UNESA

(ACADEMIC MANUAL)

BUKU PEDOMAN AKADEMIK

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FAKULTAS TEKNIK

UNIVERSITAS NEGERI SURABAYA

FACULTY OF ENGINEERING

STATE UNIVERSITY OF SURABAYA

CHAPTER I
INSTITUTIONAL STATE UNIVERSITY OF SURABAYA

A. Vision, Mission, Purpose, Goal, and Motto of State University of Surabaya

1. Vision
The State University of Surabaya has a vision to be excelent in education and strong in science.

2. Mission
Based on the above vision, the State University of Surabaya carries the mission to:

a. organize student-centered education through an effective learning approach and the optimization use of technology;
b. conduct science and/or technology researches in which beneficing the science development and the social welfare;
c. disseminate science and/or technology through community services oriented to the empowerment and civilization society; and
d. organize an effective, efficient, transparent, and accountable higher education governance to ensure the sustainable quality.
e. conduct an autonomous, accountable, and transparent high educational governance for a sustainable quality assurance and improvement.

3. Purpose
State University of Surabaya has a purpose to carry out higher education, research, and service to community.

4. Goal
The State University of Surabaya has the goal to:

a. graduate an intelligent, religious, noble, independent, professional and excellent student;
b. produce excellent scientific and creative works in education and science as well as become a reference in both science and/or technology application;
c. engage in community service through science and/or technology application to create an independent, productive, and prosperous society;
d. make the State University of Surabaya as education and science center carrying the noble values of national culture; and
e. produce effective and efficient institutional performance by creating a humanistic academic climate as well as a transparent, accountable, responsive, and just institutional management to ensure the implementation quality of the *tri-dharma* of higher education sustainably.

5. Motto
The motto of State University of Surabaya is 'Growing with Character*'* which can be achieved through '*Idaman Jelita'* character building consisting of '***i****man*' (faith), '*cer****da****s'* (intellegence), '***man****diri'* (independence), '***j****ujur'* (honesty), *'pedu****li****'* (caring), and '***ta****ngguh*' (firmness).

B. History of State University Surabaya

The history of the State University of Surabaya is related to Institute of Teacher Training and Education Surabaya (Indonesian: Institute Keguruan dan Ilmu Pendidikan – IKIP) which was founded around 1950. Earlier, it was begun from B-I and B-II courses majoring in Chemical Sciences and Exact Sciences to ensure the availability of junior and senior high school. It used classrooms and laboratories belonging to the Dutch Hogere burgerschool (HBS). Its courses were (a) B-I and B-II Chemistry, (b) BI and BII Mathematics (exact science), (c) BI English, (d) BI German, (e) BI Engineering, (f) BI Physical Education, (g) BI Economics, (h) BI Commerce, and (i) BI Aircraft Science. From 1957 to 1960, the B-I courses had been grouped into: (1) General B-I Course, covering English and German, and (2) Vocational B-I Course, covering Chemistry, Science, Economics, Commerce, Engineering, Education, Physics, and Aircraft Science. These courses lasted until 1960.

To eliminate the dualism of B-I and B-II courses graduates degrees, in 1960, the B-I and B-II courses were integrated into Faculty of Education and Teacher Training (Indonesian: Fakultas Keguruan dan Ilmu Pendidikan or FKIP) to graduate advanced school teachers through the MPRS Decree No. 11/MPRS/1960. In addition, by the the Decree of the Minister of Education and Culture number 6/1961 on February 7, 1961, FKIP Surabaya was absorbed into FKIP Universitas Airlangga of Surabaya branch.

In 1962, with the establishment of the Teacher Education Academy (Indonesian: Akademi Pendidikan Guru – APG), later becoming the Teacher Education Institute (Institute Pendidikan Guru – IPG), the dualism re-emerged. In order to deprive the dualism, based on the Presidential Decree no. 1/1963 on January 3, 1963, IPG and FKIP were integrated and become the Institute of Teacher Training and Education (IKIP). On 20 May 1964, due to this integration of FKIP Airlangga University in Malang became IKIP Malang of Surabaya branch. This condition was remained until 19 December 1964.

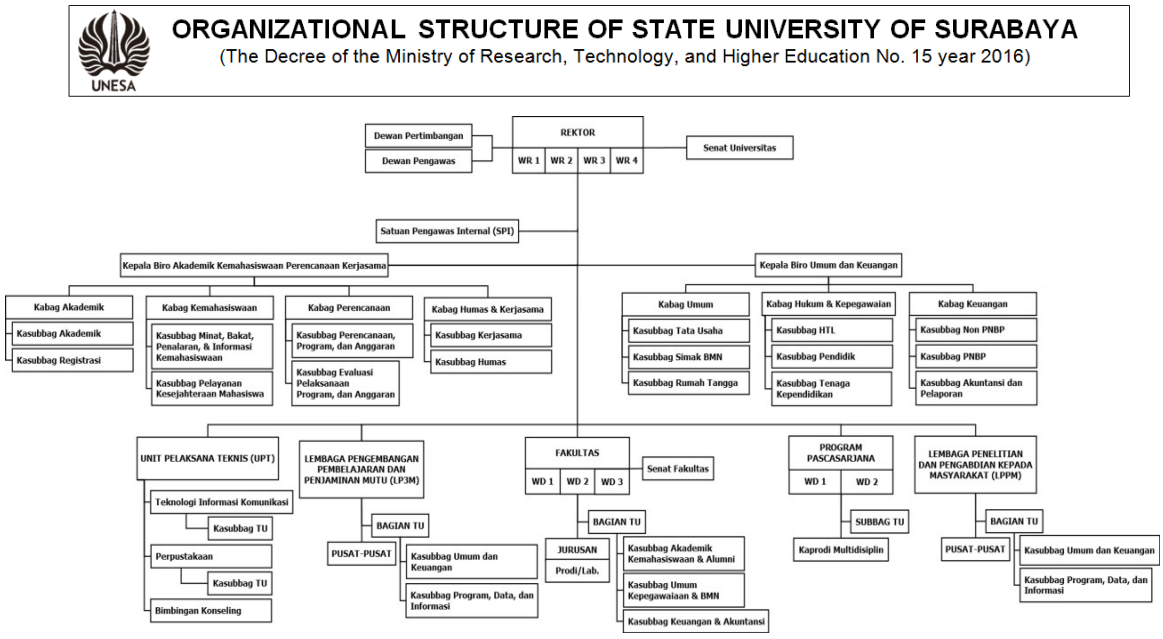
In accordance with the Decree of the Minister of Higher Education and Science no. 182/1964 on 19 December 1964, IKIP Surabaya officially established with one precidium. Thus, it is established as the date anniversary of IKIP Surabaya. From 1964 to 1977, IKIP Surabaya had had five faculties, namely (1) Faculty of Education (FIP), (2) Teaching Faculty of Social Sciences (FKIS), Teaching Faculty of Arts and Literatures (FKSS), (4) Teaching Faculty of Exact Sciences (FKIE), and (5) Teaching Faculty of Engineering (FKIT). On March 1, 1977, in accordance with the Decree of the Ministry of Education and Culture of the Republic of Indonesia no. 042/O/1977 on 22 February 1977, the Sports High School (Indonesian: Sekolah Tinggi Olahraga – STO) was integrated into IKIP Surabaya and became sixth faculty of the Teaching

Faculty of Sports Science (FKIK). Based on the Government Regulation of the Republic of Indonesia no. 27/1981, in 1981, IKIP Surabaya officially had six faculties, namely: (1) Faculty of Education (FIP), (2) Faculty of Language and Arts Education (FPBS), (3) Faculty of Mathematics and Natural Sciences Education (FPMIPA), (4) Faculty of Social Science Education (FPIPS), (5) Faculty of Technology and Vocational Education (FPTK), and (6) Faculty of Sports and Health Education (FPOK).

In accordance with the Presidential Decree of the Republic of Indonesia no. 93/1999 on August 4, 1999, IKIP Surabaya changed into the State University of Surabaya (Unesa) with six faculties and a post graduate program, namely: (1) Faculty of Education (FIP), (2) Faculty of Languages and Literatures (FBS), (3) Faculty of Mathematics and Natural Sciences (FMIPA), (4)) Faculty of Social Sciences (FIS), (5) Faculty of Engineering (FT), and (6) Faculty of Sport Science (FIK) as well as the Postgraduate Program. In 2006, the Faculty of Economics (FE) was officialy added. Since then, the State University has consisted of seven faculties. In 2015, several faculties were changed their names, including: Faculty of Social Sciences (FIS) to the Faculty of Social Sciences and Law (FISH), the Faculty of Sports Science (FIK) became the Faculty of Sports Science (FIO). By then, the State University of Surabaya has consisted of seven faculties and one postgraduate program. In addition, it acquires an authority to organize both education and non education programs with the main task as the Educational Institution of Teacher Training (Indonesian: *Lembaga Pendidikan Tenaga Kependidikan* – LPTK).

C. Organizational Structure

The organizational structure of Unesa were established as stipulated in the Regulation of the Ministry of Research, Technology, and Higher Education of Republic of Indonesia No. 15 of 2016 over the Decree of the Minister of Education and Culture No. 279/O/1999. This new organizational structure complies to the change of its function as a tertiary institution with the Public Service Agency (PKBLU) Financial Management system. BLU is an agency within the Government formed to provide services by providing goods and/or services without prioritizing profit in carrying out their activities and emphasizing the principles of efficiency and productivity. Unesa's organizational structure as PKBLU is seen in Figure 1 below.



