# STUDENT HANDBOOK




## FACULTY OF ENGINEERING

## UNIVERSITAS NEGERI SURABAYA

## 2019

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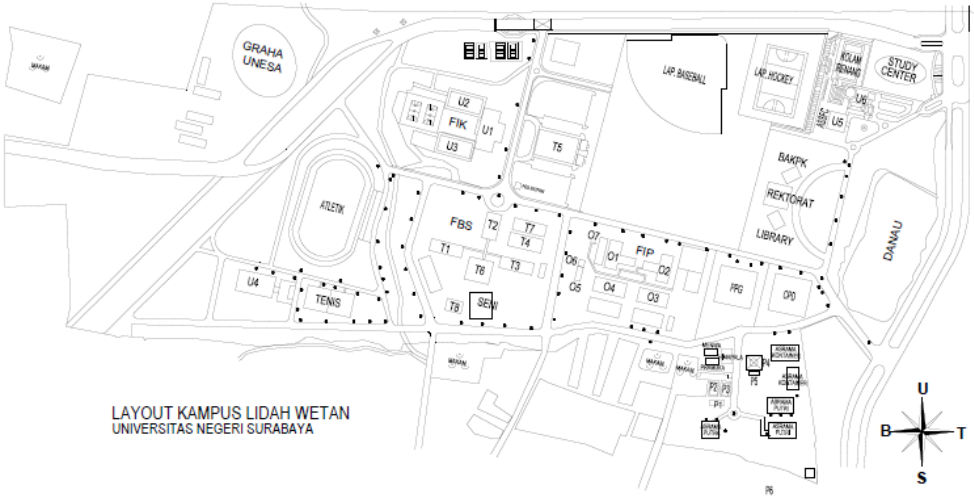
## CAMPUS MAPS

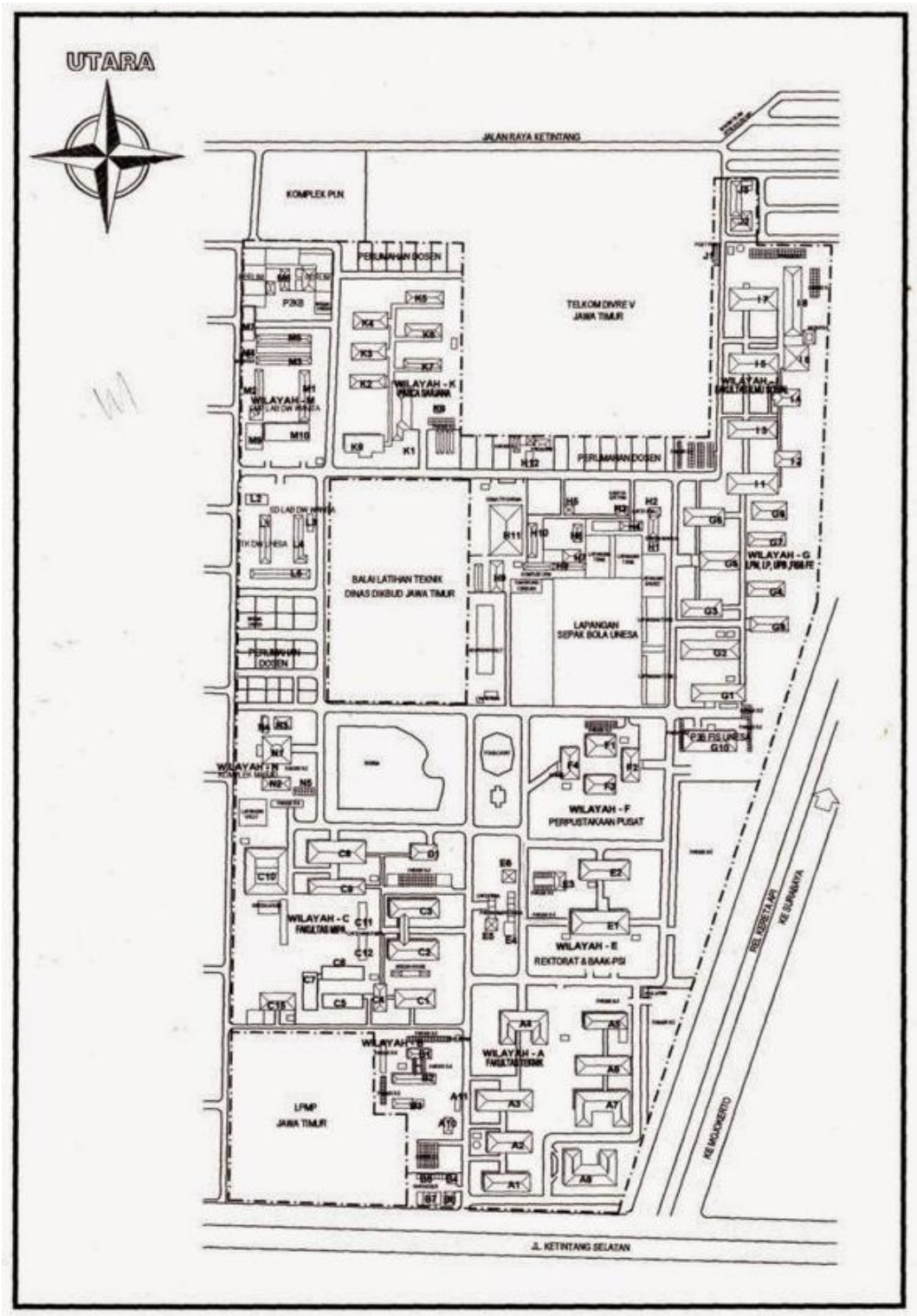
Unesa has two campuses, namely the Lidah Campus and the Ketintang Campus.

