	INSTITUT TEKNOLOGI SEPULUH NOPEMBER		
	Standard Operational Procedure of Credit Transfer for Outbound Student		
	Document Number	Revision Number	Endorsed by:
	001-03	001-12-2020	Wakil Rektor 1

## 1. PURPOSE

- 1.1. To provide guidance in the implementation of credit transfer for students who take part in activities outside ITS.

## 2. SCOPE

The Standard Operational Procedure (SOP) includes the process of transferring grades from partner universities to the ITS academic system.

## 3. DEFINITION

Student activities outside ITS can be in the form of Student Exchange, internship / internship, and Joint Degree which is intended for students who have attended lectures at ITS for at least 2 semesters and have passed the preparation stage.

## 4. REFERENCES

- 4.1. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Higher Education Standards.
- 4.2. ITS Rector Regulation No. 32 of 2019 concerning Academic Regulations for the Academic Education Program of ITS in 2019.
- 4.3. ITS Rector Regulation No. 13 of 2019 concerning Academic Regulations for ITS Vocational Program in 2019.

## 5. GENERAL REQUIREMENTS

- 5.1. ITS active students who have attended lectures at ITS for at least 2 semesters and have passed the preparation stage.
- 5.2. Other requirements refer to the 2019 ITS Academic Regulations.

## 6. PROCEDURE DETAILS


### 6.1. Details of the Procedure for Credit Transfer

#### 6.1.1. Procedures before carrying out activities outside ITS

- 6.1.1.1. Students plan courses to be taken at partner universities with the approval of the guardian lecturer and head of department.
- 6.1.1.2. The head of department determines the equivalence of study program courses that correspond to a minimum of 80% of course learning outcomes (CPMK) for transfer credit.
- 6.1.1.3. Students fill in the equivalent courses that have been determined by the head of department in the online Study Plan Form (FRS) with the approval of the guardian lecturer.
- 6.1.1.4. In the case that courses are not offered in that semester, the courses can be included in the FRS of the following semester.

#### 6.1.2. Procedures after returning from activities outside ITS

- 6.1.2.1. Students submit a copy of transcripts and certificates from partner universities to the Head of the Department.
- 6.1.2.2. The Head of Department sends the results of the transfer credit assessment according to the courses in the student FRS to the Dean

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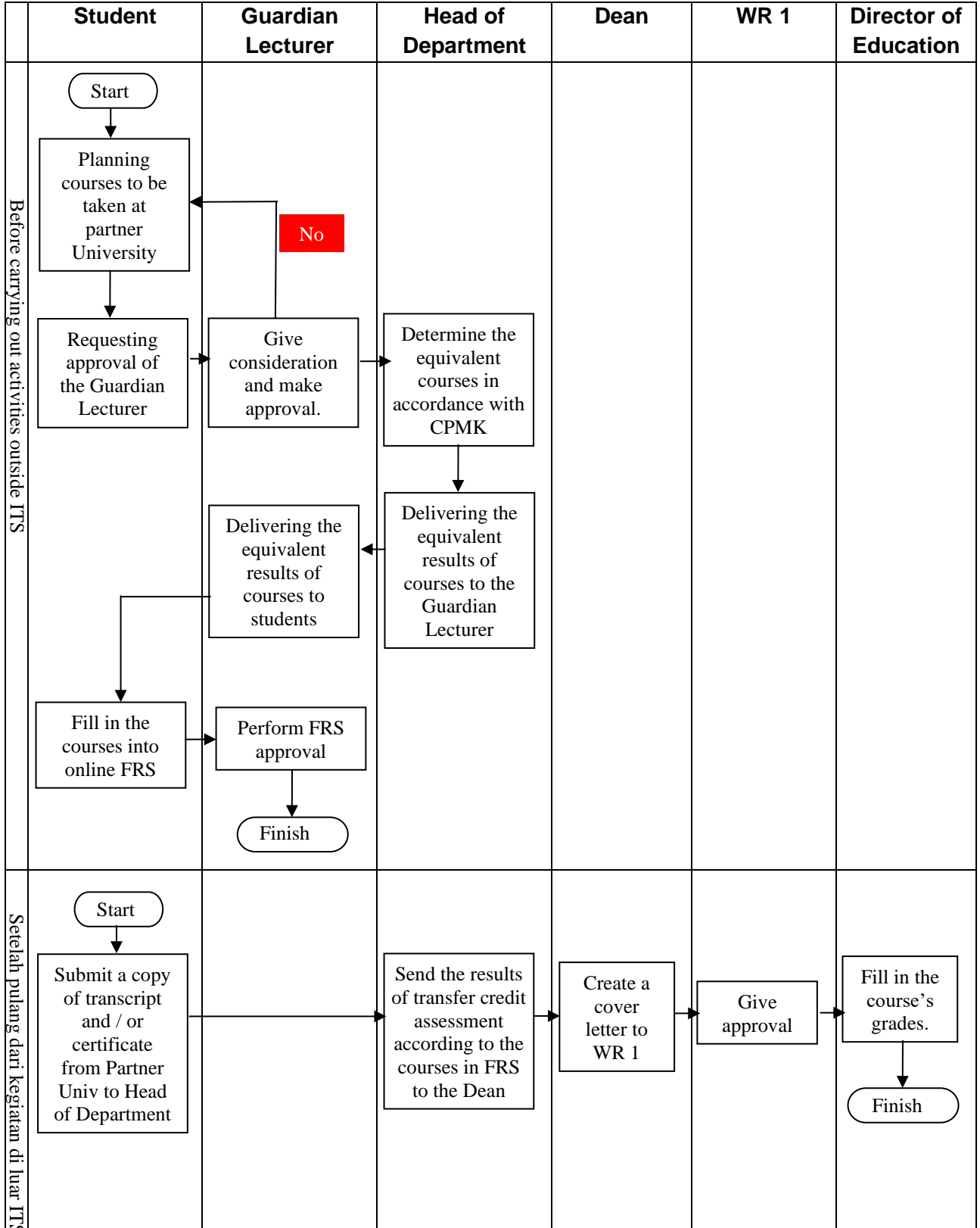
to provide a transfer credit cover letter to the Vice Rector for Academic and Student Affairs (WR 1).


- 6.1.2.3. The Vice Rector for Academic and Student Affairs (WR 1) gives approval and submits the results of the transfer credit assessment to the Director of Education.
- 6.1.2.4. The Director of Education processes the results of the transfer credit assessment in the academic system.



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### 6.1.3. Flow Diagram of SOP Credit Transfer Implementation for Outbound Students



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## 7. SUPPORTING DOCUMENTS

Nothing.