



**Kampus
Merdeka**
INDONESIA JAYA

**UNESA
PTNBH**
PASTILABOR AHUNGEPAN

GUIDELINE OF NATIONAL STUDENT EXCHANGE

Direktorat Akademik
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FOREWORD

Praise be to God Almighty, the Guidelines for the domestic student exchange program for students at Surabaya State University can be completed. This guidebook is an instruction in preparing for the implementation of domestic student exchanges for students at Surabaya State University with partner universities in the country. The domestic student exchange program is the implementation of a student exchange program through cooperation between universities in Indonesia. This program is part of the Independent Campus Program. With the participation of higher education institutions in this program, it will increase the achievement of the Main Performance Indicators (KPI) of higher education institutions, especially KPI 2.

This domestic student exchange guideline is made as a technical guide in carrying out student exchange as part of the UNESA MBKM Sub-Directorate. This guideline includes the stages of selecting prospective student exchange participants, technical instructions for pre-implementation of student exchanges and as a form of preparation before participating in *student exchanges* in the country, as well as technical instructions or technical guidelines for implementing student exchanges, monitoring, evaluating and reporting on student exchange activities in the country.

With the implementation of this domestic student exchange program, it is hoped that in the future students at Surabaya State University will gain experience, cross-cultural understanding, national networking, and the ability to participate in academic competitions between students throughout Indonesia. Finally, we hope that this guideline can guide the implementation of domestic student exchange activities. We would like to thank all parties who have been involved and supported in the preparation of this guideline.

Surabaya, April 2023

Compilation Team

TEAM ORGANIZER

The Compilation Team of the Domestic Student Exchange Guidebook of Surabaya State University, 2023 Edition

A. Steering Committee	1. Prof. Dr. Nurhasan, M.Kes. 2. Prof. Dr. Madlazim, M.Si.
B. Responsible	Prof.Dr. Fida Rachmadiarti, M.Kes. Dr. M. Jacky, S.Sos, M.Si
C. Chairman	Supriyanto , S.Pd., M.Pd.
D. Secretary	Dr. Ima Widiyanah, M.Pd.
E. Member	Tri Edliani Lestari, S.S, M.Hum
F. Editor	Onny Fransinata Anggara, M.Psi, Psychologist
G. Layout	Satria Adi Wisesa Ellena

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CHAPTER I INTRODUCTION

A. Background

Student exchange is an exchange program for one semester between study programs in the same university or other universities in the country with a maximum credit transfer system of 20 credits. Students can choose domestic universities throughout Indonesia, especially universities that have established cooperation with Surabaya State University. This student exchange program has characteristics and peculiarities in its academic implementation and academic atmosphere. The domestic student exchange program is expected to create an academic atmosphere, learning process, student activities, and culture that will certainly be different from life on another campus. This is good for students to improve their *intercultural skills* and fulfill their learning capabilities in other universities. Therefore, the exchange of students in the country is very important in collecting semester credits.

This student exchange program is the most popular MKBM program for students based on survey data conducted by the Directorate General of Higher Education in 2020, one of which is the PERMATA program which has attracted the attention of students. Student Exchange in the country is a program where students are given the opportunity to gain real work experience in the world of education on campus with the aim of implementing, testing, improving and conducting comparative studies on competencies that have been studied in the field of education.

For this reason, the Merdeka Belajar-Kampus Merdeka program implemented by the Ministry of Education and Culture of the Republic of Indonesia is expected to be one of the answers that can help solve existing problems. This program provides opportunities for students to gain the *best experience (best practices)* from various activities both within and within their own campus which are recognized as a form of academic learning activities. Activities that can be carried out during their status as students with the equivalent of 20 credits. Activities that can be carried out in this MBKM program consist of 8 (eight) activities.

One of the activities of the MBKM is the Student Exchange program which can be carried out both on campus and within the domestic campus as a place to gain meaningful experience for students. The Ministry of Education and Culture has also organized student exchange programs both face-to-face and also using technology. However, the opportunities provided by the government are still fairly limited.

One of the programs that can be carried out for independent campus activities is student exchange between universities in the country. The domestic student exchange program has been initiated by the Ministry of Education and Culture since 2014, called PERMATA (Nusantara Student Exchange). At that time the PERMATA program was a *site visit* where students came to the destination university to attend lectures for one semester. Every year this program continues to be developed and refined by involving more student participants from various universities. Starting in 2019, the PERMATA program was further enhanced by implementing the PERMATA program through an online learning system called the PERMATA-SAKTI program. This program was developed based on the development of better information technology, and the Credit Transfer System learning program is implemented using a *blended learning* approach.

This exchange program is important, not just a requirement to fulfill the conversion of credits but the benefits of this *exchange* for students are further insight. Many insights will be obtained for students, namely students can establish cooperative relationships, exchange ideas with students between regions, and increase knowledge. Students will be familiar with the national network throughout Indonesia. This can expand students' abilities because they receive many lessons and can add capital to strengthen cooperation between universities throughout Indonesia in the field of education.

Relationships have an important role in supporting the achievement of the MBKM program at Surabaya State University. When students join the *exchange* program, they will undoubtedly meet new people from diverse backgrounds. At this point students can strengthen relationships with them professionally. In addition to personal relationships, this *exchange* program will also expand the relationship of Surabaya State University. In addition to benefiting from the *exchange* program, students can also help Surabaya State University to build relationships with other students.

benefits with other Indonesian universities involved in the program *exchange*, this is a form of symbiotic mutualism.

While *participating in the exchange program*, students can also improve their quality and skills. This is obtained from every task and work that the lecturer completes during the exchange program. When we take part in *student exchange* activities, *students* will take part in a series of activities organized by the organizer, besides that usually students as exchange participants will get additional assignments, these tasks certainly require practical and special skills in the process. Students must take advantage of this opportunity to learn from the many tasks given to add new skills, or hone your existing skills to be more effective. As a result, these skills can be directly applied when entering the workforce. In addition, all the experiences we get can be included in our *curriculum vitae* and give us more value as a form of self-branding image.

B. Legal Basis for the Implementation of Domestic Student Exchange

The legal basis for the implementation of the domestic student exchange program is as follows:

1. Law of the Republic of Indonesia Number 20 of 2003 Concerning the National Education System (State Gazette of the Republic of Indonesia Year 2003 Number 78, Supplement to State Gazette of the Republic of Indonesia Number 4301)
2. Law Number 12 on Higher Education
3. Government Regulation No. 04 of 2014, concerning the Implementation of Higher Education and Management of Higher Education Institutions
4. Government Regulation Number 37 of 2022, concerning Legal Entity Universities Surabaya State University
5. Presidential Regulation Number 8 of 2021, concerning KKNI
6. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020, concerning National Higher Education Standards
7. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards;
8. Regulation of the Minister of Education and Culture of the Republic of Indonesia, No. 14 of 2014 concerning Higher Education Cooperation;

9. Decree of the Minister of Education and Culture Number 74 / P / 2021 concerning Recognition of Semester Credit Units for Learning in the Independent Campus Program
10. Decree of the Minister of Education and Culture of the Republic of Indonesia Number 754/P/2020 of 2020 concerning Key Performance Indicators (IKU) of State Universities and Higher Education Service Institutions within the Ministry of Education and Culture.
11. Guidebook for Merdeka Learning Campus 2020 Ditjen Dikti Kemendikbud
12. Regulation of the Chancellor of Surabaya State University Number 9 of 2020 concerning Academic Regulations for Merdeka Learning Merdeka Campus
13. Regulation of the Chancellor of Surabaya State University Number 3 of 2021 concerning the Implementation of Merdeka Belajar Program and Recognition and Convection of Courses at Surabaya State University
14. Independent Student Exchange Program Guidelines for 2023
15. Guidelines for the Nusantara Homeland Student Exchange-Credit Transfer System with Information Technology (PERMATA-SAKTI) Merdeka Campus & Merdeka Belajar 2020.

C. Purpose of the Domestic Student Exchange Program

Simply put, the Indonesia-wide in-country student exchange program is a skill development effort undertaken by students to achieve a certain standard. In the process, students participating in the in-country *exchange program* will be given various instructions and practice directions to be able to be at the expected level. This in-country student exchange activity is very useful to help improve the KPIs of higher education, especially KPI 2. Ranking of universities at the national level.

Other benefits that students will get in the activity are also helping students in building a sense of national solidarity and nationalism spirit, cooperation and partnership between individuals. Student exchange activities to domestic HEIs throughout Indonesia can be useful as a good place to discuss and develop different strategic methodologies to deliver new programs to students.

