

	DEPARTMENT OF CHEMISTRY FSM UNIVERSITY OF DIPONEGORO	DOCUMENT LEVEL: PROCEDURE MANUAL	CODE: MP KIM-14
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PROCEDURE MANUAL GUIDANCE AND COUNSELING

AIM

The Student Guidance and Counseling Procedure Manual (MP) was prepared with the aim of providing an explanation of the guidance and counseling procedures for students in the Department of Chemistry, FMIPA/FSM Diponegoro University, who have academic and other problems.

DEFINITION

In an effort to equate perceptions of student guidance and counseling with guardian lecturers in the Faculty of Mathematics and Natural Sciences, Diponegoro University, and to help make it easier for students to obtain guidance and counseling for academic and other problems they face while carrying out lectures. As well as to assist the task of guardian lecturer services to their guardian students in accordance with Article 14 UNDIP PERAK for Academic Affairs 2009. It is necessary to prepare a guidance and counseling procedure manual for students who have academic and other problems within the Department of Chemistry, FMIPA/FSM, Diponegoro University. This procedure manual refers to PERAK in the Education Sector of Diponegoro University in 2009.

In Article 14 of PERAK in the Education Sector of Diponegoro University, several duties of the guardian lecturer are written in paragraphs 1, 5 and 6, namely:

- 1) Provide guidance and advice to students both requested and unsolicited regarding various problems faced during their education, fostering habits and effective learning methods (paragraph 1).
- 2) Evaluate the success of student studies in accordance with the provisions of the evaluation stage and make 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/department in relation to the possibility of termination of study as regulated in Article 17 of the Academic Regulations Education Sector 2009 (paragraph 5).
- 3) Consulting students with the Faculty Student Consultative Body (BKMF) through the applicable procedures as referred to in Article 18 of the Academic Regulations in the Education Sector, namely if (paragraph 6):
 - a. At the end of the second semester, the cumulative achievement index (GPA) achieved by students is < 2.00 and the number of credits is < 25 .
 - b. At the end of the sixth semester, the cumulative achievement index achieved by students is < 2.00 and the number of credits is < 70

Guidance and counseling is the process of providing assistance from the Guardian Lecturer to his/her guardian students so that they can complete their studies as soon as possible and choose the field of work according to their interests, talents, and abilities. In Article 18 of the 2009 Diponegoro University Academic Regulations for Education, it is stated:

1. For students who have academic problems, the implementation of guidance and counseling is carried out at the faculty level.
2. The implementation of guidance and counseling at the faculty level is the guardian lecturer, counselor appointed by the faculty, or the Faculty Student Consultative Body (BKMF).
3. The form of services provided by guidance and counseling can be in the form of academic and other problems.

REFERENCE

1. Diponegoro University Academic Regulations
2. Academic Regulations in the Field of Education, Faculty of Mathematics and Natural Sciences, Diponegoro University

PROCEDURE

1. Students who have academic problems are asked to appear for consultation about the problems that may accompany them so that their academic achievement is low or down.
2. Students consciously need to provide guidance and counseling to their guardian lecturers about other problems they face
3. Guardian lecturers provide advice, guidance, advice to students who carry out guidance and counseling and provide solutions to problems faced by students.
4. Guidance and counseling can be forwarded to a higher level, namely to BKMF (Faculty Student Consultative Body). The guardian lecturer makes a cover letter for guidance and consultation to the Head of the Department / Study Program.
5. The Head of the Department / Study Program makes a cover letter for guidance and counseling to BKMF.

FLOW DIAGRAM

No.	Activity	Involved Parties				Time	Document
		Stdnt	Advis or	Head of Study Progra m	BKMF		
1	The advisor calls students who have academic problems for consultation.	↓	↓			30 minutes	
2	Students consciously need to provide guidance and consultation to their advisor	↓	↓			30 minutes	
3	Advisor provide guidance, advice, advice to students and provide academic solutions		↓	↓		30 minutes	
4	The advisor makes a cover letter for guidance and consultation to the department / study program/			↓		30 minute	
5	The head of the department / study program makes a cover letter for guidance and consultation to the Faculty BKM				↓	30 minute	

Appendix I :

**COVER LETTER
GUIDANCE AND COUNSELING TO FACULTY's BKM**

To: Head of Department /Study Program
FSM Diponegoro University

Herewith we :

Name:
NIP:
Department/Prodi:
Advisor Code:

Explain that students:

Name:
NIM:
Class/semester:
GPA and Number of Credits:and
Department/Prodi : FSM Undip
Form of service:
a. Academic problem consultation
b. Consultation on other issues

After conducting guidance and counseling to the guardian lecturer, it is necessary to provide guidance and counseling to the Faculty BKM to obtain the maximum solution to the problems it faces. Please the Head of the Department/Prodi make an Introduction to the Student Guidance and Counseling Letter to BKMF.

Thus this cover letter is made for the sake of necessity. Thank you for the attention and guidance and counseling given.

Semarang, 2010
Advisor,

Name :
ID :

Appendix II :

**COVER LETTER
GUIDANCE AND COUNSELING TO FACULTY's BKM**

To: Faculty Student Consultative Body
FSM Diponegoro University

Herewith we:

Name:
NIP:
Position: Head of Department/Study Program FSM Undip.

Explain that students:

Name:
NIM:
Class/semester:
GPA and Number of Credits:and
Department/Prodi : F MIPA UNDIP
Form of service:
a. Academic problem consultation
b. Consultation on other issues

After conducting guidance and counseling to the guardian lecturer, it is still necessary to provide guidance and counseling to the Faculty BKM to obtain the maximum solution to the problems it faces.

Thus this cover letter is made for the sake of necessity. Thank you for the attention and counseling guidance given.

Semarang, 2010
Head of Department/Study
Program
FSM Diponegoro University

Name
NIP