THE EUROPEAN CREDIT TRANSFER SYSTEM GUIDELINE



FACULTY OF MATHEMATICS AND NATURAL SCIENCES
UNIVERSITAS NEGERI SURABAYA
2019

This European Credit Transfer System Guideline validity by Dean Faculty Mathematics and Natural Sciences, Prof. Dr. Madlazim, M.Si under the direction of the Faculty Senate and approved by all its members.

Date, 10 June 2019

Dean,

Prof. Dr. Madlazim, M.Si

PREFACE

The formulation of the ECTS Guideline is aimed to provide guideline for equalizing the operational national credit system. The national credit system referred to is the semester credit system programmed by students of Universitas Negeri Surabaya in each semester. Once the credit system for this semester is equalized, the credit that has been programmed can be recognized by the ECTS. This guideline has been prepared in accordance with the provisions contained in the decree of the Rector of Universitas Negeri Surabaya number 598/UN38/HK/AK/2019 regarding the Conversion of National Credit System to European Credit Transfer System.

Hopefully this guideline can be used by all students and become a reference for lecturers in learning development, curriculum development and quality assurance evaluation. In addition, study programs may refer to this guideline to certify the ECTS that corresponds to the study program. I would like to express my gratitude to the Rector of Universitas Negeri Surabaya for establishing the Decree of ECTS equalization as the legal basis for this guideline. Moreover, I would like to thank you to all team members for their cooperation.

Surabaya, 10 June 2019

Dean Faculty of Mathematics and Natural Sciences

ECTS GUIDELINE OF FMNS UNESA

Rationale

The European Credit Transfer and Accumulation System (ECTS) is a tool of the European Higher Education Area (EHEA) for making studies and courses more transparent and thus helping to enhance the quality of higher education. ECTS can be applied to all programmes, whatever the mode of delivery (classroom-based, work-based, distance learning) or the status of students (full-time, part-time), and to all kinds of learning contexts (formal, non-formal and informal).

ECTS is a learner-centred system for credit accumulation and transfer, based on the principle of transparency of the learning, teaching and assessment processes. Its objective is to facilitate the planning, delivery and evaluation of study programmes and student mobility by recognising learning achievements and qualifications and periods of learning.

ECTS credits express the volume of learning based on the defined learning outcomes and their associated workload. 60 ECTS credits are allocated to the learning outcomes and associated workload of a full-time academic year or its equivalent, which normally comprises a number of educational components to which credits (on the basis of the learning outcomes and workload) are allocated. ECTS credits are generally expressed in whole numbers.

Learning outcomes are statements of what the individual knows, understands and is able to do on completion of a learning process. The achievement of learning outcomes has to be assessed through procedures based on clear and transparent criteria. Learning outcomes are attributed to individual educational components and to programmes at a whole. They are also used in European and national qualifications frameworks to describe the level of the individual qualification.

Workload is an estimation of the time the individual typically needs to complete all learning activities such as lectures, seminars, projects, practical work, work placements1 and individual study required to achieve the defined learning outcomes in

formal learning environments. The correspondence of the full-time workload of an academic year to 60 credits is often formalised by national legal provisions. In most cases, workload ranges from **1,500** to **1,800** hours for an academic year, which means that one credit corresponds to **25** to **30** hours of work. It should be recognised that this represents the typical workload and that for individual students the actual time to achieve the learning outcomes will vary.

University Decision

Based on the decree of Rector UNESA Number 598/UN38/HK/AK/2019 that mention that the Credit Unit (CU) (in Indonesia, SKS) as a national credit conversion to The European Credit Transfer and Accumulation System (ECTS). This decree, that approved by Prof. Dr Nurhasan. M.Kes in Surabaya on June 10, 2019, states the credit conversion from national credit system, used by Universitas Negeri Surabaya, into ECTS. 1 credit unit in Universitas Negeri Surabaya is equal with 1.59 in ECTS. Therefore, since undergraduate is in level 6 of Indonesian National Qualifications Framework (INQF) and students must accomplish it through 144 credits, then it equals with **228.48** ECTS. This conversion system can be used for students who wants to transfer to Universitas Negeri Surabaya who want to transfer to European universities by applying particular terms and conditions.