The aims and objectives of the UNESA Domestic Student Exchange Program are:

1. Studying across campuses in the country, living together with families on the destination campus, students' insights into diversity will be further developed, and the brotherhood across cultures and ethnicities will be stronger.
2. Building student friendships between regions, ethnicities, cultures, and religions, thus increasing the spirit of national unity.
3. Organizing the transfer of knowledge to cover educational disparities both among domestic universities, as well as the conditions of domestic higher education with foreign countries.
4. Improving national insight, integrity, solidarity, and a forum for national glue between students throughout Indonesia, through intercultural learning.
5. Developing leadership abilities and *soft skills* of students who have global and local character in order to be ready to interact cooperatively and competitively both at the national level and with other nations in the world for the dignity of the nation through integrated learning.
6. Providing opportunities for students to gain learning experience in other universities through credit transfer and credit acquisition, by attending lectures, both courses inside and outside UNESA as part of the independent campus learning program.
7. Improving the quality of higher education through strengthening *comparative excellence* both at UNESA and other universities that cooperate with UNESA.
8. For online student exchange, it is a distance education system for students throughout the country to improve access and quality of learning based on information technology.
9. Support the MBKM program in order to strengthen and increase the competence of university graduates.

CHAPTER II

PROVISIONS OF THE DOMESTIC STUDENT EXCHANGE PROGRAM

A. General Conditions

The implementation of the UNESA Domestic Student Exchange program is carried out with the following conditions:

1. The Student Exchange Program is a credit transfer activity, in which UNESA students take courses in other study programs both mono-disciplinary and interdisciplinary, the same or different study programs, between study programs within the scope of UNESA and between study programs between universities in Indonesia. In addition, it also applies to non-UNESA students who take student exchange to UNESA.
2. UNESA Domestic Student Exchange Program is an independently initiated student exchange program organized by UNESA in cooperation with other universities nationally;
3. UNESA as a university that sends students to participate in student exchange programs in other universities (*Outbound*);
4. UNESA as a university that accepts students from other universities who will attend lectures (*Inbound*);
5. The UNESA Domestic Student Exchange Program is sought to be carried out reciprocally at the university level. If reciprocity does not occur, it can be resolved according to mutual agreement;
6. Student Exchange activities follow the academic calendar at partner universities (recipients) or by mutual agreement between Unesa and partner universities.
7. The learning process is carried out on the basis of an agreed agreement between Unesa and partner universities.
8. The student exchange program, both the Ministry of Education and Culture's PMM and UNESA's independent PMM, which is worth 20 credits, can be a substitute for the 20 credits KKN obligation for UNESA students.
9. The UNESA Domestic Student Exchange Program consists of several activities, namely:
 - a. Lectures in different study programs within UNESA.

This program provides opportunities for students within UNESA.

to be able to gain learning experience in different study programs. Aims to add and strengthen the learning outcomes that you want to achieve.

- b. Lectures in the same study program at different universities. This program provides an opportunity for UNESA students to gain learning experience in different universities with the same study program. The courses taken can be in accordance with the existing courses in the college can also be different, and most importantly retrieval courses courses the course to support towards the achievement of graduate learning outcomes.
- c. Lectures in different study programs with different universities. Taking courses in different study programs at different universities can certainly be chosen by students as an alternative to the MBKM program. The selection of these courses should be able to support and improve the learning outcomes of graduates that have been determined in their study program.
- d. Lectures in the same or different study programs in universities throughout Indonesia.

Lectures at universities in domestic partner universities both in the same and different study programs are very possible for students to obtain. The goal is to provide a broader learning experience by experiencing a different learning atmosphere. So that it can increase insight, knowledge, attitudes, and skills that support the achievement of graduate learning outcomes that have been determined in their study program.

- 10. The Domestic Student Exchange Program in relation to the transfer of value can be carried out by conducting *Credit Transfer* and *Credit Earning* programs;
- 11. *Credit Transfer* Program is: 1) a program implemented by mutually recognizing the educational process carried out between the same study program with the same/different level or between different study programs with the same level; 2) a credit transfer program is implemented when students take courses given by PT-Partner which are actually also given at UNESA, 3) the number of credits that can be taken in the study program at PT-Partner and recognized by UNESA is 20 credits;
- 12. *Credit Earning* Program is: 1) the program is implemented

by mutually recognizing the educational process carried out between the same study program with the same / different levels or between different study programs with the same level; 2) the take credit program is implemented when students take courses given by PT-Mitra but not given by UNESA, 3) the number of credits that can be taken in the study program at the receiving university and recognized by UNESA is 20 credits;

13. Transfer of credit score is the recognition of the results of the educational process expressed in semester credit units or other measures to achieve learning competencies in accordance with the curriculum;
14. The acquisition of credit points is the recognition of the results of the educational process expressed in semester credit units or other measures to enrich learning outcomes in accordance with the curriculum;
15. Courses from receiving universities can be transferred into equivalent courses at the originating university if there is an equivalence of *learning outcomes* of at least 75% and the credit load is greater than or equal to the courses at the originating university. If the above conditions cannot be met then the course cannot be equalized, but can be transferred as an elective course;
16. UNESA's off-campus Domestic Student Exchange Program is based on courses offered by universities according to their main scientific excellence and characteristics, and supports the free campus and free learning programs;
17. The implementation of the Domestic Student Exchange Program at UNESA can be carried out through: 1) direct visits to lectures on campus (*site visits*); 2) distance *learning* systems via online; 3) a combined pattern between direct visits and online (*blended learning*); 4) *block mode patterns*, namely compacting one course lecture in a certain time. For example, one course with a load of 3 credits that should be carried out for 16 weeks, through the *block mode* pattern, the lectures are held in two weeks which are placed at different times.

B. Registration Flow

The flow or procedure for registering for domestic *student exchange* programs, both *inbound* and *outbound*, can be seen in the infographic below:

**Pendaftaran Mahasiswa Inbound
Universitas Negeri Surabaya**

- 1 Akses <https://melisa.unesa.ac.id>
- 2 Melakukan registrasi di <https://melisa.unesa.ac.id>
- 3 Konfirmasi email registrasi
- 4 Buat akun (Lengkapi Biodata)
- 5 Pendaftaran Mahasiswa Inbound Mandiri/Kemendikbud
- 6 Menunggu Proses verifikasi
- 7 Mengambil KRS
- 8 Melakukan Perkuliahan

Meanwhile, the flow or procedure for registering for the *domestic outbound* student exchange program can be seen in the infographic below:



Alur Pendaftaran Pertukaran Mahasiswa Outbound

1 Pilih Program Pertukaran Mahasiswa

2 Ambil Mata Kuliah MBKM di Melisa

3 Tunggu Verifikasi KAPRODI

4 Tunggu Verifikasi Satuan MBKM

5 Cetak Daftar Mata Kuliah

6 Ikuti Perkuliahan MBKM

7 Mendapatkan Nilai MBKM

<https://melisa.unesa.ac.id>

PPTI UNESA



C. Student Administration Requirements to Apply for Student Exchange Program

The registration requirements for domestic exchange program students must meet the following requirements:

1. Students come from accredited study programs.
2. Active students who are registered with PDDikti as students at Surabaya State University.
3. Students have taken and passed courses for a minimum of two semesters or the equivalent of having passed 40 credits of courses, and can be carried out starting from semester 3;
4. Students contract the courses provided by the study program;
5. Have a minimum GPA of 3.00;
6. Obtain written recommendations from academic supervisors and study program coordinators, and relevant UNESA leaders;
7. Students have the ability and opportunity to develop reasoning, insight, and have integrity, creativity, and innovation;

8. Never been subject to academic and non-academic sanctions;
9. Willing to comply with all provisions that apply to lectures at different universities.

Meanwhile, from the institutional aspect, study programs that participate in the domestic *student exchange program* independently, the requirements that must be met are as follows:

1. Universities and study programs accredited by BAN-PT or Independent Accreditation Institution (LAM) in accordance with the provisions;
2. Study programs or courses that use *offline*, *online*, or *offline* systems *blended learning*;
3. The study program has adequate facilities to implement PJJ or online lectures;

D. Cooperation Agreement with Domestic Universities

In order for the domestic student exchange program to run well, it is necessary to cooperate with the following provisions:

1. Cooperation agreement between UNESA and partner universities in Indonesia that contains more detailed, clear and technical provisions for the implementation of student exchange programs;
2. Cooperation agreements with domestic partner universities contain: a) the identity of the partner university implementing the exchange program, b) the curriculum (learning outcomes, learning process, learning load, evaluation and implementation system) is clear and detailed, c) there is clarity on the number of courses offered from each university;
3. There is clarity on the number of students who can be accepted as exchange program participants;
4. Clarity of the learning system to be implemented and its technicalities;
5. An assessment system that has been mutually agreed upon;
6. Clarity related to technical financing that includes the rights and obligations of the university parties;
7. There is a cooperation agreement between the two parties;

CHAPTER III

FORM AND FLOW OF IMPLEMENTATION OF THE DOMESTIC STUDENT EXCHANGE PROGRAM

The domestic student exchange program organized by UNESA is a lecture program in the same or different study programs at UNESA partner universities throughout Indonesia.

A. The forms of domestic student exchange activities are as follows

1. Student exchange between study programs within UNESA.

In this form, the role of the study program is:

- a) Develop or adjust a curriculum that facilitates other study program students to take these courses.
- b) Determine and offer courses that can be taken by students from outside the study program.
- c) Manage the quota of participants/students who can take the courses offered.
- d) Ensure the number of credits that can be taken from other study programs is 20 credits.