### Lidah Campus






Ketintang Campus



# 1. STUDENT CODE OF CONDUCT

## STUDENT PROCEDURES OF UNIVERSITAS NEGERI SURABAYA

**A. Every Surabaya State University student is obliged to:**

1. Comply with all applicable rules and regulations;
2. Participate in maintaining facilities and infrastructure as well as cleanliness, order, security and peace;
3. Share the cost of maintaining education;
4. Respect science and technology;
5. Maintaining the authority and good name of the alma mater;
6. Must wear neat and polite clothes in daily activities

**B. Student actions that are not permitted or justified are:**

1. Not heeding instructions given by officers who carry out agency duties in the relationship of a situation
2. lead to violations;
3. Using facilities managed by the institution without permission;
4. Behave and utter indecent words; 4. Put up advertisements, banners, billboards, and or other similar things on institutional environment without the leadership's permission;
5. Inciting, bullying, or helping others to join in an activity that disrupts or damages the functions and duties of the institution;
6. Littering institutional facilities in the form of scribbles and actions other vandalistic;
7. Carry out coercion or violence, either directly or indirectly directly to the campus community, guests, and officers in the environment campus;
8. Persecuting individuals who are on campus; 9. Perform actions that are dangerous or threaten safety
9. individual or behavior that creates fear and anxiety;
10. Stealing and destroying facilities managed by the institution;
11. 1 I. Perform immoral acts, pornography {i, porno-action, consuming, and circulating drugs / liquor, plagiarism, bullying, harassment sex, and gambling;
12. Own, store, trade, distribute, create and using a firearm or sharp weapon without a license;

13. Own, store, trade, distribute, make, and using explosives on campus without permission;
14. Damaging goods, institutional facilities, and symbols of that institution become the official identity of the university of alma mater, flag, and goods others);
15. Follow or spread understanding of organizations that are prohibited by the government;
16. Violating the rules or provisions that have been issued by the institution otetr.

**C. The university may impose sanctions in the form of: I. Light sanctions in the form of oral or written warnings, the statement of the applicant sorry on stamp with knowing parents. These types of violations are:**

a. Disregard the instructions given by the officer carry out the duties of the institution in a relationship that leads to a situation there will be a violation;
b. Using facilities managed by the institution without permission;
c. Behave and utter indecent words;
d. Posting advertisements, banners, ba.liho, and or other similar things in the environment institutions without the leadership's permission.

2. The witness is in the form of postponement of the seminar / final project examination, dismissal temporary (1 semester suspension), their rights to obtain are revoked certain facilities / welfare are listed for a certain period of time. Type these violations are:

a. Inciting, bullying, or helping other people to join in an activity that disrupts or damages the functions and duties of the institution;
b. Contaminating institutional facilities in the form of scribbles and vandalistic acts other.

3. Heavy sanctions, given in the form of cancellation of final assignments, prohibition of participation academic activities within a certain period, temporary suspension as a student for a maximum of 2 semesters, termination of student status with the right to get a certificate of having attended college, cancellation of status student affairs. These types of violations are:

a. Doing coercion or violence, either directly or indirectly directly to the campus community, guests, and officers in the environment campus;
a. Persecuting individuals who are on campus;
b. Doing something dangerous or threatening to safety individual or behavior that creates fear and unsettling;
c. Stealing and destroying facilities managed by the institution;
d. Perform immoral acts, pornography, porno-action, consuming, and circulating drugs / liquor, indigestion, bullying, harassment sexual, and pengudian;
e. Own, store, trade, distribute, manufacture and using a firearm or sharp weapon without a license;
f. Owning, storing, trading, distributing, making and using explosives on campus without permission;
g. Damaging goods, institutional facilities, and symbols of the institution become the official identity of the university [ias alma mater, flag, and goods others);
h. Following or spreading the understanding of the prohibited organizations government.

# 2. FACILITIES

## 2.1. DORMITORY

To complement the needs of students, Unesa provides a comfortable place to live. Putri Unesa Dormitory is a representative temporary residence, as a means of supporting learning, and coaching for students. Located in Lidah Wetan campus, P6 Building which is surrounded by a lot of interesting spot




**Putri Unesa Dormitory**



Facilities provided by the women's dormitory are adequate, such as 24-hour Wi-Fi access, Generator Facility, 24-Hour Security, supportive room facilities as a means of learning, and a comfortable resting place.



Each room is designed to make students comfortable in learning, activities, and resting





In the women's dormitory, students can learn to organize. Because, on every floor there is the chairman of RT and his management like an organization in the community. In the dormitory there are also many activities that can be participated by students, such as events, gymnastics, beauty competitions, as well as cooking competitions.



**Eco Container Dormitory Unesa**



Facilities:
Bed, study desk and wardrobe
Air Conditioner (AC) in each room
Bathroom, Toilet (shared)
24 Hours Security
Free Wi-Fi Access
Laundry room (using washing machine)
Cafeteria
Parking
Auto lock/Finger scan access door
Strategic location within UNESA campus







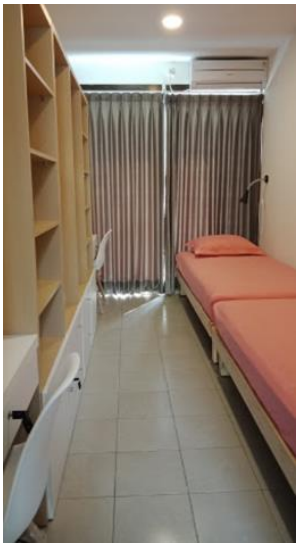
Comfortable room and bathroom



Dining and meeting room



Laundry room







Bed room

## 2.2. SCHOLARSHIP

Scholarships at the Faculty of Engineering are as follows:
1. State budget funding assistance for students who excel.
2. Education fee assistance / PPA scholarships (Academic Achievement Improvement).
3. Bidik Misi Scholarship
4. Super Semar tuition scholarships.
5. Educational scholarships from BTN

## 2.3. POLYCLINIC (UNESA MEDICAL CARE)

Polyclinics provide assistance to Unesa academics who need health care. Unesa Polyclinic is located on two campuses, namely Ketintang Campus Polyclinic is in front of Unesa Gate while Lidah Wetan Campus Polyclinic is located in the Faculty of Sports Science (FIK). Every year, polyclinics conduct health tests for prospective unesa freshman, ranging from colorblind tests to drug-free tests. Polyclinic at Ketintang



## 2.4. LIBRARY, KETINTANG CENTRAL LIBRARY




The library is at the heart of a college. Unesa Library provides services to academics in providing, processing, utilizing, and maintaining library materials, reference services and library administrative affairs. Currently unesa library has been equipped with internet facilities and online journals. Hundreds to thousands of national and international scientific journals can be accessed in unesa library or visit: http://library.unesa.ac.id. Ketintang Central Library is located in F2 Building, Ketintang Campus.

