

GUIDELINE

PROGRAM IMPLEMENTATION OF FAST TRACK

DIRECTORATE OF EDUCATION TRANSFORMATION
AND LEARNING TECHNOLOGY
UNIVERSITAS NEGERI SURABAYA

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2024

GUIDE

FAST TRACK PROGRAM IMPLEMENTATION EDITION

II

SURABAYA STATE UNIVERSITY 2024

RECTOR REGULATION

REGULATION OF THE REKTOR OF THE UNIVERSITY OF NEGERI
£iURABAYA NUMBER 19 YEAR 2023
REGARDING THE IMPLEMENTATION OF
THE FAST TRACK PROGRAM
AT SURABAYA STATE UNIVERSITY WITH THE

GRACE OF GOD ALMIGHTY, RECTOR OF SURABAYA

STATE UNIVERSITY,

Menimbang : a. that universities in order to prepare superior, quality, and highly competitive human resources need to organize accelerated study completion programs;

b. that based on the considerations as referred to in letter a, it is necessary to stipulate the Regulation of the Chancellor of Surabaya State University concerning the Implementation of Fast Track Program at Surabaya State University;

Remembering

l. Government Regulation Number 4 of 2014 concerning Higher Education and Higher Education Management {State Gazette of the Republic of Indonesia Year 2014 Number 16, Tambalian Lcmbaran Negara Republik Indnnesia Number SSOO};

2. Government Regulation No. 37 Taliun 2022 concerning State University of Surabaya State University Legal Entity ţThe State Gazette of the Republic of Indonesia Year 2022 No. 198, Supplement to the State Gazette of the Republic of Indonesia No. 68251;

3. Minister of Education and Culture Regulation Number 3 of 2020 concerning Naeional Standards for Higher Education (State Gazette of the Republic of Indonesia Year 2020 Number 47];
4. Decree Assembly Trustees Mandate Number 001 J SK / MWA / KP / 2022 regarding the Appointment of the Rector of Surabaya State University for the Period 2022-2027;

DECIDE:

Establish: REGULATION OF THE REKTOR ON THE ORGANIZATION OF THE FAST TRACK PROGRAM AT SURABAYA STATE UNIVERSITY.

CHAPTER I
GENERAL PROVISIONS

Article 1

In this Rector's Regulation what is meant by:

1. State University of Surabaya, hereinafter referred to as UNESA is a legal entity public university.
2. The Rector is the leader of UNESA who organizes and manages UNESA.
3. Students are learners at the higher education level a t UNESA.
4. Faculty is the entire system under the university in which there are departments, study programs, laboratories, and other units, allowed by UNESA regulations and regulations above, which organize and manage academic, vocational, and/or professional education in a family of disciplines of science, technology, and humanities. (as per PPJ
5. The Dean is the head of the Faculty at UNESA who has the authority and responsibility for the organization of education in the Faculty. (in accordance with PP}
6. A study program is a unit of education and learning activities that has a curriculum and methods.

certain learning in one type of academic, professional and/or vocational education. {Fast track program is an educational

7. program organized by UNESA to facilitate students who excel in academics, English, and have high motivation, and can complete their studies in the bachelor's program, master's program, and/or doctoral program in a short time in accordance with the rector's regulation int.

The curriculum is a set of plans and arrangements regarding the objectives, content, and subject matter as well as the

8. methods used as guidelines for organizing learning activities at UNESA to achieve the objectives of Higher Education.

Study Load is the number of semester credits that must be completed by students to be declared graduated in a particular education program.

9. Semester Credit Unit, hereinafter abbreviated as SKS, is a measure of learning activity time charged to students per week per semester in the learning process through various

IO. forms of learning or the amount of recognition of students' efforts in participating in curricular activities in a program.

11. The Fast Track Program Selection Team is a team that is formed by by the Faculty of the 'Fast Track' Program.
12. Credit Transfer is the recognition of the number of credits obtained by students from the previous education process in a university after going through an evaluation process by a team appointed in handling student credit transfers at the faculty.
13. The Credit Transfer Team is a team formed by the Dean of the fast-track program.
14. The Study Plan Card, hereinafter abbreviated as KRS, is a list of proposed and approved courses that are

taken in a specific semester in the student's active semester.

15. Cumulative Grade Point Average, hereinafter referred to as GPA, is the result of the assessment of learning achievements at the end of the semester taken.
16. Student Identification Number, hereinafter abbreviated as NIM, is a unique student identity number that refers to the specific study program he/she is enrolled in.
17. Active Student Status is the status of UNESA students who have done administrative registration, by paying tuition fees in accordance with the mechanism regulated by UNESA, and have done academic registration, by conducting guidance activities, filling, and validating courses on KRS through the student academic information system.

OBJECTIVE

BOMB

Pass2

The Fast Track program aims to:

(1) facilitating students who excel in academics, English, and have high motivation to continue their studies to a higher level;
(2) increase the number of master's and doctoral program graduates;
(5) increase the number of publications at UNESA.

CHAPTER III

JENI8

Pamd3

Jenig Fast Track Program held at UNESA consists of:

(1) fast-track master's degree program (51-S2) which is taken for a maximum of 5 (five) years;

(2) fast-track doctoral degree program (51-S3J which is taken for a maximum of 6 (six) years; and

(3} master-doctoral fast-track program (52-53} which is taken for a maximum of 4 (four} years;.

EDUCATION ORGANIZATION, STUDY LOAD, AND CURRICULUM OF FAST-TRACK PROGRAMS

Part One

Implementation of the Fast-track Education Program

Article 4

(1) The Fast Track Program is held under the following conditions:

a. in accordance with the UNRSA akadernik calendar set by the Rector;

b. accreditation of emana study programs, inagister study programs, and doctoral study programs is at least Very Good / a similar name;

c. students of the Fast Track Program obtain NIM in the next level program after graduation in the previous level;

Second Part

Study Load of Fast Track Program

Article5

The length of study at each level in the Fast Track Program is as follows:

(1) at least 144 (one hundred forty-four} credits in

(2) at least 36 {thirty-sixJ credits in the program Master's degree;

(3) at least 42 (forty) credits in doctoral program for fast track sa¿jana-doctor level; or

(4) at least 34 (thirty-four} SMS in doctoral programs for fast-track master-doctor level.

Third Part

Fast Track Program Curriculum

Article 6

The curriculum of the Fast Track Program uses the curriculum that applies in the organizing study program.