The detail information of the conversion of CU and ECTS is:

a. the minimum workload of Undergraduate Programme at Unesa is 144 credit units (CU) which correspond to 5,712 hours[c] or **228.48** ECTS[d], and are generally distributed in 8 regular semesters.
b. The total hour per semester is 714 hours. The normal workload for each regular semester is limited to 793.33 hours, corresponds to 20 CU (32 ECTS).
c. In Unesa, referring to 2019/2020 academic handbook, 1 CU for bachelor degree equals to 170 minutes per week (50′ face to face learning, 60′ structured learning, and 60′ independent learning). In one semester, courses are conducted

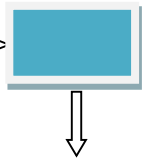
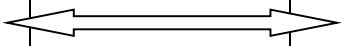
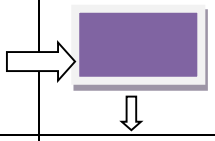
in 14 weeks (excluding mid- and end-term exam). Thus, 1 CU equals to 39.67 workhours per semester.

d. 1 CU equals to 1,586667 or **1.59** ECTS, it is noted that 1 ECTS equals to **25** workhours per semester.

e. The accomplishment of SKS is 144 is relevant to 5712 hours ((144 x 170 minutes x 14 meeting)/60 minutes)) Therefore 1 ECTS is relevant to 25 hours load of study.

ECTS Curriculum Validation Mechanisms

The following is ECTS mechanism which is carried out simultaneously with curriculum preparation:

Stages	Head of the study program	Vice Dean of Academic	Dean	The Faculty senate
1. Submission of curriculum first drafts with equalization ECTS				
2. Validation of curriculum drafts with equalization ECTS and requirements				
3. Discussion				
4. Submission of curriculum final drafts with equalization ECTS				
5. Endorsement				

Steps of curriculum endorsement with ECTS equivalent at the Faculty level:

After head of the study programmes conducting a sanctioning with stakeholders and validating the curriculum internally and externally, they will propose curriculum endorsement with ECTS equivalent at the Faculty level. The proposal steps are mentioned below:

1. The head of study programmes propose draft 1 to a vice dean for academic affairs.
2. The vice dean checks the content and prerequisites set out in the Unesa academic manuscript and related policies in the form of a decision letter.
3. The vice dean proposes the draft to a FMNS Dean and schedules workshops in discussion of curriculum development at the Faculty.
4. The Dean submits the final draft of the curriculum to the faculty senate. Before approving the final draft, the senate discuss the final draft in the regular senate session.

An example implementation ECTS in module handbook

MINISTRY OF EDUCATION AND CULTURE
UNIVERSITAS NEGERI SURABAYA
FACULTY OF MATHEMATICS AND NATURAL SCIENCES
DEPARTMENT OF NATURAL SCIENCES
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60231 Phone (031)18296427
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Undergraduate Programme in Science Education **Module Handbook**

Module Name:	Introductory of Education *Dasar-Dasar Pendidikan*
Module Level:	Bachelor Degree/Undergraduate Program
Course Code:	8420103067
Abbreviation, if applicable:	DDP
Sub-heading, if applicable:	
Courses included in the module, if applicable:	Not applicable
Semester/term	I/first year (freshmen)
Module coordinator(s):	Ahmad Qosyim, S.Si., M.Pd.
Lecturer(s):	Prof. Dr. Erman, M.Pd. Ahmad Qosyim, S.Si., M.Pd.
Language:	*Bahasa Indonesia* (Indonesian Language)
Classification within the curriculum:	Compulsory Course / ~~Elective Studies~~
Teaching format/class hours per week during the semester:	3 contact hours of lectures (Indonesia credit semester or *sks**)
Workload:	3 x 50 minutes lectures, 3 x 60 minutes structured activity, 3 x 60 minutes individual activity, 14 weeks per semester, 119 total hours per semester ~ 4.77 ECTS**
Credit point:	3 *sks* (4.77 ECTS)
Requirements:	

Learning goals/competencies:	**Course Learning Outcomes (CLO):** After taking this course, university students have ability to; 1. Able to apply the field of educational expertise and take advantage of science and technology in solving problems related to education both theoretically and practically and able to adapt to the situation at hand 2. Mastering theoretical concepts about education in depth and able to formulate procedural problem solving. 3. Able to make correct decisions based on analysis of information and data and able to provide guidance in choosing various alternative solutions independently and in groups. 4. Responsible for the performance of self-learning, agreement with group colleagues in understanding the basic concepts of education both theoretically and practically and being able to properly apply relevant educational theories in the field of education. **Sub-CLOs:** 1. Understand the Basic Concepts of Education 2. Understanding Human Nature and Its Development, 3. Understanding The Nature of Education 4. Understanding education as a system 5. Understanding the national education system 6. Understand the foundation of education 7. Understand the concept of the teacher as a profession 8. Understanding educational problems 9. Understanding educational innovation in Indonesia 10. Understand character education
Content:	Study of the basic concepts of education, human nature and its development, nature and foundation of education, education as a system, the national education system, the foundation of education, teachers as a profession, educational problems, educational innovation in Indonesia, and character education.
Attribute Soft skill:	Discipline, collaboration, responsibility, and argumentation in the natural classroom setting

