

**ACADEMIC GUIDEBOOK
DOCTORAL PROGRAM**



**POSTGRADUATE SCHOOL
UNIVERSITAS NEGERI SURABAYA
MINISTRY OF EDUCATION, CULTURES, RESEARCH, AND TEKNOLOGI
2022**

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PREFACE

We would like to deliver our gratitude to God Almighty because the Postgraduate Academic Guidelines 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 of School 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 grounds 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 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 (S2) 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 School

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 Mathematics Education		
19	Master's Program in Physical Education		
20	Master's Program in Science Education		
21	Master's Program in Languages and Literature		
22	Master's Program in Education Management		
23	Master's Program in Elementary Education		
24	Master's Program in Arts and Culture		

Since the 2021/2022 academic year, the Unesa Postgraduate Program has begun to open a Doctoral Program by research or Doctor by Research.

B. Legal Basis

The implementation of the Unesa Postgraduate Doctoral Program is based on applicable laws and regulations, including the following

1. Law Number 20 of 2003 concerning the National Education System.
2. Law Number 14 of 2005 concerning Teachers and Lecturers.
3. Law Number 12 of 2012 concerning Higher Education.
4. Government Regulation Number 17 of 2010 concerning Management and Implementation of Education.
5. Government Regulation Number 66 of 2010 concerning Amendments to Government Regulation Number 17 of 2010.
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. Minister of Education and Culture Regulation Number 50 of 2014 concerning Higher Education Quality Assurance Systems.
9. Regulation of the Minister of Research, Technology and Higher Education Number 44 of 2015 concerning National Standards for Higher Education (SN-Dikti).
10. 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.
11. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Standards for Higher Education.
12. Letter of 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 President of the Republic of Indonesia Number 93 of 1999 concerning the Change of the Teaching and Education Institute (IKIP) to a University.
14. 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.
15. 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 of Universitas Negeri Surabaya is:

Excellent in the development of educational innovation, strong 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 of 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 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

1. Increasing the quantity and quality of research in the fields of education and science and technology, 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 graduate 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 needs of students to take a doctoral program through research (by research).
 - i. 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. Facilitate the needs of students to take a doctoral program through research (by research).
 - d. Build research collaborations with foreign experts.
 - e. Increase the quantity and quality of learning resources.
 - f. Encourage and facilitate lecturers and students to carry out scientific publications at the national and international levels.
3. Increasing the number 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. 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.
- 5. 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.

CHAPTER III POSTGRADUATE INSTITUTION

A. Status

This institution is named Postgraduate School of 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 Program	Operational Permit Decree
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 Languages 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

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

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

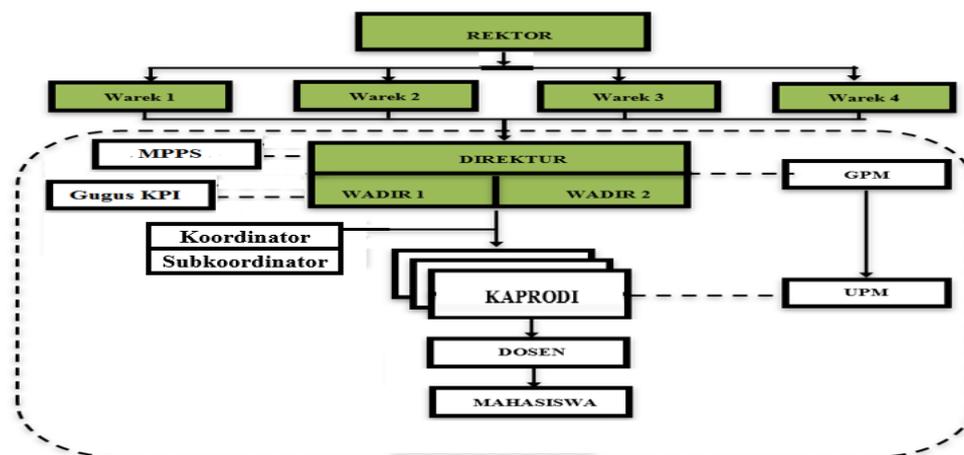


Figure 1

The organizational structure of the Postgraduate School of Universitas Negeri Surabaya

Notes:

- > : 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 Basic 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. Cepu Oil and Gas Vocational School.
22. Surabaya Shipping Polytechnic.
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 State University of 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 cooperation, among others, was 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 was carried out by the Postgraduate Program at Universitas Negeri Surabaya with Northern Illinois University (NIU) in the United States. Collaboration was 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 was carried out by the Masters in Management study program with UHTM, Malaysia. The lecturing collaboration (guest lecturer) was 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 he leads 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 includes: 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, guiding, 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 Doctoral 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 The Universitas Negeri Surabaya is limited to a maximum of 10% of the number of specialization courses, both Master's and Doctoral levels. The selection of lecturers from outside Universitas Negeri Surabaya must have the permission of the Director and are only permitted for teachers of specialization studies.

1. Requirements

Requirements for lecturers at the doctoral 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. Have qualification of doctoral or applied doctoral education, with the academic positions of Head Lecturer and Professor. Lecturers with doctoral qualifications with the academic position of Lector can be involved academically in the doctoral program if there are certain considerations and assist other lecturers with higher academic positions.
- c. Have an educational background, competency, relevant research, or training experience relevant to the study program.
- d. Sign a willingness to give lectures and or guide in the study program.
- e. In terms of being a dissertation supervisor, they must comply with the provisions of the Regulation of Minister of Education and Culture No. 3 of 2020, Article 29 Paragraph (15).b and other applicable provisions, as follows:
 - 1) Doctors with the rank of Lector can only become co-promoters.
 - 2) Doctors with the rank of Head Lector can become a promoter if they have scientific work in a reputable international journal as the first author.
 - 3) Doctors with the rank of professors can become promoters if in the last 5 years they have:

- a) 1 (one) scientific work in a reputable international journal, as the first author or at least as a correspondence author, or
 - b) 1 (one) scientific work in a national journal accredited as the first author, or
 - c) 1 (one) other form recognized by the group of experts determined by the university senate,
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 Doctoral Program Lecturers

Lecturers in the Doctoral 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. Supervise seminars, research, and dissertation writing.
 - d. Examine on a comprehensive exam if assigned.
 - e. Examine on dissertation exam if assigned.
 - f. 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.
 - g. Improve personality that should be an example for all parties.
 - h. 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 Doctoral 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, and 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 Staffs

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 Staff/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. Create 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. The implementation of Unesa Postgraduate Program 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. Unesa Postgraduate Program was also established 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 authorized institution.

Postgraduate School 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, quality standards and quality 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). 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 Postgraduate Unesa. 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 (External 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.

Until now, 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, 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 proposed new study programs, as well as study programs that manage research pathways (by research). The developed curriculum refers to the latest regulations such as Presidential Regulation No. 8/2012 concerning the Indonesian National Qualifications Framework (KKNI) and The Regulation of Minister of Research, Technology and Higher Education Number 44/2015 concerning National Standards for Higher Education (SN-Dikti), as well as the Independent Learning-Independent Campus Curriculum (MBKM).

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, and the strategies used are studied in depth by analyzing why the strategy was 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 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 Money division, and the Data and Information division.

