



STANDARD OPERATING PROCEDURE ACADEMIC ADMINISTRATION

**PPKN STUDY PROGRAM
FKIP ULM**

LAMBUNG MANGKURAT UNIVERSITY

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STANDARD OPERATING PROCEDURE ACADEMIC ADMINISTRATION

Objective

To facilitate the implementation of academic administration services in the Civic Education Study Program, FKIP ULM. .

2. Basis for Determination

- a. ULM Academic Regulations
- b. Academic Regulations of FKIP ULM

3. Purpose

Facilitate the administration of all academic activities within the PKn Education Study Program, FKIP ULM

4. New Students

- a. The terms, procedures and implementation of student acceptance are regulated by Lambung Mangkurat University.
- b. Each new student submits biodata to the FKIP ULM Civic Education Study Program

5. Old Students

- a. Old students are: students who have re-registered at the beginning of each semester according to the schedule set by Lambung Mangkurat University.
- b. The study program administers old students who have re-registered.

6. Study Plan Card (KRS)

Students fill out the online KRS which has been approved by the academic advisor at Simari at the beginning of each semester.

7. Study Results

- a. At the beginning of each semester, students are required to collect learning progress data to the Civic Education Study Program in the form of: a list of courses, total credits taken, number of credits passed and Cumulative Achievement Index (IPK), study plan and Semester Achievement Index (IPS).
- b. Each semester, students' Study Result Cards (KHS) can be viewed and downloaded on the Simari account.

8. Academic Leave and Re-registration

- a. The terms, procedures and implementation of student academic leave are regulated by the ULM Academic Regulations.
- b. Students are required to report to the Study Program before and after the leave application is approved.
- c. The study program administers old students who have re-registered.

9. Student Transfer

- a. Student transfers between study programs within the FKIP ULM environment are regulated by the FKIP ULM Regulations.
- b. Transfers between faculties are regulated by ULM Regulations.
- c. The transfer of students from the Civic Education Study Program, FKIP ULM to other LPTKs is regulated by Lambung Mangkurat University.
- d. Special requirements for student transfers between study programs, faculties and universities are regulated in point 10.

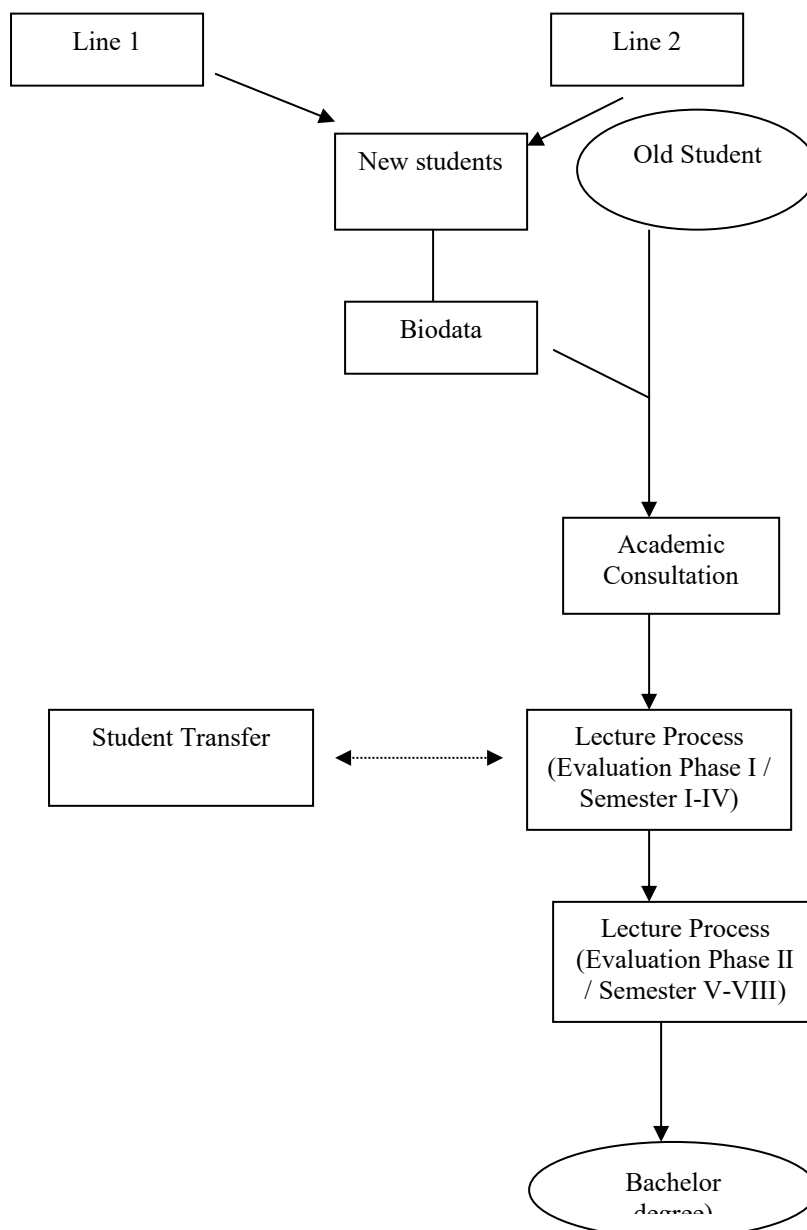
10. Special requirements for student transfer

