

**ACADEMIC GUIDEBOOK  
MASTER'S PROGRAM**



**POSTGRADUATE SCHOOL  
UNIVERSITAS NEGERI SURABAYA  
MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY  
2022**

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## PREFACE

We would like to deliver our gratitude to God Almighty because the Postgraduate Academic Guidebook Year 2022/2023 of Universitas Negeri Surabaya can be completed. This book is a guideline for academic management at Postgraduate School of Universitas Negeri Surabaya. Generally, it contains the legal basis; vision, mission, goals, and targets; institutional matters; personnel; academic provisions; student affairs; and curriculum structure.

We express our gratitude and highest appreciation to all those who have contributed to the improvement of these academic guidelines.

Surabaya, 23 September 2022

Director of Postgraduate School

Prof. Dr. Wasis, M.Si.  
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# CHAPTER I

## INTRODUCTION

### A. History of Postgraduate School of Universitas Negeri Surabaya

Postgraduate program of Universitas Negeri Surabaya began in the 1981/1982 academic year with a Master in Mathematics Education Study Program. The study program originally had the status of KPK (Credit Collection Activities) from the Postgraduate Faculty (FPs) Educational Sciences Teaching Institute (IKIP) Malang. In its implementation, the program receives assistance and support from: (a) The University of Western Australia (UWA); (b) Western Australian Institute of Technology (WAIT), which is now called Curtin University, and (c) FPs ITB Bandung. In the implementation of college students from the first year of 1981/1982 to the class of 1989/1990 they were at ITB for two semesters for mathematics courses and three semesters at IKIP Surabaya. At the beginning of the lecture year, staff from Gadjah Mada University also assisted, especially from the Faculty of Psychology.

In the 1985/1986 academic year, a master's program for chemistry education was opened which also ran like a mathematics education program, with the help and support of ITB. Thus, in that academic year, IKIP Surabaya has two postgraduate study programs which were administratively part of FPs IKIP Malang.

In the 1989/1990 academic year, the two study programs were suspended, on the basis of providing better service to students, because at that time many students had not graduated, so the ratio of lecturers and thesis supervisors was not good. In the 1990/1991 academic year, after the improvement of services to students went well which was marked by the large number of students graduating, the Mathematics Education Master's Program began accepting students again.

At the end of 1992, based on the evaluation carried out by the Dean of FPs ITB, IKIP Surabaya was declared able to organize its own Masters in Mathematics Education and Masters in Chemistry Education programs, so that for the 1993/1994 class and onwards, lectures were fully carried out at IKIP Surabaya which in 1999 changed to the Universitas Negeri Surabaya (Unesa). The statement by the Dean of FPs ITB was reinforced by the Decree of the Director General of Higher Education Number 516/DIKTI/1992, which in principle stipulates that the Postgraduate Program in Mathematics and Chemistry Education at IKIP Surabaya stands as a separate program at IKIP Surabaya apart from the Postgraduate Program at IKIP Malang. The process of leaving the IKIP Malang Postgraduate Program was carried out in stages according to the end of the 1993/1994 class students. In the 1994/1995 academic year, administrative and academic affairs were fully managed by IKIP Surabaya. Since then, the Postgraduate Program at Unesa has continued to grow, followed by the birth of new study programs, both the master's program and the doctoral program.

Until the 2022/2023 academic year, the Unesa Postgraduate Program is holding 24 (twenty-four) master study programs and 8 (eight) doctoral programs, as presented in Table 1.

Table 1. List of Study Programs in Unesa Postgraduate

No	Master's Programs	No	Doctoral Programs
1	Master's Program in Mathematics Education	1	Doctoral Program in Mathematics Education
2	Master's Program in Physical Education	2	Doctoral Program in Sports Science
3	Master's Program in Science Education	3	Doctoral Program in Languages and Literature
4	Master's Program in Languages and Literature	4	Doctoral Program in Science Education
5	Master's Program in Education Management	5	Doctoral Program in Education Management
6	Master's Program in Elementary Education	6	Doctoral Program in Education Technology
7	Master's Program in Arts and Culture	7	Doctoral Program in Vocational Education
8	Master's Program in Social Science Education	8	Doctoral Program in Elementary Education
9	Master's Program in Technology and Vocational Education		
10	Master's Program in Education Technology		
11	Master's Program in Special Education		
12	Master's Program in Economy Education		
13	Master's Program in Non-formal Education		
14	Master's Program in Management		
15	Master's Program in Geography Education		
16	Master's Program in Guidance and Counselling		
17	Master's Program in Biology Education		
18	Master's Program in Indonesian Education		
19	Master's Program in Sports Science		
20	Master's Program in Chemistry		
21	Master's Program in Accountancy		
22	Master's Program in Early Childhood Education		
23	Master's Program in English Education		
24	Master's Program in Electrical Engineering		

## B. Legal Basis

The implementation of the Master's Program of Unesa is based on applicable laws and regulations as follows.

1. Law Number 20 of 2003 concerning the National Education System.
2. Law Number 14 of 2005 concerning Teachers and Lecturers.
3. Government Regulation Number 17 of 2010 concerning Management and Implementation of Education.
4. Government Regulation Number 66 of 2010 concerning Amendments to Government Regulation Number 17 of 2010.
5. Law Number 12 of 2012 concerning Higher Education.
6. Presidential Regulation Number 8 of 2012 concerning the Indonesian National Qualifications Framework (KKNI).
7. Regulation of the Minister of Education and Culture Number 81 of 2014 concerning Diplomas, Competency Certificates, and Professional Certificates in Higher Education.
8. Regulation of the Minister of Education and Culture Number 50 of 2014 concerning Higher Education Quality Assurance Systems.
9. Regulation of the Minister of Education and Culture Number 3 of 2020 concerning National Standards for Higher Education (SN-Dikti).
10. Government Regulation Number 57 of 2021 concerning National Education Standards.
11. Government Regulation Number 4 of 2022 concerning Amendments to Government Regulation No 57 of 2021.
12. Letter of the Director General of Learning and Student Affairs Ministry of Research, Technology and Higher Education Number B/565/B.B1/HK.01.01/2019 concerning Publication of Student Scientific Work.
13. Decree of the Director General of Higher Education No. 516/Dikti/Kep/1992 concerning the establishment of a Master's program in Mathematics Education.
14. Decree of the President of the Republic of Indonesia Number 93 of 1999 concerning the Change of the Teaching and Education Institute (IKIP) to a University.
15. Decree of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 15 of 2016 concerning the Organization and Work Procedure of Universitas negeri Surabaya.
16. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 79 of 2017 concerning the Statutes of Universitas Negeri Surabaya.
17. Academic Manuscript of Universitas Negeri Surabaya of 2015 concerning Curriculum Development.

## CHAPTER II

### VISION, MISION, GOALS, AND EDUCATIONAL TARGETS OF POSTGRADUATE SCHOOL

#### A. Vision

Vision of Postgraduate School Universitas Negeri Surabaya is:

**Excellent in the development of educational innovation, steadfast in the development and dissemination of science and technology.**

Vision explanation:

**Excellent in the development of educational innovation** means being committed in terms of educational innovation to solving problems in the field of education through research, producing proven innovative work by upholding human values and character.

**Steadfast in the development and dissemination of science and technology** means that the Unesa Postgraduate School is steadfast in upholding objectivity, systematism, and principles/methodologies for developing science and technology in the scientific field through research with interdisciplinary, multidisciplinary and transdisciplinary approaches and has received national and international recognition.

#### B. Mission

To achieve the vision above, the Postgraduate School mission of Universitas Negeri Surabaya is formulated as follows.

1. Implement scientific-based innovative education by upholding human values and character.
2. Carry out, manage and lead research in the field of education and science that supports innovative education that produces innovative, original and tested work and has received national and international recognition.
3. Disseminate educational innovations and science and technology based on research results through community service.
4. Build a network of cooperation with various agencies, both domestically and abroad to improve academic quality.
5. Realize a governance system that is credible, transparent, accountable, responsible and fair.

#### C. Goals

The implementation of the Postgraduate Program at Universitas Negeri Surabaya has the following objectives.

1. Produce masters and doctoral graduates in various disciplines who are able to develop and solve science and technology problems through interdisciplinary, multidisciplinary and transdisciplinary approaches by upholding human values and character,

2. Produce masters and doctoral graduates who are able to carry out, manage and lead research in the field of education and science that supports innovative education that produces innovative work, is tested and gets national and international recognition,
3. Utilize the results of innovative research in the field of education and science and technology Postgraduate School of Unesa in the wider community through community service activities,
4. Build cooperation networks with various domestic and foreign agencies for human resource development, benchmarking, and technology transfer to improve academic quality.
5. Organize credible postgraduate education with a transparent, accountable, responsible, and fair governance system.

#### **D. Targets and Achievement Strategy**

To achieve the goals that have been declared, Postgraduate School of Unesa sets the following goals and strategies.

1. Increasing the quantity and quality of graduates from master's and doctoral programs, through the following strategies:
  - a. Develop an IQF-based study program curriculum with an *Outcome Based Education* (OBE) approach in all study programs.
  - b. Carry out quality learning through the PDCA process (*Plan, Do, Check, Act*).
  - c. Increase graduates' GPA.
  - d. Increase the percentage of graduates on time.
  - e. Improve graduate TOEFL scores.
  - f. Develop an international standard study program curriculum.
  - g. Encourage the implementation of ICT-based learning.
  - h. Facilitate the improvement of the quality of teaching lecturers through workshops and training activities.
2. Increasing the quantity and quality of research in the fields of education and science and technology, through the following strategies:
  - a. Encourage students to get involved in lecturer research and/or obtain grants.
  - b. Facilitate lecturers to become umbrella researchers in their fields.
  - c. Build research collaborations with foreign experts.
  - d. Increase the quantity and quality of learning resources.
  - e. Encourage and facilitate lecturers and students to carry out scientific publications at the national and international levels.
3. Increasing the quantity of research results that can benefit the community, through the following strategies:
  - a. Facilitate lecturers to disseminate the results of their research to the community in the form of Community Service.
  - b. Build a community service network.

4. Development of a credible, transparent, accountable, responsible and fair Postgraduate administration and governance system to make the Postgraduate a scientific center of education and science and technology, through the following strategies:
  - a. Improve the management system and administration, as well as postgraduate imagery.
  - b. Improve the quality of facilities and infrastructure in Postgraduate.
  - c. Improve the quality of education personnel.
  - d. Improve the quality of accreditation and recognition of international certification bodies.
  - e. Improve the quality of budgeting performance and efficient, transparent and accountable financial management.
  - f. Empower a sustainable quality assurance system.
  
5. Increasing partnerships with various agencies for the development of academic quality, through the following strategies:
  - a. Improve the role and function of the Postgraduate in various collaborations.
  - b. Increase international collaboration.

## CHAPTER III POSTGRADUATE INSTITUTION

### A. Status

This institution is named Postgraduate School Universitas Negeri Surabaya.

1. The postgraduate status of Universitas Negeri Surabaya is public because it is part of Universitas Negeri Surabaya and has a separate decree from the central government (Directorate General of Higher Education), which is positioned at the faculty level.
2. Universitas Negeri Surabaya Postgraduate Program has 24 (twenty-four) master's programs (S2) and 8 doctoral programs (S3) with operational permit decrees as shown in Table 2.

