



**DECREE  
DEAN OF THE FACULTY OF MATHEMATICS AND NATURAL SCIENCES  
PADJADJARAN UNIVERSITY**

Number 612.a/UN6.D/Kep/FMIPA/2022

**ABOUT  
STUDENT STUDY LOAD CONVERSION GUIDE TO SEMESTER CREDIT UNITS (CREDITS)  
INTO THE *EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM* (ECTS)**

Weigh : a. that in order to determine the strategic direction of Padjadjaran University regarding the university's internationalization program and credit conversion into the international system;  
b. that based on the considerations as intended in letter a, it is necessary to determine the chancellor's decision regarding credit conversion

Weigh : a. Law number 20 of 2003, concerning the National Education System;  
b. Government Regulation Number 80 of 2014, concerning the Determination of Unpad as a Legal Entity State University;  
c. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards. Regulation of the Chancellor of Padjadjaran University Number 46 of 2016, concerning the Implementation of Education at Padjadjaran University.  
d. Padjadjaran University Chancellor's Regulation Number 50 of 2016, concerning Guidelines for Masters and Doctoral Education within Padjadjaran University  
e. Padjadjaran University Chancellor's Regulation Number 38 of 2021, concerning General Guidelines for the Implementation of Masters, Applied Masters, Research-Based Masters and Doctoral Education within Padjadjaran University  
f. Padjadjaran University Chancellor's Regulation Number 43 of 2021, concerning the Padjadjaran University Curriculum Framework

**DECIDE**

Set : PADJADJARAN UNIVERSITY RECTOR'S DECISION CONCERNING THE CONVERSION OF SEMESTER CREDIT UNITS (SKS) TO *EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM* (ECTS)

FIRST : ECTS is a credit transfer system from *European Higher Education Area* (EHEA) to make studies and courses more transparent in order to improve the quality of higher education in Europe

- SECOND : Study programs (prodi) can convert semester credit units (credits) to *European Credit Transfer and Accumulation System* (ECTS) from students who will/have studied higher education in Europe or vice versa
- THIRD : Study programs can convert credits to ECTS in order to fulfill the requirements international accreditation requirements

Stipulated in Jatinangor on  
August 16 2022

Dean,



Prof. Dr. Iman Rahayu, M.Sc.  
NIP 19690208 199412 1 001

Copy:

1. Chancellor of Padjadjaran University;
2. Deputy Deans of FMIPA Unpad;
3. FMIPA Unpad Managers;
4. Heads of the Unpad FMIPA Department.
5. Heads of the FMIPA Unpad Study Program.

**I. Conversion of SKS Applied Undergraduate/Graduate Programs to ECTS follows the following conditions:**

Amount credits	Calculation Conversion	Information
1 credit	$= 170 \text{ minutes/week/semester}$ $= 170 \text{ minutes} \times 16 \text{ weeks} = 2,720 \text{ minutes}$ $= 45.3 \text{ hours}$	A. Learning Form 1 (one) credit in the learning process in the form of a lecture, response or tutorial, consisting of: <ol style="list-style-type: none"> <li>learning process activities 50 (fifty) minutes per week per semester;</li> <li>structured assignment activities 60 (sixty) minutes per week per semester;</li> </ol> And <ol style="list-style-type: none"> <li>Independent activities 60 (sixty) minutes per week per semester</li> </ol> B. 1 semester = 16 weeks including 2 weeks for mid-semester exams and final semester exams.
	$= 45.3 \text{ hours} / 25 \text{ hours}$ $= 1.81 \text{ ECTS}$	1 ECTS = 25 - 30 hours, so 1 ECTS = 25 hours is set as the minimum standard
144 credits	$= 144 \times 1.81 \text{ ECTS} = 260.64 \text{ ECTS}$	Minimum credits at undergraduate/applied graduate level = 144 credits
<b>Applied Undergraduate/Bachelor Program</b> have activities consisting of a minimum amount of curricular <b>144 credits</b> which is equivalent to <b>260.64 ECTS</b> .		

