

RECTOR'S REGULATION
PEMBANGUNAN NASIONAL "VETERAN" UNIVERSITY OF JAWA TIMUR
NUMBER 12 YEAR 2023
REGARDING
AMENDMENT TO RECTOR'S REGULATION NUMBER 05 YEAR 2021 CONCERNING
STUDENT CREDIT POINTS (SKPM) FOR SOFT SKILL DEVELOPMENT OF STUDENTS OF
PEMBANGUNAN NASIONAL "VETERAN" UNIVERSITY OF JAWA TIMUR

Considering a. that to improve the quality of graduates of UPN "Veteran" Jawa Timur, standardized and measurable soft skill development is needed as a prerequisite for graduation;

b. that the development of student soft skills is measured in Student Credit Points (SKPM);

c. that there is recognition of student soft skill development activities that have not been determined;

d. that based on the considerations as referred to in letters a, b and c above, it is necessary to stipulate Amendments to Rector's Regulation Number 05 of 2021 concerning Student Credit Points (SKPM) For Soft Skill Development of Students of Pembangunan Nasional "Veteran" University of Jawa Timur.

In view of 1. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System (State Gazette of the Republic of Indonesia 2003 Number 78, Supplement to the State Gazette of the Republic of Indonesia Number 4301);

2. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);

3. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to the State Gazette of the Republic of Indonesia Number 5500);

4. Presidential Regulation of the Republic of Indonesia Number 122 of 2014, concerning the Establishment of Pembangunan Nasional "Veteran" University of Jawa Timur (State Gazette of the Republic of Indonesia of 2014 Number 251);

5. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 86 of 2017 concerning the Statute of Pembangunan Nasional "Veteran" University of Jawa Timur (State Gazette of the Republic of Indonesia of 2017 Number 1923);

6. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Standards for Higher Education (State Gazette of the Republic of Indonesia of 2020 Number 47);

7. Rector's Regulation of Pembangunan Nasional "Veteran" University of Jawa Timur Number 9 of 2020 concerning Academic Regulations in the Field of Undergraduate Education (SI) at Pembangunan Nasional "Veteran" University of Jawa Timur;

8. Rector's Regulation of Pembangunan Nasional "Veteran" University of Jawa Timur Number 5 of 2021 concerning Student Credit Points (SKPM) for Student Soft Skill Development at Pembangunan Nasional "Veteran" University of Jawa Timur.

Paying attention to the results of the evaluation of the implementation of the Student Credit Points (SKPM) conducted by the Student Affairs in accordance with input from the Users of the Student Credit Point Application (SKPM Application).

DECIDING

To stipulate AMENDMENTS TO THE RECTOR'S REGULATION OF PEMBANGUNAN NASIONAL "VETERAN" UNIVERSITY OF JAWA TIMUR NUMBER 05 OF 2021 CONCERNING STUDENT CREDIT POINTS (SKPM) FOR STUDENT SOFT SKILL DEVELOPMENT AT PEMBANGUNAN NASIONAL "VETERAN" UNIVERSITY OF JAWA TIMUR.

Article 1

Some provisions in the Rector's Regulation of UPN "Veteran" Jawa Timur Number 05 of 2021 concerning Student Credit Points (SKPM) For Student Soft Skill Development at UPN "Veteran" Jawa Timur, need refinement;

1. Refinement of Student Credit Points (SKPM) for Student Soft Skill Development is made in accordance with the Appendix to this Rector's Regulation;
2. Refinement of the Student Credit Point Application (SKPM Application) for Student Soft Skill Development is submitted to the Academic Support Unit for Information and Communication Technology (UPA ICT) of Pembangunan Nasional "Veteran" University of Jawa Timur;
3. The refined Student Credit Points (SKPM) will be effective starting in the 2023/2024 Academic Year.

Article 11

This regulation takes effect from the date of stipulation;

Stipulated in Surabaya

On August 10, 2023

RECTOR

DOCUMENT ON REFINEMENT OF STUDENT CREDIT POINTS (SKPM)
FOR STUDENT SOFT SKILL DEVELOPMENT

1. SKPM ASSESSMENT PROCEDURES

1. Soft skill development activities or events are planned by students together with their Academic Advisor each semester.
2. Activities or events that have been approved by the Academic Advisor are validated or approved by the Head of Study Program.
3. Approval by the Academic Advisor is carried out offline or online outside the SKPM Application.
4. Validation or approval by the Head of Study Program is carried out as needed by the organizer of SKPM-valued activities, in the form of a Signed Endorsement Sheet.
5. Students participate in SKPM-valued activities, consisting of: Reasoning and Sciences, Interests and Talents, Social Concern, and Organization and Leadership.
6. Evidence of SKPM-valued activity results is uploaded to the SKPM Application.
7. The process of document verification and SKPM assessment in the SKPM Application is carried out by the Academic Advisor based on the SKPM Rubric.
8. The verification and assessment process of SKPM is carried out on a scheduled basis.
9. Academic advisors, heads of study programs, Vice Dean 1, Vice Dean 3, Dean, Vice Chancellor 1, Vice Chancellor 3, and Rector can monitor recapitulation of SKPM-valued student activity results, and perform management analysis functions to obtain maps of potential and achievement improvements and student soft skill development.

