



ACADEMIC HANDBOOK

Guidelines of Study Load and Period

This 2018-2019 Academic Guidebook of Universitas Negeri Surabaya contains the visions, missions, goals of UNESA, academic provisions, curriculum structure, and course descriptions as the result of the curriculum updates improvement in all Study Programs at UNESA in 2017-2018. Academic Guidelines were approved by Prof. Dr. Nurhasan, M.Kes. in Surabaya in August 2020.

The 2018-2019 State University of Surabaya Handbook was published for the undergraduate and diploma study programs in each faculty at Universitas Negeri Surabaya, used as a guide for the implementation of education in Universitas Negeri Surabaya, especially the implementation of academic administration

Based on the Regulation of the Minister of Research, Technology and Higher Education number 44 year 2015 (SNPT), Universitas Negeri Surabaya implemented a student study load unit stated in semester credit units (SKS), with the following arrangements:

a. Diploma Three Study Load

The study load for Diploma Three (D III) is at least 108 (one hundred and eight) credits and a maximum of 120 (one hundred and twenty) credits scheduled for 6 (six) semesters and can be taken for at least 6 (six) semesters and a maximum of 10 (ten) semesters.

b. Undergraduate Program Study Load (S-1)

The study load for the S-1 level is at least 144 (one hundred and forty four) SKS and a maximum of 160 (one hundred and sixty) credits scheduled for 8 (eight) semesters and can be taken in less than 8 (eight) semesters and a maximum of 14 (fourteen) semesters.

c. Professional Education Study Load

The study load for Professional Education is at least 24 (twenty four) SKS and a maximum of 40 (forty) SKS scheduled in 2 (two) semesters and a maximum of 6 (six) semesters after completing the program D IV / S-1.

d. Master Program Study Load (S-2)

The study load for the master program level is at least 36 (thirty six) SKS with a maximum study period of 4 (four) years or 8 (eight) semesters after completing the D IV / S-1 program.

e. Doctoral Program Study Load (S-3)

Doctoral program study load is at least 42 (forty two) credits with a period study for

CHAPTER I LEARNING

A. VISION, MISSION, AND FUNCTION OF SURABAYA STATE UNIVERSITY

1. Vision

Excelent in *Education Strong in Science*.

2. Mission

- organizing education and learning centered on learners by using effective learning approaches and optimizing the utilization of technology;
- conducting research in science and or technology that is beneficial for the development of science and community welfare;
- disseminating science and or technology through community service activities oriented pthere is community empowerment and culture;
- conduct effective, efficient, transparent, and accountable college governance that ensures sustainable quality.

3. Function

Unesa functions to conduct higher education, research, and community service.

B. Purpose

- producing graduates who are intelligent, religious, noble, independent, professional and have excellence;
- produce scientific works and creative works both in the field of education and superior science and refere references in the application of science and or technology;
- produce community service works through the application of science and/or technology to realize an independent, productive, and prosperous society;
- realizing Unesa as an educational center and scientific center based on the noble values of national power; and
- produce effective and efficient institutional performance by realizing a humanist academic climate, transparent, accountable, responsive, and equitable institutional management to ensure the quality of implementation of tridharma universities in a sustainable manner.

C. PROGRAM STRUCTURE

1. Programs and Levels

Unesa organizes two programs, namely educational programs and non-educational programs. Educational and non-educational programs consist of Diploma (D3), Bachelor or Bachelor's Degree (S-1), Professional Education, Master's or Second Degree (S-2), and Doctoral or Third Degree (S-3). This guideline contains academic provisions on educational and non-educational programs of Diploma (D3) and Bachelor of Bachelor degree (S-1).

2. Study Time and Expenses

Based on the Regulation of the Minister of Research, Technology and Higher Education number 44 of 2015 concerning National Standards of Higher Education (SNPT), Unesa applies a unit of student learning load stated in the Semester Credit Unit (SKS), with the following arrangements:

- Period and Study Expenses of Diploma Level Three
Maximum 5 (five) academic years for diploma program three, with student learning load of at least 108 (one hundred eight) credits.
- Period and Cost of Undergraduate Study (S-1)
Maximum 7 (seven) academic years for undergraduate programs with a student learning load of at least 144 (one hundred and forty-four) credits

D. Curriculum

1. understanding

Curriculum is a set of plans and arrangements regarding the objectives, content, and materials of the lessons and ways used as guidelines for the implementation of learning to achieve the objectives of a particular course. So, Unesa curriculum is built from the curriculum of study programs in Unesa. The curriculum of the study program contains the vision, mission, tujuan and objectives of the Study Program, the achievements of prodi learning, the structure and map of the curriculum, and the description of the course, which corresponds to the type and level of education.

The curriculum that applies to each study program in Unesa is a design of experience to develop the ability (competence) of students in accordance with the level of competence of graduates according to the Indonesian National Qualification Framework (KKNI) in the study program taken, according to SNPT, in accordance with the characteristics of the study program compared to similar study programs outside Unesa, as well as to ensure the quality of unesa graduates. Curriculum is typical for a study program, as is the peculiarity of the educational objectives and competencies of graduates of the study program, as well as the peculiarities of the study program compared to similar study programs outside Unesa. The curriculum contains four main elements, namely *content*, *teaching-learning* strategy, *assessment processes*, and *evaluation processes*. The assessment process here is aimed primarily at the context of lectures, while the evaluation process is an evaluation of the curriculum itself.

Competence is a set of smart and responsible actions that a person has as a condition to be supported by the community in carrying out tasks in a particular field of work. Competence is a harmonious blending of mastery in the realm of attitude, knowledge and skills in one's self. Planning in order to achieve these competencies is realized in the form of a curriculum of study programs.

Unesa curriculum is based on:

- Law of the Republic of Indonesia No. 20 of 2003 concerning SISDIKNAS.
- Law of the Republic of Indonesia No. 12 of 2012 on Higher Education.
- Presidential Regulation No. 08 of 2012 concerning The Indonesian National Qualification Framework (KKNI).

4. Government Regulation of the Republic of Indonesia No. 32 of 2013 concerning amendments to Government Regulation of the Republic of Indonesia No. 19 of 2005 concerning National Standards of Education.
5. Regulation of the Ministry of Research, Technology and Higher Education No. 44 of 2015 concerning National Standards of Higher Education.
6. Regulation of the Ministry of Research, Technology and Higher Education No. 13 of 2015 concerning Strategic Plan of the Ministry of Research, Technology and Higher Education in 2015-2019.
7. Statute of Universitas Negeri Surabaya
8. Universitas Negeri Surabaya Plan 2016-2020.
9. Academic Paper Guidelines for Curriculum Development of Unesa Study Program 2016.

2. Curriculum Principles

Unesa curriculum is based on the following basic principles:

- a. Relevance
The curriculum developed must have a connection between the field of science (*disciplin / content*) and the needs of the community (*social needs*) as graduate users. The connection that is intended 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 field of science developed.
- b. Flexibility
The curriculum developed has flexibility to implementation in the field. The field in question is the implementation of the curriculum in the learning or results of the curriculum in the world of work implemented by the graduates of the curriculum tersebut. In some cases there are sometimes necessary requirements to implement a theoretical study. Therefore, the curriculum needs to bridge with the principle of flexibility so that the ideal conditions of scientific field demands can be adjusted to empirical conditions in the field.
- c. Continuity
The curriculum developed has the principle of continuity (continuous) between disciplines as *content*. This is necessary so that the curriculum does not appear to be cut off between sections or is a circle centered in one place only.
- d. efficiency
The curriculum developed needs to pay attention to the meritocracy aspect in order to gain usefulness in the system as a whole. Efficiency is obtained through the utilization of time, energy, costs, and other resources to achieve optimal results in accordance with the objectives.
- e. Effectiveness
The curriculum developed needs to observe the objectives seriously in the efforts to achieve it by utilizing / managing the right processes and resources to achieve optimal results in accordance with the objectives.

3. Curriculum Organization

Unesa curriculum consists of courses that are determined nationally, institutionally, faculty, and study programs. Courses determined nationally must be programmed by students of level D III and S-1, then grouped into Compulsory Public Courses (MKWU), namely:

- 1) Religion;
- 2) Pancasila Education;
- 3) Citizenship;
- 4) English;

Institutionally determined courses are those that characterize Unesa and or courses that apply to all students of Unesa at a certain level. The courses that become the description of Unesa are English and Entrepreneurship. In addition, there are still Compulsory Institutional Courses (MKWI) namely Basic Education, Educational Psychology, Basic Natural Sciences (IAD), Ilmu Basic Socio-Cultural (ISBD), Real Work Lectures (KKN), School Field Experience (PLP), Field Work Practice (PKL) whose programming depends on the type of study program.

The courses set by the faculty are faculty descriptions and berlaku for students in the faculty. Courses set by the study program are courses related to academic competence of the main study substance (*content knowledge*) and working behavior in accordance with the level of the study program respectively.

4. Education Implementation System

a. Semester Credit System

1) Definition

- a) Semester Credit System
Semester credit system is an education implementation system by using Semester Credit Unit (SKS) to state student study load, teacher workload, learning experience, and program implementation burden.
- b) semester
Semester is the smallest time unit of time used to state the length of the learning process in an educational level. One semester is equivalent to 16 (sixteen) weeks of study and includes final semester exams.
- c) Satuan Semester Credit
Semester Credit Unit, hereinafter abbreviated as SKS, is the measure of learning activity time charged to students per week per semester in the learning process through various forms of learning or the magnitude of recognition at as the success of students' efforts in participating in curricular activities in a study program.
- d) Course taking across faculties/courses.

Students can take several courses that are part of their study load on other faculty/courses as far as having the same SKS weight and course code. The value of courses across faculties/courses is recognized in the student's score transcript.

2) purpose

a) General purpose

The general purpose of the implementation of the Indonesian National Qualification Framework (KKNI) with the semester credit system in Unesa is to present an educational program that emphasizes the learning process is interactive, holistic, integrative, scientific, contextually, thematic, effective, collaborative and student-centered so that students can achieve a certain level of profession from the program they choose according to the interests, talents, and demands of employment.

b) Special Purpose

Special Objectives for the implementation of the semester credit system are:

- (1) Provide opportunities for students who are capable and active in learning in order to complete their studies in the shortest possible time through mandatory curricular activities conducted systematically and structured through various courses and with measurable learning burdens.
- (2) Provide opportunities for students to take courses that suit their interests, talents, and abilities.
- (3) Provide opportunities for education with input system and plural uaran can be implemented.
- (4) Facilitate curriculum adjustment over time with the development of Science and Technology.
- (5) Provide assurance so that the evaluation system of student learning progress can be organized as best as possible in accordance with the characteristics of the study program.
- (6) Provide opportunities for the transfer of credit between students and transfer of student credit from other universities to Unesa or vice versa.

3) Characteristics of Semester Credit System

The basic characteristics of the semester credit system are as follows.

- a) Student learning expenses are expressed in the amount of semester credit units (SKS).
- b) One SKS is equivalent to 170 (one hundred and seventy) minutes of learning activities per week per semester.
- c) Each course weighs at least 1 (one) SKS.
- d) The SKS weight for each course is not the same (depending on the material scope, breadth and depth).

b. Credit Score

1) Credit Score for Student Learning Expenses

The basis for taking the SKS amount is determined by the Achievement Index (IP) of the previous semester. The normal cost of student study is 8 (eight) hours per day or 48 (forty-eight) hours per week equivalent to 18 (eighteen) SKS per semester, up to 9 (nine) hours per day or 54 (fifty-four) hours per week equivalent to 20 (twenty) SKS per semester. Meanwhile, the learning load of high academic students after one semester of the first year can be increased to 64 (sixty-four) hours per week equivalent to 24 (twenty-four) SKS per semester. The provisions on the application of the number of SKS in one semester are stipulated in the appendix section of this manual.

2) Credit Score for Learning Activities

a) Semester Credit Score for Lectures/Responses/Tutorials

Lectures are face-to-face activities and or online learning conducted between lecturers and students on a scheduled basis.

For lecture learning/ response / tutorial, SKS value is determined based on the burden of activities that include the completeness of three kinds of activities per week.