Table 2. Study Programs and Numbers of Operational Permit Decrees

No	Study Programs	Operational Permit Degree
1	Master's Program in Mathematics Education	Decree of the Director General of Higher Education Number 516/DIKTI/Kep/1992
2	Master's Program in Physical Education	Decree of the Director General of Higher Education Number 107/DIKTI/Kep/1996
3	Master's Program in Science Education	Decree of the Director General of Higher Education Number 156/DIKTI/Kep/1999
4	Master's Program in Language and Literature	Decree of the Director General of Higher Education Number 141/DIKTI/Kep/1999
5	Master's Program in Education Management	Decree of the Director General of Higher Education Number 19/DIKTI/Kep/2000
6	Master's Program in Elementary Education	Decree of the Director General of Higher Education Number 3324/D/T/2006
7	Master's Program in Arts and Culture	Decree of the Director General of Higher Education Number 366/D/T/2009
8	Master's Program in Social Science Education	Decree of the Director General of Higher Education Number 1768/D/T/2009
9	Master's Program in Technology and Vocational Education	Decree of the Director General of Higher Education Number 1768/D/T/2009
10	Master's Program in Education Technology	Decree of the Director General of Higher Education Number 1768/D/T/2009
11	Master's Program in Special Education	Decree of the Director General of Higher Education Number 85/D/O/2010
12	Master's Program in Economy Education	Decree of the Director General of Higher Education Number 209/D/O/2010
13	Master's Program in Non-formal Education	Decree of the Director General of Higher Education Number 155/E/O/2013
14	Master's Program in Management	Decree of the Minister of Research, Technology and Higher Education Number 68/KPT/I/2016
15	Master's Program in Geography Education	Decree of the Minister of Research, Technology and Higher Education Number 323/KPT/I/2016
16	Master's Program in Guidance and Counselling	Decree of the Minister of Research, Technology and Higher Education Number 343/KPT/I/2017
17	Master's Program in Biology Education	Decree of the Ministry of Education and Culture Number 118/E/O/2021
18	Master's Program in Indonesian Education	Decree of the Ministry of Education and Culture Number 118/E/O/2021

19	Master's Program in Sports Science	Decree of the Ministry of Education and Culture Number 118/E/O/2021
20	Master's Program in Electrical Engineering	Decree of the Ministry of Education and Culture Number 408/E/O/2021
21	Master's Program in Chemistry	Decree of the Ministry of Education, Culture, Research and Technology Number 150/E/O/2022
22	Master's Program in Accountancy	Decree of the Ministry of Education, Culture, Research and Technology Number 150/E/O/2022
23	Master's Program in Early Childhood Education	Decree of the Ministry of Education, Culture, Research and Technology Number 150/E/O/2022
24	Master's Program in English Education	Decree of the Ministry of Education, Culture, Research and Technology Number 440/E/O/2022

No	Study Program	Operational Permit Decree
1	Doctoral Program in Mathematics Education	Decree of the Director General of Higher Education Number 124/DIKTI/Kep/1999
2	Doctoral Program in Sports Science	Decree of the Director General of Higher Education Number 2362/D/T/2001
3	Doctoral Program in Language and Literature	Decree of the Director General of Higher Education Number 1443/D/T/2003
4	Doctoral Program in Science Education	Decree of the Director General of Higher Education Number 136/D/O/2010
5	Doctoral Program in Education Management	Decree of the Director General of Higher Education Number 457/E/O/2013
6	Doctoral Program in Education Technology	Decree of the Director General of Higher Education Number 457/E/O/2013
7	Doctoral Program in Vocational Education	Decree of the Minister of Research, Technology and Higher Education Number 68/KPT/I/2016
8	Doctoral Program in Elementary Education	Decree of the Minister of Education, Culture, Research and Technology Number 408/E/O/2021

- Each study program has links with several departments in the faculty that are collaborative and resource sharing.

### **B. Location of Institution**

Postgraduate School is located on Universitas Negeri Surabaya (Unesa) Campus, Lidah Wetan Surabaya. Lectures, mentoring/supervision, and exams are held in the CPD (Continuing Program Development) Building.

### **C. Organizational Structure**

Postgraduate organizational structure at Universitas Negeri Surabaya consists of the following elements.

- The Director is assisted by the Vice Director for Academic and Student Affairs and the Vice Director for General Affairs.
- Head of Study Program who is responsible to the Director.
- Coordinator and Sub-coordinator in charge of Postgraduate administrative staff.
- The Postgraduate Advisory Council (MPPS), is tasked with providing considerations/input to the director with members of the Rector, Vice Rector, and Deans of the faculties of Universitas Negeri Surabaya.

5. Quality Assurance Group (GPM) at the Postgraduate level and Quality Assurance Unit (UPM) at the study program level.
6. KPI Group (Cooperation, Publication and Internationalization)
7. Lecturers.
8. Students.

The organizational structure of the Postgraduate School of Universitas Negeri Surabaya is as follows.

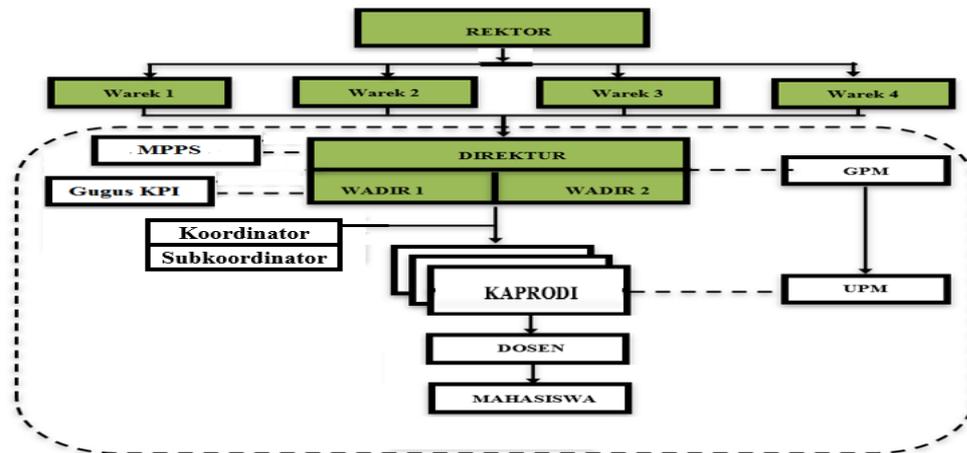


Figure 1

The organizational structure of the Postgraduate School of Universitas Negeri Surabaya

Keterangan:

- : the line with the arrow is the command line  
 - - - - : the dotted line is the coordination line

#### D. Collaboration

The Postgraduate Program establishes collaborative relationships with various parties both domestically and abroad to develop the quality of program implementation and expand opportunities for the community to obtain higher quality education at the postgraduate level. The collaboration is carried out in various forms that are relevant to postgraduate needs, including the following.

1. Funding for the implementation of education.
2. Lecturer exchange in lecture activities, mentoring/supervision, and testing.
3. Research and exchange of research products or scientific journal writing.
4. Innovation or development of educational programs.
5. Inter-Postgraduate communication forum.

Postgraduate Unesa has experience in collaborating with various domestic and foreign agencies, namely:

1. BRR NAD Nias.
2. Directorate of Manpower of Ministry of Research, Technology and Higher Education, Ministry of National Education.

3. Lambung Mangkurat University.
4. Islamic Development Bank.
5. East Java Province Education Office.
6. Banyuwangi Regency Government.
7. Magetan Regency Government.
8. Sumenep Regency Government.
9. Nganjuk Regency Government.
10. Bojonegoro Regency Government.
11. Lamongan District Government.
12. Surabaya City Government Education Office.
13. Sidoarjo Education Office.
14. Directorate of Educators and Elementary Education Education Personnel of the Ministry of Education and Culture.
15. East Kalimantan East Kutai Education Office.
16. East Kalimantan Province Education Office.
17. Tarakan City Education Office.
18. Directorate of P2TK-SMP (Now Directorate of Basic Education Teacher Development) Directorate General of Elementary Schools of the Ministry of Education and Culture.
19. Directorate of P2TK-SD (Now Directorate of Basic Education Teacher Development) Directorate General of Elementary Schools of the Ministry of Education and Culture.
20. Directorate of P2TK-PLK (Now Directorate of Basic Education Teacher Development) Directorate General of Basic Education Ministry of Education and Culture.
21. Oil and Gas Vocational School Cepu.
22. Shipbuilding Institute of Polytechnic Surabaya.
23. Aviation Engineering & Safety Academy Surabaya.
24. Central Sulawesi Provincial Government.
25. Directorate of Madrasah Teachers and Education Personnel, Ministry of Religion of the Republic of Indonesia.
26. Human Resources Development Agency Ministry of Transportation.

With various universities abroad, Postgraduate Program at Universitas Negeri Surabaya has collaborated in the form of dual degrees (joint degrees), credit earning, international joint conferences, and internships, namely:

1. Curtin University, Australia
2. Utrecht University, The Netherlands
3. Monash University, Australia
4. Ohio State University, United States of America
5. Northern Illinois University, United States of America
6. Utah State University, United States of America
7. Burapha University, Thailand.
8. Prince of Songkla University, Thailand.

9. Khon Kaen University, Thailand.
10. The National University Corporation Aichi University of Education.
11. UKM, Malaysia
12. Instituto Superior Cristal, Timor Leste.
13. National Yunlin University of Science and Technology, Taiwan.
14. UPSI Malaysia
15. National Dong Hwa University of Taiwan
16. National Ocean Taiwan University
17. Golestan University Iran
18. Newcastle University Australia

Joint degree collaboration, among others, is carried out by the Unesa Postgraduate Program with Utrecht University in the Netherlands in the Mathematics Education study program (Realistic Mathematics). Lectures are held for two semesters at Universitas Negeri Surabaya with tuition fees for students fully from the Indonesian Government (Directorate General of Higher Education) and two semesters in the Netherlands with full tuition fees from the Dutch Government.

The dual degree collaboration is carried out by the Postgraduate Program at Universitas Negeri Surabaya with Northern Illinois University (NIU) in the United States. Collaboration is also carried out between the Postgraduate School of Universitas Negeri Surabaya and Curtin University, Perth, Western Australia in the Science and Mathematics Education study program. Cooperation in various forms between the Postgraduate Program at Universitas Negeri Surabaya and Utah State University (USU), United States of America. Universitas Negeri Surabaya Postgraduate Program also cooperates with Burapha University and Prince of Songkla University, Thailand in the framework of the credit earning program; and international joint conference collaboration with Khon Kaen University, Thailand. The internship collaboration is carried out by the Masters in Management study program with UHTM, Malaysia. The lecturing collaboration (guest lecturer) is carried out by the Masters in TP with the Instituto Superior Cristal, Timor Leste, as well as the Masters in PTK and Doctoral Vocational Education with the National Yunlin University of Science and Technology, Taiwan.

Research and publication collaborations were carried out with UPSI Malaysia, National Dong Hwa University of Taiwan, National Ocean Taiwan University, Golestan University Iran, and Newcastle University Australia.

## CHAPTER IV POSTGRADUATE PERSONNEL

### A. Board of Directors

Postgraduate Management at Universitas Negeri Surabaya is carried out by leadership elements consisting of

1. Postgraduate directors, consisting of:
  - a. Director.
  - b. Vice Director for Academic and Student Affairs.
  - c. Vice Director for General Affairs.
2. The Head of the Study Programs.

### B. Organizers

Postgraduate directors carry out Postgraduate management activities with the following conditions.

1. The Director serves as a manager and at the same time as a Postgraduate supervisor covering all study programs.
2. The Vice Director for Academic and Student Affairs has main duties and functions to assist the Director in academic and student affairs.
3. The Vice Director for General Affairs has the main duties and functions of assisting the director in the areas of finance, staffing, facilities and infrastructure, and cooperation.
4. The Head of the Study Program is a manager and supervisor of the study program they lead and is responsible to the Director.
5. The Director and Head of the Study Program as managers have the following obligations.
  - a. Improve the quality of existing study programs and their activities.
  - b. Develop new study programs that are relevant to the needs of society.
  - c. Carry out innovations regarding curriculum structure, learning processes, and improve the quality of student learning outcomes both output and outcome.
  - d. Create a conducive working and learning climate.
  - e. Provide solutions in the event of disharmony within the scope of the organization in accordance with their authority.
  - f. Improve the quality of learning facilities and learning media.
  - g. Improve the quality of references in the library.
  - h. Coordinate laboratory activities.
  - i. Improve relations with student representatives, the community, and other institutions outside Universitas Negeri Surabaya.
  - j. Increase cooperation with other institutions both inside and outside the country in order to improve the quality of Postgraduate.
6. The Director and Head of the Study Program as supervisors have the following obligations.

- a. Supervise the implementation of lectures which include: lecture frequency, lecture material, learning process, and implementation of evaluations.
  - b. Warn and remind lecturers who deviate from their obligations.
  - c. Together with the lecturers, overcome the problems that arise in the learning process.
  - d. Direct lecturer work procedures in preparation for study program accreditation.
7. The rights of Postgraduate and study program directors are as follows.
- a. Have authority as Postgraduate organizer.
  - b. Receive honorarium in accordance with applicable regulations

### C. Lecturers

Postgraduate Lecturers at Universitas Negeri Surabaya have the main duties and functions of educating, teaching, supervising, testing, conducting research and community service. In accordance with Law Number 14/2005 concerning Teachers and Lecturers and Law Number 12 of 2012 concerning Higher Education, Postgraduate lecturers have at least a doctoral qualification and/or have a professorial functional position.

Lecturers for the Postgraduate Master's Program at Universitas Negeri Surabaya come from various faculties at Universitas Negeri Surabaya and from other institutions at home and abroad. The number of lecturers from outside Universitas Negeri Surabaya is limited to a maximum of 10% of the number of specialization courses, both at the master's and doctoral levels. The taking of lecturers from outside the Universitas Negeri Surabaya must have permission from the Director and are only permitted for specialization subject teachers, as well as through the NIDK application procedure (Special Lecturer Identification Number) or the Director's application letter.

#### 1. Requirements

Requirements for lecturers at the Master's programs at Universitas Negeri Surabaya are as follows.