While the role of students is:

- a) Students consult to get approval from their Academic Supervisor (DPA).
- b) Participate in activity programs outside the study program in accordance with the provisions of the applicable academic guidelines.
- c) Attend a minimum of 20 credits of lectures in other study programs within UNESA.

2. Student exchange between the same or different study programs between universities in Indonesia.

In this form, the role of the study program is:

- a) Develop or adjust a curriculum that facilitates students to take courses in the same study program at other universities.
- b) Make agreements with partner universities including the learning process, semester credit recognition and assessment, and financing schemes.

- c) Cooperation can be bilateral, consortium (study program association), cluster (based on accreditation), or zoning (based on region).
- d) Regulate the quota of participants who take courses offered in the form of learning in the same study program at other universities.
- e) Set the number of courses that students can take from other study programs at 20 credits.
- f) Ensure inbound and outbound students take 20 credits of lectures.
- g) Report activities to Sub. Directorate of MBKM

While the role of students is:

- a) Obtain approval from the Academic Supervisor (DPA).
- b) Participate in activity programs in the same study program at other universities in accordance with the provisions of academic guidelines owned by universities.
- c) Registered as a course participant in the same or different study programs at other universities.

B. Flow of Implementation of the Domestic Student Exchange Program

Lecture programs in domestic universities in the same or different study programs are very likely to be implemented by study programs for the benefit of students. The purpose is to provide more learning experience to students and hopefully students will get the atmosphere of learning at other universities in different countries. This can broaden students' knowledge, attitudes and skills that support learning outcomes. The study program is obliged to facilitate students to take lectures in the same or different study programs through the *student exchange program*.

The implementation of lectures will be carried out in accordance with the cooperation agreement stated in the memorandum of understanding that has been used by both parties, namely UNESA and partner universities. Technical lectures can be carried out *offline*, namely attending directly to the destination PT or carried out online and *blended learning*. The flow/stages that UNESA must do to be able to facilitate the domestic student exchange program are as follows:

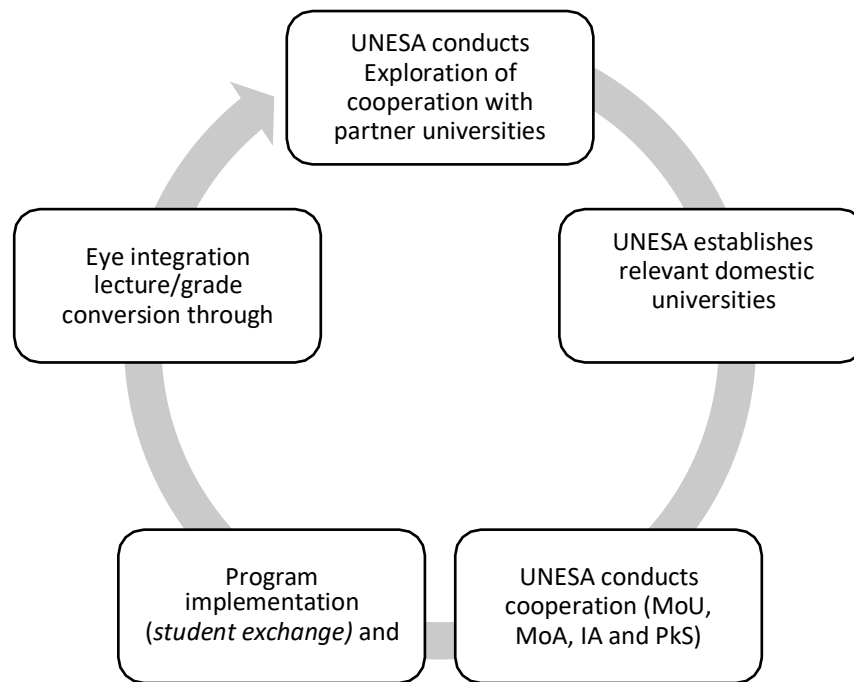
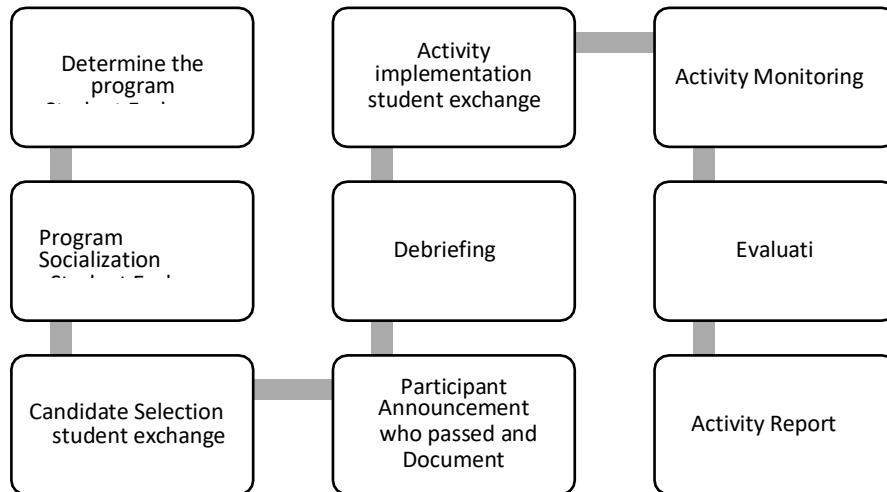


Figure 1. Flowchart of the implementation of the overseas student exchange program
Based on the figure above, it can be explained as follows:

1. UNESA explores cooperation with partner universities in the country to obtain references and provisions that are relevant to the implementation of the program (*student exchange*);
2. After exploring cooperation, UNESA determines relevant domestic universities and drafts MoU, MoA or IA;
3. UNESA conducts cooperation and agrees on the provisions in each point of the MoU that has been agreed upon and signed by both parties;
4. UNESA implements a student exchange program and monitors *student exchange activities* which include: 1) documentation of the implementation of activities (*student exchange*), b) evaluation of activities (*student exchange*), c) follow-up

The implementation design of the domestic student exchange program is as follows:



Schematic of Activities of the In-Country Student Exchange Program

The following are the stages of implementing the domestic student exchange program:

1. Program Socialization

The socialization of the exchange program to students at UNESA was carried out both orally and online in the form of flyer distribution announced on social media platforms, sso unesa and other social media platforms, such as UNESA Website, Youtube, Whatsapp group and Instagram media. The socialization contains information about the program and the requirements or qualifications of the *student exchange* program. Socialization is carried out for 4 weeks until the deadline is determined to register and complete the requirements.

2. Selection of Student Exchange Candidates

The selection of prospective *student exchange* participants goes through several stages, including the following:

a. Administrative selection

By filling out the registration *form* through the *website*, *g-form* and uploading biodata in the registration *form* provided;

b. Interview

Then the next stage is an interview test by the study program for participants who have passed the administrative stage;

c. The stage of announcing the results of the selection of domestic *Student Exchange* participants;

1) The study program sends the names of the students who will be sent to participate in the program.

Domestic *Student Exchange* to the Sub Directorate of MBKM;

2) MBKM Sub Directorate verifies the list of names sent by the study program;

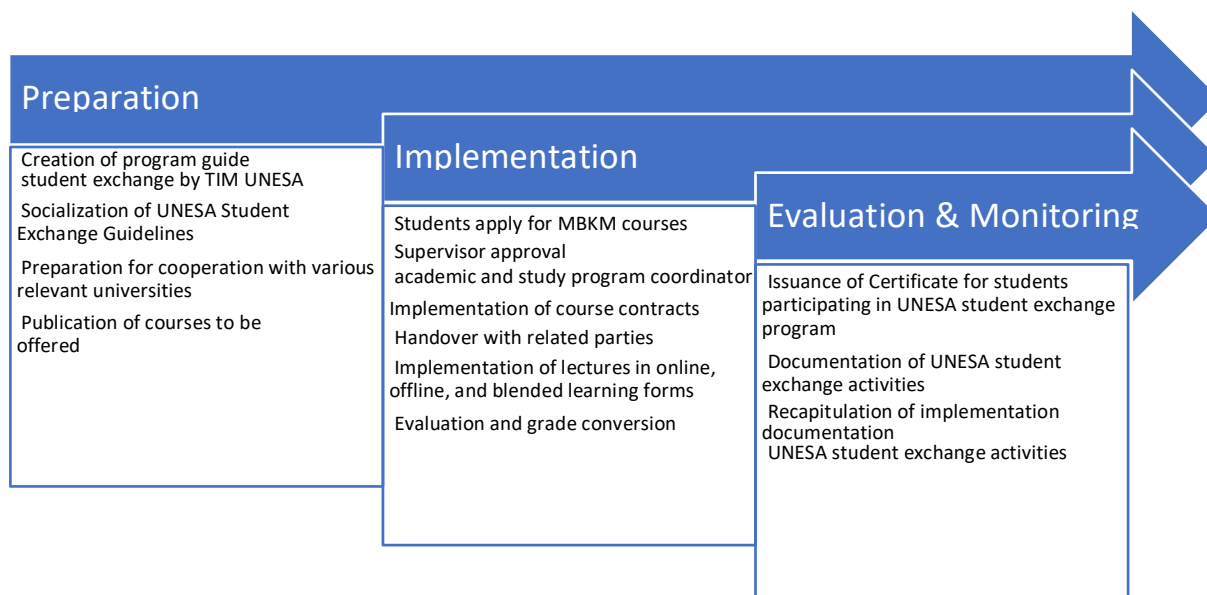
3) The Sub Directorate of MBKM announced the names of students who qualified for the domestic *Student Exchange* program;

CHAPTER IV

STAGES OF IMPLEMENTATION OF DOMESTIC STUDENT EXCHANGE

A. Preparation Stage

Referring to the stages of implementing the UNESA Independent Learning Campus Curriculum, it can be seen in the following figure:



The preparation stages in the implementation of the Domestic Student Exchange Program are as follows:

1. Creation of an in-country Student Exchange Program guideline established by the Academic Directorate of UNESA;
2. Socialization of the Domestic Student Exchange Program Guidelines to faculties, and other units related to the implementation of UNESA student exchange;
3. Preparation for cooperation with various relevant universities. Study programs prepare courses and cooperation agreements with the intended universities;
4. Publication of courses to be offered. Publicize the courses offered through various media within UNESA.

