



UNNES
UNIVERSITAS NEGERI SEMARANG

FACULTY OF MATHEMATICS AND NATURAL SCIENCES

STANDARD OPERATING PROCEDURE (SOP)

BIOLOGY EDUCATION

2026



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Standard Operating Procedure

	PROSEDUR MUTU Pelaksanaan Ujian Tengah Semester Daring	Kode Dokumen	PM-AKD-19B
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1. TUJUAN

Prosedur ini ditetapkan untuk mengatur pelaksanaan ujian tengah semester secara daring di Universitas Negeri Semarang.

2. RUANG LINGKUP

Prosedur ini meliputi hal-hal yang berkaitan dengan proses pelaksanaan ujian tengah semester secara daring di Universitas Negeri Semarang.

3. REFERENSI

- a. Pedoman Akademik Universitas Negeri Semarang tahun 2018
- b. Keputusan Rektor No. 09/O/2007 tentang Pedoman Penilaian Hasil Belajar.
- c. Kalender Akademik Universitas Negeri Semarang

4. DEFINISI

- a. Ujian adalah kegiatan pengukuran hasil belajar yang menggunakan serangkaian butir pertanyaan/soal yang bersifat baku atau dirancang oleh dosen sebagai alat pengukur, pengakses atau penilaian kemampuan akademik pada ranah kognitif, afektif, dan psikomotorik, serta dapat dilakukan secara tertulis atau lisan dengan cakupan bahan ajar sesuai dengan tujuan kurikuler.
- b. Semester adalah satuan waktu kegiatan yang terdiri atas 16 minggu kuliah atau kegiatan terjadwal lainnya, berikut kegiatan iringannya, termasuk 2 (dua) sampai 3 (tiga) minggu kegiatan penilaian.
- c. Ujian tengah semester (UTS) secara daring adalah kegiatan tes atau pengukuran hasil belajar mahasiswa yang dilakukan oleh dosen secara tertulis atau lisan dengan cakupan materi yang disajikan sampai pada pertengahan semester dengan menggunakan modus daring.
- d. Learning Management System (LMS) adalah media online yang digunakan oleh dosen dan mahasiswa untuk melaksanakan proses belajar mengajar dan ujian.

5. KETENTUAN UMUM

- a. Ketentuan Umum Ujian Tengah Semester

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- 1) Ujian tengah semester (UTS) dilaksanakan pada pertemuan berikutnya setelah menyelesaikan 7 atau 8 kali pertemuan.
 - 2) Mahasiswa dapat mengikuti ujian tengah semester jika telah mengikuti kuliah minimal 6 kali pertemuan.
 - 3) Jurusan/Prodi bersama dengan dosen pengampu memutuskan Learning Management System (LMS) atau metode lain yang digunakan untuk pelaksanaan UTS. Misalnya: eLena atau aplikasi lain yang disepakati.
- b. Ketentuan Penilaian
- 1) Pemberian nilai menggunakan rentang angka 0 sampai 100.
 - 2) Nilai akhir yang diperoleh dari setiap ujian dinyatakan dengan nilai huruf seperti tabel berikut;

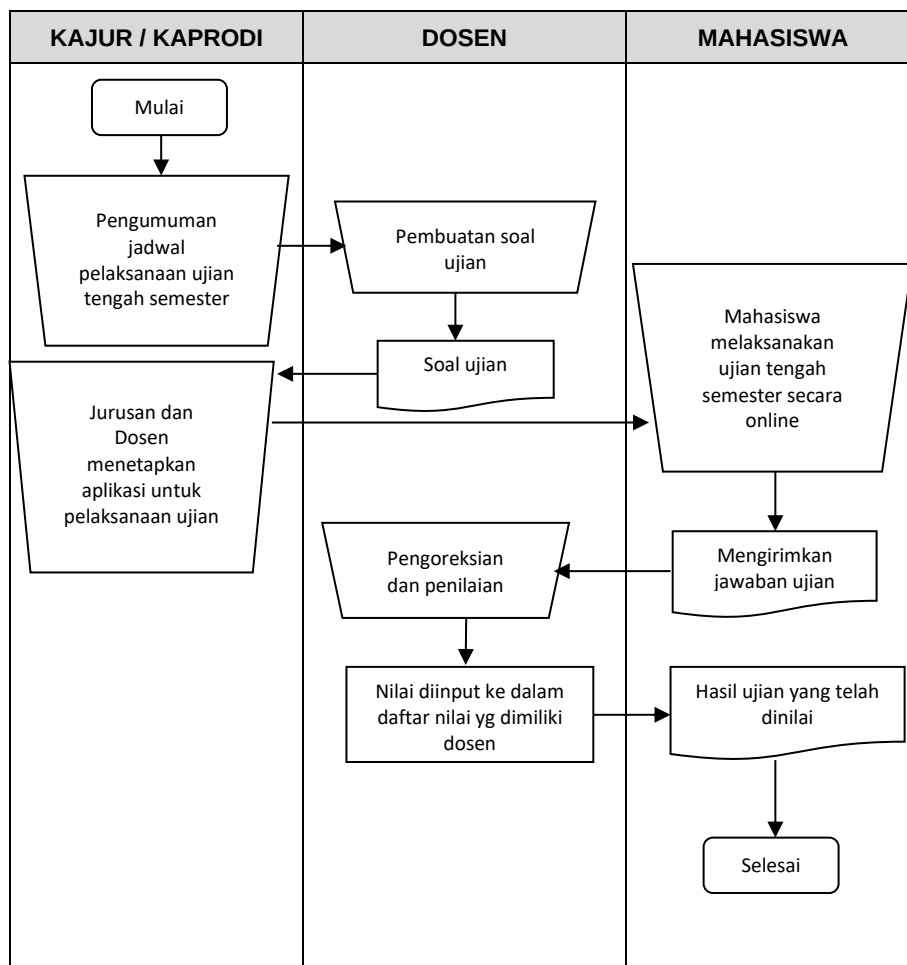
Nilai Angka	Nilai Huruf	Bobot	Predikat
> 85 – 100	A	4,00	Baik Sekali
> 80 – 85	AB	3,50	Lebih dari baik
> 70 – 80	B	3,00	Baik
> 65 – 70	BC	2,50	Lebih dari cukup
> 60 – 65	C	2,00	Cukup
> 55 – 60	CD	1,50	Kurang dari Cukup
> 50 – 55	D	1,00	Kurang
≤ 50	E	0	Gagal (tidak lulus)

