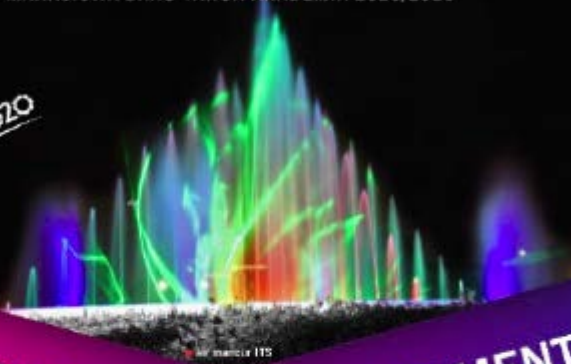


INFORMASI DAN PENGENALAN ITS

MAHASISWA BARU TAHUN AKADEMIK 2020/2021

IPITS 2020



FACULTIES DEPARTMENTS

INSTITUT TEKNOLOGI SEPULUH NOPEMBER

FACULTY OF SCIENCE AND DATA ANALYTICS (SCIENTIS)

- * Physics
- * Chemistry
- * Biology
- * Mathematics
- * Statistics
- * Actuaria

FACULTY OF INTELLIGENT ELECTRICAL AND INFORMATICS TECHNOLOGY (ELECTIC)

- * Electrical Engineering
- * Biomedical Engineering
- * Computer Engineering
- * Information Systems
- * Information Technology

FACULTY OF INDUSTRIAL TECHNOLOGY AND SYSTEMS ENGINEERING (INDERS)

- * Mechanical Engineering
- * Process Engineering
- * Systems and Industrial Engineering
- * Chemical Engineering

FACULTY OF CIVIL, PLANNING, AND GEO ENGINEERING (CIVILAN)

- * Civil Engineering
- * Environmental Engineering
- * Geomatics Engineering
- * Geomatics Engineering
- * Agriculture
- * Regional and Urban Planning

FACULTY OF MARINE TECHNOLOGY (MARTECH)

- * Naval Architecture and Shipbuilding Engineering
- * Marine Engineering
- * Ocean Engineering
- * Sea Transportation Engineering

FACULTY OF CREATIVE DESIGN AND DIGITAL BUSINESS (CREABIZ)


- * Business Management
- * Technology Management
- * Development Studies
- * Industrial Product Design
- * Interior Design
- * Visual Communication Design

FACULTY OF VOCATIONAL (VOCATION)

- * Civil Infrastructure Engineering
- * Industrial Mechanical Engineering
- * Automation Electronics Engineering
- * Industrial Chemical Engineering
- * Instrumentation Engineering
- * Business Statistics



INFORMATION AND INTRODUCTION TO ITS

	INSTITUT TEKNOLOGI SEPULUH NOPEMBER		
	Information and Introduction To ITS		
	Document Number	Revision Number	Endorsed by:
	2.2.2.3.1		Wakil Rektor 1

FOREWORD

Dear happy new ITS students,
Welcome to the Sepuluh Nopember Institute of Technology (ITS) Campus

As a new ITS student in 2020, you will enter a new environment that is much different from your previous environment. To enter this new environment well and smoothly, you need to know in advance what and how to do later, so there is no less desirable thing to happen, you need to be equipped with information related to the world of higher education in general and ITS in particular. Moreover, currently, ITS has become a PTN Badan Hukum (Legal Entity State University). of course, there have been many changes, both changes in SOTK (Organizational Structure and Governance), changes in financial management according to applicable laws which are different from PTN-BLU (Public Service Agency State Universities) or PTN-Satker (Work Unit State Universities), facilities, and infrastructure as well as other fields. For this reason, every ITS new student is required to take part in the event of Information and Introduction to ITS (IPITS). In IPITS, every new ITS student will be introduced to the Higher Education System at ITS, not only in terms of academics, but also in terms of administration, student affairs, facilities, and infrastructure as well as an introduction to other supporting elements.

The atmosphere of learning in higher education will demand more independent learning, so all regulations related to academics and student affairs must be understood by all new students. Besides that, the way to study effectively in higher education, ethics, and campus life arrangements including student organizations and activities will be introduced to all new students. Hence, both formal education and non-formal education will be introduced to new ITS students, as provisions later for passing the education at ITS.

Apart from this book, pocketbooks on "Academic Regulations" and "Rules for Campus Life Management" are also given. These books are guides for new students regarding the matters mentioned above. As a handbook, this book is not only useful during this IPITS event, but also as a guide in stepping the academic journey. Therefore, every student is encouraged to read the ITS Academic Regulations in this book frequently, so that you can respond to your academic problems better. And it is no less important that all ITS students have to see the ITS website regularly, so they will not miss any important information.

Finally, to all colleagues who have worked hard to compile this IPITS Material Book, I would like to express my gratitude and highest appreciation. Hopefully, this book is useful for all of us.

Once again we congratulate all ITS new students, you are the nation's best choice.

VIVAT..... HIDUP ITS.....HIDUP ITS.....HIDUP ITS

(VIVAT LONG LIVE ITS... .. LONG LIVE ITS... .. LONG LIVE ITS)

Surabaya, September 2020

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ITS HYMNE

HYMNE ITS

1 = C : Moderato : Maestoso

Syair : Sri Amiranti El Pohan

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Ma-ma-nat tak-ecologi yg canggit berbudi agung dan cades Ma-

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JA.....YA

THE CHANCELLOR'S MESSAGE

Assalamualaikum Warahmatullahi Wabarakatuh,
Peace be upon you, and Allah's mercy and blessings,
Peace for us all.

Dear ladies and gentlemen, the happy new students of the Sepuluh Nopember Institute of Technology (ITS),

On behalf of ITS leaders, I would like to say Welcome to the ITS campus, the campus of the struggle that will form brothers as potential leaders of the nation.

Praise of Gratitude, we always pray to the divine presence of Allah SWT, the Almighty God, that with His permission, you can achieve a proud achievement, namely being accepted at ITS as one of the best public universities in this country.

ITS is also grateful and very proud to accept all of you as the best and chosen sons and daughters, namely the smart, trustworthy, and creative students. You will be an important part of the ITS campus to develop science and technology that makes a real contribution to the people and nation of Indonesia and has international quality.

Therefore, ITS hopes that all of you do not waste the opportunity that you have obtained to continue your studies on this campus, willing to work hard, and fight your toughest to become the best graduates that are useful for the country and the nation.

Finally, through strong togetherness and unity, let us build ITS towards the achievement of a better, full of enthusiasm, and never give up as the spirit of the heroes on 10 November 1945. Enjoy learning and working at ITS. May Allah the Almighty always give His abundant mercy for the struggles of all of us. Amen.

Wassalamualaikum Warahmatullahi Wabarakatuh.

Surabaya, September 2020
The Chancellor of ITS,

Prof. Dr. Ir. Mochamad Ashari, M.Eng.
NIP: 196510121990031003

CHAPTER I

THE GENERAL OVERVIEW OF ITS

1.1 ITS at a Glance

Here is a glimpse of the history of the establishment of Sepuluh Nopember Institute of Technology.

1.1.1 The Initial Idea

Sepuluh Nopember Institute of Technology (ITS, Institut Teknologi Sepuluh Nopember) was established and developed through several stages. The initial idea to establish a technical college in Surabaya was discussed at the Conference of the Indonesian Engineers Association (PII, Persatuan Insinyur Indonesia) in Bogor in 1954. The East Java branch of PII through its representative, Ir. Soendjasmono (Chairman of PII at that time was Ir. Djuanda), presented an initiative to establish a technical academy in East Java. The initiative was based on the consideration that at that time there were approximately 60 engineers in East Java, but there were no technical education institutions. However, the idea could not be decided at that time and the conference only decided to consolidate with the existing technical universities in Bandung and Yogyakarta.

In 1957, when the East Java branch of PII held its first lustrum, Ir. Soendjasmono again brought up the idea of the establishment of the technical college. dr. Angka Nitisaastro, a general practitioner, together with the East Java branch of PII engineers at that time decided to establish the Technical Higher Education Foundation (YPTT, Yayasan Perguruan Tinggi Teknik). The main reasons for the establishment of the foundation at that time were:

Indonesia, which has a vast land, diverse nature and culture, abundant earth wealth, and a population of 80 million, at that time only had 500 engineers. The rest, approximately 800 engineers, were foreign nationals (data from circa 1956).

According to the needs at that time, it was estimated that Indonesia needed around 7000 engineers to carry out domestic development and industrial programs. Compared to other countries, the number of engineers in Indonesia is still very low. For example, between 1952-1956, the United States had about 125,000 engineers, and Russia had about 285,000 engineers.

YPTT was set to be placed in the city of Surabaya because the city is an industrial city, with many factories, shipyards, naval bases, and others that are expected to perform as the main support for technical vocational education. Besides, in Surabaya, many engineering graduates are expected to become teaching staff to meet the needs of academic personnel. Also, it was stated that the higher education institutions that would later be established were expected to be able to stand on their own without financial assistance from the government because the state's financial condition (Ministry of Education and Teaching and Culture) at that time was not yet possible.

From the description above, it can be concluded that the establishment of ITS is a community initiative and is an effort to help the government in the education sector without asking for financial rewards. Finally, on August 17, 1957, YPTT was officially established, whose first management was chaired by dr. Angka Nitisastro, with the elected first secretary Ir. Ibrahim Zahier and the elected second secretary Ir. Soendjasmono.

1.1.2 The Manifestation of the Idea

On 10 November 1957, YPTT established "10 Nopember Surabaya Technical College" ("Perguruan Tinggi Teknik 10 Nopember Surabaya") and was inaugurated by the President of the Republic of Indonesia, Dr. Ir. Soekarno. At that time, the 10 November Surabaya Technical College had only 2 (two) departments, namely the Department of Civil Engineering and the Department of Mechanical Engineering.

The name of the college was chosen with the purpose that the soul and ideal of 10 November 1945 were adopted as a principle by students. The determination and sincerity to sacrifice for the country inside the soul of 10 November 1945, accompanied by the sense of unity and the spirit of cooperation, must be the foundation of the spirit of students. Also, with the spirit of 10 November, it is believed that students will be able to complete their studies satisfactorily and are expected to create a young generation that is useful for the country and the nation. It was also realized that the use of 10 November as a name had very serious consequences, namely the consequence of guarding the reputation of the Indonesian nation with all might so that it would not be tarnished.

1.1.3 The Early Development

After several years, through pioneering efforts by figures of YPTT, the status of 10 Nopember Surabaya Technical College was changed to a state university with the name of:

"SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY IN SURABAYA"
(In Indonesian: "INSTITUT TEKNOLOGI SEPULUH NOPEMBER DI SURABAYA")

The name change was stipulated in the Decree of the Minister of Education, Teaching and Culture No.93367/UU, dated 3 November 1960. The decree was subsequently updated and amended through the Decree of the Minister of Education and Culture No. 10125/UU, dated 3 December 1960. With the second Ministerial Decree, the Sepuluh Nopember Institute of Technology, which originally only had 2 (two) departments, namely Civil Engineering and Mechanical Engineering, changed to 5 (five) departments, namely Civil Engineering, Engineering Machinery, Naval Architecture, Electrical Engineering, and Chemical Engineering. Then the respective departments changed their status to faculty. Furthermore, with Government Regulation No. 9 of 1961, dated 23 March 1961, it was determined that the first anniversary of Sepuluh Nopember Institute of Technology was on 10 November 1960.

In further developments, based on Ministerial Decree No. 72 in 1965, the Sepuluh Nopember Institute of Technology opened 2 (two) new faculties, namely the Faculty of Architectural Engineering (FTA, Fakultas Teknik Arsitektur) and the Faculty of Exact and Natural Sciences

(FIPIA, Fakultas Ilmu Pasti dan Ilmu Alam). Thus at that time, ITS had 7 (seven) faculties, namely the Faculty of Civil Engineering, the Faculty of Mechanical Engineering, the Faculty of Chemical Engineering, the Faculty of Electrical Engineering, the Faculty of Naval Architecture, the Faculty of Architectural Engineering, and the Faculty of Exact and Natural Sciences.

In 1972, the campus of the Faculty of Civil Engineering was moved to Jl. Manyar 8 Surabaya, so that the ITS Campus became scattered. Subsequently, at the end of 1975, the Faculty of Architectural Engineering and the Faculty of Exact and Natural Sciences, as well as ITS Head Office were moved to the new campus on Jl. Cokroaminoto 12A Surabaya.

1.1.4 The Development

Over time, ITS strives to continue to develop, wherein 1973 a Long-Term Development Master Plan (20 years) was drawn up as a guideline for ITS development going forward. ITS Development Master Plan attracted the attention of the Asian Development Bank (ADB), which then offered loan funds for the development of four faculties, namely the Civil Engineering Faculty, the Mechanical Engineering Faculty, the Electrical Engineering Faculty, and the Chemical Engineering Faculty. Meanwhile, in 1976, ITS opened a Non-Degree Program, including the Civil Engineering Non-Degree Program managed by the Faculty of Civil Engineering.

In 1977, a portion of the funds from the ADB was used to build a campus in Sukolilo for the four faculties mentioned above. With the completion of part of the building in Sukolilo Campus in 1981, the Faculty of Electrical Engineering and Faculty of Civil Engineering were then moved to Sukolilo Campus. Overall, the construction of the four faculty buildings in Sukolilo Campus could be completed and their use was inaugurated on 27 March 1982, from which time the four faculties were moved to Sukolilo Campus.

Changes in the organizational structure that apply to the University/Institute under Government Regulation No. 5 of 1980, Government Regulation No. 27 of 1981, and Presidential Decree No. 58 of 1982, resulting in ITS being transformed into five faculties. The Faculty of Civil Engineering which is integrated with the Faculty of Architectural Engineering under the name of the Faculty of Civil Engineering and Planning (FTSP, Fakultas Teknik Sipil dan Perencanaan) consists of three departments, namely the Civil Engineering Department, the Architectural Engineering Department, and the Sanitary Engineering Study Program. The Faculty of Mechanical Engineering, the Faculty of Chemical Engineering, and the Faculty of Electrical Engineering were merged into one under the name Faculty of Industrial Technology (FTI, Fakultas Teknologi Industri) and consists of four departments, namely Department of Mechanical Engineering, Department of Electrical Engineering, Department of Chemical Engineering, Department of Engineering Physics; and two study programs, namely the Informatics Engineering Study Program and the Industrial Engineering Study Program. The name of FIPIA was changed to the Faculty of Mathematics and Natural Sciences (FMIPA, Fakultas Matematika dan Ilmu Pengetahuan Alam) which consists of four departments, namely the Department of Physics, the Department of Mathematics, the Department of Statistics, and Chemistry Study Program. Non-Degree programs are grouped into the Non-Degree Faculty of Technology (FNGT, Fakultas Non-Gelar Teknologi) which consists of four departments, namely

the Department of Civil Engineering, Public Works Education Institute (LPPU, Lembaga Pendidikan Pekerjaan Umum), the Department of Mechanical Engineering, the Department of Electrical Engineering, and the Department of Naval Architecture. Finally, the name of the Faculty of Naval Architecture was changed to the Faculty of Marine Technology which consists of three departments, namely the Department of Naval Architecture, the Department of Shipbuilding Engineering, and the Department of Marine Engineering. In 1991, ITS underwent organizational restructuring, which was based on the Decree of the Minister of Education and Culture No. 1312/0/1991, each department managed in FNGT must be integrated into similar majors in the two existing faculties, namely FTI and FTSP. As a result of the closure of FNGT, the number of faculties managed by ITS changed from five to four.

In 1998, ITS opened four new study programs, namely Industrial Product Design, Material Engineering and Metallurgy, Geodesy Engineering (Geomatics), and Biology. In the academic year 2001/2002, ITS opened two new undergraduate study programs, namely the Urban and Regional Planning Study Program, and the Information Systems Study Program under the Decree of the Director-General of Higher Education, Ministry of National Education No. 2825/D/T/2001. Also, in the same year, ITS opened four doctoral programs, namely Chemical Engineering, Civil Engineering, Architecture, and Naval Architecture, according to the Decree of the Director-General of Higher Education, Ministry of National Education No. 2367/D/T/2001. Then in the academic year 2001/2002, based on ITS Chancellor's Decree No. 1155.1/K03/PP/2001, ITS established a new Faculty, namely the Faculty of Information Technology (FTIf, Fakultas Teknologi Informasi), which consists of two study programs/departments, namely the Informatics Engineering Department and the Information Systems Study Program. FTIf has been officially recognized by the government through the Decree of the Minister of National Education of the Republic of Indonesia No. 109/O/2002, dated 12 July, 2002. Currently, ITS has five faculties and sixty study programs/departments. In addition to developing study programs/departments for undergraduate programs, ITS also develops vocational education programs (Diploma III (D-III) & Diploma IV (D-IV)), and postgraduate programs (master programs and doctoral programs).

Since the odd Semester of the academic year 2011/2012, the fast track program has been held at ITS. This program facilitates ITS undergraduate students who have high academic abilities to be able to complete their master and doctoral education more quickly. In semesters 7 and 8, these undergraduate students are allowed to take courses in semesters 1 and 2 in the master program. Furthermore, after these students complete their undergraduate education, they only need a maximum of 1 year to get their master's degree. The first batch of students in the fast track program received scholarships from the Directorate General of Higher Education, Ministry of Education and Culture. ITS collaborates with universities in Germany and France in organizing this program. Most students of this program continue their master (second year) and doctoral programs at universities in both countries. This fast track program is held in almost all departments at ITS that already have a master program.

In 2012, there was the addition of several study programs at ITS. In FTSP, under the Geomatics Engineering Department, the Geophysical Engineering Study Program was inaugurated. The difference between them is that the Geomatics Engineering Study Program studies mapping on the earth's surface, meanwhile, the Geophysical Engineering Study Program focuses on the study

of the layers of the earth. Meanwhile, FTK opened the Sea Transportation Engineering Study Program. This study program was opened to meet the need for experts in the field of marine transportation, which is currently still very rare, while the need for these experts in Indonesia is very high considering that Indonesia is an archipelago country. Besides, ITS was asked by the Ministry of Education and Culture to establish the Kalimantan Institute of Technology (ITK, Institut Teknologi Kalimantan). ITK was established to increase the number of government-owned technology institutes so that they can produce quality engineering graduates, especially in eastern Indonesia. ITK is located in Balikpapan City, East Kalimantan. The construction of the ITK campus started in 2013 and new student admissions have also been carried out by ITS in collaboration with the East Kalimantan Provincial Government. In 2012, 100 new students were accepted in the Department of Mechanical Engineering, the Department of Electrical Engineering, the Department of Chemical Engineering, the Department of Civil Engineering, and the Department of Naval Architecture. In 2013, other departments were added, namely the Department of Mathematics, the Department of Physics, the Department of Materials and Metallurgical Engineering, the Department of Urban and Regional Planning, and the Department of Information Systems, with 90 students accepted. In the meantime, lecture activities for ITK students are carried out in each department at ITS. Along with the development of the ITK building construction, in 2015 administrative and academic activities moved from ITS to a new building in Balikpapan. Another development is that since 2012, the management of Surabaya State Electronics Polytechnic (PENS) and the Surabaya State Shipping Polytechnic (PPNS) have not been under ITS anymore, based on the Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2011 regarding the ITS Statute.

Decree of the Minister of Research and Technology of the Republic of Indonesia No. 102/M/KP/III/2015 permitted ITS to operate the Biomedical Engineering Study Undergraduate Program. Biomedical Engineering is a multidisciplinary field of science as a combination of several engineering fields applied in the fields of medicine and health care. ITS Biomedical Engineering Study Program was formed to produce the next generation who have strong analytical and synthesis skills in the areas of specialization in Biomedical Instrumentation, Biomedical Signal Processing, Biomechanics, Biomedical Control, and Biomaterials.

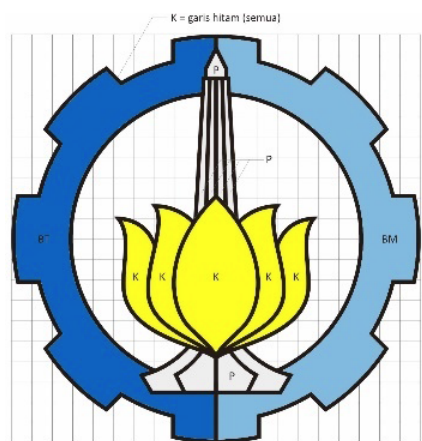
In 2016, ITS Chancellor Regulation No. 10 of 2016 has authorized the ITS education organization to become ten faculties, with several new departments. This aims to support ITS status as one of the legal entity state universities (PTN-BH, Perguruan Tinggi Negeri Badan Hukum) so that ITS is expected to contribute more to the science and technology field on a national and international scale. Article 97 of the Chancellor's Regulation explains that the number of Faculties in ITS has grown to ten faculties including (1) Faculty of Natural Sciences, (2) Faculty of Industrial Technology, (3) Faculty of Electrical Technology, (4) Faculty of Civil, Environmental, and Geo-Engineering, (5) Faculty of Architecture, Design, and Planning, (6) Faculty of Marine Technology, (7) Faculty of Mathematics, Computing, and Data Science, (8) Faculty of Information and Communication Technology, (9) Faculty of Business and Technology Management, and (10) the Vocational Faculty. Article 169 states three faculties, namely (3) the Faculty of Electrical Technology, (9) Faculty of Business and Technology Management, and (10) The Vocational Faculty started performing in January 2017. The deans and vice deans of the three faculties are inaugurated on Thursday, 26 January 2017. The ten faculties as referred to in section 97 paragraph 3 started performing effectively in September 2017.

In 2019, through the ITS Chancellor's Regulation Number 25 of 2019, the ITS Education organization has been certified into 7 faculties, as stated in article 3 paragraph 1 including (1) Faculty of Science and Data Analytics, (2) Faculty of Industrial Technology and Systems Engineering, (3) Faculty of Civil, Planning, and Geo-Engineering, (4) Faculty of Marine Technology, (5) Faculty of Intelligent Electrical and Informatics Technology, (6) Faculty of Creative Design and Digital Business, and (7) Faculty of Vocational Studies. The seven faculties started performing effectively in November 2019.

In the current era of globalization, the influence of information and communication technology (ICT) has encouraged increased cooperation between universities in the world. In the last decade, there have been more and more universities in the world, such as from the United States, Australia, England, Japan, and France, as well as universities from the Southeast Asian region, such as Singapore, Malaysia, Thailand, and others. intensively with universities in Indonesia (including ITS), in the form of double degree programs, joint degree programs, joint research programs, visiting fellows, sandwich programs, student & staff exchanges, and so on. This encourages ITS to always improve its institutional quality so that ITS can gain international recognition and can collaborate with other universities in the world on the principle of equality. Improving institutional quality through the application of the concept of quality assurance as a quality standard in the education process, research, and community service is necessary to ensure the achievement of international accreditation standards. The development of quality assurance in the academic field can then be developed into other fields such as administration and finance, human resources, cooperation, and others so that a comprehensive internal audit mechanism can be formed.

1.1.5 The Symbol, Logo, Flag, and Banner of ITS

ITS symbol is in the form of a dark blue and light blue engineering wheel, which contains a silver-white Surabaya hero monument and golden yellow wijayakusuma (*Pisonia sylvestris*) flowers.

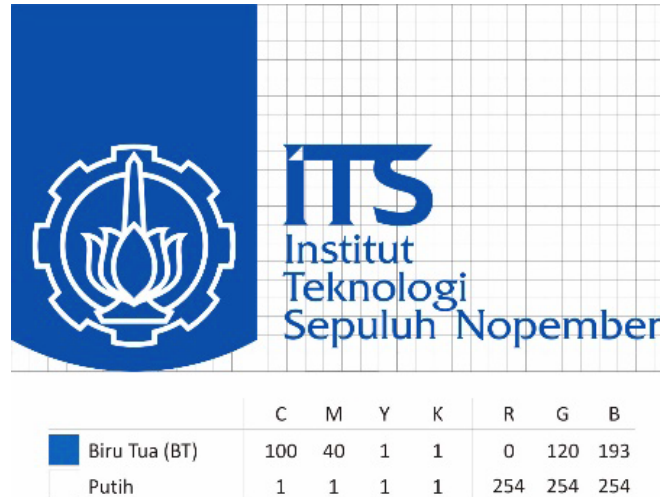


	C	M	Y	K	R	G	B
Biru Tua (BT)	100	40	1	1	0	120	193
Biru Muda (BM)	51	9	6	1	130	193	226
Kuning (K)	0	0	100	1	255	240	0
Putih Perak (P)	0	0	0	10	238	238	239
Hitam (H)	0	0	0	100	0	0	0

The meanings of the symbols above are:

- The technical wheels (gear wheels) in dark blue and light blue contain the meaning of the sacred struggle for national heroism, guaranteeing hope for nation-wide cadres in science, technology, and art.
- The Surabaya Pahlawan Monument in white and silver contains the meaning of the heroic spirit of Sepuluh Nopember.
- The golden yellow Wijaya Kusuma flower is a symbol of life.

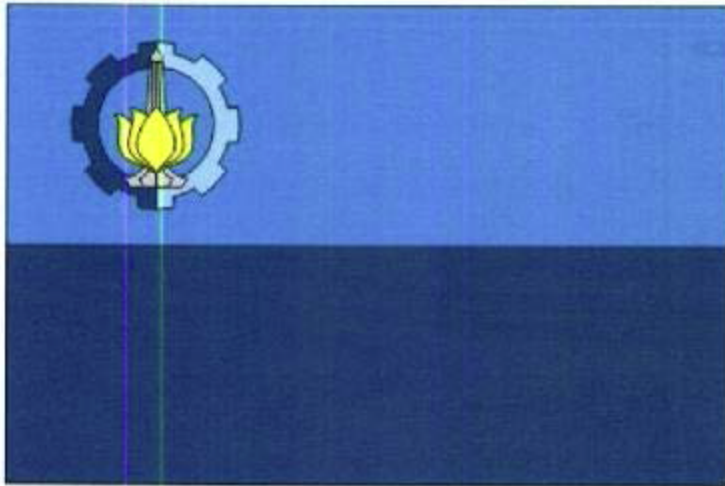
While ITS logo is a white ITS symbol inside the shield, with the blue "ITS" writing in a firm, artistic and simple shape, and the writing of "Institut Teknologi Sepuluh Nopember" in blue, as shown below:



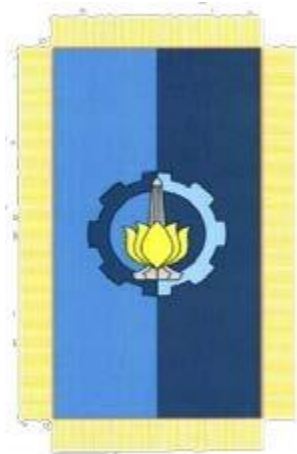
The meaning of ITS logo above is:

- The ITS symbol is white in the shield, meaning the spirit of building the competence of the young generation in the fields of science, technology, and art so that it is always embedded and framed in the hearts of all academicians and educational staff.
- The writing "ITS" in blue contains the meaning of ITS vision as broad and sky-high as usual and can always adapt to changes.
- The writing of "ITS" is firm, artistic and simple and contains the meaning of experience in the fields of science, technology and art, historical strength, and seniority. ITS is increasingly competitive.

ITS flag is in the form of a rectangle with a ratio of length to width of 3: 2 in dark blue and light blue. There is an ITS symbol on the upper left of the flag as shown in the image below:



ITS banner is in the form of a rectangle with a width of 60 cm and a height of 120 cm, dark blue and light blue with a tufted edge of yellow gold thread 10 cm long, and contains the ITS symbol with a diameter of 40 cm, as shown below:



1.1.6 Facilities

Education Building:

1. Sukolilo Campus	71,327 m ²
2. Cokroaminoto Campus	6,213 m ²
3. Manyar Campus	5,176 m ²
4. Auditorium ex. Postgraduate Building	295 m ²
5. Theater Room (3 units)	1,327 m ²
6. Laboratory & Workshop Building (22 buildings)	23,639 m ²
7. Workshop (4 buildings)	2,943 m ²
8. Library (6 floors)	9,977 m ²
9. Office including lecturer room	25,500 m ²

Supporting Facilities:

1. Sports Stadium (Soccer Field, Running Track)

2. Sports Building (Badminton)
3. Tennis Court (2 units)
4. Basketball Court (2 units)
5. Futsal Field (indoor and outdoor)
6. Student and Community Center (SCC) Building
7. Open space (plaza) dr. Angka Nitisastro
8. Central Canteen
9. Banking (Bank BNI, BRI, BTN, and Bank Mandiri)
10. Multipurpose Building (Grha ITS)
11. ITS Student Dormitory
12. ITS Guest House
13. ITS Medical Center
14. ITS Manarul Ilmi Mosque
15. Post Office
16. ITS Language and Culture Center
17. Department of Information System Technology Development
18. Student Advisory Center (SAC)
19. Printing and Publishing ITS (ITS-Press)
20. Robotics Center Building
21. Energy Development Center Building
22. NaSDEC Building (National Ship Design and Engineering Center)
23. Forensic Lab
24. Institute Welfare Unit (ticketing)
25. Research Center Building
26. Campus bicycle
27. Campus Bus
28. Room/Theater for student activities
29. Motorcycle parking with fenced/guarded areas
30. 2 central parking locations; at the Central Administration Office (KPA) and the central canteen, as well as parking in all departments.

