

Prepared by : Decanate IKB LSPR	<b>INTERNATIONAL EXAMINATION</b>	Date : 01 Maret 2020
Checked by : Mgmt Representative		Revision : 00
Approved by: Rektor	Doc. No.: sop-kom/intlexm/05/ikb/03/2020/00	Page : 01 Of 02

### STANDARD OPERATING PROCEDURE



**Dean/Associate Dean**  
Find and decide the date of international exam will be held, booked the venue for the International Exam

**Dean/Associate Dean**  
List the students who will join the international exam

**Dean/Associate Dean**  
Send the information about date and participants of international exam to IRPO. Assign the lecturer to prepare the students for international examination

**IRPO**  
IRPO will Contact the International Exam Board arrange the date and budget of International Examination. Request the budget from Finance.

**Dean/Associate Dean**  
Receive information from IRPO about updates of itinerary during the international examination and share the updates to the lecturer/students

**Dean/Associate Dean**  
Fulfil any documents that has to be submitted to the International Examination Board before the examination day

**Lecturer**  
Prepare the students for International Examination and updates the Dean/ Associate Dean with any progress from the students.

Dokumen	Referensi
Academic Calendar	Dean/Associate Dean find and decide the date of international examination based on the academic calendar.
Class Attendance; Financial Statement for International Exam	Dean/Associate Dean Get the list of students from class attendance. Dean/Associate Dean check with Finance whether participants have paid their fee for international exam. Those who are in arrear of payment will be notified by Dean/Associate Dean (who will track their payment). Dean/ Associate Dean check for participants who has taken the corresponding international exam in previous semesters (and usually they did not pass). Those who take it a second time has to pay an additional price. They will be notified by Dean/Associate Dean (who will track their payment).
Internal Communication	Dean/Associate Dean notify IRPO about the date and number of students for International Exam.
IRPO WI for International Examination	Dean/Associate Dean notify the lecturer about the date of examination and materials that has to be prepared by the students.  IRPO notify The International Examination Board About the date of exam and number of students who will join the exam. IRPO to arrange the itinerary of the assessor and share the information to Dean/Associate Dean.
Report paper	Lecturer inform the students about the date of examination and prepare them for the examination. Lecturer and students also prepare some documents that has to be sent to the assessor before the examination day.
Letter/email	Dean/Associate Dean get updates information from IRPO and share it to the lecturer and students.
Report paper	Dean/Associate Dean send any advance documents to the International Examination Board through mail or email.

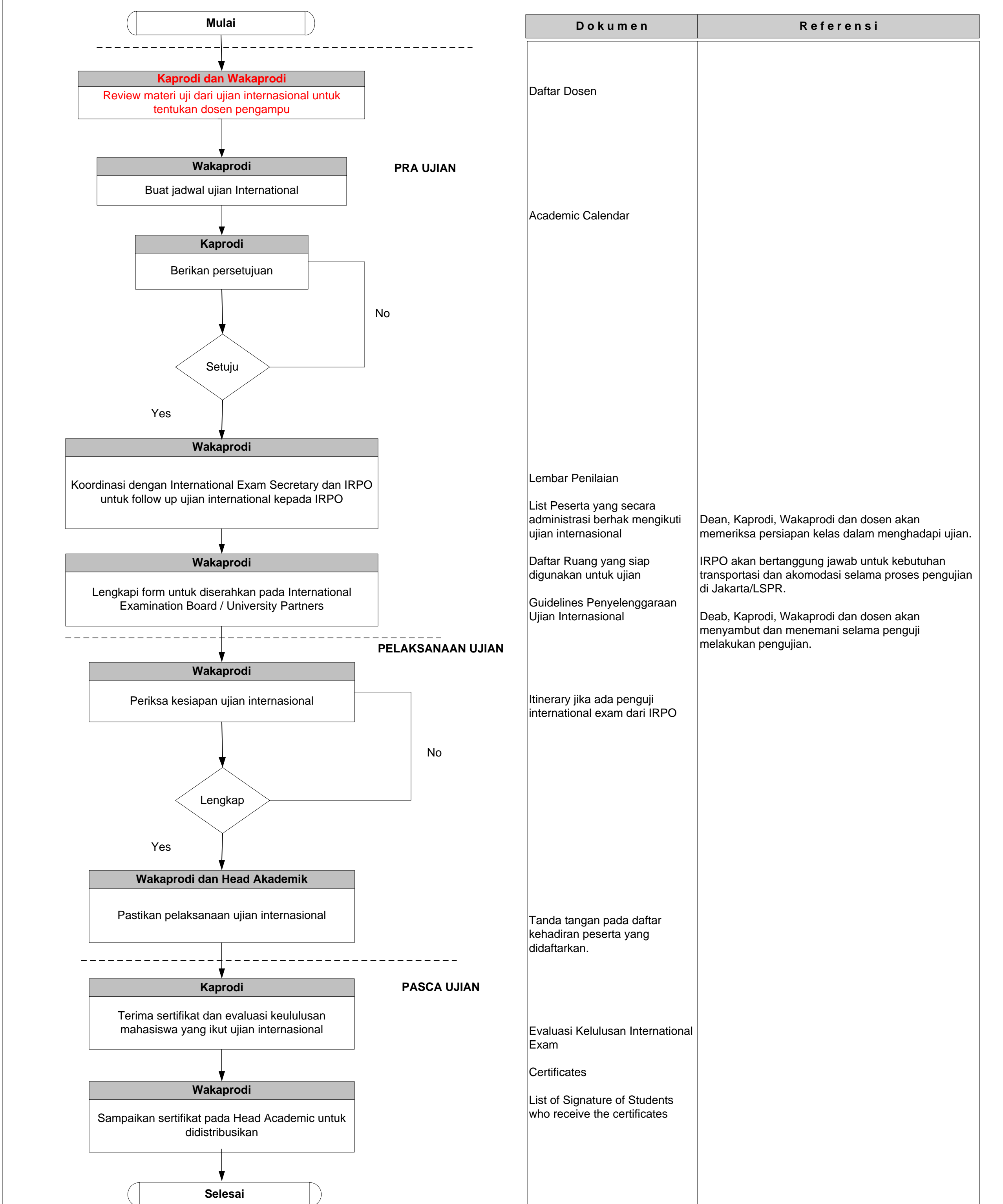
Prepared by : DEKANAT  
 Checked by : Mgmt Representative  
 Approved by: Ketua

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**STANDARD OPERATING PROCEDURE**



Dokumen	Referensi
Daftar Dosen	
Academic Calendar	
Lembar Penilaian	
List Peserta yang secara administrasi berhak mengikuti ujian internasional	Dean, Kaprodi, Wakaprodi dan dosen akan memeriksa persiapan kelas dalam menghadapi ujian.
Daftar Ruang yang siap digunakan untuk ujian	IRPO akan bertanggung jawab untuk kebutuhan transportasi dan akomodasi selama proses pengujian di Jakarta/LSPR.
Guidelines Penyelenggaraan Ujian Internasional	Dean, Kaprodi, Wakaprodi dan dosen akan menyambut dan menemani selama pengujian melakukan pengujian.
Itinerary jika ada pengujian internasional exam dari IRPO	
Tanda tangan pada daftar kehadiran peserta yang didaftarkan.	
Evaluasi Kelulusan International Exam	
Certificates	
List of Signature of Students who receive the certificates	