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6. PROSEDUR

6.1. Diagram Prosedur Mutu Pelaksanaan Ujian Tengah Semester Perkuliahan

6.2.1. Diagram Prosedur Mutu Ujian Tengah Semester Secara Daring



6.2.1. Rincian Prosedur Mutu Ujian Tengah Semester

1. Mulai
2. Jurusan/Prodi mengumumkan minggu pelaksanaan ujian tengah semester daring.
3. Dosen membuat soal ujian dan dimasukkan dalam Elena atau aplikasi lain.
4. Jurusan/Prodi bersama dengan dosen menetapkan Elena atau metode lain yang disepakati untuk pelaksanaan UTS.

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5. Mahasiswa mengerjakan soal ujian sesuai dengan petunjuk melalui Elena atau aplikasi lain yang disepakati.
6. Mahasiswa mengirimkan hasil jawaban melalui Elena atau aplikasi lain yang disepakati.
7. Hasil jawaban dikoreksi oleh dosen untuk pemberian penilaian
8. Nilai diinput kedalam daftar nilai yang dimiliki dosen.
9. Dosen memberikan hasil penilaian yang telah dikoreksi kepada mahasiswa yang bersangkutan.
10. Selesai.

6.2.3 Ketentuan khusus

1. Apabila dosen melakukan UTS dengan metode selain yang telah diatur dalam prosedur ini dapat dikoordinasikan atas sepengetahuan kajur/koorprodi.
2. Ketentuan lain yang belum diatur dalam prosedur ini, akan ditambahkan dan diperbaiki kemudian.

7. LAMPIRAN

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	PROSEDUR MUTU Pelaksanaan Ujian Skripsi Online	Kode Dokumen	PM-AKD-20
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1. OBJECTIVE

This procedure is established to regulate the implementation and evaluation of online thesis examinations at Universitas Negeri Semarang.

2. SCOPE

This procedure covers matters related to the thesis examination implementation process at Universitas Negeri Semarang.

3. REFERENCES

- 1) Academic Guidelines of Universitas Negeri Semarang, 2018
- 2) Rector Decree No. 09/O/2007 concerning Guidelines for Assessment of Learning Outcomes.
- 3) Academic Calendar of Universitas Negeri Semarang

4. DEFINITIONS

- 1) An examination is a set of standardised questions or questions designed by lecturers as an instrument for measuring, assessing, or evaluating academic ability in the cognitive, affective, and psychomotor domains. It may also be conducted orally, with teaching material coverage aligned with the curricular objectives.
- 2) Evaluation is the process of making decisions and assigning grades based on students examination results.
- 3) A thesis is a scholarly work prepared on the basis of literature review, field research, and/or laboratory testing as a form of academic writing practice in an undergraduate (S1) study programme.

5. GENERAL PROVISIONS

5.1. Administrative Validation by the Administrator

- 1) The student has included the thesis course in the Study Plan Card (KRS).
- 2) The student submits a thesis manuscript that has been approved by the supervisor for examination.
- 3) The student has passed all required courses, comprising at least 130 credits, excluding PPL, PKL, and KKN.
- 4) The PPL, PKL, and KKN courses have been included in the KRS.
- 5) The student fulfils the administrative requirements, including a student identity card and proof of full tuition fee payment.
- 6) The minimum cumulative GPA is 2.00.
- 7) The thesis examination may be open to the public with the approval of the secretary of the examination committee and the student being examined.
- 8) The examination may be conducted if attended by two examiners (Examiner I, Examiner II, or Examiner III), and by the chair or secretary of the thesis examination.
- 9) A supervisor who cannot attend the thesis examination session may examine the student at another time and submit the examination grade to the Thesis Examination Committee.
- 10) The thesis examination is conducted in the thesis examination room.
- 11) The thesis examination is implemented in accordance with the procedural provisions agreed by each faculty.
- 12) The Thesis Examination Committee wears formal PSL attire, and students wear a white shirt and the university jacket.

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13) The thesis examination is conducted within 90 minutes.

14) The implementation of the examination is recorded in the minutes of the thesis examination.

