

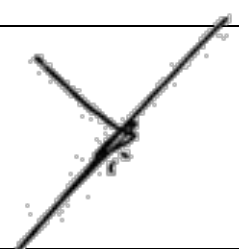
**STANDARD OPERATING  
PROCEDURES**

REMEDIAL PROGRAM IN SEMESTER



No. SOP 16 / GPM-FIO UNESA

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Approved and Endorsed by	
	
Name	Dr. Dwi Cahyo Kartiko, S.Pd., M.Kes
Position	Vice Dean of Academics

**QUALITY ASSURANCE GROUP – FIO**

**SURABAYA STATE UNIVERSITY 2020**

## **1. PURPOSE**

Guidelines for the implementation of the remedial program to run in accordance with the provisions.

## **2. SCOPE**

The scope of this procedure includes: the person in charge, general provisions, and a description of the remedial procedure.

## **3. REFERENCE**

3.1. Implementation of Unesa Academic Guidelines

3.2. Implementation of KKNi Curriculum guidelines

## **4. DEFINITION**

4.1. Remedial in the semester is a form of activity that is an improvement of student learning outcomes, by strengthening materials that have not been mastered by students and continued with retests.

4.2. Remedial participants in the semester are students who have studied and have not achieved minimal grades.

## **5. ACCOUNTABILITY**

5.1. The Dean is responsible for monitoring the success of the student learning process.

5.2. The Vice Dean of academic affairs is responsible for ensuring the smooth implementation of the Remedial Program in semesters.

5.3. The Head of The Study Program is responsible for the implementation of the Remedial Program in semesters in each study program.

5.4. Lecturers of Course Master (DPMK) are responsible for remedial for students who have not completed the lecture material until midterm.

## **6. GENERAL TERMS**

6.1. The implementation of the remedial program in the semester is held based on uts results.

6.2. Remedial program forms can be:

a. Relearning when more than 50% of students get a UTS score of less than 68 and resume re-exams.

b. Re-examine if any student gets a UTS score of less than 68.

6.3. Students are entitled to remidi opportunities by qualifying the criteria of six meetings, active, and doing tasks well.

6.4. Lecturers are obliged to provide remedial to eligible students at point 6.3.

6.5. The provision of UTS scores for students who follow remedial programs has alternatives:

a. UTS value is remidi result value

b. UTS value is the average before and after remidi

c. UTS value equals 68

## **7. PROCEDURE DESCRIPTION**

- 5.1. DPMK conducts the lecture process and evaluation of learning as scheduled. UTS results become the basis of remedial implementation in the semester.
- 5.2. Remedial implementation in the semester is carried out after lecturers do UTS and retests are carried out no later than the 13th week.
- 5.3. Relearning is focused on a specific topic that has not been mastered by most students and is done outside of effective lecture hours.
- 5.4. Re-exams are also conducted outside of effective lecture hours.

## **8. RELATED DOCUMENTS/ARCHIVES**

- 8.1. Attendance list and student assignment grades.
- 8.2. List of UTS values and remedial grades in the semester.
- 8.3. Uts and re-exam questions.