

Examination Manuals

Learning Evaluation

1. The purpose and objectives of conducting learning evaluation:

a) Evaluate and measure students' mastery of the material/subjects presented in a course; and

b) To provide feedback to lecturers to improve the learning process and methods. Learning evaluation can be implemented in various forms, including written exams in the form of essays or objective tests, oral exams, seminars/thesis exams, assignments, and take-home exams. Practical exams can be conducted through practicums and may be accompanied by written and/or oral exams. The form of the exam is adjusted to the learning objectives so that it can be implemented within a certain timeframe.

2. Evaluation of learning for a course or practical consists of a Mid-Semester Exam (UTS) and Final Semester Exam (UAS) or can be in another form.

3. Learning evaluation is carried out in accordance with the Faculty's academic calendar.

4. Students are permitted to take part in the Learning Evaluation of a course or practical if they have attended at least 75% of the number of lectures and/or practicals that have been held.

5. A make-up exam is an exam held for students who did not take the exam for a valid reason.

6. Make-up exams can be held with the approval of the Lecturer in Charge of the Course (PJMK) only for reasons of illness, carrying out state duties, University duties, or faculty duties.

7. Students fill out the make-up exam request form obtained from the Academic Section. The make-up exam request must be submitted to the PJMK Lecturer no later than 24 (twenty-four) hours after the course exam takes place. If the request is submitted after the specified time, the make-up exam cannot be granted.

8. The application as referred to in point 7 (seven) is submitted by the student concerned himself, or, if conditions do not permit, by his representative as evidenced by a Power of Attorney.

9. Learning evaluation can be conducted offline or online.

10. Offline exam rules:

- a) The Semester Examination Rules apply to holding Mid-Semester Examinations (UTS), Final Semester Examinations (UAS), and Supplementary Examinations for UTS or UAS.
- b) Exam participants are required to bring and show their Student Identity Card (KTM) to the Supervising Lecturer/Exam Officer when taking the semester exam.
- c) Exam participants are required to sign the Examination Participant Attendance List (triplicate). Exam participants who do not sign the Examination Participant Attendance List for any reason are deemed not to have taken the exam.
- d) Exam participants must wear neat and polite clothing (collared) with closed shoes.
- e) Exam participants must sit in the chair with the seat number that corresponds to the exam participant's attendance number on the Attendance List.
- f) Exam participants are prohibited from leaving the examination room during the examination, unless they have obtained permission from the Supervising Lecturer/Examination Officer.
- g) Exam participants who arrive more than 15 minutes late will not be permitted to take the exam
- h) and will not be entitled to request a make-up exam. Exam participants who arrive less than 15 minutes late will still be permitted to take the exam but will not be entitled to additional time.
- i) During the exam, exam participants are prohibited from cheating and/or taking actions that indicate cheating, including but not limited to:
 - Accessing electronic communication systems in any form, for any purpose or intent.
 - Communicate with other Exam Participants for any purpose or goal.
 - Borrowing or lending writing equipment, notes, literature books, laws and regulations, and other equipment to other exam participants.
 - Asking someone else to attend and do the exam (jockeying).
 - Violations of the provisions in point h, based on the severity of the violation, will be subject to the following sanctions:

- j) Based on PJMK's decision, the subject being tested will not be passed; or
- k) Based on the Dean's decision, all courses programmed in that semester will not be passed; or
- l) Based on the Dean's decision, prohibited from participating in all academic activities taking place during a certain semester (suspension); or
- m) Based on the Chancellor's decision on the Dean's proposal, dismissed as a student of Airlangga University after being proposed by the Dean and determined by the Chancellor.

11. Make-up exams are only given to students who cannot take the exam on the specified schedule for the following reasons:

- a) Sickness, as evidenced by a Government Doctor's Certificate;
- b) Carrying out state duties, as evidenced by a Letter of Assignment from an authorized official.
- c) Carrying out University duties, as evidenced by a Letter of Assignment from the Chancellor; or
- d) Carry out Faculty duties, as evidenced by a Letter of Assignment from the Dean.
- e) Requests for supplementary exams must be submitted to the PJMK Lecturer no later than 14 days after the course exam takes place. If an application is submitted after 14 days after the course exam has taken place, a supplementary exam cannot be given.
- f) The application as referred to in point 11 is submitted by the student concerned himself, or if conditions do not permit, by his representative as evidenced by a Power of Attorney.

