DECISION
RECTOR OF THE CATHOLIC UNIVERSITY OF INDONESIA
ATMA JAYA

Number :2195/II/SK-OT.30.01/07/2023

about

DETERMINATION OF STUDENT POCKET BOOK
ACADEMIC YEAR 2023/2024
ATMA JAYA CATHOLIC UNIVERSITY OF INDONESIA

Weigh:

That the Catholic University of Indonesia Atma Jaya requires a set of academic administrative rules that are compiled in the Student Pocket Book and need to be regulated and determined by a Rector's Decree.

Remember:

1. Law of the Republic of Indonesia No. 20 of 2003 dated July 8, 2003 concerning the National Education;
2. Law No. 12 of 2012 concerning Higher Education;
3. Government Regulation of the Republic of Indonesia No. 4 of 2014 dated January 30, 2014 concerning the Implementation of Higher Education and Higher Education Management;
4. Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015 concerning National Standards Higher Education (SN Dikti)·,
5. Articles of Association of the Atma Jaya Foundation;
6. Statute of the Catholic University of Indonesia Atma Jaya in 2020;
7. Decree of the Atma Jaya Foundation No. (D) 074/I/SK-Peg/06/2019 dated June 13, 2019 concerning the Appointment of the Rector of the Catholic University of Indonesia Atma Jaya.

Watch:

Letter of the Head of BAA number: 0320/II/BAA-OT.30.03/07/2023 dated July 21, 2023 concerning the Application for Ratification of the 2023 Student Pocket Book.

DECIDE

Establishing: Determination of the Student Pocket Book for the 2023/2024 Academic Year Atma Jaya Catholic University of Indonesia.

First: Establishing the Student Pocket Book for the 2023/2024 Academic Year of the Catholic University of Indonesia Atma Jaya;

Second: The Student Pocket Book for the 2023/2024 Academic Year contains valid academic and financial administration regulations;

Third: This decision is effective from the 2023/2024 Academic Year;

Fourth. If in the future there is an error in this Decree, corrections will be made as appropriate.

Established in Jakarta

Pada 21 Juli 2023

Rektor,

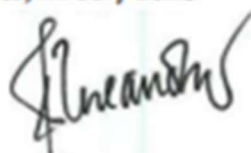Dr. A. Prasetyantoko

GREETINGS

As a student of Unika Atma Jaya (UAJ), having knowledge and at the same time understanding various regulations/regulations related to the applicable academic and financial administration is an important, necessary and even inevitable obligation. Therefore, this student pocket book was prepared with the hope of minimizing problems that may hinder the smooth running of student studies in the future as a result of the lack of information about these various administrative provisions.

The 2023 edişi Student Pocket Book only contains the rules/regulations for academic and financial administrators at the university level. Various regulations are in it, including a decree regarding the identity and status of students, the admin cycle of academic stress for one semester, various academic, financial and scholarship provisions as well as other rules and regulations related to student affairs and apply within UAJ. Other regulations at the faculty and study program level are regulated by the respective Faculty/Frodi.

If there is a change to the rules/provisions after this book is distributed, then the regulations/provisions that are recognized for enforcement are the latest rules/provisions . . Therefore, students are also expected to always be active in getting the latest information that applies in the UAJ environment in addition to what has been conveyed in this pocket book.

As a pocket bükü that is a guide for UAJ students, this book still needs development in various aspects. We appreciate your suggestions and ideas for future improvements or improvements, and please submit them directly to the Bureau of Academic Administration (BAA) via email baa@azmajaya.ac.id

Jakarta, 21 July 2023

Dr. Magdalena S. Halim, Psychologist
Vice Chancellor for Academic Affairs

NOTES OF CHANGES TO STUDENT POCKET BOOKS

Thing	Aspects	2022	Thing	2023
15	Determination of English Proficiency for Graduates	SK 1484/II/SK-KM.30.02/05/2022	15	Latest Decree: SK 1590/II/SK-KM.30.02/05/2023
19	Active Certificate	Via BAA baa@atmajaya.ac.id email	19	via BAA (baa@atmajaya.ac.id) email, or via MyAtma (Main Menu – Self service – Request Letters – Add a New Value)
20	Tuition Fee Components	Student Activity Contribution (IKM)	20	No Student Activity Fee (IKM)

TABLE OF CONTENTS

I. Vision, Mission and Goals of Atma Jaya University

1. Vision of Atma Jaya Unika

To become a leading university that has academic and professional excellence at the national and international levels that consistently realizes a combination of Christian faith, science and technology, and Indonesian culture in an effort to educate the nation's life.

2. Mission of Atma Jaya Unika

a. Organizing academic and professional education for the development of knowledge, professionalism, and character of students.
b. Conducting basic and applied research for the advancement of science, technology, and cultural arts (IPTEKS).
c. Dedicating expertise in the field of science and technology for the benefit of the community.
d. Managing higher education effectively and efficiently in an ethical and dignified academic atmosphere.

3. Purpose

a. Producing graduates who are professional, have high integrity, care about the interests of society, are globally oriented, and are responsive to the progress of science and technology.
b. Produce scientific works and research that are published and uphold intellectual property rights (IPR).
c. Carry out service activities that are beneficial to the community.
d. Developing a healthy and transparent organization.
e. Developing professional human resources and feeling proud to be part of Unika Atma Jaya.

II. Student Identity and Status

1. Student Identity

Each student has two identity numbers, namely:

a. *Student ID* (11 digits):

Student ID is a unique number that distinguishes each individual in the academic administration system. This number is automatically generated by the system when prospective students are declared to have passed the Entrance Test.

Example: **12023000001**

1	**2023**	**000001**
Prefix/Student Marker	Batch/Year of Entry	Sequence Number
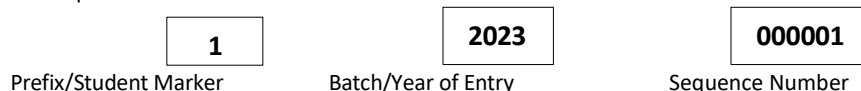
b. *Campus ID* or Student Identification Number (NIM) (Old NIM 10 digits)

Campus ID is a unique number that is differentiated based on the class and the respective Faculty/Study Program.

- Students of the 2016 and previous batches (2016, 2015, etc.) are still using the old code for *Campus ID* or NIM (Student Identification Number). Example: **2015-050-010→ Class of 2015, Faculty of Law/Law Study Program**

2015	**050**	**010**
Batch/Year of Entry	Faculty/Study Program Code	Sequence Number
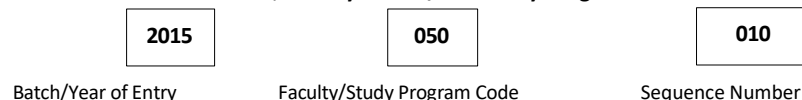
- Students starting from the class of 2017 use a new code for *Campus ID* or Student Identification Number (NIM) **(New NIM is 12 digits).** This NIM will be obtained by students

only when they finish doing all the payment and confirmation processes as UAJ Students.

Example:

2023-0101-0010 → Class of 2023, Faculty of Economics and Business, Management Study Program, Semanggi Campus

| **2023** | **01** | **01** | **0010** |

Batch/Year of Entry Faculty Code Study Program Code & Campus Location   Sequence Number

Example:

2023-0151-0010 → Class of 2022, Faculty of Economics and Business, Management Study Program, BSD Campus

| **2022** | **01** | **51** | **0010** |

Batch/Year of Entry Faculty Code Study Program Code & Campus Location   Sequence Number

2. **Student Identity Card (KIM)**

Students are entitled to obtain a Student Identification Card (KIM) as proof of identification while studying at Unika Atma Jaya. This KIM also functions as a means of lecture attendance, borrowing books in the Library, a tool to access Parking and a number of rooms and elevators on the BSD campus as well as a means of payment. In the event of loss, students can apply for a new KIM online at *myAtma* and upload proof of replacement costs of Rp.250,000,- and take it to the Semanggi campus Registration Section or the Study Program Secretariat for the BSD campus.

3. **Student Status**
    i. Active students are students who are studying at Unika Atma Jaya and are registered in a certain semester to achieve an academic degree.
    ii. Leave *of Absence (LEAV)* Students are students who in the current semester register for college leave (college break), which is counted as a study period
    iii. Dismissal students are students who do not register in the current semester (KRS/*enrollment*), included in this category are students who apply for college leave late.
    iv. Suspended Students are students who are subject to suspension sanctions for violating the applicable regulations at Atma Jaya University. The suspension period is counted as the study period.
    v. Discontinued Students are students who withdraw/leave Atma Jaya University.

III. Academic Administration Cycle One Semester
1. Semester Registration (*enrollment*)
a. Provisions for Students to Register for Semester
    i. Students **are REQUIRED** to appear before the PA (Academic Advisor) to be able to do (KRS/*enrollment*).
    ii. If a *negative service indicator* () is *found in* myAtma⊘, students must complete their obligations first before they can register for the semester. Information about *negative* service indicators can be seen on page 19.
    iii. Students who are inactive (skipping lectures/Dismissal) in the previous semester are required to take care of their activation before they can register for the semester.
    iv. Students must pay attention to the provisions of the Credit (Unit) limit per semester. Students in the first and second semesters can only take a maximum of 20 credits. Starting Semester 3,

The amount of credits that can be taken by students each semester is determined by the Semester Achievement Index (IPS) of each student. The guidelines for taking credit are determined as follows:

Semester Achievement Index (IPS)	Number of credits that can be taken
0 — 1,29	12
1,30 — 1,49	14
1,50 — 1,99	17
2,00 — 3,00	20
3,01 — 4,00	24

v. Students who are still in the Final Project/Thesis/Thesis/Dissertation (all courses have been taken and passed), must register the Final Project/Thesis/Thesis/Dissertation course at the time of registration (*enrollment*) in the semester concerned. If the student does not register for the Final Project/Thesis/Thesis/Dissertation course, then the student is subject to the status of Truancy and cannot register to take the final exam (session) in that semester. If the student is then declared not to have passed, he will be re-registered as an active student.

b. **Stages in Semester Registration**

Course registration per semester (KRS/*Enrollment*) includes a number of stages, namely:

i. **Consultation with Academic Advisor (PA)**

Each student has an Academic Advisor (PA). PA is a lecturer who is appointed and assigned to assist students in planning lectures in their study programs. In master's and doctoral programs, the PA function is held by the Head of the Study Program (Kaprodi) assisted by the Secretary of the Study Program (Sekprodi) or lecturers who are *home-based* in the study program as needed.