B. Implementation Stage

The implementation stages of the UNESA Domestic Student Exchange Program consist of:

1. Students submit MBKM courses through consultation with the DPA;
2. Students make a request letter to the study program coordinator;
3. Students make a course contract;
4. Implementation of lectures in online, offline, and *blended learning* forms
5. The implementation of lectures adapts to the regulations that apply in each university;
6. Evaluation and grade conversion by entering grades through MELISA UNESA.

C. Monitoring and Evaluation Phase

The monitoring and evaluation stages of the Domestic Student Exchange Program at UNESA are as follows:

1. Issuance of a Certificate for students who take part in the Domestic Student Exchange program. Issuance of a letter by the faculty as a form of legality of the activities of the Domestic Student Exchange program.
2. Documentation of the implementation of the domestic Student Exchange program activities. Students collect documentation of activities for proof of implementation.
3. Students submit proof of learning outcomes while participating in the domestic Student Exchange program in the form of KHS from the destination campus.
4. Evaluation of the Domestic Student Exchange program is carried out by the UNESA MBKM Sub-Directorate to obtain information and data related to the implementation of SE.
5. UNESA and partner universities monitor the implementation of the Domestic Student Exchange program in their respective universities, either remotely, or by *site visit* if possible.

6. UNESA and partner universities conduct a joint evaluation based on the results of monitoring and activity reports after the end of the implementation period of the Domestic Student Exchange program.
7. The results of the Domestic Student Exchange Program activity report can be used as material for analysis and evaluation and development of the Domestic Student Exchange program in the following year.
8. Evaluation of the Domestic Student Exchange program can result in a joint decision on the sustainability of the program in the future.

CHAPTER V

ACTIVITIES OF STUDENTS, LECTURERS, AND MANAGERS IN THE DOMESTIC STUDENT EXCHANGE PROGRAM

The transfer and acquisition of credit points is carried out in one full semester in accordance with the university's academic calendar. Domestic Student Exchange program activities consist of:

A. Activities of students participating in the Domestic Student Exchange Program

Student activities for the Domestic Student Exchange program must follow the following activities:

1. Follow the entire series of lecture activities remotely (online) either by *synchronize* or *synchronize system* in accordance with the programmed courses using a good online learning application or with the modules provided.
2. Follow the administrative, academic and disciplinary provisions of campus life in accordance with the applicable academic regulations in the recipient/implementing universities of the Domestic Student Exchange Program.
3. Attend lectures for 20 credits of courses presented by the receiving university.
4. Actively follow all lecture materials, discussions / questions and answers, and carry out assignments given by lecturers and take the mid and final semester exams.
5. The assessment system for students participating in the domestic Student Exchange program is carried out by following the system that applies in the study program / college.
6. Each participant is expected to learn and understand the culture, customs, and social characteristics of the community around UNESA, and domestic Student Exchange participants from other regions through interactions facilitated by designated lecturers/resource persons.
7. The implementation of cultural interaction, customs, and social community characteristics is carried out specifically in lecture hours through open discussions, dissemination of manuscripts and / or videos, sharing and exchanging information, sharing and exchanging experiences in academic and non-academic fields.

online, or *site visits* where possible.

8. Each participant of the Domestic Student Exchange program is entitled to receive university administrative and academic services:
 - a. Student Identity Card (KTM) from the receiving university that is valid for one semester
 - b. Gaining access to learning through the LMS at the intended university
 - c. Obtaining RPS and learning modules from the lecturer in charge of the course
 - d. Library services with online book access
 - e. Participate in student activities at the receiving university that are carried out remotely (*online*)
 - f. At the end of the Domestic Student Exchange program, students receive a transcript of grades for the courses they have taken signed by an authorized official at UNESA as proof of credit transfer or in the form of a Certificate of Diploma Companion (SKPI) as proof of credit acquisition recognized by the sending university.

B. Activities of Course Lecturers

The activities of the course lecturers are as follows:

1. Each lecturer in charge of the course is obliged to prepare lecture materials in a form that can be accessed by participating students which contain lecture materials, tutorial materials, exercises, digital learning materials, assignments, assessments;
2. Each lecturer can conduct online, offline or blended learning *synchronously* and/or *asynchronously*;
3. Each lecturer is obliged to facilitate participants to interact actively, dynamically and act as an *academic facilitator* for participants;
4. Each lecturer in charge of the subject is obliged to conduct an assessment of the progress and learning outcomes of the participants;
5. Each lecturer in charge of the subject is obliged to facilitate cultural interaction, social community activities, and or community service for all participants in online lecture hours..;

6. Each lecturer in charge of the course is required to make a report on the lectures and the results of learning outcomes and non-academic activities to the domestic Student Exchange program manager.
7. Each lecturer teaching the course is encouraged to make documentation (photos / short streaming videos) of the implementation and lecture activities, as a form of accountability and *testimony* of domestic Student Exchange activities.

C. Activity Manager in Higher Education

Managers of domestic Student Exchange activities and cooperating universities are required to provide all academic and non-academic facilities owned by universities in supporting UNESA Student Exchange activities in the form of:

- a. Academic administration and learning services in higher education for participants and course lecturers
- b. Activity financing services for participants and course lecturers in accordance with the UNESA Student Exchange contract.
- c. Other supporting needs related to the implementation of Student Exchange learning
- d. The Student Exchange program manager and UNESA together with the collaborating universities conduct FGDs and or coordination meetings to support the smooth running of the program.
- e. Domestic Student Exchange Managers throughout Indonesia are entitled to receive activity management fees which are regulated by each university.

D. Course Credit Transfer Process (Conversion)

The process of transferring credit numbers and taking credit can be done with the following conditions:

1. The process of transferring credit numbers and taking credit is coordinated by the UNESA MBKM Sub-Directorate.

2. UNESA MBKM Sub-Directorate and KUI UNESA coordinated and agreements related to credit transfer and credit taking with overseas HEI partners.
3. The courses taken by UNESA *Outbound* students at the destination campus are directly inputted into the same courses in the home study program at UNESA or adjusted to other courses (different) according to the consideration of the study program head. The student's home department head can pull conversion courses from the course *bank of* each study program, or create new courses if there are no similar courses available.
4. The UNESA *Outbound* student's home study program must provide and provide 20 credits of conversion courses to convert the value and number of credits of courses that have been taken / obtained by students in the destination study program.
5. Course names, SLOs, and the number of credits of conversion courses at UNESA are not required/not necessarily the same as the courses taken in the destination study program.
6. *Outbound* students report to Koorprodi about the courses programmed in the destination study program. Koorprodi at UNESA provides conversion courses in SIAKADU UNESA (can be taken from courses in the study program curriculum structure, course bank, or create new courses).

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Kampus
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INDONESIA 2020

UNESA
PTNBH
PONTA, LAMBA, BERKUALITAS

PEDOMAN AKADEMIK

Pedoman Pertukaran Mahasiswa Luar Negeri

DIREKTORAT AKADEMIK
UNIVERSITAS NEGERI SURABAYA

2023

FOREWORD

Praise be to God Almighty, the Guidelines for overseas student exchange programs for students at Surabaya State University can be completed. This guidebook is an instruction in preparing the implementation of overseas student exchange for students at Surabaya State University with partner universities in the country. The overseas student exchange program is the implementation of a student exchange program through international cooperation between universities. This program is part of the Independent Campus Program. With the participation of universities in this program, it will increase the achievement of the Main Performance Indicators (KPI) of universities, especially KPI 2.

This overseas student *exchange* guideline is made as a technical guide in implementing *student exchange* as part of the UNESA MBKM Sub-Directorate. This guideline covers the stages of selection of prospective student exchange participants, technical instructions for pre-implementation of student exchanges and as a form of preparation before participating in *student exchanges* abroad, as well as technical instructions or technical guidelines for implementing student exchanges, monitoring, evaluating and reporting on student exchange activities in the country.

