STANDARD OPERATING PROCEDURE

This **Standard Operating Procedure (SOP)** is established as a formal guideline to regulate the implementation of academic and administrative activities within the **Social Science Education Study Program**, Faculty of Teacher Training and Education, Lambung Mangkurat University, Banjarmasin.

The SOP is designed to ensure consistency, transparency, efficiency, and accountability in all program operations. It outlines systematic procedures covering the main areas of academic management, including curriculum implementation, teaching and learning processes, assessment of student learning outcomes, research activities, community service, academic services, and quality assurance mechanisms.

This document serves as a reference for lecturers, administrative staff, students, and all stakeholders involved in the academic ecosystem. By adhering to the procedures outlined in this SOP, the study program aims to maintain the quality of education, meet accreditation standards, support continuous improvement, and achieve its vision and mission in developing competent and socially responsible educators.

All personnel are expected to comply with the provisions stated in this SOP to ensure the effectiveness and sustainability of academic governance in accordance with national higher education policies and institutional values.
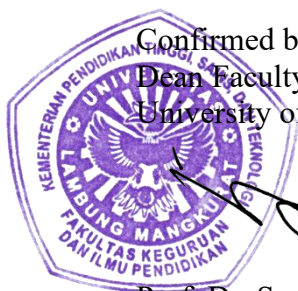
Confirmed by:
Dean Faculty of Teacher Training and Education
University of Lambung Mangkurat,

Study Program Coordinator
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FOREWORD

By expressing praise and gratitude to the presence of Allah SWT, the Standard Operating Procedure (SOP) document for the Social Science Education Study Program, Faculty of Teacher Training and Education, Lambung Mangkurat University.

SOP The Social Science Education Study Program is designed as a manifestation of the high commitment of Social Science education in quality assurance at LPTK universities and in order to achieve the Vision of the Social Science Education Study Program "To become a center for the development of ethnopedagogy-based Social Science Education studies in Southeast Asia in 2039". The Mission of the Social Science Education Study Program is as follows:

1. Organizing undergraduate education using interdisciplinary, multidisciplinary, and transdisciplinary approaches based on ethnopedagogy as a development of social science education studies to improve skills in solving social problems at the regional, national, and international levels.

2. Conducting research related to the development of ethnopedagogy-based Social Science Education studies.

3. Carrying out community service as a follow-up to the results of research and development of ethnopedagogy-based Social Science Education studies that provide feedback on solving social problems at the regional, national and international levels.

4. Organizing cooperation with various domestic and foreign agencies to develop study programs in the fields of education and learning, research, and community service.

SOP Education Study ProgramIt is hoped that this IPS FKIP ULM can be used as a reference for all components of the academic community in the IPS Education Study Program in implementing educational quality assurance in accordance with the ULM Chancellor's regulations.

Thank you to all parties who have played an active role in the preparation of the SOP for the Social Science Education Study Program, FKIP ULM.

LIST OF CONTENTS

1. ACTIVE STUDENTS

	LALBUNG MANGKURAT UNIVERSITY FACULTY OF TEACHER TRAINING AND EDUCATION DEPARTMENT OF SOCIAL SCIENCE EDUCATION SOCIAL SCIENCE EDUCATION STUDY PROGRAM	
	STANDARD OPERATING PROCEDURE (SOP) ACTIVE STUDENTS	
SOPal Code/No.	: -	Page
Compiled By	: Study Program Quality Assurance Group (GPM)	Be in effect : -
Verified By	: Bureau Administration Academic And Student Affairs (BAAK)	Revision :
Approved by	: head of the study program	Revision Chronology:

Understanding:
1. Students are adults who are currently studying at a university with a predetermined study period, who have their own awareness in developing their potential at university to become intellectuals, scientists, practitioners, and/or professionals.
2. Active students are students who are registered in the Study Program, both old and new students, and have carried out academic registration at the beginning of each semester according to the schedule set by Lambung Mangkurat University.

Objective:
As a reference for data collection on active students in the Social Science Education Study Program, FKIP, Lambung Mangkurat University.

Basis for Determination:
1. Law Number 20 of 2003 concerning the National Education System.
2. Law Number 12 of 2012 concerning Higher Education.
3. Academic Regulations of Lambung Mangkurat University.
4. Academic Guidelines of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2015.
5. Academic Regulations of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2016.

Procedure
1. New students
    1.1. The terms, procedures and implementation of student acceptance are regulated by Lambung Mangkurat University.
    1.2. Every new student accesses the academic information system (AIS) via the pagehttps://simari.ulm.ac.id/#mahasiswa.To fill in the biodata.
2. Old Student
    2.1. Old students are students who have re-registered at the beginning of each semester according to the schedule set by Lambung Mangkurat University.
    2.2. The study program administers old students who have re-registered.

2. ACADEMIC ADVISING

	LALBUNG MANGKURAT UNIVERSITY FACULTY OF TEACHER TRAINING AND EDUCATION DEPARTMENT OF SOCIAL SCIENCE EDUCATION Social Science Education Study Program STANDARD OPERATING PROCEDURE (SOP) **ACADEMIC ADVISING**	
SOPal Code/No. : -		Page
Compiled By : Program Quality Assurance Group (GPM) Studies		Be in effect : -
Verified By : Bureau Administration Academic AndStudent Affairs (BAAK)		Revision :
Approved by : head of the study program		Revision Chronology:

Understanding:
Academic Advisor or Advisor Lecturer is a lecturer who is appointed and assigned by the Study Program to guide students outside of the lecture schedule and is valid until the student's study period is completed.

Objective:
1. Provides guidance on mechanisms and monitoring of students in the study planning process both as a whole and in each semester.
2. Provides guidance on procedures to help students determine alternative solutions to problems that hinder their study program.

Basis for Determination:
1. Academic Regulations of Lambung Mangkurat University.
2. Academic Guidelines of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2015.
3. Academic Regulations of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2016.

General requirements:
1. The requirements for being an academic advisor are:
    1.1. Permanent lecturer in the Social Science Education Study Program, FKIP, Lambung Mangkurat University.
    1.2. Have a minimum academic qualification of Masters (S2).
2. The appointment of academic advisors is determined by the Dean's Decree upon the proposal of the Head of the Study Program.
3. The academic advisor's Decree (SK) issued by the Dean must at least contain:
    3.1. Time of appointment of lecturer as academic advisor.
    3.2. List of names of students being mentored.
4. Each academic advisor supervises a maximum of 20 students.
5. The duties and obligations of an academic advisor are:
    5.1. Conducting academic guidance processes manually and online on the Academic Information System (AIS)
    5.2. Assisting students in programming their studies for one semester according to their study load and/or possible changes.
    5.3. Accommodating academic problems faced by students under his guidance and helping to find solutions to these problems.
    5.4. Holding consultative meetings with students under his guidance periodically at a time mutually agreed upon.

5.5. Be responsible for carrying out duties as an academic advisor to the academic advisor.
6. The student's obligations towards the academic advisor or academic advisor are:
    6.1. Conducting academic guidance processes manually and online on the Academic Information System (AIS).
    6.2. Conduct active communication and consultation with academic advisors regarding study activities and problems that hinder study.

Procedure
1. The Head of the Study Program proposes a list of academic advisors and student advisors to the Dean for the issuance of a Decree (SK).
2. The Dean issues a Decree (SK) regarding academic advisors no later than one week before the guardianship period begins.
3. The Head of the Study Program distributes the Dean's Decree (SK) regarding student academic advisors to the lecturers of the Study Program.
4. The Study Program socializes information to students regarding student academic advisors through the announcement board and/or the official Study Program website.
5. Students carry out academic consultations by bringing complete consultation equipment.

Flow Chart for Submitting Study Plan Card							
No	Activity	Executor				Standard Quality	
		Faculty	Study program	Lecturer	Student	Requirements /requirements When	Output
1	Proposing a list of lecturers academic advisor and student guidance						List of lecturers academic advisor
2	Issue a Decree (SK) regarding student academic advisor						Advisory Lecturer Decree Student Academics
4	Distributing the decree of the academic advisor to the students to the lecturers Study Program lecturer						
5	Socializing the list academic advisor to students						
6	Academy consultations were conducted						Complete consultation files

3. STUDY PLAN CARD

	LALBUNG MANGKURAT UNIVERSITY FACULTY OF TEACHER TRAINING AND EDUCATION DEPARTMENT OF SOCIAL SCIENCE EDUCATION SOCIAL SCIENCE EDUCATION STUDY PROGRAM	
	STANDARD OPERATING PROCEDURE (SOP) STUDY PLAN CARD	
SOPal Code/No.	: -	Page
Compiled By	: Program Quality Assurance Group (GPM) Studies	Be in effect : -
Verified By	: Bureau Administration Academic And Student Affairs (BAAK)	Revision :
Approved by	: head of the study program	Revision Chronology:

Understanding:
The Study Plan Card is a card that contains a plan for taking courses in the semester to be taken.

