Academic Policy

UNIVERSITAS NEGERI SURABAYA

2020

CHAPTER I
PRELIMINARY

The development of society in the global era, following the implementation of the reform, democratization, and regional autonomy, has required the State University of Surabaya (UNESA) to develop a new academic paradigm in the form of academic policies, which are able to anticipate ongoing global changes. Various views, basic thinking, and systematic development efforts need to be considered in formulating UNESA's academic policies.

Education and research development are based on a critical appraisal or scientific evidence-based which leads to competence. Academic development at UNESA is no longer centralistic (top-down) or fully autonomous (bottom-up) but covers both proportionally. The 2016-2020 UNESA Strategic Plan and the 2003 National Education System Law, as well as the Teacher and Lecturer Law Number 14 of 2005 which stipulates that sustainable quality development can be driven by autonomy within a frame of accountability which is actualized through accreditation and is based on a self-evaluation process for achieving competence. Quality development standards must be realized by referring to Leadership, Relevance, Academic atmosphere, Internal management and organization, Sustainability and Efficiency, Equity, Accessibility, and Partnership (LRAISE-EAP).

The autonomy in higher education governance expected will provide opportunities for acceleration and more space for the dynamics of the future development of UNESA. Organizational health is chosen because a healthy organization is the main prerequisite for contributing to academic freedom, innovation, and creativity, encouraging efficiency, effectiveness, and organizational responsibility, also making universities an asset, not a burden. Increasing national competitiveness is carried out by encouraging programs/disciplines that can increase the nation's competitiveness through improving the quality and relevance of education, research, and community service.

These three strategic issues are translated into four areas of development in the academic sphere, namely (1) Access and equitable education; (2) Quality and relevance of superior and character graduates in the educational and non-educational fields; (3) Quality of academic, vocational, and professional education programs in a number of disciplines of science, technology, arts and/or sports; (4) A humanist academic climate, a transparent, accountable, responsive, and just institutional management system.

According to this thought, the direction of UNESA was compiled in the form of the UNESA Academic Policy (KA-UNESA), which contains a comprehensive university

conception to manage the tri dharma of higher education following the duties and obligations of the university, to achieve and realize the vision, mission, and goals of the university, especially in academics field.

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CHAPTER II
POLICY DIRECTION

General

1. **The vision of the State University of Surabaya** (Unesa) is **excellent in education strong in science**

2. In carrying the Tri Dharma of Higher Education, UNESA contributes significantly and participates actively in the movement towards the realization of civil society through various efforts that are systematically and gradually arranged, preparing quality human resources in the learning society and knowledge society (knowledge society).

3. Unesa guarantees the implementation of academic freedom, academic forum, and scientific autonomy.

4. Unesa management is carried out based on the principle of autonomy that can be judged by utilizing human, physical, and financial resources efficiently and effectively to encourage the development of various innovations for the implementation of a higher education quality assurance system.

5. Unesa participates the government assisting actively in implementing the Regulation of the Minister of National Education Number 18 of 2007, about the implementation of teaching professional education and the implementation of in-service teacher certification.

6. Unesa is able to take advantage of the unique geographical position of Indonesia which lies between two continents and two oceans with biodiversity, ethnic, and cultural diversity, also establishes Indonesian as the Lingua Franca of the Malay family and develops it as a scientific language.

7. For the direction and process of Unesa's academic administration to be clear and controlled, university and faculty leaders formulate strategic plans in harmony and synergy.

8. Clusters (groups of scientific fields) need to be created to accommodate similar fields of knowledge to increase efficiency, integration between fields of science, development of knowledge, and the bargaining value of the university. Cluster development is adjusted to the dynamics of scientific and technological developments.

9. University, faculties, and departments create an academic atmosphere that is conducive to the development of think tanks and character.

10. For Items 1 to 9 to be achieved, the implementation of academic development must be supported by a good, transparent, and accountable governance system.

<center>**Education**</center>

Missions and Objectives

Mission:

1. Implementing quality and relevant education services as a form of participation in expanding access and equitable education.
2. Carrying out innovative research for the development of science and solving community problems.
3. Carrying out community service programs through the development and application of science in education and non-education.
4. Carrying out comprehensive student coaching services to improve the nation's competitiveness, as well as the formation of character in every human being in the Unesa circumstances.
5. Developing Unesa as an education center and scientific center;
6. Building a higher education management system that is effective, efficient, transparent, accountable, and independent.