BABV

REGISTRATION, SELECTION, AND ACCEPTANCE

First Section

Registration

Article 7

Registration for the Latur Cepat Program is carried out under the following conditions:

(1) socialization of the Fast Track Program is carried out at the beginning of the Even Semester;

(2) students who apply for the Fast Track Program are mahasiowa who meet the following requirements:

a. active student at UNESA;

b. have taken the required credits according to the type of Fast Track *Ptogf:am*;

c. have a TOEFL /EPT score of at least 500, IELTS of at least 6.0, duolingo of at least 90, or IBT of at least 68 as evidenced by a certificate that is still valid at the time of application;

d. obtain a recommendation from a lecturer with an academic degree of Doctor with a functional position of at least Lector; and

e. show evidence of the ability to finance education from parents/guardians and/or other parties.

Second Part

Pas

Selection4

8

Selek8i Fast Track Program is carried out with the following provisions:

(i) selection of Fast Track Program is carried out at each faculty organizing Fast Track Program at UNESA according to a predetermined schedule;

(2) Fast Track Program selection team is formed based on the Dean's Decree;

(3) Fast Track Program selection team includes at least: Dean, Vice Dean for Learning, Research, and Community Service, Student Affairs, and Alumni, and Coordinator of the Study Program that organizes the Fast Track Program;

(4) Assessment of prospective Fast Track Program participants is based on the level of fulfillment as referred to in Article 7 paragraph (2}.

Third Part

Pensfimaam

Article 9

Acceptance of the Fast Track Program is carried out with the following conditions:

(1) Determination of students admitted to the fast track program based on the results of the selection by the Fast Track Program selection team.

(2) Announcement of students admitted to the Fast Track Program is made at the end of the program registration semester.

(S) Students who are accepted into the Fast Track Program register with the Fast Track Program and fill out KRS according to the selected Fast Track Program.

CHAPTERVI

LECTURES, MENTORING, RESEARCH, AND

PUBLICATIONS

Part One

Psrkuhahan

Pasal 10

The implementation of lectures in the Fast Track Program is carried out with the following conditions:

(1) Fast Track Program students attend lectures to meet the qualification standards at each level.

(2) Fast Track Program lecture activities follow the rules of lecture activities set out in the regular program at each level.

Second Part

Guidance

Article 11

Mentoring at Program ualur Fast Track Program is carried out with the following conditions:

(1) mentoring for students in the Fast Track Program consists of:
   a. study plan guidance;
   b. mentoring task akliir / thesis / thesis / dissertation / thesis / thesis / dissertation; and
   c. mentoring of student scientific publications;

(2) The advisor for the Fast Track Program study plan as referred to in paragraph (1) letter a is carried out by the Academic Advisor at each level of education;

(3) Guidance for the Fast Track Program as referred to in paragraph (U) letter b and letter c is carried out by the Supervisor Final project / thesis / dissertation at each level of education;

(4) Academic Advisors as referred to in paragraph (2) and Final Project/thesis/dissertation Supervisors as referred to in paragraph (3) are determined by the Coordinator of the study program at each educational level and are determined by the Dean's Decree. as referred to in paragraph (3) are determined by the Coordinator of the Study Program at each educational level and are determined by a Dean's Decree;

Third Section Research

and Publication Article 12

Research and publications on the Fast Track Program are carried out following the following provisions:

(1) Fast Track Program students conduct advanced research from research at the previous education level.

(2) Students of the Jaliir Cepat Program can obtain research funds from research supervisors, independent funds, or funds from institutions according to applicable regulations.

(3) Scientific publications of Fast Track Program students refer to the Guidelines for Final Projects, Thesis, Thesis, and Dieertaoi in the Saijaria Program, Masters Program and Doctoral Program.

BMYA

Article 13

Funding for the implementation of education in the Fast Track Program follows the Rector's Regulation on Education Fees at UNESA.

CHAPTER VIII

MONITORING AND EVALUATION OF STUDY SUCCESS

Article 14

Monitoring and evaluation of study success in the Fast Track Program is carried out following the following provisions:

(1) The Study Program Coordinator carries out monitoring and evaluation of the success of the Fast Track Program study;

(2) Monitortng and evaluating the achievement of student studies includes:

a. ske achievements;

b. study period; and

CHAPTERIX

ACADEMIC CUT1, STUDY FAILURE, AND ACADEMIC SANCTIONS1

First Section

Academic

CuÖAkademic

Pasa815

Students of the Fast Track Program are not allowed to apply for leave while participating in the Fast Track Program.

Second Part

Failure to Study and Academic Sanctions

Article 16

(1) Students are declared failed studies following the Fast Track Program if:

a. take academic leave while participating in the Program Fast Track;

b. did not meet the learning progress evaluation results;

c. unable to complete the study within the stipulated time; or

d. commit violations of academic ethics;

(2) students who are declared study failures as referred to in paragraph (1) may continue their studies at

regular program with perennial credits provisions taken by students. during the Fast Track Program can recognized through the credit transfer mekariisrne by the Credit Transfer Team.

(3) Other academic sanction provisions in the fast track program follow the provisions of UNESA's academic administration.

CHAPTER X

CLOSING

Article 17

Further arrangements regarding the implementation of the Fast Track Program at UNESA are regulated in the Guidelines for the Implementation of the UNESA Fast Track Program.

Article 18

This Rector's Regulation shall come into force on the date of enactment.

Established in Surabaya on
August 1, 2023
RECTOR OF SURABAYA STATE UNIVERSITY,

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NURHASAN

Copy in accordance with the original.

Director of Law and Governance,

SULAKIS O

INTRODUCTION

Praise be to Allah Swt. for the completion of the Guidelines for the Implementation of the Fast Track Program. This guideline is prepared as a guide to the implementation of *fast track* programs for both Bachelor - Master (S1 - S2), Bachelor - Doctoral (S1 - S3), and Master - Doctoral (S2 - S3) levels. This fast track program was launched at Unesa since 2023. Through this program, Unesa is committed to improving the quality of Indonesian human resources by increasing the number of Masters and Doctoral graduates, as well as the number of publications in Indonesia.

These guidelines regulate the implementation of fast-track programs, especially regarding requirements, procedures, curriculum, monitoring and evaluation within Surabaya State University in general so that it is possible to issue supplements, both by the Faculty, Postgraduate School (SPs), and Study Program (Prodi). Supplements prepared by the Faculty, SPs, and Study Programs are compiled and used as long as the substance does not conflict with this guideline. The existence of the supplement must be known and authorized by the Dean / Director of SPs. This guideline is expected to help expedite the implementation of the fast track program so that the objectives of this program can be achieved. The existence of policy changes requires an update to this guideline so that the Guidelines for Implementing the Fast Track Program for the Second Edition of 2024 are published. For that, thanks to all those who have contributed to the realization of this guideline, from start to finish.

Hopefully, the Guidelines for Implementing the Fast Track Program can provide optimal benefits for all parties. Constructive criticism is always awaited for the improvement of these guidelines in the next edition. **Greetings Unesa one step ahead.**

Surabaya, March 2024

Rector of Surabaya State University

Prof. Dr. Nurhasan, M.Kes.