Objective:
As a guideline for determining study load, practical load and research load that are appropriate to the capacity and abilities of students.
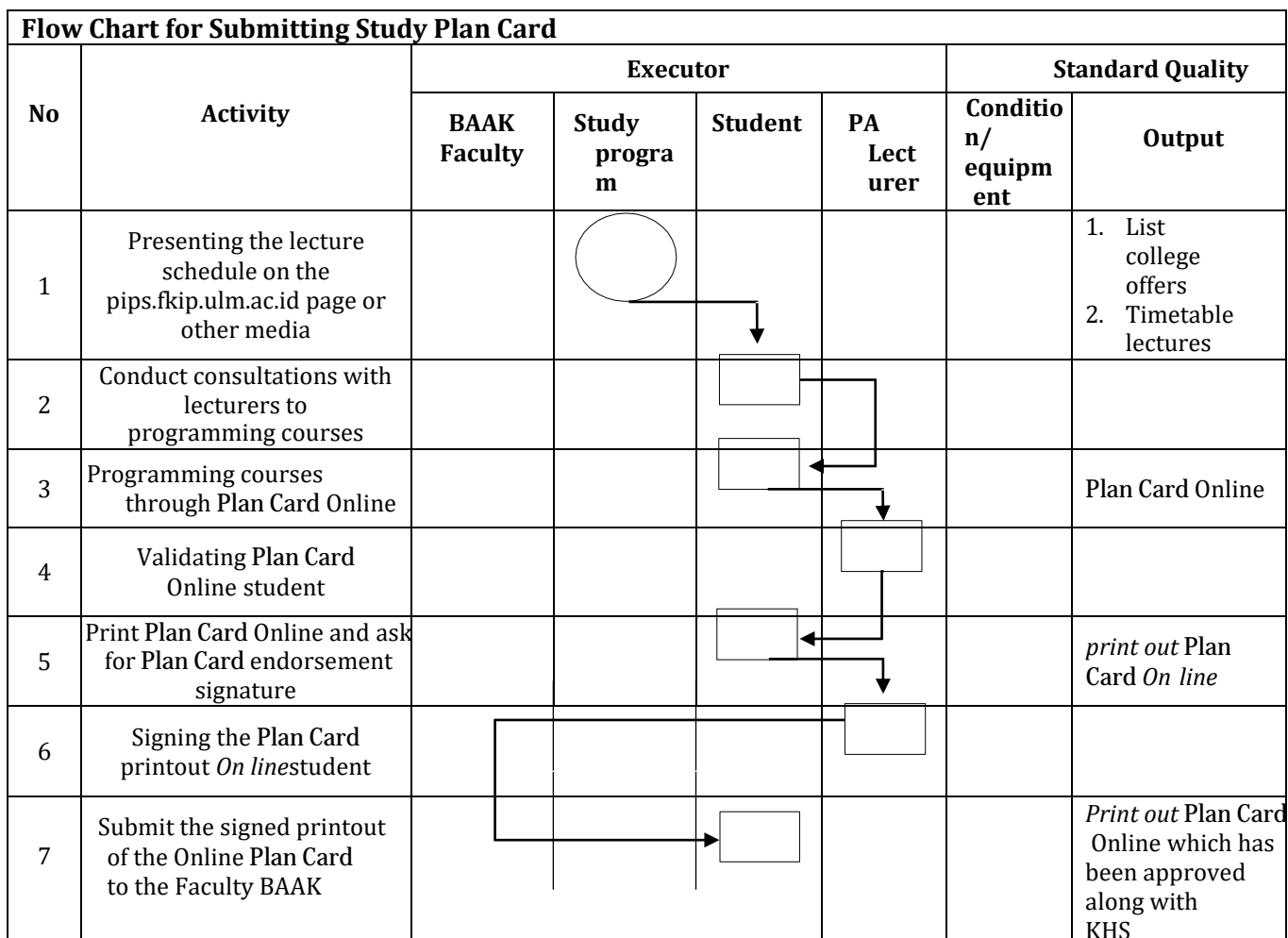
Basis for Determination:
1. Academic Regulations of Lambung Mangkurat University.
2. Academic Calendar of Lambung Mangkurat University.
3. Academic Guidelines of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2015.
4. Academic Regulations of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2016.
5. Study Program Curriculum.

Procedure
1. The Study Program provides a list of courses, schedules, classes, and lecturers through system Information Academic (SIA) on page https://simari.ulm.ac.id/#mahasiswa.
2. Students discuss with the Academic Advisor (PA) lecturer regarding the courses to be programmed according to the number of permitted credits.
3. Students program courses on the Online through the Academic Information System (AIS) on the website.https://simari.ulm.ac.id/#mahasiswa
4. Student send the online Plan Card for approval by the Academic Advisor (PA) lecturer.
5. Academic Advisors (PA) validate students' Plan Card online.
6. Students print the online Plan Card which has been approved by the Academic Advisor lecturer.
7. Students ask for the Academic Advisor (PA) lecturer's signature on the printout Plan Card Online.
8. Students submit a printout of the Online Plan Card signed by the Academic Advisor to the Bureau of Academic Administration and Student Affairs (BAAK) before the specified deadline.

No	Activity	Executor				Standard Quality	
		BAAK Faculty	Study program	Student	PA Lecturer	Condition/ equipment	Output
1	Presenting the lecture schedule on the pips.fkip.ulm.ac.id page or other media		◯				1. List college offers 2. Timetable lectures
2	Conduct consultations with lecturers to programming courses			▭			
3	Programming courses through Plan Card Online			▭			Plan Card Online
4	Validating Plan Card Online student				▭		
5	Print Plan Card Online and ask for Plan Card endorsement signature			▭			*print out* Plan Card *On line*
6	Signing the Plan Card printout *On line*student				▭		
7	Submit the signed printout of the Online Plan Card to the Faculty BAAK			▭			*Print out* Plan Card Online which has been approved along with KHS

The table title: **Flow Chart for Submitting Study Plan Card**

4.   STUDY PLAN CARD IMPROVEMENT

	LALBUNG MANGKURAT UNIVERSITY FACULTY OF TEACHER TRAINING AND EDUCATION DEPARTMENT OF SOCIAL SCIENCE EDUCATION SOCIAL SCIENCE EDUCATION STUDY PROGRAM
	STANDARD OPERATING PROCEDURE (SOP) STUDY PLAN CARD IMPROVEMENT

SOPal Code/No.	: -	Page	
Compiled By	: Program Quality Assurance Group (GPM) Studies	Be in effect : -	
Verified By	: Bureau Administration Academic And Student Affairs (BAAK)	Revision :	
Approved by	: head of the study program	Revision Chronology:	

Understanding:
1. Correction of the Study Plan Card is a change in the list of courses taken by students for the learning program in the current semester due to technical errors in writing, addition, and errors in not including courses that should be included in the course list or replacement of courses currently being programmed in the current semester.
2. A notification letter is a formal letter with the aim of conveying information or statements related to the interests of one party to another party.
3. A letter of recommendation is a letter written by a leader or authorized party to provide information about an individual or organization.

Objective:
1. This SOP aims to be a reference in the procedures for implementing study plan card repair services in the Social Science Education study program, FKIP ULM.
2. As a supporting document in the implementation of study plan card repair services in the Social Science Education study program, FKIP ULM so that it can be implemented effectively and efficiently.
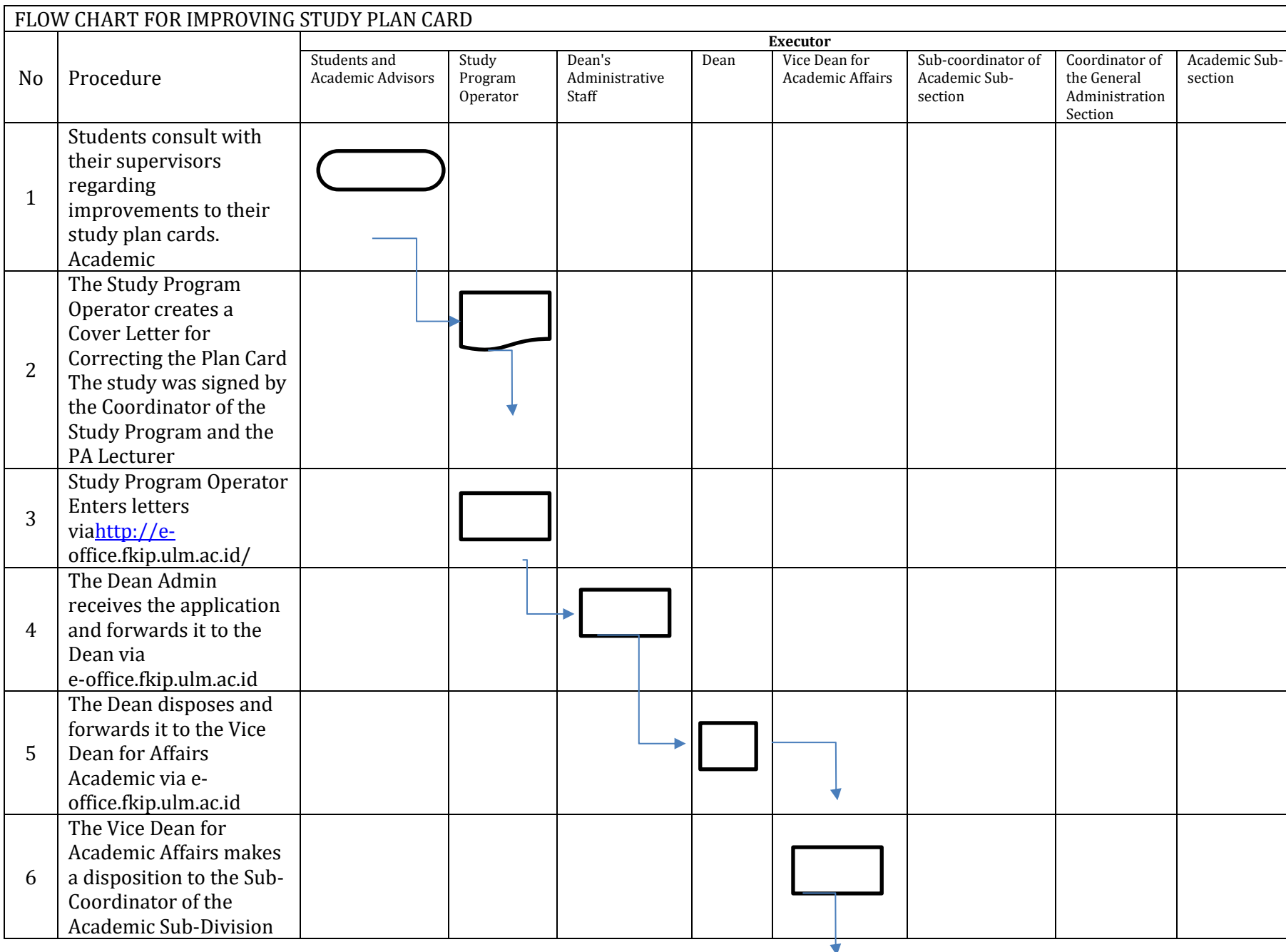
Basis for Determination:
1. Academic Regulations of Lambung Mangkurat University.
2. Academic Guidelines of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2015.
3. Academic Regulations of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2016.
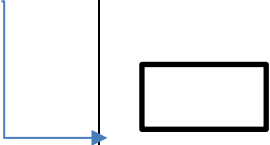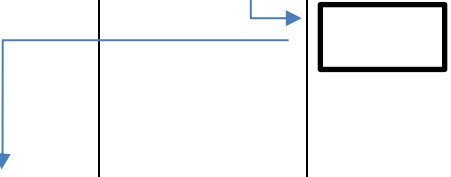4. Academic Calendar.
5. Study Program Curriculum.
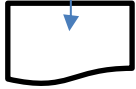
Procedure