5.2 Thesis Examination Assessment

- 1) Assessment is conducted after the examination and entered through Sitedi.
- 2) Grades are assigned using a numerical range from 0 to 100.
- 3) The assessment weighting consists of the thesis component score and the response score.
- 4) The thesis examination assessment is conducted by three (3) examiners.
- 5) Assessment of the thesis component aspect (A) includes logical consistency of thesis content (A1), level of originality (A2), scientific quality (A3), language (A4), and writing conventions (A5). The final component aspect score is calculated using the formula:

$$\frac{A1+A2+A3+A4+A5}{5}$$

- 6) Assessment of the response aspect (B) includes depth (B1), breadth of material (B2), accuracy of answers/explanations (B3), fluency of answers/explanations (B4), and scientific attitude (B5). The final response aspect score is calculated using the formula:

- 7) The final score from each examiner (C) is obtained using the formula:

$$\bullet \frac{A+2B}{3}$$

- 8) The Thesis Final Grade (NA) is calculated using the formula:

$$\frac{C1 + C2 + C3}{3}$$

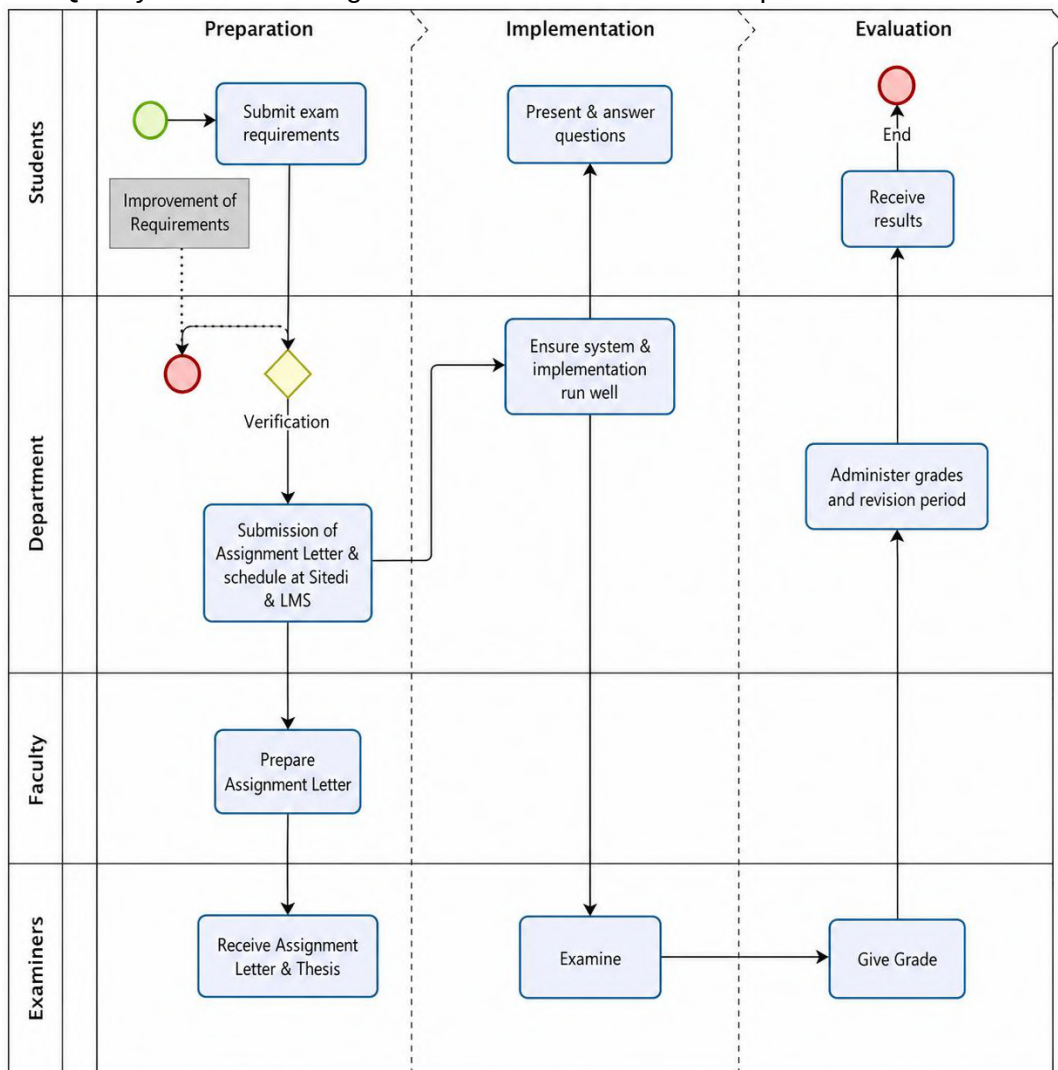
- 9) The final score obtained from each examination is expressed as a letter grade as shown in the following table:

Numerical Grade	Letter Grade	Weight	Predicate
> 85 – 100	A	4	Excellent
> 80 – 85	AB	3,5	More than Good
> 70 – 80	B	3	Good
> 65 – 70	BC	2,5	More than Sufficient
> 60 – 65	C	2	Sufficient
> 55 – 60	CD	1,5	Less than Sufficient
> 50 – 55	D	1	Poor
> 50	E	0	Fail (Not Passed)

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6. PROCEDURE

6.1. Quality Procedure Diagram for Thesis Examination Implementation



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6.2 Thesis Examination Quality Procedure

- 1) Start.
- 2) Students who are ready for the thesis examination contact the Head of Department/Study Programme Coordinator to register for the thesis examination, then submit soft files of the complete examination requirements by email to the department/study programme.
- 3) The Head of Department/Study Programme proposes the examiners and examination schedule to the Dean and prepares the online examination schedule through Elena or another agreed application.
- 4) The Dean appoints the Thesis Examination Committee, consisting of a chair, secretary, and three examiners, and issues an Assignment Letter to the Thesis Examination Committee.
- 5) The Department ensures that the system and examination implementation run properly.
- 6) The student presents the thesis and answers the examiners questions.
- 7) The examiners examine the thesis and provide revision notes.
- 8) The examiners submit grades through Sitedi.
- 9) The Department administers the grades and communicates the examination result decision to the student, including the revision period.
- 10) The student receives the result.
- 11) End.

