



STUDENT HANDBOOK

BACHELOR OF EDUCATION IN BIOLOGY



**DEPARTEMENT OF BIOLOGY EDUCATION
FACULTY OF MATHEMATICS AND NATURAL SCIENE
UNIVERSITAS NEGERI YOGYAKARTA**

PREFACE

Praise Gratitude we pray toward the Almighty God for the blessings and the gift, this student handbook can be arranged. This Student Handbook was compiled with the intention to be used as a reference and guideline for undergraduate students of the Biology Education Study Program of FMIPA UNY in their learning process. It is hoped that students can understand the vision and mission of the Biology Education Study Program, student regulations that apply at UNY, the structure of department positions, lecturers and laboratory assistants, courses taken, assessment techniques of courses, length of study load, student organization and activities, mentoring academic, to facilities available in the Biology Education Study Program. Hopefully, this information can support students to develop themselves optimally and complete their studies on time.

Feedback and suggestions for completeness of this Student Handbook will be expected, so it will be more perfect and useful for students.

UNY SYMBOL



The Meaning of University Symbols

1. The basic form

The lotus flower is depicted in a rectangular lotus, symbolizing the Pancasila as the basic philosophy of motion, and the yellow contour is to declare the glory.

2. The basic color

Blue is a neutral color that symbolizes the depth of the soul, the determination of the soul, the authority and stability of the steps, and this color has the impression of calm symbolizing higher education must be imbued with the depth of thought, high authority and steady in every step and movement.

3. The writing of Universitas Negeri Yogyakarta

The writing of Universitas Negeri Yogyakarta is made in a circle symbolizing the globe continued with UNY's calligraphic writing

4. The picture of Yellow Wings

This form symbolizes the development of university programs, both regionally and internationally. The wings were given a harpha-shaped frame (traditional musical instrument) symbolizing cultural development.

5. The picture of Tugu

The Tugu image is the deformation of the Yogyakarta Monument as a characteristic of the city of Yogyakarta, in addition to depicting architecture (technology), the monument also symbolizes the strength of the academic community in implementing tridarma.

6. In the picture of Tugu, there are

- a. The fire-shaped Mustaka is split in three with red color symbolizing tridarma
- b. Stairs, chests and monument bodies are in the shape of a pen symbolizing education
- c. The foot of the monument in the shape of a ladder symbolizes education.

HYMNE OF UNIVERSITAS NEGERI YOGYAKARTA



Ka - ru - nia Yang Ma - ha Kua - sa mem - bim - bing lang - kah -



Mu, Mem - ba ngun In - do - ne - sia me - na - ta du - ni -



a. Ber - lan - das - kan Pan - ca - si - la, bu - da - ya mu - li -



a, `tuk - men - ca - pai tu - ju - an bang - sa - se - hat - cer - das - taq



- wa, Me - ngem - ban pang - gil - an su - ci, dhar - ma -



bak - ti - mu - a - mal - kan il - mu U - ni - ver - si - tas Ne - gri



Yog - ya - kar - ta s`mo - ga te - tap ber - ja - ya

MARS OF UNIVERSITAS NEGERI YOGYAKARTA



I. Pa - da - mu ku - per-sem - bah - kan wa-hai per - sa - da nu -
II. ke pri - ba - di - an bang - sa junjung-ting - gi ni - lai



I. san - ta - ra da-lam pan - ji Tri - dhar - ma U - ni - ver-si-tas ne-gri Yog ya kar
II. Bu - da - ya te-guh-kan-ji wa sa -



- ta Ben-tuk tri - a te-gak-kan - jan ji pe-ngab-di - an



mu Wu - jud - kan jan-ji pan-ji Tri Dhar-ma-ber - lan - das - kan Pan-ca



- si - la Me - ngem-ban tu gas su-ci ne-ga - ra Me - nu - ju ci - ta-ci - ta-mu



lia ga - lang cip - ta - ra - sa kar-sa ba - gi Nu - sa bang - sa

A. PROFILE OF BIOLOGY EDUCATION STUDY PROGRAMS

1. HISTORY OF STUDY PROGRAM

The Department of Biology starts with B1 and B2 courses in Natural Sciences organized by the Faculty of Natural Sciences (FIPA) of Gadjah Mada University (UGM). On August 1, 1960 the Department of Biological Education opened at the Faculty of Pedagogy UGM, which on January 1, 1962 it entered the FKIP-B UGM. Starting May 21, 1964 the status of the UGM FKIP-B changed to FKIE IKIP Yogyakarta and apart from UGM and subsequently became the Faculty of Mathematics and Natural Sciences (FMIPA). Meanwhile the name of the study program changed into the Department of Biology Education. The Study Program that was owned at that time was only the Biology Education Study Program that had been established since 1984. After IKIP Yogyakarta was changed to Universitas Negeri Yogyakarta (UNY), with a wider mandate, based on the Decree of the Director General of Higher Education No.240 / DIKTI / Kep / 1997 Biology Study Program was established under the auspices of Biology Education FMIPA UNY.

2. VISION AND MISSION OF BIOLOGY EDUCATION STUDY PROGRAM

a. VISION OF BIOLOGY EDUCATION STUDY PROGRAM

The vision of the Biology Education Study Program of UNY is that in 2025 the Biology Education Study Program becomes an international standard biology education institution in its ability to produce superior and innovative undergraduate biology education based on piety, independence, and intellectuality.

b. MISSION OF BIOLOGY EDUCATION STUDY PROGRAM

Some missions of Biology Education study program are as follows

- 1) Organizing undergraduate education in biology education based on piety, independence, intellectuality, and global insight.
- 2) Carrying out research and development of biology education and its application, especially in the development of learning resources based on local wisdom.
- 3) Organizing community service in the field of biological education.
- 4) Developing entrepreneurship in the field of biology education.

5) Realizing the governance of study programs that are accountable, credible, and transparent.

3. OBJECTIVES OF BIOLOGY EDUCATION STUDY PROGRAM

Some objectives of Biology Education Study Program are as follows

- a. Having competency as a superior, creative and innovative Senior High School biology teacher / educator candidate while upholding the values of piety, independence, and intellectuality.
- b. Able to conduct research that can contribute for solving biological education problems especially through the development of learning resources based on local wisdom.
- c. Having insight and competence in entrepreneurship both independently or together with others in the field of biology or biological education which are able to contribute to the surrounding community in an accountable, credible, and transparent manner.