Every year, the Unesa library strives to add to the library's collection of materials from both purchases and grants. Library materials in the form of scientific books, scientific journals, newsletters, magazines, tabloids, newspapers, final tasks, thesis, thesis, dissertations, research reports, on-line journals, internet, warintek, translation programs, and magic cards. The collection of books in the Unesa library in the last four years, as presented in the table, consists of 52,113 titles and 138,332 copies. When

compared to the previous year, the number of book titles increased by 1,510 pieces, while the number of copies increased by 3,630 pieces.



**Lidah Wetan Central Library**




Lidah Wetan central library located next to Rectorat Building



## 2.5. COUNSELING GUIDANCE

The counseling guidance procedure is as follows:

a. students who need counseling fill out the registration form via the link
b. http://bit.ly/daftarlayanankonselingunesa
c. After filling out the registration form completely, the next day students receive an email reply from the admin for a schedule of counseling.
d. Student clients who have received confirmation from the admin via email can be directly handled by one of the Unesa BK Team lecturers or one of the counselors according to the predetermined schedule.
e. Student clients get counseling services
f. Student clients receive an evaluation of the results of counseling services.

At the faculty level, there is also a counseling guidance facility by contacting the lecturer who is assigned as a counselor in each department.

## 2.6. SPORT CENTER

### Achilles Sport Science and Fitness Center

Achilles Sport Science and Fitness Center is a Sports Laboratory owned by Universitas Negeri Surabaya located on Unesa Lidah Wetan Campus Building U5 swimming pool complex area.

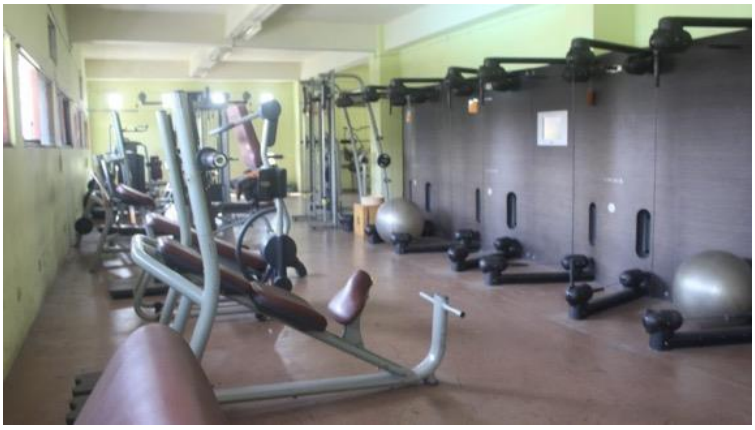


Achilles SSFC is a 3-story Laboratory building
The 1st floor is used as:
1. Teaching Study Room
2. Massage Room
3. Treadmill

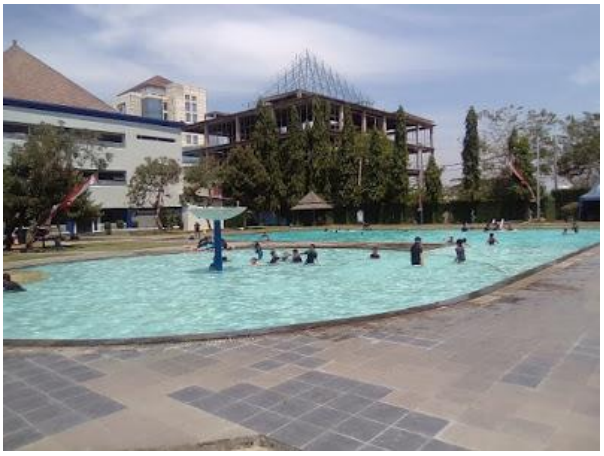
The 2nd floor is used as:
1. Weight Training Room

The 3rd floor is used as:
1. Athlete Test and Measurement Room
2. Aerobics Gymnastics Room





Fitness center and swimming pool



**Tennis court**

Unesa has 2 tennis courts, namely an outdoor court on Ketintang Campus as well as a Lidah Wetan Campus tennis court (indoor outdoor)



Ketintang tennis court



Lidah Wetan Campus tennis court (indoor outdoor)



**Basketball court**



Basketball court is located near Ketintang Tennis Court



## 2.7. FOOD COURT, BASEBALL FOODCOURT

Unesa Ketintang Campus has a food court called Baseball Foodcourt. This canteen contains many tenants with a wide selection of nutritious food at affordable prices for students





Indoor or outdoor, both great places to eat



**2.8. BANK**

Unesa cooperates with Bank Tabungan Negara (BTN) in terms of scholarship management as well as student financial transaction services. In addition to the branch offices in Ketintang Campus, there are also several ATMs for the convenience of students.






# 3. EXTRACURRICULAR

### 3.1. INDONESIAN STUDENT BUSINESS COMPETITION PROGRAM (KBMI)

The objectives of the entrepreneurial activity program for students include:

1. Assisting students who have an entrepreneurial interest to develop their business earlier and with guidance.
2. Addressing the unemployment problem that results in intellectual unemployment among scholars.

