



**SURAT EDARAN
NOMOR 2143/UN3.PEND/TM.01.01/2023**

**PELAKSANAAN HER-REGISTRASI (PENDAFTARAN ULANG)
PEMBAYARAN UKT/UKS MAHASISWA
SEMESTER GASAL TAHUN AKADEMIK 2023/2024
PROGRAM DIPLOMA, SARJANA TERAPAN, SARJANA, PROFESI, SPESIALIS,
MAGISTER, DOKTOR DAN SUB SPESIALIS**

Disampaikan kepada seluruh mahasiswa Universitas Airlangga untuk melakukan Her-Registrasi (pendaftaran ulang) Semester Gasal tahun akademik 2023/2024 dengan ketentuan sebagai berikut :

A. HER-REGISTRASI (DAFTAR ULANG)

1. Mahasiswa melakukan pengisian/pemutakhiran data diri dengan cara login pada akun masing-masing di laman <https://mahasiswa.unair.ac.id/>.
2. Mahasiswa **WAJIB** melakukan pemutakhiran data sebagai berikut
 - a. Bagi Warga Negara Indonesia (WNI) memasukkan nomor *handphone* aktif yang dapat dihubungi, sedangkan bagi Warga Negara Asing (WNA) memasukkan nomor ID telegram aktif. Untuk mendapatkan ID telegram, registrasi terlebih dahulu pada alamat <https://t.me/unaircybercampusbot>;
 - b. Alamat korespondensi surat-menyurat;
 - c. Alamat *Email* aktif;
 - d. Bagi Warga Negara Indonesia (WNI) **WAJIB** mengisi Nomor Induk Kependudukan (NIK) yang benar, sedangkan bagi Warga Negara Asing (WNA) mengisi Nomor Paspor. Data tersebut akan dilaporkan ke Pangkalan Data Dikti (PDDIKTI) serta sebagai dasar dalam penerbitan Nomor Ijazah Nasional (PIN) dan tercatat di dalam ijazah/sertifikat profesi saat lulus.
3. Informasi yang tidak benar dapat mengakibatkan Saudara **TIDAK MENDAPATKAN INFORMASI** penting terkait proses akademik Saudara, yang dikirimkan pada alamat korespondensi maupun nomor *handphone* Saudara melalui surat menyurat/*Email*/SMS/Telegram.
4. Jadwal Her-Registrasi adalah **17 – 28 Juli 2023**.

B. PEMBAYARAN UKT/UKS

1. Mahasiswa melakukan pembayaran UKT/UKS pada semester tersebut sesuai dengan ketentuan yang berlaku.
2. Untuk pembayaran UKT/UKS, mahasiswa tidak perlu menulis nomor rekening, cukup menuliskan : [Nama] [NIM] [Fakultas].
3. Jadwal pembayaran UKT/UKS adalah **24 Juli – 4 Agustus 2023**.

4. Pembayaran UKT/UKS dilakukan pada bank sesuai dengan bank pada saat pembayaran biaya Pendidikan pertama kali ke salah satu bank dari 6 (enam) bank yang ditunjuk, yaitu :
 - a. **Bank Negara Indonesia (BNI)**
 - b. **Bank Tabungan Negara (BTN)**
 - c. **Bank Mandiri**
 - d. **Bank Rakyat Indonesia (BRI)**
 - e. **Bank Syariah Indonesia (BSI)**
 - f. **Bank Jatim**

Pembayaran dapat dilakukan melalui *online/counter* di seluruh cabang dengan biaya transaksi Rp. 1.000,-.

5. Tata cara pembayaran UKT/UKS secara *online* dapat dilihat pada laman <https://bit.ly/pembayaranuktonline>.

C. KARTU RENCANA STUDI (KRS)

1. Mahasiswa **WAJIB** melakukan pengisian KRS sesuai dengan ketentuan.
2. Jadwal pengisian KRS adalah **14 – 19 Agustus 2023**.

D. SANKSI APABILA TIDAK MELAKUKAN HER-REGISTRASI

1. Mahasiswa yang tidak melakukan Her-Registrasi pada Semester Gasal Tahun Akademik 2023/2024 **dinyatakan Tidak Aktif** sebagai mahasiswa Universitas Airlangga dan tidak diperkenankan melakukan kegiatan akademik dan kemahasiswaan pada semester tersebut.
2. Mahasiswa yang tidak aktif sesuai poin 1 (satu) tidak bisa melakukan pengisian KRS.
3. Mahasiswa yang tidak melakukan KRS dan berstatus tidak aktif akademik, maka tidak berhak melakukan kegiatan pembelajaran/perkuliahan pada semester tersebut dan tetap dihitung sebagai masa studi.
4. Mahasiswa yang **TIDAK AKTIF AKADEMIK** selama lebih atau sama dengan 2 (dua) semester kumulatif dan berturut-turut (≥ 2 semester), dinyatakan **UNDUR DIRI AKADEMIK**.
5. Mahasiswa yang **TIDAK AKTIF** (tidak Her-Registrasi) selama lebih atau sama dengan 2 (dua) semester kumulatif dan berturut-turut (≥ 2 semester), dinyatakan **UNDUR DIRI ADMINISTRASI**.