No	Activity	Executor	Completeness	Time	Output
1	Students Consultation Regarding Study Plan Card Improvements with the Supervisor Academic	Student and Lecturers	Plan Card, List of Courses that can be taken during that semester	1 day	Study Plan Card

2	The Study Program Operator creates a Cover Letter for Study Plan Card Corrections, signed by the Study Program Coordinator and Lecturer. PA	Study Program Operator, Study Program Coordinator and PA Lecturer	Computer	1 day	Request for Student Plan Card Correction Letter
3	Study Program Operator Enters letters viahttp://e-office.fkip.ulm.ac.id /	Study Program Operator	Computer	5 minutes	Request for Student Plan Card Correction Letter
4	The Dean Admin receives the application and forwards it to the Dean via e-office.fkip.ulm.ac.id	Dean Admin	Computer	5 minutes	Request for Student Plan Card Correction Letter
5	The Dean disposes and forwards it to the Vice Dean for Academic Affairs via e-office.fkip.ulm.ac.id	Dean	Computer	5 minutes	Application for Plan Card Correction Letter Student
6	The Vice Dean for Academic Affairs makes a disposition to the Sub-Coordinator of the Academic Sub-Division through e-office.fkip.ulm.ac.id	Vice Dean for Academic Affairs	Computer	5 minutes	Request for Student Plan Card Correction Letter
7	The Academic Sub-section processes the application for Study Plan Card Improvements, then submits it to the Coordinator. General Administration Section	Academic Sub-section	Computers, Printers, and Paper.	15 minutes	Student Plan Card Correction Letter

8	The Coordinator of the Administration Section checks and initials the letter, and forwards it to the Deputy Dean for Academic Affairs. Academic	Coordinator of the General Administration Section	Fountain pen	5 minutes	Student Plan Card Correction Letter
9	The Vice Dean for Academic Affairs signs the Study Plan Card Correction Letter and forwards it to the Dean's Admin.	Vice Dean for Academic Affairs	Fountain pen	5 minutes	Student Plan Card Correction Letter
10	The Dean's Admin provides a stamp and letter number, then submits the letter. to the Academic Sub-section	Dean Admin	Stamp, Pen, and Outgoing Letter Book.	10 minutes	Student Plan Card Correction Letter
11	The Academic Sub-Division Sub-Coordinator sends a Study Plan Card Correction Letter to the Administration Section. Rectorate	Academic Sub-section and Administrative Section of the Rectorate	Computer	10 minutes	Student Plan Card Correction Letter

No	Procedure	Executor							
		Students and Academic Advisors	Study Program Operator	Dean's Administrative Staff	Dean	Vice Dean for Academic Affairs	Sub-coordinator of Academic Sub-section	Coordinator of the General Administration Section	Academic Sub-section
1	Students consult with their supervisors regarding improvements to their study plan cards. Academic								
2	The Study Program Operator creates a Cover Letter for Correcting the Plan Card The study was signed by the Coordinator of the Study Program and the PA Lecturer								
3	Study Program Operator Enters letters viahttp://e-office.fkip.ulm.ac.id/								
4	The Dean Admin receives the application and forwards it to the Dean via e-office.fkip.ulm.ac.id								
5	The Dean disposes and forwards it to the Vice Dean for Affairs Academic via e-office.fkip.ulm.ac.id								
6	The Vice Dean for Academic Affairs makes a disposition to the Sub-Coordinator of the Academic Sub-Division								

FLOW CHART FOR IMPROVING STUDY PLAN CARD

	through e-office.fkip.ulm.ac.id								
7	The Academic Sub-section processes applications regarding Study Plan Card Improvements, then submitted to the Coordinator of the General Administration Section						▭		
8	The Coordinator of the Administrative Section checks and initials the letter, and forwards it to the Vice Dean for Academic Affairs.							▭	
9	The Vice Dean for Academic Affairs signs the Study Plan Card Correction Letter and forward to Dean Admin.					▭			
10	The Dean Admin provides a stamp and letter number, then submit the letter to the Academic Sub-section				▭				
11	The Academic Sub-Division Sub-Coordinator sends a Study Plan Card Correction Letter to Rectorate Administration Section								▭

5.   CREATING ATTENDANCE LIST FOR LECTURES

 LALBUNG MANGKURAT UNIVERSITY FACULTY OF TEACHER TRAINING AND EDUCATION DEPARTMENT OF SOCIAL SCIENCE EDUCATION SOCIAL SCIENCE EDUCATION STUDY PROGRAM	
STANDARD OPERATING PROCEDURE (SOP) CREATING ATTENDANCE LIST FOR LECTURES	

SOPal Code/No.	: -	Page
Compiled By	: Program Quality Assurance Group (GPM) Studies	Be in effect : -
Verified By	: Bureau Administration Academic And Student Affairs (BAAK)	Revision :
Approved by	: head of the study program	Revision Chronology:

Understanding:
The lecture attendance list is a list of student attendance used as proof of attendance in the lecture process/other academic activities.

Objective:
As a guideline for determining the number of students who program courses and the capacity of lecture rooms in implementing lectures between the lecturer as facilitator and students.

Basis for Determination:
6. Academic Regulations of Lambung Mangkurat University.
7. Academic Guidelines of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2015.
8. Academic Regulations of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2016.
9. Academic Calendar.
10. Study Program Curriculum.

Procedure
1. The presentation of courses and the lecturers in charge are presented by the Social Science Education Study Program through the Academic Information System (AIS) with the pagehttps://simari.ulm.ac.id/.
2. The student level chairperson takes the attendance list for lectures from the Study Program Administration staff.
3. Every time a lecture is held, the lecturer signs the student's attendance list.
4. The student's lecture attendance list may not be added to

6.   IMPLEMENTATION OF REGULAR LECTURES

<table>
<tr>
<td rowspan="2"></td>
<td colspan="2">LALBUNG MANGKURAT UNIVERSITY FACULTY
OF TEACHER TRAINING AND EDUCATION
DEPARTMENT OF SOCIAL SCIENCE EDUCATION
SOCIAL SCIENCE EDUCATION STUDY PROGRAM</td>
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<tr>
<td colspan="2">STANDARD OPERATING
PROCEDURE (SOP)
IMPLEMENTATION OF REGULAR LECTURES</td>
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<td colspan="2">SOPal Code/No.   : -</td>
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<td colspan="2">Compiled By   : Program Quality Assurance Group (GPM) Studies</td>
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<td colspan="2">Approved by   : head of the study program</td>
<td>Revision Chronology:</td>
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Understanding:
Lectures are a learning process carried out by students of the Social Science Education Study Program together with the lecturers who teach the courses according to a predetermined schedule.

Objective:
As a guideline for the lecture process for students of the Social Science Education Study Program, FKIP, Lambung Mangkurat University.

Basis for Determination:
1. Academic Regulations of Lambung Mangkurat University.
2. Academic Guidelines of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2015.
3. Academic Regulations of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2016.
4. Academic Calendar.
5. Study Program Curriculum.

Procedure

1. Lecture Rules and Regulations

   In order for the lecture process to take place effectively and efficiently, lecturers and students are required to pay attention to the general provisions for organizing lectures as follows:

   1.1. For Lecturers

   1.1.1 Each lecturer in charge of a course must create a Semester Learning Plan which is determined and valid for one semester.

   1.1.2 Effective lectures are conducted with a minimum of 12 face-to-face meetings. Any missed attendance must be made up by the lecturer in charge of the course outside the schedule established by the Study Program, with the knowledge of the Faculty.

   1.1.3 Lecturers who do not reach the face-to-face target are not permitted to conduct exams, either mid-term or final exams, unless they have met the minimum face-to-face target.
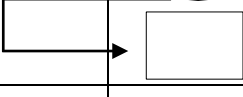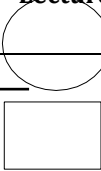
   1.2. For Students

   1.1.1 Students are required to attend the assigned lectures and assignments. given in connection with the lecture within the specified time.

      1.1.2   Lectures are only permitted for students who have registered, programmed courses, and are listed on the class list for the programmed courses. Students who have registered but not programmed courses will not be listed on the class list.

      1.1.3   Every student attending a lecture is required to sign the attendance list. Students who are absent must submit a written or email explanation of the reason for their absence to the lecturer in charge of the course.

      1.1.4   Each student is required to attend at least 80% (12) of the lectures during the course. Students who attend less than this requirement will not be permitted to take the Final Semester Exam.

2. Preparation
   2.1. The lecturer in charge of the course prepares the Semester Learning Plan.
   2.2. The lecturer in charge of the course submits the to the Study Program for archiving.

3. Implementation
   3.1. Students enter the lecture room 5 (five) minutes before the lecturer.
   3.2. Lecturers must enter the lecture room no later than 15 (fifteen) minutes from the scheduled time.
   3.3. Lecturers and students make a mutually agreed study contract.
   3.4. The lecturer checks student attendance.
   3.5. Lecturers carry out lecture activities which consist of:
      a. Apperception.
      b. Input material.
      c. Reinforcement or evaluation.
   3.6. The lecturer rechecked student attendance.
   3.7. The lecturer signs the lecture attendance list.