The task of PA in general is to direct students to prepare their study plans in an optimal time according to the student's ability. This guidance includes, among others: (1) directing students in determining the courses and credit load to be taken, (2) becoming the first layer in identifying problem students and trying to find the right help to solve these problems, (3) monitoring the progress of student studies, including in writing thesis, and (4) taking anticipatory steps and/or giving consideration to students who are in danger of dropping out of studies.

ii. **Preparing and registering independently (*Self Service Enrollment*)**

Students choose the courses (*add classes*) that they want to take from the list of courses offered during the enrollment period. This course will be *submitted* by students through the *enrollment* menu according to the predetermined date, according to the appointment *date*. The registration schedule according to the batch (*appointment dates*) can be seen in *myAtma (Enrollment Dates).*

Students register the courses that have been selected according to the appointment date schedule*. During the appointment date*, students can add *classes* and cancel courses (*drop classes*) for several times. The KRS (*enrollment*) process is declared complete with the status √ *success: enrolled.* Furthermore, students can see all the courses that have been taken in *m myAtma*.

    iii. **Payment at Bank**

Payment must be made using a Virtual Account (Bank BCA or Bank Mandiri). The components that must be paid include the Semester Registration Fee (TPS), Credit Rate, and Basic Tuition Fee (TKP). The amount of tuition fees can be found one day after registration (*finish enrolling*) on *myAtma.*

c. **Semester Registration Delay and Administrative Sanctions**

Students who are late for semester registration (KRS) (past the KRS registration period that has been scheduled in the Academic Calendar) can be given the opportunity no later than the deadline for leave and running truancy is carried out (see academic calendar). The financial consequence of delaying registering for KRS is that paying tuition fees will be sanctioned in the form of an administrative fine of 10% of the existing bill amount.

Some of the problems that can cause delays in KRS registration are: Previous semester debts that have not been repaid until the end of the semester are counted as debts (*Finance Outstanding*). Consequently, the student cannot see the grades for the semester concerned (both Detailed Grades and KHS) in *myAtma* and cannot register for courses (*enrollment*) for the next semester. Past the registration date of the next semester, students can no longer register for courses in that semester so that their status is truancy or leave of absence if they apply in that semester. KRS (*enrollment*) registration for late students is carried out by BAA-Registration.

Sometimes, there are students who have paid their tuition fees at the Bank, but do not *submit* courses (*finish enrolment*) according to the KRS (*enrollment)* schedule that has been set. As a result, all of his courses do not appear in *myAtma*. In this case, the student is still subject to late payment sanctions because he has not carried out the registration process (*enrollment*) according to the schedule and automatically the student is not allowed to attend lectures.

2. **Attendance at Lectures and Final Semester Exams**

Students from each study program are required to attend at least 75% of all class meetings from the beginning of the semester. If the attendance of lectures is less than

75%, then students are not entitled to take the Final Semester Exam (UAS) and will be given an **'R' (*barring 'R'*)** which means they are banned. The system automatically categorizes the student as not passing the course.

For FKIK - PSSK Students, the presence of students in Tutorials (PBL) and *Skills Lab* (SL) affects the assessment.

3. **Filling out Lecture Feedback (*Student Academic Evaluation*) by Students.**

Providing Feedback for the current semester lecture (UBP) is one of the requirements that must be met before conducting the next semester KRS (*enrollment*). The schedule for filling out UBP is usually carried out 1 week before the Final Semester Exam takes place. The schedule will be socialized through *myAtma.* The system will automatically block students who are late for giving lecture feedback according to the schedule by marking the *negative service indicator*(⊘). As a result, the student concerned cannot register for the course (*enrollment*) for the next semester and is fined Rp.250,000,-. The student concerned can fill in the feedback after paying the fine in advance and will be released by the BAA. Instructions for providing lecture feedback can be seen in the KRS guide at https://myatma.atmajaya.ac.id/psp/CSPRD/?cmd=login&languageCd=ENG &

4. **Study Results**

The Study Results are information on student scores for all courses that have been taken in that semester. The results of the study can be accessed directly by students at *myAtma*. The scoring system and how to calculate the achievement of the Achievement Index (IP) will be described at the back. Students can also see the detailed grades of the student's study results in the relevant semester in *myAtma*. The detailed score consists of assignment grades (*Coursework*), Mid-Term *Exam scores*, Final Exam *scores, total number scores (*Overall Mark*), and total letter grades (*Overall Grade*).

Information about *Drop Out (DO)* Evaluation is also displayed in the same menu, namely Probation *I*, *Probation II*, and *Drop Out* (DO/*Termination*). The provisions regarding the DO Evaluation are described at the back.

Students who still have tuition fees (*Finance Outstanding*), cannot view the Study Results in *myAtma* for the semester in question and cannot register for courses (*enrollment*) for the next semester. The system will automatically block it by marking it with *a negative service indicator(* 🚫*).*

IV. Academic Requirements

1. Academic Calendar

The Academic Calendar can be viewed on the myAtma academic administration system www.atmajaya.ac.id *and homepage*.

2. Minimum class opening/closing

Classes will be opened if the number of students in the class is at least 10 students for the regular semester and 15 for the intermediate semester for the Undergraduate program and a minimum of 5 people for the Postgraduate Program. Classes must be closed if the participants/students do not meet the minimum number set unless there is a special consideration with the approval of the Vice Chancellor for Academic Affairs.

3. Transfer Students

a. **Transfer Student Provisions:**

1) Transfer students in the Unika Atma Jaya environment for undergraduate programs:
   i. Atma Jaya University students can move from their original study program to another study program within Atma Jaya University (maximum one time only) on the condition that they withdraw from their original study program and meet the provisions of the intended study program;
   ii. Students from study programs outside the Atma Jaya University can only transfer to Atma Jaya University in the same study program as their home study program.
   iii. New students of the S1 program can apply to change the location of the Campus (Semanggi/BSD) before the confirmation process of new student registration. The application for relocation is submitted to the Admissions Section.

2) The admission process for undergraduate transfer students is carried out only in the Odd Semester, following the New Student Admission schedule. The admission process for transfer students for master's programs follows the schedule for New Student Admissions for master's programs.

3) Transfer students are required to take and be declared to have passed the new student entrance test to be able to become an active student in their new choice study program. For undergraduate programs, the maximum number of credits that can be equalized is 60 credits. For master's programs, the maximum number of credits that can be equalized is 15 credits. The amount of credit transfer recognized will have an impact on the adjustment of the maximum length of study (the study period will be

less than 13 semesters for undergraduate programs, and less than 7 semesters for master's programs).

4) Calculation of Total Credits Recognized and Student Study Period;
   i. Calculation of total credits recognized
   (total credits passed at the original university - total credits that are not in accordance with the curriculum of the recipient's university)
   ii. Calculation of Study Period

$$\frac{(\text{total credits passed at the recipient's PT - total credits recognized})}{12 \text{ credits}} \times 1 \text{ semester} = \quad \text{semester.}$$

5) The recognized Transfer Student score (equivalence) must be submitted to the University (Vice Chancellor for Academic Affairs) before the lecture takes place.
6) The accreditation status of the study program from which the transfer student came from, at least must be the same as the intended study program, except for Atma Jaya University's internal transfer students.
7) For students who come from foreign universities, they are required to equalize first, according to the provisions of the Ministry of Education and Culture.

b. **Transfer Student Tuition**
   1) For transfer students of undergraduate programs between study programs within Unika Atma Jaya are required to pay tuition fees (group C) with the following percentages:
      - Students who have studied at Unika Atma Jaya for one to two years are required to pay tuition fees of 40% of the new student tuition fee in the intended study program.
      - Students who have studied at Unika Atma Jaya for more than two years are required to pay tuition fees of 60% of the new student tuition fees in the intended study program. This regulation regarding Transfer Student Tuition does not apply to Students who transfer to FKIK and FTb.
   2) For Transfer Students from outside Atma Jaya University, they are required to pay tuition fees (group C) in accordance with the tuition fee for new students in the intended study program.
   3) For transfer students of the master's program, they are required to pay tuition fees in accordance with the tuition fee for new students in the intended study program.

4. **Provisions for Recognition of Past Learning (RPL)**
   This provision regulates transfer students from other universities, either as transfer students from other universities or from different levels and want to continue at UAJ. The principle of RPL is the recognition of Learning Outcomes (CP) obtained by a person from formal, informal, non-formal education and/or work experience. This type recognizes learning experiences through informal or formal channels, and/or work experience in the form of learning outcomes. The result is in the form of equivalence in the course. Referring to Permendikbudristek no. 41 of 2021.
   Everyone can continue their formal education at university provided that:
   i. Have a high school diploma or other equivalent form; and
   ii. Have non-formal, informal, and/or work experience that is relevant to the study program at the university to be taken.
   RPL registration procedure:
   Prospective Students register as new students
   i. Facing the Study Program to complete the documents needed for the implementation of the assessment for the recognition assessment.
   ii. After the results of the equalization of the courses obtained, students conduct a PMB selection test organized by the Admissions Section.
   iii. Number of credits that can be equalized:

- Undergraduate Program: minimum 80 credits and maximum 108 credits that can be recognized in the RPL program
- Professional Program: minimum 12 credits and maximum 18 credits that can be recognized in the RPL program
- Master's Program: minimum 12 credits and maximum 18 credits that can be recognized in the RPL program The results of processing in the study program will be informed to prospective students in time.

2-3 weeks.

