

**SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA**  
*DECREE OF THE RECTOR OF SAMPOERNA UNIVERSITY*

**NOMOR: 007/R/SK/ACD/IV/2021**

*NUMBER: 007/R/SK/ACD/IV/2021*

**TENTANG**  
*CONCERNING*

**KEBIJAKAN TRANSFER KREDIT**  
*TRANSFER CREDITS POLICY*

**REKTOR UNIVERSITAS SAMPOERNA,**  
*THE RECTOR OF SAMPOERNA UNIVERSITY,*

**Menimbang**  
*Considering*

- : 1. Bahwa penyelenggaraan pendidikan di lingkungan Universitas Sampoerna diselenggarakan dengan berpedoman pada Statuta Universitas Sampoerna;

*That education in Sampoerna University is to be performed based on the Statute of Sampoerna University;*

2. Bahwa Komite Tetap Senat Universitas Sampoerna bidang Eksekutif telah menyetujui Kebijakan Transfer Kredit pada rapat yang kedelapan Tahun Akademik 2021-2022 pada tanggal 14 April 2021;

*That the Sampoerna University Senate Standing Committee on Executive Affairs has endorsed the Transfer Credits Policy on the eight Meeting of Academic Year of 2021-2022 on 14 April 2021;*

3. Bahwa untuk Kebijakan Transfer Kredit tersebut perlu ditetapkan dengan Surat Keputusan Rektor.

*That this Transfer Credits Policy must be stipulated in a Rector's Decree.*

**Mengingat**  
*In view of*

- : 1. Undang-Undang Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional (Lembaran Negara Republik Indonesia Tahun 2003 Nomor 78, Tambahan Lembaran Negara Republik Indonesia Tahun 2003 Nomor 4301);

*Law Number 20 of 2003 on National Education System (Statute Book of 2003 No. 78, Supplement No. 4301);*

2. Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 158, Tambahan Lembaran Negara Republik Indonesia Nomor 5336);

*Law Number 12 of 2012 on Higher Education (Statute Book of of 2012 No. 158, Supplement No. 5336);*

3. Peraturan Pemerintah Nomor 57 Tahun 2021 tentang Standar Nasional Pendidikan (Lembaran Negara Republik Indonesia Tahun 2021 Nomor 87, Tambahan Lembaran Negara Republik Indonesia Nomor 6676);

*Government Regulation Number 13 of 2015 on "Second Amendment on Government Regulation Nomor 19 of 2005 on Education National Standard (Statute Book of 2015 No. 45, Supplement No. 5670);*

4. Peraturan Menteri Pendidikan dan Kebudayaan Nomor 3 Tahun 2020 tentang Standar Nasional Pendidikan Tinggi (Berita Negara Republik Indonesia tahun 2020 nomor 47);

*Regulation of the Minister of Education and Culture Number 3 of 2020 National Standard of Higher Education (State Gazette of the Republic of Indonesia of 2020 Number 47);*

5. Keputusan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 66/E/O/2013 tanggal 15 Maret 2013 tentang Izin Pendirian Universitas Siswa Bangsa Internasional *juncto* Keputusan Menteri Riset, Teknologi, dan Pendidikan Tinggi Republik Indonesia Nomor 122/KPT/I/2016 tanggal 10 Maret 2016 tentang Perubahan Nama Universitas Siswa Bangsa Internasional di Kota Jakarta Selatan menjadi Universitas Sampoerna di Kota Jakarta Selatan;

*Decision of the Minister of National Education and Culture of the Republic of Indonesia Number 66/E/O/2013 dated March 15, 2013 on License for Establishing Universitas Siswa Bangsa Internasional *juncto* Decision of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 122/KPT/I/2016 dated 10 March 2016 regarding the Change of Name of Universitas Siswa Bangsa Internasional of*

*South Jakarta Municipality to Universitas Sampoerna of South Jakarta Municipality;*