Source: State University of Surabaya Organization Year 2016

Figure 1 State University of Surabaya Organizational Structure as PKBLU

D. Tasks and Purposes

1. Rector
   The rector is responsible to lead the implementation of education, research and community service, as well as foster all educators, education staff, and students relationship in university with the environment. Rector is responsible to:
   a. implement and develop higher education;
   b. conduct research in the framework of developing science and technology;
   c. carry out community service;
   d. foster educators, educational staff, and students;
   e. maintain the relationships of all elements with the environment; and
   f. perform administrative service activities.

2. Vice Rector for Academic Affairs
   Vice rector on academic affairs is responsible to lead the implementation and development of education, research and community service policies and coordinate the duties of the head of working units in Unesa in term of education, research, and community service based on the prevailing laws and regulations in order to visualize Unesa's vision, namely excellent in education and strong in sciences.
3. Vice Rector for Financial and General Affairs
   Vice rector on financial and general affairs is responsible to assist rector to implement policies and activities in general administration, finance, and human resources.
4. Vice Rector for Students and Graduates Affairs
   Vice rector on students and graduates affairs is responsible to assist/represent rector to plan and develop university; to coordinate all students activities, students' development activities; as well as to cooperate with graduates in accordance with the prevailing laws and regulations.
5. Vice Rector for Planning and Cooperation
   Vice rector on planning and cooperation is responsible to coordinate all the planning and cooperation activities as well as design/draw up the annual works.
6. Dean
   The dean is responsible to lead the implementation of education, research, and community service, as well as foster all educators, education staff, and students relationship in faculty their with the environment.
7. Vice Dean for Academic Affairs
   Vice dean on academic affairs is responsible to assist/represent dean in conducting and developing educational policies, researches, and community services to society in the Faculty according to the prevailing laws and regulations.
8. Vice Dean for Financial and General Affairs
   Vice dean on financial and general affairs is responsible to assist/represent dean in conducting general activities in the Faculty in terms of general administration, finance, and human resources.
9. Vice Dean for Students and Graduates Affairs
   Vice dean on students and graduates affairs is responsible to assist/represent dean in planning and developing the faculty, coordinating all students activities, as well as cooperating with the graduates in accordance with the prevailing laws and regulations.

E. The Strategic Plans of State University of Surabaya

Vision, scope, stages, and attainment time of milestone of State University of Surabaya are seen in Figure 2.

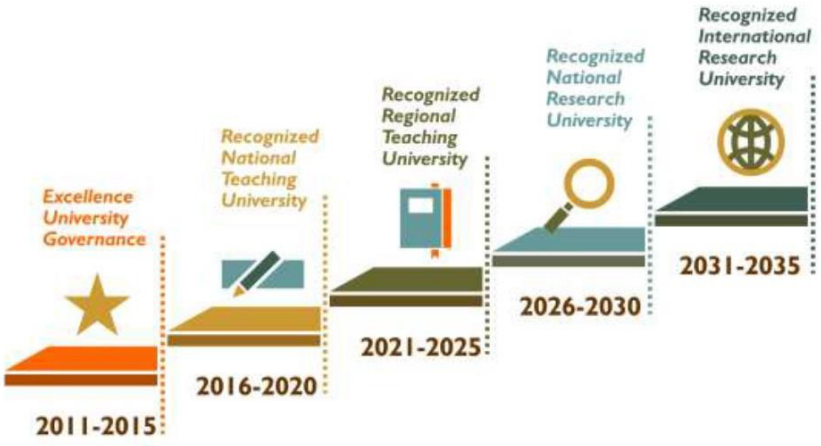


Figure 2 Vision, scope, stages, and attainment time of milestone of State University of Surabaya

In program planning, vision, scope, stages, and timing of subsequent achievements are organized and established into Unesa's 5-year Strategic Plan (Renstra). This strategic plan is developed annually into operational plans and programs shown in Table 1.

Tabel 1 Strategic Plan Year 2016-2020of State University of Surabaya

Sasaran Strategis Kemenristekdikti	Sasaran Program Kemenristekdikti	Sasaran Stratagis Unesa	Indikator Kinerja	Target					Ket
				2016	2017	2018	2019	2020	
Meningkatnya kualitas pembelajaran dan kemahasiswaan pendidikan tinggi	Meningkatnya kualitas pembelajaran dan kemahasiswaan pendidikan tinggi	Meningkatnya kualitas pembelajaran dan mahasiswa Unesa	Rasio Afirmasi	20%	20%	20%	20%	20%	Nominal
			Persentase prodi terakreditasi minimal B	80%	85%	90%	95%	95%	Komulatif
			Persentase lulusan yang langsung bekerja sesuai bidangnya	30%	35%	40%	50%	60%	Komulatif
			Persentase lulusan bersertifikat kompetensi dan profesi	2%	5%	10%	15%	25%	Komulatif
			Jumlah mahasiswa yang berwirausaha	75	100	125	150	200	Nominal
			Jumlah mahasiswa berprestasi	50	75	100	150	200	Nominal
			Persentase lulusan tepat waktu	30%	35%	40%	45%	50%	Nominal
			Rata-rata lama studi lulusan S1	4,5 tahun	4,3 tahun	4,2 tahun	4,2 tahun	4,1 tahun	Nominal
			Rata-rata IPK lulusan	3,20	3,30	3,35	3,40	3,40	Nominal
			Jumlah program studi terakreditasi internasional	0	0	4	8	12	Komulatif
			Persentase mahasiswa penerima beasiswa	20%	20%	20%	20%	20%	Nominal
Meningkatnya kualitas kelembagaan Iptek dan pendidikan tinggi	Meningkatnya kualitas kelembagaan Iptek dan Dikti	Meningkatnya kualitas kelembagaan dan pengembangan sarpras Unesa	Rangking Unesa di *4ICU(world rank)*	5.000	4.500	4.300	4.200	4.000	Nominal
			Rangking Unesa Nasional	21	21	19	17	15	Nominal
			APT Unesa	B	A	A	A	A	Nominal
Meningkatnya relevansi, kualitas, dan kuantitas sumber daya Iptek dan pendidikan tinggi	Meningkatnya relevansi, kualitas, dan kuantitas sumber daya Iptek dan Dikti	Meningkatnya relevansi, kualitas, dan kuantitas SDM Unesa	Persentase dosen berkualifikasi S3	26%	29%	35%	40%	50%	Komulatif
			Persentase dosen bersertifikat pendidik	86%	90%	93%	95%	95%	Komulatif
			Rasio jumlah mahasiswa terhadap dosen	31:1	31:1	30:1	28:1	25:1	Nominal
			Persentase dosen dengan jabatan guru besar	6,1%	6,5%	7%	8%	9%	Komulatif
			Persentase dosen dengan jabatan lektor kepala	36%	37%	40%	45%	50%	Komulatif
			Persentase tenaga kependidikan dengan sertifikat kompetensi	2%	5%	10%	15%	25%	Komulatif
Meningkatnya relevansi dan produktivitas riset dan pengembangan	Meningkatnya relevansi dan produktivitas riset dan pengembangan	Meningkatnya relevansi dan produktivitas riset dan pengembangan	Jumlah publikasi internasional	40	50	200	350	500	Nominal
			Jumlah publikasi nasional	75	100	150	200	300	Nominal
			Jumlah HKI yang didaftarkan	100	100	100	100	100	Nominal
			Jumlah sitasi karya ilmiah	200	15.000	20.000	25.000	30.000	Komulatif
			Jumlah prototipe R&D	10	25	25	25	25	Nominal
			Jumlah prototipe industri	1	1	3	4	5	Nominal
Menguatnya kapasitas inovasi	Menguatnya kapasitas inovasi	Menguatnya kapasitas inovasi	Jumlah produk inovasi	1	3	10	15	20	Nominal
	Meningkatnya kinerja dan akuntabilitas keuangan Negara pada unit-unit organisasi di Kemenristekdikti	Terwujudnya tata kelola yang baik serta kualitas layanan prima	Opini penilaian laporan keuangan oleh auditor publik	WTP	WTP	WTP	WTP	WTP	Nominal
	Terwujudnya tata kelola yang baik serta kualitas layanan dan dukungan yang tinggi pada semua unit eselon I dan Satker di Kemenristekdikti		Rasio pendapatan PNBP terhadap biaya operasional	59%	62%	65%	66%	67%	Nominal
			Jumlah pendapatan BLU (milyar)	221.34	255.34	274.81	296.00	316.12	Nominal
			Jumlah pendapatan BLU yang bersumber dari pengelolaan aset (milyar)	2.806,59	2.956,59	3.193,12	3.448,56	3.724,45	Nominal

CHAPTER II
CURRICULUM

A. Program Structure

1. Stage/Level
   Unesa has held two programs, namely: education and non-education programs. Education and non-education programs consist of Undergraduate (Bachelor degree), Applied Bachelor (D-IV), Professional Education, Graduate (Master degree), and Postgraduate (Doctoral degree).

