



# Student Supplements



Faculty of Mathematics and Natural Sciences  
Universitas Negeri Jakarta  
2021



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# STUDENT SUPPLEMENTS

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## Covid-19 Policies

In the context of regulating academic activities for the academic even semester of 2021/2022 and efforts to continuously actively participate in preventing the spread of COVID-19, taking into account the Joint Decrees of the Ministry of Education, Culture, Research, and Technology, Ministry of Religion, Ministry of Health, Ministry of Home Affairs of the Republic of Indonesia 05/KB/2021, 1347, HK.01.08/MENKES/6678/2021, 443-5847 of 2021 concerning Guidelines for the Implementation of Learning during the Pandemic Corona virus Disease 2019 (COVID-19).

### **1. Academic Activities**

Lecture activities for the even semester of the 2021/2022 academic year at Jakarta State University are carried out with the following conditions:

- a. Face-to-face lectures for theoretical courses (non-practical) are replaced with Online learning (PJJ) using the UNJ Learning Management System or other platforms by referring to existing guidelines.
- b. Practical lectures in workshop laboratories, studios, fields (sports practice), or the like are adapted to the conditions of each unit/field. The implementation of the practicum can be done in a hybrid manner with the following conditions:
  1. Obtaining approval from the Head of the Faculty / Postgraduate,
  2. Must coordinate with UNJ COVID-19 Implementing Coordination Unit,
  3. Following the rigorous COVID-19 protocol,
  4. Students and lecturers have participated in the COVID-19 vaccination,
  5. Students and lecturers must be in good health. When they come to campus,
  6. No crowding on campus,
  7. Immediately go home after the practicum is over,
  8. Follow other provisions as stated in point 2 regarding research activities.
- c. PKM, PKL/internship activities, community program learning (KKN), field trips (KKL), or the like are carried out online or can be done offline. If it is carried out offline, it must meet the following conditions:
  1. Obtaining approval from the Head of the Faculty / Postgraduate,
  2. Obtain permission from the intended agency,
  3. Students and lecturers have participated in the COVID-19 vaccination,
  4. Students and supervisors who go to the field must be in good health, carried out by following the rigorous COVID-19 protocol.

- d. Writing guidance activities (final assignments, theses, and dissertations) are conducted online. If offline guidance is unavoidable, the following conditions must be followed:
  - 1. Obtaining approval from the leadership of the Faculty / Postgraduate,
  - 2. Students and lecturers have participated in the COVID-19 vaccination,
  - 3. Students and supervisors must be in good health,
  - 4. Offline guidance only on problems that cannot be done online,
  - 5. The duration of the tutoring time is not more than 30 minutes,
  - 6. Executed by following the rigorous COVID-19 protocol.
  
- e. Proposal seminars, final exams, or the like are conducted online while taking into account the quality standards of the exams or can be done in a hybrid manner by following the following conditions:
  - 1. Obtain approval from the Leadership/Faculty/Postgraduate,
  - 2. Students and examiner lecturer teams have participated in the COVID-19 vaccination,
  - 3. Students and the team of examiners must be in good health,
  - 4. Participants and committees who attend do not exceed 50% of the capacity of the room used,
  - 5. It is carried out by following the rigorous COVID-19 protocol.

## **2. Research Activities**

Social research activities involving the community as respondents are carried out online with the permission of the Faculty leadership and maintain data security. Research activities carried out in laboratories at UNJ are carried out with the following conditions:

### **a. Preparation for campus laboratory**

- 1. Make sure the trip to the campus laboratory uses a private vehicle (if you have to use public transportation, use the one with minimal interaction or choose a time during off-peak hours).
- 2. Show a certificate of having participated in the COVID-19 vaccination.
- 3. Protect yourself using personal protective equipment (PPE), namely surgical masks and face shields.
- 4. Bring equipment for hand sanitizer and K3 (occupational safety and health) standard laboratory (lab coat and gloves adjusted as needed).
- 5. Bring your eating utensils, drinking utensils, personal medicines, and prayer equipment.