<table>
<tr><td>Study/exam achievements:</td><td>Students are considered to be competent and pass if at least get 40% of the maximum final grade. The final grade (NA) is calculated based on the following weight:
<table><tr><th>Assessment Components</th><th>Percentage Contribution</th></tr><tr><td>Participation</td><td>20%</td></tr><tr><td>Assignment</td><td>30%</td></tr><tr><td>Mid-semester test</td><td>20%</td></tr><tr><td>Final semester test</td><td>30%</td></tr><tr><td>Total</td><td>100%</td></tr></table></td></tr>
<tr><td>Learning Methods</td><td>Constructivism, student-centered approach, project-based learning, lecturing, discussion, and presentation (structured activities), and flip learning</td></tr>
<tr><td>Form of Media:</td><td>LCD, PowerPoint slides, worksheets,</td></tr>
<tr><td>Literature (main references):</td><td>Main references:
1. M.V. Roesminingsih dan Lamijan Hadi Susarno. 2015. Teori Dan Praktek Pendidikan. Surabaya: Lembaga Pengkajian dan Pengembangan Ilmu Pendidikan Fakultas Ilmu Pendidikan Universitas Negeri Surabaya kerjasama dengan Penerbit Bintang.
Tim Redaksi Pustaka Yustisia. 2009. Kompilasi Perundangan Bidang Pendidikan: Seri Kompilasi Perundangan Terlengkap dan Terbaru. Yogyakarta: Pustaka Yustisia.

Additional references:
1. Furqon Hidayatullah. 2010. Pendidikan Karakter: Membangun Peradaban Bangsa. Surakarta: Yuma Pustaka.
2. Zaim Elmubarok. 2009. Membumikan Pendidikan Nilai: Mengumpulkan Yang Terserak, Menyambung Yang Terputus dan Menyatukan Yang Tercerai. Bandung: Alfabeta.
3. Early, Peter & Bubb, Sara. 2004. Leading and Managing Continuing Professional Development. London: Paul Chapman Publishing.
4. OECD. 2003. Networks of Innovation: Towards New Models for Managing Schools and Systems. Paris: OECD Publications.
5. Townsend, Tony. 2007. International Handbook of Schools Effectiveness and Improvement. Netherlands: Springers.
6. Hawley, Willis D. 2007. The keys to Effective Schools: Educational Reforms as Continous Improvement. United Kingdom: A Sage Publications Company.
7. Zajda, Joseph & Gamage, David T. 2009. Decentralisation, School Based Management and</td></tr>
</table>

	Quality. New York: Springer.
Notes:	*__1 *sks* in learning process = three contact hours that consist of: (a) scheduled instruction in a classroom or laboratory (50 minutes); (b) structured activity (60 minutes); and (c) individual activity (60 minutes)__ according to the Regulation of Indonesia Ministry of Research, Technology, and Higher Education No. 44 Year 2015 jo. the Regulation of Indonesia Ministry of Research, Technology, and Higher Education No. 50 Year 2018.
	**__1 sks = 1,59 ECTS__

Conclusion

Every study program requires clear direction in the administration of the ECTS in its credit calculation system in each compulsory, electives, and additional subjects programmed by the FMNS students at Universitas Negeri Surabaya. Then the techniques and mechanisms for calculating the implementation of the ECTS are determined, as well as the procedures for their approval. The head of the study program must be responsible for calculating the ECTS at the time of submitting the ECTS program approval which is approved by the faculty senate.

1 CU equals to 1,586667 or 1.59 ECTS, it is noted that 1 ECTS equals to 25 working hours per semester. 144 SKS (national credit system) is equivalent to 5712 hours. It can be concluded that 1 ECTS is equivalent to 25 hours load of study.

Hence, this guideline may provide assistance for the study programs in determining and approving their curriculum and its ECTS equivalence.

Annex. 1

THE DECREE OF THE RECTOR OF UNIVERSITAS NEGERI SURABAYA NUMBER 598/UN38/HK/AK/2019

CONCERNING THE CONVERSION OF NATIONAL CREDIT SYSTEM TO EUROPEAN CREDIT TRANSFER SYSTEM

Considering:

1. that International Accreditation is an acknowledgment of the quality of an educational institution by an authorized agency/organization according to the evaluation criteria of an accreditation institution.
2. that recognition of quality from external parties including input, process, output, outcomes, and quality assurance system in higher education
3. that the government realizes the importance of higher education quality and there is a need to develop a holistic quality assurance system to improve academic quality in enhancing the quality standards of education, research, and services in Indonesia to meet the international standards continuously
4. that it requires a credit equivalent (Credit Unit) applied by Universitas Negeri Surabaya toward the European credit transfer system to be counted when used to apply advance study in Europe.

