

STANDARD OPERATING PROCEDURE

INTERNATIONAL CLASS



QUALITY ASSURANCE GROUP

FACULTY OF ECONOMICS

STATE UNIVERSITY OF

SURABAYA

2019



**SOP FOR INTERNATIONAL CLASS PIONEER
FACULTY OF ECONOMICS
SURABAYA STATE UNIVERSITY**

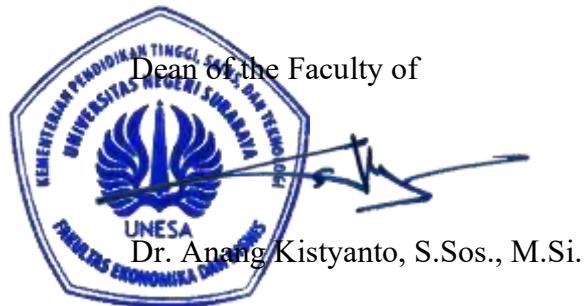
Code/No. SOUP:
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November 20, 2019

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Today, Wednesday, November 20, 2019, the ratification of the International Class Pilot SOP Number 015/GPM/2019 was held in Surabaya.

Thus, this Minutes of Meeting is made to be a joint commitment for the continuation of activities and administration.



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1. OBJECTIVE

This SOP aims to provide an explanation regarding:

- 1.1. Recruitment and selection mechanism for international class, Faculty of Economics and Business, State University of Surabaya
- 1.2. International class management mechanism, Faculty of Economics and Business, State University of Surabaya

2. SCOPE

The scope of this SOP is used by:

- 2.1. Vice Dean for Field 1
- 2.2. Head of Study Program in the FEB Unesa Environment
- 2.3. FEB Unesa International Affairs Unit

3. REFERENCE

- 3.1. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 14 of 2014
- 3.2. Unesa foreign student admission SOP

4. DEFINITIONS AND TERMS

- 4.1. International Class Pioneers area study program at a university that is conducted using English and in collaboration with universities abroad.
- 4.2. Vice Dean 1 is the vice dean at FE Unesa who has the task of assisting the Dean in leading the implementation and coordinating the tasks of the work unit leaders at FE Unesa in the fields of education, research, community service, and planning of human resources and state property as well as academic administration based on the provisions and regulations in force to realize the vision and mission of FE Unesa.

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4.3. The Head of Study Program is the head of the study program who is tasked with preparing plans and coordinating the implementation of education and teaching at the study program level and is responsible to the Head of Department based on the department's operational plan and applicable laws and regulations..

4.4. The Academic, Student Affairs, and Alumni Sub-Coordinator is a Sub-Coordinator at FE Unesa who has the task of carrying out educational, research, and community service services as well as student and alumni services at FEB Unesa.

4.5. The International Affairs Unit (UIA) is the internationalization implementing unit at FE Unesa.

5. GENERAL REQUIREMENTS

5.1. Recruitment and Selection

5.1.1. The selection of international class pilot students is centralized at universities through the SNMPTN, SMBPTN and SPMB pathways.

5.1.2. The faculty conducts a selection of students who will enter the international class pilot.

5.1.3. Requirements for prospective international class pilot students:

5.1.3.1. Minimum TEP score of 400 or close to it. English language proficiency certificates recognized by Unesa other than the Unesa TEP certificate are certificates from official national and/or international educational and/or language certification institutions as follows:

1. Unesa TEP Certificate by Unesa Language Center UPT
2. TOEFL® ITP® Certificate by Educational Testing Service (ETS)
3. TOEFL® IBT® by Educational Testing Service (ETS)
4. TOEIC® by Educational Testing Service (ETS)
5. IELTS® by British Council, IDP and Cambridge English
6. TOEP from PLTI (Indonesian Test Service Center)

5.1.3.2. Fill out the registration form and parental consent letter

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5.1.4. Data on students who have passed the requirements for the international class pilot are submitted to the head of study program for approval.

5.2. International Class Pioneer Management

5.2.1. College Preparation

5.2.1.1. The study program appoints an academic supervisor (DPA) for international class pilot students.

5.2.1.2. International class pilot students are mentored by DPA and program KRS according to the academic calendar.

5.2.1.3. The study program prepares learning tools (RPS in two languages/bilingual), (teaching materials, assignments, and exam questions in English).

5.2.2. International Class Pilot Curriculum

The international class pilot curriculum in the Unesa FE environmental study program is the same as the regular class curriculum.

5.2.3. Implementation of Lectures

5.2.3.1. The lecturer in charge of the course uses references in English

5.2.3.2. Lectures use two languages (bilingual) with a proportion of use of a UN-recognized foreign language of at least 50%

5.2.4. Learning evaluation

5.2.4.1. Questions and answers for assignments, mid-term and final exams use English

5.2.4.2. Lecturers provide feedback on student assignments and exam results

5.3. International Class Pilot Thesis Policy

5.3.1. The theses of international class pilot students are structured the same as those of regular classes.

5.3.2. Proposal and thesis hearings are conducted the same as regular classes.

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5.4. Publication Obligations of International Class Pioneer Students

International class pilot students are required to publish scientific articles in journals

6. SEQUENCE OF PROCEDURES

6.1. Recruitment and thesis policies

- 6.1.1. Recruitment and selection of new students is carried out by the university
- 6.1.2. Recruitment and selection of students for the FEB Unesa international class pilot project is carried out by the FE Unesa academic division together with the head of study program and UIA.
- 6.1.3. Students must complete the registration form and upload a letter of parental consent and English language proficiency certificate.
- 6.1.4. Students who enter international classes are approved by the Head of Study Program

6.2. International class start-up management policy

- 6.2.1. Determination of DPA by Head of Study Program
- 6.2.2. Determination of lecture schedule by the head of study program
- 6.2.3. The lecture process is monitored by the Head of Study Program together with the Quality Assurance Unit and UIA

6.3. International class pilot student thesis policy

- 6.3.1. Distribution of thesis supervisors by the head of study program
- 6.3.2. Distribution of thesis examiners by the head of study program

7. CLOSING

This SOP can be used as needed and clarifies the management of international class pilots at FE Unesa.