- a. Is a Unesa lecturer (can have the status of a Civil Servant, Non-Civil Servant with NIDK, or Special Lecturer (DLB)).
- b. Doctoral or applied doctoral education qualification, with a minimum academic position of Lector.
- c. Have an educational background that is relevant to the study program, and/or have competencies relevant to the study program, and/or have research relevant to the study program, and/or have training experience relevant to the study program.
- d. Sign a willingness to give lectures and or supervise in the study program.

#### 2. Recruitment of lecturers follows the established SOP.

#### 3. Educational/Teaching Loads

- a. Each course is developed by a lecturer or team.
- b. Certain senior lecturers are justified to have assistants at the discretion of the Director.

#### 4. Teaching Honorarium

Honorarium is given based on the remuneration scheme or other scheme that applies at Unesa.

5. **Obligations of Unesa Master's Program Lecturers**  
Lecturers at the Master's program at Universitas Negeri Surabaya have the following obligations.
  - a. Educate students, by creating a conducive situation so that their interests and achievements increase, as well as personality development and mastery of knowledge.
  - b. Teach certain subjects according to expertise and assigned.
  - c. Guide field study activities (internship) if assigned by the Director at the suggestion of the head of the study program.
  - d. Supervise seminars, research, and thesis writing.
  - e. Examine on a proposal exam or comprehensive exam if assigned.
  - f. Examine on thesis exam if assigned.
  - g. Improve self-profession through various activities as follows.
    - 1) Read various scientific information.
    - 2) Do research and community service.
    - 3) Write papers, textbooks, and articles.
    - 4) Participated in various scientific meetings.
    - 5) Establish academic cooperation between lecturers.
    - 6) Do scientific publications.
  - h. Improve personality that should be an example for all parties.
  - i. Help organize education and build relationships or collaboration with student representatives, the community, and other institutions outside Universitas Negeri Surabaya.
6. **Lecturer Rights**  
Lecturers of the Master's Program at Universitas Negeri Surabaya have the following rights.
  - a. Carry out duties as academics and professionals through the efforts of: preserving knowledge, developing knowledge, exercising freedom of academic speech, acting autonomously in making decisions according to their area of expertise.
  - b. Involve students in research and community service.
  - c. Get a variety of legitimate income based on applicable regulations.

#### **D. Administrative Staffs/Educational Personnel**

Administrative staffs are personnel who handle administration, coordinated by a Coordinator and two Sub-coordinators.

##### **1. Administrative Staffs Tasks**

Administrative staffs have the following tasks.

- a. Receive, store, and disseminate all kinds of information related to Universitas Negeri Surabaya Postgraduate education.
- b. Carry out teaching/academic administration.
- c. Carry out financial administration.
- d. Carry out student administration.

- e. Carry out the administration of facilities and infrastructure, including but not limited to: (1) library; (2) educational media; (3) learning tools; (4) office equipment; (5) buildings with equipment, such as electricity, water, air conditioning, environmental sanitation; (6) parking space; (7) courtyard with gardens and cover crops; (8) campus road, and (9) canteen.
  - f. Carry out administration regarding the relationship between the Postgraduate Program at Universitas Negeri Surabaya and institutions outside the Postgraduate Program at Universitas Negeri Surabaya.
2. Position of Administrative Staffs/Educational Personnel
- a. Civil servants or permanent employees appointed by the central government and paid by the central government, and
  - b. Non-permanent employees (non-permanent educational staff).
3. Obligations of Administrative Staffs
- Administrative staffs have the following obligations.
- a. Work with great dedication.
  - b. Carry out administrative work diligently, disciplined, and responsibly.
  - c. Creating a conducive working climate.
  - d. Be supportive and help each other at work.
  - e. Comply with applicable regulations.
  - f. Prepare all the needs of the learning process, exams, and various meetings.
4. Administrative Staffs Rights
- Administrative staffs have the following rights.
- a. Get a variety of legitimate income based on applicable regulations.
  - b. Get leave in accordance with applicable regulations.
  - c. Get the opportunity to improve the profession.

## CHAPTER V POSTGRADUATE QUALITY ASSURANCE

Unesa's quality assurance system is carried out on the basis of internal quality assurance, external quality assurance, and program implementation licensing. It is carried out by official institutions based on the Decree of the President of the Republic of Indonesia Number 93/1999 concerning Changes to the Surabaya Teachers' Training College to become Universitas Negeri Surabaya. Meanwhile, the Unesa Postgraduate Program was also held officially according to the operational permit from the Director General of Higher Education Number 516/Dikti/Kep/1992. All study programs currently at the Unesa Postgraduate Program have an official permit from the competent institution.

Postgraduate made a declaration of quality together with faculties and other units within Unesa. The quality declaration pledge is then followed by the establishment and implementation of quality policies, standards, and procedures, including academic quality.

Quality assurance at the Postgraduate School of Universitas Negeri Surabaya consists of internal quality assurance carried out by the Postgraduate Quality Assurance Group (GPM) and external quality assurance carried out by two independent agencies, namely National Accreditation Agency for Higher Education (BAN-PT) and the Independent Accreditation Agency (LAM). Until now, all study programs at Universitas Negeri Surabaya Postgraduate Program have been accredited by BAN-PT.

### **A. Internal Quality Assurance System**

In accordance with the guidelines for implementing the Higher Education Quality Assurance System (SPM-PT) the Ministry of Research, Technology and Higher Education of 2006 and the Regulation of Minister of Education and Culture Number 50 of 2014 concerning the Higher Education Quality Assurance System, internal quality assurance is quality assurance carried out solely by universities, in this case, Unesa and its Postgraduate School. Parameters and methods for collecting information about its achievements are also determined by Unesa.

At the university level there is the LP3M Quality Assurance Center which is tasked with developing Unesa Quality Policy documents, Quality Standards and Quality Procedures. In addition, PPM is tasked with (a) conducting internal monitoring and evaluation (monev) of all academic-based units, (b) preparing institutional (university) and study program accreditation; (b) preparing an EMI AMI (Internal Quality Audit) report for each study program every semester.

At the Postgraduate level of Universitas Negeri Surabaya, quality assurance is carried out under the coordination of the Quality Assurance Group (GPM). GPM is in charge of developing all postgraduate quality documents in full, disseminating these documents to study programs and all related subunits at Universitas Negeri Surabaya Postgraduate, and monitoring and evaluating (monev) the implementation of the quality program in achieving the quality objectives that have been set.

To date, the Unesa Postgraduate Program has developed a dual system based on the BAN-PT and AMI (Internal Quality Audit) Standards. This needs to be done

bearing in mind that every study program in Postgraduate related to the continuity of its operations will regularly be accredited by BAN-PT which will provide an assessment of the learning/academic process. On the other hand, the application of AMI in Postgraduate aims to provide a clear framework related to the 2 major processes in the Postgraduate, which include academic processes (which are carried out by study programs) and academic services (which are carried out by sub-sections) as part from supports. The integration between the BAN-PT standard and the AMI standard has made it easy for process actors, especially study programs, to carry out daily learning processes in relation to data and information management.

## **B. Learning Process Quality Assurance System**

In detail, the quality assurance process that can guarantee the implementation of the learning process is as follows.

**First**, to ensure that students get a well-designed learning experience, The Universitas Negeri Surabaya has developed an Academic Document for Curriculum Development which provides guidelines for curriculum development to be implemented in each study program. Based on these guidelines, the Unesa Postgraduate Program develops a study program curriculum including the proposed new study program. The developed curriculum refers to the latest regulations such as Presidential Decree No. 8/2012 concerning the Indonesian National Qualifications Framework (KKNI) and the Regulation of Minister of Education and Culture Number 3 of 2020 (updated in 2021) regarding the National Standards for Higher Education (SN-Dikti), as well as Presidential Decree No. 57 of 2021 concerning National Education Standards.

**Second**, the elaboration of the curriculum into the Semester Learning Plan (RPS) for each course which includes the learning outcomes of the course, the learning experience, the final learning outcomes for each study material and the assessment strategy that will be applied to measure it. The RPS also includes the latest references referred to in the course.

**Third**, to monitor the implementation of lectures through student presence, lecturer attendance presence, and lecture journals to see the suitability between RPS and classroom implementation which are conducted online and offline.

**Fourth**, to ensure the continued availability of experts/lecturers, lectures supervised by a team of lecturers can be implemented in the master's and doctoral programs. Team members are heterogeneous in terms of expertise, experience, and age. So that it is hoped that there will be transfer of skills and scaffolding between team members. Each lecturer who appears with his best performance is a model for other team member lecturers. Concepts that are still unclear can be discussed, problems that arise can be solved collaboratively, the strategies used are studied in depth by analyzing why the strategy is implemented and how it impacts students. In turn, students receive accurate, up-to-date information, and with strategies that involve them intensely.

**Fifth**, the continuity of quality learning is also guaranteed through the arrangement and fulfillment of the needs of the teaching and learning process such as the completeness of lecture halls, arrangement of parks and facilities such as gazebos, internet, and so on.

In relation to the learning process built at Postgraduate, it is necessary to have a comprehensive approach in an effort to build integration and good synergy between academic processes and academic services, the Unesa Postgraduate has adopted the Process Approach as a tool in managing several processes along with their interactions and sequences. The process approach involves a systematic context in the management of processes, and their interactions, so that the desired results are achieved in accordance with the Organization's Quality Policy and Strategic Direction.

The application of the process approach to the management system implemented at Unesa Postgraduate allows for:

1. Understanding and consistently meeting customer requirements, especially for students
2. Considering the process in terms of adding value, namely in relation to the learning outcomes that are the target for each study program
3. Achievement of effective process performance in relation to the Unesa Postgraduate goal setting that has been set in the institution's Strategic Plan document
4. Improving the process which is based on data and information evaluation, this will provide convenience in terms of decision-making to be taken by Unesa Postgraduate management.

### **C. Internal Quality Assurance Unit Organizational Structure**

The organizational structure of the internal quality control and assurance unit at Unesa consists of (a) the organizational structure of the Quality Assurance Center (PPM) at the university level and its main tasks and functions, (b) the organizational structure of the Quality Assurance Group (GPM) at the postgraduate level, and (c) Quality Assurance Unit (UPM) in the study program, as well as the main tasks and functions of each head of study program.

PPM or SPM at the University level and GPM at the postgraduate level have a coordinating relationship. PPM has a chairman who oversees the System Development division, the Accreditation and Monev division, and the Data and Information division.

GPM at the Unesa Postgraduate level is the Unesa Postgraduate Support Group under and is responsible to the Unesa Postgraduate Director in terms of standard control and quality assurance of the Unesa Postgraduate. The organizational structure and relationship with PPM at Unesa is shown in Figure 2. The job descriptions for Postgraduate GPM personnel at Unesa are as follows.

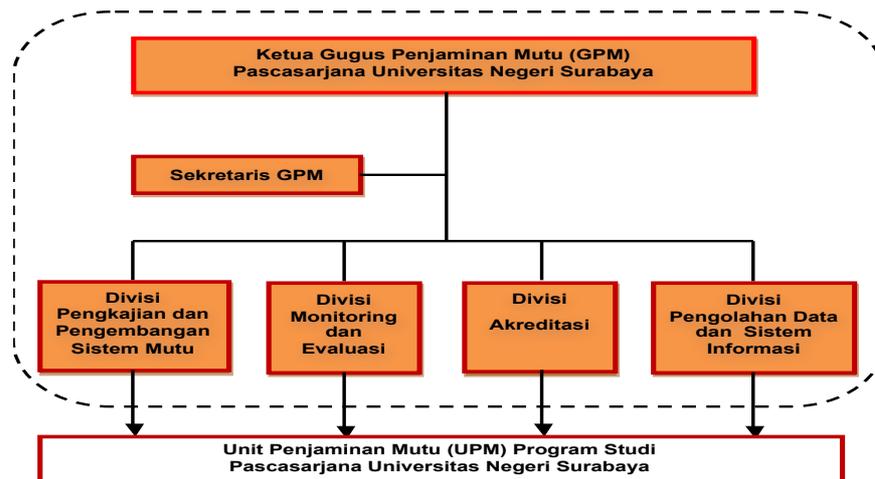


Figure 2  
Organizational Structure of Unesa Postgraduate GPM

1. Chairman
  - a. Review the achievement of Quality Policy and Targets in all units/sections of the Postgraduate with reference to customer satisfaction and complaints.
  - b. Develop a work program and propose a Budget Business Plan (RBA) to the Postgraduate.
  - c. Plan and implement a quality management system.
  - d. Coordinate accreditation and monev activities in postgraduate study programs.
  - e. Measure the achievement of the quality objectives of each division, and follow up and handle customer complaints related to the quality assurance service process at the Postgraduate.
  - f. Make planning and internal quality audit program.
  - g. Together with PPM or SPM and GPM, socialize Unesa quality documents.
  - h. Update academic data continuously.
  - i. Carry out supervision, control, and evaluation of academic implementation at the Postgraduate in order to provide quality assurance for the implementation of academic activities.
  - j. Make a performance report every year and report to the top management of the Postgraduate on GPM performance and the necessary improvements.
2. Secretary
  - a. Carry out document control (checking for correctness and completeness (including document identification and coding); validation by the authorities; registration for revision status control; stamping controlled or uncontrolled; distribution to personnel who need it including personnel involved in the service process.
  - b. Destroy expired documents; redistribution of revised documents; as well as storage and provision of expired stamps or expired master documents.
  - c. Make a letter of assignment for each activity both outside and within the GPM.