E. CUTI AKADEMIK DAN PERKULIAHAN

1. Mahasiswa yang mengajukan permohonan cuti akademik dapat mengajukan paling lambat **21 Agustus 2023** (Permohonan ditujukan kepada Rektor melalui Direktur Pendidikan dengan persetujuan Wakil Dekan I Fakultas atau Wakil Direktur I Sekolah).
2. Kuliah Semester Gasal Tahun Akademik 2023/2024 dimulai tanggal **28 Agustus s/d 16 Desember 2023**.

F. PEMBEBASAN PEMBAYARAN UKT/UKS

Mahasiswa dapat mengajukan pembebasan pembayaran UKT/UKS dengan ketentuan sebagai berikut :

1. Untuk mahasiswa program Diploma 3 (D3), Sarjana Terapan (D4), Sarjana (S1), Magister (S2), Spesialis dan Sub Spesialis telah dinyatakan lulus selambat-lambatnya tanggal **4 Agustus 2023** dan telah di yudisium dengan melampirkan surat keterangan lulus dari Fakultas atau Sekolah.
2. Untuk mahasiswa program Doktor (S3) telah dinyatakan lulus ujian desertasi tahap II (Ujian Terbuka) selambat-lambatnya tanggal **4 Agustus 2023** dengan melampirkan surat keterangan lulus dari Fakultas atau Sekolah.

3. Mekanisme pengajuan pembebasan UKT/UKS diatur oleh fakultas/sekolah masing-masing dengan persetujuan Direktorat Keuangan.

Apabila melampaui batas waktu yang telah ditentukan, mahasiswa diwajibkan membayar UKT/UKS sesuai dengan ketentuan yang berlaku.

G. INFORMASI LAINNYA

1. Mahasiswa diwajibkan mengunggah surat keterangan sudah vaksin kedua atau surat pernyataan belum vaksin COVID-19 pada laman <https://mahasiswa.unair.ac.id/>.
2. Mahasiswa diwajibkan untuk registrasi akun SPADA Indonesia pada laman <https://spada.kemdikbud.go.id>.

Ditetapkan di Surabaya
Pada Tanggal 22 Juni 2023

Direktur



Prof. Dr. Sukardiman, Apt., M.S.
NIP/196301091988101001



UNIVERSITAS AIRLANGGA

DIREKTORAT PENDIDIKAN

Kampus C Mulyorejo Surabaya 60115 Telp. (031) 5914042, 5914043 Fax (031) 5962875
Laman : <https://pendidikan.unair.ac.id>, e-mail : direktorat@ditpend.unair.ac.id

OFFICIAL ANNOUNCEMENT

No. 2143/UN3.PEND/TM.01.01/2023

**HER REGISTRATION (FOR RE-REGISTRATION) IMPLEMENTATION
AND THE PAYMENT OF STUDENT TUITION FEE
ODD SEMESTER OF THE ACADEMIC YEAR 2023/2024
DIPLOMA, BACHELOR, PROFESSIONAL, SPECIALIST, MASTER,
DOCTOR AND SUB SPECIALIST**

With this letter, we would like to inform all students of Universitas Airlangga to complete their Her-Registration for the Odd Semester of the Academic Year 2023/2024 under the following terms:

A. HER-REGISTRATION

1. Students must complete and/or update their personal data by logging in to their respective accounts on the <https://mahasiswa.unair.ac.id/> page.
2. Students are **REQUIRED** to complete and/or update the following information:
 - a. Active mobile numbers for Indonesian citizens and active Telegram ID for Foreign Citizens. To have a Telegram ID registered please refer to the following site: <https://t.me/unaircybercampusbot>;
 - b. Registered postal address;
 - c. Active email address;
 - d. For Indonesian Citizens (WNI), it is **MANDATORY** fill in the correct Population Identification Number (NIK) is entered, while for Foreign Citizens (WNA), the Passport Number should be entered. This data will be reported to the Higher Education Database (PDDIKTI) and will serve as the basis for issuing the National Diploma Number (PIN) and will be recorded on the diploma/professional certificate upon graduation.
3. Incorrect information registered may result in students **NOT RECEIVING** important academic-related information sent to the registered postal address and/or mobile number via postal correspondence/email/SMS/Telegram.
4. Her-Registration is scheduled for **17 – 28 July 2023**.