GPM at the Unesa Postgraduate level is the Unesa Postgraduate Support Group under and 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

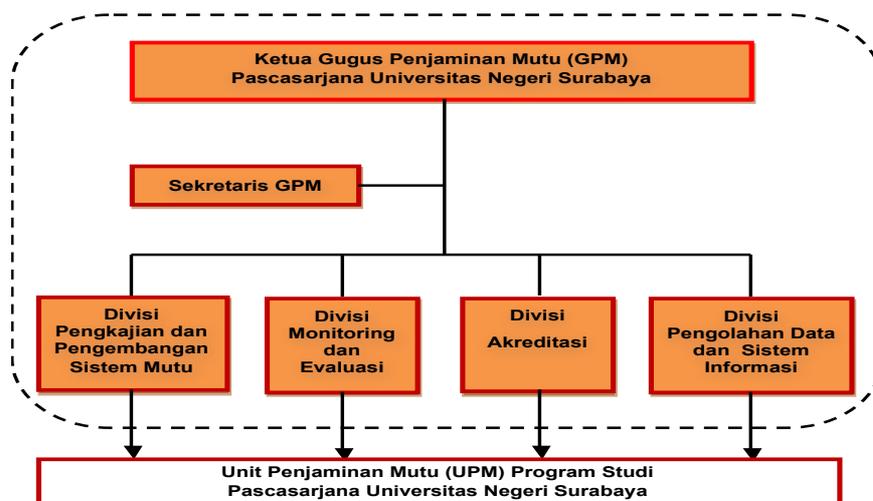


Figure 2
Organizational Structure of GPM of Unesa Postgraduate

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 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 coordinate the work programs of each division and administrative staff.
 - e. Make minutes in every GPM meeting.
 - f. Prepare proposals for the 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.

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.
 - f. 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 checking physical evidence of study program accreditation forms and self-evaluate 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.
 - f. 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 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 applies

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 and dissertation 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 of 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. Monev 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

DOCTORAL PROGRAM ACADEMIC PROVISIONS

A. General

Postgraduate Program at Universitas Negeri Surabaya held a doctoral program (S3). The competence of graduates of the doctoral program (S3) Postgraduate Program at Universitas Negeri Surabaya is oriented towards the Regulation of the President of the Republic of Indonesia Number 8 of 2012 concerning the Indonesian National Qualifications Framework (KKNI) and Regulation of the minister of education and culture No. 3 of 2020 concerning SN-Dikti.

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, by the motto *growing with character*, namely: *Iman, Cerdas, Mandiri, Jujur, Peduli, and Tangguh*. (Faithful, Smart, Independent, Honest, Caring, and Tough.)

1. Qualification of Doctoral Program Graduates

The Unesa Postgraduate Doctoral Program is organized to prepare graduates who have the main qualifications as doctorates, both regularly and by research, with profiles as researchers who are able to develop knowledge in certain fields according to the study program. Additional qualifications for the Unesa Postgraduate doctoral graduates are determined by the study program based on the analysis of the study program concerned.

In accordance with Level 9 of the IQF, postgraduate doctoral graduates at Universitas Negeri Surabaya have the following general skills.

- a. Develop a theory or method according to the chosen field of study and its relation to other field theories comprehensively and contextually, through research with a multi- or transdisciplinary approach, which has received national or international recognition.
- b. Solve educational and non-educational problems in a broader context to produce creative, original, tested work that is beneficial for the development of knowledge and the benefit of mankind.

- c. Manage, lead, and develop research in accordance with the field.
- d. Manage or lead work groups or parts of the process tasked with solving complex problems.
- e. Develop resources and organizations to implement programs under their responsibility.
- f. Self-evaluate, manage self-learning or that of their followers, effectively communicate information, ideas, arguments, root cause analysis, and relevant solutions in various forms of media to the general public or communities in accordance with their fields.

Postgraduate Universitas Negeri Surabaya has a doctoral program organized by the following study programs.

1. Doctoral Program in Mathematics Education.
2. Doctoral Program in Sports Science.
3. Doctoral Program in Language and Literature Education.
4. Doctoral Program in Science Education.
5. Doctoral Program in Education Management.
6. Doctoral Program in Educational Technology.
7. Doctoral Program in Vocational Education.

The doctoral program is pursued through lectures. For students who meet the requirements, they can take the doctoral program by research. Requirements, study process, and course structure are described in a specific section of the doctoral research program.

2. Semester Credit Loads

Based on the National Standards for Higher Education (SN Dikti) the minimum number of credits that must be taken by students of the doctoral program is 42 credits. At the Postgraduate Program at Universitas Negeri Surabaya, graduates of the doctoral program are prepared not only to have the minimum competencies according to SN Dikti but also to have additional competencies according to the learning outcomes that have been formulated by the doctoral study program at Unesa. Therefore, the courses that must be taken by doctoral program students are determined as follows.

- a. Group of courses and the number of credits.
 1. Institutional courses : 8 credits
 2. Mandatory specialization courses : 10 – 13 credits
 3. Optional specialization courses : 4 – 6 credits
 4. Final Project Courses : 22 credits
- b. Prospective doctoral 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 Regulation of the Minister of Education and Culture Number 03 of 2020, the maximum study period for doctoral program students is seven years

(14 semesters). Unesa facilitates doctoral program students to graduate 7 (seven) semesters or faster according to their respective achievements.

4. Student Status

- a. Active status is the condition or position held by Postgraduate students at Universitas Negeri Surabaya to participate in all academic processes at the Postgraduate Program at Universitas Negeri Surabaya after students fulfill financial administrative obligations within a specified period of time and register.
- b. Study leave status is a condition or position held by Postgraduate students at Universitas Negeri Surabaya not to be allowed to take part in all academic processes because they apply for study leave.
- c. 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 consecutively 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. Study leave is given to students who apply for college leave.
- c. Study leave can be given to students a maximum of two times during their study period.
- d. Leave period is not counted as study period.
- 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 a study leave form through Siakadu and print it out, 2) students sign the study leave form and ask for approval from the lecturer and relevant officials, 3) send the approved leave form to the Rector or upload it to Siakadu.
- h. Based on this request, the Rector of Universitas Negeri Surabaya will issue a Decree (SK) regarding study leave for one semester.
- i. Application 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 Universitas Negeri Surabaya Postgraduate Program related to student lecture administration, namely study

planning, lecture attendance, exams, dissertation guidance, and graduation/graduation.

1. Study Planning

- a. Students are required to carry out study planning online through SIAKADU before the semester starts 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 index (IPS) and the cumulative grade point index (GPA).
- c. Dissertation courses that are planned for a certain semester but cannot be completed in the relevant semester must be programmed again in the study plan for the following semester.
- d. A student study plan is valid if it has been approved by an academic advisor lecturer.

2. Presence, Participation, and Lecture Journal

- a. Students must attend lectures according to the set schedule.
- b. Students are required to attend lectures of at least seventy-five percent of the total 16 weeks of lectures (including the Final Semester 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 SIAKADU.

3. Midterm Test (UTS) and Final Term Test (UTS)

- a. Each course is required to hold a Midterm Test (UTS) and a Final Term Test (UAS) 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 SIAKADU.
- b. UTS and UAS or their equivalents are accompanied by an assessment rubric.
- c. The final score is determined by the Participation (20%), Assignment (30%), UTS (20%), and UAS (30%) components.
- d. The substance equivalence of these components is determined based on the agreement between the lecturer and students.
- e. The assessment of each component is given 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. Assessment of publication course is determined by the following criteria.