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CHAPTER I INTRODUCTION

A. Legal Basis

1. Law No. 12/2012 on Higher Education;
2. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
3. Regulation of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia Number 53 of 2023 concerning Quality Assurance of Higher Education;
4. Minister of Education and Culture Regulations Number 3, 4, 5, 6 and 7 of 2020 concerning Merdeka Belajar, Merdeka Campus;
5. Decree of the Minister of Education and Culture No. 3/M/2021 on the Main Performance Indicators of State Universities (IKU-PTN);
6. Regulation of the Rector of Surabaya State University Number 19 of 2023 concerning the Implementation of Fast Track Programs at Surabaya State University;
7. Surabaya State University Long Term Development Plan (RPJP) 2022-2045.

B. Rational

Increasingly fierce competition in this era of globalization requires Indonesia to prepare resilient and quality Human Resources (HR). Indonesian human resources are expected to be able to continue to innovate along with the development of science and technology. Based on the KKNI level, Master and Doctoral graduates have sufficient skills to support the sustainability of Indonesia. However, the number of Indonesian human resources with doctoral qualifications until 2022 only reached 16% (Napitupulu, 2022). In addition, students at Indonesian universities take an average of seven years to obtain a doctoral degree starting from the Master's level (Tjahjandarie in Napitupulu, 2022). In other words, Indonesia needs a long time to be able to have an adequate number of excellent human resources.

Therefore, Universitas Negeri Surabaya (UNESA) as one of the universities in Indonesia is committed to helping the government in increasing the number of human resources with Master and Doctoral qualifications. UNESA has done this by launching the *Fast Track* Program since 2023. This program is designed to facilitate students who excel in academics and English and have high motivation at the Bachelor's level to continue their studies to the Master's or Doctoral level and Master's level students to continue their studies to the Doctoral level.

Doctoral level in a shorter time than the Regular Program. In addition to accelerating the student's study period, this Fast Track Program will help students save on education costs and induce an increase in student scientific publications.

Through this Fast Track Program, Unesa hopes to contribute to increasing the number of graduates who can become superior human resources for Indonesia. Quality human resources play an important role in improving the economy and welfare of a nation.

C. Fast Track Program Limitation

1. Bachelors - Masters Fast Track Limitation (S1 - S2)

The acceleration of the Bachelor Program (S1) study is continued with the Master Program (S2) which is taken within a maximum of 5 (five) years. Students take a Bachelor's level study for a maximum of four years, in the fourth year students also take Masters level courses, then students take the remaining Masters level courses for one year (S1 3.5 years + S2 1.5 years).

2. Limitations of Fast Track for Bachelor - Doctorate (S1 - S3)

The acceleration of the Bachelor Program (S1) study is continued with the Doctoral Program (S3) which is taken within a maximum of 6 (six) years. Students study at the Bachelor level for three and a half years and the Doctoral level for two and a half years (S1 3.5 years + S3 2.5 years).

3. Master - Doctorate Fast Track Limitation (S2 - S3)

The acceleration of the Master Program (S2) study is continued with the Doctoral Program (S3) which is taken within a maximum of 4 (four) years. Students take a Masters level study for two years and a Doctoral level for two years (S2 2 years + S3 2 years).

D. Provisions for Study Programs Organizing Fast Track Programs

Study programs can hold a Fast Track Program if they meet the following conditions:

1. the student's home and destination study programs have superior accredited status; or
2. the student's home and destination study programs have internationally accredited status; or
3. student's study program of origin and destination is determined by the Minister based on urgent needs.

E. Function and Purpose of Fast Track Program Implementation Guidelines

1. Function Guidelines for Implementing the Fast Track Program

This Fast Track Program Implementation Guidelines serves as a reference for students, lecturers, study program coordinators, and faculties/SPs within UNESA in the implementation of fast track programs starting from the student selection stage, implementation, to monitoring and evaluation.

2. Purpose of the Fast Track Program Implementation Guidelines

The Guidelines for Implementing the Fast Track Program are expected to help students, lecturers, study program coordinators, and all parties involved in understanding the requirements and procedures for implementation and evaluation so that the fast track program can run effectively and efficiently.

CHAPTER II CONCEPT AND CURRICULUM

A. Concept of Fast Track Program

The Fast Track Program is implemented by integrating the curriculum at two different levels, namely, Bachelor's level with Master's level, Bachelor's level with Doctoral level, or Master's level with Doctoral level. The concept of integration for each program can be described as follows.

1. Concept of Fast Track Bachelor - Master Degree (S1 - S2)

Curriculum integration in the S1 - S2 Fast Track Program is carried out by integrating several courses in S1 in the fourth year with courses in S2 in the first year. In addition, students also program more courses in S2 which are needed for research purposes. Thus, the remaining S2 program courses are only the second year courses so that the total duration taken by students to complete the S1 and S2 levels is five years. An illustration of the curriculum integration is shown in Figure 1.

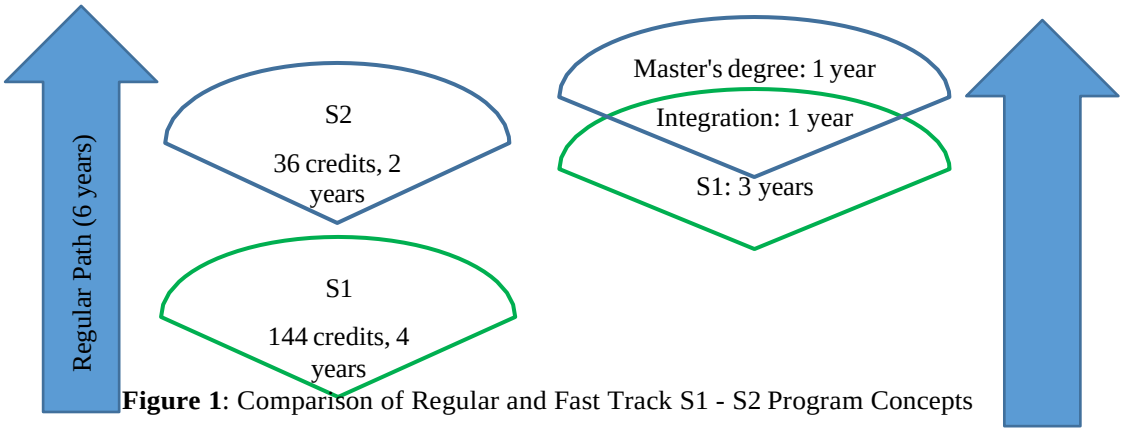

Figure 1: Comparison of Regular and Fast Track S1 - S2 Program Concepts

2. Concept of Fast Track for Bachelor - Doctoral Degree (S1 - S3)

Curriculum integration in the S1 - S3 Fast Track Program is carried out by integrating several courses in S1 in the fourth year with courses in S3 in the first year. In addition, students also program more courses in S3 which are needed for research purposes. In the second and third years of S3 students focus on research that has been planned and aligned with research at the Bachelor's level so that the total duration taken by students to complete S1 to S3 is six years. An illustration of the curriculum integration is shown in Figure 2.