5. **College Leave** (Rector's Decree 293/II/SK-601/05/2006)
   a. **Leave** *of Absence*
      1) Students can apply for leave starting from the second semester. New students who sit in the first semester cannot take college leave.
      2) Semesters on leave are taken into account as part of the study period for all batches.
      3) Leave *of Absence*:
         Students are entitled to the following number of leave semesters while studying at Unika Atma Jaya:
         i. a maximum of four (4) semesters for undergraduate programs
         ii. a maximum of two (2) semesters for master's programs and doctoral programs
      4) Students can take a maximum of two (2) consecutive semesters of college leave. Taking leave is not automatic and all at once, but must be submitted every semester for those who will apply for leave for more than 1 (one) semester.
      5) FKIK students who have graduated from the undergraduate program (S.Ked.) and will enter the Clinical Clerkship can take college leave (postponing entering the Clerkship) for a maximum of four semesters. The duration of leave and its consequences for the clinic program are as follows:
         i. If the student takes a 1-semester leave of absence, the student can immediately enter the clinic after passing the comprehensive OSCE and SOCA exams;
         ii. If the student is on leave from college for 2 semesters, the student must repeat the comprehensive OSCE and SOCA;
         iii. If the student takes a leave of absence from college for 3 to 4 semesters, the student must retake and pass the system block theory exam comprehensively and repeat the comprehensive OSCE and SOCA. The exam fee is charged to the student.
         iv. If the student postpones more than 4 semesters without any information, then he cannot continue his studies to the Medical Profession.

   b. **Period for Applying for College Leave**

      Applying for college leave through *myAtma* can be done when KRS registration begins *(enrollment period)* and ends according to the deadline contained in the applicable academic calendar. Students are required to complete all leave applications (including payment and request for approval of PA, BAK, and Library). Students who have not completed the entire leave process until the deadline for submission will be subject to the status of Truor *(Dissmissal).*

   c. **College Leave Fee**
      The tuition leave fee is set at the Semester Registration Rate (TPS).

   d. **College Leave Procedure**
      1) Students apply for leave *online* at *myAtma* (to get approval from PA and BAK);
      2) The Academic Advisor (PA) checks the prerequisites for applying for leave and then gives approval on *myAtma;*
      3) Students come directly to the Accounting and Finance Bureau (BAK) to ask for approval in *myAtma.* Students at the BSD Campus can submit an *approval request* to BAK through the Study Program Secretariat

4) If PA and BAK have approved, then students can check the status of their leave application with **the status of '*Approved*' or '*Rejected*'**. Students can also check the *e-mail* notifying them that their leave application has been accepted or rejected. If the leave application is accepted, the student takes the leave form at the Registration Section, then goes to the PA and Library for approval. Students at the BSD Campus can take the form at the Study Program Secretariat and ask for Library *approval* from the officer at BSD;

5) The library will ensure that the student does not have a book loan/debt;

6) After receiving approval from the Library, students can proceed to the Registration Section by attaching:

   1) *Print out the leave approval e-mail* from PA and BAK or *print out* the '*Approved*' status in *My Service Request;*
   2) Leave form that has been signed by the Library;
   3) Proof of payment of Leave Tariff (TPS).

The leave registration process is completed when the student's status changes to Leave of Absence *(LOA*) in *myAtma.*

6. **Withdraw** – (Rector's Decree 1322/II/SK-PP.50.05/05/2021)

   Backwards (M) includes two categories:

   i. **Course Withdrawal** means Withdrawal (M) for one or more courses that he has taken in the semester concerned;
   ii. **Withdrawal from Lecture** means Withdrawal (M) from all courses that he has taken in the semester concerned, without getting an additional study period (the semester will be taken into account in the study period) and then the status of not being a Unika Atma Jaya Student.

   a. **Withdrawal Provisions**
      1) Students who have just started studying in the first semester cannot apply for Withdrawal of Lectures. If a New Student in the first semester cannot attend lectures at all, he or she will be given an M (Retreat) grade for all courses he or she takes. However, the student concerned will not get a refund of any tuition fees. The semester will also be taken into account in the study period.

      2) For each course submitted for Retreat, students will get a grade of "M", which means "Retreat" and this score is not taken into account in the calculation of social studies (*GPA*) or GPA (*CGPA).*

      3) The student's name will still be listed in the *attendance* list, both Lecture and Exam, but will be marked "M (Retreat)".

      4) The period to apply for Withdrawal (M) is the first day of lectures up to two weeks after the KRS registration period is completed. (see Academic Calendar)

      5) Students who apply for Withdrawal of Lectures are required to take college leave in the semester concerned.

   b. **Reverse Procedure**
      1) Students take the Withdrawal Application Form as well as the College Leave application form at the Registration Section. Students fill out the Application Form for Withdrawal and Leave of Absence then ask for a signature from the PA listed on the form.

      2) Students must pay off all their debts (if any) and return all borrowed books to the Library, even if the borrowing period of the books has not expired.

If the student still has *Finance Outstanding* or *Pending Library* (there is a *negative service indicator),* then the student cannot apply for the process of withdrawing from lectures.

3) Submit the Application Form for Withdrawal and Leave of Absence to the Registration Section or at the Study Program Secretariat for further processing.

c. **Refund of Fare due to Withdrawal (M/*Withdrawal*)**
1) Students who withdraw from courses do not get a refund of tuition fees.
2) Students who withdraw from college get a refund of credit rates.
3) If a New Student in the first semester must apply for Withdrawal (either Withdrawal of Courses or Withdrawal of Lectures), then the student concerned will not receive any refund of tuition fees. The New Student must submit an application for Withdrawal (both Course Withdrawal and Withdrawal of Lectures) to the Faculty accompanied by a strong reason and the Faculty will submit it to the Vice Chancellor for Academic Affairs.
4) Applications for withdrawal of new student courses are processed by BAA after the deadline for withdrawing courses.

d. **Active Students Resign from Atma Jaya University (*Discontinuation*)**
- Active students referred to in this case are students who have taken at least one semester of lectures at Unika Atma Jaya;
- Resignation of active students after the withdrawal deadline has passed can only be submitted for the upcoming semester; not for the current semester;
- According to the provisions of DIKTI, a student cannot pursue higher education at another university if he does not process his resignation from his or her home university. So, students, who for one reason or another want to continue their education outside Unika Atma Jaya, are obliged to process their resignation from Unika Atma Jaya.

e. **New Students Resign from Atma Jaya University**
- New students, who resign because they are accepted into other universities (*Admission Revocation*), are considered to be canceled as Atma Jaya Unika Students;
- New students who do not attend consecutive lectures during the first 3 weeks of lectures without notice, are considered to have resigned from Unika Atma Jaya;
- Students who are deemed to have withdrawn may re-apply as new students for the next academic year (for Bachelor's programs) or apply for the next semester (for a number of Master's programs) to the Vice President for Academic Affairs through the Dean of the Faculty concerned.

  Procedure
- Students submitted their resignation as new students of Unika Atma Jaya to the Vice Chancellor for Academic Affairs.
- BAA processes the preparation of the cancellation letter concerned as a student of Unika Atma Jaya.
- The cancellation letter can be retrieved at the BAA-Registration Section.

7. **Dismissal**
a. **Definition of Truancy and its conditions**
- Students are declared to be Dismissal if they do not register for the semester (enrollment).
- The semester at the time of Skipping College is counted as a study period.

- Students who skip 2 (two) semesters in a row are declared to have resigned *(Discontinuation)* from Unika Atma Jaya.

b. **Sanctions for Skipping College**
- Pay TPS + crime scene money per semester when the student is skipping, in accordance with the tuition fee in the study program and the batch.
- Students who are suspended are not categorized as students who skip college, as long as they can show their Suspension Decree.

8. Procedure Back on

Students must submit an active application letter back to the Faculty Leadership (Dean/Vice Dean). The active application form (FR-UAJ-03-15/R1) can again be retrieved at the Registration Section or at the Study Program Secretariat. After getting approval, students submit active approval back to the Registration Section for *Readmit* processing. After the process is completed, students are active again (*Active*) and can register for lectures in the next semester (*enrollment*).

9. **Assessment System** (Rector's Decree 560/II/SK-601/11/2002)

a. **Value Category**

In the credit system of the semester grade, the results of the evaluation are given in the form of letters with the following meanings:

Numerical Value *Grade Range*	Letter Values *Letter Grade*	Equivalent *Equivalent*	Predicate *Predicate / Grade Description*
80 – 100	A	4,00	Excellent
75 – 79	A -	3,70	Good
71 – 74	B+	3,30	Good
67 – 70	B	3,00	Good
63 – 66	B -	2,70	Sufficient
59 – 62	C+	2,30	Sufficient
55 – 58	C	2,00	Sufficient
45 – 54	D	1,00*	Less /*Unsatisfactory*
< 45	E	0,00*	Fail/*File*
* Not counted in GPA (*CGPA)*			

In addition, there is also an M symbol that is not included in the Performance Index. M = *Withdrawn* and T = Postponed which are not included in the Achievement Index. The M grade is given to students who withdraw from the course in question.

b. **Achievement Index**

1) Understanding

The Achievement Index is the average score of all courses that have been taken by students. The Achievement Index is differentiated between:

i. **Semester Achievement Index (IPS)** or *Grade Point Average (GPA),* which is the average score of a semester.
ii. **Cumulative Grade** *Point Average (CGPA),* which is the average score of all courses that have been taken until a semester.

The calculation of social studies uses all grades in the semester in question. Meanwhile, the calculation of GPA only takes into account the highest score of each course ever taken.

2) How to Calculate

The Achievement Index (IP) is calculated by the following formula:

$$\text{Achievement Index} = \frac{\Sigma\,N\,X\,K}{\Sigma\,K}$$

Information:

K = course credit.

N = value after converting to a number

Example: **Calculating Social Sciences for Accounting Study Program Students in the first semester**

MK CODE	CREDIT (K)	VALUE (N)		N x K
ACT 101	3	B	3	9
ACT 103	3	B-	2,7	8,1
ACT 105	3	B	3	9
ACT 107	2	A-	3,7	7,4
ACT 109	3	C	2	6
ACT 111	3	A	4	12
UAJ 160	2	A-	3,7	7,4
	19			58,9

$$\text{Semester Achievement Index (IPS)} = \frac{\Sigma\,N\,x\,K}{\Sigma\,K} = \frac{58,9}{19} = 3.1$$

Example: **Calculating the GPA of Accounting Study Program Students in the second semester**

MK CODE	CREDIT (K)	VALUE (N)		N x K
ACT 101	3	B	3	9
ACT 103	3	B-	2,7	8,1
ACT 105	3	B	3	9
ACT 107	3	A-	3,7	7,4
ACT 109	3	C	2	6
ACT 111	3	A	4	12
UAJ 160	2	A-	3,7	7,4
ACT 102	3	B	3	9
ACT 104	3	A	4	12
ACT 106	2	A	4	8
ACT 108	3	A-	3,7	11,1
ACT 110	3	B	3	9
ACT 112	2	B+	3,3	6,6
ACT 114	2	B+	3,3	6,6
PAN 100	2	A	4	8
	39			129,1

$$\text{Cumulative Grade Point Average (GPA)} = \frac{\Sigma\,N\,x\,K}{\Sigma\,K} = \frac{129.2}{39} = -= 3.31$$

10. **Follow-up Tests**

Students who are unable to attend UAS can apply to take a follow-up exam to the faculty no later than two working days after the implementation of UAS. Submission of follow-up exams to the Faculty must be completed with supporting evidence. Follow-up exams can be submitted through the secretariat of the respective Study Program. If the application is approved by the Head of Study Program, the follow-up exam will be held on D+1 of the UAS period until the last day *of submission* of scores by the lecturer. The process *of submitting* follow-up exam scores by lecturers and submitting follow-up exam scores to the faculty must be carried out according to the schedule on the academic calendar.

