WORKING PROCEDURE

AGROTECHNOLOGY STUDY PROGRAM

FACULTY OF AGRICULTURE

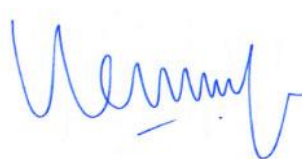# UNIVERSITAS MUHAMMADIYAH YOGYAKARTA

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Unggul & Islami

LECTURE PREPARATION

RATIFICATION		
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A. OBJECTIVE

As a guide in the lecture preparation process

B. SCOPE

Standard Operational Procedure is carried out within the scope of lecture preparation activities in the Agrotechnology Study Program, Faculty of Agriculture, Universitas Muhammadiyah Yogyakarta.

C. TERMS AND DEFINITION

C.1 Lectures are teaching and learning activities carried out for one semester

D. REFERENCES

D.1 Decree of the Rector of the Universitas Muhammadiyah Yogyakarta Number 158-S-SK-UMY-VIII-2016 concerning Academic Guidelines

D.2 Ristekdikti Regulation No. 44 of 2015 concerning SN DIKTI

E. RELATED PARTIES

E.1 University students;

E.2 Head of Study Program;

E.3 Secretary of the Study Program

E.4 Lecturer

E.5 Dean's Staff

E.6 Study Program Staff

E.7 Teaching Staff

F. RELATED DOCUMENTS

F.1 Curriculum

F.2 Lecture schedule

F.3 Teaching Decree

F.4 Teaching Plotting of Lecturers

G. MECHANISM / PROCEDURE FLOW

G.1 The Head of Study Program submits a list of semester courses in the monthly meeting of the Study Program two months before lectures begin

G.2 The Head of Study Program conveys the lecturer plotting according to the courses in the curriculum structure

G.3 The lecturer responds and provides input on the lecturer plotting

G.4 The Head of the Study Program recapitulates the results of the teaching plotting of the lecturers and the teaching load of the lecturers and provides the results of the recap to the department secretary

G.5 The Secretary of Study Program arranges lecture schedule according to teaching lecturer plotting

G.6 The Head of Study Program checks the lecture schedule

G.7 Dean's staff submits lecture schedules into the academic system (SIMAK)

G.8 Teaching staff creates attendance list for lecturers and students

G.9 Study program staff prints lecture schedules and distribute them to lecturers and stick them on the bulletin board

G.10 Students access the lecture schedule via SIMAK or online KRS (form of study plan) or an announcement board

Lecture Preparation Flowchart

No	Procedure	Executors							Quality Standard		
		Head of Study Program	Secretary of Study Program	Dean's Staff	Study Program Staff	Lecturers	Teaching Staff	University Students	Requirements	Timing	Output
1	The Head of Study Program submits a list of semester courses in the monthly meeting of the Study Program two months before lectures begin	(start)							1. End of Semester	1 Day	Plotting of Teaching Lecturers
2	The Head of Study Program conveys the plotting of lecturers according to the courses in the curriculum structure	▭							1. Curriculum Structure	1 day	Plotting of Teaching Lecturers
3	The lecturer responds and provides input on the lecturer plotting					▭			1. Curriculum Structure	1 day	Plotting of Teaching Lecturers
4	The Head of the Study Program recapitulates the results of the plotting of teaching lecturers and the teaching load of the lecturers and provides the results of the recap to the department secretary	▭								1 day	Softcopy of Plotting of Teaching Lecturers

No	Activity	Flowchart	Requirements	Duration	Output
5	The Secretary of Study Program arranges lecture schedule according to teaching lecturer plotting			2 days	Draft of Lecture Schedule
6	The Head of Study Program checks the lecture schedule			1 day	Lecture Schedule
7	Dean's staff submits lecture schedules into the academic system (SIMAK)		1. Lecture schedule	2 days	Online Lecture Schedule
8	Teaching staff creates attendance list for lecturers and students		1. Lecture schedule	2 days	Lecturer and Student Attendance Documents
9	Study program staff prints lecture schedules and distribute them to lecturers and stick them on the bulletin board		1. Lecture schedule	1 day	Lecture Schedule
10	Students access the lecture schedule via SIMAK or online KRS (form of study plan) or an announcement board				Lecture Schedule