ACADEMIC GUIDELINES

Universitas Trunojoyo Madura

2022

+62 031-3011146
www.trunojoyo.ac.id

CHAPTER I INTRODUCTION

A. SHORT HISTORY

University of Trunojoyo Madura is a continuation of Universitas Bangkalan Madura (Unibang), which 'changed its status' from a private university to a state university based on the Presidential Decree of the Republic of Indonesia Number 85 of 2001; dated July 5, 2001. In his speech, KH. Abdurrahman Wahid, the President of the Republic of Indonesia stated that one of the desires of the Madurese people to have a State University has been achieved. In addition, to connect the island of Madura with Java was also fulfilled with the inauguration of the Suramadu Bridge on July 10, 2009 by the President of the Republic of Indonesia, Susilo Bambang Yudhoyono.

University of Trunojoyo Madura is built on 33 hectares area, located 5 kilometers from Kamal Port and approximately 15 kilometers from Bangkalan city. The future development of the campus is aimed to create a comfortable environment for teaching and learning activities. More trees are planned to be planted to eliminate the sense of aridity and dryness on the island of Madura. Additionally, the location of Universitas Trunojoyo Madura is within the center of the economic development area of *Gerbangkertasusila* (Gresik-Bangkalan-Mojokerto-Surabaya-Sidoarjo-Lamongan).

Formerly, University of Trunojoyo Madura consisted of 3 faculties (Faculty of Law, Faculty of Economics, and Faculty of Agriculture). With rapid development, Universitas Trunojoyo Madura currently comprises 7 faculties (including the Faculties of Law, Economics, Agriculture, Engineering, Social and Cultural Sciences, Education Sciences, and Islamic Studies) and 33 study programs (including 5 postgraduate programs, 25 undergraduate programs, and 2 diploma programs).

A. VISION, MISSION, AND OBJECTIVES

1. Vision

In 2030, becoming a capable institution to produce intelligent, competitive, morallyupright graduates who excel in education and research based on the potential of Madura.

2. Mission

a. Organizing high-quality, relevant, and competent educational services to strengthenthe disciplines of science, technology, faith, and devotion.
b. Conducting research and community service activities entrenched the potential ofMadura continuously to support the learning process and academic publication.

c. Strengthening collaborative networks with government institutions, private sectors, industries, Islamic boarding schools, alumni and educational institutions nationally and internationally to support the development of Madura's potential.
d. Improving the university's governance by adherence to the credibility, transparency, accountability, responsibility and fairness.

3. **Objectives**

a. Generating high-quality, relevant, and competent educational services to reinforce knowledge in science, technology, faith, and devotion.
b. Conducting continuous research and community service based on the potential of Madura to support the learning process and academic publication.
c. Forming cooperative networks with governmental organizations, private sectors, industries, Islamic boarding schools, alumni, and educational institutions nationally and internationally to support the development of Madura's potential.
d. Creating a credible, transparent, accountable, responsible, and fair universitygovernance system.

B. EDUCATIONAL FOUNDATION

The implementation of education refers to ministry regulation number 12 of 2012 concerning Higher Education, which defines higher education as the level of education after secondary education covering diploma programs, undergraduate programs, master programs, doctoral programs, professional programs, and specialized programs organized by higher education institutions based on Indonesia's cultural heritage.

The objectives of higher education are as follows:

a. Developing students' potential to become individuals who are faithful, devout to the One Almighty God, morally upright, healthy, knowledgeable, skilled, creative, independent, competent, and cultured for the nation's interest.
b. Producing graduates who master branches of Science and/or Technology to fulfill national interests and enhance the nation's competitiveness.
c. Generating Science and Technology through Research that considers and applies Humanitarian values for the nation's progress, civilization advancement, and human welfare.
d. Achieving Community Engagement based on reasoning and Research works that contribute to advancing public welfare and enlightening the nation's life.

Additionally, the educational foundation at UTM is based on the Minister of Education and Culture Regulation of the Republic of Indonesia Number 3 of 2020 concerning the National Standards of Higher Education. The National Standards aim to:

a. Ensure the strategic role of Higher Education in enlightening the nation, advancing science and technology by applying humanitarian values, as well as fostering and empowering sustainable Indonesian culture and nation.
b. Guarantee that Learning in Study Programs, research, and Community Engagement organized by Higher Education Institutions throughout the territory of the Republic of Indonesia meets the quality criteria set in the National Standards of Higher Education.
c. Encourage Higher Education Institutions throughout the territory of the Republic of Indonesia to achieve quality in Learning, Research, and Community Engagement that surpasses the criteria set in the National Standards of Higher Education sustainably.

C. OFFERED EDUCATIONAL PROGRAM

University of Trunojoyo Madura has initiated 33 study programs that are divided into2 categories:

1. Academic Education

a. Undergraduate Programs

Undergraduate programs are academic endeavors designed for graduates ofsecondary education or its equivalent to enable them to practice Science and Technology through scientific reasoning. The goal is to prepare students to become cultured intellectuals or scientists capable of entering or creating job opportunities and developing themselves professionally. The available studies are as follows: **Faculty of Law**

- Law Study Program (B Accreditation)

Faculty of Economics and Business

- Management Study Program (A Accreditation)
- Accounting Study Program (B Accreditation)
- Economic Development Study Program (B Accreditation)

Faculty of Agriculture

- Agro technology Study Program (A Accreditation)
- Agribusiness Study Program (A Accreditation)
- Agricultural Industrial Technology Study Program (B Accreditation)

- Marine Science Study Program (A Accreditation)
- Aquatic Resource Management Study Program (B Accreditation)

Faculty of Engineering

- Informatics Engineering Study Program (B Accreditation)
- Industrial Engineering Study Program (B Accreditation)
- Electrical Engineering Study Program (B Accreditation)
- Mechanical Engineering Study Program (C Accreditation)
- Mechatronics Engineering Study Program (C Accreditation)
- Information Systems Study Program (B Accreditation)

Faculty of Social and Cultural Sciences

- English Study Program (B Accreditation)
- Sociology Study Program (B Accreditation)
- Communication Science Study Program (B Accreditation)
- Psychology Study Program (B Accreditation)

Faculty of Education Sciences

- Elementary School Teacher Education Study Program (A Accreditation)
- Early Childhood Education Teacher Education Study Program (A Accreditation)
- Indonesian Language and Literature Education Study Program (A Accreditation)
- Natural Science Education Study Program (B Accreditation)
- Informatics Education Study Program (B Accreditation)

Faculty of Islamic Studies

- Sharia Business Law Study Program (B Accreditation)
- Sharia Economics Study Program (B Accreditation)

b. Master Program

The master programs are academic initiatives proposed for graduates ofundergraduate programs or its equivalent to enable them to practice and develop Science and/or Technology through scientific reasoning and research by developing students into intellectuals, cultured scientists, able to enter and/or create jobs and develop themselves be professional. The study programs opened are as follows: **Faculty of Law**

- Master of Law Program (B Accreditation)

Faculty of Economics and Business

- Master of Accounting Program (B Accreditation)
- Master of Management Program (A Accreditation)

- Master of Economics Program (B Accreditation)

Faculty of Agriculture

- Master of Natural resources Management Program (B Accreditation)

2. Vocational Education

Vocational diploma programs are intended for secondary education graduates or its equivalent to develop skills and reasoning in the application of Science and/or Technology by preparing students to become skilled practitioners to enter the world of work according to their field of expertise. The study programs available are as follows:

Faculty of Economics and Business

- Accounting Program (Associate Degree) (B Accreditation)
- Entrepreneurship Program (Associate Degree) (B Accreditation)

D. EDUCATIONAL FACILITIES AND INFRASTRUCTUREAcademic Facilities

Various facilities within the University of Trunojoyo Madura include:

a. Classroom

Classrooms are available in every faculty.

b. Library

Library of University of Trunojoyo Madura provides literature in both Indonesian and English languages, including books, magazines, journals, and other scientific resources. The library building, known as the Cakra Building, is a five- story structure located at the center of the camping, serving as the central information.

c. Information and Communication Technology Center

It is a service unit that provides information technology service facilities such as internet connections, databases and online information systems.

d. Language Development Center

Language is a key in learning science so adequate mastery of English is required. Some of the activities carried out by the Language Laboratory include holding practicums for English courses and implementing English courses for students and lecturers. The Language Laboratory is currently equipped with a Self Access Center, offering students and lecturers have more opportunities and freedom to manage their time and English learning materials.

e. Basic Laboratory

1. Chemistry Laboratory

The chemistry laboratory supports lecturing activities in inorganic chemistry, organic chemistry and biochemistry, which is equipped with equipment: distillation equipment, filtration equipment, desiccators and other chemical testing equipment.

2. Physics Laboratory

The physics laboratory supports lecturing activities related to physics material. It equipped with tools: optical, physical, mechanical and electronic testing. This laboratory is used for practical activities for students from the Faculty of Engineering and the Faculty of Agriculture.

3. Biology Laboratory

The laboratory supports lecturing activities in general biology, botany and microbiology courses.

f. Study Center & Laboratory at the Faculty of Law:

1. Center for Pancasila and Constitutional Studies
2. Madura Legal Study Center
3. Consultation and Legal Assistance Clinic
4. Legal Skills Laboratory
5. Legal Drafting Laboratory

An institution that has the task of carrying out Tri Dharma activities within the scope of FH UTM with a focus on drafting legal documents.

6. Law Laboratory and Legal Science Documentation Center (Law Lab & PDIH)

The Law & PDIH Lab has two main functions. The first function is to provide a special collection of books to support legal science, a reading room and computers that students use to do lecture assignments and access the internet. The second function is to facilitate practical courses. The course managed directly by the Law Lab & PDIH is Internship. Apart from that, the Law & PDIH Lab also provides moot court facilities for students who are taking judicial practice courses, including State of Administrative Court Practice (SACP), Civil Justice and Criminal Justice. Apart from that, the Law & PDIH Lab also facilitates the practice of other legal skills and organizes Field Work Practices.

g. Laboratory at the Faculty of Economics and Business

1. FEB Computer Laboratory

This laboratory is used by the FEB academic community to support *tridharma* activities for learning, analysis of research results, dissemination of research results, as well as activities to support community service activities.

Routine activities held at Lab-com FEB are practicums for mandatory courses related to computer applications in scientific fields for all study programs; practicum courses supporting research methodology, statistics practicum, and several study program courses that are not accommodated in the Department's laboratory.

2. Monetary and Banking Laboratory

The banking laboratory is a vehicle for study program students of the Department of Economics to learn interactively about banking business processes and monetary policy. This laboratory has collaborated with *Bank Tabungan Negara (BTN)* to form a Mini Bank whose operating system complies with national banking standards. Students with a Monetary and Banking concentration can use this laboratory to carry out real banking practices.

3. Public Economics Laboratory

The Public Economics Laboratory is a place to evaluate the impact of public policy on community welfare. This laboratory can be used by students taking a concentration in Public Economics to apply Public Economic Theory to evaluate the impact of public policies, especially in poverty alleviation efforts. Lecturers can also use this laboratory to carry out research and service projects related to policies at both regional and national levels.

4. Statistics and Econometrics Laboratory

The Statistics and Econometrics Laboratory provides computational services in the Economics Sector, especially for undergraduate and postgraduate students in the Economics Department. This laboratory has collaborated with the Central Bureau of Statistics in Bangkalan to carry out activities for collecting, tabulating and disseminating statistical data in the region. This laboratory serves as a focal point for the Economics Department in developing applied quantitative methods.

