



# **Guideline of Student Extracurricular Credit Units**

STUDENT AFFAIRS

Institut Teknologi Sepuluh Nopember



# GUIDELINE FOR STUDENT EXTRACURRICULAR CREDIT UNITS OR SATUAN KEGIATAN EKTRAKULIKULER MAHASISWA (SKEM)

STUDENT AFFAIRS

Institut Teknologi Sepuluh Nopember

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## Preface

This guideline is designed to facilitate the implementation of Student Extracurricular Activities Credit or *Satuan Kegiatan Ekstrakurikuler Mahasiswa* (SKEM) in ITS. According to ITS Regulation Number 3112/I2/KM/2008, students in the class of 2008 and later are required to meet specific SKEM points as one of the judicial and graduation requirements. The obstacle that has been faced for two years is the validation process involving many parties. Therefore, since 2010, academic advisor has the authority to validate the SKEM through ITS Regulation Number 05492/I2/KM/2010.

This book is published to provide guidelines for students who will join extracurricular activities managed by BAKP and academic advisors as validators. A technical mechanism is implemented in SIM SKEM that has been integrated with SIM *Akademik* ITS. According to Academic Regulation of ITS Year 2014, Article 48 paragraph (7), the minimum SKEM points requirement for the D3 program is 1000, and the D4 and S1 program is 1300.

Through this guidelines, the implementation of SKEM in ITS is expected to run smoothly. Also, as momentum for 55 years of ITS, the students are expected to rise and have the attitude of “Arek ITS CAK” which means *Cerdas, Amanah, Kreatif* (intelligent, trustworthy, creative).

Surabaya, November 2015

Editor



INSTITUT TEKNOLOGI SEPULUH NOPEMBER		
GUIDELINE FOR STUDENT EXTRACURRICULAR CREDIT UNITS		
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3.7.5		Wakil Rektor I

## I. INTRODUCTION

ITS aspire to produce high-quality graduates to realize National Education Goals as stated in the PP 60 Tahun 1990 and face the globalization. High quality graduates are expected to have a high level of both hard and soft skills. It has been acknowledged that students and graduates of ITS lack soft skills. For this reason, ITS began implementing SKEM for students in 2008 as one of the graduation requirements (judicium). The assessment is regulated through ITS Regulation Number 3112/I2/KM/2008, which was amended to ITS Regulation Number 05492/I2/KM/2010. The SKEM assessment was amended to ITS Regulations No. 066492/IT2/KM.05/2015 to comply with the ITS Academic Regulations in 2014

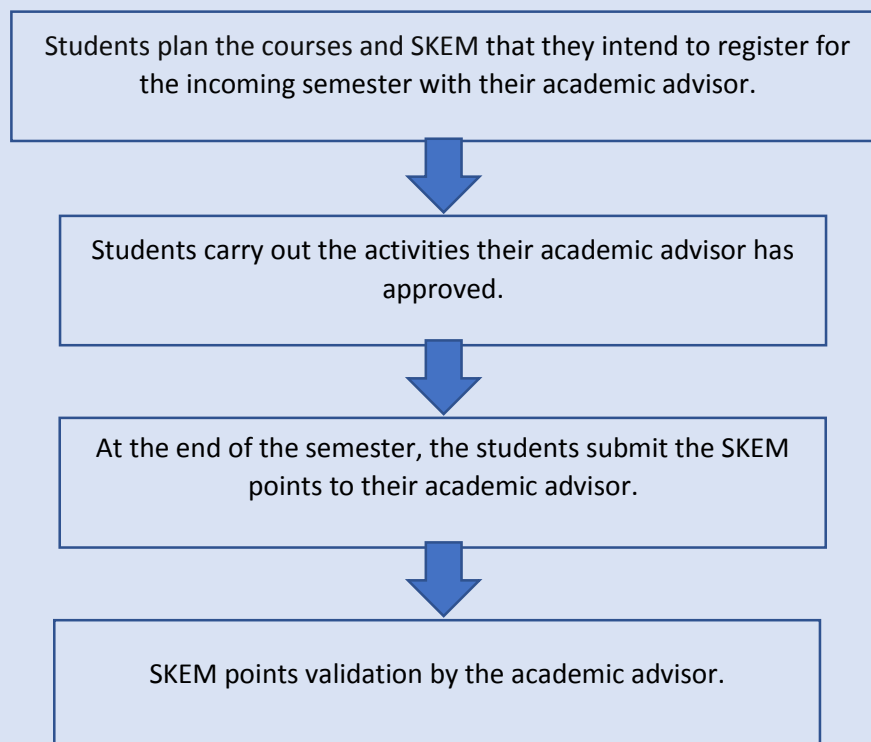
SKEM regulation is a student development program that aims to (1) stimulate creativity and innovation, develop scientific manner, communication, research, and scientific writing skills, develop professional understanding through **critical and scientific thinking** activity. Improve health, achievement, and cultural appreciation through channeling **interests and talents** in arts and sports. (2) improve students' skills in teamwork, communication, management, leadership through **organizational and leadership** activities. (3) increase community service, social awareness, a sense of nationhood, and love for their country. All the programs are expected to develop student competitiveness, problem-solving and decision-making ability, and soft skills.