Objectives:

1. Access and equitable distribution of education increased;
2. The quality, services, and relevance of education increased;
3. Increased comprehensive student development to improve the nation's competitiveness, as well as the formation of character in every human being in the Unesa circumstances;
4. The development and application of science in the educational and non-educational fields increased;
5. The development of Unesa as an education center and scientific center;
7. Development of a higher education management system that is effective, efficient, transparent, accountable, and independent.

Education Programs

1. Formulate an admission system that always prioritizes academic achievement and equality of access, as well as developing a legal system with due regard to competence, transparency, and accountability.

2. Develop and implement a competency-based curriculum that refers to the Indonesian National Qualifications Framework (KKNI), the National Higher Education Standards (SN-Dikti) which are formulated with stakeholders that include mastery and understanding of knowledge, intellectual skills, practical, managerial, leadership, ethics, and manners.

3. Implement and develop a teaching-learning process using methods, media, facilities, and infrastructure for higher education that able to encourage an attitude of independence, innovation, creation, and in a conducive atmosphere and encourage the creation of responsible academic interactions based on moral and ethical values.

4. Develop a culture so that every student is obliged to uphold the true values of Pancasila, academics, and the almamater both inside and outside the campus.

5. Carry out and develop a teaching-learning process that allows the formation of character for students based on true values and norms that apply in society.

6. Develop the teaching-learning process that allows academic leaps for students with extraordinary intellectual abilities.

7. Provide opportunities and skills for students to learn and develop optimally.

8. Develop an academic environment based on faith, smart, independent, honest, caring, and tough capable of accommodating and adapting the dynamics of the development of science and technology which is based on a high sense of scientific responsibility.

9. Encourage students to always be proactive in academic activities so that there is an interactive, dynamic teaching-learning process, and able to become lifelong learners to build competence and enrich their insights.

10. Encourage students to achieve competency levels gradually and consistently so that they become high qualifications graduates that are competitive at the national, regional, and international levels and are able to play a role as leaders.

11. Organizing in-service and pre-service teacher certification through Teacher Professional Education (PPG) and Teacher Professional Education and Training (PLPG) following applicable regulations to be able to improve teacher quality optimally and to have pedagogical, personal, social, and professional competencies.

Resources

1. Encourage all teaching staff in the Unesa to always improve their competence both in mastering the material/substance of teaching materials and teaching methods, as well as being able to carry out various innovations that can ensure the achievement of student competence for each subject that they teach through further studies, coaching, seminars, workshops, and so on.

2. Increasing the efficiency of the implementation and development of academic programs based on concepts across disciplines through developing Unesa's potential.

3. Develop a curriculum that is oriented towards improving the quality of graduates in competition in the work field and develop a teaching and learning process that refers to student-centered learning by utilizing the latest technology.

4. Optimal empowerment of existing infrastructure to improve the quality of the learning, teaching, and graduate processes.

5. Prioritizing the development of academic programs that are integrated, long-term, and structured.

6. Accelerate the development of various academic facilities and infrastructure aimed at improving the quality of the entire academic community and Unesa graduates.

7. Develop collaborative networks with various higher education institutions and the work field at the national and international levels with the principles of equality, partnership, and mutual benefit, to create Unesa which is known at the national and international levels.

8. Increase the ease of access for all Indonesians fairly and proportionally to obtain information about Unesa by utilizing information and communication technology, for example, print and electronic media.

Program Evaluation

1. Make efforts to advance and improve the quality on an ongoing basis constantly by always maintaining the maintenance of a higher education management cycle that is complete and following the expectations of the community.

2. Each educational program development is followed by being innovative in substance, infrastructure, software, and hardware. In the medium and long term, it is directed to accumulate with similar programs at the national, regional, and international levels.

3. Evaluation of existing educational programs is carried out systematically, structured, periodically, and continuously using valid, reliable, and acceptable measuring instruments at the national, international, and developed within the framework of Unesa's vision towards worldwide educational institutions.