A value of 1 SKS is equivalent to:

- (1) Conducting face-to-face learning activities 50 (fifty) minutes per week;
- (2) Conducting learning activities with structured assignments of 60 (sixty) minutes per week per semester;
- (3) Conduct self-learning activities 60 (sixty) minutes per week per semester;

Structured independent assignment is a learning activity in the form of material deepening for students in achieving certain competencies designed and the time of completion is determined by lecturers.

b) Semester Credit Score for seminar learning or similar forms of learning.

Seminar is a scientific meeting related to the course organized by students with the guidance of the lecturer concerned.

Nilai 1 (one) SKS is equivalent to:

- (1) Face-to-face learning activities 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 Score in the form of practicum learning, studio practice, workshop practice, field practice, research, community service, and/or other similar forms of learning, is 1 (one) SKS equivalent to 170 (one hundred seventy) minutes per week per semester.

Practicum is learning that is done in a certain place and students play an active role in solving rubrics / problems given through the use of certain tools, materials, and methods.

c. Credit Distribution

Struktur kurikulum S-1 consists of the core curriculum (*core curriculum*) about 85% of the overall SKS should be taken students and elective curriculum (*elective curriculum*) about 15% of the overall SKS should be taken students, with institutional courses for S-1 Education amounting to 14% of the number of SKS undergraduate program curriculum, and for S-1 non-education by 11%. Institutional courses of the D III program curriculum as much as 60% of the total SKS.

d. Credit Recognition

Students who follow the exchange of students to and from other universities (PT) both at home and abroad through the cooperation program conducted by Unesa with the PT, can be recognized the value obtained and the weight of the SKS after obtaining approval from the study program. The mechanism that needs to be passed is, students apply for sks recognition of courses that have been taken in other PT to the next study program verification study program to determine sks courses that have linearity with the courses in the curriculum of the study program. The study program submits a letter requesting the processing of sks verification courses to the faculty. The faculty continued the application to the vice rector of academic affairs with a copy of the head of the Academic Bureau of Student Planning Cooperation (BAKPK) and the head of the Center for Information Technology Development (PPTI) Unesa. In order for the course sks to be converted to Siakadu Unesa, students must still program linear courses (which are determined by the head of the Study Program) first.

5. Lecture Implementation System

a. Learning methods

- 1) The learning method is adapted to the characteristics of the course to achieve certain established abilities. Methods that can be chosen for the implementation of learning include: group discussion, simulation, case studies, collaborative learning, cooperative learning, project-based learning, problem-based learning, or other learning methods, which effectively facilitate graduate learning achievements.
- 2) Each course can use one or a combination of several learning methods in a form of learning. These forms of learning can be lectures, responses and tutorials, seminars, and practicum, studio practices, workshop practices, or field practices.

b. Course terms

- 1) Students who are allowed to join the kuliah are students whose names are listed in Siakadu and have been approved by the Student Advisory Lecturer (DPM).
- 2) Lectures are conducted in the form of face-to-face, structured, independent, and or online learning.
- 3) Online lectures *maximum* 4 meetings.
- 4) Online *lectures* attended by students from universities outside Unesa or vice versa are regulated separately in the Rector's regulations.
- 5) One semester lecture is equivalent to 16 (sixteen) weeks of study activities including UTS and UAS. In the academic calendar, there are 16 (sixteen) weeks of meeting time, which is divided into 14 (fourteen) weeks for lectures, 1 (one) week for UTS, and 1 (one) week for UAS.
- 6) Lecturers are responsible for uploading grades in Siakadu by first validating the midterm exams (UTS) and final semester exams (UAS) to the coordinators of the field of study and obtaining legality from Unit Quality Assurance (UPM) and then uploaded by each lecturer to Siakadu Unesa.
- 7) The value of the course that is not uploaded according to the specified time limit, siakadu system will automatically fill all the grades of students who are students who graduate the course with a score of 70 or B.
- 6) Students can take institutional courses that are included in the mkwu and mkwi courses across faculties with applicable provisions. Technical programming follows the schedule in the faculty that dituju with the condition of obtaining approval from DPM concerned students and Vice Dean of Academic Affairs of the intended faculty.

c. School Field Experience (PLP)

- 1) PLP is a compulsory course of 3 SKS by students of jenjang S-1 education program which is preceded by taking micro learning courses (*micro teaching*) with a weight of 2 SKS. In this course, students are equipped with training and application of the educational profession through the management of learning relevant to pedagogical, personality, social, and professional pedagogical competencies innovatively through the preparation of the Learning Implementation Plan (RPP), the implementation of teaching simulations, *micro teaching*, and real teaching in accordance with their respective majors or courses.
- 2) The purpose of PLP is to equip students to:
 - a. Mastering the philosophical foundation and theoretical concepts of the educational profession that are applied innovatively through rpp making activities, teaching simulations, *micro teaching*, and real teaching in accordance with the majors atau their respective courses;
 - b. Have the skills to manage and make decisions in guidance and learning counseling by utilizing Information and Communication Technology (ICT);
 - c. Able to apply educational technology and the implementation of education and learning in schools creatively and innovatively;
 - d. Able to provide reports on the implementation and completion of plp that he underwent in schools / partner institutions accounted for to the Lecturer Field Supervisors.
- 3) Prerequisite
Have studied, namely *The Basics of Education, Educational Psychology, Development of Learning Planning, Innovative Learning I and II, Evaluation of Learning Outcomes, micro learning* or equivalent courses set by the study program with a value of at least C.
- 4) Implementation time in semester 6 (six).
- 5) The mechanism of implementation of PLP is stipulated in the PLP Manual developed by the Institute for Learning Development and Quality Assurance (LP3M)
- 6) PLP registration is done through SIM-PLP.

d. Community Service (KKN)

- 1) Community Service (KKN) is an intracurricular activity that is carried out in an integrated manner between education and community service with the placement of students between disciplines (interdisciplinary) in an area.
- 2) The purpose of KKN is implemented to equip self-students with the ability:
 - a) Helping to solve the problem of development and community, so that it has maturity in thinking, skilled in implementing community empowerment programs with a *iptek* approach;
 - b) Making decisions based on mutual deliberation involving real and factual problems in the field of community empowerment;
 - c) Responsible for planning, implementing, evaluating, and reporting the implementation of the program;
 - d) Blending, collaborating, and learning with the community as a form of *Tri Darma Perguruan Tinggi*.
- 3) Prerequisite
The prerequisites for becoming a participant of KKN are as follows:
 - a) Students program KKN courses;
 - b) Have taken a minimum of 80 (eight) SKS with a minimum GPA of 2.00;
 - c) Attach a *copy* of KRS in accordance with the original and has been legalized;
 - d) Mahasiswa who is pregnant please include a Doctor's Certificate;
 - e) Fill in the biodata accompanied by a photo of 4 x 6 cm (two sheets), pasted in the top right corner;
 - f) Willing to attend Education and Training at Unesa Surabaya Campus;
 - g) Willing to carry out activities at kkn location.
- 4) KKN Location
The selection of KKN locations takes precedence in the village, but can also be done in the city area. Location selection with surveys and data validation is based on information from government officials who need KKN, as well as prioritised in *lppm unesa* assisted communities.
- 5) Wactuation of KKN Implementation
KKN can be implemented in even semester or gasal semester or between even and gasal semester.
- 6) Kkn registration is done through SIM-KKN

6. Compassion

- a. Compassion
Compassion is a process that is done outside the lecture schedule, through the lecturer's personal contact with a student or group of students, to help the student achieve optimal learning achievements (attitudes, knowledge, and skills) in accordance with the specified time.
- b. Student Advisory Lecturer (DPM)
Student Advisory Lecturers are permanent lecturers who are assigned the task to provide consideration, guidance, advice, and approval to a number of students guidance in academic and non-academic fields.
- c. purpose
The purpose of compassion is to help mahasiswa to:
 - 1) adapting to campus life;
 - 2) find effective ways of learning;
 - 3) difficulties associated with the study.
- d. Student Advisory Lecturer Obligation (DPM)
 - 1) Guiding a number of students who are the authority in academic bidang preventively, curatively, and persuasively.
 - 2) Guiding a number of students who are authorized in the non-academic field to support *students' soft skills*.
 - 3) Consult with the Head of Department / Study Program or Guidance Services Konseling Faculty if there are academic or nonacademic problems that can not be solved alone.
 - 4) Conduct the process of compassion at least 3 (three) times in one semester recorded in the academic guidance form online through *Siakadu*.
 - 5) To validate the Non-Academic Assessment System (SPNA), validation is done to check the suitability of proof of student activity with SPNA guidelines.
 - 6) Provide a report (written) about the results of the work of compassion to the Head of Department / Study Program at the end of each semester.
 - 7) Provide opportunities for students to consult directly with the LBK Faculty.
 - 8) Give suggestions for the sake of the perfection of the implementation of compassion to the guidance students.
 - 9) Approve *krs online* programmed by each student guided on *Siakadu* by clicking on the approval field (*approval*). If *approval* is not made by DPM, the student's name will not appear in the attend list and student grade list.
 - 10) Monitor and evaluate the achievement of learning outcomes, check the achievement of the number of sks, and GPA, the students who are the guidance.
 - 11) Maintain the confidentiality of *Siakadu password*.
- e. Student Obligations
 - 1) Actively consult with DPM at least 3 (three) times in one semester;
 - 2) Fill *krs online*;
 - 3) Obey the results of compassion;
 - 4) Maintain the confidentiality of his own *password* for *online* activities.
 - 5) Request SPNA validation.

7. Counseling Guidance Service (LBK)

- a. purpose
LBK aims to help students, both individually and in groups, to:

- 1) Gain an understanding of yourself and his environment in the framework of *effective daily living*;
 - 2) Develop and develop academic programs and/or other programs in accordance with their aspirations and abilities and existing environmental conditions;
 - 3) Develop yourself optimally by choosing student activity units (SMEs) and the like in the Unesa environment in accordance with its potential;
 - 4) Know and develop useful personal skills in life in his ward;
 - 5) Solve and solve personal, social, learning, and career problems and other problems.
- b. The main tasks of Lecturers of Counseling Guidance Services are as follows:
- 1) identify student potential through student learning strengths and weaknesses;
 - 2) helping you overcome the problems experienced by students, both personal problems (learning, career) and social problems;
 - 3) motivate positive student attitudes and learning habits;
 - 4) working with Student Advisory Lecturers to obtain information for students who need LBK as an effort to improve student learning achievement.
 - 5) periodically in cooperation with the business world and industry provide motivation and information for career development.
- c. Service Procedures
- Students who will need counseling services:
- 1) come directly to the Guidance and Counseling service unit on weekdays or contact their respective faculty counsellors;
 - 2) carry a valid Student Id Card (KTM);
 - 3) fill out personal data by using the form provided in LBK;
 - 4) guidance and counseling.

