



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI

UNIVERSITAS NEGERI SURABAYA

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Lampiran : 1 (satu) berkas
Perihal : Prosedur Konversi Nilai

14 Juli 2021

Yth. **Wakil Dekan/Direktur Bidang Akademik**
Universitas Negeri Surabaya

Berkaitan dengan implementasi Kampus Merdeka Merdeka Belajar (MBKM), terutama yang menyangkut hak belajar mahasiswa di luar program studi / perguruan tinggi selama 3 (tiga) semester, berikut kami sampaikan prosedur konversi nilai bagi mahasiswa yang telah melaksanakan program MBKM. Untuk itu, kami harap Saudara dapat meneruskan prosedur konversi nilai terlampir kepada ketua program studi di unit kerja masing-masing.

Atas perhatian dan kerja samanya, disampaikan terima kasih.

a.n. Rektor
Wakil Rektor Bidang Akademik,

Prof. Dr. Bambang Yulianto, M.Pd.
NIP 196007051987031003

Tembusan:

1. Rektor (sebagai laporan)
2. Kepala BAKPK
3. Kepala PPTI
4. Ketua Satuan MBKM
5. Ketua Satuan Penjaminan Mutu

14 July 2021

Number : B/33405/UN38.I/TU.00.02/2021
Attachment : 1 (one) document
Reference : Procedures of Score Conversion

To:
Vice Deans / Vice Directors for Academic Affairs
State University of Malang

In regards to the implementation of “Merdeka Belajar Kampus Merdeka” (MBKM) (transl. “Independent to Learn, Freedom Campus”), in particular concerning the rights for the students to program courses outside the study program/university for 3 (three) semesters, we are sending you the standard of operation and procedures (SOP) of score conversion procedure for students who have implemented the MBKM programs. For this reason, we hope that you may address the procedures of score conversion attached to the respective heads of the study programs or departments in your working unit.

Thank you for your attention and cooperation.

p.p. Rector,
Vice Rector for Academic Affairs,

(Signed and sealed)

Prof. Dr. Bambang Yulianto, M.Pd.

Cc:

1. Rector (as the report)
2. Head of Bureau of Academic, Student Affairs, Planning and Cooperation
3. Head of Center for Information Technology Development
4. Head of Center for MBKM
5. Head of Center for Quality Assurance

Translation (Copy)	Bureau of Academic, Student Affairs, Planning and Cooperation	Procedural Assurance	Score Conversion
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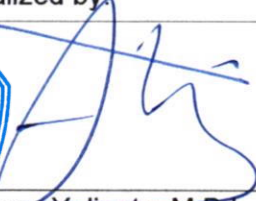
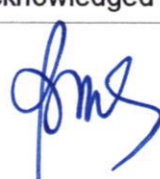

UNIVERSITAS NEGERI SURABAYA
(STATE UNIVERSITY OF SURABAYA)

**Bureau of Academic,
Student Affairs, Planning and Cooperation**
Procedural Assurance

SCORE CONVERSION

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Dr. Wiwik Sri Utami, MP Center for Quality Assurance	Muhamad Sholeh, S.Pd., M.Pd. Head of Center for MBKM
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 Prof. Dr. Bambang Yulianto, M.Pd. Vice Rector for Academic Affairs	Dra. Ec. Hj. Ratih Pudjiastuti, M.Si. Head of Bureau

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1.0. OBJECTIVE

This procedure is intended to elaborate the mechanism for score conversion of the students of Unesa.

2.0. SCOPE

The scope of this procedure covers some processes including:

- a. Processing the score conversion at the program, department, and faculty levels
- b. The issuance of letter of conversion for the score

3.0. REFERENCE

- 3.1. ISO 9001:2008; clause 7.1 Product Realization Plan
- 3.2. ISO 9001:2008; clause 7.3 Design and Development
- 3.3. Presidential Regulation number 8 of 2021 concerning National Framework of Competence in Indonesia (KKNI)
- 3.4. Regulation of Ministry of Education and Culture number 3 of 2020 concerning National Standard of Higher Education (Student's rights to study / program 3 semesters at other programs outside the main campus)
- 3.5. University's Academic Guidelines
- 3.6. Rectorate Decree number 3 of 2021 concerning The Implementation of Independent to Learn – Freedom Campus (MBKM) and Recognition and Conversion of Courses at Unesa

