

	DEPARTMENT OF CHEMISTRY FSM DIPONGORO UNIVERSITY	DOCUMENT LEVEL: PROCEDURE MANUAL	CODE: MP.KIM-08
			TITLE: STUDY PROGRESS EVALUATION
AREAS :	ACADEMIC		NO REVISION:-

PROCEDURE MANUAL STUDENT STUDY PROGRESS EVALUATION

AIMS

The Student Study Progress Evaluation Procedure Manual aims to explain the student study evaluation procedure which is determined by the load of credits that have been passed and the achievement index and the student's study period.

DEFINITION

Evaluation of Student Study Progress aims to determine the progress of student studies in certain semester units. According to the Diponegoro University Academic Regulations for Education, evaluations for the undergraduate program are carried out in the first two semesters and four second semesters (FY 2005/2006, 2006/2007), the first three semesters and the seventh semester (FY 2008/2009), and at the end of the undergraduate program. Evaluation of student study progress is carried out by the guardian lecturer (DW) with the provisions of the evaluation stage by making reports and recommendations about students who need to receive academic warnings and who do not meet the requirements of each evaluation stage to the Head of the Study Program / Head of Department.

REFERENCE

1. Decree of the Chancellor/Chairman of the UNDIP Senate No. 05/J07. Senate/SK/2006 on Academic Standards at Diponegoro University.
2. Decree of the Chancellor of UNDIP No. 364/PER/H7/2008 concerning Academic Regulations in the Education Sector of the Undergraduate Program and Diploma Program (III-IV) of Diponegoro University.

PROCEDURE

1. One semester before the evaluation period, the guardian lecturer monitors and guides students who are indicated to be critical.
2. The guardian lecturer evaluates the guardianship student in accordance with the rules contained in the Academic Regulations.
3. The guardian lecturer reports students who do not meet the evaluation requirements to the Head of the Department / Head of the Study Program.
4. The Department/Study Program reports students who do not meet the evaluation requirements to the Faculty Student Consultative Body (BKMF) or a counselor body appointed by the faculty.
5. BKMF or the counselor body appointed by the faculty reports to the Dean of FSM, through Vice Dean of Academic Affairs (PD I)

FLOW DIAGRAM

No	Activities	Involved Parties					Time	Document
		Advisor	Headmaster/ Head of Study Program	BKMF	Dean /PD I	Std.		
1	Towards the evaluation period, the guardian lecturer monitors and guides students who are indicated to be critical.						as advisor receives student KHS ahead of the evaluation period	Student KHS
2	The guardian lecturer evaluates the guardianship student in accordance with the rules contained in the Academic Regulations						1 day	Student KHS
3	The guardian lecturer reports students who do not meet the evaluation requirements to the Head of the Department / Head of the Study Program						1 day	Lecturer Guardian's written report
4	The Department/Study Program reports students who do not meet the evaluation requirements to the Faculty Student Consultative Body (BKMF) or a counselor appointed by the faculty.						1 day	Head of Head's written report/ Head of Study Program
5	BKMF or a counselor appointed by the faculty reports to the Dean of FMIPA, through PD I						1 day	BKMF's written report

ATTACHMENT

1. Requirements for evaluating student study progress for the S1 program
 - a. Evaluation criteria I .
 1. For students in the academic year 2005/2006 and earlier.
At the end of the fourth semester,
 - Able to collect at least 45 credits with GPA 2.00
 - If able to collect > 45 credits, but GPA < 2.00, then the highest grades are taken up to 45 credits with GPA 2.00
 2. For students of the academic year 2006/2007 and 2007/2008.
At the end of the fourth semester,
 - Able to collect at least 45 credits with GPA 2.25
 - If you are able to collect > 45 credits, but the GPA is < 2.25, then the highest scores are taken up to 45 credits with a GPA ≥ 2.25
 3. For students in the 2008/2009 academic year and beyond.
At the end of the third semester,
 - Able to collect at least 35 credits with GPA 2.25
 - If you are able to collect > 35 credits, but the GPA is < 2.25, then the highest grades are taken up to 35 credits with a GPA , 2.25
 - b. Evaluation criteria II .
 1. For students of the academic year 2005/2006 and earlier
At the end of the eighth semester
 - Able to collect at least 100 credits with GPA 2.0
 - If you are able to collect > 100 credits, but the GPA is < 2.00, then the highest scores are taken up to a total of 100 credits with a GPA ≥ 2.00
 2. For 2006/2007 and 2007/2008 academic year students
At the end of the eighth semester
 - Able to collect at least 45 credits with GPA 2.25
 - If you are able to collect > 45 credits, but the GPA is < 2.25, then the highest scores are taken up to 45 credits with a GPA ≥ 2.25
 3. For students of academic year 2008/2009 and beyond
At the end of the seventh semester
 - Able to collect at least 85 credits with GPA 2.25
 - If you are able to collect > 85 credits, but the GPA is < 2.25, then the highest scores are taken up to a total of 85 credits with a GPA ≥ 2.25
 - c. Final evaluation criteria
At the latest at the end of the fourteenth semester, students must have passed all the credits set for the S1 program and a GPA > 2.00.
 - d. Students who do not meet the criteria for each evaluation stage are considered unable to participate in academic activities. In this regard, the Chancellor issued a decree to terminate his status as an UNDIP student after receiving consideration from the BKMF.
2. Document
 1. Student Study Results Card (KHS).
 2. Written report from the guardian lecturer to the Head of Department/Head of Study Program
 3. A written report from the Head of the Department / Head of the Study Program to BKMF or a Counselor appointed by the Faculty.

4. Written report from BKMF or Counselor appointed by the Faculty to the Dean through PD I
3. The parties involved in evaluating the progress of student studies.
 1. student
 2. Advisor
 3. Head of the study program.
 4. BKMF or Counselor appointed by the Faculty
 5. Dean/PD I