



KEMENTERIAN PENDIDIKAN KEBUDAYAAN, RISET, DAN TEKNOLOGI  
**UNIVERSITAS AIRLANGGA**

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Nornor : 1016/UN3.3/PK/2023  
Lampiran : Satu berkas  
Hal : Surat Edaran

3 Maret 2023

Yth.

1. Ketua Badan Penjaminan Mutu
2. Para Wakil Dekan I Fakultas
3. Wakil Direktur I SIKIA
4. Wakil Direktur I Sekolah Pascasarjana

Universitas Airlangga

Mempertimbangkan:

1. Peraturan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 3 Tahun 2020 Tentang Standar Nasional Pendidikan Tinggi.
2. Peraturan Rektor Universitas Airlangga Nomor 1 Tahun 2023 Tentang Perubahan Ketiga atas Peraturan Rektor Nomor 22 Tahun 2021 Tentang Pedoman Pendidikan Universitas Airlangga.

maka bersama ini disampaikan bahwa:

1. ECTS merupakan sistem transfer kredit dari European Higher Education Area (EHEA) dalam menggambarkan bobot pembelajaran berdasarkan capaian pembelajaran dan beban kerja atau kegiatan.
2. Program studi dapat melakukan konversi satuan kredit semester (sks) ke European Credit Transfer and Accumulation System (ECTS) dari mahasiswa yang akan/sudah menempuh studi pendidikan tinggi di Eropa atau sebaliknya.
3. Program Studi dapat melakukan konversi sks ke ECTS dalam rangka memenuhi persyaratan akreditasi internasional.
4. Panduan Sistem Transfer Kredit Universitas Airlangga (ACTS) ke European Credit Transfer and Accumulation System (ECTS) terlampir.

Demikian surat edaran ini disampaikan untuk menjadi perhatian dan dilaksanakan sebagaimana mestinya.

  
Prof. Dr. Sukardiman, M.S., Apt.  
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Tembusan

1. Rektor
2. Wakil Rektor Bidang Akademik, Kemahasiswaan, dan Alumni



## AIRLANGGA UNIVERSITY CREDIT TRANSFER SYSTEM (ACTS)

### 1. PREFACE

#### a. ACTS Application Background

Portraying itself as world class university, Universitas Airlangga needs to strengthen and regulate its internal and external scope since the world class university title focuses more on performances, substances, and essences. Besides strengthening and regulating core competences in higher education institute (e.g. education), such practice must be applied in managerial, human resources, and related/supporting facilities as well.

Core competences as the backbone of higher education institute are the first and foremost priority to be regulated and strengthened. Under world class university scheme, the development of these core competences is directed to build an internally and externally accessible, acceptable, adaptable, and adoptable system. Therefore, an educational system must be designed to be able to communicate with other educational system both within Universitas Airlangga and in regional/global level.

Globalization demands a reconstruction of educational system to be more globalized and flexible so that the system is not secluded and isolated in international level. However, this demand does not abolish the obligation of a university to uphold its identity and accentuate its uniqueness. Long tradition and history in education owned by a university shall enrich the existing universal educational repertoire.

One of the key components of a world class university is its inbound and outbound mobility. A clear and rigid system is needed to measure advantages of this activity so further steps to enhance it can be formulated and applied. Determining the measurement system is essential since numbers, symbols, and formal administration is highly relevant and needed in education and workplaces, albeit real skills, abilities, and professionalism are intangible values seek in a workplace.

As an attempt to establish an adaptive and flexible academic activity measurement system, Universitas Airlangga develops a credit transfer system named Airlangga Credit Transfer System (ACTS), hereinafter will be referred to as ACTS, in order to:

- a) Explain system design and educational curriculum in Universitas Airlangga
- b) Determine measurement system of academic qualification.
- c) Create transparency, accountability, and consistency in academic measurement.
- d) Facilitate the need of recognition and equalization of academic activity both within Universitas Airlangga and outside Universitas Airlangga.



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- e) Determine qualification and measurement tools to maintain quality of outcomes under cooperative frameworks.

ACTS is designed to accommodate all kinds of academic activity regardless of its mode of delivery (school-based or work-based), period (full-time or part-time), and status (formal, nonformal, informal).

### **b. Higher Education in Indonesia**

The management of higher education in Universitas Airlangga refers to provision by DIKTI or other official regulations released by Universitas Airlangga.

