

 <p>DEPARTMENT OF MATHEMATICS EDUCATION UNIVERSITAS PENDIDIKAN INDONESIA</p>	<p>DOCUMENT-LEVEL STUDY PROGRAM</p>	<p>CODE: POB-MAT 002</p>
<p>TITLE: STUDY FIELD GROUP</p>		<p>Issued date: February 2020</p>
<p>AREA : ACADEMIC ADMINISTRATION</p>		<p>Revision :</p>

## STANDARD OPERATING PROCEDURE EXPERTISE GROUP (KBK)

### A. Basic Thought/ Rationale The Need for CCC

The Expertise Group (KBK) forum for lecturers with a scientific background/interest / develop cognate courses. Rationale, among others:

- Mathematics Study Program curriculum contains four scientific concentrations.
- Demand development of mathematics and science.
- The background of the lecturers' expertise is diverse.
- Community demands for graduate competence.

### B. KBK Legal Basis

The basis for the preparation of Standard Operating Procedures (POB) for the Study Midwife Group (KBK) in the Mathematics Study Program, among others:

1. Presidential Regulation Number 8 of 2012 concerning the Indonesian National Qualifications Framework (KKNI).
2. Regulation of the Minister of Research, Technology and Higher Education Number 44 of 2015 concerning National Standards for Higher Education (State Gazette of the Republic of Indonesia of 2015 Number 1952)
3. Curriculum (main provisions of program structure) UPI 2018
4. UPI Academic Guidelines 2020
5. UPI Strategic Plan 2021-2025

### C. Objectives of the Expertise Group

Improving the quality of lecturers who focus on their expertise through research to develop lectures, research, and service will enhance graduates' quality.

#### D. Duties and Functions of KBK.

1. KBK is tasked with assisting the Mathematics Study Program in implementing all the strategic plans of the Mathematics Study Program FPMIPA UPI.
2. KBK functions to facilitate and assist the development of expertise of both lecturers and students in various activities:
  - a. Develop and perfect the syllabus and lecture materials by the development of science and technology.
  - b. Review the latest literature related to the field of study
  - c. Prepare and improve lecture materials regularly.
  - d. Publish lecture materials in print and other media and publish the results of KBK studies in journals (national and international).
  - e. They are encouraging students to be involved in reviewing topics through the preparation of final assignments.
  - f. Develop educational media.
  - g. We are optimizing the use of online lectures through Spada UPI.

#### C. KBK membership

1. Lecturers who teach cognate courses have the appropriate expertise or are interested.
2. Lecturers are allowed to be members of a maximum of two KBK.
3. KBK is led by a coordinator selected and appointed by the Head of the Department.
4. The term of office of KBK coordinator is four years and can be re-elected.

#### D. KBK Work Program

1. Each KBK compiles a work program at least once a semester.
2. Each KBK implements a work program that has been prepared with the support of the study program.
3. The work program that is prepared aims to increase the activities of lecturers in their KBK and assist students in improving their abilities optimally

E. Other things that are not listed in this KBK SOP will be explained later.