

Standard Operating Procedure

In-Between Semester Registration




Faculty of Economics and Business

Universitas Brawijaya

Malang

2022

IDENTIFICATION SHEET

	UNIVERSITAS BRAWIJAYA	UN10F02HK.01.02.a1067
		2 December 2022
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In-Between Semester Registration






Process	Person In-Charge			Date
	Name	Position	Sign	
1. Formulation	Ainur Rofiq, SE., MM., Ph.D	Vice Dean I		14 September 2022
2. Examination	Putu Mahardika Adi Saputra, SE., M.Si., MA., Ph.D	Head of Quality Assurance Group		2 December 2022
3. Approvals	Ainur Rofiq, SE., MM., Ph.D	Vice Dean I		2 December 2022
4. Determination	Abdul Ghofar, SE., M.Si., DBA., Ak.	Dean		2 December 2022
5. Control	Ainur Rofiq, SE., MM., Ph.D	Vice Dean I		2 December 2022

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A. Objective

Explaining the In-Between Semester Registration Procedure.

B. Scope and Associated Units

Starting from making a list of courses and class schedules offered in the Intermediate semester by the Recording Staff, filling out forms and paying Intermediate semester registration fees by students, to the process of verifying, processing and recording data by the Recording Staff.

C. Related Quality Standards

The quality standard in the Standard Operating Procedure refers to the UB Quality Standards and the Indonesian National Standard (SNI) Quality Management System (SMM).

D. Terms and Definitions








1. The intermediate semester is a lecture program that is held during the interval between the Even Semester and the Odd Semester.
2. SIAKAD is an Academic Information System.
3. SIAM is a Student Academic Information System.
4. Intermediate Semester Registration is an initial activity carried out by students so they can take part in lecture activities in the Intermediate semester according to the desired study plan.

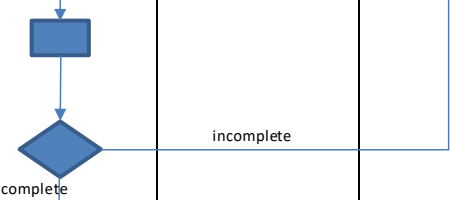

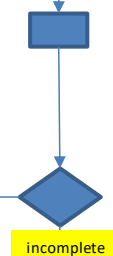


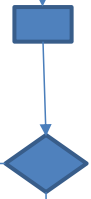




E. Procedure Order

1. The Recording Staff makes a technical circular for the implementation of the Intermediate Semester and a request for a list of courses offered to the Academic Staff in the Department.
2. Academic Staff in the Department make a list of courses and supporting lecturers to be offered in the Intermediate Semester and send them to the Recording staff.
3. Recording Staff makes a schedule of intermediate semester courses.
4. Recording staff makes an announcement of the list of courses and class schedules offered in the intermediate semester.
5. Students pay a fee to register for the Intermediate Semester through a designated bank.

6. Students fill out the Intermediate Semester registration form.
7. Recording staff verifies the registration form and completeness of student files:
 - If complete, it will be entered in SIAKAD
 - If it is incomplete, it will be returned to the student to be completed/corrected
8. Recording staff input KRS Semester Between students through SIAKAD
9. Recording staff process and recap data from SIAKAD to find out the number of students enrolled in each course offered
 - If the number of students does not meet the minimum number of opening courses, they will be recapitulated as canceled courses
 - If the number of students meets, it will be recapitulated as a course that opens in the intermediate semester
10. The recording staff makes an announcement about the list of canceled courses
11. Students who choose canceled courses confirm:
 - If a student cancels a course, it will proceed with the process of refunding the intermediate semester registration fee
 - If a student changes courses, then the process of canceling/adding intermediate semester courses is continued
12. Students carry out the process of returning the registration fee to the finance department and the process is complete
13. Students carry out the add-cancel process and the process is complete
14. Students see the Intermediate Semester class schedule through SIAM.

