



**Kampus
Merdeka**
INDONESIA JAYA

**UNESA
PTNBH**
SATILAMBAKUNIPAK

GUIDELINE OF FAST-TRACK PROGRAM

Direktorat Akademik
Universitas Negeri Surabaya
2023

GUIDELINES FOR FAST TRACK PROGRAM IMPLEMENTATION



**UNIVERSITAS NEGERI SURABAYA
2023**

REGULATION OF RECTOR OF UNIVERSITAS NEGERI INDONESIA



**REGULATION OF RECTOR OF UNIVERSITAS NEGERI INDONESIA
NUMBER 19 YEAR 2023
CONCERNING
GUIDELINES FOR FAST TRACK ENROLMENT PROGRAM
IN UNIVERSITAS NEGERI SURABAYA**

BY THE GRACE OF GOD ALMIGHTY

RECTOR OF UNIVERSITAS NEGERI INDONESIA,

Considering : a. To generate excellent, competitive, and superior-quality human resources, higher education institutions shall implement programs that expedite the completion of higher education programs;
b. To adhere to the condition in letter a, it is necessary to stipulate a Regulation of the Rector of Universitas Negeri Surabaya concerning the implementation of the Fast Track Program at Universitas Negeri Surabaya;

Referring to in : 1. Government Regulation No. 4 of 2014 (State Gazette of the Republic of Indonesia No. 5500) pertaining to the management and implementation of higher education institutions;
2. Government Regulation Number 37 of 2022 of the Republic of Indonesia concerning to Legal Entity of Universitas Negeri Surabaya (State Gazette No. 198 of 2022, Supplement to the State Gazette of the Republic of Indonesia No. 6825);
3. Regulation of the Ministry of Education and Culture Number 3 of 2020 concerning National Higher Education Standards (State Gazette of the Republic of Indonesia of 2020 Number 47);
4. The Decision of the Board of Trustees Number 001/SK/MWA/KP/2022 regarding Universitas Negeri Surabaya's Appointment for the Period 2022-2027.

DECIDES

Enact to : **REGULATION OF RECTOR OF UNIVERSITAS NEGERI INDONESIA
CONCERNING GUIDELINES FOR FAST TRACK ENROLMENT PROGRAM IN
UNIVERSITAS NEGERI SURABAYA**

CHAPTER I GENERAL PROVISION

Article 1

As defined in this Chancellor's Regulation:

1. Universitas Negeri Surabaya, hereinafter referred to as UNESA, is a legally recognized university;
2. The Rector serves as the institution's leader and is responsible for its operations;
3. Students are those who enrol and study at UNESA;
4. The faculty involves all elements of a university, including departments, study programs, laboratories, and other entities authorized by UNESA and higher regulations. Its responsibility is to coordinate and supervise academic, vocational, and professional education throughout various scientific disciplines, humanities, technology, and knowledge (in accordance with the Government Regulation);
5. The Dean of UNESA is entrusted with the responsibility and authority to ensure that the faculty's curriculum is carried out (in accordance with Government Regulations);
6. Study programs are units of educational and learning activities in one category of professional, vocational, or academic education that adhere to a specific curriculum and learning methods (in accordance with Government Regulation);
7. Fast-Track Program is an educational initiative established by UNESA to assist highly motivated students who demonstrate exceptional academic performance and possess the English proficiency to expedite their enrolment in bachelor's, master's, and doctoral programs in adherence to the regulations set forth by the Rector;
8. Curriculum refers to a collection of strategies and arrangements pertaining to learning materials, objectives, and content, which also serve as directives for the implementation of educational endeavours at UNESA in pursuing higher education goals;
9. Study Load refers to the number of semester credits that students are required to complete in order to receive a diploma from specific study programs;
10. Semester Credit Unit or SKS refers to the amount of time allocated to learning activities that are assessed to students on a weekly basis throughout the semester. It represents the recognition that students receive for their successful participation in curricular activities within a study program;
11. Fast-Track Program Selection Team is a team formed by the faculty organizing the fast-track program;
12. Credit transfer refers to the acknowledgment by the faculty of a higher educational institution for the credits earned by students during their prior education, contingent upon the completion of an evaluation process by a team designated to manage student credit transfers.

13. Credit Transfer Team is a team formed by the Dean who organizes the fast-track program;
14. Study Plan Card, hereinafter abbreviated as KRS, is a list of proposed and approved courses taken in a particular semester in the student's active semester;
15. Cumulative Achievement Index, hereinafter known as GPA (Grade Point Average), is the result of assessing learning achievements at the end of the semester taken;
16. Student Identification Number (Student ID) is a unique identifier that corresponds to the specific study program in which a student is enrolled; and
17. Active Student Status pertains to UNESA students who have complied with the UNESA-regulated tuition fees for education and have completed the academic registration process through the student academic information system (KRS), which includes completing course guidance, registration, and validation.

CHAPTER II OBJECTIVES

Article 2

Fast-track program has objective to:

- [1] Facilitate students with exceptional academic performance, a strong proficiency in the English language, and a considerable drive to pursue advanced studies;
- [2] improve the quantity of master's and doctoral program graduates; and
- [3] increase the publication output of UNESA.

CHAPTER III TYPES

Article 3

Fast-track programs organized by UNESA consist of:

- [1] fast-track bachelor's-master's (S1-S2) program with a maximum study duration of 5 (five) years;
- [2] fast-track bachelor's-doctoral program (S1-S3), with a maximum study duration of 6 (six) years; and
- [3] fast-track of master's-doctoral program (S2-S3), with a maximum study duration of 4 (four) years.

CHAPTER IV EDUCATION ORGANIZATION, STUDY LOAD, AND CURRICULUM FOR FAST- TRACK PROGRAM

Part I

Education Organization of Fast-Track Program

Article 4

Fast Track Program is conducted under the following stipulations:

- a. in adherence to the UNESA academic calendar established by Rector;

- b. Bachelor's, master's, and doctoral degree programs must be accredited to a minimum of Very Good or comparable standards; and
- c. upon completion of the preceding level, Fast Track Program graduates acquire a Student ID at the subsequent level of the program.

Part II
Study Load of Fast-Track Program
Article 5

Fast Track Program is conducted under the following:

The following constitutes the study burden for each tier of the Fast Track Program:

- [1] A minimum of 144 credits (one hundred forty-four hours) in an undergraduate program;
- [2] A minimum of 36 credits (thirty-six credits) in a graduate program;
- [3] A minimum of 42 credits (forty-two) in the doctoral program for the fast-track bachelor-doctoral program; and
- [4] A minimum of 34 (thirty-four) credits in the doctoral program for the fast-track master-doctoral program.

Part III
Curriculum of Fast-Track Program
Article 6

Curriculum of the fast-track program corresponds to that of the organizer's study program.