- d. Facilitate work needs and coordinating the work programs of each division and administrative staff.
  - e. Make minutes in every GPM meeting.
  - f. Prepare proposals for procurement of goods, submission of repairs to goods, and maintain a work climate.
3. Division of Quality System Assessment and Development
- a. Review quality procedures, and socialize to stakeholders.
  - b. Develop new quality procedures and socialize them to stakeholders.
  - c. Prepare work instructions as needed.
  - d. Compile formats related to academic implementation.
  - e. Facilitate instruments related to monev and accreditation divisions, as well as data division and information systems so that leaders and assessors/auditors can understand them.
  - f. Make SPM field performance reports. (suggestion: shouldn't each division make a report?)
4. Division of Monitoring and Evaluation
- a. Carry out monitoring and evaluation of the academic quality of postgraduate and postgraduate study programs.
  - b. Coordinate the schedule for the implementation of monev activities to the leadership and assessors/auditors and auditees.
  - c. Give direction to the assessor/auditor regarding monitoring and evaluation.
  - d. Make a report on the implementation of monitoring and evaluation activities.
  - e. Carry out internal quality audits (AMI) in faculties and departments/studies together with PPM.
  - a. Make a report on the results of AMI activities and follow up with the relevant leadership.
5. Division of Accreditation
- a. Prepare data for postgraduate national and international accreditation forms.
  - b. Assist in the preparation of study program accreditation forms and self-evaluation.
  - c. Coordinate the assignment of internal assessors at the Postgraduate level with PPM.
  - d. Collect data from internal assessors analysis.
  - e. Review and check physical evidence of study program accreditation forms and self-evaluation and postgraduate forms.
6. Division of Data Processing and Information System
- a. Prepare data and information in the academic field related to study program accreditation.

- b. Document various results of SPM division activities, accreditation, and monitoring and evaluation.
  - c. Document academic data and information needed by the SPM division, accreditation, and monitoring and evaluation.
  - d. Plan and conduct a customer satisfaction survey.
  - e. Make a report on the results of customer satisfaction surveys and complaints.
  - a. Make reports of customer complaints and follow up with related work units/fields.
7. Chairman of Study Program Quality Assurance Unit
- a. Control UPM activities in accordance with quality manuals and university and postgraduate quality procedures.
  - b. Coordinate with the Head of study program in each AMI implementation cycle.
  - c. Compile work instructions (IK).
  - d. Coordinate checking of the completeness of supporting data and audit forms.
  - e. Prepare the implementation of AMI in Study Program.
  - f. Evaluate the implementation of AMI in Study Program.
  - g. Strive for the achievement of quality objectives Head of Study Program.
  - h. Examine the originality of student final assignment writing.

#### **D. Quality Manual**

Quality documents are prepared as a reference for the Postgraduate in managing processes related to academic activities as well as academic service/administration activities. Academic quality documents are attached to every study program in Postgraduate. Academic quality documents include study program specifications, lecturer competency standards and study program curriculum consisting of: vision, mission, study program objectives, learning outcomes, curriculum structure and curriculum structure maps, course identity, study load settings and Semester Learning Plans.

In addition to several academic quality documents which form the basis of learning activities inherent in each study program, several quality documents that are relevant to the Quality Management System also apply. The Quality Management System document applies in its entirety to every process in the Postgraduate, both attached to the learning/academic process and to the academic service/administration process carried out by sub-sections in the Unesa Postgraduate. The Quality Management System document consists of: quality policy, quality objectives, quality procedures, scope of the quality management system, job descriptions and personnel competency standards. Related to the implementation of AMI, several new documents are also known, namely the organizational context and documents related to Risk Management.

The existence of academic quality documents on the one hand and quality management system documents on the other hand will provide comprehensive

guidance in managing every activity and process that will provide added value to customer satisfaction, both internal and external.

### **E. Implementation of Risk Based Thinking**

Risk based thinking provides guidance for every personnel in the organization stated on several activities including preventive actions to eliminate non-conformances, analyzing any non-conformances that occur and taking action to prevent their recurrence. This needs to be done providing that in every existing process there is always an element of uncertainty that will have an impact on the organization known as risk. Risks need to be controlled by one or more actions which include avoiding risks, taking risks and transforming them into opportunities, eliminating sources of risk, changing the likelihood or consequences, sharing risks or maintaining risks with decisions.

Organizations need to plan and implement actions to address risks. Addressing risk establishes the basis for increasing the effectiveness of a Quality Management System (QMS), achieving better results and preventing negative impacts.

### **F. Implementation of Quality Assurance**

The implementation of quality assurance at Unesa Postgraduate is guided by a quality manual. Therefore, in the early stages of implementation, socialization of all documents was carried out, assistance was carried out by a team of experts, followed by monitoring and evaluation. Then regular internal audits are carried out by PPM Unesa and also by existing auditors owned by Postgraduate Unesa.

All academic and administrative processes have SOPs. The personnel apply this SOP consistently, even though in the early stages the process of changing the mindset gets serious attention. Implementation of quality assurance is applied to all aspects as follows.

- a. Compilation of the curriculum, following academic scripts that have been developed at the university by taking into account the latest regulations, as well as market signals obtained through tracer studies.
- b. Each lecturer operates the curriculum in the form of a Semester Program Plan or RPS (Unesa Academic Curriculum Development Manuscript).
- c. Recruitment of lecturers for course supervisors with the application of strict requirements. Postgraduate lecturers with a minimum of a doctoral degree, especially those holding professorships and already holding educator certificates.
- d. Recruitment of prospective students through various mechanisms.
- e. Implementation and monitoring and evaluation of learning according to SOP, for example, which requires a frequency of 15 lectures, student attendance of at least 75% of the total face-to-face meetings, while lecturers who are not present must replace at other times, demanding a lecture journal that records lecture material discussed at every lecture time .
- f. Controlling the thesis supervision process by applying a control card that records the forms and content of the interaction between supervisors and students.
- g. Conducting studies on customer satisfaction and immediately following up on feedback given in the range 1-100 with a minimum standard set of 70.

### **G. Higher Education Quality Assurance Monitoring and Evaluation System**

The monitoring and evaluation system for study programs at the Unesa Postgraduate Program is carried out through various mechanisms both carried out by independent units at PPM and GPM as well as UPM as well as built-in as part of the supervisory function of the Director and Head of the Study Program.

The monitoring and evaluation system carried out by PPM Unesa is carried out periodically every semester and reports the results of the audit to stakeholders. Money is conducted by GPM every day for lecture monitoring and evaluation, and regularly at certain stages at the beginning or end of the semester a customer satisfaction survey is conducted.

## CHAPTER VI

### MASTER'S PROGRAM ACADEMIC PROVISIONS

#### A. General

Universitas Negeri Surabaya Postgraduate Program organizes a higher education program for the master's program (S2). The competence of graduates of the Postgraduate Master's Program at Universitas Negeri Surabaya is oriented towards Presidential Regulation of the Republic of Indonesia Number 8 of 2012 concerning the Indonesian National Qualifications Framework (KKNI) and Regulation of the Ministry of Education and Culture No. 3 of 2020 concerning National Standard of Higher Education.

In accordance with these provisions, in general graduates of the Postgraduate Program at Universitas Negeri Surabaya have the following attitudes: (1) fear of God Almighty and are able to show religious attitudes; (2) uphold human values in carrying out duties based on religion, morals and ethics; (3) contribute to improving the quality of life in society, nation and state, and progress of civilization based on Pancasila; (4) act as citizens who are proud and love their homeland, have nationalism and a sense of responsibility to the state and nation; (5) appreciate the diversity of cultures, views, religions and beliefs, as well as the opinions or original findings of others; (6) cooperate and have social sensitivity and concern for society and the environment; (7) law-abiding and disciplined in social and state life; (8) internalize academic values, norms and ethics; (9) show a responsible attitude towards work in their field of expertise independently; (10) internalize the spirit of independence, struggle and entrepreneurship; (11) embody the character of faith, intelligent, independent, honest, caring and tough in daily behavior; and specifically for graduates of the doctoral education program, plus (12) have sincerity, commitment, and sincerity to develop students' attitudes, values, and abilities. The formulation of this attitude is in line with the character that is developed in Unesa students, in accordance with the motto growing with character *Idaman Jelita*, namely: *Iman, Cerdas, Mandiri, Jujur, Peduli, and Tangguh*. (Faithful, Smart, Independent, Honest, Caring, and Tough.)

#### 1. Kualifikasi Program Magister

Program S-2 Pascasarjana Unesa diselenggarakan untuk menyiapkan lulusan yang memiliki kualifikasi utama sebagai magister. Dengan profile mampu menerapkan ilmu pada bidang tertentu sesuai dengan prodi. Kualifikasi tambahan lulusan S-2 Pascasarjana Unesa ditentukan oleh prodi berdasarkan hasil analisis prodi yang bersangkutan.

Sesuai dengan Level 8 KKNI, lulusan S-2 Pascasarjana Universitas Negeri Surabaya memiliki **keterampilan umum** sebagai berikut.

- a. Able to develop logical, critical, systematic and creative thinking through scientific research, creation of designs or works of art in the field of science and technology that pays attention to and applies the values of the humanities in accordance with their areas of expertise, compiles scientific conceptions and results of studies based on rules, procedures and scientific ethics in the form of a thesis or other equivalent form, and uploaded on the university's website, as well as papers that have been published in accredited scientific journals or accepted in international journals;

- b. Able to carry out academic validation or studies according to their field of expertise in solving problems in relevant communities or industries through the development of their knowledge and expertise;
- c. Able to compile ideas, thoughts, and scientific arguments responsibly and based on academic ethics, and communicate them through the media to the academic community and the wider community;
- d. Able to identify scientific fields that are the object of their research and position them into a research map developed through an interdisciplinary or multidisciplinary approach;
- e. Able to make decisions in the context of solving science and technology development problems that pay attention to and apply humanities values based on analytical or experimental studies of information and data;
- f. Able to manage, develop, and maintain networks with colleagues, colleagues within institutions and the wider research community;
- g. Able to increase learning capacity independently; and
- h. Able to document, store, secure, and rediscover research data in order to ensure validity and prevent plagiarism.

Master's Program of Postgraduate School of Universitas Negeri Surabaya consists of 24 study programs as follows.

1. Master's Program in Mathematics Education
2. Master's Program in Physical Education
3. Master's Program in Science Education
4. Master's Program in Language and Literature
5. Master's Program in Education Management
6. Master's Program in Elementary Education
7. Master's Program in Arts and Culture
8. Master's Program in Social Science Education
9. Master's Program in Technology and Vocational Education
10. Master's Program in Education Technology
11. Master's Program in Special Education
12. Master's Program in Economy Education
13. Master's Program in Non-formal Education
14. Master's Program in Management
15. Master's Program in Geography Education
16. Master's Program in Guidance and Counselling
17. Master's Program in Biology Education
18. Master's Program in Indonesian Education
19. Master's Program in Sports Science
20. Master's Program in English Education
21. Master's Program in Chemistry
22. Master's Program in Accountancy
23. Master's Program in Electrical Engineering
24. Master's Program in Early Childhood Education

## 2. Semester Credit Loads

Based on the National Standards for Higher Education (SN-Dikti) the minimum number of credits is 36. Due to the characteristics of each study program, the courses that must be taken by master program students are 40-46 credits. At the Postgraduate Program at Universitas Negeri Surabaya, graduates of the master program are prepared not only to have the minimum competence of SN Dikti but also to have additional competencies according to the achievements that have been formulated by the master's programs at Unesa. Therefore, the courses that must be taken by master program students are determined as follows.

