



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN

POLITEKNIK NEGERI MALANG

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PENGUMUMAN / ANNOUNCEMENT

Nomor 06/PUDIR.I/KM/2021-Number 06/PUDIR.I/KM/2020

tentang/ concerning

DAFTAR ULANG MAHASISWA/ STUDENT RE-ENROLLMENT SEMESTER GENAP TAHUN AKADEMIK 2020/2021 EVEN SEMESTER - ACADEMIC YEAR 2020/2021 POLITEKNIK NEGERI MALANG/ STATE POLYTECHNIC OF MALANG

Diumumkan kepada seluruh Mahasiswa Politeknik Negeri Malang
The following information is announced to all students of State Polytechnic of Malang

I. JADWAL DAFTAR ULANG SEMESTER GENAP 2020/2021

1.	Pembayaran Uang Kuliah Tunggal (UKT)	Tanggal 25 – 28 Januari 2021
2.	Mencetak Kartu Rencana Studi (KRS)	
3.	Verifikasi & Pengesahan KRS ke DPA	
4.	Penyerahan KRS ke Akademik Prodi	
5.	Awal Kuliah Semester Genap	Tanggal 8 Februari 2021

RE-ENROLLMENT SCHEDULE FOR EVEN SEMESTER 2020/2021 IS AS FOLLOWS

1.	Payment of Tuition Fee (UKT)	25 – 28 January 2021
2.	Printing of Study Plan Card (KRS)	
3.	Verification & Approval of KRS by Academic Supervisor (DPA)	
4.	Submission of KRS to Study Program	
5.	Beginning of Even Semester Lecture	8 February 2021

II. PERSYARATAN/ REQUIREMENT

Telah dinyatakan **LULUS** Yudisium Akhir Semester Ganjil 2020/2021
Students have passed the odd semester 2020/2021

III. PROSEDUR

- Pembayaran Uang Kuliah Tunggal (UKT) melalui Bank Mandiri/BRI/BTN/BNI seluruh Indonesia, menggunakan NIM (Nomor Induk Mahasiswa) sebagai identitas pembayaran, dengan mengikuti petunjuk pembayaran di website <http://spmb.polinema.ac.id> menu **Mekanisme Pembayaran** --> **Download Petunjuk Pembayaran**;
- Mencetak Kartu Rencana Studi (KRS) secara online melalui website <http://SIAKAD.polinema.ac.id>;
- Melakukan verifikasi dan pengesahan KRS ke DPA;
- Menyerahkan KRS ke administrasi akademik masing-masing program studi

PROCEDURE

- Payment of tuition fee (UKT) should be done at Bank Mandiri/BRI/BTN/BNI in Indonesia by using Student ID Number (NIM) as payment reference following payment instructions on the following website link:
<http://spmb.polinema.ac.id> menu **Mekanisme Pembayaran** --> **Download Petunjuk Pembayaran**;
- Printing Study Plan Card (KRS) through <http://SIAKAD.polinema.ac.id>;
- Obtaining verification and approval of KRS from Academic Supervisor;
- Submitting KRS to academic administration staff at study program.

IV. KEBIJAKAN TENTANG UANG KULIAH TUNGGAL (UKT) MASA PANDEMI COVID-19

- Bagi mahasiswa penerima bantuan UKT terdampak Covid-19 pada Semester Ganjil 2020/2021, bantuan tersebut **dilanjutkan** pada semester genap 2020/2021 kecuali berstatus LULUS;
- Mahasiswa yang **tidak lulus yudisium** Laporan Akhir/Skripsi/Tesis pada Semester Ganjil 2020/2021 (selama masa studi belum habis) dan akan diselesaikan pada Semester Genap 2020/2021, maka diberikan keringanan membayar UKT maksimal 50%. Apabila pada semester tersebut tidak terselesaikan, maka semester berikutnya wajib membayar UKT secara penuh;
- Mahasiswa **sedang cuti akademik/terminal/tidak aktif** pada Semester Ganjil 2020/2021 dan Semester Genap 2020/2021, untuk Semester Genap 2020/2021 dibebaskan dari pembayaran UKT;
- Mahasiswa **mengajukan cuti akademik/terminal/tidak aktif** pada Semester Genap 2020/2021, untuk Semester Genap 2020/2021 dibebaskan dari pembayaran UKT.