Flow chart **Implementation of Lectures**

1. Preparation

No	Activity	Implementer		Standard Quality	
		Program Studies	**Lecturer**	**Terms/Requirements When**	**Output**
1	Preparing a Lesson Plan Semester (Lesson Plan)				SPL for the courses taught
2	Submitting the SPL to the Study Program for archived				SPL

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2. Implementation

No	Activity	Implementer		Standard Quality	
		Lecturer	Student	Terms/Requirements When	Output
1	Entering the lecture room 5 minutes before the lecturer				
2	Enter the lecture room no later than 15 minutes from the scheduled time. scheduled				
3	Making a study contract for mutual agreement				Study Contract Document
4	Conducting an inspection student attendance				Lecture attendance list
5	Carrying out lecture activities				
6	Rechecking student attendance				
7	Signing the lecture attendance list				Lecture attendance list

7. IMPLEMENTATION OF INTER-SEMESTER LECTURES

	LALBUNG MANGKURAT UNIVERSITY FACULTY OF TEACHER TRAINING AND EDUCATION DEPARTMENT OF SOCIAL SCIENCE EDUCATION SOCIAL SCIENCE EDUCATION STUDY PROGRAM	
	STANDARD OPERATING PROCEDURE (SOP) IMPLEMENTATION OF INTER-SEMESTER LECTURES	
SOPal Code/No. : -		Page
Compiled By : Program Quality Assurance Group (GPM) Studies		Be in effect : -
Verified By : Bureau Administration Academic And Student Affairs (BAAK)		Revision :
Approved by : head of the study program		Revision Chronology:

Understanding:
The Intermediate Semester is a short semester of study conducted by students in the Social Science Education study program together with the lecturer in charge of the course according to a predetermined schedule. This course is scheduled between the even semester break and the odd semester break.

Objective:
As a guideline for the short semester lecture process for students of the social science education study program, FKIP, Lambung Mangkurat University.

Basis for Determination:
1. Academic Regulations of Lambung Mangkurat University.
2. Academic Guidelines of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2015.
3. Academic Regulations of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2016.
4. Academic Calendar.
5. Study Program Curriculum.

Procedure
Lecture Rules and Regulations
1. In order for the lecture process to take place effectively and efficiently, lecturers and students are required to pay attention to the general provisions for organizing lectures as follows:
   1.1 For Lecturers
      1.1.1 Each lecturer in charge of a course must create a Semester Learning Plan which is determined and valid for the duration of the program.
      1.1.2 Effective lectures are conducted with a minimum of 12 face-to-face meetings. Any missed attendance must be made up by the lecturer in charge of the course outside the schedule established by the Study Program, with the knowledge of the Faculty.
      1.1.3 Lecturers who do not reach the face-to-face target are not permitted to conduct exams, either mid-term or final exams, unless they have met the minimum face-to-face target.
   1.2 For Students
      1.2.1 Students who are allowed to participate in this program must complete a minimum of (40 credits) and obtain a minimum GPA of 3.00.

      1.2.2   Students are required to attend the assigned lectures and assignments given in connection with the lectures within the specified time.

      1.2.3   Lectures are only permitted for students who have registered, programmed courses, and are listed on the class list for the programmed courses. Students who have registered but not programmed courses will not be listed on the class list.

      1.2.4   Every student attending a lecture is required to sign the attendance list. Students who are absent must submit a written or email explanation of the reason for their absence to the lecturer in charge of the course.

      1.2.5   Each student is required to attend at least 80% (12) of face-to-face lectures for each course. Students who attend less than this requirement will not be permitted to take the Final Semester Exam.

2. Preparation

    2.1   The lecturer in charge of the course prepares a learning plan which is outlined in the Semester Learning Plan.

    2.2   The lecturer in charge of the course submits the SPL to the Study Program for archiving.

3. Implementation

    3.1   Students enter the lecture room 5 (five) minutes before the lecturer.

    3.2   Lecturers must enter the lecture room no later than 15 (fifteen) minutes from the scheduled time.

    3.3   Lecturers and students make a mutually agreed study contract.

    3.4   The lecturer checks student attendance.

    3.5   Lecturers carry out lecture activities which consist of:

      a. Apperception.
      b. Input material.
      c. Reinforcement or evaluation.

    3.6   The lecturer rechecked student attendance.

    3.7   The lecturer signs the lecture attendance list.

Flow Chart of Lecture Implementation

4. Preparation

No	Activity	Implementer		Standard Quality	
		Program Studies	Lecturer	Terms/Requirements When	Output
1	Preparing a Plan Semester Learning (RPP)				SPL for the courses taught
2	Submitting the SPL to the Study Program for archived				SPL

5. Implementation

No	Activity	Implementer		Standard Quality	
		Lecturer	**Student**	**Terms/Requirements When**	**Output**
1	Entering the lecture room 5 minutes before the lecturer				
2	Enter the lecture room no later than 15 minutes from the scheduled time. scheduled				
3	Making a study contract for mutual agreement				Study Contract Document
4	Conducting an inspection student attendance				Lecture attendance list
5	Carrying out lecture activities				
6	Rechecking student attendance				
7	Signing the lecture attendance list				Lecture attendance list

8. IMPLEMENTATION OF THE MIDDLE SEMESTER EXAMINATION AND FINAL SEMESTER EXAMINATION

	LALBUNG MANGKURAT UNIVERSITY FACULTY OF TEACHER TRAINING AND EDUCATION DEPARTMENT OF SOCIAL SCIENCE EDUCATION **SOCIAL SCIENCE EDUCATION STUDY PROGRAM**	
	STANDARD OPERATING PROCEDURE (SOP) IMPLEMENTATION OF THE MIDDLE SEMESTER EXAMINATION AND FINAL SEMESTER EXAMINATION	
SOPal Code/No.	: -	Page
Compiled By	: Program Quality Assurance Group (GPM) Studies	Be in effect : -
Verified By	: Bureau Administration Academic And Student Affairs (BAAK)	Revision :
Approved by	: head of the study program	Revision Chronology:

Understanding:
1. Mid-Semester Exam is a summative exam held in the middle of the semester (after a minimum of 7 lectures).
2. The Final Semester Exam is a summative exam held at the end of the semester (after a minimum of 12 lectures).

Objective:
As a guideline to explain the requirements and procedures for preparing and implementing Mid-Semester Exams and Final Semester Exams

Basis for Determination:
1. Academic Regulations of Lambung Mangkurat University.
2. Academic Guidelines of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2015.
3. Academic Regulations of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2016.
4. Academic Calendar.
5. Study Program Curriculum.

Procedure
1. Mid-Semester Exam
    1.1. Each lecturer in charge of a course determines the type of exam that will be used in the mid-term exam.
    1.2. The exam paper is prepared by the lecturer in charge of the course and reproduced.
    1.3. The lecturer in charge of the course submits a draft of the exam paper to the study program to check its conformity with the SPL.
    1.4. The mid-term exam is carried out according to the regular lecture schedule according to the mid-term exam document for the course being taught.
    1.5. The lecturer in charge of the course personally supervises the mid-term exams for the course he/she teaches according to the regular lecture schedule.
    1.6. Students who are unable to attend the mid-term exam at the scheduled time are permitted to take a make-up exam, provided the lecturer in charge of the course approves it. The make-up exam will be held no later than one week after the mid-

term exam.

1.7. The lecturer saves the mid-term exam scores to later be combined with the assignment scores and final exam scores to form the final score.

2. Final Semester Exam
   2.1. Preparation
        2.1.1. The Faculty sends a notification letter regarding it the implementation schedule to the Study Program and this is forwarded by the Study Program to each lecturer in charge of the course.
        2.1.2. Lecturers create and submit exam questions in the form of printouts and word document files to the Study Program at least 4 (four) days before the it is held.
        2.1.3. The Study Program establishes supervisors by appointing lecturers to teach each course and submitting it to the faculty to issue an Exam Supervisor Decree.
        2.1.4. The Study Program submits the exam scripts from each lecturer in charge of the course in the form of a word document file to the Faculty for reproduction.
   2.2. Implementation
        2.2.1. Students enter the examination room at least 5 minutes before the exam starts.
        2.2.2. The student level chairperson takes the question sheets, answer sheets, and exam minutes at the Faculty BAAK and submits them to the exam supervisor.
        2.2.3. The exam supervisor distributed answer sheets followed by sheets containing exam questions to each student.
        2.2.4. The exam supervisor circulates the exam attendance list which must be signed by the students taking the exam.
        2.2.5. After the exam time ends, the exam supervisor collects the answer sheets and takes them to be corrected.
        2.2.6. The lecturer in charge of the course is required to submit the grade form in Excel format to the Study Program operator to be loaded no later than one week after the exam is held (according to the schedule).
                filling in the values set by the University).

Flow chart
1. Mid-Semester Exam

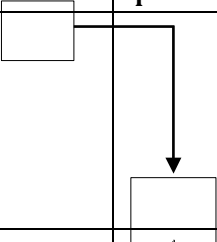| No	Activity	Implementer			Standard Quality	
		BAAK Faculty	Lecturer	Student	Terms/Terms completeness	Output
1	Determine the type the exam that will be used in the mid-term exam					
2	The question paper is reproduced accordingly number of students					
	Preparing the sheet answers and attendance list					Sheet of paper answers and attendance list
3	Carrying out the mid-term exam					

| 4	Supervise the progress of the mid-term exam					
5	Save student mid-term exam results for later correction and the values are combined					Student mid-term exam results
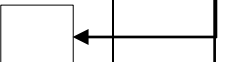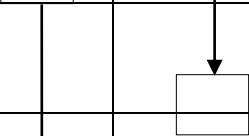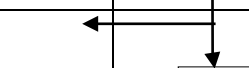
No	Activity	Implementer		Standard Quality	
		BAAK Faculty	Lecturer	Requirements/Equipment	Output
	with student assignment grades and grades Final Exam				

2. Final Semester Exam
2.1. Preparation

No	Activity	Implementer		Standard Quality	
		BAAK Faculty	Lecturer	Requirements/Equipment	Output
1	Sending notification letter Final Examination Schedule to Study Program				
2	Creating and submitting exam question papers				Final Semester Examination Question Papers
3	Exam supervisors were formed for each course				
4	The question paper has been increased				

2.2. Implementation

No	Activity	Implementer		Standard Quality	
		Supervisor	Student	Terms/Requirements When	Output
1	Enter the exam room 5 minutes before the exam started				
2	Entering the exam room				
3	Take the exam equipment and submit it to the exam supervisor				Exam sheet, participant attendance list exams, and envelopes
4	Distribute answer sheets and attendance lists				
5	Answer exam questions and fill in the distributed				

	attendance list				
6	Submit the answer sheet to the exam supervisor				
7	Save the completed answer sheet and attendance list into the envelope provided				Exam sheet paper that contains the exam attendance list

9.   ASSESSMENT OF STUDENT STUDY RESULTS

	LALBUNG MANGKURAT UNIVERSITY FACULTY OF TEACHER TRAINING AND EDUCATION DEPARTMENT OF SOCIAL SCIENCE EDUCATION SOCIAL SCIENCE EDUCATION STUDY PROGRAM	
	STANDARD OPERATING PROCEDURE (SOP) ASSESSMENT OF STUDENT STUDY RESULTS	
SOPal Code/No.	: -	Page
Compiled By	: Program Quality Assurance Group (GPM) Studies	Be in effect : -
Verified By	: Bureau Administration Academic And Student Affairs (BAAK)	Revision :
Approved by	: head of the study program	Revision Chronology:

Understanding:
1. Assessment of student study results is the activity of assessing student exam results (assignment scores, mid-term exams, and final exams) and entering the exam results scores online into the Academic Information System (AIS).
2. Mid-Semester Exam scores are exam scores held in the middle of the semester.
3. Final Semester Examination scores are exam scores held at the end of the semester after theoretical and practical lectures have been completed.
4. The Study Results Card (KHS) is a sheet containing the course grades obtained by each student in one semester.

