padang and becomes one of the superior university in Southeast Asia.

The Benefits

• Improve English skill for Universitas Negeri Padang graduates

• Expanding job opportunities for Universitas Negeri Padang graduates at national and international levels.

• Expand the opportunity for abroad students to study at Universitas Negeri Padang

The Majors for International Class

Major	Faculty
Guidance and Counselling	Faculty of Education
Early-Childhood Education	Faculty of Education
Indonesian Language Education	Faculty of Languages and Arts
English Language Education	Faculty of Languages and Arts
Mathematics Education	Faculty of Math and Sciences
Natural Sciences Education	Faculty of Math and Sciences
Biology Education	Faculty of Math and Sciences

Physics Education	Faculty of Math and Sciences
Chemistry Education	Faculty of Math and Sciences
Family Welfare Education	Faculty of Tourism and Hospitality
Sports Coaching Education	Faculty of Sport Sciences
Physical, Health, and Leisure Education	Faculty of Sport Sciences
Electrical Engineering Education	Faculty of Engineering
Geography Education	Faculty of Social Science
Economic Education	Faculty of Economics