Score	Notes
A	Articles published in reputable international journals (indexed by Scopus or Web of Science (WoS))
A-	Articles published in international journals indexed by international rankings or international databases, namely the Copernicus International Index (ICI), Directory of Open Access Journals (DOAJ), ESCI (Emerging Source Citation Index), or MAS (Microsoft Academic Search)
B+	Articles published in international seminar proceedings indexed Scopus (IOP) or WoS (AP) or in national journals accredited Sinta 1 or Sinta 2.
B	Articles published in international seminar proceedings with ISBNs or in national journals accredited by Sinta 3 or more.

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

4. Dissertation Supervision

- The dissertation supervisor consists of a promoter and a co-promoter.
- The promoter is a teaching lecturer in the Postgraduate study program at Universitas Negeri Surabaya.
- Students may propose promoter and co-promoter candidates to the Head of the Study Program by considering the suitability of the topics to be studied with the areas of expertise of the proposed promoter and co-promoter candidates.
- At the end of semester 1 (one) the head of the study program submits a list of potential promoters/co-promoters to the Director to be determined through a Decree of the Postgraduate Director of Universitas Negeri Surabaya.
- The supervision process begins with the determination of the name of the promoter/co-promoter through the Decree of the Postgraduate Director of Universitas Negeri Surabaya.
- Supervisors provide constructive input on the dissertations of students they mentor by taking into account the following six standards.

- 1) Writing standards that refer to the Unesa Postgraduate Thesis and Dissertation 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 transdisciplinarity).
 - 5) Scientific ethical standards (free of plagiarism).
 - 6) Standard content of *future skills*.
- g. Supervisors are required to remind students if they do not carry out consultations according to the agreed schedule.
 - h. The mentoring process must be recorded in the supervision card.
 - i. If the dissertation proposal meets the quality standards for testing and has obtained promoter/co-promoter 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 dissertation supervisor according to the provisions.
 - k. Change of the dissertation supervisor can be done with the following conditions.
 - 1) Students have participated in 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 dissertation supervision.
 - 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 for the change of supervisor is decided through a meeting of the Postgraduate Director and Head of related Study Programs. The Head of Study Program communicates the change of supervisor to the previous supervisor.
 - 5) The change of supervisor is carried out by the procedure for students submitting an application letter 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 Advisory Decree. The complete application letter for a change of supervisor is in Appendix 1.

- 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 allowed for 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 done 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 SN Dikti.

5. Validation

Validation is a key stage in research. Validation 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.

To ensure that the research instruments and/or data obtained are valid, students need validator assistance. 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 a lecturer at Universitas Negeri Surabaya. If validation requires a specific area of expertise, the validator can come from an expert other than a lecturer at Universitas Negeri Surabaya.

6. Doctoral Program Dissertation Examination by Regular/Lecture

The doctoral program dissertation examination process consists of a proposal exam, results seminar and/or feasibility exam, closed exam, and open exam (optional).

a. Proposal Examination

- 1) Proposal examination can be carried out starting in semester 3. If until semester 4 students have not taken the proposal examination, an evaluation is carried out by the Head of Study Program and the results are reported to the Director through the Vice Director for Academic and Student Affairs.
- 2) Proposal exams are held by the Postgraduate Program at Universitas Negeri Surabaya, whose implementation is regulated by the Head of the Study Program.
- 3) Proposal exam requirements are as follows.
 - a) Submit a dissertation proposal that has been approved by the promoter and co-promoter in 7 (seven) copies. The dissertation 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 grade 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 courses.
 - ii) At most one subject gets a B- grade.
 - iii) GPA of at least B (3.00).
 - c) Submit a photocopy of proof that you have completed the financial administration requirements
 - d) Certificate of Checking Plagiarism with a level of proposal similarity of less than or equal to 20% (twenty percent) of the software applied by the Postgraduate and 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 examinations consists of the Head of the Study Program who also acts as the chairman of the examiner, promoter, co-promoter, and two internal examiners. If for certain reasons that are acceptable to the Postgraduate Leadership, the dissertation proposal can be tested by a board of examiners consisting of the Head of Study Program, one supervisor, and an internal examiner.
- 5) Proposal Exam Assessment
- a) The aspects that are assessed in the dissertation proposal examination are the feasibility of the proposal text from the aspects of writing, methodology, substance, and the ability of students to submit and defend their dissertation proposals.
 - b) The board of examiners meets first before determining the passing status of the proposal.
 - c) The assessment of each examiner is set forth in the format as listed in Appendix 2 based on the results of the trial.
 - d) Proposal exam assessment uses a score range of 0-100. The final score (NA) is calculated using the following formula.
$$NA = \frac{6 (\text{Average of promoters' scores}) + 4 (\text{Average of examiners' scores})}{10}$$
 - e) Students are declared passed if $NA \geq 70$.
 - f) The score of the proposal examination results is calculated into the calculation of the student achievement index.
- 6) The maximum duration for the dissertation proposal examination is 90 minutes.
- 7) If in the proposal exam a student is declared to have **passed without revision** status, the student needs to immediately consult intensively with the promoter and co-promoter for the implementation of the next steps in completing the dissertation (preparing instruments, data collection, data analysis, and writing a dissertation draft).
- 8) If the student is declared **passed 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 revision of the dissertation proposal, their graduation will be declared null and void. Students are required to revise the dissertation proposal to be able to take the re-proposal exam.

- 9) If the student is declared they have **not passed**, the student must revise the proposal paper in consultation with supervisors and examiners. Furthermore, if the supervisor and examiner have agreed, the student can submit another proposal exam (repeat). This proposal re-examination is maximum of 1 (one) time. If it is still not passed by the board of examiners, the Head of Study Program can propose to the Postgraduate Director of Universitas Negeri Surabaya to submit Rector's Decree stating that the student concerned is declared unable to complete his studies (dropout).
- 10) The cost of proposal re-examination is the responsibility of students outside of tuition fees.

b. Results Seminar

- 1) The results seminar is the stage of completing a dissertation which is taken by doctoral program students by presenting the results of the analysis after collecting data.
- 2) The results seminar is a course taught by a team consisting of several lecturers.
- 3) The results seminar is open to the public.
- 4) The results seminar score is taken into account in calculating the student achievement index.
- 5) The results seminar requirements are:
 - a) Students submit seminar papers or dissertation drafts that have been approved by the promoter and co-promoter to the supporting lecturer.
 - b) Students prepare all tools, research instruments, data, examples of field results, and other attachments related to the dissertation preparation process during the results seminar.
 - c) Students show proof of scientific publications that have been done.

c. Dissertation Feasibility Examination

- 1) The dissertation feasibility examination is intended as an effort to ensure that the writing of the dissertation meets the standards set by Unesa Postgraduate Program.
- 2) The dissertation feasibility examination requirements are as follows.
 - a) Have passed the dissertation proposal examination which is supported by the minutes of the dissertation proposal examination.
 - b) Have conducted results seminars.
 - c) Submit a dissertation draft that has been approved by the promoter and co-promoter in 3 (three) copies.
 - d) Submit a Certificate of Checking for Plagiarism with a dissertation similarity level of less than or equal to 20% (twenty percent) of the

software applied by the Postgraduate and signed by the Study Program Quality Assurance Unit (UPM) and approved by the Head of the Study Program.

