

DECREE OF  
RECTOR OF *INSTITUT TEKNOLOGI BANDUNG*  
NUMBER: 098/SK/I1.B01/PP/2011  
ON  
GUIDELINES FOR CREDIT EARNING AND CREDIT TRANSFER AT  
*INSTITUT TEKNOLOGI BANDUNG*

RECTOR OF *INSTITUT TEKNOLOGI BANDUNG*,

- Considering :
- a. that the proportion of Indonesians who study at higher education level is still relatively low;
  - b. that better access and opportunities to study at higher education is deemed necessary;
  - c. that ITB needs to develop new ways to provide access to quality higher education;
  - d. that ITB should provide opportunities for its students to enrich their learning experiences outside of ITB;
  - e. that credit earning and credit transfer provide a platform for the realization of ITB wishes as mentioned in item c and d;
  - f. that in connection with point e, a Guidelines for Credit Earning and Credit Transfer and its decree need to be issued.

- Referring to :
1. Act of Republic of Indonesia No. 20 as of 2003, on National Education System;
  2. Government Regulation, No. 6 as of 1959, on the establishment of ITB;
  3. Government Regulation, No. 155 as of 2000, on the Establishment of *Institut Teknologi Bandung* as a State Owned Legal Entity;
  4. Government Regulation No. 17 as of 2010, on the Management and Operation of Education, as amended by Government Regulation, No. 66 as of 2010;
  5. Decree of ITB Academic Senate No. 023/SK/K01-SA/2002 about the Standard of Education at *Institut Teknologi Bandung*;
  6. Decree of ITB Board of Trustees No. 001/SK/K01-MWA/2010 on the Appointment of the Rector of ITB for the period of 2010 to 2014;
  7. Decree of ITB Rector, No. 295/SK/I1.A/KP/2011, on the Appointment of ITB Vice Rector for Academic and Student Affairs.

HEREWITH DECIDES

- Stipulating that
- (a) Guidelines for Credit Earning and Credit Transfers for students of Institut Teknologi Bandung for the three levels of educations: Undergraduate (S1), Master's (S2) and Doctorate (S3) as specified in the Appendix of this decision.
  - (b) This decision is effective from this date on and will be revised if there are mistakes found in it.

Stipulated in Bandung  
08 August 2012

Rector,

*Signed*

Prof. Akhmaloka, Ph.D.

NIP 196102011987031001

cc:

1. Chair of Board of Trustee,
2. Chair of Academic Senate,
3. Chair of the Board of Professors,
4. Vice Rectors,
5. Deans of Faculties/Schools,
6. Chair of Quality Assurance Unit,
7. Chair of Internal Control Unit,
8. Head of Offices and Directors,
9. Heads of Technical Implementation Units and USDI

## **GUIDELINES FOR CREDIT EARNING AND CREDIT TRANSFER**

### **A. Definition**

1. Credit Earning is a reward in the form of credits (SKS) given to an ITB student for his/her participation, before or during his/her enrolment at ITB, in one or more academic activities organized by ITB, either independently or in collaboration with others.
2. Credit Earning Activity is an academic activity, other than regular courses, held by ITB, either independently or in cooperation with others, and is designed to be used for credit earning by its participants.
3. Credit Transfer is the recognition of the results of study taken by an ITB student at a higher learning institution other than ITB, either before or during his/her enrolment at ITB.

### **B. Credit Earning**

1. An ITB student may propose a set of results of regular courses and/or Credit Earning Activities at ITB as part of his/her fulfillment of the academic requirements at a study program at any level.
2. Credit Earning can be considered part of the fulfillment of the academic requirements in Regular or Fast Track program, both for compulsory and elective subjects.
3. To be taken into account in the Credit Earning, credit earning activities should be designed within the framework of Credit Earning, in the sense that the content, load, and implementation of the academic activities can be accounted for in meeting the academic standards of regular courses. The fulfillment of these standards includes the content substance, activity structure, workload, lecturers, and means and quality of measurement/assessment of the learning process. The activity of the Credit Earning should be recognized and approved by the relevant faculty/school.

### **C. Credit Transfer**

1. An ITB student may submit a set of results of his/her study at a higher learning institution other than ITB, as part of his/her fulfillment of the academic requirements of a study program at any level.
2. Credit Transfer can be done within the framework of Double Degree, Exchange Students or Transfer Students programs as well as other recognized programs.
3. Courses taken for the purpose of Credit Transfer should be offered by a study program at a higher learning institution that has been accredited and/or at least considered on par with ITB in terms of qualifications. Recognition of the study program is determined by the dean of the relevant faculty/school after consultation with its faculty/school senate.