11. **Special Examination (UUK)** – (Rector's Decree 1322/II/SK-PP.50.05/05/2021)

The Special Examination Exam (UUK) is held for students who are about to hear their thesis/final project but there are still courses in their study programs that have not met the graduation requirements. The application for the UUK can be submitted by the Faculty Leadership to the Vice Chancellor for Academic Affairs. Students can propose a maximum of 2 courses if they still have the remaining study period. However, if the study period has ended, students can apply for up to 5 courses. Courses that UUK must open in the current semester.

Meanwhile, the total number of credits at the time of submitting the UUK, including the Constitutional Court proposed for the UUK, must not exceed 24 credits/semester for undergraduate programs and 14 credits for master's programs.

For Master's Students, it can only be submitted if the study period has expired and the number of courses proposed is a maximum of 2 courses.

UUK rates are in accordance with the taking of regular courses:
 (1) Registration Fee
 (2) Basic Tuition Rates
 (3) Credit rates from the courses submitted.

The UUK period lasts after UAS until the first day of KRS/*Enrollment.*

12. **Study deadline** - (Rector's Decree 3009/II/SK-OT.20.01/09/2018)

To improve academic quality, starting from the class of 2017, the study period of undergraduate and doctoral program students was shortened by one semester to 13 semesters; while for master's program students, the study period is shortened to 7 semesters. Especially for the Professional Psychology study program, the maximum study time limit remains 8 semesters. Students will drop out of study if they have not completed all their courses by the end of their maximum semester. Students who drop out of studies cannot extend their study period.

13. Evaluation of Study Success and Study Dropout

In order to avoid failure after many years of study at a considerable cost, a mechanism is created where students are given warnings about the results of their studies before they are declared to have dropped out of their studies; Although it can happen that students are declared to drop out of college without ever getting a warning beforehand because they actually "fall" during the evaluation.

The evaluation of the success of studies for Undergraduate students is carried out in stages as follows:
   a. **The first evaluation** is in the form of a verbal reprimand by the PA if the GPA of the minimum number of best credits does not reach 2.00 at the end of the first semester;
   b. **Second evaluation**, in the form of a written reprimand from the faculty leadership if the GPA of the minimum number of best credits does not reach 2.00 at the end of the second semester;
   c. **Third Evaluation**, in the form of a written reprimand from the Faculty leadership if the

GPA of the minimum number of best credits does not reach 2.00 at the end of the third semester

d. **Fourth Evaluation**, in the form of a written decision to drop out of studies from the University leadership based on the proposal from the Dean of the Faculty concerned, if, the GPA of the minimum number of best credits does not reach 2.00 at the end of the fourth semester;

e. **Fifth evaluation**, in the form of a written statement of study dropout from the University leadership based on the proposal from the Dean of the Faculty concerned, if, the GPA of the minimum number of best credits does not reach 2.00 at the end of the sixth semester;

f. **Sixth**, in the form of a written statement of study withdrawal from the University leadership based on the proposal from the Dean of the Faculty concerned, if the GPA of the minimum number of best credits does not reach 2.00 at the end of the eighth semester;

g. **Seventh Evaluation**, in the form of a written decision to drop out of studies from the University leadership based on the proposal of the Dean of the Faculty concerned, if the GPA of the minimum number of best credits does not reach 2.00, there is the end of the twelfth semester;

DROP OUT EVALUATION

Information	Evaluation I	Evaluation II	Evaluation III	Evaluation IV	Evaluation V	Evaluation VI	Evaluation VII
Semester	1	2	3	4	6	8	12
$\sum$ Best Credits units earned	12 credits	24 credits	36 credits	48 credits	72 credits	96 credits	120 credits
GPA/*CGPA*	2,00	2,00	2,00	2,00	2,00	2,00	2,00
Term	Rebuke PA	Warning Letter I	Warning Letter II	Decree Drop Out	Decree Drop Out	Decree Drop Out	Decree Drop Out
Warnings in My Atma	*Warning*	*Probation I*	*Probation II*	*Drop Out*	*Drop Out*	*Drop Out*	*Drop Out*

14. **Intermediate Semester** - (Rector's Decree 1349/II/SK-PP.40.06/05/2021)
    Understanding:
    a. The intermediate semester is a regular semester whose implementation activities are condensed in 8 (eight) weeks which are held in the form of lectures for at least 16 (sixteen) meetings including the Mid-Semester Exam (UTS) and the Final Semester Exam (UAS).
    b. Intermediate Semesters are not always held depending on the needs and conditions of each study program.
    The goal is to improve grades and shorten the study period of students.
    The time of the Interim semester is held at a time gap between even semesters to odd semesters.

    Requirements for Participating in the Intermediate Semester:
    - Actively registered as a student of Atma Jaya University
    - Students who are truant if they are going to take part in the intermediate semester must apply to be active again before registering for the intermediate semester KRS
    - Students can take a maximum of 4 courses or the number of credits is not more than 9 credits. Thesis courses and final projects are not presented in the intermediate semester.
    - Students are allowed to withdraw courses but are not allowed to add courses.
    Grades in the intermediate semester do not have H grades.

    The Financial Provisions for the Intermediate Semester are regulated in separate regulations.

15. **Special Program for Acceleration -** (Rector's Decree 1116/II/SK-PP.20.03/04/2021)

Acceleration Scheme

This program is an uninterrupted educational program:
- S1 to S2 education levels that can be taken within 10 (ten) semesters, provided that the S1 program has graduated
- S2 to S3 education levels that can be taken within 8 (eight) semesters. The provisions and processes can be seen in the respective study programs.

16. **Independent Learning Independent Campus Program/MBKM** (Rector's Decree 0882/II/SK-PP.30.01/03/2021)
    - Have the opportunity for students to take 1 semester or the equivalent of 20 credits outside the Study Program at the same university;
    - and a maximum of 2 semesters or equivalent to 40 credits of learning on:
      - same study program, at different universities
      - Different Study Programs at Different Universities
      - and/or learning outside of higher education such as internships, education units, research/research, humanitarian projects, humanitarian activities, independent studies/projects, building villages/thematic KKN, a maximum of 2 semesters

    The provisions and processes can be seen in the respective study programs.

17. **Graduation**
   a. Students can take the final exam/thesis/thesis/dissertation to achieve their graduation if they have met all the academic and administrative requirements, namely:
      1) Pass all required courses in the curriculum of each study program (except thesis/final project) with a minimum score of C for S1 and B for S2/S3;
      2) Achieve the required TOEFL/ TOEIC/ES score;
      3) Fulfilling the obligations of the Participatory Credit System (SKP);
      4) Pay off all financial obligations;
      5) Return all borrowed books;
      6) Not committing academic violations.
   b. Students are entitled to obtain a degree if they have fulfilled the study requirements according to the curriculum of each study program. Especially for the Doctor Profession, students are considered to have graduated if they have passed the Student Competency Examination for the Medical Professional Program (UKMPPD) organized by the Indonesian Doctors Association.
   c. Graduation Predicate of Undergraduate Programs
      GPA as the basis for determining the graduation predicate of undergraduate programs is:
      1) 2.00 – 2.75 – (No graduation predicate)
      2) 2.76 – 3.00 Satisfactory
      3) 3.01 – 3.50 Excellent
      4) 3.51 – 4.00 Compliments (*Laude*)
      The graduation predicate of "**Praise**" (*Laude*) is also determined by taking into account the study period, which is a maximum of 8 (eight) semesters. Students with a GPA between 3.51 – 4.00 but their study period exceeds 8 (eight) semesters, their graduation predicate is "**Very Satisfactory (*Excellent*)**".
   d. Master's Program Graduation Predicate
      The GPA as the basis for determining the graduation predicate of the master's program is as follows:
      1) 3.00 — 3.50 Satisfactory

2) 3.51 — 3.75 Excellent
3) 3.76 – 4.00 Compliments (*Laude*)

The graduation predicate of "**Praise**" (*Laude*) is also determined by paying attention to the study period, which is a maximum of 4 (four) semesters (specifically for the Professional Psychology study program, the maximum study period that is taken into account is 5 (five) semesters). Students with a GPA of 3.76 – 4.00 but the study period exceeds 4 (four) semesters, their graduation predicate is "**Very Satisfactory (Excellent)**".

e. Predicate of Doctoral Program Graduation
GPA as the basis for determining the predicate of graduation for doctoral programs is as follows:
1) 3.00 — 3.50 Satisfactory
2) 3.51 — 3.75 Excellent
3) 3.76 – 4.00 Compliments (*Laude*)

The graduation predicate of "**Praise**" (*Laude*) is also determined by taking into account the study period, which is a maximum of 7 (seven) semesters. Students with a GPA of 3.76 – 4.00 but their study period exceeds 7 (seven) semesters, their graduation predicate is "**Very Satisfactory (Excellent)**".