8. Thesis

- a. Academic Requirements
- Students who program thesis must meet the following academic requirements:
- 1) have collected semester credit units of at least 100 (one hundred) SKS;
 - 2) has passed the Research Methodology course (and statistics for certain courses) with a minimum value of C;
 - 3) have a minimum GPA of 2.50;
 - 4) some specific requirements can be formulated by their respective courses.
- b. Process of Preparation and Submission of Thesis Proposal
- 1) Proposal Preparation

The preparation of thesis proposal is an important first step in the process of preparing the thesis. Thesis proposal is a research plan that contains a concrete and clear picture of the direction, objectives, and final results that will be achieved in the study skripsi. A research will be done well if based on proposals designed in accordance with the rules of research.
 - 2) Thesis Proposal Submission
 - a. Student submits prospective thesis supervisor through Simontasi
 - b. Kaprodi gave approval of the proposed thesis supervisor
 - c. Students who already have a thesis supervisor, conduct the process of mentoring thesis proposals to lecturers who have been approved by the head of the
 - d. Preparation of thesis proposals can be started even if students have not programmed the thesis
- c. Thesis Guidance Process
- 1) Requirements of Lecturers

The requirements of thesis supervisors in accordance with the Regulation of the Minister of Administrative And Bureaucratic Reform of the Republic of Indonesia No. 46 of 2013, that the supervisor has a minimum academic position of Expert Assistant or in accordance with the applicable regulations in Unesa and adjusts the labor conditions of the relevant departments and considers the ability, profession, and expertise.
 - 2) Guidance Period
 - a) Guidance on the preparation of thesis calculated from students programming the thesis until the student has completed the revision of the thesis.
 - b) Students are required to carry out the thesis mentoring process at least 12 times before applying for the thesis exam.
 - 3) Form of Guidance

Thesis guidance is carried out individually, structured, scheduled, and impersonated. For this purpose, a guidance card is provided that students need to input in Simontasi, then approved by the supervisor to monitor the progress of the student's thesis.
- e. Thesis Proposal Seminar
- 1) Students who have obtained approval dosen supervisors and at least 6 times conducted the mentoring process with the supervisor and meet the provisions set by the head of the department, can submit a proposal seminar through Simontasi
 - 2) Kaprodi determines the schedule of proposal seminar based on the data of proposal seminar proposal in Simontasi
 - 3) The thesis proposal seminar was attended by two examiner lecturers (including supervisors) as well as other students to get input on improving their research proposals.
 - 4) In the seminar, students must present their research proposals and answer questions of examiner lecturers and seminar participants. The examiner lecturer will provide a feasibility assessment of the proposal.
 - 5) After the implementation of the proposal seminar, the results of the implementation of the minar were inputted to Simontasi by the
 - 6) If the proposal seminar has been declared eligible, then students can continue the process of preparing the revision of the thesis proposal
 - 7) If the proposal is considered unfit, the student must improve the proposal or draw up a new proposal, while the proposal is considered viable and there is a revision then the student is obliged to improve the proposal

according to the input obtained a maximum of two weeks should face the tester to discuss the results / revision of proposal.

- 8) The status of completion of the revised thesis proposal must be uploaded to Simontasi
- f. Thesis Exam
 - 1) Thesis Exam Requirements

Students who will take the thesis exam must meet the following requirements:

 - a) the thesis that will be submitted in the exam must have received the approval of the supervisor;
 - b) students enroll in their respective courses by bringing:
 - (1) KRS as proof of thesis programming;
 - (2) Draft manuscripts of triple thesis submitted kept there are majors / courses of study each no later than one week before the period / period of implementation of the exam;
 - (3) Some specific requirements can be formulated by their respective courses;
 - (4) Certificate of free plagiarism maximum 30% of the Head of Department.

Conditions:
Plagiarization-free certificate signed by the head of the department based on evidence of *plagiarism* checking that has been signed by the lecturer appointed by the head of the department (lecturer who has a letter of duty / Decree of the Dean for plagiarism check) to be responsible for plagiarism checks of scientific works of students and lecturers in their respective study programs.

 - c) Thesis exam can be conducted at least two months after the thesis proposal seminar is conducted.
 - 2) Thesis Examiner Lecturer

The requirements of thesis examiners in accordance with the Regulation of the Minister of Administrative And Bureaucratic Reform of the Republic of Indonesia No. 46 of 2013, that examiner lecturers have a minimum academic position of expert assistants or in accordance with applicable regulations in Unesa and adjust the conditions of the power of the majors yang concerned and consider the ability, profession, and expertise.
 - 3) Thesis Testing Team

The thesis testing team consists of:

 - a) The Chairman (not the supervisor) serves as Tester I;
 - b) One other examiner (member) acts as Tester II;
 - c) Thesis Supervisor (member) serves as Tester III.
 - 4) Assessed Aspects
 - a) Thesis Content
 - (1) Format suitability with the Thesis Writing Guide.
 - (2) Clarity and the need for problem formulation, purpose, discussion, and conclusion.
 - (3) The latest, relevance, and depth of the literature review.
 - (4) Conformity of research design with the implementation and results of research.
 - (5) Quality of language.
 - (6) Authenticity.
 - b) Appearance in Exams
 - (1) Clarity and presentation display.
 - (2) Mastery of the material and ability to answer questions.
 - 5) implementation
 - a. Students who have obtained the approval of the supervisor and at least 12 times conduct the mentoring process with the supervisor and meet the requirements set by the head of the department, can apply for the thesis exam through Simontasi
 - b. Kaprodi determines the implementation of the thesis exam based on the data of the proposed thesis exam in Simontasi.
 - c. The thesis exam was attended by three examiner lecturers (including supervisors).
 - d. In the exam, students must present the results of their research and answer the question of the examiner lecturer. The examiner lecturer will give a student graduation assessment in the thesis exam.
 - e. After the thesis test, the results of the test were inputted into Simontasi by the
 - f. If the student is declared to pass the thesis exam, then the student can continue the process of preparing the thesis revision according to the input obtained from the examiner lecturer. Maximum two weeks after the exam, students must consult the revision of the thesis to the examiner lecturer.
 - g. The status of completion of the revised thesis proposal must be uploaded to Simontasi
 - h. If the student is not able to complete the thesis within one semester, he is given the opportunity to complete in the next semester
 - i. If up to two semesters of thesis are not completed, the study program has the right to replace the supervisor if needed. Kaprodi monitoring the progress of student thesis.
 - 5) Exam and Assessment Ordinances
 - a) The thesis testing team equally tested a student, if one of the examiners could not attend the thesis exam should be postponed.
 - b) The duration of the exam is one to two hours with details:
 - (1) Presentation of the outline of the thesis content by students 10–15 minutes.
 - (2) Tester questions and answers are 15–30 minutes for each tester.
 - (3) Others 5–15 minutes.
 - c) Thesis content value (maximum weight 70%) and appearance (maximum weight 30%) in the test is expressed with the numbers 0–100.
 - d) The final score of the thesis exam is obtained by calculating the value of the rat given by the three examiners (one supervisor and two other examiners) and converted to *A, A-, B+, B, B-, C+, C, D,* or *E* in accordance with the rules in Force.
 - e) The rating difference between testers should not be more than 10 points. If there is a difference of more than 10 points, then the chief examiner should discuss it with the testers to determine the new value.
 - 6) Determination of Thesis Exam Graduation
 - a) Penetapan graduation thesis exam is done by the Examiner Team and delivered to students on the day of the exam.

- b) Students are declared to pass the thesis exam if they obtain a score of at least C.
- c) Students who score less than C are given the opportunity to take a retest in the same period.
- d) Students who pass the thesis exam with revision must submit the revision to the maximum 3 (three) months after the exam is conducted. If the grace period passes, students must take the re-thesis exam.
- e) After the draft thesis is approved and signed by examiner lecturers and supervisors, the thesis is bound with a cover according to the color of the faculty flag each equipped with a soft pdf *file* and submitted to the study program, faculty and library Unesa. Only thesis with A grade is submitted to Unesa library in *hard copy* form.
- f) If students use an article which is the result of thesis, then the article supervisor is the thesis supervisor. Articles that have been approved by the supervisor must go through the process of checking *plagiarism* with a maximum value of 30% similarity. Furthermore, the article must be accompanied by a proof of plagiarism checking submitted to the journal team.
- g) Students who have scientific publications in other forms or articles of research results that have been published or otherwise accepted /accepted or other evidence in the form of a certificate of guarantee of publication from the supervisor, still using the evidence referred to the Judicial Driver's License.

9. Final Task (TA)

a. Academic Requirements

Students who program TA must meet the following academic requirements:

- 1) have collected semester credit units of at least 80 SKS
- 2) have a minimum GPA of 2.25
- 3) specific requirements that can be formulated by their respective courses

b. TA Proposal Preparation and Submission Process

1) Proposal Preparation

The process of drafting TA proposals begins at the time of programming of TA courses. In preparing the proposal, students are accompanied by a supervisory lecturer so that TA can be completed at the end of the course implementation.

2) Thesis Proposal Submission

- a. Students submit prospective TA supervisors through Simontasi
- b. Kaprodi gave the approval of the proposed TA supervisor
- c. Students who already have a thesis supervisor, conduct the process of mentoring thesis proposals to lecturers who have been approved by the head of the

3) TA Proposal seminar

Proposals that have been approved by the supervisor can be submitted to the department / study program to be disseminated, provided that the student who submitted has attended the seminar proposal to other students at least 5 (five) times. Seminar attended by supervisors and examiner lecturers and attended by other students to get input on improvement of research proposals. In the seminar students must present their research proposals and answer the questions of examiner lecturers and participants seminar. Examiner lecturers will give a feasibility assessment of the proposal. If the proposal is considered unfit, students must draw up a new proposal, while the proposal that is considered viable and there is a revision, the student is obliged to improve the proposal according to the input obtained by the maximum two weeks should face the examiner to discuss the results / revision of the proposal. After the proposal is perfected and signed by the supervisor and examiner lecturer, the proposal is submitted to the department / study program.

c. TA Mentoring Process

1) Requirements Dosen Guide

The requirements of the supervisory lecturers final task in accordance with the Regulation of the Minister of Administrative And Bureaucratic Reform of the Republic of Indonesia No. 46 of 2013, that the supervisor has a minimum academic position of Expert Assistant or in accordance with the applicable regulation in Unesa and adjusts the labor conditions of the relevant department and considers the ability, profession, and expertise.

2) Guidance Period

- a) Guidance on the preparation of final assignments is calculated from the student programming the final assignment until the student has completed the revision of the final assignment.
- b) Students are required to carry out the final assignment mentoring process at least 12 times before registering for the final exam.

3) Form of Guidance

Final task guidance is carried out individually, structured, scheduled, and documented. For this purpose, a guidance card is provided that students need to input in Simontasi, then approved dosen supervisors to monitor the progress of the final assignment of students.

d. Final task Proposal Seminar

- 1) Students who have obtained the approval of the supervisor and at least 6 times conducting the mentoring process with the supervisor and fulfilling the requirements set by the head of the program, can submit a proposal seminar through Simontasi
- 2) Kaprodi determines the schedule of proposal seminar based on the data of proposal seminar proposal in Simontasi
- 3) The final assignment proposal seminar was attended by two examiner lecturers (including supervisors) as well as other students to get input on improving their research proposals.
- 4) In the seminar, students must present their research proposals and answer questions of examiner lecturers and seminar participants. The examiner lecturer will provide a feasibility assessment of the proposal.
- 5) After the implementation of the proposal seminar, the results of the implementation of the seminar were inputted to Simontasi by the
- 6) If the proposal seminar has been declared eligible, then students can continue the process of preparing the revised final assignment proposal