- b. Before entering the campus laboratory
  1. Wear PPE (surgical mask/face shield) and check body temperature.
  2. They are submitting information about family history and zoning of the area of a residence related to COVID-19. If the student/lecturer comes from the red zone and has a family infected with COVID-19, they are prohibited from entering the campus laboratory.
  3. Submit a letter of permission from the supervisor and parents.
  4. Fill in the supporting data for the campus laboratory.
  5. Wash your hands.
  
- c. Administration process
  1. Submit a permit to conduct research activities in the laboratory signed by the supervisor and parents.
  2. Take care of your documents and avoid grouping with friends.
  3. Submit a plan of research activities in the laboratory.
  4. You can immediately carry out other agendas if the administration has been completed.
  
- d. Laboratory party
  1. Provide the contents of the laboratory work activity agenda (logbook).
  2. Make sure to record all students who carry out research activities in the laboratory.
  3. Set a schedule of research activities in the laboratory at a maximum of 50% of the average capacity.
  4. Provide standard disinfectants in every laboratory.
  5. Assign an Educational Laboratory Management Team (PLP) to facilitate laboratory activities.
  6. Clean the air conditioner with the health protocol every two weeks.
  7. Provide spare medical masks for participants still wearing cloth masks.
  8. Provide hand sanitizer and handwashing facilities
  
- e. Research activities in the laboratory
  1. Use time effectively and efficiently (lab working hours: 08.00-16.00 WIB).
  2. Must use identification.
  3. Ensure the table and work equipment are cleaned first (using a disinfectant).
  4. Laboratory capacity must refer to the health protocol and maintain a minimum 1.5-meter distance from friends.
  5. Avoid sharing laboratory work tools with co-workers.
  6. Must follow the K3 protocol.

## Prohibited and Restricted Conduct

### **Student Rights**

UNJ students who are active have the following rights:

- a. obtain education and teaching in the study program by applicable requirements and regulations;
- b. express opinions or ideas without disturbing the rights of others and public order;
- c. get correct information about academic achievement;
- d. get lecturer guidance in conducting research studies, community service, and writing scientific papers;
- e. get legal assistance and protection in receiving threats and having their rights disturbed as a student;
- f. use academic freedom responsibly to develop science, technology, and the arts;
- g. obtain good service in academic, administrative, and student affairs;
- h. apply for and get scholarships for study progress by applicable terms and conditions;
- i. take advantage of UNJ facilities in the context of smooth academic activities;
- j. obtaining an award from UNJ for the achievements achieved by applicable regulations;

### **Student Obligations**

UNJ students who are active are obliged to:

- a. attend lectures, practicums, and other academic activities by applicable regulations;
- b. uphold and maintain academic integrity;
- c. maintain the academic atmosphere at university, uphold the alma mater, and maintain the authority and maintain the good name of UNJ;
- d. maintain the neutrality of UNJ from practical political activities;
- e. appreciate the progress of science, technology, art, and sports;
- f. maintain campus facilities, infrastructure, and facilities and do not abuse campus facilities for personal or group interests that have nothing to do with academic and student activities;
- g. maintain cleanliness, order, and security within the campus, and do not interfere with university activities;
- h. comply with and understand the implementation of all applicable academic regulations at UNJ;
- i. dress and appear polite, neat, and do not conflict with religious norms and morals;
- j. upholding human values in interacting without
- k. differentiate or discriminate against religion, gender, ethnicity, social and economic background;
- l. comply with all regulations contained in UNJ and respect and do not violate the rights of others.

**Student Ethics**

- 1) Students must have good ethics towards lecturers, students, education staff, the community, and ethics in various academic activities, extracurricular activities, and expressing opinions that the Rector's Decree will determine.
- 2) According to applicable regulations, students who violate the student code of ethics will be subject to sanctions.

