	ENVIRONMENTAL SCIENCE PROGRAM POST-GRADUATE PROGRAM	Document Level: Procedure Manual	Code: DPM.GJM.FST.UNDANA.13.19
Title : Manual Procedure for the Implementation of UTS and UAS			Date issued: April 01, 2013
Area : Quality Assurance Cluster			Revision: 0

I. Purpose and Definition

The purpose of this UTS and UAS implementation procedure manual is :

1. Provide guidelines to related parties regarding the implementation mechanism of UTS and UAS of the Environmental Science Study Program of Undana Postgraduate Program.
2. Improve the efficiency and effectiveness of services and the process of implementing UTS and UAS in the Environmental Science Study Program of Undana Postgraduate Program.

Some of the definitions contained in this UTS and UAS implementation procedure manual include:

1. Examination is an assessment of learning outcomes that is carried out objectively, thoroughly and continuously against students' mastery of scientific competencies in the form of tests.
2. Midterm Exam (UTS) is an assessment of student learning outcomes conducted after 8 lecture meetings or in the middle of a certain semester period.
3. Final Semester Examination (UAS) is an assessment of student learning outcomes conducted after 16 lecture meetings or at the end of a certain semester period.

II. Related Parties

The parties involved in the implementation of UTS and UAS are :

1. Deputy Director I
2. Academic Subdivision
3. Lecturer
4. Administrative/Educational Personnel
5. Student

III. Reference

The references used in this UTS and UAS implementation procedure manual are:

1. Mechanisms and Technical Procedures of Undana Academic Administration Book I (BAAKPSI - Undana, 2006)
2. Undana Rector Regulation No. 520/PP/2012 concerning Norms and Benchmarks for the Implementation of Education at Undana (Undana, 2012)

IV. Scope

The scope of the implementation of UTS and UAS in the Environmental Science Study Program of Undana Postgraduate Program includes:

1. Direction of Deputy Director I to the academic sub-section in preparation for the implementation of UTS and UAS
2. Informing the Deputy Director I's direction to study programs and technical preparation for the implementation of UTS and UAS by the academic subdivision.
3. Sending the schedule for the implementation of UTS and UAS and the recap of the attendance of lecturers and students to the post-graduate program and informing the implementation schedule at the study program level to all lecturers at the respective department level by the head of the study program.
4. Preparation and duplication of UTS and UAS exam questions by lecturers
5. Delivery of the list of names of administrative staff who help supervise the exam for each study program by the academic subdivision.
6. Distribution of test papers and attendance list of test scores to study programs by the academic subdivision.
7. Implementation and supervision of UTS and UAS as scheduled (time and place) by lecturers and administrative staff who are appointed to help supervise the exam in their respective study programs.
8. Examination and assessment of students' UTS and UAS answer sheets by lecturers (Work Instruction: Assessment of Student Learning Outcomes / DPM.GJM.FST.UNDANA.13.19.1 and Work Instruction: Grade Improvement / DPM.GJM.FST.UNDANA.13.19.2).
9. Submission of UTS and UAS scores to study programs by lecturers to study programs
10. Submission of final course grades to the Postgraduate Program by the study program.

V. Mechanism and Procedure

The mechanism and procedure for implementing the UTS and UAS of the Environmental Science Study Program of Undana Postgraduate Program are as follows:

1. Deputy Director I in preparation for the implementation of UTS and UAS directs the academic sub-section as follows:
 - a) Inform the study program of the implementation period of UTS and UAS as the academic calendar
 - b) Requesting study programs to submit the schedule for the implementation of UTS and UAS and the recap of the attendance of lecturers and students at the respective study program level to the post-graduate program.
 - c) Prepare exam papers and exam attendance list
 - d) Distribute test papers and score lists to study programs.

- e) Form the UTS and UAS supervisory committees and the list of distribution of supervisory committees (administrative staff) to study programs.
2. The academic sub-section then informs the Deputy Director I's direction (points 1a and 1b) to the study program and prepares the implementation of UTS and UAS (points 1c, 1d and 1e) at the sub-section level.
3. study programs send the schedule for the implementation of UTS and UAS and the attendance of lecturers and students to the postgraduate program and inform the UTS and UAS schedule at the study program level to all lecturers in their respective study programs.
4. The lecturer then prepares the exam questions and duplicates the exam questions.
5. The Academic Subdivision sends a list of names of administrative staff who help supervise the exam for each study program.
6. Academic sub-section distributes exam papers and exam attendance list to each study program.
7. During the implementation of UTS and UAS, lecturers and administrative staff supervise the exams in their respective study programs.
8. After the mid-term and final exams are completed, the lecturer checks the students' exam answer sheets (Work Instruction: Assessment of Student Learning Outcomes / DPM.GJM.FST.UNDANA.13.19.1 and Work Instruction: Grade Improvement / DPM.GJM.FST.UNDANA.13.19.2).
9. After checking and grading the students' UTS and UAS answer sheets, the lecturers then submit the scores to the study program. The deadline for entering grades is 3 days after the exam.
10. If all course grades have been submitted to the study program, the study program then submits a list of final course grades to the postgraduate program.
11. if