4. A study program can be closed and reopened as needed based on the evaluation results for effectiveness. The closing and opening of study programs are determined by the Chancellor with the approval of the University Senate by referring to the regulations formulated by the University Senate.

Institutional

1. As a research-based university, Unesa organizes academic pathway education by directing its development to undergraduate (S1), postgraduate (S2 and S3) programs, as well as post-doctoral programs systematically.

2. Vocational programs (D3 and D4) are accommodated in diploma education institutions.

3. Other programs than S1, S2, S3, and vocational programs are accommodated in a separate management forum which is then regulated by the university leadership, for example, the implementation of teacher certification through PPG and PLPG and other certification arrangements.

4. To achieve National and/or International Standards, identification, re-mapping, self-evaluation, and enrichment of institutional profiles must be carried out through stages that are systematically and continuously compiled by considering the capabilities and competitiveness of each activity unit.

5. The teaching and learning process are held interactively in a conducive academic environment that implements a quality assurance system.

6. The development and implementation of academic life are credible, transparent, accountable, responsible, and fair which reflects the principles of professionalism and upholds ethical and moral values.

7. The opening of new study programs and the development of existing study programs refers to forms of educational innovation based on the concept of research-based universities.

8. Study programs that are multidisciplinary both at strata and between strata are developed integratively by prioritizing the interests of Unesa comprehensively and to further strengthen the institutional capacity.

9. Encouraging the acceleration of the preparation and use of information and communication technology in all units, especially those related to efforts to improve the quality of education to align access to information of all Unesa's academic community with the global world.

10. Create an academic environment that supports the implementation of a sustainable educational process through self-directed and directed learning proactively.

11. Encourage cooperation with national and international higher education institutions to allow the exchange of teaching staff and students, also equalization of transferable courses.

12. Encourage Unesa's participation in national and international activities.

Research

Missions and Objectives

Missions

1. Become an excellent center in conducting basic, applied research, and development in the educational and non-educational fields;

2. Become an excellent center in consulting services and research resource development fields;

3. Become an excellent center in documentation and research information fields that can be accessed quickly, precisely, and accurately by the academic community and the wider community;

4. Realizing a sound, dynamic, and competitive research institute management system.

Objectives

1. Increasing the quality and quantity of research for mastery of science, technology, or art;

2. Increasing the number of leading research activities and national priorities that support the implementation of national development;

3. Increasing the quality and quantity of support for research facilities (facilities and infrastructure);

4. Improving the quality of the management system of LPPM Unesa;

5. Improving the abilities and skills of lecturers and students in the research field;

6. Increasing research collaboration with other institutions/agencies;

7. Increasing the dissemination and marketing of research results through various science communication media and social media;

8. Increasing the yield (innovation) of research and downstream and commercialization for the benefit and welfare of society.

Research Program

1. Developing a basic framework for the Term of Reference (TOR) of research activities as a reference for researching lecturers and students at the State University of Surabaya;

2. Planning and directing research which can be carried out individually (independently), in groups, or institutionally;

3. Carrying out and managing basic research, applied research, and research in the context of capacity building which is directed and enhanced for the advancement of science, technology or art as well as the acquisition of IPR, Patents, and Publications;

4. Carrying out various efforts in a systematic and targeted approach to obtain research funding sources both at the national and global levels competitively, as well as facilitate integrated research involving a number of work units;

5. Developing, attempting, and facilitating all research results from each researcher to be published in national and international journals through the IPR center, patents, and publications;

6. Developing, attempting, and facilitating all research results from each researcher to prepare programs and activities for downstream and commercialization of research results through the Community Service Center and science-technology Marketing or the Center of KKN and Community Empowerment;

7. Incubating research results that already have patents become products that have economic benefits through a start-up business or become an independent business through the Entrepreneurial Incubation Center and Job Center;

8. Building synergies with all faculties and postgraduates to take responsibility for facilitating the management of IPR, patents, and publications;

9. Building synergies with other LPPM through effective research that can solve development problems and improve people's lives;

10. Optimizing existing facilities and infrastructures to support and facilitate the implementation of research activities at LPPM Unesa;

11. Carrying out academic and financial administrative management clearly, dynamically, healthy, and accountable.

12. Developing a reward mechanism in a development fund proposal that can be accessed equally by the entire academic community to obtain research funding.