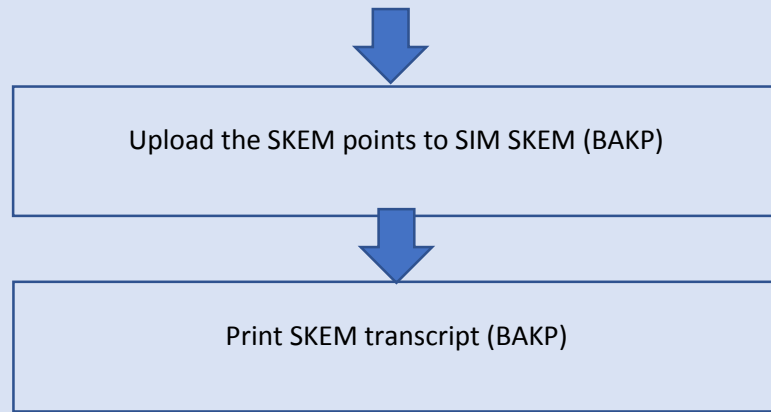
## II. SKEM ASSESSMENT MECHANISM

SKEM implementation in ITS is assisted by online SIM SKEM integrated with SIM Akademik. Three parties involved in the implementation mechanism of SKEM are the student as executor, academic advisor as validator, and Student Affairs of BAKP as activities data manager. The implementation mechanism of SKEM is explained as follows:

1. Students plan the courses and SKEM they intend to register for the incoming semester with their academic advisor.
2. Students must submit SKEM assessment to their academic advisor for the activities that have been realized.
3. The academic advisor has the authority to give SKEM assessment by checking the validity of the document as described below:
  - a. It is legalized by supervisor lecturer of Student Activity Unit or *Unit Kegiatan Mahasiswa* (UKM) for interest and talent activities.
  - b. It is legalised by supervisor lecturer of Spiritual Guidance Team or *Tim Pembina Kerohanian* (TPK) for spiritual activities.
  - c. It is in the form of certificate (for student organizations).
  - d. It is in the form of Dean/Rector Decree for being a member or administrator of student organization.
  - e. Other documents that can be justified.
4. The documents mentioned above are valid for 2 (two) semesters starting from the ongoing semester.
5. The academic advisor also has the authority to assess non-regular activities, such as social or disaster relief service.

In summary, this process is explained by the following flowchart:





Student is required to:

1. Understand SKEM regulations.
2. Discuss and plan SKEM and FRS with their academic advisor at the beginning of the semester.
3. Carry out the plan well.
4. Input the data to SIM SKEM as soon as the activities end.
5. Gather the documents for SKEM assessment.
6. Meet the academic advisor and bring the documents for validation at the end of the ongoing semester or the beginning of the incoming semester.



### **III. SKEM POINTS AND GRADE EXPLANATION**

If the student has finished his/her study, the points are listed in a particular column. These points inform the stakeholders about the soft skill that the student gained. The grade explanation is described below:

D4 and S1 program:

- a. Fair (1300-1800 points)
- b. Sufficient (1801-2300 points)
- c. Good (2301-2800 points)
- d. Excellent (more than 2800 points)

D3 program:

- a. Fair (1000-1250 points)
- b. Sufficient (1251-1750 points)
- c. Good (1751-2250 points)
- d. Excellent (more than 2250 points)

According to Academic Regulation of ITS Year 2014, Article 48 paragraph (7), the minimum points requirement for the D3 program is 1000 and the D4 and S1 program is 1300.