With the implementation of this domestic student exchange program, it is hoped that in the future students at Surabaya State University will gain experience, cross-cultural understanding, international networking, and the ability to participate in academic competitions between international students. Finally, we hope that this guideline can guide the implementation of domestic student exchange activities. We would like to thank all parties who have been involved and supported in the preparation of this guideline.

Surabaya, April 2023

Compilation Team

TEAM ORGANIZER

The Compilation Team of the Surabaya State University Overseas Student Exchange Guidebook Edition Year 2023

A. Steering Committee	1. Prof. Dr. Nurhasan, M.Kes. 2. Prof. Dr. Madlazim, M.Si.
B. Responsible	Prof.Dr. Fida Rachmadiarti, M.Kes. Dr. M. Jacky, S.Sos, M.Si
C. Chairman	Supriyanto, S.Pd., M.Pd.
D. Secretary	Dr. Ima Widiyanah, M.Pd.
E. Member	Tri Edliani Lestari, S.S, M.Hum
F. Editor	Onny Fransinata Anggara, M.Psi, Psychologist
G. Layout	Satria Adi Wisesa Ellena

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CHAPTER I INTRODUCTI ON

A. Background

Student exchange is an exchange program for one semester between study programs in the same university or other universities both domestically and abroad with a credit transfer system of 20 credits. Students can choose universities abroad, especially universities that have collaborated with Surabaya State University. This student exchange program has characteristics and peculiarities in its academic implementation and academic atmosphere. Especially for *student exchange* programs abroad (student exchange) the academic atmosphere, learning process, student activities, and culture will certainly be different from campus life in Indonesia. This is good for students to improve their *intercultural skills* and fulfill their learning capabilities abroad. Therefore, student exchange abroad is very important in collecting semester credits.

Students Exchange abroad for students is a program where students are given the opportunity to gain real work experience in the world of foreign education with the aim of implementing, testing, improving and conducting comparative studies on competencies that have been studied in the field of education.

Science, science and technology (IPTEK) are now developing rapidly, which characterized by the advancement of science and technology in various fields. Work, such as health, transportation, or energy and mining which is impact of development of technology, information and Advancements in the field of science and technology are characterized by an increase in the technology in the work process that is significantly different from before. In addition, technological advancements are also characterized by the smaller size of and technological devices, but it has an increasingly large capacity that will affect the development of industrial processes and products.

Innovation in the field of science and technology is a necessity and has been evidently contributing to sustainable economic development in various countries

at the world. To Therefore, the industrialized countries developed and develop scienceknowledge, scienceand technology through research development to maintain and increase competitiveness, capacity, quantity as well as the quality of the products produced by the industry and their impact on quality. human development. On the other hand, developing countries are also starting to mastery of science, science and technology is the key to encourage development sector economic development to grow and develop, thus providing prosperity for the community and its people.

Inequality in the advancement of science and technology is felt most keenly by which tends to be a consumer of the products of developed industrialized countries, as a result competition in the era of globalization. At present, developing countries are starting to race to develop ability self in field of science and technology in improve efficiency and competitiveness competitiveness production The international market is tight and largely controlled by industrialized countries. To that required support device and facilities research and adequate in various fields of science and technology. Research and development conducted at Higher education is one of the alternatives that can be utilized in the context of support the development of domestic products for the purpose of increasing competitiveness industry. This is in line with the mandate outlined in Presidential Regulation No. IX. 2 Year 2015 on the National Medium-Term Development Plan 2015-2019 stated that issues strategic issues development Iptek2015-2019adalah capacity of science and technology in terms of (1) the ability to make a real contribution to the competitiveness of the industrial sector, (2) sustainability and utilization of natural resources, preparation of Indonesian society for an advanced and modern life, as well as availability of the necessary factors, such as human resources, facilities and Infrastructure, science and technology institutions, networks, and financing . that in in order to carrying out mandate of the Long-Term Development Plan National Research Agenda 2005-2025 and National Research Agenda 2016-2019, then the are focused on the areas of (1) food and agriculture, (2) energy, new energy and renewable, (3) health and medicine, (4) transportation, (5) telecommunications

communications, (6) defense and security technologies, (7) advanced materials technologies, social

In addition to carrying out the mandate of these laws and regulations, research and development in higher education as a center for science and technology development, is also to contribute to the increased dissemination and publication of research results at the national and international levels. In an effort to support capacity building and competencies HR at Surabaya State University has collaborated with with partner universities abroad to organize *student exchanges* at overseas for students in areas that are prioritized for development

Education and	SCIEN CE AND TECHN OLOG Y	National. <i>Students exchange</i> abroad as a program
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organized to find out the latest issues in science, technology, social, and public relations as well as to improve the ranking of KPIs 2 and 6 of higher including *student mobility*.

Student exchange abroad is important, not just a requirement to be able to travel abroad. The benefits of *student exchange* for this student are then able to add insight. Many insights will be obtained for students, namely students can establish international relations, exchange ideas with foreign students from various countries, increase knowledge. Students will be familiar with international networks. This can expand students' abilities because they receive many lessons and can add capital to strengthen international cooperation in the field of education.

Relationships play an important role in supporting the achievement of the internationalization program at Surabaya State University. When students join the *student exchange* program, they will undoubtedly meet new people from diverse backgrounds. At this point students can strengthen relationships with them professionally. In addition to personal relationships, this *student exchange* program will also expand the relationship of Surabaya State University. In addition to benefiting from the *student exchange program*, students can also help Surabaya State University to establish beneficial relationships with other countries involved in the *student exchange* program, this is a form of symbiotic mutualism.

During *student exchange*, students can also improve their quality and skills. This is obtained from every task and work that the lecturer completes during the exchange program. When we take part in *student exchange* activities, students will take part in a series of activities organized by the organizers, besides that usually students as *student exchange* participants will get additional assignments, these tasks certainly require practical and special skills in the process. students must take advantage of this opportunity to learn from the many tasks given to add new skills, or hone existing student *skills* to be more effective. As a result, these *skills* can be directly applied when entering the workforce. In addition, all the experiences we get can be included in our *curriculum vitae* and give us more value as a form of *self-branding image*.

B. Legal Basis for the Implementation of *Student Exchange* Abroad

The legal basis for the implementation of the overseas student exchange program is as follows:

1. Law of the Republic of Indonesia Number 20 of 2003 Concerning the National Education System (State Gazette of the Republic of Indonesia 2003 Number 78, Supplement to State Gazette of the Republic of Indonesia Number 4301)
2. Law Number 12 on Higher Education
3. Government Regulation No. 04 of 2014, concerning the Implementation of Higher Education and Management of Higher Education Institutions
4. Government Regulation Number 37 of 2022, concerning Legal Entity Universities Surabaya State University
5. Presidential Regulation Number 8 of 2021, concerning KKNI
6. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020, concerning National Higher Education Standards
7. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards;
8. Regulation of the Minister of Education and Culture of the Republic of Indonesia, No. 14 of 2014 concerning Higher Education Cooperation;

9. Decree of the Minister of Education and Culture Number 74 / P / 2021 concerning Recognition of Semester Credit Units for Learning in the Independent Campus Program
10. Decree of the Minister of Education and Culture of the Republic of Indonesia Number 754/P/2020 of 2020 concerning Key Performance Indicators (IKU) of State Universities and Higher Education Service Institutions within the Ministry of Education and Culture.
11. Guidebook for Merdeka Learning Campus 2020 Ditjen Dikti Kemendikbud
12. Regulation of the Chancellor of Surabaya State University Number 9 of 2020 concerning Academic Regulations for Merdeka Learning Merdeka Campus
13. Regulation of the Chancellor of Surabaya State University Number 3 of 2021 concerning the Implementation of Merdeka Belajar Program as well as Recognition and Convection of Courses at Surabaya State University

C. Purpose of the Student Exchange Program Abroad

Simply put, a *student* exchange program abroad is a skill development effort undertaken by students to achieve a certain standard. In the process, students participating in *student exchange abroad* will be given various instructions and practical directions to be able to be at the expected level. *Student* exchange activities abroad are very useful to help improve KPIs 2 and 6 of state universities. Ranking universities at the international level (*world class university*) is a new *trend* in improving the quality of higher education from various aspects and perspectives, including the reputation that can be achieved transparently by universities. This *trend* not only forces universities to compete to enter the rankings but also to improve quality and be recognized at the international level. Internationalization at Surabaya State University is a *pilot project* that has been carried out since 2012. Internationalization is now a priority program to achieve KPI 2, 5, 6, and 8 as well as institutional strengthening at UNESA.

Other benefits that students will get in the activity are also helping students in building a sense of international solidarity, cooperation and partnerships between individuals and internationally. Student exchange activities abroad can also

useful as a good place to discuss and develop different strategic methodologies for delivering new programs to international students.