- 7) If the proposal is considered unfit, students must improve their proposal or draw up a new proposal, as well as a proposal that is considered feasible and there is a revision then the student is obliged to improve the proposal according to the input obtained a maximum of two weeks should face the examiner to discuss the results / revision of the proposal.
 - 8) The status of the completion of the revised final proposal must be uploaded to Simontasi
- e. TA Exam
- 1) TA Exam Requirements
Students who will take ta exam must meet the following requirements:
 - a) has completed ta's work in accordance with the Unesa TA Writing and Assessment Manual and has been approved by TA's supervisors;
 - b) students enroll in their respective courses by bringing:
 1. KRS as proof of programmern TA;
 2. draft manuscripts of TArangkap three submitted to the majors / courses of study each no later than one week before the period / period of implementation of the exam;
 3. some specific requirements can be formulated by their respective courses.
 4. Plagiarization-free wishful thinking letter maximum 30% of the Head of Department.
Conditions:
Plagiarization-free certificate signed by the head of the department based on evidence of *plagiarism* checking that has been signed by the lecturer appointed by the head of the department (lecturer who has a letter of duty / Decree of the Dean for plagiarism checks) to be responsible for plagiarism checks of scientific work of students and lecturers in their respective study programs.
 - c) TA exams can be conducted at least two months after the TA proposal seminar is held.
 - 2) Final Assignment Examiner Lecturer
The requirements of the final task examiner in accordance with the Regulation of the Minister of Administrative And Bureaucratic Reform of the Republic of Indonesia No. 46 of 2013, that the examiner lecturer has a minimum academic position of expert assistant or in accordance with the applicable regulations in Unesa and adjusts the labor conditions of the relevant majors and considers the ability, profession, and expertise.
 - 3) Final Task Testing Team
The thesis testing team consists of:
 - (1) The Chairman (not the supervisor) serves as Tester I;
 - (2) One other examiner (member) acts as Tester II;
 - (3) Ta supervisor (member) serves as Tester III.
 - 4) Assessed Aspects
 - a) Technology/design/scientific work
 - (1) Conformity with the design of the work approved by the supervisor.
 - (2) Originality/Innovation.
 - (3) Benefits.
 - (4) Technical skills.
 - (5) Serving.
 - b) Final Task Report Script
 - (1) Conformity with the applicable format/systematics.
 - (2) The use of standard and correct language.
 - (3) Clarity and the need for problem formulation, discussion, and conclusion.
 - c) test
 - (1) The final task results reflected in presentations and reports
 - (2) Ability to defend exams
 - 5) implementation
 - a. Students who have obtained the approval of the supervisor and at least 12 times conducting the mentoring process with the supervisor and fulfilling the requirements set by the head, can apply for the final assignment exam through Simontasi
 - b. Kaprodi determines the schedule of final assignment exams based on the data of the proposed final assignment exam in Simontasi.
 - c. The final assignment exam was attended by three examiner lecturers (including the supervising lecturer).
 - d. In the exam, students must present the results of their research and answer the questions of the examiner lecturer. The examiner lecturer will give a student graduation assessment in the final assignment exam.
 - e. After the final task test, the results of the test were inputted into Simontasi by the
 - f. If the student is declared to pass the final assignment exam, then the student can continue the process of preparing the revision of the final assignment according to the input obtained from the examiner lecturer. Maximum two weeks after the exam, students must consult revision of the final task to the examiner lecturer.
 - g. Final task proposal revision completion status should be uploaded to Simontasi
 - h. If the student has not been able to complete the final assignment within one semester, he is given the opportunity to complete in the next semester
 - i. If the final two semesters of the task are not completed, the study program has the right to replace the supervisor if necessary. Head of Departement monitors the progress of final student assignments.
 - 5) Exam and Assessment Procedures
 - a) Ta testing team jointly test a student, if one of the examiners can not attend the TA exam should be postponed.
 - b) The duration of the exam is one to two hours with details:
 - (1) presentation of ta content outline by students 10–15 minutes;
 - (2) tester questions and answers are 15-30 minutes for each tester;
 - (3) 5–15 minutes.
 - c) TA content value (maximum weight 70%) and appearance (maximum weight 30%) in the test is expressed with the numbers 0–100.

- d) The final score of ta exam is obtained by calculating the average score given by the three examiners (one supervisor and two other examiners) and converted to A, A-, B+, B, B-, C+, C, D, or E in accordance with the rules applicable in Unesa.
- e) The rating difference between testers should not be more than 10 points. If there is a difference of more than 10 points, the chief examiner should discuss it with the testers to determine the new value.
- 6) Approval Determination
 - a) Ta exam graduation determination is done by the Testing Team.
 - b) Students are declared to pass the TA exam if they obtain a score of at least C.
 - c) The decision to pass the TA exam is submitted to the student immediately/when the exam ends by the Test Team.
 - d) Improvements to TA's work and reports should be consulted to the Testing Team within the specified time period. After being approved (signed by the testing team), ta report is bound and submitted to the Head of Department / Kaprodi double 4 (four). After itu, TA exam scores can be announced.
 - e) Students who score less than C are given the opportunity to re-enroll after meeting the applicable exam requirements.

10. Rating System

a. Student Learning Outcome Assessment

1) Assessment Components

a) Participation (P)

Participation assessments include:

- (1) the presence of students when conducting face-to-face and or *online* activities, structured, and practicum, with a maximum score of 60;
 - (2) frequency and quality of student inquiries;
 - (3) frequency and quality of student pat/argument penda;
 - (4) frequency of consultations outside of lecture hours (enrichment);
 - (5) creativity of student reasoning.
- (total score no. 2, 3, 4, 5 = 40)

The participation score is the sum of the scores 1, 2, 3, 4, 5, which is a maximum of 100.

b) Task (T)

- (1) The task weight is adjusted to the sks weight of the course.
- (2) Task scheduling is listed in the Semester Learning Plan (RPS).
- (3) The results of the assignment after being graded and feedback returned to the student.

c) Midterm Examination (UTS)

- (1) UTS was held on a scheduled basis at the 8th meeting.
- (2) UTS is scheduled to be rps and known by students since the beginning of the lecture.
- (3) UTS results that have been assessed and given feedback are returned to students.

d) Final Semester Exam (UAS)

- (1) UAS is held on a scheduled basis at the end of the semester and regulated by the Faculty which is carried out with a special schedule and coordinated by the Vice Dean of Academic Affairs.
- (2) The results of UAS writes that have been assessed and given feedback are returned to mahasiswa.
- (3) UAS can be held if the lecture has taken place at least 15 (fifteen times), including UTS.
- (4) Students who are allowed to join UAS if their attendance is at least 12 (twelve times) times face-to-face and UTS. If the number of attendance mahasiswa less than 13 times including UTS, then the student's name is blocked in the attendance list of UAS participants in Siakadu.
- (5) Students who get institutional assignments can be subject to special assessments. This assessment must be accountable secara academic refers to the four components of the assessment and obtain the approval of the kaprodi / kajur.

2) Value upload terms

Lecturers uploaded scores in Siakadu in the form of raw scores, including participation components (P), average Tasks (T), UTS and UAS with a scale of 0-100.

3) Course Value

The Final Value (NA) is calculated by the following formula:

$$NA = \frac{(2 \times H) + (3 \times H) + (2 \times UTS) + (3 \times$$

4) Value

$$\text{Conversion} = \frac{\text{UAS) 10}}{\text{_____}}$$

Convert scale values 0–100 to scales 0–4 and letters are arranged as follows:

Table 1
VALUE CONVERSION

Value Interval	number	letter
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

- 5) Learning Outcome Achievements
Learning Result Achievement is realized in the form of Achievement Index (IP).
There are two kinds of IP student learning results, namely IP every semester (IPS) and compulsive IP (GPA).
- IPS is an IP that is calculated from the learning outcomes achieved by students during a semester.
 - GPA is an IP that is calculated from the results of learning all courses programmed in the completed semester.
 - IPS and GPA determination based on all programmed course values (required and optional), including courses that have a value of 0 (zero) or E.
 - IP Determination
IP is assigned with the formula:
$$Ip = \frac{\sum KN}{\sum SKS}$$

KN = SKS weight x K
score = SKS weight
GPA is calculated up to two numbers behind a comma
- b. Value Improvement
Students are allowed to reprogram courses to improve grades. The value listed in the transcript is **the best value**.
The requirement to reprogram is **a course with a maximum value of D**.
- c. Value Revision
Value changes can be made a maximum of one month after the deadline for *entry* of value in the current semester
- c. Miscellaneous Provisions
- Students are not allowed to cancel courses that have been programmed.
 - Students who repeat courses, courses must provide conversion courses on the current curriculum.

E. ACADEMIC ADMINISTRATION SYSTEM

1. Admission of New Students

The admission of unesa new students is carried out by following the rules dictated by the Ministry of Research, Technology, and Higher Education as well as unesa's internal regulations. Admission of new students is done through various selection channels both at the national and university (independent) level.

- Admission of New Students of The National Access Line of Admission to State Universities (SNMPTN)
SNMPTN is a national admissions pathway for S-1 study programs through academic achievement networking at the school level (SMA/MA/SMK/MAK).
- Admission of New Students Joint Selection Path for Admission to State Universities (SBMPTN)
SBMPTN is a new admissions pathway for S-1 study programs that is conducted together with other State Universities through writing or computer-based exams, as well as skills exams for arts and sports group courses.
- New Student Deliverer of Independent Line
Independent pathway is the acceptance of new students of undergraduate and diploma levels whose mechanisms are regulated by Unesa.
- Admission of S-1 Program Students From Level
What is meant by students of S-1 Program Transfer Level is a graduate student of Diploma / Bachelor program who continues his education in Unesa and has received SKS recognition of courses from the intended majors / programs. The number of students accepted is adjusted to the capacity and determined through a selection.
 - The opening of the S-1 Transfer Program is held in the even semester.
 - The recognized courses are determined by the Department / Study Program and the results are submitted to the Vice Rector of Academic Affairs to know the faculty after the determination of admission. Any course that is recognized but has a D or E value must be reprogrammed.
 - The number of SKS from graduates of Diploma / Bachelor of Education to S-1 Linear education as well as from graduates of Diploma / Bachelor of Non-education to S-1 Non-education that linearly determined the number of SKS recognized and must be taken following the provisions as in Table 2.

Table 2

The range of SKS that are recognized and that must be taken by students from graduates of diploma programs / young scholars educated / non-educated to S-1 linear education / non-education

Transfer from Graduates	Recognized SKS Σ	SKS Σ that must be taken
D III SM Education/Non-Education	60 – 120	24 - 100

2. mutation

Mutation is a change in student status that includes administrative, academic, and so on. Mutations can be carried out based on the background of the study program taking into account the capacity. The types of mutations in Unesa are regulated as follows:

a. Mutation Between program Studies in One Faculty

Mutation between study programs in one faculty is only allowed for students who are at least already in semester 3 (three) with the requirement of formation in the intended study program or with certain considerations among others: GPA of the student concerned < 2.0; mutations in the study program recommended by the leadership with the aim of improving the academic performance of the students concerned, to the study program that has a lower level of entry tightness (the number of enthusiasts, the minimum value at the time of admission of new students, and accreditation of the study program) or mutation to the lower level of study program. The procedure is as follows:

- 1) Students apply for mutation in writing to Dekan with the approval of Student Advisory Lecturers (DPM) and Head of Department / Head of Study Program.
- 2) Department / Study Program for mutation purposes conduct tests.
- 3) If the application for mutation is accepted, the intended Department / Study Program performs the conversion of courses that have been deitempuh.
- 4) The Dean issued a letter of determination on the receipt of the mutation.
- 5) A copy of the determination letter is sent to BAKPK accompanied by the conversion of courses for administrative processing and to the Rector as a report.
- 6) The intended study program must not be higher than the original study program (the level of tightness of the ratio of the ceiling and accreditation of the study program).

b. Mutation Between Inter-Faculty Study Programs

Mutation between study programs between faculties is only allowed for students who have at least berada in semester 3 (three) with the requirement of formation in the intended study program or with certain considerations including: GPA of the student concerned $< 2,0$; mutations in the study program recommended by the leadership with the aim to increase the academic level of the student concerned to the study program that has a lower level of entry tightness (based on the ratio of the ceiling and the number of applicants / applicants, the minimum value at the time of admission of new students, and accreditation of the study program) or mutation to the lower level of prodi. The procedure is as follows:

- 1) Students submit a written application for mutation to the Rector, approved by DPM), The Head of Department/Head of Study Program, and Dean;
- 2) Based on the request, the Rector requested the dean's request for the purpose of mutation, which then the Dean asked for consideration of the Chairman of the relevant Department / Study Program;
- 3) If mutation formation is available, the Department/Study Program for which the mutation is intended to conduct tests;
- 4) If the test results state that the student is acceptable, the intended Department/Study Program converts the courses that have been taken;
- 5) The Dean sends a letter of notification to the Rector about the process and results of the receipt;
- 6) Rector issued a decree on the mutation;
- 7) A copy of the decision letter is sent to BAKPK.

c. Mutations out of Unesa

The mutation permit outside Unesa is dibe rikan after the student completes the financial administration requirements in accordance with the provisions. The procedure is as follows.

- 1) Students submit a written application to the Rector for mutation out of Unesa, which is known by lecturers Pestudent advice (DPM), Head of Department / Head of Study Program, and Dean.
- 2) The Head of BAKPK on behalf of the Director issues a mutation decree outside Unesa if there is certainty that the student is accepted at the intended college.

d. Mutation from outside Unesa

Students who can be accepted from outside Unesa are students from universities that are accredited at least B (good) and the accreditation rating of the study program is at least the same as the intended study program, provided that the quota in the intended study program is available. Students who are allowed mutation to Unesa are students who have attended college for at least two semesters and are still enrolled in the original college (not in *Drop Out* status) and still have a period of study that memadai to complete the study program that will follow. Transfer students are not from universities and or study programs whose accreditation value is lower and are required to comply with the prevailing regulations in Unesa. The mechanism is as berikut.