B. TUITION FEE PAYMENT

1. Students are required to make tuition fee (UKT/UKS) payments in accordance with the existing procedures.
2. For tuition fee payments, students are not required to inform their account number, students can simply write down their [Name] [NIM/Student ID number] [Faculty].
3. The tuition fee payment is scheduled for **24 July – 4 August 2023**.

4. Tuition fee payment shall be made on the same bank that the students made their initial tuition fee payment with, which can be one of the following 6 (six) appointed banks:
 - a. **Bank Negara Indonesia (BNI)**
 - b. **Bank Tabungan Negara (BTN)**
 - c. **Bank Mandiri**
 - d. **Bank Rakyat Indonesia (BRI)**
 - e. **Bank Syariah Indonesia (BSI)**
 - f. **Bank Jatim**
5. Payment can be done online, or in-counter via any branch in the country with a transaction fee of Rp. 1000-;
6. More information and further procedures on online tuition fee payment can be accessed on the <https://bit.ly/pembayaranuktonline> page.

C. STUDY PLAN (KARTU RENCANA STUDI/KRS)

1. Students are **REQUIRED** to complete their KRS application in accordance with the existing procedures.
2. The KRS is scheduled for **14 – 19 August 2023**.

D. PENALTY FOR FAILING TO COMPLETE HER-REGISTRATION

1. Students who failed to complete their Her-Registration for the odd semester of the 2023/2024 academic year will be decreed as **CANCELLED**, therefore are not permitted to participate in any academic and/or student activities throughout the semester.
2. Cancelled students, which the aforementioned Point 1 has clearly defined, are not valid for KRS application.
3. Students who are not valid for KRS application and consequently are cancelled, are not entitled to participate in any learning activities throughout the semester and this inactive semester will still be included as their study period.
4. Students who are **ACADEMICALLY INACTIVE** for more than and/or equal to 2 (two) cumulative and consecutive semesters (≥ 2 semesters), will be declared **DROP OUT**
5. Students who are **CANCELLED** (failed to complete Her-Registration) for more than or equal to 2 (two) cumulative and consecutive semesters (≥ 2 semesters), will also be declared **DROP OUT**.

E. ACADEMIC LEAVE AND ACADEMIC ACTIVITIES

1. Students who apply for academic leave can submit their request no later than **21 August 2023** (the application is formally addressed to the Rector, and submitted to the Director of Academic Affairs, with the approval of the Vice Dean for Academic, Student and Alumni Affairs of the student's respective faculty or Deputy Director for Academic, Student and Alumni Affairs for the Postgraduate School)
2. Academic activities for the Odd Semester of 2023/2024 Academic Year will commence on **28 August 2023** and conclude on **16 December 2023**.

F. TUITION FEE WAIVER

Students can apply for the tuition fee waiver under the following terms and conditions:

1. Students of Diploma (D3), Applied Bachelor (D4), Bachelor (S1), Master (S2) programs, Specialists, and Sub Specialists will be considered graduated in condition have been granted clearance on their pre-grad judicial (yudisium) applications, proven by attaching Graduation Letter from their respective Faculty or School in their application, submitted to Directorate of Academic Affairs no later than **4 August 2023**.

2. Students in the Doctoral Program (S3) who have passed their second phase of dissertation exams (public seminars), proven by attaching a Graduation Letter from their respective Faculty or School in their application, submitted to the Directorate of Academic Affairs no later than **4 August 2023**.
3. The official procedures for applying for the tuition fee payment waiver are subject to the rules and regulations issued by the respective faculties and schools with the approval of the Directorate of Finance.

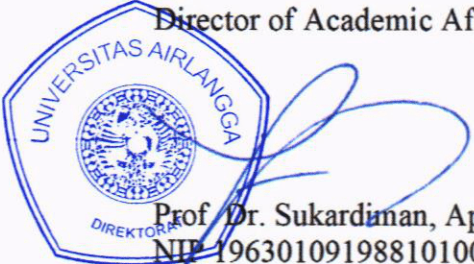
Should your application submission exceed the determined schedule, the tuition fee shall be deemed applicable and students are therefore required to pay their tuition fee in compliance with the existing procedures and regulations.

G. ADDITIONAL INFORMATION

1. Students are required to upload their full-dose vaccine certificate, or letter of statement for those who haven't been fully vaccinated, to the following site <https://mahasiswa.unair.ac.id/>.
2. Students are required to register for a SPADA account on the following site <https://spada.kemdikbud.go.id>.

Formally concluded in Surabaya
on 22 Juni 2023

Director of Academic Affairs



Prof. Dr. Sukardiman, Apt., M.S.
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