Objective:
As a guideline for student success in taking courses and as a reference for students to program courses in the following semester.
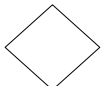
Basis for Determination:
6. Academic Regulations of Lambung Mangkurat University.
7. Academic Guidelines of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2015.
8. Academic Regulations of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2016.
9. Academic Calendar.
10. Study Program Curriculum.

Procedure
1. Preparation
    1.1. The lecturer of the relevant course will make corrections to student assignments, mid-term exams, and final exams within 7 days after the end of the final exam.
2. Implementation
    2.1. The lecturer in charge of the course enters the corrected grades for student assignments, mid-term exams, and final exams via the Academic Information System (AIS) on the page.https://simari.ulm.ac.id/#dosen according to the specified time. If you encounter difficulties, the Study Program operator will assist you.
    2.2. If within the specified time, the course lecturer has not filled in the student's grades within the specified time, the course grade that comes out will automatically be B (70) for all students participating in the course.

2.3. After the grades are entered through the academic information system (AIS) by the lecturer in charge of the course, students can check the grades for their studies in a particular course on the page.https://simari.ulm.ac.id/#mahasiswa.

*Flow chart*Assessment of Student Study Results

No	Activity	Implementer				Standard Quality
		BAAK Faculty	Operator Study Program	Lecturer	Student	Output
1	Correcting student assignments, mid-term exams, and Final Exam					Sheetassignments, mid-term exams, and final exams
2	Entering student final grades through SIA					Final student grades in excel format
3	Helps enter student grade data if lecturers have difficulty doing it					
4	If students have not entered their grades into the BAAK SIA according to the schedule, BAAK has the right give a B grade					
5	Values can be seen in the Student SIA					Grades are listed in the KHS and Online Transcripts

10. THESIS PROPOSAL SEMINAR

	LALBUNG MANGKURAT UNIVERSITY FACULTY OF TEACHER TRAINING AND EDUCATION DEPARTMENT OF SOCIAL SCIENCE EDUCATION SOCIAL SCIENCE EDUCATION STUDY PROGRAM	
	STANDARD OPERATING PROCEDURE (SOP) THESIS PROPOSAL SEMINAR	
SOPal Code/No.	: -	Page
Compiled By	: Program Quality Assurance Group (GPM) Studies	Be in effect : -
Verified By	: Bureau Administration Academic And Student Affairs (BAAK)	Revision :
Approved by	: head of the study program	Revision Chronology:

Understanding:
Thesis proposal seminar is a seminar activity in order to provide guidance to students who have prepared a draft thesis proposal.

Objective:
As a guideline for implementing thesis proposal seminars for students of the Social Science Education Study Program, FKIP, Lambung Mangkurat University.

Basis for Determination:
1. Academic Regulations of Lambung Mangkurat University.
2. Academic Guidelines of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2015.
3. Academic Regulations of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2016.
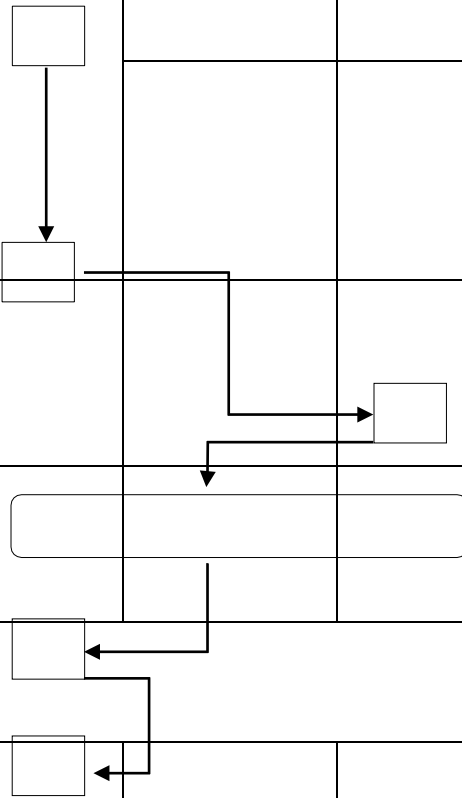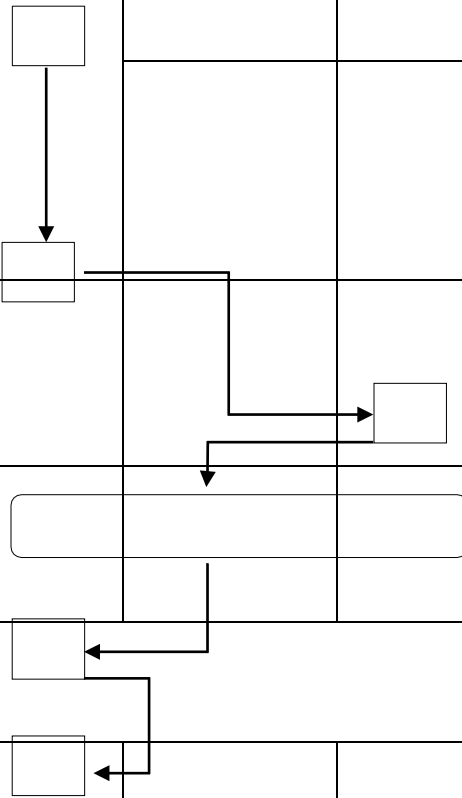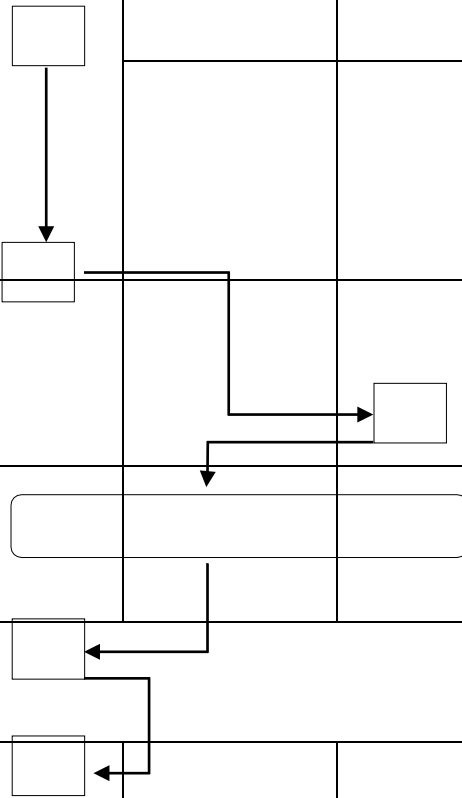4. Academic Calendar.
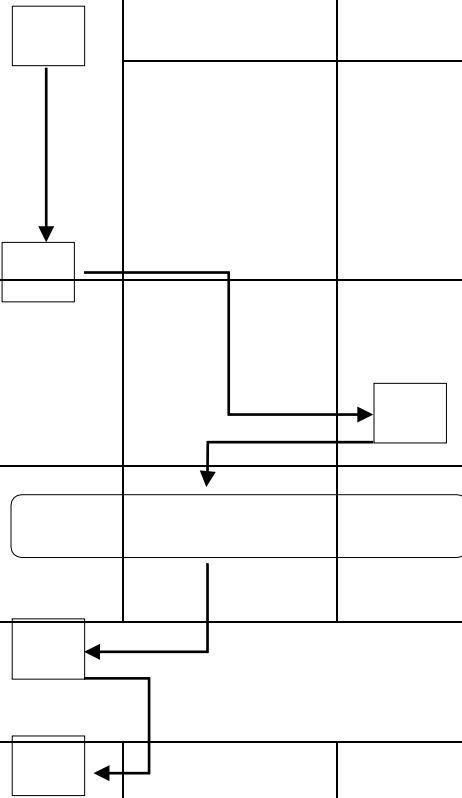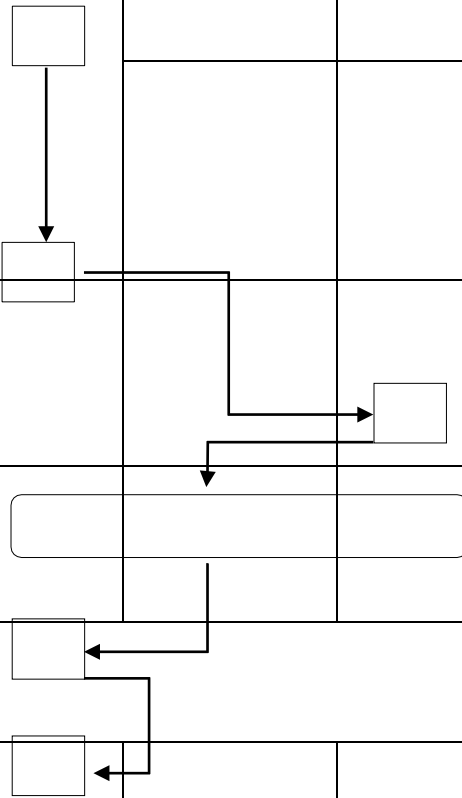5. Study Program Curriculum.

General requirements:
1. Students have completed the lectures for the Thesis Proposal Seminar course.
2. The title of the thesis proposal has been approved for seminar by the Study Program.
3. The draft thesis proposal has been signed by the PA Lecturer and the Head of the Study Program.