- 1) Prospective students submit a written application letter to the Rector of Unesa, accompanied by an attachment to the description of academic achievement from the original college.
- 2) Rector forwarded the application letter to the Dean and Head of Department / Study Program intended to strengthen the consideration.
- 3) Departments / Study Programs for mutation purposes conduct written, oral, and/or skill tests in accordance with their field of study including file verification.
- 4) If the relevant person is accepted, the Dean submits the results of the admission test to the Rector to issue a decision letter on the academic status of the concerned.
- 5) After graduation, students register according to the schedule and applicable conditions.

3. registration

Every Unesa student must register. Registration is done in order to obtain the validity of student status.

a. Things that need to be considered by students in the registration activities are as follows:

- 1) Registration is mandatory for both new and old students;
- 2) The schedule of registration activities is set out in the academic calendar;
- 3) Operational provisions and procedures for registration are prepared and announced by BAKPK towards the beginning of the semester;
- 4) Apabila until the end of the registration schedule, students still have not registered, the concerned can apply for academic leave in accordance with the schedule of leave in the academic calendar. Academic leave is not granted to students during the scholarship admission period, except for special consideration by the leadership of Unesa;
- 5) If the student as item (4) above does not apply for academic leave, at the deadline of the academic leave application schedule set, the concerned is disarm automatically by the system in one semester;
- 6) Students who are off college or dispun off at one semester must register in the next semester;
- 7) Students who have been disarming one semester, but do not register in the next semester are declared disarming again;

- 8) Students who take time off twice and do not register in the next semester are declared resigned;
 - 9) Students who do not register cannot do academic and non-academic activities, such as: *KRS online*, compassion, etc.
- b. Registration Flow
Registration activities are carried out with the following procedure.
- 1) Students pay Single Tuition Fee (UKT) in accordance with the specified schedule;
 - 2) Students are given the support and approval of krs filling by DPM *online* in accordance with the predetermined time;
 - 3) Students fill out KRS *online* under DPM guidance/approval. Approval is marked by *approving* the KRS fields referred to by DPM;
 - 4) Students print KRS that has been approved by DPM and then signed by the relevant DPM.

4. Payment of Education Fees

- a. Students are required to pay tuition fees in accordance with the UKT set out based on verification.
- b. The amount of UKT applies permanently to students of a class starting from semester 1 (one) until the student completes his/her studies.
- c. UKT payments are made *online* at the Bank set by Unesa, according to the schedule specified.
- d. The semester period is August 1–January 31 for gasal semester and February 1st–July 31st for even semester.

5. Academic Leave

- a. Academic Leave is a condition of not being registered as a student of Unesa in a certain semester.
- b. The length of academic leave as much as two semester in the study period of the student concerned.
 - 1) Academic leave is done per semester, and is taken into account in the study period.
 - 2) Academic leave can be submitted after students have studied for 1 (one) semester.
 - 3) Students submit a letter of application for leave to the dean with written approval from the Lecturer of Student Advisors and The Head of Department / Study Program. The dean submitted a letter of leave to the rector by attaching a letter requesting leave from students.
 - 4) The Head of BAKPK on behalf of the Rector stipulates a certificate of leave of study.
- c. Students who do not register/re-register or are on academic leave at the same time, their student status is automatically stripped by the university during their study period.
- d. Students who are on leave are not allowed to do academic activities (eg: lectures, UTS, UAS, thesis guidance / assignments akhir including guidance revision thesis / final assignment, PKL, PLP, KKN, or extracurricular activities), student activities, and not entitled to receive scholarships.
- e. Students on academic leave are exempt from the applicable semester UKT payments.
- f. Maxial SKS that can be taken based on the results of semester studies and cumulative study results of students before leave when the student has been active again.
- g. Students are declared resigned if they have taken two consecutive semesters of leave and do not register in the next semester.
- h. If the student has actively returned from academic leave then the maximum sks that can be taken is based on the results of semester studies and the results of compulsive studies of students before the leave of study.
- i. Students who will activate their status as Unesa students are required to present proof of leave letter to the Finance Department in order to make UKT payments.

6. Academic Awards and Sanctions

- a. appreciation
 - 1) Students who have studied 2 (two) semesters and have academic achievements have the opportunity to get a scholarship. Other terms are subject to applicable regulations.
 - 2) Students can have the opportunity to become outstanding students if they meet the requirements / criteria set by the Assessment Team Student Excellent
 - 3) Students who are determined as the best graduates at judicial events and graduations are students who graduate with *the highest GPA (Cumlaude)* and in the *shortest study period* (valid for D3 and S1 students).
- b. Academic Sanctions
Academic sanctions are formulated with the aim of maintaining the quality of educational outcomes and providing sanctions for students who violate existing regulations.
 - 1) Students who have expired and have not been able to complete the study according to the maximum study period set, the concerned are dismissed as unesa students.
 - 2) Students who do not program courses in a semester, the value obtained is not recognized.
 - 3) Based on the progress of the learning results, tiered sanctions are set as seen in Table 3.

Table 3
NUMBER OF SKS-CUMULATIVE PASSES AND FORMS OF ACADEMIC SANCTIONS

Education Program	End of Semester Ke-	Number of SKS-Compulsive Passes *)		
		Usual	What students should be aware of	
			Highly Critical	Academic Sanctions
S-1 or Diploma	I	18	≤ 9	Written Warning I Written Warning II Students issued from UNESA
	II	36	≤ 18	
	III	54	≤ 30	
	IV	72	≤ 40	

V	90	≤ 50
Vi	108	≤ 60
Vii	126	≤ 70
Viii	144	≤ 80

*)Sks-Cumulative pass is the number of SKS of all courses with a minimum value of 2.00 (C)

Table 3 is described as follows:

- DPM at the end of each semester is obliged to make a report on the progress of student studies that does not reach the minimum number of SKS to the Head of Skills /Study Program;
- Written Warning I is made by the Head of Department by knowing the Dean and sent to the parents of the student concerned with a copy to bk Faculty / Department, if the student at the end of semester 1 has the number of sks pass ≤ 9
- Written 2-letter fairly made by the Head of Department by knowing the Dean and sent to the parents of the student concerned with a copy to bk Faculty / Department, if the student at the end of semester 1 has the number of sks pass ≤ 18
- If in the 3rd semester (three), the number of sks collected is less than 30 (thirty), the Head of Department submits a letter of proposal to the Dean so that the concerned is further processed to the Rector.

7. Drop out of College

- Any student who does not re-apply or does not apply for leave for 2 (two) consecutive semesters is dismissed as a Student of Unesa.
- The student is given a certificate of study and academic transcript of the results of the study during the course.

8. Approval Determination

Students are declared graduated if:

- Able to achieve a minimum GPA of 2.50 by obtaining a minimum value of C for Compulsory General Courses (MKWU: Religious Education, Pancasila Education, Citizenship Education, and Bahasa Indonesia) and no E grades.
- The maximum value of D is 5% of all sks achieved and spread in Institutional Compulsory Courses (MKWI) and courses at the faculty/major/study level.

Terms of approval determination:

Students are declared to have completed their studies if they have complete the Certificate of Graduation (SPK). Students who want to apply for SPK must meet the following requirements:

- Still recorded as an active student.
- Have completed the thesis / final task as evidenced by the confirmation sheet thesis / final task.
- Meet the number of credits in accordance with the academic manual as a condition of completion of the lecture.
- The transcript has been validated by the kaprodi.
- Complete the biodata supporting documents such as:
 - Place date of birth according to the last diploma.
 - Upload proof of last diploma.
 - Upload KTP
 - Upload KK
 - Upload Color Photos as required
- Upload articles of research results that have been published or otherwise accepted / *accepted* or other evidence in the form of a certificate of guarantee of national publication or national reputable from a supervisor

9. Judiciary and Graduation

Yudisium is a ceremonial event for the determination of students' graduation from an educational level at the faculty level. Yudisiawan /wati is declared with a predicate determined based on the Cumulative Achievement Index (GPA) achieved by students.

a. Implementation of Judiciary

- The judiciary is conducted at least three times in one academic year using the quota system.
- The implementation of the judiciary is arranged by the faculty with the format of event news that has been determined by Unesa.
- News of the event and judicial files were sent to BAKPK for the completion of diplomas and academic and non-academic transcripts.

b. Requirements for Registration of Judiciary

To attend the judiciary, students are required to meet the following requirements:

- Already have SPK.
- Pass TEP/IELTS (minimum score TEP=425) or other requirements set by the faculty as well as a minimum score of IELTS.
- Submit the Judicial Form.
- Have no dependents in the library.
- Submit the latest black and white photo pass printed in the photo studio with the following conditions:
 - Photo Size 4x6 Black and White Doft Paper (Print Photo Studio) As much as 2 Sheets.
 - Photo Size 3x4 Black and White Doft Paper (Print Photo Studio) As much as 5 Sheets.
- Upload a certificate of correction of the diploma if the previous diploma is wrong.

c. Judicial Predicate

Based on the National Standard of Higher Education, the judicial predicate given is as follows:

- GPA = 2.76 s.d. 3.00 : *Satisfactory*
- GPA = 3.01 s.d. 3.50 : *Very Satisfying*
- GPA = 3.51 s.d. 4.00 : *Praise*

The determination of the praise graduation predicate is done with the following conditions:

- * For S0 and S1 programs, the maximum study period for getting a praise predicate is a maximum of 4 years for undergraduate programs and a maximum of 3 years for S0 (D3) programs.
- *) The above conditions do not apply to transfer programs.

10. graduation

Graduation is an academic ceremony arranged based on the decree of the Minister of Education and Culture of the Republic of Indonesia No. 0602a/V/1984. Graduation in Unesa is conducted in accordance with the rules in Force in Unesa. The requirements to attend graduation are as follows:

Graduation in Unesa is held at least three times in one academic year using the quota system. The requirements to attend graduation are as follows:

- 1) The student has been declared graduated by the Dean with proof of Graduation Certificate and his name is listed in the news of the judicial event;
- 2) Students have fulfilled the academic and financial administration requirements set by the Rector.

11. diploma

a. Limitations of Diplomas

Unesa diploma is a decree given to unesa graduates in accordance with the level of education taken. Unesa diploma is determined in accordance with the Decree of the Minister of Education and Culture Number: 81 of 2014 concerning Diplomas, Competency Certificates, and Certificates of Higher Education Professions. Unesa diploma has a special feature that is about the type of paper, size, and safety sign is confidential, which is stated in the Rector's Decree No. 071/K08/HK.01.23/ PP.00.01/2000 tentang Regulation of Diploma and Teaching Act for Graduates of S-1 and S-0 Programs in Unesa valid since the Even Semester of 1998/1999. Since 1999 the Teaching Act diploma has become one in a Bachelor's Degree. The date of diploma is in accordance with the date of Graduation Determination.

b. Academic Transcript

Academic transcripts are an integral part of Unesa's diploma.

- 1) Academic transcripts are based on value data submitted by faculty in judicial files.
- 2) Academic transcript contains student data, Faculty, Study Program, GPA, thesis title, number of sks, and the value of each course achieved by students.
- 3) Academic transcripts are written in two languages: Indonesian and English
- 4) The academic transcript at Unesa was signed by the Head of BAKPK.
- 5) The ratification of fotokopi academic transcript was done by the Head of BAKPK.

c. Certificate of Companion Diploma (SKPI)

SKPI is a document that contains information about the achievements of study programs or qualifications of higher education graduates.

- 1) SKPI contains student data, graduate learning achievements, KKN level, admission requirements, language of instruction, assessment system, and length of study.
- 2) SKPI is written in Indonesian and English.
- 3) The signing of SKPI was done by the Dean.
- 4) Skpicopying is done by the Dean.

12. Degree

- a. Unesa gives academic degrees to its graduates
- b. The awarding of academic degrees and professional designations for Unesa graduates is given in accordance with the Decree of the Minister of Education and Culture of the Republic of Indonesia No.154/2014 dated October 14, 2014 concerning The Clumps of Science and Technology as well as the Degree of Higher Education Graduates.
- c. Professional designation is a term given to unesa graduates who pursue professional education.
- d. The use of academic degrees and areas of expertise for undergraduates in the form of abbreviations is placed behind the name entitled to the degree in question as follows.

