
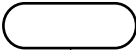
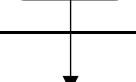
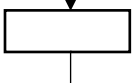
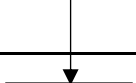
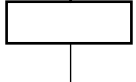



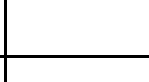



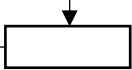
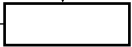
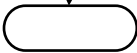


**MAULANA MALIK IBRAHIM STATE
ISLAMIC UNIVERSITY MALANG**

SOP number	59/LPM/PP.00.9/1.2023
Creation Date	January 5, 2023
Revision Date	-
Effective Date	January 5, 2023
Endorsed by	 Helmi Syaifuddin
ACADEMIC SECTION	APPEALS FINAL GRADES PROCEDURE
Legal basis	Implementation Qualifications
<ul style="list-style-type: none"> ➤ Decree of the Minister of National Education Number 223/U/2000 concerning Guidelines for Preparing the Higher Education Curriculum and Assessment of Student Learning Outcomes; ➤ Law Number 20 of 2003 concerning the National Education System; ➤ Law Number 12 of 2012 concerning Higher Education; ➤ Republic of Indonesia Government Regulation Number 4 of 2012 concerning the Implementation of Higher Education and Management of Higher Education Institutions; ➤ Decree of the Chancellor of UIN Maulana Malik Ibrahim Malang Number: Un.3/PP.01.2/3236/2022 dated 23 June 2022 concerning Educational Guidelines for Maulana Malik Ibrahim State Islamic University Malang ➤ UIN Maulana Malik Ibrahim Malang Academic Guidelines 	
Relatedness	Tools/equipment
<ul style="list-style-type: none"> ➤ Evaluation of Lecture Implementation 	<ul style="list-style-type: none"> ➤ appeals final grade form
Warning	Recording and data collection
The course grades issued by the lecturer are absolute and cannot be changed, correction of grades is permitted due to systemic or operator errors so that the grades recorded on the learning report do not match the grades of the course lecturer.	

Procedure for Printing Score Correction Services at Learning report

No	Activity						Standard Quality			Note
		Lecturer Guardian Subject	head of the study program	JFU Academic Faculties	Wadek I	BAK University	Equipment	Time	Outputs	
1	Accepting appeal final grade form						appeal final grade form	3 Minutes		
2	Fill out the appeal final grade form that provided by the Faculty Academic Staff						appeal final grade form which filed by student	10 minutes	Fill in the form Learning Report print correction	
3	Confirm course grades to the teaching lecturer						appeal final grade form which filed by student	15 minutes	Fill in the form Learning Report print correction	
4	Providing course grade corrections						appeal final grade form which filed by student and confirmed by lecturer	10 minutes	Form that has been signed by the course lecturer	
5	Submit approval for grade correction						The newest appeal final grade form	5 minutes	Form that has been approved by the course lecturer	
6	Signing the appeal final grade form						The newest appeal final grade form confirmed by head of study program	10 minutes	Correction form Learning Report print approved head of the study program	
7	Submit the appeal final grade form to the Head of University Academic Affairs						The newest appeal final grade form confirmed by head of study program	30 minutes	The Learning Report printed correction form is approved by the	

									Head of Academic Affairs	
8	Prints a new Learning Report						The newest appeal final grade form printed by academic staff	5 minutes	New Learning Report	
9	Signing to student new learning report						New Learning Report	5 minutes	New Learning Report signed by Wadek I	
10	Submitting the new learning report to Students						The new Learning Report was signed by Wadek I		Learning Report	