



**UNNES**  
UNIVERSITAS NEGERI SEMARANG

FACULTY OF MATHEMATICS AND NATURAL SCIENCES

# STANDARD OPERATING PROCEDURE (SOP)

## NATURAL SCIENCE EDUCATION

2026



More Information:

+62 24 86008700

<https://www.unnes.ac.id/mipa>

1humas@mail.unnes.ac.id

# List of Content

## A. Standard Operating Procedure

1. Implementation of Mid-semester Examination
2. Implementation of Thesis Examination
3. Implementation of Field Experience Practice (PPL)
4. Implementation of Community Service Programme (KKN)

## B. Quality Form

1. Thesis Advisor Proposal
2. Minutes of Thesis Examination
3. Decree on Thesis Advising
4. Thesis Advising Form
5. Research Permission Letter
6. Grade Revision Statement by Lecturer
7. Request for Practicum Equipment and Materials
8. PPL Assessment
9. KKN Assessment

# **Standard Operating Procedure**

|                                                                                   |                                                                        |               |             |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------|-------------|
|  | <b>QUALITY PROCEDURE</b><br>Implementation of Mid-Semester Examination | Document Code | PM-AKD-19B  |
|                                                                                   |                                                                        | Issue Date    | 25 May 2023 |
|                                                                                   |                                                                        | Revision No.  | 04          |
|                                                                                   |                                                                        | Page          | 1 of 1      |

## 1. PURPOSE

This procedure is established to regulate the implementation of mid-semester examinations at Universitas Negeri Semarang.

## 2. SCOPE

This procedure covers matters related to the implementation process of mid-semester examinations at Universitas Negeri Semarang.

## 3. REFERENCES

- a. Academic Guidelines of Universitas Negeri Semarang 2018
- b. Rector's Decree No. 09/O/2007 concerning Guidelines for the Assessment of Learning Outcomes.
- c. Academic Calendar of Universitas Negeri Semarang

## 4. DEFINITIONS

- a. An examination is an activity for measuring learning outcomes using a series of standardised questions or questions designed by lecturers as instruments for measuring, accessing or assessing academic ability in the cognitive, affective and psychomotor domains. It may be conducted in written or oral form with learning materials covered in accordance with curricular objectives.
- b. A semester is a unit of activity time consisting of 16 weeks of lectures or other scheduled activities, together with accompanying activities, including 2 (two) to 3 (three) weeks of assessment activities.
- c. An online mid-semester examination (UTS) is a test or measurement of student learning outcomes conducted by lecturers in written or oral form, covering the material delivered up to the middle of the semester using an online mode.
- d. A Learning Management System (LMS) is an online medium used by lecturers and students to carry out teaching, learning and examination processes.

## 5. GENERAL PROVISIONS

- a. General Provisions for Mid-Semester Examinations

|                                                                                   |                                                                        |               |             |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------|-------------|
|  | <b>QUALITY PROCEDURE</b><br>Implementation of Mid-Semester Examination | Document Code | PM-AKD-19B  |
|                                                                                   |                                                                        | Issue Date    | 25 May 2023 |
|                                                                                   |                                                                        | Revision No.  | 04          |
|                                                                                   |                                                                        | Page          | 1 of 1      |

- 1) The mid-semester examination (UTS) is held at the following meeting after completing 7 or 8 class meetings.
  - 2) Students may sit the mid-semester examination if they have attended lectures for at least 6 class meetings.
  - 3) The Department/Study Programme, together with the course lecturer, decides on the Learning Management System (LMS) or other method to be used for the implementation of the UTS, for example Elena or another agreed application.
- b. Assessment Provisions
- 1) Grades are awarded using a numerical range from 0 to 100.
  - 2) The final mark obtained from each examination is expressed as a letter grade as shown in the following table:

