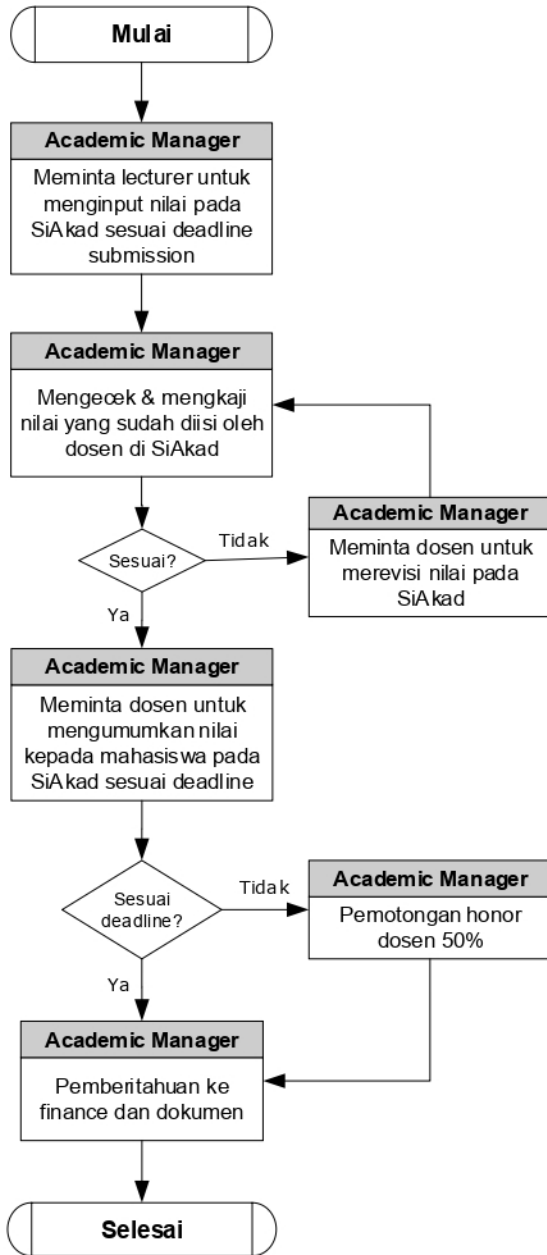


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| Prepared by: Assistant PGP Director | PENYERAHAN NILAI | Date: 27 November 2020 |
| Checked by: Mgmt Representative | | Revision: 00 |
| Approved by: PGP Director | Doc No sop-acd/pn/10/ikb/12/2020/00 | Page: 01 |

STANDARD OPERATING PROCEDURE



| Dokumen | Referensi |
|---|---|
| <p>Letter of mid / final test for lecturer by email</p> <p>- Silabus subjek - Rubrik</p> <p>Kalendar akademik</p> | <p>Mengingatkan dosen untuk menginput nilai pada SiAkad paling lambat 1 minggu setelah jadwal mid / final exam.</p> <p>Formula penilaian pada SiAkad:</p> <ul style="list-style-type: none"> - Absensi 10% - Coursework 40% (dengan jumlah 4 coursework per semester) - Mid test 20% - Final test 30% |