- 3) The dissertation feasibility exam is held by the Postgraduate Program at Universitas Negeri Surabaya, the implementation of which is regulated by the head of the study program.
- 4) The feasibility exam is carried out by one external lecturer according to their expertise and two active internal lecturers, not promoters or co-promoters.
- 5) The dissertation feasibility exam assessment is outlined in the format as listed in **Appendix 3**, using a score range of 0-100. The final score (NA) is the average of the scores of the three testers. The dissertation is declared feasible if at least two out of three examiners declare it feasible and $NA \geq 70$.
- 6) If during the exam the dissertation is declared **feasible**, the student can advance in the closed dissertation examination after making revisions according to the suggestions and input given by the feasibility examiner.
- 7) If in the feasibility exam the student's dissertation is declared **not feasible**, the Head of Study Program can hold a meeting between the student, supervisor, and feasibility examiner to discuss the sections that are not feasible. Students are given a maximum of three months to make improvements to the parts that are considered not feasible. If until the deadline the student cannot complete the revision, the due diligence is declared disqualified and the student must submit a re-test.
- 8) Re-examination can be carried out 1 (one) time and is the responsibility of students outside of tuition fees.

According to the characteristics and needs, the study program can conduct results seminars and due diligence as a separate process, or the results seminar functions as a forum for clarifying the feasibility of dissertation drafts, or other models according to the needs of the study program so that they are able to accelerate the completion of student studies while maintaining the quality of the dissertation.

d. Closed Dissertation Examination

- 1) Closed dissertation exam requirements.
 - a) Have published scientific papers in reputable international journals (indexed by Scopus or WoS), if the closed exam is conducted in the seventh semester or earlier.
 - b) Have had at least one scientific publication in an international journal indexed *Copernicus international* or DOAJ; or have articles in seminar proceedings indexed by Scopus (IOP) or Web of Science (AP), if the closed exam is conducted after semester seven.

- c) Submit a grade transcript approved by the Head of Study Program with the following value 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 a dissertation feasibility test and was declared feasible which is supported by evidence of the assessment.
 - e) Submit a dissertation draft that has been revised and signed by the promoter and co-promoter and head of 7 (seven) copies of study program.
 - f) Submit a Certificate of Checking Plagiarism with a similarity level of less than or equal to 20% (twenty percent) of the software applied by the Postgraduate and signed by the Study Program Quality Assurance Unit (UPM) and approved by the Head of the Study Program.
 - g) Have been proven that students have completed all financial administration requirements.
- 2) Closed dissertation examinations are held by Universitas Negeri Surabaya Postgraduate Program whose implementation is carried out by a board of examiners consisting of the Postgraduate Director (one of the Directors or Vice Director) who also acts as the chairman of the examiner and 6 (six) examiners consisting of the Head of Study Program, promoter, co-promoter, and three feasibility examiners. If for certain reasons that can be accepted by the Postgraduate Leader, a closed dissertation examination can be carried out by a board of examiners consisting of the Postgraduate Leader (one of the Directors, Vice Director, or Head of Study Program), one supervisor, an external examiner, and an internal examiner.
- 3) Closed Dissertation Examination Assessment
- a) The aspects assessed in the closed dissertation exam are the feasibility of the dissertation from the aspects of writing, methodology, substance, and SN Dikti as well as the ability of students to submit and defend their dissertations
 - b) The board of examiners meets first before determining the passing status of the closed dissertation examination.
 - c) The assessment of each examiner is set forth in the format as listed in Appendix 4 according to the results of the trial.
 - d) Closed dissertation exam assessment uses a value range of 0-100. The final score (NA) is calculated using the following formula.

$$NA = \frac{6 (\text{Average of promotors' scores}) + 4 (\text{Average of examiners' scores})}{10}$$
 - e) Students are declared passed if $NA \geq 70$.
 - f) Closed exam results are calculated into the calculation of the student achievement index.

- g) The results of the closed dissertation examination are stated in the minutes of the closed dissertation examination.
- 4) The maximum duration of the closed dissertation exam is 120 minutes.
- 5) If in the closed dissertation exam the student is declared to have **passed without revision**, they can register for the open dissertation exam.
- 6) If in the closed dissertation exam the student is declared to have **passed with revisions**, the following conditions apply.
 - a) Students can register for an open dissertation exam after the dissertation draft has been revised based on the examiner's suggestions and approved by all examiners, promoters, and co-promoters.
 - b) Students are given time to complete their dissertation revision no later than six months after obtaining pass status in the closed dissertation exam.
 - c) If within six months the students cannot complete the revision and obtain approval from all examiners, promoters and co-promoters, then the status of the closed dissertation examination is declared null and void and the student is required to submit a closed dissertation examination again.
- 7) If during the closed dissertation exam the student is declared **not passed**, the following conditions apply.
 - a) The student is required to revise the dissertation draft in consultation with all examiners, promoters and co-promoters.
 - b) If the promoter and co-promoter have agreed, the student concerned can submit a closed dissertation exam again.
- 8) The conditions for the closed dissertation re-exam are as follows
 - a) Closed re-exam is only carried out once.
 - b) The dissertation re-examination is held no later than six months after the student obtains the status of not passing the closed dissertation examination or the student is unable to complete the revision according to the allotted time.
 - c) If the results of the student's closed dissertation exam are still declared not passed by the board of examiners, the Postgraduate Director of Universitas Negeri Surabaya submits a Rector's Decree stating that the student concerned is unable to complete their studies at Unesa Postgraduate (drop out).
 - d) The closed dissertation exam fee will be charged to the student

e. Open Dissertation Examination

- 1) The open dissertation examination is a means of promotion for students, the Postgraduate Program at Universitas Negeri Surabaya, and the student's home institution.
- 2) Doctoral program students can apply for an open dissertation examination, with the following requirements:

- a) Have published scientific papers in reputable international journals (indexed by Scopus or WoS), if the closed exam is conducted in the seventh semester or earlier.
 - b) Have had at least one scientific publication in an international journal indexed Copernicus international or DOAJ; or have articles in seminar proceedings indexed by Scopus (IOP) or Web of Science (AP), if the closed exam is conducted after semester seven.
 - 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 a dissertation feasibility exam and was declared feasible which is supported by evidence of his assessment.
 - e) Submit a dissertation draft that has been revised and signed by the promoter and co-promoter and head of 7 (seven) copies of study program.
 - f) Submit a Certificate of Checking Plagiarism with a similarity level of less than or equal to 20% (twenty percent) of the software applied by the Postgraduate and signed by the Study Program Quality Assurance Unit (UPM) and approved by the Head of the Study Program.
 - g) Have been proven that students have completed all financial administration requirements.
- 3) The open dissertation examination is held by Universitas Negeri Surabaya Postgraduate, whose implementation is carried out by a board of examiners consisting of Universitas Negeri Surabaya Postgraduate Director (one of the directors or Vice directors) who also acts as the chairman of the examiner and 6 (six) examiners including the promoter, co-promoter and one examiner from outside Universitas Negeri Surabaya.
- 4) The maximum duration of the open dissertation exam is 120 minutes.
- 5) Assessment of Open Dissertation Examination:
- a) The aspects assessed in the open dissertation exam are aspects of substance mastery and insight into the implementation of dissertation results, as well as students' ability to promote the results obtained during their doctoral program research and defend their dissertations.
 - b) The board of examiners meets first before determining the pass of the open dissertation examination.
 - c) The open dissertation exam assessment is written into the format as stated in **Appendix 6** according to the results of the trial.
 - d) Assessment of the open dissertation examination uses 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 passed if $NA \geq 70$.
 - f) The score of the open dissertation examination results is calculated into the calculation of the student achievement index.
 - g) The score of the dissertation is the average value of closed exam and open exam.
- 6) Doctoral program students who have at least two scientific articles in reputable international journals (Scopus indexed or WoS) can submit an assessment of the feasibility of the two articles as a substitute for an open examination. Assessment of scientific articles as a substitute for open exams, is carried out by observing the provisions below.
- a) Have completed the closed exam and made revisions (if there are revisions) according to the specified time.
 - b) Two scientific articles have been published in reputable international journals, and meet the following requirements
 - 1) Student as the first writer.
 - 2) Universitas Negeri Surabaya must be included as an addition in the article. Students can also list their home institution as a second extension.
 - 3) Published articles originate from dissertations and/or lecture activities related to the preparation of dissertations during the study process at the Unesa Postgraduate Program.
 - 4) In published articles, it is mandatory to include the name of the dissertation supervisor as the second and third author. It could also include the names of other lecturers involved as the fourth author and so on.
 - c) Assessment of each article is carried out by 7 (seven) assessors consisting of the Postgraduate Director, two internal examiners during closed exams, the Head of Study Program, two supervisors (promoter and co-promoter), and Assessors from the KPI Cluster Publications Division, using the **Appendix 7** assessment instrument.
 - d) The score (N) of each article is determined as follows:

$$N = \frac{6 (\text{Average of promotor's scores}) + 4 (\text{Average of examiners' scores})}{10}$$
 - e) A scientific article is eligible as a substitute for an open exam if it scores ≥ 80 .
 - f) The final score (NA) is the average of the scores for each journal.
 - g) The final grade is taken into account in calculating the student achievement index as an open exam score.
 - h) The dissertation score of students submitting article assessments as a substitute for open examinations is the average score of the closed examination scores and the final score of the submitted articles.

The following is the flowchart for completing a dissertation.

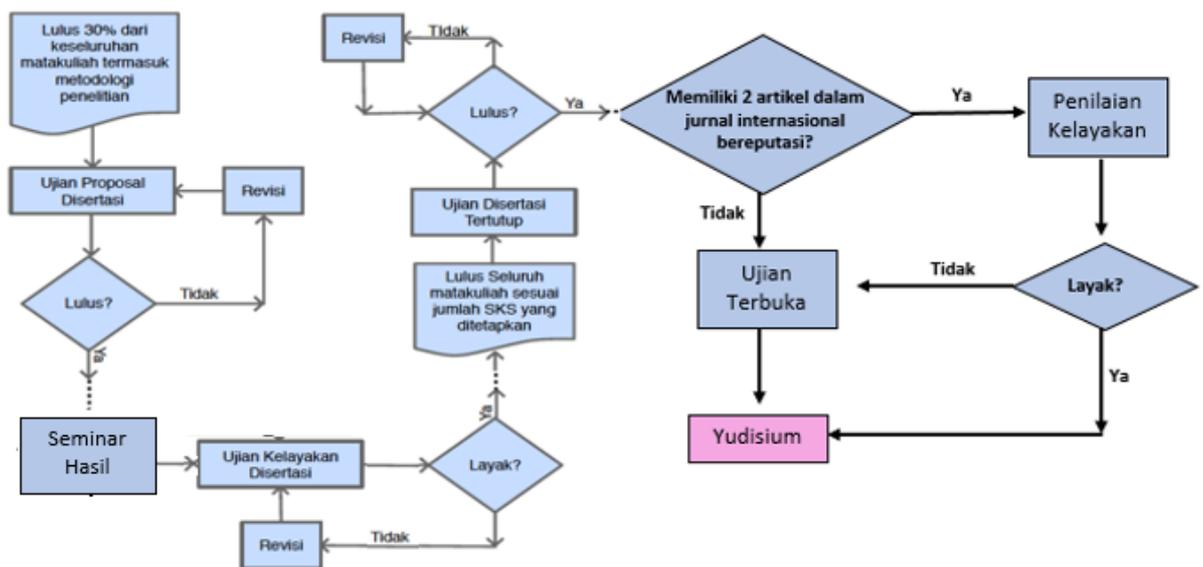


Figure 4. Flow of Dissertation Completion

7. Doctoral Program by Research

The research doctoral program is designed for prospective students who have past experience in the field of research. This past experience is manifested in the form of scientific publications in reputable international journals, accredited national journals, or other equivalent forms.

Curricular activities and study load for the doctoral research program are regulated separately and go through the candidacy stages. Students who do not successfully complete the candidacy (unable to take the proposal exam and initial publication by the specified deadline) are disqualified from this program and can continue their doctoral education through the regular pathway (lecturing path) after being evaluated by the Postgraduate Managers of Unesa (Director/Vice Director, Head of Study Program, and Supervisor).

The dissertation for the doctoral research program does not follow the systematics of the doctoral dissertation by lecture route, but rather in the form of a report/collection of international publication synopsis carried out during the study, but still goes through the feasibility, closed and open examinations like regular program students.

Doctoral research program students who have at least (3) three scientific articles in reputable international journals (Scopus or WoS indexed) can submit an assessment of the feasibility of these articles as a substitute for an open examination.

C. Test of English Proficiency

Graduates of the Postgraduate Doctoral Program at Universitas Negeri Surabaya, apart from being equipped with academic competence according to the study program, 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 doctoral program at Universitas Negeri Surabaya are as follows.

1. TEP is declared passed if it achieves a minimum score of 470 for doctoral programs other than English study programs; and a minimum of 550 for a doctoral program with an English concentration.

2. TEP is organized by Language Center, Universitas Negeri Surabaya.
3. If the English proficiency test is carried out at an institution other than the Language Center of Universitas Negeri Surabaya, the proof of the test results must be validated by Universitas Negeri Surabaya Language Center Unit.

D. Yudisium

Yudisium is the determination of postgraduate students from Universitas Negeri Surabaya Postgraduate Program. The graduation of doctoral program students is determined based on the following matters.

1. GPA is sourced from the learning outcomes of all courses in the study program.
2. Doctoral program students can graduate if the scores of all courses taken meet the following requirements.
 - a. Minimum GPA B (3.00).
 - b. The maximum score of B- (2.75) is 2 (two) courses.
 - c. There is no score below B- (2.75).
3. The yudisium predicate of the doctoral program is categorized as follows.
 - a. Cum laude predicate only if: (1) Cumulative Grade Point Average (GPA) above 3.75, (2) study period for a maximum of 7 semesters, (3) has publications in reputable international journals (indexed by Scopus or Web of Science), (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 it achieve Cumulative Grade Point Average (GPA) of 3.51 to 3.75, or a GPA above 3.75 but does not fulfill point a.
 - c. Satisfactory predicate if it achieves a Cumulative Grade Point Average (GPA) of 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 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 a dissertation as evidenced by the dissertation validation sheet signed by all examiners and the Postgraduate Director and uploaded it to the SIMYUDISIUM application.
 - c. Have fulfilled the number of credits according to the Postgraduate Academic Guidelines.
 - d. Complete supporting biodata.

- 1) Fill in the place and date of birth according to the last diploma.
 - 2) Uploading 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. Have a Letter of Determination of Graduation (SPK).
 - b. Have a 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 proof of 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. Have borrowed books from the library.
 - g. Submit a black and white photo printed in a photo studio with the following conditions:
 - 1) 2 pieces of photo size 4 × 6 on DOF paper.
 - 2) 5 pieces of photo size 3 × 4 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, banned organizations, acts of violence, violate the code of ethics seriously, or commit plagiarism can be terminated from their postgraduate studies at Universitas Negeri Surabaya.

F. Academic Calendar

Postgraduate academic calendar, Universitas Negeri Surabaya is as follows.

