


UNIVERSITAS NEGERI PADANG	PROCEDURE LECTURING IMPLEMENTATION			
	Document SOP.01.001.00	Number Revision Number 00	Pages 1 of 12	QUALITY PROCEDURE
	Issued Date 01-10-2018	Determined by the Rector of UNP		
SOP	EDUCATION	Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		

1. Purpose

- 1.1. supervise and regulate the implementation of the lectures that are applied to ensure the effectiveness of their implementation.
- 1.2. Ensure that theoretical lectures run effectively and efficiently.

2. Scope

The procedure for the implementation of the theory lectures covers;

- 2.1. Preparation (Teaching materials, schedules, attendance, lecture contracts and progress reports)
- 2.2. Implementation (face to face, structured guidance and independent activities)
- 2.3. Evaluation (quizzes, assignments and / or mid-semester exams, final semester exams)

3. Reference

- 3.1. Permenristekdikti no 44 of 2015 on Education Standards Tinggi Indonesia
- 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


4. Definition

- 4.1. Lecture activities are intended to be theoretical lectures as an effort to increase student knowledge in accordance with applicable academic regulations.
- 4.2. The theoretical lecture activity is intended as a transfer of knowledge theoretical.
- 4.3. The procedure for implementing theoretical lectures is a rule that must be followed by all related parties (lecturers, students and administrative staff) for the smooth running of the lecture.

5. Procedures

5.1. Responsibility

- 5.1.1. The responsibility for ensuring that the lecture implementation procedures have been implemented properly lies with the Deputy Dean I assisted by the head of the department and the head of the study program.
- 5.1.2. The Head of the Department and the Head of the Study Program check the implementation of lectures according to the predetermined schedule, and the material provided is in accordance with the SAP of each course.

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5.1.3. The head of the study program ensures SAP and lecture progress are in accordance with the Lecture Synopsis.

5.1.4. The Vice Dean I and the Head of the Department ensure the availability of a list of lectures, lecture rooms, lecturers, attendance and lecture evaluations.

5.2. General

Lecture Implementation consists of:

5.2.1. Preparation (Teaching materials, Media, Facilities and Infrastructure, Schedule, Attendance List)

5.2.2. Implementation (face-to-face / practice, structured guidance and independent activities)

5.2.3. Monitoring and Evaluation of

5.3. Lecture Preparation

5.3.1. Before the semester starts, the head of the department is obliged to hold a board meeting lecturers with an agenda to ensure that the appointment of lecturers is in accordance with their expertise and teaching load proportionally.

5.3.2. Preparation of Teaching Materials by lecturers or groups of fields of study in accordance with the SAP of the relevant course

5.3.3. Lecturers prepare teaching media for the

5.3.4. Department to prepare class schedules, facilities and infrastructure.

5.3.5. The department prepares a list of student attendance and a list of course progress.

5.4. Lecture Implementation Lecture


5.4.1. activities by lecturers / team of lecturers are in accordance with the lecture schedule prepared by the department for 16 meetings in one semester, including midterm and final semester exams.

5.4.2. Before lectures begin, the lecturer or student assigned by the lecturer takes the attendance list and the course progress list at the department secretariat.

5.4.3. At the beginning of the meeting, the lecturer submitted the Agreement Lecture including the syllabus, SAP and references used by the lecturer.

5.4.4. Lecturers are required to verify attendance for each lecture.

5.4.5. Lecturers or students who are assigned by the lecturer must fill in the progress of the lecture, signed by the lecturer concerned and return it to the secretariat of the department after the lecture ends.

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5.4.6. Lecturers who are unable to attend for justifiable reasons, report to the person in charge of the course (for UNP WR I, Faculty of WD I and the Head of Department) and the person in charge of the course determines one of the following solutions:

5.4.6.1 Another lecturer replaces the lecture on the course schedule The

5.4.6.2 a lecturer who is unable to attend gives a replacement lecture at another time which is mutually agreed upon by the lecturer, student and department.

5.4.6.3 If the lecturer is permanently unable to attend, the person in charge of the course finds a replacement lecturer.

5.4.7 The secretariat of the department records lecture interactions. These records must be accessible within 2 years.

5.4.8 The secretariat of the department regularly reports all of these records to the head of the department.

5.4.9 Changes in schedules class can only be made with the approval of the Department of

5.5. Monitoring and Evaluation. The

5.5.1. department / study program records lecture activities: material taught, number of students who attend, structured assignments, and independent assignments.