4. PROGRAM LEARNING OUTCOME (PLO) OF BIOLOGY EDUCATION STUDY PROGRAM

Program Learning Outcome (PLO) of Biology Education Study Program are

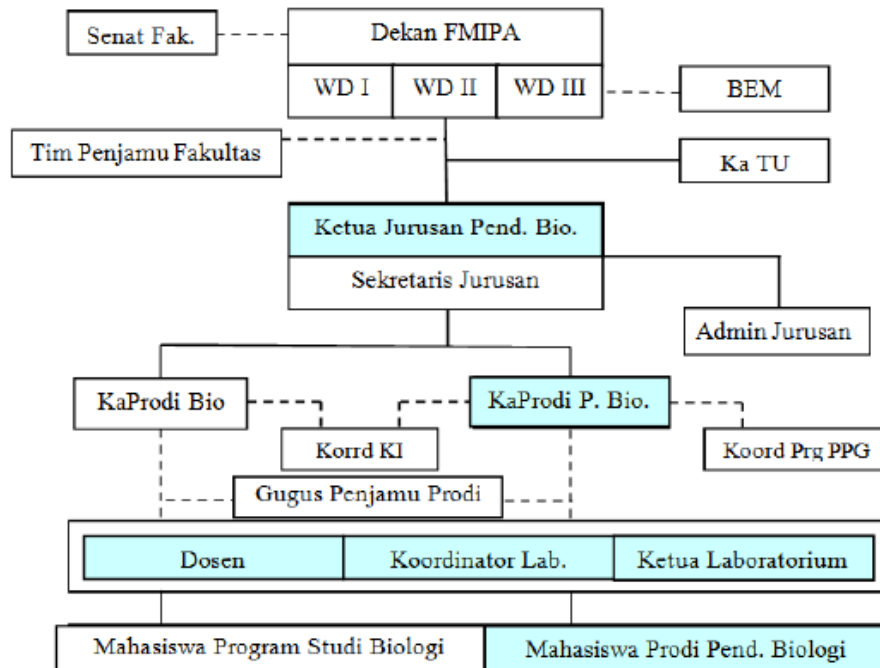
- a. Obeying God Almighty and uphold the value of humanity in carrying out the task.
- b. Having an attitude of life as a nation and state society, having nationalism based on Pancasila.
- c. Showing responsible, independent, scientific attitude, entrepreneurial attitude, leadership, adaptation in carrying out tasks.
- d. Mastering basic biology and other knowledge relevant to mathematics and natural knowledge.
- e. Understanding the principles of TPACK (technological pedagogical and content knowledge) in learning biology.
- f. Mastering the use of information and communication technology in learning biology.
- g. Able to do laboratory work and field studies independently.
- h. Able to plan, implement, evaluate and follow up in teaching biology.
- i. Able to design, carry out research, and communicate research results in the field of biology education.

- j. Able to communicate and collaborate both in verbally and in writing well.
- k. Having managerial skills in a profession that is under his responsibility.
- l. Enhancing professional skills through training, work experience or continuing education.

5. ADDRESS

Biology Education Study Program
 Office of the Department of Biology Education
 FMIPA Dean Building, 3rd Floor
 Karangmalang Campus, Yogyakarta, 55281
 Email : pend-biologi@uny.ac.id
 Web : pend-biologi.fmipa.uny.ac.id

6. ORGANIZATIONAL STRUCURE



Organizational Structure of Biology Education Study Program

Head of Department	Suratsih, M.Si.
Secretary of the Department	Dr. Agung Wijaya S., M.Pd.
Head of Biology Education	Suratsih, M.Si.
Quality Assurance Group	Rizka Apriani dan Atik Kurniawati

Head of Biology Education Laboratory	Rio Christy Handziko, M.Pd.
Head of the Zoology Laboratory	Tri Harjana, M.P.
Head of the Botany Laboratory	Budiwati, M.Si.
Head of Ecology and Environmental Laboratory	Dr. Suhartini
Outdoor Learning	Sudarsono
Head of Biotechnology and Microbiology Laboratory	Dr. Heru Nurcahyo
Laboratory assistant	Pribadi Hidayat Supriyadi Tutiek Rahayu, S.E. Amilia, S.Si.

7. LECTURER PROFILE

NO	NAME OF LECTURER	EMAIL
1	Prof. Dr. Bambang Subali, MS	bambangsubali@uny.ac.id
2	Dr. Slamet Suyanto, M.Ed	slamet_suyanto@uny.ac.id
3	Dr. Paidi, M.Si	paidi@uny.ac.id
4	Suratsih, M.Si	suratsih2015@gmail.com
5	Dr. Agung Wijaya Subiantoro, S.Pd, M.Pd	agung_wijaya@uny.ac.id
6	Dr. Drs. Suyitno Aloysius, M.S	suyitno_al@uny.ac.id
7	Yuni Wibowo, M.Pd	yuni_wibowo@uny.ac.id
8	Atik Kurniawati, M.Pd	atik_kurniawati@uny.ac.id
9	Rio Christy Handziko, M.Pd	handziko@uny.ac.id
10	Yuliati, M.Kes	yuliati@uny.ac.id
11	Drs. Triatmanto, M.S	triatmanto@uny.ac.id
12	Ema Aprilisa, M.Pd	ema.aprilisa@uny.ac.id
13	Dr. Ir. Suhartini, M.S	Suhartini@uny.ac.id
14	Dra. Budiwati, M.Si	budiwati@uny.ac.id
15	Dr. ir. Astuti, MP	mp_astuti@yahoo.com
16	drh. Tri Harjana, MP	tri_harjana@uny.ac.id

17	Dr. Anggi Tias Pratama, S.Pd, M.Pd	anggitias@uny.ac.id
18	Rizqa Devi Anazifa, M.Pd	rizqa1992@uny.ac.id
19	Kintan Limiansi, M.Pd	kintan.limiansi@uny.ac.id
20	Yunita Fera Rahmawati, S.Pd, M.Sc	yunita.fr@uny.ac.id

B. SYSTEM OF ACADEMIC PROCESS

1. STUDENT REQUIREMENTS

The requirements to become a student of Biology Education Study Program in UNY are as follows:

- a. Admission of new students is coordinated by the UNY Admission Office.
- b. Admission of new students is conducted at the beginning of the academic year in the odd semester.
- c. Admission of new students from abroad is held every semester.
- d. To become a student UNY, someone must:
 - 1) Graduated and have a high school diploma certificate or equivalent for diploma and undergraduate students.
 - 2) Graduated and have a diploma certificate from a study program / institution that is accredited at least B for students of Continuing Study Program (PKS).
 - 3) Able to obey the rules in UNY to meet other specified requirements.
- e. Foreign citizens can become a student after fulfilling certain requirements and procedures established by the Rector's Decree.