- a. The student concerned submits a transfer request which is acknowledged by the Study Program Coordinator, Head of Department and Dean of origin. For Inter-University, it must be acknowledged by the Rector.
- b. The students concerned must come from related study programs or departments.
- c. The student concerned must have a minimum GPA of 2.00

11. Evaluation of Study Success

Evaluation of student study success is regulated by ULM Academic Regulations.

12. Academic Administration Flowchart



CHAPTER II

STANDARD OPERATING PROCEDURE ACADEMIC CONSULTATION

General purpose

To ensure the smooth implementation of academic consultations, students of the S-1 Program in the Civic Education Study Program, FKIP ULM

2. Basis for Determination

- a. ULM Academic Calendar
- b. ULM Academic Regulations
- c. Academic Regulations of FKIP ULM

3. Specific objectives of Academic Consultation

Assisting students in programming the courses taken each semester and helping to resolve other student problems related to academic matters.

4. Requirements

The student in question is registered as an active student in the current semester, as evidenced by ownership of a Student Identity Card (KTM).

5. Academic Advisor Lecturer

- a. Academic Advisor Lecturer appointed by the Study Program Coordinator and valid until the student's study period is completed.
- b. Academic Advising Lecturers are obliged to provide advisory services to students within the scheduled time frame.
- c. Advisory Lecturers should not provide academic consultations outside of the specified times.
- d. Advisory Lecturers provide consultations regarding lecture problems during working hours (or according to the agreement between the PA lecturer and the student).
- e. Academic Advisors (PA) should monitor the progress of the achievements of the students they supervise.
- f. For lecturersAcademic Advisor (PA)who are unable to supervise students during the scheduled academic consultation period, advisory services will be handled by the Study Program Coordinator.

6. Procedures for Implementing Academic Consultations

1. Students meet with the PA lecturer for consultation
2. Show KHS, Transcript of Courses Taken, Proof of UKT Payment.
3. Students fill out the PRA-KRS online at Simari according to the number of credits that may be programmed.
4. Students ask for approval from their respective PA Lecturers.
5. Fill in the KRS in accordance with the PRA KRS that has been approved by the PA lecturer.
6. Filling in courses online at Simari
7. Students whose names are on the course list.
8. The provisions of point 7 above do not apply if the student concerned can show a KRS containing the courses he/she will take.

CHAPTER III

STANDARD OPERATING PROCEDURE ACADEMIC IMPLEMENTATION

1. Purpose

So that learning in the Civic Education Study Program, FKIP ULM is of high quality and students can absorb/obtain learning materials according to the competencies programmed in each course.

2. Basis for Determination

- a. Catalog of Lambung Mangkurat University
- b. Academic Regulations of FKIP ULM

3. Responsible Person

- a. Study Program Coordinator
- b. Course Coordinator

4. Learning Objectives

Learning aims to make students have certain competency abilities according to the material learned through lectures or practical activities with various learning strategies/methods and followed by an evaluation process.

5. Understanding Quality Learning

Quality learning is learning that is planned, systematic, in accordance with the curriculum and competencies expected for each course. Thus, in learning there must be:

- a. Universal Learning Plan (RPS)
- b. Study Contract
- c. Implementation of strategies and methods according to the character of the lecture material and learning objectives.
- d. Learning evaluations are carried out consisting of at least mid-semester exams and final semester exams.

