

Prepared By: Assistant PGP Director	Lecturers Absences & Replacement Class	Date: 28 December 2020
Checked By: MR		Revision: 01
Approval By: Director	Doc No: WI-ACD/LARC/16/IKB/12/2020/00	Page: 01 of 01

WORKING INSTRUCTION

1. Objective

2. Person In Charge

Department in Charge (DIC)

3. Phase of Process

No	Description and Phase of Process	PIC	Document
1.	Academic notify lecturers through a Contract regarding the rules that must be obeyed.	Academic Staff	Contract letter
2.	Lecturers who come late to class more than 60 minutes, the honorarium will be paid for 50% of honorarium	Academic Staff	Contract letter
3.	Lecturer report to the academic staff when unable to attend at least one day in advance and a maximum at 10.00 AM and the academic faculty will seek a substitute lecturer	Academic Staff	Contract letter
4.	Academic Staff will concerned attendance lecturer, if: If the lecturer was unable to attend, then the academic staff ask the lecturer to give assignments to students (tentative if there is no substitute lecturer)	Academic Staff	Contract letter Cancel & replacement Class Form
5.	Schedule replacement class will be directly made on Friday in the same week at 18.30. If the lecturer absent, academic will looking for another schedule. If the replacement class already confirmed, academic staff will remind the lecturer to edit the schedule at Siakad	Academic Staff, Lecturer	
6.	Academic staff requested schedule replacement class to the lecturer and inform the replacement class to students one week before.	Academic Staff	Cancel & replacement Class Form