2. Study Load and Period
   In accordance with the Regulation of the Ministry of Research, Technology, and Higher Education No. 44 of 2015 (SNPT), Unesa implements a student study load in credits (semester credit units), as following:
   a. Study Load for Undergraduate (Bachelor degree) and Applied Bachelor (D-IV)
      The study load for the bachelor and applied bachelor (D-IV) is a minimum of 144 (one hundred and forty-four) credits and a maximum of 160 (one hundred and sixty) credits in 8 (eight) semesters or 4 years or a maximum of 14 (fourteen) semesters or 7 years. The changing from Diploma into Applied bachelor (D-IV) is in accordance with the mandate of the Director-General of Sciences, Technology and Higher Education Institution of the Ministry of Research, Technology, and Higher Education No. B/185/C.Ca/KB.01.00/2019
   b. Professional Education Study Load
      The study load for Professional Education is a minimum of 24 (twenty four) credits and a maximum of 40 (forty) credits in 2 (two) semesters and a maximum of 6 (six) semesters after completing the Applied Bachelor/Bachelor program.
   c. Graduate Program (Master degree) Study Load
      The study load for the master program level is at least 36 (thirty six) credits with a maximum study period of 4 (four) years or 8 (eight) semesters after completing the Applied Bachelor or Bachelor degree.
   d. Postgraduate Program (Doctoral degree) Study Load
      Doctoral program study load is a minimum of 42 (forty two) credits with a study period of a maximum of 7 (seven) years or 14 (fourteen) semesters.

B. Curriculum

1. Curriculum
   The curriculum is a set of plans and arrangements regarding the objectives, content, and learning materials as well as the methods used as guidelines to achieve the goals of certain study programs. Unesa's curriculum is built from the curriculum of study programs at Unesa containing its vision, mission, goals, and purposes of the Study Program, learning outcomes, curriculum structure and maps, as well as course descriptions according to the type and level of education.
   The curriculum applied to each study program at Unesa is an experienced-based design to develop student abilities (competencies) according to the competency level of graduates referring to the related National Qualification Framework of Indonesia (KKNI), the National Higher Education Standards (SNPT), and the characteristics of the related study program compared to similar programs in other universities as well as ensuring the quality of Unesa graduates. Unesa's curriculum is unique for each study program. It is specified according to each educational goals and competencies achieved of the graduates. The curriculum contains four main elements, namely: content, teaching-learning strategy, assessment processes, and evaluation processes. The assessment process is primarily aimed at the lecture context, while the evaluation process is an evaluation of the curriculum itself.
   Competence is a set of smart and responsible actions owened by a person as a condition for being considered capable by society in carrying out tasks in certain fields of work. Competence is a harmonious blend of mastery in the realm of attitudes, knowledge, and skills. Furthermore, these all are manifested into a study program curriculum consisting the planning to achieve these expected competencies.
   Unesa's curriculum is organized based on:
   a. Law of the Republic of Indonesia No. 20 of 2003 on National Education System.
   b. Law of the Republic of Indonesia No. 12 of 2012 on Higher Education.
   c. Presidential Regulation of the Republic of Indonesia No. 08 of 2012 on Indonesian National Qualifications Framework.
   d. Government Regulation of the Republic of Indonesia No. 32 of 2013 on the changes to Government Regulations of the Republic of Indonesia No. 19 of 2005 on National Education Standards.
   e. Regulation of the Ministry of Research, Technology, and Higher Education No. 44 of 2015 on National Higher Education Standards.
   f. Regulation of the Ministry of Research, Technology, and Higher Education No. 13 of 2015 on the Strategic Plan of the Ministry of Research, Technology, and Higher Education year 2015-2019.
   g. Statuta of the State University of Surabaya.
   h. 5 yearly Strategic Plan of State University of Surabaya year 2016-2020.
   i. Academic Text of 2015 of Unesa Study Program Curriculum Development Guidelines.

2. Curriculum Principles
   Unesa's curriculum is guided by the following basic principles:

   a. Relevance
      The developed curriculum must have a relationship between disciplinary/content and the social needs as graduate users. The linkage means that the curriculum is developed not only to meet the needs of users / markets but also an implementation of an in-depth study of the fields of science being developed.

   b. Flexibility
      The developed curriculum has flexibility to be implemented. This curriculum implementation refers to the working areas of the graduates. Sometimes, where there are requirements needed to implement a theoretical study, the curriculum has to be capable in carrying the principle of flexibility. Therefore, the ideal conditions of the demands in the scientific field can be adjusted into the empirical conditions.

   c. Continuity
      The developed curriculum has the principle of continuity on every scientific discipline. It is necessary so that the curriculum shows its linkage and interconnection to one-another and does not appear centered.

   d. Efficient
      The developed curriculum needs to pay attention to aspects of meritocracy to obtain effectiveness in the system as a whole. Efficiency is obtained through the use of time, effort, cost, and other resources to achieve optimal results in accordance with the objectives.

   e. Effective
      The developed curriculum needs to pay close attention to goals in an effort by utilizing/managing the right processes and resources to achieve optimal results in accordance with the objectives.

3. Curriculum Organization
   Nationally determined curriculum in Unesa's curriculum must be programmed by all undergraduate and applied bachelor students and included in Core Personality Development courses, namely:

   a. Religion;
   b. Pancasila;
   c. Citizenship Education; and
   d. Bahasa Indonesia.

4. Institutionally determined courses are courses showing university characteristic courses and applied to all Unesa's students at a certain level. Subject courses are grouped into four groups, namely:
   a. The Institutional Personality Development course (MPK) consist of English, Basic Socio-Cultural Sciences (ISBD)/Basic Natural Sciences (IAD), Entrepreneurship, Digital Literacy, Sports and Physical Education, Basic Education*, and Psychology in Education*.
   b. Subject matter and skills courses (MKK) consist of compulsory courses and elective courses.
   c. Basic Skills courses (MDK) consist of Research Methodology, Statistics, Philosophy, Philosophy of Education*, Learning Theory*, School Curriculum*, Innovative Learning Plan*, Learning Media*, and Learning Evaluation*.
   d. Working Skills courses (MKB) consists of Thesis, Internship/Apprenticeship, Micro Learning*, Teaching Practice I*, Teaching Practice II*.
   e. Working Experience course (MBB) is community service (KKN).
   *Note: * only for education study program*

5. The courses set by the faculty shows the faculty characteristic and applied to all students in that faculty. Subjects determined by the study program are subjects related to the academic competences of the main study (content knowledge) and working behavior according to the level of each study program.

6. Struktur dan Deskripsi Mata Kuliah (terlampir).

C. Standards of Learning process

1. Education Implementation System

a. Semester Credit System

1) Definition

a) Credit System
The semester credit system is an education administration system using semester credit units (credits) to state student study load, teaching workload, learning experience, and program implementation load.

b) Semester
Semester is the smallest unit period used to define the length of learning process in an education level. One semester is equivalent to learning activities for 16 (sixteen) weeks and includes final semester examinations.

c) Credit Units
Credit Units, hereinafter abbreviated as credits, is a measure of time for learning activities done by students per week per semester in the learning process through various forms of learning or the amount of recognition for the success of students' efforts in participating in curricular activities in a study program.

d) Across Faculties/Study Programs Courses
Students can take several courses that are parts of their study load at other faculties/study programs as long as they have the same credit weight and course code. Course scores across faculties/study programs are recognized in student transcripts.

2) Purposes

a) General Purpose
The general purpose of implementing the National Qualification Framework of Indonesia (KKNI) with the semester credit system at Unesa is to present educational programs emphasizing an interactive, holistic, integrative, scientific, contextual, thematic, effective, collaborative and student-centered learning process so students can achieve certain professional levels from the program selected according to his interests, talents and job demands.

b) Specific Purposes
Specific purpose is to implement semester credits system as to:
(1) provide opportunities for competent and active students to complete their studies in the shortest time possible through compulsory curricular activities which are carried out systematically and structurally through various courses and with a measurable learning load;
(2) provide opportunities for students to be able to take courses according to their interests, talents, and abilities;
(3) provide opportunities for education with multiple input and output systems to be implemented;
(4) facilitate the adjustment of the curriculum from time to time with developments in science and technology;
(5) provide assurance that the system for evaluating student learning progress can be carried out as well as possible in accordance with the scientific characteristics of the study program;
(6) provide opportunities for transferring credit between study programs and transferring student credit from other universities to Unesa or vice versa.

3) Characteristics of the Credit Semester System
Basic characteristics of the semester credit system of the undergraduate program are:
a) Student learning load is stated in the amount of semester credit units (credits);
b) One credit is equivalent to 170 (one hundred and seventy) minutes of learning activities per week per semester;
c) Each course has a weight of at least 1 (one) credit;
d) The credits load for each course are not the same (depending on the scope of the material, the level of breadth and depth);
e) The study load of applied bachelor students is designed according to the learning outcomes for each proposed program (CP Diploma Two (D-II), CP Diploma Three (D-III), and Applied Bachelor Program CP) referring to the multi-entry system exit. Credit load is designed with a theory ratio of 40% to 60% practice.

b. Credit Score

1) Credit Score for Student Study Load
The basis for taking credits is determined by the previous semester's Achievement Index (IP). Normal student learning load is 8 (eight) hours per day or 48 (forty eight) hours per week, equivalent to 18 (eighteen) credits per semester, up to 9 (nine) hours per day or 54 (fifty four) hours per week is equivalent to 20 (twenty) credits per semester. Meanwhile, the study load of high academic achievement students after one semester in the first year can be added up to 64 (sixty four) hours per week, which is equivalent to 24 (twenty four) credits per semester. Provisions regarding taking the number of credits in one semester are set out in the attachment section of this manual.