6.3 Special Provisions

1. The Thesis Examination is chaired by the Examination Committee (Chair/Secretary).
2. If, during the examination process, a network disruption or other issue occurs due to facilities/infrastructure, the examination chair (Committee/Main Supervisor) may decide to switch devices or take other necessary measures so that the examination can be declared fit to proceed and its result can be decided.
3. Other provisions not yet regulated in this procedure will be added and revised subsequently.

APPENDICES

- 1) Dean Decree concerning the Thesis Examination Committee through Siradi
- 2) Invitation Letter to Examine the Thesis through the system
- 3) Minutes of Thesis Examination Implementation through Sitedi
- 4) Thesis Examination Assessment through Sitedi
- 5) Thesis Examination Schedule Form

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Appendix: Thesis Examination Schedule Form

THESIS EXAMINATION SCHEDULE

NO.	DAY/DATE	TIME	NAME / STUDENT ID	NO.	Committee and Examiners	Thesis Title	Online Exami nation Link
1				1			Link Enter the online examination link Enter the online examination link
				2			
				3			
				4			

Semarang,

Head of

Department

NIP.



PROCEDURE MUTU

Implementation and Evaluation of Field Experience Practice (PPL)

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1. OBJECTIVE

To ensure the implementation of Field Experience Practice (PPL) activities as part of the teaching and learning process at Universitas Negeri Semarang.

2. SCOPE

Universitas Negeri Semarang

3. REFERENCES

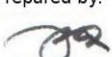
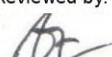
- a. Academic Guidelines of Universitas Negeri Semarang
- b. Decree of the Rector of Universitas Negeri Semarang

4. DEFINITION

Field Experience Practice (PPL) is a curricular activity undertaken by student trainees in the field as an exercise in applying theories learned in previous semesters in class, in accordance with the established requirements, so that they acquire experience and skills in the implementation of education and teaching in schools or other training sites.

5. GENERAL PROVISIONS

- a. PPL participants are students of Universitas Negeri Semarang enrolled in education programmes.
- b. The PPL course carries six credits, distributed across PPL 1 (2 credits) and PPL 2 (4 credits). One credit for a practical course within one semester requires 4 x 1 hour (60 minutes) x 18 meetings, or 72 meeting hours.
- c. Students of education programmes at Universitas Negeri Semarang are required to participate in the PPL programme if they have fulfilled the following requirements:
 - 1) Requirements for taking PPL 1
 - a) Prospective trainees have completed at least 110 credits, including passing all MKK courses, SBM I, or

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equivalent courses, as evidenced by presenting the cumulative Study Result Card (KHS).

- b) The student has obtained approval from the academic adviser and the Study Programme Coordinator/Head of Department, and has entered PPL 1 in the Study Plan Card (KRS).
 - c) The student registers as a prospective PPL 1 participant at the PPL Development Centre of Universitas Negeri Semarang by presenting proof of tuition payment, presenting proof of PPL 1 payment, completing the registration form, and submitting two recent 3 x 4 cm photographs.
- 2) Requirements for taking PPL 2
- a) The student has completed at least 110 credits, including passing SBM II or an equivalent course, as evidenced by presenting the cumulative Study Result Card (KHS).
 - b) The student has taken and passed PPL 1.
 - c) The student has obtained approval from the Academic Adviser and the Study Programme Coordinator/Head of Department, and has entered PPL 2 in the Study Plan Card (KRS).
- 3) Student registration mechanism for participating in PPL
- a) Students are required to complete administrative registration, either manually or online.
 - b) Students are required to complete the Study Plan Card (KRS) by selecting the PPL course online.
- d. PPL Assessment
- 1) The assessment components of the PPL course are:
 - a) Score for mastery of briefing materials,
 - b) Score for professional competence performance,
 - c) Score for personal and social competence performance.
 - 2) Assessment Instruments:
 - a) Test to measure the level of mastery of briefing materials,

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- b) Teacher Competence Assessment Instrument (APKG) to measure the trainee's professional competence,
 - c) Observation format to measure the trainee's personal and social competence performance.
- 3) Assessment Weighting
- a) The briefing-material mastery component (KMP) is weighted 1 (one),
 - b) The professional competence performance component in independent practice (KP) is weighted 7 (seven),
 - c) The personal and social competence performance component during the examination is weighted 2 (two).

4) Final Grade

- a) The final grade is calculated using the following formula:

$$\text{Final Grade (Na)} = \frac{1 (\text{Mid-Semester Exam Score}) + 7 \left[\frac{\text{Academic Advisor Score} + \text{Community Supervisor Score}}{2} \right] + 2 (\text{Final Exam Score})}{10}$$

Notes:

Na = final grade.

KMP = briefing-material mastery ability from the supervising lecturer.

KPDosbing = professional competence score from the supervising lecturer.

KPGupam = professional competence score from the mentor teacher/field officer.

KPKujian = personal and social competence score from the head of school/practice site.

- b) The grade decision is determined by the Coordinator of Supervising Lecturers and the Head of the Training School.
- c) The final grade is expressed as a letter grade.