5. Planning Laboratory

The Planning Laboratory is an applicable learning facility in the field of planning domain, especially for students concentrating on Development Planning. This laboratory initiated collaboration with the National Planning Agency to regularly conduct RPJMD training activities for government officials. For the academic community in the Department of Economics, this laboratory is very important for developing regional development planning knowledge.

6. Marketing Laboratory

This laboratory is used for in-depth and practical work on several courses in the marketing management concentration. Certain topics in several courses require applicable skills in workplace involving the utilization of electronically based information technology media, such as e-marketing courses, integrated marketing communication, market analysis and marketing planning. This laboratory often invites digital marketing practitioners to provide assistance and training for students in their field.

7. Financial Laboratory

This laboratory is used for in-depth and laboratory work for several courses in the financial management concentration. The practical activities relate to certain topics in several courses that require applicable skills in the workplace, such as investment analysis using information technology-based electronic media. Practical courses in the finance concentration include: a courses related to accounting, budgeting, and investment and portfolio analysis. Investment management practitioners are also brought in every semester to provide assistance and training for students in the financial investment analysis sector.

8. Human Resources Laboratory

This laboratory is used for in-depth and laboratory work on several courses in the human resource management concentration. Laboratory activities relate to certain topics in several courses that require applicable skills in workplace, such as workload analysis using information technology-based applications. Practical courses in the HRM concentration include: a courses related to job analysis, performance management, and HR development. HR practitioners are also brought in every semester to provide assistance and training for students in the job analysis, performance management and HR development.

9. Entrepreneurship Laboratory

The laboratory is used for in-depth and labkratory work on several courses in the Associate Degree of Entrepreneurship study program. Practical activities relate to certain topics in several courses that require applicable skills in the business world. Several practicums are carried out for project courses 2 to project 5. Practicums for these courses are accompanied by lecturers and business practitioners, especially Small Medium Enterprise (SME) entrepreneurs around Bangkalan and Surabaya.

10. Master of Management Laboratory

The laboratory is used by the students of Management graduate program to deepen several topics in all subjects. Practicums are carried out in the form of FGD, discussing certain cases related to the topic of a course. The FGDs are guided by lecturers, and on certain topics guest lecturers or practitioners are invited to provide information and share experiences to enrich students' knowledge.

11. Financial Accounting Laboratory

Financial accounting laboratory work is a learning activity that provides students of accounting study program with knowledge a service or trading company cycles. The financial accounting practicum module is structured to closely depict transactional evidence examples found in the workplace. This assists students to not only be skilled in carrying out simple transaction analysis, but also skilled in analyzing transactions referring to transaction evidence. The students will be given cases to practice the full accounting cycles, starting from analyzing transactions, creating financial reports and closing transactions at the end of the financial accounting period.

12. Tax Laboratory

Taxation is a field that requires practical application because this course requires students to not only understand theory but also calculate the taxes charged to taxpayers. In the taxation practices, students will be given several types of cases, starting from cases for individual and corporate taxpayers. Students are also expected to be able to calculate tax payable for income tax and other taxes such as VAT, Land and Building Tax and others. The skills provided by the tax practicum are not only for analyzing and calculating what taxes will be charged, but also be able to fill out tax returns for both individual and corporate taxpayers.

13. Auditing Laboratory

Auditing is the process of deconstructing financial reports to assess the fairness of financial statements. In the auditing practicum, students will be given cases and learn to assess the fairness of financial reports by studying audit procedures per account. Each account in the financial statements requires different audit procedures to assess its fairness. Through the cases given, students will be trained to carry out audit procedures for each account so that practitioners are able to determine the opinion on the fairness of financial reports provided in the case.

14. Sharia Accounting Laboratory

Sharia accounting practicum provides content on sharia economic theory and sharia accounting theory. Practicum in this laboratory will equip students with sharia accounting concepts before carrying out practice. Students are also given a case of a sharia entity and asked to create a financial report cycle for that entity.

15. Public Sector Accounting Laboratory

The public sector has different specific characteristics from private entities. These differences arise from funding sources and accounting procedures. The practicum carried out in this laboratory equips students to be more skilled in making financial reports for public sector entities.

h. Laboratories at the Faculty of Agriculture include:

1. LABORATORY DEPARTMENT OF AGRICULTURAL SCIENCE ANDTECHNOLOGY

Laboratory in the Agrotechnology Study Program

a. Soil and Land Resources Lab

The Soil and Land Resources Laboratory is a laboratory under the Agroecotechnology study program, Department of Agricultural Science and Technology, Faculty of Agriculture, Universitas Trunojoyo Madura. Initially, it is served as an educational laboratory for student and lecturer activities, both practical and research activities, because of its function as the spearhead of higher education in the science and technology development. However, as per the desires and capabilities of human resources and the development of available equipment, it is developed into a testing laboratory to support the Tri Dharma activities of higher education. One of them is accepting testing from the general public or government and private agencies.

Some equipment includes Atomic Absorbance Spectrophotometry (AAS), UV-Vis Spectrophotometer Conductivitymeter, Oven, pH Meter, Rotary Evaporator, Kjedahl, TLC, Testsieve Homogenizer, Analytical Balance Centrifuge, and other field equipment. This equipment/instrumentation is used to support analyzes related to soil fertility, plant tissue and the environment, such as: Analysis of soil/plant tissue macro nutrient levels (N, P, K, Ca, Mg,) and micro (Fe, Cu, Zn, Mn), Soil Physical Analysis (texture, structure, BI, KA, etc.), Soil Biological Analysis, Environmental Pollution, both in soil and water/waste (Pb, Cd, Hg), Plant Secondary Metabolite Analysis (alkaloids, flavonoids, quinones, etc).

b. Biotechnology Lab

The Biotechnology Laboratory is a laboratory under the Agroecotechnology study program, Department of Agricultural Science and Technology, Faculty of Agriculture, Universitas Trunojoyo Madura which serves student and lecturer activities, includes practical and research activities, because of its function as the spearhead of higher education in science and technology development. The Biotechnology Laboratory serves educational and research activities for students and lecturers in the fields of plant breeding and biotechnology, utilizing genetic engineering to obtain superior plant traits; these superior traits can be passed on to subsequent plant generations. Some equipment, it possesses including an electric autoclave, manual autoclave, oven, water bath, micro centrifuge, analytical scale, LAF, freezer -20, and microwave.

c. Plant Science Lab

The Plant Science Laboratory is a laboratory under the Agroecotechnology study program, Department of Agricultural Science and Technology, Faculty of Agriculture, Universitas Trunojoyo Madura which serves student and lecturer activities, both practical and research activities, because of its function as the spearhead of higher education in science and technology development. The Plant Science Laboratory serves educational and research activities for students and lecturers related to plant science. Some equipment includes Analytical balance, Analytical portable, Hot plate, Zentrifugen, Stove, Dry blender, and glassware.

d. Environmental Lab

The Plant Science Laboratory is a laboratory under the Agroecotechnology study program, Department of Agricultural Science and Technology, Faculty of Agriculture, University of Trunojoyo Madura which serves student and lecturer activities in practical and research activities, because of its function as the spearhead of higher education in science and technology development. This Environmental Laboratory is an educational laboratory, namely an academic support unit in higher education which is used to serve student and lecturer activities, both practicum and research activities with the scope of the environment and plant protection. Some equipment includes

Laminar Air Flow, Incubator, Oven, Micro Pipette, Climatology Station Equipment, and Glassware.

e. Plant Production Lab

The Plant Production Laboratory is a laboratory under the Agroecotechnology study program, Department of Agricultural Science and Technology, Faculty of Agriculture, Universitas Trunojoyo Madura which serves student and lecturer activities in practical and research activities, because of its function as the spearhead of higher education in science and technology development. This Plant Production Laboratory is an educational laboratory, supporting student and lecturer activities in higher education, aiding both practical exercises and research focusing on plant production. Some equipment includes an Oven, Microscope, Halogen Moisture Analyzer, Chlorophyll Meter, Portable Leaf Area Meter, Brix Meter, and Handheld Water Quality Meter.

Laboratory in the Agribusiness Study Program

a. Communication and Community Development Lab

The Communication and Community Development Laboratory is a laboratory under the Agribusiness study program, Department of Agricultural Science and Technology, Faculty of Agriculture, Universitas Trunojoyo Madura, which serves student and lecturer activities in practical and research activities, because of its function as the spearhead of higher education in science and technology development. The Communication and Community Development Laboratory is an educational laboratory, namely an academic support unit in higher education which is used to serve student and lecturer activities, both practicum and research activities with the scope of communication and community development in line with the Agribusiness study program. Some equipment includes FM Radio and Streaming, Hadrah, PC, Projector, WebCam, Handy Talky, Transmitting Antenna, TV, Router, Mic & Phone Stand Holder, and 3.5mm Jack Converter.

b. Business and Entrepreneurship Lab

The Business and Entrepreneurship Laboratory is a laboratory under the Agribusiness study program, Department of Agricultural Science and Technology, Faculty of Agriculture, Universitas Trunojoyo Madura, which serves student and lecturer activities in practical and research activities, because of its function as the spearhead of higher education in science and technology development. This Business and Entrepreneurship Laboratory is an educational laboratory, it supports an

academic activities within the university, serving both students and lecturers with practical exercises and research within entrepreneurship and businesses scope, in line with the Agribusiness study program. Some equipment includes a PC, projector, digital scale, printer, food processor, freezer and microwave.

c. Agricultural Economics Lab

The Agricultural Economics Laboratory is a laboratory under the Agribusiness study program, Department of Agricultural Science and Technology, Faculty of Agriculture, Universitas Trunojoyo Madura, which serves student and lecturer activities in practical and research activities, because of its function as the spearhead of higher education in science and technology development. The Agricultural Economics Laboratory is an educational laboratory; it supports academic activities within the university, serving both students and lecturers with practical exercises and research within Agricultural Economics scope, in line with the Agribusiness study program. Some equipment includes classrooms and library.

d. Computer Lab

The Computer Laboratory is a laboratory under the Agribusiness study program, Department of Agricultural Science and Technology, Faculty of Agriculture, Universitas Trunojoyo Madura, which serves student and lecturer activities in practical and research activities, because of its function as the spearhead of higher education in science and technology development. The computer laboratory is an educational laboratory; it supports academic activities within the university, serving both students and lecturers with practical exercises and research within applications and statistics scope, which can support mastery of concepts, in line with the Agribusiness study program. Some equipment includes PC, Projector, Printer, UPS, and Router.