SKEM transcript will be issued by BAKP when the students are graduated. SKEM points are listed in SKEM certificate based on the following types of activities:

- Critical and scientific thinking
- Interest and talent
- Organizational and leadership
- Community service

The transcript format is shown in the following table:

**REGULATION**  
**INSTITUT TEKNOLOGI SEPULUH NOPEMBER**  
**Number: 3112/I2/KM/2008**  
**About**

**SATUAN KEGIATAN EKSTRAKURIKULER MAHASISWA (SKEM)**  
**INSTITUT TEKNOLOGI SEPULUH NOPEMBER**

**RECTOR OF INSTITUT TEKNOLOGI SEPULUH NOPEMBER**

- Considering:**
- a) that, to realize ITS plans to produce graduates who are ready to join the working life, it is deemed necessary to improve students' skills, emphasizing not only the aspects of knowledge, but also soft skills.
  - b) that, the soft skills referred to in letter a include the ability to adapt to change, personal competence, and high motivation.
  - c) that, to develop students' soft skills as referred to in letter b, it is necessary to encourage students to be active in extracurricular activities including critical and scientific thinking, talent and interest, organizational and leadership, and community service.
  - d) that, to realize the encouragement, as referred to in letter c, it is deemed necessary to make student participation in extracurricular activities as a requirement for joining the judicium process.
  - e) that, with the ITS Senate's approval as a guideline for implementing the interests as referred to in points a through d, it is necessary to establish ITS Regulations on *Satuan Kegiatan Ekstrakurikuler Mahasiswa* (SKEM).

- Bearing in mind:**
- 1) UU Number 20 Year 2003 concerning National Education System.
  - 2) Government Regulations Number 60 Year 1999 on Higher Education.
  - 3) Presidential Decree of Republic Indonesia Number 037/M/2003 on the Appointment of The Rector of ITS.
  - 4) Decree of Minister Education and Culture Number 0443/0/1995 on the Statue of ITS.
  - 5) Regulation of Institut Teknologi Sepuluh Nopember Number 3709/K03/KM/2006 on campus life regulations for ITS students.
  - 6) The Rector Decree of Institut Teknologi Sepuluh Nopember Number 667.1/K03/PP/2004 on Academic Regulation in ITS.
  - 7) The Rector Decree of Institut Teknologi Sepuluh Nopember Number 5563/K03/PP/2004 on Supplement of Academic Regulation Year 2004.

- In view of:**
1. The result of ITS' Senate, Student and Alumni Commission meeting:
    - a. Dated March 26, 2008
    - b. Dated April 30, 2008
    - c. Dated May 7, 2008
  2. The result of ITS' Senate plenary meeting result
    - a. Dated May 14, 2008

b. Dated June 11, 2008

**DECIDED:**

**To stipulate: ITS REGULATION ON *SATUAN KEGIATAN EKSTRA KURIKULER MAHASISWA (SKEM) ITS***

**CHAPTER 1  
GENERAL PROVISIONS**

**Article 1**

In this regulation, the terms referred to as:

- 1) Student organization in ITS, which is henceforth shortened to ORMAWA ITS, is the student organization formed from, by, and for the student at the institute, faculty, department level within the ITS campus. It is a medium for self-improvement in the form of activities.
- 2) ITS student activity is an extracurricular activity that has obtained permission from the rector or an official authorized by the rector. This activity helps students become broadminded and develop their intellectual, leadership, and integrity to realize the National Education Goals.
- 3) Extracurricular activity is a student activity that includes critical and scientific thinking, interest and talent, organizational and leadership, and community service.
- 4) *Satuan Kegiatan Ekstrakurikuler Mahasiswa*, which is henceforth shortened to SKEM, is the credit for ITS student obtained after participating in extracurricular activities.