**II. For Master's/Applied Master's Programs, conversion of SKS to ECTS follows the following conditions**

Amount credits	Calculation Conversion	Information
1 credit	$= 170 \text{ minutes/week/semester}$ $= 170 \text{ minutes} \times 16 \text{ weeks} = 2,720 \text{ minutes}$ $= 45.3 \text{ hours}$	A. Learning Form 1 (one) credit in the learning process in the form of a lecture, response or tutorial, consisting of: <ol style="list-style-type: none"> <li>learning process activities 50 (fifty) minutes per week per semester;</li> <li>structured assignment activities 60 (sixty) minutes per week per semester;</li> </ol> And <ol style="list-style-type: none"> <li>Independent activities 60 (sixty) minutes per week per semester</li> </ol> B. 1 semester = 16 weeks including 2 weeks for mid-semester exams and final semester exams.
	$= 45.3 \text{ hours} / 25 \text{ hours}$ $= 1.81 \text{ ECTS}$	1 ECTS = 25 - 30 hours, so 1 ECTS = 25 hours is set as the minimum standard
36 credits	$= 36 \times 1.81 \text{ ECTS} = 65.16 \text{ ECTS}$	Minimum credits at master's/applied master's level = 36 credits
Burden	Year I: 150 hours	Scientific publication obligations:

without credit	Year II: 1250 hours Total load: = (150 + 1250) hours = 1400 hours ECTS Conversion: = 1400 hours / 25 hours = 56 ECTS	<ul style="list-style-type: none"> <li>- The annual load distribution is adjusted to the maximum load each semester for each study program</li> <li>- Research activities</li> <li>- Writing drafts of scientific publications</li> <li>- Submission and revision</li> </ul>
<b>Applied Masters/Masters Program</b> have activities consisting of a minimum amount of curricular <b>36 credits</b> which is equivalent to <b>65.16 ECTS</b> and scientific publication activities equivalent to <b>56 ECTS</b> so the total is <b>121.16 ECTS</b> .		

**III. For Doctoral/Applied Doctorate Programs, conversion of SKS to ECTS follows the following conditions**

Amount credits	Calculation Conversion	Information
1 credit	= 170 minutes/week/ semester = 170 minutes x 16 weeks = 2,720 minutes = 45.3 hours	A. Learning Form 1 (one) credit in the learning process in the form of a lecture, response or tutorial, consisting of: <ul style="list-style-type: none"> <li>a. learning process activities 50 (fifty) minutes per week per semester;</li> <li>b. structured assignment activities 60 (sixty) minutes per week per semester;</li> <li>And</li> <li>c. Independent activities 60 (sixty) minutes per week per semester</li> </ul> B. 1 semester = 16 weeks including 2 weeks for mid-semester exams and final semester exams.
	= 45.3 hours/ 30 hours = 1.81 ECTS	1 ECTS = 25 - 30 hours, so 1 ECTS = 25 hours is set as the minimum standard
12 credits	= 12 x 1.81 ECTS = 21.72 ECTS	Doctoral qualification study = 12 credits
30 credits	= 30 x 1.81 ECTS = 54.3 ECTS	The dissertation consists of; SUR (5 credits), SHR (5 credits), Publication (9 credits), PND (6 credits), SPD (5 credits) for a total of 30 credits
Burden without credit	Load per semester = 435 hours / semester Total load: = 435 x 6 = 2610 ECTS Conversion hours = 2610 hours / 25 hours = 104.4 ECTS	Non-credit activities consist of: <ul style="list-style-type: none"> <li>- Research activities</li> <li>- Draft writing</li> <li>- Submission and revision</li> </ul>
<b>Doctoral/Applied Doctorate Program</b> have activities consisting of a minimum amount of curricular <b>42 credits (76.02 ECTS)</b> and uncredited expenses of <b>104.4 ECTS</b> so the total study load for the Doctoral program is <b>76.02 + 104.4 = 180.02 ECTS</b> .		

Dean,  
  
Prof. Dr. Iman Rahayu, M.Sc.  
NIP 19690208 199412 1 001



**SURAT KEPUTUSAN  
DEKAN FAKULTAS MATEMATIKA DAN ILMU PENGETAHUAN ALAM  
UNIVERSITAS PADJADJARAN**

Nomor 612.a/UN6.D/Kep/FMIPA/2022

TENTANG  
**PANDUAN KONVERSI BEBAN STUDI MAHASISWA SATUAN KREDIT SEMESTER (SKS)  
KE DALAM *EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)***

