

 <p>DEPARTMENT OF MATHEMATICS EDUCATION UNIVERSITAS PENDIDIKAN INDONESIA</p>	<p>DOCUMENT-LEVEL DEPARTMENT</p>	<p>CODE: POB DEPDIKMAT-005</p>
<p>TITLE: NEW STUDENT ADMISSION SELECTION</p>		<p>Issued date: February 2020</p>
<p>AREA : ACADEMIC ADMINISTRATION</p>		<p>Revision : 01</p>

STANDARD OPERATING PROCEDURE ADMISSION OF NEW STUDENTS

A. RATIONAL.

Selection of new student admissions is one of the activities of controlling the design of enrollment or input (student resources?), in line with the development of educational, administrative processes that each university must carry out. The Department under the Director of Academics prepares a selection procedure for new admissions so that qualified students can be selected to respond to the learning process quickly and well and with quality by market demands as one of UPI's commitments. The selection of new student admissions follows the applicable mechanism and can be accessed through the <https://pmb.upi.edu/sarjana/> page.

B. SCOPE

1. Review by taking into account the input (analysis) of the needs and the output of the system design for the implementation of the new student selection.
2. Evaluation.
3. Review of verification and determination of the implementation of the selection.
4. Endorsement.

C. AIM

The operating procedure for the selection of new students is intended to:

1. The issuance of a new student selection system mechanism from admission to the ratification of the Decision Letter (SK) of new student admissions.
2. Coordinated work units and personnel involved in selecting new student admissions in synergy with academic management control at FPMIPA UPI.
3. Controlled new student admissions by applicable regulations and educational objectives that the university has formulated.

D. REFERENCE

1. Presidential Regulation Number 8 of 2012 concerning the Indonesian National Qualifications Framework (KKNI).
2. Regulation of the Minister of Research, Technology, and Higher Education Number 44 of 2015 concerning National Standards for Higher Education (State Gazette of the Republic of Indonesia of 2015 Number 1952)
3. Curriculum (main provisions of program structure) UPI 2018
4. UPI Academic Guidelines 2020
5. UPI Strategic Plan 2021-2025

E. PROCEDURE

1. Before selecting new student admissions begins, each Study Program participates in a coordination meeting of the selection process for new student admissions with the Directorate of Academic and Student Affairs.
2. The main agenda of the coordination meeting relates to the various pathways that prospective students can choose and determine the weight of the value of the subjects for the selection of the SNMPTN pathway. UPI implements the selection system and mechanism in Coordination with the central committee. the process of registering prospective new students, the assignment of exam supervisory lecturers along with administrative duties and responsibilities for the selection process for student admissions, the implementation of the selection exam for prospective new students, as well as explanations of supporting activities which include
 - a. New student admission process activities.
 - b. Coordination with study programs regarding promotion of leaflet/brochure distribution through designated agencies.
 - c. Management of the system for implementing the entrance exam, including the entrance exam at regional campuses.
 - d. The Coordination of the registration system, which is opened in several stages.
 - e. Preparation of registration forms.
 - f. Provision of brochures or leaflets for each study program.
 - g. Coordinate the number of students (prospective or new students or quotas) predicted from each study program.
 - h. Planning the implementation of monitoring and evaluating the performance of new student admissions selection activities, including entrance exams.

3. The results of the meeting decisions after the preparations are carried out well, namely carrying out activities
 - a. New student registration.
 - b. Selection test meeting.
 - c. The division of tasks between the test supervisor of the administrative and administrative staff section and the room that will be used for the entrance exam.
 - d. Examination of the examination room, test questions, list, and readiness of the exam supervisor.
 - e. Check attendance of test participants and exam supervisors
 - f. Assessment of the selection results

4. The results of the selection of new student admissions include:
 - a. Performance of the selection of new student admissions according to standards.
 - b. The results are by the standards used by postgraduates regarding graduation.
 - c. If there is an inappropriate activity process, the monitoring and evaluations team provides directions for improvements to be made so that it can still be used for decision making and a record for new student entrance examination activities in the future.

5. The final result is right on target and of good quality

