

	DEPARTMENT OF CHEMISTRY FSM DIPONGORO UNIVERSITY	DOCUMENT LEVEL: PROCEDURE MANUAL	CODE: MP.KIM-04
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PROCEDURE MANUAL REGULAR LEARNING

AIM

The instruction manual for the undergraduate program at the Department of Chemistry, FSM, Diponegoro University aims to:

1. Provide guidance to related parties in the implementation of lectures
2. Improve the efficiency and effectiveness of the implementation of lectures.

DEFINITION

1. Lecture is a learning activity by means of face-to-face between lecturers and students scheduled students.
2. A lecturer is someone who based on the educational requirements, expertise and ability to be appointed by the Chancellor to carry out the main tasks of education.
3. Lecturers consist of Permanent Lecturers and Non-Permanent Lecturers (Guest Lecturers and Extraordinary Lecturers). Permanent lecturers are lecturers who are bound full-time with the Department of Chemistry, FSM Undip, while non-permanent lecturers are lecturers who are bound in a working relationship with the Department of Chemistry, FSM Undip for a certain period of time.
4. Students are students who are registered and studying at the Department of Chemistry, FMIPA Universitas Diponegoro.
5. Lectures are held in odd and even semesters.
6. Lecture activities for a course are managed by a team of lecturers appointed based on the Dean's Decree. Educational institutions consist of:
 - a. The person in charge of the course is a lecturer who based on the educational requirements, expertise and academic position is assigned to be the person in charge responsible for and coordinate the implementation of a subject.
 - b. A course lecturer is a lecturer who is assigned based on educational requirements and expertise to teach a course.
 - c. In order to improve the quality of the teaching and learning process, it is possible to invite guest lecturers with competencies in accordance with the courses offered in the current semester (Guest Lecture). Guest lecture at least 4 times meetings for each course in the current semester and provide evaluations/assessments to students.

REFERENCE

1. Diponegoro University Academic Regulations (Regulation of Chancellor 364/PER/H7/2009.)

PROCEDURE

Regular Lecture

1. Students are present at the scheduled time and place.
2. Lecturers are present at the scheduled time and place by bringing lecture attendance. Course attendance is taken at the Faculty Teaching Section.
3. Lecturers give lectures in accordance with the allotted time.
4. Students fill out lecture attendance.
5. Lecturers fill in lecture attendance and topics taught and monitor student attendance.
6. After completing the lecture, the lecturer returns the lecture attendance to the Faculty Teaching Section.

FLOW DIAGRAM

No.	Activity	Involved Parties				Time	Document
		Students	Study prog.	Lecturer Team	Admin.		
Regular Lecture							
1	Students are present at the scheduled time and place					According to the schedule of the department	a. course schedule b. FC KRS
2	Lecturers are present at the scheduled time and place by bringing lecture attendance. Attendance courses are taken in the teaching section of the Faculty.					According to the schedule of the department	a. course schedule b. Student attendance list c. Lecturer attendance list
3	Lecturers give lectures in accordance with the time allocation specified in accordance with the SAP, GBPP, Lecture Contract					According to the schedule of the department	a. course schedule b. SAP, GBPP, Lecture Contract
4	Students fill out lecture attendance.					According to the schedule of the department	a. Student Attendance List
5	Lecturers fill in lecture attendance and topics taught and monitor student attendance.					According to the schedule of the department	a. Lecturer Attendance List b. Student Attendance List
6	Lecturers return lecture attendance to the teaching department of the Faculty.					According to the schedule of the department	a. Lecturer Attendance List b. Student Attendance List

ATTACHMENT

I. Provisions:

1. One face-to-face meeting is 50 minutes x the weight of lecture credits
2. *Lecturers carry out activities study according to the schedule at least 16 times one semester meeting* and there is an initial meeting for the lecturer to deliver the contract Lectures including GBPP/SAP, and Teaching Materials.
3. Lecturers deliver lecture materials in accordance with GBPP and SAP.
4. Students who don't **present for justified reasons** according to the rules submit a permit not to follow study from Department to Lecturer the person in charge of the course no later than one week after study which he did not follow (on the day study next).
5. Lecturer who is absent **present for justified reasons** according to the rules report to the person in charge of the course and choose one of two alternative solutions:
 - a. Another lecturer replaces the lecture at that time
 - b. Lecturers who are unable to attend give substitute lectures at another time mutually agreed upon by lecturers and students and report it to the class officer / teaching administration / equipment.

II. Parties Involved in the Process

1. student
2. head of study program
3. Course Coordinator
4. Lecturer
5. Administrative staff

IV. Student Attendance List Format

V. Lecturer Attendance List Format

VI. Format of Willingness as Guest Lecturer.