**Article 2**

1. SKEM points, as referred to in Article 4 paragraph (4), are the prerequisite for students to join the judicium process and ITS graduation.
2. The prerequisites to join the judicium, as referred to in paragraph (1), are:
  - a. Student of S1 program is required to obtain 1000 SKEM points or more.
  - b. Student of D3 program is required to obtain 750 SKEM points or more.
3. The SKEM points criteria for bachelor's degree student are:
  - a. Fair, for the student who obtains 1300-1800 points.
  - b. Sufficient, for the student who obtains 1801-2300 points.
  - c. Good, for the student who obtains 2301-2800 points.
  - d. Excellent, for the student who obtains more than 2800 points.
4. The SKEM points criteria for diploma's degree student are:
  - a. Fair, for the student who obtains 750-1000 points.
  - b. Sufficient, for the student who collects 1001-1500 points.
  - c. Good, for the students who collects 1501-2000 points.
  - d. Excellent, for the student who collects more than 2000 points.
5. SKEM criteria, as referred to in paragraphs (3) and (4), will be included in the transcript.

## **CHAPTER II OBJECTIVES AND SCOPE**

### **Article 3**

1. This SKEM regulation is issued to regulate student activities in developing soft skills through student extracurricular activities:
  - a. To embed scientific knowledge, stimulate creativity and innovation, improve research and scientific writing skills, improve communication skills, and improve professional understanding.
  - b. To improve health, achievement, and cultural appreciation through channeling interests and talents in arts and sports.
  - c. To develop students' skills in teamwork, communication, management, and leadership.
  - d. To develop community service, social awareness, a sense of nationhood and love for their country.
  
2. This SKEM regulation is issued with the purposes as follow:
  - a. To develop leadership, teamwork, and communication skill through extracurricular activities.
  - b. To guide the academic advisor in assessing student activities.
  - c. To provide a legal basis for the implementation of student development and coaching program through SKEM.

### **Article 4**

1. The scope of SKEM is the activities joined by regular undergraduate and diploma program students of ITS, which are held at the department, faculty, institute, regional, national, and international levels.
2. The definition of levels referred to in paragraph (1) is determined based on the scope of the event, with the following conditions:
  - a. Department level is an event that is organized by organizations at the department level within ITS and the participants are the student of ITS.
  - b. Faculty level is an event that is organized by organizations at the faculty level within ITS and the participants are the student of ITS.
  - c. Institute level is an event that is organized by organizations at the institute level within ITS and the participants are the student of ITS.
  - d. Regional level is an event that is organized by higher education institutions, companies, national sports holding organizations, and regional government. The event is attended by regional/national participants.
  - e. National level is an event that is organized by DIKTI, a department in the Indonesian government, and national sports holding organizations. The event is attended by national participants.
  - f. The international level is an activity held in the country or abroad and the participant must be from three different countries at least.

## **CHAPTER III ACTIVITY MATERIAL**

### **First Part Critical and Scientific Thinking Activity**

#### **Article 5**

1. Critical and scientific thinking activity is designed to embed scientific knowledge, stimulate creativity and innovation, develop research, scientific writing, and communication skills, and professional understanding.
2. The activity referred to in paragraph (1) includes:
  - a. Student scientific writing activity, which is held by higher education, government or private institution.
  - b. Student creativity and innovation activity, which is held by higher education, government, or private institution.
  - c. Participation in scientific communication forum activity, which is held by higher education, government, or private institution.

### **Second Part Interest and Talent Development Activity**

#### **Article 6**

1. Interest and talent activity is held by the Student Activity Unit or *Unit Kegiatan Mahasiswa* (UKM) ITS.
2. UKM, as referred to in paragraph (1), is UKM that the Rector of ITS has legalized.
3. Interest and talent development activity include:
  - a. Participation as an administrator of UKM
  - b. Participation as a member of UKM
  - c. Participation in a competition held by UKM ITS
  - d. Participation in a competition held at institute, regional, national, and international level.
  - e. Participation as an ambassador for arts and culture at regional, national, and international level.
  - f. Participate in a competition/arts and culture exhibition at regional, national, and international level.

### **Third Part Organizational and Leadership Activity**

#### **Article 7**

1. Organizational and leadership activity is described as student activity in managing student organizations, leadership training, personality development, and committee participation at the institutional, faculty, and department level.
2. Student organization, as referred to in paragraph (1), include:
  - a. Student Executive Board or *Badan Eksekutif Mahasiswa* (BEM), Legislatif Board, Student Court, Interest and talent development unit, which are at the Institution level
  - b. Faculty student organizations.
  - c. Department student organizations.

