


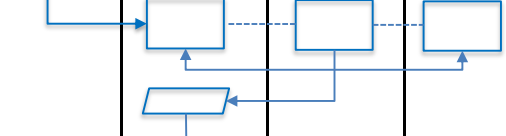


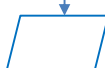








<b>STANDARD OPERATIONAL PROCEDURE OF MONITORING THE ACTUAL WORKLOAD OF STUDENTS</b>    <b>MINISTRY OF EDUCATION AND CULTURE UNIVERSITAS PADJADJARAN FACULTY OF MATHEMATICS AND NATURAL SCIENCES QUALITY ASSURANCE UNIT</b>	<b>Nomor SOP</b>	<b>029/UPM-FMIPA/2024</b>
	<b>Tanggal Penyusunan</b>	<b>August 19, 2024</b>
	<b>Tanggal Revisi</b>	<b>Sept 17, 2024</b>
	<b>Tanggal efektif</b>	<b>Oct 7, 2024</b>
	<b>Disahkan oleh</b>	<b>Dean of FMIPA Unpad</b>   <b>Prof. Dr. Iman Rahayu, M. Si NIP. 19680208 199412 1 001</b>
<b>Nama SOP</b>		

<b>Legal Basis</b>	<b>Implementer</b>
<ol style="list-style-type: none"> <li>1. Regulation of the Minister of Education and Culture No. 50 of 2014 concerning Higher Education Quality Assurance System.</li> <li>3. Rector Regulation of Universitas Padjadjaran Number 43 of 2021 concerning Curriculum Framework of Universitas Padjadjaran</li> <li>4. Rector Regulation of Universitas Padjadjaran Number 43 of 2021 concerning Curriculum Framework of Universitas Padjadjaran</li> <li>5. Rector Regulation of Universitas Padjadjaran Number 2 of 2021 concerning Management of Study Programs in Universitas Padjadjaran Environment</li> <li>6. Rector Regulation of Universitas Padjadjaran Number 8 of 2023 concerning the Implementation of Education at Universitas Padjadjaran</li> </ol>	<ol style="list-style-type: none"> <li>1. Faculty</li> <li>3. QA Faculty</li> <li>4. Head of Study Program</li> <li>5. Course Coordinator</li> <li>6. Students</li> </ol>
<b>Linkage</b>	<b>Tools/equipment</b>
<ol style="list-style-type: none"> <li>1. SOP of Integrated Services Unpad</li> <li>2. SOP of Teaching Learning Process</li> </ol>	<ol style="list-style-type: none"> <li>1. Workload Diaries</li> <li>2. Survey Responses</li> <li>3. Final Monitoring Reports</li> </ol>
<b>Notice</b>	<b>Recording and data collection</b>
<ol style="list-style-type: none"> <li>1 The compilation of student workload monitoring must be a reference for study programs and lecturers in the FMIPA Unpad environment.</li> <li>2 This SOP is reviewed every 2 years or as needed based on curriculum changes.</li> </ol>	<ol style="list-style-type: none"> <li>1 The preparation of monitoring of student workload must refer to the quality standards of the learning process.</li> <li>2 Ensures fair and balanced student workload across courses, supports data-driven curriculum refinement, enhances student learning outcomes.</li> </ol>

## STANDARD OPERATIONAL PROCEDURE OF MONITORING THE ACTUAL WORKLOAD OF STUDENTS

No	Activity	Responsible Party					Time	Output
		Faculty	QA Faculty/Study Program	Head of Study Program	Course Coordinator	Students		
1	The Head of SPM instructs the Dean to monitor and evaluate the monitor the actual workload of students.						1 day	information
2	The Dean instruct the QA, Head of Study Program and Course Coordinator to implement to the study program.						2 days	follow-up and planning
3	Head of Study Program and Course Coordinator arrange the instruments workload of students.						2 week	instrument
4	Distribute workload diary and survey template to students						2 days	workload instruments distributed
5	Students track and submit workload time-on-task: 8th meeting, 16th meeting, and daily for special cases.						1 day	8th weekly, 16th-weekly and daily workload logs
6	Administer mid, end-semester and daily workload perception surveys						2 day	completed surveys
7	Conduct FGDs (if anomalies or complaints arise)						1 day	FGD summary
8	Compile, compare to curriculum workload targets (SKS or ECTS)						1 day	Workload deviation report
9	Report findings to Faculty and Study Program Head						3 days	final workload analysis report
10	Recommend adjustments to syllabi, tasks, or assessment load						1 days	approved action plan
11	End							final document