

	MECHANICAL ENGINEERING –		
	INSTITUT TEKNOLOGI SEPULUH NOPEMBER		
	Standard Operational Procedure of Re-Examination		
	Document Number	Revision Number	Endorsed by:
003-DTM-VIII-2020	0	Prof. Dr. Harus Laksana Guntur, S.T., M.Eng.	

1. TUJUAN (*PURPOSE*)

Memberikan informasi terkait langkah dalam melakukan ujian ulang.
Provide information regarding the steps to retake the exam.

2. RUANG LINGKUP (*SCOPE*)

Standard Operational Procedure (SOP) ini mencakup proses pelaksanaan ujian ulang.
The Standard Operational Procedure (SOP) outlines the procedures for re-examination.

3. DEFINISI (*DEFINITION*)

Mahasiswa yang tidak hadir saat ujian dikarenakan alasan yang dapat dipertanggungjawabkan, maka dapat melakukan ujian ulang.

Students who are absent from the examination due to valid reasons may request re-examination.

4. REFERENSI (*REFERENCES*)

Peraturan Akademik ITS No 32 Tahun 2019
Rector Decree No 32 in 2019 – Academic Regulation

5. PERSYARATAN UMUM (*GENERAL REQUIREMENTS*)

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6. PROSEDUR (*PROCEDURE*)

6.1. Detail Prosedur Ujian Ulang

Details of the Procedure for Re-Examination

- Mahasiswa mengajukan permohonan ujian ulang kepada Kepala Program Studi dan diketahui oleh Dosen Wali.
Students submit a request for a re-examination to the Head of Postgraduate Program, with the approval of the academic advisor.
- Dosen Wali memberikan persetujuan permohonan ujian ulang
Academic advisor approves the request for a re-examination.
- Mahasiswa mengumpulkan surat permohonan dan dokumen persyaratan kepada Staf Akademik
Student submits application letter and required documents to the academic staff.
- Kepala Program Studi akan menghubungi dosen pengampu mata kuliah tentang ujian ulang
Head of the Postgraduate Program will contact class lecture regarding the re-examination.
- Dosen Pengampu menentukan tanggal ujian ulang dan menginfokan ke Kaprodi/Staff akademik.
Class lecturer determines the date of the re-examination and informs the Head of Postgraduate Program /Academic Staff.
- Staff Akademik menyiapkan ujian ulang.
Academic Staff prepares the re-examination.
- Mahasiswa melaksanakan ujian ulang sesuai jadwal dari dosen pengampu.
Students take the re-examination according to the schedule set by the class lecture.



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6.2 Flow Diagram

RE-EXAMINATION PROCEDURE

