

ADVANCING
HUMANITY



ITS
Global
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INSTITUT TEKNOLOGI SEPULUH NOPEMBER (ITS) SURABAYA

ACADEMIC GUIDEBOOK

FOR INTERNATIONAL STUDENTS



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ITS International Office



/ioits



@its_io

| its.ac.id/international

INTRODUCTION TO ITS

01

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Singapore



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HISTORY OF ITS

The idea of establishing Institut Teknologi Sepuluh Nopember (ITS) was triggered by Ir. Soendjasmono (Vice Chairman of PII East Java) in 1954. The idea to establish a university of technology in East Java was presented at PII Conference in Bogor

1957



August 17th, 1957 – Proposing the establishment of an engineering college foundation (YPTT) in Surabaya by Dr. Angka in Lustrum I PII East Java. November 10th, 1957 – The foundation was inaugurated by President Soekarno by signing the Engineering College 10 Nopember Surabaya Charter. At that time, there are only two departments, namely the mechanical engineering department and the civil engineering department.

1960



November 3rd, 1960 – The change of name to Institut Teknologi Sepuluh Nopember (ITS) with the status as a state university based on The Decree of The Minister of Education and Cultural No. 93667/UU.

1961



Institut Teknologi Sepuluh Nopember (ITS) officially became a university. The first dies natalis based on The Minister's Decree No 9 Year 1961 fell on the November 10th. The changes of status were also accompanied by additions to five faculties, namely Civil Engineering, Mechanical Engineering, Chemical Engineering, Electrical Engineering, and Marine Engineering.

1976

After many faculties opened in the previous year, ITS began to open non-degree programs in several faculties. The first phase of construction of the ITS campus in Sukolilo which used a portion of ADB funds completed in 1980 and was inaugurated on March 27th, 1982.

1983

Institut Teknologi Sepuluh Nopember (ITS) has five faculties, namely the Faculty of Industrial Engineering, the Faculty of Marine Engineering, the Faculty of Civil Engineering and Planning, the Faculty of Mathematics and Natural Sciences, and the Faculty of Non-Degree Technology.

1994

Institut Teknologi Sepuluh Nopember (ITS) received ABD loans for the development of all faculties, especially in the field of marine technology focus.

2014

Institut Teknologi Sepuluh Nopember (ITS) was established as a Legal Entity State University (PTNBH) based on Government Regulation No. 83 of 2014 which carries out a new mandate which is capable of autonomous management in the academic field, operational norms and policies as well as the implementation of the organization, finance, student affairs, manpower, and infrastructure.

2019 - Now

Based on the ITS Chancellor's regulation No. 25 of 2019 concerning the Organization and Work Procedures of the Faculty in the ITS Environment, there has been a change in the number of faculties from 10 to 7 faculties. Complete information about the faculties in ITS can be seen in the next page.

FACULTY OF VOCATIONS

CIVIL INFRASTRUCTURE ENGINEERING
INDUSTRIAL CHEMISTRY ENGINEERING
INDUSTRIAL MECHANICAL ENGINEERING
INSTRUMENTATION ENGINEERING
ELECTRICAL AUTOMATION ENGINEERING
BUSINESS STATISTICS

FACULTY OF CREATIVE DESIGN AND DIGITAL BUSSINESS

PRODUCT DESIGN
INTERIOR DESIGN
DEVELOPMENT STUDY
BUSSINESS MANAGEMENT
TECHNOLOGY MANAGEMENT
VISUAL COMMUNICATION DESIGN

FACULTY OF CIVIL PLANNING, AND GEO ENGINEERING

CIVIL ENGINEERING
ARCHITECTURE
GEOMATICS ENGINEERING
GEOPHYSICS ENGINEERING
ENVIRONMENTAL ENGINEERING
URBAN AND REGIONAL PLANNING

FACULTY OF MARINE AND TECHNOLOGY

NAVAL ARCHITECTURE
MARINE ENGINEERING
OCEAN ENGINEERING
MARINE TRANSPORTATION ENGINEERING

FACULTY OF SCIENCES AND DATA ANALYTICS

PHYSICS
MATHEMATICS
STATISTICS
CHEMISTRY
BIOLOGY
ACTUARIAL SCIENCES

FACULTY OF INTELLIGENT ELECTRICAL AND INFORMATION TECHNOLOGY

PRODUCT DESIGN
INTERIOR DESIGN
VISUAL COMMUNICATION DESIGN
TECHNOLOGY MANAGEMENT
BUSSINESS MANAGEMENT
DEVELOPMENT STUDY

FACULTY OF INDUSTRIAL TECHNOLOGY AND SYSTEM ENGINEERING

MECHANICAL ENGINEERING
INDUSTRIAL ENGINEERING
CHEMICAL ENGINEERING
PHYSICS ENGINEERING
METALLURGICAL AND MATERIAL ENGINEERING

FACULTIES AND DEPARTMENTS

ITS has 7 faculties and 39 departments or departments, which represent the scientific clusters of science, technology, arts, and humanities, as shown in the following infographic

ACADEMIC REGULATION

02

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Systems Research



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What is SKS?

SKS or Sistem Kredit Semester (Semester Credit System) is a system of implementation of education by using credit units of semester (SKS) to express student study load, lecturer workload, learning experience, and program implementation burden.

Conversion to ECTS

Maximum SKS for Exchange Students is 21 SKS, you can take courses from maximum 3 different departments.

Example: if you're from the department of Electrical Engineering, you can also take courses from 3 other departments (i.e Mechanical Engineering, Physics Engineering, Industrial Engineering)

*Note: it is not recommended to take language courses (English, Bahasa Indonesia) because it cannot be converted to ECTS

Conversion to ECTS

The credit equivalence between SKS (Indonesian credits system) and ECTS (European Credits Transfer System), may refer to the following calculation formulation:

$$1 \text{ SKS} = 1.7 \text{ ECTS}$$

i.e. to calculate 3 SKS (common SKS quantity per courses)

$$\text{ECTS} = 3 \text{ SKS} \times 1.7$$

$$\text{ECTS} = 5.1$$

i.e. to calculate 30 ECTS

$$\text{SKS} = 30 \text{ ECTS} / 1.7$$

$$\text{SKS} = 18$$

ITS follows the GPA Grading System as follow:

GRADE	MARK	POINT	EXPLANATION
A	86 - 100	4.0	Excellent
AB	76 - 85	3.5	Very Good
B	66 - 75	3.0	Good
BC	61 - 65	2.5	Sufficient
C	56 - 60	2.0	Fair
D	41 - 55	2.0	Poor
E	0 - 40	0.0	Very Poor

*Passing grade is C

ETS AND EAS

Midterm Evaluation (ETS)

Evaluasi Tengah Semester or ETS is a learning evaluation conducted in the middle of the semester (normally in the 8th week of the semester).

The requirement for students to take part in the Midterm Evaluation is to have an attendance of at least 80% of the total meetings.

Example: a course has a total of 14 meetings (from week 1 - week 7), in order to take part in the ETS, you must attend at least 12 meetings)

Final Evaluation (EAS)

Evaluasi Akhir Semester or EAS is a learning evaluation conducted at the end of the semester (normally in the 16th week of the semester).

The requirement for students to take part in the Final Evaluation is to have an attendance of at least 80% of the total meetings.

Example: a course has a total of 30 meetings (from week 1 - week 15), in order to take part in the EAS, you must attend at least 24 meetings)

For each class, you must record your tendance through the attendance list via myITS Presensi.

- ATTENDANCE

Full Degree Graduation Requirements

You must complete your thesis and pass your thesis defense

MINIMUM SKS COMPLETED

BACHELOR DEGREE:

Minimum 144 SKS completed (including the thesis) within maximum 14 semesters

MASTER DEGREE:

Minimum 36 SKS completed (including the thesis) within maximum 8 semesters.