2. RIGHTS AND OBLIGATIONS OF STUDENTS

Every student has the rights to:

- a. Obtain education and teaching in study programs in accordance with applicable requirements and regulations;
- b. Express opinions or ideas without disturbing other people's rights and public order.
- c. Obtain correct information about his academic achievements;

- d. Obtain the guidance of lecturers in conducting studies, research, community service, and writing scientific papers;
- e. Obtain legal assistance and protection in terms of obtaining threats and / or impaired their rights as students;
- f. Use the freedom of academic forum responsibly for the development of science, technology, and art (IPTEKS);
- g. Obtain good services in the academic, administrative, and student fields;
- h. Apply and get a scholarship for the progress of their studies in accordance with applicable terms and conditions;
- i. Utilize UNY facilities in order to facilitate academic activities;
- j. Receive an award from UNY for the achievements achieved in accordance with applicable regulations;
- k. Participate in student organizations that are not prohibited at UNY.

Every student has obligations to:

- a. Complete his/her study according to study load as well as with applicable academic provisions;
- b. Participate in lectures, practicum and complete assignments in accordance with the provisions agreed with the lecturer;
- c. Maintain the academic atmosphere on campus, uphold the alma mater and maintain dignity as well as the good reputation of the university;
- d. Maintain the neutrality of the university from practical political activities;
- e. Appreciate the progress of science, technology and art,
- f. Maintain facilities and infrastructure, cleanliness, order, and security on campus, as well as not abuse campus facilities for personal or group interests that have nothing to do with academic and student activities;
- g. Obey and understand the implementation of all academic regulations that apply at the university;
- h. Dress modestly, properly, politely and not contradicting with religious norms and morality;

- i. Place the vehicle on a predetermined place;
- j. Obey all the regulations contained on campus.
- k. Respect and do not violate the rights of others.

3. CURRICULUM OF BIOLOGY EDUCATION STUDY PROGRAM

The curriculum of the Biology Education Study Program consists of 144 credits which are grouped as follows:

- a. Classification of Compulsory and Elective Courses
 - 1) Compulsory Courses : 134 credits
 - 2) Elective Courses : 10 credits are selected from the 79 credits that are provided by clumps of specialization
- b. Classification of Subjects by Competency Element and Type

Element of Competency		Type of Competency (Number of credits)			Number of credits
		Compulsory	Elective	Other	
1.	Personality Development Courses (MPK)	15			15
2.	Science and Skills Subjects (MKK)	82			82
3.	Creative Work Courses (MKB)	18	10		28
4.	Work Behavior Course (MPB)	13			13
5.	Social Life Subjects (MBB)	6			6
	Total	134	10		144

- c. Classification of courses according to position and its code:

No	Subject Position	Code	Number of credits
1.	General University level courses	MKU	20
2.	University Education Level Courses	MDK, PPL	11
3.	Faculty Identifier Course	AMF	2

4.	Courses at the Department of Biology (Common Ground)	BIO	37
5.	Courses of Study Program level		
	a. Compulsory Subjects	BIP	64
	b. Elective Subjects	BIO, BIP	10
Total			144

4. COURSE DISTRIBUTION PER SEMESTER

SEMESTER I

No	Code	Course Title	Details of credits			
			T	P	L	J
1	MKU 6301	Islamic Education ¹⁾	3			3
	MKU 6302	Catholic Religious Education ¹⁾	3			3
	MKU 6303	Christian Religious Education ¹⁾	3			3
	MKU 6304	Buddhist Education ¹⁾	3			3
	MKU 6305	Hindu Religious Education ¹⁾	3			3
	MKU 6306	Confucius Religious Education ¹⁾	3			3
2	MKU 6207	Citizenship Education	2			2
3	MKU 6210	Statistics	2			2
4	MKU 6211	English	2			2
5	MDK 6201	Education science	2			2
6	BIO 6201	Basic Biology	2			2
7	BIO 6102	Basic Biological Practicum		1		1
8	BIO 6203	General Chemistry	2			2
9	BIO 6104	General Chemistry Practicum		1		1
10	BIO 6207	Basic mathematic	2			2
Total						19

¹⁾ Choose according to your religion

SEMESTER II

No	Code	Courses	Credit Detail			
			T	P	L	J
1.	MKU 6208	Pancasila	2			2
2.	MKU 6214	Socio Cultural Education	2			2
3.	MDK 6203	Education Management	2			2
4.	BIO 6205	General Physics	2			2
5.	BIO 6106	General Physics Practicum		1		1
6.	BIO 6208	Biochemistry	2			2
7.	BIO 6109	Biochemistry Practicum		1		1
8.	BIP 6206	Plan Variety	2			2
9.	BIP 6107	Plant Variety Practicum		1		1
10.	BIP 6210	Plant Function Structure	2			2
11.	BIP 6211	Plant Function Structure Practicum		2		2
12.	BIP 6130	Laboratory Technique Practicum		1		1
Total						20

SEMESTER III

No	Code	Course Title	Credit Details			
			T	P	L	J
1.	MDK 6202	Education Psychology	2			2
2.	AMF 6201	Concept and Studies on Mathematics and Natural Sciences	2			2
3.	BIP 6201	Curriculum and Biology Learning	2			2
4.	BIO 6214	Ecology	2			2
5.	BIO 6115	Ecology Practicum		1		1
6.	BIP 6208	Animal Variety	2			2