6. Statuta Universitas Sampoerna;

*Sampoerna University Statute;*

7. Anggaran Rumah Tangga Senat Universitas;

*University Senate By-Laws;*

8. Surat Keputusan Pengangkatan Rektor Universitas Sampoerna  
Nomor : 1466/PSF-HRS/XI/2019 tanggal 22 November 2019;

*Appointment Letter of the Rector of Universitas Sampoerna  
Number: 1466/PSF-HRS/XI/2019 dated November 22, 2019;*

**MEMUTUSKAN:  
DECIDED**

Menetapkan  
*To enact* : SURAT KEPUTUSAN REKTOR UNIVERSITAS SAMPOERNA  
TENTANG KEBIJAKAN TRANSFER KREDIT.

*DECREE OF THE RECTOR OF SAMPOERNA UNIVERSITY  
CONCERNING TRANSFER CREDITS POLICY.*

Kesatu  
*Firstly* : Kebijakan Transfer Kredit dalam lampiran keputusan ini.  
*The Transfer Credit Policy as attached.*

Kedua  
*Secondly* : Surat Keputusan ini berlaku sejak 26 April 2021 sampai dengan 25 April  
2024 dan apabila di kemudian hari terdapat perubahan dan/atau hal-hal  
yang belum diatur, maka akan dilakukan perbaikan sebagaimana  
mestinya.

*This Decree is valid from 26 April 2021 to 25 April 2024. If there are  
matters that are not provided in this Decree, it shall be added, amended,  
and stipulated accordingly.*

Ditetapkan di Jakarta / *Stipulated in Jakarta*  
Pada tanggal 26 April 2021 / *On 26 April 2021*

Rektor / *Rector*



Drs. Wahdi Salasi April Yudhi, M.Dev.Admin., Ph.D.  
NIDK 8813120016

Tembusan:

*Copy:*

1. Para Wakil Rektor, Universitas Sampoerna;  
*Vice Rectors, Universitas Sampoerna;*
2. Para Dekan, Universitas Sampoerna;  
*Deans, Universitas Sampoerna;*
3. Para Ketua Program Studi, Universitas Sampoerna;  
*Heads of Study Programs, Universitas Sampoerna;*
4. Para Kepala Unit, Universitas Sampoerna.  
*Head of Units, Universitas Sampoerna.*

## TRANSFER CREDITS POLICY

|                        |                                 |                 |                |
|------------------------|---------------------------------|-----------------|----------------|
| Policy Number:         | 1.6.462                         | Date Approved:  | April 15, 2021 |
| Approving Authority:   | President/Rector                | Effective Date: | April 15, 2021 |
| Responsible Executive: | Vice Rector of Academic Affairs | Next Review:    | April 15, 2024 |

### Revision History

| Revision Number: | Description of changes made*: | Date:          |
|------------------|-------------------------------|----------------|
| Initial version  | -                             | April 15, 2021 |
|                  |                               |                |

*\*explain which part and article have been changed*

### A. Purpose

To streamline and standardize the process of transfer-in by which students' credit hours taken can be counted as equivalent credits for enrollment purposes as well as transfer-out process.

### B. Scope

This policy applies to but not limited to all faculties, SPAC, Academic Registry, Admissions, and Student Recruitment.

### C. Abbreviations and Terms

These definitions apply to these abbreviations and terms as they are used in this policy.

|                               |                                                                                                                  |
|-------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>AA</b>                     | Associates of Arts Degree.                                                                                       |
| <b>AR</b>                     | Academic Registry.                                                                                               |
| <b>Admission</b>              | When student acceptance of a formal offer into the university is received.                                       |
| <b>CIE AS/A Level Credits</b> | Credits acquired by Cambridge International Examinations Advanced-AS-Level and A-Level (credits by examination). |