DOCTORAL DEGREE:

Minimum 42 SKS completed (including the thesis) within maximum 14 semesters.

You must complete your courses without getting D and E grades

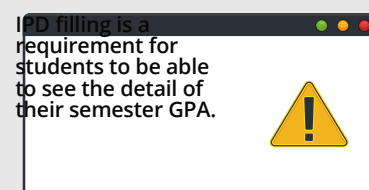
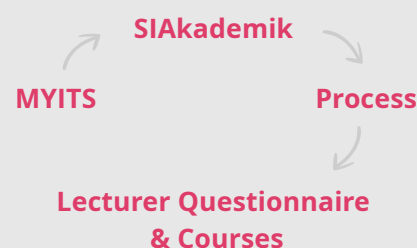
For Bachelor's degree, you must have minimum score of 1300 for the SKEM (Student Extracurricular Credit System).

IPD

Post-Semester Questionnaire

At the end of each semester, students must fill in the IPD (Indeks Penilaian Dosen) or Lecturer Assessment Index, which is a questionnaire that is made to assess lecturer performance

IPD filling is done through:



	CUMULATIVE GPA (IPK)	STUDY PERIOD	NOTES
PREDICATE			
Cum Laude	> 3.50	≤ 4 years	Minimum Grade: BC
Very Satisfying	> 3.50	≤ 4 years	-
	3.01 ≤ IPK ≤ 3.50	-	-
Satisfying	2.76 ≤ IPK ≤ 3.00	-	-



PROCEDURE FOR CHANGING & DROPPING COURSES

At the beginning of each semester, students must develop their study plan with the supervising lecturer (dosen wali), in the online FRS.

Students can change/add/drop courses that have been listed in the online Study Plan Form (FRS) with the approval of the supervising lecturer.

Students are only allowed to change and/or drop courses within the first 3 (three) weeks of the semester.

Cancellation of a course can be made from the first week up to the -10th week of the current semester.

The number of courses that can be taken by students must also be consulted with the supervising lecturer with the details listed in the table:

SEMESTER GPA (IPS)	MAXIMUM SKS
IPS < 2.50	18 SKS
$2.50 \leq \text{IPS} < 3.00$	20 SKS
$3.00 \leq \text{IPS} < 3.50$	22 SKS
$3.50 \leq \text{IPS} < 4.00$	24 SKS

*Note: The supervising lecturer for exchange students at ITS is Octaviyanti Dwi Wahyurini Ph.D

MYITS SYSTEM

03

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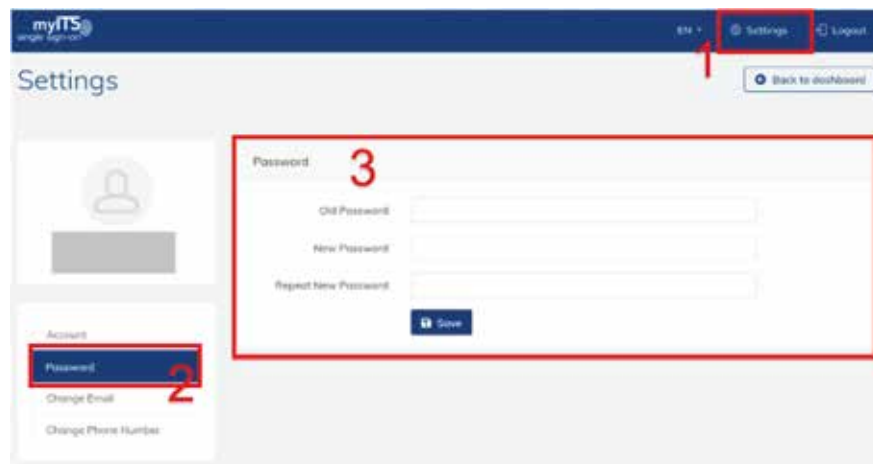
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- # INTRODUCTION TO MYITS

HOW TO CHANGE MYITS PASSWORD?

Changing myITS password is optional but in case you want to personalize it, you can follow these steps :

1. Click "Settings" menu in the dashboard page
2. Click the "Password" menu on the left
3. Insert your old password , new password, and repeat new password in the form
- 4.

The screenshot shows the myITS user interface. At the top, there is a navigation bar with the myITS logo, a user profile icon, and links for 'Settings' and 'Logout'. The 'Settings' link is highlighted with a red box and a red number '1'. Below the navigation bar, the 'Settings' page is displayed. On the left side, there is a sidebar with a user profile icon and a 'Password' link, which is highlighted with a red box and a red number '2'. The main content area shows the 'Password' change form, which is highlighted with a red box and a red number '3'. The form includes fields for 'Old Password', 'New Password', and 'Repeat New Password', along with a 'Save' button. A 'Back to dashboard' button is also visible in the top right corner of the form area.

These are some rules and to make strong and safe password in myITS:

- Minimum 8 characters that consist of capital letter, lowercase, and number
- Don't use spacing
- Avoid using element from your personal data such as name, myITS ID, birth date, etc.
- Avoid using common password such as 12345, abcde, etc

5. Click save and try to login again with your new password

FEATURES IN MY ITS

Here are some of the basic features that usually being accessed by ITS students :

1. SI Akademik (SIAKAD)



SI Akademik is ITS academic information system that included academic information such as student's biodata and transcripts. You can fill the Formulir Rencana Studi (FRS) or courses registration in SIAKAD.

2. myITS Classroom



myITS Classroom is an online learning media where you can access course materials, learning videos, and assignments shared by your lecturer. MyITS Classroom is accessible for lecturer and students.

3. myITS Presensi



myITS Presensi is a medium to record students' attendance by entering the attendance code or scanning the QR code provided by the lecturer during the class.

4. Further information can be accessed here :
<https://www.its.ac.id/current-student/myits-2/>

HOW TO RECORD ATTENDANCE?

1. Login through myITS
2. Open myITS Presensi. The attendance recording require your location and it is recommended to use your smartphone since the location will be more accurate. Also, don't forget to turn on your GPS.
3. Checklist the health check form according to your health condition and click save (simpan)

Presensi ITS.ac.id/healthcheck/daily/entry

Pertanyaan di bawah ini ditujukan untuk memonitor kondisi kesehatan mahasiswa ITS pada masa pandemi COVID-19. Apabila saudara/ku mengalami salah satu gejala atau kondisi sebagai berikut, klik pada kotak yang tersedia dan kemudian tekan tombol **Simpan**. Terima kasih.

Apakah Anda mengalami salah satu gejala sebagai berikut? (Centang yang sesuai dengan kondisi Anda)

- ☐ Demam $\geq 37.5^{\circ}\text{C}$
- ☐ Batuk - pilek
- ☐ Tenggorokan sakit
- ☐ Hidung tersumbat
- ☐ Nyeri kepala
- ☐ Sesak napas
- ☐ Lemas
- ☐ Hilang penciuman
- ☐ Diare

Apakah Anda memiliki riwayat kontak erat dengan orang yang dinyatakan bergejala dan/atau terkonfirmasi Covid-19?

Catatan: Kontak erat adalah orang yang berjabat tangan, berpelukan, berbicara atau berada dalam jarak kurang dari 1 meter dengan yang bergejala dan/atau terkonfirmasi Covid-19.

☐ Ya

☒ Tidak

Berdasarkan self assessment tersebut, saya menyatakan diri bahwa saya:

☒ Sehat

☐ Tidak sehat

dan saya:

☒ Layak untuk mengikuti kegiatan offline hari ini.

☐ Tidak layak untuk mengikuti kegiatan offline hari ini dan mengikuti kegiatan secara online.

