



**MINISTRY OF EDUCATION AND CULTURE
INSTITUT TEKNOLOGI SEPULUH NOPEMBER**

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**CIRCULAR LETTER
VICE RECTOR FOR ACADEMIC AND STUDENT AFFAIRS
INSTITUT TEKNOLOGI SEPULUH NOPEMBER
NUMBER: T/22344/IT2.I/TU.00.08/2020**

OF

**ARRANGEMENT OF LEARNING ACTIVITY AND FINAL PROJECT COMPLETION FOR STUDENTS
AS PART OF PREVENTION TOWARD THE SPREAD OF CORONA VIRUS (COVID-19)**

Considering:

- (1) Circular Letter of Director General of Higher Education No. 262/E.E2/KM/2020 dated 23 March 2020 about Learning Activity during Emergency Period of Pandemic COVID-19.
- (2) Circular Letter of ITS Rector No. T/21887/IT2/TU.00.08/2020 dated 24 March 2020 about Further Effort to Prevent Corona Virus (Covid-19) Spreading at Institut Teknologi Sepuluh Nopember.
- (3) Circular Letter of Vice Rector for Academic and Student Affairs No. T/21848/IT2.I/TU.00.08/2020 dated 23 March 2020 about the Implementation of Online Lectures.
- (4) Circular Letter of Vice Rector for Academic and Student Affairs No. T/21881/IT2.I/TU.00.08/2020 dated 23 March 2020 about the Implementation of Practicum Activities.
- (5) The meeting result of the Academic and Student Affairs and Deans on 26 March 2020.

below are the decisions related to learning activity and final project completion at Institut Teknologi Sepuluh Nopember during the prevention of the spread of Corona Virus (Covid-19):

1. The arrangement of online learning (lectures, laboratory work, midterm and final examination)
 - a. Schedule
 - Online learning is carried out according to the existing schedule in myITS classroom.
 - b. The implementation of online learning is carried out until the end of this semester (even semester) of the academic year 2019/2020 according to the learning plan.
 - Online lectures can be carried out synchronously and asynchronously referring to the consideration point (3).
 - Online lectures can use existing platforms such as myITS classroom (classroom.its.ac.id), share ITS (share.its.ac.id), or other means according to consideration point (2).



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- c. The arrangement of midterm and final examination
 - Midterm and final examinations are conducted online using existing platforms such as myITS classroom, share ITS, or other means.
 - The schedule of general lectures' midterm and final examinations (Math, Physic, Chemistry, Citizenship, English, Bahasa Indonesia, Pancasila, etc) is arranged by the General Courses Coordinator considering the examination schedules provided by departments.
 - d. The arrangement of of Laboratory Work (practicum)
 - Laboratory work which supports the learning process is conducted according to consideration point (4).
2. Research Activities for Final Projects (Final Project, Thesis, Dissertation)
- a. Fieldwork activities for students' final projects are temporarily halted until the COVID-19 spreading has subsided. Fieldwork activities can be replaced by other types of methods, for example literature studies. If there is a change of research theme, approval must be obtained from the supervisor without repeating a proposal seminar.
 - b. Research activities for final project that require data from a survey from companies can be replaced with other relevant secondary data obtained from the literature, or through data generation methods.
 - c. Research activities for final project that require experimental equipment and materials in the laboratory can be replaced with simulation or other relevant research tasks with the approval of the supervisor.
 - d. If research activities for the final project cannot be replaced by other research themes such as in point 2.c., or if students must access the software from the laboratory, then:
 - the students must write a statement letter regarding the commitment to obey the released protocol to prevent COVID-19 spreading,
 - the students must obtain approval from the supervisor, the Head of laboratory, and the Head of department,
 - the department must prepare instruments related to the prevention of COVID-19 spreading,
 - The department must conduct strict monitoring on the social distancing implementation, and prioritize safety and cleanliness in the laboratory,
 - The department must implement time limitation for students in the laboratory in order to prevent COVID-19 spreading.
 - e. Supervisors direct the research theme of the final project that are relevant with the effort to restrain the spreading of COVID-19, in line with consideration point 1.
 - f. Supervisors are required to provide direction and supervision to students to prioritize personal and environmental safety in order to prevent COVID-19 spreading.
 - g. Students are required to prioritize personal and environmental safety in order to prevent COVID-19 spreading.



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3. Proposal Seminar and Final Project Examination (Final Project, Thesis, and Dissertation)
 - a. Proposal seminar, Final Project/Thesis exam, or Dissertation are arranged online in order to prevent COVID-19 spreading and to ensure the punctual completion of study, as well as the well reporting of study to PDDIKTI to obtain National Certification Numbering (PIN).
 - b. The schedule for seminar proposal and Final Project / Thesis examination, Thesis, or Dissertation should be done during the working hours and during the working days.
 - c. Online seminar and examination are conducted using zoom.us which is officially provided by ITS.
 - d. Online seminar and examination must be attended by the student, the supervisor and the appointed examiners.
 - e. The Open Examination for Doctorate Program is not compulsory. The judicium for doctoral program graduation is conducted 3 (three) weeks after the Closed Exam by the Faculty Advisory Committee (KPF).

 4. Practical Work, Community Service Program (KKN), and Internships
 - a. Practical Work or Internship activities that have received approval from the company must be rescheduled in order to prevent COVID-19 spreading.
 - b. The implementation of scheduled KKN activities must be postponed until the COVID-19 outbreak subsides.
 - c. Students who are looking for practical workplaces or internships can be assisted online until the COVID-19 outbreak subsides.
 - d. Students who are involved as volunteers for COVID-19 prevention activities held by ITS can be recognized as Practical Work, Community Service Program, or Internship by showing a statement from the activity coordinator.

 5. The requirement for Passing Foreign Language Test
Reviewing the Circular Letter of Vice Rector for Academic and Student Affairs No. T/11527/IT2.I/TU.00.08/2020 point (1) regarding 'submitting the mandatory requirement of passing the Foreign Language test prior to starting Final Project', several modifications have been made as follows:
 - a. The requirement of passing a Foreign Language test (in this case TOEFL-like) as a requirement for judicium.
 - b. ITS prepares online TOEFL-like tests through myITS classroom. TOEFL-like test scores can be used to fulfil the requirement for passing foreign language test.
 - c. Students can take the TOEFL-like test online for free for one time and will be charged Rp. 50,000 for the subsequent test(s).

 6. Rescheduling of Activities
 - a. Due to the postponement of the implementation of UTBK 2020 and the outbreak of COVID-19, the lecture period for this semester (even semester of the academic year 2019/2020) is changed to **3 February – 22 May, 2020**.



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- b. Postponement of Final Project/Thesis examination, Thesis, or Dissertation schedule can be done by the department maximum 1 (one) month after the original schedule (before the judicium schedule).
- c. The postponement of faculty and institute judicium will be done maximum 2 (two) weeks after the original schedule (5-7 August 2020).

March 27, 2020

Vice Rector for Academic and
Student Affairs.

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