

 <p>DEPARTMENT OF MATHEMATICS EDUCATION UNIVERSITAS PENDIDIKAN INDONESIA</p>	<p>DOCUMENT-LEVEL DEPARTMENT</p>	<p>CODE : POB DEPDIKMAT-006</p>
<p>TITLE: DEVELOPMENT OF LECTURE SCHEDULE</p>		<p>Issued date: February 2020</p>
<p>AREA: LECTURE</p>		<p>Revision: 01</p>

STANDARD OPERATING PROCEDURE STUDY SCHEDULE DEVELOPMENT

A. RATIONAL

The preparation of the lecture schedule is one of the academic activities that aim to make learning activities in a semester can be carried out according to standards. The lecture schedule contains the name of the course, course code, lecturer, class, lecture time, and room allocation. The lecture schedule compiled includes regular courses, practicum, field practice, real work lectures, thesis, and trial. This standard operating procedure is intended so that each study program has a reference in developing a standard for preparing class schedules following each department or study program.

B. SCOPE

1. The procedures and requirements needed in the preparation of the lecture schedule.
2. The parties involved in the preparation of the lecture schedule.
3. Improvement of the lecture schedule following the curriculum.

C. AIM

This Standard Operating Procedure aims to:

1. Understand the requirements needed in the procedure for preparing the lecture schedule.
2. Knowing the time needed in the process of preparing the lecture schedule.
3. Facilitate lecturers and students in determining the schedule of lectures carried out.
4. Improving the effectiveness and efficiency of the learning process carried out by lecturers and students.

D. REFERENCE

1. Government Regulation No. 6 of 2004 concerning the Determination of UPI BHMN.
2. Government Regulation no. 19 of 2005 on national education standards.
3. Decree of the Board of Trustees of the University of Indonesia Education Number 15/MWA UPI/2006 concerning UPI's Bylaws.
4. UPI Strategic Plan 2021-2025
5. Academic Calendar 2020-2021 academic year

E. PROCEDURE

NO	KEGIATAN	DESKRIPSI KEGIATAN	WAKTU
1	Identification of courses	The Head of Study Program starts by identifying the courses according to the curriculum	For 1 st Semester
2	Preparation of Course Documents	The academic field coordinator works closely with the Head of Study Program in identifying courses by providing course documents.	
3	Lecturer appointment	The head of the study program identifies lecturers, subject teachers who have qualifications according to quality criteria and are in line with the following objectives: 1. have knowledge that is in line with the content and objectives of the course. 2. have broad insight to develop course material. 3. have a high ability to develop the quality of course content. 4. Able to be responsible for the achievement of student quality, as expected. 5. has responsibility for the smooth implementation of lectures. 6. have high motivation to improve their performance and achievements.	
4	Determination of lecture space and time	The head of the study program submits the draft lecture schedule (related to the time of the lecture, room, and place of class) to the lecturer. The head of the study program and the Coordinator harmonize the rooms and lecture times that are their allotment (which has been determined by the Faculty's Academic Division) so that there is no overlap. If there is a scheduling discrepancy, then the Head of the Study Program will revise.	
5	Negotiation Time	The draft class schedule is communicated to the lecturer. Communication is done so that there is harmony between the time and the lecture room.	
6	Determination of the Schedule	The Head of Study Program makes a revised schedule of lectures for one semester, in harmony with the time, lecture rooms, and supporting lecturers.	
7	Typing teaching schedule and application letter	The head of the department will apply for the issuance of a teaching assignment letter for lecturers who have been appointed to carry out the prescribed one-semester lectures	
8	Letter signing and schedule	The Dean/Vice Dean for academics signs a teaching application letter and a predetermined schedule of lectures	
9	Schedule admission	Lecturers receive teaching assignments and class schedules for the courses they are teaching. Students get a class schedule for one semester.	

F. ACTIVITY STEPS