|                             |                                                                                                                                                                                           |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Faculty</b>              | A collection of supporting resources, that is grouped according to study programs, that holds and manages academic, vocational, or professional education embodies under the disciplines. |
| <b>IB Credits</b>           | Credits acquired by International Baccalaureate Examination (credits by examination).                                                                                                     |
| <b>SPAC</b>                 | Students-Parents Advisory Center.                                                                                                                                                         |
| <b>SU</b>                   | Sampoerna University, Jakarta, Indonesia.                                                                                                                                                 |
| <b>Transfer-In Credits</b>  | Credits for courses that are taken from other institutions and are requested to be counted as equivalent to courses at Sampoerna University.                                              |
| <b>Transfer-Out Credits</b> | Credits for courses that are taken at Sampoerna University and are requested to be counted as equivalent to courses at other institutions.                                                |
| <b>VRAA</b>                 | Vice-Rector for Academic Affairs                                                                                                                                                          |

## **E. Policy Statement.**

### **Part I. Background**

The Indonesian Ministry of Education allows Indonesian universities to admit transfer students and to recognize previously earned credit as stated in Ministry of Education Letter Number: 122/K3/KM/2014 dated on 8 April 2014 and referring to Law of the Republic of Indonesia Number 12 of 2012. In its operation as a university that has adopted a US education model, SU supports the flexibility of the transfer process to and from other accredited higher education institutions. This policy aims to standardize processes of assisting transfer-out students and accepting transfer-in students. In accordance with Law Number 12 of 2012, SU also aspires to produce qualified graduates including ones coming in as transfer students by establishing measurements and evaluations to maintain quality and to uphold institutional integrity when acknowledging previously earned credits as SU credits.

### **Part II. Transfer-Out Process**

#### **Article 2.1. Definition of Transfer-out**

Transfer out process describes a process where students start at SU and attempt to transfer their credits earned at SU to their destination institution. The students consequently exit SU and pursue their undergraduate degrees at their new institution.

Students preferably declare their intention to transfer out to Admission in their first semester of enrollment at SU and this information should be relayed and recorded by Academic Registry and SPAC. This would allow students to receive the most appropriate support and advice to ensure successful transfers.

#### **Article 2.2. Transfer Acceptance and Credit Transferability**

Transfer admission acceptance at another institution cannot be determined and/or guaranteed by SU.



The number of credits offered at SU that would be transferrable cannot be determined and/or guaranteed by SU unless a previous articulation agreement has been established between SU and the other institution(s).

In cases where an articulation agreement exists between SU and the other institution, credit transferability shall be regulated in the articulation agreement. If articulation agreement has not been established, the receiving institution would have the full authority to determine which credits it would accept or deny.

### ***Article 2.3. Transfer-out Advising***

Advising activities for students intending to transfer out will be under SPAC. Advising for students intending to transfer should include but are not limited to the following activities:

- 2.3.1. Guiding research activities for students to create a transfer plan. A transfer plan should at least include transfer destination, intended major, transfer requirements, and transfer deadlines.
- 2.3.2. Advising study plan based on the student's transfer plan.
- 2.3.3. Providing SU recommendation letter and/or SU official transcripts, if needed. Any physical mailing of these documents should be arranged by the student.
- 2.3.4. Reviewing transfer application, if needed. SU advisors cannot complete a transfer application on behalf of the student.
- 2.3.5. Reviewing application essays, if needed. SU advisors cannot write an application essay on behalf of the student.
- 2.3.6. Reviewing student's visa application forms, if needed. SU advisors cannot complete the visa application forms on behalf of the student.

Advisors should abide by values and codes of ethics in advising as stated in Academic Advising Policy.

### ***Article 2.4 Transfer-out Process***

SU students may start their transfer process after completing at least one full semester at SU.

The transfer out process follows:

- 2.4.1. Student applies to the universities of their choice according to the timeline as stated in their transfer plan.
- 2.4.2. Student may request SU official transcript from Academic Registry. Student must cover all costs related to shipping of SU official transcripts in hard copies to their target institutions.
- 2.4.3. Students may request for assistance from SPAC advisor to review application forms or admission essays if needed.
- 2.4.4. After being admitted to an institution, student must fill out Statement Letter – Study Transfer form. This form can be obtained and should be returned to Academic Registry.