13. Developing research patterns that can be linked to student final assignments, like undergraduate thesis, postgraduate thesis, or doctoral dissertation, and vice versa, so that students' final assignments are directed to support the broad framework of university research in order to achieve synergy with the dharma of education and for efficiency.

14. Developing basic and applied research for advancing science and/or obtaining patent rights (HaKI) to encourage the development of the national industry by emphasizing the sustainable and environmentally reliable use of existing resources through the utilization of all resources owned by the university.

15. Developing researches that can produce hardware and software for widely and freely used by the community both in the educational and non-educational fields.

16. Publish research results partly or completely on an international scale showing the name of the university by providing a translation and editing assistance unit for scientific papers at the Research Institute.

Resources

1. The availability of opportunities for academicians to continuously carry out national and international research activities by utilizing information and communication technology.

2. The availability of mechanisms to ensure the continuity of the regeneration process by involving young researchers to be directly involved in various research activities.

3. The availability of facilities and infrastructure (hardware and software) to support research that can be accessed by researchers (lecturers and college students)

4. The availability of research funds to improve the welfare of lecturers/researchers, but also to increase the capacity and various research facilities.
5. Involving college students as research members of lecturers' research as meeting academic requirements, or learning arena, the actualization of scientific field competencies, and personal development.
6. The availability of funding facilities and access for lecturers to publish scientific research as the research results in accredited national journals and reputable international journals

Program Evaluation

1. Evaluating and improving the Terms of Reference (TOR) of research activities that used as a reference for conducting research for lecturers and students at the Universitas Negeri Surabaya
2. Evaluating and improving research proposals, that implemented individually (independently), in groups, or by institutions
3. Evaluating and improving the implementation and management of basic research, applied research and research for the advancement of science, technology or art as well as obtaining IPR, Patents and Publications
4. Evaluating and improving various efforts to obtain research funding sources, both competitively at the national and global levels, as well as integrated research involving a number of work units
5. Evaluating and improving the research results of each researcher to be published in national journals and international journals through the IPR center, patents and publications
6. Evaluating and improving the research results of each researcher to prepare programs and activities for downstream and commercializing the results of their research through the Center for Community Service and Science and Technology Marketing or the Center for Real Work and Community Empowerment
7. Evaluating and improving the incubation of research results that already have patents to become products that have economic benefits through a start-up business or become an independent business through the Entrepreneurial Incubation Center and Job Center
8. evaluation and improvement of synergy with all faculties and postgraduate in order to take responsibility for the duties in the management of IPR, patents

9. Evaluating and improving synergies with other LPPMs through appropriate research that can solve development problems and improve people's lives;

10. Evaluating and improving existing facilities and infrastructure in order to support and facilitate the implementation of research activities at LPPM Unesa

11. evaluating the implementation of academic and financial management in a good, dynamic and accountable manner.

12. evaluation and improvement of rewards in the form of a fund development proposal that can be accessed equally by all academicians to obtain research funding.

13. Evaluating and improving research patterns so that they are linked to student final assignments, both undergraduate thesis, postgraduate thesis, or a doctoral dissertation, and vice versa, so that students' final assignments are directed to support the broad framework of university research in order to achieve synergy with dharma education and for the sake of efficiency.

14. Evaluating and improving the implementation of basic and applied research aimed at advancing science and/or obtaining patent rights (HaKI) to encourage the development of the national industry by emphasizing the sustainable and insightful utilization of existing resources. environment through utilizing all the resources owned by the university.

15. Evaluating and improving the implementation of researches that can produce hardware and software that can be widely and freely used by the public in both the educational and non-educational fields.

16. To evaluate and improve part or all of the research results on an international scale that carry the name of the university by providing a translation and editing assistance unit for scientific papers at the Research Institute.

Institutional

1. Research is carried out individually, in groups, and / or collectively (faculty policies, Technical Implementation Units, and study centers), must be coordinated with the Institute for Research and Community Service (LPPM), Universitas Negeri Surabaya.

2. LPPM must be able to coordinate with various national and international research institutions in an effort to get the opportunity to carry out research collaborations, the results of which are articles that can be published in reputable international journals

3. LPPM systematically and structurally develops various collaborations and strategic alliances with fund colleges or other institutions in an effort to increase the capacity, capacity, quality and quantity of research planning.