4.0. TERMINOLOGIES

- 4.1. **Score Conversion:** Input the score of courses, programs, and/or credits taken by the students to be converted with courses/credits relevant with the curriculum of respective programs.
- 4.2. **Lecturer:** lecturer or supervisor of courses to be converted
- 4.3. **Head of Program:** Head of study program or department
- 4.4. **BAKPK:** Bureau of Academic, Student Affairs, Planning and Cooperation
- 4.5. **PPTI:** Center for Information Technology Development as the supporting unit of the university
- 4.6. **MBKM:** "*Merdeka Belajar, Kampus Merdeka*" the curriculum of Independent to Learn, Freedom Campus) under the Regulation of Ministry of Education and Culture

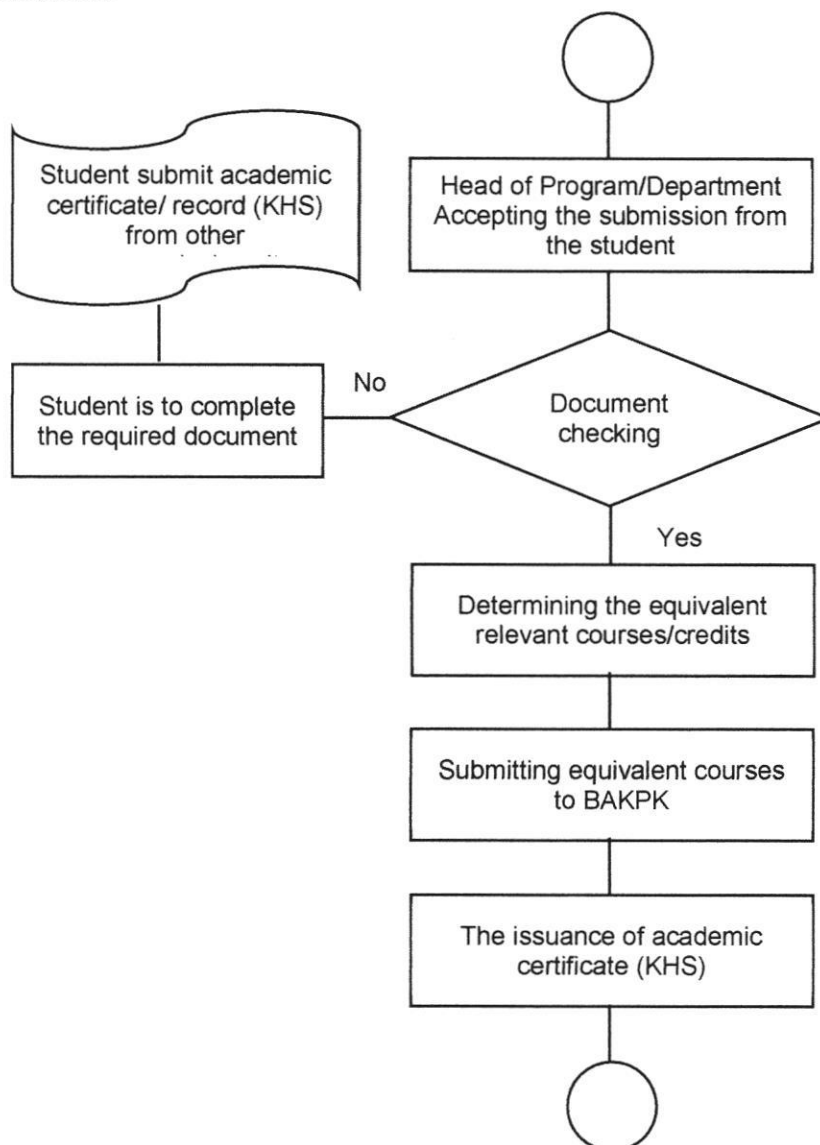
5.0. MECHANISM

- 5.1. The requirements for score conversion are as follows:
 - a. Student has attended courses/programs in other study programs or universities equivalent to the courses available in their respective study programs (at the host/main university); and
 - b. Student has obtained or received the academic certificate (KHS) showing the score/grade/achievement of the courses/programs as mentioned at the clause (a).
- 5.2. KHS is submitted to Head of Program/Department
- 5.3. Head of Program/Department is to determine equivalent courses/credits at the program/department referring to the academic certificate (KHS) by the students.

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- 5.4. Courses/credits to be converted are either programmed at the previous, current, or next semester.
- 5.5. The academic certificate (KHS) to be issued at the end of the respective semester as determined at clause (5.4).

6.0. PROCEDURES



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7.0. RECORDS

- 5.6. Academic certificate (KHS) (signed and sealed by the respective offices)
- 5.7. Access for recognition and conversion
- 5.8. Input for the score
- 5.9. Academic certificate (KHS) (signed and sealed by the respective offices)
mentioning the score of recognition or conversion

8.0. REVISION

Rev.1. 13 July 2021