Laboratory in the Agricultural Industrial Technology Study Program

a. Agro-Industry Quality Analysis Lab

The Agro-Industrial Quality Analysis Laboratory is a laboratory under the Agricultural Industrial Technology study program, Department of Agricultural Science and Technology, Faculty of Agriculture, Universitas Trunojoyo Madura, which serves student and lecturer activities in practical and research activities, because of its function as the spearhead of higher education in science and technology development. The Agro-Industry Quality Analysis Laboratory is an educational laboratory ; it supports academic activities within the university, serving

both students and lecturers with practical exercises and research within quality analysis scope, which includes Physical Analysis (Texture, Color, Viscosity), Chemical (Proximate, Phytochemicals, Phenols, Antioxidants, Total Acids, Vitamin C), Biology (Total Plate Count, Microbial Inhibition), and Sensory Analysis. Some equipment includes a Texture Analyzer, Kjeldahl, Soxhlet, Oven, UV-Vis Spectrophotometer, Moisture Analyzer, Colony Counter, Autoclave, and Rotary Evaporator.

b. Garbage and Environmental Management Lab

The Garbage and Environmental Management Laboratory is a laboratory under the Agricultural Industrial Technology study program, Department of Agricultural Science and Technology, Faculty of Agriculture, Universitas Trunojoyo Madura, which serves student and lecturer activities in practical and research activities, because of its function as the spearhead of higher education in science and technology development. The Garbage and Environmental Management Laboratory is an educational laboratory, it supports academic activities within the university, serving both students and lecturers with practical exercises and research within garbage management scope, which includes analysis of liquid garbage (pH, BOD, COD, TSS, TDS), solid garbage processing, and clean production. Some equipment includes DO Meter, pH Meter, TDS, Distillation, Freezer, and Analytical Balance.

c. Process Engineering and Bio-industry Lab

The Process Engineering and Bio-industry Laboratory is a laboratory under the Agricultural Industrial Technology study program, Department of Agricultural Science and Technology, Faculty of Agriculture, Universitas Trunojoyo Madura, which serves student and lecturer activities in practical and research activities, because of its function as the spearhead of higher education in science and technology development. The Process Engineering and Bio-industry Laboratory is an educational laboratory, it supports academic activities within the university, serving both students and lecturers with practical exercises and research within agro- industrial product technology scope, which includes fruit and vegetable processing technology, essential oil and spice technology, meat and fish technology, starch and sugar technology. Some equipment includes a Grinder, Cabinet Dryer, Mixer, Tyler Sifter, Stove, Refrigerator, and Scales.

d. Agro-Industry Business Application Lab

The Agro-Industrial Business Applications Laboratory is a laboratory under the Agricultural Industrial Technology study program, Department of Agricultural Science and Technology, Faculty of Agriculture, Universitas Trunojoyo Madura, which serves student and lecturer activities in practical and research activities, because of its function as the spearhead of higher education in science and technology development. The Agro-Industrial Business Applications Laboratory is an educational laboratory, it supports academic activities within the university, serving both students and lecturers with practical exercises and research within agro- industrial business scope which includes: bottled drinking water business, bread processing, and packaging technology. Some equipment includes a Bottled Drinking Water Unit, Gallon Water Filling Tool, Cup Sealer, Vacuum Sealer, and Hand-Bag Sealer.

e. Technology and Computing Engineering Lab

The Technology and Computing Engineering Laboratory is a laboratory under the Agricultural Industrial Technology study program, Department of Agricultural Science and Technology, Faculty of Agriculture, Universitas Trunojoyo Madura, which serves student and lecturer activities in practical and research activities, because of its function as the spearhead of higher education in science and technology development. The Technology and Computing Engineering Laboratory is an educational laboratory, it supports academic activities within the university, serving both students and lecturers with practical exercises and research within technological and computational engineering scope which includes computer programming, agro-industrial statistics, agro-industrial systems analysis, and agro- industrial formation system. Some equipment includes a PC and LCD projector.

f. Agro-Industry Systems and Management Lab

The Agro-Industrial Systems and Management Laboratory is a laboratory under the Agricultural Industrial Technology Study Program, Department of Agricultural Science and Technology, Faculty of Agriculture, Universitas Trunojoyo Madura, which serves student and lecturer activities in practical and research activities, because of its function as the spearhead of higher education in science and technology development. The Agro-Industrial Systems and Management Laboratory is an educational laboratory, it supports academic activities within the university, serving both students and lecturers with practical exercises and research within agro-industrial systems and management space which includes product

marketing, production planning and inventory control, design and development products, and decision-making analysis. Some equipment includes a PC and monitor.

g. TIP Workshop Lab

The TIP Workshop Laboratory is a laboratory under the Agricultural Industrial Technology study program, Department of Agricultural Science and Technology, Faculty of Agriculture, Universitas Trunojoyo Madura, which serves student and lecturer activities in practical and research activities, because of its function as the spearhead of higher education in science and technology development. The TIP Workshop Laboratory is an educational laboratory; it supports academic activities within the university, serving both students and lecturers with practical exercises and research with a TIP workshop room covering industrial machinery and equipment. Some equipment includes a Fluid Bed Dryer, Packaging Printing Machine, and Screen Printing Machine.

2. MARINE AND FISHERIES LABORATORY

The Marine and Fisheries Laboratory are under the coordination of the Marine and Fisheries Department, Faculty of Agriculture, Universitas Trunojoyo Madura. The location of the Marine and Fisheries laboratory is in the Integrated Laboratory Building, 1st Floor. It is led by the Head of Laboratory and managed with the assistance of Education Laboratory Staff (ELS) and lab assistants. The Marine and Fisheries Laboratory play an important role as a practicum implementer for mandatory and optional courses in the Marine Science and Aquatic Resources Management Study Program.

The Marine and Fisheries Laboratory house several laboratories, namely:

a. Oceanographic laboratory;

Laboratories focuses to study ocean dynamics and coastal processes; fisheries marine instruments and acoustics through practicum activities, research and field surveys.

b. Environmental laboratory;

Laboratory focuses to study aquatic environmental parameters in physics, chemistry and biology.

c. Fisheries resource processing laboratory;

Laboratory studies fishing technology and fishing areas.

d. Marine and fisheries computing laboratory;

Laboratory studies mapping and data processing in the marine and fisheries sector.

e. Marine biology laboratory;

Laboratory focuses studying biodiversity in the sea and its environment and aquatic ecology, conservation biology, microbiology, aquatic organisms and diseases of marine organisms.

f. Salt laboratory

Laboratory focuses studying salt science and technology.

i. Laboratories at the Faculty of Engineering include:

1. Industrial Management Laboratory

This laboratory supports lecture activities related to statistics and quality control, experimental design, market design and research, organizational design and analysis.

2. Manufacturing Laboratory (Production Engineering)

This laboratory is used to support courses related to manufacturing systems. Students can get to know technical materials, how to draw technically on the production floor.

3. Manufacturing Systems Laboratory

This laboratory supports lecture activities related to production processes, such as production processes I and II, technical drawing, factory layout, inventory control, production planning and control, scheduling, industrial metrology and manufacturing systems. There are two practicums held by this laboratory, namely production process practicum and production system practicum.

4. Engineering and Decision Making Laboratory

This laboratory functions is to improve practical skills in using conceptual system modeling methods and computer programs as tools to solve several cases in the industrial sector. The practicum carried out in this laboratory is related to courses in operational research (operations research), computer programming, system simulation, production and supply chain systems, artificial intelligence, multi-criteria decision making, dynamic simulation, data mining, big data, Enterprise Resources Planning (ERP), optimization methods, meta-heuristics, to system integration. Currently, the open source applications installed on personal computers are Python and R studio.

5. Energy Conversion Laboratory

This laboratory focuses on research, learning and services related to processes and equipment for converting fluid energy from one form to another. Facilitate students to show in real terms the characteristics of combustion motors, steam turbines and gas turbines.

6. Materials Laboratory

This laboratory trains students to test metals or to determine the mechanical properties, physical properties and formation of metals through casting and their plastic properties.

7. Energy Conversion Laboratory

This laboratory supports lecture and research activities related to energy conversion science. Some of the research developed in this lab is wind turbines, gasification reactors, biomass energy development, various types of renewable energy development both based on potential energy and kinetic energy.

8. Basic Mechatronics Laboratory

This laboratory is used as a place for student practicums and supports lecture activities related to Programming Algorithms, Digital Systems, Electrical Circuits, Measuring Electrical Quantities, Electronics and Mechatronics. It will be easier and more efficient for students to carry out various research and other activities that are directly related to this laboratory.

9. Automatic Systems and Robotics Laboratory

This laboratory is used as a place for student practicums and supports lecture activities related to CNC (Computer Numerical Control), PLC (Programmable Logic Controllers), Pneumatics, Industrial Automation, Manufacturing Processes and Robotics in the Industrial field. So it will be easier and more efficient for students to carry out various research and other activities that are directly related to this laboratory

10. Intelligent Systems and Robotics Laboratory

This laboratory is used as a place for student practicums and supports lecture activities related to Control Systems, Intelligent Systems, PCD (Digital Image Processing), microcontrollers, HMI (Human Machine Interface), Data Communications, Mobile Computing Systems and Robotics. So it will be easier and more efficient for students to carry out various research and other activities that are directly related to this laboratory.

11. Basic Electronics Laboratory

This laboratory is used as a place for student practicums and supports lecture activities related to Digital Systems, Measuring Electrical Quantities, Electronics, Electrical Circuits and Programming Algorithms. So it will be easier and more efficient for students to carry out various research and other activities that are directly related to this laboratory.

12. **Renewable Energy Laboratory**

This laboratory is used as a place for student practicums and supports lecture activities related to Data Communication Networks, Databases, Renewable Energy, Microcontrollers, Electrical Power Engineering, and Regulatory Systems. It will be easier and more efficient for students to carry out various research and other activities that are directly related to this laboratory.

13. **Basic Mechatronics Laboratory**

This laboratory is used as a means of supporting students in learning andpracticing mechanical technology and electronic technology.

14. **Basic Electronics Laboratory**

This laboratory is used as a means of developing knowledge both in the form of theory and in the field of electronics. Complete facilities/equipment are provided for the success of all research by students and lecturers.

15. **Renewable Energy Laboratory**

This laboratory is used as a means of developing renewable energy technology, energy that can be processed again so that the benefits are not used only once.

16. **Production Systems Laboratory (Manufacturing)**

This laboratory supports lecture activities related to production processes, such as production processes I and II, technical drawing, factory layout, inventory control, production planning and control, scheduling, industrial metrology and manufacturing systems. There are two practicums held by this laboratory, namely production process practicum and production system practicum.

j. Laboratories at the Faculty of Social and Cultural Sciences include:

1. **English Literature Laboratory**

a. Performance Art and Karawitan Laboratory

The Performance Arts Lab and Karawitan space is a theater drama learning resource center and a study development center for local arts and culture that the English Literature Study Program wants to own and develop. This laboratory essentially carries out various activities in the branches of science and technology

and supports the learning practices of Advanced Drama, Advanced Prose, Advanced Poetry and Madurese Studies.

This laboratory has the scope of academic services in drama lectures, literary practice and a means of developing acting arts theory as well as a means of developing drama teaching models for students and lecturers. It can be said that the scope of drama laboratory services is to improve the quality of students' educational skills in practicing drama and literature as developed in the English Literature Study Program curriculum.

b. Film Appreciation and Independent Studies Laboratory

Film is a mass communication medium, namely a tool for conveying various types of messages in modern civilization. Film is a medium for artistic expression, namely a tool for film artists to express ideas through an insight into beauty. The ability of films to express something is truly unlimited, a balanced appreciation can place a view, films should not just be merchandise, or just items of art, but also works of cultural expression as a result of exploration and struggle for human life, but now what is happening is actually different or quite the opposite. Being able to appreciate means that we can appreciate films and will ultimately is able to differentiate the negative and positive influences of the film.

In its curriculum, the English Study Program has a Film Appreciation course which aims to enable students to analyze the narrative aspects and cinematographic aspects of a film. Apart from that, because the position of films in the formation of national character is very strategic, therefore, students need to be equipped with the ability to criticize films, so that students are introduced to how to appreciate, choose, and ultimately criticize films. So, they are able to know good and bad films and shows.