The 2020 KBMI activities aim to:

1. Fostering student entrepreneurial character;
2. Developing new, innovative creative entrepreneurs based on science and technology;
3. Helping students determine the uniqueness of technology-based businesses by finding the right market gap to increase the chances of business success.

The KBMI program focuses on orientation to development, processes, and business results (profit). The scope of the 2020 KBMI includes proposing proposals, determining KBMI grant recipients, entrepreneurial assistance, and monitoring and evaluation.

KBMI activities include:

1. Assisting in business development from the Belmawa Directorate worth Rp. 10,000,000, - up to Rp. 20,000,000, - for each business group that passes the selection;
2. Student Business Assistance;

KBMI activities proposers are as follows:

1. Active students in academic universities (undergraduate) under the auspices of the Directorate General of Higher Education, Ministry of Education and Culture.
2. The number of groups consists of 3-5 students who are registered at PD-DIKTI.
3. Student proposers can come from one or several study programs, but still in the same university with mutually supportive expertise.
4. The student proposer can only submit one proposal through one group either as chairman or member.
5. Each group of participants who register in PKMI 2020 must be certified by the Tertiary Education Institution through SIM-PKMI
6. Having a business that has been running for at least 6 months (added value for those more than 1 year) before registration with a proven entrepreneurial track record (CV, business photos, testimonials, business legality).
7. Having a business assistant from a university or a business mentor is an added value in the selection process.

Proposals are submitted on the SIM-PKMI page https://simpkmi.kemdikbud.go.id

### 3.2. KBMK (NATIONAL STUDENT COMPETITION OF BUSINESS, MANAGEMENT, AND FINANCE)

This competition consists of six categories, namely:
1. Business Planning Competition Related to Sustainable Development Goals;
2. Case Analysis Competition in Operational Management;
3. Investment Research Competition;
4. Audit Investigative Sector Financial Competition;
5. Research and Technology Commercialization Competition; and
6. Scientific Essay Writing Competition.

Detailed information can be seen on the official website of the National Achievement Center https://pusatprestasinasional.kemdikbud.go.id

PARTICIPANTS
1. Participants are students of undergraduate (S1) or applied undergraduate (D4) programs at public and private universities in Indonesia who are active on the date the final round is held, as evidenced by a valid Student Identity Card (KTM) and an official cover letter from higher education (signed by the Vice-Chancellor or Director or Student Affairs Leader in tertiary institutions). KTM must be uploaded to the system during registration and shown when re-registration in the Final round.

2. Participating students and supervisors must be registered with PD-DIKTI (Higher Education Database).
3. Participants in groups consisting of 2 (two) students, one member acting as a group leader.
4. Each participant is allowed to participate in 1 (one) category of the competition.
5. Each group may consist of members from different study programs/departments / departments at the undergraduate or applied degree level.
6. By the spirit of the Independent Campus, groups can be formed with members from different tertiary institutions. The group in question must complete an official cover letter from the university (attached) signed by the Vice-Chancellor or the Director or Head of Student Affairs for each group member.
7. The group chair must come from a business, economics, management, or accounting study program.
8. Each university sends a maximum of 5 (five) groups of students to 5 (five) categories/branches, namely business planning with SDG aspects, business case analysis in operational management, investment research, investigative audit finance, and research and technology commercialization), including groups consisting of members from different universities.
9. Each category can only be followed by a maximum of 2 (two) groups from the relevant Tertiary Education Institution.
10. The Special Category, Scientific Essay Writing Competition can be followed after the Higher Education sends its delegates to 5 (five) other categories as described above. In the Special Category, Higher Education Scientific Essay Writing Competition can send a maximum of 10 (ten) delegates.
11. Participants who do not meet the requirements (items 1 to 10) are considered to have failed/disqualified.
12. Registration and participation of participants are free of charge.
13. Participants who are selected as finalists for the national level competition and supervisory lecturers must participate in the final round of the National Student Competition for Business and Management Sciences at the Bandung Institute of Technology on September 17-19, 2020, or on other dates to be determined by the committee.
14. Participants are required to uphold the values of sportsmanship, ethics, and integrity.
15. Call for participants to conduct discussions and work online and avoid face-to-face interactions.
16. If there is an error in this Implementation Manual, it will be corrected at a later date and announced on the Competition website.

### 3.3. Student Business Innovation Competition (KIBM) Program

KIBM 2020 activities include:

1. KIBM Socialization and Workshop;
2. Providing funding assistance as a stimulus for business development worth Rp. 5,000,000, - up to Rp. 15,000,000, - for each proposal that passes the selection for all categories;
3. Student business assistance;
4. Consultation on Potential Intellectual Property Rights;
5. KIBM Award 2020;
6. Investor Meetings.

The KIBM activity proposers are as follows:

1. Active students in academic colleges (undergraduate) under the auspices of the Ministry of Education and Culture;
2. The number of groups consisting of 3-5 students who are registered in PD-DIKTI;
3. Proposing students can come from one or several departments, but are still in the same tertiary institution;
4. Proposing student can only submit one proposal through one group either as chairman or member;
5. Participants are official representatives of Tertiary Education Institutions and attach cover letters from the Higher Education Leaders.
6. Have a business that has been running for at least 6 months.

Proposals are submitted by filling in the online form at https://kibm.kemdikbud.go.id/

### 3.4. PMW (ENTREPRENEURIAL STUDENT PROGRAM)

The objectives of this PMW activity are:

1. Provide knowledge, skills, and attitudes or an entrepreneurial spirit (Entrepreneurship) based on science and technology and be successful in facing global competition;
2. Fostering an entrepreneurial spirit among Universitas Negeri Surabaya students;
3. Building an entrepreneurial mental attitude, namely self-confidence, hard work, innovation, courage to take calculated risks, empathic abilities, and social skills;
4. Improve students' skills and abilities so that they have the ability or courage to see and assess business opportunities
5. Fostering new highly educated entrepreneurs;
6. Creating new business units based on science, technology, and arts;

7. Building business networks among business actors, especially between novice entrepreneurs and established entrepreneurs.
8. Encouraging entrepreneurial institutions or units in universities to support the development of entrepreneurship programs.

