

THE EUROPEAN CREDIT TRANSFER SYSTEM GUIDELINE



FACULTY OF LANGUAGES AND ARTS

UNIVERSITAS NEGERI SURABAYA

2021

This European Credit Transfer System Guideline validity by Dean Faculty of Languages and Arts, Dr. Trisakti, M. Si under the direction of the Faculty Senate and approved by all its members.

Surabaya, 28 Mei 2021



Dr. Trisakti, M.Si.

PREFACE

The formulation of the ECTS (European Credit Transfer System) Guideline aims at providing guideline for equalizing the national credit system. The national credit system referred to is the semester creditsystem programmed by students of Universitas Negeri Surabaya in each semester. Once the credit system for this semester is equalized, the credit that has been programmed can be recognized by the ECTS. This guideline has been prepared in accordance with the decree of the Rector of Universitas Negeri Surabaya number 598/UN38/HK/AK/2019 concerning the Conversion of National Credit System to European Credit Transfer System.

Hopefully this guideline can be used by all students and become a reference for lecturers in learning development, curriculum development and quality assurance evaluation. In addition, study programs in Faculty of Languages and Arts (FBS) may refer to this guideline to certify the ECTS that corresponds to the study program. I would like to express my gratitude to the Rector of Universitas Negeri Surabaya for establishing the Decree of ECTS equalization as the legal basis for this guideline. Moreover, I would like to thank you to all team members for their cooperation.

Surabaya,

Dean Faculty of Languages and Arts

ECTS GUIDELINE OF FBS UNESA

- **Rationale**

The European Credit Transfer and Accumulation System (ECTS) is a tool of the European Higher Education Area (EHEA) for making studies and courses more transparent and thus helping to enhance the quality of higher education. ECTS can be applied to all programs, whatever the mode of delivery (classroom-based, work-based, distance learning) or the status of students (full-time, part-time), and to all kinds of learning contexts (formal, non-formal and informal).

ECTS is a learner-centered system for credit accumulation and transfer. It is based on the principle of transparency of the learning, teaching and assessment processes. Its objective is to facilitate the planning, delivery and evaluation of study programs and student mobility by recognizing learning achievements and qualifications and periods of learning.

ECTS credits express the volume of learning based on the defined learning outcomes and their associated workload. 60 ECTS credits are allocated to the learning outcomes and associated workload of a full-time academic year or its equivalent, which normally comprises a number of educational components to which credits (on the basis of the learning outcomes and workload) are allocated. ECTS credits are generally expressed in whole numbers.

Learning outcomes are statements of what the individual knows, understands and is able to do on completion of a learning process. The achievement of learning outcomes has to be assessed through procedures based on clear and transparent criteria. Learning outcomes are attributed to individual educational components and to programs at a whole. They are also used in European and national qualifications frameworks to describe the level of the individual qualification.

Workload is an estimation of the time the individual typically needs to complete all learning activities such as lectures, seminars, projects, practical work, work placements and individual study required to achieve the defined learning outcomes in formal

learning environments. The correspondence of the full-time workload of an academic year to 60 credits is often formalized by national legal provisions. In most cases, workload ranges from **1,500** to **1,800** hours for an academic year, means that one credit corresponds to **25** to **30** hours of work. It should be recognized that this represents the typical workload and that for individual students the actual time to achieve the learning outcomes will vary.

- **University Decision**

Based on the decree of Rector UNESA Number 598/UN38/HK/AK/2019 regarding The Conversion of National Credit System to European Credit Transfer System, 1 Credit Unit (CU) in Universitas Negeri Surabaya is equal with 1.59 in ECTS. Thus, accomplishment of undergraduate program students, a level 6 of Indonesian National Qualifications Framework (INQF), with 144 credits is equals with **228.48** ECTS. This conversion system is applied to the international students who want to transfer to Universitas Negeri Surabaya as well as UNESA students who want to transfer to European universities with terms and conditions applied.

The detail information of the conversion of CU and ECTS is:

- a. The minimum workload of Undergraduate Program at UNESA is 144 credit units (CU), which correspond to 5712 hours or 228.48 ECTS, and generally distributed in 8 regular semesters.
- b. The normal workload of each regular semester, in accordance with UNESA Academic Handbook 2019/2020, is around 714 – 793.33 hours. It corresponds to 18 – 20 CU (29 – 32 ECTS). When the students have good academic achievements, after one semester in the first year, students can program up to 24 credits (38 ECTS)
- c. In UNESA, referring to Regulation of Ministry of Education and Culture No.3/2020, 1 CU for undergraduate program equals to:
 - i) Tutorial Courses, 170 minutes per week (50' face to face learning, 60' structured learning, and 60' independent learning).
 - ii) Seminar Courses, 170 minutes per week (100' face to face learning, 70' independent learning)
 - iii) Practical Courses, such as Internship (PKL), 170 minutes per week.

In one semester, courses are conducted in 14 weeks (excluding midterm and final examination).

Thus, 1 CU equals to 39.67 study hours per semester.