11. DUTIES AND RESPONSIBILITIES FOR SKPM MANAGEMENT

A. Rector

- 1) Endorsement of Student Activity Decrees (International Level).
- 2) Monitoring of SKPM Implementation at the University Level.

B. Vice Chancellor

- 1) Monitoring SKPM Implementation at the University Level.
- 2) Person in charge of checking minimum load requirements of 150 credit points to participate in graduation at the university level.
- 3) Utilizing SKPM data to Support Issuance of Diploma Certificates (SKPI);

C. Vice Chancellor III

- 1) Person in charge of SKPM Implementation at the University Level.
- 2) Coordinating and monitoring SKPM implementation at the university level.
- 3) Utilizing SKPM data to support completion of the Student Affairs Management Information System (SIMKATMAWA).

D. LPPM

1) Person in charge of checking minimum load requirements of 100 credit points to participate in Thematic Community Service Program organized by the Research and Community Service Institute (LPPM).

E. Dean

1) Person in charge of monitoring SKPM implementation at the faculty level.

2) Signing Student Activity Decrees (non-International Level).

F. Vice Dean I

1) Person in charge of checking minimum load requirements of 150 credit points for graduation at the faculty level.

G. Vice Dean III

1) Disseminating SKPM regulations.

2) SKPM regulation helpdesk.

4) Coordination and monitoring of SKPM implementation at the faculty level.

5) Preparing SKPM Implementation Reports at the faculty level.

H. Bureau of Academics, Student Affairs, Planning and Cooperation (BAKPK)

1) Disseminating SKPM regulations.

2) SKPM regulation helpdesk.

3) Preparing SKPM Implementation Reports at the university level.

I. Academic Support Unit for Information and Communication Technology (UPA TIK)

1) Developing and maintaining SKPM Application (SKPM Information System).

2) SKPM Application (SKPM Information System) helpdesk.

J. Head of Study Program

1) Monitoring SKPM Implementation at the Study Program level through the SKPM Application.

2) Manual validation or approval of planned SKPM student activities, through Endorsement Sheet, in accordance with the requirements of the SKPM-valued Activity Organizer.

K. Academic Advisor

1) Manual approval (offline/online) of planned SKPM student activities, outside the SKPM Application.

2) Verification and assessment of student credit point fulfillment proposals through the SKPM Application.

3) Monitoring progress of Academic Advisees' SKPM Achievement so it does not fall below 20 credit points per semester.

4) If in the current semester students do not earn credit points, the Academic Advisor is required to remind the student concerned to fulfill the minimum requirement of 20 credit points to be added in the following semester.

11. SKPM WORKLOAD AND ASSESSMENT

1. Minimum SKPM workload for students per semester is 20 credit points.
2. Each undergraduate student has a minimum workload of 100 credit points to participate in the UPN "Veteran" Jawa Timur Thematic Community Service Program (regular community service organized by LPPM) and 150 credit points to attend graduation.
3. SKPM assessment is based on student activity fields measured in SKPM values.
4. The credit point value of each student activity field can be seen in the SKPM Rubric.
5. SKPM evaluations are conducted each semester, the results are in the form of letter grades and numeric values.
6. Cumulative SKPM Achievement predicates are categorized as follows:

Sufficient, if achievement is 2.00 - 2.75 SKPM

Good, if achievement is 2.76 - 3.49 SKPM

Very Good, if achievement is 3.50 - 3.75 SKPM

Outstanding, if achievement is 3.76 - 4.00 SKPM

11. 1 SKPM RUBRIC

The assessment of student SKPM points is based on activities that have been carried out by students in the fields of activity and the maximum values that have been set in the SKPM Rubric. The refined SKPM Rubric, as seen in the following SKPM Assessment Rubric:

No	Activity	Achievement	Points	Proof of Participation	Proof of Activity Results
I. Participating in Scientific Paper Writing Competitions					
1. International Level	Winner I	150	Invitation/Committee Announcement, Rector's Decree, Dean's Decree	Certificate/Medal/Trophy	
	Winner II	125	Invitation/Committee Announcement, Rector's Decree, Dean's Decree	Certificate/Medal/Trophy	
	Winner III	100	Invitation/Committee Announcement,	Certificate/Medal/Trophy	