### **Part III. Transfer-in Credits by Examinations and the Evaluation Criteria**

#### **Article 3.1. Definition of Transfer-in Credits by Examination**

- 3.1.1. Transfer-in credits may be earned from an approved list of accelerated credit by examinations.
- 3.1.2. SU will only recognize a list of courses with minimum grades from Cambridge AS/A Level examination and IB qualifications.
- 3.1.3. Students with A Level and IB qualification must first meet General Admission Requirements stated on SU Admission Policy and its affiliated documents before they can request for an evaluation for their A Level and IB qualifications.

#### **Article 3.2. The Evaluation Criteria for CIE AS/A Level**

| CIE Subjects                | Score       | SU Course Equivalent                                                                     | Credits    |
|-----------------------------|-------------|------------------------------------------------------------------------------------------|------------|
| Chemistry AS-level          | D or better | Gen Ed Science credit for non-Science majors                                             | 4 credits  |
| Chemistry A-Level           | A or better | GSCI 1303 Chem I + GSCI 1103L Chem I Lab and GSCI 2304 Chem II + GSCI 2104 L Chem II Lab | 8 credits  |
|                             | B or C      | GSCI 1303 Chem I + GSCI 1103L Chem I Lab                                                 | 4 credits  |
|                             | D           | Gen Ed Science credit for non-Science majors                                             | 4 credits  |
| Economics A level           | D or better | BUSI 1301 Basic Economic Issues                                                          |            |
| Mathematics A-level         | E or better | GMAT 1304 Calculus for Business                                                          | 3 credits  |
| Mathematics-Further A-level | E or better | GMAT 1505 Calculus I and GMAT 2506 Calculus II                                           | 10 credits |

AS/A level subjects other than those listed above will be subject to separate evaluation and approval by:

- For courses that are offered at SU: Relevant Faculty Members and Head of Department, Dean of Relevant Faculty, VRAA
- For courses that are not offered at SU but may meet general education competencies: Relevant Faculty Members and Head of Department, Dean of Academic Operations, VRAA

Grades earned from CIE subjects shall be evaluated and recorded as what is earned in the final CIE result as follow:

| CIE Grade | Letter Grade Equivalency |
|-----------|--------------------------|
| A         | A                        |
| B         | B                        |
| C         | C                        |
| D or E    | C (Passing)              |
| Below E   | Not Transferable         |

**Article 3.3. The Evaluation Criteria for IB Score**

| IB Subjects                    | Score      | SU Course Equivalent                                                                     | Credits   |
|--------------------------------|------------|------------------------------------------------------------------------------------------|-----------|
| Chemistry, HL Exam             | 5 or above | GSCI 1303 Chem I + GSCI 1103L Chem I Lab and GSCI 2304 Chem II + GSCI 2104 L Chem II Lab | 8 credits |
|                                | 4          | Gen Ed Science credit for non-Science majors                                             | 4 credits |
| English A: Literature, HL exam | 5 or above | GCOM 1304 English Composition I                                                          | 3 credits |

IB subjects other than those listed above will be subject to separate evaluation and approval by:

- For courses that are offered at SU: Relevant Faculty Members and Head of Department, Dean of Relevant Faculty, VRAA
- For courses that are not offered at SU but may meet general education competencies: Relevant Faculty Members and Head of Department, Dean of Academic Operations, VRAA

Grades earned from IB exams shall be evaluated as follows:

| IB Score   | Letter Grade Equivalency |
|------------|--------------------------|
| 6 - 7      | A                        |
| 5          | B                        |
| 4          | C                        |
| 3 or below | Not Transferrable        |

**Part IV. Transfer-in Process and Its Evaluation Criteria**

**Article 4.1. Transfer-in Process from US Higher Education Institutions**

Transfer credits may be earned from coursework completed in other higher education institutions from the United States.