CHAPTER V
REGISTRATION, SELECTION, AND ADMISSION OF FAST-TRACK PROGRAM

Part I
Registration of Fast-Track Program
Article 7

Registration for the fast-track program is conducted under the following conditions:

- [1] Fast-track program promotes and socializes its program at the beginning of the even semester.
- [2] Students who fulfil the subsequent criteria are eligible to enrol in the fast-track program:
 - a. an active student of UNESA;
 - b. completing the credits necessary for the subsequent fast-track program;
 - c. holding a valid certificate on Duolingo at least 90, a TOEFL/TEP score of at least 500, an IELTS score of at least 6.0, and an iBT score of at least 68 at the time of registration;
 - d. obtaining a recommendation from a lecturer with a doctor's degree and functional rank at a minimum of Lector (senior lecturer); and

- e. having the financial capability for education proved by documentation from custodians and/or parents or other parties.

Part II

Selection of Fast-Track Program

Article 8

The selection process for fast-track programs is conducted under the following conditions:

- [1] each faculty organizes the fast-track program selection according to the established schedule.
- [2] the Dean determines the composition of the fast-track program selection team.
- [3] the selection team consists (at minimum) of the Dean, Vice Dean of Research, and Community Service, Student Affairs and Alumni, and the Study Program Coordinator who are responsible for managing the fast-track program; and
- [4] the assessment of student candidates for the fast-track program is conducted in compliance with the requirement stipulated in Article 7, paragraph (2).

Part III

Admission of Fast-Track Program

Article 9

The fast-track program admission process is regulated by the following criteria:

- [1] determining student's admission to the fast-track program corresponds to the results of the program selection team;
- [2] the admitted students of the fast-track program are officially announced at the end of the registration semester for the program; and
- [3] admission-eligible students enrol in the fast-track program and complete the KRS corresponding with the subsequent program.

CHAPTER VI

LECTURES, SUPERVISION, RESEARCH, AND PUBLICATIONS

Part I

Lectures

Article 10

Registration for the fast-track program is conducted under the following conditions:

- a. Fast-track program lectures are carried out under the following conditions:
- b. Fast-track students attend lectures in order to fulfil the requirements for each level's qualifications.
- c. Lecture activities of the fast-track program adhere to the regulations

outlined in the regular program for each level of lecture activities.

Part II Supervision

Article 11

Supervision for the fast-track program is conducted under the following conditions:

- [1] supervision for a fast-track program comprises the following:
 - a. Study plan direction;
 - b. guidance on the final assignment, undergraduate thesis, thesis, or dissertation; and
 - c. guidance in writing scientific publications;
- [2] At each level of education, Academic Advisor Lecturers supervise fast-track program study plans, as stipulated in paragraph (1) letter a;
- [3] Fast-track program study plan, as stipulated in paragraph (1) letters b and c, is administered by the advisor of the final assignment, undergraduate thesis, thesis, or dissertation at the subsequent level of education; and
- [4] The Academic Advisory Lecturer, as stipulated in paragraph (2), and the Final Assignment, Undergraduate Thesis, Thesis, or Dissertation Guidance Lecturer, as stipulated in paragraph (3), are selected by the Study Program Coordinator at each level of education through the Dean's Decision and respectively.

Part III Research and Publication

Article 12

Publications and research conducted under the fast-track program adhere to the following conditions:

- [1] fast-track program students carry out advanced research from research at the prior level of education;
- [2] fast-track program funding for research is acquired by students through research supervisors, independent sources, or institutional funding, all of which adhere to the relevant regulations; and
- [3] scientific publications of students enrolled in fast-track programs are reference materials for dissertations, thesis, undergraduate thesis, and final assignments in bachelor's, master's, and doctoral programs.

CHAPTER VII TUITION FEE

Article 13

Tuition fee for fast-track program follows the Regulation of Rector concerning tuition fee at UNESA.

CHAPTER VIII MONITORING AND EVALUATION OF STUDY ACHIEVEMENT

Article 14

Monitoring and evaluation of study achievement at fast-track program adhere to the following conditions:

- [1] coordinator for study program conduct monitoring and evaluation of fast-track program;
- [2] monitoring and evaluation of fast-track program covering:
 - a. credits achievement;
 - b. study duration; and
 - c. GPA.

CHAPTER IX ACADEMIC LEAVE, ACADEMIC FAIL, AND ACADEMIC SANCTION

Part I

Academic Leave

Article 15

Students of fast-track program are not allowed to submit academic leave during the program.

Part II

Academic Fail and Academic Sanction

Article 16

- [1] Students of fast-track program consider as fail considering:
 - a. submit an academic leave while enrolling in the fast-track program;
 - b. fail to achieve the outcomes of the learning progress evaluation;
 - c. unable to finish academic coursework within the designated timeframe; and
 - d. violating academic ethics;
- [2] As stipulated in paragraph [1], students who are deemed to have failed their studies may transfer credits earned during the fast-track program to the regular program through a credit transfer mechanism administered by the Credit Transfer Team; and
- [3] The provisions of the fast-track program for additional academic sanctions are derived from the guidelines established by the UNESA academic administration.

**CHAPTER X
CLOSING**

Article 17

Additional regulations concerning the implementation of the Fast Track Program at UNESA are outlined in the implementation guidelines for the UNESA Fast Track Program.

Article 18

This regulation shall be implemented on the enacted date.

Enacted in Surabaya,
Date on 1 August 2023
Rector of Universitas Negeri Surabaya,

Signed by

NURHASAN

The copy corresponds to the original
Director of Legal and Management

Signed and sealed

SULAKSONO

FOREWORD

We extend sincere gratitude to Allah SWT for the successful completion of the Guidelines for the Fast Track Program Implementation. This guideline serves as a framework for implementing fast-track programs at the Bachelor–Master (S1–S2), Bachelor–Doctoral (S1–S3), and Master–Doctoral (S2–S3) programs. Since 2023, this fast-track program has been implemented at Unesa. Unesa is committed to improving the quality of Indonesia's human resources by increasing the number of academic publications as well as the number of master's and doctoral's graduates.

In order to facilitate the issuance of supplements by faculties, postgraduate schools, and study programs, this guideline regulates the implementation of the fast-track program at Universitas Negeri Surabaya, focusing in particular attention on requirements, procedures, curriculum, monitoring, and evaluation. Supplements created and utilized by faculties, postgraduate schools, and study programs are permitted to do so provided that their composition does not contravene the aforementioned guidelines. The Dean/Director of Postgraduate schools shall be informed of and grant approval for the presence of these supplements. With any luck, these guidelines are able to facilitate the implementation of the fast-track program in a more-timely manner, thereby enabling the program to accomplish its intended goals. Therefore, appreciation goes to all individuals and entities that have made contributions to the development of this guideline, since its inception.

Hopefully, this Guideline for Fast Track Program Implementation will enable all parties to derive the greatest possible benefit. Further, to improve this guideline for the subsequent edition, constructive criticism is consistently appreciated. **Unesa one step ahead.**

Sincerely,
March 2023. Surabaya
Rector of Universitas Negeri Surabaya

Professor Dr. Nurhasan, M.Kes.