Menimbang : a. bahwa dalam rangka menentukan arah strategis Universitas Padjadjaran terkait program internasionalisasi universitas beserta konversi kredit ke dalam sistem internasional;  
b. bahwa berdasarkan pertimbangan sebagaimana yang dimaksud dalam huruf a perlu menetapkan keputusan rektor terkait konversi kredit

Menimbang : a. Undang-undang nomor 20 tahun 2003, tentang Sistem Pendidikan Nasional;  
b. Peraturan Pemerintah Nomor 80 Tahun 2014, tentang Penetapan Unpad sebagai Perguruan Tinggi Negeri Badan Hukum;  
c. Peraturan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 3 Tahun 2020 Tentang Standar Nasional Pendidikan TinggiPeraturan Rektor Universitas Padjadjaran Nomor 46 Tahun 2016, tentang Penyelenggaraan Pendidikan di Universitas Padjadjaran.  
d. Peraturan Rektor Universitas Padjadjaran Nomor 50 Tahun 2016, tentang Pedoman Pendidikan Magister dan Doktor di Lingkungan Universitas Padjadjaran  
e. Peraturan Rektor Universitas Padjadjaran Nomor 38 Tahun 2021, tentang Pedoman Umum Penyelenggaraan Pendidikan Magister, Magister Terapan, Magister Berbasis Riset dan Doktor di Lingkungan Universitas Padjadjaran  
f. Peraturan Rektor Universitas Padjadjaran Nomor 43 Tahun 2021, tentang Kerangka Kurikulum Universitas Padjadjaran

**M E M U T U S K A N**

Menetapkan : KEPUTUSAN REKTOR UNIVERSITAS PADJADJARAN TENTANG KONVERSI SATUAN KREDIT SEMESTER (SKS) TERHADAP *EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)*

KESATU : ECTS merupakan sistem transfer kredit dari *European Higher Education Area (EHEA)* untuk membuat studi dan kursus menjadi lebih transparan dalam rangka meningkatkan kualitas pendidikan tinggi di Eropa

- KEDUA : Program studi (prodi) 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
- KETIGA : Prodi dapat melakukan konversi sks ke ECTS dalam rangka memenuhi persyaratan akreditasi internasional

Ditetapkan di Jatinangor  
Pada tanggal 16 Agustus 2022



Prof. Dr. Iman Rahayu, M.Si.  
NIP 19690208 199412 1 001

Tembusan :

1. Rektor Universitas Padjadjaran;
2. Para Wakil Dekan FMIPA Unpad;
3. Para Manajer FMIPA Unpad;
4. Para Kepala Departemen FMIPA Unpad.
5. Para Ketua Program Studi FMIPA Unpad.

**I. Konversi Program Sarjana/Sarjana Terapan SKS ke ECTS mengikuti ketentuan sebagai berikut:**

Jumlah sks	Perhitungan Konversi	Keterangan
1 sks	= 170 menit/ minggu/ semester = 170 menit x 16 minggu = 2.720 menit = 45,3 jam	A. Bentuk Pembelajaran 1 (satu) sks pada proses pembelajaran berupa kuliah, responsi, atau tutorial, terdiri atas: <ol style="list-style-type: none"> <li>kegiatan proses belajar 50 (lima puluh) menit per minggu per semester;</li> <li>kegiatan penugasan terstruktur 60 (enam puluh) menit per minggu per semester; dan</li> <li>kegiatan mandiri 60 (enam puluh) menit per minggu per semester</li> </ol> B. 1 semester = 16 minggu termasuk 2 minggu untuk ujian tengah semester dan ujian akhir semester.
	= 45,3 jam/ 25 jam = 1,81 ECTS	1 ECTS = 25 - 30 jam, sehingga ditetapkan 1 ECTS = 25 jam sebagai standar minimal
144 sks	= 144 x 1,81 ECTS = 260,64 ECTS	Kredit minimal jenjang sarjana/sarjana terapan = 144 sks
<p><b>Program Sarjana/ Sarjana Terapan</b> memiliki kegiatan terdiri dari kurikuler sebesar minimal <b>144 sks</b> yang setara dengan <b>260,64 ECTS</b>.</p>		