The aims and objectives of this *student* exchange program are as follows:

1. Studying cross-campus abroad, living together with families on the destination campus, students' insights into diversity will be further developed, brotherhood across cultures and ethnicities will be stronger.
2. Building student friendships between regions, ethnicities, cultures, and religions, thus increasing the spirit of national unity.
3. Organizing the transfer of knowledge to cover educational disparities both between domestic universities, as well as the conditions of domestic higher education with foreign countries.
4. Provide opportunities for students to become *global citizens* and get to know the international world and strengthen networks, technical skills (*hard skills*), and non-technical skills (*soft skills*);
5. Knowing current issues in science, technology, social and humanities fields which growing at world international for strengthening wisdom international interests;
6. Increase students' insight and knowledge in the field of science, technology, social, and humanities in accordance with the national
7. Develop research-based science, technology, social and humanities fields;
8. Building international cooperation networks for the development of science, technology, social, and
9. Presenting synergies through the internationalization of Surabaya State University universities with cooperation partners abroad.

CHAPTER II

PROVISIONS OF THE *STUDENT EXCHANGE* PROGRAM ABROAD

A. General Provisions of the Overseas Student Exchange Program

The general conditions or requirements for joining the *student exchange* program abroad are as follows:

1. *Student exchange* program is a self-initiated student exchange program organized by UNESA in cooperation with universities abroad;
2. UNESA as a university that sends students to participate in *student exchange* programs at other universities abroad (*outbound*);
3. UNESA as a university that accepts students from overseas or international universities who will attend lectures (*inbound*);
4. *The student exchange* program abroad by UNESA is attempted to be carried out reciprocally at the university level and if reciprocity occurs, it will be adjusted according to mutual agreement;
5. *The student exchange* program consists of activities:
 - a) lectures in different study programs which aim to provide opportunities for students to gain learning experience in different study programs, b) provide opportunities for students to be able to gain learning experience in universities abroad with the same study program which aims to support the achievement of graduate learning outcomes;
6. *The student exchange* program in relation to the transfer of value can be carried out by conducting *credit transfer* and *credit earning* programs.
7. *The credit transfer* program is a program that is implemented by mutually recognizing the educational process carried out between the same study program with the same / different levels or with the same study program with the same level, the credit transfer program is carried out when students take

- study programs at overseas universities that are actually also provided at UNESA.
8. *The credit earning* program is a program implemented by mutually recognizing the educational process carried out between different study programs at the same level and the number of courses that can be taken at overseas partner universities is a maximum of 20 credits.
 9. Transfer of credit score is the recognition of the results of the educational process expressed in semester credit units or other measures to achieve learning competencies in accordance with the curriculum.
 10. The acquisition of credit numbers is the result of the educational process expressed in semester credit units or other measures to enrich learning outcomes with courses at the originating university.
 11. If the above conditions cannot be met, the course cannot be equalized, but can be transferred as an elective course.
 12. Courses from the receiving university can be transferred into equivalent courses at the originating university if there is an equivalence of learning outcomes of at least 75% and the credit load is greater than or equal to the originating university course.
 13. The *student exchange* program is based on courses offered by partner universities abroad according to the excellence and characteristics of scientific patterns and supports the independent learning campus program.
 14. The implementation of the *student exchange* program can be carried out through:
 - a. On-campus visits to study at the destination country or destination university;
 - b. This can be done through an online distance learning system. The distance learning system is a teaching and learning process carried out online through the use of various learning applications and communication media that are credible and accountable;
 - c. A combination of in-person and online visits to overseas universities (*blended learning*);

- d. *Block mode* pattern, which compresses the lectures of one course in a certain time, for example, day 1 meeting 1-3 (1-8) hours, day 2 meeting 4-6 (7- 7) hours. 8 hours), day 3 meeting 7-9 (7-8 hours) and so on;

B. Registration Flow

The flow or procedure for registering a *student exchange* program abroad can be seen in the infographic below:



Meanwhile, the flow or procedure for registering for the Overseas Outbound Student Exchange Program can be seen in the infographic below:



Alur Pendaftaran Pertukaran Mahasiswa Outbound

- 1 Pilih Program Pertukaran Mahasiswa
- 2 Ambil Mata Kuliah MBKM di Melisa
- 3 Tunggu Verifikasi KAPRODI
- 4 Tunggu Verifikasi Satuan MBKM
- 5 Cetak Daftar Mata Kuliah
- 6 Ikuti Perkuliahan MBKM
- 7 Mendapatkan Nilai MBKM

<https://melisa.unesa.ac.id>

PPTI UNESA



C. Student Administration Requirements to Apply for Student Exchange

The registration requirements for overseas exchange program students (*student exchange*) must meet the following specific requirements:

1. Have Indonesian citizenship and reside in Indonesia;
2. Active students who are registered in PDDIKTI as students at Surabaya State University;
3. Have a minimum GPA of 3.00;
4. Get 20 conversion credits from the study program;
5. Not taking leave during the course of education;
6. Currently enrolled in the 3rd, 5th, or 7th semester during the program;
7. Fluent in English both active and passive;
8. Never violate the norms/laws in Indonesia;
9. Have a TOEFL ITP score of at least 550, IELTS 5.5; Duolingo English Test 100

10. Willing to follow the applicable rules and regulations set by UNESA and partner universities abroad;
11. Have a valid passport (for those who have been accepted);;
12. Have a VISA or residents permit (for those who have been accepted);
13. Obtain a letter of recommendation from the study program and UNESA;
14. Obtain a letter of invitation from the university where the exchange program is located. (*student exchange*) or *Letter of Acceptance (LoA)*;

In addition, for independent *student exchange* programs there are additional requirements that must be met by UNESA (recipient) and partner universities abroad, as follows:

1. Universities and study programs accredited by BAN-PT or international accreditation institutions in accordance with the provisions;
2. Study programs or courses that provide a distance or online education system;
3. Universities have adequate facilities to implement PJJ or online learning;

D. Cooperation Agreement with Overseas Universities

The student exchange program will run well, so cooperation is carried out with the following conditions:

1. The Cooperation Agreement between UNESA and partner universities abroad contains more detailed, clear provisions and technical implementation of the *student exchange* program.
2. Cooperation agreements with overseas partner universities contain: a) the identity of partner universities abroad that carry out exchange programs (*student exchange*), b) the curriculum (learning outcomes, learning process, learning load, evaluation and implementation system) is clear and detailed, c) there is clarity on the number of courses offered from each university;
3. There is clarity on the number of *students* who can be accepted as participants in the exchange program (*students exchange*);

4. Clarity of the learning system to be implemented and its technicalities;
5. An assessment system that has been mutually agreed upon;
6. Clarity related to technical financing which includes the rights and obligations of the university parties;

CHAPTER III

FLOW OF *STUDENT EXCHANGE PROGRAM IMPLEMENTATION*

The student exchange program is organized by UNESA which includes lectures in the same study program at partner universities abroad and lectures in different study programs at partner universities abroad which are carried out for the benefit of students. The main purpose is to provide more learning experience to students and hopefully students can carry out the atmosphere of learning abroad which is different of course from in Indonesia. So that it can broaden students' horizons globally, both knowledge, attitudes and skills that support the achievement of learning. Study abroad programs are obliged to facilitate students to attend lectures in the same or different study programs through *student exchange* programs.

The implementation of lectures will be carried out in accordance with the cooperation agreement stated in the memorandum of understanding that has been agreed by both parties. Technical lectures can be conducted *offline*, namely attending directly to the destination country or *online / blended learning*. The implementation of the lecture program is also carried out through curriculum alignment. If the implementation of lectures conducted online has constraints on time differences, it will be adjusted to the needs of each university and adjust according to the agreement of both parties.

The mechanisms that must be carried out to be able to facilitate *student exchange* programs abroad are as follows:

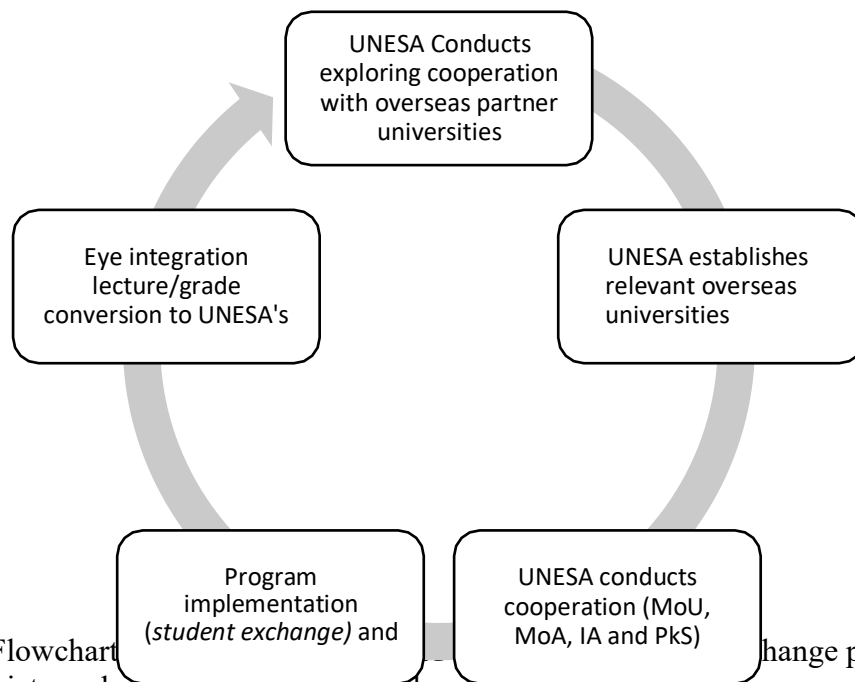
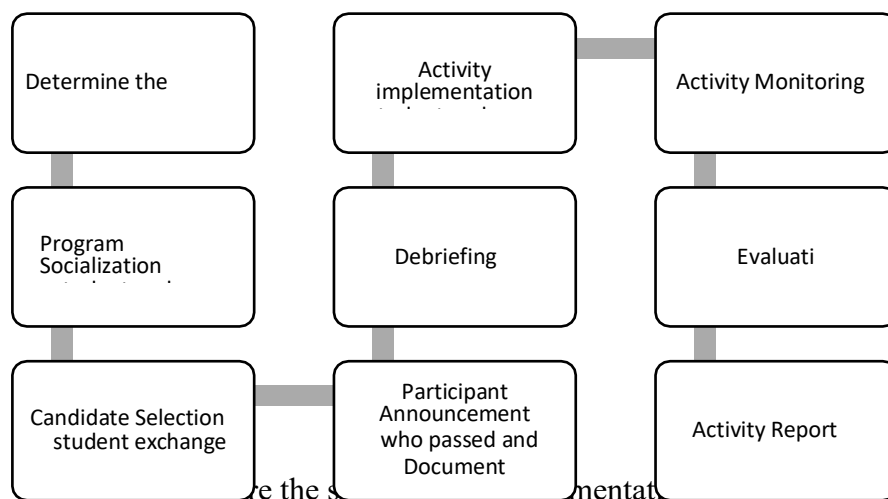


Figure 1. Flowchart
Based on the picture above, it can be explained as follows:

1. UNESA explores cooperation with partner universities abroad to obtain relevant references and conditions for implementing (*student exchange*) programs.
2. After exploring cooperation, UNESA determines relevant foreign universities and drafts MoU, MoA or IA.
3. UNESA collaborates and agrees on the provisions in each MoU item that has been agreed upon and signed by both parties.
4. UNESA implements a *student exchange* program and conducts monitoring of *student exchange* activities that include: 1) documentation of the implementation of activities (*student exchange*), b) evaluation of activities (*student exchange*), c) follow-up

The implementation design of the overseas student exchange program is as follows:



Exchange Program:

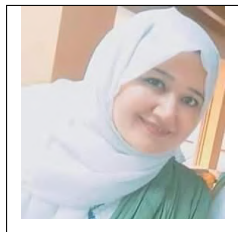
1. Program Socialization

The socialization of the *student exchange* program to students at UNESA is done both orally and *online in the* form of flyer distribution announced on social media *platforms*, sso unesa and other social media *platforms*, such as media *websites*, Youtube, *whatsapp groups* and UNESA Instagram. The socialization contains information about the program and the requirements or qualifications of the *student exchange* program. The socialization was carried out for 4 weeks until the deadline specified to register and complete the requirements.

2. Selection of prospective *student exchange* participants

The selection activities for *short course* candidates go through several stages, including the following:

- a. Administrative selection by filling out the registration form through the website and uploading biodata in the registration form provided. The following is an example of a participant registration form:

APPLICANT FORM**A. Personal Identity**

1. Surname : Siska
2. Family Name : Amalia
3. Gender : Female
4. Date of Birth : October 21st , 1991
5. Religion : Islamic
6. Status : Single
7. Passport Number : 7885673
8. Address : Lidah Wetan Street number 8
9. Phone Number : 082140103212
10. Email : siskaamalia@unesa.ac.id

B. Education Background:

1. Student active of Bachelor Degree of Educational and Management Program of UNESA 2020

C. Soft Skills :

1. Leadership
2. Time Management

D. Language:

No.	Language	Level of Competence
1	English	Intermediate
2	Others Language	Spanish

E. Experience :

1. Joining Organization HIMAPALA 2021-recently
2. International mentor 2014-recently

F. Hobbies : Traveling, watching movies**H. Others** : Recently as a lecturer at UNESA

Surabaya, November 3, 2022

Signature,



Siska Amalia

Email. 20200042022

b. Motivation Letter Writing Test

The next stage is to select students according to the qualifications needed. At this stage, a written test is carried out using English where the lecturer must make a *motivation letter* that tells his motivation to take part in this *student exchange* program. This motivation letter affects how much chance the candidate has to be accepted. *Motivation letters* written must contain: 1) a drama script or contains a bibliography of the candidate's life, 2) describe the educational background or academic field, 3) write down the experiences and achievements possessed by the prospective participants, 4) explain the compelling reasons why applying for this *student exchange* program, 5) explain and strengthen why you deserve to qualify for this selection, 6) future plans if you qualify for the *student exchange* program, 7). *Motivation letter* is written in English which includes 3000 words.

c. Interview

Then the next stage is carried out an interview test for participants who have passed the written test selection stage, then the next stage is carried out an interview test by UNESA internal parties, then continued interviews with external parties, namely cooperation partners of universities abroad. Interview or interview is one of the non-test assessment tools used to obtain certain information about the respondent's condition by means of one-sided questions and answers, or in other words, an interview is a way of collecting information materials carried out by conducting oral questions and answers unilaterally, face to face, and with predetermined directions and objectives.

It is said to be one-sided because the questions asked in the interview activity only come from the interviewer, while the respondent only serves as an answerer (Questions are only asked by the evaluation subject). Interview is a way of collecting data by asking questions orally to data sources and data sources also provide answers orally as well. In general, what is meant by interviews is a way of collecting information materials carried out by conducting oral question and answer unilaterally, face to face, and with predetermined directions and objectives. Interviews are one way of obtaining psychological facts that can be used as mapping material about how the psychological life of mentored children actually is at a certain time that requires assistance (Arifin, 1998: 44). The purpose of the interview test is to obtain information directly and to obtain data in order to influence certain situations or people.

The following is the rubric used in the interview test:

Table 1. Interview Rubric for Student Exchange Candidates:

No.	Dimensions	Description	Assessment				
			1	2	3	4	5
1	Formal Education	Educational background supports relevance to the program applied for					
2	Competence English	English language skills support the implementation of <i>student exchange</i> programs abroad.					

3	Experience	Experience of prospective participants that support the implementation of <i>student exchange</i>					
4	<i>Financial Support</i>	Condition Financial candidate participants <i>student exchange</i>					
5	Health	Health condition and readiness of <i>student exchange</i> candidates					
6	<i>Family Support</i>	Support from family and all parties					

Likert Scale Rating Description:

5= Very Supportive/Very Relevant

4= Supportive/Relevant

3= Moderately Supportive /

Moderately Relevant 2= Less

Supportive / Less Relevant 1= Not

Supportive / Not Relevant

The total score of each participant is the sum of the scores of each item from the dimensions above. The score summation formula is $\text{Total Score}/Y \times 100$.

d. Stages of Announcement of Selection Results of Student Exchange Participants

The procedure for announcing the selection results of Student Exchange participants is as follows:

- a. Verify the results of the announcement that has gone through the final stage;
- b. The names that pass the selection stage will be submitted to the organizer (UNESA), which will then make a written circular letter knowing the Academic Director of UNESA;
- c. Circular announcement will be sent through the email of each qualified candidate and informed through the UNESA *website* and the participant's email;
- d. Make a flyer with the names of the participants who passed the *student exchange* program.
- e. Distributed flyers at Surabaya State University level

CHAPTER IV

STAGES OF IMPLEMENTATION OF THE OVERSEAS STUDENT EXCHANGE PROGRAM

A. Preparation Stage

The preparation stages of the *student exchange* program at Surabaya State University are as follows:

- a. Establishment of guidelines for *student exchange* programs.
set by UNESA;
- b. Conduct a *Focus Group Discussion* (FGD) to validate the suitability and feasibility of the guidelines before they are implemented in UNESA;
- c. After the guidebook validation test and revision, the next step is the socialization of *student exchange* guidelines;
- d. Preparation for cooperation with overseas university partners and making a Memorandum of Understanding (MoU / MoA);
- e. Prepare concepts and drafts of what courses are offered;
- f. Create enrollment flow and financing scheme;
- g. Create a standard operating procedure (SOP) for the implementation of the (*student exchange*) program.
and monitoring activities;

B. Preparation Stages for the Face-to-Face Scheme

In the preparation stage before departure for *student exchange* activities, UNESA prepares participants by providing training or debriefing as early as possible. The preparations made are as follows:

a. Debriefing

Providing debriefing to students who will go on *student exchange*. Debriefing is carried out for 2 days on a scheduled basis by providing guidance related to stimulants to lecturers / *student exchange* participants in order to adapt to the destination country where the university receives the *student exchange* program. The debriefing is in the form of an introduction to culture, tradition, weather. The debriefing session is directly coordinated by the MBKM Sub-Directorate Team with KUI UNESA as the party.