- d. Organizing committee that is formed by organizations at institutional, faculty, and department level.
  - e. Spiritual organizations under the Spiritual Guidance Team or *Tim Pembina Kerohanian* (TPK).
3. Leadership activity, as referred to in paragraph (1), includes:
- a. Latihan Keterampilan Manajemen Mahasiswa Pra Tingkat Dasar (LKMM Pra TD).
  - b. Latihan Keterampilan Manajemen Mahasiswa Tingkat Dasar (LKMM TD).
  - c. Latihan Keterampilan Manajemen Mahasiswa Tingkat Menengah (LKMM TM).
  - d. Latihan Keterampilan Manajemen Mahasiswa Tingkat Lanjut (LKMM TL) atau Pelatihan Kepemimpinan Mahasiswa Kader Bangsa (PKMKB).
  - e. Pelatihan Pemandu Latihan Keterampilan Manajemen Mahasiswa (PP LKMM).
  - f. Pelatihan sikap kepemimpinan dan pengembangan kepribadian which is recommended from the chief in the institute and is held inside or outside the institute.

## **Fourth Part Social Activity**

### **Article 8**

1. Social activity is described as an activity carried out by the students to develop community service, social awareness, a sense of nationhood and love for their country.
2. The activities, as referred to in paragraph (1), include:
  - a. Disaster relief service
  - b. Drug abuse prevention
  - c. HIV/AIDS prevention
  - d. Maintaining the clean and green environment
  - e. And other similar social service activities

## **CHAPTER IV ASSESSMENT**

### **First Part Critical and Scientific Thinking Activity Assessment**

#### **Article 9**

1. The student who actively participates in scientific writing essay assessed as follows:
  - a. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> winners at international competition level will be given 1500 points.
  - b. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> winners at national competition level will be given 1000 points.
  - c. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> winners at regional competition level will be given 750 points.
  - d. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> winners at institutional competition level will be given 500 points.
  - e. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> winners at faculty competition level will be given 300 points.
  - f. Finalist at the international competition level will be given 1000 points.
  - g. Finalist at the national competition level will be given 750 points.
  - h. Finalist at the regional competition level will be given 500 points.
  - i. Finalist at the institutional competition level will be given 300 points.
  - j. Finalist at the faculty competition level will be given 200 points.
  - k. Selected participant at the international competition level will be given 750 points.

- l. Selected participant at the national competition level will be given 600 points.
  - m. Selected participant at the regional competition level will be given 400 points.
  - n. Selected participant at the institutional competition level will be given 200 points.
  - o. Selected participant at the faculty competition level will be given 150 points.
  - p. Selected participant at the department competition level will be given 100 points.
2. Student who actively participates in the creativity and innovation competition assessed as follows:
- a. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> winners at the international competition level will be given 1500 points.
  - b. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> winner at the national competition level will be given 1000 points.
  - c. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> winner at the regional competition level will be given 750 points.
  - d. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> winner at the institutional competition level will be given 500 points.
  - e. Finalist at the international competition level will be given 1000 points.
  - f. Finalist at the national competition level will be given 750 points.
  - g. Finalist at the regional competition level will be given 500 points.
  - h. Finalist at the institutional competition level will be given 300 points.
  - i. Selected participant at the international competition level will be given 750 points.
  - j. Selected participant at the national competition level will be given 600 points.
  - k. Selected participant at the regional competition level will be given 400 points.
  - l. Selected participant at the institutional competition level will be given 200 points.
3. The assessment, as referred to in paragraphs (1) and (2), is given to an individual or each team member.
4. Points, as referred to in paragraphs (1) and (2), are the highest points obtained from the same activities.

### **Article 10**

1. Students who are active as speakers in the scientific communication forums such as seminars, symposia, and panel discussions assessed as follows:
  - a. A speaker in a scientific communication forum at the international level will be given 1000 points.
  - b. A speaker in a scientific communication forum at the national level will be given 750 points.
  - c. A speaker in a scientific communication forum at the regional level will be given 500 points.
  - d. A speaker in a scientific communication forum at the institutional level will be given 300 points.
  - e. Participant in a scientific communication forum at the international level will be given 300 points.
  - f. Participant in a scientific communication forum at the national level will be given 200 points.
  - g. Participant in a scientific communication forum at the regional level will be given 150 points.
  - h. Participant in a scientific communication forum at the institutional level will be given 100 points.