Requirements

1. This program can be participated by S1 / DIV / DIII students of Surabaya State University who are active starting from the second semester and have not been declared graduated until December 2020 (Evidenced by a copy of KTM, KRS minimum semester two, and transcripts)
2. The head of the proposer is a student of class 2017 to 2020.
3. Have a strong motivation for entrepreneurship, as evidenced by the existence of a business plan proposal.
4. Minimum GPA of 2.75 (proven by printed transcripts from SIAKADU).
5. One student may only propose one Business Plan Proposal that has never been funded by another institution as chairman or member.
6. Proposals must be submitted in groups (maximum 3 people).
7. Willing and able to follow all stages
8. Entrepreneurial Student Program.
9. The proposed business costs in the proposal are a maximum of Rp. 15,000,000.00
10. PMW participants who qualify for funding must publish their business through print and online media, which can be in the form of banners, leaflets, social media, blogs, websites, etc.) and include a statement that their business is funded through Universitas Negeri Surabaya.

## 4. ORGANIZATION ACTIVITIES AND STUDENT ACTIVITY UNITS

The procedure/guideline for the implementation of organization activities and student activity units Universitas Negeri Surabaya has been regulated in SOP No.05/SOP-26/MAWAL/03/2019. The Student Activity Unit (UKM) is an intra-State University of Surabaya organization outside the student organization *(ormawa*) which functions as a forum for developing the potential interests, talents, and reasoning of Surabaya State University students, and its existence is formally recognized by the State University of Surabaya through the Decree of the Deputy Chancellor for the field. Student Affairs and Alumni of the State University of Surabaya. The application for the establishment of a UKM is an attempt by a group of students to formally apply for a UKM establishment permit from the Vice Chancellor for Student and Alumni Affairs at the State University of Surabaya.

Universitas Negeri Surabaya has Student Activity Units namely aeromodelling, athletic, volleyball, paddle, futsal, Ju-Jitsu, population, PSHT, Satmenwa 804, Tapak Suci, UK3P, UKKI, Wushu Sanda, soccer, Softball-baseball, dance, tennis, UKIM, UKKKK, Haggar, handball, floorball, hockey, Karate, MTQ, Pencak

Organisasi, Pers Gema, scout, swimming, sepak takraw, taekwondo, *tarung drajad*, UKKH, and Universitas Negeri Surabaya shooting club. Procedure the implementation of student activity units Universitas Negeri Surabaya are as follows:

1. WR III (Vice-Rector for Student Affairs) sets out the guidelines (establishment, AD / ART, organizational structure, management, main tasks and functions, work programs, deactivation, activation, dissolution, and other provisions) and SME evaluation guidelines for the effectiveness of UKM activities.
2. The Vice-Chancellor for Student and Alumni Affairs announces the schedule and timeframe for the implementation of the UKM Evaluation, which includes data filling and data collection activities, data verification, assessment, an announcement of interim results, appeals, review, and final announcement.
3. Deputy Chancellor for Student and Alumni Affairs, Deputy Dean for Student Affairs and Alumni in Selingkung, Supervisors, and Head of Student Affairs to carry out the SME socialization.
4. Students/groups/student communities submit a letter of application for the establishment or reactivation of UKM addressed to WR III (Vice-Rector for Student Affairs)
5. Applicants for establishment/activation or UKM management fill out the UKM Evaluation form and attach supporting documents.
6. The Student and Alumni Affairs Sector verifies and evaluates UKM data.
7. Student and Alumni Affairs Division announces the results of the UKM evaluation to the applicant or management, and the supervisor/person in charge of the UKM.
8. The applicant or the management and supervisor/person in charge of UKM has the right to file an appeal against the results of the provisional assessment according to the appeal schedule.
9. The Student and Alumni Affairs Sector conducts a review of the assessment based on an appeal request.
10. Student and Alumni Affairs Division announced the results of the UKM Evaluation.
11. The Vice-Chancellor for Student and Alumni Affairs determines the SK UKM.

**Student Activity Unit**

There are 52 Active Student Activity Units in Universitas Negeri Surabaya. Students are free to choose the unit that suits their wishes, free to create, and free to channel their interests and talents

| | | |
|---|---|---|
| Aeromodelling | Aktifitas Fotografi | Anggar |
| Atletik | Bola Basket | Bola Tangan |
| Bola Voli | Bulutangkis | Cricket |
| Dayung | Debat Inggris | Floorball |
| Futsal | Himapala | Hockey |
| Ju-Jitsu | Judo | Karate |
| Kependudukan | Masase | MTQ |
| Nurharias | ORMADA | Pencak Organisasi |
| Penggemar Catur | Perisai Diri | Pers Gema |
| Petanque | Pramuka Gudep 413 | Pramuka Gudep 414 |
| PSHT | PSM | Renang |
| Satmenwa 804 | Sepak Bola | Sepak Takraw |
| Shorinji Kempo | Softball-Baseball | Taekwondo |
| Tapak Suci | Tari | Tarung Drajat |
| Teater Institut | Tenis Lapangan | Tenis Meja |
| UK3P | UKIM | UKKH |
| UKKI | UKKKK | Unesa Shooting Club |
| Wushu Sanda | | |








## 5. STUDENT ACHIEVEMENT AWARDS

The Student Achievement Awards is open to all Unesa's students. The award recognizes outstanding individual achievements or contributions to an aspect of school or community life. Students can be nominated for the award for a number of reasons, including:

- Exceptional academic achievement
- Outstanding effort
- Commitment to a charitable cause

- Commitment to environmental sustainability
- Significant contribution to the wider life of the school
- A remarkable demonstration of compassion or kindness

Schools may also wish to nominate a student for another reason not listed above. Submission of rewards for students is aimed at boosting students to be motivated to excel in non-academic and academic fields.