Table 4
ACADEMIC DEGREE AND ITS ABBREVIATIONS

Study Program Group	Academic Degree	Singkatan
1. Literature	Bachelor of Literature	S.S.
2. Mathematics and Science	Bachelor of Science	S.Si.
3. Education	Bachelor of Education	S.Pd.
4. Sports Science	Bachelor of Sport	S.Or.
5. Sociology	Bachelor of Social	S.Sos.
6. Psychology	Bachelor of Psychology	S.Psi.
7. Law	Bachelor of Law	S.H.
8. Engineering (Clumps of Engineering)	Bachelor of Engineering	S.T.

9.	State Administration	Bachelor of Social	S.Sos.
10.	Communication Science	Bachelor of Communication Sciences	S.I.K.
11.	Islamic Economy	Bachelor of Islamic Economics	S.E.
12.	Accounting	Bachelor of Accounting	S.E.
13.	Management	Bachelor of Management	S.E.
14.	Visual Communication Design	Bachelor of Design	S.Ds.
15.	Music Art	Bachelor of Arts	S.Sn.
16.	Fine Art	Bachelor of Arts	S.Sn.
17.	Informatics Engineering	Bachelor of Engineering	S.T.
18.	Information Systems	Bachelor of Engineering	S.T.
19.	Economy	Bachelor of Economics	S.E.
20.	Nutrition	Bachelor of Nutrition	S.Gz

5. The use of professional designations in the form of abbreviations is placed behind the name that is entitled to professional designation as follows.

Table 5
PROFESSIONAL DESIGNATIONS AND ABBREVIATIONS

ladder	Professional Designation	abbreviation
Diploma III	Associate Member	A.Md.

CHAPTER II

GRADUATE COMPETENCY STANDARDS, MKWU DESCRIPTIONS, AND MKWI DESCRIPTIONS

Based on Presidential Regulation No.8 of 2012 on KKNI, Permendikbud No.49 Year 2015 on SNPT, vision and mission of Unesa, academic manuscript book curriculum development of study programs in Unesa, curriculum of Study Programs in Unesa designed to achieve Lulus Kompetensi Standard (SKL) or Learning Achievement (CP) of each Study Program.

Graduate Competency Standards are divided into 4 areas, namely: 1) attitude, 2) general skills, 3) knowledge, and 4) special skills. SKL in the realm of attitude has the same formula and applies to all graduates of Unesa, with one additional attitude for graduates of education. SKL in the realm of general skills for each level has the same formula. SKL in the realm of knowledge and special skills is contained in the curriculum of the Study Program.

A. attitude

Every graduate of academic, vocational, and professional education programs in the Surabaya State University must have the following attitudes:

1. fear God Almighty and be able to show religious attitudes;
2. uphold the value of humanity in carrying out tasks based on religion, morals, and ethics;
3. contribute to improving the quality of life of society, nation, state, and the advancement of civilization based on Pancasila;
4. act as a proud citizen and love the homeland, have nationalism and a sense of responsibility to the country and the nation;
5. respect the diversity of cultures, views, religions, and beliefs, as well as the original opinions or findings of others;
6. cooperate and have social sensitivities and concern for the community and the environment;
7. law-abiding and disciplined in public and state life;
8. internalize academic values, norms, and ethics;
9. demonstrate a responsible attitude to work in their areas of expertise independently;
10. internalize the spirit of self-reliance, vocational, and entrepreneurship;
11. embody the character of "Faith, Smart, Independent, Honest, Caring, and Resilient" in daily behavior;
12. have sincerity, commitment, and sincerity to develop the attitude, values, and abilities of learners. (especially for graduates of educational programs)

B. GENERAL SKILLS

Every graduate of DIPLOMA THREE (D III) program in Surabaya State University must have the following general skills:

1. able to complete extensive work and analyze data with a variety of appropriate methods, both those that have not been standardized;
2. able to show quality and measurable performance;
3. able to solve work problems with properties and contexts that suit their applied areas of expertise based on logical thinking, innovative, and responsible for the results independently;
4. able to prepare reports of results and work processes in a valid and valid manner and communicate them effectively to other parties in need;
5. able to work together, communicate, and innovate in their work;
6. able to be responsible for the achievement of group work and supervise and evaluate to the completion of work assigned to workers who are under his responsibility;
7. able to conduct a self-evaluation process of the working group under its responsibility and manage the development of work competencies independently;
8. able to document, store, secure, and rediscover data to ensure validity and prevent plagiarism.

Every graduate of BACHELOR Program (S-1) in Surabaya State University must have the following general skills:

1. able to apply logical, critical, systematic, and innovative thinking in the context of the development or implementation of science and technology that pays attention to and applies humanities values in accordance with their areas of expertise;
2. able to point to independent, quality, and measurable performance;
3. able to assess the implications of the development or implementation of technological sciences that pay attention to and apply humanities values in accordance with their expertise based on rules, ordinances, and scientific ethics in figures to produce solutions, ideas, designs or criticisms of art;

4. able to compile scientific descriptions of the results of the study in the form of thesis or final task report, and upload them on the college's website;
5. able to make decisions appropriately in the context of problem solving in their areas of expertise based on information and data analysis;
6. able to maintain and develop a network of work with advisers, colleagues, and colleagues both inside and outside the institution;
7. able to be responsible for the achievement of group work and supervise and evaluate to the completion of work assigned to workers who are under their responsibility;
8. able to conduct the process of self-evaluation of the working group under its responsibility and able to manage learning independently;
9. able to document, store, secure, and rediscover data to ensure validity and prevent plagiarism.

C. LIST OF COMPULSORY COURSES (MKWU)

No.	code	Course Name	Course Name (in English)
1.	0001212001	Islamic Religious Education	<i>Religion</i>
	0001212002	Catholic Religious Education	
	0001212003	Christian Education	
	0001212004	Hindu Religious Education	
	0001212005	Buddhist Education	
	0001212006	Khonghucu Religious Education	
2.	0001212007	Citizenship Education	<i>Civics</i>
3.	0001212008	Pancasila Education	<i>Pancasila</i>
4.	0001212009	Indonesian	<i>Indonesian</i>

D. LIST OF COMPULSORY COURSES OF INSTITUTIONS (MKWI)

No.	Course Name	Course Name (in English)	SKS	Academic Level		
				D III	S-1 Educational	S-1 Non-educational
1	Basics of Education	Principles of Education	3		V	
2	Basic Natural Sciences	<i>Basic Natural Science</i>	2		V	V
3	Basic Social and Cultural Sciences	<i>Basic Social and Cultural Science</i>	2		V	V
4	Educational Psychology	<i>Educational Psychology</i>	2		V	
5	English	<i>English</i>	3		V	V
6	English	<i>English</i>	2	V		
7	Entrepreneurship	<i>Entrepreneurship</i>	2	V	V	V
8	Real Work Lecture	<i>Community Service</i>	3		V	V
9	FieldWork Practices	<i>Internship</i>	4	V		
10	FieldWork Practices	<i>Internship</i>	3			V
11	School Field Experience	<i>Teaching and Learning Program</i>	3		V	
12.	Micro-teaching	<i>Micro-teaching</i>	2		V	
12	Philosophy of Science	<i>Phylosophy of Science</i>	2		V	V
13	Theory of Learning	Learning Theories	3		V	
14	School Curriculum Study	Curriculum Analysis	3		V	
15	Learning Media	Learning Media	2		V	
16	Assessment of learning processes and outcomes	Assessment	3		V	
17	Learning tools development	Instructional Design	3		V	

18	Educational research methodology	Research Methodology	3		V	
19	Research methodology	Research Methodology	3			V
20	Innovative Learning I	Innovative Learning I	3		V	
21	Innovative Learning II	Innovative Learning II	3		V	
22	Thesis	Thesis	6		V	V
23	Final Task	Final Project	4	V		

E. DESCRIPTION OF COMPULSORY GENERAL COURSES AND INSTITUTIONS

0001212001 ISLAMIC RELIGIOUS EDUCATION / 2 CREDITS

Lecturer: Drs. H.M. Husni Abdullah, M.Pd.

Dr. H.M. Turhan Yani, M.A.

Course Learning Achievements / Competencies

- * Able to utilize learning resources and ICT-assisted learning media to support the implementation of Islamic religious education.
- * Mastering the theoretical concept /su bstansi Islamic religious education and able to apply it in learning and culture in **the** community.
- *. Able to make decisions about the concept / substance of Islamic religious education that is relevant to solve certain learning cases in the classroom andin the community.
- *. Have a responsible attitude by applying Islamic teachings according to the relevant theoretical concepts.

Course Description

Islamic Religious Education courses provide provisions for the formation of the personality of students as a whole (*kaffah*) by making Islamic teachings as the basis of thinking, behaving, and behaving in the development of science and profession. A complete personality can only be realized if every student is ingrained in faith and piety to Allah Almighty. Faith and piety will only be realized if supported by the development of its elements, namely: insight / knowledge about Islam (*Islamic knowledge*), religious attitude (*religion dispositions / attitude*), skills to carry out Islamic teachings (*Islamic skills*), commitment to Islam (*Islamic commitment*), confidence as a Muslim (*moslem confidence*), and proficiency in carrying out religious teachings (*Islamic competence*). In the psycho-social constellation, both as a person, a member of the community, a member of the community, and as an Indonesian citizen, this course upholds the values of godliness, humanity, unity, deliberation, and justice in the frame of Pancasila and the Republic of Indonesia. Lectures are conducted with a system of analysis studi cases, presentations and discussions, problem solving *tasks*, and reflections

reference

Ministry of Religious Affairs of the Republic of Indonesia. 2014. *Qur'an and Its Translation*. Jakarta: Ministry of Religious Affairs of the Republic of Indonesia.

Ausop, Asep Zaenal. 2014. *Islamic Character Building*. Bandung: Salamadani.

Achmad Sauqi. 2010. *Achieving Peace of Life; The Story of Modern People's Spirituality*. Yogyakarta: Offset Success. Juhaya S. Praja. 2002. *Philosophy and Methodology of Science in Islam and Its Application in Indonesia*. Jakarta: Teraju. Maman. 2012. *Science Thinking Pattern Revives Islamic Scientific Tradition*. Bogor: QMM Publishin.

Munawar Rahmat. 2010. *Education of Human Kamil Based on Sufism Syaththariah*. Bandung: ADPISI Press. Mustaqim, Abdul. 2012. *Epistemology of Contemporary Commentaries*. Yogyakarta: LKIS.

Nurcholis Madjid. 2008. *Islamic Modernity and Indonesian*. Bandung: PT Mizan Pustaka.

_____. 2008. *Islamic Religious Civilization*. Jakarta:

Paramadina. Sukidi. 2002. *Spiritual Intelligence*. Jakarta: Gramedia.

Martyrdom. 2005. *Empowerment of Mosque-Based People*. Bandung: CV Alfabeta.

Kemendikbud Writing Team. 2014. *Islamic Religious Education in Public Universities*. Jakarta: Ministry of Education and Culture of the Republic of Indonesia.

Pai-Unesa Lecturer Team. 2010. *Islamic Religious Education in Public Universities*. Surabaya: Unesa University Press.

Toshihiko, Izutsu. 2003. *Concepts of Religious Ethics in the Quran*. (Translator AE Priyono et al.). Yogyakarta: Tiara Discourse Yogya.

0001212003 CHRISTIAN RELIGIOUS EDUCATION / 2 CREDITS

Lecturers: Christian Education Lecturer Team

Course Learning Achievements / Competencies

- * Able to live the love of God in Jesus Christ with the guidance of the Holy Spirit so that it can grow as a whole person in all aspects of life and can prove itself as a human being who is responsible to God, fellow human beings, and the natural environment.

Course Description

This course provides the supply and appreciation of God's love in Jesus Christ with the guidance of the Holy Spirit, love for others, concern for the environment presented in theory and practice.

reference

STIE Trisakti Christian Lecturer Team. 2012. *Christian Education in Public Universities*. Jakarta: STIE Trisakti.

Tando, Samuel., et al. 2008. *Christian Education*. Jakarta: Open University. Keraf,

Sony. 2002. *Environmental Ethics*. Jakarta: Compass.