Simpan

4. In the dashboard, you can see the list of your classes, click the on-going class

presensi.its.ac.id

Daftar Kuliah Anda		
Semester Genap 2019/2020		
IF184602	Pemrograman Jaringan (D)	
📅	Senin	🕒 07:00 - 09:50 📍 TIF 105-A
IF184603	Rekayasa Kebutuhan (A)	
📅	Senin	🕒 10:00 - 12:50 📍 TIF 105 B
IF184601	Interaksi Manusia dan Komputer (E)	
📅	Senin	🕒 13:00 - 15:50 📍 TIF 108
IF184947	Komputasi Pervasif dan Jaringan Sensor (L)	
📅	Rabu	🕒 10:00 - 12:50 📍 TIF 101

5. You can see the recap of your attendance here



"Hadir" means present

"Izin" means not present with permission where the student need to attach letter or proof of the reason to not present

"Sakit" means not present due to health problem

"Alpa" means not present without confirmed reason

"Total Tatap Muka" means the number of class that has been held

- Keep scrolling down until you found the date and time that is suitable. If you are present, click “Hadir”

Tatap Muka Ke-11

Jadwal

Selasa, 8 November 2022

11.00 - 12.50

SJ - 103

Kehadiran

ALPA

PENCATAT: -

WAKTU: -

MELALUI: -

LOKASI: -

Hadir

Izin Tidak Hadir

- Insert 6 digit code that your lecturer give. Then, click “Simpan” (save)

Masukkan 6-Digit Kode Presensi

328711

✓ Simpan

8. If you can't attend due to some reason, click "Izin tidak hadir" (permission to not attend the class).

Tatap Muka Ke-11

Jadwal

Selasa, 8 November 2022

11.00 - 12.50

SJ - 103

Kehadiran

ALPA

PENCATAT: -

WAKTU: -

MELALUI: -

LOKASI: -

Hadir

Izin Tidak Hadir

9. Click "Alasan tidak hadir" to insert your reason to not attend the class
10. Insert any explanation about your in absence in "Keterangan" space

11. Click “Choose file” and submit the proof of your reason. For example if you can’t attend due to health problem, you can submit health certificate form doctor or hospital. Then, click “Simpan” (save)

Surat Keterangan Tidak Hadir

Alasan Tidak Hadir

Izin

9

Keterangan

10

Lampiran

Choose File

no file selected

11

✓ Simpan

12. You can also record your attendance by scanning QR code that is given by your lecturer. The QR code should look like this :

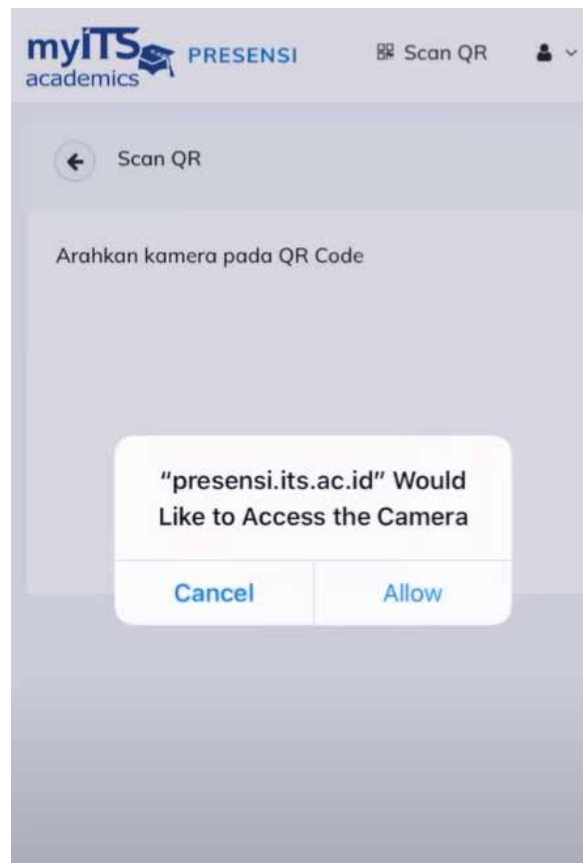


658924

13. Click “scan QR” on the top of the webpage



14. Make sure you give permission for myITS Presensi to access your camera by clicking “allow”



15. Point your camera to the QR code and your attendance will be recorded.
16. After the class ended, you need to fill “Berita acara” where you type in about what you just did during the class.
17. In myITS Presensi page, scroll again to the previous class attendance list and click “Berita acara”

Tatap Muka Ke-1

Jadwal
📅 Rabu, 29 Januari 2020
🕒 12.00 - 15.00
📍 TIF 108

Kehadiran
HADIR
PENCATAT: CHRISTOPHER ANDREW
WAKTU: 29-01-2020 11.54
MELALUI: Web

[Berita Acara](#)

18. Fill the form, “tanggal” is the date of the class, “jam mulai” is the time when the class start, “jam selesai” is the time when the class end, “berita acara” is the summary of the activities during class

Isi Berita Acara

Tanggal

Jam Mulai

Jam Selesai

Berita Acara

[Simpan](#)

19. Click “simpan” and you’re done

CHANGE/DROP COURSES

04

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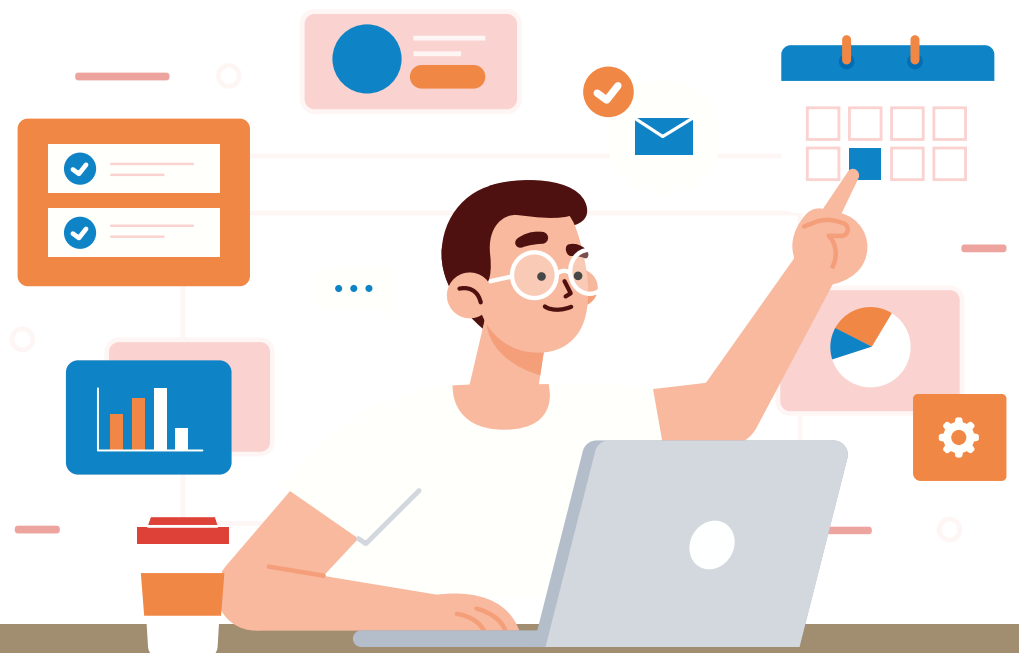
Based on the 2014 ITS Academic Regulations it is written that:

1. Students can change/add/cancel a course that is already listed in the online Study Plan Form (FRS) with the approval of the guardian lecturer.
2. The opportunity to change and/or add a course is provided during the first 3 (three) weeks of the semester concerned
3. Cancellation of a course can be made from the first week to the 10th week in the current semester.