6. Implementation of Learning

- a. Implementation of learning is adjusted to the course credits
- b. Courses with 2 (two) credits (2/0) are held 1 (one) meeting (2 x 50 min) per week for a maximum of 16 face-to-face/online meetings in 1 (one) semester including time for evaluation.
- c. Courses with 3 (three) credits (3/0) are conducted once (3 x 50 min) per week for a maximum of 16 face-to-face/online meetings in 1 (one) semester including time for evaluation.
- d. Courses with 4 (four) credits (4/0) are conducted 2 times (2 x 2 x 50 min) per week for a maximum of 32 face-to-face/online meetings in 1 (one) semester including time for evaluation.
- e. If the number of face-to-face meetings has not reached the provisions above, then the lecturer concerned is obliged to fulfill the number of face-to-face meetings, namely a minimum of 12 times for courses with 2 (two) or 3 (three) credits, and 24 times for courses with 4 (four) credits.
- f. The implementation of learning must begin with an explanation of the Lecture Contract and be mutually agreed upon between the lecturer and the student.

- g. The implementation of learning is monitored by the Study Program every 4 weeks for both lecturers and students. The minimum attendance is adjusted to academic regulations.
- h. The implementation of learning (the suitability of learning materials to the learning plan) is monitored by the Study Program Coordinator through a teaching journal at each meeting.

7. Learning Evaluation

- a. Learning evaluation is carried out in at least 3 (three) types, namely mid-semester exams, end-of-semester exams and structured assignments.
- b. Rule The implementation of learning evaluation is regulated in full in Chapter IV and Chapter V.

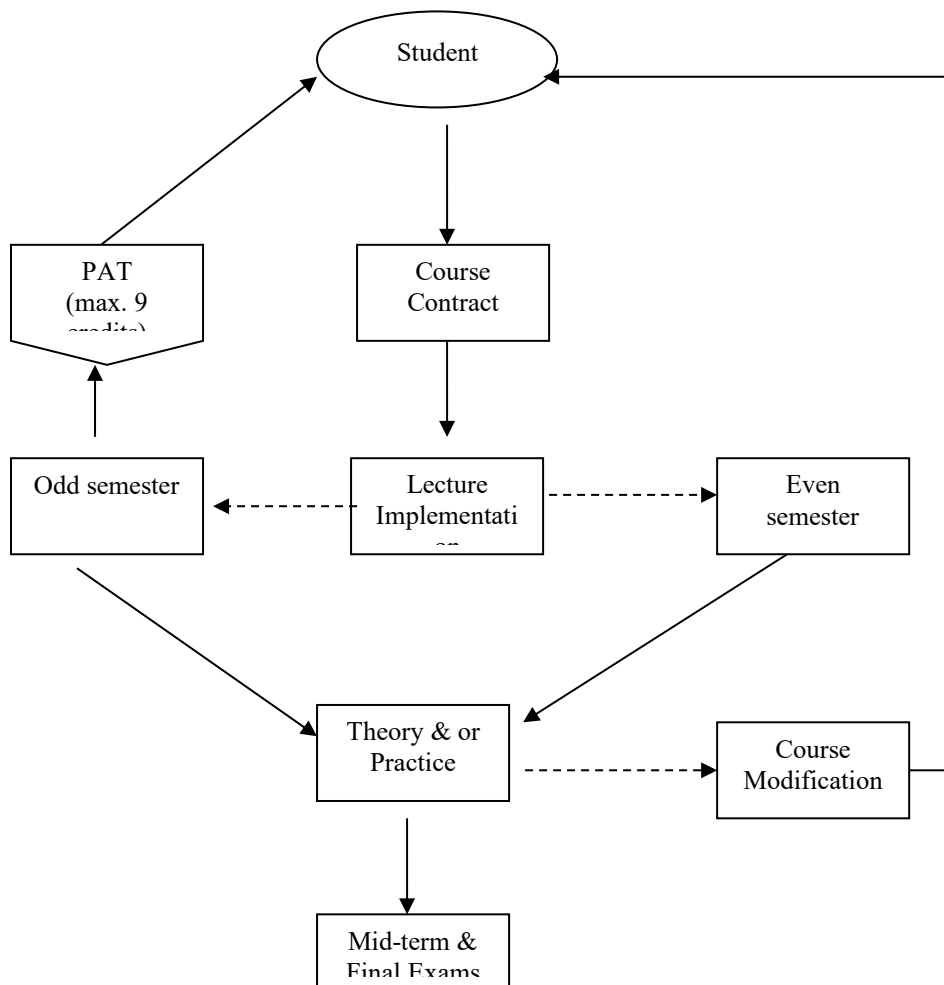
8. Learning Changes

- a. Changes to the learning plan can be made through study program/inter-field meetings.
- b. Changes to the implementation of learning from the Learning Plan must be coordinated in a Study Program meeting and approved by meeting members.