1.2 Vision, Mission and Values

According to Government Regulation No. 49 of 2011 regarding the ITS Statute

ITS Vision

To become a university with an international reputation in science and technology, especially those that support environmentally friendly marine and industry.

ITS mission

To contribute to the development of science and technology for the welfare of society through educational activities, research, community service, and management based on Information and Communication Technology.

ITS Mission in Education:

- a. To organize higher education based on information and communication technology with international quality curriculum, lecturers, and learning methods;
- b. To produce graduates who believe and fear the Almighty God and have noble morals and character; and
- c. To equip graduates with technology-based entrepreneurship knowledge.

ITS Mission in the Field of Research:

To play an active role in the development of science and technology, especially in the fields of maritime affairs, environment and settlements, energy, and information and communication technology with an environmental perspective through international quality research activities.

ITS Mission in the Field of Community Service:

To utilize all available resources to participate in solving problems faced by the community, industry, central government, and local governments by prioritizing information and communication technology facilities.

ITS Mission in Management:

- a. Management of ITS by paying attention to the principles of good civil service supported by information and communication technology;
- b. To create a conducive atmosphere and provide full support to students, lecturers, education personnel to be able to develop themselves and make maximum contributions to society, industry, science, and technology; and
- c. To develop networks to be able to synergize with other universities, industry, society, the central government, and local governments in carrying out educational, research, and community service activities

ITS Values

- a. Ethics and Integrity: in the life of the community, state, and running the profession, always adhere to the norms or regulations that apply in society, country and religion
- b. Creativity and innovation: always looking for new ideas to produce innovations in carrying out their duties/roles better.
- c. Excellence: strive for maximum to achieve perfect results.
- d. Strong Leadership: shows visionary, creative, innovative, hardworking behavior dares to make changes for the better, and be responsible.
- e. Synergy: working together to be able to make the most of its potential.
- f. Socio-cohesiveness and Social Responsibility: maintaining harmony and caring for the surrounding community.

1.3. Education Program at ITS**Introduction to Educational Programs**

The change of ITS from Public Service Agency State Universities (PTN BLU, Perguruan Tinggi Negeri Badan Layanan Umum) to PTN BH includes those that provide color to the Education

Program at ITS. There were additional faculties and new study programs when ITS became PTN BH.

Currently, ITS organizes:

- a. Academic Education Program,
- b. Vocational Education Program,
- c. Professional Education Program

The Academic Education Program is an educational program directed primarily at the mastery of science, technology, and arts. The Academic Education Program consists of the Undergraduate Program (S-1), the Master Program (S-2), and the Doctoral Program (S-3).

The Vocational Education Program is an educational program that prepares students to have abilities in certain applied skills. The Vocational Education Program consists of the D-IV Program. In the future, the Applied Master Programs will also be held by the Department at the Vocational Faculty.

The Professional Education Program is a postgraduate education program that prepares students to have special abilities and expertise and is organized with professional organizations. Currently, ITS has an Architect Professional Program (PPAr, Program Profesi Arsitek) and Professional Engineer Program (PPI, Program Profesi Insinyur).

The implementation of academic, vocational, and professional education programs is carried out by departments spread over seven faculties. To ensure that the above education process goes according to plan, the implementation of quality assurance standards for all Education Programs at ITS is monitored by the ITS Quality Assurance Office (KPM, Kantor Penjaminan Mutu).

Faculties, Departments, and Study Programs

Since January 2017, ITS has changed to become a PTN BH, and since then the number of Faculties in ITS has changed to 8 Faculties. And since September 2017, the number of Faculties at ITS has changed to 10 Faculties. Finally, in November 2019, the number of Faculties at ITS changed to 7 Faculties as follows:

1. Faculty of Science and Data Analytics (FSAD/SCIENTICS)
2. Faculty of Industrial Technology and Systems Engineering (FTIRS/INDSYS)
3. Faculty of Civil, Planning, and Geo-Engineering (FTSPK/CIVPLAN)
4. Faculty of Marine Technology (FTK/MARTECH)
5. Faculty of Intelligent Electrical and Informatics Technology (FTEIC/ELECTICS)
6. Faculty of Creative Design and Digital Business (FDKBD/CREABIZ)
7. Faculty of Vocational Studies (FV/VOCATION)

A Brief History of the ITS Postgraduate Program (S-2 and S-3)

In 1993, ITS Postgraduate Program began to hold master programs independently. Starting in 2001, ITS opened four study programs, namely:

- a. Marine Technology Doctoral Program
- b. Civil Engineering Doctoral Program
- c. Chemical Engineering Doctoral Program, and
- d. Architecture Doctoral Program.

Then, in 2004, the Doctoral Program for Electrical Engineering was opened which was followed by the opening of the Doctoral Program for Statistics in 2006 and the Master Program in Physics Engineering in 2008.

In 2009, ITS opened two master programs and three doctoral programs, namely:

- a. Master Program in Product Design
- b. Master Program in Engineering Physics
- c. Environmental Engineering Doctoral Program
- d. Mechanical Engineering Doctoral Program, and
- e. Chemistry Doctoral Program

In 2018 ITS opened one master program and one doctoral program, namely:

- a. Master Program in Naval Architecture and Marine Engineering
- b. Doctoral Program in Naval Architecture and Marine Engineering

Since November 14, 2019, all matters relating to postgraduate studies have been transferred from the ITS Academic Directorate to the Directorate of Postgraduate and Academic Development. In May 2020, ITS opened a doctoral program, namely Technology Management Doctoral Program. Until now, there are 20 master programs and 15 doctoral programs at ITS.

1.4. ITS Development Strategy

The government's desire for large universities in Indonesia to continue improving quality so that their reputations are equal to other universities in Asia and even in the world must be a major consideration in the road map for ITS travel for the next ten years. To respond to the government's wishes, ITS must determine priority strategic choices for the direction of resource allocation. This is not an easy job, but it must be done if ITS wants to be known internationally in the next five to ten years. The essence of a strategic plan is a commitment to carry out certain actions, not other actions.

The process of democratization has made people more aware of their right to be able to pursue quality higher education at affordable costs. This desire forces universities to become more efficient, transparent, and responsible in extracting and utilizing education funds. This makes the compliance dimension an increasingly important issue in higher education operations, in line with increasingly active law enforcement to eradicate collusion, corruption, and nepotism (KKN; kolusi, korupsi dan nepotisme).

The public's desire for the role of higher education is also growing. The public is increasingly aware and demands that the hundreds of billions of fees that are budgeted for higher education each year must be a driving force for universities to produce the right solutions to real problems faced by society, such as unemployment, floods, disasters, environmental pollution, appropriate technology, use, and others. The 2014-2018 ITS Strategic Plan was prepared by taking into account the alignment with the Kemenristekdikti Strategic Plan. Strategic planning cannot be separated from the analysis of ITS' ability to respond to various environmental changes to achieve the vision, mission, and goals that ITS has set. The Strategic Plan functions as a

reference for all plans from the top to the lowest level. Evaluations and adjustments need to be made every year so that they remain relevant to developments in the situation.

1.4.1 The Internal Condition

ITS meets the needs of engineering and science scholars to support the development of East Java and the Eastern Indonesia region (KBT, Kawasan Indonesia Bagian Timur). During its development, the institute, which was founded on November 10, 1960, not only supported the development of East Java and KBT, but also throughout Indonesia. Currently, the educational programs held are not only undergraduate programs (S-1), but also Masters programs (S-2) and Professional programs, Doctoral programs (S-3), and Vocational programs (Applied Bachelor).

Analysis of internal conditions includes ITS ability to manage the Tri Dharma of Higher Education (teaching, research, community service) and resources (finance, human resources, facilities, and infrastructure). This capability is seen from the readiness of the organization and management as well as the performance achievements in the last few years. Analysis of internal conditions will further elaborate on the weaknesses and strengths of ITS as an institution in achieving its vision and mission. Several internal aspects that are important to analyze their conditions and will affect ITS performance include organization and work procedures, human resources, finance, facilities, and infrastructure as well as the Tri Dharma of Higher Education, namely education, research, and community service.

1.4.1.1 Organization and Work Procedure

Since the issuance of the WTO and GATTs issues in the late 1990s, ITS has attempted to organize the organization and work procedures that are more directed towards stakeholder interests. The trick is to adopt a structure and work procedure that applies the principles of good corporate governance, or, now more popularly, good university governance (GUG). These principles include transparency, efficiency, accountability, and responsibility. ITS also proclaims itself to be an environmentally friendly campus which has implications for the existence of an environmental-related initiative strategy through an integrated eco-campus program.

In 2013, ITS Organization and Work Procedure (OTK, Organisasi dan Tata Kerja) was published based on Minister of Education and Culture Regulation No. 86 of 2013, which was ready to be used as a tool for running a more operational GUG. In this new OTK, the principles of transparency and efficiency, among others, are outlined by the formation of the Information System and Technology Institution. The principles of accountability are realized by establishing an integrated quality assurance and internal audit. Meanwhile, the principles of responsibility exist in the description of the duties and authorities of each existing organ.

In the framework of expanding autonomy in the administration of higher education and management of tertiary institutions and based on Government Regulation of the Republic of Indonesia No. 83 of 2014, ITS was designated as a Legal Entity State University (PTN BH, Perguruan Tinggi Negeri Badan Hukum), based on Government Regulation no. 54 of 2015 about the Statute of ITS. This statute is the basic regulation of ITS management which is used as the basis for drafting regulations and procedures at ITS.

1.4.1.2 Education

Learning Outcomes at ITS

Education is a process that starts from:

1. The formation of the curriculum,
2. The learning process, and
3. Producing graduates

ITS aspires to produce graduates with:

1. Noble character;
2. Excellence in science and technology;
3. A noble and independent personality;
4. Professional and ethical character;
5. High integrity and responsibility; and
6. Ability to develop themselves and compete at the national and international level

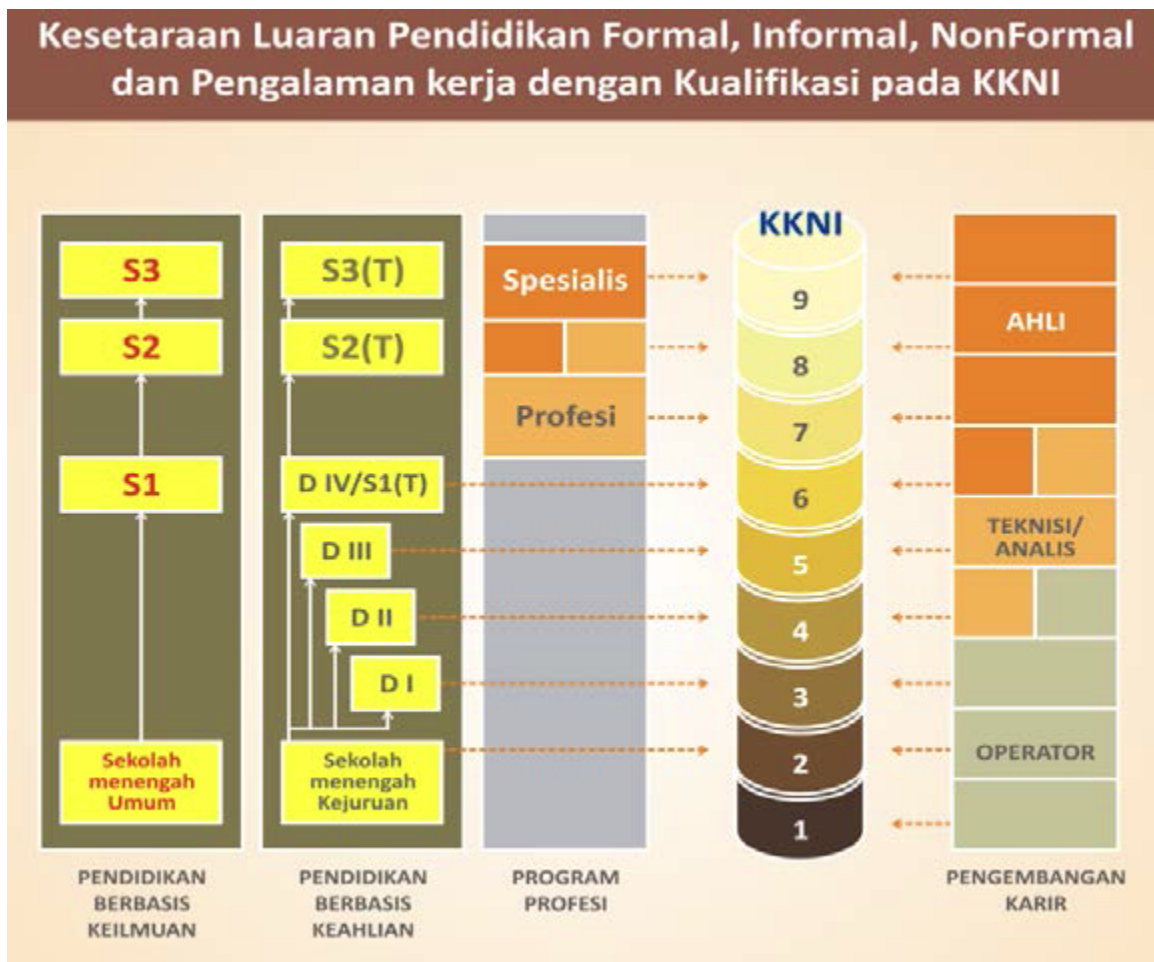


Image 1. Equality of Formal, Informal, Non-Formal Education Outcomes and work experience with qualifications at KKNI

The level of education is formulated by the Government through Presidential Regulation No. 8 of 2012 concerning the Indonesian National Qualifications Framework (KKNI, Kerangka

Kualifikasi Nasional Indonesia) so that graduates in all tertiary institutions can have equality in terms of learning outcomes.

After the level of learning outcomes for the education level is understood, then it is necessary to look at 4 aspects of learning outcomes, namely:

The level of education is formulated by the Government through Presidential Regulation No. 8 of 2012 concerning the Indonesian National Qualifications Framework (KKNI, Kerangka Kualifikasi Nasional Indonesia) so that graduates in all tertiary institutions can have equality in terms of learning outcomes.

After the level of learning outcomes for the education level is understood, then it is necessary to look at 4 aspects of learning outcomes, namely:

1. Attitude
2. General Skills
3. Knowledge
4. Special Skills

The Aspects of General Attitudes and Skills have been stipulated by Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015 on National Higher Education Standards (SNDIKTI, Standar Nasional Pendidikan Tinggi). While the elements of Special Knowledge and Skills are determined by the study program (taking into account the needs of stakeholders and the Study Program Forum of a similar kind).

ITS has determined Aspects of General Attitude and Skills. Attitudes are applied to all educational programs while General Skills are set differently for each education program (example: Diploma Education Programs are different from Undergraduate Education Programs, etc.).

The following is a formulation of General Attitudes and Skills (for Diploma Three Programs, Applied Undergraduate Programs, and Undergraduate Programs).

The Attitude Formulation

Every graduate of the Academic, Vocational, and Professional Education Program must have the following attitudes:

1. To fear God Almighty and able to show a religious attitude;
2. To uphold human values in carrying out duties based on religion, morals, and ethics;
3. To contribute to improving the quality of life in society, nation, state, and advancement of civilization based on Pancasila;
4. To play a role as citizens who are proud and love the country, have nationalism and a sense of responsibility to the state and nation;
5. To respect the diversity of cultures, views, religions, and beliefs, as well as the original opinions or findings of others;
6. To cooperate and have social sensitivity and concern for the community and the environment;
7. To obey the law and discipline in social and state life;
8. To internalize academic values, norms, and ethics;
9. To show an independent attitude of being responsible for work in their field of expertise;

10. To internalize the spirit of independence, struggle, and entrepreneurship;
11. To make every effort to achieve the perfect result, and work together to be able to make the most of their potential.

Applied Undergraduate Program

Graduates of the Applied Undergraduate Program are required to have general skills as below:

1. Applying logical, critical, innovative, quality, and measurable thinking in doing specific work in their field of expertise and according to work competency standards in the relevant field;
2. Showing independent, quality, and measurable performance;
3. Studying cases of application of science and technology that pay attention to and apply humanities values according to their areas of expertise in producing prototypes, standard procedures, designs, or works of art; compiling the results of their studies in the form of working papers, design specifications, or art essays; and uploading them on the institute website;
4. Compiling the results of the above study in the form of working papers, design specifications, or art essays, and uploading them on the institute website;
5. Making decisions appropriately based on standard procedures, design specifications, safety and security requirements in supervising and evaluating their work;
6. Maintaining and developing cooperation networks and the results of cooperation within and outside the institution;
7. Being responsible for the achievement of group work and to supervise and evaluate the completion of work assigned to workers under their responsibility;
8. Carrying out the self-evaluation process of the workgroup under their responsibility, and managing to learn independently;
9. Documenting, storing, securing, and recovering data to ensure validity and to prevent plagiarism;
10. Developing themselves and competing at the national and international levels;
11. Implementing the principles of sustainability (sustainability) in developing knowledge;
12. Implementing information and communication technology in the context of the implementation of the work; and
13. Applying entrepreneurship and understanding technology-based entrepreneurship.

Undergraduate Program

Graduates of the Undergraduate Program are required to have general skills as below:

1. Applying logical, critical, systematic, and innovative thinking in the context of developing or implementing science and technology that pays attention to and applies humanities values according to their field of expertise;
2. Demonstrating independent, quality, and measurable performance;
3. Studying the implications of the development or implementation of technological science that pays attention to and applies humanities values according to their expertise based on scientific principles, procedures, and ethics in producing solutions, ideas, designs, or art criticism; compiling scientific descriptions of the results of their studies in the form of thesis or reports final project; and uploading it on the institute page;
4. Compiling a scientific description of the results of the study mentioned above in the form of a thesis or final project report, and uploading it on the institute page;

5. Making decisions appropriately in the context of problem-solving in their area of expertise, based on the results of information and data analysis;
6. Maintaining and developing networks with mentors, colleagues, peers both inside and outside the institution;
7. Being responsible for the achievement of group work and supervising and evaluating the completion of work assigned to workers under their responsibility;
8. Carrying out the self-evaluation process of the workgroup under their responsibility, and managing to learn independently;
9. Documenting, storing, securing, and recovering data to ensure validity and prevent plagiarism;
10. Developing themselves and competing at the national and international levels;
11. Implementing the principles of sustainability in developing knowledge;
12. Implementing information and communication technology in the context of the implementation of the work; and
13. Applying entrepreneurship and understanding technology-based entrepreneurship.

All these aspects need to be determined to control the final ability of graduates (learning outcomes).

Study Program Accreditation at ITS

In carrying out the education process, the study programs are measured through the accreditation process. There are two levels of accreditation, namely: the national level (carried out by BAN-PT) and the international level (carried out by several affiliates, such as AUN-QA: ASEAN University Network-Quality Assurance, ABET: Accreditation Board for Engineering and Technology, and ZEvA: The Central Evaluation Agency, Hannover - Germany).

All study programs at ITS (62 study programs) have received national-level accreditation A by BAN-PT as much as 66.13%. This indicates that the educational programs held at ITS have been very good in general. This means that ITS has been recognized nationally as a teaching university. This achievement will continue to be maintained by controlling the quality of the academic process regularly. In the future, several undergraduate study programs will have prepared for international accreditation from AUN-QA. To ensure that accreditation continues to run perfectly while the educational process runs smoothly, ITS also carries out a quality assurance function internally through the Internal Quality Assurance System (SPMI, Sistem Penjaminan Mutu Internal) mechanism.

LBE (Lab-Based Education)

To realize the role of the Tri Dharma of Higher Education, ITS needs to pay attention to three aspects, namely: Education, Research, and Community Service. To realize Education and Research, one of the centers that need to be developed is Lab-based Education (LBE). In LBE, students can get direct experience in laboratories and practicum so that the theory in lectures can be learned more comprehensively. Moreover, the LBE program helps laboratories to prepare SOPs (standard operating procedures) and research roadmaps so that research can be more focused and produce publications that contribute both at the national and international levels.

Table 1. International Accreditation at the Study Program at ITS

No.	Study Program	Accreditation
1.	S-1 Statistics	AUN-QA
2.	S-1 Chemistry	AUN-QA
3.	S-1 Chemical Engineering	AUN-QA
4.	S-1 Industrial Engineering	AUN-QA, ABET
5.	S-1 Civil Engineering	AUN-QA
6.	S-1 Environmental Engineering	AUN-QA
7.	S-1 Double Degree Program in Marine Engineering	ZEVA
8.	S-1 Informatics Engineering	AUN-QA
9.	S-1 Electrical Engineering	AUN-QA

1.4.1.3. Research and Community Service of DRPM ITS

In line with the transformation of ITS into a legal entity state university (PTN BH), the role of the Directorate of Research and Community Service (DRPM) is very important. Taking shelter under Field IV, DRPM lays the research foundations at the Technology Readiness Level (TRL) 1 - TRL 6, to further support the downstream research at the TRL 7 - TRL 9.

The downstream of this research will produce products that are not only useful, but also worthy of the sale to increase the revenue generator of ITS as PTN BH. For this reason, carefulness is needed in choosing research topics that will later be able to reach the downstream stage. Another DRPM obligation is to increase the number of publications to support ITS as a World Class University. Ease of administration and incentives for researchers, laboratory coaching, and collaboration with postgraduates are the three pillars to achieve this.

This is intended to provide a global picture of the existing conditions, the activities that are being carried out, and the achievements that have been obtained. We believe there are still many flaws in this profile and for that, we will be happy to welcome any input for future improvements.

DRPM is an institution capable of crystallizing international standard science and technology research and services, especially in the fields of marine, energy, and settlement to empower all resources and answer real problems in society. Further, DRPM has missions, as follows:

- a. Developing science and technology research and service activities, especially in the fields of marine, energy, human settlements based on international standard information technology and environmental insight according to the real needs of the community both at the national and international levels;
- b. Crystallizing research and service activities to produce superior solutions and products needed to answer real problems faced by national and international communities;

- c. Making optimal use of and empower all research resources and services owned by ITS to increase ITS competitiveness at the national and international levels; and
- d. Empowering superior research and community service results to increase the nation's competitiveness to optimize the added value of the nation based on the mastery and application of science and technology.

To support activities and increase the achievement of research and community service, since 2019, there has been a Sub-Directorate for Research and Scientific Publications and a Sub-Directorate for Community Service under DRPM ITS. The Sub-directorate of Research and Scientific Publications oversees the Research Center and Center for Excellence in Science and Technology as follows:

- a. Center for Scientific Publications
- b. Research Center for Manufacturing, Transportation, and Logistics
- c. Center for Sustainable Energy Research
- d. Center for Artificial Intelligence and Health Technology
- e. Center for Research on Advanced Materials and Nanotechnology
- f. Research Center for the Internet of Things and Defense Technology
- g. Center for Agri-food and Biotechnology Research
- h. Research Center for Disaster Mitigation and Climate Change
- i. Research Center for Marine-Earth Science and Technology
- j. Fundamental Science Research Center
- k. Center for Sustainable Infrastructure and Environment Research
- l. Center for Excellence in Science and Technology (PUI, Pusat Unggulan IPTEK) for Automotive Control Systems
- m. Center for Excellence in Science and Technology (PUI) for Ship Safety and Marine Installation
- n. Center for Excellence in Science and Technology (PUI) for Mechatronics and Industrial Automation
- o. Center of Excellence in Science and Technology (PUI) Design

Meanwhile, the Sub-directorate for Community Service oversees the following Study Centers:

- a. Center for the Study of Sustainable Development Goals
- b. Center for the Study of Regional Potential and Community Empowerment
- c. Center for the Study of Business and Industry Public Policy
- d. Center for Halal Studies
- e. Center for the Study of Appropriate Technology

The centers above have the function of managing interdisciplinary research, innovation, training, service, and community service activities. In carrying out its function, the center has duties, namely compiling research roadmaps, managing cross-disciplinary research, increasing the dissemination of research and innovation results, developing research groups, managing and empowering research laboratories, carrying out community service and services.

In carrying out research and community service, students can be involved together with lecturers. Activities that can be carried out jointly between lecturers and students include the Student Creativity Program (PKM, Program Kreativitas Mahasiswa) with its various programs, final

assignments/thesis, publications of research results and community service at both national and international levels, collaborative research with industry, international collaborative research and others.

Finance and Infrastructure

Since the enactment of ITS status as a PTN BH based on Government Regulation No. 83 of 2014, steps have been taken to shift financial management from Public Service Agency Financial Management (PK-BLU, Pengelolaan Keuangan Badan Layanan Umum) to financial management of PTN BH. Regulations issued by the government to regulate financial management, namely Government Regulation No. 26 of 2015 concerning Forms and Funding Mechanisms for PTN BHs. The Government Regulation regulates such as sources of funds and forms of funding, funding mechanisms, and accountability of PTN Legal Entities. One form of funding that is subsidized by the Government is Funding Assistance for Legal Entity PTN (BPPTN BH, Bantuan Pendanaan PTN BH). This fund is a substitute for State Higher Education Operational Assistance (BOPTN, Bantuan Operasional Perguruan Tinggi Negeri) funds. BPPTN BH funds are used for operational costs, lecturer fees, education personnel costs, investment costs, and development costs. Apart from BPPTN BH, other budget sources from the APBN include personnel expenditure and Ministry List of Budget Implementers (DIPA, Daftar Isian Pelaksana Anggaran), including scholarships. For the implementation of PTN BH budget management, in 2017, a Chancellor's Regulation was issued which regulates financial management and the Institute's cost standards.

1.4.2. External Conditions

As a public university, ITS is influenced by various changes in society: changes in politics, economy, social, science and technology (IPTEK, Ilmu pengetahuan dan teknologi), and arts, both at the national and international levels.

1.4.3. Strategic Objectives and Targets

ITS PTN BH aims to achieve the strategic objectives as follows:

- a. **Organizational Transformation:** to transform into ITS PTN BH; in academic, financial, and organizational aspects; with accountable, transparent, effective, and efficient governance, as well as obeying laws and regulations.
- b. **National Contribution:** to be a major contributor to national development and to become a solutive institution for various national problems through the process of education, research, community service, and innovation that are beneficial to the nation and the society.
- c. **World-Class University:** to become a reputable and world-class university by making the maximum use of academic capital to encourage the internationalization of academic programs and the achievement of international accreditation, as well as to encourage the internationalization of research results (intellectual output) and innovation.

The Strategic Targets, which are derived from the Strategic Objectives, are described as follows. The strategic objectives for achieving the goals of **Organizational Transformation** include:

- a. Increasing the quality and quantity of ITS student intake and the learning process; provision of teaching materials in sufficient quantity and quality; as well as improving the composition of postgraduate students towards undergraduate programs;
- b. Increasing the quality of graduates to be absorbed in the job market;
- c. Transformation of the financial system and management of infrastructure and environment that support ITS strategic goals as PTN BH;
- d. Transformation of HR management systems and organizations that prioritize stakeholder satisfaction;
- e. Transformation of the system for coordination and program management and evaluation;
- f. Transformation of aid organizations and legal and regulatory considerations;
- g. Improvement of research quality; and
- h. Transformation of ITS ability in managing and developing business to increase ITS PTN BH funding capability.

The strategies for achieving the goals of **National Contribution** are as follows:

- a. Contributions are in the form of strengthening the technopreneurship of ITS students through training, incubation, competitions, and other innovative activities;
- b. Contribution in the form of increasing ITS contribution to the alignment program;
- c. Contribution in the form of an increase in the percentage of professionally certified graduates;
- d. Contribution in the form of improving student achievement at the national and international levels;
- e. Contribution in the form of strengthening innovation capabilities through Science and Technopark;
- f. Contribution in the form of strengthening research and innovation capabilities through the Center for Excellence in Science and Technology (PUI);
- g. Contribution in the form of strengthening research and innovation capabilities through the performance of registered IPRs;
- h. Contribution in the form of strengthening Research capabilities with the creation of prototypes with levels of TRL 1 - TRL 6;
- i. Contribution in the form of strengthening research and innovation capabilities through industry-worthy prototypes;
- j. Contribution in the form of strengthening Research and Innovation capabilities by increasing the number of innovative products that are ready to be produced and utilized by users; and
- k. Contribution in the form of increased community service activities.

Finally, the strategies for achieving the goals of **World-Class University** are as follows:

- a. Internationalization through increasing ITS rankings in the national and international university ranking system;
- b. Strengthening internationalization through increasing the number of international publications;
- c. Strengthening internationalization through the number of accredited superior study programs.

CHAPTER II ORGANIZATION AND WORK PROCEDURES AT ITS

2.1 ITS Organization

The determination of ITS as a PTN BH has implications for the quality of service and the performance of the implementation of Higher Education Tri Dharma of Higher Education activities. For this, it requires an organization and work procedures that are in line with the goals and spirit of ITS PTN BH. Based on the Republic of Indonesia Government Regulation No. 54 of 2015 concerning the Statute of the Sepuluh Nopember Institute of Technology, it is stated that the ITS Organs consist of:

- a. Board of Trustees (MWA, Majelis Wali Amanah), as an organ that functions to determine, consider the implementation of general policies and non-academic supervision;
- b. Chancellor, as an organ that functions as the manager of higher education institutions and, is responsible to the MWA; and
- c. Academic Senate (SA, Senat Akademik), as an organ that functions to determine policies, to give consideration, and to supervise in the academic field.

