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| UNIVERSITAS NEGERI PADANG | PROCEDURE STUDENTS STUDY PLAN | | | |
|  | Document Number SOP.01.003.00 | Revision Number 00 | Pages 1 of 7 | QUALITY PROCEDURE |
| | Issue Date 10-01-2018 | Determined by the Rector of UNP | | |
| SOP | EDUCATION | Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003 | | |

1. Purpose

Optimizing the utility of educational infrastructure and the ability of students to fill in the Study Plan Card *on-line*.

2. Scope of

Procedure for the Student Study Plan Preparation Process Covering;


- 2.1. Procedures and requirements needed in preparing student study plans.
- 2.2. Improvements / changes to student study plans.
- 2.3. The parties involved in the preparation of student study plans (study programs, students, lecturers, PA, finance, majors, BAAK, Puskom).

3. Reference

- 3.1. Permenristekdikti no 44 of 2015 concerning Indonesian Higher Education Standards
- 3.2. Permenristekdikti no.62 of 2016 concerning SPMI
- 3.3. Permenristekdikti no 55 of 2017 concerning Teacher Education Standards
- 3.4. SPMI UNP Quality Manual UNP
- 3.5. Academic Regulations UNP
- 3.6. Instructions for System *On-Line* Student Registration

4. Definition

- 4.1. A Study Plan Card (KRS) is a Study Plan Card, containing a list of courses that students will take in the coming semester.
- 4.2. KRS consists of temporary KRS for the first two weeks and in the third week it has to be in the form of permanent KRS.
- 4.3. Programming the student's Study Plan Card (KRS) is carried out on an online *system*, on the academic portal using the network website Padang UNP.
- 4.4. The procedure for preparing a UNP student study plan is the process of taking courses that students will carry out in the coming semester (including semester transfers).
- 4.5. Subjects include theoretical & practical courses, PPL, PLI and Final Projects, Final Projects / Thesis.
- 4.6. The lecture system for undergraduate and diploma (D4, D3) study programs is a credit system provided that the student load is determined based on the previous semester's Achievement Index (IP) or the equivalent system for even semesters and odd semesters equivalent.

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5. The Procedure

5.1. Responsibility

- 5.1.1. BAAK is responsible for preparing the calendar and registration procedure.
- 5.1.2. Puskom is responsible for providing *on-line* a reliable system to be accessed by students and Advisors lecturers Academic (PA) according to a set schedule.
- 5.1.3. The Head of the Department is responsible for coordinating the formation of a guardian for each student.
- 5.1.4. The head of the study program is responsible for providing a guardian for each student and for monitoring the effectiveness of guardianship activities.
- 5.1.5. The Head of the Department is responsible for assigning / assigning PA lecturers and ensuring the implementation of academic guidance by the lecturers is carried out properly.
- 5.1.6. Academic Guidance Lecturers are responsible for carrying out the academic guidance process for students.
- 5.1.7. The Head of the Department is responsible for the availability of a course section for eligible students.
- 5.1.8. The Head of the Study Program is responsible for the availability of the scheduled program course.
- 5.1.9. The Head of the Department is responsible for the availability of the schedule for the course.
- 5.1.10. Vice I is responsible for the availability schedules of the Dean Of faculty course.
- 5.1.11. WR I through the MKU Coordinator is responsible for the availability schedules of public courses.
- 5.1.12. Puskom and BAAK are responsible for the availability of a section code for the schedule of college gems.
- 5.1.13. Courses that have been taken, after the third week cannot be eliminated by anyone, for any reason and are calculated on the cumulative SKS.
- 5.1.14. Students are responsible for the originality of the procedures for taking courses

5.2. General.


- 5.2.1. Requirements and procedures for registering study plans.
- 5.2.2. Determination of student groups / groups.
- 5.2.3. The appointment of an academic supervisor.

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5.3. Requirements, Procedures, Study Plan Registration and Parties Involved