2) Credit Score for Learning Activities

a) Credit Score for Lectures/Responses/Tutorials.
Lectures are face-to-face activities carried out between lecturers and students on a scheduled basis at a predetermined place. For lectures/responses/tutorials learning, the credit score is determined based on the activity load which includes all three kinds of activities per week.
One credit is equal to:
(1) have face-to-face learning activities for 50 (fifty) minutes per week;
(2) have learning activities with structured assignments of 60 (sixty) minutes per week per semester;
(3) Do self-study activities 60 (sixty) minutes per week per semester. Structured independent assignments are learning activities in the form of deepening material for students to achieve certain competencies that are designed and the completion time is determined by the lecturer.

b) Credit Score for Seminar or Other Forms of Learning.
Seminars are scientific meetings related to courses held by students under the guidance of the lecturers concerned.
(1) Face-to-face learning activities of 110 (one hundred and ten) minutes per week per semester; and
(2) Self-study activities 60 (sixty) minutes per week per semester.

c) Semester Credit value, in forms of practicum learning, studio practice, workshop practice, field practice, research, community service, and/or other similar forms of learning, is 1 (one) credit equivalent to 170 (one hundred and seventy) minutes per week per semester .
Practicum is learning that is carried out in a certain place and students play an active role in solving the rubric / problem given through the use of certain tools, materials, and methods.

c. Credit Distribution
The structure of the undergraduate curriculum consists of a core curriculum (about 85% of the total credits must be taken by students) and a selective curriculum (15% of the total credits must be taken by students), with institutional courses for education undergraduate as large as 14% of the total credits of the undergraduate program curriculum, and 11% for non-education undergraduate. Credit distribution for the D-IV level will be contained in separate guidelines.

d. Credit Acknowledgement
Students who take part in student exchanges from and to universities/other institutions both nationally and internationally through cooperation programs conducted by Unesa with these universities/institutions, can be recognized for the value obtained and the weight of their credits after obtaining approval from the study program. The mechanism that needs to be passed is, students submit applications for credit recognition of courses that have been taken at other universities (PT) to the Study Program, then the study program verifies to determine credit courses that have linearity with the courses in the Study Program curriculum. The Study Program submits a letter of application for credit processing of verified subjects to the faculty. The faculty continued the application to the Deputy Chancellor for Academic Affairs with copies of the Head of the Academic Bureau of Student Affairs Planning and Cooperation (BAKPK) and the Head of the Center for Technology and Information Development (PPTI) Unesa. In order for the credits converted to Siakadu Unesa, students still have to program the linear courses (which are determined by the head of the study program first).

2. Implementation of Lecturing System

a. Learning Methods
1) The learning method is adjusted to the characteristics of the course to achieve certain specified abilities. Methods that can be selected for the implementation of learning include: group discussions, simulations, case studies, collaborative learning, cooperative learning, project-based learning, problem-based learning, or other learning methods that effectively facilitate graduate learning outcomes.
2) Each subject can use one or a combination of several learning methods in a form of learning. These forms of learning can be in the form of lectures, v-learning, blended learning, responses and tutorials, seminars and practicum, studio practice, workshop practice, or field practice.

b. Course Provisions
1) Students who are allowed to take part in lectures / learning are students whose names are listed in Siakadu Online and have been approved by the Student Advisory Lecturer (DPM).
2) Lectures are held face-to-face, structured, independent, and or online for those who organize vi-learning. The implementation of vi-learning lectures is a maximum of 4 (four) meetings.
3) One semester lecture is equivalent to 16 (sixteen) weeks of learning activities including UTS and UAS. In the academic calendar there is a schedule of 16 (sixteen) weeks of meeting, which is divided into 14 (fourteen) weeks for lectures, 1 (one) week for UTS, and 1 (one) week for UAS.
4) Subject lecturers are responsible for generating grades in Siakadu by first validating the Mid-Semester Examination (UTS) and Final Semester (UAS) questions to the coordinator of the field of study and obtaining legality from the Quality Assurance Unit (UPM) then uploading them each lecturer who teaches courses to Siakadu Unesa.
5) Students can take institutional courses that are included in the MKWU and MKWI courses across faculties with applicable regulations. The programming technique follows the schedule at the intended faculty with the condition that it gets approval from the DPM of the student concerned and the Deputy Dean for Academic Affairs of the intended faculty.

3. Teaching Practice Program (TPP)
Teaching practice program is "the process of observation and apprenticeship carried out by students of the Bachelor of Education study program considering the learning and management of education in educational units (Permenristekdikti, 2017: 4)". TPP is a compulsory subject for undergraduate students programmed the education study program with a load of 4 credits and implemented in semester 7. This program is expected to make students capably in

implementing (1) curriculum development and learning in the subject areas creatively and innovatively; (2) lesson planning; (3) learning activity; (4) assessment of learning processes and outcomes; (5) character strengthening education in the form of school literacy programs; and (6) the development of social and personality competences of students (see further Guidelines for PLP Unesa, 2019).

4. Internship

Internship is the process of activities and/or apprenticeship in institutions/companies carried out by students of the Non-Education and Applied Bachelor Programs. Internship is a compulsory course for students of the Non-Education Undergraduate Program and the Applied Bachelor Program and is aimed to make students having the ability to professionally solve problems in their field of competence in the world of work, with the knowledge gained during college.

a. Internship for Non-Education Undergraduate Program
   Through intership, students are expected to: (1) develop their abilities obtained on campus to be applied/practiced in the working world; (2) to gain new knowledge in the working world; and (3) establish a relationship with the internship provider. Internships include the stages (1) planning, (2) location surveys, (3) implementation, (4) monitoring and evaluation, (5) final reporting, and (6) assessment (see internship Guidelines in each faculty).

b. Internship for Applied Bachelor Program
   Through intership, students are expected to: (1) know or understand the needs of work in practical workplaces; (2) adjust (prepare) themselves in facing the work environment after completing their studies; (3) knowing or seeing firsthand the use or role of applied technology in practical workplaces; (4) presents the results obtained during practical work in the form of street vendors reports; and (5) it is hoped that the results or data obtained from the street vendors can be developed into a final project. Internship is expected to be carried out in organizations or agencies or companies that utilize the technology taught in Unesa, so that students can understand work procedures and analyze problems so that they can design appropriate systems and applications.

5. Community Services (CS)

a. Community Service (CS) is an intracurricular activity carried out in an integrated manner between education and community service through the placement of interdisciplinary students in an area.

b. The purpose of Community Services is to equip students with the following abilities:
   1) help solving the development and social problems, so that they have maturity in thinking, are skilled in implementing community empowerment programs with a science and technology approach;
   2) make decisions based on collective deliberations in solving real and factual problems in the field of community empowerment;
   3) responsible for planning, implementing, evaluating, and reporting program implementation;
   4) mingle, cooperate, and learn with the community as a form of the Tri Darma of Higher Education.

c. Precondition
   Prerequisites condition to participate community services:
   1) program community service courses;
   2) have taken a minimum of 80 (eighty) credits with a minimum GPA of 2.00;
   3) attach a photo copy of KRS in accordance with the original and have been legalized;
   4) include a Health Certificate from a doctor;
   5) fill in the biodata accompanied by a 4 x 6 cm (two sheets) photo, taped to the top right corner;
   6) take part in Education and Training at the Unesa Surabaya Campus.

d. Community Service Location
   Community Service location is prioritized in the village, but can also be done in urban areas. The location is selected through surveying and validating data from information obtained through government officials who needed Community services, and prioritized the community in the Unesa LPPM target area.

e. Community Service Period
   Community service is carried out between even and odd semesters (the activity schedule will be further informed by the KKN Center).

f. KKN registration is done through SIM-KKN.

6. Undergraduate Thesis

a. Academic Requirement
   Students programming the thesis must meet the following academic requirements:
   1) has accumulated a semester credit unit of at least 100 (one hundred) credits;
   2) has passed the Research Methodology course (and statistics for certain study programs) with a minimum score of C;
   3) have a minimum GPA of 2.50;
   4) some specific requirements can be formulated by each study program.

b. Administrative Requirement
Students who program their thesis must meet the following administrative requirements.
1) registered as an active student of Unesa;
2) programming the Thesis course.

c. Undergraduate Thesis Proposal Preparation and Submission Process
1) Proposal Preparation
Writing a thesis proposal is an important first step in the thesis preparation process. This proposal contains a research plan defining the concrete and clear picture of the direction, goals, and final results to be achieved in the thesis research. A research can be done well if it is based on a proposal designed in accordance with the research principles.

2) Proposal Submission
Students who have programmed a thesis submit a topic to the head of the study program (Kaprodi) to get a thesis supervisor according to their field. Furthermore, the head of the study program determines the student's thesis supervisor who is proposed to the faculty to get the Dean's Decree. After the supervisor is determined and all administrative requirements are met, students get a thesis guidance card from the study program.

3) Proposal Seminar
Proposals that have been approved by the supervisor can be submitted to the study program for the seminar, provided that the submitting student has attended the other student thesis proposal seminar at least 5 (five) times. The seminar was attended by supervisors and examiners as well as other students to get input on improving their research proposals. In the seminar, students must present their research proposal and answer questions from examiners and seminar participants. The examining lecturer will provide an assessment of the feasibility of the proposal. If the proposal is deemed inappropriate, students must improve their proposals or compile a new proposal, while proposals that are deemed feasible and have revisions, then the student is obliged to correct their proposals according to the input obtained. After the proposal is refined and signed by the supervisor and examiner lecturer, the proposal is submitted to the study program. Furthermore, the head of the department proposes to the faculty to issue the Dean's Decree.

d. Undergraduate Thesis Guidance Process

1) Advisor Requirement
The thesis supervisor requirements are adjusted to the regulations concerning the authority of academic personnel as regulated by the Regulation of the Minister of State Apparatus Empowerment and the regulations applicable in Unesa and adapted to the workforce conditions of the Study Program concerned, and taking into account the ability, profession, and expertise.

