	<p style="text-align: center;">DEPARTMENT OF CHEMISTRY FSM DIPONEGORO UNIVERSITY</p>	<p style="text-align: center;">DOCUMENT LEVEL: PROCEDURE MANUAL</p>	<p style="text-align: center;">CODE: MP.KIM-03</p>
<p>TITLE: CLASS SCHEDULE</p>			<p style="text-align: center;">ISSUED DATE: February 19, 2010</p>
<p>AREAS: ACADEMIC FIELD</p>			<p style="text-align: center;">NO. REVISION: -</p>

PROCEDURE MANUAL ARRANGEING CLASS SCHEDULE

AIM

The MP for Preparation of Undergraduate Student Lecture Schedules aims to provide an explanation of the procedure for compiling a lecture schedule for undergraduate (S1) students in the Department of Chemistry, Faculty of Mathematics and Natural Sciences, Diponegoro University.

DEFINITION

1. Courses are forms of teaching activities in a series of educational processes that have a certain credit weight and which must be passed or followed by every student up to a certain level of education.
2. Courses that are in accordance with the applicable Curriculum SK
3. Jschedule eye studying is a list of eyes studying along with the allocation of days, times and rooms programmed in one semester by the department and faculty or timetable arrangement and implementation of education and teaching for a period of 1 (one) semester (16 weeks)
4. The class schedule includes day, time, space, course code, course name, credits, class semester and lecturers.

REFERENCE

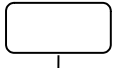








1. Undip Chancellor Decree No. 364/PER/H7/2009 concerning Academic Regulations in the Field of Education for Undergraduate Programs and Diploma Programs (III-IV) Diponegoro University
2. 2009 Academic Guide for Chemistry Department

PROCEDURE

1. The secretariat makes a list of lectures that will come out every semester
2. The Head and Secretary of the Department mapped in the MK matrix according to the time (day and hour), room, course code, course name, type of course (mandatory/optional), number of students, credits, class semester,
3. The head of the department sends a draft class schedule (UTS and UAS schedules) to each laboratory head to fill out a list of lecturers (exam supervisors)
4. The head of the laboratory and the lecturer staff discuss about the lecturers who are in charge of the courses from their laboratory

5. The head of the laboratory returns the draft of the course schedule that has been filled in by the list of supervisors to the department
6. Departments make class schedules (UTS and UAS schedules)
7. The department provides class schedules (UTS and UAS schedules) in the academic administration section of the faculty
8. The academic administration section of the faculty reproduces the class schedule (UTS and UAS schedules) after being approved and signed by the Vice Dean I
9. The academic administration division distributes class schedules to students and lecturers before filling out the KRS.

FLOW DIAGRAM

No.	Activity	Involved Parties				Time	Document
		Mhs	BAA	KBK	KJ		
1	The secretariat makes a list of courses every semester					1 day	
2	KJ and SJ map the courses in the matrix		◀			1 day	
3	Draft lecture schedule (UTS and UAS schedule) sent to Kalab					1 day	
4	Kalab fills course tutors					1 day	
5	Draft schedule from Head of Lab to Department					1 day	
6	Departments make class schedules (UTS and UAS schedules)					1 day	
7	Class schedules (UTS and UAS schedules) are sent to the academic section bagian					1 day	
8	The academic bag divides the class schedule after being approved by World War I before KRS					1 day	

APPENDIX I:

LECTURE SCHEDULE FOR ODD SEMESTER 2009/2010 DEPARTMENT OF CHEMISTRY FACULTY OF MIPA UNDIP

APPENDIX II:

COURSE SCHEDULE EVEN SEMESTER 2009/2010 DEPARTMENT OF CHEMISTRY FACULTY OF MIPA UNDIP

**MID SCHEDULE AND EVEN SEMESTER EXAM 2008/2009
DEPARTMENT OF CHEMISTRY FACULTY OF MIPA UNDIP**