Based on the ITS statute, the ITS Chancellor issued Regulation No. 24 of 2019 concerning the organization and work procedures of the Sepuluh Nopember Institute of Technology, as the operational basis of the ITS organizational management system.

2.2. Chancellor and Vice-Chancellor

The organizational structure under the Chancellor consists of:

- a. Vice-Chancellor;
- b. Secretary of the Institute;
- c. Faculties and Schools;
- d. Offices; and
- e. Directorate of Global Partnerships.

In carrying out his duties, the Chancellor is assisted by four Vice-Chancellors who have the following duties:

Vice-Chancellor I

(Vice-Chancellor for Academic and Student Affairs)

has a duty to assist the Chancellor in:

- a. Formulating and implementing policies in the academic and student affairs fields;
- b. Organizing work programs that are in line with policies in the academic and student affairs fields;
- c. Evaluating the performance of work program results in the academic and student affairs fields; and

- d. Carrying out excellent service in the academic and student affairs fields according to the principles of bureaucratic reform and the integrity zone.

Vice-Chancellor II

(Vice-Chancellor for Planning, Finance, and Infrastructure)

has a duty to assist the Chancellor in:

- a. Formulating and implementing policies in the fields of planning, finance, and infrastructure;
- b. Organizing work programs that are in line with policies in the fields of planning, finance, and infrastructure;
- c. Evaluating the performance of work program results in the planning, finance, and infrastructure sectors; and
- d. Providing excellent service in the areas of planning, finance, and infrastructure according to the principles of bureaucratic reform and the integrity zone.

Vice-Chancellor III

(Vice-Chancellor for Human Resources, Organization and Information Systems Technology)

has a duty to assist the Chancellor in:

- a. Formulating and implementing policies in the fields of human resources, organizations, and technology and information systems;
- b. Organizing work programs that are in line with policies in the fields of human resources, organizations, and technology and information systems;
- c. Evaluating the performance of work program results in the fields of human resources, organizations, and technology and information systems; and
- d. Carrying out excellent service in the fields of human resources, organizations, and technology and information systems according to the principles of bureaucratic reform and the integrity zone.

Vice-Chancellor IV

(Vice-Chancellor for Research, Innovation, and Cooperation)

has a duty to assist the Chancellor in:

- a. Formulating and implementing policies in the fields of research, innovation, cooperation, and alumni;
- b. Organizing work programs that are in line with policies in the fields of research, innovation, cooperation, and alumni;
- c. Evaluating the performance of work program results in the fields of human resources, organizations, and technology and information systems; and
- d. Carrying out excellent service in the fields of research, innovation, cooperation, and alumni according to the principles of bureaucratic reform and the integrity zone.

2.3. The Institute Secretary

The Institute Secretary has the task of assisting the Chancellor in:

- a. Formulating and implementing policies in the secretarial field of the institute;
- b. Organizing work programs that are in line with policies in the secretarial field of the institute;
- c. Evaluating the performance of the work program results in the secretarial field of the institute; and
- d. Carrying out excellent service in the secretarial field of the institute according to the principles of bureaucratic reform and the integrity zone.

In carrying out duties, the institute secretary carries out functions:

- a. Formulation of policies, strategic plans, and work programs in the secretariat of the institute;
- b. Coordinating the preparation of development master plans, organizational strategic plans, and organizational operational plans
- c. Management, control, and supervision of work programs;
- d. Measurement and reporting of organizational performance for all levels of the organization;
- e. Coordination and preparation of periodic organizational reports;
- f. Implementation of the ITS internal control system;
- g. Planning and monitoring organizational strategies related to ITS ranking at the national level;
- h. Surveying stakeholder satisfaction with organizational services;
- i. Provision of protocol services;
- j. Implementation of ITS public relations, promotion, and imaging services;
- k. ITS information and document manager as a public body;
- l. Providing legal services;
- m. Organizational risk management and risk assessment services; and
- n. Implementation of evaluation and reporting on the implementation of work programs in the secretarial field of the institute.

2.4. Faculties and Departments

Faculty is an academic implementing element which is a collection of supporting resources in the implementation and management of academic education, professional education, and/or vocational education in one scientific and technological discipline. The faculty is led by a Dean and assisted by a Vice Dean. In carrying out his duties, the Dean is responsible to the Chancellor. The organizational structure under the faculty consists of:

- a. Dean and Vice-Dean
- b. Faculty Advisory Committee;
- c. Department; and
- d. Administrative Section of the Faculty.

The Dean is in charge of carrying out the duties of the Faculty which consists of:

- a. Arranging planning, governance, and development of programs and services within the faculties and departments under it in the fields of education, research, cooperation, and community service;
- b. Carrying out collaboration and sharing of resources within the scope of the faculties and departments below;
- c. Evaluating the performance of work programs within the faculty; and
- d. Carrying out excellent service in the fields of education, research, cooperation, and community service with the principles of bureaucratic reform and the integrity zone.

The Vice-Dean has the task of assisting the Dean in carrying out the duties and functions of the faculty, especially in financial management, infrastructure, human resources, and acting as an official faculty commitment maker.

The Faculty Advisory Committee has the task of providing considerations in academic and non-academic fields and organizing doctoral and judicial promotions.

Departments are elements of the faculty that support the implementation of academic activities in one or several branches of science and technology in the types of academic education, vocational education, and/or professional education. The department has the task of managing and conducting Tri Dharma of Higher Education activities as well as quality assurance in several levels of education in one clump of science and technology disciplines for the types of academic education, academic and professional education, or vocational education. The department consists of:

- a. Study program; and
- b. Laboratory, Workshop, Teaching Factory, Studio, and/or Workshop.

Based on the Regulation of the Chancellor of the Sepuluh Nopember Institute of Technology No. 25 of 2019 concerning the Organization and Work Procedure of Faculties in the Sepuluh Nopember Institute of Technology, ITS has 7 Faculties and 39 Departments, as follows:

1. The Faculty of Science and Data Analytics (SCIENTICS) consists of 6 departments, as follows:
 - Department of Physics
 - Department of Mathematics
 - Department of Statistics

- Department of Chemistry
 - Department of Biology
 - Department of Actuarial Science
2. The Faculty of Industrial Technology and Systems Engineering (INDSYS) consists of 5 departments, as follows:
 - Department of Mechanical Engineering
 - Department of Chemical Engineering
 - Department of Engineering Physics
 - Department of Industrial and Systems Engineering
 - Department of Material Engineering
 3. The Faculty of Civil, Planning, and Geo-Engineering (CIVPLAN) consists of 6 departments, as follows:
 - Department of Civil Engineering
 - Department of Environmental Engineering
 - Department of Geomatics Engineering
 - Department of Geophysics Engineering
 - Department of Architecture
 - Department of Regional and Urban Planning
 4. The Faculty of Marine Technology (MARTECH) consists of 4 departments, as follows:
 - Department of Naval Architecture and Shipbuilding Engineering
 - Department of Marine Engineering
 - Department of Ocean Engineering
 - Department of Sea Transportation Engineering
 5. The Faculty of Intelligent Electrical and Informatics Technology (ELECTICS) consists of 6 departments, as follows:
 - Department of Electrical Engineering
 - Department of Biomedical Engineering
 - Department of Computer Engineering
 - Department of Informatics
 - Department of Information Systems
 - Department of Information Technology
 6. The Faculty of Creative Design and Digital Business (CREABIZ) consists of 6 departments, as follows:
 - Department of Business Management
 - Department of Technology Management

- Department of Developmental Studies
 - Department of Industrial Product Design
 - Department of Interior Design
 - Department of Visual Communication Design
7. The Faculty of Creative Design and Digital Business (CREABIZ) consists of 6 departments, as follows:
- Department of Civil Infrastructure Engineering
 - Department of Industrial Mechanical Engineering
 - Department of Automation Electronic Engineering
 - Department of Industrial Chemical Engineering
 - Department of Instrumentation Engineering
 - Department of Business Statistics

The Administrative Section of the Faculty has the task of carrying out administration in the fields of:

- a. Development and management of education within the Faculty;
- b. Quality assurance and control of the implementation of Tri Dharma of Higher Education;
- c. Management, development, and implementation of cooperation in the field of Tri Dharma of Higher Education; and
- d. Management and development of resources which include finance, general staffing, and facilities and infrastructure.

2.5. Directorates and Bureaus

A directorate is an element of strategic development and implementation in a certain field, while a bureau is an element that carries out administration in a certain field.

1. The Directorates and Bureaus under the Vice-Chancellor I, consisting of:
 - a. The Directorate of Education has the following duties:
 - i. Preparing the formulation and implementation of policies in the sub-sector of education;
 - ii. Organizing work programs that are in line with policies in the sub-sector of education;
 - iii. Evaluating and reporting the performance of work programs in the education sub-sector; and
 - iv. Carrying out excellent service in the education sub-sector according to the principles of bureaucratic reform and the integrity zone.
 - b. Directorate of Postgraduate and Academic Development has the following duties:

- i. Preparing the formulation and implementation of policies in the sub-field of graduate and academic development;
 - ii. Organizing work programs that are in line with the policies in the sub-field of postgraduate and academic development;
 - iii. Evaluating and reporting on the performance of work program outcomes in the sub-sector of graduate school and academic development; and
 - iv. Carrying out excellent service in the sub-field of undergraduate and academic development according to the principles of bureaucratic reform and the integrity zone.
 - c. The Directorate of Student Affairs has the following duties:
 - i. Preparing the formulation and implementation of policies in the student affairs sub-sector;
 - ii. Organizing work programs that are in line with policies in the student affairs sub-sector;
 - iii. Evaluating and reporting the performance of work program results in the sub-sector of student affairs; and
 - iv. Organizing excellent service in the student affairs sub-sector according to the principles of bureaucratic reform and the integrity zone.
 - d. The Library has the following duties:
 - i. Formulating policies and strategic plans and library work programs;
 - ii. Managing and develop libraries;
 - iii. Managing and develop knowledge centers;
 - iv. Providing excellent library services; and
 - v. Coordinating the management of the reading room in the ITS environment.
- 2. The Directorates and Bureaus under the Vice-Chancellor II, consisting of:
 - a. Directorate of Planning and Development has the task of:
 - i. Preparing the formulation and implementation of policies in the planning and development sub-sector;
 - ii. Organizing work programs that are in line with policies in the planning and development sub-sector;
 - iii. Evaluating and reporting on the performance of work programs in the planning and development sub-sector; and
 - iv. Carrying out excellent service in the planning and development sub-sector according to the principles of bureaucratic reform and the integrity zone.
 - b. Bureau of Facilities and Infrastructure has the following duties:

- i. Preparing the formulation and implementation of policies in the sub-sector of facilities and infrastructure;
 - ii. Organizing work programs that are in line with policies in the sub-sector of facilities and infrastructure;
 - iii. Evaluating and reporting the performance of work programs in the sub-sector of facilities and infrastructure; and
 - iv. Carrying out excellent service in the sub-sector of facilities and infrastructure according to the principles of bureaucratic reform and the integrity zone.
 - c. Bureau of Finance has the following duties:
 - i. Prepare the formulation and implementation of policies in the financial management sub-sector;
 - ii. Organizing work programs that are in line with policies in the financial management sub-sector;
 - iii. Evaluating and reporting on the performance of work programs in the sub-sector of financial management; and
 - iv. Providing excellent service in the financial management sub-sector according to the principles of bureaucratic reform and the integrity zone.
 - d. The Goods and Services Procurement Work Unit has the task of:
 - i. Carrying out the procurement of goods and services; and
 - ii. Implementing electronic goods and services procurement systems.
- 3. The Directorates and Bureaus under the Vice-Chancellor III, consisting of:
 - a. The Directorate of Human Resources and Organization has the following duties:
 - i. Preparing the formulation and implementation of policies in the sub-sector of human resources and organizations;
 - ii. Organizing work programs that are in line with policies in the human resources and organizational sub-sector;
 - iii. Evaluating and reporting the performance of work programs in the sub-sector of human resources and organizations; and
 - iv. Carrying out excellent service in the sub-sector of human resources and organizations according to the principles of bureaucratic reform and the integrity zone.
 - b. The Directorate of Technology and Information System Development has the following duties:
 - i. Preparing the formulation and implementation of policies in the sub-sector of technology and information systems;
 - ii. Organizing work programs that are in line with policies in the sub-field of technology and information systems;

- iii. Evaluating and reporting the performance of work programs in the sub-sector of technology and information systems; and
 - iv. Carrying out excellent service in the sub-sector of technology and information systems according to the principles of bureaucratic reform and the integrity zone.
 - c. The General and Bureaucratic Reform Bureau has the following duties:
 - i. Preparing the formulation and implementation of policies in the general sub-sector and bureaucratic reform;
 - ii. Organizing work programs that are in line with policies in the general sub-sector and bureaucratic reform;
 - iii. Evaluating and reporting on the performance of work programs in the general sub-sector and bureaucratic reform; and
 - iv. Carrying out excellent service in the general sub-sector and reforming the bureaucracy according to the principles of bureaucratic reform and the integrity zone.
 - d. The Smart Eco-Campus Development Unit has the task of:
 - i. Compiling a smart eco-campus program policy; and
 - ii. Utilizing smart technology to implement a smart eco-campus program.
- 4. The Directorates and Bureaus under the Vice-Chancellor II, consisting of:
 - a. The Directorate of Research and Community Service has the following duties:
 - i. Preparing the formulation and implementation of policies in the sub-field of research and community service;
 - ii. Organizing work programs that are in line with policies in the sub-field of research and community service;
 - iii. Evaluating and reporting the performance of work programs in the sub-sector of research and community service; and
 - iv. Carrying out excellent service in the sub-sector of research and community service according to the principles of bureaucratic reform and the integrity zone.
 - b. The Directorate of Innovation and Science Technology Area has the following duties:
 - i. Preparing the formulation and implementation of policies in the sub-sector of innovation and development of the science and technology area;
 - ii. Organizing work programs that are in line with policies in the sub-field of innovation and development of the science and technology area;
 - iii. Evaluating and reporting the performance of the work program results in the sub-sector of innovation and development of the science and technology area; and

- iv. Carrying out excellent service in the sub-sector of innovation and development of the science and technology area according to the principles of bureaucratic reform and the integrity zone.
- c. The Directorate of Business Cooperation and Management has the following duties:
 - i. Preparing the formulation and implementation of policies in the sub-sector of cooperation and business management;
 - ii. Organizing work programs that are in line with policies in the sub-sector of cooperation and business management;
 - iii. Evaluating and reporting the performance of work programs in the sub-sector of cooperation and business management; Carrying out excellent service in the sub-sector of cooperation and business management according to the principles of bureaucratic reform and the integrity zone.

2.6. The Offices

The Offices are elements under the Chancellor in charge of internal control and quality assurance. The office consists of:

- a. Quality Assurance Office; and
- b. Internal Audit Office.

The Internal Audit Office has the task of supervising the implementation of internal control and providing advice on the quality of management in non-academic fields. The Internal Audit Office consists of:

- a. Internal Audit Unit for Finance and Procurement;
- b. Internal Audit Unit for Infrastructure and Personnel; and
- c. Internal Audit Office Administration Subdivision.

The Quality Assurance Office has the task of monitoring and controlling academic and non-academic quality on an ongoing basis. The Quality Assurance Office consists of:

- a. Academic and Student Affairs Quality Assurance Unit;
- b. Research Quality Assurance Unit and Community Service; and
- c. Administrative Subdivision of Quality Assurance Office.

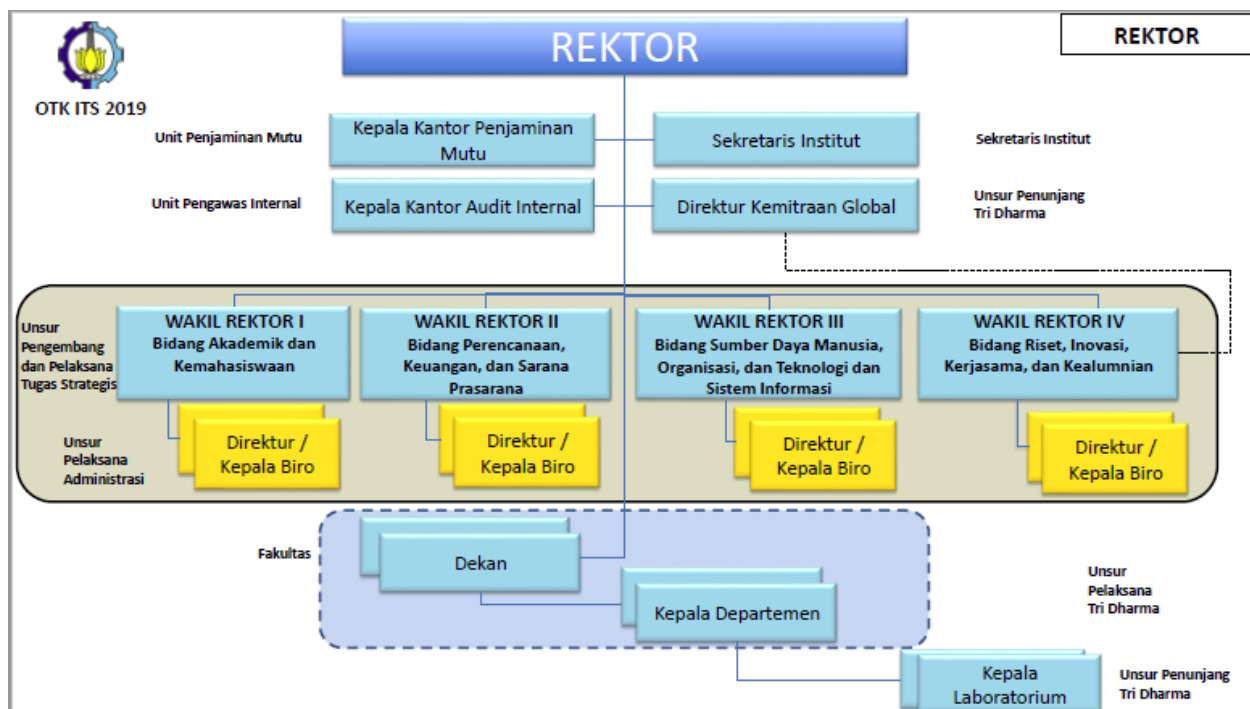
2.7. The Directorate of Global Partnerships

The Directorate of Global Partnerships has the task of:

- a. Preparing the formulation and implementation of global partnership policies in the fields of education, research, and community service;
- b. Organizing work programs that are in line with policies in the field of global partnerships;
- c. Evaluating the performance of the work program results in the field of global partnerships; and
- d. Carrying out excellent service in a global partnership according to the principles of bureaucratic reform and the integrity zone.

2.8. The Organizational Structure

The operationalization of ITS management is described in the organizational structure that regulates how the division of work, work grouping, and coordination mechanisms in its implementation. The organizational structure of both ITS and those under several units can be depicted successively in Figures 2.1 to 2.9.



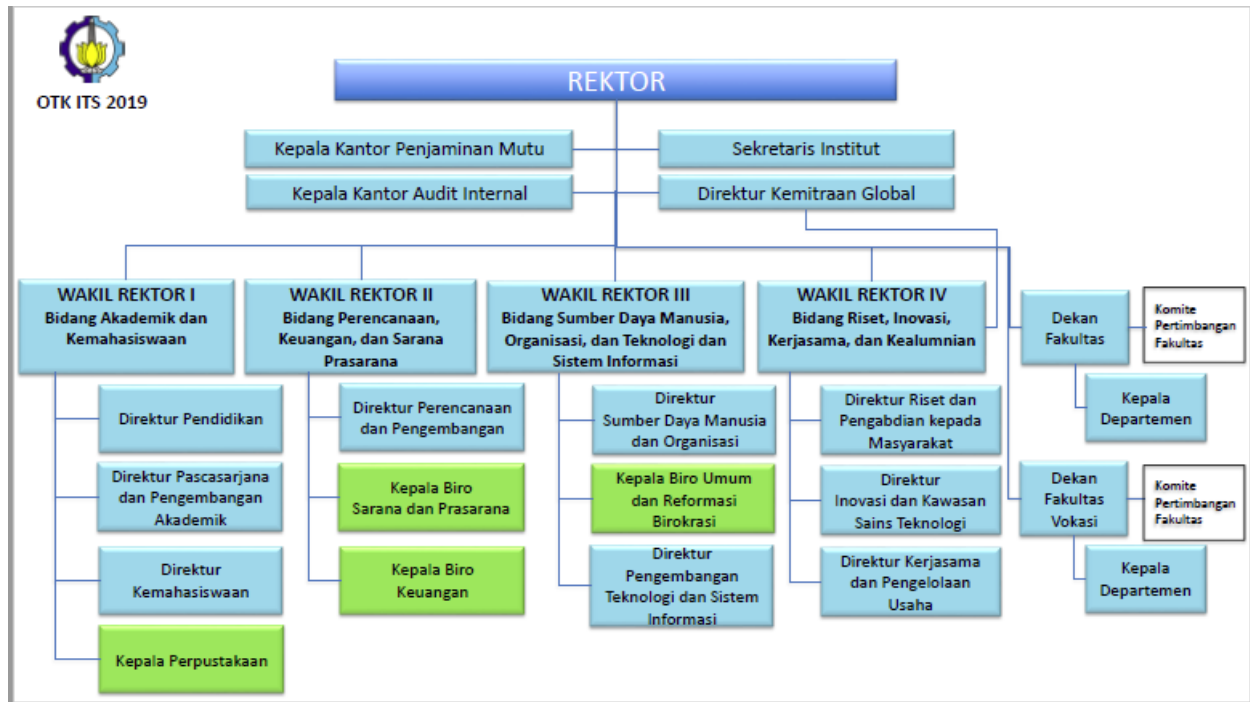


Figure 2.1 Organizational Structure and Work Procedure of ITS PTNBH

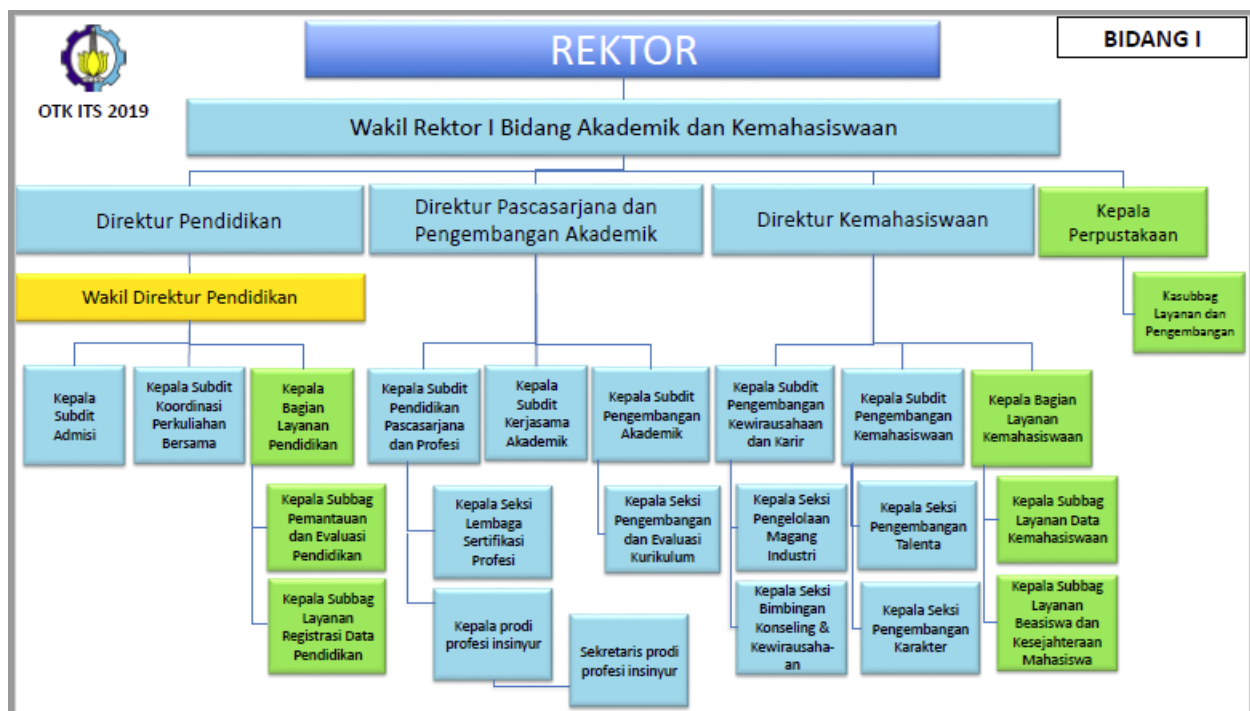


Figure 2.2. Organizational Structure in Academic and Student Affairs

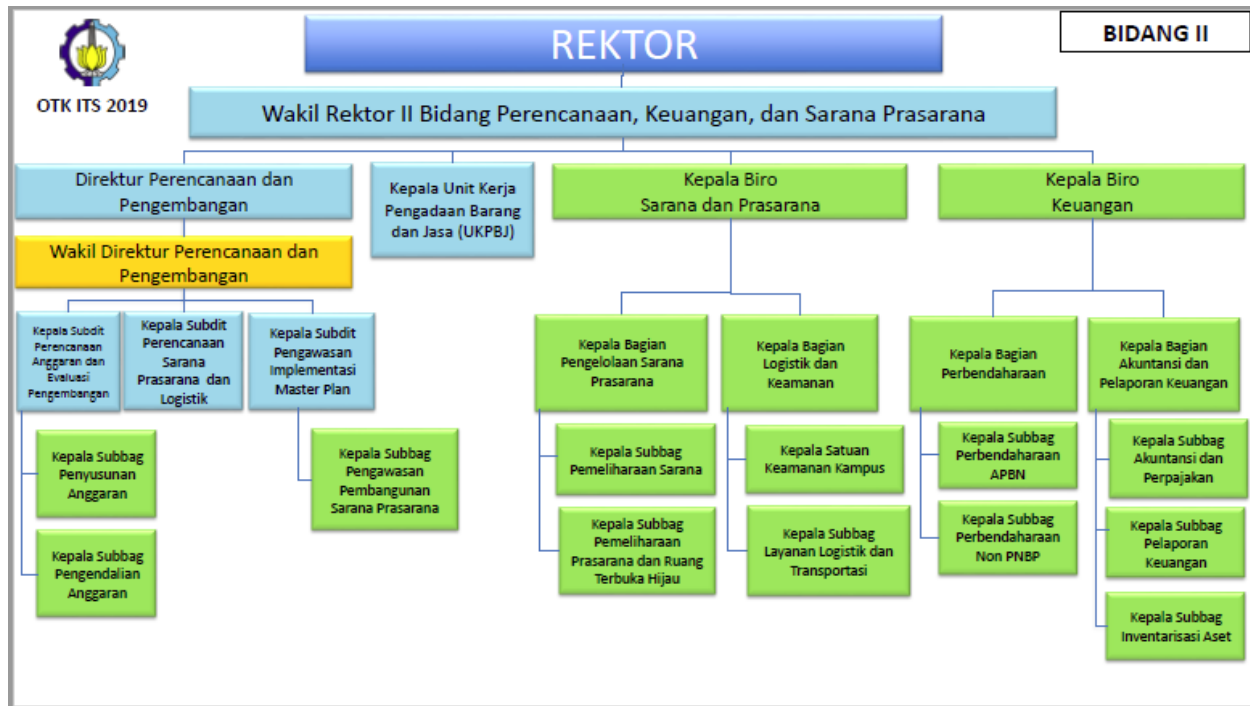


Figure 2.3. Organizational Structure for Planning, Finance, and Infrastructure



Figure 2.4. Organizational Structure in the Field of Human Resources, Organization and Technology, and Information Systems