9. Year Transfer Program (PAT)

- a. The year-change program is a short semester program with the aim of accelerating the graduation of high-achieving students, helping students whose study period is almost over and increasing the Cumulative Achievement Index.
- b. PAT is held after the even semester and before the odd semester with a maximum number of 16 lectures per course without a quiet week and is given twice or three times a week.
- c. The number and type of courses offered are determined by the study program.
- d. Requirements for students who will take PAT:
 - 1) At the end of the even semester of the current year, students have obtained a minimum of 75 credits with a GPA > 2
 - 2) The maximum number of courses taken is 9 (nine) credits.
- e. The costs of organizing and other administrative provisions related to PAT are specifically regulated by the University.

10. Learning Implementation Flowchart



CHAPTER IV

STANDARD OPERATING PROCEDURE MIDTERM EXAM

1. Purpose

To improve order in the implementation of the Mid-Semester Exam (UTS) in the Civic Education Study Program, FKIP ULM so that all students can take the semester exam in accordance with applicable regulations.

2. Basis for Determination

- a. Academic Regulations of FKIP ULM
- b. Civic Education Curriculum FKIP ULM

3. Purpose of the Mid-Semester Exam

The implementation of the Mid-Semester Exam aims to determine the level of student learning progress and assess student learning outcomes in the Mid-Semester (UTS).

4. Understanding Mid-Semester Exams

Mid-Semester Exam is an activity conducted by the Civics Education Study Program to determine the level of student learning progress and is a process of assessing student learning outcomes held in the middle of the semester, called the Mid-Semester Exam (UTS). While assignments can be done during the learning process. UTS and Assignments are not scheduled by the Study Program.

5. Mid Semester Grades

This Mid-Semester Grade will be calculated into the Final Grade based on the following formula:

Based on the OBE assessment which is in accordance with the course assessment rubrics in CPL and CPMK

6. Mid-Semester Exam (UTS) Requirements

Students who are allowed to take the mid-semester exam are:

- a. In the current semester, this is proven by the Student ID Card.
- b. Program the relevant courses in the current semester as evidenced by the Study Plan Card.

7. Preparation for Mid-Semester Exams (UTS)

- a. The implementation of the UTS is not formed by a UTS Committee. The UTS schedule is determined by the lecturer holding the course and announced to students no later than 1 week before the implementation of the Mid-Semester Exam.
- b. The exam questions are prepared by the lecturer in charge of the relevant course.

8. Implementation of Final Semester Exams (UTS)

- a. The implementation of the UTS is carried out by the lecturer supervising the relevant course.
- b. Students who are unable to take the mid-term exam for a particular course at the specified time are not permitted to take the make-up exam, except for special reasons approved by the Course Supervisor.
- c. Make-up exams will be held no later than 1 week after the mid-term exam for the relevant course is held.

9. Mid-term Exam Supervisor

- a. The mid-term exam is supervised by the lecturer supervising the relevant course and can be assisted by 1 (one) other lecturer.
- b. The mid-term exam cannot be held if the lecturer supervising the relevant course is not present at the time of the exam without confirmation from the lecturer supervising the course.

10. Mid-Semester Exam (UTS) Sanctions

Students who cheat during the Mid-Semester Exam will not receive a mid-term exam grade for the course in question, with a grade of 0.

CHAPTER V

STANDARD OPERATING PROCEDURE FINAL EXAMS

1. Purpose

To improve order in the implementation of the Final Semester Exam (UAS) in the Civic Education Study Program, FKIP ULM so that all students can take the semester exam in accordance with applicable regulations.

2. Basis for Determination

- c. Academic Regulations of FKIP ULM
- d. Civic Education Curriculum FKIP ULM 2

3. Objectives of the Final Semester Exam

The implementation of the Final Semester Exam aims to determine the level of student learning progress and assess student learning outcomes.

4. Definition of Final Semester Exams

Final Semester Exam is an activity carried out by the Civic Education Study Program FKIP ULM to determine the level of student learning progress and is a process of assessing student learning outcomes carried out at the end of the semester so it is called the Final Semester Exam (UAS). While assignments can be done during the learning process. UAS is scheduled according to the provisions of the Faculty.