### a. Courses in master's program along with the number of credits.

- |   |   |       |         |
|---|---|-------|---------|
| 1. Institutional course                 | : | 7     | credits |
| a. Philosophy of Science (2 credits)    |   |       |         |
| b. Research Method (3 credits)          |   |       |         |
| c. Field Study (internship) (2 credits) |   |       |         |
| 2. Mandatory specialization course      | : | 19-25 | credits |
| 3. Optional specialization course       | : | 4     | credits |
| 4. Final project courses                | : | 10    | credits |
| Proposal (2 credits)                    |   |       |         |
| Thesis (6 credits)                      |   |       |         |
| Publication (2 credits)                 |   |       |         |
| Total                                   | : | 40-46 | credits |

### b. Prospective Master's students who have a non-linear educational background with the study program they choose are required to take matriculation courses, the conditions of which are regulated by each study program.

## 3. Study Period

According to the Minister of Research, Technology and Higher Education Regulation Number 44 of 2015, the maximum study period for master program students is 4 years (8 semesters). Unesa facilitates master's program students to graduate within 4 semesters or faster according to their respective achievements.

## 4. Student Status

- Active status is the condition or position held by Postgraduate student at Universitas Negeri Surabaya to participate in all academic processes at the Postgraduate Program at Universitas Negeri Surabaya and the person concerned has fulfilled financial administrative obligations in the specified time period and registered.
- Study leave status is a condition or position held by Postgraduate student at Universitas Negeri Surabaya not to be allowed to take part in all academic processes because they apply for study leave.
- Non-active status is a condition or position held by a Postgraduate student at Universitas Negeri Surabaya if the person concerned a) does not register, b) does not apply for study leave, or b) submits resignation.

If a student has taken leave from college and/or been inactive for two semesters, whether consecutive or not, then does not register in the following semester, the student will no longer be a Unesa Postgraduate student (drop out).

## 5. Study Leave

- a. Study leave can be given if students have at least enrolled in lectures in the first semester.
- b. College leave is given to students who apply for college leave.
- c. College leave can be given to students a maximum of two times during their study period.
- d. **Study leave is not counted as a study period (make sure whether the Higher Education Database has adjusted this).**
- e. Study leave is not given to students receiving government scholarships or other scholarships who are currently actively receiving scholarships.
- f. Study leave is not given to students in the last semester of their study period, except in compelling circumstances.
- g. Application for study leave through the following procedures: 1) students fill out the leave form through Integrated Academic Administration System Application (SIKADU) and print it, 2) students sign the study leave form and ask for approval from the lecturer and related officials, 3) send the leave form that has received approval to the Rector.
- h. Based on this request, the Rector of Universitas Negeri Surabaya will issue a Decree (SK) regarding study leave for one semester.
- i. Submission of requests for study leave is made at the time of payment of tuition fees and the registration period in each semester, according to the applicable academic calendar.
- j. Students who apply for study leave **are not** subject to financial administrative obligations (tuition fee).

## B. Specific

Specific matters regulate academic provisions at the Universitas Negeri Surabaya Postgraduate Program related to student lecture administration, namely study planning, lecture attendance, exams, thesis supervision, and yudisium/graduation.

### 1. Study Planning

- a. Students are required to carry out study planning online through the Integrated Academic Administration System Application (SIKADU) before the semester begins according to the courses offered in the semester concerned.
- b. The number of credits planned for the semester concerned is determined by individual abilities and does not exceed the maximum limit of 20 credits, which is determined according to the achievement of the previous semester's grade point average and the cumulative grade point average (GPA).

- c. Thesis course that is planned for a certain semester but cannot be completed in the semester concerned must be programmed again in the study plan for the following semester.
- d. A student's study plan is valid if it has been approved by an academic advisor.

**2. Presence, Participation, and Lecture Journal**

- a. Students must attend lectures according to the set schedules.
- b. Students are required to attend lectures of at least seventy-five percent of the total 16 weeks of lectures (including the Final Term Examination).
- c. Students are required to actively participate in lectures by preparing lecture material, writing material abstractions, or writing and presenting papers, responding to presentations according to scientific principles (think critically, creatively, innovatively, constructively, and avoiding plagiarism).
- d. The presence and participation of students in lectures is recorded by the supporting lecturers in the lecture journal at Integrated Academic Administration System Application (SIKADU).

**3. Midterm and Final Term Test**

- a. Each course is required to hold a Midterm Test and a Final Term Test or other equivalent forms of assessment. Test papers or other equivalent forms of assessment are validated by the Study Program Quality Assurance Unit and uploaded to Integrated Academic Administration System Application.
- b. Midterm Test and Final Term Test or their equivalents are accompanied by an assessment rubric.
- c. The final score is determined by the Participation (20%), Assignment (30%), Midterm (20%), and Final term (30%) components.
- d. The substance equivalence of these components is determined based on the agreement of students and lecturers.
- e. The assessment of each component is expressed in a score range of 0-100, which is then converted in letters according to the Decree of the Rector of Unesa Number 212/H38/HK/KU/2011 as follows.

Interval	Letter	Number
$85 \leq A \leq 100$	A	4.00
$80 \leq A- < 85$	A-	3.75
$75 \leq B+ < 80$	B+	3.50
$70 \leq B < 75$	B	3.00
$65 \leq B- < 70$	B-	2.75
$60 \leq C+ < 65$	C+	2.50
$55 \leq C < 60$	C	2.00
$40 \leq D < 55$	D	1.00
$0 \leq E < 40$	E	0.00

- f. Specifically for the score of the Publication course, it is stated as follows.

Score	Explanation
A	Articles published in the national journal Sinta 1-2 or at least Copernicus indexed international journals or Scopus indexed international seminar proceedings or Web of Science (WoS).
A-	Articles published in the national journal Sinta 3-4 or DOAJ indexed international journals.
B+	Articles published in the national journal Sinta 5-6.
B	Articles published in non-accredited national journals or in non-indexed proceedings

- g. The results of the study evaluation for each course must be uploaded to the Integrated Academic Administration System Application (SIKADU) by the lecturer concerned no later than 2 (two) weeks after final term test.

#### 4. Thesis Supervision

- a. Thesis supervisors consist of supervisor I and supervisor II.
- b. Supervisor I is a teaching lecturer in the Postgraduate study program at Universitas Negeri Surabaya.
- c. Students can propose prospective supervisors I and II to the Head of the Study Program by taking into account the suitability of the topic to be studied with the areas of expertise of the proposed supervisor I and supervisor 2.
- d. At the end of semester 1 (one) the head of the study program submits a list of prospective supervisors to the Director to be determined through a Decree of the Postgraduate Director of Universitas Negeri Surabaya.
- e. The supervision process begins when the supervisor's name is determined through the Decree of the Postgraduate Director of Universitas Negeri Surabaya.
- f. Supervisors are required to provide constructive input on the thesis of the student they supervise by taking into account the following six standards.
  - 1) Writing standards that refer to the Unesa Postgraduate Thesis Writing Guidelines, The American Psychological Association (APA), and General Indonesian Spelling Guidelines (PUEBI).
  - 2) Methodological standards
  - 3) Substance standards (appropriateness of scientific material/content with the characteristics of the study program).
  - 4) National Standards for Higher Education (especially interdisciplinary and multidisciplinary).
  - 5) Scientific ethical standards (free of plagiarism).
  - 6) Standard content of future skills.
- g. Supervisors must remind students if they do not carry out consultations according to the agreed schedule.
- h. The supervision process must be recorded in the supervision card.

- i. If the comprehensive proposal/thesis or paper meets the quality standards to be tested and has obtained supervisor approval and is approved by the head of study program, students can register for the exam.
- j. With strong and justifiable reasons, students can apply for a change of thesis supervisor according to the provisions.
- k. Change of thesis supervisor can be done with the following conditions.
  - 1) Students have attended the supervision process for at least two semesters from the issuance of the Letter of Assignment of the Director of Postgraduate Program at Universitas Negeri Surabaya regarding thesis advisory.
  - 2) If in two semesters there is no significant progress in the preparation of the final assignment, the Head of Study Program will evaluate it by communicating with students and supervisors.
  - 3) If the Head of Study Program finds strong reasons that have the potential to cause the final assignment not to be completed based on the results of the evaluation, then a change of supervisor can be made.
  - 4) Approval of the change of supervisors is decided through a meeting of the Postgraduate Directors and Heads of related Study Programs. The Head of Study Program communicates the change of supervisor to the previous supervisor.
  - 5) Change of supervisor is carried out by the procedure for students submitting a letter of request for a change of supervisor to the Director with a copy to the Vice Director for Academic and Student Affairs and the Vice Director for General Affairs which is accompanied by a student statement letter and a statement letter of approval from the head of the study program. Based on the application letter, the Director issues a new Supervisor Decree. The complete application letter for a change of supervisor is in **Appendix 2**.
  - 6) The substitution supervisor has the same position as the supervisor being replaced, unless there are special matters which justify changes according to other applicable provisions or resolutions of the meeting.
  - 7) Change of supervisor is only permitted by one of the promoters or co-promoters, both at the same time or at different times.
  - 8) The change of supervisor is only valid once, meaning that the replacement supervisor cannot be replaced again.
  - 9) Substitution of supervisors cannot be made when the student's study period is in a position of less than or equal to one year at the end of study according to the provisions of National Standards for Higher Education.

## 5. Validation

Validation is a key stage in research. It is a process to obtain information about the suitability of the given conceptual boundaries with the given operational boundaries. In research, validation is carried out on the research instruments developed and the research data obtained. Instrument validation is carried out to see whether the

instrument is able to measure or reveal the characteristics of the variable intended to be measured. Data validation is carried out to see whether the data obtained is credible, transferable, dependable, and confirmed.

Students need validator assistance to ensure that the research instruments and/or data obtained are valid data. The requirements for determining the validator are as follows.

- a. The validator consists of 2 (two) experts in relevant scientific fields.
- b. The validator is an active Universitas Negeri Surabaya lecturer. If validation requires a specific area of expertise, the validator can come from an expert other than an active Universitas Negeri Surabaya lecturer.

## **6. Thesis Examination of Master's Program**

The master's program thesis examination process consists of a proposal exam or a comprehensive exam and a thesis exam. The following are the stages that must be passed by students in the proposal exam or comprehensive exam and thesis exam.

### **a. Proposal Exam or Comprehensive Exam**

Proposal exam or comprehensive exam for master program students are in the form of tests on the mastery and feasibility of research plans or the results of research trials prepared by students in the form of a thesis proposal or comprehensive paper.

- 1) Proposal exam or comprehensive exam can be held no sooner than semester 3 and no later than semester 4. If by semester 4 students have not taken a proposal exam or comprehensive exam, an evaluation will be carried out by the Head of Study Program and the results will be reported to the Director through the Vice Director for Academic and Student Affairs.
- 2) Proposal exam or comprehensive exam are held by Universitas Negeri Surabaya Postgraduate Program, whose implementation is regulated by the Head of the Study Program.
- 3) The requirements for registering for the proposal exam are as follows.
  - a) Submit a thesis proposal that has been approved by both supervisors in 5 (five) copies. The thesis proposal is prepared using the format and writing techniques in accordance with the Postgraduate Thesis/Dissertation Writing Guidelines, State University of Surabaya.
  - b) Submit a value transcript approved by the head of study program with the following value provisions.
    - i) Have passed at least 30% of all courses including research methodology course.
    - ii) At most one subject gets a grade of C+.
    - iii) GPA of at least B (3.00).
  - c) Submit a photocopy of proof that students have completed the financial administration requirements.
  - d) Submit a Certificate of Checking for Plagiarism with a proposal level of similarity less than or equal to 25% (twenty five percent) of the Turnitin software signed by the Study Program Quality Assurance Unit (UPM) and approved by the Head of the Study Program.

- 4) The board of examiners for proposal exams or comprehensive exams consists of the Head of the Study Program who also acts as the chairman of the board of examiners, supervisor 1, supervisor 2, and two examiners determined by the Head of Study Program. If for certain reasons that are acceptable to the Postgraduate Directors, a comprehensive thesis or paper proposal can be examined by a board of examiners consisting of the Head of Study Program, one supervisor, and one examiner.
- 5) Assessment of the proposal exam or comprehensive exam.
  - a) The aspects assessed in the thesis proposal examination or comprehensive examination are the feasibility of a comprehensive proposal or paper from the aspects of writing, methodology, substance, and the ability of students to submit and defend their thesis proposals.
  - b) The board of examiners meets first before determining the eligibility status of the comprehensive thesis or paper proposal..
  - c) The assessment of each examiner is set forth in the format as listed in Appendix 3 based on the results of the trial.
  - d) Assessment of the proposal exam or comprehensive exam uses a range of nilai 0-100. The final score (NA) is calculated using the following formula.
 
$$NA = \frac{6 (\text{Average of promotor's scores}) + 4 (\text{Average of examiners' scores})}{10}$$
  - e) Students are declared passed if  $NA \geq 70$ .
  - f) The score of the proposal or comprehensive exam results is taken into account in calculating the student achievement index.
- 6) The maximum duration for the thesis proposal exam or comprehensive exam is 90 minutes.
- 7) If in the proposal exam or comprehensive exam a student is declared to have passed **without revision status**, the student needs to immediately consult intensively with supervisors I and II for the implementation of the next steps in completing the thesis (data collection, data analysis, and writing the thesis draft).
- 8) If in the proposal exam or comprehensive exam the student passes **with revision status**, they are given the opportunity to revise the proposal text within a maximum period of 3 months. If within a period of 3 (three) months students cannot complete the revised thesis proposal or comprehensive paper, their passing status will be declared null. Students are required to revise a thesis proposal or comprehensive paper to be able to take the proposal exam or re-comprehensive exam.
- 9) If in the proposal exam or comprehensive exam a student is declared **unqualified**, the person concerned must revise the thesis proposal or comprehensive paper in consultation with supervisors and examiners. Furthermore, if the examiner has approved it, the student concerned can submit another proposal exam (repeat). This re-proposal examination is maximum 1 (one) time. If in the re-proposal exam the student's proposal is still not passed by the examining team, the head of study program can propose to the Postgraduate Director of Universitas Negeri Surabaya to submit a Rector's Decree stating that the student concerned is declared unable to complete their studies (drop out).