**Student's Academic Plan (KRS)**

1. Every student who will attend lectures is required to have a KRS which contains all the courses taken in the current semester.
2. KRS is filled out by students online and approved by the Academic Supervisor.
3. Academic Advisor can cancel the proposed course by the student when filling out the KRS if there are prerequisite courses for the courses to be taken that have not been completed by the student concerned or other conditions determined by the Academic Advisor.
4. Students are only allowed to attend lectures according to the courses listed in the KRS.
5. Errors in filling out courses in the KRS are the full responsibility of the student.
6. Courses that have been registered in the KRS can only be repaired during the KRS repair period.
7. Improvements to courses can be made for a maximum of two courses and/or 6 (six) credits from the total number of courses and/or credits that have been registered in the KRS.
8. KRS can be printed independently by students and academic supervisors, and can be used as official KRS documents in printed form after being signed by students and Academic Supervisors.



## **Academic Violations and Sanctions**




### **Violation**

1. Academic fraud or misconduct is any type of cheating that occurs in connection with official or formal academic practice.
2. Included in the academic violations as referred to in paragraph (1) include:
  - a. Plagiarism: using / adopting or remaking / reproducing ideas or words or statements of others / one's own work without making proper acknowledgment.
  - b. Creating/fabrication: manipulation of data, information, or citations in any official/formal academic practice.
  - c. Fraud/deception: providing wrong information to interested parties about official/formal academic practices such as giving false excuses for being late in meeting deadlines or lying about having submitted assignments.
  - d. Cheating: any attempt to provide or obtain assistance in carrying out formal academic practice (such as examinations) without making a proper confession.
  - e. Sabotage: making efforts to prevent others from completing their work. These include: tearing up the pages of a library book or intentionally interfering with someone else's research.

### **Penalty**

1. Academic sanctions in the form of:
  - a. Warning verbally or in writing;
  - b. Cancellation of test scores for the courses concerned;
  - c. Given the value of E in the course concerned;
  - d. Did not pass all subjects in the ongoing semester;
  - e. Not allowed to take part in academic activities for a certain period of time (suspension);
  - f. Dismissal or expulsion from UNJ;
  - g. Revocation of diplomas and academic degrees for those who have completed the program.
2. The academic sanctions as referred to in paragraph (1) letter e, letter f and letter g are stipulated by a Rector's Decree on the recommendation of the Senate.

## Student Organization on Campus

No.	Name and Logo	Description
1.	<b>Jakarta State University Student Executive Board</b> 	An intra-campus student organization is an executive institution at the higher education level led by a Student Chair at the university level.
2.	<b>Jakarta State University Student Arts Unit</b> 	An institution or unit concentrates on empowering UNJ students to develop artistic interests and talents.
3.	<b>Da'wah Institute for Salim Campus, State University of Jakarta</b> 	The Jakarta State University Campus Da'wah Institute is the UNJ Muslim Friends Campus Da'wah Institute (LDK Salim UNJ).

4. **Racana Scouting of Jakarta State University**



a scouting organization based in universities, to be precise at the State University of Jakarta

5. **Christian Student Fellowship**



Christian students who grow in Christ through fellowship, God's Word, and prayer, and live them so that they are ready to become alumni (in the field of education and non-education) who carry out their functions as salt and light in His calling (family, study, church, community, nation, and state). )

6. **Jakarta State University Radio Broadcasting Agency (Era FM)**



The Educational Radio Broadcasting Agency of the Jakarta State University or commonly called BPRS ERAFM-UNJ, is a University-level Student Activity Unit (UKM) with legal entities, which are regulated in the laws of the Republic of Indonesia whose actualization is as a medium of information and electronic communication with the deed of establishment of a community radio association. BPRS ERAFM-UNJ campus No.3.

7. **Jakarta State University Student Press Institute  
(DIDAKTIKA)**



LPM Didaktika UNJ is a UNJ Student Press Institution engaged in journalism and has become an alternative news channel for UNJ students.