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CHAPTER I INTRODUCTION

A. Legal Basis

1. Law No. 12 of 2012 of the Republic of Indonesia concerning Higher Education;
2. Presidential Regulation No. 8 of 2012 concerning to the National Qualifications Framework of Indonesia;
3. Regulation of the Ministry of Education, Culture, Research, and Technology of the Republic of Indonesia No. 53 of 2023 concerning Quality Assurance of Higher Education;
4. Regulation of the Ministry of Education and Culture Numbers 3, 4, 5, 6, and 7 of 2020 concerning Independent Learning and Independent Campuses;
5. Decree of the Minister of Education and Culture No. 3/M/2021 concerning Basic Performance Indicators for State Universities (IKU-PTN);
6. Regulation of Rector of Universitas Negeri Surabaya Number 19 of 2023 of concerning the Implementation of the Fast Track Program at Universitas Negeri Surabaya; and
7. The Long-Term Development Plan (RPJP) of Universitas Negeri Surabaya for the period 2022–2045.

B. Rationality

Indonesia needs to produce strong and excellent human resources in order to contend with the growing competition of the globalization era. It is anticipated that Indonesian human resources retain their capacity for innovation in line with advances in science and technology. According to the Indonesian National Qualifications Framework, individuals who hold master's degrees and doctorates possess the requisite expertise to contribute to the sustainability of Indonesia. Nevertheless, according to Napitupulu (2022), the proportion of Indonesian professionals with doctorates remained at 16% by that time. Furthermore, starting with a master's degree, doctorates at Indonesian universities require an average of seven years to complete (Tjahjandarie in Napitupulu, 2022). Put simply, Indonesia needs a considerable duration to amass a sufficient quantity of highly skilled human resources.

As a higher education institution in Indonesia, Universitas Negeri Surabaya (UNESA) is committed to assisting the government's efforts to develop people comprising individuals with a doctorate or master's degree. Thus, in 2023, UNESA initiated a fast-track program to accomplish it. This program has been specifically developed to support highly motivated bachelor's level students who demonstrate exceptional academic performance and proficiency in the English language. It also enables master's level students to pursue doctoral studies within a more condensed timeframe compared to the regular program. The fast-track program shall contribute to a rise in student scientific publications and reduce tuition fees, in addition to accelerating the student's study period.

By means of this program, UNESA aspires to increase the number of graduates with the ability to serve as outstanding human resources for Indonesia, because one of the important roles of excellent human resources is to develop the economy and the well-being of a nation.

C. Limitation of Fast-Track Program

1. *Limitation of Fast-Track Program for Bachelor-Master Program (S1-S2)*

Accelerated study of the Master's Program (S2) after completing the Bachelor Program (S1) within a maximum of five years. Students pursue a Bachelor's degree for a maximum of four years, concurrently enrolling in Master's level courses during their fourth year. Subsequently, they complete the remaining Master's level coursework in one year (S1 3.5 years + Master's 1.5 years).

2. *Limitation of Fast-Track Program for Bachelor-Doctoral Program (S1-S3)*

Accelerated study for the Doctoral Program (S3), which follows the Bachelor Program (S1), is completed in a maximum of six years. Three and a half years are assigned to Bachelor's level study, while two and a half years are focused to Doctoral level study (S1 3.5 years + S3 2.5 years).

3. *Limitation of Fast-Track Program for Master-Doctoral Program (S2-S3)*

Accelerated study for the Doctoral Program (S3), which follows the Master Program (S2), is completed in a maximum of four years. Two years are assigned to Master's level study, while two years are focused to Doctoral level study (S2 2 years + S3 2 years).

D. Function and Goals of the Guideline of Fast-Track Program Implementation

1. *Function of the Guideline of Fast-Track Program Implementation*

This guideline serves as a comprehensive guideline for the implementation of the fast-track program at UNESA, providing assistance to students, lecturers, study program coordinators, and faculties/postgraduate schools throughout the entire process: including student selection, implementation, monitoring, and evaluation.

2. *Objectives of the Guideline of Fast-Track Program Implementation*

With the objective of facilitating the successful and effective functioning of the fast-track program, this guideline is intended to provide assistance to lecturers, students, study program coordinators, and other relevant parties in comprehending the implementation and evaluation requirements and processes of fast-track program at Universitas Negeri Surabaya.

CHAPTER II CONCEPT AND CURRICULUM

A. Concept of Fast-Track Program

The implementation of the fast-track program involves the integration of curricula from two different levels: those required for a bachelor's and master's degree, a doctoral degree and master's degree, or both. The concept of integration regarding each program can be defined as follows:

1. *Concept of Fast-Track Program for Bachelor-Master Program (S1-S2)*

The fast-track program for bachelor-master accomplishes curriculum integration by combining master's courses and several undergraduate courses in the first and fourth years, respectively. In addition, master's-level students enrol in a greater number of courses required for research. Consequently, the only remaining courses in the master's program are those of the second year, raising the cumulative time required for students to earn their bachelor's and master's degrees to five years. Curriculum integration is illustrated in Figure 1.

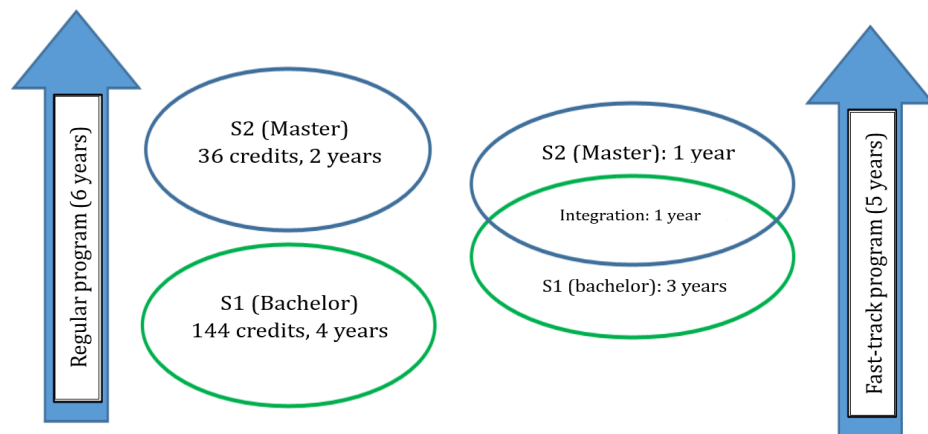


Figure 1. Comparison between regular program and fast-track program for bachelor-master level

2. *Concept of Fast-Track Program for Bachelor-Doctoral Program (S1-S3)*

Curriculum integration is carried out in the bachelor-doctoral fast-track program by combining a number of courses from the doctoral program in the first year with those from the undergraduate program in the fourth year. Additionally, students pursuing a doctoral program have a greater number of courses that are essential for the further development of research activities. During the second and third years of the doctoral program, students concentrate on premeditated research that is consistent with that conducted during their undergraduate studies. This brings the total time required to obtain a doctor's degree to six years. Curriculum integration is illustrated in Figure 2.