### **D. Requirements for Credit Earning and Credit Transfer**

1. The results of courses, as stated in B.1 and C.1, or of the Credit Earning Activities, as mentioned in B.1, shall be used as a waiver for the student in the form of exemption from one or more academic requirements that he/she has to meet.
2. The number of credits that can be waived in point 1 shall not exceed a total of 12 credits in master program, and 36 credits for undergraduate program. Courses already used to meet

academic requirements at one level cannot be used for Credit Earning and/or Credit Transfer at another level.

3. Credit Earning and Credit Transfer for doctor program are determined individually. All students shall meet the residency requirements for at least one year and pass a qualifying examination.
4. Workload and difficulty or sophistication level of the course or Credit Earning Activity in point 1 should be equivalent to the academic requirements waived.
5. If the academic requirements waived in point 1 is a compulsory requirement of the study program, course credits or Credit Earning Activities in point 1 should be equal in content to the compulsory requirement waived.
6. If the Credit Earning proposed by student is in the form of regular courses, the requirement waived is the same courses or, in case the curriculum has changed, the equivalent courses in older curriculum.
7. Courses and Credit Earning Activities in point 1 should be taken during the 3 years period prior to the time of the appeal for a waiver.
8. Credit Earning and Credit Transfer within the framework of institutional collaboration between ITB and those outside of ITB will be specifically regulated in a separate Decree of Rector.

## **E. Procedure**

### **I. Credit Earning Activity**

Recognition of an academic activity as a Credit Earning Activity is conducted through the following procedure:

1. Before the commencement of the activity, people in charge of the activity shall submit an application to the relevant dean of the faculty/school to request for recognition of its equivalence to the desired academic requirements.
2. Application must be furnished with information on content and duration of the activity, workload, detailed events of the activity (including activity of participants), names of personnel and their qualifications and duties, and provisions on the performance assessment of the participants. The application should explicitly mention the academic requirements desired to be equalize, including the number of credits.
3. If accepted, the dean of the faculty/school issues a decree recognizing the equivalence of the activity. Such recognition is decided based on recommendation from the head of the relevant study program and following the consideration of the faculty/school Senate. If the desired academic requirements is for graduate level, the dean is required to seek for the consideration of the Dean of ITB Graduate School.
4. Dean of the faculty/school shall submit the decree to the Directorate of Education of ITB.

### **II. Credit Earning**

1. A student who desire a recognition for Credit Earning should submit an application to the dean of the faculty/school where he/she is enrolled.
2. Application must be furnished with a transcript and/or a certificate as evidence of achievement in the course and/or Credit Earning Activity.
3. If the faculty/school issuing the Credit Earning Activity recognition is different from the faculty/school where the student is enrolled, he/she is required to state the faculty/school that issues the recognition.
4. Dean of the faculty/school shall make the decision based on recommendation of the head of the study program where the student is enrolled. In determining academic requirements to be

waived, consideration shall be given to the achievement/grades the student obtained in the activity that to become the waiver.

### III. Credit Transfer

1. Courses to be transferred may be taken prior to or during the time the student being enrolled at ITB.
2. For courses taken before the student enrolled at ITB, the application can be submitted only after he/she is registered as an ITB student, with the following conditions:
  - a. Application should be submitted by the student who desires the recognition of Credit Transfer and is addressed to the dean of the faculty/school where he/she is enrolled.
  - b. Application must be furnished with original academic transcripts and course syllabi. If the higher learning institution in which the course was taken is overseas, the application must be supplemented with general information about the overseas higher learning institution, which include, among others, its accreditation status and/or its ratings.
3. For courses taken when the student is enrolled at ITB, the application must be submitted before the commencement of the courses in that other higher learning institution.
  - a. Application is submitted to the dean of the faculty/school where the student is enrolled.
  - b. Application is furnished with the approval of the academic supervisor and head of the study program where the student is enrolled.
  - c. Application must be furnished with the name of the other higher learning institution and names of the courses to be taken, including their syllabi. If the other higher learning institution is overseas, the application must be supplemented with general information about the higher learning institution which includes, among others, its accreditation status in its respective country.
4. Dean of the faculty/school shall make the decision based on recommendation from the head of the study program, and following consideration of the faculty/school Senate. If the desired academic requirements is for graduate level, the dean is required to seek for the consideration of the Dean of ITB Graduate School. In determining academic requirements to be waived, consideration shall be given to the achievement/grades the student obtained in the activity that to become the waiver, and the reputation of the other higher learning institution and its relevant study program/department.

### IV. Publishing decision on Credit Earning and Credit Transfer

1. If a student request is granted, the dean of the faculty/school shall issue a decree that stipulates the academic requirements waived for the student. The decree shall include an appendix that contains the ground for the exemption, and recapitulation of the academic requirements still to be fulfilled by the student at ITB.
2. A copy of this decree shall be submitted to the Directorate of Education of ITB to be registered in the student's file of the Academic Information System of ITB.

for RECTOR  
Vice-Chancellor for Academic and  
Student Affairs

Prof. Dr. Ir. Kadarsah Suryadi  
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