For Dropping a Course:

1. Dropping a course, must go through LO ITS GE, namely Ms. Oyn.

The first step you need to do is tell your buddy and later your buddy will direct you to Ms. Oyn. Or you can go straight to Ms. Oyn.



CLASS ORGANIZATION

OS

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Seminar
Program



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CLASS COORDINATOR

There will be a coordinator in a class whose responsibility it is to bring the students together, disseminate information, and interact with the lecturers. The class coordinator will facilitate class members if there are problems with the supervising lecturer. And is responsible for the coordination in a class. Class Coordinators are determined jointly by agreement of class members or can be appointed directly by the supervising lecturer.

CLASS GROUP ON SOCIAL MEDIA

To facilitate the delivery of information by lecturers or class coordinators, a digital platform is needed, there are groups on social media. The social media can be like Line, WhatsApp, and etc. In accordance with the agreement of class members and/or supervising lecturers.

Information about this group, you can get from your class coordinator or your supervising lecturer. Ask for the information to the class coordinator to join the group. Make sure that you are not left-out.

1. WHATSAPP



*Mostly Social Media platform in Indonesia with millions of users

2. LINE



CLASS LIASON OFFICER FROM ITS GE

To make it easier for international students to carry out learning activities, they have to be accompanied by an LO from ITS Global Engagement and if there are problems during learning, they can also contact the LO for immediate follow-up.

To find the contact of the IO in your department please reach out to:


Mrs. Oktaviyanti Dwi Wahyurini (Oyn)

Senior Manager of ITS Global Engagement Office on Promotion & International Mobility

 +62 818-304-831

Mr. Emharis Gigih Pratama (Haris)

Staff for International Student Services

 +62 821-4683-6311



FILLING THE IPD

06

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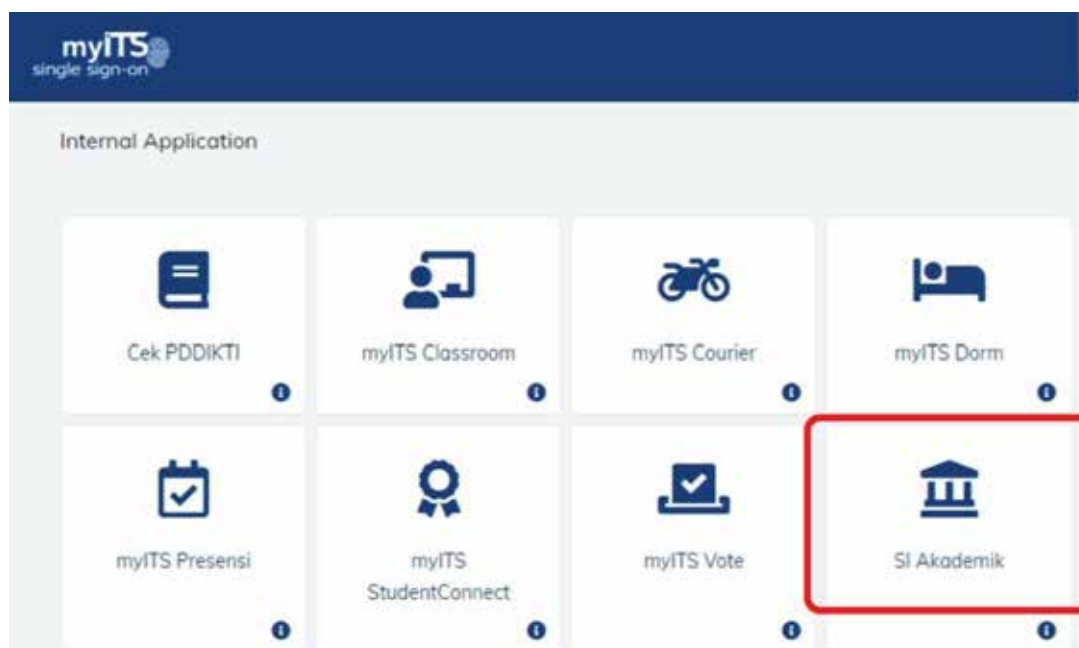
WHAT IS IPD? AND WHY MUST THE STUDENTS FILL IT?

The Lecturer Achievement Index (IPD) is a tool used to evaluate the performance of lecturers and the subjects they teach. It is based on a questionnaire completed by students taking the course, which contains 10 questions about the teaching and learning process. Each question has four answer choices. The purpose of the IPD questionnaire is to assess whether lecturers and their courses meet the intended learning outcomes. It is important for students to complete the IPD questionnaire because it allows them to view their grades for the current semester. If students do not complete the IPD, their grades for the current semester will be blocked and they will not be able to access them or see their GPA. In addition, the IPD is used as a reference to measure the achievement of lecturers, similar to how the GPA is used to measure the academic achievement of students.

Before completing the IPD questionnaire, ensure that your biodata has been verified.

HOW TO VERIFY YOUR BIODATA?

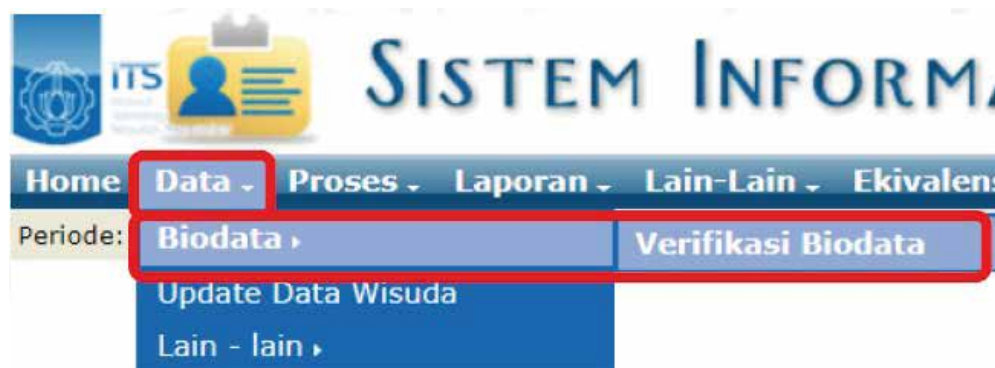
The first step to verify your biodata is by login into your MyITS account through my.its.ac.id, then click "SI Akademik" in the Internal Application category.




The main page of SI Akademik



To verify your email and phone number (International students must have an Indonesian number), select the **Data Menu > Biodata > Biodata Verification**



Enter student data in the Student Biodata Update Form, then click the "Simpan (Save)" button to save student data updates.


SISTEM INFORMASI AKADEMIK ITS

Biodata anda telah diperbarui.

DETAIL MAHASISWA

[Mahasiswa](#)
[Orang Tua/Wali](#)

NRP

NAMA

VERIFIKASI

MAHASISWA

ORANG TUA/WALI

Update Biodata Mahasiswa

Update biodata anda dan lakukan verifikasi terhadap email dan nomor handphone yang anda masukkan.

NIK/Passport No.

