






**STANDARD OPERATING PROCEDURE
CREDIT TRANSFER PROGRAM**



No. SOP 33/26/P2/2020
Date: August 10, 2020

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**QUALITY ASSURANCE UNIT – LP3M
UNIVERSITAS NEGERI SURABAYA
2020**

	SOP FOR CREDIT TRANSFER PROGRAM UNIVERSITAS NEGERI SURABAYA	
	Code/No: SOP 33/26/P2/2020	Revision :00 Date: August 10, 2020

1. PURPOSE

1.1 Domestic Credit Transfer

- a. Increase national insight, integrity, solidarity, and a place for nationality glue among students throughout Indonesia, through intercultural learning.
- b. Developing the leadership abilities and soft skills of students with the character of Five Principles (Pancasila), so that they are ready to interact cooperatively and competitively both at the national level and with other nations in the world for the sake of national dignity through integrated learning.
- c. Providing opportunities for students to gain learning experience at other universities through credit transfer / transfer and obtaining credit, by attending lectures, both inside and outside of their study program as part of the independent learning program.
- d. Improving the quality of higher education through strengthening comparative advantage (academic excellent) each college.
- e. Implementing a distance education system (PJJ) for students throughout the country to improve access and quality of information technology-based learning.
- f. Supporting the Independent Learning Campus Program, in order to strengthen and increase the competence of Unesa graduates.

1.2 International Credit Transfer

- a. Students will get added value through increased harmonization between hard skill and soft skills.
- b. Expanding and strengthening networks, cooperation, socio-cultural understanding and internationalization of the Indonesian higher education system.
- c. Sustainable self-development (Continuous self-development) for student.

2. SCOPE

- 2.1. The Domestic Credit Transfer Program is a study load recognition process (credit score) for students through the Permata-Sakti program in collaboration between universities throughout Indonesia. Transfer of Credit Score is the recognition of the results of the educational process expressed in semester credit units or other measures to achieve learning competencies in accordance with the curriculum that is carried out between the same or different study programs.
- 2.2. The International Credit Transfer Program is a process of recognizing study load and learning outcomes which has been obtained by a student while in partner universities abroad (host university). In addition, through the International Credit Transfer Program, the home university (home university) in Indonesia can get to know, learn about various transfer systems existing credit, such as the European Credit Transfer

System, ASEAN Credit Transfer System and the UMAP Credit Transfer System, and then implement and develop a credit transfer system in accordance with the needs and regulations of Universitas Negeri Surabaya.

3. DEFINITION

Academic credit transfer is the process of evaluating qualification components to determine overall / comparability with other qualifications by pooling comparable credits for academic achievement and individual achievement. Credit Transfer is a mechanism for recognizing workload and achievement at Unesa with other higher education institutions both at home and abroad.

Permata-Sakti is a **program** student exchanges between universities in Indonesia which are facilitated by the Director General of Belmawa, Kemenristekdikti and held in several state universities with provisions that have been set and required by Belmawa.

International Credit Transfer System (ICTS) is a process of acknowledging the study load and learning outcomes which has been obtained by a student while in partner universities abroad (host university)

4. REFERENCE

- 4.1. Constitution of The Republic of Indonesia 1945;
- 4.2. Law Number 20 of 2003 concerning the National Education System (State Gazette of the Republic of Indonesia of 2003 Number 78, Supplement to the State Gazette of the Republic of Indonesia Number 4301);
- 4.3. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);
- 4.4. Government Regulation of the Republic of Indonesia Number 66 of 2010 concerning Amendments to Government Regulation Number 17 of 2010 concerning Management and Implementation of Education;
- 4.5. Government Regulation Number 4 of 2014 concerning Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to State Gazette of the Republic of Indonesia Number 5500);
- 4.6. Presidential Regulation Number 13 of 2015 concerning the Ministry of Education and Culture (State Gazette of the Republic of Indonesia of 2015 Number 14);
- 4.7. Regulation of the Minister of Research, Technology and Higher Education Number 4 of 2017 concerning Guidelines for Cooperation in the Ministry of Research, Technology and Higher Education;
- 4.8. Regulation of the Minister of Education and Culture Number 46 of 2019 concerning Details of the Duties of Work Units within the Ministry of Education and Culture;
- 4.9. Regulation of the Minister of Education and Culture of the Republic of Indonesia, No. 14 of 2014 concerning Higher Education Cooperation;
- 4.10. Regulation of the Minister of Education and Culture Number 3 of 2020 concerning National Higher Education Standards.