POLICIES ON TUITION FEE (UKT) DURING COVID-19 PANDEMIC

- Students receiving tuition fee relief impacted by Covid-19 pandemic in Odd Semester 2020/2021 **will receive** the tuition fee relief in Even Semester 2020/2021, except students who completed their program or have graduated;*
- Students **who do not pass final project/thesis examination** in Odd Semester 2020/2021 (with on-going/available study period) and will take the examination or complete their study in Even semester 2020/2021 will receive a maximum of 50% tuition fee relief (Maximum 50% of the tuition fee). If the students do not pass the examination in that semester, they have to pay full tuition fee in the next semester;*
- Students **on academic leave/having terminal status/not active** in Odd Semester 2020/2021 and Even Semester 2020/2021 are exempted from paying the tuition fee;*
- Students **proposing academic leave/terminal status/not active** in Even Semester 2020/2021 are exempted from paying tuition fee for Even Semester 2020/2021.*

V. KERINGANAN UKT

- Bagi mahasiswa (Jalur PSB/PMDK-PN/SNMPN/UMPN/SBMPN) yang ekonomi orang tua benar-benar tidak mampu, pengajuan permohonan keringanan UKT dengan jadwal sebagai berikut:

No	Kegiatan	Tanggal
1	Pemberkasan online melalui SIKAD pada menu Pengajuan Keringanan	18 – 21 Januari 2021
2	Pengumuman hasil seleksi melalui http://helpakademik.polinema.ac.id menu Fasilitas --> Keringanan UKT	25 – 26 Januari 2021
Pembayaran Uang Kuliah Tunggal (UKT) menunggu pengumuman hasil seleksi		

- Berkas yang harus diupload :
 - Surat permohonan keringanan UKT ditujukan kepada Direktur dan tandatangan di atas materai oleh orang tua;
 - Surat Keterangan Tidak Mampu (SKTM) dari desa/Kelurahan;
 - Surat Keterangan Penghasilan orang tua, bagi yang wiraswasta dikeluarkan oleh Desa/Kelurahan, atau Daftar/Slip Gaji bagi Pegawai swasta/TNI/POLRI/PNS;
 - Kartu Keluarga (KK);
 - Rek. Listrik Penggunaan dalam 1 bulan terakhir;
 - Rek. Air bagi yang menggunakan PDAM atau surat keterangan penggunaan air sumur dari Desa/Kelurahan;
 - Surat Tanda Nomor Kendaraan (STNK) Mobil & Sepeda (depan & belakang);
 - Foto Rumah Tampak Depan, Ruang Tamu & Belakang (dapur & kamar mandi);
 - Dokumen Pendukung lain (misal: akt a kematian Ayah, rekam medis Ayah yang sedang sakit, penerima bantuan program pemerintah, surat PHK, dll).

TUITION FEE RELIEF

- a. Students (of PSB/PMDK-PN/SNMPN/UMPN/SBMPN scheme) who are economically disadvantaged can propose tuition fee relief. The schedule for proposal submission is as follows:

No	Activity	Date
1	Online submission of proposal through SIAKAD , on Pengajuan Keringanan (proposal of relief) menu	18 – 21 January 2021
2	Announcement of results through http://helpakademik.polinema.ac.id menu Fasilitas -- > Keringanan UKT (Tuition Fee Relief)	25 – 26 January 2021
Payment of Tuition Fee should be done after the announcement of the results		

- b. Documents which should be uploaded:

1. Letter of application for tuition fee relief addressed to Director of Polinema, signed by parents of the student;
 2. Recommendation letter from village/sub-district office stating that the student is economically disadvantaged and therefore recommended to receive tuition fee relief from Polinema.
 3. Income statement of parents from village/sub-district office for students whose parents are working in the private sector or working as an entrepreneur, and payslip for students whose parents are working in private companies and government offices/institutions (including TNI/POLRI/PNS)
 4. Family Certificate (KK);
 5. Most current electricity bill or receipt of payment
 6. Most current water bill or statement from village/sub-district office concerning water well use
 7. Vehicle registration certificate (STNK) for car and motorcycle (front and back parts)
 8. Photos of house front part, living room, kitchen and bathroom
 9. Other supporting documents, such as death certificate, medical records, or letter stating the parents as government aid receivers
- ✓ **Bagi Mahasiswa yang sudah mendapat keringanan UKT pada semester sebelumnya, tidak perlu mengajukan permohonan keringanan**
Students who received tuition fee relief in the previous semester do not have to submit a proposal for obtaining the relief
- ✓ **Bagi Mahasiswa yang lolos seleksi keringanan UKT Semester Genap 2020/2021, akan dievaluasi ulang pada semester berikutnya**
Students who received tuition fee relief in Even Semester 2020/2021 will be evaluated in the next semester

VI. LAIN-LAIN

- a. Mahasiswa **habis masa cuti akademik/terminal/tidak aktif 2 semester**, jika tidak daftar ulang Semester Genap 2020/2021 maka dianggap mengundurkan diri sesuai dengan Peraturan Buku Pedoman Akademik Tahun 2020 Bab VI.5;
- b. Mahasiswa **habis masa cuti akademik/terminal/tidak aktif 2 semester**, jika telah daftar ulang Semester Genap 2020/2021 harap konfirmasi ke bagian Administrasi Akademik melalui Sdri. Uyayina-081235829961;
- c. Pengajuan **cuti akademik/terminal**, paling lambat tanggal 28 Januari 2021;
- d. Mahasiswa **BIDIKMISI, BIDIKSIBA dan AFIRMASI**, Prosedur Daftar Ulang mulai dari butir **III b, c & d**;
- e. Besaran UKT sesuai yang tertera pada SIAKAD.

OTHER MATTERS

- a. Students **whose study leave period has ended/are in terminal status/or are not active for two semesters** are considered as resigning from the academic program in which they are enrolled if they are not re-enrolling for even semester 2020/2021, in accordance with Polinema Academic Guidebook 2019, Chapter VI.5;
- b. Students **whose study leave period has ended/are in terminal status/or are not active for two semesters** should confirm their re-enrollment with Academic Administration Unit, through Ms. Uyanina-081235829961;
- c. Academic **leave/terminal status** should be proposed before 28 Januari 2021;
- d. Re-enrollment procedure point IIIb, c & d apply to students of **BIDIKMISI, BIDIKSIBA and AFIRMASI**
- e. The amount of tuition fee payable is shown on SIAKAD

VII. SANKSI

- a. Mahasiswa yang tidak daftar ulang sesuai jadwal yang telah ditentukan, akan dikenakan sanksi sebagai berikut:
 1. Nama tidak tercantum dalam absensi kelas;
 2. Tidak diperkenankan mengikuti kegiatan akademik/perkuliah dan non akademik.
- b. Mahasiswa yang masih mempunyai **tunggakan (UKT/SPFP)**, KHS Semester Ganjil 2020/2021 tidak diberikan/dikirim ke orang tua/wali mahasiswa.

SANCTION

- a. Students who are not re-enrolling themselves according to the specified schedule will receive the following sanctions:
 1. Students name is not included in the class attendance list
 2. Students are not allowed to join any academic and non-academic programs or activities
- b. Students who still have **tuition fee arrears (UKT/SPFP)** will not receive Study Result Certificate for Odd Semester 2020/2021, nor the certificate will be sent to parents of the students.

Hal-hal yang belum jelas dapat menghubungi Helpdesk Layanan Akademik melalui <http://helpakademik.polinema.ac.id>

Should you need more information related to the abovementioned matters, please contact Academic Helpdesk through <http://helpakademik.polinema.ac.id>

Demikian untuk diperhatikan dan dilaksanakan dengan sebaik-baiknya.

Thank you for your attention.

13 Januari 2021 / 13 January 2021

Pembantu Direktur I/ Vice Director I,



Supriatna Adhisuwignjo, ST., MT
NIP 197101081999031001

Tembusan/ Cc:

1. Direktur
2. Pembantu Direktur II, III & IV
3. Para Kajur & KPS
4. Administrator BAAK
5. Administrator BAUK
6. Ka. PUSKOM
7. Koord. PSDKU
8. Koord. PDD