Submission of awards can be proposed by all Unesa's students who have achieved national and international achievements as evidenced by certificates, photos and the organizer's url link to the Student and Alumni Affairs of Unesa. Students will receive a certificate in recognition of their accomplishments.

**Procedure Details**

1. Students who get winners at both the University, Regional, Provincial, National and International levels submit the required documents to apply for the award for the winner of the competition or competition to get student affairs
2. The student affairs section recapitulates the achievement data based on the documents submitted to the Student Affairs section
3. The student affairs section provides student achievement data to Vice Rector of Student Affair for approval of reward based on the level of the winner.
4. At the end of the year students who have achieved Achievements will be made with a Decree of the Rector for Student Achievements, then they will be given a reward award according to the Unesa's policy.

**RECORDING LIST**

1. Submission Form
2. Copy of Student ID Card
3. Proof of participation in the activity in the form of a URL link to the Organizer
4. Award certificate
5. Documents of work / research results

## 6. INSURANCE SERVICES

**STANDARD OPERATING PROCEDURES FOR PERSONAL ACCIDENT INSURANCE STUDENTS OF UNIVERSITAS NEGERI SURABAYA**

**Fee :**

Fee or premium payment is made in the first year in the context of accident insurance for students at Universitas Negeri Surabaya in the amount of Rp. 40,000 (forty thousand rupiah) per student who becomes a student at Universitas Negeri Surabaya is included in the UKT fee component;

**Scope :**

The implementation of insurance activities is given when students have an accident during lecture activities or campus activities.

The activities include proposing submitting claims to providing compensation.

**Definitions:**

The insured is a person or individual who has a financial interest in the goods / property / other insured so that he has the right to purchase insurance protection.

Heirs are people who have the right to inherit property from a deceased person.

Premium is an amount of money that must be paid each month as the obligation of the insured for his participation in the insurance. The amount of premium for insurance participation that must be paid has been determined by the insurance company by taking into account the condition of the insured.

Policy is a written contract between the insurance company (insurer) and the customer (the insured) which contains the transfer of risk and applicable conditions (amount of sum insured, type of risk borne, time period and so on).

**Person in charge :**

Vice Rector for Student and Alumni Affairs

**General requirements:**

1. Registered as a Unesa's student: Diploma, Undergraduate and Postgraduate
2. Valid as long as a Unesa's student

**Procedure Description:**

1. Procedure for Submitting a Claim for Death Insurance
   a. Student guidance lecturers and / or faculty student staff report accidents to the student affairs department of Unesa
   b. Student advisors and / or student staff collect accident evidence requirements from the police and information from hospital doctors as well as heir account books.
   c. The faculty student staff submits all the required documents to the student affairs division of Unesa
   d. Unesa's student affairs section verifies the application file

e. Unesa's student affairs section submits a claim to the insurance company
f. Submission of claims is processed by the insurer
g. The insurance company submits insurance claims to the heirs or the insured accompanied by a student affairs official
h. The student affairs section of the Unesa informs the academic subdivision of student affairs and faculty alumni that compensation can already be received to the heirs through accounts.

3. Procedure for Submitting Wound Insurance Claims
   a. Student guidance lecturers and / or faculty student staff report accidents to the student affairs department of Unesa
   b. Student guidance lecturers and / or student staff collect accident evidence requirements from the police and information from hospital doctors
   c. The faculty student staff submits all the required documents to the student affairs division of Unesa
   d. Unesa's student affairs section verifies the application file
   e. Unesa's student affairs section submits a claim to the insurance company
   f. Processing of claims by Unesa to the insurance
   g. The insurance company submits the insurance claim to the insured accompanied by the Unesa's student affairs official
   h. The student affairs section of the Unesa informs the academic subdivision of student affairs and faculty alumni that compensation can already be received to the heirs through accounts.

## 7. JOB FAIR

The procedure/guideline the implementation of job fair *implemented* by Unesa Career Centre (UCC) Universitas Negeri Surabaya has been regulated in SOP No. 11/SOP-26/MAWAL/03/2019. This Jobfair is conducted through Job Market and Online or virtual job market. The job market is a gathering place for employers to promote institutions, types of businesses, and especially the jobs available in those institutions. Job seekers visit this activity with the intention of applying for and seeking employment information. In the job market can also be held seminars, short training, corporate exposé, recruitment and interviews. An online or virtual job market is a job market that utilizes information technology in bringing together/facilitating meetings between job seekers and employers/labor users.

## 8. STUDENT COACHING AND REASONING DEVELOPMENT

Coaching and reasoning which includes Holistic Program of Village Coaching and Empowerment (PHP2D), Student Creativity Program (PKM), Student Digital Innovation Competition (LIDM), National University Debating Championship (NUDC), Indonesian Student Debate Competition (KDMI), Indonesian Robot Contest (KRI), Indonesian Flying Robot Contest (KRTI), National Unwake Fast Boat Competition (KKCTBN), and various other competitions at Universitas Negeri Surabaya.