4.11. Quality Standards for the Undergraduate Program of Universitas Negeri Surabaya

4.12. Rector's Regulation Number 3 of 2020 concerning Internal Quality Assurance System

5. PROCEDURE

Domestic Credit Transfer

- a. The participating universities offer the Permata-Sakti program to Faculties Departments to Unesa.
- b. Furthermore, Faculties / Departments offer the Permata-Sakti program to study programs that are willing to send and or receive Permata-Sakti participants inside and outside Unesa.
- c. Make a cooperation agreement that contains detailed and technical provisions regarding the implementation of student exchange cooperation.
- d. The Study Program that organizes the Permata-Sakti Program is required to make a Decree on the Determination of the Permata-Sakti Participant Study Program by Unesa
- e. The sending university study program is required to contact / coordinate with the receiving university study program for willingness to partner and coordinate the curriculum as well as the determination of Credit Transfer and Credit Acquisition by each partner university
- f. The learning system in the 2020 Permata-Sakti Program is carried out with Distance Education (PJJ) and is carried out in the first / odd semester 2020-2021. If using distance education (PJJ) can be synchronize and or asynchrone and it is recommended to use the Learning Module according to PJJ standards.
- g. The study program at Unesa recognizes and validates course credits taken by program participants at partner universities.
- h. The study program at Unesa publishes a list of courses that can be taken by prospective student participants along with their syllabus or plans, quotas and lecture schedules through the Unesa website under the vice rector in partnership affairs, participants of the Permata-Sakti program must have student norms so that they can enter and be recognized in the SSO system. Unesa so that she can take the courses that will be taken
- i. Unesa will select and acknowledge students participating in the Permata-Sakti Program who take courses outside of their study program, either partially or completely according to the needs and interests of the participating students, to support the Independent Campus Program and Independent Learning
- j. Lecturers who teach courses are required to facilitate cross-cultural and social interaction activities between participants of the Permata-Sakti program, both related to course material, and in the form of community service activities that are not related to lecture material.
- k. The form and implementation of cross-cultural and social interaction activities among participants as well as community service activities is an initiative of student participants for guidance and direction from lecturers who guide the course and must be facilitated, both in terms of infrastructure and funding by universities receiving the Permata-Sakti program, in accordance with the provisions as stipulated in the cooperation contract with the Directorate of Learning and Student Affairs.
- l. Cross-cultural and social interaction activities among participants as well as community service activities carried out by participants in the Permata-Sakti program must be documented in the form of a video or video stream and presented and

discussed online in a special class (webinar) outside lecture hours and an integral part of lecture activities.

The information dissemination of the Permata-Sakti Program is as follows:

- a. Dissemination of information on the Permata-Sakti program consists of dissemination of information at the national (central) and local tertiary levels.
- b. Dissemination of information at the national level is carried out by the Permata-Sakti Program Working Group, Directorate of Learning and Student Affairs.
- c. Dissemination of information at the tertiary level is carried out by a college team led by the Vice Rector of Partnership, after participating in information dissemination at the national level.
- d. Materials and materials for disseminating information in tertiary institutions are prepared by the Permata-Sakti Working Group and can be added with local materials by each university.


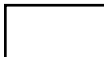
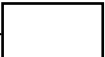
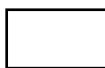
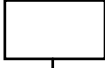
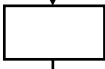
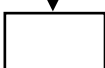
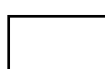
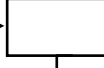
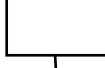
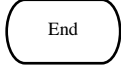
International Credit Transfer

- a. The leaders of two or more tertiary institutions must first sign a Memorandum of Understanding (MoU).
- b. The Memorandum of Understanding is signed by the Rector of each university, hereinafter referred to as the Parties.
- c. Within the period agreed upon by the Parties, the Memorandum of Understanding must be followed up by making and agreeing on a Cooperation Agreement (MoA) which contains more detailed and more technical provisions on the implementation of Credit Transfer cooperation.
- d. A detailed description of the cooperation program (MoU and MoA), which at least contains:
 - 1) The participant recruitment system includes the requirements for students participating in the Credit Transfer program.
 - 2) Curriculum (learning achievement, learning process, learning load, evaluation and implementation system).
 - 3) Number of study programs offered from each Faculty.
 - 4) The number of students who can be accepted as program participants for each study program
 - 5) The coordination system for the implementation of the cooperation program.
 - 6) Program financing includes: (a) Rights and obligations of the parties / universities working together; (b) Rights and Obligations of Program participants; (c) Dispute resolution; (d) The termination of the Cooperation Agreement.
- e. Faculties and Study Programs proposing credit transfer programs select prospective participants for the credit transfer program with the following requirements:
 - 1) Students are active at least semester 3 to semester 6 when registering
 - 2) Have a GPA of at least 3.00
 - 3) Have a TEP value of at least 400
 - 4) Never received academic sanctions at Unesa

- 5) Obtain a written permission letter from the parent / guardian
 - 6) Fill out and sign the registration form for the credit transfer program
- f. Faculty and Study Program to report the selection results by sending a letter to the University (Office of International Affairs) in arranging the State Secretariat Approval Letter in preparation for participant departure.
 - g. Faculties and Study Programs collectively assist prospective student credit transfer participants in managing student visas and other academic requirements at partner universities abroad. The University (Office of
 - h. International Affairs) sends the approved State Secretariat Approval Letter to credit transfer participants.
 - i. Students of Credit transfer program prepare for departure to partner universities abroad.
 - j. Recognition of value and transfer of credit from courses taken at international partner universities is carried out by Unesa (Academic Affairs) after students complete a series of learning at foreign partner universities.

6. FLOWCHART

Domestic Credit Transfer

Description	University	Faculty	Program	Lecturer	Document	Time
Bidding Program PERMATA-SAKTI						Academic year
Program selection and delegation decision						
Partnership agreement					LoA	
Implementation of PERMATA-SAKTI program					Application letter	
Recognition and validity of credit transfer						
Courses announcement for student of PERMATA-SAKTI program					Approval letter	
Selection and recognition						
Learning process						
Dissemination of PERMATA-SAKTI program	 					

International Credit Transfer

Description	Secretariat of RI	University	Faculty and Program	Student	Document	Time
MoU and MoA		Start			MoU and MoA	Academic year
Selection of student					Registration form	
Selection announcement of program and propose LoA to Universities partners					Dean Decrees regarding selection result	
Accomplishing visa and requirement document					Passport, student ID and other documents	
Approval of Secretariat of RI					Passport, student ID, LoA and other documents	
Receive a copy of Secretariat of RI approval	Ya				Approval letter	
copy of Secretariat of RI approval deliver to faculty and program as requirement document						
Student departure of international credit transfer program						
Credit transfer program accomplishment and recognition					Recognition letter	
Recognition letter deliver to faculty and program				End		