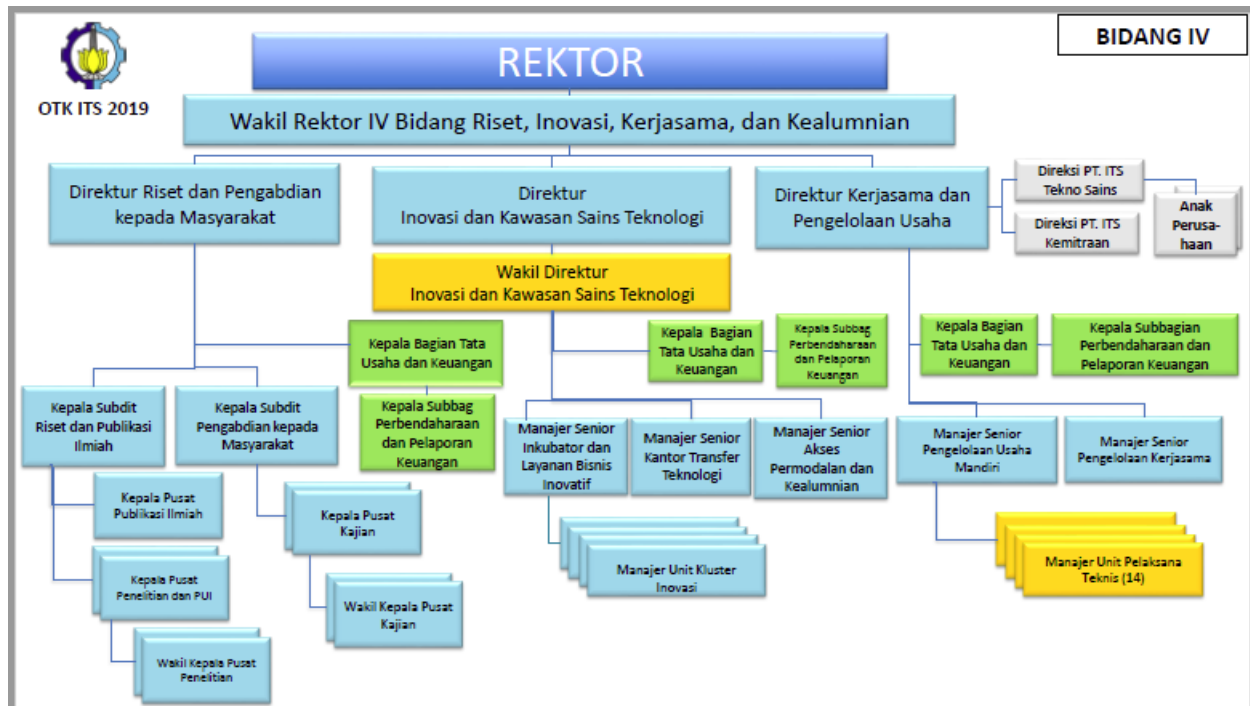


Figure 2.5. Organizational Structure in the Field of Research, Innovation, Cooperation, and Alumni

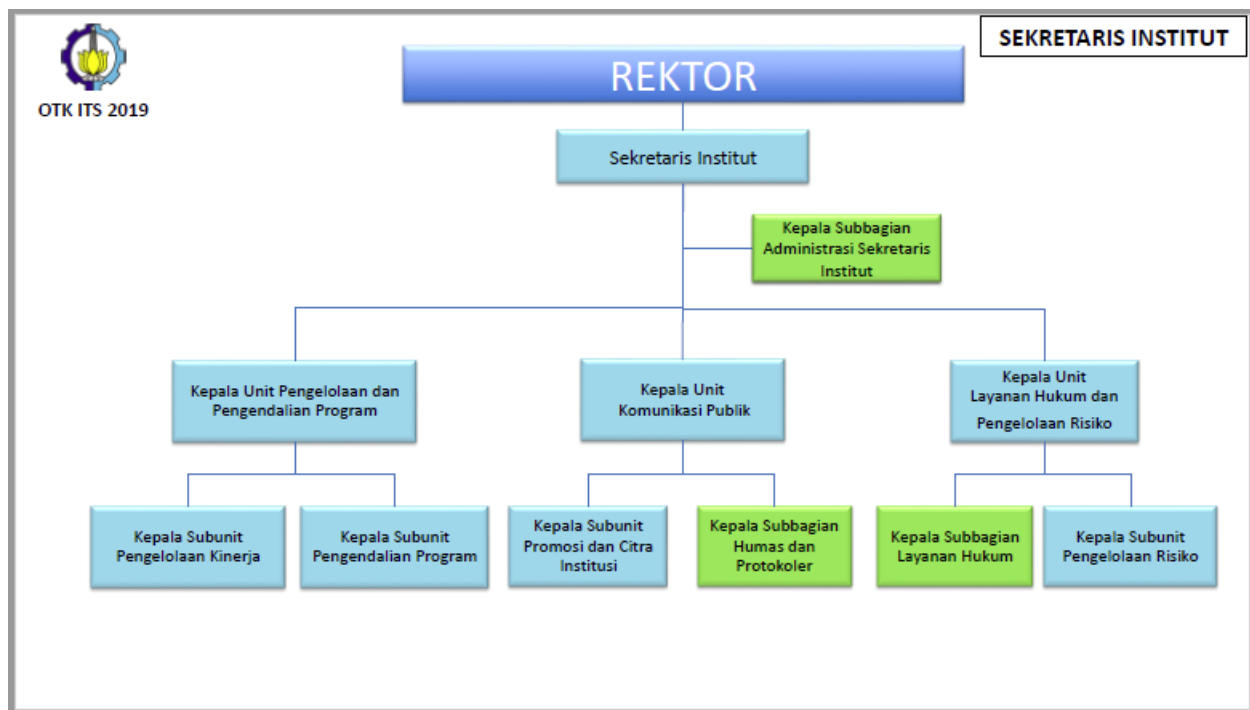


Figure 2.6. Organizational Structure in the Secretariat of the Institute

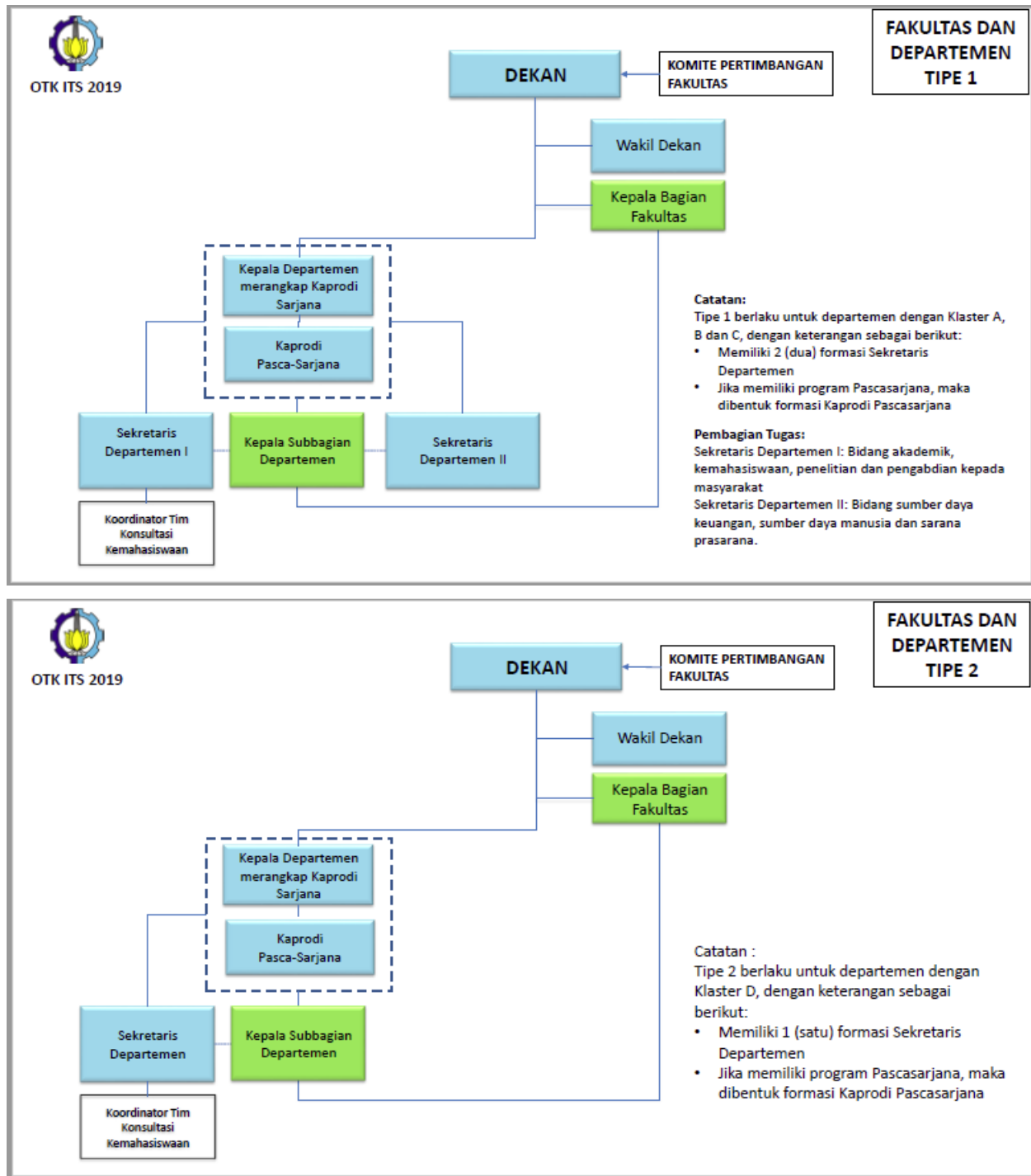


Figure 2.7. Faculty Organizational Structure

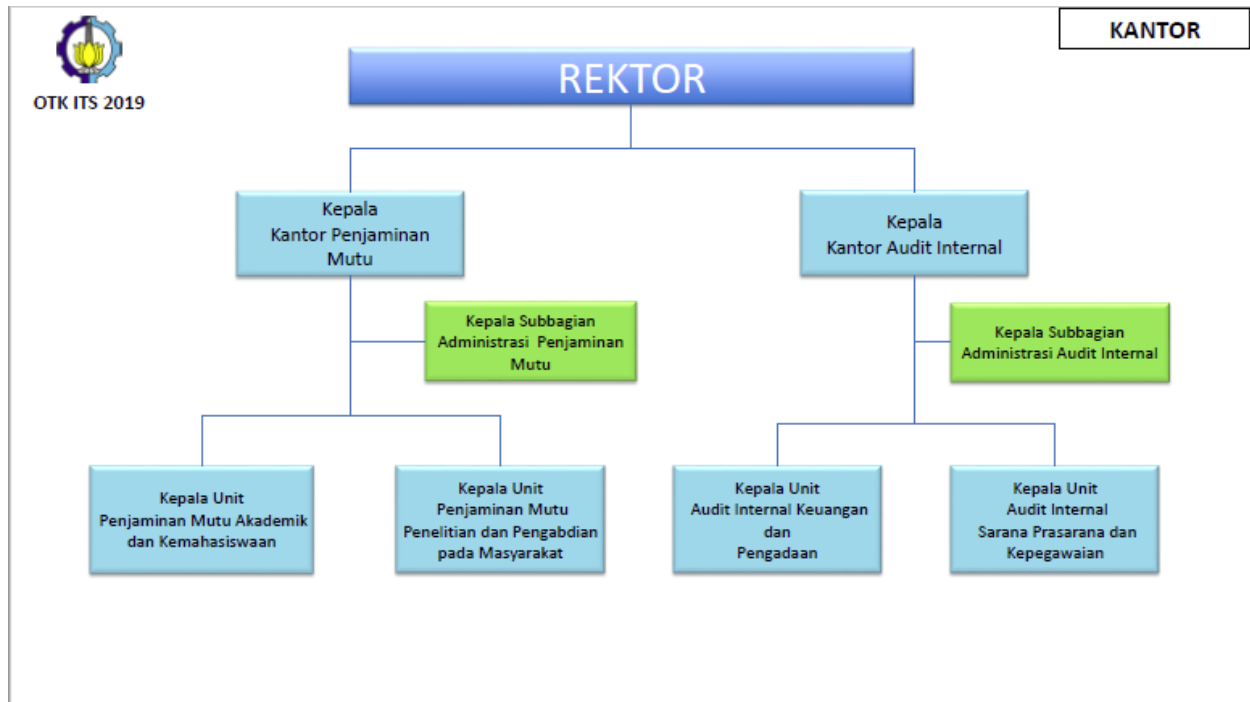


Figure 2.8. Office Organization Structure



Figure 2.9. Organizational Structure of the Directorate for Global Partnerships

CHAPTER III

ADMINISTRATIVE SERVICES

3.1. Academic Administration

The discussion on Academic Administration is intended so that students know about the general objectives of education, academic education programs, curriculum, academic regulations, the academic calendar of the learning process, and their evaluation. By knowing this academic information, it is hoped that it will help the smoothness of student studies while studying at ITS and achieve educational goals.

Some of the material to be delivered aims to be understood by new ITS students for the academic year 2020/2021 as follows:

- a. Curriculum
- b. Academic Regulations
- c. Academic Calendar
- d. The Learning and Evaluation Process
- e. Diploma Supplement (SKPI, Surat Keterangan Pendamping Ijazah)
- f. Online services for students

3.1.1. Curriculum

The definition of the term curriculum according to the Ministry of Research and Technology and Higher Education Regulation No. 44 of 2015 concerning National Higher Education Standards (SNDIKTI, Standar Nasional Pendidikan Tinggi) is a set of plans and arrangements regarding graduate learning outcomes, study materials, processes, and assessments that are used as guidelines for implementing study programs.

Currently, the learning process uses the 2018-2023 Curriculum, which is an improvement or adjustment to the changes that occur, especially with the issuance of the Minister of Research and Technology and Higher Education Regulation No. 44 of 2015 concerning National Higher Education Standards, so that the 2014-2019 Curriculum is evaluated 1 year earlier.

The curriculum is developed based on competency or outcomes-based curriculum. In the 2018-2023 curriculum, the determination of graduate competencies for academic education, vocational education, and professional education refers to the description of learning outcomes in KKNi and ITS vision and mission. This competence is expressed in the learning outcomes of graduates.

Each Study Program at ITS has compiled the Study Program learning outcomes which are documented in the Study Program Syllabus. In addition to the learning outcomes of the Study

Program, in the syllabus document, there is information about the list of courses each semester, course codes, and credits. Information for each course consists, of course, descriptions, supported study program learning outcomes, course learning outcomes, subject matter, course prerequisites, and supporting literature.

In the syllabus, the course learning outcomes are the target students' abilities that must be met after completing the course. For this reason, in one semester, learning methods, learning activities, assignments, and test questions in quizzes/midterm evaluation/end-semester evaluation are designed based on the learning outcomes of the course and implemented to deliver students participating in these courses to meet the abilities set out in learning outcomes.

Furthermore, students must understand the curriculum in each study program so that learning outcomes can be achieved properly. Besides that, some provisions must be implemented. The provisions that must be considered include:

1. The courses held for the undergraduate program consist of:
 - a. National compulsory courses;
 - b. ITS characteristic courses;
 - c. Faculty characteristic courses (optional);
 - d. Study program courses; and
 - e. Enrichment courses.
2. Enrichment courses are courses that must be taken from outside the Study Program, which must be taken by undergraduate students after taking 90 credits.
3. Students are required to take enrichment courses of at least 3 credits and a maximum of 6 credits as stipulated in the Study Program curriculum.
4. If a student gets an enrichment course score less than C, the student can replace it by taking a different enrichment course.
5. The master and doctoral curriculum is tailored to the specifics of the study program concerned.
6. Undergraduate students are required to carry out Thematic Real Work Lecture activities of 2 credits in the Technology Insights and Application course under the guidance of assigned lecturers.

In the new curriculum (2018-2023), there are subject limits for D-III, D-IV, and Undergraduate Programs, namely the existence of compulsory National and compulsory ITS courses, a maximum of 15 credits of study programs, and 3 to 6 credits of enrichment courses. The following is an explanation of the restrictions of these courses:

National compulsory courses of 8 credits, consisting of:

1. National compulsory courses of 8 credits, consisting of:
 - a. Religion, 2 credits;
 - b. Pancasila, 2 credits;

- c. Citizenship, 2 credits; and
 - d. Indonesian language, 2 credits.
- 2. ITS characteristic course (compulsory courses of ITS) 7 credits, consisting of:
 - a. English, 2 credits;
 - b. Technopreneurship, 2 credits; and
 - c. Technology Insights and Application, 3 credits.

Students must better understand and carry out the 2018-2023 curriculum in each study program so that the academic process runs well and smoothly.

3.1.2. Academic regulations

Changes in the organizational structure and work procedures at ITS have changed the composition of the faculty, namely there is a merger of vocational programs into one, namely the Vocational Faculty. For this reason, in 2019 2 academic regulations were issued in the implementation of the learning process, namely:

- a. The Chancellor's Regulation No. 32 of 2019 concerning Academic Regulations for the ITS Academic Education Program in 2019. This regulation is focused on regulating the learning process for the Bachelor, Master, and Doctoral education levels.
- b. The Chancellor's Regulation No. 13 of 2019 concerning the Academic Regulations of the ITS Vocational Program 2019. This regulation is focused on regulating the vocational education process aimed at preparing students to have certain applied skills. The vocational education level includes an Applied Bachelor with a Multi Entry Multi Exit System (MEMES) and an Applied Master with the credit system.

In more depth, students must know, understand, and carry out the provisions contained in the two regulations. Several important things that must be considered by all students, especially new students, are as follows:

Planning and Learning Process

- (1) Students are required to re-register and prepare a study plan by filling out the study plan form at the beginning of each semester approved by the Guardian Lecturer.
- (2) Students who do not re-register by the set time limit are not allowed to participate in all academic activities during the semester.
- (3) Students who do not re-register for two consecutive semesters are declared to have resigned.
- (4) The Chancellor may reconsider the status of the student in paragraph (3) provided that:
 - (a) Students submit a letter of intent to return to college to the Chancellor no later than four weeks before lectures for the next semester begin; and

- (b) If the application is approved by the Chancellor, students are required to pay tuition fees during the period that they do not re-register, they must re-register according to the applicable procedure.
- (5) The student's permission to return to college in paragraph (4) is only given once during his study at ITS, and the period that he does not re-register is counted as the study period.
- (6) Students can change their study plan no later than the 3rd week, or cancel participation in a course that has been planned in the study plan form by the 10th week.
- (7) Changing or cancellation of participation in a course that has been listed in the study plan form must be approved by the Guardian Lecturer.
- (8) The semester learning plan, evaluation plan, and assignment plan for each course are submitted to students at the beginning of each semester as a guideline for students in learning for one semester.
- (9) A course can be recognized for its continuity if the course learning is carried out at least 90% (ninety percent) of the predetermined one-semester schedule.
- (10) Students are required to take part in the learning process for each subject at least 80% (eighty percent) of the number held in one semester, and if this is not fulfilled, their participation is not recognized and will receive an E.
- (11) Students can submit complaints related to the learning process and results to the Head of the Study Program in a procedure that is further regulated in a separate standard operational procedure (SOP).

Study Load, Study Period, and Credits

- (1) The study load or study load of students is measured in semester credit units, and in each Study Program curriculum, the minimum study load that students must take is as follows:
 - (a) The undergraduate program is 144 credits with a maximum study period of 14 semesters;
 - (b) Master Program of 36 credits with a maximum study period of 8 semesters; and
 - (c) The Doctoral Program is 42 credits with a maximum study period of 14 semesters.
- (2) One semester of learning is carried out for a minimum of 16 weeks including the evaluation process.
- (3) One credit in the learning process in the form of lectures, responses, or tutorials, consisting: the implementation of all 3 activities, namely face-to-face activities of 50 minutes, structured assignments of 60 minutes, and independent study of 60 minutes) each counted per week in one semester.
- (4) One credit for the learning process in the form of seminars or other similar forms, consisting: face-to-face activities of 100 minutes per week, and self-study activities of 70 minutes per week, in one semester.
- (5) One credit in the learning process in the form of practicum, studio practice, workshop practice, field practice, research, community service, and/or other similar learning

processes, consisting: implementation of activities for 170 minutes per week in one semester.

Evaluation of Student Learning Process and Outcomes

- (1) Evaluation of the process and student learning outcomes is carried out at least four times in one semester.
- (2) Students who do not complete all the required tasks or do not follow the evaluation stage that has been planned do not get a learning result score at the end of the semester or get an E.
- (3) The scale of measuring the evaluation of student learning processes and outcomes is stated as follows:

Score Range	Predicate	Grade Point	Annotation
86-100	A	4.00	Excellent
76-85	AB	3.50	Very Good
66-75	B	3.00	Good
61-65	BC	2.50	Fairly Good
56-60	C	2.00	Satisfactory
41-55	D	1.00	Poor
0-40	E	0.00	Extremely Poor

- (4) The measure of the success of the process and learning outcomes is expressed by the grade point index (IP, Indeks Prestasi) which is calculated as follows:

$$IP = \frac{\sum_{i=1}^n K_i \times N_i}{\sum_{i=1}^n K_i}$$

- a. N: the numerical value of the evaluation results of each course;
 - b. K: the amount of credit for each subject;
 - c. n: the number of courses taken.
- (5) The score recognized for the course taken back is the last grade obtained.
- (6) The measurement of the success of the processing activity and learning outcomes in one semester is stated by the Grade Point Index (IPS, Indeks Prestasi Semester), which is the IP calculated from all the courses taken in the semester concerned.
- (7) Proficiency in a foreign language and SKEM scores are used as student graduation requirements with a minimum score as listed in the following table:

Score of	Undergraduate Program	International Undergraduate Program	Master Program	Doctoral Program
English Language *)	477	500	477	500
Japanese Language	280	280	-	-
German Language	66	66	-	-
French Language	66	66	-	-
Chinese Language	66	66	-	-
Arabic Language	66	66	-	-
SKEM **)	2.1	2.1	-	-

*) The score is based on similar tests with TOEFL.

**) Sports activities (minimum 1 semester) are mandatory SKEM

- (8) Student graduation from an educational program is determined by the Chancellor based on the results of a judicial session.
- (9) Graduates are given a graduation predicate consisting of three levels, namely: Satisfactory, Very Satisfying, and Cum laude.
- (10) The graduation predicate is determined based on GPA and study period as follows:

a. Undergraduate Program

Honor	GPA	Study Period	Annotation
Cum laude	> 3.50	≤ 4 Years	Minimum score of BC
Very Satisfactory	> 3.50	> 4 Years	
	$3.01 \leq \text{GPA} \leq 3.50$	-	
Satisfactory	$2.76 \leq \text{GPA} \leq 3.00$	-	

b. Master Program

Honor	GPA	Study Period	Annotation
Cum laude	> 3.75	≤ 2 Years	Minimum score of BC
Very Satisfactory	> 3.75	> 2 Years	
	$3.50 \leq \text{GPA} \leq 3.75$	-	
Satisfactory	$3.00 \leq \text{GPA} \leq 3.50$	-	

c. Doctoral Program

Honor	GPA	Study Period	Annotation
Cum laude	> 3.75	≤ 4 Years	One journal publication at least Q2
Very Satisfactory	> 3.75	> 4 Years	
	$3.50 \leq \text{GPA} \leq 3.75$	-	
Satisfactory	$3.00 \leq \text{GPA} \leq 3.50$	-	

- (11) Cum laude graduation predicate is only given to graduates who meet the requirements as stated in paragraph (10) and have never received a sanction from ITS.

Leave of Absence

Temporary Leave of Absence

- (1) Students are allowed to apply for study leave after attending lectures for at least the first two semesters, except for students who are pregnant or who are undergoing medication which makes it impossible to participate in academic activities.
- (2) For undergraduate students, leave is given a maximum of four semesters during their study at ITS, and for students of master and doctoral programs a maximum of two semesters during their study at ITS.
- (3) Each leave may be granted for a maximum period of two consecutive semesters.
- (4) Application for leave is submitted to the Dean no later than four weeks after the semester starts, except for the reasons written in paragraphs (1) and (2), accompanied by supporting documents and acknowledged by the Lecturer Guardian and Head of Study Program/Head of Department.
- (5) The period of leave is not taken into account during the study period.

Resignation

- (1) Every student during his education at ITS can be declared to have stopped studying or dismissed.
- (2) Discontinuation of study or termination as referred to in paragraph (1) may be caused by the following:
 - (a) resign at his request;
 - (b) declared resigned as referred to in Article 8 paragraph (3);
 - (c) the study period is up; or
 - (d) violates ITS regulations.
- (3) Study cessation as referred to in paragraph (2) shall be stipulated by a Chancellor's Decree.
- (4) Students who are declared to have stopped the study, except those who violate ITS regulations, are given the right to obtain a certificate and a list of study achievements.

Academic Code of Ethics

Students must carry out an academic code of ethics in academic activities within ITS or outside ITS according to the applicable provisions in the Chancellor's Regulation concerning the Student Code of Ethics and the Chancellor's Regulation regarding Student Rights and Obligations.

Here are some important points regarding Academic Code of Conduct Violation:

- (1) Violation of the academic code of ethics is a violation of ethics related to academic activities within ITS or outside ITS.
- (2) Types of violations can be in the form of cheating on exams/quizzes/tests, plagiarism in the work of coursework/final assignments/thesis/dissertations, replacing the roles of others in evaluations, telling others to act as if they were themselves in the evaluation, misuse of information and electronic transactions, cooperation with officers to cheat, and/or falsify one's identity.
- (3) All violations that occur must be stated in a written report by the reporter and submitted to the head of the study program/department with the consideration of the Department Consideration Commission (KPJ, Komisi Pertimbangan Jurusan) for further processing by the Violation Resolution Team (TPP, Tim Penyelesaian Pelanggaran) to propose the types of sanctions to be determined by the Dean/Chancellor.
- (4) The types of sanctions imposed on students as referred to in point (2) can be in the form of warnings, coaching, cancellation of part or all of the results of learning evaluation, cancellation of one or more courses, cancellation of all courses in one semester, and/or revocation of student status, either temporarily or permanently.
- (5) Procedures for resolving violations by the TPP are regulated in separate regulations

Special Provisions

Undergraduate Program

- (1) The minimum study load for the undergraduate program is 144 credits including the final project, which is divided into the preparatory stage with a study load of 36 credits

scheduled for two semesters, and the undergraduate stage with a study load of 108 credits scheduled for six semesters.

- (2) Students are required to plan student extracurricular activities (SKEM) every semester with the approval of the Supervising Lecturer.
- (3) Students in the preparatory stage in the first year are required to take the entire study load in the first semester and second semester.
- (4) In the second and subsequent semesters, the study load is determined by the IPS achieved in the previous semester, with the following references:

Grade Point Index (IPS)	Maximum Study Load
$IPS < 2.50$	18 Credits
$2.50 \leq IPS < 3.00$	20 Credits
$3.00 \leq IPS < 3.50$	22 Credits
$3.50 \leq IPS < 4.00$	24 Credits

- (5)
 - (6) Taking each course must pay attention to the prerequisite courses, with a minimum prerequisite course score of D.
 - (7) Students who have passed the preparation stage are not allowed to repeat courses during the preparation stage
 - (8) The evaluation of student success consists of three stages, namely:
 - (a) Preparation phase:
 - (i) The first evaluation is carried out at the end of semester II, provided that students can continue their studies if they get a GPA of ≥ 2.00 without an E for 18 out of 36 credits of courses taken during the preparation stage; and
 - (ii) The second evaluation is carried out at the end of semester IV, provided that students can continue their studies if they have completed the entire study load of the preparatory stage of 36 credits with a minimum grade of C.
 - (b) Undergraduate stage: carried out at the end of semester XIV or when the student has completed all required courses in the curriculum of at least 144 credits, provided that the student has passed the program if all minimum scores of C meet the minimum score requirements of one of the foreign languages and SKEM.
 - (9) Students who have not succeeded in fulfilling the provisions of paragraph (7) letter b for 14 semesters are declared to have failed or did not pass the program and are not allowed to continue their studies.

Professional Program

- (1) The professional program study load of at least 24 credits, which are divided into two semesters.
- (2) Further provisions regarding the learning process and student success evaluation are regulated in the Chancellor's Regulation.

Master Program

- (1) Master program study load of at least 36 credits scheduled for four semesters including a thesis.
- (2) Masters program students can take a maximum study load of 15 credits in the first semester, for the second semester and the following semester the study load is determined by IPS in the previous semester, with the following references:

Grade Point Index (IPS)	Maximum Study Load
$IPS \leq 3.00$	12 Credits
$IPS > 3.00$	15 Credits

- (3) Taking each course must pay attention to the prerequisite courses, with a minimum prerequisite course score of C.
- (4) The evaluation of student success consists of two stages, namely:
 - (a) The first evaluation is carried out at the end of semester II, provided that students can continue their studies if they get a GPA of > 2.50 for 12 credits with a minimum score of C, if not met then they will be subject to probationary status. Students in probationary status are allowed to continue their studies if at the end of semester III they manage to get a GPA of ≥ 2.50 for courses in the semester I, II, and III; and
 - (b) The second evaluation is carried out at the end of semester VIII or when the student has completed the entire program and is declared passed if:
 - (i) Has completed the entire study load of at least 36 credits required in the curriculum;
 - (ii) GPA of ≥ 3.00 with a maximum C value of 20% of the required credits; and
 - (iii) for master program students, to produce papers that have been published in accredited national scientific journals or have been accepted in indexed international journals or reputable international seminars.
- (5) Students who have not succeeded in fulfilling the provisions of paragraph (4) letter b for 8 semesters are declared to have failed or did not pass the program and are not allowed to continue their studies.

