



**REGULATION OF THE RECTOR OF UNIVERSITAS NEGERI SURABAYA**

NUMBER 44 OF 2024

**ON**

IMPLEMENTATION OF THE INTERNATIONAL UNDERGRADUATE PROGRAM  
(IUP) AT UNIVERSITAS NEGERI SURABAYA

BY THE GRACE OF GOD ALMIGHTY

RECTOR OF STATE UNIVERSITY OF SURABAYA,

Considering : a. that college tall in frame going to *Entrepreneurial World Class University* And prepare source Power superior , quality , and human beings empowered competition global height need organizing the *International Undergraduate Program (IUP)*;  
b. that based on consideration as meant in letter a, necessary set Regulation Rector University Surabaya State about Implementation *International Undergraduate Program (IUP)* at the University State of Surabaya;

Referring to : 1. Law of the Republic Of Indonesia Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);  
2. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions (State Gazette of the Republic of Indonesia

2014 Number 16, Supplement to the State Gazette of the Republic of Indonesia Number 5500);

3. Government Regulation of the Republic of Indonesia Number 37 of 2022 concerning State Universities as Legal Entities of Surabaya State University (State Gazette of the Republic of Indonesia 2022 Number 198, Supplement to the State Gazette of the Republic of Indonesia Number 6825);
4. Decree of the Board of Trustees of Universitas Negeri Surabaya Number 001/SK/MWA/KP/2022 concerning the Appointment of the Chancellor of Surabaya State University for the 2022-2027 Period;

HAS DECIDED :

To Enact : RECTOR'S REGULATION ON THE IMPLEMENTATION OF *THE INTERNATIONAL UNDERGRADUATE PROGRAM (IUP) AT SURABAYA STATE UNIVERSITY.*

## **CHAPTER I**

### **GENERAL PROVISIONS**

#### **Article 1**

In Regulation Rector this is what is meant with :

1. University The next Surabaya State called UNESA is college tall country bodied law .
2. Rector is UNESA leader who organized And manage UNESA.
3. Student is participant educate on level education high at UNESA.
2. Faculty is overall the system below universities in which there is departments, study programs, laboratories, and other units are permitted by regulations at UNESA and the regulations above it, which organize And manage education academic, vocational, and/or profession in a

clump discipline knowledge knowledge, technology, and humanities.

3. Dean is leader authorized faculty at UNESA And responsible answer to organization education at the Faculty .
4. Study program is unity activity education And learning that has curriculum And method academic, profession and/or education vocation.
5. Curriculum is a set plan And arrangement about purpose, content, and material lesson as well as the method used as guidelines organization activity learning at UNESA for reach objective Higher education.
6. Study Load is amount semester credits that must be completed by student For can stated passed on educational programs certain.
7. Unit Next Semester Credit abbreviated as SKS is dose time activity charged learning on students per week per semester in the learning process through various form learning or the magnitude confession on success business student in follow activity curricular in a Study Program .
8. International Undergraduate Program Selection Team is the team formed by Faculty organizer of the International Undergraduate Program.
9. Credit Transfer is confession on a number of credit earned student from the educational process on college tall external partners country .
10. Card Plan Further studies abbreviated as KRS is list eye studying proposed And approved taken in a particular semester in the active semester student .
11. Index Performance The next cumulative abbreviated IPK PIK is results evaluation achievement learning on end of the semester taken .
12. Number Parent The next student abbreviated NIM is number identity students who are unique refer to on study program certain ones that he follows .

13. Student Status Active is the status of UNESA students who have do registration administration, with do payment cost education in accordance with regulated mechanism by UNESA, and has do registration academic, with do activity guidance, filling, and validation eye studying on KRS through system information academic student.
14. The next International *Undergraduate Program* called IUP is a flagship program offered by study program undergraduate at the UNESA faculty which facilitates *international exposure*, enrichment/enhancement knowledge, ability adapt with culture foreign, and skills Language foreign.