12. The supervising lecturer/examination officer has full authority to carry out and take all actions deemed necessary to implement the Examination Rules and Regulations.

13. The lecturer supervising the exam has the authority to:

- a) arranging, determining seating, taking attendance of exam participants;
- b) determine the examination equipment that examinees may bring to their seats;
- c) refuse the presence of someone who is not registered as an exam participant;

d) record cheating committed by exam participants in the Minutes of Exam Implementation.

14. PJMK lecturers are responsible for implementing the exam.

15. Further provisions regarding Offline Examination Rules are determined by the Dean.

Mid-Term Examination Rules: Odd Semester 2025/2026

1. Students must be in good health. If a student is ill, they may take a make-up exam by reporting to the Course Coordinator (PJMK) and following the applicable make-up exam procedures. Applications for make-up exams must be submitted no later than the exam week by contacting the Academic Division in accordance with the applicable procedures.
2. Students must arrive 15 minutes before the scheduled exam time
3. Students are allowed a maximum lateness of 30 minutes.
4. Students must dress neatly, politely, and wear shoes.
5. Students must enter the exam room as listed on CyberCampus and sit according to the seat number listed on the exam participant list.
6. Students must show their Student ID Card (KTM) and place it on their desk, or show their Electronic Student ID (E-KTM) for verification by the supervisor.
7. Students must complete the exam honestly and independently without engaging in any form of cheating. Any student caught cheating will immediately receive a grade of E.
8. Students must leave the exam room in an orderly manner and not gather in groups after the exam.

Note:

If the physical Student ID Card (KTM) is lost, students should access their E-KTM via CyberCampus v.2.

Thesis Examination Procedures: Odd Semester 2025/2026

Registration and Submission of Thesis Manuscript

1. Registration and submission for the Thesis Examination Period I, Odd Semester 2025–2026, are conducted online no later than the deadline set for the examination period.
2. Students must register for the thesis examination through the official online registration form provided by the faculty.
3. Students must upload their thesis manuscript via CyberCampus V2 in the Thesis Examination Submission menu by the stated deadline.
4. Students are required to upload the Turnitin similarity report, with a maximum similarity limit of 25%.
5. Only students who have received approval (“Eligible for Examination”) from their Thesis Supervisor via CyberCampus V2 are permitted to upload their thesis manuscript in the Thesis Examination Submission menu.

Thesis Defense Procedure

1. The thesis defense is conducted offline at the Faculty of Nursing
2. Students must prepare the following materials as requirements: presentation file,

Student ID Card (KTM), and supervision card or supervision record available in CyberCampus V2.

3. Students must wear a white shirt, black trousers or skirt (fabric material), and the university blazer.
4. The Head Examiner will announce the defense results and the revision deadline before concluding the session.
5. Students are permitted to request a copy of their thesis defense review notes from the Examination Committee after the exam is complete.
6. At the end of the examination, students must fill out and sign the Revision Commitment Statement Form (downloadable from the official academic platform) on a duty stamp, witnessed by the Examining Committee.
7. The Revision Commitment Statement Form must be submitted to the Academic Division together with the final revised thesis.

Submission of Revised Thesis Manuscript

1. Students must revise their thesis manuscript according to feedback from the Examination Committee and consult with each examiner as needed.
2. Students should highlight and comment on all sections that have been revised when submitting the revised version to the examiners.
3. Students must submit the complete revised thesis manuscript, signed by all examiners (original signatures), within the revision period determined by the examiners.
4. The final revised thesis must also include a Supervisor Approval Sheet signed with an original signature.
5. Students must submit the final revision to the Academic Section, providing two copies of the complete revised thesis.

6. Students must also submit the Revision Commitment Statement Form to the Academic Section when submitting the revised thesis.
7. Students who fail to submit their thesis revision within the specified deadline are required to retake the thesis defense.
8. Students who have completed all revision processes must request finalization on CyberCampus V2 to enable their grades to appear on the system.
9. The finalization request can only be made once the final revision has been submitted and the examination status on CyberCampus V2 has been marked "Completed" by the Head Examiner.