7.	BIP 6109	Animal Variety Practicum		1		1
8.	BIP 6212	Animal Structure Function	2			2
9.	BIP 6213	Animal Structure Function Practicum		2		2
10.	BIP 6223	Biology Education ²⁾	2			2
11.	BIP 6263	English for Biology ⁴⁾	2			2
Jumlah						20

²⁾ Integrated with Educational Internship I

SEMESTER IV

No	Code	Course Title	Credit Details			
			T	P	L	J
1	MDK 6204	Socio and Anthropology Education	2			2
2	BIP 6302	Biology Learning Strategy	3			3
3	BIP 6203	Biology Learning and Information Technology Media Practicum		2		2
4	BIO 6216	Environmental Science	2			2
5	BIO 6117	Environmental Science Practicum		1		1
6	BIP 6222	Laboratory Management	2			2
7	BIO 6220	Genetics	2			2
8	BIO 6121	Genetics Practicum		1		1
9	BIO 6227	Biometry	2			2
10	BIO 6128	Biometry Practicum		1		1
11	MKU 6209	Indonesian Language	2			2
Total						20

³⁾ specifically as an enrichment program for international classes

4) SEMESTER V

No	Code	Course Title	Credit Details			
			T	P	L	J
1.	BIP 6204	Biology Learning Assessment	2			2

2.	BIP 6105	Biology Learning Assessment Pract.		1		1
3.	BIO 6225	Biology Research Methodology	2			2
4.	BIO 6126	Biology Research Methodology Pract.		1		1
5.	BIP 6214	Reproduction and Embryology	2			2
6.	BIP 6215	Reproduction and Embryology Pract.		2		2
7.	BIP 6318	Human Biology	3			3
8.	BIP 6119	Human Biology Practicum		1		1
9.	BIO 6210	Cell and Molecular Biology	2			2
10.	BIO 6111	Cell and Molecular Biology Pract.		1		1
11.	BIP 6227	Microtechnics Practicum		2		2
12.	BIP 6264	English for Biology Education ⁴⁾ (Compulsory Subject)				2
Total						21

⁴⁾ especially as an enrichment program for international class

SEMESTER VI

No	Kode	Mata kuliah	Rincian sks			
			T	P	L	J
1	BIP 6216	Microbial Diversity	2			2
2	BIP 6117	Microbial Diversity Practicum		1		1
3	BIP 6326	Biology Education Research Methodology	3			3
4	BIP 6228	Biology Education Seminar		2		2
5	BIP 6229	Micro Learning Practice ³⁾		2		2
6	BIO 6218	Marine Biology	2			2
7	BIO 6119	Marine Biology Practicum		1		1
8	BIO 6224	Organism Behavior	2			2
9	BIP 6220	Biotechnology	2			2

10	BIP 6121	Biotechnology Practicum		1		1
11		Elective Course				4
Total						22

³⁾ Integrated with Educational Internship II

⁴⁾ special for an enrichment program international class

SEMESTER VII

No	Code	Course Title	Credit Details			
			T	P	L	J
1	BIP 6131	Excursion Study		1		1
2	BIO 6222	Evolution	2			2
3	BIO 6123	Evolution Practice		1		1
4	MKU6212	Entrepreneurship	2			2
5	PPL 6301	Educational Internship III			3	3
6	MKU6313	Real Work Lecture			3	3
7		Elective Course				4
Total						16

⁴⁾ Special as an enrichment program for international class

SEMESTER VIII

No	Code	Course Title	Credit Detail			
			T	P	L	J
1	BIO 6633	Thesis Project		6		6
Total						6

Notes: Course description can be seen in module handbook of course which can be accessed through <http://pend-biologi.fmipa.uny.ac.id>.

5. COURSE IMPLEMENTATION

The lectures in Biology Education Study Program are conducted in two events, namely face-to-face lectures and lectures with E-learning. Lectures were conducted 16 times. At the first meeting, the lecturer will explain the lecture contract which includes lecture plans, reference books, learning strategies, and assessment systems. The next meeting, students take classes in accordance with the agreed plan, take the midterm and final semester exams.

a. Face-to-Face Lecture

The face-to-face lecture is directly carried out in the lecture hall or laboratory in FMIPA UNY. Every face-to-face meeting, students report the presence or presence of lectures that are inputted by the lecturer. Presence for face-to-face lectures is conducted online (in a network) through <http://presensikuliah.uny.ac.id>.

b. Lecture with E-Learning

Online lectures (in network) in Biology Education Study Program of UNY are conducted through the website of <http://besmart.uny.ac.id>. Through this site, lecturers can compile online lecturing activities such as face-to-face meetings complete with material, assignments, and quizzes.

The lecture is carried out with the following conditions:

- a. Lectures are carried out with the Semester Credit System.
- b. The unit of study that must be taken by students is stated in semester credit units.
- c. The types of semesters available in UNY consist of:
 - 1) The odd semester which held from September to January of the following year.
 - 2) The even semester which is held from February to August of the current year.
 - 3) The semester which its implementation between July to August of the current year is running.
- d. The number of face-to-face lectures is 16 (sixteen) times per semester.
- e. Lectures can be done with blended learning or full e-learning models.
- f. E-learning in blended learning is held in maximum of four meetings.

- g. Full e-learning model lectures are held with the universities that have established cooperation.
- h. Students who take part in an achievement improvement program can be served with e-learning learning.
- i. Students must attend lectures in every course in one semester at least 75% (seventy-five percent) of face-to-face meetings.
- j. Student absences due to illness or carrying out tasks accompanied by a statement or permit that can be accounted for, are counted in attendance.
- k. Students who do not meet the attendance of 75% (seventy-five percent) are not allowed to take the final exam, and the student concerned is given an E.