For this reason, it is necessary to provide adequate facilities so that film appreciation can be maximized with the existence of a Film Appreciation and Independent Study Laboratory. The vision of holding this lab is to become a reliable film study center both in the learning process and research in the field of film appreciation in order to create human resources who are participatory, innovative, leadership, and accelerator and have a righteous defender spirit with reliable reasoning abilities. Its mission are 1) To be a source of learning about film studies for students and lecturers, 2) To be the main supporting means for learning film appreciation for students, 3) To be the main supporting means for arts and culture

research for students, 4) Creating an attitude of professionalism and a disciplined work ethic in students and lecturers in utilizing the facilities and infrastructure of the Film Appreciation and Independent Study Laboratory.

c. Phonetic and Linguistic Forensic Laboratory

Like other scientific disciplines, linguistics (language science) also has several fields. One of them is a field that specifically studies the ins and outs of the sound structure of a language. This field is very important in linguistics because sound is one manifestation of (oral) language apart from text (written). The field that specifically studies these sound units is phonetics. Abdul Chaer (2009), states that phonetics is the most basic position in linguistic studies.

Considering the importance and fundamentals of the field of phonetic studies, this branch of linguistics has been made one of the mandatory courses in the English Literature Study Program at Universitas Trunojoyo Madura, since the inception of this Study Program. However, after more than 5 years, we realized that there were several things that needed to be addressed regarding the learning process for this course. From the student perspective, according to the internal evaluation of the Study Program, it is not only the low level of student participation in learning activities in class, but also the low average score in this course which ultimately results in many students failing the phonetics course.

From the perspective of lecturers, in the process of teaching and learning activities, they experience difficulties in providing satisfactory explanations to students due to the lack of supporting facilities; especially to visualize the processes for producing human sounds/voices. Even, in the research and scientific writing. The study of phonetics is still rarely used as an object of research and the study of writing scientific papers by both lecturers and students.

Based on the internal evaluation of the Study Program, one of the causes for the above issues is the lack of learning facilities in the phonetic studies. To overcome these problems and to open up new opportunities in the future, especially in the phonetics, the English Study Program, Universitas Trunojoyo Madura submits a proposal for the establishment of a Phonetic Science Learning and Research Laboratory.

The vision behind establishing this lab is to become a reliable study center both in the learning process and research in the phonetics and phonology studies, in order to create human resources who are participatory, innovative, leadership, and

accelerator and have a righteous defender spirit with reliable reasoning abilities. Its missions are 1) To serve as a learning resource for phonetics and phonology for students and lecturers, 2) To be the main supporting means for learning phonetics and phonology for students, 3) To be the primary supporting facilities for phonetic and phonological research for students, 4) To create professionalism and discipline work ethic among students and lecturers in utilizing the facilities and infrastructure of the Phonetic Science Learning and Research Laboratory.

The existence of human resources is very vital in the operations of the Forensic Phonetics and Linguistics Laboratory. Existing human resources should have adequate competence in the linguistics fields and especially in the phonetics and phonology fields. Currently, the English Study Program has 20 competence human resources in the linguistics, with 10 of them specializing in the phonetics and phonology.

d. Listening and Interpreting Laboratory

As a study program heavily involved in the linguistics and literature, the English Study Program, which requires the use of a language laboratory cannot be implemented properly. By the presence of the Listening and Interpreting lab, it is hoped that it will be able to improve teaching and learning activities and provide excellent service to students, thereby realizing the vision and mission of the English Study Program in producing proficient graduates in comprehensive English language skills, which include the four components of language skills: listening, speaking, reading, and writing. The existence of this language laboratory is specifically to support listening and interpreting courses and is generally used by other courses that have relevance to the use of language laboratory space.

2. Psychology Laboratory (Center for Applied Psychological Studies)

The laboratory functions as a professional application institution in psychology, which is used not only by UTM's internal institutions but also by external parties. Its uses include psychological tests, recruitment and psychological assessments, apart from that it can also be used for other things in the educational, industrial and clinical fields, consisting of:

a. Psychodiagnostic Laboratory
b. Experimental and Physiological Laboratory
c. Observation and Counseling Laboratory
d. Community and Tourism Laboratory

3. Sociology Laboratory

a. Social Engineering and Community Service Laboratory

b. Sociology Laboratory

c. Social Statistics Laboratory

4. Communication Science Laboratory

a. Photography Laboratory

This laboratory supports in-door photography courses, especially art photography courses.

b. Radio Laboratory

The laboratory supports radio media production courses, design a radio program, create dialogue scripts and provide students with the skills to become good radio announcers.

c. TV Laboratory and Mini Theatre

It is a supporting laboratory for courses in media production planning and TV media production, where students will be provided with the real world of TV; starting from how to operate a camera, designing and making TV programs, to displaying on TV media.

d. Graphic Design Laboratory

e. Public Relations Laboratory

In this laboratory, students will be guided to carry out public relations operational processes that must be mastered by a PR practitioner; starting from defining public relations problems, planning and programming, taking action and communicating, until evaluating the program. In this process, students will be directed to conduct research in Madura, students understand the public situation (internal and external) of an organization or company and even government agencies in Madura through the result. Apart from learning purposes, the outcomes can be used by relevant organizations to take steps or plan activities in addressing public issues.

The long-term plan for this public relations laboratory is that all students can get a certificate from the Professional Certification Institute (LSP) after complete the learning stages in this laboratory to recognize their competencies and make students easier to get jobs after graduating as communication students.

f. Multimedia Laboratory

The laboratory is used to apply courses related to multimedia such as visual communication design, media planning, advertising planning, techniques for finding and writing news and journalism through online media.

k. Faculty of Educational Sciences laboratories include:

1. Learning Technology and Multimedia Laboratory

The Learning Technology and Multimedia Laboratory facilitate and provide computer-equipped spaces connected to the internet within Universitas Trunojoyo Madura. The function of the Learning Technology and Multimedia Laboratory is improving the soft skills and hard skills of Elementary School Teacher Study Program students and also elementary school teachers on Madura Island. Specifically, this laboratory can be used to train elementary school students and teachers in coding such as Scratch, developing learning media applications; operating various software in writing such as Mendeley, Zotero; multimedia fields such as Unity, Prezi, Lectore; and graphic design such as Canva, CorelDRAW, and Photoshop.

Apart from supporting lecture activities and improving the quality of teachers and education on Madura Island in particular, this laboratory serves as a role model for future technology development by fostering educational platforms such as the development of learning media even in the form of startup. In the learning technology and multimedia laboratory, the lecture activities are ICT learning courses, educational research methodology, learning media development; then other non- lecture activities such as Mendeley training, National Library e-resources, creating a Google Scholar account, and other educational support activities.

2. PPL Laboratory 1

The PPL 1 Laboratory is a practice and discuss place for all Elementary School Teacher Education Study Program students to practically apply the learning process found in elementary schools. The function of the PPL 1 laboratory is to facilitate students in conducting micro-learning practices. The aim is to train Elementary School Teacher Education Study Program students' teaching skills, before they engage directly in the education fields of elementary schools. The existence of the PPL 1 laboratory, not only for improving students' teaching skills, but also for making students easy to discuss various issues regarding learning in elementary schools environment. This includes elementary student aspects, learning media, teaching styles, student psychology, and other things related to elementary school.

All activities follow prescribe procedures, maintain cleanliness and order while using the PPL 1 laboratory room on the 3rd floor of the Social Laboratory.

Other activities that can be carried out in the PPL 1 laboratory include: micro learning, learning strategies, integrated learning, and other activities related to learning practices in elementary schools.

3. PAUD Center Laboratory

The function of the PAUD center laboratory is as a pilot center learning model which is adapted from BCCT (Beyond Center and Circle Time) learning and adapts to the curriculum guidelines currently in force in Indonesia. The target users of the PAUD center laboratory are preschool students and kindergarten/RA teachers in Madura. The PAUD center laboratory was chosen because Elementary School Teacher Education Study Program students need to understand how the design of the central learning model class fits the concept that it should be. Apart from helping Elementary School Teacher Education Study Program students understand the concept of the central learning model, it is hoped that the PAUD central laboratory can also be used as a model for the design of a central learning model class for kindergarten/RA teachers in Madura.

Activities carried out in the PAUD center laboratory include: Lecture activities for courses on developing early childhood learning models, early childhood learning strategies and PPL 1.

4. Educational Media Workshop Laboratory

The educational media workshop laboratory is a laboratory used by students for learning activities related to learning media, both observing and developing media. The function of the media workshop laboratory is to facilitate students in creating learning media that supports the learning process. The target users of the media workshop laboratory are all FIP students. It is hoped that the existence of a media workshop laboratory will make it easier for students to complete media creation tasks because the media workshop laboratory is equipped with the necessary equipment, then the media creation process can be carried out completely during the lecture process under the supervision of the course lecturer or laboratory assistant in charge.

Activities carried out in the media workshop laboratory include: Lecture activities for APE courses, learning media, AUD art and creativity, AUD cognitive and

creative development methodology, and course activities that require the process ofmaking learning media.

5. **Child Growth and Development Laboratory**

The function of the growth and development laboratory is as a service to detect children's growth and development. The growth and development laboratory was established due to the lack of accessible child growth and development detection services for FIP students and public. It is hoped that the existence of the Growth and Development Laboratory will facilitate students in developing courses in developmental psychology, ABK psychology and communities who need early detection of the development of their sons/daughters. The target users of the growth and development laboratory are FIP students and the surrounding community who have children at elementary, kindergarten, playgroup and toddler levels.

Activities carried out in the growth and development laboratory include: Workshop activities held at the end of every month with kindergarten teacher participants in Madura. Lecture activities with MK Developmental psychology, AUD creative cognitive development methodology, AUD language development methodology, AUD moral-socioemotional development methodology, AUD physical- motor development methodology, Psychology of children with special needs.

6. **Special Needs Counseling Laboratory**

The Special Needs Counseling Laboratory (BK-ABK) Laboratory functions as a guidance and counseling service for students and children with special needs. As a counseling guidance service, it hopes be able to help FIP students have an understanding of themselves (potential) and the environment. Based on this understanding, counseling is expected to be able to develop one's potential optimally, and adapt to the environment dynamically and constructively. Counseling guidance for students is also expected to be able to provide assistance to students who have problems; whether related to personal, social, study or career aspects. Additionally, the laboratory also serves children with special needs. The goal is for children to know themselves, accept their circumstances, recognize their weaknesses and strengths and direct themselves according to their abilities. Besides handling children with special needs, the Special Needs Counseling Laboratory service is also expected to provide assistance to parents on how to properly care for and stimulate the development of children with special needs while at home. The target users of the Special Needs Counseling laboratory are FIP students and the Madurese community.

Activities carried out in the Special Needs Counseling laboratory include: Lecture activities for language development methodology courses, cognitive development methodology, physical motor development methodology, social emotional development methodology, ABK child development, guidance and counseling courses.

7. Music and Dance Laboratory

The music and dance laboratory facilitates students to develop skills in the music and dance. The facilities that can be utilized in this space include; a set of small gamelan (gong/kempul, kendang, bonang, kenong, and saron) and 2 acoustic guitars. Besides, the laboratory also provides large mirrors along one side of the wall to show reflections when performing dance movements, making it easier to see and correct dance movements practiced by one or others.