- 10) The cost of the proposal exam or re-comprehensive exam is of students' expense outside the tuition fee.

**b. Thesis Examination**

The master's program thesis exam is a test of students' mastery of the thesis they have compiled as a form of research paper that meets the standards of writing, methodology, substance, National Standards for Higher Education, and is free from plagiarism. The thesis examination is carried out after the thesis draft is approved by Supervisor I and Supervisor II and approved by the Head of the Study Program.

- 1) The registration requirements for the thesis examination are as follows.
  - a) Have had scientific work published in accredited national journals (minimum Sinta 4) or accepted in international journals indexed at least ICI, ESCI, DOAJ, or MAS or accepted for publication in indexed proceedings, if the thesis exam is conducted in the semester four or earlier.
  - b) Have submitted scientific articles in journals or proceedings that meet the requirements, if the thesis examination is carried out after the fourth semester.
  - c) Submit a grade transcript approved by the head of study program with the following scoring provisions.
    - i) Have passed all courses according to the specified number of credits.
    - ii) At most one subject gets a B- grade.
    - iii) GPA of at least B (3.00).
  - d) Have carried out the thesis proposal examination and submitted the proposal revision validation sheet signed by the examiners and approved by the head of the study program.
  - e) Submit a thesis draft that has been signed by both supervisors and acknowledge the head of study program as many as 5 (five) copies.
  - f) Submit a Certificate of Plagiarism Check with a thesis similarity level of less than or equal to 25% (twenty five percent) of the Turnitin software signed by the Study Program Quality Assurance Unit (UPM) and approved by the Head of the Study Program.
  - g) Is proven that students have completed financial administration obligations.
  - h) Submit proof of having passed the Test of English Proficiency (TEP) with a minimum total score of 460 for students other than English Study Programs and a minimum of 500 for master's program with an English concentration.
- 2) The board of examiners for the thesis examination consists of the Head of the Study Program who also acts as the chairman of the board of examiners and 4 (four) member examiners which include 2 (two) supervisors and 2 (two) examiners.
- 3) Assessment of the thesis examination

- a) The aspects assessed in the thesis examination are the feasibility of the thesis from the aspects of writing, methodology, substance, and National Standards for Higher Education as well as the ability of students to submit and defend their thesis.
  - b) The board of examiners conducts a meeting first before determining the passing status of the thesis examination.
  - c) The assessment of each examiner is set forth in the format as listed in Appendix 4 based on the results of the trial.
  - d) Assessment of the thesis exam using a score range of 0-100. The final score (NA) is calculated using the following formula.
 
$$NA = \frac{6 (\text{Average of promotor's scores}) + 4 (\text{Average of examiners' scores})}{10}$$
  - e) Students are declared to have passed if  $NA \geq 70$ , with the category of passing without revisions, or passing with revisions.
  - f) The score between testers is not more than 10.
  - g) The score of the exam results is calculated into the calculation of the student achievement index.
  - h) The results of the thesis examination are stated in the minutes of the thesis examination.
- 4) The maximum duration of the thesis exam is 90 minutes.
  - 5) If a student is declared to **have passed without revision**, the student can immediately take care of the graduation requirements.
  - 6) If a student is declared **to have passed with revisions**, then the student is given the opportunity to revise a maximum of 3 (three) months from the date of the exam.
  - 7) If within a period of 3 (three) months students cannot complete the thesis revision, their passing status is declared null, and students are required to retake the thesis examination.
  - 8) If a student is **not declared passed**, then the student is required to revise the thesis draft according to the input of the examiners and the directions of the supervisors to be able to take the re-examination.
  - 9) Thesis re-examination, can be done with the following conditions.
    - a) The student concerned is given the opportunity to repeat the thesis examination as much as 1 (one) time.
    - b) The thesis re-examination is held no later than 3 (three) months after the thesis examination for those who fail or are unable to complete the thesis revision according to the stipulated time.
    - c) If a student takes the re-thesis exam and is declared not to have passed, the head of study program proposes to the Postgraduate Director to propose the Rector's Decree that the student is unable to complete the study (drop out).
    - d) The cost of the re-thesis examination is of the student's expense.

The following is the flow of the thesis completion process.

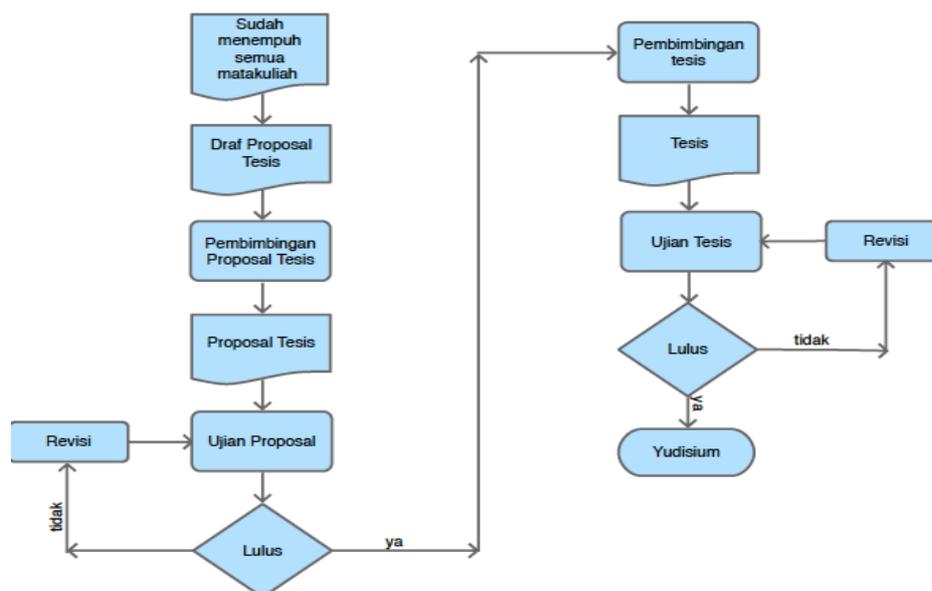


Figure 3. Flow of Thesis Completion

In the process of completion, the Head of Study Program is responsible for the quality of students' proposals/comprehensive papers/ theses in each study program.

### C. Test of English Proficiency

In addition to being equipped with academic competencies according to the study program, graduates of the Master's Program at Universitas Negeri Surabaya are also required to have a minimum ability to speak English as indicated by a Test of English Proficiency (TEP), TOEFL, TOEIC or IELTS score. The provisions for the English proficiency test for students of the Postgraduate Master's program at Universitas Negeri Surabaya are as follows.

1. TEP is declared passed if it achieves a minimum score of 460 for master's programs other than English study programs; and a minimum of 500 for a master's program with a concentration in English.
2. TEP was organized by Language Center, Universitas Negeri Surabaya.
3. If the English proficiency test is conducted at an institution other than Universitas Negeri Surabaya Language Center UPT, then proof of the test results must be validated by the Language Center, Universitas Negeri Surabaya.

### D. Yudisium

Yudisium is the determination of graduate students from Universitas Negeri Surabaya Postgraduate Program. It is determined based on the following matters.

1. GPA is sourced from the learning outcomes of all courses in the study program.
2. Master's program students can graduate if the grades of all courses taken meet the following requirements.
  - a. Minimum GPA of 3.00.
  - b. Value of B- (2.75) for a maximum of 1 (one) subject.
  - c. There is no value below B- (2.75).
3. The master's program yudisium predicate is categorized as follows.

- a. Cum laude predicate only if: (1) Grade Point Average (GPA) reaches above 3.75, (2) study period is a maximum of 2 years (4 semesters), (3) has publications in accredited national journals (minimum Sinta 4) or international journals indexed at least by ICI, ESCI, DOAJ, or MAS, or in indexed proceedings, (4) pass TEP with a score above the minimum score, (5) have good integrity\*). If one of the conditions is not fulfilled then the predicate obtained is very satisfactory.
- b. Very Satisfactory predicate if the Cumulative Grade Point Average (GPA) is 3.51 to 3.75, or the GPA is above 3.75 but does not meet point a.
- a. Satisfactory predicate if the Grade Point Average (GPA) reaches less than 3.50.

Note: \*) Never violates applicable rules and norms, both social and academic rules or norms, for example: plagiarism, immorality, involvement in drugs, committing acts of violence, being a member of a banned organization. This is indicated by a Letter of Reprimand from the Postgraduate Director.

- 4. If they meet the requirements, students can register for graduation through the SIMYUDISIUM application which can be accessed at SIAKADU of Universitas Negeri Surabaya (page: <https://siakadu.unesa.ac.id>) using their respective accounts. When registering for yudisium through SIMYUDISIUM students are required to meet the requirements to obtain a Graduation Determination Letter (SPK) as follows.
  - a. Still an active student.
  - b. Have completed the thesis as evidenced by the thesis validation sheet which has been signed by all examiners and the Postgraduate Director and uploaded it in the SIMYUDISIUM application.
  - c. Have fulfilled the number of credits according to the Postgraduate Academic Handbook.
  - d. Complete supporting biodata.
    - 1) Fill in the place and date of birth according to the last diploma.
    - 2) Upload the last diploma scan file.
    - 3) Upload a scan file of Identity Card (KTP).
    - 4) Upload a family card (KK) scan file.
  - e. Upload color photos as required.
- 5. Students can register for graduation if they meet the following requirements.
  - a. Already have a Graduation Determination Letter (SPK).
  - b. Have a grade transcript that has been validated by the Head of the study program.
  - c. Have passed the Test of English Proficiency (TEP) according to applicable regulations.
  - d. Have been proven having publication in a reputable international journal (indexed by Scopus, Web of Science, or other international indexing institutions recognized by the Ministry of Research, Technology and Higher Education).
  - e. Submit the yudisium form.

- f. Do not have books borrowing load from the library.
- g. Submit a black and white photo printed in a photo studio with the following conditions:
  - 1) 2 pieces of 4 × 6 size photo on DOF paper.
  - 2) 5 pieces of 3 × 4 size photos on DOF paper.
- h. Upload a diploma correction certificate if there is an error in the last diploma.
- i. Pay graduation fees.

#### E. Termination of Study Relations

Students who are involved in drug cases, immorality, prohibited organizations, acts of violence, violate the code of ethics seriously, or commit plagiarism, or have exceeded the set study period may be subject to termination of their study relationship from the Postgraduate Program at Universitas Negeri Surabaya.

#### F. Academic Calendar

Postgraduate academic calendar, Universitas Negeri Surabaya is as follows.

##### Odd Semester

No.	Kegiatan	Keterangan
1	Odd Semester Student Administration Activities a) New Students Registration b) Tuition Fee Payment	Scheduled according to SIAKADU
2	Workshop on preparation of Class Schedules	
3	Online Study Planning	
4	Advisory Period	
5	New Students Initial Meeting	
6	Graduation I	Determined after the set quota is met
7	Odd Semester Lectures	Scheduled according to SIAKADU
8	Silent Week	
9	End of Odd Semester Assessment Period and Final Term Test (UAS)	
10	Deadline for Grade Entry in SIAKADU by Lecturers	Ditentukan setelah kuota yang ditetapkan dipenuhi
11	Online Study Planning	

No.	Kegiatan	Keterangan
1	Odd Semester Student Administration Activities a) Application of study leave for students who need it	Scheduled according to SIAKADU

	b) Registration, transfer registration and tuition fee payment	
2	Application of study leave for students who need it	Scheduled according to SIAKADU
3	Registration, transfer registration and tuition fee payment	
4	Preparation of Lecture Schedules	
5	Online Study Planning	
6	Advisory Period	
7	Even Semester Lectures	
8	Silent Week	
9	End of Even Semester Assessment Period and Final Term Test (UAS)	Determined after the set quota is met

## CHAPTER VII STUDENT AFFAIRS

### A. Prospective Master's Program Students

Candidates who can be accepted as master program students are those who meet the following requirements.