Doctoral Program

- (1) ITS organizes two doctoral programs, namely a doctoral program with participants from master program graduates (Doctoral Program Participants/PPD, Peserta Program Doktor), and a doctoral program with participants from undergraduate program graduates (Doctoral Program Participants from Undergraduate/PPDS, Peserta Program Doktor dari Sarjana).
- (2) The PPD study load of at least 42 credits is divided into two stages, namely: the PPD qualification stage which is scheduled for two semesters, and the doctoral candidate stage which is scheduled for four semesters.
- (3) PPD is declared to have passed the qualification as a doctoral candidate if at least four semesters have taken all courses other than the dissertation with a minimum grade of B and has passed the dissertation proposal exam.
- (4) PPD that does not meet the provisions as referred to in paragraph (3) is not allowed to continue the study.
- (5) The study load of PPDS students when taking the master program and doctoral program is at least 70 credits.
- (6) In calculating the study period, the number of credits for determining the GPA is carried out when PPDS students take the doctoral program, namely a minimum of 42 credits.
- (7) PPDS evaluation is carried out at the end of semester II provided that PPDS students must pass all courses in the first year of at least 28 credits with a minimum score of B and GPA of ≥ 3.25 ; if not fulfilled, the student concerned is not allowed to continue to the Doctoral Program but is allowed to continue his studies in the master program.
- (8) PPDS is declared to have passed the qualification as a doctoral candidate if it has passed the dissertation proposal examination for a maximum of two semesters since it is declared to have passed to continue to the doctoral program.
- (9) Doctoral candidates are required to conduct research progress seminars at least once each semester.
- (10) A doctoral student is declared to have passed if the student:
 - (a) has completed the entire study load of 42 credits including a dissertation, with a minimum grade of B; and
 - (b) produce at least 1 paper that has been published in reputable international journals; or accepted in reputable international journals and 1 reputable international seminar;
- (11) Students who have not succeeded in fulfilling the provisions of paragraph (9) for 14 semesters are declared to have failed or did not pass the program and are not allowed to continue their studies.
- (12) Regulations regarding the procedure for qualifying examinations, closed examinations, and open examinations will be regulated in separate regulations.

Note:

Especially for Vocational Program students, in general, the important things that need to be considered are as above, but more details can be seen in the Chancellor's Regulation No. 13 of 2019 concerning the ITS Vocational Program Regulation 2019.

3.1.3. The Academic Calendar

The academic calendar is a guideline that regulates the implementation of academic activities in higher education so it can run in order. It is additionally a guideline for the implementation of academic activities that contains a schedule of academic activities that must be followed by all academicians in ITS.

3.1.4. Learning and Evaluation Process

Learning methods

Regarding the competency-based curriculum at ITS, lectures at ITS apply the Student-Centered Learning (SCL) learning model. With this SCL learning model, lecture activities at ITS are not only oriented to lecture activities or what is known as the Teacher-Centered Learning (TCL) learning model, but also implement learning models such as group discussions, project-based learning, and project-based learning. on problems (problem-based learning), case studies, and others.

With this learning model, it is expected that the achievement of hard skills and soft skills competencies can be achieved simultaneously. The following is an example of SCL learning, namely group discussion activities. The benefit of this group discussion for students is that it can instill smart values by observing the arguments of each discussion participant on the topic being studied. Furthermore, students learn to convey their arguments well according to discussion ethics, including how to express different opinions. The participation of students in work or group discussions teaches the value of trust to students in what the group entrusts to them.

The following is a description of several SCL models:

(a) Small Group Discussion

Another example, in project-based learning, students are given challenges to complete a project, for example making a miniature bridge with a certain function, size, and cost or making soap with a little foam and high washability. In this project, students are required to master the basic concepts of their scientific fields, be creative in their work, contribute alternative solutions to real problems, and have a high commitment to complete the project.

With a competency-based curriculum, more and more small group discussion learning models are being applied at ITS. In this learning model, in one class meeting, the lecturer forms student groups, then provides discussion material, among others, in the form of comparing theories or concepts, discussing current issues related to lecture topics, solving problems, and so on. With this learning activity, students have critical thinking skills, analytical skills, the courage to express opinions, leadership, responsibility, mutual respect, confidence and can achieve learning goals effectively.

(b) Contextual learning

Several courses at ITS have used this contextual learning model. With this learning model, students learn about a topic in a real context and no longer in the form of a lecture. One example is the Engineering and Computer Science courses in the related Department. In this course, it is no longer presented by lecturing in class, but students are faced directly using software and hardware to build their knowledge of computer science. When studying computer components, students are assigned to disassemble these components and rearrange them, so that they will easily find out the function of each of these components.

(c) Problem Based Learning & Inquiry

In this learning model, students can be formed in groups or work individually to solve a problem according to the competency target of the subject. Student activity is in the form of looking for literature studies related to several alternative problem solving, then analyzing problem-solving strategies. Furthermore, the results are presented and/or written in a paper.

An example of this learning method that has been applied at ITS is structured practical work. In this practical work course, students do an internship at a company and are assigned to look for problems that exist in the company related to their field of expertise. Then students are asked to identify the problem and look for some alternative solutions. Furthermore, they can test several alternative solutions in the company concerned and then be able to recommend to the company to decide the right way to solve the problem. The output of this learning activity is in the form of a paper, report, and presentation. The supervisor of this activity comes from the company as well as from university staff.

With this learning model, character values such as responsibility, creativity, independence, confidence, trustworthiness, intelligence, lifelong learning can be effectively instilled in students.

(d) Laboratory-based learning

With this competency-based curriculum, ITS no longer places practicum as a subject. However, a practicum is a learning activity that can be used for certain purposes.

Practical activities that are designed are activities that are integrated with subject topics discussed and aimed at proving theories or concepts, applying or applying concepts, providing experience related to topics, expertise in using a tool/instrument, developing critical thinking, estimating errors. data, write reports, and present results. With this concept, the values of the character of intelligence, among others, logical, emotional, and interpersonal intelligence can be implanted simultaneously in lecture activities. Besides that, creativity, self-confidence, and critical thinking can be achieved well. Moreover, for several elective courses in the final semester, activities in this laboratory involve several research laboratories related to the topics in the course.

In practice, these models do not stand alone. It may be that one course uses more than one model throughout the course of one semester. The use of the aforementioned model is highly dependent on the type of subject, student level, time allocation, number of credits, objectives of course competencies, and availability of resources. All of this will be seen in the learning design of each course that has been made by the lecturer and the course family team. The active role of students in SCI learning is necessary. Lecturers will function as activity designers and facilitators during these activities.

In carrying out the learning process, ITS has developed e-learning called SHARE ITS at <http://share.its.ac.id/>. Every ITS student can get access to SHARE ITS by registering at the ITS Academic Directorate, ITS Postgraduate Building Lt 2 collectively for courses that use e-learning. This e-learning facilitates a learning process without time and space boundaries to encourage students to study independently and learn lifelong.

Evaluation of the Learning Process

To improve the quality of learning at ITS, a regular evaluation of the learning process has been carried out by distributing questionnaires to students since 1999.

The evaluation of the learning process is known as the Lecturer Teaching Index (IPD, Indeks Pengajaran Dosen). Evaluation of the learning process is very necessary to improve the learning process for each subject, including improvements to the performance of the lecturers who teach the course. Therefore, every student taking courses is required to complete an online IPD questionnaire at INTEGRA ITS a few weeks before the semester ends.

The negligence of a student who does not fill in the IPD for each course taken will result in the closure of student access to view online scores for all courses taken and the guidance of the following semester. Given the importance of evaluating the learning process, students are encouraged to fill in the IPD questionnaire seriously and honestly and not represent other students in the questionnaire filling.

Questions in the evaluation of the learning process are always experienced based on evaluation results and relevant needs. For the 2009-2014 competency-based curriculum, IPD questions are designed based on the performance of the course and the performance of each lecturer in the course (accommodating team teaching). The questions in the course performance section are designed to measure the planning of the learning process in the course, the implementation of the teaching and learning process according to the planning that has been made (namely the existence of the Learning Design document), the implementation of the teaching and learning process (i.e. the explanation of competencies, the SCL method, the tasks designed for the achievement of competence), supporting facilities for the teaching and learning process (sources of teaching materials, laboratories, classes, etc.), as well as the evaluation of the teaching and learning process as a means of measuring competency achievement. As for the questions on the lecturer's performance section, it is designed to measure the performance of lecturers in each subject while carrying out the teaching and learning process. The seven lecturers' performances in this learning process are the most determining performance in the achievement of competencies.

The IPD results after the online filling process carried out by students are then processed for the evaluation of the learning process. The results of the student's online IPD filling can be accessed by each of the course instructors and the Department. These results will be used by lecturers and departments to conduct self-evaluations and then make necessary improvements.

IPD questions for lecturers can be seen in the following table (The questions are in form of statement that later must be scored 1-4):

CODE	QUESTION
DO1	The lecturer help you improve learning outcomes
DO2	The lecturer masters the topic or subject matter being taught
DO3	The lecturer can motivate you to be active in the learning process
DO4	The lecturer is skilled at communicating in explaining topics or course materials
DO5	The lecturer gives lectures according to the allocated time
DO6	The lecturer gives lectures according to the predetermined schedule
DO7	The lecturer has a positive perception of your abilities
DO8	The lecturer conveys the results of research and/or work experience related to the topic/material in the course

DO9	The lecturer helps improving students' abilities to work in groups
DO10	The lecturer helps increasing students' self-confidence

And IPD questions for courses can be seen in the following table:

CODE	QUESTION
MK1	Did your lecturer at the beginning of this semester deliver a Learning Plan (RP, Rencana Pembelajaran) at the beginning of the lecture?
MK2	Apart from RP, did your lecturer submit a Task Plan (RT, Rencana Tugas) and/or an Assessment and Evaluation Plan (RAE, Rencana Asesmen dan Evaluasi)?
MK3	Does your lecturer always explain the learning outcomes at every lecture change?
MK4	Did your lecturer in this semester use the Student Center Learning (SCL) learning method in lectures?
MK5	Does the SCL learning method used by your lecturer support learning outcomes?
MK6	Can the Learning Resources used in this course support learning outcomes?
MK7	Is the assignment given by your lecturer in this course based on the learning outcomes?
MK8	Are the types of tests/evaluations your lecturer gave in this course based on the learning outcomes?
MK9	Are the assignments and/or tests that you did return no later than 2 weeks after the assignment/test was given?
MK0	How many times did your lecturer give tests/evaluations on this course?

3.1.5. The Diploma Supplement (SKPI, Surat Keterangan Pendamping Ijazah)

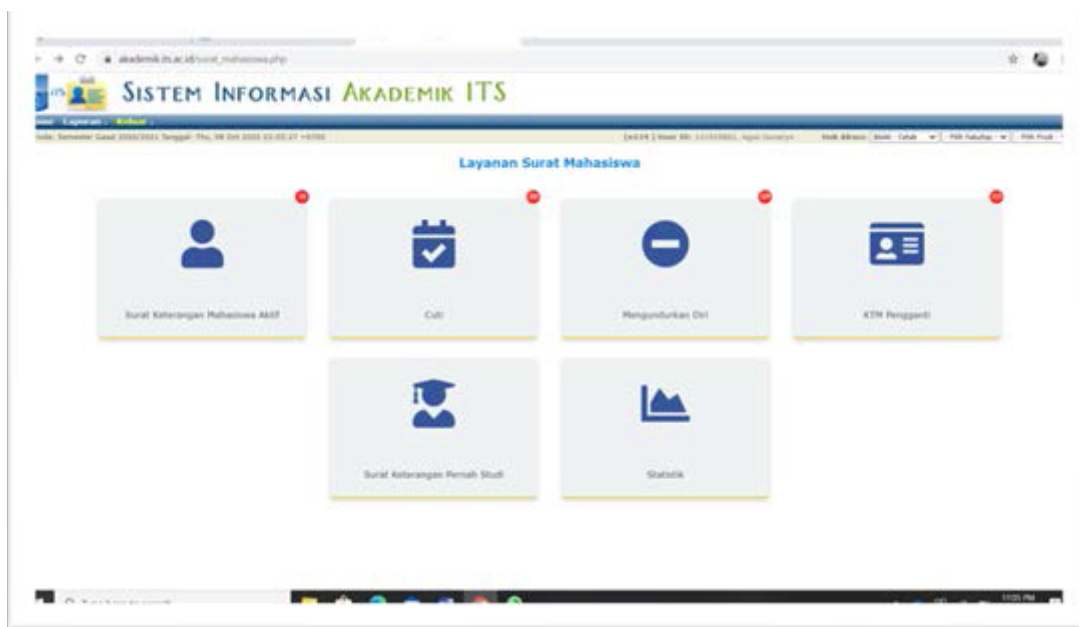
Since March 2017, apart from getting a diploma and transcript, ITS graduates will also get SKPI. SKPI contains information about the identity of the higher education institution, information about the accreditation of study programs, the level of the KKNI graduates, the learning outcomes of graduates, and matters related to matters that are not covered in the transcript. For this last thing, each student can be unique, for example, students may have achievements in competitions at the national or international level or students have professional abilities proven

by certain certificates of expertise. With SKPI, stakeholders (work users) can see more complete information about ITS graduates outside of the diploma and transcript.

3.1.6. On-line Services for Students

To provide excellent service to students, the Directorate of Education has developed online services starting in 2018. This service is expected to be able to facilitate and accelerate student needs, especially because since 2018 it has been integrated through the Academic Information System (SIKAD, Sistem Informasi Akademik). Some of the services that have been carried out and will continue to be developed are as follows:

- a. Certificate of enrollment service
- b. Leave of absence letter processing service
- c. Resigning process service
- d. Missing student ID Card replacement service
- e. Certificate of having studied at ITS service



For the convenience of students in making submissions, a guide that can be downloaded on the system has been provided.

3.2. Management of Student Activity Data

Providing student activity services under the responsibility of the Vice-Chancellor for Academic and Student Affairs in the form of not only superior activities, but also activities of student organizations (Ormawa, Organisasi Mahasiswa) and student activity units (UKM, Unit Kegiatan Mahasiswa).

No.	Activity	Person in Charge
1.	Training for Student Trainer	Ditmawa
2.	PKM (P, K, M, T, KC, GT) Proposal Guidance	Ditmawa
3.	Preparation and Implementation of PIMNAS (National Student Scientific Week)	Ditmawa
4.	Guidance of GEMASTIK (National Student Performance in Information and Communication Technology)	Ditmawa
5.	Implementation of GEMASTIK	Ditmawa
6.	Orientation for Student Assistance Development (OPPEK)	Ditmawa
7.	Student Entrepreneurship Development	Ditmawa
8.	PKM Workshop	Ditmawa
9.	Guides LKMM/OPPEK Training (PP LKMM/OPPEK, LKMM: Student Management Skills Training)	Ditmawa
10.	Participating in Mawapres (The Most Outstanding Student) Activities	Ditmawa
11.	Implementation of English Debate Activities	Ditmawa
12.	The Implementation of LKMM Pra-TD, TD, TM and TL Activities (Pre-Elementary, Elementary, Intermediate and Advanced Student Management Skills Training)	Ditmawa
13.	Implementation of IOMS Co-Curricular Activities	
14.	ON MIPA (Regional and National)	Ditmawa
15.	POMITS, POMDA and POMNAS (Student Sports Week at ITS, Regional, and National)	Ditmawa
16.	Musabaqah Tilawatil Qur'an/MTQ	Ditmawa
17.	National and International Delegation Sending	Ditmawa
18.	Assistance for Student Activity Units/Student Associations/Student Organization	Ditmawa
19.	Participation in Robot Contest Activities	Ditmawa
20.	Implementation of INDONESIA MARITIME	Ditmawa

	CHALLENGE Activities	
21.	Participation in the 2017 Dutch Solar Challenge competition	
22.	Shell Eco-Marathon and Student Formula Japan	Ditmawa
23.	Participation in Solar Car Contest	Ditmawa
24.	Komurindo Team	Ditmawa
25.	Windmill Team	Ditmawa
26.	Flying Robot (UAV) Team	Ditmawa
27.	Unmanned Fast Boat Team	Ditmawa
28.	Indonesia Energy Marathon Challenge (KMHE) Team	Ditmawa
29.	Chem-E-Car Team	Ditmawa
30.	Implementation of Schematics Event	
31.	KJI and KBGI (Indonesian Bridge Competition and Indonesian Building Competition)	Ditmawa
32.	Host of the Indonesian Flying Robot Contest	Ditmawa
33.	Student Choir Team (International)	Ditmawa
34.	Preparation of Indonesian Electric Car Contest (KMLI)	Ditmawa
35.	KMLI	Ditmawa
36.	Host of the Energy-Efficient Car Contest (KMHE)	Ditmawa
37.	Enhancement of Student Association English Skill	Ditmawa
38.	Delegation/Team, National and International	Ditmawa
39.	Student Exchange	DKG
40.	ITS Expo	Ditmawa
41.	The Most Outstanding Student Rewards	Ditmawa
42.	Religious Mentoring	Ditmawa
43.	Gerigi (Generasi Integralistik)	Ditmawa
44.	Implementation of Information and Introduction to ITS	Ditmawa

	(IPITS) Activities	
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Note: Ditmawa: Directorate of Student Affairs
DKG: Directorate of Global Partnerships

In addition to the description of the activity, the Student Activity Data Management Subdivision also provides services and processes:

1. Application for Certificate of Not Attending College
2. Requesting for Recommendations as Delegation, Team, Letter of Assignment, and Letter of Assignment to represent ITS in various regional, national, and international activities
3. Proposals for Ormawa and UKM activities, to get activity recommendations, activity funds from ITS, IKOMA, and sponsors through the Students Organization Activity Management Information System (SIM-ORMAWA, Sistem Informasi Manajemen Kegiatan Organisasi Mahasiswa)
4. Processing the legalization of activity responsibility reports (LPJ), accountability letters (SPJ), and activity certificates
5. Decree (Chancellor's Decree) for the management of ORMAWA and UKM
6. Processing, monitoring, and carrying out ONMIPA activities (Mathematics and Natural Sciences Olympiad at ITS, Regional and National Levels)
7. Processing, monitoring, and carrying out MAWAPRES activities (ITS, Regional and National outstanding students)
8. Processing data collection and carrying out rewards for outstanding students
9. Managing, processing, distributing and creating budget reports for BOPTN/BP-PTNBH, NON-PNBP, APBN-K, and Company Sponsor Funds
10. Managing, processing, validating SPJ/LPJ (accountability report) of activities of ORMAWA, UKM, Featured activity and submitting activity funds
11. Managing and processing the use of the SCC Building

Several procedures that must be followed by Ormawa, UKM, Delegates, Teams, and Individuals before carrying out activities within and outside ITS, the details are as follows :

1. Procedure for submitting activity proposals
2. Procedure for submitting letters of recommendation (as Delegation, Team, Tasks, and Assignments)
3. Procedure for submitting disbursement of activity funds

Procedure for Submitting Activity Proposals

1. Making a letter of request for activity recommendations, request for DIPA funds, IKOMA funds, and Sponsor funds
2. Activity data entry via SIM-ORMAWA
3. Printing application for DIPA funds and funds to IKOMA through SIM-ORMAWA

4. Submitting it to the Student Affairs Section and write the identity of the proposal in the monitoring book for proposal submission, use the identification number that comes from SIM-ORMAWA
5. The proposal map on the top right is given an identity number
6. The map is turned over to the student affairs officer
7. Proposals are processed through Subdivision, Head of Section, related Sub-Directorate, Director, and Vice-Chancellor I
8. Taking the proposal by stating the identity name of the SIM-ORMAWA

The mechanism for managing student activities is carried out through the SIM-ORMAWA application, which is available at Integra ITS. This application is used to regulate Ormawa activities, both for the initial process of proposing activity implementation plans, submitting funds, making recommendations, dispensation, Activity Decrees, and Assignment Letters, funding approval processes, and the number of Ormawa who have submitted proposals. However, SIM-ORMAWA still has to be developed in the future to optimize its utilization.

Procedure for Submitting a Letter of Recommendation (As Delegation, Team, Duties, and Assignments)

1. Making a request letter signed by the Team leader, coach, or the Head of the Department
2. Submitting it to the Student Affairs Section and writing down the identity in the monitoring book (the identity follows the previous serial number)
3. Submitting it to the student affairs officer
4. Mail processing through Subdivision, Head of Section, related Sub-Directorate, Director, and Vice-Chancellor I
5. Taking the letter by stating the name of the serial number identity in the monitoring book

Procedure for Submitting Activity Fund Disbursement

1. Reaching the student affairs officer
2. Showing the proof of recommendation for approval of funding requests from the Vice-Chancellor I
3. Showing and submitting the required receipts
4. The officer will verify if there is an error the receipt is returned to be corrected
5. If the proof of receipt is correct, the applicant for disbursement of funds writes in the monitoring book and cellphone number or returns according to the agreement with the finance department
6. The proof of receipts are recapitulated, submitted to BPP and the Director to be signed
7. Submitting the proof of receipts to the Commitment Making Officer (PPK, Pejabat Pembuat Komitmen) to be checked and signed, if there is an error returned
8. If the proof of receipt has been deemed correct by PPK and has been signed, then the activity funds can be submitted

Financial Administration for Student Activities

Funds used to support student activities at ITS can come from various sources:

1. BOPTN/BP-PTNBH Fund
2. NON-PNBP Fund
3. APBN-K Fund (Higher Education (DIKTI, Pendidikan Tinggi) sponsor funds)
4. Non-PNBP Fund (Sponsor from the Company) or other appropriate funds.

Fiscal Year and Submission Procedures: The Finance Department at ITS has provisions that must and must be obeyed by the Institution/Unit/Department.

Fiscal year

1. Budget period: January s.d. December;
2. A request for a budget, preceded by preparing an accountability letter (SPJ, Surat Pertanggungjawaban) or submitting an SPJ for previous funds;
3. Submission of the latest SPJ activities to the ITS Finance Department at the end of November;
4. The latest SPJ submission from ORMAWA and UKM was in mid-October.

BOPTN/BP-PTNBH/NON-PNBP/APBN-K Fund Submission Procedure

1. Submission of advances for activities through SIM-Integra
2. Receiving a check from the treasurer of ITS-BPPTN-BH expenditure, cashing
3. Receiving and making recapitulations, printouts, and giving numbers to valid student activity SPJs,
4. Submitting SPJ for student activities to BPP and the Director to be checked and signed
5. Receiving and checking SPJ of student activities from BPP and the Director whether there is an error or not
6. Submitting SPJ of activities to PPK to be checked and signed
7. Receiving & checking SPJ of student activities from PPK whether there are errors/not
8. Making a journal of student activity reports
9. Separating the original SPJ and the copy of SPJ (the original one is submitted to the treasurer of ITS BPPTN-BH issuance and the photocopy is archived)
10. Submitting SPJ of activities to the Supervisory Agency (BAWAS, Badan Pengawas) for audit
11. Receiving and following up on BAWAS audit results and archiving them.

ORMAWA and UKM must pay attention to:

1. THE PROPOSAL PERIOD OF DISBURSEMENT BY THE ORMAWA IS LIMITED TO THE MIDDLE OF OCTOBER
2. Submissions above mid-October are not served

3. This is because the SPJ process must go through repeated corrections and several validations and legality by the Management, the BPP-Ditmawa Treasurer, the Director, PPK, and BAWAS
4. If the ORMAWA and UKM funds cannot be absorbed according to the program and schedule, the rest will be returned

To apply for funding for student activities, ORMAWA, UKM, Delegation, and team are required to do the following:

1. Submitting a proposal for activities, one month before the activity is carried out;
2. Carrying out activities according to the schedule on the proposal, there is a photo document
3. Immediately accounting for activities by conducting SPJ
4. Submission of funds no later than 2 (two) weeks after the activity

Scholarship Management

Providing administrative services for managing scholarships for applied undergraduate, undergraduate, and postgraduate levels through the Scholarship SIM at Integra ITS.

There are 2 (two) types of scholarships offered to ITS students, namely:

1. Scholarships from the Government/BUMN
It is a scholarship provided by the Government and BUMN, such as Academic Achievement Improvement (PPA) scholarship, Bidikmisi, Affirmation, Beasiswa Nusantara Cerdas (BNC-BRI) in collaboration with the Ministry of Education and Culture, Bank Indonesia Scholarship, BII/Maybank Scholarship, BNI, Semen Gresik, Petrokimia Gresik, Bank Mandiri, PLN, Surabaya City Government
2. Private Scholarships
It is a scholarship from the private sector such as: Bakti BCA, Atmaja Foundation, Eka Tjipta Foundation, Djarum Foundation, Salim Foundation, Asahi Glass Indonesia Foundation (YAGI), Indocement, Toyota Astra Foundation, Protelindo, Artajasa Foundation, Baznas, Jasatama, Karya Salemba Empat (KSE), ITS Alumni Scholarship Foundation (YBAI), VDMI and YPKAAR, BAMA, PT. Chandra Asri Petrochemical, SEA Group, Kompas, YBMBRI, Etos, KEB Hana Bank, etc.

To get scholarship information is quite easy, namely:

1. Observing information about scholarships through announcements in the department or the Scholarship SIM at Integra ITS.
2. Register at each department/faculty, by filling out a form or filling in an online form on the Scholarship SIM and completing it with the requirements according to the conditions requested by the scholarship provider.
3. If the application is approved, the student will receive scholarship funds by transfer to the account of each scholarship recipient.

3.3. Financial administration

Source of Funds for Organizing the Tridharma of Higher Education and Management

The sources of funds used to finance the Tridharma Perguruan Tinggi and Management consist of:

1. State Revenue and Expenditure Budget (APBN, Anggaran Pendapatan dan Belanja Negara)
 - a. Expenditures for salaries and benefits
 - b. Funding Assistance for Legal Entity State Universities (BPPTN BH)
 - c. APBN-Ministry (APBN-K)
2. Non-Tax State Revenue (Non-BNPB, Non-Penerimaan Negara Bukan Pajak)
 - a. Cost of education
 - b. Non-tuition fees

Financial administration services related to students include:

1. UKT and SPP tuition fees
Single Tuition Fee (UKT, Uang Kuliah Tunggal) and Education Development Contribution (SPP, Sumbangan Pembinaan Pendidikan) are the tuition fees for a student for one semester. UKT and SPP rate data for new students are obtained from the Directorate of Planning and Development (DPP, Direktorat Perencanaan dan Pengembangan) through New Student Data Collection Information System (SIPMABA, Sistem informasi Pendataan Mahasiswa Baru) while active student data is obtained from the Directorate of Education. The admissions treasurer pulls the UKT/SPP value data from SIPMABA into SIMONDITS, then is accepted by the Perception Bank (Bank BNI, Bank Mandiri, Bank BRI, Bank BTN, Bank Jatim, Bank BNI Syariah, Bank Syariah Mandiri), then students can pay according to UKT/SPP bills.
2. SPI tuition fees
Institutional Development Contribution (SPI, Sumbangan Pengembangan Institusi) is a contribution that is charged to students who enter the Undergraduate Program (S1) through the Independent Partnership Selection (SKM) program, international class programs or International Undergraduate Program (IUP), RPL program, postgraduate educational cooperation programs (S-2 and S-3), according to the MOU and applied undergraduate program (D-4) group 4 (Independent). SPI scores are obtained from the Directorate of Planning and Development (DPP, Direktorat Perencanaan dan Pengembangan). The admissions treasurer pulls the SPI value data from SIPMABA into SIMONDITS, then is accepted by the Perception Bank (Bank BNI, Bank Mandiri, Bank BRI, Bank BTN, Bank Jatim, Bank BNI Syariah, Bank Syariah Mandiri), then students can pay according to the SPI bill.
3. Withdrawal of Education Fees

- a. Withdrawal of tuition fees for scholarship recipients
 - i. The Directorate of Student Affairs and the Directorate of Postgraduate & Academic Development coordinate the submission of tuition fees from each student;
 - ii. The Directorate of Student Affairs and the Directorate of Postgraduate & Academic Development apply for withdrawal of tuition fees to the Vice-Chancellor for Planning, Finance, and Infrastructure;
 - iii. The Vice-Chancellor for Planning, Finance, and Infrastructure and the Head of the Finance Bureau instructed the Central BPP to process payments to students according to the results of testing bills and required documents;
 - iv. Central BPP conducts historical monitoring of tuition fee payments through SIMONDITS for submitting student tuition fees withdrawals;
 - v. The central BPP coordinates with the DPP to compile RBA and UMK applications for the collection of student education fees;
 - vi. Central BPP proposes a fund Payment process using the Cash Management System to be authorized by the relevant official;
 - vii. The Vice-Chancellor for Planning, Finance, and Infrastructure issued a release related to submitting funds through the Cash Management System directly to students.
- b. Withdrawal of non-scholarship student tuition fees (failed graduation/graduation/leave/DO/MD/double paid/overpaid/registration)
 - i. Students apply for withdrawal of tuition fees to the Vice-Chancellor for Planning, Finance, and Infrastructure, accompanied by:
 1. Chancellor's Decree (failed graduation/graduation/DO/MD);
 2. Certificate of leave and proof of payment
 - ii. The Vice-Chancellor for Planning, Finance, and Infrastructure and the Head of the Finance Bureau instructed the Central BPP to process payments to students according to the results of testing bills and required documents;
 - iii. Central BPP conducts historical monitoring of tuition fee payments through SIMONDITS for submitting student tuition fees withdrawals;
 - iv. The central BPP coordinates with the DPP to compile RBA and UMK for submitting student tuition fees;
 - v. The Central BPP proposes to process the payment of funds using the Cash Management System to be authorized by the relevant officials;
 - vi. The Vice-Chancellor for Planning, Finance, and Infrastructure issued a release related to submitting non-scholarship tuition fees through the Cash Management System directly to students.

3.4. ITS Student Dormitory Services

The ITS Student Dormitory Unit is one of the Technical Implementation Units (UPT, Unit Pelaksana Teknis) under the Directorate of Business Cooperation and Management (DKPU, Direktorat Kerjasama dan Pengelolaan Usaha), which has the task of providing housing services for ITS students in their first year.