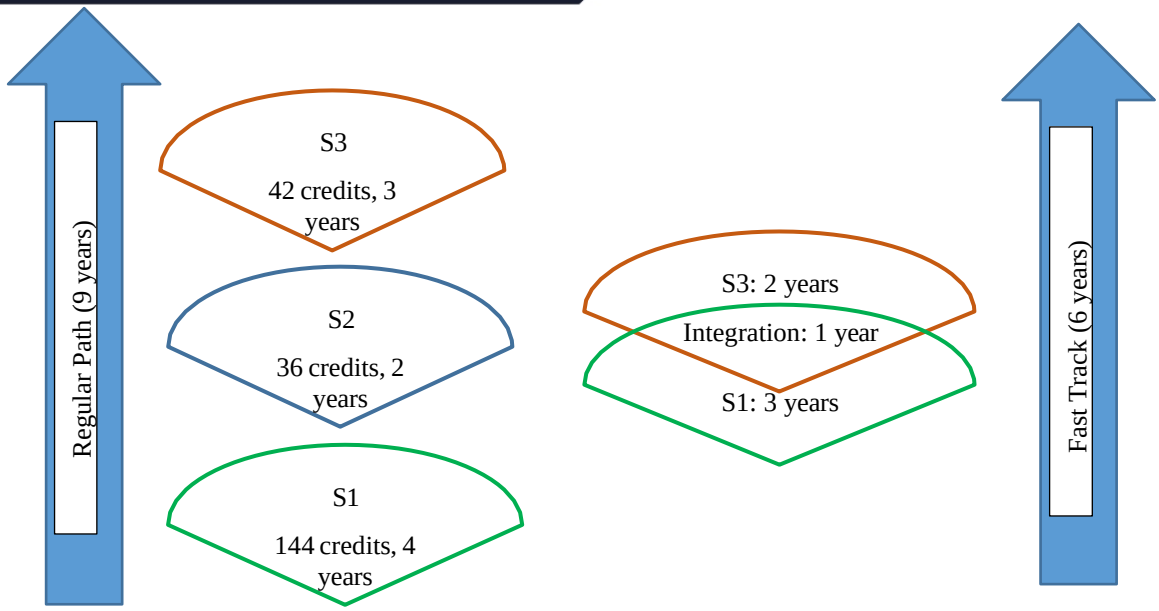

Figure 2: Comparison of Regular and Fast Track S1 - S3 Program Concepts

3. Concept of Fast Track Master - Doctoral Degree (S2 - S3)

Curriculum integration in the S2 - S3 Fast Track Program is carried out by integrating student research at the S2 level with S3 level research. Students complete the S2 level for the first two years. In the second and third years of the S3 level, students focus on research that has been planned in accordance with S2 level research so that the total duration taken by students to complete S2 to S3 levels is four years. An illustration of the curriculum integration is shown in Figure 3.

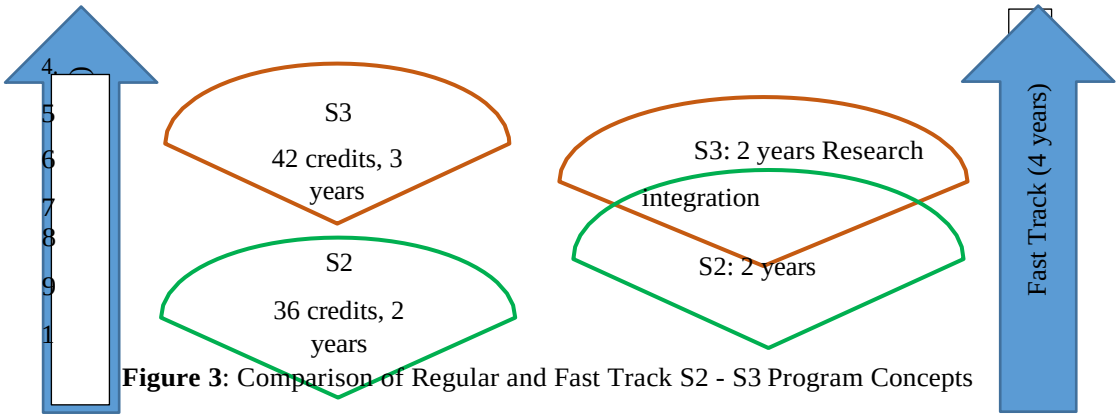

Figure 3: Comparison of Regular and Fast Track S2 - S3 Program Concepts

B. Fast Track Program Curriculum

The concept of cross-level integration described in the previous section is elaborated in more detail in the curriculum. Broadly speaking, the curriculum for each fast-track program is described as follows.

1. *Fast Track Curriculum Bachelor - Master Degree (S1 - S2)*

The course structure (MK) and the number of credits in the fast-track program at the S1- S2 level are shown in Table 1.

Table 1. Structure of Fast Track Curriculum S1 - S2 Level

End of Semester	Course Content	Number of credits		Total credits	Student Status
		Level S1	Level S2		
1	Curriculum Required (MKWK) National	8			
	Basic Skills	12		20	S1
2	Curriculum Required (MKWK) Institutional	8			
	Basic Skills	12		40	S1
3	MK Mandatory Study Program	24		64	S1
4	MK Mandatory Study Program	24		88	S1
5	Compulsory / Elective MK Keprodi that can be taken from other study programs / universities	24		112	S1
6	MK Craftsmanship (PLP/Internship)	20			
	Compulsory / Elective MK Keprodian	2			
	Assignment Proposal Seminar End	2		136	S1
7	Final Project	4			(submission S1 graduation)
	Elective Study Program	4		144	
	Basic Skills		5		
	Internship		4	153	S1 and S2
8	MK Mandatory Study Program		20	173	S2
9	MK Mandatory Study Program		3		
	Final Project Proposal		3		
	Instrument Development Research		2		
	Research Result Seminar		2		
	Elective Study Program		4	187	S2
10	Final Project		7		
	Publications		4	198	**Graduate**
Total credits		**144**	**54**	**198**	

2. *Fast Track Curriculum for Bachelor - Doctoral Degree (S1 - S3)*

The structure of the courses (MK) and the number of credits in the fast-track program at the S1- S3 level are shown in Table 2.