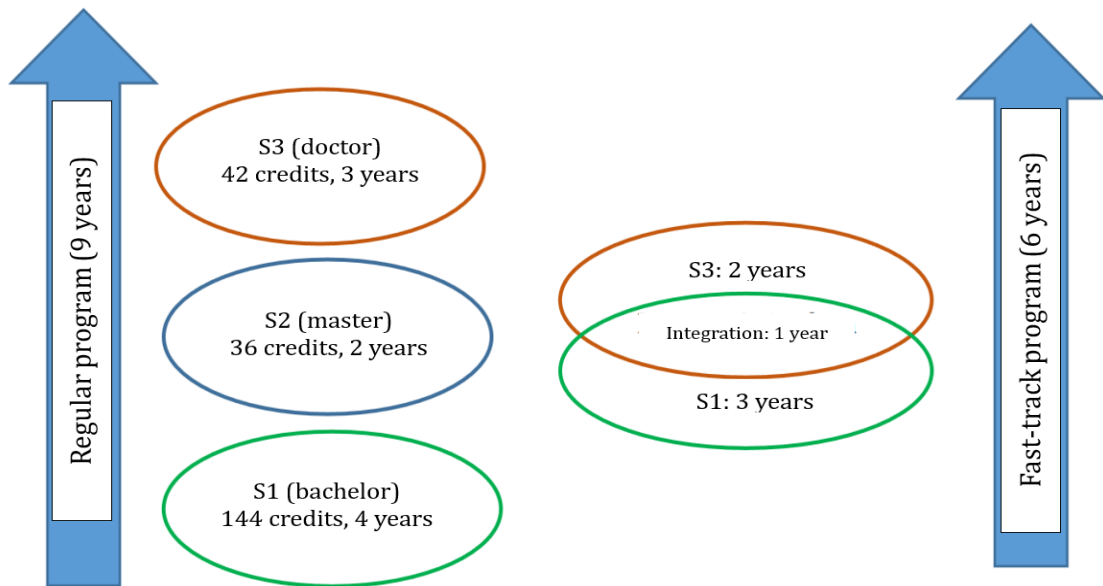


Figure 2. Comparison between regular program and fast-track program for bachelor-doctoral level

3. *Concept of Fast-Track Program for Master-Doctoral Program (S2-S3)*

Curriculum integration is carried out on the fast-track program for the master-doctoral level by integrating doctoral-level and master-level student research. The Master's level is typically completed within the initial two years of study. Students focus the second and third years of the doctoral program on research that has been premeditated in alignment with the research conducted at the master's level. Consequently, the total time required to complete the doctoral program is four years. Curriculum integration is illustrated in Figure 3.

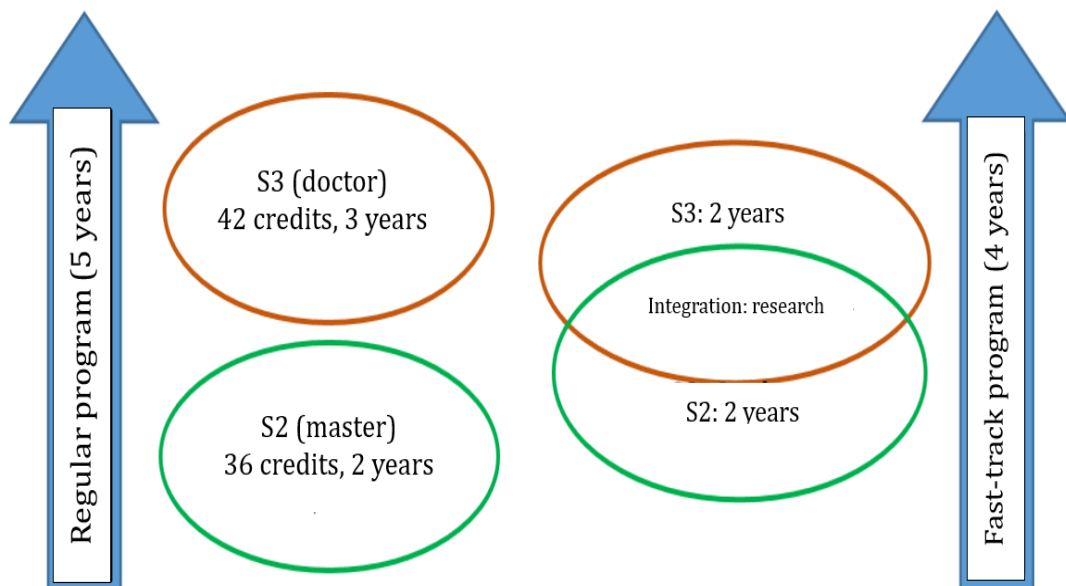


Figure 3. Comparison between regular program and fast-track program for master-doctoral level

B. Curriculum of Fast-Track Program

Curriculum material elaborates on the concept of cross-level integration, which was introduced in the previous section. Generally, the following describes the curriculum of each fast-track program:

1. Curriculum of Fast-Track Program for Bachelor-Master Program (S1-S2)

Table 1 presents the course structure (MK) and credit allocation for the fast-track program at the bachelor-master program.

Table 1. Curriculum structure for bachelor-master fast-track program

End of semester	Course	Credits		Total credits	Student's Status
		S1	S2		
1	National mandatory courses	8		20	S1
	Study program courses	12			
2	Institutional mandatory courses	8		40	S1
	Study program courses	12			
3	Mandatory/optional courses study program (from other study program/institution)	20		60	S1
4	Study program courses	20		80	S1
5	Basic skill courses (study program)	20		100	S1
6	Working skill courses (study program)	20		122	S1
	Internship/teaching practicum				
	Proposal for final assignment	2			
7	Final assignment	4		135	S1
	Institutional courses		5		
	Optional specification courses		4		
8	Mandatory specification courses		9	144	Graduated S1
	Mandatory specification courses		8	162	S2
9	Proposal for final assignment		3	180	S2
	Seminar for research/assignment		3		
	Courses related to final assignment (e.g. literature review, writing research proposal, seminar for proposal)		12		
10	Final assignment		6	190	Graduated S2
	Publication		4		
Total credits		126	54	190	

2. Curriculum of Fast-Track Program for Bachelor-Doctoral Program (S1-S3)

Table 2 presents the course structure (MK) and credit allocation for the fast-track program at the bachelor-doctoral program.

Table 2. Curriculum structure for bachelor-doctoral fast-track program

End of semester	Course	Credits		Total credits	Student's Status
		S1	S2		
1	National mandatory courses	8		20	S1
	Study program courses	12			
2	Institutional mandatory courses	8		40	S1
	Study program courses	12			
3	Mandatory/optional courses study program (from other study program/institution)	20		62	S1
4	Study program courses	24		86	S1
5	Basic skill courses (study program)	24		110	S1
6	Working skill courses (study program)	20		130	S1
	Internship/teaching practicum				
7	Undergraduate thesis	6		144	Graduated S1
	Optional research related courses	8			
8	Mandatory specification courses		9	157	S3
	Optional specification courses		4		
9	Proposal for final assignment		5	180	S3
	Courses related to final assignment (e.g. literature review, writing research proposal, seminar for proposal)		4		
10	Courses related to final assignment (e.g. literature review, writing research proposal, seminar for proposal)		8	174	S3
11	Seminar for research result		5	184	S3
	Publication I		5		
12	Final assignment		9	198	Graduated S3
	Publication II		5		
Total credits		144	54	198	

3. Curriculum of Fast-Track Program for Master-Doctoral Program (S2-S3)

Table 3 presents the course structure (MK) and credit allocation for the fast-track program at the master-doctoral program.

