
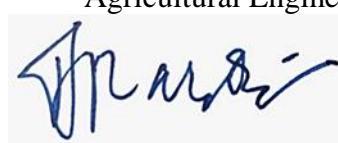












**MINISTRY OF EDUCATION AND CULTURE
MATARAM UNIVERSITY
FACULTY OF FOOD TECHNOLOGY AND AGROINDUSTRY**

 MINISTRY OF EDUCATION AND CULTURE MATARAM UNIVERSITY FACULTY OF FOOD TECHNOLOGY AND AGROINDUSTRY	SOP NUMBER	261/UN18.F10/PS/2022
	CREATED DATE	November 23, 2022
	REVISION DATE	
	EFFECTIVE DATE	
	ENDORSED BY	Head of Study Program Agricultural Engineering   Murad, SP, MP. NIP. 19751231 200801 1 023
LEGAL BASIS	SOP NAME	FILING A COMPLAINT OF FINAL SCORE OF THE COURSE
<ol style="list-style-type: none"> 1. Regulation President Republic of Indonesia Number 47 of 2009 concerning Formation and Organization of State Ministries. 2. Regulation President Republic of Indonesia Number 24 of 2010 concerning position , duties , and functions ministries of state as well arrangement organization , tasks , and functions echelon I Ministry of State 3. Regulation minister utilization State Apparatus and Bureaucratic Reform Republic of Indonesia Number 3 of 2016 concerning organization and work procedures of the Ministry of Empowerment State Apparatus and Bureaucratic Reform 	IMPLEMENTER QUALIFICATION	
	<ol style="list-style-type: none"> 1. Able to proof complaint supporters a maximum of 10 days since mark announced . 	
LINKAGES	TOOLS	
evaluation SOPs	<ol style="list-style-type: none"> 1. Internet network 2. Computer 3. Printers 4. Paper 5. ATK 	
WARNING	RECORDING AND DATA COLLECTION	
<ol style="list-style-type: none"> 1. otherwise _ implementing this SOP resulted No There is legality law For carry out activity 2. aim as guidelines in procedure submission objection (complaint) assessment end subject 	Procedure This assigned to activities evaluation results learning in the Agricultural Engineering Study Program , Faculty Technology Food and Agroindustry Mataram University	

Flowchart of Submission of Final Grade Complaints

No.	Activity	Executor			Raw Quality		
		Student	Lecturer	Head of Study Program	Completeness	Time	output
1.	Students meet the lecturer of the relevant course to submit a grade complaint along with reasons and supporting evidence				Evidence supporting the complaint	1 day	
2.	The lecturer checks the assessment scores according to the assessment metrics and/or answer keys.					1 day	
3.	Value change approval					1 day	
4.	Students submit requests for substitute exams or complete assignments, as long as the reasons for absence from the assessment schedule are reasonable and acceptable				Value complaint form	1 day	
5.	The lecturer concerned rescheduled the assessment for the student concerned				Evidence supporting the complaint	1 day	
6.	The lecturer in question discussed with the MK Effectiveness Team, corrected the discrepancy according to the procedure				Evidence supporting the complaint	1 day	Revision of exam questions
7.	Verify the results of repairs in accordance with the complaints received					30 minutes	The exam questions have been verified
8.	The lecturer updates manually and through the SIA then submits the minutes of handling the value complaint to the Head of Study Program					30 minutes	Value change

Process	Person to Responsible			Date
	Name	Position	Signature	
Agreement	Murad, SP, MP.	Head of the UNRAM Agricultural Engineering Study Program	 	4 November 2022
Inspection	Dr. Joko Sumarsono STP, MP	Secretary of TEP Study Program	 	1 November 2022
Formulation	Ince Siti Wardatullatifah S, S.TP., M.Si	Lecturer	 	1 November 2022

	FORM	No. Document	
		apply Since	
	VALUE COMPLAINT FORM	Revision	
		Page	

VALUE COMPLAINT FORM

To dear :

Head of Study Program :

Jurus :

Faculty :

With this , I

Name	
NIM	
study program	
Semester	

submit application review (objection) on mark end my course _ get , with identity as following :

Course Name	
Course Code / SKS	
Lecturer teacher	
Rating Time	Odd / Even * Year teachings /.....
Nilia obtained _	

* cross out the ones that don't in accordance

with reason :

To support submission object on evaluation that , following This I attachment document or proof supporters other (*print out*)

Mataram ,