Table 2: Fast Track Curriculum Structure S1 - S3 Levels

End of Semester	Course Content	Number of credits		Total credits	Student Status
		Level S1	Level S3		
1	Curriculum Required (MKWK) National	8			
	Basic Skills	12		20	S1
2	Curriculum Required (MKWK) Institutional	8			
	Basic Skills	12		40	S1
3	MK Mandatory Study Program	24		64	S1
4	MK Mandatory Study Program	24		88	S1
5	Mandatory / Elective Subjects that can be taken from Other study programs / universities	24		112	S1
6	MK Craftsmanship (PLP/Internship)	20			
	Compulsory / Elective MK Keprodian	2			
	Assignment Proposal Seminar End	2		136	S1
7	Final Project	4			(graduation application S1)
	Elective Study Program	4		144	
	Basic Skills		7	151	S1 and S3
8	Compulsory / Elective Study Program		13	164	S3
9	Final Project Proposal		3		
	Proposal Eligibility Test		2	169	S3
10	Research Result Seminar		5		
	Publication I		5	179	S3
11	Exam Eligibility Assignment End		3		
	Publication II		5	187	S3
12	Final Project		9		
	Closed Exam		4	200	**Passed S3**
Total credits		**144**	**56**	**200**	

3. *Fast Track Curriculum for Masters - Doctoral Level (S2 - S3)*

The structure of the courses (MK) along with the number of credits in the fast-track S2 - S3 program is shown in Table 3.

Table 3. Fast Track Curriculum Structure for S2 - S3 Level

End of Semester	Course Content	Number of credits		Total credits	Student Status
		Level S2	Level S3		
1	Basic Skills	5			
	Internship	4			
	MK Mandatory Study Program	11		20	S2
2	MK Mandatory Study Program	12			
	Final Project Proposal	3			
	Instrument Development Research	2			
	Research Result Seminar	2		39	S2
3	Elective Study Program	4			
	Final Project	7			
	Publications	4		54	S2
4	Final Project Proposal		3		
	Proposal Eligibility Test		2	59	S3
5	Subject Course related to completion Final Project		4	63	S3
6	Research Result Seminar I		5		
	Publication I		5	73	S3
7	Research Result Seminar II		5		
	Publication II		5	83	S3
8	Final Project		9		
	Publication III		5		
	Closed Exam		4	101	**Passed S3**
Total credits		**54**	**47**		

CHAPTER III STUDENT SELECTION PROCEDURE

The implementation of the Fast Track Program begins with the selection of students who meet both administrative and academic requirements. The requirements for students who are allowed to take part in the Fast Track Program both at the S1 - S2, S1 - S3, and S2 - S3 levels along with the student selection procedures are described as follows.

A. Requirements for Fast Track Program Students

1. Administrative Requirements

Students can register for the fast-track program if they have met the following administrative requirements.

a. Registered as an active Unesa student in the academic year concerned as evidenced by the Study Plan Card (KRS);
b. Fill out the fast track program registration form according to the selected category of S1 - S2 level, S1 - S3 level, or S2 - S3 level;
c. Pass the interview stage conducted by the fast-track program selection team;
d. Show proof of the ability to finance education from parents/guardians/institutions/other parties; and
e. Obtaining recommendations from Unesa lecturers with doctoral degrees with a minimum academic position of Lector.

2. Academic Requirements

In addition to administrative requirements, students must also fulfill the following academic requirements.

2.1 Academic Requirements for Fast Track Bachelor - Master Degree (S1 - S2)

a. Students have a minimum Grade Point Average (GPA) of 3.25 in semester 6 and have accumulated a minimum of 132 credits.
b. Students have proof of English proficiency (TEP/TOEFL/EPT/IELTS/Duolingo) with a minimum TEP equivalent score of 460 for non-English study programs and a minimum TEP score of 500 for English study programs.
c. Have an undergraduate research plan that will be continued to S2 written in the form of a proposal approved by the supervisor.

d. Have publications in indexed journals at least SINTA 6 as the first author.

2.2 Academic Requirements for Fast Track Bachelor - Master Level (S1 - S3)

a. Students have a minimum Grade Point Average (GPA) of 3.60 in semester 6 and have accumulated a minimum of 132 credits.

b. Students have proof of English proficiency (TEP/TOEFL/EPT/IELTS/Duolingo) with a minimum TEP score of 500 for non-English study programs and a minimum TEP score of 550 for English study programs.

c. Have an undergraduate research plan that will be continued to S3 written in the form of a proposal approved by the supervisor.

d. Have at least one publication in an international journal as first author.

2.3 Fast Track Academic Requirements for Bachelor - Master (S2 - S3) Levels

a. Students have a minimum Grade Point Average (GPA) of 3.50 in semester 2 and have accumulated 26 credits.

b. Students have proof of English proficiency (TEP/TOEFL/EPT/IELTS/Duolingo) with a minimum TEP score of 480 for non-English study programs and a minimum TEP score of 550 for English study programs.

c. Have a master's research plan that will be continued to S3 written in the form of a proposal approved by the supervisor.

d. Have publications in indexed journals at least Sinta 3 as the first author.

B. Student Registration Procedure for Fast Track Program

Student registration for the fast-track program is carried out in the following stages.

1. The faculty announces fast-track program registration at the beginning of each even semester according to the academic calendar through Sinau Digital UNESA (SIDIA).
2. Students register for the fast track program by filling out the registration form (Appendix 1) available on SIDIA.
3. Students upload the required files including:
   a. The latest Study Result Card (KHS);
   b. Student Card scan result;
   c. Declaration that you will not apply for leave;

d. Advisor Recommendation Letter;
e. Certificate Skills Language English (TEP/TOEFL/EPT/IELTS/ Duolingo/) at most 2 years before registration;
f. Research proposal outline.
g. Proof of publication as per the requirements listed.

4. Students regularly monitor the fast-track program graduation announcement on SIDIA.

C. Stages of Student Selection for Fast Track Program

Student registration data in the fast track program is then selected by the faculty through stages that can be explained as follows.

1. The faculty recaps the fast-track program registration data and validates the completeness of student files uploaded through SIDIA.
2. The faculty announces the list of students who pass the administrative selection and can take part in the interview selection through the Fast-Track Assessment System (SINAFA).
3. The Faculty forms a Selection Team for fast-track student admissions consisting of the Dean, Vice Dean for Learning, Research, and Community Service, Student Affairs, and Alumni, as well as Study Program Coordinators (Koorprodi) from each study program that opens a fast-track program.
4. The Selection Team verifies the files of students who pass the administrative selection and conducts interviews according to the time determined by the Faculty through SINAFA.
5. The Selection Team submits recommendations for students who are eligible to join the fast track program based on the assessment carried out using the form that can be seen in Appendix 2 to the Faculty.
6. The faculty conducts a plenary meeting to determine fast track program students for all study programs that open fast track programs.
7. The Dean makes a Decree on students admitted to the fast track program according to the results of the plenary meeting.
8. The faculty announces the list of students admitted to the fast-track program at the end of the semester through SIDIA.
9. Students register and program the appropriate courses in SIAKADU for fast track programs.

