Academic Staff Handbook

2021

Available online at:

[Last update:]

Department of Electrical Engineering
Faculty of Intelligent Electrical and Informatics Technology
Institut Teknologi Sepuluh Nopember Surabaya

Table of Content Lecturer Pocket Book

1. **DTE Structure** **3**
   a. Management 3
   b. Advisory Board 3
   c. Laboratory 3
2. **Teaching** **4**
   a. Curriculum 4
   b. Syllabus 4
   c. Plan 4
   d. Teaching 4
   e. Evaluation 4
3. **Research** **5**
   a. Proposal 5
   b. Implementation 5
   c. Report 5
4. **Community Service** **6**
   a. Proposal 6
   b. Implementation 6
   c. Report 6
5. **Thesis** **7**
   a. Proposal Approval 7
   b. Proposal Exam 7
   c. Thesis Exam 7
   d. Revision 7
   e. Assessment 7
6. **Practical Work** **8**
   a. Proposal Endorsement 8
   b. Report Endorsement 8
   c. Examination 8
7. **Internship** **9**
   a. Supervisor 9
   b. Report Approval 9
   c. Test 9
   d. Assessment 9
8. **Quality Assurance** **10**
   a. Curriculum Evaluation 10
   b. PDCA Portfolio 10
   c. SAR 10
   d. Lectures Minutes 10
9. **Career and Rank** **11**
   a. Credit Points 11
   b. Rank Submission 11
   c. DP3 11
10. **Access Management Information Systems** **12**
    a. Internet Access 12
    b. MySSO 12
    c. TERAS 12
    d. LARAS 12
    e. INTERNSHIP 12

11. Timeline **13**
a. Attendance 13
b. Lectures Schedule 13
c. Guardianship 13
d. SAR 13
e. Lectures and Evaluation 13
f. Perpetual Value 13
g. Proposal Exam 13
h. Thesis Exam 13
i. Postgraduate Entrance Exam 13
j. Performance Assessment 13
k. Publication Incentives 13
l. PPM Proposal 13
m. PPM Final Report 13
n. Thesis Proposal Approval 13
o. Practical Work Proposal Approval 13
p. Internship Proposal Approval 13
q. Study Plan Form(FRS) Changes 13
r. Drop Courses 13
12. Head of Laboratory **14**
a. Praticum Implementation 14
b. Laboratory Performance 14
c. Laboratory Consumables 14
13. Head of RMK **15**
a. Assessment Meeting 15
b. PDCA Portfolio 15
14. Undergraduate Coordinator **16**
a. Teaching Credits Meeting 16
b. Class Opening Coordination Meeting 16
c. Class Opening Update 16
15. Postgraduate Coordinator **17**
a. Postgraduate Entrance Exam 17
b. Teaching Credits 17
c. Class Opening Coordination Meeting 17
d. Class Opening Update 17
16. Practical Work Coordinator **18**
a. Proposal Approval 18
b. Designation of Presentation Examiners 18
17. Thesis Coordinator **19**
a. Arrange Thesis Exam Schedule 19
b. Thesis Grade Recapitulation 19
18. Academic Advisor **20**
a. Guardianship/FRS 20
b. FRS Changes 20
c. Drop Courses 20
d. Leave **Error! Bookmark not defined.**
e. Academic Consultation 20

1. DTE Structure

a. Management

Electrical Engineering department administrator management consist of :

1. Head of Department
2. Department Secretary 1 for Academic
3. Department Secretary 2 for Human Resources and Financial
4. Head of Post Graduate Program
5. Head of Subsection

More Information can be accessed on the Electrical Engineering website :

https://www.its.ac.id/telektro/id/tentang-kami/sambutan-kepala-departemen/

b. Advisory Board

Electrical Engineering Department have advisory team which consists of stakeholders including:

1. Industry representatives and practitioners
2. Government representatives
3. Alumnus representatives
4. Public representatives

More Information can be accessed on the Electrical Engineering website:

https://www.its.ac.id/telektro/id/tentang-kami/advisoryboard/

c. Laboratory

Electrical Engineering Department have 12 Laboratories to support academic activities, community service program and research. More Information about laboratory profile including Head of Laboratory, members, and activities can be seen on website below:

https://www.its.ac.id/telektro/id/fasilitas/laboratorium/

2. Teaching

a. Curriculum

Electrical Engineering Department have three study program :