Image: Blok K student dormitory which is a new building

The ITS Student Dormitory currently has 384 rooms in twin block dormitories, 52 rooms in single block dormitories, 50 rooms in flats, and 31 rooms in international dormitories; so that the total rooms currently are 617 rooms with a total capacity of 1,625 students. The details are as follows :

1. Building A, B, C, D, E:
 - a. 3 building floors, bathroom outside the room
 - b. Room size of 3 x 3 meters; 3.5 x 3 meters; 3.5 x 6 meters; or 4 x 6 meters
 - c. Room facilities include bunk beds, desks, wardrobes, mirrors.
 - d. Buildings A, B, and C are for female students. Capacity: 228 people.
 - e. Buildings D and E are for male students. Capacity: 158 people.
2. Building G, H, I, J:
 - a. 4 building floors, En suite bathroom, room size of 3.5 x 6 meters.
 - b. Bunk beds, desks, cabinets, mirrors.
 - c. Building G and H are for male students. Capacity: 496 people.
 - d. Building I and J are for female students. Capacity: 496 people.
3. Building K:
 - a. For female students
 - b. 4 building floors, bathroom outside the room, room size of 5 x 4 meters.
 - c. Capacity: 196 people
4. Block D International Dormitory (ITS lecturer housing (Perumdos ITS, Perumahan dosen ITS))

- a. Capacity: 38 people.
 - b. En suite bathroom
 - c. Single beds (not bunk) with varying room capacities for 1 person and 2 people.
 - d. Extra Wi-Fi facilities, washing machine, air conditioning in every room, common kitchen with amenities
5. Block J-22 International Dormitory (Perumdos ITS):
- a. Capacity: 13 people.
 - b. Single beds (not bunk beds) with varying room capacities for 1 person and 2 people.
 - c. Extra Wifi facilities, washing machine, air conditioning in every room, common kitchen with amenities
 - d. Bathroom outside the room

Local student dormitory facilities: vehicle parking, prayer room, volleyball court, canteen, hotspot/wifi, mini market, laundry, study room.

3.5. Technology Services and Information Systems

The Directorate of Information System Technology Development or DPTSI is a directorate that has the main task of developing and managing Information Technology and Systems (TSI, Teknologi dan Sistem Informasi) services on the ITS campus to support research activities, community service, academic activities, and management at ITS. The main duties of the DPTSI in the field of TSI services including:

- a. management and development of infrastructure and information security;
- b. management and development of information systems; and
- c. management and development of information technology and system services.

By utilizing technology and information systems, DPTSI supports almost all business processes so that services and management at ITS become more integrated, efficient, effective, transparent, reliable, and easily accessible from anywhere and anytime. Likewise for students, where TSI services are the main need to support teaching and learning activities, student activities, communication, and collaboration.

The following are TSI services for ITS students and it is important to know for students in general and new ITS students in particular.

- a. Access Integra (integra.its.ac.id)
Having Integra access is the first thing new students must do to use TSI services including the internet. Integra is a single sign-on (SSO) portal for access to various applications and information systems at ITS. Each ITS community must have one Integra account.

b. Internet and VPN services

i. Internet Services for Students

The Internet is an important life necessity for the entire ITS community, including students. For students, the internet is used for various needs such as browsing lecture materials, a means of communicating with lecturers and colleagues, as well as a means of collaborating in student activities, academic activities, and other non-academic activities.

ii. Internet Service for Guest/Guest/Non-Academic Community

Each community, including ITS students, can create 1 internet account for other people who are not ITS academics. To be able to create a guest account, access integra.its.ac.id/app.php which is an access page to various applications in ITS with an SSO login (Integra account).

iii. Virtual Private Network (VPN) Services for Students

VPN is an internet service to be able to access the network on campus, even though students are outside campus. This VPN service is usually used to access several important sources that can only be accessed from within the ITS campus such as journals, for website/SIM developers who want to access applications/SIMs that are still in the development stage, and several other sources whose access is restricted.

c. SIM Services & Mobile Apps

The information system at ITS does not only cover academic-related processes but other processes such as student affairs, finance and infrastructure, staffing and organizational governance, research and community service, and collaboration. For example, the academic business process has implemented an information system ranging from information about study programs on the website, student registration at smits.its.ac.id, data collection and verification of UKT via sipmaba.its.ac.id, UKT payments that can be implemented online, as well as student academic activities such as taking courses, lecturer guidance, which are carried out through the Academic Information System module at integra.its.ac.id.

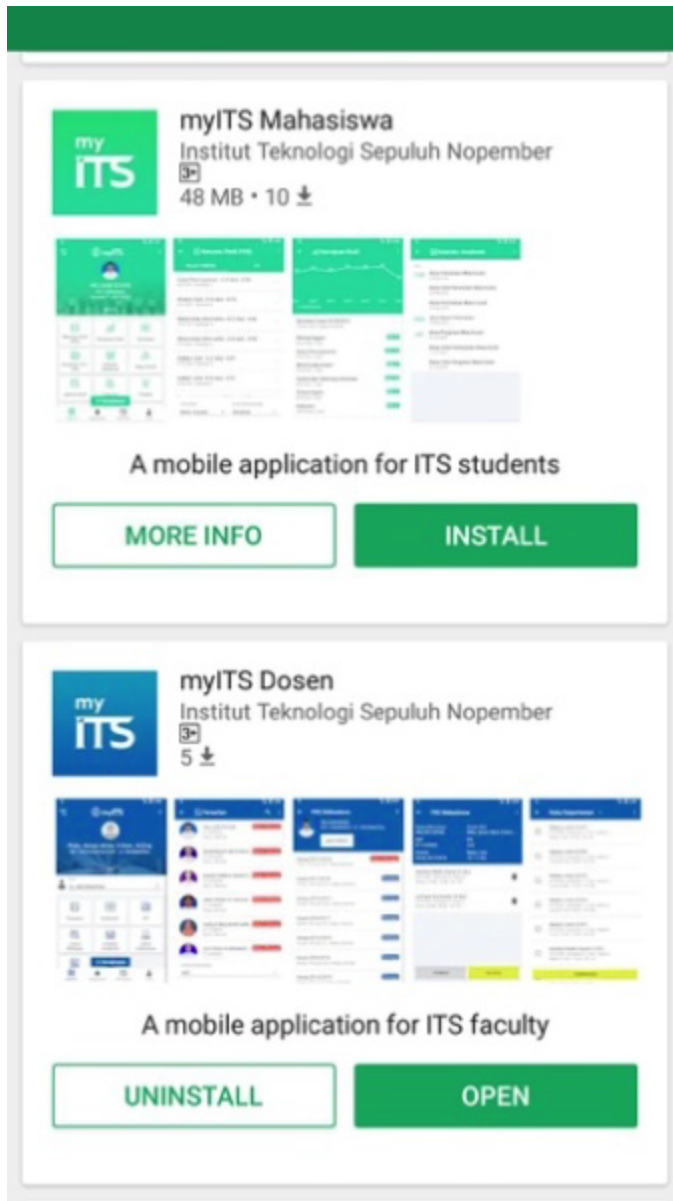
d. SIM service

There are several information systems intended for ITS students. Some of the relevant information systems for ITS students are as follows.

No.	SIM Name	Description	URL
1.	SIM Akademik (Academic)	A SIM that facilitates the academic administration process, namely filling out the FRS, Class Schedule, Cancellation of Courses, List of Values, Filling and validating SKEM and Judicium.	my.its.ac.id and select SI Akademik

2.	SIM Beasiswa (Scholarship)	SIMs that are used to find scholarships include the registration process, verification, and announcement of recipients online.	my.its.ac.id and select SIMBEA
3.	SIM Reservasi Asrama (Dormitory Reservation)	Registration and verification of residents of ITS student dormitories can be done through this SIM. The selection process has been arranged in this SIM depending on the quota and criteria for prospective dormitory residents.	asrama.its.ac.id
4.	SIM Ormawa (SKEM)	One of the modules in the Academic SIM for student extracurricular activities filling. (SKEM/student extracurricular credit units) with 1300 points is a graduation requirement for ITS students.	my.its.ac.id and select myITS StudentConnect
5.	SHAREITS	An ITS online learning portal	share.its.ac.id
6.	Boyo ITS	ITS mirroring for Linux users	boyo.its.ac.id
7.	Unduh ITS	Licensed software portal of ITS	unduh.its.ac.id
8.	Portal Aplikasi ITS (ITS Application Portal)	Various application portals of ITS that are integrated with Integra	integra.its.ac.id/app.php
9.	Digilib ITS	Is used to view the collection of digital scientific content contained in the ITS library, including collections of final assignments/thesis.	digilib.its.ac.id
10	Resits	Provide profile information for lecturers or experts at ITS	resits.its.ac.id
11.	Direktori	Provides site plan information and other information about units at ITS	direktori.its.ac.id

e. Mobile application "myITS Mahasiswa" - ITS in my hand



ITS launched the mobile applications "myITS Mahasiswa" and "myITS Lecturers" on 17 August 2018, to make it easier for students and lecturers to carry out several academic processes by using their hands. For students, currently, the Student myITS application contains SIAKAD features such as taking courses (FRS), viewing grades, viewing class schedules, viewing study progress, and other SIAKAD features. Additionally, this application contains news about ITS which is integrated with the ITS website. In its future development, this application will contain other features needed by students.

This application can be downloaded on the Google Play Store for the Android version and the App Store for the iOS version. Enter the keyword "myITS" and make sure the developer of the mobile application is the Sepuluh Nopember Institute of Technology.

Make sure you download the myITS Student application for guardianship this semester for your trusteeship and tuition convenience.

f. ITS Email Account

Each community at ITS has an email address with the ITS domain, as well as students. Every student has the right to have an ITS email account. Student users will use the Google Application for Edu including Gmail using its.ac.id domain. The following is a list of benefits obtained by students regarding the Google Application.



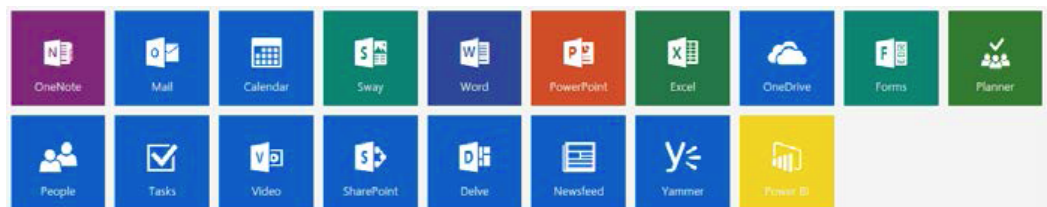
g. Windows Services, Office365, and Microsoft Imagine

i. Download, Install, and Activate Windows

Each ITS academic community, whether lecturers, staff (employees), and students have the right to get legal software from Microsoft, including legal and free Windows licenses. Windows and Office are the software most widely used by lecturers, employees, and students. ITS provides this software for free and legally. Let's make the most of it!

ii. Office365 & Office Activation

Office 365 provides access to the latest versions of MS Office both Online and Offline, OneDrive 1 TB, Microsoft Teams, Skype for Business, other collaboration tools. Each community, including new students, has the right to get Office365 services for both desktop and mobile versions.



- Get 1TB file storage
- Full-access on Office newest version (Word, Excel, Powerpoint) online
- Enable to download offline Office newest version from the Office portal easily

- Enable to download other Office 365 products such as Skype for Business, OneDrive for Business, etc. from the Office portal
- Facilitate collaboration between ITS community
- Use Office legal products through Office activation

To be able to use Office365 facilities, students must carry out activation, instructions regarding Office activation can be seen at <https://intip.in/aktivasioffice365>.

h. Service Desk for Complaints or Requests related to TSI

Each department at ITS already has a computer administrator/IT admin who is assigned to manage and solve ICT problems. Each student is strongly advised to contact the IT admin of each department if they need help related to ICT, such as installing Office, asking for WIFI settings on a laptop, Office activation problems, and so on. However, not all problems related to information systems and ICT can be resolved by IT admins. If the IT admin cannot solve IT problems, students can contact DPTSI through the servicedesk.its.ac.id portal which is used by DPTSI to manage ICT services in an integrated manner.

Have any complaints or suggestions regarding the IT services managed by DPTSI? Please contact us via servicedesk.its.ac.id.

Directorate of Technology Development and Information Systems

Location: Research Building 4th floor, ITS

PABX: 1132

Phone: (031) 5947270

Fax: (031) 5922947

Twitter: @ITSdptsi

Point of Contact: servicedesk.its.ac.id

CHAPTER IV

ITS GOES TO GLOBAL

4.1. Global Challenges and Its Implications

As of December 31, 2015, the boundaries between countries in ASEAN have become more open, the ten ASEAN countries merged into one big unit called the ASEAN Economic Community (AEC). With the commencement of the AEC, Indonesia can no longer avoid the invasion of foreign workers from the other nine ASEAN countries. Moreover, in 2020, not only will the borders of ASEAN countries be opened, but the borders of countries around the world will melt due to the occurrence of free trade which is supervised by the World Trade Organization (WTO). The WTO is a world trade association, which as of March 21 2018 has 164 members from all over the world. Like the AEC, the WTO also allows for the free flow of labor. This is because skilled workers are one of the 5 points whose movement is increasingly freed, while the other 4 points include: products, services, investment, and capital. On the one hand, this is a golden opportunity for ITS graduates, considering that engineers are one of several fields of work that are directly affected by the implementation of this policy. Another challenge faced by engineers in Indonesia is the Industrial Revolution 4.0. Industrial Revolution 4.0 is the latest trend of automation and data exchange in factory technology. In this case, engineers must prepare themselves related to global competence and knowledge of global technology. Therefore, if ITS graduates do not prepare well, this will end up backfiring. Indonesian people will only be spectators in their own country. To be able to win the increasingly competitive competition, every ITS student must equip themselves with global insight and competence. Additionally, mastery of foreign languages is an absolute must.

4.2. ITS Vision and Ideals of Internationalization

In line with this, ITS as one of the best engineering institutions in Indonesia has a vision "To become a university with an international reputation in science, technology, and arts". To achieve this vision, ITS has a special Directorate which is currently under the Chancellor who is responsible for international cooperation and relations called the Directorate of Global Partnerships or more commonly known as ITS Global Engagement (ITS GE). Together with the entire ITS academic community, ITS GE always strives to take several strategic and technical steps to be able to accelerate internationalization at ITS. This is done to achieve common ideals, namely that ITS in particular and Indonesia, in general, can stand equally in the eyes of the world.

4.3. Internationalization at ITS

One of the efforts that have been made by ITS in the context of internationalization is to increase cooperation with foreign institutions. Currently, there have been 311 Memorandums of Understanding (MoU) or active written agreements to collaborate between ITS and various foreign institutions (as of June 2020). These institutions include universities, organizations, and foreign companies. Complete information regarding the ITS MoU can be seen at the ITS IO MoU SIM (<https://www.its.ac.id/international/partnership/mou-moa/search-mou-moa/>). Also, ITS is a member of several international consortiums, such as AUN SEED/NET, ASEA UNINET, Australia Indonesia Center (AIC), Erasmus + Project (INTERWEAVE, IMPAKT), ACNET-EngTech, UMAP, AIMS, etc. ITS joins in several international consortiums as well as a series of MoUs that have allowed ITS to carry out various forms of cooperation with these institutions.

ITS has also received many international students from various countries in the framework of further studies (full degree S-1, S-2, and S-3), student exchanges, internships, and language and cultural studies through the Darmasiswa program. ITS has officially joined the list of Indonesian universities that have been running the Darmasiswa program since 2013.



Figure: Foreign Students at ITS

ITS also has several international camp programs both regular and customized. The Community and Technological Camp (CommTECH) is a regular program that has been held regularly once a year since 2012. Participants of this program come from various countries and are not only limited to students, but also include foreign lecturers, staff, and researchers. In this activity, participants from various countries came to ITS to get to know the advantages of ITS research in various fields and to get to know the Indonesian language and culture. When it was first held, CommTECH managed to attract 28 participants from 17 countries. With the theme "Solving local problems with global knowledge", during the last 3 years the number of CommTECH participants has increased significantly by up to 2 times and is expected to continue to grow in the future. The distribution of origin of participating countries is very diverse, including Australia, New Zealand, UK, Germany, South Africa, Turkey, Pakistan, Taiwan, Japan, South Korea, Cambodia, Malaysia, Thailand, Myanmar, Timor Leste, America, Peru, Russia, Poland, etc. Apart from CommTECH, ITS has also launched several customized programs since 2014 which have been run based on requests from partner universities. Several partner universities that have collaborated with ITS in carrying out customized programs include King Mongkut's University of Technology Thonburi (KMUTT), Thailand; Universiti Teknologi Petronas (UTP), Malaysia; Engineers in Action with NTUST; Global Leadership Camp with Kumamoto University; and Anthropology's Exploration of Surabaya's Kampung with the University of Vienna.

International students who are taking advanced studies are spread across various departments at ITS. To support international student lectures and of course to provide opportunities for ITS students to carry out lectures in international languages and nuances, several Departments at ITS have offered courses in English, including Information Engineering, Industrial Engineering, Civil Engineering, Architecture, Environmental Engineering, Electrical Engineering, etc. Besides, ITS also has international classes and special classes that are delivered in full in English, each in the Department of Marine Engineering and Industrial Engineering, also, departments that have foreign students are required to open at least one English class. The international class in the Department of Naval Architecture and Shipbuilding Engineering is a joint degree program as a result of the collaboration between ITS and Wismar University of Applied Science, Germany. Students who can take the international class are only limited to students registered in the Naval Architecture and Shipbuilding Engineering joint degree program. However, ITS students, in general, can still take courses or special classes in English without additional fees.

To improve the quality of education quality, several Departments at ITS have completed various international certifications, such as the ASEAN University Network-Quality Assurance (AUN QA) and the Accreditation Board for Engineering and Technology (ABET), United States. AUN QA is a certification carried out by the ASEAN University Network. Some of the departments that have been certified by AUN QA are statistics, chemistry, electrical engineering, chemical engineering, industrial engineering, civil engineering, information systems, informatics

engineering, environmental engineering, mechanical engineering, marine engineering, and physics. Apart from being certified by AUN QA, the industrial engineering department also has ABET certification. Apart from the aforementioned departments, other departments at ITS are also preparing to obtain international certification.

4.4. Preparation of Students in Facing Global Challenges

In addition to the internationalization efforts promoted by campuses, students also need to actively participate in preparing themselves to face global challenges. As previously mentioned, mastery of competence and global insight as well as good foreign languages is an absolute must to win the increasingly competitive competition after the implementation of the AEC and the implementation of the WTO. This can be done in various ways, including:

a. Independent Learning

Students can do independent learning through SHARE ITS (<http://share.its.ac.id>). SHARE ITS is a website-based platform provided by ITS that supports online learning. One of the courses that can be accessed online is Global Insights and Competencies managed by ITS GE. Students can access for free the materials available in the course. Some of the interesting materials that can be accessed include CV, Motivation Letter, Interview Tips and Tricks, List of Annual Scholarships, global issues such as MEA, WTO, Industrial Revolution 4.0, etc. In addition to offering various materials to hone global insights and competencies, this course also provides several materials for developing English language skills. Aside from SHARE ITS, students can also improve their English skills through other websites for free, for example, through Duolingo and BBC.

b. Seminar

ITS GE routinely holds several intensive seminars aimed at preparing students to face global challenges, such as From Student for Student (FS2) and Global Competency Workshop (GCW). Even during this pandemic, ITS GE continues to hold these activities virtually.

c. Participating in an International Organization

Participating in various international organizations or communities can also be one way to increase global insight and competence. One of the organizations that can be participated in is to become an ITS GE volunteer. As a volunteer who helps ITS GE's performance, in addition to being exposed to various international information that can increase students' global insight and competence, they can also be directly involved in accelerating internationalization at ITS. Students from all departments can participate as ITS GE volunteers. The recruitment process is carried out openly and regularly every year.

d. Participating in International Programs

Students can also increase their global insight and competence by participating in several available international programs. Students who take part in international programs can feel the atmosphere of internationalization firsthand when interacting with participants from other countries and the people of the countries where the program is implemented.

4.5. Opportunities for ITS Students

There are lots of opportunities available for ITS students who wish to take part in international programs. From 2012 to July 2020, there were more than 2500 ITS students who were recorded as having participated in various international programs, both degree programs (programs with degrees such as joint degrees) and non-degree programs (non-degree programs). Statistics of the distribution of ITS students participating in international programs can be seen in Figure 3. The destination countries for the international program are very diverse, including America, Germany, England, France, Russia, Greece, Turkey, Singapore, Thailand, Malaysia, Cambodia, India, China, Japan, Taiwan, South Korea, etc. Here are some international program opportunities that ITS students can participate in:

1. Degree Program

a. Joint Degree Program

- b. Joint Degree is a program that allows students to study and get degrees from 2 universities at once (ITS and partner universities abroad). This program is also commonly known as a double degree program. Students of this program will take several semesters of education at ITS and the rest abroad. This program is open to all levels (S1, S2, and S3) and can only be done if there is a collaboration between the Department at ITS and partner universities abroad. Here are some ITS partner universities for joint degree programs:

- Saxion University of Applied Sciences, the Netherlands
- National Cheng Kung University (NCKU) Taiwan
- National Taiwan University of Science and Technology (NTUST), Taiwan
- Mokpo National University, South Korea
- University of Queensland, Australia
- Kumamoto University, Japan, etc.

c. Master/Doctoral Program

ITS also provides supporting information to help students who plan to continue their full postgraduate (S2 and S3) education abroad. This information includes the steps that must be taken to prepare for study, a list of available scholarships, and an explanation regarding the exact flow of scholarship application. This is due to a large number of scholarships available and the various procedures for each scholarship. Complete information regarding the list of overseas scholarships can also be accessed online via the following link: <https://www.its.ac.id/international/category/masters-doctoral-programs/>.

Apart from providing information related to further studies, every year ITS also facilitates partner universities that intend to recruit new students at ITS. Here are some partner universities that routinely recruit new students at ITS, including:

- National Cheng Kung University (NCKU), Taiwan
- National Taiwan University of Science and Technology (NTUST), Taiwan
- National Central University (NCU), Taiwan

2. Non-Degree Program (Interaction with Partner Institutions)

a. Short Course/Short Program

This non-degree program offers short classes with a discussion of a certain topic. This program usually lasts only a few days to a few weeks. Examples:

- Summer & Winter School at Hochschule Darmstadt University of Applied Sciences, Germany
- GKS for ASEAN countries' Science and Engineering Students, South Korea
- SUT Entrepreneurship Camp, Thailand
- Feng Chia University International Summer Program, Taiwan
- Delightful Istanbul, Turkey
- Japan Global Project-Based Learning (GPBL)
- UFMG Online Summer School on Brazilian Studies, etc.

The complete list of available short program opportunities can be seen at <http://bit.ly/its-short-program>

b. Student Exchange

This program provides opportunities for ITS students to attend lectures at foreign universities for 1-2 semesters. In terms of cost, this program can be divided into 2, including:

- Full and partial scholarship

Valid for student exchanges to universities that already have an MoU with ITS regarding student exchange. Generally, what is provided for ITS students is in the form of tuition fee exemption.

Example:

- Shibaura Institute of Technology (SIT), Japan
- Kumamoto University, Japan
- Dankook University, South Korea
- King Mongkut's University of Technology Thonburi (KMUTT), Thailand
- Chulalongkorn University, Thailand
- Mapua University, Philippines
- YunTech, Taiwan

- INSA RENNES, France
- Universiti Teknologi Malaysia (UTM) etc.

Furthermore, several opportunities also provide scholarships such as Erasmus + scholarships, scholarships from universities, JASSO, etc. This will be informed in detail on the website if the program provides scholarships.

■ Non-scholarship

All universities that have collaboration with ITS can accept student exchanges. However, for universities that do not have a special MoU regarding student exchange with ITS, all costs will be borne by the student concerned.

A complete list of available student exchange opportunities can be seen at <http://bit.ly/its-student-exchange>

c. International Conference

This is an international conference which usually lasts several days. The forms and themes of the activities varied greatly.

d. Sandwich Program

Students who take this program will temporarily stay at a foreign university to do research. This program is specifically intended for doctoral-level students. The implementation period also varies. Further information regarding the sandwich program can be seen on the ITS postgraduate website (<http://pasca.its.ac.id/>).

e. Joint Research

This program allows students to carry out collaborative research with partner universities. The implementation period also varies.

f. Internship

The internship focuses on accommodating students who want to do practical work/lab experience at universities that have become ITS partners. The implementation period also varies, 1-3 months. Example: Lab Internship at KMUTT Thailand, KMITL Thailand, SIT Japan, NCHU Taiwan to Universiti Teknologi Malaysia (UTM)

The complete list of available short program opportunities can be seen at <http://bit.ly/its-internship>.

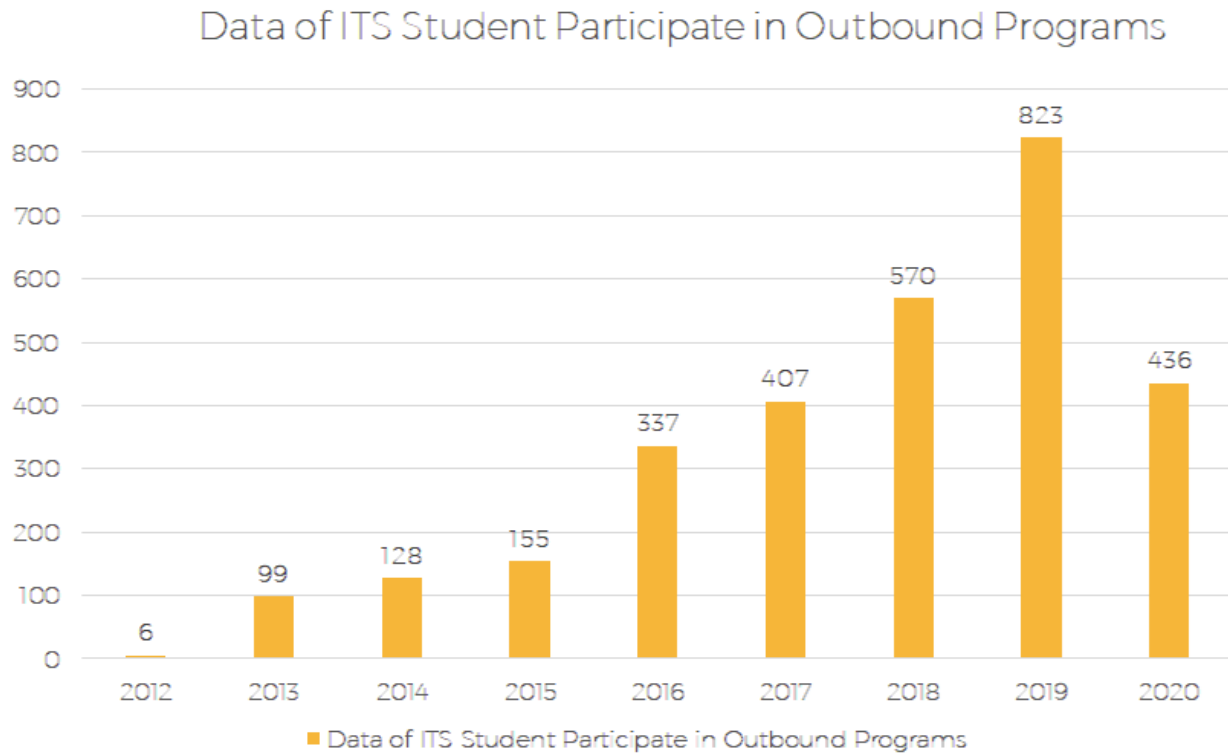


Figure: ITS Student Participation Data in the International Mobility Program (Outbound) from Year to Year

Students who experience financial difficulties while participating in the programs above can apply for financial assistance to ITS. The procedure for submitting funds can be seen at the following link <https://www.its.ac.id/international/its-goes-global/funding-support/>

Contact ITS Directorate of Global Partnerships

Students can get complete and up-to-date information regarding all the programs mentioned above by visiting the ITS GE office on the 1st floor of the ITS rectorate building. Besides, ITS GE can also be contacted through the following media:

Tel. : 031 592 3411

Website: <http://www.its.ac.id/international>

Email: studyabroad@its.ac.id

Line: @its_io

Facebook: [facebook.com/ioits](https://www.facebook.com/ioits)

Instagram: @itsinternationaloffice

CHAPTER V

ITS STUDENT AFFAIRS



Concerning student activities, all the traditions that will be built by ITS are ultimately directed towards the formation of trustworthy and credible graduates with the characteristics of smartness, trustworthiness, and creativity, which are guaranteed by the term "Arek ITS Cak" (CAK = Cerdas (Smart), Amanah (Trustworthy), Kreatif (Creative)).

To achieve these goals, student development at ITS is directed systematically so that co-curricular, extracurricular, and curricular activities can go hand in hand and complement each other. Therefore, ITS students have been given facilities by ITS to carry out the obligation to gather and organize to support the student character development program that has been arranged systematically and directed. All student activities in the ITS student organization will be recorded in the SKEM (Student Extracurricular Activity Unit) program which will be used as a graduation requirement for ITS students. Currently, all student character development designs in student activities have also been regulated in the ITS Student Character Development SOP book which was approved by the ITS Chancellor in early 2012.