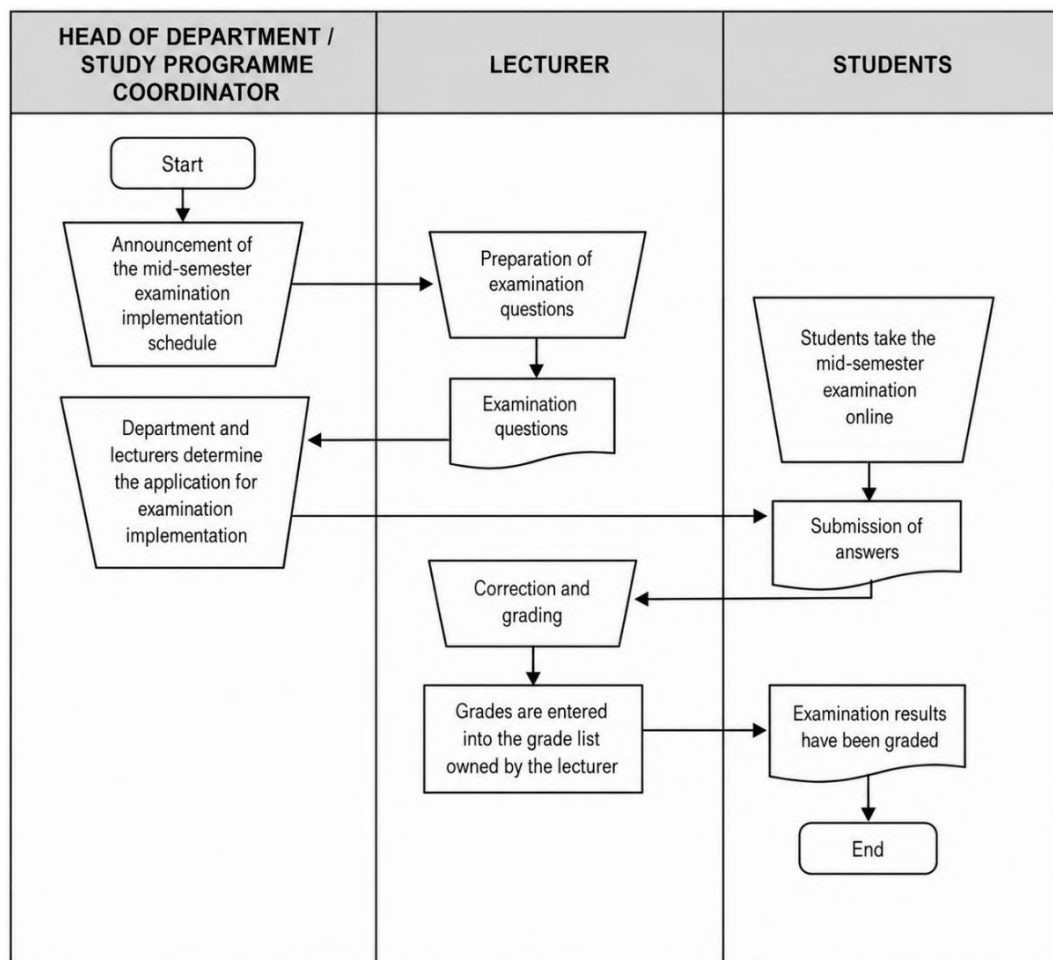
| Numerical Mark | Letter Grade | Weight | Predicate              |
|----------------|--------------|--------|------------------------|
| > 85 – 100     | A            | 4,00   | Excellent              |
| > 80 – 85      | AB           | 3,50   | Very Good              |
| > 70 – 80      | B            | 3,00   | Good                   |
| > 65 – 70      | BC           | 2,50   | More than Satisfactory |
| > 60 – 65      | C            | 2,00   | Satisfactory           |
| > 55 – 60      | CD           | 1,50   | Less than Satisfactory |
| > 50 – 55      | D            | 1,00   | Poor                   |
| <= 50          | E            | 0      | Fail (not passed)      |

|                                                                                                                                                 |                                                                        |               |             |
|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------|-------------|
| <br><b>UNNES</b><br><small>UNIVERSITAS NEGERI SEMARANG</small> | <b>QUALITY PROCEDURE</b><br>Implementation of Mid-Semester Examination | Document Code | PM-AKD-19B  |
|                                                                                                                                                 |                                                                        | Issue Date    | 25 May 2023 |
|                                                                                                                                                 |                                                                        | Revision No.  | 04          |
|                                                                                                                                                 |                                                                        | Page          | 1 of 1      |

