



STANDARD OPERATIONAL PROCEDURES

EVALUATION OF STUDY RESULTS

03 /GPM/FEB/2023





Creation Date	July 17, 2023
Revision Date	July 24, 2023
Effective date	August 1, 2023

FACULTY OF ECONOMICS AND BUSINESS
SURABAYA STATE UNIVERSITY

**STANDARD OPERATIONAL PROCEDURES
EVALUATION OF STUDENT STUDY RESULTS**



**No. SOP: 03/GPM/FEB/2023
Publication date: August 1, 2023**

Checked by:		Arranged by:	
			
Name	Novi Trisnawati, S.Pd., M.Pd.	Name	Rachma Indrarini., SEI., MSEI
Position	Chair of the FEB Quality Assurance Group	Position	Head of Internal Quality Assurance Division
Endorsed by:		Approved by:	
 Disahkan oleh: Nama: Prof. Dr. Anang Kistyanto, S.Sos., M.Si. Jabatan: Dekan FEB Unesa			
Name	Prof. Dr. Anang Kistyanto, S.Sos., M.Si.	Name	Dr. H. Moch. Khoirul Anwar, S.Ag., MEI.
Position	Dean of FEB Unesa	Position	Deputy Dean 1 FEB Unesa

**QUALITY ASSURANCE GROUP
FACULTY OF ECONOMICS AND BUSINESS
SURABAYA STATE UNIVERSITY**

2023

1. Objective

Provide guidelines for evaluating study results for students so that the student's suitability is known to be able to continue their studies in the following semester.

2. Scope

Evaluation of study results applies to all students of the Faculty of Economics and Business UNESA.

3. Reference

- a. Minister of Education and Culture Regulation No. 3 of 2020 concerning National Higher Education Standards
- b. Chancellor's Decree regarding SPMI Unesa
- c. Unesa Undergraduate Program Quality Standards in 2021
- d. Unesa Masters Program Quality Standards 2019
- e. Unesa Doctoral Program Quality Standards 2019
- f. Academic Guidelines

4. Person responsible

- a. The Dean is responsible for issuing warning letters to students' parents regarding the student's study results
- b. Koorprodi responsible for reporting and issuing warning letters to parents of students who have academic problems to the Dean
- c. Advisory Lecturer Academic (DPA) is responsible for monitoring the progress of the study results of the students under his supervision and reporting to Koorprodi
- d. Guidance and counseling lecturers are responsible for providing guidance and counseling to students who have academic problems

5. Definitions and Terms

- a. Evaluation is a form of assessment of the results of implementing activities.
- b. Student study results are a form of assessment of the implementation of student study results.

6. General requirements

- a. The selection of grades for student study results is based on the final grades of each semester
- b. The study result score at the end of the semester is a combination of all forms of assessment for each course during the current semester
- c. The assessment is carried out by a team of lecturers who teach the course in the form of numbers which are then converted into letters.
- d. The assessment component consists of participation, assignments, Mid-Semester Examination (UTS), and Final Semester Examination (UAS) guided by the Academic Guidebook.
- e. The study result grades for each course are expressed in letters, namely A, A-, B+, B, B-, C+, C, D, and E. Grades A to D are passing grades, while E grades are not passing grades.
- f. Students who get grades D and E are allowed to reprogram their courses to improve their grades.
- g. If a student reprograms a course, the grade listed on the transcript is the best grade.
- h. Student study results are listed on the Study Results Card (KHS).
- i. Written Warning for Undergraduate Study Program:
 1. Written Warning I is made by the Study Program Coordinator with the Dean's knowledge and sent to the parents of the students concerned with a copy to the BK Team with the provisions that Semester 1 - 2 \leq 18 credits
 2. Written Warning II is made by Coordinating Study Program with the Dean's knowledge and sent to the parents of the students concerned with a copy to the BK Team with the provisions that Semester 3 \leq 30 credits.
 3. If at the end of semester 3 (three), the number of credits collected is less than 30 (thirty), the Study Program Coordinator submits a letter of proposal to the Dean so that the person concerned will be processed further.

7. Sequence of Procedures

Evaluation of study results at the end of each semester of the undergraduate study program

- a. Pe Lecturer advice Academic(DPA) at the end of each semester, report the study progress of students who do not reach the minimum number of credits according to academic guidelines to BK Team.
- b. The BK team summarizes student study progress data and reports it to the Study Program Coordinator
- c. Written Warning I was made by the Study Program Coordinator with the Dean's knowledge and sent to the parents of the students concerned with a copy to the BK Team
- d. Written Warning II is made by the Study Program Coordinator with the Dean's knowledge and sent to the parents of the students concerned with a copy to the BK Team
- e. If at the end of semester 3 (three) the number of credits collected is less than 30 credits, Koorprodis submit a letter of proposal to the Dean so that the person concerned will be processed further.
- f. Evaluation of Study Results Undergraduate Programs as follows:

JUMLAH SKS-KUMULATIF LULUS DAN BENTUK SANKSI AKADEMIS

Program Pendidikan	Akhir Semester Ke-	Jumlah SKS-Kumulatif Lulus *)		
		Normal	Yang harus diperhatikan Mahasiswa	
			Sangat Kritis	Sanksi Akademis
S-1 atau Diploma	I	18	≤ 9	
	II	36	≤ 18	Peringatan Tertulis I
	III	54	≤ 30	Peringatan Tertulis II
	IV	72	≤ 40	Mahasiswa dinyatakan putus kuliah
	V	90	≤ 50	
	VI	108	≤ 60	
	VII	126	≤ 70	
	VIII	144	≤ 80	

*)SKS-Kumulatif lulus adalah jumlah SKS semua mata kuliah dengan nilai minimum 2,00 (C)

8. Procedure Flow Chart

No.	Sequence of Procedures	DPA	BK Team	Coordinating program	Dean	Parent
1.	The Academic Advisory Lecturer (DPA) at the end of each semester reports the study progress of students who do not reach the minimum number of credits according to academic guidelines to the BK Team.	<input type="checkbox"/>	<input type="checkbox"/> 1			
2.	The BK team summarizes student study progress data and reports it to the Study Program Coordinator		<input type="checkbox"/>	<input type="checkbox"/> 2		
3.	Written Warning I was made by the Study Program Coordinator with the Dean's knowledge and sent to the parents of the students concerned with a copy to the BK Team		<input type="checkbox"/>	<input type="checkbox"/> 3 and 4	<input type="checkbox"/>	<input type="checkbox"/>
4.	Written Warning II is made by the Study Program Coordinator with the Dean's knowledge and sent to the parents of the students concerned with a copy to the BK Team					
5.	If at the end of semester 3 (three) the number of credits collected is less than 30 credits, the Study Program Coordinator submits a letter of proposal to the Dean so that the person concerned will be processed further.			<input type="checkbox"/> 5		

9. Related Documents/Archive

- g. DPA Decree
- h. BK Team SK
- i. Recap of student study progress (DPA)
- j. Student study progress report (BK Team)
- k. Letterproposalwarning thatsent to the Faculty

1. Warning Letter from Faculty