1. Have a bachelor's degree in a branch of science from universities with the following requirements.
  - a. Public or private institutions in Indonesia that have been accredited by the National Accreditation Agency for Higher Education (BAN-PT) (university accreditation/AIPT or study program accreditation).
  - b. Overseas institutions whose diplomas have been recognized by the Directorate General of Higher Education, Ministry of Education and Culture, to be equivalent to a bachelor's degree; for prospective foreign students coupled with adequate Indonesian language skills and obtaining permission from the Ministry of Education, Culture, Research, and Technology
2. Have a healthy body as stated by a doctor's certificate.
3. Obtain recommendations from two experts stating that the prospective student is capable of completing studies at the Postgraduate Program at Universitas Negeri Surabaya.
4. Show the best scientific work and examples of research proposals that show the logical flow of thought of the prospective student concerned.
5. Have a minimum GPA of 3.00. The minimum GPA can be tolerated less than 3.00 taking into account the reputation of the university from which the prospective students come.
6. Passed the entrance selection, through the Academic Potential Test, interview, and portfolio assessment.

### B. Selection

1. The selection of prospective students aims to get prospective participants who have academic ability, have good attitudes and behavior, and are likely to be able to complete their education properly and on time.
2. The selection criteria are determined based on the completeness of the administrative requirements, the results of the assessment scores of the five required components (GPA  $\geq$  3.00 (or with special considerations taking into account the reputation of the candidate's tertiary institution), scientific work, research proposals, English proficiency with a minimum score of TEP/TOEFL/TOEIC 400, recommended by two competent people, as well as Academic Potential Test (TPA) scores obtained by prospective participants in the screening tests carried out with a minimum score of 450. Interviews were also conducted to deepen the measurement of scientific substance and study motivation.
3. The selection is carried out by a team of graduate study programs at Universitas Negeri Surabaya.

4. Since the 2020/2021 academic year, the Postgraduate School has conducted new student selection in odd and even semesters, especially for collaboration classes.

### **C. Master's Program Tuition Fees**

1. The tuition fee is in the form of a Single Tuition Fee (UKT) which is paid at the beginning of each semester, the amount of which is determined by the Postgraduate Director of Universitas Negeri Surabaya.
2. Higher education lecturers who carry out study assignments at the Unesa Postgraduate Program are given the opportunity to get BUDI-DN/BPP-DN, LPDP, or other scholarships according to the procedures of the scholarship awarding institution.

### **D. Student Rights**

Postgraduate students at Universitas Negeri Surabaya have the following rights.

1. Express opinions in lecture activities, discussions, and research guidance in accordance with scientific principles.
2. Determine research objectives and methods as well as analytical techniques that are relevant to thesis writing in accordance with the scientific principles applied at the Postgraduate School at Universitas Negeri Surabaya.
3. Get academic services from lecturers and supervisors regularly.
4. Get administrative services in accordance with applicable regulations at the Postgraduate Program at Universitas Negeri Surabaya.
5. Use the facilities provided for students responsibly, such as internet and hotspot facilities, libraries, learning media and so on.
6. Propose a change of supervisor if the following conditions occur.
  - a. Supervisor cannot carry out their obligations within two semesters after the supervisor is appointed, students have not produced a research proposal approved by the supervisor.
  - b. Within eight semesters since being accepted as a student, they have not been able to complete the thesis.
  - c. There is a conflict between the student and the supervisor regarding the research proposal and the completion of the thesis.

### **E. Student Code of Ethics**

Universitas Negeri Surabaya Postgraduate students are an integral part of Universitas Negeri Surabaya students. Therefore, Postgraduate students at Universitas Negeri Surabaya must behave in accordance with the *Saptatrapсила* of Universitas Negeri Surabaya Students as follows.

1. Unesa students are devoted to God Almighty, have the spirit of Pancasila, obey the 1945 Constitution, and obey ethical and moral norms according to Indonesian culture.
2. Unesa students love, uphold the good name of their alma mater, and try to make their alma mater proud with academic and non-academic achievements.

3. Unesa students are respectful and polite and full of appreciation in association with all university members and members of the community.
4. Unesa students uphold scientific traditions according to their field of knowledge, and play a role in developing science and technology critically, creatively and innovatively.
5. Unesa students uphold the attitude of independence, honesty, caring, and toughness in completing academic and non-academic assignments.
6. Unesa students prioritize quality performance optimally as a habit of developing self-quality as a whole.
7. Unesa students are open to constructive criticism and input for self-improvement.

In addition, Postgraduate students are required to comply with the student code of ethics which refers to the student pledge of Universitas Negeri Surabaya. In an effort to produce Postgraduate graduates at Universitas Negeri Surabaya who have spiritual attitudes, social attitudes, knowledge, and skills as reflected in the graduate competency standards, students need to adhere to the code of ethics for Postgraduate students at Universitas Negeri Surabaya as outlined in academic, social, and ecological dimensions; in the form of attitudes and concrete actions as follows.

### **1. Academic Dimension**

- a. Carry out academic activities honestly by not committing plagiarism and other disgraceful academic actions.
- b. Be tolerant of differences of opinion and not impose opinions as a single and absolute truth.
- c. Be objective and side with the truth based on facts and sound logic.
- d. Be willing to accept constructive criticism and suggestions.
- e. Provide criticism with alternative solutions.
- f. Continue to develop innovation.
- g. Be diligent in studying to achieve achievement.
- h. Attend lectures in an orderly manner.
- i. Submit assignments on time.
- j. Do not cheat and manipulate data in exams.
- k. Be bold to express opinions and dare to ask something that is not known.
- l. Maintain the good name of the Postgraduate School of Universitas Negeri Surabaya in attitude, opinion, speech, and behavior.

### **2. Social Dimension**

- a. Behave, think, speak, and behave in accordance with religious, legal, social, moral, and applicable norms.
- b. Act respectfully and politely towards lecturers, supervisors, and postgraduate leaders at Universitas Negeri Surabaya and fellow students.
- c. Be personally responsible for all words, writings, and actions taken.
- d. Prioritize obligations over rights and respect the rights of others.

- e. Speak, communicate and express opinions politely, effectively, pleasantly in a polite manner and do not disturb the public interest/other parties.
- f. Be willing to cooperate with various parties and help other parties for positive things.
- g. Take initiative and act quickly and precisely to solve problems.
- h. Do not easily give up in the face of challenges and do not complain in carrying out tasks.
- i. Keep promises and get used to being on time in activities.
- j. Adapt to new environment.
- k. Put forward positive thoughts (positive thinking).
- l. Participate for the common good.
- m. Order in the queue.
- n. Dress politely as an educator and behave in an exemplary manner.
- o. Dare to admit mistakes made and accept sanctions if proven to have violated the applicable provisions.
- p. Do not spread lies, slander, or defamation of students, lecturers, mentors, leaders, and Postgraduate institutions at Universitas Negeri Surabaya.
- q. Do not commit acts of violence that are contrary to religious, legal, moral, and social norms.

### **3. Ecologic Dimension**

- a. Participate in maintaining the facilities and infrastructure of Universitas Negeri Surabaya Postgraduate campus so that they function and are optimally useful.
- b. Participate in maintaining the cleanliness of Universitas Negeri Surabaya Postgraduate environment, including greening plants and/or campus aesthetics.

### **F. Student Obligations**

During their status as Postgraduate students at Universitas Negeri Surabaya, students are obliged to live no more than 60 km from Universitas Negeri Surabaya, except with special permission from the supervisor and head of the study program to leave campus for a maximum of 2 (two) semesters.

In addition, students are required to comply with all academic, administrative, student affairs provisions, and the code of ethics that apply at Universitas Negeri Surabaya Postgraduate Program as mentioned above. While studying at the Postgraduate Program at Universitas Negeri Surabaya, students are always encouraged and facilitated to be able to participate in academic and non-academic activities in order to improve the academic atmosphere and scholarly behavior such as activities that are academic, social, economic, cultural and caring.

### **G. Academic Sanctions for Students**

- 1. Any student's behavior that violates academic, administrative, student affairs, and/or code of ethics regulations will be processed according to procedures and subject to sanctions.

2. Students can provide information on the occurrence of academic, administrative, and/or code of ethics violations to the leadership of the Postgraduate Program at Universitas Negeri Surabaya.
3. The Postgraduate Director will clarify the report to the parties concerned to find out the truth from both parties.
4. The Postgraduate Director will make decisions based on these conclusions and provide appropriate sanctions.
5. Sanctions for students can consist of (a) verbal warning, (b) written warning, (c) termination of study relations, and/or (d) other sanctions in accordance with applicable regulations.

## CHAPTER VIII

### CURRICULUM STRUCTURE AND INSTITUTIONAL COURSE DESCRIPTION AND FINAL PROJECT

This chapter contains the curriculum structure of Universitas Negeri Surabaya Postgraduate Master's program, as shown in the table below.

- |    |                                   |                 |
|----|-----------------------------------|-----------------|
| 1. | Institutional courses             | : 7 credits     |
|    | Philosophy of Science (2 credits) |                 |
|    | Research Methodology (3credits)   |                 |
|    | Field Study (2 credits)           |                 |
| 2. | Mandatory specification courses   | : 19-25 credits |
| 3. | Optional specification courses    | : 4 credits     |
| 4. | Final Project Courses             | : 10 credits    |

Institutional course and final project course are the same for all Master's programs in the Postgraduate Program at Universitas Negeri Surabaya. The identity and description of each institutional course and final assignment are described below. The identity and description of the compulsory and elective specialization courses are presented in the Curriculum Supplement for each study program.

#### A. Institutional Courses

##### 1. Philosophy of Science

a. Code/Credit : 791250281/2

b. Prerequisite : -

c. Learning Outcomes

- 1) Master the general approach to the philosophy of science, conceptualization, and scientific methodology and linking it to learning demands.
- 2) Develop a learning philosophy by utilizing the relevant philosophy of science.
- 3) Solve learning philosophy problems by applying and/or testing relevant philosophies of science.

d. Description

This course discusses an understanding of the general philosophy of science approach, conceptualization, and scientific methodology, as well as in-depth issues relevant to education. In addition, this course is designed to provide an in-depth understanding of ontology, epistemology and axiology, the characteristics and nature of science as a vehicle to broaden the vision of prospective masters and be critical in developing and applying science.

e. References

- 1) Titus, H. (1959). *Living issues in philosophy*. New York: American Book Company.
- 2) Goldstein, M. dan Goldsteiin, I. F. (1980). *How we know*. New York: Plenum Press.
- 3) Ravertz, J. R. (2004). *Filsafat Ilmu*. (Terj: Saud Pasaribu). Yogyakarta: Pustaka Pelajar.

- 4) Kuhn, T. S. (Tjun Surjaman). (2000). *The structure of scientific revolutions*. Bandung: PT. Remaja Rosdakarya.
- 5) Cheek, D. W. (1992). *Thinking constructively about science, technology, and society education*. New York: State Univerisity of New York Press.

## 2. Research Methodology

- a. Code/Credit : 791250301/2
- b. Prerequisite : -
- c. Learning Outcomes :
  - 1) Able to master quantitative and qualitative research methods in educational research.
  - 2) Able to identify problems and formulate alternative solutions to problems in education through inter or multidisciplinary approaches.
  - 3) Able to compile research proposals for solutions in the framework of educational development by conditioning the field and the latest research results both at home and abroad.
- d. Description
 

This course examines qualitative and quantitative science education research but also covers science and its nature, problems, hypotheses, variables and definitions, classes, evaluation studies, and analysis of educational research and its constituents. This course also requires students to be able to compile research proposals and the preparation of research whose results will be presented at the seminar.
- e. References
  - 1) Christensen, L. B. (1997). *Experimental methodology*. (7th ed). Bosan and Bacon.
  - 2) Denzin, N. K. et al. (1994). *Handbook of qualitative research*. California Publication, Inc.
  - 3) Fraenkel, J. & Wallen, N. (2003). *How to design and evaluate education (fifth edition) book 1*. Boston: McGraw Hill.
  - 4) Fraenkel, J. & Wallen, N. (2003). *How to design and evaluate education (fifth edition) book 2*. Boston: McGraw Hill.
  - 5) Mills, G. E. (2003). *Action research: a guide for the teacher research*. Jersey: Prentice Hall.
  - 6) Plomp, T. dan Nieveev, N,. (2007). *An introduction to Educational Design Research*. Enschede: SLO.
  - 7) Vockell, E. L. and Ansher, J. W. (1995). *Educational research*. Prentice-Halal. Inc.