**II. Untuk Program Magister/Magister Terapan, konversi SKS ke ECTS mengikuti ketentuan sebagai berikut**

Jumlah sks	Perhitungan Konversi	Keterangan
1 sks	= 170 menit/ minggu/ semester = 170 menit x 16 minggu = 2.720 menit = 45,3 jam	A. Bentuk Pembelajaran 1 (satu) sks pada proses pembelajaran berupa kuliah, responsi, atau tutorial, terdiri atas: <ol style="list-style-type: none"> <li>kegiatan proses belajar 50 (lima puluh) menit per minggu per semester;</li> <li>kegiatan penugasan terstruktur 60 (enam puluh) menit per minggu per semester; dan</li> <li>kegiatan mandiri 60 (enam puluh) menit per minggu per semester</li> </ol> B. 1 semester = 16 minggu termasuk 2 minggu untuk ujian tengah semester dan ujian akhir semester.
	= 45,3 jam/ 25 jam = 1,81 ECTS	1 ECTS = 25 - 30 jam, sehingga ditetapkan 1 ECTS = 25 jam sebagai standar minimal
36 sks	= 36 x 1,81 ECTS = 65,16 ECTS	Kredit minimal jenjang magister/magister terapan = 36 sks
Beban	Tahun I: 150 jam	Kewajiban publikasi ilmiah:

tanpa kredit	Tahun II: 1250 jam Total beban: = (150 + 1250) jam = 1400 jam Konversi ECTS: = 1400 jam / 25 jam = 56 ECTS	<ul style="list-style-type: none"> <li>- Distribusi beban per tahun disesuaikan dengan beban maksimal setiap semester pada masing-masing prodi</li> <li>- Kegiatan penelitian</li> <li>- Penulisan draft publikasi ilmiah</li> <li>- Submission dan revisi</li> </ul>
<p><b>Program Magister/Magister Terapan</b> memiliki kegiatan terdiri dari kurikuler sebesar minimal <b>36 sks</b> yang setara dengan <b>65,16 ECTS</b> dan kegiatan publikasi ilmiah yang setara dengan <b>56 ECTS</b> sehingga total sebesar <b>121,16 ECTS</b>.</p>		

**III. Untuk Program Doktor/Doktor Terapan, konversi SKS ke ECTS mengikuti ketentuan sebagai berikut**

Jumlah sks	Perhitungan Konversi	Keterangan
1 sks	= 170 menit/ minggu/ semester = 170 menit x 16 minggu = 2.720 menit = 45,3 jam	A. Bentuk Pembelajaran 1 (satu) sks pada proses pembelajaran berupa kuliah, responsi, atau tutorial, terdiri atas: <ol style="list-style-type: none"> <li>a. kegiatan proses belajar 50 (lima puluh) menit perminggu per semester;</li> <li>b. kegiatan penugasan terstruktur 60 (enam puluh)menit per minggu per semester; dan</li> <li>c. kegiatan mandiri 60 (enam puluh) menit per minggu per semester</li> </ol> B. 1 semester = 16 minggu termasuk 2 minggu untuk ujian tengah semester dan ujian akhir semester.
	= 45,3 jam/ 30 jam = 1,81 ECTS	1 ECTS = 25 - 30 jam, sehingga ditetapkan 1 ECTS = 25 jam sebagai standar minimal
12 sks	= 12 x 1,81 ECTS = 21,72 ECTS	Kuliah kualifikasi doktor = 12 SKS
30 sks	= 30 x 1,81 ECTS = 54,3 ECTS	Disertasi yang terdiri atas; SUR (5 sks), SHR (5 sks), Publikasi (9 sks), PND (6 sks), SPD (5 sks) sehingga total 30 sks
Beban tanpa kredit	Beban per semester = 435 jam / semester Beban total: = 435 x 6 = 2610 jam Konversi ECTS = 2610 jam / 25 jam = 104,4 ECTS	Kegiatan tanpa kredit terdiri atas: <ul style="list-style-type: none"> <li>- Kegiatan penelitian</li> <li>- Penulisan draft</li> <li>- Submission dan revisi</li> </ul>
<p><b>Program Doktor/Doktor Terapan</b> memiliki kegiatan terdiri dari kurikuler sebesar minimal <b>42 sks (76,02 ECTS)</b> dan beban tanpa kredit sebesar <b>104,4 ECTS</b> sehingga total beban studi untuk program Doktor sebesar <b>76,02 + 104,4 = 180,02 ECTS</b>.</p>		

Dekan,  
  
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