Procedure:
1. Students register to attend the thesis proposal seminar by submitting 2 (two) copies of the proposal that have been signed by the PA Lecturer and the Head of the Study Program to the Study Program room.
2. The Study Program Manager is tasked with creating a thesis proposal seminar schedule based on the registered thesis proposals.
3. The thesis proposal seminar is attended by a minimum of 2 (two) supervising lecturers, 1 examiner and a minimum of 5 audience members.
4. The proposals that have been presented at the seminar are then revised based on input and suggestions from the supervising lecturer during the proposal seminar.
5. The results of these improvements are presented to the supervisor who will then use them as a reference for writing the thesis.

Flow chart **Thesis Proposal Seminar**

No	Activity	Implementer			Standard Quality	
		Student	Supervisor	Academic Staff Study Program	Terms/RequirementsWhen	Output
1	Register for the thesis proposal seminar					2 copies of thesis proposal files
2	Duplicate the thesis proposal that has been signed by the PA Lecturer and Head of Study Program as many as 2 copies					
3	Submitting the thesis proposal to the Study Program (can be done through academic staff) Study Program)					
4	Coordinate in making schedules implementation of thesis proposal seminar					
5	Implementation of thesis proposal seminar					
6	Students revise their thesis proposals according to the seminar results.					
7	Shows the results of the improvement as referencethesis writing					

11. MICRO-TEACHING AND TEACHING PRACTICES IN SCHOOLS

<table>
<tr><td rowspan="3"></td><td colspan="2">LALBUNG MANGKURAT UNIVERSITY FACULTY
OF TEACHER TRAINING AND EDUCATION
DEPARTMENT OF SOCIAL SCIENCE EDUCATION
SOCIAL SCIENCE EDUCATION STUDY PROGRAM</td></tr>
<tr><td colspan="2">STANDARD OPERATING
PROCEDURE (SOP)
MICRO-TEACHING AND TEACHING PRACTICES IN SCHOOLS</td></tr>
<tr><td></td><td></td></tr>
<tr><td colspan="2">SOPal Code/No.   : -</td><td>Page</td></tr>
<tr><td colspan="2">Compiled By   : Program Quality Assurance Group (GPM) Studies</td><td>Be in effect :
-</td></tr>
<tr><td colspan="2">Verified By   : Bureau Administration Academic   And Student Affairs (BAAK)</td><td>Revision :</td></tr>
<tr><td colspan="2">Approved by   : head of the study program</td><td>Revision Chronology:</td></tr>
</table>

Understanding:
1. Micro-teaching is a teaching practice activity carried out by students in the context of higher education institutions for teacher education (LPTK). From this activity, the strengths and weaknesses of students (prospective teachers) in teaching can be identified.
2. Teaching practice in schools is a teaching practice activity or non-teaching training/educational tasks outside of teaching carried out by students in schools that collaborate with educational institutions for teacher training (LPTK) in a guided and integrated manner, so that students are able to apply their knowledge and skills in education and teaching directly to fulfill the requirements for establishing an educational profession.

Objective:
as a guideline for implementing micro-teaching and preparing teaching practices in schools for students so that they can have skills in teaching practices, preparing lesson plans, and other teaching activities.

Basis for Determination:
1. Academic Regulations of Lambung Mangkurat University.
2. Academic Guidelines of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2015.
3. Academic Regulations of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2016.
4. Guide to Teaching Practices at the FKIP School, Lambung Mangkurat University.
5. Academic Calendar.
6. Study Program Curriculum.

General requirements:
1. Micro Teaching
   1.1. Registered as a student in the current semester.
   1.2. Have completed all education courses (introduction to education, learning and teaching, learning planning, etc.).
   1.3. Have fulfilled a minimum of 90 credits, proven by each student's academic transcript.
   1.4. Programming micro-teaching courses, proven by Plan Card printout
        *On line*signed by each student's PA lecturer.
2. Teaching Practices in Schools

2.1. Registered as a student in the current semester.
2.2. Have completed micro-teaching courses with a grade of at least B (70).
2.3. Programming teaching practice courses at school, proven by an online Plan Card printout signed by each student's PA lecturer.

Procedure:
1. Micro Teaching
    1.1. Microteaching was carried out in the microteaching laboratory of the Faculty of Teacher Training and Education, Lambung Mangkurat University.
    1.2. Program Studies submit application use laboratory *microteaching*to the head of the laboratory.
    1.3. The head of the laboratory socializes the schedule for the use of microteaching either through notification on the notice board or in the form of a notification letter to the Study Program.
    1.4. Lecturers and students began conducting microteaching lectures in the microteaching laboratory according to the predetermined schedule.
    1.5. Lecturers observe and assess students' teaching practice activities, and provide input on students' strengths and weaknesses when teaching.
2. Teaching Practices in Schools
    2.1. The head of the microteaching unit and field experience program (UMTPPL) circulates a notification letter regarding the schedule for implementing teaching practice at the school to the Head of Study Program.
    2.2. The Head of the Study Program informs students about the schedule for teaching practice at school via a brochure SOPed on the notice board or via the official website of the Study Program (http://pips.fkip.ulm.ac.id/)
    2.3. Students register at UMTPPL by bringing complete requirements (semester KHS containing micro teaching course grades) and selecting the school where they will carry out their teaching practice as provided by UMPPL.
    2.4. The Head of UMTPPL submits a notification letter regarding students who will undertake teaching practice along with the practice school to the Head of the Study Program.
    2.5. The Head of the Study Program determines the supervisor for the student's teaching practice at school and then submits the matter to UMTPPL for follow-up.
    2.6. The UMTPPL party issues a letter appointing a supervisor for the student's teaching practice at the school and makes a cover letter for the practice school, after which it is handed over to the student to be distributed to the school where the student's practice is taking place.
    2.7. Teaching practices at school are carried out according to a predetermined schedule.

Micro Teaching Flow Chart

No	Activity	Implementer			Standard Quality	
		Head of Lab. *Micro*	Program Studies	Student	Terms/Terms completeness	Output
1	Apply for lab use. *Microteaching*					
2	Socialize the lab usage schedule. *Microteaching*					Usage schedule Micro Lab
3	Conducting teaching lectures micro					

Flow chart **Teaching Practices in Schools**

No	Activity	Implementer				Standard Quality
		UMPPL	Program Studies	Student	School Practice	Output
1	Distribute a notification letter regarding the implementation schedule Teaching Practices in Schools					Schedule for Implementation of Teaching Practice at School
2	Socializing the schedule for implementing Teaching Practice in Schools to student					
3	Register to take the Teaching Practice course at School					
4	Submit a notification letter for students participating in Teaching Practice at Schools and schools where practice takes place					Letter of notification
5	Determining the supervisor for the Practical students Teaching in Schools					
6	Issue a letter of appointment for a supervisor for students of Teaching Practice at School and create a cover letter for practice school					Letter of appointment of supervisor and letter of introduction for practice school

7	Distributing cover letters for practice schools each					32

12.   THESIS COMPILATION

	LALBUNG MANGKURAT UNIVERSITY FACULTY OF TEACHER TRAINING AND EDUCATION DEPARTMENT OF SOCIAL SCIENCE EDUCATION SOCIAL SCIENCE EDUCATION STUDY PROGRAM	
	STANDARD OPERATING PROCEDURE (SOP) THESIS COMPILATION	
SOPal Code/No.	: -	Page
Compiled By	: Program Quality Assurance Group (GPM) Studies	Be in effect : -
Verified By	: Bureau Administration Academic AndStudent Affairs (BAAK)	Revision :
Approved by	: head of the study program	Revision Chronology:

Understanding:
A thesis is one of the requirements (final requirement) to obtain a Bachelor's degree (S-1), in the form of a report on the results of individual research of a scientific nature (empirical research or literature review) in accordance with the student's scientific discipline.

Objective:
As a reference for the requirements to be able to compile a thesis and the procedures for implementing thesis writing for students of the Social Science Education Study Program, FKIP, Lambung Mangkurat University.

Basis for Determination:
6. Academic Regulations of Lambung Mangkurat University.
7. Academic Guidelines of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2015.
8. Academic Regulations of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2016.
9. Academic Calendar.
10. Study Program Curriculum.

Condition:
1. Student
    1.1. Registered as a student in the current semester.
    1.2. Have completed a study load of at least 135 credits and have passed the courses in Scientific Paper Guidance, Social Science Research Studies, Qualitative Research, and Quantitative Research.
    1.3. The title and discussion of the thesis must be approved by the Study Program.
    1.4. Have conducted the thesis proposal seminar at the specified time.
    1.5. The thesis is compiled based on the results of individual research and is supervised by 2 (two) supervising lecturers who meet the academic requirements.
2. Supervisor
    2.1. The designated thesis supervisor must hold at least the functional position of Lecturer or Assistant Expert with a Master's degree or above. Thesis supervisors consist of Supervisor I with a minimum functional position of Lecturer and a Master's degree or above; Supervisor II with a minimum functional position of Assistant Expert and a Master's degree.
    2.2. The thesis supervisor is tasked with providing guidance on the relevance of the

material and technical aspects as well as the thesis writing methods in accordance with the title that has been

approved during the thesis proposal seminar. The details are as follows: a) Supervisor I is responsible for providing direction and guidance regarding research substance issues; and b) Supervisor II is responsible for guiding the technical procedures for writing the thesis in accordance with the rules for writing a thesis.

Procedure:
1. Preparation
    1.1. The thesis proposal submitted by the student has been approved to continue with the thesis research.
    1.2. The Study Program submits a letter of application for the appointment of a thesis supervisor to the Dean to issue a Thesis Supervisor Decree.
    1.3. If necessary, the Vice Dean for Academic Affairs will issue a research permit based on the research permit application letter submitted by the student.
2. Implementation
    2.1. Students begin writing their thesis with a time limit of 1 semester from the date the Dean's Decree is issued. If the student is unable to complete it, another Thesis Supervisor Decree will be issued for the student concerned with a time limit of 1 semester ahead.
    2.2. The number of thesis guidance meetings (face to face) between the supervisor and the student is a minimum of 8 (eight) meetings during the current semester.
    2.3. Every time they have a consultation, students are required to bring a thesis guidance card (consultation card) in the format determined by the Study Program.