CHAPTER IV IMPLEMENTATION OF FAST TRACK PROGRAM

A. Implementation Mechanism of Fast Track Program

1. Implementation of Fast Track Bachelor - Master Level (S1 - S2)

1.1 Implementation at Undergraduate Level

a. Students who are accepted into the fast-track program register by paying the tuition fees that have been determined.

b. Students program courses at the undergraduate and postgraduate levels according to the provisions through SIAKADU.

c. Academic Supervisor (DPA) of S1 Study Program validates and approves course programming at the undergraduate level through SIAKADU.

d. Koorprodi S2 validates and approves course programming at S2 level.

e. Students attend lectures at the undergraduate and postgraduate levels in parallel according to a predetermined schedule.

f. Course grades for S1 level are managed by Koorprodi S1.

g. Course grades for S2 level are managed by Koorprodi S2.

h. Students take part in graduation and graduation for undergraduate level if they have taken at least 144 credits.

1.2 Implementation at S2 Level

a. After students graduate from the undergraduate level through a graduation determination letter, Koorprodi S1 submits a report to the Dean to be proposed to the Chancellor for the acquisition of NIM for S2 students.

b. The Dean proposes a letter requesting a change of status and activation of fast track program students who graduate from the undergraduate level to the Rector.

c. The Rector disposes the application letter to the Vice Rector I, Education, Student Affairs and Alumni for review.

d. The Vice Rector I disposes the draft of the Decree on Change of status of fast track program students from undergraduate to graduate students to the Academic Director.

e. The Academic Director makes a Decree changing the status of fast track program students from S1 to S2 level students signed by the rector and activates the Student Identification Number (NIM) for S2 level through SIAKADU.

f. Students who have received a status change decree

take the remaining credit load at the S2 level.

g. Students conduct research that is a continuation of the research conducted during the undergraduate level.

2. Implementation of the Fast Track Bachelor - Doctoral (S1 - S3) Level

2.1 Implementation at Undergraduate Level

a. Students who are accepted into the fast-track program register by paying the tuition fees that have been determined.

b. Students program courses at the undergraduate level according to the provisions through SIAKADU.

c. DPA Prodi S1 validates and approves course programming at the undergraduate level through SIAKADU.

d. Students attend lectures at the undergraduate level according to the predetermined schedule.

e. Course grades for S1 level are managed by Koorprodi S1.

f. Students participate in graduation and graduation for undergraduate level.

2.2 Implementation at S3 Level

a. After students graduate from the undergraduate level through a graduation determination letter, Koorprodi S1 submits a report to the Dean to be proposed to the Chancellor for the acquisition of NIM for doctoral students.

b. The Dean proposes a letter requesting a change of status and activation of fast track program students who graduate from the undergraduate level to the Rector.

c. The Rector disposes the application letter to the Vice Rector I, Education, Student Affairs and Alumni for review.

d. The Vice Chancellor I disposes the draft of the Decree on Change of status of fast track program students from S1 to S3 students to the Academic Director.

e. The Academic Director makes a Decree changing the status of fast-track program students from S1 to S3 students signed by the rector and activates the Student Identification Number (NIM) for the S3 level through SIAKADU.

f. Students who have received a Decree on change of status program S3 level courses according to the provisions through SIAKADU.

g. DPA Prodi S3 validates and approves course programming at the S3 level through SIAKADU.

h. Students take lectures at the S3 level according to a predetermined schedule for no more than five semesters.

i. Students conduct research that is a continuation of the research conducted during the undergraduate level.

j. Course grades for S3 level are managed by Koorprodi S3.

3. Implementation of Fast Track Masters - Doctoral Level (S2 - S3)

3.1 Implementation at S2 Level

a. Students who are accepted into the fast-track program register by paying the tuition fees that have been determined.

b. Students program courses at the S2 level according to the provisions through SIAKADU.

c. DPA Prodi S2 validates and approves course programming at the S2 level through SIAKADU.

d. Students attend lectures at the S2 level according to the predetermined schedule.

e. Course grades for S2 level are managed by Koorprodi S2.

f. Students participate in graduation and graduation for S2 level.

3.2 Implementation at S3 Level

a. After students graduate from the S2 level through a graduation determination letter, Koorprodi S2 submits a report to the Dean to be proposed to the Chancellor for obtaining NIM for S3 students.

b. The Dean proposes a letter requesting a change in status and activation of fast track program students who graduate from S2 level to the Chancellor.

c. The Rector disposes the application letter to the Vice Rector I, Education, Student Affairs and Alumni for review.

d. The Vice Rector I disposes the draft of the Decree on Changing the status of fast track program students from S2 to S3 students to the Academic Director.

e. The Academic Director makes a Decree changing the status of fast-track program students from S2 to S3 students signed by the rector and activates the Student Identification Number (NIM) for the S3 level through SIAKADU.

f. Students who have received a Decree on change of status program S3 level courses according to the provisions through SIAKADU.

g. DPA Prodi S3 validates and approves course programming at the S3 level through SIAKADU.

h. Students attend lectures at the S3 level according to the schedule that is has been determined for no more than four semesters.

i. Students conduct research that is a continuation of the research conducted during their master's degree.

j. Course grades for S3 level are managed by Koorprodi S3.

B. Implementation of Fast Track Program Lectures

Lectures in the fast track program are held under the following conditions.

1. Lectures are held on a full-time basis with learning modes according to the programmed courses.
2. Lectures are held together with students in the regular program. There are no special classes for fast-track programs.
3. Lectures are held according to the duration of each type of fast track, which is five years for the S1 - S2 fast track program, six years for the S1 - S3 fast track program, and four years for the S2 - S3 fast track.

CHAPTER V MONITORING AND EVALUATION

A. Monitoring and Evaluation of Student Learning Progress

Monitoring learning progress in the implementation of the Fast Track Program is an important part of supporting the success of the Fast Track Program. Monitoring student learning progress in the Fast Track Program includes:

1. learning outcomes, monitoring the progress of learning outcomes in the form of study plans, credits, and student GPA is carried out by DPA which is determined by the Coordinator of the Study Program at each level of education and stipulated through a Dean's Decree.
2. Research progress and publications, monitoring of research progress and student publications is carried out by Final Project Supervisors who are determined by the Coordinator of the Study Program at each level of education and determined through a Dean's Decree.

The activities of monitoring the learning progress of students in the Fast Track Program can be described as follows.