Table 3. Curriculum structure for bachelor-doctoral fast-track program

End of semester	Course	Credits		Total credits	Student's Status
		S1	S2		
1	Institutional courses	5		22	S2
	Mandatory specification courses	9			
	Mandatory specification courses	8			
2	Optional specification courses	4		44	S2
	Literature review	3			
	Proposal for final assignment	3			
	Courses related to final assignment (e.g. literature review, writing research proposal, seminar for proposal)	12			
3	Final assignment	6		59	Graduated S2
	Publication	4			
4	Proposal for final assignment		5	59	S3
5	Courses related to final assignment (e.g. literature review, writing research proposal, seminar for proposal)		4	63	S3
6	Seminar for research result I		5	73	S3
	Publication I		5		
7	Seminar for research result II		5	83	S3
	Publication II		5		
8	Final assignment		9	97	Graduated S3
	Publication II		5		
Total credits		54	43	97	

CHAPTER III ADMISSION PROCEDURES

The fast-track program starts with the enrolment of students who fulfil both academic and administrative requirements. The following criteria for admission to this program for the Master's-Doctoral, Bachelor's-Master's, and Master's-Doctoral levels, in addition to the procedures for selecting students, are described below:

A. Requirements of Fast-Track Program Candidates

1. *Administrative Requirements*

Students are obligated to fulfil the subsequent administrative requirements in order to enrol in fast-track program:

- a. being enrolled as a student at UNESA for the pertinent academic year proved by a Study Plan Card (KRS);
- b. completing the fast-track program registration form for Bachelor's-Master's, Bachelor's-Doctoral, or Master's-Doctoral programs corresponding to the selected category;
- c. obtaining a positive interview score as determined by the fast-track program selection team;
- d. providing a document proving the ability to finance the education from parents, custodians, institutions, or other parties; and
- e. acquiring a letter of recommendation from a UNESA lecturer with a minimum of a doctor's degree or position of lector.

2. *Academic Requirements*

Following administrative requirements, students are also obligated to fulfil the subsequent academic requirements:

2.1 Academic requirements for fast-track bachelor-master program (S1-S2):

- a. Students shall obtain GPA with minimum of 3.51 in the sixth (6th) semester and already accumulated 120 credits.
- b. Students hold language proficiency certificate such as Institutional TOEFL/TEP with minimum score 500, IELTS with minimum score 6.0, Duolingo with minimum score 90, or iBT with minimum score of 68 (for general); JLPT N2 (for Japanese Study Program); and/or A2 (for German Study Program) at least 2 (two) years prior to registration.
- c. Drafting outline for research proposal which is approved by advisors and is possibly continued up to master program (S2).

2.2 Academic requirements for fast-track bachelor-doctoral program (S1-S3):

- a. Students shall obtain GPA with minimum of 3.60 in the sixth (6th) semester and already accumulated 130 credits.
- b. Students hold English proficiency certificate such as Institutional TOEFL/TEP with minimum score 500, IELTS with minimum score 6.0, Duolingo with minimum score 90, or iBT with minimum score of 68 at least 2 (two) years prior to registration.

- c. Drafting outline for research proposal which is approved by advisors and is possibly continued up to doctoral program (S3).
- 2.3 Academic requirements for fast-track master-doctoral program (S2-S3):
- a. Students shall obtain GPA with minimum of 3.50 in the second (2nd) semester and already accumulated 26 credits.
 - b. Students hold language proficiency certificate such as Institutional TOEFL/TEP with minimum score 500, IELTS with minimum score 6.0, Duolingo with minimum score 90, or iBT with minimum score of 68 (for general); JLPT N2 (for Japanese Study Program); and/or A2 (for German Study Program) at least 2 (two) years prior to registration.
 - c. Drafting outline for research proposal which is approved by advisors and is possibly continued up to doctoral program (S3).

B. Registration Procedures of Fast-Track Program

The following steps shall be completed to enrol students in a fast-track program:

1. Faculty fast-track program registration announcements are released through the UNESA fast-track website at the beginning of even semester, corresponding to the academic calendar.
2. In order to enrol in the fast-track program, students must complete the registration form (Appendix 1), which can be accessed on the UNESA fast-track website.
3. Students are required to submit the following documents:
 - a. The most recent study results card (KHS);
 - b. a scanned file of student ID;
 - c. a statement letter of no-leave request;
 - d. a letter of recommendation from an academic advisor;
 - e. an English Language Proficiency Certificate (Duolingo/iBT/institutional TOEFL/TEP/IELTS) no later than two years prior to registration; and
 - f. an outline of a research proposal
4. Students frequently check the UNESA fast-track website for acceptance announcements on fast-track programs.

C. Selection Stage of Fast-Track Program

The faculty subsequently selects student registration information for the fast-track program in the following sequence of stages:

1. Faculty validate the validity of student files uploaded through the Unesa fast-track website and organize an evaluation of fast-track program registration data.
2. Subsequent to the administrative selection process, the faculty notifies the Unesa fast-track website of the candidates who have been granted access to the interview selection.
3. The faculty assembles Study Program Coordinators from each study program that initiates the fast-track program, in addition to the Dean, Vice Dean for Learning, Research, Community Service, Student Affairs, and Alumni, to establish a fast-track student admission selection team.

4. Prior to the faculty-scheduled interviews, the selection team validates the files of candidates who have passed the administrative selection process.
5. The faculty receives recommendations from the Selection Team regarding students who meet the eligibility criteria for the fast-track program, as determined by an evaluation conducted through the form provided in Appendix 2.
6. In order to determine fast-track program students for all study programs that offer fast-track programs, the faculty convenes a plenary meeting.
7. Students accepted into the fast-track program in compliance with the results of the plenary meeting are subjugated by a decision issued by the dean.
8. At the end of the semester, the faculty notifies the Unesa fast-track website of the list of students who have been accepted into the fast-track program.
9. For the fast-track program, students enrol in and schedule courses at SIAKADU that are suitable for the program.

CHAPTER IV FAST-TRACK PROGRAM IMPLEMENTATION

A. Mechanism of Fast-Track Program

1. *Fast-Track Program for Bachelor-Master Program (S1-S2)*

1.1 Implementation in Bachelor program (S1)

- a. Upon acceptance into the fast-track program, students are required to enrol by remitting the designated tuition fees.
- b. Corresponding to SIAKADU provisions, students program bachelor and master's-level courses.
- c. Course programming at the bachelor's level is validated and approved by the academic advisor of the bachelor's program through SIAKADU.
- d. Course programming at the master's program is validated and approved by the academic advisor of the master's program through SIAKADU.
- e. According to pre-established schedule, students attend lectures at the bachelor and master program.
- f. Bachelor Program Coordinator is responsible for monitoring course evaluations at the bachelor program.
- g. Master Program Coordinator is responsible for monitoring course evaluations at the master program.
- h. Students participate in the graduation and earn a bachelor's degree upon graduation.