Conclusion

Every study program requires clear direction in the administration of the ECTS in its credit calculation system of each compulsory, electives, and additional subjects programmed by the FBS students at Universitas Negeri Surabaya. Then the techniques and mechanisms for calculating the implementation of the ECTS are determined, as well as the procedures for their approval. The head of the study program must be responsible for calculating the ECTS at the time of submitting the ECTS program approval which is approved by the faculty senate.

1 CU equals to 39.67 hours load of study per semester. Thus, 144 CU is equivalent to 5712 hours. Furthermore, 1 CU equals to 1,586667 or 1.59 ECTS, hence 144 CU equals to 228.48 ECTS.

Hence, this guideline may support the study programs in drafting their curriculum and its ECTS equivalence.

Annex. 1

**THE DECREE OF THE RECTOR OF UNIVERSITAS NEGERI
SURABAYA
NUMBER 598/UN38/HK/AK/2019**

**CONCERNING
THE CONVERSION OF NATIONAL CREDIT SYSTEM
TO EUROPEAN CREDIT TRANSFER SYSTEM**

Considering:

1. that International Accreditation is an acknowledgment of the quality of an educational institution by an authorized agency/organization according to the evaluation criteria of an accreditation institution.
2. that recognition of quality from external parties including input, process, output, outcomes, and quality assurance system in higher education
3. that the government realizes the importance of higher education quality and there is a need to develop a holistic quality assurance system to improve academic quality in enhancing the quality standards of education, research, and services in Indonesia to meet the international standards continuously
4. that it requires a credit equivalent (Credit Unit) applied by Universitas Negeri Surabaya toward the European credit transfer system to be counted when used to apply advance study in Europe.

Referring to:

1. Regulation of the Minister of Education and Culture Republic of Indonesia Number 26 of 2007 concerning Cooperation of Higher Education in Indonesia with Universities or Other Institutions Abroad
2. Regulation of the Minister of Education and Culture Republic of Indonesia number 3 of 2020 concerning National Education Standards.
3. Regulation of the minister of Education and Culture Republic of Indonesia number 5 of 2020 concerning Accreditation of Study Programs and Higher Education.
4. Decree of the Minister of Education Republic of Indonesia number 83 / P / 2020 concerning International Accreditation Institutions and can be a reference for institutions to apply for international recognition / accreditation.
5. ECTS guidelines, European Union 2015

Stipulated in Surabaya

6 June 2019

THE RECTOR OF UNIVERSITAS NEGERI
SURABAYA,

Sign

NURHASAN

NIP. 196304291990021001



KEPUTUSAN REKTOR UNIVERSITAS NEGERI
SURABAYANOMOR 598/UN38/HK/AK/2019

TENTANG

PENETAPAN PENYAMAAN SISTEM KREDIT SEMESTER (SKS)
UNESADENGAN *EUROPEAN CREDIT TRANSFER SYSTEM*
(ECTS)

Menimbang :

- a. bahwa Akreditasi Internasional merupakan pengakuan kualitas terhadap lembaga pendidikan oleh badan/organisasi yang berwenang sesuai kriteria penilaian lembaga akreditasi.
- b. bahwa pengakuan mutu dari pihak eksternal meliputi input, proses, output, outcomes dan sistem penjaminan mutu PT,
- c. bahwa pemerintah menyadari pentingnya mutu pendidikan tinggi dan adanya kebutuhan untuk mengembangkan sistem penjaminan mutu secara holistik untuk meningkatkan mutu akademik dalam usaha meningkatkan standar mutu pendidikan, penelitian, dan pelayanan di Indonesia hingga setara dengan International secara berkesinambungan.
- d. bahwa dibutuhkan penyamaan kredit (*Credit Unit*) yang digunakan UNESA dengan sistem kredit Eropa dalam usaha pengakuan SKS di Indonesia untuk digunakan studi di Eropa

Mengingat :

- a. Peraturan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 26 Tahun 2007 tentang Kerja Sama Perguruan Tinggi di Indonesia dengan Perguruan Tinggi atau Lembaga Lain di Luar Negeri
- b. Peraturan menteri Pendidikan dan Kebudayaan Republik Indonesia nomor 3 tahun 2020 tentang Standar Nasional Pendidikan.
- c. Peraturan menteri Pendidikan dan Kebudayaan Republik Indonesia nomor 5 tahun 2020 tentang Akreditasi Program Studi dan Perguruan Tinggi.
- d. Keputusan Menteri Pendidikan Republik Indonesia nomor 83/P/2020 tentang lembaga Akreditasi Internasional dan dapat menjadi acuan bagi institusi untuk mengajukan pengakuan/akreditasi Internasional.
- e. ECTS user guide, European Union 2015