4. Funding, financing and compensation between the Universitas Negeri Surabaya and research implementation services, including royalties on patents, shall be regulated in clear and transparent rules.5. LPPM and other units both inside and outside Unesa are managed in a transparent manner in order to create public accountability.

5. LPPM and other units both inside and outside Unesa are managed in a transparent manner in order to create public accountability.

6. Utilization of research results by educational agencies, industry, or other related institutions, both government / private outside Unesa, either for promotion or reference purposes is regulated in clear rules.

7. The LPPM is obliged to carry out administration and professional research management in accordance with the established quality standards referring to national and international standards

8. LPPM is obliged to monitor and evaluate the research process in the context of accountability for research in accordance with the established quality standards

COMMUNITY SERVICE

Vision and mission

1. Organizing community service activities that benefit the community, students, and all academicians.
2. Organizing community service activities based on actual problems in society to be developed into an interdisciplinary research/education program whose results can be felt by the community.
3. Organizing community service activities aimed at improving education and services to the community and reciprocally receiving information, input, assistance to the community to improve the implementation of the tri dharma.

Programs

1. Community service institutions design strategic and planned service programs in terms of activities, funding, and implementation schedules. Compilation of strategic and planned service program designs in terms of activities, funding, and implementation schedules.
2. Services should have a competitive advantage by taking into account the dynamics of developments that occur in the midst of society so that they are able to optimally empower the campus community, around the campus, and the wider community in Indonesia and change the behavior of a consumptive society towards a productive society. Competitive advantage training activities by adjusting the dynamics of developments that occur in the community, so as to be able to optimally empower the campus community, around the campus, and the wider community in Indonesia and change the behavior from a consumptive society to a productive society.
3. Increasing the relevance of community service through the development of standard rules and standards for product quality as a result of activities and optimization of monitoring and evaluation of each activity. In addition, it is necessary to increase the motivation and ability of academic staff in designing community service activities. Development of standard rules and standards for product quality as a result of activities and optimization of monitoring and evaluation of each activity to improve the ability and relevance of community service.

4. Unesa applies the results of research conducted to the community through innovation and effective technology to improve community welfare and narrow the existing gaps in society. Unesa applies the results of research conducted to society through innovation and effective technology to improve community welfare and narrow the gaps that exist in society.

5. Unesa disseminates the development of education, knowledge, technology and culture to the wider community so that it becomes a significant component in the development of a civilized world community. Disseminating the results of the development of educational science, knowledge, technology, and culture to the wider community so that it becomes a significant component in the development of a civilized world society

6. Real Work Lecture (KKN) must be an arena for learning, the actuation of scientific field competencies, and the personal development of students to enter society, especially in practices that require an interdisciplinary approach. Operation. Real Work Lecture (KKN) must be an arena for learning, the actuation of scientific field competencies, and the personal development of students to enter society, especially in practices that require an interdisciplinary approach.

7. KKN is designed in such a way that the results can be directly felt by the local community and can be developed continuously by the surrounding community. The design of the KKN program is such that the results can be directly felt by the local community and can be developed continuously by the surrounding community.

8. Community Service Institutions can carry out service and consultancy activities that are mutually beneficial to the industrial community, government and private institutions, as well as non-governmental organizations, on a local, regional, national and international scale. To carry out service activities and consultancy that are mutually beneficial to the industrial community, government and private institutions, as well as non-governmental organizations, on a local, regional and national scale.

Resources

1. All Unesa academicians in carrying out community service activities prioritize the principle of benefit for the community by actively exploring activities that can increase community participation.

2. Students as part of the Unesa academic community carry out Real Work Lectures (KKN) or equivalent activities, as one of the academic requirements in the learning process.

Program Evaluation

1. Community service activities should always be reviewed continuously Reviewing the implementation of activities continuously to ensure the aspects of the implementation, adequacy, and usefulness of funds, as well as the accuracy of program implementation with a planned schedule. Continuously reviewing so that the benefits can be felt by the community and still actual according to the existing problems.