2) Guidance Period
a) Thesis guidance starts when students program to pass exams and thesis revision.
b) If the thesis is ready to be examed, students can register themselves as participants in the thesis examination. If he has not been able to complete his thesis within one semester, he will be given the opportunity to finish it in the following semester on the condition that he has met the administrative requirements in force at Unesa.

3) Form of Guidance
Thesis guidance is carried out individually, structured, scheduled, and documented. For this purpose, a guidance card is provided which needs to be filled in by the student, signed by the supervisor to monitor the progress of the student's thesis. If it is counted that up to two semesters the thesis is not completed, the study program has the right to replace the supervisory lecturer if needed. The Head of Study Program conducts mapping and monitoring of the progress of the student thesis.

e. Undergraduate Thesis examination

1) Examination Requirement
Students who will take the thesis examination must meet the following requirements:
a) thesis that will be submitted in the examination must have the approval of the supervisor;
b) students register themselves to their respective study programs by bringing:
(1) KRS as proof of thesis programming;
(2) The draft triple thesis manuscript submitted to each department / study program no later than one week before the period / period of the examination;
(3) Some specific requirements can be formulated by each study program.
(4) The Head of the Department can form a plagiarism checking team.
(5) A plagiarism-free certificate signed by the Head of the Department (maximum 25%),
c) The thesis examination can be held at least 1 (one) month after the thesis proposal seminar is held.
d) The deadline for the thesis exam is 2 (two) weeks before the determination of the Graduation Determination Letter (SPK).

2) Undergraduate Thesis Examiner
   Those who can become thesis examiners are lecturers who meet the criteria in accordance with the Regulation of the Minister of State Apparatus Empowerment and Bureaucratic Reform of the Republic of Indonesia Number 17 of 2013 concerning Lecturer Functional Position and Credit Score.

3) Thesis Examiner Team
   The thesis examiner team consists of:
   a) Chairperson (not supervisor) acts as Examiner I;
   b) Another examiner (member) acts as Examiner II;
   c) Thesis Advisor (member) acts as Examiner III.

4) Aspects Graded
   a) Content
      (1) Format conformity with Thesis Writing Guidelines.
      (2) Clarity and conciseness of problem formulations, objectives, discussion, and conclusions.
      (3) Update, relevance, and depth of literature review.
      (4) Suitability of research design with the implementation and results of research.
      (5) Language quality.
      (6) Authenticity (originality).

   b) Performance
      (1) Clarity and appearance of presentation.
      (2) Mastery of material and ability to answer questions.

5) Examination and Assessment Procedures
   a) The thesis examiner team jointly tests a student, if one of the examiners cannot attend the thesis examination must be postponed.
   b) The duration of the exam is one to two hours with details:
      (1) Presentation of an outline of the content of the thesis by students 10–15 minutes.
      (2) Verifier questions and answers 15–30 minutes for each examiner.
      (3) Miscellaneous 5–15 minutes.
   c) Thesis content scores (maximum weight 70%) and performance (maximum weight 30%) in the exam are stated as 0–100.
   d) The final thesis test score is obtained by calculating the average value given by the three examiners (one supervisor and two other examiners) and converted into A, A-, B +, B, B-, C +, C, D, or E according to the rules that apply in Unesa.
   e) The difference in assessment between one examiner and another should not be more than 10 (ten). If there is a difference of more than 10 (ten), the head examiner must discuss it with examiners to determine a new score.

6) Determination of Undergraduate Thesis Examination
   a) The determination of the graduation of the thesis examination is carried out by the examiner team and submitted to students on the day of the examination.
   b) Students are declared to have passed the thesis examination if they get a grade of at least C.
   c) Students who score less than C are given the opportunity to take the retest in the same period.
   d) Students who have passed the thesis examination with revisions must submit the revision maximally
   e) 3 (three) months after the exam is carried out. If they pass the grace period, students are required to take a re-thesis examination.
   f) Thesis improvement must be consulted with the examiner team within a specified period of time by bringing notes from the examiner team received during the thesis examination. After being approved and signed by the examining lecturer, supervisor, department head and dean, the thesis report is bound with the cover according to the color of the respective faculty flag in black writing.
   g) Students publish articles (extracted from thesis) to ISSN journals, international proceedings, or upload theses to higher education repositories which are integrated in the Kemenristekdikti Student Final Project Repository portal (rama.ristekdikti.go.id). Published articles must have gone through a plagiarism check process with a maximum similarity value of 25%.
   h) Students who have scientific publications in ISSN journals or international proceedings other than theses do not need to upload research articles by submitting evidence of links (url) and articles must include Unesa affiliation.

7) Thesis equivalent for outstanding students who pass PIMNAS is regulated in separate guidelines.

7. Final Project (TA)

Final Project (TA) is a final project for the Applied Undergraduate Program which is equivalent to a course with a load of 4 (four) credits. TA is carried out by 1 (one) or several people and is guided by lecturers who have the appropriate competence and qualifications. In practice, students observe the process within the scope of the operating system, which provides procedural solutions. TA is a solution to the procedurally wide scope of the process. Students are obliged to make scientific papers with appropriate knowledge and understanding for solving procedural problems. The scientific work is expected to be able to complete the process accurately according to standards. The scope of TA is to use existing standard methods to improve the quality of solving operational problems. TA is also expected to provide suggestions or alternatives to improve the operation process. Another thing that is expected is that TA can be a problem solving on the operation process development. The purpose of making TA is to fulfill the obligation to run the courses that apply to the Applied Undergraduate Program at Unesa. The making of TA is expected to actualize the students' ability to be able to organize the knowledge they have or what they have learned to make themselves as professional experts, according to their specialties in a comprehensive manner).

D. Assessment standard

1. Assessment of Student Learning Outcomes
   a) Assessment Components
      1) Class Participation (P)
         Class participation assessment include:
         a. the presence of students while doing face-to-face, structured and practicum activities, with a maximum score of 60;
         b. frequency and quality of student inquiries;
         c. frequency and quality of student opinions / arguments;
         d. frequency of consultation outside lecture hours (enrichment);
         e. student reasoning creativity.
         (total score no.a, b, c, d = 40 (forty))
         The participation score is the sum of the scores a, b, c, d, e, a maximum of 100 (one hundred).

      2) Assignment (T)
         a. Bobot tugas disesuaikan dengan bobot SKS mata kuliah.
         b. Penjadwalan tugas dicantumkan di dalam Rencana Pembelajaran Semester (RPS).
         c. Hasil tugas setelah diberi nilai dan umpan balik serta dikembalikan kepada mahasiswa.

      3) Mid Term Exam (UTS)
         a. UTS is scheduled at the 8th (eight) meeting.
         b. UTS is scheduled in the RPS and is known by students from the beginning of lecture.
         c. UTS results that have been assessed and given feedback are returned to students.

      4) Final Term Exam (UAS)
         a. UAS is carried out on a scheduled basis at the end of the semester and is regulated by the Faculty which is carried out with a special schedule and coordinated by the Deputy Dean for Academic Affairs.
         b. The results of the written UAS that have been assessed and given feedback are returned to the students.
         c. UAS can be held if lectures have lasted at least 15 (fifteen) times, including UTS.
         d. Students who are allowed to take the UAS if their attendance is at least 12 (twelve) times face to face and UTS. If the number of student attendance is less than 13 (thirteen) times including UTS, then the student's name will be blocked in the attendance list of UAS participants in Siakadu.
         e. Students who get institutional assignments can be subject to special assessments. This assessment must be accountable academically by referring to the four components of the assessment and obtaining approval from the head of study program/department.

   b) Assessment Reference
      1) Assessment process and student learning outcomes include: assessment principles, assessment techniques and instruments, assessment mechanisms and procedures, implementation of assessments, reporting of student assessments and graduation.
      2) Learning assessment standards are the minimum criteria for assessing student learning processes and outcomes in order to meet graduate learning outcomes.

   c) Score Uploading Terms
      Lecturer upload students' raw (original) score to SIAKADU consisting: participation (P), assignment (T), mid term exam (UTS), and final exam (UAS) within 0-100 scale.

   d) Score (S)
      Score is calculated using:

$$S = \frac{(2 \times P) + (3 \times T) + (2 \times UTS) + (3 \times UAS)}{10}$$

e) Score Conversion
Score is conversed from 0–100 into 0–4 and its grade.