18. **Determination of English Proficiency as a Graduation Requirement for Students of the Catholic University of Indonesia Atma Jaya (**Decree 1590/II/SK-KM.30.02/05/2023):

UNDERGRADUATE					
NO.	FACULTY	STUDY PROGRAM	MINIMUM SCORE		
			EPT	TOEIC	ICE
1	ECONOMICS AND BUSINESS	Management	450	405	300
		Accountancy	450	405	300
		Development Economics	425	405	280
2	BUSINESS ADMINISTRATION AND COMMUNICATION SCIENCES	Business Administration	450	405	300
		Communication Science	450	405	300
		Tourism	450	405	300
3	EDUCATION AND LANGUAGE	English Language Education	500	500	350
		Catholic Religious Education	400	405	260
		Guidance and Counseling	375	405	240
		Primary School Teacher Education	400	405	260
4	TECHNIQUE	Mechanical Engineering	475	405	320
		Electrical Engineering	425	405	280
		Industrial Engineering	425	405	280
		Information Systems	425	405	280
5	LAW	Law	450	405	300
6	MEDICINE AND HEALTH SCIENCES	Medicine	475	405	320
		Pharmacy	450	405	300
7	PSYCHOLOGY	Psychology	450	405	300
8	BIOTECHNOLOGY	Biotechnology	450	405	300
		Food Technology	450	405	300

MASTER's PROGRAM					
NO.	FACULTY	STUDY PROGRAM	MINIMUM SCORE		
			EPT	TOEIC	ICE
1	ECONOMICS AND BUSINESS	Management	450	405	300
		Applied Economics	450	405	300
		Accountancy	450	405	300
2	BUSINESS ADMINISTRATION AND COMMUNICATION SCIENCES	Business Administration	450	405	300
3	TECHNIQUE	Mechanical Engineering	450	405	300
		Electrical Engineering	450	405	300
4	LAW	Law	450	405	300
5	PSYCHOLOGY	Psychology	475	405	320
6	BIOTECHNOLOGY	Biotechnology	500	405	350
7	MEDICINE AND HEALTH SCIENCES	Biomedicine	500	500	350

PROFESSIONAL PROGRAMS					
NO.	FACULTY	STUDY PROGRAM	MINIMUM SCORE		
			EPT	TOEIC	ICE
1	ECONOMICS AND BUSINESS	Accounting Profession	450	405	300
2	TECHNIQUE	Profession of Engineer	450	405	300
3	PSYCHOLOGY	Professional Psychology	450	405	300

Information:

EPT : *English Proficiency Test*
TOEIC : *Test of English for International Communication*
ICE : *EnglishScore*

Conditions:

- The TOEFL/Atma Jaya English Language Test/similar score limit must be met before the Final Project/Thesis/Thesis exam.
- English proficiency certificates that can be used as a condition for taking the Final Project/Thesis/Thesis exam are still valid.
- The implementation of the EPT test is carried out offline/*offline* and is organized by the UPT Language Teaching Center (PPB).
- The implementation of TOEIC is carried out offline/*offline* and is organized by the UPT Language Teaching Center (PPB) in collaboration with the International Test Center (ITC).
- The implementation of the EnglishScore (ES) test is carried out online/*online* by the UPT Language Teaching Center (PPB) in collaboration with the British Council. The test was carried out using the mobile phone media of each test participant.
- Registration for each type of test is done via email ppb.ept@atmajaya.ac.id.
- If there are students who are caught cheating in any form in the implementation of the test or test results, then the person concerned will be suspended for 1 semester.
- If the student at the time of suspension has expired, then the student concerned will be subject to *Drop Out (*DO).

V. Administrative Provisions

1. Codes from Faculties, Study Programs, and Abbreviations

Unika Atma Jaya has 36 study programs from Bachelor's to Doctoral programs operating in three campus locations as follows:

Old Code	New Code	Faculty	Study Program (Prodi)	Abbreviation
001	0001	Faculty of Education and Languages (FPB)	Applied Linguistics in English (S2)	S2-LTBI-S
002	0002	Faculty of Economics and Business (FEB)	Management (S2)	S2-MGT-S
003	0003	Faculty of Education and Languages (FPB)	Applied Linguistics in English (S3)	S3-LTBI-S
004	0004	Faculty of Psychology (FP)	Professional Psychology (S2)	S2-PSIPRO-S
005	0005	Faculty of Biotechnology (FTB)	Biotechnology (S2)	S2-BIO-S
006	0006	Faculty of Psychology (FP)	Psychology (S2)	S2-PSI-S
007	0007	Faculty of Law (FH)	Law (S2)	S2-HKM-S
008	0008	Faculty of Engineering (FT)	Mechanical Engineering (S2)	S2-TM-S
009	0009	Faculty of Engineering (FT)	Electrical Engineering (S2)	S2-TE-S
	0010	Faculty of Business Administration and Communication Sciences (FIABIKOM)	Business Administration (S2)	S2-ABI-S
	0011	Faculty of Economics and Business (FEB)	Applied Economics (S2)	S2-ET-S
	0012	Faculty of Economics and Business (FEB)	Accounting (S2)	S2-AKT-S
	0013	Faculty of Psychology (FP)	Psychology (S3)	S3-PSI-S
	0014	Faculty of Medicine & Health Sciences. (FKIK)	Biomedical (S2)	S2-MED-P
011	0101	Faculty of Economics and Business (FEB)	Management (S1)	S1-MGT-S
012	0102	Faculty of Economics and Business (FEB)	Accounting (S1)	S1-AKT-S
013	0103	Faculty of Economics and Business (FEB)	Development Economics (S1)	S1-EP-S
014	0104	Faculty of Economics and Business (FEB)	Accountant Profession	PRF-AKT-S
	0151	Faculty of Economics and Business (FEB)	Management (S1)	S1-MGT-B
	0152	Faculty of Economics and Business (FEB)	Accounting (S1)	S1-AKT-B
	0153	Faculty of Economics and Business (FEB)	Development Economics (S1)	S1-EP-B
021	0201	Faculty of Business Administration and Communication Sciences (FIABIKOM)	Business Administration (S1)	S1-ABI-S
022	0202	Faculty of Business Administration and Communication Sciences (FIABIKOM)	Communication Studies (S1)	S1-ILKOM-S
023	0203	Faculty of Business Administration and Communication Sciences (FIABIKOM)	Tourism (S1)	S1-HOS-S
	0251	Faculty of Business Administration and Communication Sciences (FIABIKOM)	Business Administration (S1)	S1-ABI-B
	0252	Faculty of Business Administration and Communication Sciences (FIABIKOM)	Communication Studies (S1)	S1-ILKOM-B
	0253	Faculty of Business Administration and Communication Sciences (FIABIKOM)	Tourism (S1)	S1-HOS-B
031	0301	Faculty of Education and Languages (FPB)	English Education (S1)	S1-PBI-S
033	0303	Faculty of Education and Languages (FPB)	Catholic Religious Education (S1)	S1-PKK-S
034	0304	Faculty of Education and Languages (FPB)	Guidance and Counseling (S1)	S1-BK-S

035	0305	Faculty of Education and Languages (FPB)	Elementary School Teacher Education (S1)	S1-PGSD-S
	0308	Faculty of Education and Languages (FPB)	Teacher Pre-Education Profession (S1)	PRF-PPG
	0351	Faculty of Education and Languages (FPB)	English Education (S1)	S1-PBI-B
	0353	Faculty of Education and Languages (FPB)	Catholic Religious Education (S1)	S1-TEO-B

	0354	Faculty of Education and Languages (FPB)	Guidance and Counseling (S1)	S1-BK-B
	0355	Faculty of Education and Languages (FPB)	Elementary School Teacher Education (S1)	S1-PGSD-B
043	0403	Faculty of Engineering (FT)	Industrial Engineering (S1)	S1-TI-S
	0407	Faculty of Engineering (FT)	Profession of Engineer (Ir)	PRF-IR-S
	0451	Faculty of Engineering (FT)	Mechanical Engineering (S1)	S1-TM-B
	0452	Faculty of Engineering (FT)	Electrical Engineering (S1)	S1-TE-B
	0453	Faculty of Engineering (FT)	Industrial Engineering (S1)	S1-TI-B
	0456	Faculty of Engineering (FT)	Information Systems (S1)	S1-SI-B
050	0500	Faculty of Law (FH)	Law (S1)	S1-HKM-S
	0551	Faculty of Law (FH)	Law (S1)	S1-HKM-B
060	0600	Faculty of Medicine & Health Sciences. (FKIK)	Medicine (S1)	S1-DKTR-P
061	0601	Faculty of Medicine & Health Sciences. (FKIK)	Doctor Profession	PRF-DKTR-P
	0602	Faculty of Medicine & Health Sciences. (FKIK)	Pharmacy (S1)	S1-FRM-P
070	0700	Faculty of Psychology (FP)	Psychology (S1)	S1-PSI-S
	0751	Faculty of Psychology (FP)	Psychology (S1)	S1-PSI-B
	0851	Faculty of Biotechnology (FTB)	Biotechnology (S1)	S1-BIO-B
	0852	Faculty of Biotechnology (FTB)	Food Technology (S1)	S1-TP-B

Information:
- The S and B codes at the end of the abbreviation column refer to the location of the campus (S = Clover, B = BSD)

2. **Academic Awards** (S1, S2 and S3)- (S1, S2 and S3) (Rector's Decree 1287/II/SK-KM.70/02/05/2021)
   The awarding of academic achievement awards for students **is effective from the Class of 2020**.

   a. **Conditions for awarding academic awards each semester:**
      - This award is given based on the following requirements:
        - have a minimum GPA of > 3.76 for Undergraduate and Professional programs
        - have a minimum GPA of > 3.80 for Master's and Doctoral programs
          from the minimum number of credits that he has obtained in a semester as follows:

Program	Minimum number of cumulative credits for a semester						
	1	2	3	4	5	6	7
Bachelor	-	24	48	72	96	120	144
Specifically for the Bachelor of Medicine Study Program	18	38	58	81	100	121	-
Master	12	24	36	-	-	-	-
Doctor	10	20	30	40	-	-	-
Profession	12	24	-	-	-	-	-
Psychology Profession	11	22	33	44	50	-	-

- Non-Students who are accepted through the RPL route
- Academic awards are calculated based on the results of the last study of odd and even semesters;
- Never got D and E grades, never skipped/got an academic witness
- The award given is in the form of a **Student Academic Achievement Award Certificate** and received recognition from the University by announcing it through the official *website* of Unika Atma Jaya.

b. **Provisions for awarding rings (at graduation) and charters to graduates with the following criteria** (Rector's Decree 0855/II/SK-PP.100.01/03/2022):
   1) Have a GPA ≥ 3.76 for undergraduate programs, and a GPA ≥ 3.80 for master's and doctoral programs, the length of study for:
      - Undergraduate programs (other than Medicine): 8 semesters.
      - Bachelor of Medicine program: 7 Semesters.
      - Master's program (other than Master's in Professional Psychology): 4 semesters
      - Master's program in Professional Psychology: 5 semesters
      - Doctoral program: 6 Semesters.
      - If the student has taken college leave, then the leave is counted as a study period
   2) Do not have a history of repeating courses
   3) Never taken a Special Exam
   4) Not valid for students of the RPL program
   5) Active in student organizations
   6) Have a good personality character.
   7) Meet additional requirements beyond points (a) – (g) in accordance with the provisions of each study program.