F. Flow Chart

Activity	Implementation			Standard Quality		
	Academic Division Staff in the faculty	Academic Staff in Department	Student	Requirement	Period	Output
Start						
The Recording Staff makes a technical circular for the implementation of the In-Between Semester and requests for a list of courses offered to Academic Staff in the Department				-	3 jam	In-Between Semester Implementation Technical Circular Letter
Academic Staff in the Department make a list of courses and supporting lecturers to be offered in the In-Between Semester and send them to the Recording staff				1. List of courses in the semester between last year as a reference 2. List of names of supporting lecturers who taught in the semester between last year as a reference	3 jam	List of Courses offered in the In-Between Semester
Recording staff makes a schedule of In-Between semester courses				List of Courses offered in the In-Between Semester	3 hari	College subject schedule
Recording staff announce the list of courses and class schedules offered in the In-Between semester				Jadwal Mata Kuliah	3 jam	Announcement letter for the In-Between Semester which contains information about: 1. List of Courses 2. Class Schedule 3. Registration payment information
Students pay a fee to register for the In-Between Semester through a predetermined bank				-	-	Proof of Payment from the Bank
Students fill out the In-Between Semester registration form				1. Proof of payment from the bank 2. KTM 3. Academic Transcript	30 menit	Registration form that has been filled:: 1. Student data 2. List of courses that students want to take

<p>Recording staff verifies the registration form and completeness of student files::</p> <p>- If complete, it will be entered in SIAKAD - If it is incomplete, it will be returned to the student to be completed/corrected</p>				<ol style="list-style-type: none"> 1. Proof of payment from the bank 2. KTM 3. Academic Transcript 4. Filled form 	<p>1 hour</p>	<p>Verified registration form</p>
<p>Recording staff input KRS Semester Between students through SIAKAD</p>				<p>Verified registration form</p>	<p>1 day</p>	<p>-</p>
<p>Recording staff process and recap data from SIAKAD to find out the number of students enrolled in each course offered</p> <p>-If the number of students does not meet the minimum number of opening courses, it will be recapitulated as a canceled course - if the number of students meets, it will be recapitulated as a course that opens in the In-Between semester</p>				<p>Verified registration form</p>	<p>2 days</p>	<ol style="list-style-type: none"> 1. List of canceled courses 2. List of open courses
<p>Staf recording membuat pengumuman tentang daftar mata kuliah yang dibatalkan</p>				<p>List of canceled courses</p>	<p>3 hours</p>	<p>Letter of Announcement of Cancellation of In-Between Semester Courses</p>
<p>Students who choose canceled courses confirm:</p> <p>-If the number of students does not meet the minimum number of opening courses, it will be recapitulated as a canceled course - if the number of students meets it will be recapitulated as a course that opens in the In-Between semester</p>				<p>-</p>	<p>-</p>	<p>Class information changed/canceled by students</p>
<p>Students carry out the process of returning the registration fee to the finance department and the process is complete</p>				<ol style="list-style-type: none"> 1. Proof of payment from the bank 2. KTM 3. List of canceled courses 	<p>-</p>	<p>-</p>
<p>Students carry out the add-cancel process and the process is complete</p>				<ol style="list-style-type: none"> 1. Proof of payment from the bank 2. KTM 3. List of courses replaced 	<p>2 days</p>	<p>-</p>
<p>Students see the In-Between Semester class schedule through SIAM</p>				<p>-</p>	<p>-</p>	<p>Course class schedule</p>
<p>Finish</p>						

G.Reference

- A. UB Rector's Regulation No. 16 of 2022 concerning Organizational Structure and Working Procedures of the Faculty of Economics and Business
- B. Universitas Brawijaya Quality Standards
- C. Universitas Brawijaya Minimum Service Standards
- D. UB Rector's Regulation Number 64 of 2022 concerning UB Education Guidelines for the 2022/2023 Academic Year
- E. Regulation of the Dean of the Faculty of Economics and Business UB No. 1 of 2022 concerning Educational Guidelines for the Faculty of Economics and Business, Universitas Brawijaya for Academic Year 2022/2023