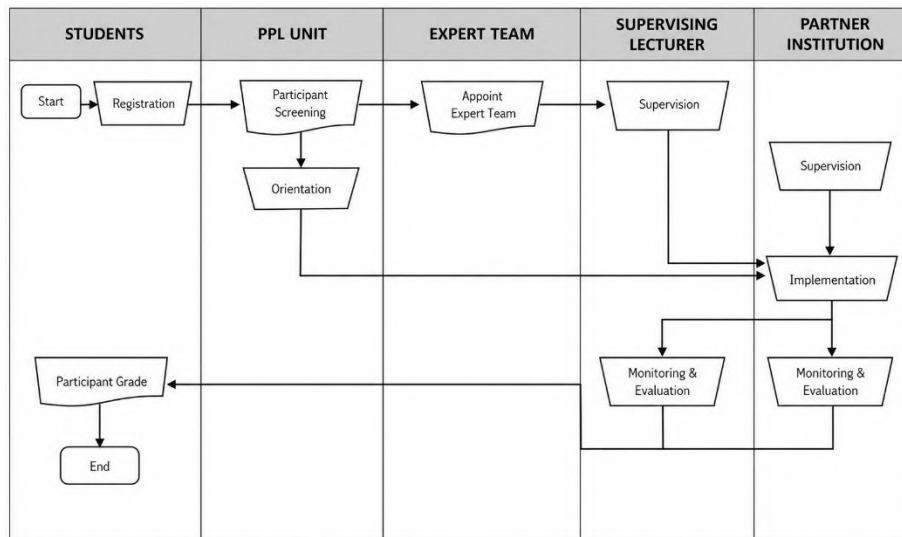
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6. PROCEDURE

6.1. Procedure Diagram



6.2. Procedure Details

1. Start
2. Registration is carried out by PPL student participants.
3. The PPL Unit screens the files of students who have registered.
4. Preparation/briefing is conducted by the PPL Unit.
5. The PPL Unit establishes the PPL Expert Team.
6. The PPL Expert Team appoints PPL supervising lecturers.
7. Students implement PPL.
8. The supervising lecturer and partner institution provide supervision while students undertake PPL.
9. The partner institution conducts monitoring and evaluation.
10. The supervising lecturer conducts monitoring and evaluation.



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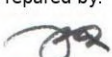
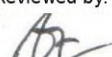
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11. The monitoring and evaluation results from the supervising lecturer and the partner institution serve as the basis for PPL assessment.
12. The PPL grade is issued.
13. End

7. ATTACHMENT.

- a. PPL Assessment Form

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1. PURPOSE

To ensure the implementation of Community Service Programme (KKN) activities within the teaching and learning process at Universitas Negeri Semarang.

2. SCOPE

Universitas Negeri Semarang

3. REFERENCES

- a. Universitas Negeri Semarang Academic Guidelines
- b. Decree of the Rector of Universitas Negeri Semarang

4. DEFINITION

Community Service Programme (KKN) is a curricular activity that integrates the implementation of the Tri Dharma of Higher Education (education, research, and community service) by providing students with learning and work experience in community development activities as a means of applying and developing knowledge, conducted off campus within specified timeframes, work mechanisms, and requirements.

5. GENERAL PROVISIONS

- a. KKN is an integral part of the UNNES curriculum and must be undertaken by undergraduate students.
- b. KKN Credit Weight
 - 1) The credit weight of KKN is 4 credits.
 - 2) One credit of the KKN course requires 4 x 18 x 1 hour = 72 hours.
 - 3) KKN Stages
KKN of 4 credits (4 x 72 = 288 hours or 8 effective weeks) is regulated as follows:
 - a) Briefing/training: 1 week on campus

Dibuat oleh : 	Dilarang memperbanyak sebagian atau seluruh isi dokumen tanpa ijin tertulis dari BPM UNNES	Diperiksa oleh : 
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b) Programme implementation: 6 weeks at the location

c) Reporting/evaluation: 1 week on campus.

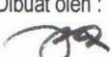
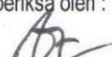
c. Requirements for KKN Participants

UNNES students in education and non-education programmes who have met the requirements are required to participate in the KKN programme. The requirements are as follows:

- 1) Students have completed at least 110 credits, as evidenced by a cumulative study result card and/or a certificate from the Head of Department/Head of Study Programme.
- 2) Students obtain approval from the Head of Department/Study Programme, as evidenced by the inclusion of the KKN course in the Study Plan Card.
- 3) The student registers online as a prospective KKN participant at the UNNES Institute for Community Service (LPM), with the following requirements:
 - a) Presenting the cumulative study result card;
 - b) Submitting a photocopy of the Study Plan Card showing KKN enrolment;
 - c) Presenting proof of KKN fee payment;
 - d) Completing the KKN registration form;
 - e) submitting three passport photographs measuring 2 cm x 3 cm.

d. KKN Weighting

KKN contains assessment components with weightings as presented in the following table:

Dibuat oleh : 	<i>Dilarang memperbanyak sebagian atau seluruh isi dokumen tanpa ijin tertulis dari BPM UNNES</i>	Diperiksa oleh : 
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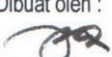
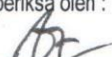
No.	Activity	Weight
1	KKN Briefing	1
2	KKN Programme Planning	2
3	KKN Programme Implementation	4
4	Behaviour	2
5	Report	1

e. KKN Assessment

1) The KKN components are defined as follows.

- a) Briefing refers to the mastery of knowledge and skills expressed in written form. This component has a weight of 1 (one).
- b) Programme planning is based on field orientation. This component has a weight of 2 (two).
- c) Individual programme implementation is measured based on the student's active role as programme implementation coordinator and the percentage of success, both quantitatively and qualitatively. This component has a weight of 3 (three).
- d) Group programme implementation is measured based on the student's active role as a group member in carrying out the programme with the community. This component has a weight of 1 (one).
- e) Behaviour is measured based on attitude and discipline from the briefing stage through to programme implementation at the KKN location. This component has a weight of 2 (two).
- f) The KKN report is assessed based on the structure and depth of its content, examined orally/in the form of a student seminar guided by a lecturer. This component has a weight of 1 (one).