Email

Phone Number
Nomer Handphone

Address
Alamat Tinggal

Province
Provinsi

Jawa Barat

City
Kab/Kota

Kab. Bogor

Postal Code
Kode Pos

Parent's Address
Alamat Orang Tua

Parent's Province
Provinsi Orang Tua

Jawa Barat

Parent's City
Kab/Kota Orang Tua

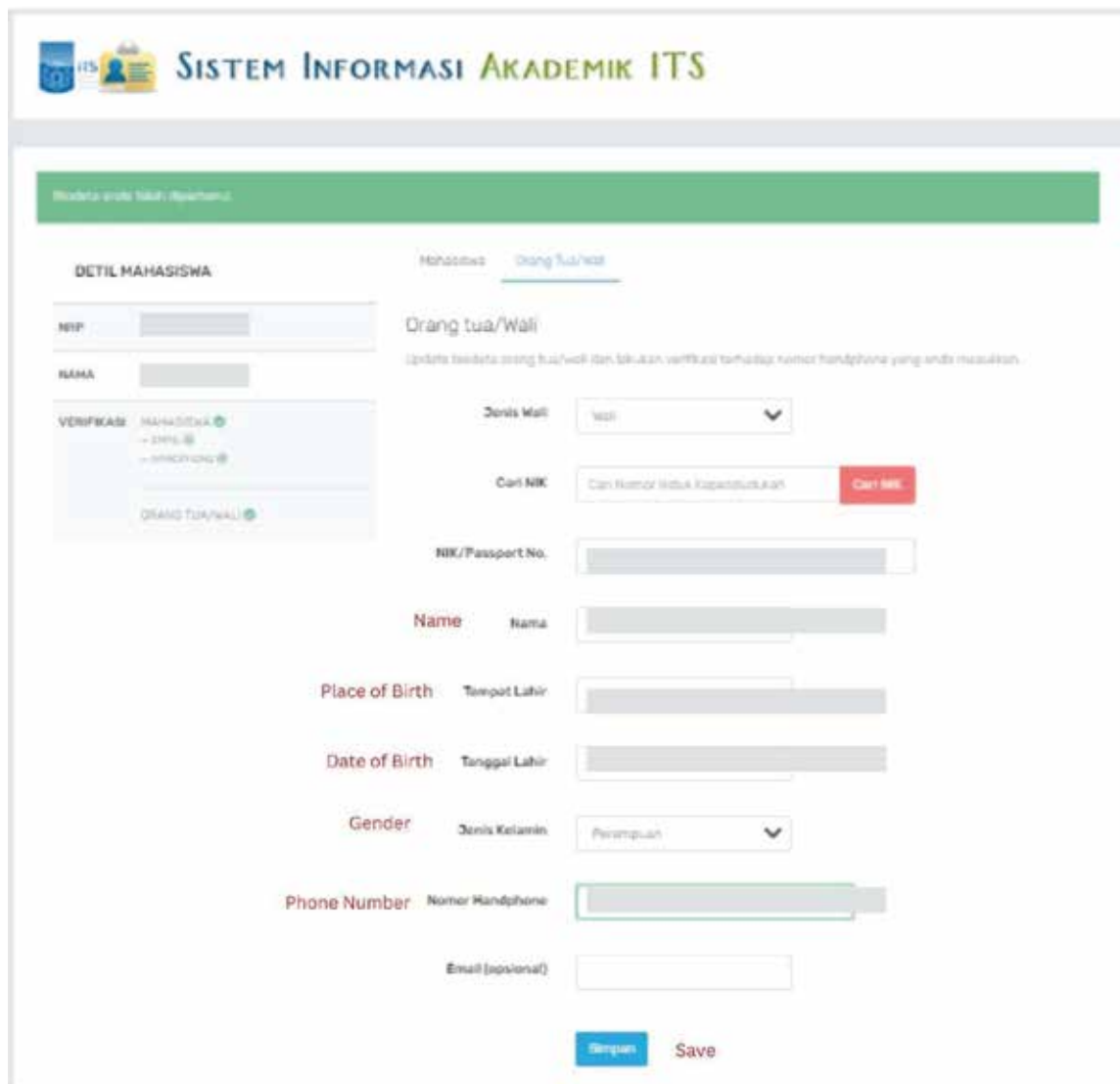
Kab. Bogor

Parent's Postal Code
Kode Pos Orang Tua

Simpan

Save

Click the "Orang Tua/Wali (Parents/Guardians)" tab, enter the parent/-guardian's data on the Parent/Guardian Form, then click the "Save" button to save the parent/guardian's data.



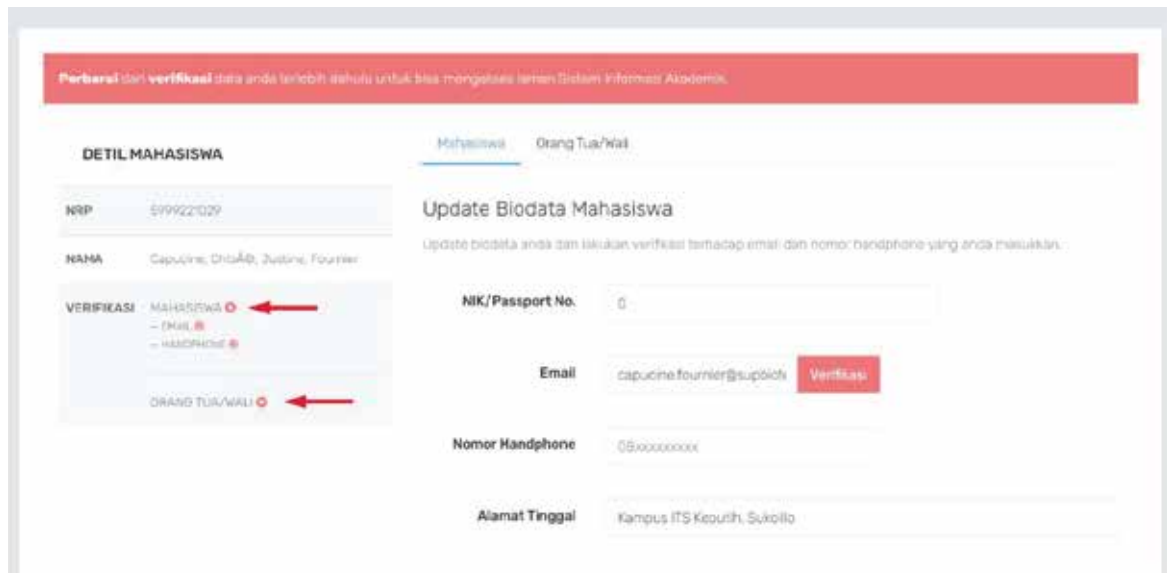
The screenshot displays the ITS Academic Information System (SISTEM INFORMASI AKADEMIK ITS) interface. The main header includes the ITS logo and the text "SISTEM INFORMASI AKADEMIK ITS". Below the header, there is a green bar with the text "Masukan kode validasi (jika ada)".

The interface is divided into two main sections: "DETAIL MAHASISWA" and "Orang tua/Wali". The "DETAIL MAHASISWA" section contains fields for NIP, NAMA, and a VERIFIKASI section with links to "MAHASISWA", "STAF", "MURID", and "ORANG TUA/WALI". The "Orang tua/Wali" section is currently active and contains the following fields:

- Orang tua/Wali**: A dropdown menu with "Wali" selected.
- Cari NIK**: A text input field with a red "Cari NIK" button next to it.
- NIK/Passport No.**: A text input field.
- Name**: A text input field with a label "Nama" next to it.
- Place of Birth**: A text input field with a label "Tempat Lahir" next to it.
- Date of Birth**: A text input field with a label "Tanggal Lahir" next to it.
- Gender**: A dropdown menu with "Perempuan" selected and a label "Jenis Kelamin" next to it.
- Phone Number**: A text input field with a label "Nomer Handphone" next to it.
- Email (optional)**: A text input field.

At the bottom of the form, there are two buttons: "Batal" (Cancel) and "Save".

This is a condition that you will encounter if your biodata does not match.



Perbarui dan verifikasi data anda terlebih dahulu untuk bisa mengakses laman Sistem Informasi Akademik.

DETAIL MAHASISWA

VERIFIKASI MAHASISWA

- Email
- Handphone

Update Biodata Mahasiswa

Update biodata anda dan lakukan verifikasi terhadap email dan nomor handphone yang anda masukkan.

