	INSTITUT TEKNOLOGI SEPULUH NOPEMBER		
	Standard Operational Procedure of Guardianship Implementation		
	Document number	Revision number	Endorsed by'
	2.4.3.3.1		Vice Rector 1

1. PURPOSES

1.1. Provide guidance in the implementation of guardianship for students.

2. SCOPE

The Standard Operational Procedure (SOP) includes the process of taking courses and the approval of guardian lecturers.

3. DEFINITION

The guardianship process must be carried out by students to plan the courses to be taken in each semester. Students must obtain approval from the guardian lecturer in taking courses before lectures begin. The number of credits taken in each semester is based on the student's Achievement Index (IP) in the previous semester. The time for implementing guardianship is one week before the lecture period starts.

4. REFERENCES

4.1. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Higher Education Standards.

4.2. ITS Rector Regulation No. 32 of 2019 concerning Academic Regulations for the Academic Education Program of ITS in 2019.

4.3. ITS Rector Regulation No. 13 of 2019 concerning Academic Regulations for ITS Vocational Program in 2019.

5. GENERAL REQUIREMENTS

5.1. All active ITS students are required to carry out guardianship before the lecture period begins.

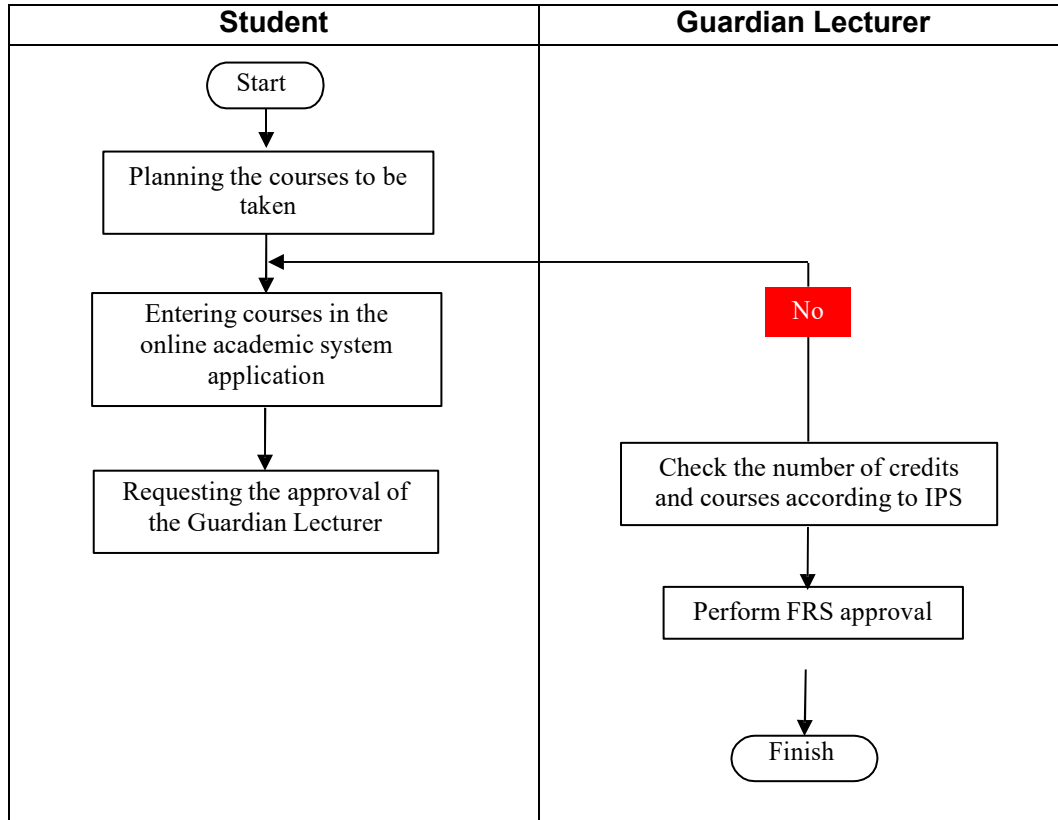5.2. Other requirements refer to the 2019 ITS Academic Regulations.

6. PROCEDURE DETAILS

6.1. Details of the Procedure for Guardianship Implementarion

6.1.1. Students plan courses to be taken and enter a list of courses in the academic system application.

6.1.2. Students meet guardian lecturers for approval.

6.1.3. The guardian lecturer checks the suitability of the number of credits taken based on the previous Semester Achievement Index (IPS).

6.1.4. If the number of credits and courses taken is not appropriate, revision can be made by the student or lecturer guardian. If the number of credits and courses is appropriate, the guardian lecturer approves.

6.2. Flow Diagram of SOP Guardianship Implementation

Student	Guardian Lecturer
Start → Planning the courses to be taken → Entering courses in the online academic system application → Requesting the approval of the Guardian Lecturer	No → Check the number of credits and courses according to IPS → Perform FRS approval → Finish

7. SUPPORTING DOCUMENTS
Nothing.