   In each graduate period, 5 (five) students who have the highest ranking will receive an Award Charter for each study program, the award ring is only given to 1 (one) student.

c. **Form of Award**
   1) 5 (five) students who have the highest ranking in each study program will receive an Award Certificate;
   2) The first student from the ranking list as referred to in point c.1 above will receive the Best Graduation Ring;
   3) Students who receive the Award Charter who will continue their education to a higher level at the Catholic University of Indonesia Atma Jaya, will be exempted from tuition fees for a maximum of 3 years from the receipt of the Award Charter.

3. **Negative Service Indicator**

   Negative service indicator (⊘), an icon that indicates that students must complete their obligations first before they can carry out the next process in the academic system. If the Student is exposed to the *Negative service indicator* (⊘) at the *Student Services Center,* then the Student must complete the obligation (can be seen in the *Holds Menu*) as follows:
   a) ***Finance Outstanding*** - Students who still have tuition fee obligations
   b) ***Pending Library*** - Students who still have obligations in the library
   c) ***Student Academic Evaluation*** - Students have not filled out Lecture Feedback
   d) ***In Complete Checklist*** - Students who are fluent have the obligation to file new students
   e) ***Grade Point Average*** *(GPA)* - Students are required to consult with a PA
   f) ***Total semester of study*** *(TSS)* - Students are required to face the Head of Study Program

4. **Certificate of Active Semester**

This letter is a certificate that explains that the students listed in the letter are really students who are still active in Atma Jaya. Request for an active certificate can be through the BAA email (baa@atmajaya.ac.id), or through *myAtma* (*Main Menu – Self Service – Request Letters – Add a New*

Value), Students in truancy status cannot make an active certificate.

5. **Diploma**

   Diplomas are issued to students who have met the graduation requirements and have been declared graduated in their study program and have been stated in the Rector's Decree on the Awarding of Diplomas. The diploma is only issued once, if there is an error in the diploma such as the place and date of birth are not in accordance with the ID card or the name is different from the ID card, then a Certificate will be issued. Students are required to update their biodata in *myAtma* according to their ID card for graduation and diploma purposes. If there is an error in biodata, it is the responsibility of the student.

   Write your name, place, and date of birth on the diploma based on **your ID card**.

   If there is a change in data (name/place of birth does not match the ID card) Active students or who have graduated in the DIKTI database, they are required to attach evidence/supporting documents to the BAA (baa@atmajaya.ac.id) email, including:
   a. Application letter on stamp duty
   b. Scan KIM (for active students)
   c. Scan of Diploma (for students who have graduated)
   d. Scan of ID card
   e. Scan KK
   f. Scan of birth certificate

   Changes to personal data in *myAtma* can be done independently by students in accordance with the guidelines issued by the Atma Jaya Unika Registration section which is placed on the front page *of myAtma*.

   Starting from the 2018/2019 even semester graduates, Unika Atma Jaya implements PIN (National Diploma Numbering) for its graduates to prevent/minimize the occurrence of diploma forgery. The validity of graduates will be verified for consistency with the history of the educational process in higher education, fulfillment of national standards of Higher Education.

6. **Conditions for Taking a Diploma**

   Diploma collection can be done at their respective faculties, the Faculty informs graduates of the start date of diploma collection to immediately take a diploma with a period of 6 months from the time the original diploma is received from the University. After 6 months of not being picked up by the Student, the collection can be done at the BAA by bringing a letter of introduction from the Faculty (FR-UAJ-06-08). If after 6 months the Faculty does not return the diploma that has not been taken by the graduate to the University, then the security of the storage of the diploma is the responsibility of the Faculty. If the student does not take his diploma for 3 years since the diploma was transferred from the Faculty to the University, it is not the responsibility of the University if there is damage or loss; The original diploma can only be replaced with a Certificate of Replacement for a Diploma.

VI. Financial Provisions and Scholarships
   1. **Tuition Fees**
      a. **Tuition Fee Components**
         The Tuition Fee consists of:
         1.) **Educational Development Contribution (SPP):** This rate is only paid when a person is accepted and enters as a new student of one of the study programs at Unika Atma Jaya).
         2.) **Semester Registration Rate (TPS)**: The rate paid every semester as a sign of registration for both active and sick students.
         3.) **Basic Tuition Fee (TKP):** The tuition fee paid every semester for the study program, unless the student takes a leave of absence, or only takes a Thesis/Thesis/dissertation or Final Project/Independent Assignment/Business Plan only (without other courses).

4.) **Tuition Fee Credits (TKS):** Tuition rate per credit for the study program. The amount of tariff per semester is the number of credits taken in that semester multiplied by the rate per credit (based on the Study Program).

5.) **Package Tuition Rate (Package):** A per-semester rate paid in a package without taking into account the number of credits or courses taken in that semester.

6.) **Uniform Rates** for Tourism and Mechanical Engineering study programs

7.) **Practicum Rates** for Master of Psychology Professional Study Program9.)

8.) **Matriculation Rate:** for Graduate Students

b. **Regular Semester Rate - S1**

Student	SPP	TPS	SCENE	TKS	Parcel	Uniform
Semester 1	✔	✔	✔	✔		
Start Semester 2		✔	✔	✔		
Only write a thesis/final project		✔		✔		
Semester 1 (Tourism & Mechanical Engineering only)	✔	✔	✔	✔		✔
Semester 1 (Dictator only)	✔	✔	✔		✔	
Start Semester 2 (Dictator only)		✔	✔		✔	
Semester 1 (PSSK only)	✔	✔	✔	✔		
Starting Semester 2 Specifically for PSSK		✔	✔		✔	
PSPD semester 1 - 4		✔	✔		✔	
PSPD starts semester 5		✔	✔		Other fees	

Information:

1.) Especially for students of the Catholic Religious Education Study Program, they are no longer subject to TKS and Thesis Rates because they are included in the Package Tuition Rate. However, if the student is not able to complete his thesis within one semester, he must pay the Package Lecture Fee again, even if he does not take other courses in that semester. The payment of tuition fees for this package is accompanied by the payment of TPS.

2.) Rates for thesis/comprehensive/thesis/dissertation exams as well as the making of diplomas, transcripts, translations and legalization of diplomas and transcripts are set with separate regulations.

c. **Regular Semester Rates – Graduate & Professional Programs**

Study Program	SPP	TPS	SCENE	TKS	Matriculation (first semester)	Other
Accounting Profession	✔	✔	✔	✔	✔	Accountant Certificate from IAI
M. Management	✔	✔	✔	✔	✔	
M. Accounting	✔	✔	✔	✔	✔	
M. Applied Economics	✔	✔	✔	✔	✔	

M. Business Administration	✔	✔	✔	✔	✔	
M. Mechanical Engineering	✔	✔	✔	✔	✔	
M. Electrical Engineering	✔	✔	✔	✔	✔	
Profession of Engineer	✔	✔	✔	✔		Engineer Certificate

						Professional of PII
M. Law	✔	✔	✔	✔	✔	
M. Professional Psychology	✔	✔	✔	✔	✔	Practicum (sem3 & 4), competency exams, session, SSP, &SIPP
M. Psychology	✔	✔	✔	✔	✔	
Psychology (S3)	✔	✔	✔	✔	✔	Dissertation
M. Biotechnology	✔	✔	✔	✔	✔	
LTBI (S2)	✔	✔	✔	✔	✔	
LTBI (S3)	✔	✔	✔	✔	✔	Dissertation
M. Biomedicine	✔	✔		Parcel	✔	Thesis
	✔	✔			✔	

Information:

1.) The rate does not include the price of books, thesis/dissertation exams, diplomas, and graduation.

2.) Especially for LTBI (S3) & Psychology (S3) students who only need to write a dissertation (without courses), only pay the Dissertation Writing Fee per semester and TPS.
Especially for Master of Biomedical students who only need to write a thesis (without courses), only pay the Thesis Writing Fee per semester and TPS.

3.) Prospective students of postgraduate programs:
   a. Master of Law graduates from S1 Faculty of Law
   b. Master of Accounting graduates of S1 Accounting
   c. The Accounting profession graduates of S1 Accounting do not need to take matriculation, so they are exempt from matriculation rates.

4.) Master of Accounting students who are approved for the equalization of their courses (*waive*) are subject to a tuition fee of 1 credit per course and do not need to attend the lectures of the course.

5.) Students who skip college, if they will be active again, are subject to a truancy fine by paying TPS and crime scene for each semester.

   d. **Intermediate Semester Rates**
      1) General provisions
         Components of the Intermediate Semester tuition fee that students must pay:

         i. The Basic Lecture Rate (TKP) is 25% of the regular rate of each study program according to the class of each student.

         ii. The credit rate is according to the regular credit rate of each study program according to the class of each student.

      2) Especially for students of the Catholic Religious Education Study Program, they are exempt from the Basic Tuition Fee (TKP) and only pay the Package Tuition Fee of 115% of the regular package rate according to the class of each student.

2. **Tuition Rate Adjustment**
   To encourage students to complete their education on time, the Regular Tuition Rate for the S1 program is valid for 5 academic years or 10 semesters (excluding Clinical Education of the Faculty of Medicine and Health Sciences). If the student has not completed the study for 5 years, in the next academic year the tuition fee of the lower batch will be charged; This applies to the following year. As an illustration, a student of the class of 2023 who has not completed his studies at the end of the 2027/2028 academic year, then in the academic year 2028/2029 the student will be charged the rate

of the class of 2024. If the student still has not completed his studies at the end of the 2029/2030 academic year, then in
academic 2029/2030 will be subject to the 2025 class of tariffs.