			Rector's Decree, Dean's Decree		
	Finalist	80	Invitation/Committee Announcement, Rector's/Dean's Decree	Certificate	
	Selected Participant	60	Invitation/Committee Announcement, Rector's Decree, Dean's Decree	Certificate	
2. National Level	Winner I	100	Invitation/Committee Announcement, Rector's Decree, Dean's Decree	Certificate/Medal/Trophy	
	Winner II	90	Invitation/Committee Announcement, Rector's Decree, Dean's Decree	Certificate/Medal/Trophy	
	Winner III	80	Invitation/Committee Announcement, Rector's Decree, Dean's Decree	Certificate/Medal/Trophy	
	Finalist	60	Invitation/Committee Announcement, Rector's/Dean's Decree	Certificate	
	Selected Participant	50	Invitation/Committee Announcement, Rector's Decree, Dean's Decree	Certificate	
3. Regional Level	Winner I	90	Invitation/Committee Announcement, Rector's/Dean's Decree	Certificate/Medal/Trophy	
	Winner II	80	Invitation/Committee Announcement, Rector's/Dean's Decree	Certificate/Medal/Trophy	
	Winner III	70	Invitation/Committee Announcement, Rector's/Dean's Decree	Certificate/Medal/Trophy	
	Finalist	50	Invitation/Committee Announcement, Rector's/Dean's Decree	Certificate	
	Selected Participant	40	Invitation/Committee Announcement, Rector's/Dean's Decree	Certificate	
4. University Level	Winner I	50	Invitation/Committee Announcement,	Certificate/Medal/Trophy	

			Dean's/Head of Department's Decree		
	Winner II	40	Invitation/Committee Announcement, Dean's/Head of Department's Decree	Certificate/Medal/Trophy	
	Winner III	30	Invitation/Committee Announcement, Dean's/Head of Department's Decree	Certificate/Medal/Trophy	
	Finalist	20	Invitation/Committee Announcement, Dean's/Head of Department's Decree	Certificate	
5. Faculty Level	Winner I	30	Invitation/Committee Announcement, Dean's/Head of Department's Decree	Certificate/Medal/Trophy	
	Winner II	25	Invitation/Committee Announcement, Dean's/Head of Department's Decree	Certificate/Medal/Trophy	
	Winner III	20	Invitation/Committee Announcement, Dean's/Head of Department's Decree	Certificate/Medal/Trophy	
	Finalist	15	Invitation/Committee Announcement, Dean's/Head of Department's Decree	Certificate	
6. Department Level	Winner I	20	Invitation/Committee Announcement, Head of Department's Decree	Certificate/Medal/Trophy	
	Winner II	15	Invitation/Committee Announcement, Head of Department's Decree	Certificate/Medal/Trophy	
	Winner III	10	Invitation/Committee Announcement, Head of Department's Decree	Certificate/Medal/Trophy	
II. Participating in Scientific Paper Presentation Competitions					
1. International Level	Winner I	150	Invitation/Committee Announcement, Rector's Decree, Dean's Decree	Certificate/Medal/Trophy	

	Winner II	125	Invitation/Committee Announcement, Rector's Decree, Dean's Decree	Certificate/Medal/Trophy	
	Winner III	100	Invitation/Committee Announcement, Rector's Decree, Dean's Decree	Certificate/Medal/Trophy	
	Finalist	80	Invitation/Committee Announcement, Rector's/Dean's Decree	Certificate	
	Selected Participant	60	Invitation/Committee Announcement, Rector's Decree, Dean's Decree	Certificate	
2. National Level	Winner I	100	Invitation/Committee Announcement, Rector's Decree, Dean's Decree	Certificate/Medal/Trophy	
	Winner II	90	Invitation/Committee Announcement, Rector's Decree, Dean's Decree	Certificate/Medal/Trophy	
	Winner III	80	Invitation/Committee Announcement, Rector's Decree, Dean's Decree	Certificate/Medal/Trophy	
	Finalist	60	Invitation/Committee Announcement, Rector's/Dean's Decree	Certificate	
	Selected Participant	50	Invitation/Committee Announcement, Rector's Decree, Dean's Decree	Certificate	
3. Regional Level	Winner I	90	Invitation/Committee Announcement, Rector's Decree, Dean's Decree	Certificate/Medal/Trophy	
	Winner II	80	Invitation/Committee Announcement, Rector's Decree, Dean's Decree	Certificate/Medal/Trophy	
	Winner III	70	Invitation/Committee Announcement, Rector's Decree, Dean's Decree	Certificate/Medal/Trophy	
	Finalist	50	Invitation/Committee Announcement, Rector's/Dean's Decree	Certificate	

	Selected Participant	40	Invitation/Committee Announcement, Rector's/Dean's Decree	Certificate	
4. University Level	Winner I	50	Invitation/Committee Announcement, Dean's/Head of Department's Decree	Certificate/Medal/Trophy	
	Winner II	40	Invitation/Committee Announcement, Dean's/Head of Department's Decree	Certificate/Medal/Trophy	
	Winner III	30	Invitation/Committee Announcement, Dean's/Head of Department's Decree	Certificate/Medal/Trophy	
	Finalist	20	Invitation/Committee Announcement, Dean's/Head of Department's Decree	Certificate	

RECTOR,

UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" JAWA TIMUR