Activities carried out in the Music and Dance Laboratory includes lectures on the art of music and rhetoric. Apart from that, it is also open to organizations, communities, or arts UKMs at the study program, department, and faculty and university level.

8. Theater and Speech Laboratory

This laboratory facilitates students and university residents to develop skills and creativity in theater/performing arts and speech. The facilities in this room are a stretched black backdrop at the front of the room and also a small and short stage for performances. In daily life, this theater laboratory functions is to support various activities including; lectures on rhetoric, literary appreciation, speaking skills and theater arts. In line with the music and dance laboratories, the theater and speech laboratories are also open to organizations, communities and arts UKMs at the study program, department, faculty and university level with a licensing mechanism through the person in charge of the department lab and the manager at the study program level.

9. Educational Information Systems Laboratory

The Educational Information Systems Laboratory is located on the 3rd floor of the integrated laboratory building. The area is approximately 8x12 M^2. This laboratory facilitates activities carried out in the form of training, study visits and research. Its usefulness in teaching is to support Algorithms and Programming practicum courses, Data Structure practicum courses, Database practicum courses, Object Oriented Programming practicum courses. Several research and service

activities are also supported by the Educational Information Systems Laboratory. Meanwhile, forms of activity from the Educational Information Systems Laboratory that can give benefit society in general include: programming training for vocational school students or teachers, web training for students, collaborative training with student activity units (in the form of training, seminars or competitions), collaboration for UKK (Skill Competency Test) activities in the field of programming and RPL in vocational schools, as well as lab visits from schools or other institutionsas references.

10. Educational Computing & Computer Networks Laboratory

The Educational Computing & Computer Networks Laboratory is located on the 3rd floor of the integrated laboratory building. This laboratory facilitates activities carried out in the form of training, study visits and research. Its usefulness in the teaching is to support operating systems courses, computer network administration practicum courses, data communications practicum courses, artificial intelligence courses, data mining, educational statistics, and numerical methods. Some research and service is also supported by the Educational Computing & Computer Network Laboratory. Meanwhile, activity from the Educational Computing & Computer Networking Laboratory that can benefit society in general include: collaboration for UKK (Skill Competency Test) activities in the field of networking at vocational schools, training collaboration with student activity units in the form of training, lab visits from schools or institutions others as references.

11. Educational Electronics Workshop Laboratory (EEWL)

The Educational Electronics Workshop Laboratory is located on the 2nd floor of the integrated laboratory building. This laboratory facilitates activities are training, study visits and research. Its usefulness in teaching is to support Analog and Digital Electrical Engineering courses. Several research and lecturer services are also supported by this lab. Meanwhile, activities from the EEWL Lab that can give benefit society in general include: programming training for vocational school students or teachers, competition preparation training for internal and external study program students, preparation training for student competency test activities, PLP/KKN preparation training, collaboration training with student activity units (in the form of training, seminars, or competitions), and lab visits from schools or other institutionsas references

12. IPBA Laboratory

This laboratory facilitates IPBA courses and IPBA practicums. Apart from that, to support courses including:

- Laboratory Instrumentation
- Laboratory Instrumentation Practicum
- Natural Sciences Mechanics

This laboratory is equipped with various supporting laboratory equipment for lecture activities, such as Star Telescopes, Rainfall Measuring Instruments, Wind Speed Measuring Instruments, Air Humidity Measuring Instruments, and various other laboratory supporting equipment for rock analysis activities and environmental conditions in Madura.

13. Household Chemistry Laboratory

This laboratory facilitates lecture activities for Household Chemistry courses and Household Chemistry Practicum. Apart from that, it also supports courses including:

- Chemical Compound Analysis
- Salt Chemistry
- Herbal Chemistry
- Natural Materials Chemistry

This laboratory is equipped with various laboratory supporting equipment for lecture activities, including ovens, TLC, and various chemical equipment that supports the process of analyzing chemical compounds from natural materials, especially in Madura.

14. Trunojoyo Learning Center

The Trunojoyo learning center is located on the 1st floor of the social laboratory building. The Trunojoyo Learning Center facilitates off-campus services, especially for kindergarten and elementary school students in the Bangkalan area and surrounding areas. At the Trunojoyo learning center, there are several historical information frames about Madura and a number of educational games. Activities at the Trunojoyo learning center include training in making ice cream, corn milk, science activities, and simple magic and others. The activities at the Trunojoyo learning center are coordinated by FIP Education student ambassadors. Several activities related to develop the skills and competencies of educational ambassadors are carried out at the Trunojoyo learning center.

15. Teacher Clinical Laboratory

The teacher clinical laboratory is located on the 1st floor of the social laboratory building. The teacher clinical laboratory facilitates several learning resources needed by prospective teacher students at FIP. It is hoped that the existence of this laboratory can strengthen the abilities of prospective teacher students in learning planning, learning strategies, learning evaluation, learning theories, research methods, curriculum development, and others. Activities in this laboratory are coordinated by laboratory assistants from 5 study programs at FIP.

16. Micro Teaching Laboratory 1

Micro teaching laboratory 1 is located on the 3rd floor of the social laboratory building. This laboratory is used for micro learning practice for FIP students. The micro learning practice is to train several basic teaching skills to prospective teacher students. This laboratory consists of a main room used for teaching practice and an operator's room. In the main room there is a smart board that can be calibrated with student laptops that have the e-class application installed. In the operator's room, there is a PC, audio set, and a TV which is connected to the main room CCTV. Laboratory assistants and PJMK lecturers can directly observe and record micro- learning practices carried out by students from inside the operator's room. These recordings can be used as evaluation material for student teaching performance.

17. Micro Teaching Laboratory 2

Micro teaching laboratory 2 is located on the 3rd floor of the social laboratory building. Similar to micro teaching laboratory 1, micro teaching laboratory 2 is used for micro learning practice for FIP students. The micro learning practice is to train several basic teaching skills to prospective teacher students. The laboratory consists of a main room used for teaching practice and an operator's room. In the main room, there is a smart board that can be calibrated with student laptops that have the e- class application installed. In the operator's room there is a PC, audio set and a TV which is connected to the main room CCTV. Laboratory assistants and PJMK lecturers can directly observe and record micro-learning practices carried out by students from inside the operator's room. These recordings can be used as evaluation material for student teaching performance.

l. The Islamic Faculty Laboratory includes:

1. Islamic Law Laboratory

The Islamic Faculty emphasizes students to expertise not only in increasing knowledge and skills in Islamic economics, but also strengthens the Islamic Law to support practical skills mastery activities and efforts to improve the quality of education, research and service through efforts to implement Islamic law in sectors and social structures for society Madurese Islam specifically.

2. Islamic Finance Laboratory

This laboratory is very supportive for students to later have a career in sharia financial institutions, both in sharia banking and non-bank LKS. This laboratory is a preparation facility for students who will later take expertise certification in sharia finance.

3. Sharia Investment Gallery Laboratory

This laboratory is very important for students as a preparation for students to have a career at OJK, BEI, or in securities companies. This laboratory is used as a means for students to take expertise certification in capital markets

4. Islamic Corner Laboratory

The term “Islamic Corner” conceptually implies a focal point within the Islamic Studies department. Even though, it has the name ‘corner’, it actually has the function of an Islamic studies center for scientific development through research and study. There are many facilities and infrastructure also programs that are integrated with academic activities in the faculty controlled by the Islamic Corner; which is under the auspices of the Islamic Faculty Laboratory, for example Qiraah Quran guidance, Tahfidz guidance, Qiroatul Polar guidance, E-turath training etc. The philosophical meaning of the Islamic Corner contains the hope that Islamic knowledge can be accessed easily, cheaply and in a targeted manner. It hopes becoming an intellectual and moral provision based on the Al-Qur’an and the Sunnah.

Islamic Corner provides integrated services for students by having two functions; laboratory and a reading room. As a laboratory, the Islamic Corner provides several computers in a digital library program (e-turath) are embedded with tens of thousands of books in Arabic. By this program, students will get an innovative, effective and efficient learning experience. Innovative means that the learning media used follows developments and demands of the times. Effective means that the large number of books installed will make it easier for students to choose the references they need according to their study or research theme. Efficient

means that being effective with just one program or application. Students do not need to open pages or thousands of books, just click and type and the book they want will appear, thereby minimizing the cost of not buying lots of books, also timeand energy.

One of the e-turath programs or digital libraries is the Maktabah Syamilah program; this program contains thousands or even tens of thousands of books with included files in it from the Tafsir, Hadith, Aqidah, Fiqh, Adab, General, Dictionary, Index etc.

This program has various features such as fast search, note-taking, cross- referencing, portability and various other conveniences that are not available in conventional books. By the features offered by Maktabah Syamilah, it is well known among Islamic academic circles and is trusted to be used as a reference for writing papers or project papers; because this software is adapted directly from the author.

The second program is Mausuah al Hadith Syarif al Polar Tisah. This application is a data base based application created by special programming to assist in searching for hadiths sourced from 9 hadith books whose authors have well-known credibility.

The second function of the Islamic Corner is the reading room, where there are various references needed by students to support their academic activities from books, theses, journal dissertations, etc. By these two functions, the Islamic Corner is expected to be able to improve the academic quality of students in accordance with the Islamic faculty's vision of excellence in education and research in the field of Islamic sciences.

5. Arabic Language Laboratory

The Arabic language stands as one of the foreign languages used as an international communication, especially Islam. Particularly in specialized fields such as Islamic studies, economics and business; it is notably employed in Islamic banking transaction and others.

Arabic is a basic skill that must be possessed by students and various parties who want to study or deepen knowledge related to Islam.

Students' ability to read, understand the Al-Qur'an, hadith and references to Islamic knowledge in the form of books in Arabic; both contemporary and classical, skills in communicating using Arabic are the basic foundations for studying subjects that require skills in Arabic.

Mastery of Islamic knowledge for students, supporting the profile of graduates of sharia business law and sharia economics study programs is part of the urgency of the Arabic language laboratory, where Islamic faculty students have diverse backgrounds in various aspects; students who have been in Islamic boarding schools or madrasah aliyah have different abilities. They are better in Arabic than high school or vocational school. On the other hand, students are expected to be able to master Islamic knowledge well.

An Arabic language laboratory is really needed for students of sharia business law and sharia economics study programs to support proficiency in Arabic, including istima', kalam, qiroah, kitabah and kaidah also mufrodat for other courses related to Arabic and also to support the profile of student graduates. Islamic faculties, both sharia business law study programs and sharia economics study programs.

m. Laboratories that Support Learning:

1. Multimedia Laboratory;
2. Micro Teaching Laboratory;
3. Mathematics Laboratory.

E. EDUCATIONAL SUPPORT FACILITIES

1. Multipurpose Building (Auditorium)

Located on the second floor of the old Rectorate Building and on the tenth floor of the Graha Utama Building, it is used for scientific meetings. This building is equipped with a court table, court chairs, guest chairs, invitation chairs, sound system, LCD and other equipment.

2. Student Center Building

Student activity center has 400 people capacity. Apart from scientific activities, this building can also be used as a badminton and table tennis court.

3. Soft skills Building

Used for educational support activities including entrepreneurship development andjob markets

F. PUBLIC FACILITIES

1. Sports Field

The sports fields are located right behind the old rectorate, consisting of a footballfield and basketball court which is used as a means of supporting student sports activities.

2. Canteen

The facilities provided are to meet the food and drink needs of the UTM academic community.