2) Final KKN Grade

Dibuat oleh : 	Dilarang memperbanyak sebagian atau seluruh isi dokumen tanpa ijin tertulis dari BPM UNNES	Diperiksa oleh : 
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The final KKN grade is calculated using the following formula:

$$FG = (A+2B+3C+3D+2E+F)/10$$

Notes:

FG = Final grade

A = Briefing score

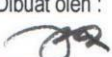
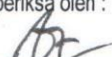
B = Programme planning score

C = Individual programme planning score (as coordinator)

D = Group programme implementation score (as member)

E = Behaviour score

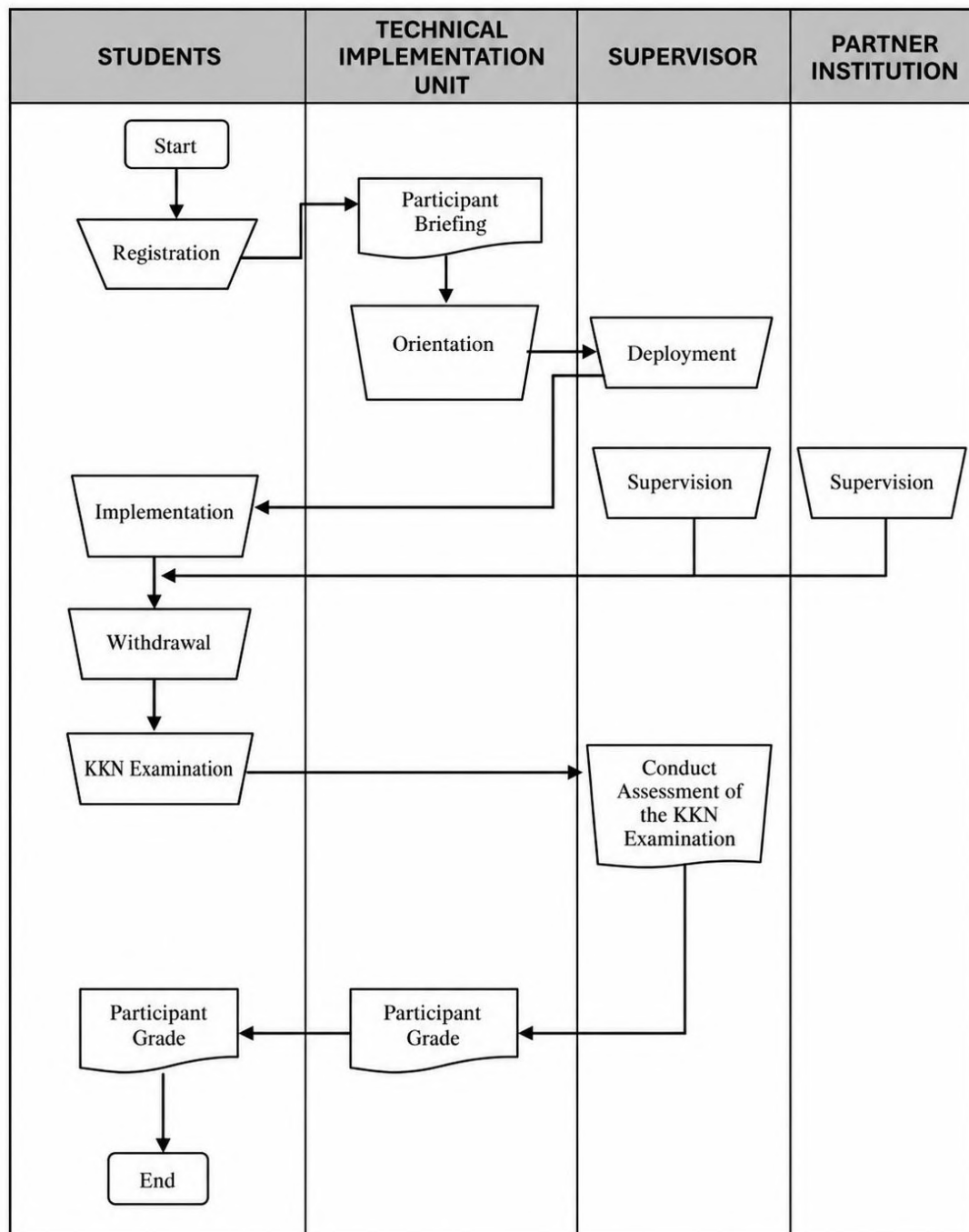
F = Final KKN report score

Dibuat oleh : 	Dilarang memperbanyak sebagian atau seluruh isi dokumen tanpa ijin tertulis dari BPM UNNES	Diperiksa oleh : 
--	---	---

 UNNES UNIVERSITAS NEGERI SEMARANG	PROCEDURE MUTU Implementation and Evaluation of Community Service Programme (KKN)	Document Code	PM-AKD-21B
		Issue Date	25 May 2023
		Revision No.	03
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6. PROCEDURE

6.1. Process diagram



Dibuat oleh :



Dilarang memperbanyak sebagian atau seluruh isi dokumen tanpa ijin tertulis dari BPM UNNES

Diperiksa oleh :



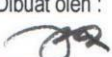
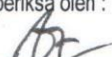
	PROCEDURE MUTU Implementation and Evaluation of Community Service Programme (KKN)	Document Code	PM-AKD-21B
		Issue Date	25 May 2023
		Revision No.	03
		Page	1 of 1

6.2. Procedure details

1. Start.
2. Registration is carried out by KKN participant students.
3. Preparation/briefing is conducted by the KKN Implementation Unit.
4. KKN participants and their supervisors conduct deployment to the KKN location.
5. KKN participants carry out KKN activities.
6. The lecturer supervisor and the supervisor from the partner institution provide guidance while students carry out KKN.
7. The lecturer supervisor and KKN participants conduct withdrawal from the location.
8. The lecturer supervisor conducts the KKN examination for participants and assesses the students.
9. The final KKN grade is submitted to the KKN unit and the students.
10. End.