5. Final Value

The final value is determined based on the following formula:

Based on the OBE assessment which is in accordance with the course assessment rubrics in CPL and CPMK

Assessment Criteria

Value Range	Mark	Weight
≥ 80	A	4
77 - < 80	A-	3.75
75 - < 77	B+	3.50
70 - < 75	B	3
67 - < 70	B-	2.75
64 - < 67	C+	2, 50
60 - < 64	C	2.00
50 - < 60	D+	1.50
40 - < 50	D	1.00
00 - < 40	E	0

6. Final Semester Exam (UAS) Requirements

Students who are allowed to take semester exams are:

- a. In the current semester, this is proven by the Student ID Card.

- b. Programming the relevant courses in the current semester as evidenced by the Study Plan Card.
- c. Minimum attendance of 80% of face-to-face lectures based on course attendance.

7. Preparation for Final Semester Exams (UAS)

- a. The UAS schedule is prepared by the Head of the Civic Education Study Program, FKIP ULM and has been announced to students and teaching staff supervising the course no later than 1 week before the semester exam is held.
- b. The UAS Committee is formed based on the meeting of the FKIP ULM Civic Education Study Program and consists of the Chairperson, Secretary, and Members.
- c. The UAS Committee is responsible for preparing the examination scripts, compiling and coordinating the examination supervisors, and reporting the UAS activities to the Head of the Study Program, including a summary of the students' grades for each subject tested.
- d. The UAS exam question paper must be received by the exam committee no later than 5 days before the exam day for the relevant course. If less than 5 days, then the duplication of questions for the relevant course is entirely the responsibility of the lecturer supervising the course.

8. Implementation of the Final Semester Examination (UAS)

- a. The implementation of the UAS is held in accordance with the exam schedule that has been determined by the Head of the PKn Education Study Program, FKIP ULM. Changes to the exam schedule are possible if there are reasons approved by the Head of the Biology Education Study Program.
- b. The final exam for a course can be held if the attendance of the lecturer supervising the course in question is at least 80% in one semester.
- c. Students whose attendance in one semester is less than 80% for a course are not permitted to take the UAS for the course in question.
- d. Students who are unable to take the final exam for a particular course at the specified time are not permitted to take a make-up exam, except for special reasons approved by the Course Supervisor.
- e. Make-up exams will be held no later than 1 week after the final exam for the relevant course is held.

9. Exam Supervisor

- a. The UAS can be held if supervised by at least 1 (one) supervisor who is the lecturer supervising the relevant course and can be assisted by 1 (one) other lecturer.
- b. The UAS cannot be held if the lecturer supervising the relevant course is not present at the time of the exam without confirmation from the lecturer supervising the course.

10. Final Semester Exam (UAS) Sanctions

- a. All violations that occur must be stated in the Minutes as an attachment to the written report and submitted to the Head of the Civic Education Study Program, FKIP ULM for processing.
- b. Students who cheat during the Semester Exam will be deemed to have failed the course in question with a grade of E.

CHAPTER VI

STANDARD OPERATING PROCEDURE GUIDANCE AND THESIS EXAM

Objective

Streamlining the process of supervising student theses

Scope

Final semester undergraduate students of Civic Education Study Program

References

1. Academic Guidelines of Lambung Mangkurat University
2. Academic Regulations of FKIP ULM

Terminology and Glossary

Thesis	:	WorkStudents' scientific papers at the end of their studies are compiled based on independent research.
Mentor	:	Lecturer of Education Study ProgramPKn, consisting of Supervisor I
Appointment of Supervisor	:	The appointment of the Thesis Supervisory Team is based on the Appointment Letter of the Head of Study Program for students who program their thesis in the Study Plan Card (KRS) and begin to compile their thesis. This appointment letter is submitted to the supervisor and a copy is submitted to the student concerned.
Guiding Information	:	LetterThesis Supervision Information is given to the thesis supervisor after the student has completed the thesis and the thesis is ready to be examined.
Supervisor I	:	Permanent Lecturer of Education Study ProgramCivics with a rank of at least Assistant Expert /III/b/Master.

A. Requirements and Submission of Thesis Proposals

1. Students are not under any academic sanctions
2. Students are not on academic leave.
3. Students have completed at least 120 credits with a Cumulative Achievement Index (IPA) >2 and have programmed a Thesis in the KRS, and have passed the Research in ELT course.
4. Students must prepare an Academic Transcript that is approved by the Academic Advisor and signed by at least the Head of Education.
5. Students choose their own thesis topic that is in accordance with the field of science they are studying.
6. Students submit a tentative title accompanied by an outline (can be more than 1 (one) title) to the Study Program Coordinator.