NIK/Passport No. 0

Email capucine.fournier@supoich **Verifikasi**

Nomor Handphone 08xxxxxxxx

Alamat Tinggal Kampus ITS Keputih, Sukolilo

Make sure the phone number and date of birth of the parent/ guardian are correct. For student, the phone number must be Indonesian number and start with "08_____"

HOW TO FILL AN IPD IN MYITS?

If the biodata verification has been completed, you may return to the SI Akademik main page, then select **Proses > Kuesioner Dosen dan MK**



Upon completing the first step, you will be redirected to the course evaluation questionnaire (IPM) page. On this page, you will find a list of lecturers and courses to evaluate.

SISTEM INFORMASI AKADEMIK ITS

Proses - Laporan - Lain-Lain - Ekuivalensi - Yudisium - SKPI - Biaya Pendidikan - Surat Mahasiswa - **Keluar**

Sesi 2022/2023 Tanggal: Fri, 16 Dec 2022 16:12:31 +0700 [n335] User ID: 599221029; Cusidm, Chis/Ag; Justina, Purnama Hak Akses: Mahasiswa

Kuesioner Evaluasi Matakuliah (IPM)

Periode : 2022

Riwayat Pengisian Kuesioner

Anda Di:

NO	KODE MK	MATA KULIAH	DOSEN	KUESIONER	
				MATA KULIAH	DOSEN
1	0V184508	Fotografi Eksperimen	TEAM TEACHING		
			Bambang Maridano Sorelto, S.Sn., M.Sn.	RELIUM	RELIUM
			Andha Wibawa Sari Putri S.I., M. Des.	BELUM	BELUM
3	5B184732	Algologi**	Dini Ermanitani, S.Si., M.Si.	RELIUM	RELIUM
3	5B184742	Ornitologi	TEAM TEACHING		
			Nova Maulidina Ashuri, S.Si., M.Si.	BELUM	BELUM
			Tika Desmawati, S.Si., M.Si.	RELIUM	RELIUM
4	5B184710	Fermentasi	Orbach, Endry Nugroho, S.Si., M.T.	BELUM	BELUM
5	5B184718	Microbiologi Laut	Drzenet, In Maya Shovrin, M.Si.	BELUM	BELUM
6	5B184852	Ekologi Hutan Tropis	Tika Desmawati, S.Si., M.Si.	RELIUM	RELIUM

Click on "Mata Kuliah" to select the course

	Tika Desmawati, S.Si., M.Si.	BELUM
Orbach, Endry Nugroho, S.Si., M.T.		RELIUM
biologi Laut	0V184508 - Fotografi Eksperimen [A] -- Bambang Maridano Sorelto, S.Sn., M.Sn.	BELUM
5B184718	5B184732 - Algologi** [Q] -- Dini Ermanitani, S.Si., M.Si.	
5B184742	5B184742 - Ornitologi [Q] -- Nova Maulidina Ashuri, S.Si., M.Si.	BELUM
5B184710	5B184710 - Fermentasi [Q] -- Orbach, Endry Nugroho, S.Si., M.T.	
5B184718	5B184718 - Microbiologi Laut [Q] -- Drzenet, In Maya Shovrin, M.Si.	
5B184852	5B184852 - Ekologi Hutan Tropis [Q] -- Tika Desmawati, S.Si., M.Si.	

Mata Kuliah 1

Please make sure to **complete all the questionnaires accurately**, as you will only be able to do so **once per course**. To save your completed questionnaire, place a tick in the checkbox and click "Simpan (Save)". Remember, **you will not be able to make any changes once you have saved the questionnaire**.

1) Kompetensi adalah KEMAMPUAN yang dicapai mahasiswa dari hasil belajar mata kuliah ini

PENGHATIAN:

- Anda hanya bisa mengisi kuesioner **satu kali per mata kuliah**.
- Data yang sudah disimpan **tidak dapat diedit** jadi pastikan data yang Anda inputkan sudah benar.
- **Berikanlah tanda centang** pada checkbox berikut untuk menyimpan.

☒ Data yang saya isikan sudah benar

RESET **SIMPAN**

Once you have finished the course evaluation questionnaire (IPM), you must proceed to complete the lecturer evaluation questionnaire (IPD) for the course.

	Ika Desmawati, S.Si., M.Si.	DELU
manajemen	Dedecha Endry Nurroho, S.Si., M.F.	DELU
robotika laut	Dharmasari, Ir. Hapsi Shovini, M.Si.	DELU
kegiatan hutan tropis	Ika Desmawati, S.Si., M.Si.	DELU

Mata Kuliah : DV184508 - Fotografi Eksperimen [A] -- Bambang Mardiono Soewito, S.Sn., M.Sn. : SELESAI

DV184508 - Fotografi Eksperimen [A] -- Bambang Mardiono Soewito, S.Sn., M.Sn.

Anda sudah mengisi kuesioner untuk mahasiswa ini, silakan melanjutkan untuk mengisi dosen pengajarnya.

Kuesioner Evaluasi Dosen Pengajar (IPD)

1992202272011 - Andita Wibiyati Sari Putri	Isi Kuesioner
132318301 - Bambang Mardiono Soewito	Isi Kuesioner

Complete all the questionnaires accurately, as you will only be able to do so once. To save your completed questionnaire, place a tick in the checkbox and click "Simpan (Save)". Remember, you will not be able to make any changes once you have saved the questionnaire.

Click on "Kembali ke Kuesioner Mata Kuliah" to return back to the IPM page

INFORMASI AKADEMIK ITS

in-Lain - Ekuivalensi - Yudisium - SKPI - Biaya Pendidikan - Surat Mahasiswa - **Keluar** -

16 Dec 2022 16:13:36 +0700[n135] User ID: 5999221029, Capucne, ChioA/Aq, Justwa, Former Hak Akses: Mahosen

Kuesioner Pengajaran Dosen

DV4508 - Fotografi Eksperimen [A]

Bambang Mardiono Soewito [132318301]

[← Kembali ke Kuesioner Mata Kuliah](#)

Anda sudah mengisi kuesioner untuk dosen di matakuliah ini, silakan melanjutkan untuk mengisi dosen pengajarnya

Dosen yang mengajar mata kuliah di atas

1999202272011 - Anella Wibiyadi Sari Putri [Kuesioner sudah dilakukan]

132318301 - Bambang Mardiono Soewito [Kuesioner sudah dilakukan]

Once you have finished the **course evaluation questionnaire (IPM)**, you must proceed to complete the **lecturer evaluation questionnaire (IPD)** for the course.

Riwayat Pengisian Kuesioner

INFO: Data diupdate setiap 1 jam

NO	KODE MK	MATA KULIAH	DOSEN	KUESIONER	
				MATA KULIAH	DOSEN
1	DA184301	Perancangan Arsitektur 1	Wahyu Setyawan, S.T., M.T.	→ OK	→ OK
2	DA184302	Asas Perancangan Arsitektur 1	TEAM TEACHING		
		Irvansyah, S.T., MT		OK	OK
		Wahyu Setyawan, S.T., M.T.		OK	OK
		Wawan Ardiyan Suryawan S.T., MT.		OK	OK
		Ner Endah Nuffida, S.T., M.T.		OK	OK
		Angger Sulma Mahendra, S.T., M.T.		OK	OK
		Fardila Rizqiyah, S.T., M.T.		OK	OK
		Ir. Erwin Sedarma, MT.		OK	OK
		Johanes Kriedianto, S.T., M.T.		OK	OK
3	DA184503	Arsitektur Eksperimental	TEAM TEACHING		
		Nurfahmi.N., S.T., M.Ars.		OK	OK
		Kirami Bararatin, S.T., M.T.		OK	OK
4	DA184504	Ekologi Arsitektur	TEAM TEACHING		
		Ir. Erwin Sedarma, MT.		OK	OK
		Dr.Dipl.Ing. Sri Hastuti Nugrahani Ekaswi, M.T.		OK	OK
		Angger Sulma Mahendra, S.T., M.T.		OK	OK
5	DA184506	Arsitektur Digital	TEAM TEACHING		
		Nurfahmi.N., S.T., M.Ars.		OK	OK
		Irvansyah, S.T., MT		OK	OK
		Johanes Kriedianto, S.T., M.T.		OK	OK

Complete all the questionnaires accurately, as you will only be able to do so once. To save your completed questionnaire, place a tick in the checkbox and click "Simpan (Save)". Remember, you will not be able to make any changes once you have saved the questionnaire.