## 6. PROCEDURE

### 6.1. Quality Procedure Diagram for the Implementation of Mid-Semester Course Examinations

#### 6.2.1. Quality Procedure Diagram for Online Mid-Semester Examinations



#### 6.2.1. Details of the Quality Procedure for Mid-Semester Examinations

1. Start
2. The Department/Study Programme announces the week for the implementation of the online mid-semester examination.
3. The lecturer prepares the examination questions and enters them into Elena or another application.
4. The Department/Study Programme, together with the lecturer, determines Elena or another agreed method for the implementation of the UTS.

|                                                                                   |                                                                        |               |             |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------|-------------|
|  | <b>QUALITY PROCEDURE</b><br>Implementation of Mid-Semester Examination | Document Code | PM-AKD-19B  |
|                                                                                   |                                                                        | Issue Date    | 25 May 2023 |
|                                                                                   |                                                                        | Revision No.  | 04          |
|                                                                                   |                                                                        | Page          | 1 of 1      |

5. Students complete the examination questions according to the instructions through Elena or another agreed application.
6. Students submit their answers through Elena or another agreed application.
7. The answers are corrected by the lecturer for grading.
8. The grades are entered into the grade list held by the lecturer.
9. The lecturer provides the corrected assessment results to the relevant students.
10. End.

#### **6.2.3 Special Provisions**

1. If a lecturer conducts the UTS using a method other than those regulated in this procedure, it may be coordinated with the knowledge of the Head of Department/Study Programme Coordinator.
2. Other provisions not yet regulated in this procedure will be added and amended later.

## **7. APPENDIX**

-



|                                                                                   |                                                                                                  |                |             |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------|-------------|
|  | <p style="text-align: center;"><b>PROSEDUR MUTU</b><br/>Pelaksanaan Ujian Skripsi<br/>Online</p> | Kode Dokumen   | PM-AKD-20   |
|                                                                                   |                                                                                                  | Tanggal Terbit | 25 Mei 2023 |
|                                                                                   |                                                                                                  | Revisi ke-     | 04          |
|                                                                                   |                                                                                                  | Halaman        | 1 dari 1    |

## 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.



|                                                                                                                                                 |                                                                                                  |                |             |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------|-------------|
| <br><b>UNNES</b><br><small>UNIVERSITAS NEGERI SEMARANG</small> | <p style="text-align: center;"><b>PROSEDUR MUTU</b><br/>Pelaksanaan Ujian Skripsi<br/>Online</p> | Kode Dokumen   | PM-AKD-20   |
|                                                                                                                                                 |                                                                                                  | Tanggal Terbit | 25 Mei 2023 |
|                                                                                                                                                 |                                                                                                  | Revisi ke-     | 04          |
|                                                                                                                                                 |                                                                                                  | Halaman        | 1 dari 1    |

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:

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

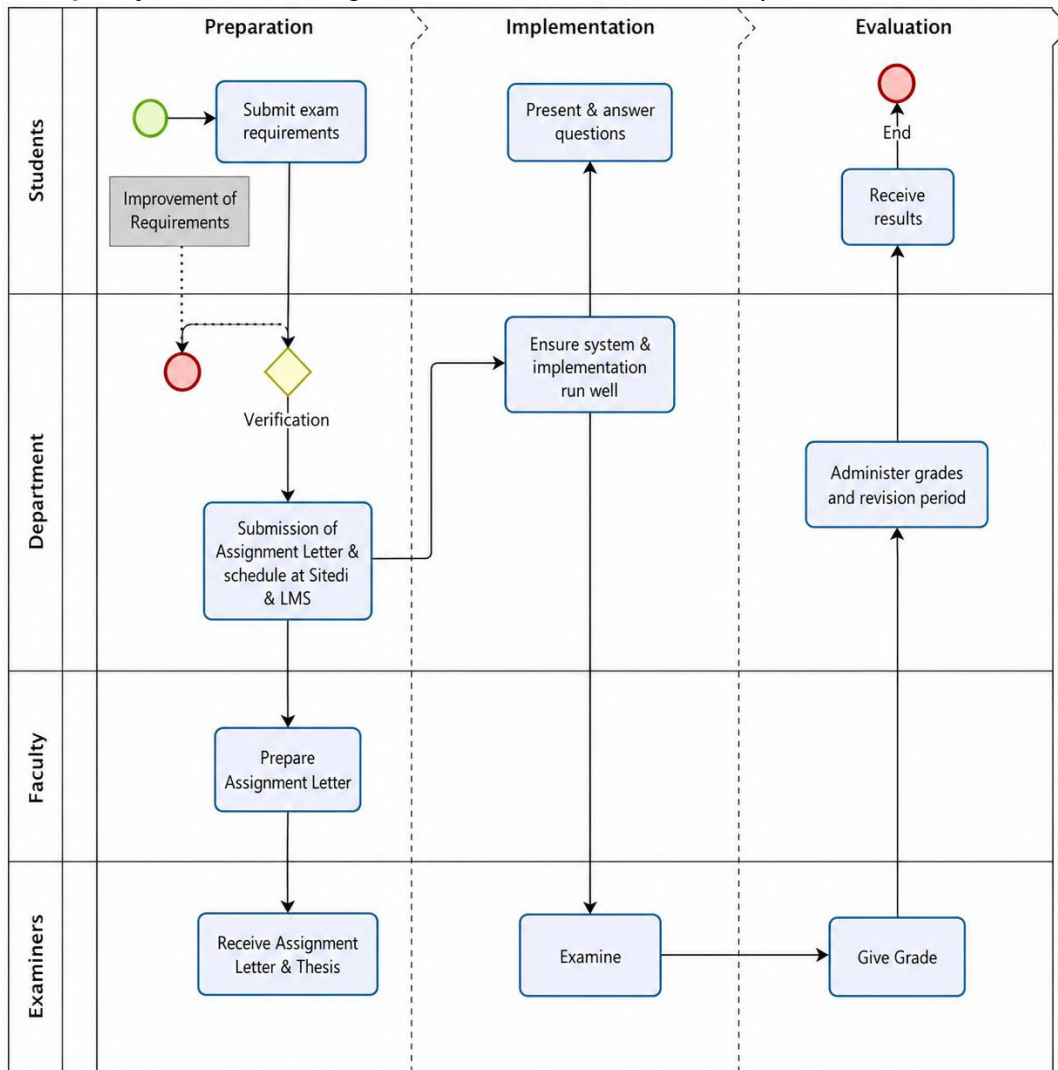
- 9) The final score obtained from each examination is expressed as a letter grade as shown in the following table:

| 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)    |

|                                                                                                                                                 |                                                                           |                |             |
|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------|-------------|
| <br><b>UNNES</b><br><small>UNIVERSITAS NEGERI SEMARANG</small> | <b>PROSEDUR MUTU</b><br><b>Pelaksanaan Ujian Skripsi</b><br><b>Online</b> | Kode Dokumen   | PM-AKD-20   |
|                                                                                                                                                 |                                                                           | Tanggal Terbit | 25 Mei 2023 |
|                                                                                                                                                 |                                                                           | Revisi ke-     | 04          |
|                                                                                                                                                 |                                                                           | Halaman        | 1 dari 1    |

## 6. PROCEDURE

### 6.1. Quality Procedure Diagram for Thesis Examination Implementation



|                                                                                   |                                                                                                  |                |             |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------|-------------|
|  | <p style="text-align: center;"><b>PROSEDUR MUTU</b><br/>Pelaksanaan Ujian Skripsi<br/>Online</p> | Kode Dokumen   | PM-AKD-20   |
|                                                                                   |                                                                                                  | Tanggal Terbit | 25 Mei 2023 |
|                                                                                   |                                                                                                  | Revisi ke-     | 04          |
|                                                                                   |                                                                                                  | Halaman        | 1 dari 1    |

## 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

|                                                                                   |                                                                         |               |             |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------|-------------|
|  | <b>QUALITY PROCEDURE</b><br>Implementation of Online Thesis Examination | Document Code | PM-AKD-20   |
|                                                                                   |                                                                         | Issue Date    | 25 May 2023 |
|                                                                                   |                                                                         | Revision No.  | 04          |
|                                                                                   |                                                                         | Page          | 1 of 1      |

**Appendix: Thesis Examination Schedule Form**

**THESIS EXAMINATION SCHEDULE**

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

Semarang,

Head of

Department

\_\_\_\_\_  
NIP.