0001212002 CATHOLIC RELIGIOUS EDUCATION / 2 CREDITS

Lecturers: Catholic Religious Education Lecturer Team

Course Learning Achievements / Competencies

* Able to apply the concepts of faith in religious life that encourages and socializes.

Descriptors Courses

This course provides a briefing on the basic concept of Catholicism about the faith of living in worship and society in order to develop the personal attitude and mentality of Catholic students who can prove themselves for the sake of the kepentingan Indonesian society as an expression of his faith.

reference

Karyojoyo, Radi B. 2009. *Catholic Religious Education*. Surabaya: Srikandi.

Mulyopranoto, Untoro et al. 2003. *Catholic Religious Education*. Jakarta: Trisakti

University. Ismartoyo I, SJ. 1993. *Catholic Studies*. Jakarta: Torch.

Cofitalan Ermelindo. 2003. *Paradigm of Religious Values Education from Higher Education*. Jakarta: Bimas Catholic Ministry of Religion.

Riberu, J, et al. 1986. *Buku Lecturer's Handle on Catholic Religious Lecture Materials at Higher Education*.

Jakarta: Bimas Catholic Ministry of Religion.

Indonesian Bible Society. 2012. *Deutrokanonical Bible*. Jakarta: Printing of the Indonesian Bible Institute.

0001212004 HINDU RELIGIOUS EDUCATION / 2 CREDITS

Lecturers: Hindu Religious Education Lecturer Team

Course Learning Achievements / Competencies

* Able to understand and explain the concept of Godhead in Hinduism {Brahma Widya}, chess clan yoga, the nature of Hindu man, ethics and morality, science and technology in the Hindu perspective, harmony of religious life in Hindu view, political system in Hindu view, and reflection of the value of Hindu law in the context of Indonesian legal society.

Course Description

This course is about the Godhead of TheOne, Man and his culture, morals, law, science, society and politics to build a whole and resilient person based on the passion of the spirit of spirituality and religiosity in living together. The material is presented theoretically and precedentially.

reference

Building Team. 1997. *Hindu Religious Education for Higher Education*. Hanuman Sakti.

Wiana. 1994. *How Hindus Live God*. Manikgeni.

Wiana. 1982. *Niti Sastra*. Directorate General of

Hinduism and Buddhism. Atmaja, 1974. *Panca*

Sradha. Jakarta: PHDI Central.

Titib. 1996. *Vedic Sacred Words Practical Guidelines of Life*. Surabaya:

Paramita. Pudja. 1997. *Hindu theology*. Jakarta: Mayasari.

Pudja. 1980. *Sarasamuscaya*. Jakarta: Mayasari.

Maswinara. 1998. *Bhagawad Gita*. Surabaya:

Paramita.

Koentjaraningrat. 1978. *Indonesian People and Culture*. Jakarta: Gramedia.

Sudharta. 1986. *Manawa Dharma Sastra*. Denpasar: Hanuman Sakti.

Suhardana. Miles. 2010. *Wrhaspati Tattwa (as Hindu philosophy)*. Surabaya: Paramita.

Wirawan. Kg. 2006. *Tri Hita Karana (Hinduism Ecology)*. Surabaya: Paramita.

Wirawan, Made Adi. 2011. *Tri Hita Karana (Study of theology, sociology, and ecology according to Vedic)*.

Surabaya: Paramita.

Mas, Pinandita Arbawa Tanjung. 2009. *Understanding the Concept of Shiva-Buddha in Bali*. Surabaya:

Paramita. Muktananda, Swami. 2007. *Hindu Spirituality for Modern Life*. Jakarta: Self-Help Spreader.

Naim, Saibi. 1983. *Interfaith Harmony*. Jakarta: Mount Agung.

Puspoprodjo. W. 1999. *Moral Philosophy (Kesusilaan in Theory and Practice)*. Bandung: CV. Graphics Library.

0001212005 BUDDHIST EDUCATION / 2 CREDITS

Lecturers: Team of Lecturers of Buddhist Education

Course Learning Achievements / Competencies

* Able to understand the concept of Godhood in Buddhism, human rights as a person and society, harmony of religious life in the context of Indonesian legal society according to Buddhist view.

Course Description

The study of the basic principles of Buddhism and its application in the field of science and technology and its experience well and correctly in daily life, nation, and state. Buddhist Education courses will be presented theoretically and practically.

reference

Wowor, C., Hendro, H.S., Hupudio, P. 1992. *Subject Matter of Buddhism Education*. Jakarta: Ministry of Education.

0001212006 EDUCATION KHONGHUCU / 2 SKS

Lecturers: Khonghucu Religious Education Lecturer Team

Course Learning Achievements / Competencies

* Able to apply the basic values of Khonghucu religion to foster harmony between religious people, individual life, society, nation and state.

Course Description

The study of information tentang Khonghucu religion and the essence of khonghucu teachings that are universal so that students can practice in life in order to become a Kuncu (virtuous), have noble ethics and high morals, have a high ethics based on love, truth, morals, wise, and trustworthy that can ultimately become a good member of society and can help the nation and the State of Indonesia. Khonghucu Religious Education courses will be presented theoretically and in practice.

reference

Sendana, L. U. Linggaraja J. G., Hartono H. 2012. *Kong Hu Chu Religious Education*. Jakarta: Open University.

0001212007 CITIZENSHIP EDUCATION / 2 CREDITS

Lecturer: Citizenship Education Lecturer Team

Course Learning Achievements / Competencies

- * Able to utilize learning resources and ICT-assisted learning media to browse data / information in order to recognize and solve problems related to nationality and citizenship.
- * Able to recognize the theoretical concept of Citizenship in the context of nation hood and state hood.
- * Have a mindset, attitude pattern and pattern of action that reflects self-confidence and foster pride as an Indonesian citizen and as an Indo nation and love the Indonesian homeland in the context of the values and morals of Pancasila, the State Constitution of the Republic of Indonesia in 1945, the values and commitments of Bhinneka Tunggal Ika and the Unitary State of the Republic of Indonesia.
- * Able to make decisions based on the theoretical concept of Educators and Citizenship to solve relevant problems in society, nation and country.
- * Have a responsible attitude and behavior that reflects as a good WN (*be a good citizen*) in the life of society, nation and country.

Course Description

The study of the nature of PKn and the rights and obligations of citizens in accordance with the constitution in the framework of national identity, implemented democratically and based on applicable law. Then deepened by the explanation of law enforcement and human rights, Gender, Wawasan Nusantara, which continued with National Resilience and ended on Anti-Corruption Education. Lectures are conducted with a system of case study analysis, presentations and discussions, problem solving tasks, and reflections.

reference

- Affandi, Idrus and Karim Suryadi. 2005. *Human Rights*. Jakarta: Open University Publishing Center. Cogan, Johan L and Murry Print. 2012. *Civic Education in The Asia Pacific Regional*. Roeledge. ISBN - 0415932130.
- Niemi, Richard G and Jane Junn. 2005. *Civic Education: What Make Student Learn*. The University of Chicago Press.
- S. Sumarsono, et al. 2001. *Citizenship Education*, Jakarta: Publisher of PT. Gramedia Main Library.
- MPK-Unesa Citizenship Education Team. 2015. *Citizenship Education*. Surabaya: Unesa University Press
- Ugm Lecturer Team. 2002. *Citizenship Education*. Yogyakarta: Paradigm
- _____. *Law of the Republic of Indonesia No. 3 of 2002 tentang State Defense*. 2002. Bandung: Publisher of Citra Umbara.
- Law No. 12 of 2006 on Indonesian Citizenship*. 2006. Jakarta: Outstanding Publisher. laws relevant to learning materials.

0001212008 PANCASILA EDUCATION / 2 CREDITS

Lecturers: Pancasila Education Lecturer Team

Course Learning Achievements / Competencies

- * Able to utilize information technology to trace data / information in order to recognize and solve the problems of nation and state development in the perspective of values dasar Pancasila as the ideology and basis of the Indonesian state.
- * Having knowledge about the basic values of Pancasila as the principles and guidelines of life of society, nation and state.
- * Able to make the right decisions in dealing with the problems in the life of society, nation and state and can provide solutions based on the values of Pancasila.
- * Have a responsible attitude, care, honesty, cooperation, respect opinions and have a sense of love in the homeland in implementing and preserving the values of Pancasila in reality and daily life.

Course Description

The study of konsep and the nature of Pancasila as the basis and ideology of the state, as well as the view of the nation's life. This course also examines Pancasila historically, juridically, and philosophically as well as its actualization in national and state life; Pancasila as a watershed in Political Ethics and Development Paradigm and its implementation in the life of society, nation and state through the assessment, presentation of concepts, discussions, case studies, and assignments of both individuals and groups.

reference

- MkU Pendidikan Pancasila Unesa Team. 2014. *Pancasila Education*. Surabaya: Unesa University Press.
- Directorate General of Higher Education. 2012. *Teaching Materials Pancasila Education Courses*. Jakarta: Directorate of Learning and Student Affairs.
- Syarbaini, Syahrial. 2011. *Pancasila Education: Implementation of National Character Values in Higher Education*. Bogor: Ghalia Indonesia.
- Latif, Yudi. 2011. *Plenary State: Historicality, Rationality, and Actuality of Pancasila*. Jakarta: PT. Gramedia.
- Latif, Yudi. 2014. *Tears of Conscientiousness. Pancasila in Deeds*. Jakarta: Mizan.
- Center for The Study of Pancasila UGM. 2012. *Pancasila Basic State*. Yogyakarta: PSP Press. Thaib, Dahlan. 1991. *Pancasila Juridical State Regulation*. Yogyakarta: UPP AMP YKPN.
- Wade. 2014. *Pancasila-Ism in The Dynamics of Education*. Surabaya: Unesa University Press.
- People's Consultative Assembly of the Republic of Indonesia (MPR-RI). 2002. *Constitution 1945 Results of Amendment IV*.

0001212009 ENGLISH / 2 CREDITS

Lecturers: Indonesia Language Lecturer Team

Course Learning Achievements / Competencies

- * Able to utilize ICT to browse data, collect information, and solve language problems.
- * Able to master the concepts of critical reading techniques, writing techniques, presentation techniques, various languages, and editing techniques.
- * Able to make decisions facing theselection of appropriate diction based on context.
- * Have a responsible attitude towards the task of making language skills products (speaking, reading, and writing).

Course Description

Discussion of (1) history, position and function of the Indonesian language; (2) critical reading; (3) scientific Indonesian characteristics; (4) EyD; (5) scientific works; (6) writing proposals; (7) articles and papers; (8) editing; (9) citations and reference lists, and (10) presentations. The methods used are lectures, discussions, projects, and case studies.

reference

team. 2015. *Scientific Writing: Mpk Teaching Book In Indonesian*. Surabaya: Unesa Press. Ahmadi, Anas. 2015. *Psychology Writing*. Yogyakarta: Waves.

Alwi, Hasan, et al. 2003a. *TBBBI*. Jakarta: BP.

_____. 2003b. *PUPI*. Jakarta: BP.

Candy 49. 2009. *EyD*. Jakarta.

Sugono, Dendy, et al. 2003a. *Indonesian Foreign Terms in Indonesian*. Jakarta: PB.

_____. 2003b. *Practical Indonesian Volume I*. Jakarta: PB.

_____. 2003c. *Practical Indonesian Volume II*. Jakarta: PB.

Yulianto, Bambang. 2011. *Writing Practices*. Surabaya: Unesa Press.

Axelrod, R.B. & Cooper, C.R. 2010. *Guide to Writing*. Benfork:

Boston.

Endarmoko, Eko. 2007. *Thesaurus English*. Jakarta: Gramedia.

0002203001 EDUCATION BASICS / 3 CREDITS

Lecturers: Team of Lecturers of Educational Fundamentals

Course Learning Achievements / Competencies

- * Able to apply the field of educational expertise and utilize science and technology in solving problems related to pendidikan both theoretically and practically and able to adapt to the situation faced.
- * Able to master theoretical concepts about education in depth and able to formulate problem solving procedurally.
- * Able to take the right messenger kebased on information and data analysis and able to provide instructions in choosing various alternative solutions independently and in groups.
- * Able to be responsible for the performance of self-learning, agreement with group colleagues in understanding the basic concepts of education both theoretically and practically and able to apply well the relevant educational theories in the field of education.

