SOP FOR THE IMPLEMENTATION OF
ONLINE CLASS

The document outlines the Standard Operating Procedure (SOP) for implementing online class at Universitas Gadjah Mada. It specifies the requirements for student eligibility, course registration, and adjustments to course planning to accommodate Blended or fully online learning. It emphasizes the use of the university's Learning Management System for class management and interactive sessions. The procedures include the assignment of lecturers, preparation of student and lecture schedules, coordination of online platforms, and responsibilities for technical readiness. It also details attendance and reporting protocols for both students and lecturers to ensure effective and accountable online learning delivery.

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Provisions:

1. Students are students who are registered and active in the semester running
2. Students have filled in KRS and have received approval from the Academic Supervisor
3. Lecturers who teach courses together with the study program manager make adjustments to Course Learning Outcomes (CPMK) and RPKPS to be able to adjust to the Blended Learning method or fully online designed.
4. All lectures are required to optimize the Learning Management System at UGM for online class management and enrichment of learning resources for students and carry out interactive face-to-face online using existing applications or offline in the classroom if conditions permit.

Procedures:

1. The study program management holds an online faculty meeting to discuss the distribution of teaching assignments before the new semester begins.
2. The Head of the Study Program submits a list of assigned lecturers to the Dean for the issuance of Teaching Assignment Letters for the upcoming semester.
3. The Dean issues the Teaching Assignment Letters to course instructors, delivered through the study program management.
4. The academic section of the study program prepares the student list based on the students' course registration data (KRS) in the SIMASTER system.
5. The academic section prepares and announces the lecture schedule to students via SIMASTER and the official class/year group online communication channels.
6. The academic section coordinates with course instructors and the Graduate School academic division to prepare online lecture platforms.
7. The academic section is responsible for ensuring the readiness of facilities and equipment needed for online lectures, in coordination with the Graduate School academic division.
8. The academic section ensures the smooth implementation of online lectures and arranges for teaching assistants or facilitators if needed.
9. Students must be ready and present in the online lecture platform 5 minutes before the session starts.
10. Students record their attendance through the available attendance system in SIMASTER.
11. After the lecture concludes, instructors must complete the attendance record and report the learning progress via the application system provided by the Graduate School academic division.