# PROCEDURE MUTU

## Implementation and Evaluation of Field Experience Practice (PPL)

|               |             |
|---------------|-------------|
| Document Code | PM-AKD-21A  |
| Issue Date    | 25 May 2023 |
| Revision No.  | 03          |
| Page          | 1 of 1      |

### 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

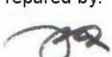
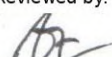
- a. Academic Guidelines of Universitas Negeri Semarang
- b. Decree of the Rector of Universitas Negeri Semarang

### 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

|                                                                                                     |                                                                                                         |                                                                                                       |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Prepared by:<br> | Reproduction of part or all of this document<br>is prohibited without written permission from BPM UNNES | Reviewed by:<br> |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|

# PROCEDURE MUTU

## Implementation and Evaluation of Field Experience Practice (PPL)

|               |             |
|---------------|-------------|
| Document Code | PM-AKD-21A  |
| Issue Date    | 25 May 2023 |
| Revision No.  | 03          |
| Page          | 1 of 1      |

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,

# PROCEDURE MUTU

## Implementation and Evaluation of Field Experience Practice (PPL)

|               |             |
|---------------|-------------|
| Document Code | PM-AKD-21A  |
| Issue Date    | 25 May 2023 |
| Revision No.  | 03          |
| Page          | 1 of 1      |

- 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.



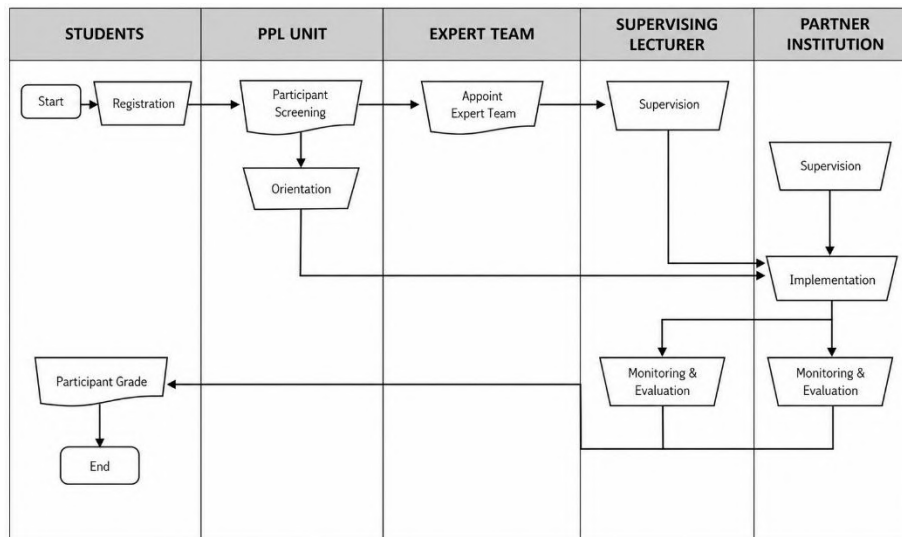
# PROCEDURE MUTU

## Implementation and Evaluation of Field Experience Practice (PPL)

|               |             |
|---------------|-------------|
| Document Code | PM-AKD-21A  |
| Issue Date    | 25 May 2023 |
| Revision No.  | 03          |
| Page          | 1 of 1      |

### 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.



# PROCEDURE MUTU

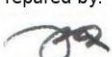
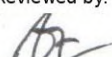
## Implementation and Evaluation of Field Experience Practice (PPL)

|               |             |
|---------------|-------------|
| Document Code | PM-AKD-21A  |
| Issue Date    | 25 May 2023 |
| Revision No.  | 03          |
| Page          | 1 of 1      |

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

|                                                                                                     |                                                                                                                 |                                                                                                       |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Prepared by:<br> | <i>Reproduction of part or all of this document<br/>is prohibited without written permission from BPM UNNES</i> | Reviewed by:<br> |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|

|                                                                                   |                                                                                                                                         |               |             |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------|
|  | <p style="text-align: center;"><b>PROCEDURE MUTU</b><br/>Implementation and Evaluation<br/>of Community Service<br/>Programme (KKN)</p> | Document Code | PM-AKD-21B  |
|                                                                                   |                                                                                                                                         | Issue Date    | 25 May 2023 |
|                                                                                   |                                                                                                                                         | Revision No.  | 03          |
|                                                                                   |                                                                                                                                         | Page          | 1 of 1      |

