


UNIVERSITAS NEGERI PADANG	<b>PROCEDURES ACADEMIC SUPERVISING</b>			
	Document <b>SOP.01.013.00</b>	Number Revision Number 00	Pages 1 of 3	PROCEDURE QUALITY
	Issue Date 10-01-2018	Determined by the Rector of UNP		
<b>SOP</b>	<b>EDUCATION</b>	<b>Prof. Ganefri, Ph. D</b> NIP: 19631217 198903 1 003		

### 1. Purpose

This procedure aims to ensure the implementation of academic supervision for students is carried out properly.

### 2. Scope

- 2.1. Appointment of academic supervisors
- 2.2. Implementation of academic guidance

### 3. Reference

- 1.1. Permenristekdikti no 44 of 2015 concerning Indonesian Higher Education Standards
- 3.1. Permenristekdikti no.62 of 2016 concerning SPMI
- 3.2. Permenristekdikti no 55 of 2017 concerning Teacher Education Standards
- 3.3. SPMI UNP Quality Manual UNP
- 3.4. Academic Regulations UNP

### 4. Definition of

Academic guidance is a mentoring process carried out by lecturers to help students in carrying out academic activities.


### 5. Procedure

#### 5.1. Responsibilities

- 5.1.1. the head of the department through the head of the study program is responsible for ensuring that the implementation of academic guidance by lecturers is carried out properly.
- 5.1.2. Academic Advisors are responsible for carrying out the academic guidance process for students.

#### 5.2. General

- 5.2.1. The appointment of Academic Supervisors (PA) is provided so that students get good guidance by the lecturers in an effort to increase their productivity in achieving the objectives of the study program.
- 5.2.2. Academic guidance is given related to academy problems and / or student problems that can interfere with the achievement of academic goals.

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### 5.3. Appointment of Academic Advisory Lecturer The


- 5.3.1. the head of the department determines the lecturer who will be in charge of conducting academic guidance for the mentored students.
- 5.3.2. Academic supervisors must be assigned after new student admission.

### 5.4. Implementation of Academic Guidance

- 5.4.1. Supervising lecturers collect data on their guidance students
- 5.4.2. Provide guidance when preparing student study plan cards (KRS online)
- 5.4.3. Provide guidance to guidance students.
- 5.4.4. Provide approval for student study plans
- 5.4.5. Provide continuous consultation on student academic development.
- 5.4.6. The results of the consultation are recorded on the academic guidance consultation card.

## 6. Appendix

- 6.1 Academic guidance consultation card format.

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***Academic Guidance Consultation Card Format***

KOP DEPARTMENT
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**ACADEMIC ASSISTANCE CONSULTATION CARD**

Name of Student : .....

NIM : .....

Study Program : .....

No .	Day / Date	Topics / Issues Discussed	Suggestions for	Initial PA

Academic Advisors,

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