MEMUTUSKAN

- Menetapkan : KEPUTUSAN REKTOR UNIVERSITAS NEGERI SURABAYA TENTANG PENETAPAN PENYAMAAN SISTEM KREDIT SEMESTER (SKS) UNESA DENGAN *EUROPEAN CREDIT TRANSFER SYSTEM* (ECTS)
- Kesatu : Menetapkan Perhitungan angka kredit ECTS pada Universitas Negeri Surabaya adalah satu *Credit Unit* (CU) itu setara dengan 1,59 ECTS
- Kedua : SEHINGGA jika standar S1 dengan level 6 KKNI lulus dengan 144 sks mempunyai penetapan ECTS sebesar 228,48
- Ketiga : Perhitungan penetapan penyamaan angka kredit ini dapat digunakan bagi mahasiswa yang akan transfer ke UNESA atau mahasiswa UNESA yang akan ke area pendidikan di Eropa dengan syarat ketentuan berlaku
- Keempat : Keputusan Rektor ini mulai berlaku pada tanggal 10 Juni 2019

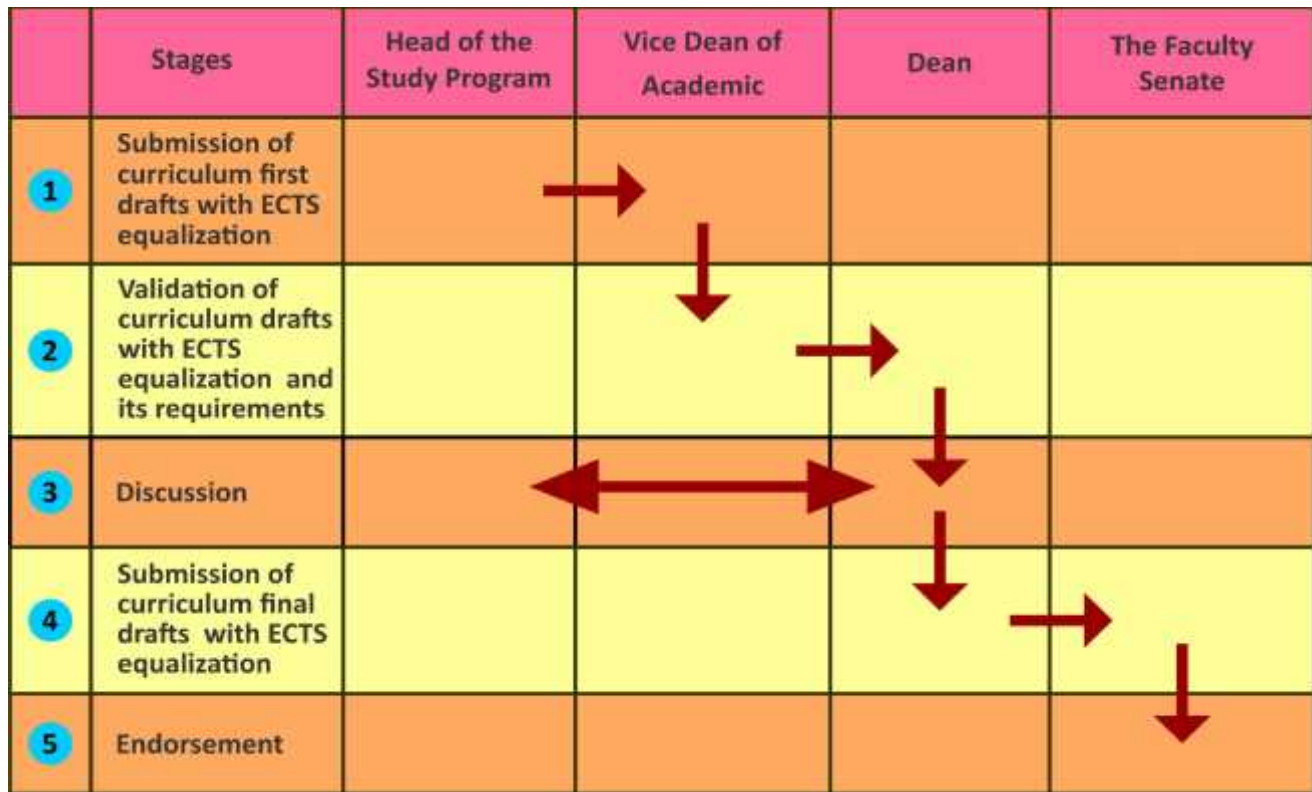
Ditetapkan di Surabaya
Pada tanggal 6 Juni 2019
REKTOR UNIVERSITAS
NEGERISURABAYA,

ttd

NURHASAN
NIP. 196304291990021001

ECTS Curriculum Validation Mechanisms

The following is ECTS mechanism which is carried out simultaneously with curriculum preparation:



Steps of curriculum endorsement with ECTS equivalent at the faculty level:

After head of the study programmes conduct a sanctioning with stakeholders and validating the curriculum internally and externally, they will propose curriculum endorsement with ECTS equivalent at the Faculty level. The proposal steps are as follows:

1. The head of study programmes propose draft 1 to a vice dean for academic affairs.
2. The vice dean checks the content and prerequisites set out in the Unesa academic manuscript and related policies in the form of a decision letter.
3. The vice dean proposes the draft to the dean and schedules workshops in discussion of curriculum development at the Faculty.

The dean submits the final draft of the curriculum to the faculty senate. Before approving the final draft, the senate discusses the final draft in the regular senate session.