5.5.2. At the end of the semester the department / study program conducts an evaluation of the implementation of the lecture which includes: mastery of the material, lecturer treatment and student satisfaction through the instrument.

5.5.3. The data obtained were analyzed with the Internal Quality Assurance Unit (UPMI) and submitted to the person concerned and the supervisor in writing.

5.5.4. Lecture issues are discussed at a specially scheduled lecturer's board meeting.

6. Appendix


6.1. Syllabus Format

6.2. Format Testament Class

6.3. Format Lecture Attendance List

6.4. Format List Advances Class

6.5. Format SAP

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Format ClassSyllabus


**Syllabus
STUDY DESIGN ONE SEMESTER**

Course Name:..... SKS: ...
 Study Program : Code: ...
 Faculty :
 Lecturer :

Synopsis of theCourse

Learning Outcomes(Achievements learning) related KKNi

Soft skills/Karakter: -----

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Matrix learning:

Week	learning Outcomes (Achievements learning) Main	Experiences learning	Matter / Topic	method learning Strategy	Criteria / Mechanic al Ratings	Referenc es
1	2	3	4	5	6	7

Criteria Evaluation (in%)

Reference

Format Testament Class

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KOP SURAT

AGREEMENT COURSE

Eyes Lecture / Code : _____ / _____
Weight : _____ SKS
Section : _____
Schedule : _____ Day / Hour to _____
Lecturer : _____ 1.
_____ 2.
Room : _____

Both parties, which have the sign below, are willing to carry out the following matters:

1. At the beginning of the semester, the lecturer must submit the syllabus and the lecture agreement that he / she supports.
2. Lecturers must fill out a list of lecture activities according to the syllabus.
3. Lecturers must check student attendance.
4. Lecturers give structured assignments to students.
5. Students are required to attend face-to-face lectures at least 13 meetings. Students who do not meet these requirements are not allowed to take the final semester exams.
6. Students must dress neatly, politely, wear shoes according to the regulations in force at FBS UNP.
7. Students must be present right when lectures are held.
8. Students are required to work on assignments given by the lecturer.
9. Students are responsible for the facilities in the classroom. If there is damage to these facilities, students are obliged to replace them.
10. Students are prohibited from going out of the room during the lecture, except for very important matters after obtaining approval from the Course Supervisor lecturer.

Padang,,

Who Makes the Agreement:

Student representatives,

lecturers who teach the subjects,

names Lecturer,


Signature

1. _____

2. _____

Knowing,
Head of Study Program.

.....
NIP.

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Kop Surat

LIST OF ATTENDANCE OF LECTURES

Subjects / Code : _____ / _____

Weight : _____ SKS

Section : _____


Schedule : _____ Day / Hour

Lecturer : 1. _____

2. _____

Room : _____


No.	TM / NIM	NAME OF STUDENT	Week			
			1	2	3	4
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						

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20.						
21.						
22.						
23.						
24.						
25.						
26.						
27.						
28.						
29.						
30.						
31.						
32.						
33.						
34.						
35.						
		Initials of Lecturers Supervisors Lecturers Programming				

Lecturers,

.....
NIP.

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Format of Lecture Activities List of

KOP DEPARTMENT

OF LIST OF ACTIVITIES

Subjects / Code : _____ / _____

Weight : _____ SKS _____

Section : _____


Schedule : _____ Day / Hour _____

Lecturer : 1. _____

2. _____

Room : _____


Week	Day / Date of	Lecture Material	Number of Students present	Initials Lectur ersStu dy	Initials Head of Progr am
I					
II					
III					
IV					
V					

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VI					
VII					
VIII					
IX					
X					
XI					
XII					
XIII					
XIV					
XV					
XVI					

Head of Study Program,

.....
NIP.