Course Description

The study of the basic concepts of education, the nature of human beings and their development, the nature of education and the foundation of education, education as a system, the national education system, the foundation of education, teachers as a profession, educational problems, innovation of educators in Indonesia, and character education.

reference

M.V. Roesminingsih and Lamijan Hadi Susarno. 2015. *Theory And Practice of Education*. Surabaya: Institute for The Study and Development of Educational Sciences Faculty of Education, State University of Surabaya in cooperation with Bintang Publishers.

Yustisia Library Editorial Team. 2009. *Compilation of Legislation in the Field of Education: The Most Complete and Latest Legislation Compilation Series*. Yogyakarta: Yustisia Library.

Furqon Hidayatullah. 2010. *Character Education: Building a Nation's Civilization*. Surakarta: Yuma Pustaka. Zaim

Elmubarak. 2009. *Grounding Value Education: Collecting the Scattered, Connecting the Disconnected and Uniting the Scattered*. Bandung: Alfabeta.

Early, Peter & Bubb, Sara. 2004. *Leading and Managing Continuing Professional Development*. London: Paul Chapman Publishing.

Oecd. 2003. *Networks of Innovation: Towards New Models for Managing Schools and Systems*. Paris: OECD Publications.

Townsend, Tony. 2007. *International Handbook of Schools Effectiveness and Improvement*. Netherlands: Springer.

Hawley, Willis D. 2007. *The keys to Effective Schools: Educational Reforms as Continous Improvement*. United Kingdom: A Sage Publications Company.

Zajda, Joseph & Gamage, David T. 2009. *Decentralisation, School Based Management and Quality*. New York: Springer.

0002202002 BASIC NATURAL SCIENCES / 2 CREDITS

Lecturers: Team of Lecturers in Basic Natural Sciences

Course Learning Achievements / Competencies:

- * Able to utilize ICT to browse data/information to recognize problems and/or explore basic science concepts/principles.
- * Able to master the basic concept of SCIENCE and able to apply it and utilize natural resources and science and technology in solving masalah in daily life.
- * Able to choose alternative problem solutions in daily life by utilizing the basic concepts / principles of SCIENCE.
- * Able to be responsible for the performance of self-learning and agreement with the group.

Course Description

The study of the implementation of basic concepts of science which includes the understanding of the development of the human mind, scientific methods, earth and the universe, diversity of living things, ecosystems, natural resources, technology, biotechnology, and environmental pollution through learning conducted by means of discussion, assignment, presentation, question and answer, as well as simple experiments on phenomena in nature.

reference

FMIPA team. 2013. *Basic Science*. Surabaya: Unipress IKIP

Surabaya. Ahmadi Abu and Supatmo A. 1998. *Basic Natural Sciences*. Rineka copyright. Harmony, Ati. 1992. *Basic Natural Sciences*. Gunadarma.

0002212003 EDUCATIONAL PSYCHOLOGY / 2 CREDITS

Lecturers: Team of Lecturers in Educational Psychology

Course Learning Achievements / Competencies

- * Able to master the basic concepts of educational psychology, student development, learning theory, and personality aspects that affect learning, and classroom management.
- * Make decisions about concepts and theories within the relevant scope of psychology to solve certain learning cases or learning difficulties in the classroom.
- * Able to be responsible for the performance of learning individually and in groups, by showing active involvement in carrying out tasks and roles given both individually and in groups during the learning process.
- * Able to utilize learning resources and learning media assisted by information and communication technology (ICT) to support the implementation of learning.

Description of Course

Study of understanding, scope, and benefits of educational psychology, student development, learning theories, personality aspects that affect learning, learning difficulties, learning difficulties, counseling guidance in schools, and classroom management for effective learning.

reference

Slavin, Robert E. 2011. *Educational Psychology: Theory and Practice 9th edition. (Volumes 1 &2)*. Jakarta: PT Indeks. Santrock, J. W. 2013. *Educational Psychology (vol. 1&2)*. Jakarta: Salemba Humanika.

Djiwandono, Sri. Esti, W. 2009. *Educational Psychology*. Jakarta: Grasindo.

Nursalim, M., et al. 2007. *Educational Psychology*. Surabaya: Unesa University Press.

Cowley, S. 2011. *Student Behavior Management Guide. Translation*. Jakarta: Essence of Erlangga.

0002203005 DISCUSS ENGLISH / 3 CREDITS

Lecturers: English Lecturer Team

Course Learning Achievements / Competencies

- * Able to apply English skills and utilize ICT to (1) communicate and (2) understand spoken and written texts in limited daily and general contexts.
- * Able to master the basic knowledge of English science to support the ability (1) to communicate with a grateful language and (2) understanding the text.
- * Able to make decisions in choosing the right language in accordance with the rules of use of grateful language in accordance with the context.
- * Have responsibility for (1) the use of language used and (2) the duties given in relation to the use and understanding of language.

Course Description

Discussion and practice of language skills and components at the basic level (*pre-intermediate*), standardized tests that contain reading skills practice, *listening comprehension* and grammar and *vocabulary* directed to TEP preparation.

Reference

Azar, B. S. 2002. *Understanding and using English grammar: with answer key* (Third ed.). White Plains, NY: Pearson Education.

Gear, Jolene and Robert Gear. 1996. *Cambridge Preparation for the Toefl Test*. Cambridge: Cambridge University Press.

Sharpe, Pamela. A. 2005. *Barron's How to Prepare for the TOEFL 11th Edition*. Indonesia: Binarupa Aksara.

0001202006 BASIC SOCIAL AND CULTURAL SCIENCES / 2 CREDITS

Lecturers: Team of Lecturers of Basic Social and Cultural Sciences

Course Learning Achievements / Competencies

- * Able to utilize science and technology to obtain, collect, and process various social and cultural facts in order to solve various social and cultural problems.
- * Able to master theoretical concepts of diversity and human equality, as well as mampu formulate in solving various social and cultural problems procedurally.
- * Able to make strategic decisions based on information and data analysis, and provide instructions in choosing alternative solutions in solving and solving various social and cultural problems.
- * Has a critical, sensitive, and prudent nature and is responsible for the performance of learning itself and the group in solving various social and cultural problems.

Course Description

Studying the scope of ISBD, human beings as cultural beings, human beings as individuals and social, mansia and civilization, human, diversity, equality, human, value, moral, and legal, human, science, technology, and art, as well as human and environmental. The cell raises and examines various social and cultural issues that occur in the community. Lectures are conducted with a system of case study analysis, project tasks, presentations and discussions, and reflections.

reference

Agus D. 2000. *Reorientation Policy To Occupation*. Yogyakarta: PSK-UGM

Ahimsa-Son, Heddy Shri. 2001. "Cultural Plurality and Mass Violence: What Is The Connection". The paper was presented at the National Seminar on *the Contribution of Humanities Studies in Strengthening National Integration*, by the University of Gajah M there, dated March 24, 2001.

Central Bureau of Statistics (BPS), 2005-2006.

Encyclopedia of Geography of Indonesia. 2006. Jakarta: Lentera Agung.

Fukuyama, Francis. 2003. *The End of History and The Last Man. The victory of Capitalism and Liberal Democracy*. Second Printing. translation. Yogyakarta: Qalam.

Horton, Paul B. And Chester L. Hunt. 1991. *Sociology*. Volumes 1 and 2. Translation. Jakarta:

Erlangga. Koentjaraningrat. 1990. *Cultural Anthropologist*. Jakarta: Rineka Cipta.

_____. 1994. *Culture, Mentality, and Development*. Jakarta: Gramedia.

Korten, David C. 1993. *Towards the 21st Century Voluntary Action and GloBal Agenda*. Jakarta: Ray of

Hope. Lauer, Robert H. 1993. *About Perspective of Social Change*. translation. Jakarta: rineka Cipta.

Leight, Donald. Et.al. 1989. *Sociology*. Fifth Edition. New York: Alfred A. Kenopf.

Soelaiman, M. Munandar. 2001. *Basic Cultural Sciences*. Bandung: Refika Aditama.

0002212008 ENTREPRENEURSHIP / 2 CREDITS

Lecturer: Entrepreneurship Team

Course Learning Achievements / Competencies

- * Have an understanding of the concept of entrepreneurship and have an entrepreneurial spirit and able to motivate yourself to be able to sense business opportunities.
- * Able to identify business opportunities, make business planning, implement business plans, and evaluate entrepreneurial activities in accordance with their respective programs by utilizing ICT.
- * Able to make decisions based on information and data analysis, as well as choose alternative solutions to problems in the field of business.

Course Description

Studying the concept of wirausaha in fostering the development of entrepreneurial spirit that is the ability to motivate themselves to be able to sense business opportunities, create production services, marketing, partnerships and management. Lectures are conducted with discussion strategies, project tasks, and reflexivity.

reference

Alexander Osterwalder. 2012. *Business Model Generation*. Jakarta: Kompas Gramedia.

Hendro, M.M. 2011. *The Basics of Entrepreneurship*. Jakarta: Erlangga.

Rober T. Kiyosaki. 2004. *Rich Dad, Poor Dad*. Jakarta: PT SUN.

Stephen R. Covey. 1997. *The 7 habits of Highly Effective People*. Jakarta: Bina Rupa Aksara.

Directorate General of Learning and Student Affairs Directorate General of Higher Education Ministry of Education and Culture. 2013. *Entrepreneurship*. Jakarta: Kemdikbud.

Directorate of Student Affairs, University of Education Indonesia. 2010. *Entrepreneurial Student Program*. Jakarta: Kemdikbud.

0002213009 REAL WORK COURSES / 3 CREDITS

Lecturer: KKN Team

Course Learning Achievements / Competencies

- * Able to solve development and community problems, so that it has maturity in thinking, skilled in implementing community empowerment programs by applying science and technology.
- * Making decisions in solving real problems in the field of community empowerment.
- * Responsible for planning, implementing, evaluating, and reporting the implementation of the program.

Course Description

Training and application of knowledge, skills, and attitudes obtained in college in helping the community solve real problems in the field of development and community in the field interdisciplin.

reference

Unesa team. *Kkn Unesa Handbook*. Surabaya: Unesa University Press.

0002212010 FIELD WORK PRACTICES / 2 CREDITS

Lecturer: Pkl Team

Course Learning Achievements / Competencies

- * Able to apply concepts, procedures, programs using information and communication technology in accordance with the study program in the social context, the business world, and / or the industrial world.

Course Description

Understanding and practice of work and performance by using information and communication technology in various fields according to the study program in the social context, the business world, and / or the industrial world.

reference

team. 2012. *Guidelines for the Implementation of Field Work Practices*. Surabaya: Unipress.

0002213011 PROCESSED PERSEK FIELD EXPERIENCE (PLP) / 4 CREDITS

Lecturer: PLP Team

Course Learning Achievements / Competencies

- * Have an understanding of the philosophical foundation and theoretical concepts about the educational profession, applied in simulation activities, *microteaching*, and real teaching in accordance with their respective majors or programs.
- * Have skills in managing mentoring / learning by utilizing ICT.
- * Able to make decisions in order to overcome the problem of mentoring / learning in the field.
- * Able to be responsible for the task of simulation, *microteaching*, and real teaching in accordance with their respective majors or programs.

Course Description

Training and application of knowledge, understanding, and skills on the management of mentoring / learning relevant to pedagogical competencies, personality, social, and professional in the task of simulation, *microteaching*, and real teaching in accordance with their respective majors or programs.

reference

Airasian W. Peter S Russell K. Michael. 2008. *Classroom Assessment*. New York: McGraw Hill.

Arend I Richard. 2009. *Learning to Teach*. New York: McGraw Hill.

Chohen J. Ronald & Swerdlik Mark E. 2010. *Psychological Testing and Assessment*. New York: McGraw Hill. Mone.

2004. *Education Curriculum of S-1 Level Education Personnel*. Jakarta: Ministry of Education Dit P2TK & KPT.

Lakshmi J.H. Rao Bhaskara Digumarti. 2009. *Microteaching and Prospective Teachers*. New Delhi: Discovery Publishing House.