- i. The assessment, as referred to in letter a to letter h, is given to individual or each team member.
- j. To get points as referred to in letter a, b, c, and d, student must bring out the paper and certificate or specific document.
- k. To get points as referred to in letter e, f, g, and h, student must bring out the certificate.

**Second Part**  
**Interest and Talent Development Activity Assessment**

**Article 11**

1. Students who are active in UKM ITS assessed as follows:
  - a. Head, vice head, secretary, and treasurer will be given 500 points per semester.
  - b. The organizational administrators other than those mentioned in letter a will be given 400 points per semester.
  - c. Active members will be given 300 points per semester.
2. Students who participate in interest and talent activity competition assessed as follows:
  - a. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> winners at the international competition level will be given 1500 points.
  - b. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> winners at the national competition level will be given 1000 points.
  - c. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> winners at the regional competition level will be given 750 points.
  - d. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> winners at the institutional competition level will be given 500 points.
  - e. Finalist at the international competition level will be given 1000 points.
  - f. Finalist at the national competition level will be given 750 points.
  - g. Finalist at the regional competition level will be given 500 points.
  - h. Finalist at the institutional competition level will be given 300 points.
  - i. Selected participant at the international competition level will be given 750 points.
  - j. Selected participant at the national competition level will be given 600 points.
  - k. Selected participant at the regional competition level will be given 400 points.
  - l. Selected participant at the institutional competition level will be given 200 points.
3. The assessment, as referred to in paragraph (2), is given to individual or each team member.

**Third Part**  
**Organizational and Leadership Assessment**

**Article 12**

1. Students who serve as student organizational administrator in one period at institutional level assessed as follows:
  - a. Head of organization will be given 550 points per semester.
  - b. Vice head, secretary, and treasurer of organization will be given 500 points per semester.
  - c. Organizational administrator other than those mentioned in letter a and b will be given 450 points per semester.
  - d. Organizational staff will be given 200 points per semester.
2. Students who serve as student organizational administrator in one period at faculty level assessed as follows:
  - a. Head of organization will be given 550 points per semester.



- b. Vice head, secretary, and treasurer of organization will be given 500 points per semester.
  - c. Organizational administrators other than those mentioned in letter a and b will be given 350 points per semester.
  - d. Organizational staffs will be given 150 points per semester.
3. Students who serve as student organizational administrator in one period at faculty department level assessed as follows:
  - a. Head of organization will be given 450 points per semester.
  - b. Vice head, secretary, and treasurer of organization will be given 400 points per semester.
  - c. Organizational administrators other than those mentioned in letter a and b will be given 300 points per semester.
  - d. Organizational staffs will be given 100 points per semester.
4. Students who active in spiritual organization of ITS in one period at faculty department level assessed as follows:
  - a. Head of organization will be given 500 points per semester.
  - b. Vice head, secretary, and treasurer of organization will be given 450 points per semester.
  - c. Organizational administrators other than those mentioned in letter a and b will be given 350 points per semester.
  - d. Organizational staffs will be given 100 points per semester.
5. Students who active as organizational committee in the student organization activity at national level will be given 350 points.
6. Students who active as organizational committee in the student organization activity at regional level will be given 300 points.
7. Students who active as organizational committee in the student organization activity at institutional level will be given 250 points.
8. Students who active as organizational committee in student organization activity at faculty level will be given 200 points.
9. Students who active as organizational committee in student organization activity at department level will be given 150 points.
10. Students who actively participate in LKMM will be given 200 points.
11. Students who actively participate in PP-LKMM will be given 300 points.
12. Students who participate as pemandu in LKMM will be given 250 points.
13. Students who participate in characters/soft skills development will be given 200 points.

**Fourth Part**  
**Social Activity Assessment**

**Article 13**

1. Students who actively participate in social activities assessed as follows:
  - a. Event at the international level will be given 750 points.
  - b. Event at the national level will be given 500 points.
  - c. Event at the regional level will be given 400 points.
  - d. Event at institutional level will be given 300 points.

2. Students who actively participate in social activities, as referred to in paragraph (1), will be assessed if he/she brings out letter of assignment or other documents that can be justified.