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Format of the SAP

**UNIT OF LECTURING EVENTS
(SAP)**

Name of Study Material : ----- Sks : ----

Code : ----- Code : ----

Study Program : -----

Meeting to : -----


Lecturer : -----

Learning Outcomes (Learning Outcomes) related to KKNI

<p>-----</p> <p>-----</p> <p>-----</p> <p>Soft skills/Karakter: -----</p>

Material:

1. -----
2. -----
3. -----

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Learning Activities:

Activity Phase	Lecturer	Activities Student Activities	Assessment Techniques	Media
Introduction to				
Presentation of the				
Concluding				

Assessment Rubric:


1. -----
2. -----
3. -----

Bibliography:

1. -----
2. -----
3. -----

Attachments:

1. Lecture Notes: Powerpoint/ chart / etc.
2. Worksheets / Handouts / Modules / etc.
3. Selected Reading Material (list of web addresses ; book; print out of articles; photocopies, etc.)

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1. Purpose

This procedure aims to supervise and regulate the implementation of practical lectures to ensure the effectiveness of its implementation.

2. The scope of the

Practical Lecture Implementation Procedure includes: availability of practicum guides / job sheets, practicum materials, media, facilities and infrastructure, schedules, attendance lists, and evaluation of practical lectures.

3. Reference

- 3.1. 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
- 3.2. Academic Regulations


4. Definition

Procedures for implementing practical lectures are rules that must be followed by all related parties (lecturers, students and those in charge of labor, workshops, studios, workshops) for the smooth running of lectures.

5. Procedure

5.1. ResponsibilityThe

- 5.1.1. responsibility for ensuring the procedure for implementing practical lectures has been implemented properly lies with the Head of the Department.
- 5.1.2. The responsibility for ensuring practical lecture materials are in accordance with the curriculum, syllabus, SAP lies with the Head of the Study Program.
- 5.1.3. The responsibility for the availability of schedules, materials, practicum equipment / facilities, worksheets/ practicum modules, K3 facilities, technicians / laboratory assistants lies with the head of the Labor / Workshop.
- 5.1.4. The responsibility for implementing practicum activities lies with the lecturer /instructor practicum.
- 5.1.5. Deputy Dean I, Head of Department / Head of Study Program is responsible for ensuring the availability of class schedules, laboratories, laboratory facilities, practicum materials, lecturers, technicians and laboratory assistants so that the practicum can run well.

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5.2. General The

implementation of lectures consists of:

- 5.2.1. practicalpreparation (teaching materials / job sheets, media, facilities and infrastructure, schedules, attendance lists).
- 5.2.2. Practical implementation (demonstrations, guided exercises and independent projects).
- 5.2.3. Monitoring and Evaluation.

5.3. Implementation of Practical Lectures

- 5.3.1 Before lectures begin, group / group / class leaders take attendance lists and lecture progress lists at the secretariat of the department.
- 5.3.2 At the beginning of the meeting, the lecturer submitted the Lecture Agreement including the syllabus, SAP and references used by the lecturer.
- 5.3.3 Lecturers are required to verify attendance for each lecture.
- 5.3.4 Lecturer Delivering work order and safety (K3) workshops and laboratories.
- 5.3.5 Lecturers demonstrate methods or work processes.
- 5.3.6 Students carry out practicum / labor assignments according to job sheets or modules under the guidance and supervision of the lecturer / instructor.
- 5.3.7 Students fill in the course progress, signed by the lecturer concerned and return it to the secretariat of the department after the lecture ends.
- 5.3.8 Lecturers who are unable to attend due to justifiable reasons, report to the person in charge of the course (for UNP WR I, Faculty of WD I and the Head of Department) and the person in charge of the course determines one of the following solutions:
 - 5.3.5.1 Another lecturer replaces the lecture on the course schedule
 - 5.3.5.2 lecturers who are unable to attend give replacement lectures at other times which are mutually agreed upon by the lecturers, students and departments.
 - 5.3.5.3 If the lecturer is permanently unable to attend, the person in charge of the course finds a replacement lecturer.
- 5.3.9 The secretariat (administrative secretary) of the department records lecture interactions. These records must be accessible within 2 years.
- 5.3.10 The secretariat of the department regularly reports all of these records to the head of the department.
- 5.3.11 Changes to the lecture schedule can only be made with the approval of the department for
- 5.3.12 practical / practicum lectures in the laboratory / workshop required to wear practical / practicum clothes according to work safety.

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6. Attachment

- 6.1. FormatClass Testament
- 6.2. FormatClass Attendance
- 6.3. Class EventFormat List
- 6.4. FormatJobsheet / Module Practical
- 6.5. Format Syllabus
- 6.6. SAP Format