7. The title agreed upon by the student and the Head of Study Program is then written down in the form of a thesis proposal.
8. The Study Program Coordinator appoints a supervisor to guide the preparation of the student's thesis proposal.
9. The supervising lecturer (point 8) is then appointed as the Supervisor.
10. Thesis proposals that have been approved by the supervisor are presented in a seminar.

B. Formation of the Supervisory Team

1. The Coordinator of the Civic Education Study Program together with the Secretary will form a mentoring team consisting of lecturers from the Civic Education Study Program who meet the established requirements.
2. If the prospective supervisor has been determined, the Study Program Secretary will then make a Supervisor Appointment Letter to be signed by the Study Program Coordinator.

C. Request for a Letter of Reference for Supervising a Thesis

1. The study program secretary makes a Letter of Appointment of the Supervisory Team.
2. The Study Program Coordinator signs the Letter of Appointment of the Supervisory Team
3. The Study Program Secretary submits the Letter of Appointment of the Supervisory Team to the supervising lecturer and student.
4. The Study Program Secretary submits a Letter of Request for Issuance of a Thesis Supervision Certificate to the Dean.
5. The Faculty will submit the Guidance Certificate to the Civic Education Study Program.

D. Thesis Supervisor

1. The thesis supervisor must meet the following requirements: The supervisor is a Permanent Lecturer in the Civic Education Study Program with a rank of at least Assistant Expert III/b/Master.
2. The appointment of a Supervisor is based on the academic background of the lecturer concerned.
3. The supervisor guides the substance of the thesis, writing techniques and language. encourages students under his guidance to complete their thesis in no more than 2 (two) semesters.
4. If a student has not consulted for one month, Supervisor I is obliged to call the student to report on the progress of writing his/her thesis.

E. Proposal and Thesis Supervision

1. The thesis proposal that has been presented at the seminar is used as a basis for conducting research.
2. Changing the thesis topic must go through a process similar to submitting the initial topic (re-presentation at the seminar).
3. Students conduct research under the guidance and direction of a supervisor, especially regarding matters relating to research methodology and research instruments.
4. During the consultation, students bring a Consultation Card; the supervisor makes notes on the card and then initials it. (Consultation Cards are available in the Civics Education Study Program).

F. Thesis Examination

1. Students who have completed their thesis and have received a recommendation for the thesis examination have the right to submit a thesis examination.
2. Submission for the thesis examination is done by submitting a thesis examination application letter to the Head of the Study Program, accompanied by:
 - a. 3 (three) copies of the thesis manuscript;
 - b. Photocopy of valid Student Card; and
 - c. Transcript of Grades signed by the Academic Advisor/Head of Academic Sub-Division.
3. The thesis examination is carried out 1 (one) week after the thesis examination application is received by the Study Program Coordinator.
4. The thesis that has been tested, revised, signed by the Supervisor, Examination Team and approved by the Study Program Coordinator and Head of Department, then bound in 5 copies.
5. Thesis (point 4) is submitted to:
 - a. Central Library
 - b. Faculty Library
 - c. Department Library
 - d. Study Program Library
 - e. The student concerned
6. Thesis Submission Statement Letter to the parties (point 5) is a requirement for the processing of the Judicial Exam of the student concerned. (Thesis Submission Statement Letter Format is available in the Civic Education Study Program).

THESIS CONSULTATION SHEET

GUIDANCE 1 :

THESIS TITLE :

NAME :

NIM :

NO	DATE	CONSULTATION MATERIALS	INITIALS

EXAMPLE OF A THESIS EXAM APPLICATION LETTER

Jakarta,

Subject: Thesis Examination Request.

To

To: Civic Education Study Program

Faculty of Teacher Training and Education ULM

In

English

Yours faithfully,

I hereby :

Name :

NIM :

Study program : EducationCivics

request the Civics Education Study Program to carry out the above thesis examination on my behalf, with the title:

..... .

I hereby convey:

(1) 3 copies of the thesis manuscript,

(2) photocopy of receipt for payment of supervision and thesis examination fees,

(3) photocopy of student card, and

(4) academic transcript

Thus this application letter is submitted. Courtesy of the Civics Education Study Program, thank you.

Greetings,

The student in question,

CERTIFICATE

I hereby :

Name :

NIM :

Study program : EducationCivics

Declare that I have submitted the thesis manuscript to the parties as attached.

Thus, I have made this statement letter honestly so that it can be used as necessary.

Jakarta,
That state,
The student in question,