1.2 Implementation in Master program (S2)

- a. The bachelor's program coordinator submits a report to the dean for proposal to the rector, subsequent to the issuance of a graduation letter to students upon completion of the program.
- b. The Dean submits to the Rector a letter requesting a change in status and activation for fast-track program graduates of bachelor's degree programs.
- c. Upon the request of the Vice Rector I (Education, Student Affairs, and Alumni), the Rector passes the application letter for evaluation.
- d. Vice-Rector I provided the Academic Director with the draft for a decision of status changes of fast-track program students from bachelor to master-level students.
- e. After signed the Academic Director's decision regarding academic status changes of fast-track students from bachelor to doctoral, the Rector proceeded to activate the Student ID (NIM) for doctoral program students through SIAKADU.
- f. Students who have been granted a letter of status change decision for master courses according to SIAKADU's guidelines.
- g. Students' research is a continuation of bachelor's-program research.

2. *Fast-Track Program for Bachelor-Doctoral Program (S1-S3)*

2.1 Implementation in Bachelor program (S1)

- i. Upon acceptance into the fast-track program, students are required to enrol by remitting the designated tuition fees.
- j. Corresponding to SIAKADU provisions, students program master's-level courses.
- k. Course programming at the bachelor's level is validated and approved by the academic advisor of the bachelor's program through SIAKADU.
- l. According to pre-established schedule, students attend lectures at the bachelor program.
- m. Bachelor Program Coordinator is responsible for monitoring course evaluations at the bachelor program.
- n. Students participate in the graduation and earn a bachelor's degree upon graduation.

2.2 Implementation in Master program (S3)

- h. The bachelor's program coordinator submits a report to the dean for proposal to the rector, subsequent to the issuance of a graduation letter to students upon completion of the program.
- i. The Dean submits to the Rector a letter requesting a change in status and activation for fast-track program graduates of bachelor's degree programs.
- j. Upon the request of the Vice Rector I (Education, Student Affairs, and Alumni), the Rector passes the application letter for evaluation.
- k. Vice-Rector I provided the Academic Director with the draft for a decision of status changes of fast-track program students from bachelor to doctoral-level students.
- l. After signed the Academic Director's decision regarding academic status changes of fast-track students from bachelor to doctoral, the Rector proceeded to activate the Student ID (NIM) for doctoral program students through SIAKADU.
- m. Students who have been granted a letter of status change decision for doctoral courses according to SIAKADU's guidelines.
- n. Course programming at the doctoral program is verified and authorized by the Academic Advisor of the doctoral program through SIAKADU.
- o. Doctoral students adhere to a pre-established schedule for attending lectures, which does not exceed five semesters.
- p. Students' research is a continuation of bachelor's-program research.
- q. At the doctoral level, course grade management is within the purview of the doctoral program coordinator.

3. *Fast-Track Program for Master-Doctoral Program (S2-S3)*

3.1 Implementation in Master program (S2)

- a. Upon acceptance into the fast-track program, students are required to enrol by remitting the designated tuition fees.

- b. Corresponding to SIAKADU provisions, students program master's-level courses.
- c. Course programming at the master's level is validated and approved by the academic advisor of the master's program through SIAKADU.
- d. According to pre-established schedule, students attend lectures at the master program.
- e. Master Program Coordinator is responsible for monitoring course evaluations at the master program.
- f. Students participate in the graduation and earn a master's degree upon graduation.

3.2 Implementation in Doctoral Program (S3)

- a. The master's program coordinator submits a report to the dean for proposal to the rector, subsequent to the issuance of a graduation letter to students upon completion of the program.
- b. The Dean submits to the Rector an application letter requesting a change in status and activation for master's-level fast-track program graduates.
- c. Upon the request of the Vice Rector I (Education, Student Affairs, and Alumni), the Rector passes the application letter for evaluation.
- d. Vice-Rector I provided the Academic Director with the draft for a decision of status changes of fast-track program students from Master to Doctoral-Level students.
- e. After signed the Academic Director's decision regarding academic status changes of fast-track students from bachelor to doctoral, the Rector proceeded to activate the Student ID (NIM) for doctoral program students through SIAKADU.
- f. Students who have been granted a letter of status change decision for doctoral courses according to SIAKADU's guidelines.
- g. Through SIAKADU, the Academic Advisor of the Doctoral Program verifies and authorizes doctoral-level course programming.
- h. Doctoral students adhere to a pre-established schedule for attending lectures, which does not exceed four semesters.
- i. Students' research is a continuation of master's-level research.
- j. At the doctoral level, course grade management is within the purview of the doctoral program coordinator.

B. Lecturing Activities of Fast-Track Program

Lectures in the fast-track program are conducted with the following conditions.

1. Lectures are conducted on a full-time basis, and the learning mode is customized to the designated courses.
2. Lectures are conducted simultaneously with students as part of the standard curriculum. No specialized courses are offered as part of the fast-track program.

3. Lectures are conducted to correspond with the duration of each fast-track program: the fast-track S1–S2 program persists for five years, the fast-track S1–S3 program persists for six years, and the fast-track S2–S3 program persists for four years.

CHAPTER V MONITORING AND EVALUATION

A. Monitoring of Fast-Track Program

Monitoring progress in learning in the fast-track program is an important aspect that ensures the program's success. In this program, monitoring student learning progress includes the following:

1. Monitoring of learning results, as measured by credits, student GPA, and study programs, is conducted by the Academic Advisor, who is appointed by the Dean's Decision and the Study Program Coordinator at each level of education.
2. Monitoring of research and publication progress is the responsibility of the Final Assignment Supervisor, an individual appointed by the Study Program Coordinator at each educational level and designated by the Dean's Decision.

Activities regarding the monitoring of students' learning progress in the fast-track program are as follows.

1. Monitoring of Fast-Track Program for Bachelor-Master Program (S1-S2)

- a. From Semester 1 to Semester 8, the Academic Advisor of Bachelor Program evaluates and monitors the academic progress of students in compliance with the procedure described in Appendix 3.
- b. On the basis of student learning results, the Academic Advisor of Bachelor Program provides direction to the Bachelor's Program Coordinator.
- c. On semesters 7 and 8, the progress of student research and publications is monitored and evaluated by the Final Assignment Supervisor of the Bachelor's Program.
- d. On the basis of student publications and research progress, the Bachelor's Program Final Assignment Supervisor makes recommendation to the Bachelor's Program Coordinator.
- e. Students will be transferred to the Academic Advisor of Master Program upon successful completion of their Bachelor program. During this transition, they will be under the supervision of the Academic Advisor of the Master Program, which is pertinent to the Bachelor's program that the student has previously completed.
- f. From Semester 1 until Semester 10, the Academic Advisor of Master Program monitors and evaluates the student's research and academic development.
- g. Academic Advisor of Master Program provides the Doctoral Program Coordinator with recommendations premised on the academic progress and research accomplishments of the students.
- h. From semesters 9 to 10, the Master Program Final Assignment Supervisor monitors and evaluates the development of student research and publications.
- i. Master Program Coordinator's recommendations are derived from student publications and research progress as evaluated by the Master Program Final Assignment Supervisor.

