

 <p style="text-align: center;">DEPARTEMEN PENDIDIKAN MATEMATIKA UNIVERSITAS PENDIDIKAN INDONESIA</p>	<p>DOCUMENT LEVEL DEPARTMENT</p>	<p>CODE : POB_DEPMAT-016</p>
<p>STUDENT CONSULTATION WITH LECTURER</p>		<p>Issued date: February 2020</p>
<p>AREA: LEARNING</p>		<p>Revision: 01</p>

STANDARD OPERATING PROCEDURE STUDENT CONSULTATION WITH LECTURER

A. RATIONAL

The success of the teaching and learning process in learning requires two-way communication between lecturers and students. Therefore a consultation procedure between students and lecturers is needed to solve new problems faced by students. Thus the key to successful consultation lies in the arrangement and design that allows students to get consulting services academically and interact actively. Interacting actively in question is the occurrence of a personal, reciprocal relationship between students and their lecturers.

B. COVERAGE

The standard operating procedure for the consultation of students and lecturers applies to the scope of departments and study programs. This standard is more emphasized to lecturers as academic supervisors in determining student learning success.

C. AIM

1. Departments and study programs have references in developing standards for student consultation with lecturers.
2. Make it easier for students and lecturers to carry out consultations in the learning process
3. Solve academic problems faced by students.
4. We are improving the effectiveness and efficiency of the learning process carried out by lecturers and students.

D. REFERENCE

1. Government Regulation No. 6 of 2004 concerning the Determination of UPI BHMN
2. Government Regulation no. 19 of 2005 on national education standards
3. Decree of the Board of Trustees of the University of Indonesia Education Number 15/MWA UPI/2006 concerning UPI's Bylaws.
4. UPI Strategic Plan 2021-2025
5. Rector's Regulation No. 052 of 2020 concerning Guidelines for the Implementation of UPI Education.

E. PROCEDURE

1. Students take and ask for time to consult with lecturers as academic supervisors.
2. Lecturers agree and take the time to provide consultation on problems faced by students in learning. Dosen dan mahasiswa menyepakai waktu maupun tempat diadakan konsultasi akademik.
3. Lecturers conduct discussions with students to discuss the academic problems they face.
4. Consultation is considered complete if the problem can be solved by taking several alternative solutions to the problem
5. If not completed, then the next consultation time will be agreed upon.
6. Students follow up on the results of the consultation by running several alternative solutions to problems suggested by the lecturer