1. Fast Track Monitoring of Bachelor - Master Level (S1 - S2)

a. DPA S1 Study Program monitors and evaluates student learning progress every semester until Semester 8 according to the format in Appendix 3.
b. DPA S1 Study Program provides recommendations to Koorprodi S1 based on student learning outcomes.
c. Undergraduate Final Project Supervisors monitor and evaluate the progress of student research and publications in semesters 7 and 8.
d. Undergraduate Final Project Supervisors provide recommendations to Koorprodi S1 based on the progress of student research and publications.
e. After students have successfully completed their undergraduate studies, they will be transferred to master's degree students and guided by the DPA of the Master's Program which is relevant to the undergraduate study program that students have taken.
f. DPA S2 Study Program monitors and evaluates the progress of student learning and research every semester until Semester 10.
g. DPA S2 Study Program provides recommendations to Koorprodi S2 based on the achievement of student learning and research outcomes.
h. The S2 Final Project Supervisor monitors and evaluates the progress of student research and publications in the 9th and 10th semesters.
i. The S2 Final Project Supervisor gives recommendations to Koorprodi S2 based on research progress and student publications.

j. Students who are proven to have good learning progress based on the results of monitoring and evaluation can complete the Fast Track Program according to applicable rules.

k. Students who are proven not to show learning progress based on the results of monitoring and evaluation are asked to make a letter of r e s i g n a t i o n using the format provided in Appendix 4.

2. *Undergraduate - Doctoral Fast Track Monitoring (S1 - S3)*

a. DPA S1 Study Program monitors and evaluates student learning progress every semester until semester 8 according to the format in Appendix 3.

b. DPA S1 Study Program provides recommendations to Koorprodi S1 based on student learning outcomes.

c. Undergraduate Final Project Supervisors monitor and evaluate the progress of student research and publications in semester 7.

d. Undergraduate Final Project Supervisors provide recommendations to Koorprodi S1 based on the progress of student research and publications.

e. After students have successfully completed their undergraduate studies, they will be transferred to S3 students and guided by the DPA of the S3 Study Program which is relevant to the undergraduate study program that students have taken.

f. DPA Prodi S3 monitors and evaluates the progress of student learning and research every semester until Semester 12.

g. DPA S3 Study Program provides recommendations to Koorprodi S3 based on the achievement of student learning and research outcomes.

h. S3 Final Project Supervisors monitor and evaluate the progress of student research and publications in semester 10 to semester 12.

i. Doctoral Final Project Supervisors provide recommendations to Koorprodi S3 based on the progress of student research and publications.

j. Students who are proven to have good learning progress based on the results of monitoring and evaluation can complete the Fast Track Program according to applicable rules.

k. Students who are proven not to show learning progress based on the results of monitoring and evaluation are asked to make a letter of r e s i g n a t i o n using the format provided in Appendix 4.

3. Master - Doctoral Fast Track Monitoring (S2 - S3)

a. DPA S2 Study Program monitors and evaluates student learning progress every semester until Semester 4 according to the format in Appendix 3.

b. DPA S2 Study Program provides recommendations to Koorprodi S2 based on student learning outcomes.

c. The S2 Final Project Supervisor monitors and evaluates the progress of student research and publications in semester 3 and semester 4.

d. The S2 Final Project Supervisor provides recommendations to Koorprodi S2 based on the progress of student research and publications.

e. After students have successfully completed their master's studies, they will be transferred to S3 students and guided by the DPA of the S3 Study Program which is relevant to the S2 study program that students have taken.

f. DPA Prodi S3 monitors and evaluates the progress of student learning and research every semester until Semester 8.

g. DPA S3 Study Program provides recommendations to Koorprodi S3 based on the achievement of student learning and research outcomes.

h. S3 Final Project Supervisors monitor and evaluate the progress of student research and publications from semester 5 to semester 8.

i. Doctoral Final Project Supervisors provide recommendations to Koorprodi S3 based on the progress of student research and publications.

j. Students who are proven to have good learning progress based on the results of monitoring and evaluation can complete the Fast Track Program according to applicable rules.

k. Students who are proven not to show learning progress based on the results of monitoring and evaluation are asked to make a letter of r e s i g n a t i o n using the format provided in Appendix 4.

B. Evaluation of Student Learning Progress

Evaluation of the success of the study of Fast Track Program students is carried out by the Study Program Coordinator at each level of education based on the recommendations of the DPA and Final Project Supervisor. Evaluation of student learning progress is carried out in 2 (two) stages, namely:

1. the first evaluation, which is conducted when Fast Track Program students are at a lower level of education; and

2. the second evaluation, which is conducted when the Fast Track Program students are at a higher level of education.

The evaluation provisions at each stage for each type of Fast Track Program can be described as follows.

1. Fast Track Evaluation of Bachelor - Master Level (S1 - S2)

a. The first evaluation is carried out with the provision that Fast Track Program students graduate from the Undergraduate Program no later than in semester 8 (eight) with a minimum GPA of 3.5.

b. The second evaluation is carried out with the provision that the Fast Track Program students graduate from the Masters Program no later than semester 4 (four) with a minimum GPA of 3.6.

2. Evaluation of Fast Track for Bachelor - Doctoral Degree (S1 - S3)

a. The first evaluation is carried out with the provision that Fast Track Program students graduate from the Undergraduate Program no later than in semester 8 (eight) with a minimum GPA of 3.5.

b. The second evaluation is carried out with the provision that the Fast Track Program students graduate from the Doctoral Program no later than semester 5 (five) with a minimum GPA of 3.7.

3. Evaluation of Fast Track for Master - Doctoral Degree (S2 - S3)

a. The first evaluation is carried out provided that the Fast Track Program students graduate from the Undergraduate Program at the latest in semester 4 (four) with a minimum GPA of 3.5.

b. The second evaluation is carried out with the provision that Fast Track Program students graduate from the Doctoral Program no later than semester 4 (four) with a minimum GPA of 3.7.

C. Evaluation of Fast Track Program Implementation

Evaluation is an important part of implementing the Fast Track Program. The evaluation results become a benchmark for the success rate of the fast-track program. In addition, the evaluation results can be used as a basis for improvement and improvement in the implementation of the fast track program in the next period. Evaluation of the implementation of the fast track program is carried out through the following activities.

1. Student and lecturer satisfaction surveys for fast-track programs completed through SIAKADU,

2. Monitoring and evaluation of learning activities carried out routinely every semester in courses enrolled in fast-track programs, and
3. Internal Quality Audit specifically for fast-track programs which is carried out annually.

These evaluation activities are carried out by the Quality Assurance Group (GPM) of the Faculty in synergy with the Koorprodi and the Quality Assurance Unit (UPM) of the Study Program. The results of the evaluation activities are discussed between the Dean, Deputy Dean, GPM, UPM, and Koorprodi in the Management Review Meeting (RTM) to determine the follow-up of the evaluation results obtained.

