	INSTITUT TEKNOLOGI SEPULUH NOPEMBER		
	Standard Operational Procedure of Credit Transfer for Outbound Student		
	Document Number	Revision Number	Endorsed by:
	2.19.1.3.1		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

	INSTITUT TEKNOLOGI SEPULUH NOPEMBER	
	Standard Operational Procedure of Credit Transfer for Outbound Student	
	Document Number	Revision Number
	2.19.1.3.1	
	Endorsed by: Wakil Rektor 1	

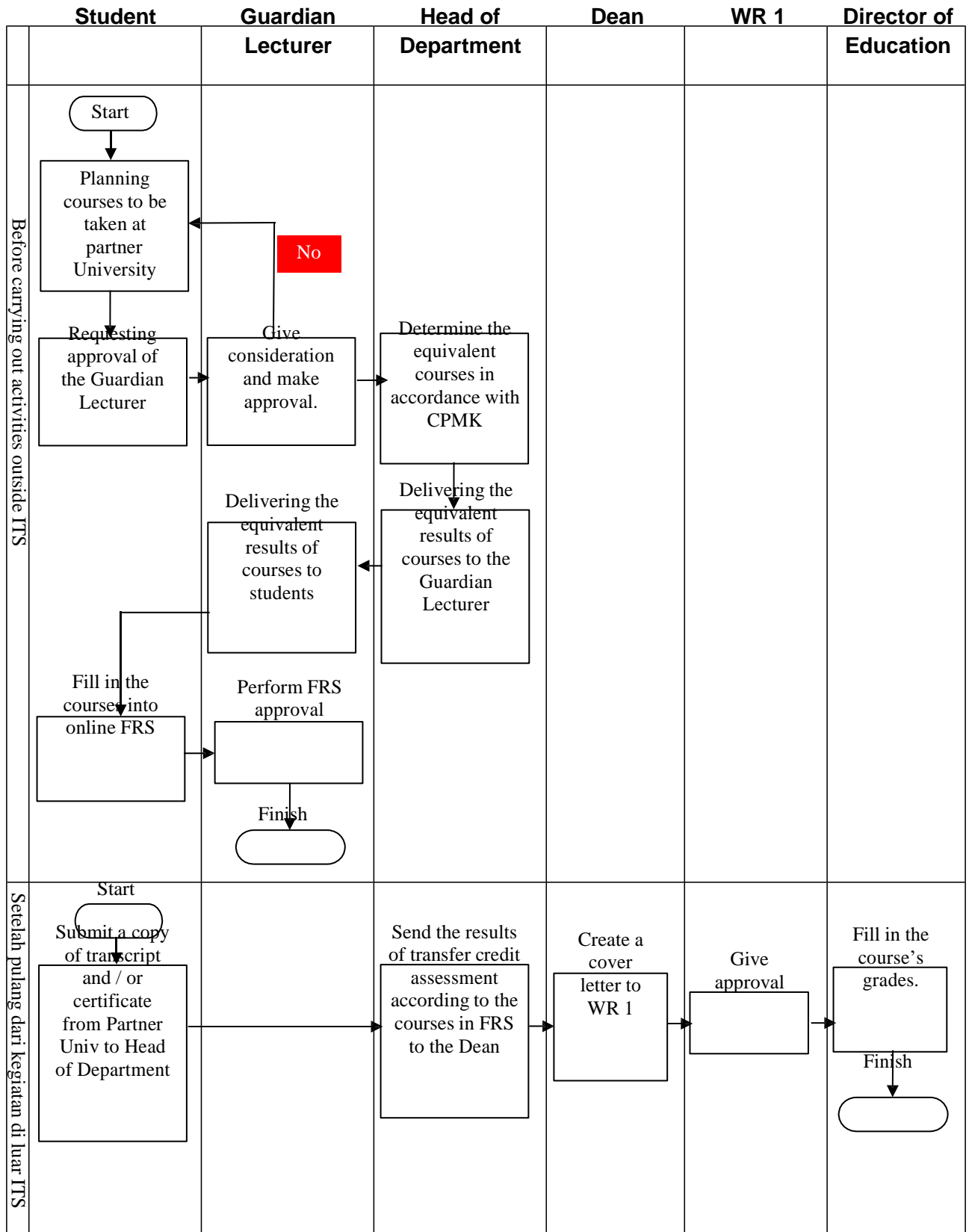
to provide a transfer credit cover letter to the Vice Rector for Academic and Student Affairs (WR 1).


- 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.



INSTITUT TEKNOLOGI SEPULUH NOPEMBER		
Standard Operational Procedure of Credit Transfer for Outbound Student		
Document Number	Revision Number	Endorsed by:
2.19.1.3.1		Wakil Rektor 1

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



	INSTITUT TEKNOLOGI SEPULUH NOPEMBER	
	Standard Operational Procedure of Credit Transfer for Outbound Student	
	Document Number	Revision Number
	2.19.1.3.1	
		Endorsed by: Wakil Rektor 1

## 7. SUPPORTING DOCUMENTS

Nothing.