3. Guest House

Facilities provided to serve accommodation for guests who come to UTM and need a place to rest, which is located in the UTM Perumdis area, and near the student dormitories

4. Mosque

The campus mosque is located in the eastern part of the Madura Trunojoyo University Campus, which accommodates around 2,000 worshipers. It is hoped that the existence of this mosque will increase the academic community's faith and devotion toAllah SWT.

5. Bank Jatim, Bank BTN, BRI, and BNI 46

It serves payment of student education costs and savings also loan activities for theacademic community.

6. Sharia Mini Bank, Faculty of Economics

Used as a banking laboratory for students.

7. Student Cooperative

It provides office stationery, lecture stationery, and the daily needs of the academiccommunity.

8. Employee Cooperative

It provides savings and loan facilities for employees and lecturers.

9. Parking Lot

It provides a parking area that can accommodate all motorized vehicles of the academic community and is divided into two zones, namely, the west side and the east side of the campus.

10. Student Dormitory

There are 5 dormitory buildings available with a total capacity of 1200 students.

11. ATM Center

Bank BTN, BNI, BRI and Mandiri ATMs are available.

12. Meeting Hall

The overall capacity can accommodate ± 3500 people.

13. Health Facilities

It ensures the health of Trunojoyo University students and employees.

CHAPTER II EDUCATION SYSTEM

A. BASIC UNDERSTANDING

Some basic definitions that are commonly used in learning activities

1. A semester is a unit of time for an effective learning process for at least 16 (sixteen) meetings, including mid-semester exams and final semester exams.
2. Semesters in the learning process are divided into 2, namely Odd Semester and Even Semester.
3. A student's study load in one semester is expressed in Semester Credit Units or abbreviated as Credits.
4. Semester Credit Units or abbreviated as Credits is the amount of learning activity time charged to students per week per semester in the learning process, through various forms of learning or the amount of recognition for the success of students' efforts in participating in curricular activities in a study program.

B. PURPOSE OF THE SEMESTER CREDIT UNIT

The specific objectives of implementing Semester Credit Units are:

1. Giving students the opportunity to study based on their abilities in order to makeoptimal use of their time and study results.
2. Enabling students to take courses according to their talents, interests and abilities.
3. Providing the possibility that an education system with diverse inputs and outputscan be implemented.
4. Enabling evaluation of student learning progress to be carried out as well aspossible.
5. Enabling students to complete studies quickly.

C. VALUE OF ACADEMIC ACTIVITIES CREDITS

Academic activities can take the form of lectures, laboratory work, field work, and preparation of theses which are expressed in credits. The value of credits from academic activities such as lectures, practicums, and field work varies depending on the intensity of effort to complete the assignments. Academic activities are organized as follows:

1. 1 (one) credit in the learning process in the form of lectures, responses or tutorials,consisting of:
   a. face-to-face activities 50 (fifty) minutes per week per semester;
   b. structured assignment activities 60 (sixty) minutes per week per semester; And
   c. Independent activities 60 (sixty) minutes per week per semester.
2. 1 (one) credit in the learning process in the form of a seminar or other similar form,consisting of:
   a. learning process activities 100 (one hundred) minutes per week per semester; And
   b. Independent activities 70 (seventy) minutes per week per semester.
3. Calculation of learning load in a block system, module or other form is determined according to needs to meet learning outcomes.
4. 1 (one) credit in the learning process in the form of practicum, studio practice, workshop practice, field practice, work practice, research, design, or development, military training, student exchange, internship, entrepreneurship, and/or community service, 170 (one hundred and seventy) minutes per week per semester.

D. LEARNING OUTSIDE THE STUDY PROGRAM OR OUTSIDE THE CAMPUS (Community Service Program (CSP) and INTERNSHIP)

a. Definition

Learning outside the Study Program or outside the campus is part of the learning process carried out by students in the research, community service, internships; the aim is to improve student competence. In the regular curriculum, this activity is carried out by students in the form of Internships and/or Community Service Program (CSP).

Community Service Program (CSP) is an integral part of the higher education process in the form of activities to practice science, technology and arts by students to communities outside campus who need them. Therefore, Community Service Program (CSP) is carried out institutionally as part of the implementation of the higher education curriculum (integral), and must be followed by every student in bachelor degree education program with mandatory intracurricular status.

Internship program are activities carried out by students in companies/schools/government or private institution; the aim is to improve scientific competence and gain knowledge and skills from outside the campus.

b. Study Load for Community Service Program (CSP) Activities

The Community Service Program (CSP) study loads 3 (three) credits, consisting of training exercises and field activities. Assessment of the success of students participating in KKN is carried out in an integrative manner without separation between the two forms ofactivity.

c. Requirements for participating in Community Service Program (CSP) are as follows:

1. Program Community Service Program (CSP) in Course Selection Card (SIAKAD);
2. Students are allowed to program Community Service Program (CSP) if they have taken the mandatory courses of the study program or have taken at least 84 credits with a minimum Grade Point Average of 2.00;
3. Register at the Institute for Research and Community Service;
4. Fulfill other requirements determined by Research and Community Service.

d. Requirements for joining Internship

1. Program street vendor activities in KRS
2. The Internship study loads 3 credits
3. Further provisions regarding the implementation of Internship are regulated by the Faculty or Study Program

E. MBKM ACTIVITIES

a. Definition

Merdeka Belajar Kampus Merdeka (MBKM) activities have been determined based on Rector Regulation Number 6/UN46/HK.01/2021. In this regulation, it is explained that the objectives of carrying out MBKM activities are:

1. Conducting learning outside the study programs either within or outside UTM withdirect lecturer assistance.
2. Implementing the *MBKM* curriculum to improve the quality of graduates withlearning outcomes determined by the study program;
3. Realizing the synergy of the *Tridharma* of higher education in implementing MBKM;
4. Forming the character of UTM students who are trustworthy, caring and creative.

b. Forms of MBKM Activities

1. Student Exchange
   - ✓ Student Exchange refers to learning activities participated in by students in other study programs, which has been collaborated with the study program coordinator and approved by the faculty.

- ✓ Learning outside the study program through student exchange is carried out with the approval of the originating study program and the destination study program.
- ✓ Student exchange includes two categories, namely student exchange between study programs at UTM and student exchange between the same or different study programs at other universities.

2. Internship
   - ✓ Internships involve practical learning activities carried out by students in communities including: government institutions; Private Institution; non-profit foundations; business organization.
   - ✓ These communities have established cooperation agreements with UTM/Faculty/Program.
   - ✓ General guidelines for implementing internships are developed by LP3MP, while each Faculty/Program specifies its Standard Operating Procedures.

3. Building a Village

Thematic Community Service Program (CSP) is service learning activities that can be carried out by students in a village that has a cooperation agreement with UTM. It is based on the theme agreed upon in the agreement. The activities include:

- ✓ Overcome poverty and underdevelopment;
- ✓ Food to overcome hunger; health and prosperity;
- ✓ Quality education;
- ✓ Improve the Quality of Islamic Boarding Schools;
- ✓ Handle Women's and Children's Issues;
- ✓ Drought disaster and availability of clean water;
- ✓ Provide environmentally friendly, renewable and affordable energy for islandareas;
- ✓ Employment Readiness and creative economy development;
- ✓ Industrial development, innovation and infrastructure;
- ✓ Responsible consumption and production;
- ✓ Handle the consequences of climate change;
- ✓ Ecosystem control and marine utilization;
- ✓ Protection and preservation of Madura's endemic ecosystem;
- ✓ Protection and preservation of Madura's historical and cultural heritage;
- ✓ Peace, justice, and strong institutions; And

- ✓ Partnership to achieve goals.

4. Teaching Assistance at School
   - ✓ Teaching at School is a service learning activity carried out by students in primary and secondary schools with the aim of helping equalize the quality of education.
   - ✓ Prioritizing the implementation of activities as mentioned above in the MaduraIslands region
5. Research
   - ✓ Research is a research learning activity carried out by internship at a research facilities either managed by UTM or a research institution outside UTM.
   - ✓ UTM can allocate funding for student research with terms and conditions determined by the Rector.
6. Entrepreneurship
   - ✓ Entrepreneurship is a learning activity carried out by students by creating a start-up business.
   - ✓ UTM can allocate funding for student entrepreneurship with terms andconditions determined by the Rector.
7. Humanitarian Project
   - ✓ Humanitarian Projects are service learning activities carried out by students to develop awareness and preparedness; to overcome humanitarian disasters due to natural or non-natural disasters by upholding human values based on religion, morals and ethics, with their respective interests and expertise. .
   - ✓ Activities as mentioned above can involve voluntarily students and/or participating in disaster management and preparedness training carried out in collaboration with related institutions.
   - ✓ UTM does not finance activities or activities that are not within the main tasks and functions of higher education in implementing humanitarian projects.
8. Independent project
   - ✓ Independent Project Study is a learning activities carried out by students to create innovative work, whose usefulness is proven.
   - ✓ The output of activities as mentioned above is prioritized for works that can be competed at national and/or international levels.

F. STUDENTS' ACADEMIC ACTIVITIES LOAD

1. The student's academic activity load is determined by the semester achievement index(IPS) in the previous semester;
2. The Achievement Index achieved by students is a measure of the degree of mastery of course material studied in a particular semester. The degree of student success in mastering course material is also a measure of success in developing courses;
3. This success, apart from being the result of collaboration between lecturers and students, also depends on facilities and infrastructure. The Achievement Index (IP) can be obtained as follows:

   Ki : Course credit value
   Ki-n : Number of credits for courses I to n
   NAi : Final grade of course i IPS/Cumulative
   GPA : Provisional achievement indexIPK/Overall
   GPA : Grade Point Average
4. The amount of academic load that students can take based on IPS can be seen in thefollowing table:

Last GPA	Total Taken Credits
≥ 3,50	24
3,00 - 3,49	22 – 23
2,50 – 2,99	19 – 21
2,00 – 2,49	16 – 18
1,50 – 1,99	12 – 15
< 1,50	< 12

CHAPTER III STUDENT REGISTRATION

A. GENERAL PROVISIONS

1. Registration is the activity of registering yourself to obtain registered status as astudent;
2. Students who do not register/register mean they are not registered as studnts and arenot allowed to take part in academic activities;
3. Students who are not registered for two consecutive semesters without explanation areconsidered to have withdrawn as students;
4. Students who are on academic leave are categorized as registered students but are notpermitted to take part in academic activities;
5. The registration/her registration schedule for each semester refer to the provisions ofthe Academic Calendar.

B. NEW STUDENT REGISTRATION

Registration is the activity of registering yourself to obtain registered status as a student at Universitas Trunojoyo Madura with the following conditions and attachments:

1. Pass the national selection or independent selection;
2. Submit Exam Participant Certificate;
3. Attach proof of payment from the bank;
4. Submit a legalized photocopy of diploma/STTB;
5. Submit a stamped statement letter in accordance with the provisions;
6. Submit a parent's income statement/salary slip which is approved by the salary treasurer (for Civil Servant, Military/Police personnel, and Private Employees); for self- employed people and others are approved by the sub-district/sub-district head;
7. Results of a medical examination from a doctor;
8. Name-change certificate for those who have changed their name;
9. Other requirements mentioned in the registration announcement.