- j. Applicable regulations allow students to complete the fast-track Program if it is determined that they have made satisfactory learning progress through monitoring and evaluation.
- k. Students who fail to demonstrate learning progress in compliance with monitoring and evaluation results are required to submit a resignation letter in the form described in Appendix 4.

2. *Monitoring of Fast-Track Program for Bachelor-Doctoral Program (S1-S3)*

- a. From Semester 1 to Semester 8, the Academic Advisor of Bachelor Program evaluates and monitors the academic progress of students in compliance with the procedure described in Appendix 3.
- b. On the basis of student learning results, the Academic Advisor of Bachelor Program provides direction to the Bachelor's Program Coordinator.
- c. On semesters 7, the progress of student research and publications is monitored and evaluated by the Final Assignment Supervisor of the Bachelor's Program.
- d. On the basis of student publications and research progress, the Bachelor's Program Final Assignment Supervisor makes recommendation to the Bachelor's Program Coordinator.
- e. Students will be transferred to the Academic Advisor of Doctoral Program upon successful completion of their Bachelor programs. During this transition, they will be under the supervision of the Academic Advisor of the Doctoral Program, which is pertinent to the Bachelor's program that the student has previously completed.
- f. From Semester 1 until Semester 12, the Academic Advisor of Doctoral Program monitors and evaluates the student's research and academic development.
- g. Academic Advisor of Doctoral Program provides the Doctoral Program Coordinator with recommendations premised on the academic progress and research accomplishments of the students.
- h. From semesters 10 to 12, the Doctoral Program Final Assignment Supervisor monitors and evaluates the development of student research and publications.
- i. Doctoral Program Coordinator's recommendations are derived from student publications and research progress as evaluated by the Doctoral Program Final Assignment Supervisor.
- j. Applicable regulations allow students to complete the fast-track Program if it is determined that they have made satisfactory learning progress through monitoring and evaluation.
- k. Students who fail to demonstrate learning progress in compliance with monitoring and evaluation results are required to submit a resignation letter in the form described in Appendix 4.

3. *Monitoring of Fast-Track Program for Master-Doctoral Program (S2-S3)*

- a. From Semester 1 to Semester 4, the Academic Advisor of Master Program evaluates and monitors the academic progress of students in compliance with the procedure described in Appendix 3.

- b. On the basis of student learning results, the Academic Advisor of Master Program provides direction to the Master's Program Coordinator.
- c. During semesters 3 and 4, the progress of student research and publications is monitored and evaluated by the Final Assignment Supervisor of the Master Program.
- d. On the basis of student publications and research progress, the Master's Program Final Assignment Supervisor makes recommendation to the Master's Program Coordinator.
- e. Students will be transferred to the Academic Advisor of Doctoral Program upon successful completion of their Master's studies. During this transition, they will be under the supervision of the Academic Advisor of the Doctoral Program, which is pertinent to the Master's program that the student has previously completed.
- f. From Semester 1 until Semester 8, the Doctoral Program monitors and evaluates the student's research and academic development.
- g. Academic Advisor of Doctoral Program provides the Doctoral Program Coordinator with recommendations premised on the academic progress and research accomplishments of the students.
- h. From semesters 5 to 8, the Doctoral Program Final Assignment Supervisor monitors and evaluates the development of student research and publications.
- i. the Doctoral Program Coordinator's recommendations are derived from student publications and research progress as evaluated by the Doctoral Program Final Assignment Supervisor.
- j. Applicable regulations allow students to complete the fast-track Program if it is determined that they have made satisfactory learning progress through monitoring and evaluation.
- k. Students who fail to demonstrate learning progress in compliance with monitoring and evaluation results are required to submit a resignation letter in the form described in Appendix 4.

B. Evaluation of Student Performances

The Study Program Coordinator evaluates the academic progress of fast-track program students at all levels of education in compliance with recommendations provided by the Academic Advisor and the Final Assignment Supervisor. Evaluation of student learning progress is conducted in two stages:

1. The first evaluation is carried out when students enrolled in fast-track programs are at a lower level of education, and
2. The second evaluation is carried out when students enrolled in fast-track programs are at a higher level of education.

The following are descriptions of the evaluation provisions at each stage for each form of fast-track program:

1. Evaluation of Fast-Track Program for Bachelor-Master Program (S1-S2)

- a. The first evaluation is conducted under the stipulation that students enrolled in the fast-track program successfully complete their bachelor's degree by the end of the eight (8th) semester with a minimum GPA of 3.5.

- b. The second evaluation is conducted on the condition that students enrolled in the fast-track program successfully complete their master degree by the end of the fourth (4th) semester with a minimum GPA of 3.6.

2. Evaluation of Fast-Track Program for Bachelor-Doctoral Program (S1-S3)

- a. The first evaluation is conducted under the stipulation that students enrolled in the fast-track program successfully complete their bachelor's degree by the end of the eight (8th) semester with a minimum GPA of 3.5.
- b. The second evaluation is conducted on the condition that students enrolled in the fast-track program successfully complete their doctoral degree by the end of the fifth (5th) semester with a minimum GPA of 3.7.

3. Evaluation of Fast-Track Program for Master-Doctoral Program (S2-S3)

- a. The first evaluation is conducted under the stipulation that students enrolled in the fast-track program successfully complete their master's degree by the end of the fourth (4th) semester with a minimum GPA of 3.5.
- b. The second evaluation is conducted on the condition that students enrolled in the fast-track program successfully complete their doctoral degree by the end of the fourth (4th) semester with a minimum GPA of 3.7.

C. Evaluation of Fast-Track Program Implementation

Implementing the fast-track program requires a thorough evaluation. The evaluations serve as a standard by which the effectiveness of the fast-track program is measured. Conversely, the evaluation results may serve as a basis for improvements or changes to the fast-track program's implementation during the subsequent period. Several activities comprise the evaluation of the fast-track program's implementation, as follows:

1. Student and lecturer satisfaction survey for the fast-track program, completed through SIAKADU,
2. On a semesterly basis, learning monitoring and evaluation activities are carried out in fast-track program-enrolled courses, and
3. Annually, an internal quality audit is conducted with a specific focus on the fast-track program.

The faculty's quality assurance group (GPM), in collaboration with the study program coordinator and the quality assurance unit (UPM) of the study program, conducted these evaluation activities. In order to determine follow-up actions based on the evaluation results obtained, the Dean, Vice Dean, GPM, UPM, and Coordinator of Study Programs deliberated on the results of the evaluation activities at the Management Review Meeting (RTM).