Prosedur the implementation of coaching and reasoning Student Interest, The Talent and Reasoning of Universitas Negeri Surabaya received a notification letter about the Holistic Program of Village Development and Empowerment (PHP2D), Student Creativity Program (PKM), Student Digital Innovation Competition (LIDM), National University Debating Championship (NUDC), Indoensia Student Debate Competition (KDMI) Indonesian Robot Contest (KRI), Indonesian Flying Robot Contest (KRTI), National Unscinged Fast Ship Competition (KKCTBN), and various other competitions from Belmawa and PUSPRESNAS adalah sebagai berikut:

a. Kasubbag of Students coordinates with the Secretary of Vice Rector of Student Affairs and Alumni to make a letter related to the follow-up of competition activities to the Faculty of Secession unesa over the disposition of Vice Rector of Student and Alumni, Bureau Head, and Head of Student Affairs
b. The Secretary of Vice Rector of Student Affairsand Alumni distributed the letter to the Faculty of Unesa
c. The University's Student and Alumni Team developed an internal review program of various competitions and socialized to the Faculty of Unesa
d. Staff subbag of Interests, Talent and Reasoning monitoring, checking mengevaluasi and evaluating competitions from Faculty of Environment Unesa
e. Implementation of internal review by Unesa student and alumni team
f. Announcing the results of an internal review through simawa.unesa.ac.id
g. The student kasubbag coordinated with the Secretary of Vice Rector of Student Affairs and Alumni to make a letter related to the follow-up announcement of the funded competition to the Faculty of Unesa context over the disposition of Vice Rector of Student and Alumni, Bureau Head, and Head of Student Affairs
h. Student Subbag staff create a list of names for the receipt of funding assistance submitted to Subbag and BPP Field III
i. The University's student and alumni team conducts coaching and mentoring on the qualifying team
j. Preparation of final report on competition activities.

## 9. STUDENT SATISFACTION SURVEY

The student service user satisfaction survey is carried out comprehensively, accountably, using appropriate analytical methods, the addition

according to needs, aims to improve or improve service quality, as well as easy access to services for students.

The survey implementation procedure is as follows:

a. The vice-chancellor unit of students and alumni conducts coordination with PPTI units to create or revise instruments and instructions for the use / use of service user satisfaction surveys in the form of online.
b. The PPTI unit sends an online instrument page link to the vice-chancellor's unit of students and alumni.
c. The vice-chancellor's unit of students and alumni gives an announcement on the obligation to fill out the instrument of student satisfaction survey at the end of the semester to all faculty units and units of the study program as high as Universitas Negeri Surabaya.
d. Faculty management units and study programs conduct socialization about surveying student service user satisfaction to all components of its responsibilities.
e. Academic advisory lecturers supervise the implementation of student satisfaction surveys of student students.
f. The vice-chancellor unit of students and alumni conducts coordination with PPTI units in order to collect survey data.
g. The vice-chancellor unit of students and alumni conducts analysis and evaluation of survey results based on the needs of users and policy makers as well as stakeholder needs.
h. The vice-chancellor's unit of students and alumni compiled a comprehensive, accountable student satisfaction survey report, using the right analysis method, conclusion according to needs, out of the form of improvement or improvement to the quality of service, as well as ease of access to services.
i. The vice-chancellor's unit of students and alumni conducts follow-up analysis results in the form of improvement or improvement of student service performance.

## 10. STUDENT SOFTSKILL COACHING AND DEVELOPMENT SERVICES

Student soft skills coaching and development services aim to support the implementation of the spiritual SMEs program and improve the quality of student soft skills. The submissions for soft skills coaching and development services are as follows:

a. Submission of Activity Proposal
   SMEs and students submit proposal activities to WD3 or WR3 that are submittedwith budget application and schedule of activities known by the Pembina (SME Spirituality) or The Head of Department (students) no later than 3 weeks before the activity is carried out.
b. Proposal review process

The proposal of activities by WD3 or WR3 is submitted to the Center for Ideological Development to be revieu (no later than 3 days).

c. Consent or Denial of Activity
   WD3 or WR3 give consent decrees or rejection of activities based on the recommendations of the Ideological Development Center.
d. Disbursement of Activity Funds
   Proposals for activities approved by WD3 or WR3 will be processed in the finance department.
e. Implementation of Activities
   The organizing committee conducts activities in accordance with the applicable rules.
f. Preparation of Activity Implementation Report
   The organizing committee of the activity compiles a report on the implementation of activities in accordance with the format specified by WD3 or WR3 no later than 1 week after the implementation of the activity.
g. Submission of Report and SPJ
   The report was submitted to WD3 through the University Student Kasubag. The report is received no later than 2 weeks after the implementation of the activity.

## 11. SUBMISSION OF STUDENT ASPIRATIONS

Implementation of requests and implementation of dialogue / hearings submitted by Student Organizations (Ormawa) / Student Activity Units (UKM) to Surabaya State University are submitted to fulfill the following procedures:

a. Ormawa/SME delivers a letter requesting dialogue / hearing attached to the audience material.
b. The University publishes a reply letter containing the approval/rejection of dialogue activities /hearings.
c. Organizing dialogue/hearing.
d. Compile a dialog/audience report.

## 12. NON-ACADEMIC ASSESSMENT SYSTEM

Student activities are an important part of education. The education system at Universitas Negeri Surabaya is designed to produce experts, professionals, or skilled-individuals in their field and also to create the cadres of national leaders who are characterful and divisionary. Graduates of Universitas Negeri Surabaya are expected to have an excellence professional hard skills and excellence of personal, social, and soft skills. Both are forged in the form of academic education and nonacademic student activities.

Non-academic student activities are generally an initiative and creativity of the students themselves. Thus, to make it targeted, systematic, effective, efficient, accountable, and advanced it needs a guideline that governing them. The guidelines are named Non-Academic Assessment System (SPN).

Non-academic Assessment System (SPN) as a form of recognition of achievement in the development of extracurricular and student securities activities with the burden of student activities is manifest in the value of the Activity Credit Unit (SKK). The distribution of the value of the activity credit unit (SKK) consists of the value of the university's mandatory activities of 50 SKK out of the total required SKK, and SKK in other activities namely the field of organization and leadership; reasoning and scientific, interests, talents and passions; areas of community service, as well as other areas of activity.

The minimum point for undergraduate students is 450 SKK, and 300 SKK for D3 program students, from the total SKK which is required.

Activity Credit Unit Expense:

a. Students of Universitas Negeri Surabaya from the first semester of undergraduate program must obtain a minimum score of 450 SKK, while D3 students must obtain a minimum score of 300 SKK
b. Transfer students or transfer level students (from outside Universitas Negeri Surabaya) who already have semester credit units (credits) at most 80 credits must obtain 150 SKK, while students who already have more than 80 credits must obtain 200 SKK.