**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 :<br> | Dilarang memperbanyak sebagian atau seluruh isi dokumen tanpa ijin tertulis dari BPM UNNES | Diperiksa oleh :<br> |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|

|                                                                                   |                                                                                                                            |               |             |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|---------------|-------------|
|  | <p align="center"><b>PROCEDURE MUTU</b><br/>Implementation and Evaluation<br/>of Community Service<br/>Programme (KKN)</p> | Document Code | PM-AKD-21B  |
|                                                                                   |                                                                                                                            | Issue Date    | 25 May 2023 |
|                                                                                   |                                                                                                                            | Revision No.  | 03          |
|                                                                                   |                                                                                                                            | Page          | 1 of 1      |

b) Programme implementation: 6 weeks at the location

c) Reporting/evaluation: 1 week on campus.

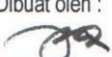
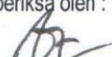
c. Requirements for KKN Participants

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 :<br> | <i>Dilarang memperbanyak sebagian atau seluruh isi dokumen tanpa ijin tertulis dari BPM UNNES</i> | Diperiksa oleh :<br> |
|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|

|                                                                                                                                                 |                                                                                                                                              |               |             |
|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------|
| <br><b>UNNES</b><br><small>UNIVERSITAS NEGERI SEMARANG</small> | <p align="center"><b>PROCEDURE MUTU</b></p> <p align="center">Implementation and Evaluation<br/>of Community Service<br/>Programme (KKN)</p> | Document Code | PM-AKD-21B  |
|                                                                                                                                                 |                                                                                                                                              | Issue Date    | 25 May 2023 |
|                                                                                                                                                 |                                                                                                                                              | Revision No.  | 03          |
|                                                                                                                                                 |                                                                                                                                              | Page          | 1 of 1      |

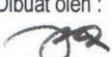
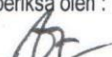
| No. | Activity                     | Weight |
|-----|------------------------------|--------|
| 1   | KKN Briefing                 | 1      |
| 2   | KKN Programme Planning       | 2      |
| 3   | KKN Programme Implementation | 4      |
| 4   | Behaviour                    | 2      |
| 5   | Report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

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

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

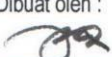
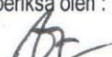
B = Programme planning score

C = Individual programme planning score (as coordinator)

D = Group programme implementation score (as member)

