

 <p>DEPARTMENT OF MATHEMATICS EDUCATION UNIVERSITAS PENDIDIKAN INDONESIA</p>	<p>DOCUMENT-LEVEL DEPARTMENT</p>	<p>CODE : POB DEPDIKMAT-011</p>
<p>TITLE: ACADEMIC REGISTRATION (IRS)</p>		<p>Issued date: February 2020</p>
<p>AREA: ACADEMIC ADMINISTRATION</p>		<p>Revision: 01</p>

## STANDARD OPERATING PROCEDURE ACADEMIC REGISTRATION (IRS)

### A. RATIONAL

Every UPI student must register for administration (by paying tuition fees at a predetermined time) before carrying out academic registration by filling out IRS (Filling in Study Plans) at the beginning of each semester according to the schedule set out in the academic calendar. Academic registration is done through the <https://student.upi.edu> page to get the approval of the Academic Advisor. If an error occurs, the student can make a Study Plan Improvement (PRS) at the specified time.

### B. SCOPE

This standard operating procedure includes scheduling, guardianship, and online course contracts

### C. AIM

The academic registration process for old students went smoothly and orderly, and all the grades of the courses that the students had contracted were recorded on the grade transcript.

### D. REFERENCE

1. Government Regulation No. 19/2005 on National Education Standards;
2. Government Regulation no. 15 of 2014 concerning the UPI Statute of PTNbh.
3. UPI Strategic Plan 2021-2025;
4. Rector's Regulation No. 052 of 2020, concerning Guidelines for the Implementation of Education.
5. UPI Academic Calendar for the year concerned.

### E. PROCEDURE

1. Students conduct study guidance with Academic Advisor lecturers.
2. Students pay tuition fees by making direct payments at the designated bank teller via ATM, Internet Banking, or Mobile Banking.
3. Students contract online courses on the <https://student.upi.edu> page
4. Academic supervisors validate the proposed student courses on the <https://siak.upi.edu/perwalian> page
5. Students print Study Plan Cards
6. If an error occurs, the student re-contracts during the PRS period and then reprints the revised KRS.