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|  | DEPARTMENT OF CHEMISTRY FSM DIPONEGORO UNIVERSITY | DOCUMENT LEVEL: PROCEDURE MANUAL | CODE: MP KIM-05 |
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PROCEDURE MANUAL GUEST LECTURE

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 while non-permanent lecturers are lecturers who are bound in a working relationship with the Department of Chemistry for a certain period of time.
4. Students are students who are registered and studying at the Department of Chemistry, FSM 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.)

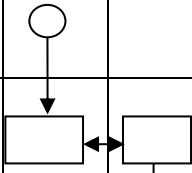
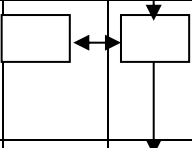
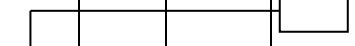
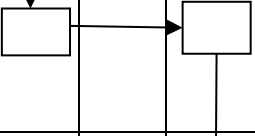
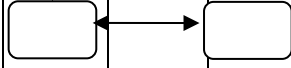
PROCEDURE

Guest Lecture

1. The course coordinator determines the guest lecture schedule according to the predetermined lecture topic.
2. Course coordinator contact **Guest Lecturer who will give lecture**
3. Guest lecturers fill out a consent form to give lectures.
4. The course coordinator reports to the Department that there will be a guest lecture.
5. The Department provides guest lecturer accommodation and is handed over to the course Coordinator Lecturer.
6. Students are present at the scheduled time and place.
7. Lecturer Coordinator courses with lecture attendance and guest lecturers present at the time and place that has been scheduled.
8. The course coordinator and visiting lecturer fill in the attendance list and the topics to be taught.
9. The course coordinator lecturer monitors student attendance.
10. Guest Lecturers give lectures according to the specified time allocation.
11. Students fill out lecture attendance.
12. The Coordinator Lecturer returns the presence to the Faculty Teaching Section.

FLOW DIAGRAM

| No. | Activity | Involved Parties | | | | | Time | Document |
|-----------------------|---|------------------|---------------|----------|-------------------|--------|---|---|
| | | Students | Study Program | Lecturer | Visiting Lecturer | Admin. | | |
| Guest Lecturer | | | | | | | | |
| 1 | The course coordinator determines the guest lecture schedule according to the predetermined lecture topic. | | | □ ↓ | | | According to the schedule of the department | a. course schedule |
| 2 | The course coordinator contacts the lecturer who will provide material for the guest lecture. | | | □ ↓ | □ ↔ | | According to the schedule of the department | a. course schedule b. FC KRS c. FC KHS |
| 3 | Guest lecturers fill out a consent form to give lectures. | | | | □ ↓ | | According to the schedule of the department | Guest Lecturer Willingness Form |
| 4 | The course coordinator reports to the Department that there will be a guest lecture. | | | □ ↓ | | | According to the schedule of the department | a. course schedule |
| 5 | The department provides guest lecturer accommodation and is handed over to the course coordinator lecturer. | | | □ ↓ | □ ↔ | | According to the schedule of the department | a. Student Attendance List |
| 6 | Students are present at the scheduled time and place. | □ ↓ | | | | | According to the schedule of the department | a. Lecturer Attendance List b. Student Attendance List |
| 7 | The Lecturer Coordinator of the course brings the Lecturer and Student Attendance List. | □ ↓ | | □ ↔ | ○ ↔ | | | a. Lecturer Attendance List b. Student Attendance List |

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|----|--|---|--|--|--|---|--|---|
| 8 | Coordinator lecturers and guest lecturers are present at the scheduled time and place. | | | | | | | a. Lecturer Attendance List b. Student Attendance List |
| 9 | The course coordinator and visiting lecturer fill in the attendance list and the topics to be taught. | | |  | | | | a. Lecturer Attendance List |
| 10 | Guest Lecturers give lectures according to the specified time allocation. | | |  | | | | a. SAP, GBPP, Lecture Contract |
| 11 | Students fill out lecture attendance. | | |  | | | | a. Student Attendance List |
| 12 | The course coordinator lecturer monitors student attendance. |  | | | | According to the schedule of the department | | a. Student Attendance List |
| 13 | The Lecturer of the Coordinator of the Courses returns the presence to the teaching section of the Faculty | | |  | | | | 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 timet
 - 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. College 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.