Table 2 SCORE CONVERSION

Score Interval	Score	Huruf Grade
85 ≤ A < 100	4	A
80 ≤ A- < 85	3,75	A-
75 ≤ B+ < 80	3,5	B+
70 ≤ B < 75	3	B
65 ≤ B- < 70	2,75	B-
60 ≤ C+ < 65	2,5	C+
55 ≤ C < 60	2	C
40 ≤ D < 55	1	D
0 ≤ E < 40	0	E

f) Learning Outcomes
Achievement of Learning Outcomes is manifested in the form of an Achievement Index (IP).
There are two kinds of IP for student learning outcomes, namely each semester's IP (IPS) and cumulative IP (GPA).
1) IPS is an IP which is calculated from the learning outcomes achieved by students for one semester.
2) GPA is the GPA which is calculated from the learning outcomes of all the courses programmed in the semester that has been completed.
3) The determination of IPS and GPA is based on all grades of the programmed courses (compulsory and elective), including subjects that score 0 (zero) or E.
4) IP determination
5) IP assigned by formula

$$IP = \frac{KN}{K}$$

KN = credits load x score
K = credit load
6) GPA is calculated up to two decimal places

2. Remidial Score
Students are allowed to reprogram courses to improve their grades. The grades listed on the transcript are the best grades. The requirement to reprogram is a course with a **maximum score of D**.

3. Others
a. Students are not allowed to cancel courses that have been programmed.
b. Students who repeat courses, study programs must provide courses and course codes according to the student's academic year manual.

BAB III
ACADEMIC NORMS

A. New Students Admission

New Unesa students admissions are carried out by following the rules set by the Ministry of Research, Technology and Higher Education as well as Unesa's internal regulations. Admission of new students is carried out through various selection channels both at the national and university levels.

1. New Student Admissions for the SNMPTN
   SNMPTN is an admission pathway for new students held nationally for Undergraduate Study Programs through the selection of academic achievements at the school level (SMA / MA / SMK / MAK).
2. New Student Admissions for the SBMPTN
   SBMPTN is an admission route for new students for Undergraduate Study Program which is carried out jointly with other State Universities through computer-based written exams, as well as skills tests for study programs for arts and sports groups.
3. New Student Admissions for the SPMB
   SPMB is the independence admission of new undergraduate and applied bachelor (D-IV) students regulated by Unesa. This admission consists of
   a. regular;
   b. achievements, such as religious achievements, sports achievements, artistic achievements, and achievements of persons with disabilities;
   c. applied bachelor admission.
4. Transferred Undergraduate Program Student
   Transferred undergraduate students are students who graduated from the Diploma program and continue their education at Unesa and have received credit recognition from the intended department/study program. The number of students accepted is adjusted to the capacity and determined through selection.
   a. Transfer program is held in the even semester.The courses that are recognized are determined by the department/program study and the results are submitted to the vice rector for Academic Affairs to know the faculty after the determination of acceptance. Any courses that are recognized but have a D or E score must be reprogrammed.
   b. The number of credits linear from diploma graduate to undergraduate Education or from non-education diploma/ undergraduate graduate is determined by the range of the number of credits recognized and must be taken according to the provisions as shown in Table 3.

Table 3
RANGE OF CREDITS ACKNOWLEDGED AND OBTAINED BY STUDENTS OF DIPLOMA PROGRAMS IN EDUCATION/NON-EDUCATION TO LINEAR UNDERGRADUATE PROGRAM EDUCATION/NON-EDUCATION

Graduate Transferred	∑ Credits Acknowledged	∑ Credits Obtained
Education/Non Education Diploma Program	60 – 120	24 - 100

B. Registration

Every Unesa's student must register. Registration is carried out in order to obtain the validity of student status.

1. Things to be considered by students during registration are:
   a. Registration is compulsory for new and old students;
   b. The schedule for registration activities is determined in the academic calendar;
   c. Operational provisions and procedures for the implementation of registration are prepared and announced by BAKPK;
   d. If until the deadline for the registration schedule, the student has not yet registered, the student in question is declared inactive (N);
   e. Students who do not register cannot carry out academic and non-academic activities, such as: online KRS, advisory, and others;
   f. The maximum number of credits that can be programmed per semester is based on the previous GPA and IPS and a maximum of 24 (twenty four) credits;
   g. The maximum number of credits of students who are active after leaving or inactive status is based on the results of semester studies and the cumulative study results of students before leaving or being inactive.
   h. Changes (additions/subtractions) of courses are made up to the 3rd (third) meeting.

2. Registration Flow
   Registration is carried out through:
   a. Students pay the Single Tuition Fee (UKT) according to a specified schedule;
   b. Students provide advice and approval to fill KRS by online Student Advisory Lecturers (DPM) according to a predetermined time schedule;
   c. Students fill KRS online under the guidance / approval of DPM. Approval is marked by approving / clicking on the KRS entry referred to by DPM;
   d. Students have to print KRS approved by DPM then signed by the person concerned and DPM.

3. Tuition Fees (UKT)
   a. Students are required to pay tuition fees according to the Single Tuition Fee (UKT) which is determined based on verification.
   b. The amount of UKT remains valid for students of a generation starting in semester 1 (one) until the student completes his studies.
   c. UKT payments are made online at the Bank established by Unesa, according to the specified schedule.

C. Academic Leave

1. General Terms
   a. Academic leave is a condition when students are registered as Unesa students who are allowed by the university not to participate in academic activities with the consequence of not paying UKT.
   b. The maximum length of leave is 2 (two) semesters during the study period of the student concerned.
   c. Academic leave is carried out per semester and is counted towards the study period and is not carried out in consecutive terms.
   d. Academic leave is not given in semester 1 (one), except for circumstances justified by the university leadership.
   e. Academic leave is also not given at the end of the study period.
   f. Students who are on leave status are not allowed to carry out academic activities (for example: lectures, UTS, UAS, thesis/final project guidance, PKL, PLP, KKN, and extracurricular activities), student activities, and are not eligible to receive scholarships.
   g. The maximum credits that can be taken are based on the results of semester studies and the results of students' cumulative studies before leaving if the student is active again.
   h. If a student has returned from academic leave, the maximum amount of credits that can be taken is based on the results of the semester study and the results of the student's cumulative study prior to academic leave.
   i. Students (academic leave) who will activate their status as Unesa students, are required to show a leave letter to the Finance Department in order to make UKT payments.
   j. Students who receive scholarships are not allowed to apply for academic leave.

2. Leave Application Process
   a. Students submit a letter of request for leave to the Chancellor through the faculty with the approval of the Student Advisors and Head of Study Program / Head of Study Program.
   b. The Head of BAKPK on behalf of the Chancellor stipulates a certificate of academic leave.

D. Non-Active

1. Students who do not register academically and administratively, and do not apply for academic leave, are declared inactive (N).
2. Non-active students (N) are required to pay UKT in the active semester and before.

E. Counseling

1. Advisory is a process that is carried out outside of the lecture schedule, through personal contact with a lecturer or a group of students, to help these students achieve optimal learning outcomes (attitudes, knowledge, and skills) according to the time specified.
2. Student Advisor (DPM)
   Student Advisor is a permanent lecturer who is assigned the task of providing consideration, guidance, advice, and approval to a number of student guidance in academic and non-academic fields.
3. Purpose
   Counseling purposes to help/assist students in term of:
   a. adjusting to campus life;
   b. finding effective learning methods;
   c. overcoming the difficulties associated with study.
4. Obligations of Student Advisor (DPM)
   a. Guiding a number of students under guidance in the academic field preventively, curatively, and persuasively.
   b. Guiding a number of students under guidance in non-academic fields in order to support students' soft skills.
   c. Consulting with the Head of the department/study program/faculty counseling if there is any academic or non-academic problems that cannot be resolved.
   d. Carrying out a counseling process at least 3 (three) times a semester and record it in the online academic guidance form (at Siakadu).

e. Validating the Non Academic Assessment System (SIPENA); validation is carried out by checking the feasibility of student activities using SIPENA.
f. Providing a (written) advisory report to the Head of the department/study program at the end of each semester.
g. Providing the opportunity for students under guidance to consult directly to faculty counselor.
h. Offering suggestions in order to improve the conseling programs.
i. Approving the online KRS programmed (by students under guidance) at Siakadu. If DPM does not approve KRS, the student's name will not appear in both attendance list and grading list.
j. Monitoring and evaluating the students' learning outcomes, checking the credits programmed and the students' GPA.
k. Maintaining the confidentiality of the Siakadu (password).

5. Students' Obligations
   a. Consult to DPM actively minimum 3 (three) times a semester;
   b. Fill in KRS online according to the set schedule;
   c. Obey the advisory results;
   d. Maintain the confidentiality of his own password for online activities;
   e. Request SIPENA validation.

F. Counseling Group (GLBK)

1. Counceling groups (GLBK) aims to help students, both individually and in a group, to:
   a. gain an understanding of oneself and the environment in the framework of an *effective daily life*;
   b. compile and develop academic programs and/or other programs according to one's aspirations, abilities, and environmental conditions;
   c. develop oneself optimally by selecting student activity units (UKM) and the like in Unesa by considering self-potential;
   d. know and develop useful personal skills in the environment;
   e. solve and resolve personal, social, study, and career problems and other problems.

2. Main Responsibilities of Counseling Group are to:
   a. identify student potential both the strengths and weaknesses;
   b. help overcoming problems experienced by students, both personal problems (study, career) and social problems;
   c. motivate student's positive attitudes and study habits;
   d. cooperate with student advisor to obtain students information especially whom requires counceling group in order to improve student learning outcomes;
   e. periodically collaborate with the stakeholders (working-places) to provide motivation and information for career development.

3. Service Procedures
   Students who require the counceling should:
   a. directly come to counseling group unit on weekdays or contact faculty counselor;
   b. show a valid Student ID;
   c. fill the personal data (filling in the form provided);
   d. Follow the guidance and counseling session.