- a. **Higher education** in Indonesia adopt Semester Credit Unit (SKS), an organization of educational system which declare student's study load, lecturer's teaching load, learning experience, and program organization load.
- b. **Semester** is a unit time which consists of 6 months of learning activity or 16 weeks of learning activity or another scheduled activity including its following activities. 2 weeks of assessment activity is also included in this unit time.
- c. **Semester Credit Unit (SKS)**, hereinafter will be referred to as SKS, is a recognition unit for learning experience earned in one semester through learning activities scheduled as: 1 (one) hour of learning activity or 2 (two) hours of laboratory work or 4 (four) hours of practical work. Each of it is followed by 1-2 hours of structured activity and 1-2 hours of independent activity.
- d. **Learning activities** are activities such as learning activity, laboratory work, practical work, tutorial, e-learning method, and so on.

**1 SKS of learning activity**, consist of:

1. 50 minutes of structured and scheduled meeting (teaching)
2. 60 minutes of structured but unscheduled activity (assignments, etc.)
3. 60 minutes of unstructured and unscheduled activity (independent activity)

**1 SKS of laboratory work or Practical Work**, consist of:

1. 100 minutes of structured and scheduled meeting (teaching)
2. 70 minutes of unstructured and unscheduled activity (independent activity).

- e. **Curriculum** applied in Universitas Airlangga is a Competence-based Curriculum (KBK) with Curriculum Document passed by Rector's Decree. This document consists of structure and content of the curriculum.



**Structure of Curriculum** is mapping of courses in each study program illustrated in a matrix that consist of name, code, and study load of each course.

**Content of Curriculum** is a detailed explanation of each course listed in structure of curriculum. This content of curriculum shall at least contain a) name and code of course; b) study load in particular semester; c) targeted outcomes, competences prerequisite, type and element of competences; d) course description/syllabus; e) targeted soft skills; f) learning strategy including media or methods that will be used in learning activity; g) learning assessment or assessment methods; h) list of lecturer(s); i) compulsory references

#### f. Length of Study and Study Load

Length of study and study load for every degree program is explained in Table 1.

**Table 1. Length and Study Load in Various Degree Programs**

No	Degree Program	Study Load (sks)		Length of Study (Semester)*	
		Minimum	Maximum	Minimum	Maximum
1	Diploma (SO)	108	120	6	10
2	Bachelor (S1)	144	160	8	14
3	Master (S2)	36	50	3	8
4	Doctoral				
	a. same field	42	56	6	14
	b. different field	52	56	6	14

## 2. AIRLANGGA CREDIT TRANSFER SYSTEM (ACTS)

### a. Concept of ACTS

ACTS is a system which regulates students in credit-earning and credit-transfer process based on learning outcomes and learning process explained in the content of curriculum. It aims to facilitate planning, implementation, assessment, recognition, and validation of the qualification, learning unit, and student mobility.

ACTS is established based on the need of students' study load to reach desired learning outcome. Learning outcomes illustrates what students need to know, to understand, and to do after finishing their courses. Therefore, it is a set of competences students must possess by the time they finish their study. It is closely related to the level of framework qualification description nationally and internationally.



Study load describes the time needed by students to finish a learning activity (such as in class meetings, seminars, practical work, independent activity, examinations, etc.) needed to achieve the targeted learning outcomes. In comparison, European Credit Transfer System (ECTS) describe study load of one academic year related to its learning outcomes. In most ECTS cases, one ECTS credit is equivalent to 25-30 hours of workload, depending on the institution and country. While in ACTS credit is  $170 \text{ minutes} \times 16 \text{ weeks} = 2720 \text{ minutes} / 60 = 45 \text{ hours}$  of workload.

Thus, the average conversion of ACTS to ECTS is **1.6**, and the average conversion of ECTS to ACTS is 0.5 (with equal learning outcomes as precondition). To convert ACTS to ECTS, the following formula can be used:

Number of ECTS credits = Number of ACTS credits x **1.6**

For example, if a course in Airlangga University has 3 sks credits, the conversion to ECTS credits would be:

Number of ECTS credits =  $3 \times 1.6 = 4.8$  ECTS credits

### **b. ACTS as Credit-earning and Credit-transfer System**

Credits are allocated to all qualifications, program studies, and learning components (modules, learning unit, thesis, dissertation, practical work, internship, etc.). The number of credits reflects the recognition for each component based on its workload. Or in another words, workload needed by students to achieve the targeted learning outcomes in a formal context (refer to structure and content of curriculum).

Credits are given to students as recognition after they finished a set of learning activities needed through a formal learning program or a learning component (course) and are considered successful in achieving the targeted learning outcomes. Credits are collected as an effort to reach certain qualification. This qualification is as determined by the educational institution. If students have achieved the targeted learning outcomes in other learning context or in different time frame (degree/non degree program conducted by any B accredited national institutions), equal credits could be given after students finished examinations, validations, or recognition of the achieved learning outcomes.