Models of Guidance and Development of Student Activities

- Character Building and Leadership Program
- Interest and Talent Development and Student Welfare
- Development of Reasoning and Creativity

Students Achievements

International and National level achievements achieved by ITS students

No.	Competition	Type	Achievement	Date	Organizer
1.	Malaysia Technology Expo 2020	Asian Youth Innovation Awards	1st Place	20 February 2020	PROTEMP Exhibitions and Conferences Sdn. Bhd
2.	European Exhibition of Creativity and Innovation (EUROINVENT) 2020	Exhibition	1st Place	20 May 2020	Romanian Inventors Forum
3.	Singapore Robotic Games 2020	Humanoid Robot Competition	1st Place	5 February 2020	IEEE Robotics and Automation Society Singapore Chapter
4.	Inventions VS Corona Contest	Scientific Papers	1st Place	15 May 2020	International Federation of Inventors Association
5.	AWS Hackdays Online 2020	Hackathon	1st Place	24 April 2020	Amazon Web Services
6.	2020 Japan Design, Idea & Invention Expo	Innovation Competition	1st Place	26 June 2020	World Invention Intellectual Property Associations
7.	Online Distancing Model United Nations	Model United Nations (MUN)	1st Place	30 May 2020	Online Distancing Model United Nations
8.	World Invention Competition and Exhibition (WICE)	Technology Product Competition	1st Place	12 September 2020	Segi College, Subang Jaya, Malaysia
9.	ISTEC 2020	Research	2nd Place	13 January	IYSA

		Invention and Innovation Competition		2020	(Indonesia Young Scientist Association)
10.	Bangkok IPITEX 2020	Exhibition Competition	2nd Place	1 February 2020	The National Research Council of Thailand (NRCT)
11.	ISTEC 2020	Scientific Paper Exhibition Competition	2nd Place	13 January 2020	IYSA (Indonesia Young Scientist Association)
12.	Process Plant Design SMOGC 2020	Process Plant Design Competition	2nd Place	9 March 2020	SPE KL Section (SPE UiTM, SPE UTM, SPE UTP)
13.	CyberHack CTF 2020	Capture The Flag (Cyber Security)	3rd Place	6 Juni 2020	Cyberhack with Gujarat Forensic Science University
14.	Deep CTF	Capture The Flag (Cyber Security)	3rd Place	4 April 2020	Deep Tech
15.	Noob CTF 0x1	Capture The Flag (Cyber Security)	3rd Place	6 Juni 2020	N0OB_4rMY

Safety and Security on the ITS Campus

Safety and security are the top priorities in every activity that takes place within ITS. Possibilities for the emergence of hazards can cause harm, especially for students. It is unpredictable and can appear at any time. Each danger can lead to loss and accidents. Everyone in the ITS campus must always be aware of dangers and must follow safety and security procedures on the ITS campus. Even though the number is decreasing, accidents on the ITS campus still occur and are generally in the form of light vehicle collisions. Vehicle collisions that occur are generally caused by drivers who are in a hurry. The security threat on campus that must be watched out for is the theft of motorbikes/bikes. All incidents of motorbike/bike thefts occur outside the official parking lot or due to negligence of the owner.




Culture Of Order And Obedience To Safety And Security

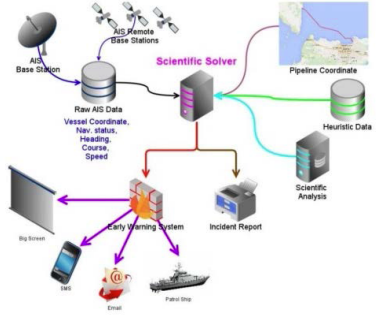
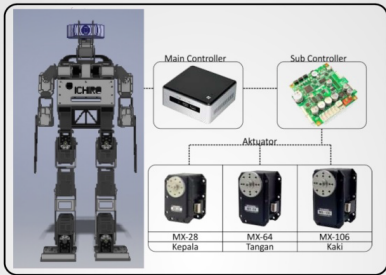
The main factor determining the safety and security of an environment is that individuals interact with each other and have different feelings of responsibility. The higher the order and compliance of each individual, the lower the risk of safety and security. So that a sense of safety and security will be realized with a very low level of accidents and security disturbances.

It takes hard efforts and requires strong support from ITS leaders so that the ITS academic community, which reaches more than 20,000 people, fosters a culture of order and obedience to campus safety and security signs and procedures. Generally, security disturbances arise due to non-compliance with safety signs and procedures



ITS Innovative Products

No.	Image	Description
1.		<p>GEOMARINE -1 Danar Guruh Pratomo - Geomatics Engineering</p> <p>A floating vehicle (vessel) designed for the underwater surface contour survey. Geomarine-1 was created with the advantage of being unmanned, independent with the AutoPilot feature or better known as the A-USV (Autonomous Unmanned Surface Vehicle).</p>
2.		<p>BRAILLITS Tri Arif Sardjono - Computer Engineering</p> <p>BRAILLITS is a Braille printing machine created by ITS. This machine is made to produce Braille literature in the form of student textbooks, reference books, magazines, or newsletters as well as manuscripts of student exam questions. The Braille printing machine was developed based on the Reverse Engineering process</p>
3.		<p>3D VIRTUAL MUSEUM Surya Sumpeno - Computer Engineering</p> <p>A set of Information Technologies that can be used to explore virtual tours of historical objects based on Virtual Reality and Augmented Reality. Our technological advantage is a higher level of immersion and interactivity featuring 3D interaction and 3D rendering. Cultural heritage virtual objects are more visible and can be held.</p>

4.		<p>AISITS Ketut Buda Artana - Naval Architecture and Shipbuilding Engineering</p> <p>This innovation is an automatic identification system (AIS) based early warning system. AIS is an automatic tracking system on ships. This system identifies the ship's locations by exchanging data with other ships nearby.</p>
5.		<p>ICHIRO Humanoid Robot Muhtadin - Electronic Engineering</p> <p>Currently, humanoid robots are increasingly involved in various aspects of human life, from their function as toys, educational media, competition objects, to more sophisticated research platforms. ICHIRO has the flexibility capabilities for various research purposes</p>

CALENDAR OF ACADEMIC YEAR 2020/2021 (UNOFFICIAL TRANSLATION)



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN INSTITUT TEKNOLOGI SEPULUH NOPEMBER

Kampus ITS Sukolilo – Surabaya 60111
Telepon : 031-5994251-54, 5947274, 5945472 (Hunting)
Fax: 031-5947264, 5950806
<http://www.its.ac.id>

DECREE OF THE CHANCELLOR OF SEPULUH NOPEMBER INSTITUTE OF
TECHNOLOGY NUMBER T/2557/IT2/HK.00.01/2020

CONCERNING

THE SECOND AMENDMENT OF ANNEXES OF THE DECREE OF THE CHANCELLOR
OF SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY NUMBER T/165/IT2/
HKUH.00.01/2020 CONCERNING THE ACADEMIC CALENDAR YEAR 2020/2021 OF
SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY

THE CHANCELLOR OF SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY,

- Considering :
- a. that with respect to *Corona Virus Disease 19 (Covid-19)* pandemic, it is deemed necessary to make changes to the academic calendar of the Sepuluh Nopember Institute of Technology for the Academic Year 2020/2021;
 - b. that with respect to point a above, it is deemed necessary to stipulate a decision of the Chancellor of the Sepuluh Nopember Institute of Technology concerning the Second Amendment to the Annex to the Decree of the Chancellor of Sepuluh Nopember Institute of Technology Number T/165/IT2/HK.00.01/2020 on the Academic Calendar of Sepuluh Nopember Institute of Technology Academic Year 2020/2021;
- In view of :
- 1. Government Regulation Number 54 of 2015 concerning the Statute of Sepuluh Nopember Institute of Technology (State Gazette of the Republic of Indonesia of 2015 Number 172; Supplement to the State Gazette of the Republic of Indonesia Number 5723);
 - 2. Decree of the Sepuluh Nopember Institute of Technology Trustee Board Number 03 of 2019 concerning the Appointment of the Chancellor of the Sepuluh Nopember Institute of Technology for the 2019-2024 term;
 - 3. Regulation of the Chancellor of Sepuluh Nopember Institute of Technology Number 24 of 2019 concerning the Organization and Work Procedure of Sepuluh Nopember Institute of Technology;
 - 4. Regulation of the Chancellor of Sepuluh Nopember Institute of Technology Number 32 of 2019 concerning Academic Regulations for the Academic Education Program of Sepuluh Nopember Institute of Technology in 2019;
 - 5. Decree of the Chancellor of Sepuluh Nopember Institute of Technology Number T/165/IT2/HK.00.01/2020 concerning the Academic Calendar of the Sepuluh Nopember Institute of Technology for the Academic Year 2020/2021;
 - 6. Decree of the Chancellor of Sepuluh Nopember Institute of Technology Number T/165/IT2/HK.00.01/2020 concerning the Academic Calendar of Sepuluh Nopember Institute of Technology for the Academic Year 2020/2021 as amended by the Decree of the Chancellor of Sepuluh Nopember Institute of Technology Number T/1580/IT2/HK.00.01/2020 concerning Amendments to the Decree of the Chancellor of Sepuluh Nopember Institute of Technology Number T/165/IT2/HK.00.01/2020;

DECIDES:

- To stipulate : DECREE OF THE CHANCELLOR OF SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY CONCERNING THE SECOND AMENDMENT OF ANNEXES OF THE DECREE OF THE CHANCELLOR OF SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY NUMBER T/165/IT2/HKUH.00.01/2020 CONCERNING THE ACADEMIC CALENDAR YEAR 2020/2021 OF SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY
- FIRST : To stipulate the second amendment to the Academic Calendar of Sepuluh Nopember Institute of Technology for the Academic Year 2020/2021 as stated in the attachment which is an integral part of this decision;
- SECOND : The academic calendar as referred to in the FIRST dictum is a guideline for the implementation of academic activities within Sepuluh Nopember Institute of Technology and all academicians of Sepuluh Nopember Institute of Technology are obliged to follow and implement it.

THIRD : This decision shall take effect on the date specified.



Stipulated in Surabaya
on the 1st of July 2020
THE CHANCELLOR OF
SEPULUH NOPEMBER
INSTITUTE OF TECHNOLOGY,

MOCHAMAD ASHARI
NIP 196510121990031003



Copies are delivered to the honorable:

1. The Vice-Chancellors;
2. The Deans;
3. The Directors;
4. The Head of Departments;
5. The Head of General Administration
and Digital Archives;
6. The Rectorate Administration;
7. Those concerned in
the ITS environment

ANNEXES OF THE DECREE OF THE CHANCELLOR OF
SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY
NUMBER T/2557/IT2/HK.00.01/2020
CONCERNING
THE SECOND AMENDMENT OF ANNEXES OF THE DECREE
OF THE CHANCELLOR OF SEPULUH NOPEMBER INSTITUTE
OF TECHNOLOGY NUMBER T/165/IT2/HKU.00.01/2020
CONCERNING THE ACADEMIC CALENDAR YEAR 2020/2021
OF SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY

THE SECOND AMENDMENT OF THE ACADEMIC CALENDAR
YEAR 2020/2021 OF SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY

I. ODD (FALL) SEMESTER

1.1 ODD SEMESTER ADMISSION

UNDERGRADUATE PROGRAM

No	Pathway	Registration	Announcement	Re-registration
1	SBMPTN	2 – 20 June 2020	20 August 2020	24 – 27 August 2020
	IUP Batch I		30 June 2020	14 – 16 July 2020
2	IUP Batch II	3 – 22 August 2020	28 August 2020	31 August – 3 September 2020
3	SKM (Partnership and Independent Selection)			
4	RPL Program	20 July – 5 August 2020	4 September 2020	7 – 10 September 2020

POSTGRADUATE AND PROFESSIONAL ENGINEER PROGRAM

No	Program	Registration	Entrance Exam	Announcement	Re-registration
1	Postgraduate Batch II	15 June – 17 July 2020	22 – 30 July 2020	7 August 2020	10 – 14 August 2020
2	Fresh Graduate			28 August 2020	1 – 2 September 2020

VOCATIONAL PROGRAM

No	Pathway	Registration	Announcement	Re-registration
1	Regular and Independent	21 – 30 August 2020	4 September 2020	7 – 10 September 2020

1.2 NEW STUDENTS INITIAL ACTIVITIES

No	Activity	Date
1	TEFL-ITS Examination	Conducted online during semester 1
2	Scholastic Aptitude Test (TPA)	
3	Psychological Test	
4	Spiritual Training and National Education for New Students	14 – 15 September 2020
5	Official Admission of New Students by the Chancellor	16 September 2020
6	Implementation of Information and Introduction to ITS (IPITS) for New Diploma and Undergraduate Students	17 – 18 September 2020
7	GERIGI	19 – 20 September 2020
8	Curriculum-Based Professional and Competency Orientation (OK2BK)	21 – 25 September 2020
9	Implementation of Information and Introduction to ITS (IPITS) for New Postgraduate Students	22 September 2020

1.3 CURRENT STUDENTS ADMINISTRATION REGISTRATION

No	Activity	Date
1	Payment of Tuition Fees for Current Students	27 July – 24 September 2020
2	The Deadline for Application for Permission to Return to College	28 August 2020

1.4 JUDICIUM AND GRADUATION

No	Activity	Date
1	The Faculty Judiciary (The 122nd Graduation)	26 – 27 August 2020
2	The Institute Judiciary (The 122nd Graduation)	28 August 2020
3	The 122nd Graduation Batch I	26 – 27 September 2020
4	The 122nd Graduation Batch II	3 – 4 October 2020

1.5 ACADEMIC REGISTRATION (FRS FILLING AND GUIDANCE)

No	Activity	Date
1	FRS Online Service for common courses	21 – 24 September 2020
2	FRS Approval & Guidance	21 – 25 September 2020

1.6 LECTURES

No	Activity	Date
1	Filling out the SAR Target of the Institute, Faculties and Departments	21 – 25 September 2020
2	Lectures and Evaluations	28 September – 22 Januari 2021
3	Filling out the SAR Target for Courses and Lecturers	28 September – 2 Oktober 2020
4	Deadline for Changes in Courses	16 October 2020
5	Deadline for Application to Stop Studying Temporary (Leave from College)	23 October 2020
6	Deadline for Course Cancellation	4 December 2020
7	Filling out the Lecturer Achievement Index (IPD) Questionnaire	4 – 22 January 2021
8	Filling Lecturer SAR Evaluation	1 – 7 February 2021
9	Deadline for Submission of Semester Evaluation Grades and Filling out the Lecturer SAR Evaluation	7 February 2021
10	Filling out the SAR Evaluation of Courses and Departments	8 – 9 February 2021
11	Evaluation Process on Study Time Limit	8 – 17 February 2021
12	Filling out the SAR Evaluation of the Institute and Faculties	10 – 11 February 2021

1.7 OTHER SCHEDULES

No	Activity	Date
1	The 60th Dies Natalis	10 November 2020
2	Students Biodata Reporting to PDDIKTI	September 2020
	Class Data, Participants, Lecture Activities Reporting to PDDIKTI	October 2020
	Grade Reporting to PDDIKTI	February 2021
	Graduation and Exiting Students Reporting to PDDIKTI	April 2021
3	SPMI (Online Submission)	31 August – 11 September 2020
3	SPMI (Visitation)	28 September – 9 October 2020
4	Certified Internship Program Registration	October – December 2020
5	Certified Internship Program Implementation	February – August 2021

II. EVEN (SPRING) SEMESTER

2.1 EVEN SEMESTER ADMISSION

POSTGRADUATE AND PROFESSIONAL ENGINEER PROGRAM

No	Program	Registration	Entrance Exam	Announcement	Re-registration
1	Postgraduate an Professional Engineer Program (PPI)	2 November – 11 December 2020	15 December 2020	20 January 2021	16 - 18 February 2021

2.2 CURRENT STUDENTS ADMINISTRATION REGISTRATION

No	Activity	Date
1	Payment of Tuition Fees for Current Students	25 January – 25 February 2021
2	The Deadline for Application for Permission to Return to College	29 January 2021

2.3 NEW STUDENTS INITIAL ACTIVITIES

No	Activity	Date
1	Filling out SIPMAEA for Postgraduate Program (S-2 dan S-3) dan PPI Students	13 – 15 February 2021
2	Implementation of IPTS for New Postgraduate Students	22 February 2021

2.4 REGISTRASI AKADEMIK (PENGISIAN FRS & PERWALIAN)

No	Activity	Date
1	FRS Online Service for common courses	22 – 25 February 2021
2	FRS Approval & Guidance	22 – 26 February 2021

2.5 JUDICIUM AND GRADUATION

No	Activity	Date
1	Faculty Judiciary (The 123rd Graduation)	23 – 24 February 2021
2	Institute Judiciary (The 123rd Graduation)	25 February 2021
3	The 123rd Graduation	27 – 28 March 2021

2.6 PERKULIAHAN

No	Activity	Date
1	Filling out the SAR Target of the Institute, Faculties and Departments	22 – 26 February 2021
2	Filling out the SAR Target for Courses and Lecturers	1 – 5 March 2021
3	Lectures and Evaluations	1 March – 25 June 2021
4	Deadline for Changes in Courses	19 March 2021
5	Deadline for Application to Stop Studying Temporary (Leave from College)	26 March 2021
6	Deadline for Course Cancellation	7 May 2021
7	Filling out the Lecturer Achievement Index (IPD) Questionnaire	7 – 25 June 2021
8	Filling Lecturer SAR Evaluation	5 – 11 July 2021
9	Deadline for Submission of Semester Evaluation Grades	11 July 2021
10	Filling out the SAR Evaluation of Courses and Departments	12 – 13 July 2021
11	Evaluation Process on Study Time Limit	12 – 21 July 2021
12	Filling out the SAR Evaluation of the Institute and Faculties	14 – 15 July 2021

2.7 LAIN-LAIN

No	Kegiatan	Date
1	Students Biodata Reporting to PDDIKTI	March 2021
	Class Data, Participants, Lecture Activities Reporting to PDDIKTI	May 2021
	Grade Reporting to PDDIKTI	August 2021
	Graduation and Exiting Students Reporting to PDDIKTI	October 2021
2	Certified Internship Program Registration	April – May 2021
3	Certified Internship Program Implementation	August 2021 – January 2022



Stipulated in Surabaya
THE CHANCELLOR OF
SEPULUH NOPEMBER
INSTITUTE OF TECHNOLOGY,

MOCHAMAD ASHARI
NIP 196510121990031003



CODE OF ETHICS FOR STUDENTS OF SEPULUH NOPEMBER INSTITUTE TECHNOLOGY (WITH UNOFFICIAL TRANSLATION)



KEMENTERIAN RISET, TEKNOLOGI, DAN PENDIDIKAN TINGGI INSTITUT TEKNOLOGI SEPULUH NOPEMBER

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PERATURAN REKTOR INSTITUT TEKNOLOGI SEPULUH NOPEMBER NOMOR 15 TAHUN 2019

TENTANG

KODE ETIK MAHASISWA INSTITUT TEKNOLOGI SEPULUH NOPEMBER

DENGAN RAHMAT TUHAN YANG MAHA ESA

REKTOR INSTITUT TEKNOLOGI SEPULUH NOPEMBER,

- Menimbang : a. bahwa dalam rangka melaksanakan ketentuan Pasal 72 ayat (5) Peraturan Pemerintah Nomor 54 Tahun 2015 tentang Statuta Institut Teknologi Sepuluh Nopember;
- b. bahwa dalam rangka mewujudkan mahasiswa Institut Teknologi Sepuluh Nopember yang menjadi panutan dan teladan bagi anggota masyarakat dan menjadi harapan bangsa untuk mengemban tugas di masa yang akan datang, maka diperlukan suatu standar perilaku sebagai dasar bersikap dan bertindak bagi mahasiswa Institut Teknologi Sepuluh Nopember;
- c. bahwa berdasarkan ketentuan sebagaimana dimaksud pada huruf a dan huruf b, perlu menetapkan Peraturan Rektor Institut Teknologi Sepuluh Nopember tentang Kode Etik Mahasiswa Institut Teknologi Sepuluh Nopember;
- Mengingat : 1. Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 158, Tambahan Lembaran Negara Republik Indonesia Nomor 5336);
2. Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 16, Tambahan Lembaran Negara Republik Indonesia Nomor 5300);
3. Peraturan Pemerintah Nomor 54 Tahun 2015 tentang Statuta Institut Teknologi Sepuluh Nopember (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 172, Tambahan Lembaran Negara Republik Indonesia Nomor 5723);
4. Peraturan Majelis Wali Amanat Institut Teknologi Sepuluh Nopember Nomor 06 Tahun 2016 tentang Kode Etik Institut Teknologi Sepuluh Nopember;
5. Peraturan Senat Akademik Institut Teknologi Sepuluh Nopember Nomor 6 Tahun 2017 tentang Kebijakan dan Arah Pengembangan Kemahasiswaan Institut Teknologi Sepuluh Nopember;

6. Keputusan Majelis Wali Amanat Institut Teknologi Sepuluh Nopember Nomor 03 Tahun 2019 tentang Pengangkatan Rektor Institut Teknologi Sepuluh Nopember Masa Jabatan 2019 – 2024;
7. Peraturan Rektor Institut Teknologi Sepuluh Nopember Nomor 10 Tahun 2016 tentang Organisasi dan Tata Kerja Institut Teknologi Sepuluh Nopember sebagaimana diubah dengan Peraturan Rektor Institut Teknologi Sepuluh Nopember Nomor 27 Tahun 2018;

Memperhatikan : Pertimbangan Senat Akademik berdasarkan Berita Acara Sidang Pleno Senat Akademik Institut Teknologi Sepuluh Nopember Nomor T/57227/IT2.SA/TU.00.03.01/2019.

MEMUTUSKAN :

Menetapkan : PERATURAN REKTOR INSTITUT TEKNOLOGI SEPULUH NOPEMBER TENTANG KODE ETIK MAHASISWA INSTITUT TEKNOLOGI SEPULUH NOPEMBER.

BAB I KETENTUAN UMUM

Pasal 1

Dalam Peraturan ini yang dimaksud dengan :

1. Institut Teknologi Sepuluh Nopember yang selanjutnya disebut ITS adalah perguruan tinggi negeri badan hukum.
2. Rektor adalah organ ITS yang memimpin penyelenggaraan dan pengelolaan ITS.
3. Dosen adalah pendidik profesional dan ilmuwan dengan tugas utama mentransformasikan, mengembangkan, dan menyebarkan ilmu pengetahuan dan teknologi melalui pendidikan, penelitian, dan pengabdian kepada masyarakat.
4. Mahasiswa adalah peserta didik pada jenjang pendidikan tinggi di ITS.
5. Kode etik mahasiswa adalah pedoman sikap, tingkah laku, perbuatan, tata rmbil, dan norma yang mengikat mahasiswa secara individual dalam melaksanakan kegiatan akademik dan nonakademik di dalam maupun di luar lingkungan ITS.
6. Kegiatan akademik adalah kegiatan yang meliputi kegiatan belajar mengajar, penelitian, pembuatan karya tulis/ makalah/ tugas akhir/ tesis/ disertasi, dan kegiatan yang berkaitan dengan orasi ilmiah, serta kegiatan non akademik ITS.
7. Kegiatan nonakademik adalah semua kegiatan selain kegiatan akademik.
8. Tim Penyelesaian Pelanggaran yang selanjutnya disingkat TPP adalah Tim yang dibentuk oleh Rektor untuk memeriksa dugaan pelanggaran kode etik mahasiswa dan memberikan rekomendasi sanksi kepada Rektor.

BAB II MAKSUD DAN TUJUAN

Pasal 1

- (1) Peraturan ini dibuat dengan maksud untuk menjadi pedoman bagi mahasiswa dalam bersikap dan berperilaku serta memberikan keteladanan dalam kehidupan di masyarakat.

- (2) Peraturan ini dibuat dengan tujuan untuk mengatur perilaku mahasiswa dalam upaya peningkatan keunggulan akademik, intelektual, dan integritas serta bermanfaat bagi masyarakat, bangsa, negara, dan kemanusiaan sesuai dengan ketentuan peraturan perundang-undangan, dan dilandasi oleh nilai agama, nilai budaya, etika, dan norma keilmuan.

BAB III TATA NILAI ITS

Pasal 3

Tata nilai ITS sebagai berikut:

- a. etika dan integritas adalah perilaku dalam kehidupan bermasyarakat, bernegara, maupun menjalankan profesinya, selalu berpegang teguh pada norma dan peraturan yang berlaku di masyarakat, negara, dan agama;
- b. kreativitas dan inovasi adalah perilaku yang selalu mencari ide baru untuk menghasilkan inovasi dalam menjalankan tugas/perannya dengan lebih baik;
- c. eksekusi adalah perilaku untuk selalu berusaha secara maksimum untuk mencapai hasil yang sempurna;
- d. kepemimpinan yang kuat adalah perilaku yang visioner, kreatif, inovatif, pekerja keras, berani melakukan perubahan ke arah yang lebih baik, dan bertanggung jawab;
- e. sinergi adalah perilaku yang dapat bekerja sama dengan memanfaatkan semaksimal mungkin potensi yang dimiliki; dan
- f. kebersamaan sosial dan tanggung jawab sosial adalah perilaku yang dapat menjaga kerukunan dan peduli terhadap masyarakat sekitar.

BAB IV RUANG LINGKUP

Pasal 4

Ruang lingkup Kode Etik Mahasiswa meliputi:

- a. Seluruh mahasiswa ITS; dan
- b. Setiap interaksi dan aktivitas mahasiswa baik di dalam maupun di luar lingkungan ITS.

BAB V UNSUR KODE ETIK

Pasal 5

Kode Etik mahasiswa terdiri atas unsur sebagai berikut:

- a. etika mahasiswa terhadap bangsa dan negara;
- b. etika mahasiswa terhadap masyarakat;
- c. etika mahasiswa terhadap ITS;
- d. etika mahasiswa dalam kegiatan akademik;
- e. etika mahasiswa dalam kegiatan nonakademik;
- f. etika mahasiswa terhadap dosen;
- g. etika mahasiswa terhadap tenaga kependidikan; dan
- h. etika mahasiswa terhadap sesama mahasiswa.

BAB VI ETIKA MAHASISWA DALAM BERRANGSA DAN BERNEGARA

Pasal 6

Setiap mahasiswa wajib menjunjung etika dalam berbangsa dan bernegara, yang diwujudkan dalam bentuk antara lain:

- a. mencintai tanah air dan bangsa Indonesia;
- b. mengamalkan Pancasila dan Undang-Undang Dasar Negara Republik Indonesia Tahun 1945 secara konsisten dan konsekuen;
- c. menghormati lambang dan simbol Negara Kesatuan Republik Indonesia;
- d. menjunjung tinggi harkat dan martabat bangsa dan negara;
- e. memperkuat persatuan dan kesatuan bangsa dalam wadah Negara Kesatuan Republik Indonesia;
- f. mengutamakan kepentingan bangsa dan negara di atas kepentingan pribadi dan golongan;
- g. mematuhi dan melaksanakan peraturan perundang-undangan;
- h. menjaga dan melestarikan warisan budaya bangsa;
- i. menggunakan sumber daya alam secara arif dan bertanggungjawab;
- j. berperan aktif dalam menyukseskan pembangunan nasional;
- k. menggunakan keuangan negara dan barang milik negara sesuai ketentuan peraturan perundang-undangan; dan
- l. menjaga dan menggunakan fasilitas umum dengan baik sesuai peruntukannya.

BAB VII ETIKA MAHASISWA TERHADAP MASYARAKAT

Pasal 7

Setiap mahasiswa wajib menjunjung etika di masyarakat, yang diwujudkan dalam bentuk antara lain:

- a. menjunjung norma-norma yang berlaku di tengah masyarakat yang meliputi norma hukum, norma agama, dan norma sosial budaya;
- b. memberikan teladan yang baik di tengah masyarakat;
- c. menjaga dan menjunjung tinggi nama baik ITS di tengah masyarakat; dan
- d. menolak penggunaan narkoba, psikotropika, zat adiktif dan minuman beralkohol.

BAB VIII ETIKA MAHASISWA TERHADAP ITS

Pasal 8

Setiap mahasiswa wajib menghormati ITS, yang diwujudkan dalam bentuk antara lain:

- a. menjaga dan menjunjung tinggi nama baik ITS;
- b. mematuhi segala peraturan yang ditetapkan ITS baik di bidang akademik dan non akademik;
- c. memelihara kerukunan keluarga besar ITS; dan
- d. meminta persetujuan tertulis Rektor atau pejabat yang diberi wewenang apabila melakukan dan/atau melibatkan diri dalam suatu kegiatan yang mengatas-namakan ITS.

BAB IX

ETIKA MAHASISWA DALAM KEGIATAN AKADEMIK

Pasal 9

Setiap mahasiswa dalam kegiatan akademik wajib berperilaku antara lain:

- a. menghargai ilmu pengetahuan, teknologi, dan seni;
- b. menjunjung tinggi nilai-nilai kejujuran akademik;
- c. mengutamakan kearifan dan kebijaksanaan;
- d. menghargai perbedaan pendapat secara obyektif, rasional, arif, dan bijaksana; dan
- e. mengedepankan kreativitas dan inovasi dalam memberikan solusi terhadap persoalan yang ada.