- 5.3.1. Students consult with the PA, directly (offline or online), to agree on the courses to be taken by filling in the KRS format available in 2 (two) majors, one for students and one for PA.
- 5.3.2. Students pay tuition fees at the designated bank, for the semester in accordance with the schedule specified.
- 5.3.3. Students register KRS online via a computer anywhere (campus LAN network or internet access), and register courses according to the curriculum according to the student's PA agreement.
- 5.3.4. KRS that has been registered *on-line* by students is not valid (not ok) before being verified by the PA lecturer of each student.
- 5.3.5. PA lecturers are obliged to verify the KRS *on-line* of each PA student before the schedule for filling the KRS *on-line* ends, through the password of the academic portal owned by the PA lecturer.
- 5.3.6. The procedure for verifying student KRS by PA lecturers is regulated by way of marking or checking (verification) on each student's KRS online.
- 5.3.7. If until the deadline for PA ratification ends, the PA has not carried out its duties, then the Head of Study Program has the right to take over the KRS verification process of the student concerned.
- 5.3.8. To access the academic portal system, students are provided with a user ID (in the form of their respective NIM) and a password that has been given by the Puskom or the designated officer. Furthermore, for security reasons it is suggested to change the password by the student concerned. The password code is the responsibility of each student concerned.
- 5.3.9. The maximum study load per semester is 24 credits, while the minimum study load is 12 credits, except for students whose study load remains less than 12 credits.
- 5.3.10. The recommended maximum study load for each semester is in accordance with the previous semester's Achievement Index (IP) or even-even and odd-odd equivalent semester systems, namely:

| No. | Semester IP | Maximum Study Load (credits) |
|-----|-------------|------------------------------|
| 1. | 0.00 - 1.00 | 12 |
| 2. | 1.01 -2.00 | 19 |
| 3. | 2.01 - 3.00 | 22 |
| 4 | 3.01 - 4.00 | 24 |


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5.4. Changes in Student Study Plans

- 5.4.1. Changes in student study plan carried out in accordance with a predetermined schedule BAAK./ Puskom
- 5.4.2. Students consult with faculty PA and fill formatting changes and signed KRSPA
- 5.4.3. PA If the lecturer is absent can be represented by another professor or Kaprodi appointed by the Head of Department of
- 5.4.4. Students enroll on-line through the appropriate Change plans that have been approved by the PA
- 5.4.5. Lecturer PA checks student KRS changes through the Academic portal password owned by the PA.
- 5.4.6. Students print (print-out) KRS changes in two sheets and submit one sheet to the PA, one sheet is held by the student to be shown to the lecturer of the subject concerned

6. Appendix

- 6.1. KRS format on-line
- 6.2. Format of KRS correction on-line
- 6.3. LHS
- 6.4. Course Assessment Format for Department

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Format KRS

**FORMAT STUDENT PLAN STUDENTS
OF PADANG STATE UNIVERSITY**

| | | |
|------|--|---|
| FOTO | KARTU RENCANA STUDI Semester.....-..... 20..... | Lembaran I Lembaran II |
|------|--|---|

Name :

NIM / Year of Entry : /

Department / Study Program : /

PA Lecturer Name / Code : /

IP Last semester :

Maximum Study Load : SKS


| No. Sort | MK Code | Name of Course | Credit | Remarks |
|-------------|---------|-------------------|--------|---------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| | | Number of credits | | |

Padang,

PA lecturer,

.....

NIP.

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**FORMAT CARD FOR IMPROVEMENT OF STUDENT PLAN
FOR PADANG STATE UNIVERSITY**

FOTO

FORMAT PERBAIKAN KARTU RENCANA STUDI

Semester.....-..... 20.....

Lembaran I

Lembaran II

Name :

NIM / Year of Entry : /

Department / Study Program : /

PA Lecturer Name / Code : /


IP Last Semester :

Maximum Study Load :

| REPLACED CURRENT CREDITS | | | | SUBSTITUTE COURSE | | |
|--------------------------|---------|--|-----|-------------------|--|-----|
| No. Sort | MK Code | Course Name | SKS | Code MK | Course Name | SKS |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| | | Number of credits for courses to be replaced | | | Number of credits for substitute courses in | |

Padang,
PA lecturer,

.....
NIP.

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Course Assessment Format for Department

KOP DEPARTMENT

FORMAT FOR STUDENTS

Semester: 20

SECTION / WEIGHT CODE : DEPARTMENT / PRODUCT :

CODE / NAME OF SUBJECT : FACULTY :

| No . | TM / | NIM'S NAME STUDENTS% | PRESE NT | UTS | UAS | TASK | OTH ER | Final Score | |
|---------|------|-------------------------|-------------|------|------|------|-----------|-------------|--------|
| | | | | ...% | ...% | ...% | ...% | Figures | Letter |
| 1. | | | | | | | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |
| 5. | | | | | | | | | |
| 6 | | | | | | | | | |
| etc | | | | | | | | | |

Recap of

| | |
|-----|--|
| A | |
| A- | |
| B + | |
| B | |
| B- | |
| C + | |
| C- | |

Padang, 20.....

Related Lecturers.

.....
NIP.