G. Student Transfer Program

Transfer programs are changes in student status including: administrative, academic status, and others. Student transfer program can be done based on the prior study program and students' capacity. Student transfer program at Unesa are regulated as:

1. General Requirement
   Education program students are not allowed to transfer to non-educational programs and conversely, non-educational students are not allowed to transfer to the Education program.

2. Transfer Program in the Same Faculty
   Transfer programs of study programs in same faculty will be allowed for students who are (at least) in their 3rd (third) semester and there is an available formation (position) in the intended study program or with certain considerations, including: students' GPA must be > 2.0; transfer program of the study program recommended by the head of the intended study program aiming to improve students' academic performance; intended study program should have lower student admission (the number of applicants, minimum score of student admission tests, and study program accreditation) or (in another word) to lower level of study program. The procedures of transfer programs are regulated as:
   a. Student must submit a written transfer application to the Dean; the transfer application must be approved by student advisor (DPM) and the Head of the department/study program;
   b. The designated departments/study programs will conduct the test to student who applies the program;
   c. If the transfer application is accepted, the designated department/study program will convert the courses that have been taken;

d. Dean issues the acceptance letter of the transfer program;
e. A copy of the acceptance letter and attachment of courses conversion are sent to BAKPK for administrative process and report (to Rector); and
f. Intended study program must not be higher than the original study program (considering students accaptance of the study program and its accreditation).

3. Transfer Programs to the Different Faculties
Transfer programs of the different faculties will be allowed for students who are (at least) in the 3rd (third) semester and there is an available formation (position) at the intended study program in the intended faculty or with certain considerations, students' GPA must be > 2.0; transfer program of the study program recommended by the head of the intended study program aiming to improve students' academic performance; intended study program should have lower student admission (the number of applicants, minimum score of student admission tests, and study program accreditation) or (in another word) to lower level of study program in the intended faculty. The procedures of transfer programs are regulated as:
a. Student must submit a written transfer application to the Rector; the transfer application must be approved by the student advisor (DPM), the head of the department/study program, and the Dean;
b. Of the transfer application, the Rector will ask the Dean (for the consideration) of the purpose of transfer; similarly the Dean will ask (for the consideration) the head of the related department/study program;
c. If the transfer program is available, the designated department/study program will conduct the test to student who applies the program;
d. If the student pass the given test, the designated department/study program will convert the courses that have been taken;
e. Dean forwards the notification letter to the Rector regarding the process and results;
f. The Rector issues a decree regarding the transfer program;
g. A copy of the decision letter is sent to BAKPK.

4. Transfer Program to Other University
Permission to transfer to other university is given after students complete the financial administration requirements in accordance with the provisions. The procedures of transfer programs are regulated as:.
a. Student must submit a written transfer application to the Rector for transfering to other university; this application must be approved by the student advisor (DPM), head of department/study program, and Dean.
b. The Head of BAKPK on behalf of the Rector issues a transfer approval letter to other university when the student has been admitted to the designated university.

5. Transfer Program to Unesa
Students who can be accepted (by Unesa) are students from tertiary institutions with an A (Excellence) accreditation and the intended study program must have the same or higher acceditation. Transfer student has attended a minimum of 2 (two) semesters, is registered at the origin university, and has sufficient study period to complete the study in the designated study program. The procedures of transfer programs are regulated as:
a. Prospective student must submit a written transfer application to the Unesa rector and the academic transcript of the origin university must be attached.
b. The Rector forwards the transfer application to the designated Dean and Head of Study Program for consideration.
c. The designated study program will conduct written, oral, and/or skills tests regarding the program applied including file verification.
d. If the prospective student is accepted, the Dean submits the results of the acceptance test to the Rector to issue a acceptance letter regarding the academic status.
e. After being accepted, students must register according to the schedule and applicable regulations.
f. The Head of Study Program performs course conversion and uploads it on Siakadu.

H. Student Exchange

State University of Surabaya has several student exchange programs, including the SEA-Teacher and SEA TVET programs. The SEA-Teacher Program is an exchange program for students majoring in education to practice teaching in ASEAN countries. The main objective of this program is to share learning experiences in the neighboring countries. Meanwhile, the SEA-TVET program aims to improve or deepen skills relevant to local industries, reduce gaps in communication and culture, work habits, etc. in the Southeast Asia (ASEAN) regions. For further student exchange information, please see the Unesa cooperation page (https: // cooperation.unesa.ac.id/) or you can contact the International Office on the 1st Floor of the Rectorate Building, Lidah Wetan Campus, State University of Surabaya.

I. Scholarship

State University of Surabaya offers several scholarship programs to students, nationally and internationally. For the general scholarship, students can look out on the Unesa scholarship page (https://www.unesa.ac.id/archive/scholarship/). For national scholarships, students can contact the Vice Rector for Students and Graduates Affairs at the 7th Floor of the Rectorate Building. For international scholarships, student can contact the International Office on the 1st Floor of the Rectorate Building, Lidah Wetan Campus, State University of Surabaya.

J. Course Cancellation

Courses cancellation can be done in the double courses with different codes (same credit load) in student transcripts. The course cancellation process is described as:

1. Student must submit cancellation application to cancel the double course.
2. Course cancellation application is submitted to the Vice Rector for Academic Affairs.
3. Vice Rector for Academic Affairs forwards the cancellation application to PPTI.
4. The head of PPTI have the PPTI staff to immediately process the course cancellation.
5. PPTI staff cancels intended courses.

K. Intermediate Semester

1. General Terms
   a. Intermediate semester is for students who reprogram their courses.
   b. Intermediate semester is a unit of activity consisting of 8-10 weeks of lectures, equivalent to 16 (sixteen) face-to-face meetings or other scheduled activities, including UTS and UAS.
   c. Academic activities carried out in the intermediate semester are the same as the academic activities carried out in the odd semester and the even semester.
   d. The consideration in conducting intermediate semester is held by the Faculty.
   e. The maximum semester credit unit (credits) load that can be taken is 9 (nine) credits.
   f. The minimum number of class participants required to be held is 10-15 students.
   g. The fee for attending intermediate semester lectures is determined by the Rector.
   h. The results of the intermediate course will be administered in the intermediate semester.
   i. The intermediate semester is opened 1 (one) week after the uploading grades deadline.
   j. The maximum score of courses programmed in the intermediate semester is B+

2. Participants
   Students who apply intermediate semester are required to:
   a. Previously pogrammed the selected courses;
   b. Register the intermediate semester academically and administratively.

L. Dropouts

1. Dropouts can be submitted by students individually during the study period.
2. Dropouts are assigned to students who:
   a. Have GPA less than 2.00 (< 2.00) and total credits less than 30 (< 30) in 4 (four) semesters;
   b. have been inactive (N) for more than 2 (two) semesters;
   c. has the status on leave (C) for more than 2 (two) semesters.
3. Students who have dropped out are entitled to a certificate of having been to college and given academic transcripts during their study.
4. Students who have finished their study period and have not been able to complete their studies according to the predetermined maximum study period are terminated as Unesa students.

M. Non-Academic Assessment System

SIPENA is a form of achievements recognition of the extracurricular and co-curricular activities as the student study loads and it is administered as the Activity Credit Unit score (SKK) which is accumulated from the extracurricular and co-curricular activities. SKK scores at the end of the study period are stated in the form of Student Activity Transcripts (TKM). SIPENA is a prerequisite for graduation and graduation statement (SKPI).

SIPENA aims to:

1. To instill a scientific attitude, stimulate creativity and innovation, and develop a dignified character.
2. Improve student skills in team work, communication, management skills, organization and leadership.
3. Increase student involvement and participation in student activities.
4. Provide recognition and appreciation for student activities and achievements.
5. Provide documents accompanied by authentic evidence about all activities and all student achievements that are useful for stakeholders when entering the world of work.

The scope of SIPENA's activities is:

1. Compulsory university activity; Introduction to campus life for freshmen (PKKMB).
2. Selected activities in student affairs, such as:
   a. Reasoning and scientific activities.
   b. Organizational and leadership activities.
   c. Interest, talent and hobby activities
   d. Community service activities
   e. Other activities regulated in the guidelines of the Non-Academic Assessment System.

For further information, go to the Single Sign On (SSO) system of the State University of Surabaya on the https://sso.unesa.ac.id/ page, the Student Affairs section.

N. Graduation Determination

Students are declared as graduated if they meet the following criteria.

1. Able to achieve a minimum GPA of 2.50 by obtaining a minimum score of C for General Compulsory Subjects (MKWU: Religious Education, Pancasila Education, Citizenship Education, and Indonesian Language) and no E.
2. The maximum D scores is 5% of all credits achieved in the Institutional Compulsory Courses (MKWI) and courses at the faculty/department/study program level.

Provisions for determining graduation are:

1. having the status of an active student;
2. filling out the online graduation registration form in accordance with applicable regulations;
3. submitting a printed thesis or final project (hard copy) along with a soft copy signed by the examiner lecturer, the Head of the Department, and the Dean;
4. submitting the completed graduation registration form and academic transcripts;
5. submitting a photocopy of the TEP/TOEFL ITP certificate with a minimum score of 425 (legalized by the Unesa Language Center); for students of the Department of English Language and Literature, minimum score obtained is 525.

O. Graduation Registration

Graduation is a ceremonial event to determine student graduation from a level of education at the faculty level. Graduates are stated with a predicate determined by their the Grade Point Average (GPA).