If the students commit fraud, they will be penalized in the form of cancellation of the score that has been obtained during the semester.

SPN IMPLEMENTATION

a. Implementation of SPN in accordance with UNESA calendar.
b. The implementation of SPN is based on the guidelines made by the University Students' affairs
c. Every student must follow the University's mandatory program, i.g. PKKMB
d. Each Student must have an interest in Organizational and Leadership Activities, and in field of Education and Scientific Work.

## 13. AWARDING STUDENTS ACHIEVEMENTS OF UNESA

Every outstanding student is entitled to an award academic equivalent in the form of Thesis or Final Project, KKN, or Courses. The academic awards in the form of equivalents are as follows:

a. PKM 5 fields, namely PKM-Research (PKM-P), PKM Entrepreneurship (PKM-K), PKM-Community Service (PKM-M), PKM Application of

Technology (PKM-T), and PKM-Karsa Cipta (PKM-KC) which passed the National Student Scientific Week (PIMNAS);

b. Winner of the National Olympiad is an Olympic championship in the field of Mathematics and Natural Sciences, at the national level;
c. 1st, 2nd, and 3rd place in the International Olympics are Olympic championships in the field of Mathematics and Natural Sciences, at the international level;
d. 1st Winner of LKTI at the National level;
e. 1st, 2nd, and 3rd place in LKTI at the international level;
f. 1st Place in English Debate / National University Debate Championship (NUDC) / Indonesian Student Debate Competition (KDMI) / English Debate Championship / World Debate Championship (WUDC);
g. Champion 1,2, dat 3 English Debate Championship / World Debate Championship (WUDC);
h. The first winner of Student Achievement Selection (PILMAPRES)
i. First Winner of the National Level Student Art Week (PEKSIMINAS);
j. 1st, 2nd, and 3rd place winner of the International Student Art Week;
k. Official National Level Sports Champions, among others: pre-PON (National Sports Week), PON, and POMNAS (National Student Sports Week);
l. Participants or athletes in official International Sports championships among others: Sea Games, Asean Games, Olympics, and PON (Student Sports Week) Asean;
m. 1st Winner of National Robot Contest / Robot Contest Indonesia (KRI) / Indonesian Newest Robot Contest (KRTl);
n. 1st, 2nd, and 3rd place in International Robot Contest) / ABU (Asia-Pacific Broadcasting Union) Robocorn / International Robot Contest;
o. 1st, 2nd, and 3rd place in International Mathematics Championship llMCl is an international mathematics competition event / activity;
p. The first winner was in the Student Pagelaral in the ICT Sector (GEMASTIC):
q. 1st Place in the Indonesian Student Business Competition (KBMI) at the national level;
r. 1st, 2nd, and 3rd place in the Indonesian Student Business Competition (KBMI) at the International level;
s. 1st Winner of the National Energy Saving Car Contest (KMHE);
t. 1st Winner of the National Unmanned Fast Boat Contest (KKCTB);
u. 1st Winner of the Indonesian Bridge Competition (KJI);
v. 1st Winner of the Indonesian Building Contest (KBGI);
w. Passed the first winner in the Indonesian Student Entrepreneurship Expo (KMI);
x. Passing the first winner of the Ecclesiastical Choir Performance (PESPARAWI) at the National Level;
y. Passed the Village Development Grant Program (PHBD);
z. 1st Winner of the Indonesian Student Business Competition (KBMI);

aa. Champion I in a field championship / competition / scientific organized by the Ministry of Research, Technology and Higher Education / other Ministries and / or related institutions;

Academic awards in the form of KKN equivalents, or courses are as follows:

a. Passed PKM-Written Works (PKM-KT) namely PKM-Scientific Articles (PKMAI) which passed PIMNAS and PKM-Written Ideas (PKM-GT) which passed E-Journal
b. 1st, 2nd and 3rd place in National Level of Musabaqah Tilawatil Qur'an;
c. Champion 2 and 3 at the National Olympiad there is an Olympic championship in the field of Mathematics and Natural Sciences, at the national level;
d. 2nd winner for LKTI at the National level;
e. 2nd and 3rd Place in English Debate / National University Debate Championship (NUDC) / Indonesian Student Debate Competition (KDMI);
f. Winner 2 and 3 Selection of Student Achievement (PILMAPRES)
g. 2nd place and 3rd place for National Level Student Art Week (PEKSIMINAS);
h. Champion 2 and 3 in Official National Level Sports, among others: Pre-PON (National Sports Week), PON, and POMNAS (National Student Sports Week);
i. 2nd place 3rd place in the National Rotrot Contest / Indonesian Robot Contest (KRI) / Indonesian Flying Robot Contest (KRTl);
j. Winner 2 and 3 in the ICT Field Student Performance (GEMASTIC);
k. 2nd and 3rd place in the Indonesian Student Business Competition (KBMI) at the national level;
l. 2nd and 3rd place in the National Energy Saving Car Contest (KMHE);
m. 2nd and 3rd place in the National Unmanned Fast Boat Contest (KKCTB);
n. 2nd and 3rd place in the Indonesian Bridge Competition (KJI);
o. 2nd and 3rd place in the Indonesian Building Contest (KBGI);
p. Passed the 2nd and 3rd winners in the Indonesian Student Entrepreneurship Expo (KMI);
q. Passed the 2nd and 3rd winners of the Ecclesiastical Choir Performance (PESPARAWD at the National Level;
r. 2nd and 3rd place in the Indonesian Student Business Competition (KBMI);
s. 2nd and 3rd place winners in the field of study / scientific championships / competitions organized by the Ministry of Research, Technology and Higher Education / other Ministries in / or related institutions.

Academic Award in the form of equalization is carried out by the verification team by giving a value according to the credit unit value in the academic guidelines of the study program concerned. This achievement equalization award is regulated in Universitas Negeri Surabaya No. 10 of 2019.