6. REGISTRATION AND PAYMENT

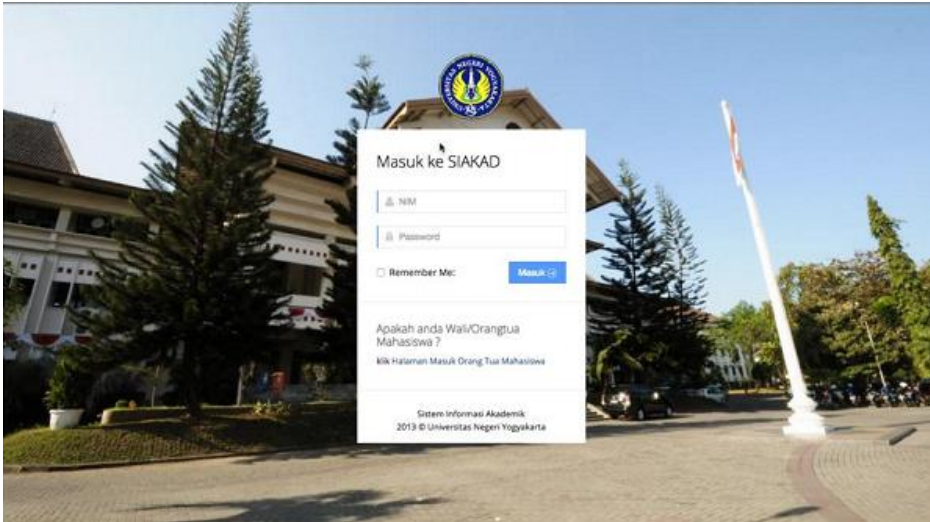
The following are the procedures for the registration and payment

- a. Obtaining the Registration Code
- b. Fill in the form to get a Payment Code. Make sure SBMPTN Number, NISN, Date of Birth, and Name which with the data that was filled when registering SBMPTN.
- c. Make sure Study Program Choices are in accordance with the UTBK Exam group
- d. Click Submit to get the Payment Code, make payment according to the nominal and payment deadline
- e. After making a payment, a 6-digit PIN is obtained in the printed proof of payment.
- g. Make payments in Bank

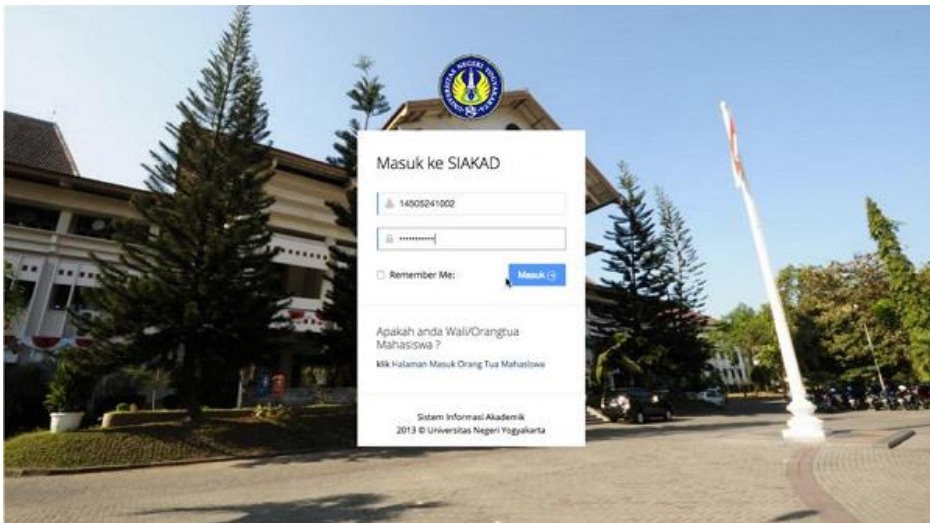
6. CREDIT FILLING INSTRUCTIONS

The following are the instructions for filling out the Credits:

- a. Open the website of siakad2013.uny.ac.id



b. Enter Students Number and Your Password



c. Choose the KRS Menu

- Home
- DHS
- Daftar Yudisium
- E-Layanan
- KHS
- KRS**
- Pendaftaran P.M.W
- Prestasi Mahasiswa

Dashboard Mahasiswa

Username : 14505241002
Nama : Alfin Barron
Email : alfin.barron@student.uny.ac.id
Program Studi : PEND. TEKNIK SIPIL & PERENCANAAN - S1
Kelas : A

Jadwal Ujian MKU Online (Ujian ini wajib diikuti)

KODE	NAMA MATAKULIAH	TANGGAL	JAM	PASSWORD	LOKASI
MKU5208	Pancasila	06 Juni 2016	15.30 - 17.30		limun

Jadwal ujian MKU bisa dilihat hari sabtu.

- d. Select the course by clicking the box in the left of the course code. The list of courses has included the lecturer, room, schedule, and the remaining quota.

The screenshot shows a student portal interface. On the left is a navigation menu with options: DKS, Daftar Indukom, E-Layanan, KRS, KRS (highlighted), Pendaftaran P.M.W, and Prestasi Mahasiswa. The main content area displays student information: NIM: 14505241002, Nama: ALFIN BARRON, Prodi: PEND. TEKNIK SIPIL & PERENCANAAN - S1, Kelas: A. Below this is a 'Matakuliah' section with a table of course offerings.

Pilih	Matakuliah					Pengampu					
	Kode	Nama	Semester	SKS	Rombel	Dosen	Ket	Ruang	Hari	Jam	Sisa Kuota
<input type="checkbox"/>	SPR6244	PERENCANAAN BANGUNAN II	5	2	A1	Retna Hidayah ST.,MT.,Ph.D.	Praktik	R. Gambar (RG 1), DATA RUANG GEDUNG JURUSAN PT. SIPIL size:20 (F.04.1.03.20)	Selasa	07:30:00 - 10:50:00	20
<input type="checkbox"/>	SPR6244	PERENCANAAN BANGUNAN II	5	2	A2	Ikhwanuddin ST.,MT.	Praktik	R. Gambar (RG 1), DATA RUANG GEDUNG JURUSAN PT. SIPIL size:20 (F.04.1.03.20)	Jumat	13:00:00 - 16:55:00	20
<input type="checkbox"/>	SPR6244	PERENCANAAN BANGUNAN II	5	2	B1	Retna Hidayah ST.,MT.,Ph.D.	Praktik	R. Gambar (RG 1), DATA RUANG GEDUNG	Kamis	10:50:00 - 14:40:00	20

- e. If there are sub-classes in the course that must be selected, a warning will appear as show below. Click OK .