13. IMPLEMENTATION OF THESIS RESULTS SEMINAR

	LALBUNG MANGKURAT UNIVERSITY FACULTY OF TEACHER TRAINING AND EDUCATION DEPARTMENT OF SOCIAL SCIENCE EDUCATION EDUCATION STUDY PROGRAMSCIENCE SOCIAL	
	STANDARD OPERATING PROCEDURE (SOP) IMPLEMENTATION OF THESIS RESULTS SEMINAR	
SOPal Code/No.	: -	Page
Compiled By	: Program Quality Assurance Group (GPM) Studies	Be in effect : -
Verified By	: Bureau Administration Academic AndStudent Affairs (BAAK)	Revision :
Approved by	: head of the study program	Revision Chronology:

Understanding:
Thesis results seminar is a seminar activity in order to test the results of the preparation of thesis of students of the Social Science Education Study Program, FKIP, Lambung Mangkurat University before it is approved to be submitted to the thesis defense.

Objective:
As a requirement to be able to proceed to the thesis defense stage for students of the Social Science Education Study Program, FKIP, Lambung Mangkurat University.

Basis for Determination:
11. Academic Regulations of Lambung Mangkurat University.
12. Academic Guidelines of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2015.
13. Academic Regulations of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2016.
14. Academic Calendar.
15. Study Program Curriculum.
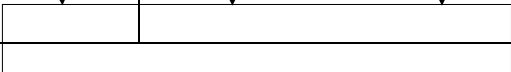
Condition:
1. Student
    1.1. Have conducted the thesis proposal seminar at the specified time.
    1.2. Have received guidance to complete the preparation of the thesis (minimum 8 times guidance) with a supervisor in accordance with the appointment as evidenced by the Thesis Supervisor's Decree and thesis consultation card.
    1.3. Have registered for the thesis results seminar by submitting 4 (four) copies of the thesis files to the Study Program.
    1.4. Attach a thesis results seminar approval sheet signed by the supervising lecturer and the head of the study program.
2. Tester
    2.1. The board of examiners consists of Supervisor I, Supervisor II, Examiner 1, Examiner 2 and a minimum of 5 audiences.
    2.2. Lecturers who are entitled to be examiners of the thesis results seminar are lecturers who are registered as lecturers in the Study Program and have at least a Master's degree and whose field of expertise is relevant to the thesis to be examined.

Procedure:
1. Preparation
    1.1. The Study Program Manager creates a thesis results seminar committee.
    1.2. Inform students of the schedule for the planned implementation of the thesis results seminar via the official website of the study program or other media.
    1.3. Students who have fulfilled the requirements must register for the thesis seminar with the Study Program, accompanied by the completeness of the required documents.
    1.4. The thesis results seminar committee prepares the necessary form sheets.
    1.5. The thesis results seminar committee made invitations to the examiners and thesis supervisors.
    1.6. The thesis results seminar committee submits invitations for examiners to students who will be conducting the thesis results seminar, then the students concerned submit the thesis files that will be examined no later than 3 days before the thesis results seminar schedule.
    1.7. The thesis results seminar committee ensures that each examining lecturer will come to the thesis results seminar one day before the seminar.
    1.8. The thesis results seminar committee prepares the facilities and infrastructure for implementing the thesis results seminar.
2. Implementation
    2.1. Students are required to dress neatly and POSan (white shirt with long sleeves and dark trousers).
    2.2. The examiner lecturer and student participants in the thesis results seminar must be present at the venue no later than 5 minutes before the thesis results seminar according to the scheduled time.
    2.3. The supervising lecturer is permitted to open the seminar on the thesis results of the students under his supervision.
    2.4. The thesis seminar must be attended by at least one supervisor and two examiners. If more than the stated number of examiners are present, the thesis seminar will be SOPponed until the attending lecturers meet the requirements.
    2.5. The thesis results seminar committee submits the thesis improvement notes sheet and assessment sheet to the examining lecturer.
    2.6. Thesis results seminar was held.
    2.7. The thesis results seminar committee collects the forms that have been filled out by the examining lecturers for archiving.
    2.8. The thesis revision form serves as a reference for students to revise their thesis according to the input from the examining lecturer.

Flow chart Implementation of Thesis Results Seminar

No	Activity	Executor			Standard Quality	
		Program Studies	Lecturer	Student	Terms/Requirements When	Output
1	Create a thesis results seminar committee					
2	Socializing the seminar implementation plan schedule thesis results					Seminar Schedule
3	Registering for the thesis results seminar					
5	Prepare form sheets and invitations for examiner					Form sheets and letters invitation
6	Conducting a thesis results seminar					

10. **PLAGIARISM DETECTION AND STUDENT FINAL ASSIGNMENT JOURNAL (JTAM)**

	LALBUNG MANGKURAT UNIVERSITY FACULTY OF TEACHER TRAINING AND EDUCATION DEPARTMENT OF SOCIAL SCIENCE EDUCATION SOCIAL SCIENCE EDUCATION STUDY PROGRAM	
	STANDARD OPERATING PROCEDURE (SOP) PLAGIARISM DETECTION AND STUDENT FINAL ASSIGNMENT JOURNAL (JTAM)	
SOPal Code/No. : -		Page
Compiled By : Study Program Quality Assurance Group (GPM)		Be in effect : -
Verified By : Bureau Administration Academic And Student Affairs (BAAK)		Revision :
Approved by : head of the study program		Revision Chronology:

Understanding:
A student's final assignment journal is a research report based on the results of research that has been conducted scientifically and is written based on writing guidelines at each university, based on the rules of each science and using good and correct Indonesian.

Objective:
1. Make it easy party outside do search results study (thesis) undergraduate (S1) student at Lambung Mangkurat University.
2. Documenting and preserving the final assignments of undergraduate (S1) students at Lambung Mangkurat University.
3. Preventing plagiarism of final assignments of undergraduate (S1) students at Lambung Mangkurat University.
4. Increasing the usefulness of the final assignments of undergraduate (S1) students at Lambung Mangkurat University for the community.

Basis for Determination:
Decree of the Chancellor of Lambung Mangkurat University Number 403/UN8/SP/2015 concerning the Publication of Student Final Project Journals and Scientific Works of Lecturers at Lambung Mangkurat University.

Condition:
Students have completed their thesis and have compiled the thesis into a Student Final Project Journal.

Procedure:
1. Students create final assignment journals according to the writing guidelines set by the study program.
2. Students consult the article with their supervisor.
3. The supervisor approves the journal and signs the approval sheet on the final assignment consultation card.
4. Students submit journals to the Study Program journal manager for plagiarism checking.
5. Journal Manager Program Studies check level plagiarism through page http://turnitin.com/.

6. The Study Program Journal Manager informs students about the level of plagiarism.
7. Students show the results of the plagiarism level check to the supervisor, then consult and correct journals with a plagiarism level of more than twenty percent (20%).
8. For journals that have a plagiarism level of less than or equal to twenty percent (≤20%), the Study Program journal manager will issue a certificate of bibliography-free status.
9. Students take a plagiarism-free certificate from their study program and then submit it to the ULM Banjarmasin central library service unit to issue a library-free certificate.
10. Students take and submit a library free letter in the form of a scan and to the study program for archiving

Journal Flow Chart

No	Activity	Executor				Quality Book
		Student	Lecturer	Program Studies	Library center	Output
1	Student make a final assignment journal					File journal
2	Students consult articles with lecturers mentor.					
3	Students submit journals to the Program journal manager Studies					
4	The plagiarism level is less than or equal to twenty percent (≤20%) then the journal manager create a plagiarism SKB certificate.					
5	Students take the SKB plagiarism certificate and then submit it to the ULM Central Library. Banjarmasin					Library free letter
6	Students take and submit a plagiarism-free certificate in the form of *scene* to the study program.					

14.   THESIS EXAM IMPLEMENTATION

<table>
<tr>
<td rowspan="4"></td>
<td colspan="3">LALBUNG MANGKURAT UNIVERSITY FACULTY
OF TEACHER TRAINING AND EDUCATION
DEPARTMENT OF SOCIAL SCIENCE EDUCATION
SOCIAL SCIENCE EDUCATION STUDY PROGRAM</td>
</tr>
<tr>
<td colspan="3">STANDARD OPERATING
PROCEDURE (SOP)
THESIS EXAM IMPLEMENTATION</td>
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<td>SOPal Code/No.</td>
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<td>Compiled By</td>
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<td>Verified By</td>
<td>: Bureau Administration Academic And Student Affairs (BAAK)</td>
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<td>Approved by</td>
<td>: head of the study program</td>
<td>Revision Chronology:</td>
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Understanding:
The thesis examination is a form of oral examination by a team of examiners which must be taken by all undergraduate students to be accountable for the results of research/writing that has been produced in the form of a thesis.

Objective:
As a requirement for students to be able to take the thesis exam and the procedures for implementing the thesis exam in the Social Science Education Study Program, FKIP, Lambung Mangkurat University.

Basis for Determination:
1. Academic Regulations of Lambung Mangkurat University.
2. Academic Guidelines of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2015.
3. Academic Regulations of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2016.
4. Academic Calendar.
5. Study Program Curriculum.

Condition:
1. Student
    1.1. Have conducted the thesis results seminar at the specified time.
    1.2. Has made improvements to the thesis in accordance with the input from the examining lecturer during the thesis results seminar.
    1.3. Have registered for the thesis examination and submitted 4 (four) copies of the revised thesis files to the Study Program.
    1.4. Attach the thesis examination approval sheet signed by the supervisor and the head of the study program.
2. Tester
    2.1. The examination team consists of lecturers who are examiners at the thesis results seminar.
    2.2. Lecturers who are entitled to be thesis examiners are lecturers who are registered as lecturers in the Study Program and have at least a Master's degree and whose field of expertise is relevant to the thesis to be examined.

Procedure:
1. Preparation
    1.1. The Study Program creates a thesis examination committee
    1.2. Disseminate the schedule for the planned implementation of the thesis exam to students through the official website of the study program and other media.

1.3. Students who have revised their thesis in accordance with the input from the examining lecturer during the thesis results seminar register to take the thesis examination at the Study Program accompanied by the completeness of the required documents.

1.4. The thesis examination committee prepares the necessary form sheets.

1.5. The thesis examination committee makes invitations to the examiners and thesis supervisors.

1.6. The thesis examination committee submits invitations for examiners to students who will take the thesis examination, then the students concerned submit the thesis files that will be examined no later than 3 days before the thesis examination schedule.