For the Postgraduate Program, the Regular Tuition Rate is valid for 3 years (specifically for the Master of Psychology Professional program, valid for 4 years). If the student has not completed his studies until the end of the year in which the tuition fee is applied, then in the following year the tuition rate of the lower batch will apply.

3. **Payment of Tuition Fees**
   a) Payment method: Virtual Account (VA)

      To ensure that the funds paid are recorded for the right Student, Unika Atma Jaya facilitates each Student with two (2) virtual accounts (BCA and Mandiri). All payments for students' financial obligations are paid using the virtual account. The following is the format of the student's virtual account:

      - BCA: **13246 + Student ID**
      - Independent: **88003 + Student ID**

      To avoid delays in payment recognition, payments are made during bank operating hours.
   b) Payment Scheme
      i. Pay in full through their respective VAs.
      ii. Installment according to applicable regulations.
      iii. Installments can be made 4 times in each semester and must be paid off before the semester ends to avoid obstacles to registration for the next semester. The cost components that can be paid in installments are the Basic Tuition Fee (TKP) and the Credit Rate.
      iv. For the Intermediate Semester, payment must be made in full.
   c) Tuition Payment Procedure:
      i. Students pay off their financial obligations first before registering for the next semester.
      ii. Students choose the courses to be followed in the next semester at *myAtma*.
      iii. Students see the amount of bills for the next semester in *myAtma* on D+1 of taking courses.
      iv. Students who will make installments can be processed through *myAtma* according to the predetermined scheme.
      v. Students pay the tuition fees listed on *myAtma* through their respective BCA/Mandiri Virtual Accounts (VA). The VA number can be accessed at *myAtma* Mahasiswa. Payments are made according to the bank's operating hours.

   d) Late Payment

      Late payment of tuition fees will be subject to a fine of 10% of the bill due.

4. Completion of the study and implications on finance

a. Before taking the final project session, students are required to pay off all financial obligations including trial fees.
b. Graduates who still have deposits, can apply for a deposit refund. Submission can be made no later than 3 months after the Faculty issues a Certificate of Graduation.

The application is submitted to Ka. BAK via email to keuangan.Mahasiswa@atmajaya.ac.id complete with a KIM, a Certificate of Graduation, and a passbook cover.

5. Atma Jaya Scholarship
a) Unika Atma Jaya provides scholarships to undergraduate and

Graduate. The scholarships provided are in the form of tuition assistance for the financially disadvantaged or *awards* for certain achievements.

b) The purpose of the Atma Jaya Scholarship, according to the original mission of the founder, is to help those who are underprivileged to have the opportunity to access higher education through the scholarship path selection process, as well as a form of giving awards to those who excel as well as producing the character of Scholarship Recipients who are not only in accordance with the profile of Atma Jaya University graduates but also provide positive and tangible benefits for Indonesia in the future.

c) Scholarship terms and info can be seen at http://beasiswa.atmajaya.ac.id/

VII.   Rules and Regulations

1. Student Rules

a. All activities on campus take place between pk. 05:00-22:00 WIB. During the transition period, activities at the BSD Campus took place between pk. 07:00 – 21:00 WIB. Activities on campus that are carried out outside of these hours must be approved by the Rector of Atma Jaya University through the Vice Chancellor of the relevant field.

b. Atma Jaya Unika students are entitled to:
   1) Getting education and teaching.
   2) Doing positive and directed self-development.
   3) Channeling their aspirations constructively and responsibly.
   4) Use Atma Jaya Unika facilities in accordance with applicable regulations.
   5) Obtain other rights in accordance with applicable regulations.

c. Atma Jaya Unika students are obliged to:
   1) Upholding and maintaining the good name of Atma Jaya University.
   2) Maintaining and maintaining security, order, cleanliness, campus comfort, and maintaining, as well as maintaining facilities and facilities owned by Atma Jaya University.
   3) Present in the lecture hall to attend lectures on time as prescribed.
   4) Be polite, polite, and respectful of each other regardless of SARA to fellow members of the Atma Jaya community.
   5) Comply with all student discipline regulations that apply at Unika Atma Jaya

d. Forms of violation:
   1) Possessing, carrying, storing, making, trading or distributing, and consuming liquor.
   2) Possessing, carrying, storing, making, trading or disseminating, and consuming/using narcotics, psychotropics and other addictive substances for abuse.
   3) Engaging in gambling activities both covert and overt (including playing cards in the campus environment).
   4) Possessing, carrying, storing, manufacturing, trading or distributing and using weapons, explosives, and similar items.
   5) Committing acts of violence or acts of violation of morals.
   6) Cheating, falsifying exam works and assignments, committing acts of plagiarism, manipulating exam results/grades either by themselves or with the help of others and other forms of academic violations.
   7) Smoking in the campus environment (more on that later)
   8) Carry out activities or be on campus outside of the specified time.

9) Performing actions in the form of:
   i. Directly interfering with the course of activities in the campus environment by means of violence.
   ii. Incite, pitting or slandering.
   iii. Steal.
   iv. Damaging goods/equipment/buildings belonging to Atma Jaya.
   v. Committing counterfeiting in all forms.
   vi. Throwing garbage in any place.
   vii. Dress immodestly.
   viii. Manipulating finances.
   ix. Lying and lying.
10) Violating the applicable regulations at Atma Jaya University

2. Types of sanctions:

Sanctions can be given to individuals, organizations, the person in charge of the organization, or committees. The type of sanction depends on the type of error/violation committed.

Types of sanctions in order from mildest to most severe:

1) Administrative sanctions:
   - Reprimand (verbal).
   - Warning (written).
   - Temporary suspension of organizational activities.
   - Revocation of administrative activity facilities and services.
   - Compensation.
   - Dissolution of the organization.
2) Academic sanctions:
   - Excluded from lecture or exam activities.
   - Deduction.
   - Cancellation of grades and declared not passing.
   - Warning (written).
   - Temporary suspension of status as a student.
   - Imposed the status of a probationary student.
   - Permanent revocation of Student status.

3) Other sanctions:
   - Submission of legal process to the police.
   - Civil liability in accordance with applicable regulations.

Sanctions can be given by the Faculty Leaders, University Leaders or the authorities.

3. Plagiarism

1) The act of plagiarism is the act of using other people's ideas, and/or words, images without mentioning the source. This action is classified as a gross offense. Students must be able to ensure that all the works they make, including final project works (thesis/thesis/dissertation/KTI) are free from plagiarism.
2) The student's graduation can be canceled if the final project work in question is proven to be an act of plagiarism. Students can contact the head of the study program/PA/final project supervisor regarding the plagiarism provisions that apply specifically in their respective study programs;
3) All final projects (thesis, thesis, dissertation, KTI) must be proven free from plagiarism. Evidence in the form of a scanned report using a tool available online on the AtmaLib homepage (https:// www.plagscan.com/atmajaya);

4) The limit of the percentage of text similarity is determined by each study program and socialized to final project students;
5) Steps to scan can be found at:
   https://lib.atmajaya.ac.id/default.aspx?tabID=61&src=k&id=207724

4. Smoking in the campus environment

Unika Atma Jaya has established a regulation prohibiting smoking in the Unika Atma Jaya campus environment. The regulations for the implementation of the smoking ban on the Campus environment are presented in the following details:

a. Atma Jaya residents are prohibited from smoking in unauthorized places such as lecture halls, study rooms, laboratory rooms, building hallways, parking spaces, canteens and all areas within the campus.

b. Sanctions for Students:
   1) The first violation received a verbal reprimand and recorded the student's number.
   2) The second violation is in the form of a written warning.
   3) The third violation is to be excluded from all academic activities (lectures, practicums, responses or exams) in the current semester.
   4) The fourth offense, temporarily suspended his status as a student (suspension) and subject to a criminal penalty as stipulated in the Governor's Decree No. 75 of 2005 concerning Non-Smoking Areas, namely imprisonment for a maximum of 6 (six) months or a maximum fine of Rp 50,000,000 (fifty million rupiah).
   5) Sanctions for students can be given by faculty leaders, university leaders or the authorities.

5. Use of flip-flops in the campus environment

Unika Atma Jaya as an educational institution needs to develop an etiquette and professional campus life system. Wearing flip-flops in the campus environment is considered inappropriate and does not support the development of the life of campus residents who are etiquette and professional. Therefore, students are prohibited from wearing flip-flops in the Atma Jaya Unika Campus environment. This prohibition is a minimum provision that applies in general, the leadership of the Faculty/unit is authorized to set other provisions that do not contradict the applicable provisions (for example, it is mandatory to wear shoes when entering the secretariat room or classroom). Wearing flip-flops in the Atma Jaya Unika Campus environment is only allowed under certain conditions with valid reasons.

VIII.   Leaders of Universities, Faculties and Units

Leader of the Catholic University of Indonesia Atma

Jaya Rector

Dr. Agustinus Prasetyantoko

Vice Chancellor for Academic Affairs

Dr. Magdalena Surjaningsih Halim, Psychologist.

Vice Rector for Student Affairs and Alumni

Dr. Christiana Fara Dharmastuti, S.E., M.M.

Vice Rector for Research and Cooperation

Dr. Yohanes Eko Adi Prasetyanto, S.Si.

Director of Operations

Dr. Ir. FX. Sunar Wibowo, M.Sc.

Dean of the Faculty of

Economics and Business

Dr. Irenius Dwinanto Bimo, S.E., M.Si.

Vice Dean

Levi Nilawati, S.E., M.Si.

Head of Administration and Finance

Arhad K. Vratyastoma, S.Si, M.M.

Head of Student Affairs

Christianus Yudi Prasetyo, S.E., M.Ak.

Head of Management Study Program (Undergraduate)

Benedict Elnath Aldi, S.E., M.Si.

Secretary of the Management Study Program (Undergraduate)

Marsiana Luciana Sitanggang, S.Si., M.Si.

Head of Accounting Study Program (Undergraduate)

Loh Wenny Setiawati, S.E., M.Ak.

Secretary of the Accounting Study Program (Bachelor)

Thia Margaretha Tarigan, S.E., Ak., C.A., M.Ak.

Head of Development Economics Study Program (Undergraduate)

Dr. F.X. Adji Pratikto, S.E., M.E.

Head of Management Study Program (Master)

Dr. Endang Sulistyaningsih, S.E., M.Sc.