The screenshot shows a warning dialog box overlaid on the course selection table. The dialog box contains the following text: 'Pada Rombel ini terdapat sub rombel, pilih salah satu sub rombel dengan cara klik inputan radio(bulat) di kolom rombel !! Pastikan anda sudah memilih salah satu sub rombel atau anda tidak dapat mengikuti perkuliahan pada sub rombel tersebut.' There is an 'OK' button at the bottom right of the dialog box. The background shows the same course selection table as in the previous screenshot, but it is dimmed.

- f. For the sub-class, it is allowed only to choose one.

						Mata Kuliah JURUSAN PT. SIPIL, size:20 [F.04.1.03.20]					
<input type="checkbox"/>	SPR6244	PERENCANAAN BANGUNAN II	5	2	C2	Ikhsanuddin ST.,MT.	Praktik	R. Gambar (RG 2), DATA RUANG GEDUNG JURUSAN PT. MESIN & OTOMOTIF, size:20 [F.07.1.03.34]	Rabu	10:50:00 - 14:40:00	20
<input checked="" type="checkbox"/>	SPR6247	PRAKTIK KERJA BETON	5	2	<input type="radio"/> A1.1	Dr. Drs. V. Liliq Hariyanto M.Pd.	Praktik	Bengkel Batu, DATA RUANG GEDUNG JURUSAN PT. SIPIL, size:20 [F.04.1.03.73]	Selasa	10:50:00 - 14:40:00	10
					<input checked="" type="radio"/> A1.2	Faqih Mafarifi S.Pd.T., M.Eng.	Praktik	Bengkel Batu, DATA RUANG GEDUNG JURUSAN PT. SIPIL, size:20 [F.04.1.03.73]	Selasa	10:50:00 - 14:40:00	10
<input type="checkbox"/>	SPR6247	PRAKTIK KERJA BETON	5	2	<input type="radio"/> A2.1	Dr. Drs. V. Liliq Hariyanto M.Pd.	Praktik	Bengkel Batu, DATA RUANG GEDUNG JURUSAN PT. SIPIL, size:20 [F.04.1.03.73]	Senin	07:30:00 - 10:50:00	10

g. Click 'simpan' to save the chosen courses.

						[F.04.1.01.59]					
<input type="checkbox"/>	SPR6243	UTILITAS BANGUNAN	5	2	B	Ir. Sumardjito MT.	Teori	R. Kuliah/Micro (RB 5), DATA RUANG GEDUNG JURUSAN PT. SIPIL, size:40 [F.04.1.03.56]	Rabu	15:15:00 - 16:55:00	40
<input type="checkbox"/>	SPR6243	UTILITAS BANGUNAN	5	2	C	Dis. Sumarjo H MT.	Teori	R. Kuliah (RB 4), DATA RUANG GEDUNG JURUSAN PT. SIPIL, size:40 [F.04.1.01.57]	Rabu	10:50:00 - 13:00:00	40
<input checked="" type="checkbox"/>	SPR6243	UTILITAS BANGUNAN	5	2	A	Ir. Sumardjito MT.	Teori	R. Kuliah (RB 3), DATA RUANG GEDUNG JURUSAN PT. SIPIL, size:40 [F.04.1.01.58]	Selasa	07:30:00 - 09:10:00	40

Pilih matakuliah tingkat semester

h. If there are several courses that have the same schedule, the system will save the top course position, and the courses that have the same schedule will be automatically canceled. You can choose another class or cancel a saved course to avoid a courses with the same schedule.

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Prestasi Mahasiswa

KRS

NIM : 14505241002
Nama : ALFIN BARRON
Prodi : PEND. TEKNIK SIPIL & PERENCANAAN - S1
Kelas : A

Kartu Rencana Studi

Beberapa pengambilan kelas penawaran gagal disimpan. Dibekalkan jadwal yang berberturutan.

No	Kode Matakuliah	Nama matakuliah	Semester	SKS	Rombel	Dosen	Ket	Jadwal
1	KTR6202	STRATEGI PEMBELAJARAN KEJURUAN	5	2	B	Drs. Sutarto M.Sc.,Ph.D.	Teori	R. Kuliah (RB 2), DATA RUANG GEDUNG JURUSAN PT. SIPIL, size:40 (F.04.1.01.50) Jumat 07:30:00 - 09:10:00
2	SPR6264	PERENCANAAN BANGUNAN II	5	2	A1	Retna Hidayah ST.,MT.,Ph.D.	Praktik	R. Gambar (RG 1), DATA RUANG GEDUNG JURUSAN PT. SIPIL, size:20 (F.04.1.03.20) Selasa 07:30:00 - 10:50:00

Jumlah 4 sks

Tambah KRS Kurang KRS Cetak KRS

- i. To add a course, click “Tambah KRS”. To cancel a course, click “Kurang KRS”

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Prestasi Mahasiswa

KRS

NIM : 14505241002
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Kartu Rencana Studi

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No	Kode Matakuliah	Nama matakuliah	Semester	SKS	Rombel	Dosen	Ket	Jadwal
1	KTR6202	STRATEGI PEMBELAJARAN KEJURUAN	5	2	B	Drs. Sutarto M.Sc.,Ph.D.	Teori	R. Kuliah (RB 2), DATA RUANG GEDUNG JURUSAN PT. SIPIL, size:40 (F.04.1.01.50) Jumat 07:30:00 - 09:10:00
2	SPR6264	PERENCANAAN BANGUNAN II	5	2	A1	Retna Hidayah ST.,MT.,Ph.D.	Praktik	R. Gambar (RG 1), DATA RUANG GEDUNG JURUSAN PT. SIPIL, size:20 (F.04.1.03.20) Selasa 07:30:00 - 10:50:00

Jumlah 4 sks

Tambah KRS Kurang KRS Cetak KRS

- j. The addition of course is done in the same way as the previous step. Semester credit offers can be selected in the following form.

