

# STANDARD OPERATING PROCEDURE

COURSE VALUE CLARIFICATION

# FACULTY OF SOCIAL SCIENCE

# STATE UNIVERSITY OF MALANG

# 2021



**STANDARD OPERATING PROCEDURE**

**COURSE VALUE CLARIFICATION FACULTY OF SOCIAL SCIENCE STATE UNIVERSITY OF MALANG**

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APPENDIX 26

## STANDARD OPERATING PROCEDURE

## COURSE VALUE CLARIFICATION

1. **Basic Activities**
2. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System (State Gazette of the Republic of Indonesia of 2003 Number 78, Supplement to the State Gazette of the Republic of Indonesia of 2003 Number 4301);
3. Law of the Republic of Indonesia Number 14 of 2005 concerning Teachers and Lecturers (State Gazette of the Republic of Indonesia of 2005 Number 157, Supplement to the State Gazette of the Republic of Indonesia Number 4586);
4. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia of 2012 Number 5336);
5. Government Regulation of the Republic of Indonesia Number 37 of 2009 concerning Lecturers (State Gazette of the Republic of Indonesia of 2009 Number 76, Supplement to the State Gazette of the Republic of Indonesia of 2009 Number 5007).
6. Government Regulation of the Republic of Indonesia Number 96 of 2012 concerning the Implementation of Law Number 25 of 2009 concerning Public Services;
7. Government Regulation of the Republic of Indonesia Number 32 of 2013 concerning Amendments to Government Regulation Number 19 of 2005 concerning National Education Standards (State Gazette of the Republic of Indonesia of 2005 Number 41, Supplement to the State Gazette of the Republic of Indonesia Number 4496);
8. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Administration of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to the State Gazette of the Republic of Indonesia Number 5500);
9. Presidential Regulation of the Republic of Indonesia Number 8 of 2012 concerning the Indonesian National Qualifications Framework (State Gazette of the Republic of Indonesia of 2012 Number 24);
10. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 73 of 2013 concerning the Implementation of the Indonesian National Qualifications Framework for Higher Education (State Gazette of the Republic of Indonesia of 2013 Number 831);
11. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 30 of 2012 concerning Organization and Work Procedure of the State University of Malang (State Gazette of the Republic of Indonesia of 2012 Number 493);
12. Regulation of the Minister of Research, Technology, and Higher Education Number 12 of 2018 concerning the Statute of the State University of Malang;
13. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 62 of 2016 concerning the Higher Education Quality Assurance System;
14. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Standards for Higher Education;
15. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 5 of 2020 concerning Accreditation of Study Programs and Universities;

## Purpose

As a workflow guideline for the clarification of course grades by students in the Faculty of Social Sciences.

## Scope

**Value clarification is a proposal to improve the value because:**

* Incorrectly entering value elements
* Incorrectly entered the value because the top row or bottom row in the scoring format is empty
* The wrong correction, for example, a student's assignment is complete, but only part of it is corrected
* Miscalculation of the average
* Other similar reasons

## Not included in the value clarification:

* Values generated automatically by the system due to late lecturers uploading grades to SIAKAD
* Assignments are fixed after grades are announced
* Assignments are completed after grades are announced
* Assignments are collected after grades are announced
* Other similar reasons

## Activity

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Activity** | **Executor** | | **Time** |
| **1** | **2** |
| 1. | Students apply for value clarification by filling out the Value Clarification Form (Student), which will be accepted by Lecturers and Departments | Student | Lecturer, Major | Two day |
| 2. | Lecturers respond to requests for clarification of grades by filling out the Grade Clarification Form (Lecturer), which will be accepted by both Students and Departments | Lecturer | Major, Student |
| 3. | The Department checks and ascertains whether the value clarification is acceptable and there is agreement.  a. If the value clarification is acceptable to both parties, then proceed to the next step (activity 4)  b. If both parties have not accepted the value clarification, the Department facilitates the communication process between Lecturers and Students until an agreement is reached, then proceed to the next step (activity 4) | Major | Lecturer, Major |
| 4. | The department checks and ensures whether there is a change in grades.  a. If there is a change in value, then proceed to the next step (activity 5)  b. If there is no change in value, then the process is complete | Major |  |
| 5. | The Department submits a report of a change in grades to WD 1 | Major | WD 1 |
| 6. | WD 1 reports a change in value to WR 1 | WD 1 | WR 1 |
| 7. | WR 1 instructed PTIK to open DNA access in Siakad | WR 1 | PTIK |
| 8. | Lecturer revises grades/DNA at Siakad | Lecturer |  | One day |

1. **Workflow**

Clarification Form (Student)



Student

Lecturer

Clarification Form (Lecturer)

Major

Any Deal?

No

The Communication Process of Lecturers, Students, Departments Until An Agreement Is Reached

Yes

Any Value Changes?

No

Yes

Department of Submitting Reports to WD 1

WD 1 Submitting Report to WR 1

WR 1 Instructs PTIK To Unlock DNA

Lecturer Revises Values/DNA at Siakad

Finished