## **CHAPTER V ASSESSMENT MECHANISM**

### **Article 14**

1. Those who are entitled to give an assessment are:
  - a. Supervisor lecturer of Student Activity Unit or *Unit Kegiatan Mahasiswa* (UKM).
  - b. Supervisor lecturer of Spiritual Guidance Team or *Tim Pembina Kerohanian* (TPK) for Spiritual activities.
  - c. TKK faculty/department for student event held at department level.
  - d. WD III for student event held at faculty level.
  - e. TKK Institute for student activity held at institutional, regional, and national level.
  - f. WR III for student event held at international level.
2. The assessment is given to the student when he/she submits an assessment at the end of semester or the end of activities accompanied by related documents.
3. The documents, as referred to in paragraph (2), are valid during the ongoing semester only.
4. The assessment, as referred to in paragraph (2), uses the defined format.

## **CHAPTER VI CLOSING PROVISIONS**

### **Article 15**

1. This SKEM guideline is binding for the students of regular undergraduate and diploma programs starting in 2008 as a requirement for joining the graduation.
2. This decree is valid since its stipulation date.
3. Other things that have not been regulated in this provision will be arranged in the future.

Stipulated in : Surabaya  
Date : June 13, 2008

Rector,

*[signature]*

Prof. Ir. Priyo Suprobo, M.S., Ph.D  
NIP. 131415622

Attachment 2: ITS Regulation Number 05492/I2/KM/2010 about The Amendment of ITS Regulation Number 3112/I2/KM/2008

**REGULATION  
INSTITUT TEKNOLOGI SEPULUH NOPEMBER  
Number: 05492/I2/KM/2010**

**About**

**THE AMENDMENT OF  
INSTITUT TEKNOLOGI SEPULUH NOPEMBER  
REGULATION NUMBER. 3112/I2/KM/2008**

**ABOUT**

***SATUAN KEGIATAN EKSTRA KURIKULER MAHASISWA (SKEM)*  
INSTITUT TEKNOLOGI SEPULUH NOPEMBER**

**RECTOR OF INSTITUT TEKNOLOGI SEPULUH NOPEMBER**

**Considering:** a) that, it is deemed necessary to amend the assessment mechanism as regulated in the ITS Regulations on *Satuan Kegiatan Ekstra Kurikuler (SKEM)* to make it easier for students to process the assessment.  
b) that, amendment, as referred to in letter a, need to be stipulated through ITS Regulations.

**Bearing in mind:** 1) Decree of the President of the Republic of Indonesia Number 037/M/2003 regarding the appointment of the rector of ITS.  
2) ITS Regulation Number 3112/K03/KM/2008 on *Kegiatan Ekstra Kurikuler Mahasiswa (SKEM) ITS*.

**In view of:** 1. The results of board meetings dated April 6, 2010

**DECIDED:**

**To stipulate:** **ITS REGULATION ON THE AMENDMENT OF ITS REGULATION NUMBER 3112/KO3/KM/2008 ABOUT *SATUAN KEGIATAN EKSTRA KURIKULER MAHASISWA (SKEM)*-INSTITUT TEKNOLOGI SEPULUH NOPEMBER**

**Article 1**

Some of the provisions in the ITS Regulations on SKEM-ITS Number 3112/K03/KM/2008 dated June 13, 2008 are amended as follows:

1. The provisions of Article 3 paragraph (2) letter b are amended, the full statement reads as follows.

**Article 3**

- a. So that the academic advisor receives guidance in assessing student activities.
2. The provision of Article 14 was amended, the full statement reads as follows:

#### **Article 14**

1. Students plan the courses and SKEM they intend to register for the incoming semester with their academic advisor.
2. Student must submit SKEM assessment to their academic advisor for the activities that have been realized.
3. The academic advisor has the authority to give SKEM assessment by checking the validity of the documents as described below:
  - a. It is legalized by supervisor lecturer of Student Activity Unit or *Unit Kegiatan Mahasiswa* (UKM) for interest and talent activities.
  - b. It is legalised by supervisor lecturer of Spiritual Guidance Team or *Tim Pembina Kerohanian* (TPK) for spiritual activities.
  - c. It is in the form of certificate (for student organizations).
  - d. Dean/Rector Decree for being a member or administrator of student organization.
  - e. Other documents that can be justified.
4. The documents mentioned above are valid for 2 (two) semesters starting from the ongoing semester.
5. The academic advisor also has authority to assess for non-regular activities as described in the previous chapter.

#### **Article 11**

This regulation is valid since its stipulation date.

