



UMY

UNIVERSITAS
MUHAMMADIYAH
YOGYAKARTA

Unggul & Islami

**AGROTECHNOLOGY
STUDY PROGRAM**



2.5 Appeal Procedure

ASEAN University Network–Quality Assurance

Agrotechnology Study Program, Faculty of Agriculture
Universitas Muhammadiyah Yogyakarta


WORKING PROCEDURE
AGROTECHNOLOGY STUDY PROGRAM
FACULTY OF AGRICULTURE
UNIVERSITAS MUHAMMADIYAH YOGYAKARTA



IMPLEMENTATION OF REMEDIATION

RATIFICATION		
Ratified by:	Checked by:	Prepared by:
Dean	Head of Study Program	Quality Team of Study Program
Ir. Indira Prabasari, M.P., Ph.D	Innaka Ageng Rineksane, S.P., M.P., Ph.D	Dr.Lis NoerAini, S.P., M.Si
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Document Number	: PK/UMY/021/010	No./Date of Revision	: 00
Issue Date	: 9 July 2019	Page	: 1 of 5
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A. OBJECTIVE

As a guide in the process of implementing remediation

B. SCOPE

This Standard Operating Procedure is carried out within the scope of implementation remediation activities in the Agrotechnology Study Program, Faculty of Agriculture, Universitas Muhammadiyah Yogyakarta.

C. TERM AND DEFINITION

C.1 Remediation is an activity to improve student learning outcomes that do not meet the minimum basic competencies.

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 DPA;
- E.6 Study Program Staff;
- E.7 Head of Administration.


F. RELATED DOCUMENT

- F.1 Remediation Form






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G. MECHANISM / PROCEDURE FLOW

- G.1 Students apply for remediation to the study program staff;
- G.2 The study program staff provides a remediation form that students must complete;
- G.3 Students fill out the remediation form according to the course, this form must be approved by the DPA;
- G.4 DPA approves the remediation;
- G.5 The Secretary of the Study Program approves the remediation;
- G.6 Students pay remediation administrative fees to the study program staff;
- G.7 Study program staff will provide a remediation schedule of at least 2 weeks;
- G.8 Head of study program and secretary of study program and all lecturers close the remediation;
- G.9 Students meet the course coordinator for remediation;
- G.10 Lecturers will provide improvement scores to the department of study program;
- G.11 The Secretary of the Study Program will change the value to the head of administration;
- G.12 The head of administration can change score in SIMAK

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Remediation Implementation Flow Chart

No	Procedure	Executors							Quality Standard		
		University Students	Head of Study Program	Secretary of Study Program	Lecturers	DPA	Study Program Staff	Head of Administration	Requirements	Time	Output
1	The study program staff provides a remediation form that students must complete;									1 day	Remediation Form
2	The study program staff provides a remediation form that students must complete;									20 minutes	Remediation Form
3	Students fill out the remediation form according to the course, this form must be approved by the DPA;									1 day	Remediation Form
4	DPA approves the remediation;									20 minutes	Remediation Form
5	The Secretary of the Study Program approves the remediation;									10 minutes	Remediation Form

6	Students pay remediation administrative fees to the study program staff;										Remediation Form
7	Study program staff will provide a remediation schedule of at least 2 weeks;										Remediation Schedule
8	Head of study program and secretary of study program and all lecturers close the remediation;										Schedule and Lecturer examiner of Remediation
9	Students meet the course coordinator for remediation;										Remediation / exam questions
10	Lecturers will provide improvement scores to the department of study program;										Remediation form
11	The Secretary of the Study Program will change the value to the head of administration;										Score list
12	The head of administration can change score in SIMAK										Score list

WORKING PROCEDURE

AGROTECHNOLOGY STUDY PROGRAM

FACULTY OF AGRICULTURE


UNIVERSITAS MUHAMMADIYAH YOGYAKARTA



CHANGES IN COURSE GRADES

RATIFICATION		
Ratified by:	Checked by:	Prepared by:
Dean	Head of Study Program	Quality Team of Study Program
Ir. Indira Prabasari, M.P., Ph.D	Innaka Ageng Rineksane, S.P., M.P., Ph.D	Dr.Lis NoerAini, S.P., M.Si
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A. OBJECTIVE

Ensuring that the process of correcting grades in the Study Result Card (KHS) of students in regular semesters (odd or even) or non-regular semesters (remedies) is running well, on time, and in accordance with applicable regulations.