Odd Semester

No.	Activity	Notes
1	Odd Semester Student Administration Activities a) New Students Registration b) Tuition Fee Payment	Scheduled according to SIAKADU
2	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	

No.	Activity	Notes
8	Silent Week	Scheduled according to SIAKADU
9	End of Odd Semester Assessment Period and Final Term Test (UAS)	
10	Deadline for Grade Entry in SIAKADU	
11	Graduation II	Determined after the set quota is met

Even Semester

No.	Activity	Notes
1	Even Semester Student Administration Activities a) Application of study leave for students who need it b) Registration, transfer registration and SPP payment	Scheduled according to SIAKADU
2	Preparation of Lecture Schedules	Scheduled according to SIAKADU
3	Online Study Planning	
4	Advisory Period	
5	Even Semester Lectures	
6	Silent Week	
7	End of Even Semester Assessment Period and Final Term Test (UAS)	
8	Deadline for Grade Entry in SIAKADU by Lecturers	Determined after the set quota is met
9	Graduation III	

CHAPTER VII STUDENT AFFAIRS

A. Prospective Doctoral Program Students

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

1. Have a master's degree in a branch of science from the following universities.
 - a. Public or private tertiary institutions in Indonesia that have been accredited by the Higher Education Accreditation Board (BAN-PT) (university accreditation/AIPT or study program accreditation).
 - b. Overseas tertiary 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 from the master's degree. 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.

For prospective students of the doctoral research program plus the following requirements:

- a. The accreditation of bachelor and master's study programs is at least B or very good.
- b. Master's degree GPA > 3.50.
- c. In the last five years, have published scientific articles as the first author, at least 1 reputable international journal, or at least 2 national scientific journals, at least Sinta 2, or at least 2 international book chapters. Publication in accordance with the scientific field of the intended study program.
- d. Have proficiency in English (TOEFL 470) when applying, as demonstrated by a certificate issued by an authorized and accredited institution.
- e. Have a research design that has been approved by the prospective promoter, as evidenced by the Promoter's Approval Letter.

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 (portfolio) as a result of the assessment scores of the five required components: a) a minimum GPA of 3.25 (a minimum GPA of less than 3.25 can be tolerated taking into account the reputation of the university the prospective student is from); b) scientific work that has been produced; c) research proposal; d) English proficiency with a minimum score of TEP/TOEFL/TOEIC 400; e) recommendations from two competent persons; and f) as well as Academic Potential Test (TPA) scores obtained by prospective participants on 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 was carried out by a team of postgraduate study programs at Universitas Negeri Surabaya.

C. Doctoral 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 Program 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. Promoter/Co-promoter 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 dissertation.
- 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. 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 and manipulating data in exams.
- k. Be bold to express opinions and dare to ask something that is not known.
- l. Maintain the good name of Universitas Negeri Surabaya Postgraduate 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, and 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 with 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 for activities.
- j. Adapt to a 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. Be bold 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, and 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 DESCRIPTION INSTITUTIONAL COURSES AND FINAL PROJECT

This chapter contains the curriculum structure as well as descriptions of institutional courses and final project courses of doctoral program. The general structure of the doctoral program curriculum at Postgraduate program of Unesa is as follows.

1. Institutional courses : 8 credits
Philosophy of Science (2 credits)
Qualitative Research Methodology (3 credits)
Quantitative Research Methodology (3 credits)
2. Mandatory specialization courses : 10–13 credits
3. Optional specialization courses : 4–6 credits
4. Final project courses : 22 credits
Proposal (3 credits)
Seminar of Research Results/Feasibility Exam (5 credits)
Dissertation (closed and open) (9 credits)
Publication (5 credits)

Institutional courses and final project courses are the same for all doctoral study 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 mandatory and optional specialization courses are presented in the Profile and Curriculum Supplements of each study program.

A. Identity of Institutional Courses

1. **Philosophy of Science** (according to the scientific field of study program)
 - a. Code/Credit : / 2 credits
 - b. Prerequisite : -
 - c. Learning Outcomes
 - 1) Have ethics, aesthetics, and logic that is reflected in the personality to complete tasks and be able to work together and have social sensitivity.
 - 2) Develop theories and concepts of philosophy of science by applying ontology, epistemology and axiology according to scientific fields so as to produce creative, original and tested works.
 - 3) Solve problems according to their scientific fields through inter, multi, and transdisciplinary approaches.
 - 4) Manage, develop, and make decisions according to the philosophy of the scientific field.
 - d. Description
Study of various aspects related to ontology, epistemology, and scientific axiology as the basis for scientific thinking processes which include: concepts of philosophy of science, fields of study of philosophy of science, reasoning, logic, sources of knowledge, and criteria of truth, scientific

method, means of scientific thinking, science and morals, social responsibility of scientists, as well as creative, original and tested scientific research and writing in the educational and non-educational fields with inter, multi and transdisciplinary approaches.

e. References

In accordance with the scientific field of the study program.

2. Qualitative Research Methodology

a. Code/Credit : / 3 credits

b. Prerequisite :-

c. Learning Outcomes

- 1) Have ethics, honesty, and a critical and open attitude in developing qualitative research.
- 2) Develop qualitative research theories and concepts based on various qualitative research paradigms to produce creative, original and credible works.
- 3) Solve problems according to their scientific fields through qualitative research.
- 4) Manage and develop qualitative research to make decisions.

d. Description

Study of the concept of qualitative research, which includes the nature of qualitative research, qualitative research paradigm, research design, methods and techniques of data collection, especially in delegating, combining, and deepening data, as well as sharpening multi-case analysis, and checking the validity of data. Qualitative research studies can be expanded with joint research.

e. References

In accordance with the scientific field of the study program.

3. Quantitative Research Methodology (advanced)

a. Code/Credit : ... / 3 credits

b. Prerequisite :-

c. Learning Outcomes

- 1) Have ethics, honesty, and a critical and open attitude in developing quantitative research.
- 2) Develop quantitative research theories and concepts based on various quantitative research paradigms to produce creative, original and credible works.
- 3) Solve problems according to their scientific fields through quantitative research.
- 4) Manage and develop quantitative research to make decisions.

d. Description

Study of quantitative research concepts, covering various types of research, quantitative research designs, variables and operational definitions of variables, in-depth concepts of population and sampling, instrumentation and calibration, application of path & LISREL analysis,

discriminant analysis, Canonical analysis, and Manova, as well as factor analysis. Quantitative research studies can be expanded with joint research.

e. References

In accordance with the scientific field of the study program.

B. Identity of Final Project Courses

1. Research Proposal

a. Code/Credit : ... / 3 credits

b. Prerequisite :-

c. Learning Outcomes

- 1) Have logic, ethics, honesty, and a critical and open attitude in preparing research proposals.
- 2) Apply qualitative, quantitative or combined research theories and concepts correctly to produce creative, original and credible work.
- 3) Develop problem solving proposals through inter, multi and transdisciplinary approaches in the form of research proposals according to scientific principles.
- 4) Prepare research management and development proposals according to their scientific fields as a basis for making decisions that can be accounted for.

d. Description

Application of various concepts, theories, and methodologies according to the chosen research focus or topic, locus or research data source, and scientific mode or perspective that is used in an original, innovative, and transdisciplinary manner. The product of this course is in the form of a dissertation proposal including title, introduction (background, problems/focus, objectives/benefits, definitions of research terms/variables), theoretical studies, research methods, and data analysis prototypes.

e. References

In accordance with the scientific field of the study program.