2. Community service activities must reflect the real contribution of the university. Services should have a competitive advantage by considering the dynamics of developments that occur in the midst of society, so as to be able to optimally empower the campus community, around the campus, and the wider community in Indonesia and change the behaviour of a consumptive society to a productive society. Monitoring, evaluating, and reviewing the implementation of competitive leading training activities by adjusting the dynamics of developments that occur in the community, in order to be able to optimally empower the campus community, around the campus, and the wider community in Indonesia and change and shape people's behaviour from a consumptive society to a productive society.

3. Reviewing and evaluating the implementation of standard rules development programs, product quality standards for activities, optimization of monitoring and evaluation as well as seeing its contribution to increasing the capacity and relevance of community service.

4. Conducting trials and application of research results carried out to the community through innovation and efficient technology, assessing their contribution and benefits to improving community welfare and narrowing gaps in society as a guide for the implementation and development of subsequent programs.

5. Evaluating the contribution of the results of the dissemination of the results of the development of education, knowledge, technology and culture to the wider community.

6. Reviewing and evaluating the Real Work Lecture (KKN) process from the aspects of the accuracy of the target area, the timeliness of implementation, the accuracy of the absorption period and the suitability of funding, the suitability of KKN participant student competencies with the needs of the community who are the target of KKN, and the value of contributions to Unesa as the organizing institution, KKN students as program implementers, and the community as the target of program implementation.

7. Reviewing the results of the implementation/implementation of the KKN program design including the aspects of the achievement of the objectives of the implementation of the

activity program, the accuracy of the targets, the real contribution of the implementation of the activity program to the achievement of the objectives and the effectiveness and efficiency of the implementation of the program activities.

8. Identifying the usefulness, accuracy of activity targets, effectiveness and efficiency, achievement of the objectives of implementing activity programs, and aspects of the appropriateness of activity programs at local, regional, and or national scales.

Institution

1. Community Service is coordinated by the Community Service Institute of the Universitas Negeri Surabaya (LPPM-Unesa) which plans, coordinates, and implements university service activities to the community both in rural areas, urban areas and/or other community groups that require a real role for the university. and meaningful in overcoming various problems.

2. Increasing the capacity and quality of community service management through rearranging roles and functions into better organization and management.

3. Services can be carried out by community service agencies or components in Unesa in coordination with community service agencies.

CHAPTER III

PRINCIPLES OF ADMINISTRATION

The principle of organizing academic activities in the Unesa environment is the main principle that guides the planning, implementation, monitoring, and evaluation of academic activities which include:

1. **The principle of accountability,** namely that all implementation of academic policies must be scientifically accountable, open, and always refer to the latest dynamic scientific developments.

2. **The principle of transparency**, namely that academic policy is held openly, is based on clear rules and regulations that are always oriented towards mutual trust in order to maintain a conducive academic environment and ensure the realization of synergy.

2. **The quality principle,** namely that academic policy is carried out by always prioritizing the quality of inputs, processes and outputs.

3. **The principle of togetherness,** namely that academic policies are carried out in an integrated, directed, structured and systematic manner for the benefit of Unesa in a comprehensive manner and are based on the institutional vision and mission for effectiveness and efficiency.

4. **The social principle,** namely that the implementation of dynamic academic policies must be able to guarantee the accommodation of all the interests of the wider community without sacrificing scientific idealism.

5. **The principle of law,** namely that all parties involved directly or indirectly in the administration of academic life must obey the applicable law whose enforcement is guaranteed by the state.

6. **The principle of benefit**, namely that academic life is held to provide the greatest possible benefit to the nation and state, institutions, and the entire academic community.

7. **The principle of equality,** namely that academic policies are implemented on the basis of equal rights to ensure the creation of an egalitarian academic environment.

8. **The principle of independence,** namely that the implementation of academic policies is always based on the capacity of the institution by relying on all the potential and available resources to optimize the capacity of the institution which continues to develop in a systematic and structured manner.

CHAPTER IV

CLOSING

1. In order for the implementation of the Academic Policy to be implemented properly, it is necessary to (a) Socialization to the entire academic community; (b) Monitoring and evaluation is carried out systematically, periodically, and continuously.
2. Everything in this Academic Policy that requires more detailed rules will be regulated later through a Rector's Decree.
3. In the end, the application of the Academic Policy is intended to realize the vision of the Universitas Negeri Surabaya as a University that excels in strong scientific education.