B. SCOPE


This Standard Operational Procedure is carried out within the scope of activities to change the course grades in the Agrotechnology Study Program, Faculty of Agriculture, Universitas Muhammadiyah Yogyakarta.

C. TERMS AND DEFINITIONS

- C.1. Course scores are the final grades of one or more courses in letters listed on the student's KHS for regular and non-regular semesters;
- C.2. Odd semester lectures are regular lectures held from September to January, even semester lectures are regular lectures held from February to June, remedial examinations are non-regular examinations held at the end of January and the end of July;
- C.3. Study Result Card is a collection of student learning outcomes in one semester (regular or non-regular) of a school year in the form of letters and GPA (GPA);
- C.4. Change in grades is an activity to improve the final score of one or more student courses in a certain semester of a certain academic year by a lecturer who teaches the course.

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

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E. RELATED PARTIES


- E.1 Head of Study Program;
- E.2 Subject Lecturers;
- E.3 Head of administration
- E.4 Study Program Staff

F. RELATED DOCUMENT





- F.1 Course Grades

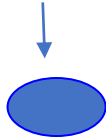
G. MECHANISM / PROCEDURE FLOW

- F.1. Lecturers with an interest submits a grade correction application to the head of the department no later than one month after the KHS is issued which has been miscalculated or incorrectly recorded;
- F.2. The head of the department gives ACC to the lecturer of the course in the attachment of evidence from the lecturer (work sheet/score recap) which shows that there has been a score error;
- F.3. If it is true that there is an error in record, then the lecturer brings evidence of ACC, the head of the department and the lecturer can change the score in the archive of course grades in administration;
- F.4. Administrators are required to report to the head of administration that there has been a change in score and the head of administration will give ACC to administrators to be able to change the score in SIMAK;
- F.5. Changes / corrections to grades in the Academic Information System are carried out directly by the academic administration.

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CHANGES IN COURSE GRADES FLOWCHART

NO	Procedure	Executors				Quality Standard		
		Head of Study Program	Subject Lecturer	Head of Administration	Program Study Staff	Requirement	Time	Output
1	Lecturers with an interest submits a grade correction application to the head of the department no later than one month after the KHS is issued which has been miscalculated or incorrectly recorded							
2	The head of the department gives ACC to the lecturer of the course in the attachment of evidence from the lecturer (work sheet/score recap) which shows that there has been a score error.							
3	If it is true that there is an error in record, then the lecturer brings evidence of ACC, the head of the department and the lecturer can change the score in the archive of course grades in administration.							
4	Changes / corrections to grades in the Academic Information System are							

	carried out directly by the faculty administration staff.							
5	Staff of business academic affairs are required to report to the head of administration that there has been a change in the course grades by bringing an official report							


WORKING PROCEDURE
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UNIVERSITAS MUHAMMADIYAH YOGYAKARTA



COURSE GRADE COMPLAINTS

RATIFICATION		
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A. OBJECTIVE

As a guide in the process of complaining about the grade of a regular semester (odd or even) or a non-regular semester (remedy)

B. SCOPE

Standard Operational Procedure is carried out within the scope of course grade complaint in the Agrotechnology Study Program, Faculty of Agriculture, Universitas Muhammadiyah Yogyakarta.

C. TERMS AND DEFINITION

C.1 Complaints about the course grade are activities that complain about the students' grades to lecturers, which is a form of student dissatisfaction with the course grade that has been obtained from the lecturer who teaches the course

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 student;
- E.2 Head of the study program;
- E.3 Lecturers
- E.4 Head of administration


F. RELATED DOCUMENTS

- F.1 List of student grades
- F.2 Remedial form




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G. MECHANISM / PROCEDURE FLOW