D. Student Dismissal from Fast Track Program

Dismissal of students from the fast-track program is carried out if students cannot meet the predetermined conditions. Reasons for dismissal of students from the fast track program include:

1. students cannot complete their studies according to the predetermined time, namely five years for the S1 - S2 fast track program, six years for the S1 - S3 fast track program, and four years for the S2 - S3 fast track, or
2. students apply for leave during the fast-track program, or
3. students do not show the expected learning outcomes and/or research progress based on the results of the first or second evaluation by the DPA and Final Project Supervisor.
4. Students commit violations of academic ethics, such as plagiarism, violations of Intellectual Property Rights (IPR), and violations of research ethics.

Students who are dismissed from the fast track program can continue their studies in the regular program. Provisions related to the transfer from the Fast Track Program to the regular program can be described as follows:

1. Students who are declared to have failed the study in the Fast Track Program at the bachelor-master level or the bachelor-doctor level based on the results of the first evaluation can continue the regular Undergraduate Program;
2. Students who are declared to have failed the study in the Fast Track Program at the master-doctor level based on the results of the first evaluation can continue the regular Master Program;
3. students who are declared to have failed the study in the Fast Track Program at the bachelor-master level based on the results of the second evaluation can continue the regular Master Program;

4. Students who are declared failed in the Fast Track Program at the bachelor-doctor level or master-doctor level based on the results of the second evaluation can continue the regular Doctoral Program;

The credits that have been obtained by students in the Fast Track Program can be recognized at the relevant level in the regular program within a period of no more than one year after being dismissed from the fast track program. Recognition of credits earned by students during the Fast Track Program can be carried out through a credit transfer mechanism by the Faculty Credit Transfer Team.

CHAPTER VIII CLOSURE

The Guidelines for the Implementation of the Fast Track Program were prepared to help students understand the important aspects of implementing the fast track program. This guideline is also expected to facilitate lecturers and DPA supervisors in directing students accepted into the fast track program. Koorprodi can use this guideline as a reference for organizing fast-track programs in their respective study programs. With these guidelines, it is hoped that the implementation of the fast track program can be carried out effectively and efficiently.

This guideline is an effort by the drafting team so that the implementation of the fast track program at Surabaya State University runs according to the provisions and expectations. Of course, with the publication of these guidelines, students and lecturers have the same reference so that there are no differences in perception in terms of organizing fast-track programs at Surabaya State University. Not only that, the publication of this guideline is an effort to improve the quality of service of Surabaya State University to students and lecturers in the academic field.

The Guidelines for the Implementation of the Fast Track Program are well completed thanks to the hard work and smart work of the team. However, on the other hand, some technical matters may still exist that have not been described in this guideline. For this reason, this guideline is not the end, but will undergo revision in accordance with constructive input from a team of experts, lecturers, and students. Hopefully, this book can facilitate the implementation of fast-track programs at Surabaya State University.

ATTACHMENTS

Fast Track Program Registration Form

APPLICATION FORM FOR FAST TRACK PROGRAM AT SURABAYA STATE UNIVERSITY

1. Full Name :
2. Student Identification Number :
3. Gender :
4. Place/Date of Birth :
5. Address :
6. Phone/Phone number :
7. Email address :
8. Last Grade Point Average :
9. Name of Academic Supervisor :
10. TOEFL/EPT/IELTS score :
11. Selected Fast Track Types :
12. Write down academic and non-academic achievements in the last two years in order from newest to oldest

Month/Year	Achievements

13. Write down your activities in Seminar and Workshop activities

Month/Year	Seminar/Workshop Activities

14. Write down your motivation for joining the fast-track program

15. Write a summary of the research you will complete on the fast-track program.

16. Statement

I, the undersigned, declare that I have fully known and understood the mechanisms and regulations related to the implementation of the Surabaya State University Fast Track Program. All information contained in this form is true. If I am accepted into the Fast Track Program at Surabaya State University, I will follow the academic program as follows
full-time in accordance with applicable regulations. If in the future any untruth is found, then I am willing to be prosecuted legally.

Surabaya, ...

Rp. 10,000.00 stamp

Name
NIM

Documents to upload:

a. Latest Study Result Card (KHS)
b. Student Card scan result
c. Declaration that you will not apply for leave
d. Supervisor Recommendation Letter
e. Certificate of English Proficiency (Institutional TOEFL/EPT/ IELTS/ Duolingo/ IBT) at most 2 years prior to registration.
f. Research proposal outline
g. Evidence of publications held
h. Statement of Education Cost Bearer

FAST TRACK PROGRAM STUDENT SELECTION ASSESSMENT FORM
SURABAYA STATE UNIVERSITY

Student Name :

NIM :

No.	Assessment Aspect	Weight	Score	Description
1	Administration Completeness	5%		
2	GPA	10%		
3	Number of SKS that have been obtained	10%		
4	Research Plan	15%		
5	TOEFL	15%		
6	Publications	15%		
7	Motivation (interview)	15%		
8	Recommendation	15%		

Interviewer,

(.....)
NIP

Appendix 3. Learning Progress Monitoring and Evaluation Format

FORMAT FOR MONITORING AND EVALUATION RESULTS OF THE FAST TRACK PROGRAM AT SURABAYA STATE UNIVERSITY

NAME OF STUDENT :
NIM :
SEMESTER :
PROGRAM : Fast Track S1 - S2 / S1 - S3 / S2 - S3 *)

The resume of student learning outcomes is as follows:

No.	Checklist	Acquisition	Terms
1	Number of credits of S1 / S2 *) program that already obtained		
2	Number of credits of S2 / S3 program *) that have been obtained		
3	Number of credits of S2 / S3 *) programs that are transferable credit		
4	Cumulative Grade Point Average		

Based on the evaluation of the learning outcomes of the Fast Track Program S1 - S2 / S1 - S3 / S2 - S3 *) Surabaya State University recommended that the student can continue / resign *) from the program.

Academic Advisor

(.....)
NIP

Study Program Coordinator

(.....)
NIP

*)Cross out those that are not appropriate

Appendix 4. Format of Letter of Withdrawal from Fast Track Program

RESIGNATION STATEMENT

FAST TRACK PROGRAM OF SURABAYA STATE UNIVERSITY

I, the undersigned, NAME :
NIM :
SEMESTER :
PROGRAM : Fast Track S1 - S2 / S1 - S3 / S2 - S3 *)

Declared to resign from the fast track program of Surabaya State University, because .....

.....

Thus I convey this statement without coercion from any party.

City, ...

Who Makes the Statement,

10,000 stamp

(.....)

NIM

Knowing

Academic Advisor

(.....)

NIP

Study Program Coordinator

(.....)

NIP

*)Cross out those that are not appropriate

Flowchart of System Usage for UNESA Fast Track Program (SINAFA)