Transfer credits earned from a coursework completed in higher education institutions in the US must meet the following criteria:

- 4.1.1. The coursework completed in the US is completed at a regionally accredited institution.
- 4.1.2. Student must submit transcript(s) and syllabi of courses to be evaluated.
- 4.1.3. The coursework has comparable content and learning objectives as a course at SU or meets a General Education competency at SU.
- 4.1.4. The course work to be evaluated must have C- grade or better.

**Article 4.2. *Transfer-in Process from Other Foreign or Indonesian Higher Education Institutions***

- 4.2.1. Transfer credits may also be earned from coursework completed in higher education institutions from outside of the United States including Indonesia.
- 4.2.2. Students enrolled in a double degree program are responsible for having their foreign or Indonesian transcripts and syllabi (if required) translated and assessed before the credits can be evaluated. SU cannot guarantee that its double degree program partners will accept credit earned at another institution.
- 4.2.3. Students enrolling in a single-degree program should have their foreign transcripts and syllabi translated into English or Bahasa Indonesia before the credits can be evaluated. Transcripts and syllabi from Indonesian universities do not need to be translated.
- 4.2.4. Students enrolling in a double-degree program must have their transcript(s) and/or syllabi assessed by a NACES certified third party evaluation service. SPAC will be able to provide references of US credential evaluation services.
- 4.2.5. Foreign transcript(s) and/or syllabi will only be evaluated by SU after they are assessed by US credential evaluation services.
- 4.2.6. Transfer credits earned from coursework completed in higher education institutions in other countries outside of the US including Indonesian universities must meet the following criteria:
  - a. The coursework is completed at a nationally accredited institution. For an Indonesian university, the institution must be accredited by BAN-PT.
  - b. The coursework has comparable content and learning objectives as a course at SU or meets a general education competency at SU.
  - c. The course work to be evaluated must have C- grade (or better).

**Article 4.3 *Calculation from Quarter to Semester Credits***

Any credits to be evaluated from a quarter system shall first be converted to semester credits. The conversion will be calculated as follow:

$$\text{Quarter Credits} \times 0.67 = \text{Semester Credits}$$

**Article 4.4. *Minimum Number of Credits for Transfer-in Students***

- 4.4.1. A qualified student with a minimum of 18 transferrable semester credits shall be admitted and registered as a transfer-in student and recorded in DIKTI as such.
- 4.4.2. The number of minimum semester credits set for a transfer –in student is in accordance with the maximum number of semester credits set by the Ministry of Education for a new student’s first semester in a university.
- 4.4.3. A qualified student with lower than 18 transferrable semester credits shall be admitted and registered as a new student.
- 4.4.4. Upon evaluation by an advisor, any transferrable semester credits that are fewer than 18 credits can be acknowledged to satisfy foundation, major, or general education requirement(s) of the student’s degree plan.

**Article 4.5. Maximum Number of Credits for Transfer-in Students**

Referring to Ministry of Education Letter Number: 350/LL3/KR/2021, total transferrable credits are calculated as: (Total credits with C or better from the previous university – total credits that are not transferrable to SU).

A maximum number of transferrable semester credits that can be used toward a student's bachelor's degree completion should be no more than 60 semester credits.

**Part V. Applying for Transfer Credit Evaluation.**

**Article 5.1 Transfer Credit Evaluation Issuance**

A formal evaluation will be issued by SPAC upon coordination and evaluation by corresponding faculty.