1. Graduation
   a. The graduation is adjusted to the academic calendar and is determined based on the Dean.
   b. The implementation of the graduation is regulated by the faculty under Unesa's management.
   c. Graduation documents are sent to BAKPK for degree completion of both academic and non-academic transcripts.
2. Registration Requirement
   To apply the graduation ceremony, students are required to:
   a. Submit the graduation registration form to the faculty
   b. Submit a photocopy of the Study Completion Determination (SPPK) to the faculty.
   c. Show original receipt for Graduation fee and submit a receipt copy.
   d. Submit 6 (six) newest black and white photos on a white background size 4 x 6 (male: wearing alma mater coat, white shirt, tie, and no glasses;. female: wearing alma mater coat, white shirt, no tie, and no glasses).
   e. Submit the certificate of TEP/TOEFL ITP with a minimum score of 425 (all study programs) and 525 (English department) which is legalized by the Unesa Language Center.
3. Graduation Predicate
   In accordance with the National Higher Education Standards, the graduation predicates are:
   a. GPA = 2.00 s.d. 2.75 : Satisfactory
   b. GPA = 2.76 s.d. 3.50 : Very Satisfactory
   c. GPA = 3.51 s.d. 4.00 : Cum Laude
   Determining graduation predicate is:
   * For undergraduate and applied bachelor program, the study period must be a maximum of 4 (four) years or 8 (eight) semesters.

   **) The provision does not apply to the student transfer program*.

P. Graduation

Graduation is carried out according to the rules established by Unesa.
Graduation is held at least 3 (three) times in one academic year (through quota). The requirements for attending Graduation are as follows:

1. Students have been declared 'graduated' by the Dean through Graduation Determination Letter and have names listed the graduation list;
2. Students have met the administrative and financial requirements set by the Chancellor.

Q. Certificate

1. Limitation
   The Unesa certificate is an certificate given to Unesa graduates according to the level of education taken. Unesa certificates are determined in accordance with the Decree of the Minister of Education and Culture of the Republic of Indonesia No. 81/2014 on Diplomas, Competency Certificates, and Higher Education Professional Certificates.
   Unesa certificates have special characteristics, namely regarding the type of paper, size, and security marks which are stated in the Decree of the Unesa Rector No. 071/K08/HK.01.23/PP.00.01/2000 on Regulations of Teaching Diplomas and Graduates Certificates for Diploma and Undergraduate at Unesa which has been valid since the even Semester 1998/1999.

2. Academic Transcript
   Academic transcripts are an integral part of the Unesa certificate.
   a. Academic transcript and graduation certificate are issued by BAKPK.
   b. Academic transcripts are issued according to data provided by the faculty in the graduation form/file.
   c. Academic transcript format is stipulated by Unesa
   d. Academic transcript has data on students, faculties, study programs, GPA, thesis titles, number of credits, and the score of each course programmed by students.
   e. Academic transcript is written in two languages, namely Indonesian and English
   f. Unesa's academic transcript is signed by the Head of BAKPK.
   g. Copy of academic transcript is validated by the Head of BAKPK.

3. Graduation Statement (SKPI)
   Graduation statement (SKPI) is a document consisting informasion on students achievements of study programs or qualifications of higher education graduates.
   a. SKPI contains student data, graduate learning outcomes, KKNI level, admission requirements, language of instruction, assessment system, and length of study.
   b. SKPI is written in two languages, namely Indonesian and English.
   c. SKPI is signed by the Dean.
   d. SKPI's copy is validated and signed by the Dean.

R. Title

1. Academic titles and professional titles for Unesa graduates are given in accordance with the Decree of the Minister of Education and Culture of the Republic of Indonesia No. 178/U/2001 on 21 November 2001 on College Graduates and Designations.
2. Unesa awards academic titles to its graduates.
3. Professional title is the name given to Unesa graduates undertaking professional education.
4. Academic titles are used for both academic and skills expertised for undergraduate in the form of an abbreviation and entitled after the graduates' name.
   The academic title and its abbreviation is seen in the table below.

Table 4 ACADEMIC TITLE AND ABBREVIATIONS

Kelompok Program Studi	Gelar Akademik	Singkatan
1. Literature	Bachelor of Literature	B.Lit.
2. Mathematics	Bachelor of Mathematics	B.Math.
3. Science	Bachelor of Sciences	S.Sc.
4. Education	Bachelor of Education	B.Ed.
5. Sport Science	Bachelor of Sport Science	B.Ss.
6. Sociology	Bachelor of Sociology/Bachelor of Social Science	B.SC.
7. Psychology	Bachelor of Psychology	B.A. (Psych)
8. Law	Bachelor of Laws	LL.B
9. Engineering (Related to its)	Bachelor of Engineering	B.E.
10. State Administration	Bachelor of Social Science	B.A.S.A
11. Communication	Bachelor of Communication Science	B.A.Com.
12. Islamic Economics	Bachelor in Islamic Economics	B.Ec.
13. Accounting	Bachelor of Accountancy	B.Acc.
14. Management	Bachelor of Management	B.M.S.
15. Visual Communication Design	Bachelor of Design	B.Des.
16. Music	Bachelor of Arts in Music	B.A.Mus.
17. Arts	Bachelor of Arts	B.F.A.
18. Engineering Informatics	Bachelor of Engineering	B.S.C.S.
19. Informatics	Bachelor of Engineering	B.S.C.S.
20. Economics	Bachelor of Economics	B.Ec.
21. Nutrition	Bachelor of Nutrition Science	B.S.N.D

S. Graduation Statement

Graduation statement (SKPI) is a document consisting informasion on students achievements of study programs or qualifications of higher education graduates.

1. SKPI contains student data, graduate learning outcomes, KKNI level, admission requirements, language of instruction, assessment system, and length of study.
2. SKPI is written in two languages, namely Indonesian and English.
3. SKPI is signed by the Dean.
4. SKPI's copy is validated and signed by the Dean

T. Awards

1. Students who have taken 2 (two) semesters and have academic achievements are given the opportunity to get a scholarship. Other requirements are based on the applicable provisions.
2. Students have the opportunity to become Outstanding Students if meeting the requirements/criteria set by the Student Achievement Assessment Team.
3. Students determined as the best graduates at the graduation ceremony are those who graduate with the highest GPA and in the shortest period of study.
4. Awards for national and international outstanding students are regulated by the Rector's Regulation.

U. Academic Ethic

Academic ethics is formulated with the aim of maintaining the quality of educational outcomes and providing sanctions for students who violate existing regulations.

1. Students who cheat on exams (cheating, distributing answers to other students, etc.) and do academic plagiarism are directly failed and scored "E" in the course.
2. Students who falsify lecturers' signatures or administrative activities related to the process of implementing education, the scores obtained in all courses programmed in the current semester are directly failed and scored "E".
3. Students who falsify the graduation requirement letter are postponed in the current semester.
4. The violations of academic ethics are regulated in the Academic Ethics Guidelines.
5. According to the learning outcomes, graded sanctions are set as shown in Table 5.

Table 5 TOTAL CREDITS PASSING AND FORMS OF ACADEMIC SANCTIONS

Education Program	End of Semester	Total credit passing*)		
		Normal	which must be considered	
			Critical	Academic Sanction
Undergraduate or/and Diploma Program	I	18	≤ 9	
	II	36	≤ 18	Written notice I
	III	54	≤ 30	Writen notice II
	IV	72	≤ 40	**Announced as Drop-out Student**
	V	90	≤ 50	
	VI	108	≤ 60	
	VII	126	≤ 70	
	VIII	144	≤ 80	

*)Total credit passing is total credit of all subject courses with minimum score 2,00 (C), described as:

a. DPM at the end of each semester is required to make a report on the progress of student studies that do not reach the minimum number of credits to the head of the department/study program.
b. Written Notice I is issued by the Head of the department acknowledged by the Dean and mailed to the students' parents/guardian and attached its copy to the Faculty/Department counceling.
c. Written Notice II is issued by the Head of the department acknowledged by the Dean and mailed to the students' parents/guardian and attached its copy to the Faculty/Department counceling.
d. If at the end of semester 3 (three), total credits obtained is less than 30 (thirty), the head of the department submits a letter of proposal to the Dean for further process.

INSTRUCTIONS
HOW TO USE THE CREDIT TABLE

In general, the determination of the amount of credit that can be taken by students is determined by: finding the intersection between the line drawn from the AB line (the line indicating semester IP) and the AD line (which shows the cumulative IP).

Example:

1) X (yellow line) Semester IP: 1.5 Cumulative: 2.2
   So in the following semester, X can only take credits between 18-19 credits (obtained by drawing the intersection line, oblique upward).
2) X (black line) Semester IP: 2 Cumulative IP: 1.5
   So in the following semester X can only take credits between 17-18 credits (drawn from the meeting point, sloping down).
3) X (red line) Semester IP: 2.5 Cumulative IP: 2.5
   Credit that can be taken in the following semester is only 22 credits (because the meeting point is exactly 22)
4) X (blue line) Semester IP: 2.7 Cumulative IP: 2.8
   The credit that can be taken in the following semester is only 23 credits (because the meeting point falls on the EMPTY box, then the credit is determined by looking at the number box above or to the right of the meeting point).

Advisory Lecturers (DP) examine and validate the completed semester study program. The amount of learning load is the responsibility of the DP in the ranges specified above.

MAXIMUM CREDIT TABLE