## **CHAPTER II**

### **PROVISION OF EDUCATION, STUDY LOAD**

#### **IUP CURRICULUM**

##### Article 2

IUP is organized with the following provisions:

- a. in accordance with the UNESA academic calendar determined by the Chancellor;
- b. have permission from the Chancellor based on considerations from the academic senate;
- c. undergraduate study program that has been accredited ;

##### Article 3

The study load at each level in the IUP Program is at least 144 (one hundred and forty four) credits in the undergraduate program taken at UNESA.

##### Article 4

- (1) Students for the IUP Education Program are students who pass the selection as students in the IUP Education Program.

- (2) The selection system contains requirements, procedures and graduation requirements . more carry on with established guidelines by Rector .

#### Article 5

- (1) IUP Education Program students must take the curriculum that has been determined by the study program at the selected level at UNESA.
- (2) The faculty/program head proposes to the Chancellor the requirements and educational curriculum that must be completed at UNESA.
- (3) Students must meet the academic and/or administrative requirements set by UNESA.
- (4) To obtain a diploma , students must pass all academic obligations. and non- academic and complete the administrative requirements at the level of education selected in the IUP Education Program as determined by UNESA.

### **CHAPTER III**

#### REGISTRATION, SELECTION, AND ADMISSION OF IUP PROGRAM STUDENTS

##### Part I

##### Registration

#### Article 6

- (1) *IUP* socialization is carried out at the beginning of the odd semester .
- (2) Acceptance of IUP is carried out through track selection Independent .

#### Article 7

Students who register for the IUP Program are students who meet the following requirements :

1. High school graduates or equivalent from within and outside the country ;
2. Graduation certificate/diploma no later than 3 (three) years;
3. High school graduates from abroad with *the American Education System* or *British Education System*, minimum year 12 or have a diploma equivalency from the embassy of the Republic of Indonesia in the relevant country with high school graduates in Indonesia.
4. Have academic ability by using one of the values:
  - a. The SAT test administered by *The College Board* (<http://sat.collegeboard.org>); or
  - b. Academic Ability Test organized by Unesa.
5. Have English language skills with a test score of one of:
  - a. TOEFL ITP  $\geq$  500;
  - b. TOEFL IBT  $\geq$  61;
  - c. TOEFL CBT  $\geq$  173;
  - d. IELTS  $\geq$  5.5 ; or
  - e. TOEIC  $\geq$  575.
6. Pass the IUP entrance exam which includes :
  - a. written exam; and
  - b. interview.

#### Article 8

The administrative requirements for new students are to fulfill the following provisions:

- a. Pay the registration fee;
- b. Register online on the page UNESA official ;
- c. Include curriculum vitae and motivation letter;
- d. Include a letter of statement of willingness to cover tuition fees from parents/guardians;
- e. For foreign nationals, include: photocopy of passport and health certificate statement;

- f. Pay Money Single Tuition Fee (UKT) and Institutional Development Fee (IPI) with the amount determined by the Chancellor; and
- g. Costs during international activities .

Part II  
Selection

Article 9

- (1) The IUP Program Selection is carried out at each faculty that organizes IUP at UNESA according to the predetermined schedule .
- (2) The determination of students accepted into the IUP program is determined by Rector based on the selection results .
- (3) The IUP Program selection team was formed based on the Vice Chancellor's Letter of Assignment Field Academic .

Part III  
Reception

Article 10

- (1) Announcement of students accepted at IUP carried out at the end of program registration.
- (2) Students who are accepted at IUP register for the IUP program and fill out the KRS according to the selected program.

Article 11

- (1) During the mandatory academic activities at UNESA, students must be registered as active students in the study program at the selected level that provides the IUP Education Program.
- (2) All academic administrative consequences resulting from participation in the IUP Education Program are entirely the responsibility of the student.

## **CHAPTER IV**

### LEARNING PROCESS AND FORMS, LECTURERS AND EDUCATIONAL PERSONNEL, FACILITIES AND INFRASTRUCTURE, IUP MANAGEMENT, GRADUATES REQUIREMENTS

#### Part I

#### Learning Process

##### Article 1 2

Requirements for the learning process in the International Undergraduate Program Class (IUP):

1. The language of communication is English;
2. The learning process is student-centered;
3. The learning process in each course is carried out in accordance with the RPS;
4. The learning process related to research is carried out with reference to research standards;
5. The learning process is able to foster and provide opportunities for students to develop their potential and abilities during and after the study period;
6. Students who have completed the learning process are not permitted to transfer to a regular undergraduate program or other program at Unesa.