E = Behaviour score

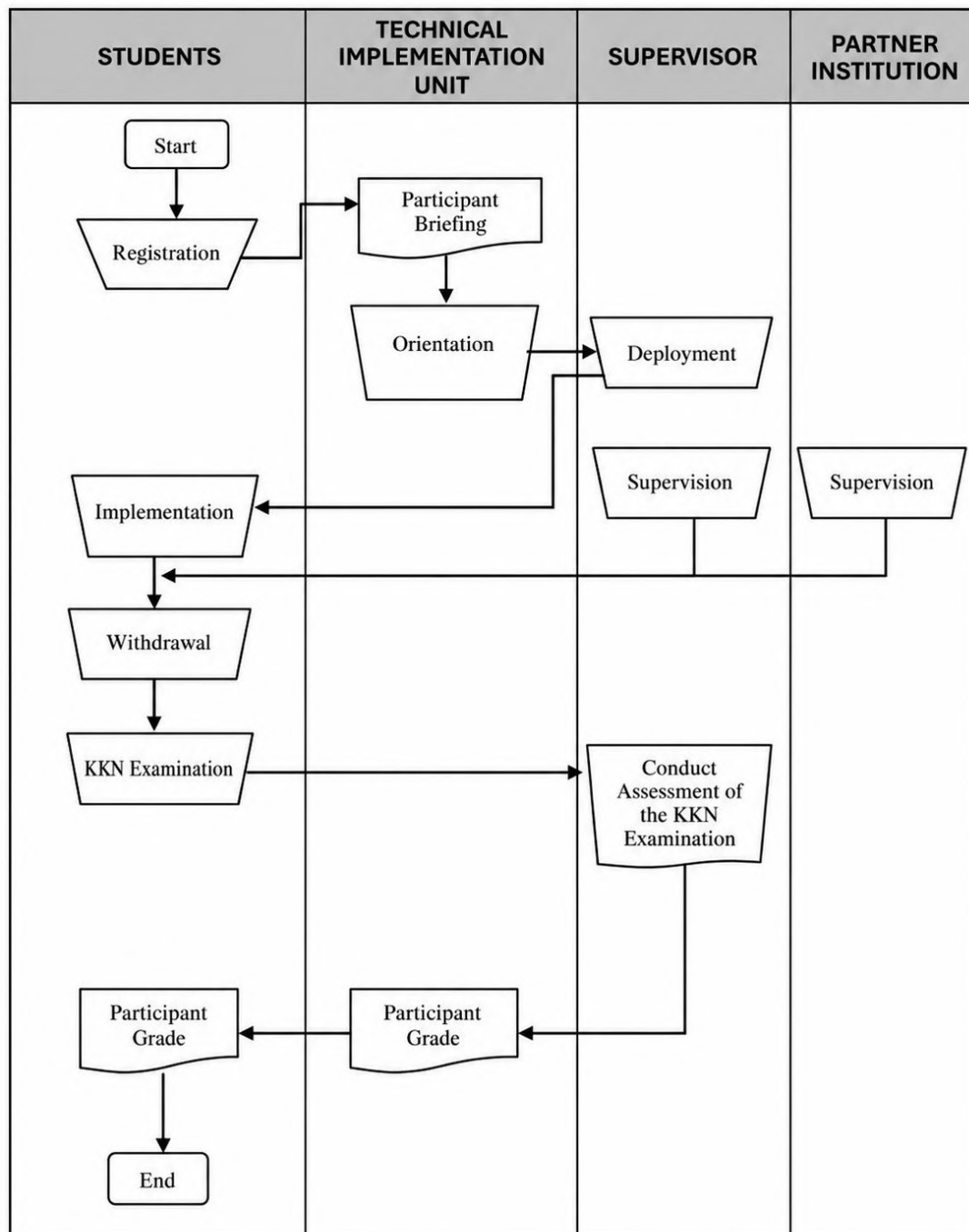
F = Final KKN report score

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

|                                                                                                                                                 |                                                                                                                                              |               |             |
|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------|
| <br><b>UNNES</b><br><small>UNIVERSITAS NEGERI SEMARANG</small> | <p align="center"><b>PROCEDURE MUTU</b></p> <p align="center">Implementation and Evaluation<br/>of Community Service<br/>Programme (KKN)</p> | Document Code | PM-AKD-21B  |
|                                                                                                                                                 |                                                                                                                                              | Issue Date    | 25 May 2023 |
|                                                                                                                                                 |                                                                                                                                              | Revision No.  | 03          |
|                                                                                                                                                 |                                                                                                                                              | Page          | 1 of 1      |

## 6. PROCEDURE

### 6.1. Process diagram



Dibuat oleh :



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

Diperiksa oleh :





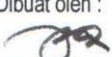
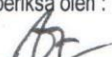
|                                                                                   |                                                                                                                                         |               |             |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------|
|  | <p style="text-align: center;"><b>PROCEDURE MUTU</b><br/>Implementation and Evaluation<br/>of Community Service<br/>Programme (KKN)</p> | 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 :<br> | Dilarang memperbanyak sebagian atau seluruh isi dokumen tanpa ijin tertulis dari BPM UNNES | Diperiksa oleh :<br> |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|

## **Quality Form**

|                                                                                   |                                                                     |                      |              |                                                                                     |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------|--------------|-------------------------------------------------------------------------------------|
|  | <b>QUALITY FORM</b><br>Minutes of Thesis<br>Examination Proceedings | <b>Document Code</b> | FM-01-AKD-20 |  |
|                                                                                   |                                                                     | <b>Issue Date</b>    | May 25, 2023 |                                                                                     |
|                                                                                   |                                                                     | <b>Revision No.</b>  | 03           |                                                                                     |
|                                                                                   |                                                                     | <b>Page</b>          | 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.