D. Student Dismissal of Fast-Track Program

Students are dismissed from the fast-track program in the event that they fail to meet the predetermined requirements. Student dismissal from fast-track programs may be attributed to the following reasons:

1. Students are unable to fulfil the requirements for timely completion of their academic programs, which are as follows: four years for fast-track master-doctoral programs, five years for fast-track bachelor-master programs, and six years for fast-track doctoral programs.
2. Students enrolled in the fast-track program submit a leave request, or
3. Students fail to exhibit the expected learning results and/or advancements in research as determined by the academic advisor and final project supervisor during the initial or subsequent evaluations.
4. Instances of academic dishonesty among students include plagiarism, infringements of intellectual property rights (IPR), and violations of research ethics.

Students who are dismissed from the fast-track program are allowed to resume their studies in the regular program. The following provisions correspond to transfers from the fast-track program to the regular program:

1. Students who are enrolled in the fast-track bachelor-master or bachelor-doctoral program are deemed failed according to the initial evaluation and may proceed with the regular Bachelor Program.
2. Students who are enrolled in the fast-track master-doctoral program are deemed failed according to the initial evaluation and may proceed with the regular Master's Program.
3. Students who are enrolled in the fast-track Bachelor-Master's Program are deemed unsuccessful on the basis of the second evaluation and may proceed to the regular Master's Program.
4. Students who are enrolled in the fast-track program are deemed failed at the master's or bachelor's-doctoral programs as determined by the results of the second evaluation may proceed with the regular doctoral program.

Students who have been dismissed from the fast-track program may apply the credits earned therein for recognition at the corresponding level in the regular program for a maximum of one year. The accreditation of credits earned by students during their enrolment in the fast-track program may be accomplished by the Faculty Credit Transfer Team using a credit transfer mechanism.

CHAPTER VI CLOSING

The purpose of this fast-track program implementation guideline is to assist students in comprehending critical facets of fast-track program implementation. Additionally, this guideline is anticipated to facilitate both lecturers and student advisors whom students have been admitted into the fast-track program. The fast-track program can possibly be implemented in the programs for which program coordinators are responsible by consulting these guidelines. With the aid of these guidelines, it is anticipated that the fast-track program can be implemented in an effective and expedient manner.

In an attempt to ensure that the fast-track program at Surabaya State University is executed in accordance with the stipulations and anticipations, the team has compiled this guideline. Undoubtedly, the distribution of these guidelines has provided both lecturers and students with an identical point of reference, thereby eradicating any potential disparities in viewpoints concerning the implementation of the fast-track program at Universitas Negeri Surabaya. In addition, the publication of this guideline represents an effort to improve the quality of services provided by Universitas Negeri Surabaya to all related stakeholders.

The successful completion of the Fast Track Program Implementation Guidelines is contingent upon the diligent and astute efforts of the team. Nonetheless, certain technical aspects might remain unelucidated within the confines of this guideline. Hence, this guideline is provisional and subject to revision in considering the valuable feedback provided by the faculty, students, and expert team. Further, the implementation of the fast-track program at Universitas Negeri Surabaya can be improved accordingly.

APPENDIX

Appendix 1. Admission Form of Fast-Track Program

REGISTRATION FORM OF FAST-TRACK PROGRAM UNIVERSITAS NEGERI SURABAYA

1. Full name :
2. Student ID :
3. Sex :
4. Place/Date of Birth :
5. Address :
6. Phone Number :
7. e-mail address :
8. The latest GPA :
9. Name of Academic Advisor :
10. TOEFL/TEP/IELTS Score :
11. Selected Fast-Track Program :
12. In order of earliest to eldest, list your academic and non-academic achievements from the past two years.

Month/Year	Achievement

13. List your seminar and workshop attendance

Month/Year	Workshop/Seminar

14. Justify yourself for enrolling in the fast-track program, please describe it briefly!

15. Write a summary of the research that will be undertaken in the fast-track program.

16. Statement

I, the undersigned, hereby affirm that I am fully understand and compliant with all regulations and mechanisms regarding the Universitas Negeri Surabaya Fast Track Program's implementation. The information provided on this form is correct. Should I be granted acceptance into the Fast Track program at Surabaya State University, I will diligently pursue my academic studies in compliance with all relevant regulations. Should any falsehoods be revealed in the future, I am completely ready for legal prosecution.

Surabaya,

Stamp (IDR 10,000.00)

Name

Student ID

Uploaded documents:

- a. The Most Recent Study Result Card (KHS)
- b. Student ID Card (scanned)
- c. Statement Letter for No-leave request
- d. Recommendation letter from Academic Advisor
- e. English Proficiency Certificate (Institutional TOEFL/TEP/IELTS/Duolingo/iBT) no more than 2 (two) years prior registration
- f. Outline of a research proposal
- g. Statement Letter of Insurer of School Tuition

Appendix 2. Evaluation Form for Candidate of Fast-Track Program

**EVALUATION FORM OF FAST TRACK PROGRAM
SURABAYA STATE UNIVERSITY**

Student Name :

Student ID :

No	Aspects evaluated	Percentage	Score	Note
1	Administrative completeness	10%		
2	GPA	15%		
3	Total Credit earned	15%		
4	Research Proposal	15%		
5	TOEFL	15%		
6	Motivation (interview)	15%		
7	Recommendation	15%		

Interviewer,

(.....)

Official Reg. No.

Appendix 3. Monitoring and Evaluation Form for Learning Performance

MONITORING AND EVALUATION FORM FOR LEARNING PERFORMANCES OF THE FAST-TRACK PROGRAM UNIVERSITAS NEGERI SURABAYA

STUDENT NAME :
 STUDENT ID :
 SEMESTER :
 PROGRAM : Fast-Track Program for S1-S2/S1-S3/S2-S3*)

The following is a summary of student learning results:

NO	Check list	Result	Provision
1.	Total Credits for S1/S2*) earned		
2.	Total Credits for S1/S3*) earned		
3.	Total Credits for S2/S3*) earned		
4.	Grade Point Average (GPA)		

It is advisable that the student proceed/withdraw*) from the Fast Track S1-S2/S1-S3/S2-S3*) program offered by the Universitas Negeri Surabaya, in alignment with the evaluation of the learning results.

Academic Advisor

Coordinator of Study Program

(.....)
 Official Reg. No.

(.....)
 Official Reg. No.

*) Strikethrough anything that is not chosen

Appendix 4. Resignation Form of Fast-Track Program

**RESIGNATION FORM OF FAST-TRACK PROGRAM
UNIVERSITAS NEGERI SURABAYA**

I, undersigned below,

STUDENT NAME :
STUDENT ID :
SEMESTER :
PROGRAM : Fast-Track Program for S1-S2/S1-S3/S2-S3*)

Declares withdrawal from the fast-track program at Universitas Negeri Surabaya on the grounds that

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Therefore, I convey this statement voluntarily and without any form of coercion from any party.

(city),

Who make a statement,

Stamp (IDR 10,000.00)

Name

Student ID

Known by

Academic Advisor

Coordinator of Study Program

(.....)

Official Reg. No.

(.....)

Official Reg. No.

*) Strikethrough anything that is not chosen.