VI. Flow Chart

The flow chart for the implementation of these midterm and final exams is as follows:

Activity Flow	Person in Charge	Required documents	Explanation
<p>Start</p>			
<p>1 ↓</p>			
<p>Briefing on UTS and UAS preparation</p>	Deputy Director I		
<p>2 ↓</p>			
<p>Information on PD I directives to study programs and technical preparations for UTS and UAS</p>	Academic Subdivision		
<p>3 Sending UTS and UAS schedules, lecturer & student attendance records to postgraduate programs and informing UTS and UAS schedules to study program lecturers.</p>	Study program leader		
<p>4</p>			
<p>Preparation and duplication of UTS and UAS exam questions</p>	Lecturer		
<p>5</p>			
<p>Delivery of supervisor rosters to 6 study programs</p>	exam papers and exam attendance list to study programs	Academic Subdivision	
<p>6</p>			
<p>Distribution of</p>			

Academic
Subdivision

revise the midterm and final
exams.

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- Exam Paper
- Attendance list and exam scores

<p>10 ↓</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Value delivery end of course to a postgraduate program bachelo r </div>	Lecturer	List of course grades	
	Lecturer	List of grades for all courses	

VII. Attachments

The attachments contained in this UTS and UAS implementation procedure manual are :

1. Lecturer attendance recap format
2. Student attendance recap format
3. Attendance list and exam score format
4. Work Instruction: Assessment of Student Learning Outcomes / DPM.GJM.FST.UNDANA.13.19.1
5. Work Instruction: Grade Improvement / DPM.GJM.FST.UNDANA.13.19.2

Appendix 1.



**MINISTRY OF EDUCATION AND CULTURE NUSA
CENDANA UNIVERSITY
POSTGRADUATE PROGRAM
PRODI**
Jl.Adisucipto - Penfui Kupang .Tlp.(0380) 881597

■

**Recap of Lecturer Lecture
Attendance Up to 8 / 16 *) Semester
Meeting Academic Year**

No.	% attendance < 80		Ket.
	Course Name	Lecturer Name	
1.			
2.			
3.			

4.			
5.			
dst			

Notes: *) cross out the unnecessary

Kupang, Head
of Study Program

.....
Undana Postgraduate Program

(.....)
NIP.....

Appendix 2.



MINISTRY OF EDUCATION AND CULTURE NUSA
CENDANA UNIVERSITY POSTGRADUATE
PROGRAM

PRODI

Jl.Adisucipto - Penfui Kupang .Tlp.(0380) 881597

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**Recap of Student Lecture Attendance Up
to 8 / 16 *) Semester Meeting**
Academic Year

No.	% attendance < 80		Ket.
	Course Name	Student Name	
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		3. 4. 5. dst	
2		1. 2. 3. 4. 5. dst	
dst			

Notes: *) cross out the unnecessary

Kupang, Head
of Study Program

.....
Undana Postgraduate Program

(.....)
NIP.....

Appendix 3.



MINISTRY OF EDUCATION AND CULTURE NUSA
CENDANA UNIVERSITY
POSTGRADUATE PROGRAM
PRODI
Jl. Adisucipto - Penfui Kupang . Tlp. (0380) 881597

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**ATTENDANCE LIST AND FINAL SEMESTER EXAM SCORES
(UAS)**

Department/ :
Program :
Semester :
Course :
Day/Date :

No.	Student Name	NIM	NT	NTS	NAS	NPR	Value		Paraf
							Raw	Weight. Criteria	
1									
2									
3									
4									
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9									
dst									

Kupang, 2011
Lecturer of MK

(.....)

Description:

Value = X (0.20 NT + 0.30 NTS + 0.50 NAS) + Y (NPR)


NT : Task Value

NTS : Mid-Semester Grade

NAS: End of Semester Grade

NPR : Practicum Grade

Appendix 4.

	ENVIRONMENTAL SCIENCE POSTGRADUATE PROGRAM MAJOR	Document Level: Work Instruction	Code: DPM.GJM.FST.UNDANA.13.19.1	
			Title : Work Instruction for Student Learning Outcome Assessment	Date issued: April 01, 2016
			Area : Quality Assurance Cluster	Revision: n: 0

I. Destination

The purpose of this student learning outcomes assessment work instruction is:

1. As a guideline for course lecturers in assessing student learning outcomes.
2. Provide convenience for lecturers in providing assessment of student learning outcomes.