C. EXISTING STUDENTS REGISTRATION

Registration is the activity of re-registering yourself to obtain registered status as astudent with the following conditions:

1. Pay the Tuition Fee (UKT) to the bank appointed by the University;
2. Carrying out Study Planning using the *Sistem Informasi Akademik (SIAKAD)* or Academic Information System;
3. Students consult with the Academic Advisor regarding study plans that have been carried out on the *Sistem Informasi Akademik (SIAKAD)* or Academic

Information System to further obtain approval (validation);

4. Students can cancel, change or add courses in the Study Plan Card (KRS) that have been approved during the Change of Study Plan (KPRS) period, by first obtaining approval from the Academic Advisor Lecturer. KPRS implementation is carried out nolater than 1 (one) week after the KRS period ends;
5. Registration encompasses the entire process from points 1 to 3 inclusively. For students unable to fulfill these provisions, and then the person concerned is deemed not to have done registration (Inactive Status).

D. ACADEMIC ADVISOR

After students are registered, the Dean appoints lecturers as Academic Advisor whohas the following duties:

1. Provide an explanation of the regular curriculum and MBKM study program;
2. Evaluate the courses that students have taken;
3. Direct students in preparing their study plans and provide consideration to students inchoosing the courses to be taken for the current semester;
4. Evaluate the courses that students have taken;
5. Give consideration to students regarding the number of credit units that can be taken;
6. Follow the progress of the studies of the students he supervises.

E. ACADEMIC LEAVING (Temporary Study Suspension)

1. Students in certain semesters can postpone taking part in academic activities by submitting a leave request;
2. Applications for academic leave are submitted to the Head of Academic Affairs (BAK) and acknowledged by the Study Program Coordinator and the student's Parents/Families, and will then receive a leave certificate;
3. Students have the right to apply for academic leave if they have attended lectures for at least 2 (two) semesters;
4. Academic leave can be taken for a maximum of 4 (four) semesters and can be taken for a maximum of 2 (two) consecutive semesters with the obligation to submit an application in each semester;
5. Leave is still calculated during the current study period;
6. Students can register after their leave period ends;
7. The credit load that students can take after academic leave (BSS) is based on their lastGPA.

F. NOT ACTIVE STATUS

1. Students who do not register as stated in letter C or letter E above, the student has the status of No Information and the maximum No Information status is 2

times (2semesters);

2. Students with no information status will have their study period counted;
3. Students whose previous semester have no information status, can register in the following semester by first reporting to the Faculty Academic Section to have a cover letter made active again and submitted to the University Academic Section for processing;
4. Students whose previous semester has no information status can carry out Study Planning in the following semester with a maximum credit load of 12 credits.
5. Students with No Information status are required to pay a tuition fee (UKT) after re-activating the number of semester tuition fee left behind.

G. TERMINATION AS A STUDENT

Students stop studying or are unable to continue their studies for the followingreasons:

1. Resign;
2. Not registered for 2 (two) consecutive semesters without permission (No Information);
3. Declared unable to continue studies based on the results of the academic evaluation;
4. Violating campus rules;
5. Committing a criminal act and obtaining a guilty verdict from the court;
6. The study period has expired.

H. TRANSFER

1. Internal Transfers at Universitas Trunojoyo Madura:

a. Between study programs in one faculty

1. Terms

- ✓ Originate from a study program in the same educational program (same level);
- ✓ Not dropping out of studies because they do not meet the academicrequirements of the original study program;

- ✓ Never violate the regulations of the original study program;
- ✓ Obtain approval to move from the original Head of Department/Head of StudyProgram;
- ✓ The target study program coordinator expresses his willingness to accept;
- ✓ Students may only transfer once as long as the person concerned is a UTMstudent;
- ✓ Those who are permitted to change study programs as transfer students arestudents who have attended 2 semesters of education continuously;
- ✓ Changing study programs may only be carried out by students in a maximum of
  3 (three) semesters at the diploma level or 4 (four) semesters at theundergraduate level, and who have collected:
  - 24 credits with a GPA of at least 2.0 for those transferring to semester 3.
  - 48 credits with a GPA of at least 2.0 for those transferring to semester 4.

2. Submission Procedures

- ✓ Students take the transfer form at Academic Affairs (BAK);
- ✓ The application form for moving study programs within one faculty is submittedto the Rector CQ. Vice Rector I with a copy to the Dean;
- ✓ Applications are submitted no later than two weeks before the current semesterregistration process;
- ✓ The application letter must be accompanied by:
  - Student Identity Card;
  - Transcript card for courses taken;
  - Letter of release from the original faculty.

b. Between study programs across faculties

1. Terms

- ✓ Originate from a study program in the same educational program (same level);
- ✓ Not dropping out of studies because they do not meet the academicrequirements of the original study program;
- ✓ Never violate the regulations of the original study program;
- ✓ Obtain approval to move from the original Head of Department/Head of StudyProgram;
- ✓ The coordinator of the intended study program states his willingness to

accept;

- ✓ Students may only transfer once as long as they are students at UniversitasTrunojoyo Madura;
- ✓ Eligible transfer students are those who have completed 2 (two) semesters ofcontinuous education;
- ✓ Changing study programs may only be carried out by students in a maximum of
  3 (three) semesters at the diploma level or 4 (four) semesters at theundergraduate level, and who have collected:
  - 24 credits with a GPA of at least 2.0 for those transferring to Semester 3;
  - 48 credits with a GPA of at least 2.0 for those transferring to Semester 4.

2. Submission Procedures

- ✓ Students obtain a transfer form at Academic Affairs (BAK);
- ✓ The application form for changing study programs across faculties is submittedto the Rector CQ. Vice Rector I with a copy to the Dean;
- ✓ Applications are submitted no later than two weeks before the current semesterregistration process;
- ✓ The application letter must be accompanied by:
  - Student Identity Card;
  - Transcript card for courses taken;
  - Letter of release from the original faculty.

2. Transfer between universities

Students who wish to transfer between universities must meet the following

conditions:

a. Exit UTM

- ✓ Fill out the application form to transfer study programs outside UniversitasTrunojoyo Madura and submit it to the Rector cq. Vice Rector I;
- ✓ The application letter must be accompanied by:
  - Student Identity Card;
  - Transcript of grades for courses taken;
  - Letter of release from the original faculty.

b. Enter UTM

1. Terms:

- ✓ Students who transfer study programs from other State Universities to Universitas Trunojoyo Madura with the condition that

the study program at the original university has an accreditation status of at least the same as the accreditation status of the target study program at Universitas Trunojoyo Madura;

- ✓ Not dropping out of studies because they do not meet the academic requirements of the study program/university of origin;
- ✓ Never violate home university regulations;
- ✓ Obtain transfer approval from the home university;
- ✓ The Dean of the intended faculty and Head of Department/Head of Study Program, express their willingness to accept;
- ✓ Those who can be accepted as a transfer student are those who have attended education at the original study program/university continuously, for at least two semesters and a maximum of four semesters, and have collected:
  - For two semesters, 24 credits with a GPA of at least 2.75;
  - For four semesters, 48 credits with a GPA of at least 2.75.

2. Procedures for applying for transfer

- ✓ Submit an application letter to the Rector;
- ✓ The application must be accompanied by:
  - Original Study Result Card;
  - Cover letter for transfer from home university;
  - Certificate of never violating regulations at the home university.

3. Transfer Application Time

- ✓ Transfer applications must be received no later than one month before thesemester registration process takes place;
- ✓ Requests to move outside the provisions mentioned above will not beentertained.

I. SHIFTING PROGRAMS (ACCORDING TO FIELD OF STUDY)

1. Requirements:

a. Graduates of Associate Degree from State University with minimum accreditation status equal to the accreditation of the program at UTM that the student intends to join, or from a Foreign University that has been equated by the Ministry;

b. Shifting program can only be carried out for relevant study programs;

c. Have a cumulative achievement index of at least 3.00;

d. The duration of study in the Associate Degree program is no more than 4 years;

e. The equalization process or the number of recognized diploma education program courses will be regulated in accordance with the provisions of the intended undergraduate study program.

2. Procedures

To be considered as a transfer student, the person concerned must follow the following procedures:

a. Submit an application letter to the Rector;
b. Take the application form at Academic Affairs (BAK);
c. The application letter must be accompanied by a photocopy; Diploma and academictranscript from the Associate Degree program approved by the origin of university;

3. Time for Application for Level Transfer

Applications for transfer of level are accepted no later than 1 month before the oddsemester registration process takes place.

CHAPTER IV ACADEMIC REGULATIONS

A. LECTURE RULES

1. While attending lectures, students are required to follow the following provisions:
    a. Dress neatly and politely;
    b. T-shirts are not permitted;
    c. To wear shoes;
    d. Must not activate cell phones/cell phones;
    e. Other provisions besides letters a to d can be agreed with the lecturer concerned.
2. Students are prohibited from committing acts of plagiarism. The maximum plagiarism limit for lecture assignments and final assignments is 30% for Strata I students and 25% for Strata II students;
3. Students are prohibited from carrying out unethical activities to obtain convenience in completing exams, independent assignments, and practical reports and so on;
4. Students are prohibited from replacing positions or ordering other people in academic activities either at the request of other people or their own will;
5. Students are prohibited from falsifying grades, academic transcripts, student identification cards, course assignments, reports, certificates, signatures, or other academic attributes;
6. Students are prohibited from providing facilities or infrastructure that can cause cheating in academic activities;
7. Student attendance follows the following provisions:
    a. Students are required to attend 80% of all class meetings, attendance of less than 80% will result in the student not being allowed to take the exam in the subject in question;
    b. Absence from lectures due to illness must be proven by a doctor's certificate;
    c. Absence from lectures due to duties of intra-campus student organizations and institutions must be proven by a letter of permission from the head of academic and student affairs (dispensation is only given, a maximum of 2 times per course).
8. Lecturers are required to complete 14 face-to-face lectures plus 1 Midterm Exam and 1Final Exam

B. EXAM RULES

1. Students are required to sign the attendance list provided and are required to showtheir Exam Participant Card;
2. Students are prohibited from cheating during exams, by using or attempting to useinformation, materials or other study aids;
3. Students who arrive late are allowed to take the exam during the remaining time for the exam in the subject concerned;
4. During the exam, students are required to work calmly, honestly andindependently;
5. For students who are unable to take the exam, students can take a separate exam with the permission of the lecturer concerned by knowing the Deputy Dean I.
6. Except for exams that are conducted online/take home/other assignments, students still fill in the Exam Attendance List that has been provided.

C. FINAL PROJECT RULES

The final assignment is a course with a final assignment report. The final assignment report can be in the form of a thesis, production work, and scientific article published in a national journal, with the student as the first author. Faculties are allowed to set higher standards for the publication of their students' scientific articles.

Final assignment provisions

a. Registered as a student in the relevant academic year;
b. Students have completed the required study program courses or a certain number of credits as determined by each faculty;
c. Procedures for completing final assignments are regulated in the final assignmentwriting manual for each faculty;
d. The number of Final Assignment credits is determined by the study program according to the curriculum.
e. The Final Assignment must be completed within one semester from the time it is programmed in the Study Plan Cards (KRS) and the extension of time must be with the approval of the study program coordinator;
f. The Final Assignment is supervised by at least one lecturer with a minimum qualification of Expert Assistant. Lecturer appointments are determined through the Rector's Decree;
g. Determining the final assignment supervisor is carried out by taking into account competency and the maximum limit on the amount of guidance from the supervisor;

h. The thesis is supervised by at least two lecturers with the main supervisor having at least the functional academic position of Lecturer, with an additional minimum degreeof Doctorate/equivalent;
i. The supervisor's duties and obligations are to assist students in formulating problems, carrying out research, and writing final assignments;
j. The final assignment exam is carried out orally and students are declared to have passed with a minimum grade is C;
k. Every student's final assignment article must be checked for plagiarism with Turnitin, and the minimum similarity is 30% for Bachelor Degree and 25% for Master Degree. Faculties are allowed to set higher plagiarism standards (less than 30% for Bachelor Degree and less than 25% for Master Degree)
l. Faculties are given the authority to regulate plagiarism check procedures in their respective environments.