1.7. The thesis examination committee ensures each examining lecturer one day before the examination that the examiners will come during the thesis examination.

1.8. The thesis examination committee prepares the facilities and infrastructure for implementing the thesis examination.

2. Implementation

2.1. Students are required to dress neatly and POSan (white long-sleeved shirts and dark trousers, and are permitted to wear alma maters).

2.2. The examiners and students participating in the thesis examination must be present at the venue no later than 5 minutes before the thesis examination takes place according to the scheduled time.

2.3. The supervising lecturer is permitted to open the thesis examination process for the students he/she is supervising.

2.4. The thesis examination must be attended by at least 1 (one) supervisor and 2 (two) examiners. If more than those listed are absent, the thesis examination will be SOPponed until the attending lecturers meet the requirements.

2.5. The thesis examination committee submits the assessment sheet to the examining lecturer.

2.6. The thesis exam was held.

3. Announcement of Exam Results

3.1. The thesis examination committee collects the assessment forms that have been filled out by the examining lecturers to be accumulated.

3.2. The accumulated scores from the examining lecturers become the final thesis score for the student.

3.3. The thesis examination committee enters the final grade into the online assessment form for the thesis program on the page.https://simari.ulm.ac.id/#mahasiswa according to the students who take the exam.

3.4. Students can see their final thesis exam scores on the pagehttps://simari.ulm.ac.id/#mahasiswa

4. Evaluation

4.1. If a student participating in a thesis is declared to have passed, then he/she is entitled to receive a bachelor's degree and take part in the graduation ceremony and then graduation.

4.2. If a student participating in the thesis is declared to have failed, they are required to revise their thesis and retake it, without having to complete the requirements that were previously completed during the first thesis examination.

4.3. If a student's submitted thesis is found to contain elements of plagiarism, it will be evaluated by the study program. If more than 20% of the plagiarism is proven, the thesis will be declared invalid, and the student will be required to write a new thesis in accordance with thesis writing standards.

Thesis Assessment and Thesis Graduation Categories
1. Thesis assessment generally consists of several aspects, namely a) assessment of the systematic writing and typing; b) description of the background and formulation of the problem; c) literature review; d) use of research methods; e) discussion and analysis of the research; f) how to defend the thesis in the examination; g) originality and meaningfulness of the research results; h) drawing conclusions.
2. Thesis graduation categories can be seen in the table below.

SCORE	MARK	WEIGHT	INFORMATION
80-100	A	4	Passed
77-79	A-	3.75	Passed
75-76	B+	3.50	Passed
70-74	B	3	Passed
65-69	C+	2.5	Passed
60-64	C	2	Passed
55-59	D+	1.5	Not pass
50-54	D	1	Not pass
0-49	E	0	Not pass

*Flow chart*Implementation of Thesis Examination

No	Activity	Implementer			Standard Quality	
		Program Studies	Lecturer	Student	Terms/Requirements When	Output
1	Create a thesis results seminar committee					
2	Socializing the seminar implementation plan schedule thesis results					Thesis exam schedule
3	Registering for the thesis exam					
5	Prepare form sheets and invitations for examiner					Form sheets and letters invitation
6	Conducting the thesis exam					

15. JUDICIARY AND GRADUATION REGISTRATION

	LALBUNG MANGKURAT UNIVERSITY FACULTY OF TEACHER TRAINING AND EDUCATION DEPARTMENT OF SOCIAL SCIENCE EDUCATION SOCIAL SCIENCE EDUCATION STUDY PROGRAM	
	STANDARD OPERATING PROCEDURE (SOP) JUDICIARY AND GRADUATION REGISTRATION	
SOPal Code/No.	: -	Page
Compiled By	: Program Quality Assurance Group (GPM) Studies	Be in effect : -
Verified By	: Bureau Administration Academic And Student Affairs (BAAK)	Revision :
Approved by	: head of the study program	Revision Chronology:

Understanding:
1. Graduation is a decision by the Dean/Director of the SOPgraduate Program which determines that a student has completed his studies and has graduated in accordance with the provisions of the graduation requirements at the Faculty/Study Program based on the results of the graduation meeting.
2. Graduation is an academic event at the Lambung Mangkurat University session to officially recognize college graduates who have completed one level of higher education as alumni and members of the Lambung Mangkurat University alma mater.

Objective:
As a guideline for students of the Social Science Education Study Program, FKIP, Lambung Mangkurat University in registering for graduation ceremonies.

Basis for Determination:
1. Academic Regulations of Lambung Mangkurat University.
2. Academic Guidelines of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2015.
3. Academic Regulations of the Faculty of Teacher Training and Education, Lambung Mangkurat University in 2016.
4. Academic Calendar.
5. Study Program Curriculum.

Condition:
1. Graduation Registration
   1.1. The student has completed the thesis examination and was declared to have passed by the examining lecturer.
   1.2. Have completed lectures for all courses that have been programmed and fulfilled the minimum credit requirements (adjusted to the curriculum that applies to the student concerned).
2. Graduation Registration
   2.1. Students have completed the graduation activities, as evidenced by a certificate of graduation from the Faculty's BAAK.
   2.2. Attach the thesis approval sheet which has been signed by the examining lecturer, head of study program, and head of department.

Procedure:

1. Graduation Registration
   1.1. Student register graduation through page https://simari.ulm.ac.id/#mahasiswa and complete all the requirements for graduation.
   1.2. Students submit the complete requested files to the Faculty's BAAK and fulfill all administrative requirements.
   1.3. Students receive the graduation schedule from the Faculty's BAAK.
   1.4. The graduation activities were carried out according to the specified schedule.
2. Graduation Registration
   2.1. The Study Program Operator submits students who have graduated into the graduation registration information management system (AIS) and notifies the students concerned to register for graduation.
   2.2. Student register graduation through page https://simari.ulm.ac.id/#mahasiswa and complete all graduation requirements.
   2.3. Students submit the complete requested files to the Faculty's BAAK and fulfill all administrative requirements.
   2.4. Students receive the graduation schedule from the University.
   2.5. Graduation activities were carried out according to the specified schedule.

16.   IMPLEMENTATION OF LECTURER RESEARCH

	LALBUNG MANGKURAT UNIVERSITY FACULTY OF TEACHER TRAINING AND EDUCATION DEPARTMENT OF SOCIAL SCIENCE EDUCATION SOCIAL SCIENCE EDUCATION STUDY PROGRAM	
	STANDARD OPERATING PROCEDURE (SOP) IMPLEMENTATION OF LECTURER RESEARCH	
SOPal Code/No.	: -	Page
Compiled By	: Program Quality Assurance Group (GPM) Studies	Be in effect : -
Verified By	: Bureau Administration Academic And Student Affairs (BAAK)	Revision :
Approved by	: head of the study program	Revision Chronology:

Understanding:
Research is one of the tridhamra activities carried out by lecturers, either independently or in groups.
Objective:
This standard operating procedure aims to:
1. Provide explanation and understanding of the research process (planning, implementation and reporting);
2. As a guide for lecturers in implementing research administration.
Procedure:
1. Lecturers who have prepared a research proposal in coordination with the study program to assess its feasibility. The proposal, accompanied by an approval signed by the Head of Research, Dean, and Head of LPPM, is submitted to the ULM Institute for Research and Community Service (LPPM).
2. LPPM ULM then issued a letter of assignment for data collection activities;
3. The research team conducted data collection;
4. Researchers report periodically on developments and obstacles in their research;
5. Researchers submit reports to LPPM ULM, Faculty and Department/Study Program
6. Borrowing of research aids or equipment in the Department/Study Program laboratory must be done with the knowledge of the Head of the Laboratory and the Head of Department/Study Program Coordinator.
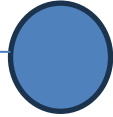
FLOW CHART OF LECTURER RESEARCH IMPLEMENTATION

Activity	Implementation				Document	Time
	LPPM	**Dean/Faculty**	**Study Program**	**Researchers**		
Lecturers prepare research proposals in coordination with the Department/Study Program. Proposals are accompanied by approval from the Dean and the Head of LPPM ULM.					Research Proposal	≤1 hour
Faculty issue a Research Assignment Letter					Letter of assignment	≤ 12 hours
The research team conducted data collection						≤ 3 – 4 Month
Researchers report periodically to the Study Program regarding developments and obstacles in his research					Progress Report	≤ 2 hours
Researchers submit reports to LPPM ULM, Faculty, and Study Program					Report Research result	≤ 1 hour

17. IMPLEMENTATION OF LECTURER SERVICE

Understanding:

Community service is one of the Tridhamra activities carried out by lecturers, either independently or in groups.

Objective:

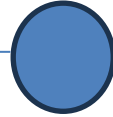This standard operating procedure aims to:

1. Provide explanation and understanding of the Community Service process (planning, implementation and reporting);
2. As a guide for lecturers in implementing community service administration.

Procedure:

1. Lecturers who have submitted a Community Service proposal in coordination with the Study Program to assess its feasibility. The proposal, accompanied by an approval signed by the Head of Research, Dean, and Head of LPPM, is submitted to the ULM Institute for Research and Community Service (LPPM).
2. LPPM ULM then issued a letter of assignment for data collection activities;
3. The service team carries out its service;
4. Researchers carry out regular reporting on developments and obstacles in their service;
5. Researchers submit reports to LPPM ULM, Faculty and Department/Study Program
6. Borrowing of tools or equipment to assist in Community Service in the Department/Study Program laboratory must be done with the knowledge of the Head of the Laboratory and the Head of Department/Study Program Coordinator.

FLOW CHART OF LECTURER RESEARCH SERVICE

Activity	Implementation				Document	Time
	LPPM	**Dean/Faculty**	**Study Program**	**Researchers**		
Lecturers submit community service proposals in coordination with study programs. These proposals are then approved by the Dean and the Head of LPPM ULM.					Community Service Proposal	≤1 hour
Faculty issuing a Letter of Service Assignment					Letter of assignment	≤ 12 hours
The service team carried out devotion						≤ 3 – 4 Month
Researchers report periodically to the Study Program regarding developments and obstacles in his devotion					Progress Report	≤ 2 hours
Researchers submit reports to LPPM ULM, Faculty, and Study Program					Report Research result	≤ 1 hour