1. Undergraduate Study Program(S1)
2. Master Study Program(S2)
3. Doctoral Study Program(S3)

More information about each study program curriculum can be accessed on the website below:

https://www.its.ac.id/telektro/id/akademik/program-studi/

b. Syllabus

Every courses syllabus of all study program can be accessed on the website below:

Undergraduate Study Program:

https://www.its.ac.id/telektro/id/akademik/program-studi-sarjana/kurikulum/

Master Study Program:

https://www.its.ac.id/telektro/id/akademik/program-studi-magister/kurikulum/

Doctoral Study Program:

https://www.its.ac.id/telektro/id/akademik/program-studi-doktor/kurikulum/

c. Planning

Portfolio :
Every course equipped with a portfolio document that can be extremely useful for planning, repairing subjects and teaching methods. Portfolio document contain Semester Teaching Plan(RPS), Assignment Plan (RT), Assessment dan Evaluation Plan(RPE), Learning Outcome Achievements (CPL) that is charged to the courses, Courses Outcome Achievements(CPMK), Repair Documentation (PDCA), and the result of student assessment document can be found at the Head of the Course Cluster and Academic Department.
SAR
RMK

d. Teaching

: Classroom, My Classroom, Attendance

e. Evaluation

: Grade Deadline, CPL, RT/RAE, IPD, Lecture minutes

3. Research

a. Proposal

: Ristekdikti, ITS Funds, Department Funds, Foreign Funds, etc

b. Implementation

: Laboratory, PAP Assistant, Thesis, TA

c. Report

: SPJ, SIMPLE, SIMLIBTABMAS, etc

4. Community Service

a. Proposal

: Ristekdikti, ITS Funds, Department Funds, Foreign Funds,etc

b. Implementation

: Laboratory, Lab Assistant, Himatektro

c. Report

: SPJ, SIMPLE, SIMLIBTABMAS, etc

5. Thesis

a. Proposal Approval
b. Proposal Exam
c. Thesis Exam
d. Revision
e. Assessment

6. Practical Work

a. Proposal Endorsement

b. Report Endorsement

c. Examination

7. Internship

a. Supervisor
b. Report Approval
c. Test
d. Valuation

8. Career and Rank

a. Credit Points

b. Rank Submission

c. DP3

9. Access Management Information Systems (SIM)

a. Internet Access
b. MySSO
c. TERAS
d. LARAS
e. INTERNSHIP

10. TimeLine

a. Attendance
b. Lectures Schedule
c. Guardianship
d. SAR
e. Lectures & Evaluation
f. Perpetual Value
g. Proposal Exam
h. Thesis/ Final Paper Exam
i. Postgraduate Entrance Exam
j. Performance Assessment
k. Publication Incentives
l. PPM Proposal
m. PPM Final Report
n. Thesis Proposal Approval
o. Practical Work Proposal Approval
p. Internship Proposal Approval
q. Study Plan Form Changes
r. Drop Courses

11. Head of Laboratory

a. Practicum Implementation
b. Laboratory Performance
c. Lab Consumables

12. Ketua RMK

a. Credit Meeting
b. PDCA Portfolio

13. Undergraduate Coordinator

a. Teaching Credits Meeting

a. Class Opening Coordination Meeting

b. Class Opening Update

14. Postgraduate Coordinator

c. Postgraduate Entrance Exam
d. Teaching Credits
e. Class Opening Coordination Meeting
f. Class Opening Update

15. Practical Work Coordinator

a. Proposal Approval

b. Designation of Presentation Examiners

16. Thesis Coordinator

a. Arrange Thesis Exam Schedule

b. Thesis Grade Recapitulation

17. Academic Advisor

a. Guardianship/FRS
b. FRS Changes
c. Drop Courses
d. Leave of Absence Approval
e. Academic Consultation

18. Quality Assurance

a. Curriculum Evaluation
b. PDCA Portfolio
c. SAR
d. Lectures Minutes