Click on "Kembali ke Kuesioner Mata Kuliah" to return back to the IPM page.

MYITS: CHECKING SCORES

07

ADVANCING
HUMANITY



ITS
International
Technology
Innovation
Program



ITS
Global
Engagement

DISCLAIMER ON THE GRADING SYSTEM AND GRADING CULTURE IN ITS

“Grading on ITS is usually done on an app or a website called myITS specifically on myITS Classroom. Lecturers usually will post an assignment or a quiz on this platform and the student can access the grade freely.

ITS follows the GPA Grading System as follow:

GRADE	MARK	POINT	EXPLANATION
A	86 - 100	4.0	Excellent
AB	76 - 85	3.5	Very Good
B	66 - 75	3.0	Good
BC	61- 65	2.5	Sufficient
C	56 - 60	2.0	Fair
D	41- 55	2.0	Poor
E	0 - 40	0.0	Very Poor

*Passing grade is C



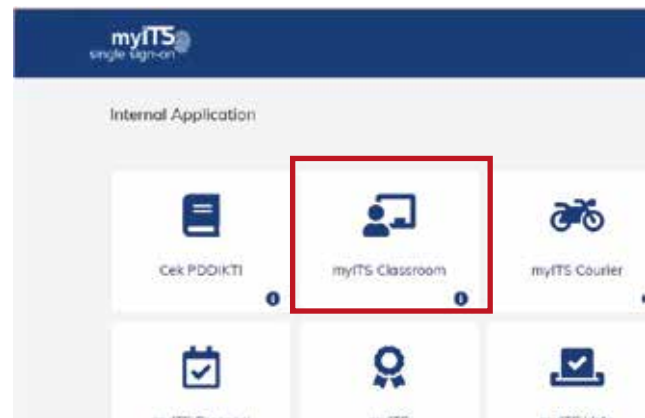
Each lecturers have different terms and conditions, not every lecturer uses myITS as their grading platform, some lecturers can post grades in different forms (example: directly, Whatsapp, etc), some lecturers aren't transparent with their grading (especially quiz results.

CHECKING YOUR SCORE PER ASSIGNMENT/QUIZ

ON MYITS CLASSROOM

1. LOGIN TO MYITS SSO

The very first step to check score for you assignment is by login to myITS account through my.its.ac.id, and then click "myITS Classroom" in the Internal Application Category



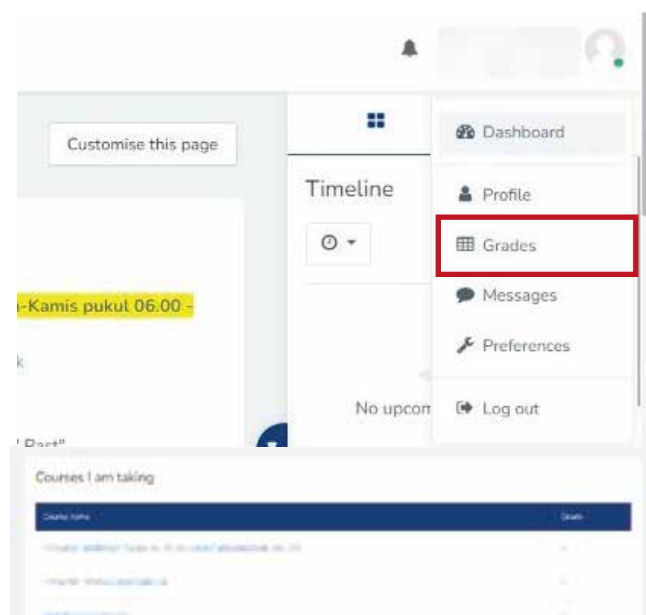
2. MYITS CLASSROOM MAINPAGE

Go to the main page of myITS Classroom

3. GRADES

Click onto your profile and choose grades.

When you clicked "grades". you will be met by this page. you can click any course that you want to check.



EXAMPLE

Here is an example if you clicked the course. you will be met by a table that consists of grade item, calculated weight, grade, range, percentage, feedback, and contribution to course total. Here, Your total grade will be calculated by the website according to the weight determined by each lecturer.

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Pancasila (B)						
Tugas Individu 1	22.47 %	83.00	0-100	83.00 %		18.65 %
Tugas Individu 2	22.47 %	88.00	0-100	88.00 %		19.78 %
Evaluasi Tengah Semester (ETS)	22.47 %	80.00	0-100	80.00 %		17.98 %
Soal dan Form Pengumpulan Jawaban ESSAY	22.47 %	88.00	0-100	88.00 %		19.78 %
EAS PILIHAN GANDA	10.11 %	36.00	0-45	80.00 %		8.09 %
Course total	-	375.00	0-445	84.27 %		-

TIPS

If you want to know your grade but the teacher did not publish it:

Kindly ask for transparencies at the end of semester to the lecturer involved if you have the contact. Don't forget to thank the lecturer at the end of the conversation

If you don't have contact or other forms of communication, try asking for supervising lecturers help.

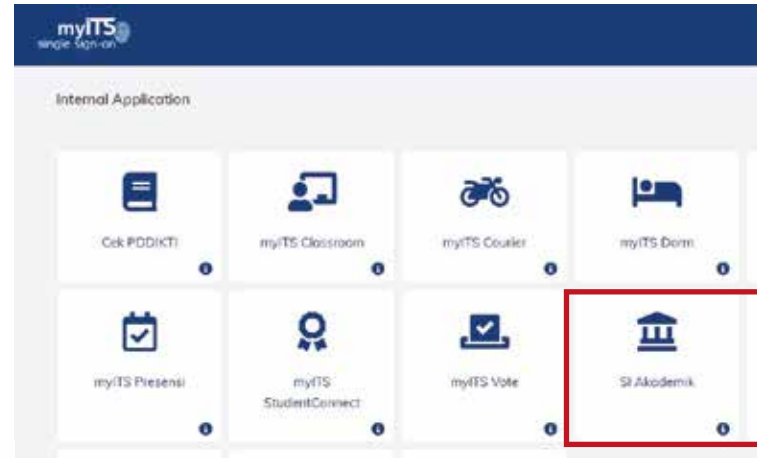
If there is mistake on your grade, kindly inform the lecturer involved, if you have the contact. Specify what's the mistake and politely ask for correction. Don't forget to thank the lecturer at the end of the conversation.

If you don't have the contact or other forms of communication, try asking for guardian lecturers help.

HOW TO CHECK YOUR IPS (SEMESTER PERFORMANCE INDEX)

1. VERIFY YOUR BIODATA

The first step to verify your biodata is by login into your MyITS account through my.its.ac.id, then click "SI Akademik" in the Internal Application category.



2. SIAKADEMIK MAINPAGE

Go to the main page of SI Akademik which looks like the following



3. NILAI PER SEMESTER (GRADES PER SEMESTER)

Then scroll until you find nilai per semester (grades per semester) in the laporan section, and then click it.