2. Seminar of Research Results

a. Code/Credit : ... / 5 credits

b. Prerequisite : Research Proposal

c. Learning Outcomes

- 1) Have logic, ethics, honesty, and a critical and open attitude in presenting research results.
- 2) Apply scientific concepts, theories, and methodologies in presenting research results.
- 3) Present problem solving through inter, multi, and transdisciplinary approaches.
- 4) Present the management and development of research according to the scientific field so that decisions that can be accounted for are produced.

- d. Description

Presentation of dissertation research results, mainly presentation of research results according to the proposal that has been prepared. The presentation is supported by evidence of instruments, data, and documents or other products that show the authenticity of the research. Presentations are responded to and assessed by the team of lecturers in charge of the course, which can also be attended by supervisors, discussants of a field of knowledge, and other students.
- e. References

In accordance with the scientific field of the study program.

3. Dissertation

- a. Code/Credit : ... / 9 credits
- b. Prerequisite : Results Seminar
- c. Learning Outcomes
 - 1) Have logic, ethics, honesty, and a critical and open attitude in producing a research.
 - 2) Apply scientific concepts, theories, and methodologies in conducting and reporting research results.
 - 3) Generate problem-solving through inter, multi, and transdisciplinary approaches.
 - 4) Manage and develop research scientifically according to the scientific field so as to produce decisions that can be accounted for.
- d. Description

Application of various concepts, theories, and methodologies according to the chosen research focus or topic, locus or research data source, and scientific mode or perspective that is used in an original, innovative, and transdisciplinary manner. The product of this course is in the form of a dissertation text including the title, introduction (background, problems/focus, objectives/benefits, definitions of research terms/variables), theoretical studies, research methods, research results, discussions, conclusions, and suggestions/recommendations. The dissertation manuscript is accounted for through closed and open examinations. Closed and open exams are attended by internal and external examiners. It is possible without taking an open exam if the research results have been published in at least 2 (two) scientific papers in reputable international journals (Scopus indexed or WoS).
- e. References

In accordance with the scientific field of the study program.

4. Publication

- a. Code/Credit : ... / 5 credits
- b. Prerequisite : Research Proposal
- c. Learning Outcomes
 - 1) Have logic, ethics, honesty, and a critical and open attitude in writing scientific publications.

- 2) Apply scientific concepts, theories, and methodologies in producing scientific work.
- 3) Present problem solving through inter, multi, and transdisciplinary approaches in the form of scientific papers.
- 4) Manage, develop, and decide on scientific publications according to their scientific fields in a responsible manner.

d. Description

Sending scientific papers to be published in reputable international journals (Scopus or WoS indexed), Copernicus International or DOAJ indexed international journals, or in national journals of the Sinta 1 category. In the publication, the student's name must be the first author, include the name of the supervisor, and postgraduate affiliations at the Unesa Postgraduate School or Universitas Negeri Surabaya, which can be sourced from a dissertation, or material related to the dissertation.

e. References

In accordance with the scientific field of the study program.

For doctoral programs by research, the curriculum structure is set as follows.

No	Name	Credit	Semester	Notes
1	Philosophy of Science	2	1	Take regular or recognition classes if students have already taken them
2	Research Methodology (qualitative/quantitative)	3	1	Participate in regular classes as recommended by the Promoter/Co-Promoter.
3	Research Results Review	4	1	Be independently guided by Promoter/Co-Promoter
4	Dissertation Support	4	2	Be supervised by a Promoter or other Lecturer according to the dissertation design
5	Proposal Examination	3	2	
6	Publication	5	2	At a minimum, articles are published in indexed international seminar proceedings or in accredited national journals.
Candidacy				
7	Research-1	6	3	Publication in reputable international journals or at least in ICI, ESCI, or MAS indexed international journals
8	Research-2	6	4	Publish in a reputable international journal at least Q4
9	Research-3	6	5	Publish in a reputable international journal at least Q3
11	Feasibility Exam		5	The dissertation draft contains research reports 1, 2 and 3. Examiners and mechanisms are the same as the regular doctoral program
12	Dissertation	9		
	Closed examination		6	Same with the regular doctoral program
	Open examination		6	Same with the regular doctoral program
	Total	48		

CHAPTER IX CLOSING

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



Format: PP-1

APPENDIX 1 COMPLETENESS OF THE CHANGE OF SUPERVISOR/PROMOTER

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**¹:

- a. Name : _____
- b. Student ID : _____
- c. Study Program : _____
- d. Address of office/agency : _____
and telephone number² : _____
- e. Home address and : _____
telephone/mobile : _____
number : _____

would like to respectfully submit an application for replacement of Supervisor I (Promoter) / Supervisor II (Co-promoter)³ with the reason

Next, I propose that the Supervisor I (Promoter)/Supervisor II (Co-promoter), who was originally..... 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,

.....

Copy:

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

¹ Coret yang tidak perlu

² If any.

³ Cross the unnecessary ones.





Format: PP-2

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

Head of thestudy program of Postgraduate School
of Universitas Negeri Surabaya hereby expressly agrees that the following student.

- a. Name : _____
- b. Student ID : _____
- c. Level : **Master/Doctor⁴**
- d. Study Program : _____
- e. Address of office/agency and telephone number⁵ : _____
- f. Address of office/agency and telephone number : _____

is given the opportunity to change Supervisor I (Promoter)/Supervisor II (Co-Promoter)⁶
with the consideration of the smooth completion of the thesis/dissertation⁷.

Thus this agreement to be used as appropriate.

Surabaya,
Head of Study Program
.....

.....
NIP

⁴Cross the unnecessary one.

⁵ If any.

⁶ Cross the unnecessary one.

⁷ Cross the unnecessary one





Format: PP-3

STUDENT DECLARATION LETTER AFTER CHANGE OF SUPERVISOR/PROMOTER

I, a postgraduate student at Universitas Negeri Surabaya at the **Master's/Doctoral program**⁸

- a. Name : _____
- b. Student ID : _____
- c. Study Program : _____
- d. Address of office/agency and telephone number⁹ : _____
- 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,



.....

⁸ Cross the unnecessary one.

⁹ If any.

Format: BA-UP1

APPENDIX 2
COMPLETENESS OF DISSERTATION PROPOSAL EXAMINATION

MINUTES
DISSERTATION PROPOSAL EXAMINATION
POSTGRADUATE SCHOOL UNIVERSITAS NEGERI SURABAYA

On this day,..... date, the **PROPOSAL examination** of the **Doctoral 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. Rejected

Surabaya,
 Mengetahui,
 Director of Postgraduate School, Chairman of the Board of Examiners

 NIP.

 NIP.

Format: BA-UP2

ASSESSMENT FORM OF DISSERTATION PROPOSAL

Name :

Student ID :

Examiner :

Date/Time :

No.	Assessment Component	Score	
		Examiner	Promotor/ KoPromotor
A. Writing			
1	Quality of problem/research question		
2	Contribution to theory development		
3	Quality of literature review/theoretical basis		
4	Hypothesis (if any)		
5	Methodology		
6	Writing technique		
7	Language		
8	Reference quality		
A Average			
B. Presentation I (75 minutes)			
1	Presentation		
2	Material mastery		
3	Defensive ability		
4	Attitude		
B Average			
C. Presentation II (45 minutes)			
1	Clarity of improvement ideas		
2	Ability to accommodate examiner's input		
C Average			
D. Process			
Supervision process (D)			
Examiner's Final Score (SAPj) = (6A + 2B + 2C)/10			
Promoter's Final Score (SAPm) = (4A + 2B + 2C + 2D)/10			

Examiner,

.....

