INSTITUT TEKNOLOGI SEPULUH NOPEMBER **DEPARTEMENT OF MATHEMATICS** **Kampus ITS, Gedung F, Lantai 2, Sukolilo, Keputih, Surabaya, East Java 60111**	**SOP NUMBER**	
	DATE OF CREATION	September 16, 2026
	REVISION DATE	
	APPROVAL DATE	
	APPROVED BY	Head of Department of Mathematics
	NAME OF SOP	**CREDIT TRANSFER**
LEGAL BASIS:	**IMPLEMENTER QUALIFICATIONS:**	

This SOP aims to provide guidelines for the implementation of the credit transfer process for students of the Undergraduate Program in Mathematics, ITS, starting from the submission and verification of documents, determination of courses eligible for conversion through the Ad Hoc Committee Meeting, assessment of activity outcomes, to the entry of grades into the academic system.

Procedure:

1. **Credit Transfer Submission by the Student**
   The student submits a credit transfer request by completing Form 1 and Form 2 and preparing supporting documents according to the type of activity, such as an internship, competition, or internationalisation activity.
2. **Completeness Check by the Credit Transfer Officer (LO)**
   The Credit Transfer Officer (LO) receives the submission and checks the completeness of Form 1 and the supporting documents submitted by the student.
3. **Verification of the Credit Transfer Submission**
   The Credit Transfer Officer (LO) verifies the activity, supporting documents, syllabus/learning agreement, and the suitability of the courses to be converted.
4. **Determination of Submission Completeness**
   If the documents or requirements are incomplete, the student is required to complete or revise the documents according to the feedback from the review.
   If the submission is complete and compliant, the process proceeds to the Ad Hoc Committee Meeting.
5. **Ad Hoc Committee Meeting**
   The Head of Department/Head of Study Programme conducts an Ad Hoc Committee Meeting to discuss and determine the courses eligible for conversion based on the activity submitted by the student. The results of the meeting are documented in Minutes of Meeting 1 (BA1).
6. **Approval of the Conversion Results**
   The conversion results are documented in Form 2, which is signed by the Head of Study Programme and Head of Department. Subsequently, the Head of Study Programme processes the registration of the converted/credit transfer courses in the student's FRS according to the approved results.
7. **Activity Presentation for Internship Activities**
   For internship activities, the student presents the results of the internship activity before the Assessment Team.
   For activities other than internships, the process proceeds directly to the assessment stage in accordance with the applicable provisions.
8. **Assessment of Activity Outcomes**

The Assessment Team assesses the outcomes of the activity based on the submitted documents/report and, specifically for internship activities, the presentation results. The Academic Supervisor is involved in the Assessment Team for internship activities.

9. **Assessment Minutes**
   The assessment results are documented in the Assessment Minutes (BA 2) as the basis for determining the credit transfer grade.
10. **Grade Entry**
    The Credit Transfer Officer (LO) enters the credit transfer grade into myITS Academics 2.0.
11. **Completion of the Process**
    The student can view the credit transfer result/grade in the academic system after the grade entry process has been completed.

Notes:

- Specific provisions regarding the implementation of credit transfer follow the applicable academic regulations and the regulations of the Undergraduate Program in Mathematics, ITS.
- Supporting documents must be prepared according to the type of activity submitted.
- For internship activities, the Academic Supervisor is involved in the assessment process.

CREDIT TRANSFER SOP
UNDERGRADUATE PROGRAM OF MATHEMATICS DEPARTMENT