D. SANCTIONS

1. Administrative sanctions are intended to prioritize compliance in carrying outadministrative processes. Administrative sanctions in the form of:
   a. Fines for taking leave of study without permission.
      Students are required to pay tuition fee during the study leave period without thispermission.
   b. Sanctions for students who are late in taking exams.
      Students may not take exams but can be considered to take exams based onapproval from the lecturer concerned.
2. Academic sanctions are intended to maintain academic quality. Academic sanctionsinclude:
   a. Sanctions for students who are late in filling out the Study Plan Card (KRS) and/orchanging the Study Plan Card (KRS) without permission from the academic advisor.
      - ✓ Students are not allowed to attend lectures (Study Plan Card is rejected).
      - ✓ Students can be considered to take courses provided they provide a stampedstatement approved by the academic advisor and Deputy Dean I;
   b. Sanctions for students who do not meet the college attendance requirements.
      - ✓ Students are not allowed to take exams for the subject in question;
   c. Sanctions for students who cheat in exams.
      - ✓ Students are declared not to have passed by the lecturer;

d. Sanctions for students who plagiarize their final assignments.

- ✓ The sanctions imposed are the cancellation of the final assignment and thestudent concerned must replace the thesis and thesis with a new title.

CHAPTER V EVALUATION OF SUCCESSFULNESS

A. IMPLEMENTATION OF STUDENT EVALUATIONS

Evaluation of the success of students' lectures each semester can be carried out through an assessment process. Assessment of lecture success is adjusted to the courseRPS and can be done through:

1. Various assignments assigned to students;
2. Practical or practical assessment;
3. Midterm Examination is held at the 8th meeting of each semester;
4. Final Examinations are held at the 16th meeting of each semester;
5. The course assignment load should have a greater assessment value than the FinalExaminations and Final Examinations value;
6. The minimum assignment value in the assessment is 30 percent.

B. EVALUATION RESULTS OF ACADEMIC ACTIVITIES

The evaluation results of academic activities are expressed in letters or numbers which reflect the mastery of knowledge learned by students in certain lectures in one semester. The range of scores obtained by students is as shown in the following table:

Score	Alphabetical Score	Value
> 80 – 100	A	4
75 – 79,9	B+	3,5
70 – 74,9	B	3
65 – 69,9	C+	2,5
55 – 64,9	C	2
50 – 54,9	D+	1,5
40 – 49,9	D	1
0 < 40	E	0

C. EVALUATE THE PROGRESS AND SUCCESS OF THE STUDY

Student study achievements are expressed by an achievement index (GPA) written in numbers or letters, with provides default conversions. At the end of each semester, students receive a study results card (KHS) containing grades from all courses taken inthat semester, which are issued by each study program.

In general, the study results or achievements index obtained by students from the current semester are used to:

a. Evaluate learning progress; and
b. Effectively used to determine the study load that can be taken in the followingsemester.

Evaluation of the Success of the Study Conducted:

1. Evaluation of the Success of the First Two Years of Study

At the end of the first two years from the time a student is first registered, the success of their studies is evaluated to determine whether they can continue their studies
or not. Students are still allowed to continue their studies if they meet the following requirements:

- ✓ Collect at least 30 credits from the semester you have taken;
- ✓ Achieve a Grade Point Average (GPA) of at least 2.00 which is calculated from all the credit scores of the courses that have been taken.

2. Evaluation of the Success of the Second Two Year of Study

At the end of the second two years starting from the time a student is registered for the first time, an evaluation of study success is carried out to determine whether the person concerned can continue their studies or not. Students may continue their studiesif:

- ✓ Collect at least 75 credits from the semester you have taken;
- ✓ Achieve a Grade Point Average (GPA) of at least 2.00 which is taken into accountfrom all the credit scores of the courses that have been taken.

D. STUDY TIME LIMIT

1. The student study time limit is the maximum time period given to students to completetheir education program, namely:
   - ✓ a maximum of 5 (five) academic years for the third diploma program;
   - ✓ maximum 7 (seven) academic years for undergraduate programs;
   - ✓ a maximum of 4 (four) academic years for the master's program.
2. For students who take academic leave (BSS/Temporary Study Suspensions), the leaveperiod is
   still counted towards their study period.
3. Students who do not re-register (No Information/TAK) will still have their study period counted and if it turns out that by the predetermined study time limit, the student has not been able to complete their education, then the person concerned will be declared aDrop Out (DO).

E. GRADUATION AND GRADUATION PREDICATE

Students are declared to have passed and completed their studies if they havefulfilled the following requirements:

1. Associate Degree (Diploma III) Program
   a. The minimum number of credits collected is 110 credits and a maximum of 120credits;
   b. Grade Point Average (GPA) of at least 2.00;
   c. Maximum D/D+ score in 2 subjects and not general subjects (MKU);
   d. Courses that may receive a D/D+ grade are determined by the study programconcerned;
   e. There is no E value;
   f. Pass TOEFL with a minimum score is 400.

2. Undergraduate Program

   a. The minimum number of credits collected is 144 credits;
   b. Grade Point Average (GPA) of at least 2.00;
   c. Maximum D/D+ score in 3 subjects and not general subjects (MKU);
   d. Courses that may receive a D/D+ grade are determined by the study programconcerned;
   e. There is no E score;
   f. Pass the final assignment exam;
   g. Pass TOEFL/TOAFL with a minimum score is 450.
   h. TOEFL/TOAFL certificates are issued by the UPT Language Center or certificates from other institutions that are legalized by the UPT Language Center. Especially for English Literature Study Program, a minimum TOEFL score is 500.

3. Master's Program

   a. The minimum number of credits collected is 36 credits and a maximum of 50 credits;
   b. Grade Point Average (GPA) of at least 2.75;
   c. There are no D/D+ and E grades;
   d. Pass TOEFL/TOAFL with a minimum score is 500.
   e. TOEFL/TOAFL certificates are issued by the UPT Language Center or certificates from other institutions that are legalized by the UPT Language Center.
   f. The final project work is published at least in the Sinta 2 Journal or International Journal

4. Graduation Predicate

Based on the Regulation of the Minister of Education and Culture of the

Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards and the Decree of the Rector of Universitas Trunojoyo Madura, Number 110/UN46/2017,

graduating students can be given the title of quite satisfactory, satisfactory, verysatisfactory and commendation with the following criteria:

a. Diploma Programs and Bachelors Programs:
   - Fairly Satisfactory : GPA ≤ 2.75
   - Satisfactory : GPA 2.76 – 3.00
   - Very Satisfactory : GPA 3.01 – 3.50
   - Honors : GPA 3.51 – 4.00

b. Master Program:
   - Fairly Satisfactory : GPA < 3.00
   - Satisfactory : GPA 3.00 – 3.50
   - Very Satisfactory : GPA 3.51 – 3.75
   - Honors : GPA 3.76 – 4.00

F. JUDICIUM

a. Students who have fulfilled and completed all academic assignments to obtain a bachelor's, intermediate or master's degree, and have passed the TOEFL/TOAFL according to the provisions and can be adjudicated at their respective faculties;
b. While waiting for the original diploma, the Dean can provide a Temporary Graduation Certificate, after the Judicial Decree is issued;
c. The faculty immediately sends the Judicial Decision Letter and its attachments to the Academic Affairs (BAK) academic section for immediate processing for the diploma.
d. Faculties are required to issue transcripts and Diploma Accompanying Certificates (SKPI)

G. GRADUATION

Graduation is an academic ceremonial ceremony after students have completed all academic obligations determined by the university. The graduation ceremony is carried out by the university; students are required to attend the graduation ceremony with the following requirements:

a. Students have their graduation status determined by their respective faculties;
b. Students fill out the graduation registration form and alumni form;

c. Students submit a black and white photograph for the diploma, with the following requirements: white hem, tie and jacket. (Students wearing headscarves must show their faces in photos);
d. Students pay graduation fees.

KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI
UNIVERSITAS TRUNOJOYO MADURA
Jl. Raya Telang, PO Box 2 Kamal, Bangkalan - Madura
Telp. (031) 3011146, Fax. (031) 3011506
Website : www.trunojoyo.ac.id

SALINAN

KEPUTUSAN REKTOR UNIVERSITAS TRUNOJOYO MADURA
NOMOR 231/UN46/HK.02/2022
TENTANG

BUKU PEDOMAN AKADEMIK UNIVERSITAS TRUNOJOYO MADURA
TAHUN AKADEMIK 2022/2023

REKTOR UNIVERSITAS TRUNOJOYO MADURA,

Menimbang :

a. bahwa dalam rangka menunjang kelancaran penyelenggaraan kegiatan akademik di lingkungan Universitas Trunojoyo Madura tahun akademik 2022/2023, perlu dibuat buku pedoman pelaksanaan kegiatan yang relevan dan terpadu;

b. bahwa berdasarkan pertimbangan sebagaimana dimaksud dalam huruf a, perlu menetapkan keputusan Rektor Universitas Trunojoyo Madura tentang Buku Pedoman Akademik Universitas Trunojoyo Madura Tahun Akademik 2022/2023.

Mengingat :

1. Undang-undang Nomor 12 Tahun 2012 Tentang Pendidikan Tinggi;
2. Peraturan Pemerintah Nomor 4 Tahun 2014 Tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi;
3. Keputusan Presiden Nomor 85 Tahun 2001 Tentang Pendirian Universitas Trunojoyo;
4. Peraturan Menteri Riset, Teknologi, dan Pendidikan Tinggi Nomor 35 tahun 2015 Tentang Organisasi dan Tata Kerja Universitas Trunojoyo Madura;
5. Peraturan Menteri Pendidikan dan Kebudayaan Nomor 3 tahun 2020 Tentang Standar Nasional Pendidikan Tinggi;
6. Keputusan Menteri Riset, Teknologi dan Pendidikan Tinggi Republik Indonesia Nomor 831/M/KPT.KP/2018 Tentang Pemberhentian dan Pengangkatan Rektor Universitas Trunojoyo Madura Periode 2018-2022.

MEMUTUSKAN:

Menetapkan : KEPUTUSAN REKTOR UNIVERSITAS TRUNOJOYO MADURA TENTANG BUKU PEDOMAN AKADEMIK UNIVERSITAS TRUNOJOYO MADURA TAHUN AKADEMIK 2022/2023.

Pertama : Buku Pedoman Akademik Universitas Trunojoyo Madura sebagai Panduan dalam Penyelenggaraan Program Kegiatan Akademik Tahun 2022/2023.

Kedua : Keputusan Rektor Universitas Trunojoyo Madura ini mulai berlaku sejak tanggal ditetapkan.

Ditetapkan di Bangkalan
pada tanggal 25 Juli 2022
REKTOR UNIVERSITAS TRUNOJOYO MADURA,

ttd.

MUH.SYARIF
NIP196311302001121001

Salinan sesuai dengan aslinya
Kepala Biro Umum dan Keuangan

Ningwar
NIP.196503202001121001