### **c. ACTS as Credit-transfer and Learning Recognition System**

Credits given as recognition in a program can be transferred in another program offered by other institutions or different program within our own institution. This transfer can be done if the accepting educational institution recognizes the credits and its learning outcomes. Partner institution must approve the recognition of study load abroad. The recognition is done by ACTS



Board by assessing the portfolio of the transferred students. Portfolio is a set of documents from students related to their earned credits. ACTS Board is an evaluator body in educational institution whose authority is determined by the Rector, The duty of this board is to determine the achieved credits as a result of conversion. This board is a permanent institution established by Rector.

Credit transfer and submission of portfolio must meet several standards, which are: catalog of studies, student's application form, learning agreement, academic transcript, and diploma/certificate as supplement.

ACTS draws a clear outline of credit-earning and credit-transfer system in Universitas Airlangga. The following part will give explicit explanation about several concepts and functions related to ACTS. Furthermore, it will show how those concepts and functions interact and complement each other that it enhances ACTS power as a credit-earning and credit-transfer system.

#### **d. Procedure and Recognition of ACTS**

##### **1. The establishment of ACTS Board**

ACTS Board is a functional unit established by Rector whose duty and authority is to manage the assessment and recognition of the SKS of **courses in ACTS**. The structure of ACTS Board includes the head, secretary, and a pool of ACTS assessors. This pool of ACTS assessors consist of all study programs in Universitas Airlangga which correspond to courses' competences. The board works based on guideline of procedure (PP) on management of assessment and recognition of SKS earned by students of both Universitas Airlangga and outside Universitas Airlangga.

**Pool of Assessors** is a reviewer whose duty is to assess competences of each course in ACTS based on their own field of expertise. The aim of Pool of Assessors is to assess and determine the recognition of courses in ACTS so the competences are consistent with competences desired by the study programs.

##### **2. Recognition of Credits in ACTS**

As a credit-earning and credit-transfer, ACTS manages:

- a. Students of Universitas Airlangga, who will transfer credits to study program or faculties within Universitas Airlangga.
- b. Students of Universitas Airlangga, who will transfer credits to study program or faculties outside Universitas Airlangga.
- c. Students from outside Universitas Airlangga, who will transfer credits to study program or faculties within Universitas Airlangga.



Students both from Universitas Airlangga and outside Universitas Airlangga who will earn or transfer ACTS must submit portfolio to Rector through Director of Academic Affairs. Rector then assigns ACTS Board to assess the portfolio. ACTS Board then select from the Pool of Assessors to assess and decide the recognition of the portfolio. In assessing and deciding the recognition of credits, Pool of Assessor must:

1. Assess the equality of learning outcomes and competences. Competences mean the ability to do something which is observable, measurable, and testable (e.g. student is able to make..., able to explain..., able to analyze..., etc.);
2. Learn and understand international credit systems such as ECTS, Canadian credit system, Australian credit system, Japanese credit system, African credit system, Chinese credit system, Arabian credit system, etc;
3. Determine the measure or amount of credits in the system that will be converted;
4. Determine the equality of load in the conversion; and
5. Assess the equality of learning methods.

### **3. Mechanism of ACTS Credit Assessment**

Assessment of ACTS credits is done by two assessors of the similar fields who assess the submitted portfolio. Credit transfer portfolio is a set of documents which show the content of courses and credits earned by student in a certain period of time. Portfolio shall include at least components stated in Content of Curriculum and must be authorized by the high official(s). Furthermore, a Statement Letter of Integrity must be included in the portfolio.

### **4. Assessment System**

There are 5 schemes of ACTS assessment:

#### **1. Scheme 1 (Internal Credit Transfer System)**

Students of Universitas Airlangga enrolled in a certain faculty and wish to take courses in another study program/faculty must follow these procedures:

- a. Students register to Rector through Director of Academic Affairs before the registration period of each semester.
- b. Director of Academic Affairs sends letter to ACTS Board to request an assessment on students' qualification to take the desired course(s).
- c. ACTS Board sends the assessment result to Director of Academic Affairs to be then authorized by Rector and inform the result to the students.
- d. Students fill out Study Plan Form (KRS) in the desired study program.
- e. Students obtain the list of attendance



- f. Students enroll in the desired courses of the study program and must follow the existing rule of the study program.
- g. Result of study is stated in the range of 7 grades which are A, AB, B, BC, C, D, and E.