7. APPENDICES.

- a. KKN Assessment Form (FM-01-AKD-21B)

Dibuat oleh : 	Dilarang memperbanyak sebagian atau seluruh isi dokumen tanpa ijin tertulis dari BPM UNNES	Diperiksa oleh : 
--	--	---

Quality Form

	QUALITY FORM Minutes of Thesis Examination Proceedings	Document Code	FM-01-AKD-20	
		Issue Date	May 25, 2023	
		Revision No.	03	
		Page	1	

On, date, month, year, from to,
at, a thesis examination was conducted for the following student:

Name :
Student ID Number :
Thesis Title :

Administrative Requirements :

1. Proof of Tuition Payment : available / unavailable
2. Study Plan Card (KRS) : available / unavailable
3. Credit Summary : credits (minimum 130 credits)

Thesis Examination Result

1. Accepted without revision
2. Accepted with revision (revision deadline:)
3. Not accepted

Final Grade:

Examiner	Score	Final Grade
Examiner 1 (C1)		$\frac{C1 + C2 + C3}{3}$
Examiner 2 (C2)		
Examiner 3 (C3)		

These minutes of the thesis examination are prepared for proper use.

EXAMINATION COMMITTEE

Examiner 1

Examiner 2

Examiner 3

NIP.

NIP.

NIP

Examination Secretary

Chair of Examiners

NIP.

NIP.

	QUALITY FORM Thesis Examination Assessment	Document Code	FM-02-AKD-20	  ISO 21001:2018 Certified 25101400383421K001
		Issue Date	May 25, 2023	
		Revision No.	03	
		Page	1	

Name :
Student ID No. :
Thesis Title :

Examination Details

Day/Date :
Time :
Room :

Examination Result

1. Assessment by Each Examiner:

A. Thesis Components	Score	B. Response Aspects	Score	Final Score (C)
1. Logical Consistency of Content		1. Depth		$\frac{1A + 2B}{3}$
2. Originality		2. Breadth of Material		3
3. Scientific Quality		3. Accuracy of Responses		
4. Language		4. Fluency of Responses		
5. Writing Mechanics		5. Scientific Attitude		
Average (A)		Average (B)		

Examiner ...

NIP.

	QUALITY FORM Thesis Advisor Proposal	Document Code	FM-02-AKD-24	
		Issue Date	May 25, 2023	
		Revision No.	03	
		Page	1	

Number :

Attachment(s) :

Subject : Advisor Proposal

To the Dean of the Faculty of
 Universitas Negeri Semarang

Referring to the Rector's Decree of UNNES Number concerning the Guidelines
 for Undergraduate Thesis Preparation, Article 7 regarding advisor appointment,

I hereby propose:

1. Name :
 NIP :
 Rank/Class :/.....
 Academic Position :
 As Advisor I
2. Name :
 NIP :
 Rank/Class :/.....
 Academic Position :
 As Advisor II

To advise the following student in preparing the thesis/final project:

Name :
 Student ID Number :
 Study Program :
 Title :

Therefore, I request that the appointment letter be issued.

Semarang,
 Head of Department/Study Program,

.....
 NIP

	QUALITY FORM Decree on Thesis Advising	Document Code	FM-03-AKD-24	
		Issue Date	May 25, 2023	
		Revision No.	03	
		Page	1	

D E C R E E

FACULTY DEAN

UNNES Number:

Regarding

APPOINTMENT OF THESIS/FINAL PROJECT ADVISORS

ODD/EVEN SEMESTER,

ACADEMIC YEAR/.....

Considering : To assist students of the Department/Study Program, Faculty of
....., in preparing their thesis/final project, it is necessary to appoint
lecturers of the Department/Study Program, Faculty
of, UNNES as advisors.

In View of :

1. Rector of UNNES Decree No. 164/O/2004 concerning Guidelines for Preparing Undergraduate (S1) Student Theses/Final Projects at UNNES;
2. Rector of UNNES Decree No. 162/O/2004 concerning the Implementation of Education at UNNES;
3. Law No. 20 of 2003 concerning the National Education System (Supplement to the State Gazette of the Republic of Indonesia No. 4301; elucidation of the State Gazette of the Republic of Indonesia Year 2003, Number 78)

Taking into Account : Proposal of the Head of the Department/Study Program
dated

To Stipulate :

D E C I D E S

FIRST : To appoint and assign:

1. Name :
NIP :
Rank/Class :/.....
Academic Position :
As Advisor I
2. Name :
NIP :
Rank/Class :/.....
Academic Position :
As Advisor II

To advise the student preparing the thesis/final project:

Name :
NIM :
Dept./Study Program :
Topic/Title :
.....
.....
.....
.....
.....

SECOND : This decision shall take effect as of the date of issuance.

ISSUED IN : SEMARANG
ON :
DEAN

.....
NIP

Copies to

1. Vice Dean for Academic Affairs
2. Head of Department
3. Advisors
4. File

	QUALITY FORM Research Permission Letter	Document Code	FM-05-AKD-24	
		Issue Date	May 25, 2023	
		Revision No.	03	
		Page	1	

No. :

Attachment :

Subject : Research Permission

To :

At :

Dear Sir or Madam,

We hereby request permission for the following student to conduct research for an undergraduate thesis/final project:

Name :

Student ID No. :

Study Program :

Title :

Thank you for your attention and cooperation.

Semarang,

Dean,

.....

