

	<b>DEPARTMENT OF CHEMISTRY FSM DIPONEGORO UNIVERSITY</b>	<b>DOCUMENT LEVEL: PROCEDURE MANUAL</b>	<b>CODE: MP. KIM-01</b>
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## **PROCEDURE MANUAL CURRICULUM DEVELOPMENT**

### **AIM**

The curriculum development procedure manual aims to provide direction and explanation of the curriculum development procedures for the S1 / D III program in the Faculty of Mathematics and Natural Sciences, Diponegoro University.

### **DEFINITION**

The higher education curriculum is a set of plans and arrangements regarding the content and materials of studies and lessons as well as the delivery and assessment methods which are used as guidelines for organizing teaching and learning activities in higher education.

To find out the traces of alumni, it is necessary to conduct a tracer study, which is an activity to find information about the condition or continuation of alumni after graduating from college. This information is useful as an evaluation for improvement or progress of the study program in the future.

Meanwhile, for the purposes of the development and advancement of science and skills, it is necessary to seek opinions from curriculum experts, professional associations or relevant stakeholders, namely alumni, companies, agencies, communities or users related to the study program. In developing the curriculum, there are several stages or steps that must be passed by considering the competency characteristics of the graduates of the study program according to the resources they have in order to obtain a curriculum for the study program that is representative and can follow the development of science.

### **REFERENCE**

ACADEMIC REGULATIONS Diponegoro University: Education Sector, Semarang, 2009.

## **PROCEDURE**

1. The study program benchmarks the curriculum of similar study programs directly or via the internet to other universities that are considered better from Indonesia and abroad.
2. The study program conducts tracer studies on stakeholders to get input and advice on the application of knowledge and skills needed in the world of work.
3. The study program takes an inventory of the results of benchmarking and tracer studies as material for curriculum workshops.
4. The study program holds curriculum workshops by inviting stakeholders or professional associations and related curriculum experts.
5. The study program takes an inventory of the curriculum workshop results to be considered in the preparation of the new curriculum.
6. The study program reviews the advantages and disadvantages of the old curriculum with workshop results, in order to create a new, representative curriculum.
7. The study program prepares a new curriculum and its syllabus.
8. The head of the study program asks the Dean's approval.
9. The Dean submits the issuance of a new curriculum SK for the study program to the Rector.

For clarity, it can be described in the flow chart as follows:

## FLOW DIAGRAM

No.	Activity	Involved Parties						Time	Document
		Study Program	Stakeholders	Curriculum Expert	Head of study program	Dean	Rector		
1.	The study program benchmarks the curriculum of similar study programs directly or via the internet to other universities that are considered better from Indonesia and abroad.							1 month	Curriculum for study programs similar to other universities
2.	The study program conducts tracer studies on stakeholders to get input and advice on the application of knowledge and skills needed in the world of work.							1 month	Tracer study results notes
3.	The study program takes an inventory of the results of benchmarking and tracer studies as material for curriculum workshops.							10 day	Benchmarking and tracer study results report
4.	The study program held curriculum workshops by inviting stakeholders or professional associations and related curriculum experts.							5 day	Kurikulum workshop activity notes

5.	The study program takes an inventory of the results of curriculum workshops to be considered in the preparation of a new curriculum.							15 day	Kurriculum workshop results report
6.	The study program reviews the advantages and disadvantages of the old curriculum with the results of the workshop, in order to create a new, representative curriculum.							5 day	Long curriculum for study programs and workshop results
7.	The study program prepares a new curriculum and its syllabus.							5 day	New curriculum and syllabus for study program
8.	Head of Study Program asks Dean's approval							5 day	Latest Curriculum
9.	The Dean submits the issuance of a new curriculum decree for study programs to the Chancellor							5 day	Latest and legal curriculum

## **ATTACHMENT**

### **I. Terms**

1. Curriculum changes may be implemented at least the curriculum is 4 (four) years old.
2. The study program feels the need to update its curriculum, in order to create a new curriculum that is in accordance with the times.
3. Before making changes to the curriculum, you should need to study the advantages and disadvantages of the old curriculum on the results of its products.

### **II. Requirements/attachments**

1. study program former curriculum
2. Comparative curriculum
3. Benchmarking and tracer study results
4. Workshop reports with stakeholders and curriculum experts
5. Study program's new curriculum

### **III. Parties Involved in the Process**

prstudy program: benchmarking the curriculum of study programs directly or downloading the internet to other universities of the same type and considered better than Indonesia and abroad.

*Stakeholders:* to find out the condition of alumni and provide input of knowledge or skills needed in the world of work.

Curriculum expert: asked for opinions or suggestions in order to create a new curriculum that is good for the future.

Head of Study Program: request approval of the results of the new curriculum to the Dean

Dean: proposes a new curriculum decree to the Chancellor.

Chancellor: approves a new curriculum to be implemented in the new school year.