organizers of *student exchange* activities and accompanied by the coordinator of the internationalization program of the recipient university. Debriefing is conducted in 2 sessions as follows:

1. Day 1/Session 1

Table 2: Introduction to the *student exchange* program

Destination	Material	Activities
To know the program <i>student exchange program</i>	Introduction to <i>student exchange</i> and host universities	Presentation
Introducing culture of the destination country	<i>Cross culture understanding</i>	CCU Presentation

2. Day 2/Session 2

Table 3. Debriefing session-2

Activity Objective	Material	Activities
Understand the process of change	Change, stages process change	Create map concept map of the process of change
Identify important aspects of cultural differences	<i>Culture Exchange</i>	Identify changes in a story and events related to a <i>student exchange</i> abroad organized by the government. receiving university
Identify the do's and don'ts of being in another country.	The Role of and participant duties	Describe the tasks and roles of participants at the destination of the <i>receiving university</i> .
Mental Strengthening	<i>Mental building</i>	Mental building and motivational presentation

b. English Language Training

This English language training was organized by UNESA to support the competence of lecturers to support the activities of *student exchange* participants. English language training is needed as a provision for students to be able to communicate well in the destination country. English training materials focus more on speaking competence and daily conversation. English training is held for 7x

meeting before departure. UNESA team prepared the *student exchange* program participants as early as possible. The preparations made are as follows:

C. Stages of Implementation of International Exchange Activities

The implementation stage of the *student exchange* program is as follows:

- a. Students prepare the required documents in accordance with applicable regulations;
- b. Students apply for MBKM courses that will be taken for the (*student exchange*) program at overseas partner universities.
- c. Students make a request letter to the Coordinator of the study program
- d. Lectures are conducted face-to-face offline, fully online or *blended learning* in accordance with the agreement of the two universities;
- e. Course evaluation and conversion by entering grades through MELISA UNESA;

D. Mentoring and Evaluation Stages

Monitoring and evaluation is one of the important points in the implementation of *student exchange* activities abroad. This mentoring and evaluation activity is a very important series to determine the success of a program. This monitoring and evaluation activity also aims to determine the achievement of the international *student exchange* program abroad and see the process and progress of these activities. Monitoring activities are intended to determine the suitability and accuracy of the activities carried out with the plans that have been compiled by Surabaya State University. Monitoring is also used to correct activities that deviate from the plan, correct deficiencies and strive for goals to be achieved as effectively and efficiently as possible.

Suherman et al (1988) explained that monitoring can be interpreted as an activity, to follow the development of a program that is carried out steadily and regularly and continuously. Data and information collection in monitoring includes input, process, *output* and *outcome*. The party that monitors *student exchange* activities is a team from UNESA that has the task of monitoring the implementation of *student exchange* activities.

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Suherman et al (1988) explained that monitoring can be interpreted as an activity, to follow the development of a program that is carried out steadily and regularly and continuously. Data and information collection in monitoring includes input, process, *output* and *outcome*. The party that monitors *student exchange* activities is a team from UNESA that has the task of specifically monitoring the implementation of *student exchange* activities abroad. Monitoring results are used to improve the program. The program improvement itself is carried out in supervision activities.

The main objectives of monitoring *student exchange* activities are as follows:

- a. Review the obstacles faced by *student exchange* participants abroad during the program and help find solutions to problems and continue to coordinate with universities as organizers of activities;
- b. Knowing the supporting factors related to the program organizers;
- c. Monitoring focuses on the quantitative aspects of the implementation of the *student exchange* program which can be used as material for evaluation activities;

Next is the monitoring and evaluation stage of the overseas student exchange program.

(*student exchange*) is as follows:

1. Issuance of certificate for students who participated in *student exchange* program by UNESA;
2. Documentation of the implementation of which contains activities during the *student exchange* program;

3. Recapitulation of documentation of the implementation of student exchange program activities abroad
(student exchange) as proof of implementation;
4. Proof of learning outcomes while participating in the overseas student exchange activity program
(student exchange);
5. The evaluation of the activity program during running the program is related to the obstacles and obstacles during running the program;
6. UNESA conducts student monitoring activities offline or online;
7. The monitoring and evaluation report can be used as material for analysis and evaluation of student exchange programs abroad;

Basic principles of monitoring and evaluation of overseas student exchange programs

(student exchange) is as follows:

1. Monitoring should be objective;
2. Monitoring should be done consistently and continuously;
3. Monitoring should provide feedback for the improvement of student exchanges abroad;
4. Monitoring should motivate participants of the overseas student exchange program.
(student exchange);
5. Monitoring should be oriented towards the program objectives;

CHAPTER V
ACTIVITIES OF STUDENTS, LECTURERS, AND MANAGERS IN
OVERSEAS STUDENT EXCHANGE PROGRAMS

i. Student Activities

Student activities for the *student exchange* program are as follows:

1. Participate in the entire series of college program activities carried out either online, blended or face-to-face at the place of the receiving university;
2. Attend lectures for 20 credits of courses presented by the receiving university;
3. Follow the administrative, academic, and campus life regulations of the overseas university where you are a recipient;
4. Students actively participate in the entire series of lecture activities organized by the receiving university and carry out the assignments given by the lecturer;
5. Each student is expected to learn about the *culture (culture understanding)* in the host university and destination country;
6. Students will get a Student Identity Card (KTM) as an identity from the receiving university which is valid for 1 semester;
7. Students are required to participate in student activities at the receiving university which can be carried out online/blended or face-to-face;;
8. At the end of the *student exchange* program, *students* will receive transcripts for the courses they have taken, signed by an authorized official at UNESA;

ii. Activities of Lecturers in Overseas Exchange Student Program

The activities of the course lecturers are as follows:

1. Every lecturer *in* charge of the overseas student exchange program is obliged to prepare learning materials for both students who take part in the program (*student exchange*) online and face-to-face. If the *student (student exchange)* participates in

online/blended, the lecturer must prepare the learning platform and modules for the online scheme;

2. each lecturer who teaches the course program (*student exchange*) can conduct PJJ in a synchronous and asynchronous system;
3. each lecturer in charge of the (*student exchange*) program is required to conduct an assessment of the progress of the learning outcomes of the (*student exchange*) program students;
4. each lecturer in charge of the (*student exchange*) program is obliged to facilitate cultural interaction, social community activities, or community service provided to (*student exchange*) students outside of lecture hours;
5. Each lecturer teaching the program course (*student exchange*) is required to make a report on the implementation of lectures and the results of learning outcomes and is encouraged to make documentation in the form of videos, photos as proof of the report;

iii. Activity Manager in Higher Education

Overseas Student Exchange activity managers and cooperating universities are required to provide all academic and non-academic facilities owned by universities in supporting UNESA Student Exchange activities in the form of:

- a. Academic administration and learning services in higher education for participants and course lecturers
- b. Activity financing services for participants and course lecturers in accordance with the UNESA Student Exchange contract.
- c. Other supporting needs related to the implementation of Student Exchange learning
- d. Student Exchange program managers and UNESA together with partner universities conduct FGDs and or coordination meetings to support the smooth running of the program.

iv. Technical Implementation of Study Abroad

The technical implementation of the lecture is as follows:

1. The implementation of student academic activities is carried out in accordance with the applicable Education academic calendar at the receiving university;
2. Participants of the exchange program (*students exchange*) must comply with applicable academic regulations;

v. Financing Scheme

The financing scheme for the *student exchange* program is as follows:

1. The source of financing for *student exchange* programs comes from sponsors of government agencies and private parties; or
2. The source of financing for *student exchange* programs abroad (*student exchange*) is borne by each university; or
3. The source of funding for the *student exchange* program comes from independent *students*;
4. The source of funding for the *student exchange* program comes from partial sponsorship;

vi. Course Credit Transfer Process (Conversion)

The process of transferring credit numbers and taking credit can be done with the following conditions:

1. The process of transferring credit numbers and taking credit is coordinated by the UNESA MBKM Sub-Directorate.
2. Sub Directorate of MBKM UNESA and KUI UNESA coordinate and agree on the transfer of credit numbers and credit retrieval with partner universities abroad.
3. The courses taken by UNESA *Outbound* students at the destination campus, are directly inputted into the same courses in the original study program at UNESA or adjusted accordingly.

other (different) courses at the discretion of the study program head. The student's home department head can withdraw the conversion course from the course *bank of* each study program, or create a new course if there is no similar course available.

4. The UNESA *Outbound* student's home study program must provide and provide 20 credits of conversion courses to convert the value and number of credits of courses that have been taken / obtained by students in the destination study program.
5. Course names, SLOs, and the number of credits of conversion courses at UNESA are not required/not necessarily the same as the courses taken in the destination study program.
6. *Outbound* students report to Koorprodi about the courses programmed in the destination study program. Koorprodi at UNESA provides conversion courses in SIAKADU UNESA (can be taken from courses in the study program curriculum structure, course bank, or create new courses).

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