## **2. Scheme 2 (Internal Credit Transfer System)**

Students enrolled in Universitas Airlangga and switch to other admission tracks or to another faculty within Universitas Airlangga must follow these procedures:

- a. Students submit a request for recognition of credits earned in the previous faculty to Rector through Director of Academic Affairs before the registration period of each semester.
- b. Director of Academic Affairs sends letter to ACTS Board to determine the conversion of credits earned by students.
- c. ACTS Board sends the assessment result to Director of Academic Affairs to be then authorized by Rector and inform the result to the students.

## **3. Scheme 3 (External-Internal Credit Transfer System)**

Students who are transferred from other universities and wish for their previously earned credits in university of origin to be recognized in Universitas Airlangga must follow these following procedures:

- a. Students submit a request for the recognition of their previously earned credits in university of origin to Rector through Director of Academic Affairs before the registration period of each semester.
- b. Director of Academic Affairs sends letter to ACTS Board to determine the conversion of credits earned by the students.
- c. ACTS Board sends the assessment result to Director of Academic Affairs to be then authorized by Rector and inform the result to the students.

## **4. Scheme 4 (External-Internal Credit Transfer System)**

Students from outside Universitas Airlangga who wish to earn credit from Universitas Airlangga (while remaining to be students of home university), must follow these following procedures:

- a. Students register to Rector through Director of Academic Affairs before the registration period of each semester, after obtaining formal permission from home university.
- b. Director of Academic Affairs sends letter to ACTS Board to request an assessment on students' qualification to take the desired course(s).



- c. ACTS Board sends the assessment result to Director of Academic Affairs to be then authorized by Rector and inform the result to the students.
- d. Students fill out Study Plan Form (KRS) in the desired study program.
- e. Students obtain the list of attendances.
- f. Students enroll in the desired courses of the study program.
- g. Students must follow all learning activity for the whole semester according to the rule stated in Guideline of Learning Procedures.
- h. Result of study is stated in the range of 7 grades which are A, AB, B, BC, C, D, and E.

### **5. Scheme 5 (External Credit Transfer System)**

Students of Universitas Airlangga who wish to earn credits from outside Universitas Airlangga must obtain permission from Rector and follow these procedures:

- a. Students submit a request for recognition of credits earned from outside Universitas Airlangga to Rector through Director of Academic Affairs before the registration period of each semester.
- b. Director of Academic Affairs sends letter to ACTS Board to determine the conversion of credits earned by the students.
- c. ACTS Board sends the assessment result to Director of Academic Affairs to be then authorized by Rector and inform the result to the students.

### **5. Submission Process of ACTS Credit Transfer**

Submission of credit transfer follows these procedures:

1. Students submit request of credit transfer to Rector, along with the required administrative documents.
2. Rector assigns ACTS Board to assess the request.
3. ACTS Board assesses the completeness of documents. If it is deemed complete, then ACTS assessor(s) from the same field will be assigned.

### **6. Assessment Process of ACTS Credit Transfer**

1. ACTS assessor(s) assess the credit transfer portfolio based on the guideline of credit transfer assessment.
2. One portfolio must be assessed by at least 2 (two) assessors from similar fields.
3. Assessment result of the ACTS assessors is compiled and resulted in a credit conversion stated in a document which explains the equality of the credits.
4. Documents are sent to ACTS board for *Yudisium*.
5. Result of *Yudisium* is reported to Rector.
6. Rector announces Credit Transfer Decree.



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### 3. ACTS QUALITY ASSURANCE

Quality assurance of ACTS is done by the Center of Quality Assurance (PPM). This quality assurance includes:

1. Formal mechanism for agreement;
2. Regular review;
3. Program and credit recognition monitoring;
4. Availability of objective and updated information, both quantitative and qualitative about program and offered benefits.


PPM Universitas Airlangga will assure that:

1. ACTS process is included in normal monitoring, review, and validation procedure.
2. ACTS Board is responsible about ACTS and credit recognition process.
3. ACTS process is consistent with the existing educational guidelines.
4. Earned credits and score in ACTS are written in transcript of records.
5. Recognition is applied to all credits according to the agreed learning process, and the results is announced and sent properly to students.
6. There is a guideline of procedures and work instructions to interpret the score.

### APPENDIX

- a. Educational Guideline
- b. Structure and Content of Curriculum
- c. Curriculum of Primary Program
- d. Form of Request
- e. Other(s)

Ditetapkan di Surabaya  
Pada tanggal 3 Maret 2023

Direktur Pendidikan,  
  
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