Employee ID No.

 QUALITY FORM Grade Revision Statement by Lecturer	Document Code	FM-01-AKD-06	
	Issue Date	May 25, 2023	
	Revision No.	04	
	Page	1	

LECTURER STATEMENT LETTER

I, the undersigned:

Name :
NIP :
Study Program :
Lecturer in :

Hereby solemnly declare that I will make corrections in the assessment process for the following student(s):

NO.	NAME	STUDENT ID NO.	COURSE	FINAL GRADE
1				
2				
3				
4				
5				

In connection with the matter above, I hereby request approval to revise the grade(s) for the following reason:

.....
.....

In this matter, I solemnly declare, without pressure from any party, that this grade revision is made with honesty and responsibility in accordance with the applicable academic ethics.

This statement letter is submitted for your consideration. Thank you for your attention.

Study Program Coordinator,

Semarang,
The Declarant,

.....
NIP.

.....
NIP.

Acknowledged by
Vice Dean I / Vice Director I
Graduate School,

.....
NIP.

Cc: Rector of Universitas Negeri Semarang

 QUALITY FORM Grade Revision Statement by UPPS Leadership	Document Code	FM-02-AKD-06	
	Issue Date	May 25, 2023	
	Revision No.	04	
	Page	2	

STATEMENT LETTER
VICE DEAN I / VICE DIRECTOR I OF THE GRADUATE SCHOOL

I, the undersigned:

Name :
NIP :
Structural Position :
Faculty / Graduate School :

Hereby solemnly declare that corrections have been made to the grade(s) of the following student(s):

NO.	NAME	STUDENT ID NO.	COURSE	FINAL GRADE
1				
2				
3				
4				
5				

In connection with the matter above, we hereby request approval to revise the grade(s) for the following reason:

.....
.....

In this matter, we solemnly declare, without pressure from any party, that this grade revision is made with honesty and responsibility in accordance with the applicable academic ethics.

This statement letter is submitted for your consideration. Thank you for your attention.

Study Program Coordinator,

Semarang,
The Declarant,

.....
NIP.

.....
NIP.

Acknowledged by
Vice Dean I / Vice Director I
Graduate School,

.....
NIP.

Cc: Rector of Universitas Negeri Semarang

	QUALITY FORM Request for Practicum Equipment and Materials	Document Code	FM-01-AKD-23	
		Issue Date	May 25, 2023	
		Revision No.	03	
		Page	1	

Practicum Course :
 Practicum Instructor :
 Semester/Year :
 Practicum Day/Time :

No.	Type of Request	Quantity	Use (Meeting No.)
A	Materials required for the practicum		
	1.		
	2.		
	3.		
	4.		
	5.		
B	Equipment used for the practicum		
	1.		
	2.		
	3.		
	4.		
	5.		

Semarang,
 Course Instructor

(.....)

 UNNES UNIVERSITAS NEGERI SURABAYA	QUALITY FORM PPL Assessment	Document Code	FM-01-AKD-21A	  ISO 21001:2018 Certified 25101400383421K001
		Issue Date	May 25, 2023	
		Revision No.	03	
		Page	1	

Student Name :
Student ID No. :
Faculty/Dept./Study Program :
PPL Location :
Supervising Lecturer :
Mentor Teacher :

Assessment Summary Form

No.	Assessment Component	Assessor	Score (N)	Weight (B)	N × B
1.	Briefing material mastery	Supervising lecturer		1	
2.	Professional competency performance	Supervising lecturer (Dosbing)		3.5	
		Mentor teacher (Gupam)		3.5	
3.	Personal and social competency performance	Principal (KPK)		2	
Total N × B					
Final Score = (Total N × B) / 10 =					

	QUALITY FORM KKN Assessment	Document Code	FM-01-AKD-21B	
		Issue Date	May 25, 2023	
		Revision No.	03	
		Page	1	

Student Name :
 Student ID No. :
 KKN Location :
 Faculty Advisor :
 KKN Partner :

Assessment Summary Form

No.	Assessment Aspect	Assessor	Score (N)	Weight (B)	N × B
1.	Briefing	Faculty advisor*)		1	
2.	Program Planning	Faculty advisor*)		2	
3.	Conduct	Faculty advisor*)		3	
4.	Program Implementation	Faculty advisor*)		3	
5.	Final Report	Faculty advisor*)		1	
Total N × B					
Final Score = (Total N × B) / 10 =					

*) The assessment is conducted by the faculty advisor after receiving input from the Village Head/Urban Village Head, fellow KKN students assigned to the same post, the KKN target community, the KKN Task Force, and relevant local government officials.

.....
 Field Supervising Lecturer

.....
 NIP.

	QUALITY FORM KKN Assessment	Document Code	FM-01-AKD-21B	
		Issue Date	May 25, 2023	
		Revision No.	03	
		Page	1	

Student Name :
 Student ID No. :
 KKN Location :
 Faculty Advisor :
 KKN Partner :

Assessment Summary Form

No.	Assessment Aspect	Assessor	Score (N)	Weight (B)	N × B
1.	Briefing	Faculty advisor*)		1	
2.	Program Planning	Faculty advisor*)		2	
3.	Conduct	Faculty advisor*)		3	
4.	Program Implementation	Faculty advisor*)		3	
5.	Final Report	Faculty advisor*)		1	
Total N × B					
Final Score = (Total N × B) / 10 =					

*) The assessment is conducted by the faculty advisor after receiving input from the Village Head/Urban Village Head, fellow KKN students assigned to the same post, the KKN target community, the KKN Task Force, and relevant local government officials.

.....
 Field Supervising Lecturer

.....
 NIP.