#### Part II

#### Form of Learning

##### Article 13

- (1) *International exposure* activities after completing a minimum of 2 (two) semesters of lectures with a minimum GPA of 3.00.
- (2) *International exposure* activities as referred to in Article (1) includes :



- a. Form of activities in the Short in the form of *summer course* or other activities that can be done transferred to credit equivalent to 2 (two) credits.
- b. Form activities in the Long Program in the form of *Student exchange* is undertaken for a minimum of 1 (one) semester.
- c. This form of learning in an Internship can be implemented with the following conditions:
  1. Internships are carried out to meet achievements learning study program ,
  2. Internships must be supervised by lecturers at UNESA and can be carried out with partner universities or institutions.
- d. The implementation of the IUP *Double/Joint Degree Program* involves:
  1. Study at UNESA for a minimum of 6 semesters;
  2. Study at a Partner Institution for a minimum of 2 semesters;
  3. Submission of final reports or final assignments according to the provisions of each institution.
  4. Scheduling, evaluation, and academic guidance are carried out jointly between UNESA and Partner Institutions.

### Part III

#### Lecturers and Education Personnel

##### Article 1 4

- (1) The requirements for lecturers in charge of the International Undergraduate Program (IUP) Class are as follows:
  - a. Have English language skills proven by a minimum TOEFL score of  $\geq 550$  or a minimum IELTS score of 6.5;
  - b. Have studied for a Masters/Doctorate abroad using English as the medium of instruction;

- c. *English as Medium of Instruction (EMI)* training as evidenced by a certificate; or
  - d. Have experience teaching eyes lectures in English in an International class with a Lecturer Satisfaction Survey Index of at least 3.0 (three point zero) ; or
  - e. Get recommendations from the relevant Study Program Coordinator ;
- (2) Lecturer International Class Undergraduate Program (IUP) supervisor as meant on (1) must be committed For operate teaching in Language English fully Good in interaction class And providing feedback during the learning process .
- (3) Criteria for educational staff assigned to support the implementation of the International Undergraduate Program Class (IUP) able to speak English well, both orally and in writing.
- (4) In fulfil condition as meant on Articles (1) and (3), study programs must facilitate English training / certification or foreign language other relevant with study program .

#### Part IV

#### Facilities and infrastructure

#### Article 15

The facilities and infrastructure for implementing the learning process meet the following requirements:

1. The classroom has a minimum area per student of 3.6 m<sup>2</sup>;
2. Classrooms are equipped with tables and chairs, with a minimum table area of 60 x 60 cm<sup>2</sup>, and chairs with mobile properties;
3. The classroom has a temperature comfort level according to SNI standards (22 – 26°C), and sufficient lighting (250 – 730 lux);
4. Classrooms with noise levels that do not exceed the threshold according to UNESCO;
5. Classrooms are at least equipped with LCD, camera, and adequate sound system;

6. The laboratory is supported by equipment to achieve the goals learning graduates and meet health, safety and security standards.

#### Part V

#### International Class Management Undergraduate Program (IUP)

#### Article 16

- (1) Study Program establishes curriculum documents and RPS in dual languages, which are uploaded on the official Study Program website and system information UNESA academic.
- (2) The Study Program carries out the learning process in accordance with the RPS.
- (3) The Study Program carries out periodic monitoring and evaluation of the learning process.
- (4) The Study Program controls the implementation of the learning process, and reports student learning outcomes to parents/guardians every semester.
- (5) The Study Program makes improvements to the results of monitoring and learning.
- (6) The Quality Assurance Agency monitors the implementation of learning periodically, through the UPM and GPM teams.