## 3. Field Study (Internship)

- a. Code/Credit : 793150323/2
- b. Prerequisite : -
- c. Learning Outcomes :

- 1) Solve learning problems through learning approaches that are appropriate to the conditions of students, the characteristics of learning materials, and the learning environment.
  - 2) Apply the knowledge and skills acquired during postgraduate studies through various activities including: teaching practice, providing workshop mentoring training, internships at certain institutions (educational/non-educational), or participating in activities abroad, for example site in, short course, credit earning or as a presenter of international seminars abroad.
- d. Description
- This course provides opportunities for students to develop themselves based on scientific background through teaching practice activities at educational institutions at both elementary, secondary (middle school, high school and/or vocational school) and higher education levels (bachelor's degree) or providing mentoring training workshops, internships at certain institutions (educational/non-educational) or participating in overseas activities, for example site-in, short courses, credit earning or as an international seminar presenter abroad.
- e. References
- 1) Absurcato, J. (2004). *Teaching children science: discovery methods for elementary and middle grades*. Boston: Allyn and Bacon.
  - 2) Arends, R. I. (2012). *Learning to teach*. Boston: McGraw-Hill.
  - 3) Bell, R.L. (2008). *Teaching the nature of science through process skill*. New York: Allyn and Bacon.
  - 4) Bernstein, D. et al. (2006). *Making teaching and learning visible: portofolio and the peer review of teaching*. San Francisco: Angker Publishing Company.
  - 5) Cbism, N. (2007). *Peer review of teaching: a sourcebook*. Bolt Massachusetts: Angker Publishing Company.
  - 6) Fenrich, P. (1997). *Practical guidelines for creating instructional multimed applications*. New York: The Dryden Press.
  - 7) Applicable elementary/junior/high school/vocational school curriculum.

## B. Final Project Courses

### 1. Research Proposal

- a. Code/Credit : 793150326/2
- b. Prerequisite : According to the requirements of the proposal exam
- c. Learning Outcomes :  
Have competence in preparing research plans in the form of comprehensive thesis proposals or papers.
- d. Description  
Guiding student's competence in: (1) selection of thesis research topics; (2) preparing the background, problem formulation, and research objectives; (3) describe the research variables obtained indicators; (4) preparing the

research design, (5) determining the population and sample or research subjects, (6) standardizing research instruments, and (7) determining data analysis techniques.

e. References

Depending on the thesis research topic chosen by students.

## 2. Publication

a. Code/Credit : 793150331/2

b. Prerequisite : Research Methodology and Statistics

c. Learning Outcomes :

- 1) Write manuscripts/articles from the results of research/thesis in the field of education or non-education.
- 2) Present scientific work in the form of manuscripts/articles that are worthy of publication in nationally accredited and/or international journals.
- 3) Publish research results in nationally accredited scientific journals or international journals.

d. Description

Independent study writing research manuscripts/articles with thesis supervisors for publication in nationally accredited scientific journals or international scientific journals in the educational or non-educational fields, adjusting formats/templates and instructions for writing scientific journals for publication, able to go through the process: submit, revision, and accepted, until publication.

## 3. Thesis

a. Code/Credit : 79315024/6

b. Prerequisite : -

c. Learning Outcomes :

- 1) Develop scientific work in the form of a thesis related to educational or non-educational issues which include: preparation of the process, and writing of research results according to the characteristics: literature review, problem formulation, and research results.
- 2) Solve problems through research methods or approaches that are appropriate to the conditions of the thesis research problems.
- 3) Manage and develop thesis research ideas that are relevant and useful for improving the quality of learning.

d. Description

Independent work in planning and implementing a scientific work on an educational or non-educational problem in accordance with the student's specialization and writing the report in the form of a thesis under the guidance of at least two thesis supervisors. The scientific work can be in the form of the result of a research or the result of a project activity that produces a certain product.

### **C. Study Program Courses**

Study program courses are arranged based on the uniqueness of each study program. They are presented in the form of a study program curriculum supplement.

## CHAPTER IX CLOSING

This Academic Guidebook applies to Postgraduate students at Universitas Negeri Surabaya class of 2022/2023. Matters that have not been listed in this Academic Guidebook will be determined separately.



**Format: PP-1**

**CHANGE OF SUPERVISOR APPLICATION**

Subject : Application for change of supervisor/promoter

Dear Postgraduate Director  
Universitas Negeri Surabaya

I, a postgraduate student of Universitas Negeri Surabaya of the **Master’s/Doctoral program**<sup>1</sup>:

- a. Name : \_\_\_\_\_
- b. Student ID : \_\_\_\_\_
- c. Study Program : \_\_\_\_\_
- d. Address of office/agency and telephone number<sup>2</sup> : \_\_\_\_\_
- e. Home address and telephone/mobile number : \_\_\_\_\_

would like to respectfully submit an application for replacement of Supervisor I / Supervisor II<sup>3</sup> with the reason.....

Next, I propose that the Advisor I/Supervisor II, who was ..... replaced with .....

For your consideration, I attach the following files.

- 1. Approval Letter for Changing Supervisors from the Head of Study Program.
- 2. Declaration letter.

Thank you.

Surabaya, .....  
Applicant,

.....

Tembusan:

- 1. Vice Director I Postgraduate Unesa
- 2. Vice Director of General Affairs Postgraduate Unesa

<sup>1</sup> Cross the unnecessary ones.

<sup>2</sup> If any.

<sup>3</sup> Cross the unnecessary ones.





*Format: PP-2*

**APPROVAL LETTER FOR CHANGE OF SUPERVISOR  
FROM THE HEAD OF STUDY PROGRAM**

Head of the ..... Study Program of Postgraduate School of Universitas Negeri Surabaya hereby expressly agrees that the following student.

- a. Name : \_\_\_\_\_
- b. Stuent ID : \_\_\_\_\_
- c. Level : **Master/Doctor<sup>4</sup>**
- d. Study Program : \_\_\_\_\_
- e. Address of office/agency and telephone number<sup>5</sup> : \_\_\_\_\_
- f. Address of office/agency and telephone number : \_\_\_\_\_

is given the opportunity to change **Supervisor I (Promoter)/Supervisor II (Co-Promoter)<sup>6</sup>** with the consideration of the smooth completion of the thesis/dissertation<sup>7</sup>.

Thus, this agreement to be used as appropriate.

Surabaya, .....  
Head of Study  
Program.....

.....  
NIP .....

<sup>4</sup>Cross the unnecessary one.

<sup>5</sup> If any.

<sup>6</sup> Cross the unnecessary one.

<sup>7</sup> Cross the unnecessary one





*Format: PP-3*

**STUDENT DECLARATION LETTER AFTER CHANGE OF SUPERVISORS**

I, a postgraduate student of Universitas Negeri Surabaya at the **Master’s/Doctoral program**<sup>8</sup>

- a. Name : \_\_\_\_\_
- b. Student ID : \_\_\_\_\_
- c. Study Program : \_\_\_\_\_
- d. Address of office/agency and telephone number<sup>9</sup> : \_\_\_\_\_
- e. Address of office/agency and telephone number : \_\_\_\_\_

hereby declare the willingness to comply with all provisions in the Postgraduate Program at Universitas Negeri Surabaya that apply to students in changing supervisors, both related to administrative and academic matters.

Thus, I made this statement letter truthfully. If I cannot carry out this ability, I am willing to accept sanctions in accordance with the provisions in force at the Postgraduate Program at Universitas Negeri Surabaya.

Surabaya, .....  
Statement maker,

materai  
Rp. 6.000

.....

<sup>8</sup> Cross the unnecessary one.

<sup>9</sup> If any.





*Format: BA-UP1*

## COMPLETENESS OF THESIS PROPOSAL EXAMINATION

### MINUTES THESIS PROPOSAL EXAMINATION POSTGRADUATE SCHOOL OF UNIVERSITAS NEGERI SURABAYA

On this day, ..... date ....., the **Thesis Proposal Examination of Master's program** in ..... at Universitas Negeri Surabaya has been conducted on behalf of Name: ..... Student ID: ..... by title:

“ ..... ”

- A. Acara:
1. Opening by the Chairman of the Board of Examiners
  2. Examination is led by the Chairman of the Board of Examiners
  3. Determination of exam results by the Board of Examiners
  4. Announcement of exam results

B. Board of Examiners

No	Nama	Jabatan	Tandatangan
1.		Chairman/Secretary	
2.		Member	
3.		Member	
4.		Member	
5.		Member	

C. Score: .....

- D. Notes:
- a. Passed without revision
  - b. Passed with revision maximum..... months
  - c. Not passed

Surabaya, .....

Director of Postgraduate School,

Chairman of the Board of Examiners

.....  
NIP. ....

.....  
NIP. ....



**Format: BA-UP2**

## FORMAT OF THESIS PROPOSAL EXAMINATION ASSESSMENT

Name : .....

Student ID : .....

Examiner : .....

Date/Time : .....

No	Assessment Component	Score	
		Examiner	Pembimbing
<b>A. Writing</b>			
1.	Topic quality		
2.	Material Depth		
3.	Methodology		
4.	Writing technique		
5.	Language		
6.	Reference quality		
A Average			
<b>B. Presentation</b>			
1.	Material mastery		
2.	Presentation		
3.	Defensive ability		
4.	Attitude		
B Average			
<b>C. Process</b>			
1.	Supervision Process (C)		
Examiner's Final Score (SAPj) = (6A + 4B )/10			
Supervisor's Final Score (SAPb) = (5A + 3B + 2C)/10			



Score Conversion		
Interval	Letter	Number
$85 \leq A \leq 100$	A	4.00
$80 \leq A < 85$	A-	3.75
$75 \leq B+ < 80$	B+	3.50
$70 \leq B < 75$	B	3.00
$65 \leq B- < 70$	B-	2.75
$60 \leq C+ < 65$	C+	2.50
$55 \leq C < 60$	C	2.00
$40 \leq D < 55$	D	1.00
$0 \leq E < 40$	E	0.00

Examiner

.....

Notes:

- Score range 0-100
- Fill in the score for each component
- Final Score (NA) =  $(4 \text{ Average SAPj} + 6 \text{ Average SAPb})/10$
- Pass if the final score (NA)  $\geq 75$



**Format: BA-UT1**

## COMPLETENESS OF THESIS EXAMINATION

### MINUTES THESIS EXAMINATION POSTGRADUATE SCHOOL UNIVERSITAS NEGERI SURABAYA

On this day, ..... date ....., the **Thesis Examination** of the **Master’s Program** in ..... at Universitas Negeri Surabaya has been conducted on behalf of Name: ..... Student ID: ..... by title:  
“ ..... ”

- A. Agenda :
1. Opening by the Chairman of the Board of Examiners
  2. Examination is led by the Chairman of the Board of Examiners
  3. Determination of exam results by the Board of Examiners
  4. Announcement of exam results

B. Board of Examiners:

No	Name	Position	Signature
1.		Chairman/Secretary	
2.		Member	
3.		Member	
4.		Member	
5.		Member	

C. Score :

- D. Notes :
- a. Passed without revision
  - b. Passed with revision maximum.....months
  - c. Not passed

Director of Postgraduate School,  
Examiners,

Surabaya,.....  
Chairman of the Board of

.....  
NIP .....

.....  
NIP .....





**Format: BA-UT2**

## FORMAT OF THESIS PROPOSAL EXAMINATION ASSESSMENT

Name : .....  
 Student ID : .....  
 Examiner : .....  
 Date/Time : .....

No.	Assessment Component	Score	
		Examiner	Supervisor
<b>A. Writing</b>			
1	Material Depth		
2	Writing Technique		
3	Methodology		
4	Data analysis and discussion		
5	Language		
6	Reference quality		
A Average			
<b>B. Presentation</b>			
1	Material mastery		
2	Presentation		
3	Defensive ability		
4	Attitude		
B Average			
<b>C. Process</b>			
1	Supervision Process (C)		
Examiner's Final Score (SAPj) = (6A + 4B )/10			
Supervisor's Final Score (SAPb) = (5A + 3B + 2C)/10			

Score Conversion		
Interval	Letter	Number
85 ≤ A ≤ 100	A	4.00
80 ≤ A < 85	A-	3.75
75 ≤ B+ < 80	B+	3.50
70 ≤ B < 75	B	3.00
65 ≤ B- < 70	B-	2.75
60 ≤ C+ < 65	C+	2.50
55 ≤ C < 60	C	2.00
40 ≤ D < 55	D	1.00
0 ≤ E < 40	E	0.00

Examiner,

.....

Catatan:

- Score range 0-100
- Fill in the score for each component
- Final Score (NA) = (4 Average SAPj + 6 Average SAPb)/10
- Pass if the final score (NA) ≥ 75