BAB X

ETIKA MAHASISWA DALAM KEGIATAN NON AKADEMIK

Pasal 10

Setiap mahasiswa dalam kegiatan nonakademik wajib berperilaku antara lain:

- a. menjunjung tinggi nilai-nilai kebenaran;
- b. menjaga dan menjunjung tinggi nama baik ITS;
- c. memberikan kontribusi pemikiran dengan menjunjung tinggi norma hukum, norma agama, dan norma sosial budaya secara tertib dan terpuji;
- d. mematuhi ketentuan perundang-undangan yang berlaku dalam hal penyampaian pendapat dan bersikap;
- e. menyampaikan argumentasi secara rasional yang mencerminkan citra diri seorang yang berpendidikan; dan
- f. menyampaikan fakta dan pendapat secara benar dan bertanggung jawab.

BAB XI

ETIKA MAHASISWA TERHADAP DOSEN

Pasal 11

Setiap mahasiswa wajib menghormati dosen, baik di dalam maupun di luar perkuliahan yang diwujudkan dalam bentuk antara lain:

- a. melaksanakan kegiatan akademik dengan sungguh-sungguh, jujur, dan bertanggung jawab;
- b. menghormati derajat dan martabat dosen;
- c. melakukan komunikasi dengan santun kepada dosen; dan
- d. tidak menjanjikan atau memberikan sesuatu dalam bentuk apapun kepada dosen untuk mendapatkan perlakuan istimewa atau untuk melakukan tindakan yang bertentangan dengan ketentuan yang berlaku.

BAB XII

ETIKA MAHASISWA TERHADAP TENAGA KEPENDIDIKAN

Pasal 12

Setiap mahasiswa wajib menghormati tenaga kependidikan, yang diwujudkan dalam bentuk:

- a. menghormati dan menghargai tenaga kependidikan;

- b. bersikap sopan, santun, dan tertib dalam meminta layanan; dan
- c. tidak menjanjikan atau memberikan sesuatu dalam bentuk apapun kepada tenaga kependidikan untuk mendapatkan perlakuan istimewa atau untuk melakukan tindakan yang bertentangan dengan ketentuan yang berlaku.

BAB XIII

ETIKA MAHASISWA TERHADAP SESAMA MAHASISWA

Pasal 13

Setiap mahasiswa wajib menghormati sesama mahasiswa, yang diwujudkan dalam bentuk:

- a. menjunjung tinggi hak asasi manusia, saling menghormati dan toleransi; dan
- b. menjalani hubungan beradab dan bermartabat.

BAB XIV

LARANGAN

Pasal 14

Mahasiswa dilarang melakukan tindakan dan/atau perbuatan yang tergolong:

- a. penodaan terhadap agama tertentu;
- b. pelanggaran seksual, LGBT (lesbian, gay, biseksual, transgender), pornografi, pelecehan seksual, seks bebas, dan yang bertentangan dengan norma sosial;
- c. perbuatan pidana seperti:
 - 1. kekerasan fisik;
 - 2. kekerasan mental;
 - 3. perjudian;
 - 4. perzinahan;
 - 5. pencurian;
 - 6. penipuan;
 - 7. penyuapan;
 - 8. korupsi;
 - 9. perjudian;
 - 10. pencemaran nama baik;
 - 11. pengedaran barang-barang terlarang; dan/atau
 - 12. kejahatan berbasis teknologi.
- d. menyimpan dan/atau memperdagangkan dan/atau membawa dan/atau mengonsumsi narkoba, psikotropika, zat adiktif, dan minuman beralkohol;
- e. membawa dan/atau menggunakan senjata api dan senjata tajam ke dalam lingkungan kampus;
- f. merusak fasilitas kampus dan/atau menggunakan fasilitas kampus tanpa izin;
- g. mengundang pihak luar untuk mengisi kegiatan di ITS tanpa izin tertulis Rektor atau pejabat yang diberi kewenangan;
- h. melakukan tindakan penghasutan yang dapat mengganggu ketertiban dan ketenteraman;
- i. berpakaian tidak sopan dan/atau mengandung unsur pelecehan terhadap suku, agama, ras, dan golongan tertentu;
- j. berpakaian yang menyebabkan tidak dikenalnya identitas dari yang bersangkutan;

- k. melakukan penyebaran ideologi terlarang dan/atau ideologi yang bertentangan dengan Pancasila serta melakukan kegiatan politik praktis;
- l. melanggar peraturan lalu lintas dan perpajakan di kampus;
- m. menyimpan dan/atau memperdagangkan dan/atau membawa dan/atau mengkonsumsi rokok di lingkungan ITS; dan
- n. bertentangan dengan peraturan perundangan yang berlaku.

BAB XV PELAPORAN

Pasal 15

- (1) Setiap orang yang mengetahui adanya dugaan pelanggaran kode etik wajib menyampaikan pengaduan kepada Kepala Departemen terkait dan/atau Unit yang membidangi keamanan dan ketertiban ITS.
- (2) Penyampaian pengaduan sebagaimana dimaksud pada ayat (1) dilakukan dengan menyebutkan dugaan pelanggaran yang dilakukan, bukti awal, dan identitas pelapor.
- (3) Kepala Departemen dan/atau Unit yang membidangi keamanan dan ketertiban ITS yang menerima pengaduan sebagaimana dimaksud pada ayat (1) wajib meneliti pengaduan tersebut dan menjaga kerahasiaan identitas pelapor.
- (4) Kepala Departemen dan/atau Unit yang membidangi keamanan dan ketertiban ITS yang mengetahui adanya dugaan pelanggaran kode etik wajib meneliti pelanggaran tersebut, secara hierarki wajib meneruskan kepada Dekan terkait.
- (5) Dalam hal diduga terjadi pelanggaran kode etik sebagaimana yang diatur dalam Pasal 6, Pasal 7, Pasal 8, Pasal 9, Pasal 10, Pasal 11, Pasal 12, dan Pasal 13, Kepala Departemen berwenang untuk menyelesaikan pelanggaran jika dampak dugaan pelanggaran hanya di lingkup departemen.

BAB XVI TIM PENYELESAIAN PELANGGARAN

Pasal 16

- (1) Berdasarkan laporan Kepala Departemen dan/atau Unit yang membidangi keamanan dan ketertiban ITS, Dekan mengusulkan pembentukan TPP kepada Rektor untuk ditetapkan dalam keputusan Rektor.
- (2) Dalam hal mahasiswa yang diduga melakukan pelanggaran kode etik berasal dari beberapa fakultas, maka TPP diusulkan oleh salah satu Dekan terkait kepada Rektor untuk ditetapkan dalam keputusan Rektor.

Pasal 17

- (1) Rektor membentuk TPP.
- (2) Keanggotaan TPP berjumlah ganjil yang terdiri atas:
 - a. 1 (satu) orang ketua merangkap anggota;
 - b. 1 (satu) orang sekretaris merangkap anggota;
 - c. paling sedikit 3 (tiga) orang anggota, sekurang-kurangnya berasal dari:
 - 1. unit yang menangani bidang hukum;
 - 2. direktorat yang menangani bidang kemahasiswaan; dan
 - 3. unsur luar Fakultas terkait.

- (3) Anggota TFP sebagaimana dimaksud pada ayat (2) diangkat berdasarkan Keputusan Rektor.

Pasal 18

- (1) Ketua sebagaimana yang dimaksud dalam Pasal 17 ayat (2) huruf a bertanggungjawab untuk melakukan pemanggilan mahasiswa yang dilaporkan diduga melakukan pelanggaran kode etik dan memimpin pelaksanaan pemeriksaan terhadap adanya dugaan pelanggaran kode etik.
- (2) Sekretaris sebagaimana yang dimaksud dalam Pasal 17 ayat (2) huruf b bertanggungjawab untuk melakukan surat-menyurat dan pencatatan terkait pelaksanaan pemeriksaan terhadap adanya dugaan pelanggaran kode etik.
- (3) Anggota sebagaimana yang dimaksud dalam Pasal 17 ayat (2) huruf c bertanggungjawab untuk membantu Ketua dalam pelaksanaan pemeriksaan terhadap adanya dugaan pelanggaran kode etik.

Pasal 19

TFP bertugas:

- a. memeriksa mahasiswa yang diduga melakukan pelanggaran kode etik yang dituangkan dalam berita acara pemeriksaan yang ditandatangani ketua TFP dan diperiksa di atas materai;
- b. meminta keterangan dari pihak lain yang dipandang perlu dan dituangkan dalam berita acara pemeriksaan yang ditandatangani di atas materai;
- c. mendengarkan pembelaan diri dari mahasiswa yang diduga melakukan pelanggaran kode etik dan dituangkan dalam berita acara pemeriksaan yang ditandatangani di atas materai;
- d. menyusun laporan hasil pemeriksaan tentang adanya dugaan pelanggaran kode etik yang dituangkan dalam laporan hasil pemeriksaan yang ditandatangani oleh TFP; dan
- e. memberikan rekomendasi kepada Rektor mengenai sanksi.

Pasal 20

- (1) Mahasiswa yang diduga melakukan pelanggaran kode etik wajib memenuhi panggilan TFP.
- (2) Mahasiswa yang diperiksa oleh TFP berhak mendapatkan kesempatan untuk memberikan pembelaan diri atas pelanggaran Kode Etik yang diduga dilakukannya.
- (3) Apabila mahasiswa tidak memenuhi panggilan TFP tanpa alasan yang sah, dilakukan pemanggilan kedua sampai ketiga.
- (4) Dalam hal mahasiswa tetap tidak memenuhi panggilan TFP sebagaimana dimaksud pada ayat (3), TFP dapat langsung menjatuhkan sanksi berdasarkan bukti dan informasi yang telah dikumpulkan.

BAB XVII SANKSI

Pasal 21

- (1) Setiap mahasiswa yang terbukti melakukan pelanggaran kode etik dikenakan sanksi.
- (2) Sanksi sebagaimana dimaksud pada ayat (1) meliputi:
 - a. Sanksi ringan berupa:

1. permohonan maaf yang dituangkan dalam surat pernyataan permohonan maaf;
2. pernyataan penyesalan yang dituangkan dalam surat pernyataan penyesalan; dan/ atau
3. pernyataan sikap beracdia dijatuhi hukuman yang lebih berat apabila mengulangi perbuatannya atau melakukan pelanggaran kode etik yang berbeda dari pelanggaran sebelumnya.

b. Sanksi sedang berupa:

1. kewajiban mengganti kerusakan/kerugian akibat perbuatannya ;
2. pembatalan sebagian atau seluruh hasil evaluasi pembelajaran, pembatalan satu atau beberapa mata kuliah, atau pembatalan seluruh mata kuliah dalam satu semester;
3. kerja sosial; dan/atau
4. dicabut status kemahasiswaannya selama waktu tertentu.

c. Sanksi berat berupa:

1. pencabutan status mahasiswa secara permanen; dan/atau;
2. diserahkan kepada pihak yang berwajib, apabila pelanggarananya menyangkut perkara pidana.

Pasal 22

- (1) Pejabat yang berwenang menjatuhkan sanksi adalah Rektor.
- (2) Pejabat sebagaimana dimaksud pada ayat (1) dapat mendelegasikan kewenangannya kepada pejabat lain serendah-rendahnya Dekan.

Pasal 23

- (1) Pelaku tindak pelanggaran dapat mengajukan permohonan keringanan sanksi kepada Rektor secara tertulis dalam tenggang waktu 7 (tujuh) hari kalender setelah menerima Surat Keputusan sebagaimana dimaksud dalam Pasal 22 ayat (2).
- (2) Jawaban Rektor atas permohonan sebagaimana dimaksud pada ayat (1) diberikan selambat-lambatnya 7 (tujuh) hari kalender terhitung sejak permohonan diterima oleh Rektor dan bersifat final.

Pasal 24

Masa tugas TPP berakhir pada saat proses dinyatakan selesai oleh Rektor.

Pasal 25

Segala biaya yang timbul akibat diberlakukannya peraturan Rektor ini dibebankan pada anggaran ITS.

BAB XVIII KETENTUAN PENUTUP

Pasal 26

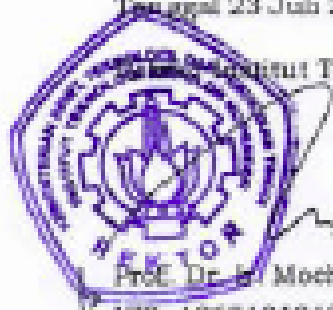
Pada saat Peraturan Rektor ini mulai berlaku, Peraturan Institut Teknologi Sepuluh Nopember Nomor 04749/12/KM/2009 tentang Tata Kehidupan Kampus Bagi Mahasiswa Institut Teknologi Sepuluh Nopember dinyatakan dicabut dan tidak berlaku.

Pasal 27

Peraturan Rektor ini mulai berlaku pada tanggal ditetapkan.

Ditetapkan di Surabaya

Tanggal 23 Juli 2019



PROF. Dr. Ir. Mochamad Ahsani, M.Eng.

NIP. 196510121990031003

(THE UNOFFICIAL TRANSLATIONS)

**REGULATION OF THE CHANCELLOR OF SEPULUH NOPEMBER INSTITUTE
TECHNOLOGY
NUMBER 15 OF 2019**

CONCERNING

**CODE OF ETHICS FOR STUDENTS OF SEPULUH NOPEMBER INSTITUTE
TECHNOLOGY**

BY THE BLESSING OF ALMIGHTY GOD

CHANCELLOR OF SEPULUH NOPEMBER INSTITUTE TECHNOLOGY,

Considering:

- a. that in the framework of implementing the provisions of Article 72 paragraph (5) of Government Regulation Number 54 of 2015 concerning the Statute of Sepuluh Nopember Institute of Technology;
- b. that in order to realize the students of Sepuluh Nopember Institute of Technology who become role models and role models for members of society and become the nation's hope for carrying out tasks in the future, a standard of behavior is needed as a basis for attitude and action for students of Sepuluh Nopember Institute of Technology;

- c. that based on the provisions as referred to in letters a and b, it is necessary to stipulate a Regulation of the Chancellor of Sepuluh Nopember Institute of Technology concerning the Student Code of Conduct for Sepuluh Nopember Institute of Technology;

Observing:

1. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);
2. Government Regulation Number 4 of 2014 concerning Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to State Gazette of the Republic of Indonesia Number 5500);
3. Government Regulation Number 54 of 2015 concerning the Statute of the Sepuluh Nopember Institute of Technology (State Gazette of the Republic of Indonesia of 2015 Number 172, Supplement to the State Gazette of the Republic of Indonesia Number 5723);
4. Regulation of the Ten November Institute of Technology Trustee Board Number 06 of 2016 concerning the Code of Ethics for the Sepuluh Nopember Institute of Technology;
5. Regulation of the Academic Senate of the Sepuluh Nopember Institute of Technology Number 6 of 2017 concerning Policies and Directions for Student Development at the Sepuluh Nopember Institute of Technology;
6. Decree of the Board of Trustees of Sepuluh Nopember Institute of Technology Number 03 of 2019 concerning the Appointment of the Chancellor of Sepuluh Nopember Institute of Technology for the Term of 2019 - 2024;
7. Regulation of the Chancellor of Sepuluh Nopember Institute of Technology Number 10 of 2016 concerning the Organization and Work Procedure of Sepuluh Nopember Institute of Technology as amended by the Regulation of the Chancellor of Sepuluh Nopember Institute of Technology Number 27 of 2018;

Regarding:

The Academic Senate considerations based on the Minutes of the Plenary Session of the Academic Senate Sepuluh Nopember Institute of Technology Number T/57227/IT2.SA/TU.00.03.01/2019.

DECIDES:

To stipulate:

REGULATION OF THE CHANCELLOR OF SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY CONCERNING CODE OF ETHICS FOR STUDENTS OF THE SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY.

CHAPTER I GENERAL REQUIREMENTS

Article 1

The meaning of the following in this Regulation is:

1. Institut Teknologi Sepuluh Nopember, hereinafter referred to as ITS, is a college
2. legal entity state height.
3. The Chancellor is an ITS organ that leads the organization and management of ITS.
4. Lecturers are professional educators and scientists with the main task of transforming, developing, and disseminating science and technology through education, research, and community service.
5. Students are students at the higher education level at ITS.
6. The student code of ethics is a guideline for attitudes, behavior, actions, values, and norms that bind students individually in carrying out academic and non-academic activities inside and outside the ITS environment
7. Academic activities are activities that include teaching and learning activities, research, writing papers/papers/final assignments/thesis/dissertations, and activities related to scientific oration, as well as ITS non-academic activities.
8. Non-academic activities are all activities other than academic activities.
9. Violation Resolution Team, hereinafter abbreviated as TPP, is a team formed by the Chancellor to examine suspected violations of the student code of ethics and provide recommendations for sanctions to the Chancellor.

CHAPTER II PURPOSE AND OBJECTIVES

Article 2

- (1) This regulation is made with the intention of being a guideline for students in behaving and behaving as well as providing exemplary life in society.
- (2) This regulation is made with the aim of regulating student behavior in an effort to increase academic excellence, intellectuality, and integrity as well as benefit the community, nation, state, and humanity in accordance with the provisions of laws and regulations, and based on religious and cultural values, ethics, and scientific norms.

CHAPTER III ITS VALUES

Article 3

ITS values are as follows:

- a. ethics and integrity are behaviors in the life of the community, state, and running the profession, always upholding the norms and regulations that apply in society, the state and, religion;

- b. creativity and innovation are behaviors that are always looking for new ideas to produce innovations in carrying out their duties/roles better;
- c. excellence is a behavior to always try to the maximum to achieve perfect results;
- d. strong leadership is behavior that is visionary, creative, innovative, hardworking, daring to make changes for the better, and is responsible;
- e. synergy is a behavior that can work together by making the most of the potential that is owned; and
- f. social togetherness and social responsibility are behaviors that can maintain harmony and care for the surrounding community.

CHAPTER IV SCOPE OF THE REGULATION

Article 4

The scope of the Student Code of Ethics includes:

- a. All ITS students; and
- b. Every student interaction and activity both inside and outside the environment of ITS.

CHAPTER V ELEMENTS OF THE CODE OF ETHICS

Article 5

The student code of ethics consists of the following elements:

- a. student ethics towards the nation and state;
- b. student ethics towards society;
- c. student ethics towards ITS;
- d. student ethics in academic activities;
- e. student ethics in non-academic activities;
- f. student ethics towards lecturers;
- g. student ethics towards education staff; and
- h. student ethics towards fellow students.

CHAPTER VI STUDENT ETHICS IN NATION AND STATE

Article 6

Every student is obliged to uphold ethics in the nation and state, which is manifested in the following forms:

- a. loving the homeland and the Indonesian nation
- b. practicing Pancasila and the 1945 Constitution of the Republic of Indonesia consistently and consequently;
- c. respecting the symbols and symbols of the Unitary State of the Republic of Indonesia;
- d. uphold the dignity of the nation and state;

- e. strengthening the unity and integrity of the nation in the container of the Unitary State of the Republic of Indonesia;
- f. prioritizing the interests of the nation and the state above personal and group interests;
- g. complying with and implement statutory regulations;
- h. maintaining and preserving the nation's cultural heritage;
- i. using natural resources wisely and responsibly;
- j. playing an active role in the success of national development;
- k. using the state finances and state property in accordance with statutory provisions; and
- l. maintaining and using public facilities properly according to their designation.

CHAPTER VII STUDENT ETHICS AGAINST SOCIETY

Article 7

Every student is obliged to uphold ethics in society, which is manifested in the following forms:

- a. upholding the norms prevailing in society which includes law norms, religious norms, and socio-cultural norms;
- b. providing a good role model in society;
- c. maintaining and uphold the good name of ITS in the community; and
- d. refusing the use of narcotics, psychotropic substances, addictive substances, and alcoholic drinks.

CHAPTER VIII STUDENT ETHICS AGAINST ITS

Article 8

Every student must respect ITS, which is manifested in the form of:

- a. maintaining and upholding the reputation of ITS;
- b. complying with all regulations set by ITS both in the academic and non-academic fields
- c. maintaining the harmony of the ITS big family; and
- d. asking for written approval from the Chancellor or authorized official if carrying out and/or involving themselves in an activity on behalf of ITS.

CHAPTER IX STUDENT ETHICS IN ACADEMIC ACTIVITIES

Article 9

Every student in academic activities must behave:

- a. respecting science, technology, and the arts;
- b. upholding the values of academic honesty;
- c. prioritizing wisdom and wisdom;
- d. respecting differences of opinion objectively, rationally, wisely, and wisely; and
- e. prioritizing creativity and innovation in providing solutions to problems.

CHAPTER X STUDENT ETHICS IN NON-ACADEMIC ACTIVITIES

Article 10

Every student in non-academic activities must behave:

- a. upholding the values of truth;
- b. maintaining and upholding the reputation of ITS;
- c. contributing to rotation by upholding legal norms, religious norms, and socio-cultural norms in an orderly and commendable manner;
- d. complying with the provisions of the prevailing laws and regulations regarding the expression of opinions and attitudes;
- e. conveying rational arguments that reflect the self-image of an educated person; and
- f. conveying facts and opinions correctly and responsibly.

CHAPTER XI STUDENT ETHICS AGAINST LECTURERS

Article 11

Every student is obliged to respect the lecturer, both inside and outside the lecture which is manifested in the following forms:

- a. carrying out academic activities seriously, honestly, and responsibly;
- b. respecting for the degree and dignity of the lecturers;
- c. communicating politely to lecturers; and
- d. not promising or giving anything in any form to the lecturer to get preferential treatment or to take actions that are contrary to the applicable provisions.

CHAPTER XII STUDENT ETHICS AGAINST EDUCATION MANPOWER

Article 12

Every student is obliged to respect the educational staff, which is manifested in the form of:

- a. respecting and appreciating the education personnel;
- b. being polite, courteous, and orderly in requesting services; and
- c. not promising or giving anything in any form to education personnel to get special treatment or to take actions that are contrary to the applicable provisions.

CHAPTER XIII STUDENT ETHICS AGAINST STUDENTS

Article 13

Every student is obliged to respect his fellow students, which is manifested in the form of:

- a. upholding human rights, mutual respect, and tolerance; and
- b. Undergoing a civilized and dignified relationship.

CHAPTER XIV PROHIBITION

Article 14

Students are prohibited from taking actions and/or actions that are classified as:

- a. blasphemy against certain religions;
- b. sexual offenses, LGBT (lesbian, gay, bisexual, transgender), pornography, sexual harassment, free sex, and those that are against social norms;
- c. criminal acts such as:
 1. physical violence;
 2. mental violence;
 3. gambling;
 4. adultery;
 5. theft;
 6. fraud;
 7. bribery;
 8. corruption;
 9. jockey (jockey = the person who takes the exam for others in the guise of an actual examinee and receives a monetary reward);
 10. defamation;
 11. circulation of prohibited items; and/or
 12. technology-based crime.
- d. storing and/or trading and/or carrying and/or consuming narcotics, psychotropic substances, addictive substances, and alcoholic drinks;
- e. bringing and/or using firearms and sharp weapons inside the campus environment;
- f. destroying campus facilities and/or use campus facilities without permission;
- g. inviting outsiders to fill activities at ITS without the written permission of the Chancellor or an authorized official;
- h. performing acts of incitement that can disturb order and order;
- i. dressing immodestly and/or contain elements of harassment against certain ethnicities, religions, races, and groups;
- j. dressing that caused the identity of the student concerned is not recognized;
- k. disseminating forbidden ideologies and/or ideologies that are contrary to Pancasila and carrying out practical political activities;
- l. violating traffic and parking regulations on campus;
- m. storing and/or trade and/or carrying and/or consuming cigarettes within ITS; and
- n. being contrary to the prevailing laws and regulations.

CHAPTER XV REPORTING

Article 15

- (1) Anyone aware of an alleged violation of the code of ethics is obliged to submit a complaint to the Head of the relevant Department and/or Unit in charge of ITS security and order.
- (2) The submission of the complaint as referred to in paragraph (1) shall be conducted by stating the alleged violation committed, initial evidence, and the identity of the reporter.
- (3) The Heads of the Departments and/or Units in charge of ITS security and order who receive the complaint as referred to in paragraph (1) is obliged to examine the complaint and maintain the confidentiality of the reporter's identity.
- (4) Heads of Departments and/or Units in charge of ITS security and order who are aware of an alleged violation of the code of ethics are obliged to examine these violations, hierarchically, are obliged to forward them to the relevant Dean.
- (5) If a violation of the code of ethics is suspected as regulated in Article 6, Article 7, Article 8, Article 9, Article 10, Article 11, Article 12, and Article 13, the Heads of Departments are authorized to resolve violations if the impact of the alleged violation is only within the scope of the department.

CHAPTER XVI VIOLATION RESOLUTION TEAM

Article 16

- (1) Based on the report of the Heads of the Departments and/or Units in charge of ITS security and order, the Dean proposes the formation of the TPP (Violation Resolution Team) to the Chancellor to be stipulated in the decree of the Chancellor.
- (2) If students suspected of violating the code of ethics come from several faculties, the TPP is proposed by one of the related Deans to the Chancellor to be determined in the decree of the Chancellor.

Article 17

- (1) The Chancellor establishes the TPP.
- (2) An odd number of TPP membership, consisting of:
 - a. 1 (one) chairman who is also a member;
 - b. 1 (one) secretary who is also a member;
 - c. at least 3 (three) members, at least from:
 1. a unit that handles the field of law;
 2. the directorate in charge of student affairs; and
 3. elements outside the Faculty concerned.
- (3) TPP members as referred to in paragraph (2) are appointed based on the decree of the Chancellor.

Article 18

- (1) The chairman as referred to in Article 17 paragraph (2) letter a is responsible for summoning students who are reported as suspected of violating the code of ethics and leading the conduct of examinations of suspected violations of the code of ethics.
- (2) The secretary as referred to in Article 17 paragraph (2) letter b is responsible for carrying out correspondence and records related to the implementation of examinations of suspected violations of the code of ethics.
- (3) The members as referred to in Article 17 paragraph (2) letter c are responsible for assisting the chairman in examining suspected violations of the code of ethics.

Article 19

TPP has the duties:

- a. to examine students who are suspected of having violated the code of ethics as outlined in the examination report signed by the head of the TPP and examined on a stamp;
- b. to ask for information from other parties deemed necessary and outline it in an examination report signed on a stamp;
- c. to listen to the self-defense of students who are suspected of violating the code of ethics and outline it in the examination report signed on a stamp;
- d. to compile a report on the results of an examination regarding the suspected violation of the code of ethics which is outlined in the examination result report signed by the TPP; and
- e. to provide recommendations to the Chancellor regarding the sanctions.

Article 20

- (1) Students who are suspected of having violated the code of ethics are obliged to comply with the TPP summons.
- (2) Students who are examined by TPP have the right to have the opportunity to provide a defense for the alleged violation of the Code of Ethics.
- (3) If a student does not fulfill the TPP summons without valid reasons, the second to the third summons will be made.
- (4) If a student still does not fulfill the TPP summons as referred to in paragraph (3), TPP can immediately impose sanctions based on the evidence and information that has been collected.

CHAPTER XVII

PENALTY

Article 21

- (1) Every student who is proven to have violated the code of ethics will be subject to sanctions.
- (2) The sanctions as referred to in paragraph (1) include:
 - a. Mild sanctions such as:

1. an apology outlined in an apology statement;
 2. a statement of remorse outlined in a statement of remorse; and/or
 3. a statement of willingness to be subjected to heavier penalties if the student concerned repeats his/her actions or violates a code of ethics that is different from the previous violations made.
- b. Moderate sanctions such as:
1. obligation to replace damage/loss as a result of his actions;
 2. cancellation of part or all of the learning evaluation results, cancellation of one or more courses, or cancellation of all courses in one semester;
 3. social work; and/or
 4. revocation of the student status for a certain time.
- c. Moderate sanctions such as:
1. permanent revocation of the student status; and or;
 2. submission to the authorities, if the violation is related to a criminal case.

Article 22

- (1) The official authorized to impose sanctions is the Chancellor.
- (2) Officials as referred to in paragraph (1) can delegate their authority to other officials to no less than the Deans.

Article 23

- (1) Perpetrators of violations can apply for relief from sanctions to the Chancellor in writing within a period of 7 (seven) calendar days after receiving the Decree as referred to in Article 22 paragraph (2).
- (2) The Chancellor's response to the application as referred to in paragraph (1) shall be given not later than 7 (seven) calendar days from the date the application is received by the Chancellor and (the response) is final.

Article 24

The TPP's term of office ends when the process is declared complete by the Chancellor,

Article 25

All costs incurred as a result of the enactment of this Chancellor's regulation will be borne by the ITS budget.

CHAPTER XVIII

CLOSING

Article 26

When this Chancellor's Regulation comes into force, the Regulation of the Sepuluh Nopember Institute of Technology Number 04749/12/KM/2009 concerning Campus Life Arrangements for Sepuluh Nopember Institute of Technology Students is declared as revoked and invalid.

Article 27

This Chancellor Regulation shall take effect on the date specified.

Stipulated in Surabaya
on the 23rd of July 2019
THE CHANCELLOR OF SEPULUH NOPEMBER
INSTITUTE OF TECHNOLOGY,

Prof. Dr. Ir. Mochamad Ashari, M. Eng.
NIP. 196510121990031003