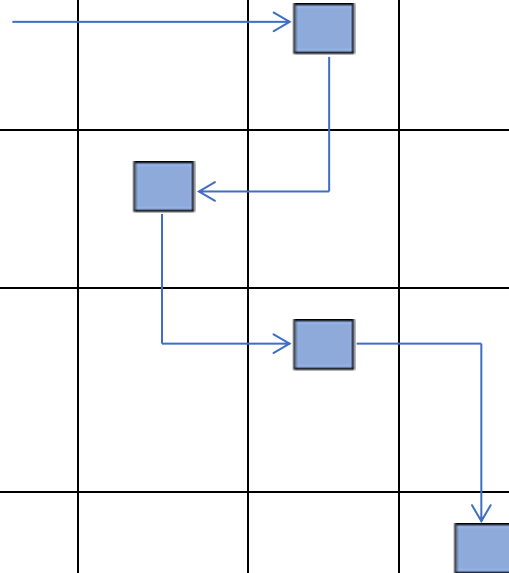
- G.1 Students complain/object to the grades published on the KHS to the lecturers, then the students submit an application for correcting the grades to the relevant lecturers;
- G.2 The lecturer considers the grade complaint application from students and evaluates the correctness of the value whether the value that has been submitted to the administration must be changed or not;
- G.3 If the result of the evaluation turns out that the grade that has been submitted to the administration is correct, the lecturer will immediately inform the student that the score is correct, and if there is an error then proceed to the next stage;
- G.4 The lecturer submits a request for correction of grades to the head of the study program;
- G.5 The study program has provided ACC for grade improvements to course lecturers;
- G.6 If an error occurs, the lecturer can change the grade in the course grade archive in the head of administration;
- G.7 The head of administration can change the grade in SIMAK.

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Course Grade Complaints Flowchart

No	Procedure	Executors				Quality Standard		
		University Students	Head of Study Program	Dean	Head of Administration	Requirements	Time	Output
1	Students complain/object to the grades published on the KHS to the lecturers, then the students submit an application for correcting the grades to the relevant lecturers						1 day	Letter of application for grade correction
2	The lecturer considers the grade complaint application from students and evaluates the correctness of the value whether the value that has been submitted to the administration must be changed or not						3 days	Letter of application for grade correction
3	If the result of the evaluation turns out that the grade that has						1 day	Notification letter

	been submitted to the administration is correct, the lecturer will immediately inform the student that the score is correct, and if there is an error then proceed to the next stage							
4	The lecturer submits a request for correction of grades to the head of the study program						2 days	Letter of application for grade correction
5	The study program has provided ACC for grade improvements to course lecturers						2 days	ACC the grade correction
6	If an error occurs, the lecturer can change the grade in the course grade archive in the head of administration;						2 days	Notification letter
7	The head of administration can change the grade in SIMAK						2 days	Notification letter for grade change



WORKING PROCEDURE
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UNIVERSITAS MUHAMMADIYAH YOGYAKARTA




CORRECTIVE ACTION AND NON-CONFORMITY

RATIFICATION

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A. OBJECTIVE

As a guide in the process of corrective action and non-conformities that occur in the Agrotechnology Study Program by preventing recurring problems and eliminating the causes of problems including potential causes of problems

B. SCOPE

This Standard Operational Procedure is carried out within the scope of corrective action and non-conformity activities within the Agrotechnology Study Program, Faculty of Agriculture, Universitas Muhammadiyah Yogyakarta.

C. TERM AND DEFINITION

C.1 Corrective action and non-conformity are two important elements taken to ensure the Quality Management System is free from potential harm by identifying problems, analyzing root causes, looking for forms of improvement.

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 Lecturers
- E.2 Head of Study Program;
- E.3 Secretary of Study Program
- E.4 University Students


F. RELATED DOCUMENTS

- F.1 Non-conformity reports
- F.2 Corrective action and non-conformity forms







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G. MECHANISM / PROCEDURE FLOW

- G.1 The lecturer reports to the Head of Study Program if there is a student non-conformity during the lecture process or the completion of the final project;
- G.2 Head of study program receives reports of non-conformities;
- G.3 Head of study program and secretary of study program identify student non-conformities by providing a form of a tendency for the occurrence of a non-conformity;
- G.4 Students who have non-conformities will be investigated in order to determine the root of the problem, resolve corrective actions in the form of a report then distributed for monitoring;
- G.5 Verification of corrective / preventive action.

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Corrective Action and Non-conformity Flowchart

No	Procedure	Executors				Quality Standard		
		Lecturers	Head of Study program	Secretary of study program	University Students	Requirements	Time	Output
1	The lecturer reports to the Head of Study Program if there is a student non-conformity during the lecture process or the completion of the final project						1 day	Report form
2	Head of study program receives reports of non-conformities ;						1 day	Report form
3	Head of study program and secretary of study program identify student non-conformities by providing a form of a tendency for the occurrence of a non-conformity ;						1 day	Action Form
4	Students who have non-						1 day	Action Form

	conformities will be investigated in order to determine the root of the problem, resolve corrective actions in the form of a report then distributed for monitoring ;							
6	Verification of corrective / preventive action .						1 day	Action Form