Yudisium - SKPI - Biaya Pendidikan - Surat Mahasiswa - Keluar

[n138] User ID: [] Hak Akses: Mahasiswa

Data Nilai Per Semester

2021 - Gasal				
Kode MK	Mata Kuliah	SKS	N. Huruf	S*N

Jumlah SKS
IPS

4. YOUR GRADES

On this page you will be met by a table consisting of your grade per semester. on this table it includes kode MK (subject's code), mata kuliah (subject), SKS (subject's weight), N. Huruf (alphabet grade), and s*n.

*On the below, there are jumlah sks (total weight per semester), and IPS (semester performance index).

STUDY TIPS AT ITS

08

ADVANCING
HUMANITY



ITS

International
Theological
Seminary



ITS
Global
Engagement

TIPS AND TRICKS

1

BE PUNCTUAL

Be punctual with anything you have to do. Come to the class, submit your assignment, etc. This way, you can manage your time better, and your lecturer will see you as a responsible person.

2

ALWAYS MARK YOUR ATTENDANCE

In every meeting, your lecturer will give you a presence code which you have to submit to your MyITS. Remember, you need to be present in at least 80% of the meetings for each class, so don't forget to record your attendance!

3

STUDY CONTRACT

If your lecture gives your class a Study Contract, pay attention to the explanation. Usually, Study Contract will be explained in the first meeting of the class, and you can ask any question you have regarding the contract. Don't forget to take note of your lecture's scoring system in Study Contract, this way, you can know what are the things that have an impact on your score.

4

KEPO

IYap, Knowing Every Particular Object. Always be curious and ask for anything you haven't know about. You don't want to miss any important detail from any information. Your exam date and time, assignment deadline, any detail might be important!

5

CHECK YOUR MYITS REGULARLY

Always check your MyITS Classroom regularly, you might have a new assignment or learning materials sent by your lecturer. You don't want to miss them!

6

WEAR PROPER CLOTHES

In ITS, we have an outfit standard for daily lectures. By using proper clothes, your lecturer will know that you respect his class, and also respect the Institute Regulation

CLOTHING ATTIRE IN CAMPUS



Although Surabaya's weather is warm and humid, people of Surabaya are accustomed to wear modest and sleeve clothes. You may be prohibited to attend classes or attended office/unit due to wearing improper clothes. However, there is no specific uniform to wear in ITS

“

Dress codes of ITS students, including international students, to attend classes, to meet with lecturers, and to visit ITS Global Engagement office or other units/depts are collar and sleeve shirt/T-shirt, long trousers, or over-knee skirt/dress (for female students).

”



FACTS ABOUT ITS

09

ADVANCING
HUMANITY



ITS
Institut Teknologi
Sepuluh Nopember



ITS
Global
Engagement



IMPORTANT FACILITIES

Library

Opening hours : Monday to Thursday (07.30 - 19.00)
Friday (08.30-19.00)

BORROWING REGULATION

ITS MEMBER

- Each collection room has different borrowing regulations

NON-ITS MEMBER

- Non-ITS users are required to register for membership
- Show library member card / SAKTI card
- Only use and read the collections on the library

The use of the photocopy machine is allowed with the **librarian permission**

1st Floor

- Cafeteria
- Information Desk
- Locker
- Information Technology Services
- Processing Division
- Procurement Division

3rd Floor

- Prayer Room
- Sampoerna Corner
- Idis Corner
- Hot spot Café
- Magazine Service
- References Service
- SNI Corner
- Internet Service
- Print Service
- Computer Rental

FACILITIES

2nd Floor

- Seminar room
- Meeting room bibliotek
- Study room papyrus
- Study area
- Prayer room

4th Floor

- Multimedia
- Teater Mini
- Tandon
- Ikoma corner

5th Floor

- Circulation Service
- Print Service
- PLN Corner



COLLECTION	ITS	ITS STUDENTS UNDER 3 SEMESTER	NON-ITS
General Collection	10 Titles For 2 Weeks	5 Titles For 2 Weeks	Read Only
Sampoerna Corner	10 Titles For 2 Weeks	5 Titles For 2 Weeks	Read Only
IDIS-World Bank	10 Titles For 2 Weeks	5 Titles For 2 Weeks	Read Only
PLN Corner	10 Titles For 2 Weeks	5 Titles For 2 Weeks	Read Only
References & Serials	5 Titles For 3 Hours	3 Titles For 3 Hours	Read Only
Reserve Collection	5 Titles For a Day	3 Titles For a Day	Read Only
Final Project Collection	Read Only	Read Only	Read Only

WARUNG J-1

- Located in Blok D of ITS Dormitory, near the International Dormitory

- Open Monday-Saturday (06.00-20.00 WIB and 19.00 WIB in holiday), and Sunday if there is graduation

- The food is varied and can be different each days. It is a buffet so take the food by yourself. Then go the cashier and pay

- Payment can be done with cash and cashless using QRIS or QR Barcode from M-Banking



MEDICAL CENTER

- Located near the dorm gate of ITS

7 services provided by Medical Center:

1. General Medical Unit: Opening hours at 08.00-21.00 WIB (Monday-Thursday) and 08.00-20.30 WIB (Friday)

2. Poly Psychology: Opening hours at 08.00-16.00 WIB (Monday-Thursday) and 08.00-15.30 WIB (Friday)

3. Pharmacy: Opening hours at 08.00-21.00 WIB (Monday-Thursday) and 08.00-20.30 WIB (Friday)

4. Maternal and Child Health Center: Opening hours at 08.00-16.00 WIB (Monday-Thursday) and 08.00-15.30 WIB (Friday)

5. Emergency Unit (ER)

6. Dental Poly

7. Estetiderma



CO-WORKING SPACE

- There is a Cafe and Snack Stall located there
- A place to hang out and study together with friends
- Located on the first floor at ITS Library
- Opening hours (07.30-19:00 WIB)



MAIN CAFETERIA

- Payment can only be done with QRIS or QR Barcode from Mobile Banking or Digital Money
- Cash will not be accepted as payment
- Located near ITS Tower

Digital Money:



- 01** Open OVO, Gojek, Dana, LinkAja, or the mobile-banking application that you have
- 02** Select a payment method on the payment process page, then select "Electronic money" then "QRIS" and click "Pay now"
- 03** Scan the QR Code
- 04** Input the nominal amount you want to pay/ recheck the nominal
- 05** Select pay and enter your PIN to continue the transaction, then execute the payment



QRIS

The Quick Response Code Indonesian Standard (QRIS) is a standardization of payments using the QR Code method from Bank Indonesia so that the transaction process using the QR Code becomes easier, faster, and secure. By using QRIS, consumers can make payments from a variety of electronic transaction tools such as:

e-wallets, for example Dana, OVO, GoPay, ShopeePay, LinkAja, etc.

mobile banking, almost all banks that have applications on iOS and Android support this facility

In other words, with just one QR Code consumers can make cross-platform payments. All merchants who have QRIS can accept payments from the various transaction tools mentioned above.



SPORTS FACILITY



Tennis Court



Indoor Football Court



Outdoor Football Court



Volleyball Court



Basketball Court

Booking Information:
<https://its.id/carapemesananfasorITS>

Halo Fasor

+62 8113558400 (Chat WA Only)

Monday - Friday at 08.00 - 16.00 WIB

Membership card holder can make use of the courts for regular exercises, and in-advanced-booking is very advisable for incidental use of the courts.

ADVANCING
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INSTITUT TEKNOLOGI SEPULUH NOPEMBER (ITS) SURABAYA

ACADEMIC GUIDEBOOK

FOR INTERNATIONAL STUDENTS



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ITS International Office



/ioits



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| its.ac.id/international