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Alfin Barron

<input checked="" type="checkbox"/>	SPR6243	UTILITAS BANGUNAN	5	2	B	Ir. Sumardjito MT.	Teori	R. Kuliah/Micro (RB 5), DATA RUANG GEDUNG JURUSAN PT. SIPIL size#0 (F.04.1.01.59)	Rabu	15:15:00 - 16:55:00
<input type="checkbox"/>	SPR6243	UTILITAS BANGUNAN	5	2	C	Drs. Sumarjo H.MT.	Teori	R. Kuliah (RB 4), DATA RUANG GEDUNG JURUSAN PT. SIPIL size#0 (F.04.1.01.57)	Rabu	10:50:00 - 13:00:00
<input type="checkbox"/>	SPR6243	UTILITAS BANGUNAN	5	2	A	Ir. Sumardjito MT.	Teori	R. Kuliah (RB 3), DATA RUANG GEDUNG JURUSAN PT. SIPIL size#0 (F.04.1.01.58)	Selasa	07:30:00 - 09:10:00

Pilih matakuliah tingkat semester 1 2 3 4 5 6 7

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k. After filling all the credits, please re-check to make sure no courses are missed.

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Prosedur Mahasiswa

KRS

NIM : 14505241002
Nama : ALFIN BARRON
Prodi : PEND. TEKNIK SIPIL & PERENCANAAN - S1
Kelas : A

Kartu Rencana Studi

No	Kode Matakuliah	Nama matakuliah	Semester	SKS	Rombel	Dosen	Ket	Jadwal
1	KTF6202	STRATEGI PEMBELAJARAN KEJURUAN	5	2	B	Drs. Sutarto M.Sc.,Ph.D.	Teori	R. Kuliah (RB 2), DATA RUANG GEDUNG JURUSAN PT. SIPIL size#0 (F.04.1.01.50) Jumat 07:30:00 - 09:10:00
2	SPR6244	PERENCANAAN BANGUNAN II	5	2	A1	Retna Hidayah ST.,MT.,Ph.D.	Praktik	R. Gambar (RG 1), DATA RUANG GEDUNG JURUSAN PT. SIPIL size#0 (F.04.1.03.20) Selasa 07:30:00 - 10:50:00
3	KTF6203	MEDIA PEMBELAJARAN DAN TEKNOLOGI INFORMASI	5	2	B1	Nur Hidayat S.Pd.T., M.Pd.	Praktik	Lab. Komputer A SIPIL, DATA RUANG GEDUNG JURUSAN PT. SIPIL size#0 (F.04.3.03.50) Rabu 07:30:00 - 10:50:00
4	SPR6243	UTILITAS BANGUNAN	5	2	B	Ir. Sumardjito MT.	Teori	R. Kuliah/Micro (RB 5), DATA RUANG GEDUNG

l. To Print KRS click Cetak KRS

Sistem Informasi Akademik Universitas Negeri Yogyakarta

Alfin Barron

Pendaftaran P.M.W

Prestasi Mahasiswa

No	Kode	Matakuliah	Nama matakuliah	Semester	SKS	Kombel	Dosen	Ket	Jadwal
1	KTF6202	STRATEGI PEMBELAJARAN KEJURUAN		5	2	B	Drs. Sutarto M.Sc.,Ph.D.	Teori	R. Kuliah (RB 2 L) DATA RUANG GEDUNG JURUSAN PT. SIPIL, size:40 [F.04.1.01.59] Jumat 07:30:00 - 09:10:00
2	SPR6244	PERENCANAAN BANGUNAN II		5	2	A1	Retna Hidayah ST.,MT.,Ph.D.	Praktik	R. Gambar (RG 1), DATA RUANG GEDUNG JURUSAN PT. SIPIL, size:20 [F.04.1.03.20] Selasa 07:30:00 - 10:50:00
3	KTF6203	MEDIA PEMBELAJARAN DAN TEKNOLOGI INFORMASI		5	2	B1	Nur Hidayat S.Pd.T., M.Pd.	Praktik	Lab. Komputer A SIPIL, DATA RUANG GEDUNG JURUSAN PT. SIPIL, size:20 [F.04.3.03.50] Rabu 07:30:00 - 10:50:00
4	SPR6243	UTILITAS BANGUNAN		5	2	B	Ir. Sumardjito MT.	Teori	R. Kuliah/Micro (RB 5 L) DATA RUANG GEDUNG JURUSAN PT. SIPIL, size:40 [F.04.1.03.56] Rabu 15:15:00 - 16:55:00

Jumlah # sks

Tambah KRS Kurang KRS Cetak KRS

m. From appeared window click Cetak KRS at the upper left

Sistem Informasi Akademik

siakad2013-dev.uny.ac.id/krs/cetak

cetak 1 / 2

Cetak KRS

Kartu Rencana Studi

NIM : 14505241002 Semester / TA : 1 / 2016
 Nama : ALFIN BARRON Prodi : PEND. TEKNIK SIPIL & PERENCANAAN - S1
 Angkatan : 2014 Pembimbing : Des. Sumarjo H.MT.

No	Kode	Nama matakuliah	SKS	Kelas /Kombel	Pengampu	Ket	Ruang	Hari	Jam
1	KTF6202	STRATEGI PEMBELAJARAN KEJURUAN	2	B	Drs. Sutarto M.Sc.,Ph.D.	Teori	R. Kuliah (RB 2 L), DATA RUANG GEDUNG JURUSAN PT. SIPIL, size:40 [F.04.1.01.59]	Jumat	07:30:00 - 09:10:00
2	SPR6244	PERENCANAAN BANGUNAN II	2	A1	Retna Hidayah ST.,MT.,Ph.D.	Praktik	R. Gambar (RG 1), DATA RUANG GEDUNG JURUSAN PT. SIPIL, size:20 [F.04.1.03.20]	Selasa	07:30:00 - 10:50:00
3	KTF6203	MEDIA PEMBELAJARAN DAN TEKNOLOGI INFORMASI	2	B1	Nur Hidayat S.Pd.T., M.Pd.	Praktik	Lab. Komputer A SIPIL, DATA RUANG GEDUNG	Rabu	07:30:00 - 10:50:00

n. To Print KRS press Ctrl-P or choose menu print from browser menu used.

KARTU RENCANA STUDI

NIM : 1402241002 Semester / TA : 1 / 2018
 Nama : ALFIN BARRON Prodi : PEND. TEKNIK SIPIL & PERENCANAAN - S1
 Angkatan : 2014 Pembimbing : Drs. Sumarjo H. MT.