II. Definition

Some of the definitions contained in this student learning outcomes assessment work instruction are:

1. Assessment of learning outcomes is an act of giving value to student learning activities and progress as well as mastery of scientific competencies that are carried out objectively, thoroughly, continuously and periodically in the form of assignments, tests, practicum and direct / indirect observation.
2. The assessment system is a system that deals with measuring the learning outcomes taken by students and is expressed by numbers on a scale of 0 to 100.

III. Scope

The scope of this work instruction for assessing student learning outcomes starts from examining student exam files, giving score weights, calculating students' final grades, determining students' final grades from numbers to letters to determining the limit of passing the exam.

IV. Work Instructions

The work instructions for assessing student learning outcomes are as follows:


1. Checking student exam files/answer sheets
2. Weighting of each target set as follows:
 - a. Weight of Theory Section (BBT = theory credit load / course credit load) with the following details:
 1. Task Value (NT) : 15% of BBT
 2. Soft Skill Observation Score (NS) : 25% of BBT
 3. Midterm Exam Score (NTS) : 30% of BBT
 4. Final Semester Exam Score (NAS) : 30% of BBT
 - b. Weight of Practicum Section (BBP = practicum credit load/course credit load)
3. Calculate the student's final grade based on the assigned weighting, namely :
 $NA = BBT (0.15 \times NT + 0.25 \times NP + 0.30 \times NTS + 0.30 \times NAS) + BBP \times NP$
 where : NA = Final Grade and NP = Practicum Grade

4. Determining the final score of student learning outcomes is done with the following conversion:

No.	Raw Value	Final Grade		Graduation Description
		Letter	Figures	
1	$\geq 80.0 - 100$	A	4.00	Pass
2	$77.5 < 80.0$	A -	3.75	Pass
3	$75.0 < 77.5$	AB	3.50	Pass
4	$72.5 < 75.0$	B+	3.25	Pass
5	$70.0 < 72.5$	B	3.00	Pass
6	$67.5 < 70.0$	B-	2.75	Pass
7	$65.0 < 67.5$	BC	2.50	Pass
8	$62.5 < 65.0$	C+	2.25	Pass
9	$60.0 < 62.5$	C	2.00	Pass
10	$57.5 < 60.0$	C-	1.75	Not Passed
11	$55.0 < 57.5$	CD	1.50	Not Passed
12	$52.5 < 55.0$	D+	1.25	Not Passed
13	$50.0 < 52.5$	D	1.00	Not Passed
14	< 50.0	E	0.00	Not Passed

5. Determining the passing limit of the exam using the Benchmark Assessment approach (PAP) with a benchmark passing limit score of 60 or C with a weight of 2.00.

Appendix 5.

	<p>ENVIRONMENTAL SCIENCE PROGRAM POST-GRADUATE PROGRAM</p>	<p>Document Level: Work Instruction</p>	<p>Code: DPM.GJM.FST.UNDANA.13.19.2</p>
<p>Title : Grade Improvement Work Instruction</p>		<p>Date issued: April 01, 2013</p>	
<p>Area : Quality Assurance Cluster</p>		<p>Revisio n: 0</p>	

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I. Destination

The purpose of this value improvement work instruction is:

1. As a guideline for study program leaders in giving approval to students to make grade corrections.
2. Provide convenience for study program leaders in approving grade corrections to students.

II. Definition:

Some of the definitions contained in the value improvement work instruction include:

1. Grade improvement is an effort to increase the weight of the previous course grade from less to better through a certain mechanism and rules.

III. Scope:

The scope of the grade correction work instruction starts from checking the student's GPA, checking the number of times the student fails a course exam, checking the grade of the course to be repeated/repared, to providing grade compensation at the end of the study.

IV. Work Instructions

The grade correction work instruction is as follows:

1. Checking the GPA of students if students who get a grade of 1 (one) with a $GPA \geq 2.00$ can improve the grade without being required to take the relevant course but those who get a grade of 0 are required to take the course.
2. Checking that if students fail after 3 x course exams, they must be tested by a team of independent lecturers from similar fields of study appointed by the Dean at the suggestion of the Head of the Department.
3. Checking that grade improvement is only allowed for C-graded courses and the maximum grade that can be obtained is B.
4. Provide grade compensation at the end of study if :
 - a. GPA 2.00 with a maximum of 5 (five) 1
 - b. Of the 5 (;ima) courses worth 1 there are no MKK more than 3 (three) courses
5. No course compensation if :
 - a. There is a grade of 0/E in the student's final transcript
 - b. The courses are Pancasila Education, Civic Education and Religious Education. The minimum grade for all three courses is 2.