












MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY
UNIVERSITAS PADJADJARAN
FACULTY OF MATHEMATICS AND NATURAL SCIENCE
QUALITY ASSURANCE UNIT

SOP Number	002/UPM-FMIPA/2021
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Authorized by	Dean of FMIPA Unpad  Prof. Dr. Iman Rahayu, S.Si.,M.Si NIP. 196902081994121001
Name of SOP	Tutorial

Legal Basis <ol style="list-style-type: none">1 Regulation of the Minister of Education and Culture No. 50 of 2014 concerning Higher Education Quality Assurance System.2 Regulation of the Minister of Administrative Reform (Permenpan) Number 35 of 2012 concerning Guidelines for the Preparation of Standard Operating Procedures for Government Administration3 Rector Regulation of Universitas Padjadjaran Number 1 of 2020 concerning the Organizational Structure and Work Procedures of the Management of Universitas Padjadjaran4 Rector Regulation of Universitas Padjadjaran Number 43 of 2021 concerning Curriculum Framework of Universitas Padjadjaran.5 Rector Regulation of Universitas Padjadjaran Number 2 of 2021 concerning Management of Study Programs in Universitas Padjadjaran Environment6 Rector Regulation of Universitas Padjadjaran Number 8 of 2023 concerning the Implementation of Education at Universitas Padjadjaran	Implementer <ol style="list-style-type: none">1 Prodi2 Lecturer3 Post graduate students
Linkage <ol style="list-style-type: none">1 SOP Teaching Learning Process2 SOP Mid-and final Test3 SOP Teaching Lecturer4 SOP Evaluation subject-specific and didactic qualification of the lecturers	Tools/equipment <ol style="list-style-type: none">1 Form2 Stationery3 Room for interview
Notice <p>This SOP has to be the reference for tutorial implementation.</p>	Recording and data collection <p>The preparation of quality assurance SOPs must refers to quality assurance standards.</p>

STANDARD OPERATIONAL PROCEDURE TUTORIAL

No	Activity	Implementer			Quality Standar			Description
		Prodi	Lecturer	Tutor	Tools	Time	Output	
1	Lecturer compile lesson planning: outlining the topics to be covered, instructional materials and tutorial content with the main lecture or course objectives.				computer, stationery	1 month	Modul	Outline, instruction and contents
2	Prodi carry out the recruitmen for tutor based on knowledge and skill needed for the subject.				computer, stationery	2 weeks	Selected tutors	Eligibility and qualification
3	Tutor being selected required to follow the training in order to master their knowledge and skill				computer, stationery, modul	2 weeks		The recruitmen will be carry out before semester begin
4	Implementation of tutorial according to schedule: motivation, learning objective briefly, review of previous material				question	1 semester		Based on the module credit
5	Interactive teaching by problem solving, FGD, practical excercises, clarification of consept.				question	every session		
6	Summarize the tutorial session, and emphasize connections between the tutorial content and broader course objectives					every session		
7	Evaluation of the implementation of tutorial by lecturers by collecting feedback from students to improve future tutorials				students feedback	7 days		At the end of semester
8	preparation next tutorial					every session		
9	End			