Head of Accounting Study Program (Master)

Dr. Megawati Oktorina, S.E., M.Ak., CPA.

Secretary of the Accounting Study Program (Master)

-

Head of the Applied Economics Study Program (Master)

Dr. Nuning Trihadmini, S.E., M.E.

Head of the Accounting Profession Study Program (PPAK)

Dr. Almatius Setya Marsudi, S.E., Akt., M.Si., C.A., CSRS, CSRA.

Faculty of Business Administration and

Communication Sciences Dean

Dr. Eko Widodo

Vice Dean

Rosdiana Sijabat, Ph.D.

Head of Administration and Finance

V. Rini Widiyastuti, S.AB.

Head of Student Affairs

Stefanus Andriano, S.Sos., M.Si.

Head of Business Administration Study Program (Bachelor)

Dr. V. Rachmadi Parmono, STP., M.M.

Secretary of the Business Administration Study Program (Bachelor)

Pristiana Widyastuti, S.AB., M.AB.

Head of the Business Administration Study Program (Master)

Dr. Kurnianing Isololipu, S.Sos., M.Com.

Head of Communication Studies Study Program (Undergraduate)

Prof. Dr. Y. M. Dorien Kartikawangi

Secretary of the Communication Studies Study Program (Undergraduate)

Dr. Satria Kusuma Fajar Mahardika, S.Sos., M.Si.

Head of Tourism Study Program (Undergraduate)

Astuti Kusumawicitra L., S.Pd., M.Hum., Ph.D.

Faculty of Education and Dean's

Language

Dr. Luciana, M.Ed.

Vice Dean

Pricilla Anindyta, M.Pd.

Head of Administration and Finance

Yohanes Ismantoro, S.E., Ak., C.A., M.Ak.

Head of Student Affairs

D. David Biondi Situmorang, S.Pd., M.Pd., M.Si., CT., CPS., CBNLP.

Head of English Education Study Program (Undergraduate)

Tia Xenia, S.Pd., M.Hum.

Secretary of the English Education Study Program (Bachelor)

Christina Eli Indriyani, S.Pd., M.Hum.

Head of the Catholic Religious Education Study Program (Undergraduate)

Theresia Vita Prodeita, S.Pd., M.Hum.

Head of Guidance and Counseling Study Program (Undergraduate)

Caroline Lisa Setia Wati, S.Pd., M.Pd., Kons.

Head of the Elementary School Teacher Education Study Program (Undergraduate)

M. Francine Avanti Samino, M.Pd.

Head of the English Applied Linguistics Study Program (Master)

Ferdian Okki Kurniawan, Ph.D.

Head of the English Applied Linguistics Study Program (Doctoral)

Prof. Dr. Setiono Sugiharto

Head of the Teacher Professional Education Study Program

Clara Ika Sari Budhayanti, M.Si.

Faculty of

Engineering Dean

Dr. Ing. Widodo Widjaja Basuki, S.T., M.Eng.

Vice Dean

Dr. Ing. Widodo Widjaja Basuki, S.T., M.Eng.

Head of Administration and Finance

Veronica Dewi Ambarsari

Head of Student Affairs

Dr. Karel Octavianus Bachri, S.T., M.T.

Head of Mechanical Engineering Study Program (Undergraduate)

Harjadi Gunawan, S.T., M.Eng.

Secretary of the Mechanical Engineering Study Program (Undergraduate)

Yohanes Adeatma Antonio, M.Eng

Head of Electrical Engineering Study Program (Bachelor)

Dr. Veronica Windha Mahyastuty, S.T., M.M., M.T.

Head of Industrial Engineering Study Program (Undergraduate)

Dr. Yanto, S.T., M.Sc., Ph.D.

Head of Information Systems Study Program (Undergraduate)

Julius Victor Manuel Bata, S.Kom., M.T.

Head of Mechanical Engineering Study Program (Master)

Arka Dwinanta Soewono, B.A.Sc., M.A.Sc., Ph.D.

Head of Electrical Engineering Study Program (Master)

Dr. Marsul Siregar, M.Eng

Head of the Engineer Professional Study Program

Ir. Enny Widawati, M.T., IPM

Faculty of Law Dean
Dr. Iur. Asmin Fransiska, S.H., LL.M.

Vice Dean
Johanes de Brito Sardadi Sambada, S.H., M.Hum.

Head of Administration and Finance
Paulus Kunardi

Head of Student Affairs
Putri Purbasari, R.M., S.H., M.H.

Head of Law Study Program (Undergraduate)
Feronica, S.H., M.H.

Secretary of the Law Study Program (Undergraduate)
Woro Puspita Dewi, A.Md.

Head of Law Study Program (Master)
Siradj Okta, S.H., LL.M., Ph.D.

**Dean of the Faculty of Medicine and Health
Sciences**

Dr. dr. Felicia Kurniawan, M.Kes.

Vice Dean

Dr. dr. Ignatio Rika Haryono, Sp.KO.

Head of Administration and Finance

Debora Yulia Wati, S.Sos

Head of Student Affairs

dr. Ricky Yue, Sp. ENT-KL.

Head of the Bachelor of Medicine Study Program (Undergraduate)

dr. Ecie Budiyanti, M.Biomed.

Secretary of the Bachelor of Medicine Study Program (Undergraduate)

dr. Mariani, M.Biomed.

Head of Pharmacy Study Program (Undergraduate)

Dion Notario, S. Farm., M.Sc., Apt.

Head of the Biomedical Study Program (Master)

Dr. dr. Soegianto Ali, M.Med. Sc.

Head of the Medical Profession Study Program (Profession)

Dr. dr. Poppy Kristina Sasmita, M.Kes, Sp.S.

Secretary of the Medical Profession Study Program (Profession)

dr. Irene Stephanie, Sp.B.

Dean Faculty of

Psychology

Dr. phil. Juliana Murniati, M.Si.

Vice Dean

Dr. Christiany Suwartono, S.Psi., M.Si.

Head of Administration and Finance

Alexzander Eko Patadungan, A.Md.

Head of Student Affairs

Fransisca Rosa Mira Lentari, M.Psi., Psychologist.

Head of Psychology Study Program (Undergraduate)

Immanuel Joshua, M.Sc., M.Psi., Psychologist.

Secretary of the Psychology Study Program (Undergraduate)

Nanda Rossalia, M.Psi., Psychologist.

Head of the Psychology Study Program (Master)

Dr. Angela Oktavia Suryani, M.Si.

Head of the Professional Psychology Study Program (Master)

Dr. Weny Savitri S. Pandia, M.Si., Psychologist.

Head of Psychology Study Program (Doctoral)

Dr. Christiany Suwartono, M.Si.

Faculty of Biotechnology

Dean

Yogiara, Ph.D.

Vice Dean

Rianita Pramitasari, S.T.P., M.Sc.

Head of Administration & Finance

Ignatius Subandi, S.E.

Head of Student Affairs

Dionysius Subali, S.Si., M.Biotek.

Head of Biotechnology Study Program (Undergraduate)

Dr. Listya Utami Karmawan, S.Si., M.Si.

Head of Food Technology Study Program (Undergraduate)

Diana Lestari, S.Gz., M.Si.

Head of the Biotechnology Study Program (Master)

Dr. Adi Yulandi, M.T.

Head of the University Leadership Support Unit

Head of Campus Ministry Atma Jaya
Father Stevanus Harry Yudanto, Pr

Head of the Academic Administration Bureau
Dra. Helena Nataly Tapoona, M.M.

Head of Accounting and Finance Bureau
Arie Agustinus, M.M.

Head of the Human Resources Bureau
Beni Wido Hendratmo, S.Psi., M.M.

Head of the Infrastructure and Facilities Development Bureau
Ary Sinta Triwardani, M.Ak.

Head of Student Affairs, Alumni, and Student Career Guidance Bureau
Corry Korita Neryceka, S.Si.

Head of Marketing Bureau
Wahyuning Tri Tunggal, A.Md., S.TP.

Head of the Information Technology Systems Bureau
Eko Yuwono, BSc.

Head of the University Secretariat
Drs. A. Pramono Soeprihadi

Head of UPT Library
Santi Kusuma, M.Sc.

Head of Atma Jaya Publishing Unit
Erik Hendrikus Yuniarto, A.Md.

Head of UPT Language Teaching Center
Katharina Endriati Sukamto, Ph.D.

Head of Scholarship Office
Fransisca Indah Tri Utami, S.T.

Head of UPT Dormitory
Caecilia Ambar Winarsih, S.E.

Chairman of the Institute for Education and Learning Innovation
Dr. dr. Lilis, Sp.PA., M.Kes.

Head of the Center for Improvement of Instruction Activity Development
Dr. Ati Cahaya ni, S.Sos., M.M.

Head of the MPK and Multidisciplinary Center
Febiana Rima Kainama, S.S., M.Hum.

Head of the Center for Innovation and Learning Technology
Margaretha Dwi Susanti, S.Sos.

Chairman of the Quality

Assurance Agency

Maria Virgin Tapoona, S.Kom

Head of System Development Center

Maria Virgin Tapoona, S.Kom

Head of the Center for Data Exploration and Empowerment
Aloisius Bambang Susilo R., M.Kom.

Head of the Internal Monitoring and Evaluation Center
-

Head of Accreditation Center
Prof. Dr. Weli, S.Kom., M.Si.

Institute for Research and Community Service

Chairman

Dr. jur. Sih Yuliana Wahyuningtyas, S.H., M.Hum.

Head of the Center for Community Development Studies
Dr. Clara R. Pudji Yogyanti A., M.Sc., Psychologist

Head of the Center for Ethics Development
Drs. Rodemeus Ristyantoro, M.Hum

Head of the Center for Language and Cultural Studies
Yanti, Ph.D.

Head of the HIV/AIDS Center
Drs. Ignatius Praptoraharjo, Ph.D.

Head of the Community Empowerment Center

Herman Yoseph Sutarno, S.Pd.

Head of the Intellectual Property Rights Center (IPR)

Theresia Dian Widyastuti, S.E., M.Ak.

Head of Administration and Finance

Yohanes Whidi Nugroho, S.E.

Head of the Research Center

Daru Seto Bagus Anugrah, S.Si., M.Eng.

Head of Community Service Center

Deka Prismawan, S.Farm., Apt., M.Sc.