Referring to:

1. Regulation of the Minister of Education and Culture Republic of Indonesia Number 26 of 2007 concerning Cooperation of Higher Education in Indonesia with Universities or Other Institutions Abroad
2. Regulation of the Minister of Education and Culture Republic of Indonesia number 3 of 2020 concerning National Education Standards.
3. Regulation of the minister of Education and Culture Republic of Indonesia number 5 of 2020 concerning Accreditation of Study Programs and Higher Education.
4. Decree of the Minister of Education Republic of Indonesia number 83 / P / 2020 concerning International Accreditation Institutions and can be a reference for institutions to apply for international recognition / accreditation.
5. ECTS guidelines, European Union 2015

Stipulated in Surabaya
6 June 2019
THE RECTOR OF UNIVERSITAS NEGERI SURABAYA,

Sign

NURHASAN
NIP. 196304291990021001

KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
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KEPUTUSAN REKTOR UNIVERSITAS NEGERI SURABAYA
NOMOR 598/UN38/HK/AK/2019

TENTANG

PENETAPAN PENYAMAAN SISTEM KREDIT SEMESTER (SKS) UNESA
DENGAN *EUROPEAN CREDIT TRANSFER SYSTEM* (ECTS)

Menimbang :

a. bahwa Akreditasi Internasional merupakan pengakuan kualitas terhadap lembaga pendidikan oleh badan/organisasi yang berwenang sesuai kriteria penilaian lembaga akreditasi.
b. bahwa pengakuan mutu dari pihak ekternal meliputi input, proses, output, outcomes dan sistem penjaminan mutu PT,
c. bahwa pemerintah menyadari pentingnya mutu pendidikan tinggi dan adanya kebutuhan untuk mengembangkan sistem penjaminan mutu secara holistik untuk meningkatkan mutu akademik dalam usaha meningkatkan standar mutu pendidikan, penelitian, dan pelayanan di Indonesia hingga setara dengan International secara berkesinambungan.
d. bahwa dibutuhkan penyamaan kredit (*Credit Unit*) yang digunakan UNESA dengan sistem kredit Eropa dalam usaha pengakuan SKS di Indonesia untuk digunakan studi di Eropa

Mengingat :

a. Peraturan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 26 Tahun 2007 tentang Kerja Sama Perguruan Tinggi di Indonesia dengan Perguruan Tinggi atau Lembaga Lain di Luar Negeri
b. Peraturan menteri Pendidikan dan Kebudayaan Republik Indonesia nomor 3 tahun 2020 tentang Standar Nasional Pendidikan.
c. Peraturan menteri Pendidikan dan Kebudayaan Republik Indonesia nomor 5 tahun 2020 tentang Akreditasi Program Studi dan Perguruan Tinggi.
d. Keputusan Menteri Pendidikan Republik Indonesia nomor 83/P/2020 tentang lembaga Akreditasi International dan dapat menjadi acuan bagi institusi untuk mengajukan pengakuan/akreditasi international.
e. ECTS user guide, European Union 2015

MEMUTUSKAN

Menetapkan	:	KEPUTUSAN REKTOR UNIVERSITAS NEGERI SURABAYA TENTANG PENETAPAN PENYAMAAN SISTEM KREDIT SEMESTER (SKS) UNESA DENGAN *EUROPEAN CREDIT TRANSFER SYSTEM* (ECTS)
Kesatu	:	Menetapkan Perhitungan angka kredit ECTS pada Universitas Negeri Surabaya adalah satu *Credit Unit* (CU) itu setara dengan 1,59 ECTS
Kedua	:	SEHINGGA jika standar S1 dengan level 6 KKNI lulus dengan 144 sks mempunyai penetapan ECTS sebesar 228,48
Ketiga	:	Perhitungan penetapan penyamaan angka kredit ini dapat digunakan bagi mahasiswa yang akan transfer ke Unesa atau mahasiswa Unesa yang akan ke area pendidikan di Eropa dengan syarat ketentuan berlaku
Keempat	:	Keputusan Rektor ini mulai berlaku pada tanggal 10 Juni 2019

Ditetapkan di Surabaya
Pada tanggal 6 Juni 2019
REKTOR UNIVERSITAS NEGERI SURABAYA,

ttd

NURHASAN
NIP. 196304291990021001