Stipulated in : Surabaya  
Date : May 20, 2010

Rector,

*[Assigned]*

Prof. Ir. Priyo Suprobo, M.S., Ph.D  
NIP. 195909111984031001

Attachment 3: ITS Regulation Number 066492/IT2/KM.05/2015 about The Second Amendment to the ITS Regulation Number 3112I2/KM/2008

**REGULATION  
INSTITUT TEKNOLOGI SEPULUH NOPEMBER  
Number: 066492/IT2/KM.05/2015**

**About**

**THE AMENDMENT OF  
INSTITUT TEKNOLOGI SEPULUH NOPEMBER  
REGULATION NUMBER. 3112/I2/KM/2008**

**ABOUT**

**SATUAN KEGIATAN EKSTRA KURIKULER MAHASISWA (SKEM)  
INSTITUT TEKNOLOGI SEPULUH NOPEMBER**

**RECTOR OF INSTITUT TEKNOLOGI SEPULUH NOPEMBER**

**Considering:** a) that, it is deemed necessary to amend the assessment mechanism as regulated in the ITS Regulations on *Satuan Kegiatan Ekstra Kurikuler* (SKEM) to make it easier for students to process the assessment.

b) that, amendment, as referred to in letter a, need to be stipulated through ITS Regulations.

**Bearing in mind:**

- 1) Government Regulation Number 4 Year 2014 on the Implementation of higher education and higher education management (State Gazette of the Republic of Indonesia Year 2014 Number 16, Supplement to the State Gazette of the Republic of Indonesia Number 5500).
- 2) Government Regulation Number 54 Year 2015 about the Statue of ITS (State Gazette of the Republic of Indonesia Year 2015 Number 172, Supplement to the State Gazette of the Republic of Indonesia Number 5723).
- 3) Regulation of the Minister of Research, Technology and High Education Number 86 of 2013 on the OTK ITS.
- 4) Decree of the Minister of Research, Technology and High Education Number 138/M/Kp/2015 on the appointment of the rector of ITS for periode 2015-2019.
- 5) ITS Regulation Number 3112/K03/KM/2008 on *Satuan Kegiatan Ekstra Kurikuler Mahasiswa* (SKEM) ITS.
- 6) ITS Regulation Number 05492/I2/KM2010 on the amendment of ITS Regulation Number 3112/I2/KM/2008/ concerning SKEM ITS.
- 7) Rector Regulation of ITS Number 073255.IT2.HK.00.00/2014 on Academic Regulation of ITS Year 2014

**In view of:**

1. The coordination meeting result of the Head of LP2KHA and the Head of BAKP dated Nopember 11, 2015.

**DECIDED:**

**To stipulate: ITS REGULATION ON THE SECOND AMENDMENT OF THE ITS REGULATION NUMBER 3112/KO3/KM/2008 ABOUT SATUAN KEGIATAN EKSTRA KURIKULER MAHASISWA (SKEM) INSTITUT TEKNOLOGI SEPULUH NOPEMBER**

**Article 1**

Some of the provisions in the ITS Regulations on SKEM-ITS Number 3112/K03/KM/2008 dated June 13, 2008 are amended as follows:

1. The provisions of Article 2 are amended, the full statement reads as follows.

**Article 2**

- (2) The prerequisites to join judicium, as referred to in paragraph (1), are:
  - a. Student of S1 program is required obtain 1000 SKEM points or more.
  - b. Student of D3 program is required to obtain 750 SKEM points or more.
- (3) The SKEM points criteria for bachelor's degree student are:
  - a. Fair, for the student who obtains 1300-1800 points.
  - b. Sufficient, for the student who obtains 1801-2300 points.
  - c. Good, for the student who obtains 2301-2800 points.
  - d. Excellent, for the student who obtains more than 2800 points.
- (4) The SKEM points criteria for diploma's degree student are:
  - a. Fair, for the student who obtains 750-1000 points.
  - b. Sufficient, for the student who collects 1001-1500 points.
  - c. Good, for the students who collects 1501-2000 points.
  - d. Excellent, for the student who collects more than 2000 points.

**Article II**

This regulation is valid since its stipulation date.

Stipulated in :Surabaya  
Date :November 12, 2015  
Rector,

*[Assigned]*

Prof. Ir. Joni Hermana, M.Sc., ES, Ph.D  
NIP 196006181988031002