



UNIVERSITAS  
GADJAH MADA

# SOP FOR THE IMPLEMENTATION OF OFFLINE CLASS

The document presents the Standard Operating Procedure (SOP) for conducting offline class at Universitas Gadjah Mada. It outlines student eligibility, minimum class size, and the need to adjust course plans based on the chosen instructional method. The procedure covers lecture preparation such as teaching assignments, student data collection, room arrangements, and provision of learning facilities and lecture implementation, emphasizing strict health protocols including physical distancing, use of personal protective equipment, and hygiene measures. Attendance is managed through the SIMASTER application, and students or lecturers with symptoms are prohibited from attending.

**Universitas Gadjah Mada**  
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## **SOP for the Implementation of Offline Class**

### **Provisions:**

1. Students are students who are registered and active in the current semester.
2. Students have filled out KRS and have received approval from the Academic Supervisor
3. Class lectures run if the number of course participants is at least 3 people, and if the number of students is less than 3 people then learning activities are carried out in the form of tutorials.
4. The lecturer in charge of the course together with the study program manager makes adjustments to Course Learning Outcomes (CPMK) and RPKPS to be able to adjust to the learning methods that will be used (online method or a combination of online and offline methods).

### **Procedure:**

- a. Lecture Preparation
  1. Before the new semester begins, the study program manager holds a lecturer meeting to discuss the distribution of teaching assignments for courses in the study program.
  2. The Head of the Study Program sends a list of lecturers giving courses to the Dean, to make a Lecturer's Assignment Letter that teaches in the semester that will run.
  3. The Dean issues a Letter of Assignment to teach the course to the lecturer, delivered through the study program manager.
  4. The academic department of the study program downloads data on students participating in lectures from SIA-palawa based on KRS that has been filled in by students, and makes an attendance list of lecture participants.
  5. The academic department of the study program arranges and uses lecture rooms, in coordination with the SPs academic department.
  6. The academic department of the study program announces the lecture schedule to students and lecturers who teach the course.
  7. The academic department of the study program is responsible for the readiness of facilities and equipment for organizing lectures, including:
    - a) Provide and ensure that the lecture equipment is functioning properly.
    - b) Ensure and coordinate with the equipment department that the lecture room and classroom equipment are routinely cleaned using a liquid germ killer (des infectans).
    - c) Ensure the arrangement of chairs in the lecture room so that each other is at least 1 meter away according to the Covid 19 protocol.
    - d) Ensure the availability of stationery, hand sanitizers, microphone protective covers, tissues, and indoor air conditioning fans in each classroom.
    - e) Provide lecturer attendance documents and lecture progress report books.

**b. Lecture Implementation**

1. Students download the Simaster application on their respective mobile devices to be used as a medium for recording attendance (presence) for each lecture.
2. Students attend class before the lecture starts, then take attendance through the SIMASTER application.
3. Students / lecturers who have a fever (body temperature above 37.5oC) or are sick, are not allowed to attend lectures.
4. During lecture activities, students and lecturers must wear masks, or masks plus face shields.
5. Before entering the lecture room, students/lecturers must wash their hands with soap or clean their hands using a hand sanitizer.
6. In every form of teaching and learning activity, student seats are arranged in such a way that the distance between students or lecturers is a minimum of 1 meter.
7. No shaking hands or physical contact between lecture participants/lecturers.
8. Microphones are only held and used by lecturers, alternate use of microphones is not allowed.
9. Students/lecturers bring and use their own stationery. The use of alternating or borrowing stationery is avoided.
10. During lectures, fresh air is provided. Windows must be opened, the use of air conditioning in the room is avoided, and if necessary a fan is used as air conditioning.