8. **Jakarta State University Hindu Buddhist Student  
Family**



The Hindu Buddhist Student Family at the State University of Jakarta is a family-based organization founded in 1979 and served as a forum for UNJ students from various faculties who believe in Hinduism, Buddhism, and Confucianism.

9. **Jakarta State University Student Sports Activity Unit**



Student Organizations Engaged in Sports. Home to 36 Sports Clubs at UNJ.

10. Young Researcher Group, State University of Jakarta

KPM (Young Researcher Group) UNJ is an organization engaged in research and reasoning, established on August 16, 1998.



11. Jakarta State University Student Regiment

The Student Regiment is a university-level organization that develops student interests and talents towards expanding and increasing participation in national defense efforts at UNJ.



12. Group of students who are interested in photography, Jakarta State University

Jakarta State University Photography Enthusiast Student Group, since 1980. KMPF UNJ (Photography Interested Student Group) is one of the oldest student activity units at UNJ.



13. Jakarta State University Student Council



Jakarta State University Student Government Organization is engaged in the university-level legislature.

14. Jakarta State University Children Lovers Social Group



Social Group for Child Lovers, State University of Jakarta, KSPA UNJ is a UNJ Student Organization engaged in Early Childhood Education, especially among underprivileged communities.

15. SIGMA TV Jakarta State University



Jakarta State University Student Cinematography and Television (SIGMA TV UNJ), as an organization engaged in the audiovisual field, has been established since January 27, 1999, and has formal legality as a Student Activity Unit (UKM) UNJ as stated in the Rector's Decree No. 1201/SP/2016.

16. Eka Citra State University, Jakarta State University Student Family



One of the oldest organizations founded by UNJ students has not lost its interest. The Eka Citra Nature Lovers Student Group has a curriculum containing related activities, such as rock climbing, mountain climbing, and nature expeditions.

**17. Jakarta State University Student Studies Institute**

A student organization at the State University of Jakarta is engaged in writing, reasoning, and social research.



**18. Jakarta State University Student Cooperative**

The Student Activity Unit (UKM) is part of the Student Organization (ORMAWA) within the Jakarta State University.



**19. Jakarta State University Catholic Student Family**

It is a family organization that serves as a forum for Catholic students at the State University of Jakarta to share experiences, gather, learn, and be involved in service and develop their potential.



**20. KSR Indonesian Red Cross Unit Jakarta State University**

KSR PMI UNJ Unit is a student activity unit located at the State University of Jakarta (UNJ) and coordinates under PMI (Red Cross Indonesia).



**Palang  
Merah  
Indonesia**

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**KSR PMI Unit UNJ**

**21. PIK R Atenna Jakarta State University**



ATENNA UNJ is a student organization engaged in health and counseling related to TRIAD KRR.

**22. Batavia Jakarta State University Team**



An organization engaged in utilizing the Batavia team is a collection of students from across the faculties of the Jakarta State University who are talented committed to designing, manufacturing, and developing environmentally friendly cars.

**23. Robotic Club Universitas Negeri Jakarta**



It is one of the communities at UNJ, founded in 2004 by Mr. Pitoyo as the current Deputy Dean II of the Faculty of Engineering, State University of Jakarta.



**24. Entrepreneur Club Jakarta State University**



A group of students to carry out the latest entrepreneurial activities.



## Student's Organization of Faculty Level

- | No. | Name and Logo   | Description   |
|-----|---|---|
| 1.  | <b>Faculty of Mathematics and Natural Science Student Executive Board</b><br>  | The Student Executive Board at the Faculty of Mathematics and Natural Sciences, State University of Jakarta, from now on referred to as BEM FMIPA UNJ, is a formal regional student government institution ratified based on the General Assembly of the Student Representative Body for FMIPA UNJ and carried out its mandate regarding the executive. |
| 2.  | <b>Student Representative Body of the Faculty of Mathematics and Natural Sciences, State University of Jakarta</b><br> | Student representative body which aims to convey the aspirations of the people of the Jakarta State University in the Faculty of Mathematics and Natural Sciences.  |