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

|                                                                                  |                                       |               |               |                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------|---------------------------------------|---------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>QUALITY FORM</b><br>PPL Assessment | Document Code | FM-01-AKD-21A |  <br>ISO 21001:2018 Certified<br>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          | ..... |
| <b>Total N × B</b>                        |                                            |                                |           |            |       |
| <b>Final Score = (Total N × B) / 10 =</b> |                                            |                                |           |            |       |

|                                                                                  |                                              |                      |               |                                                                                    |
|----------------------------------------------------------------------------------|----------------------------------------------|----------------------|---------------|------------------------------------------------------------------------------------|
|  | <b>QUALITY FORM</b><br><b>KKN Assessment</b> | <b>Document Code</b> | FM-01-AKD-21B |  |
|                                                                                  |                                              | <b>Issue Date</b>    | May 25, 2023  |                                                                                    |
|                                                                                  |                                              | <b>Revision No.</b>  | 03            |                                                                                    |
|                                                                                  |                                              | <b>Page</b>          | 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          | ..... |
| <b>Total N × B</b>                        |                        |                   |           |            |       |
| <b>Final Score = (Total N × B) / 10 =</b> |                        |                   |           |            |       |

\*) 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. ....

|                                                                                  |                                              |                      |               |                                                                                    |
|----------------------------------------------------------------------------------|----------------------------------------------|----------------------|---------------|------------------------------------------------------------------------------------|
|  | <b>QUALITY FORM</b><br><b>KKN Assessment</b> | <b>Document Code</b> | FM-01-AKD-21B |  |
|                                                                                  |                                              | <b>Issue Date</b>    | May 25, 2023  |                                                                                    |
|                                                                                  |                                              | <b>Revision No.</b>  | 03            |                                                                                    |
|                                                                                  |                                              | <b>Page</b>          | 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          | ..... |
| <b>Total N × B</b>                        |                        |                   |           |            |       |
| <b>Final Score = (Total N × B) / 10 =</b> |                        |                   |           |            |       |

\*) 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. ....



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

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

| No.      | Type of Request                             | Quantity | Use<br>(Meeting No.) |
|----------|---------------------------------------------|----------|----------------------|
| <b>A</b> | <b>Materials required for the practicum</b> |          |                      |
|          | 1.                                          |          |                      |
|          | 2.                                          |          |                      |
|          | 3.                                          |          |                      |
|          | 4.                                          |          |                      |
|          | 5.                                          |          |                      |
| <b>B</b> | <b>Equipment used for the practicum</b>     |          |                      |
|          | 1.                                          |          |                      |
|          | 2.                                          |          |                      |
|          | 3.                                          |          |                      |
|          | 4.                                          |          |                      |
|          | 5.                                          |          |                      |

Semarang, .....  
 Course Instructor

(.....)

|                                                                                   |                                                |               |              |                                                                                     |
|-----------------------------------------------------------------------------------|------------------------------------------------|---------------|--------------|-------------------------------------------------------------------------------------|
|  | <b>QUALITY FORM</b><br>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:

- Name : .....  
 NIP : .....  
 Rank/Class : ...../.....  
 Academic Position : .....  
 As Advisor I
- 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 .....

|                                                                                   |                                                  |               |              |                                                                                     |
|-----------------------------------------------------------------------------------|--------------------------------------------------|---------------|--------------|-------------------------------------------------------------------------------------|
|  | <b>QUALITY FORM</b><br>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



|      |   |
|------|---|
| Page | 1 |
|------|---|

Name : .....  
Student ID No. : .....  
Department/Study Program : .....  
Thesis/Final Project Title : .....  
Advisor I (P1) : .....  
Advisor II (P2) : .....

| No. | DATE | TOPIC/CHAPTER | RECOMMENDATIONS | INITIALS |
|-----|------|---------------|-----------------|----------|
|     |      |               |                 | P1 / P2  |
|     |      |               |                 |          |

|                                                                                   |                                                   |               |              |                                                                                     |
|-----------------------------------------------------------------------------------|---------------------------------------------------|---------------|--------------|-------------------------------------------------------------------------------------|
|  | <b>QUALITY FORM</b><br>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. ....