**Article 5.2. Document Needs for Transfer Credit Evaluation**

To evaluate the transfer credits, a newly admitted transfer student must submit a set of documents to Admission at least one month before the first day of class. Admission will then submit these documents to SPAC to start the evaluation process. The documents needed for evaluations are:

| Documents            | Single-degree Students                                                                            | Double-degree Students                                                                                                                                                                                                                                           |
|----------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Official Transcripts | In Bahasa Indonesia, or English, or translated to English if the language used is not in English. | In English or translated to English if the language used is not in English.<br><br>If the official transcripts are not issued by US higher education institution, the official transcripts must be evaluated by an independent US credential evaluation service. |
| Syllabi              | In Bahasa Indonesia, or English, or translated to English if the language used is not in English. | In English or translated to English if the language used is not in English.<br><br>If the syllabi are not issued by US higher education institution, the syllabi must be evaluated by an independent US credential evaluation service.                           |

**Article 5.3. Temporary Transfer Credit Recommendation**

Prior to receiving formal evaluation, a transfer student may receive a temporary transfer credit recommendation to enable admission to issue an invoice. Temporary transfer credit recommendation shall be issued by SPAC.

If a formal transfer credit evaluation has not been issued by time of course registration, a transfer student may refer to the temporary transfer credit recommendation to register for courses in his or her first semester at SU upon approval by his or her Academic Advisor.

**Part VI. Evaluation Process.**

| <b>No</b> | <b>Steps</b>                                                                                                                                                                                            | <b>Units/persons involved</b>                                        | <b>Documents or information needed</b>                                                                                 |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| 1         | <b>Input:</b> Transfer credit evaluation request made                                                                                                                                                   | Admission and SPAC                                                   | Unofficial transcript, intended major, student's study plan (graduate at SU, AA degree only, or to transfer out again) |
| 2         | <b>Recording:</b> Transcribes course information, credit unit, and grades on Student Transfer Evaluation file and Degree Plan Checklist                                                                 | SPAC                                                                 | Student Transfer Evaluation file, Degree Plan Checklist                                                                |
| 3         | <b>Evaluation:</b> Issue a temporary transfer credit recommendation by checking student's earned coursework on Degree Plan Checklist against transfer credit recognition history and course description | SPAC                                                                 | Transfer credit recognition history, Degree Plan Checklist                                                             |
| 4         | <b>Evaluation:</b> Confirm course evaluation to related faculty.                                                                                                                                        | SPAC and related faculty                                             | Syllabi of courses to be evaluated                                                                                     |
| 5         | <b>Compiling:</b> Transcribe course evaluation to AR Credit Recognition Form                                                                                                                            | SPAC                                                                 | AR Credit Recognition Form                                                                                             |
| 6         | <b>Approval:</b> AR Credit Recognition Form to be reviewed, approved, and acknowledged                                                                                                                  | SPAC, Head of Department, Dean, Dean of Academic Operation, and VRAA | AR Credit Recognition Form                                                                                             |
| 7         | <b>Output:</b> Submit final credit recognition to AR and student                                                                                                                                        | SPAC and AR                                                          | AR Credit Recognition Form                                                                                             |

**Part VII. Documents and Forms.**

| <b>No</b> | <b>Name of Document(s) or Form(s)</b> | <b>Purpose</b>                                                                                                                                                                                                           | <b>Format</b>   | <b>Managed and maintained by</b> |
|-----------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------|
| 1         | Statement Letter – Study Transfer     | A declaration by student intending to transfer, stating his or her last active semester at SU.                                                                                                                           | Printable copy  | AR                               |
| 2         | AR Credit Recognition Form            | To record final transfer credit recognition and for formal submission to DIKTI                                                                                                                                           | Printable copy  | AR                               |
| 3         | Degree Plan Checklist                 | To determine temporary transfer credit recommendation by matching similar courses on the student’s transcript to list of courses on SU degree plan                                                                       | Printable copy  | SPAC                             |
| 4         | Transfer Evaluation File              | This file is to track evaluation progress for a student applying for transfer. This file lists all coursework earned by the student and missing requirements, evaluation progress, and/or final evaluation for a course. | Living document | SPAC                             |
| 5         | Credit Recognition History            | This file compiles all previous recognized and rejected courses that have been submitted for evaluation. It should be used to provide a temporary course recommendation for new transfer students.                       | Living document | SPAC                             |

**F. Related Policies and Procedures**

- Admission Policy
- Advising Policy
- Student Handbook