#### Part VI

#### Graduate and Diploma Requirements

#### Article 17

- (1) Students are declared to have graduated from the International Undergraduate Program (IUP) if they have completed their education with a study load in accordance with the regular program .
- (2) Graduates who take part in the IUP *Double/Joint Degree Program* can obtain 2 diplomas, each issued by UNESA and a partner university for the same qualification level (degree).

- (3) Graduates are entitled to:
- a. diploma in dual language ;
  - b. letter information companion diploma or diploma supplement which contains the process and achievements of international class learning, in dual languages;
  - c. certificate of implementation of international activities in dual languages.

## **CHAPTER V**

### **LECTURES, CREDIT TRANSFER IMPLEMENTATION PROCEDURES, AND GUIDANCE**

#### **Part I**

##### **Lectures**

#### **Article 18**

- (1) IUP Program students attend lectures at UNESA and partner universities abroad to meet the qualification standards at each level.
- (2) The IUP Program lecture activities follow the lecture activity rules set out in the regular program at each level.

#### **Part II**

##### **Credit Transfer Implementation Procedure**

#### **Article 19**

- (1) Procedure Implementation of Credit Transfer before students leave for partner universities:
  - a. Students plan the courses they will take at partner universities with the approval of their academic advisor and Study Program Coordinator .
  - b. Study Program Coordinator determine the equivalency/equivalency of study program courses that are in accordance with graduate learning outcomes (CPL) for transfer credit.

- c. Students enter equivalent courses that have been determined by the Study Program Coordinator . in Cards Plan Study (KRS) with the approval of the academic advisor.
  - d. In the event that a course is not offered in that semester, the course may be included in Cards Plan Study (KRS) next semester.
- (2) Procedure Implementation of Credit Transfer after returning from the partner university:
- a. Students submit photocopies of transcripts and certificates from partner universities to the Study Program Coordinator.
  - b. The Study Program Coordinator enters mark credit transfer result to system information UNESA academic.

### Part III

#### Guidance

#### Article 20

- (1) Student guidance for the IUP Program consists of:
  - a. study plan guidance;
  - b. guidance final assignment/thesis/dissertation ; and
  - c. guidance of student scientific publications;
- (2) Guidance for the IUP Program study plan as referred to in paragraph (1) letter a is carried out by the academic advisor at UNESA;
- (3) Supervision of the IUP Program as referred to in paragraph (1) letters b and c is carried out by the Final Project/thesis/dissertation Supervisor at each level of education at UNESA;
- (4) supervisor lecturer as referred to in paragraph (2) and the final project/thesis/dissertation supervisor at UNESA as referred to in paragraph (3) are determined by the Study Program Coordinator at each level of education as determined. through the Dean's Decree;

## **CHAPTER VI**

### MONITORING AND EVALUATION OF STUDY SUCCESS

#### Article 21

- (1) The Study Program Coordinator carries out monitoring and evaluation of the success of the IUP Program studies;
- (2) Monitoring and evaluation of student study success includes:
  - a. credit achievement;
  - b. study period; and
  - c. GPA.

## **CHAPTER VII**

### ACADEMIC LEAVE, FAILURE OF STUDIES, AND ACADEMIC SANCTIONS

#### Part I

##### Academic Leave

#### Article 22

IUP Program students are permitted to apply for leave while participating in IUP in accordance with with provision leave academics that apply at UNESA.

#### Part II

##### Failed Studies and Academic Sanctions

#### Article 23

- (1) Students are declared to have failed their studies following the IUP Program if:
  - a. more academic leave from 2 consecutive semesters on moment follow the IUP Program;
  - b. unable to complete studies maximum in twice the travel time curriculum according to the specified time; or
  - c. committing a violation of academic ethics;

- (2) Other academic sanction provisions in the IUP program follow the provisions of UNESA academic administration.

## **CHAPTER VIII**

### **CLOSING PROVISIONS**

#### Article 24

Further regulations regarding the implementation of the IUP Program at UNESA are regulated in the UNESA IUP Program Implementation Guidelines.

#### Article 25

This Chancellor's Regulation shall come into force on the date of its stipulation.

Enacted in Surabaya

Date 18 December 2024

THE RECTOR OF UNIVERSITAS  
NEGERI SURABAYA,

signed

NURHASAN