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

Notes:

- Score range 0-100
- Fill in the score for each component
- Final Score (NA) = (4 Average SAPj + 6 Average SAPm)/10
- Pass if the final grade (NA) ≥ 70

| "Growing with character"



Format: BA-UK1

APPENDIX 3 COMPLETENESS OF DISSERTATION FEASIBILITY EXAMINATION

STATEMENT OF DISSERTATION FEASIBILITY

After objectively assessing the dissertation draft:

Name :
Student ID :
Judul :
.....
.....

I declare the draft:

Feasible without revision

Feasible with revision

Not yet feasible

To be tested in a closed exam.

Thus, I make this truthfully and responsibly.

.....
Examiner,
.....



Format: BA-UK2

**ASSESSMENT FORM
 FEASIBILITY EXAMINATION OF THE DISSERTATION DRAFT**

Name :

Student ID :

Examiner's name :

No.	Assessment Component	Score	Comment/Note
1.	Clarity of background related to the importance of the research being carried out (Chapter I)		
2.	Clarity of problem formulation/questions/research focus		
3.	Quality of literature review (depth and accuracy for the preparation of the category framework) (Chapter II)		
4.	Accuracy and clarity of research methods (Chapter III)		
5.	Sharpness of data analysis and suitability with the formulation of problems/questions/research focus (Chapter IV)		
6.	Sharpness of the discussion of research results and their relevance to the theory used (Chapter V)		
7.	Contribution of research results to related theory/science		
8.	Writing techniques, language, and references		
	Total		Average:

If there is not enough space, it can be written on a separate sheet.

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,

.....



Format: BA-UT1

APPENDIX 4 COMPLETENESS OF CLOSED DISSERTATION EXAMINATION

MINUTES CLOSED DISSERTATION EXAMINATION POSTGRADUATE SCHOOL UNIVERSITAS NEGERI SURABAYA

On this day,, date a **Closed Dissertation Examination** of Study Program of 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. Feasible to continue to Open Exam without revision
 - b. Feasible to continue to Open Exam with revision maximum.....months
 - c. Not feasible to continue to Open Exam

Surabaya,

Mengetahui,
 Director of Postgraduate School,

Chairman of the Board of Examiners,

 NIP.

 NIP.





Format: BA-UT2

ASSESSMENT FORM OF CLOSED DISSERTATION EXAMINATION

Name :
 Student ID :
 Examiner :
 Date/Time :

No	Assessment Component	Score	
		Examiner	Promoter/Co-promoter
A. Writing			
1	Quality of problem/research question		
2	Contribution to theory development		
3	Quality of literature review/theoretical framework		
4	Hypothesis (if any)		
5	Methodology		
6	Writing technique		
7	Language		
8	Reference quality		
9	Quality of problem/research question		
A Average			
B. Presentation			
1	Presentation		
2	Material mastery		
3	Defensive ability		
4	Attitude		
B Average			
C. Process			
Supervision process (C)			
Examiner's Final Score (SAPj) = (6A + 2B + 2C)/10			
Promoter's Final Score (SAPm) = (4A + 2B + 2C + 2D)/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 Average SAPj + 6 Average SAPm)/10
- Pass if the final grade (NA) ≥ 70



Format: BA-UB1

APPENDIX 5 COMPLETENESS OF OPEN DISSERTATION EXAMINATION

MINUTES OPEN DISSERTATION EXAMINATION POSTGRADUATE SCHOOL UNIVERSITAS NEGERI SURABAYA

On this day,, date an **Open Dissertation Examination** of Study Program of 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	

Surabaya,
 Director of Postgraduate School

 NIP.

With Results (GPA) :
 Graduated, with Predicate :
 Dissertation Score :





Format: BA-UB2

APPENDIX 6
ASSESSMENT FORM OF OPEN DISSERTATION EXAMINATION

Name :

Student ID :

Examiner :

Date/Time :

No.	Assessment Component	Score	
		Examiner	Promoter/ Co-Promoter
A. Mastery of Dissertation Materials			
1	Mastery of the theory behind the dissertation		
2	Ability to present dissertation results		
3	Ability to defend a dissertation		
A Average			
B. Insight into Implementation of Dissertation Results			
1	Problem solving program based on the results of the dissertation		
2	Implementation strategy offered		
3	Ability to link dissertation results with national development or scientific development		
B Average			
C. Attitude			
1	Attitude in defending opinion (C)		
D. Process			
1	Supervision process (D)		
Examiner's Final Score (SAPj) = (4A + 4B + 2C)/10			
Promoter's Final Score (SAPm) = (3A + 4B + 2C + 1D)/10			

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

.....

Notes:

- Score range 0-100
- Fill in the score for each component
- Final Score (NA) = (4 Average SAPj + 6 Average SAPm)/10
- Pass if the final grade (NA) ≥ 70



APPENDIX 7
ASSESSMENT FORM OF ARTICLE FOR OPEN EXAMINATION REPLACEMENT

Name :

Student ID :

Study Program :

Title of Article :

Journal Name :

No	Assessed Components	Maximum Score	Score
Identity of Article			
1	The title of the article is written in the form of a phrase, clear, no double meaning, and describes the article's content.		
2	Include the name of the student as the first author, the supervisors as the next authors; and include the affiliation of Universitas Negeri Surabaya or Unesa Postgraduate.		
Abstract and Keywords			
3	The abstract is arranged in one paragraph containing the objectives, methods, results, conclusions, and a concise statement of research implications.		
4	Keywords reflect the research themes, are current issues, and do not contain abbreviations.		
Introduction and Review of Literatures			
5	There are formulations of rationalization and urgency of problems/objectives that are reviewed and supported by up-to-date and relevant references.		
6	Relevant theoretical and research studies are formulated in a comprehensive and in-depth manner (state of the art).		
7	Demonstrate the gap between the present study and the results of previous studies (gap analysis).		
Methods			
8	The undertaken research type is suitable for answering the formulation of the problems/objectives and is clearly formulated, easy to understand, and equipped with relevant references.		
9	Samples/targets/objects/participants are determined through objective procedures with firm and clearly formulated arguments.		
10	The data collection method is formulated clearly, easy to understand, and referring to the basic theory used.		
11	The determined data analysis technique is in accordance with the characteristics of the data being analyzed and carried out by avoiding bias.		



Results and Discussion			
12	Discussion of the research results is carried out in a clear and coherent manner relevant to the formulations/objectives, methods, and data analysis techniques used.		
13	Interpretation of research results is made without bias, clearly formulated, and based on research data.		
14	The author relates the research results to the theory by occupying the research results within the existing theoretical framework.		
15	The author makes comparisons between the results obtained with relevant previous research so the novelty is formulated.		
Conclusion			
16	The formulation of the conclusion is very suitable as an answer to the problem/research question/objective.		
References			
17	The references are very sufficient, not less than 25 references, and at least 80% of them come from accredited national journal articles (minimum Sinta 3) and internationally reputable (Scopus indexed or WoS).		
18	The references are up-to-date with the last 5 years of publication (except for research whose scientific characteristics require old references such as evolution or history).		
19	All references cited in the text of the article must be written in the bibliography and vice versa.		
Others			
20	Articles are written in correct English, short, concise, and clear.		
21	The quality of international journals as a medium for publication of scientific articles: <ul style="list-style-type: none"> • Scopus indexed Q1 = 6-7, Q2 = 4-6, Q3 = 2-4, and Q4 = 1-2; or • WoS Core Collection Indexed (SCIE, SSCI, and AHCI) (Score = 4-7) 		
Total Score			

Comments/inputs/suggestions:



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,

.....