**3. Action team of the Faculty of Mathematics and Natural Sciences Underbow Dept. SosPol BEM FMIPA UNJ**



Action team of the Faculty of Mathematics and Natural Sciences which is engaged in the aspirations of the Indonesian people, especially at the mathematics and natural sciences faculty level

**4. ASSISTANCE VILLAGE FMIPA UNJ Under bow Department of Social and Political Sciences BEMF MIPA UNJ**



The Assisted Village is one of the UKM in FMIPA that accommodates students from FMIPA, including statistics students trying to build a particular area and make changes to improve the environment.

**5. UNJ Women's Forum Faculty of Mathematics and Natural Science Level**



FP FMIPA UNJ is the undertow under the auspices of the Ministry of Social and Political Affairs in protection and women's rights.

6. **Ulul Albaab Da'wah Institute, FMIPA UNJ**



The Jakarta State University Campus Da'wah Institute is the UNJ Muslim Friends Campus Da'wah Institute Faculty of Mathematics and Natural Science level.

7. **Nyctircorax Bird Watching Group**



KPB Nyctircorax UNJ was formed to be a forum for students, significantly the Biology and Biology Education Study Program at UNJ, to develop abilities in the field of ornithology and to produce inspiring and professional bird watchers based on kinship. In a broader view, this group aims to be a driving force in bird conservation activities and to take part in these conservation activities.

8. **PRIMATE STUDY GROUP (KSP) Macaca STATE UNIVERSITY JAKARTA**



KSP Macaca UNJ is one of the study groups of the Faculty of Mathematics and Natural Sciences UNJ that is committed to the world of conservation ecology, especially primates. KSP Macaca UNJ was founded on October 14, 2002, by a group of Biology Clump students who care about primate conditions and conservation in Indonesia. The UNJ Macaca KSP aims to contribute to ecosystem conservation efforts.

9. **Leucomystax Research Group for Amphibians and Reptiles, Jakarta State University**

Study Group at the State University of Jakarta working in the field of Amphibian and Reptile conservation



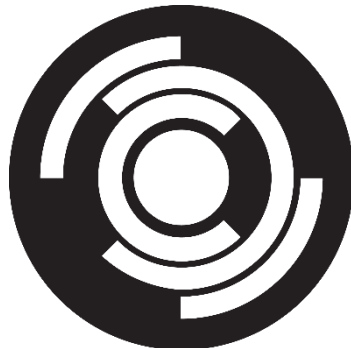
10. **Community of Marine Conservation (CMC) Acropora**

CMC ACROPORA merupakan kelompok studi yang bergerak dalam kegiatan kelautan di Jurusan Biologi UNJ. Kelompok studi yang didirikan pada tanggal 13 Juni 2008. Pencetusan pendirian kelompok studi ini secara kebetulan, bermula dari sekumpulan mahasiswa Biologi yang memiliki visi yang sama, yaitu melestarikan laut dan biota di dalamnya. Berdirinya kelompok studi ini juga difasilitasi oleh salah satu dosen di Jurusan Biologi UNJ yang memiliki visi yang sama yaitu Dr. Hanum Isfaeni, S.Pd., M.Si., yang sekaligus merupakan Pembina kelompok studi ini.



11.

**DEFAULT**



DEFAULT Is a study group consisting of brilliant members who are passionate about tech and willing to learn together to develop themselves

## Study Department Level

1. **BEM Biology Education Study Program**



The Student Executive Board at the Faculty of Mathematics and Natural Sciences, State University of Jakarta is a formal regional student government institution ratified based on the General Assembly of the Student Representative Body for FMIPA UNJ and carried out its mandate regarding the executive at the Education Biology department

2. **Student Legislative Institution (LLM) Biology Education FMIPA UNJ**



Student representative body which aims to convey the aspirations of the people of the Jakarta State University in the Biology Education Department