No	Kode	Nama matakuliah	SKS	Kelas/Rombongan	Pengampu	Kat	Ruang	Hari	Jam
1	KTR202	STRATEGI PEMBELAJARAN KEJURUAN	2	B	Drs. Sumarjo H. Sc., Ph.D.	Teori	R. Kuliah (RB 2), DATA RUANG GEDUNG JURUSAN FT. SIPIL, size:40 (F.04.1.01.59)	Jumat	07:30:00 - 09:15:00
2	SPR6244	PERENCANAAN BANGUNAN II	2	A1	Ratna Hidayati ST, MT, Ph.D.	Praktik	R. Gambar (RG 1), DATA RUANG GEDUNG JURUSAN FT. SIPIL, size:20 (F.04.1.03.25)	Selasa	07:30:00 - 10:50:00
3	KTR6203	MEDIA PEMBELAJARAN DAN TEKNOLOGI INFORMASI	2	B1	Nuz Hidayat S. Ph.D., M.Pd.	Praktik	Lab. Komputer A SIPIL, DATA RUANG GEDUNG JURUSAN FT. SIPIL, size:20 (F.04.3.03.56)	Rabu	07:30:00 - 10:50:00
4	SPR6243	LITILIAS BANGUNAN	2	B	R. Sumarjo MT.	Teori	R. Kuliah/Mora (RB 3), DATA RUANG GEDUNG JURUSAN FT. SIPIL, size:40 (F.04.1.03.56)	Rabu	15:15:00 - 16:55:00
Jumlah SKS									

12 semester sebelumnya 1,79 SKS yang diinputkan 20

Mahasiswa,
ALFIN BARRON

Yogyakarta, 21/07/2018
Pembimbing Akademik
(HRB Belum diinputkan Dosen PA)
Drs. Sumarjo H. MT.
NIP. 195704141983031003

o. The example of dialog printed KRS.

Cetak

Total: 1 lembar kertas

Tujuan: HP LaserJet Profession..
HP LaserJet Series PCL 4..

Laman: Semua
 misal: 1-5, 8, 11-13

Salinan: 1

Tata letak:

Opsi: Sederhanakan laman
 Dua sisi

+ Setelan lain

Cetak menggunakan dialog sistem... (Ctrl+P)
Membuka PDF dalam Pratinjau

KARTU RENCANA STUDI

NIM : 1402241002 Semester / TA : 1 / 2018
 Nama : ALFIN BARRON Prodi : PEND. TEKNIK SIPIL & PERENCANAAN - S1
 Angkatan : 2014 Pembimbing : Drs. Sumarjo H. MT.

No	Kode	Nama matakuliah	SKS	Kelas/Rombongan	Pengampu	Kat	Ruang	Hari	Jam
1	KTR202	STRATEGI PEMBELAJARAN KEJURUAN	2	B	Drs. Sumarjo H. Sc., Ph.D.	Teori	R. Kuliah (RB 2), DATA RUANG GEDUNG JURUSAN FT. SIPIL, size:40 (F.04.1.01.59)	Jumat	07:30:00 - 09:15:00
2	SPR6244	PERENCANAAN BANGUNAN II	2	A1	Ratna Hidayati ST, MT, Ph.D.	Praktik	R. Gambar (RG 1), DATA RUANG GEDUNG JURUSAN FT. SIPIL, size:20 (F.04.1.03.25)	Selasa	07:30:00 - 10:50:00
3	KTR6203	MEDIA PEMBELAJARAN DAN TEKNOLOGI INFORMASI	2	B1	Nuz Hidayat S. Ph.D., M.Pd.	Praktik	Lab. Komputer A SIPIL, DATA RUANG GEDUNG JURUSAN FT. SIPIL, size:20 (F.04.3.03.56)	Rabu	07:30:00 - 10:50:00
4	SPR6243	LITILIAS BANGUNAN	2	B	R. Sumarjo MT.	Teori	R. Kuliah/Mora (RB 3), DATA RUANG GEDUNG JURUSAN FT. SIPIL, size:40 (F.04.1.03.56)	Rabu	15:15:00 - 16:55:00
Jumlah SKS									

12 semester sebelumnya 1,79 SKS yang diinputkan 20

Mahasiswa,
ALFIN BARRON

Yogyakarta, 21/07/2018
Pembimbing Akademik
(HRB Belum diinputkan Dosen PA)
Drs. Sumarjo H. MT.
NIP. 195704141983031003

7. CLASS TIME ALLOCATION

Time allocation used for a meeting per 1 (one) credit is

a. Learning in the form of lectures, review sessions, or tutorials.

- 1) 50 minutes of face to face learning process.
- 2) 60 minutes of structured learning task, and
- 3) 60 minutes of self-learning process.

b. Learning in the form of seminar and other similar forms consist of

- 1) Face to face meeting 100 (hundred) minutes, and
 - 2) Independent activity 70 (seventy) minutes.
- c. Learning in the form of practicum, studio practice, workshop practice and field practice are allocated 170 (one hundred seventy) minutes, including for writing a report and review session.
 - d. Learning in the form of research and community service are allocated 170 (one hundred seventy) minutes including for writing a proposal and a report.

Student can take short courses with the following conditions

- a. Repeat the course that has been taken.
- b. Take courses that have never been on the condition that they have a previous odd semester achievement index at least 3,00 (three point zero zero).
- c. Total credit that can be taken by students is maximum 7 (seven) credits.
- d. Pay according to the number of credits taken.
- e. Students are not taking a furlough on ongoing semester.

The requirements for conducting short semester are

- a. The courses that can be taken are theoretical courses offered by study program.
- b. Minimum number of participants are 20 (twenty) students per class except permission of the faculty/PPs concerned.
- c. Total face-to-face lectures are 16 (sixteen) meetings.
- d. Students must attend the lectures at least 75% (seventy five percent) of the total meetings held.
- e. Students are required to fill out the evaluation lectures for each courses they take on the website <http://emonev.lppmp.uny.ac.id/>
- f. Students who do not meet 75% (seventy five percent) attendance are not entitled to take the final exam, and the student is given an E.
- g. The activity of makeup class is included in the online lecture presence.

8. COMPLETION OF STUDY AND COLLEGE BREAK

- a. Deadline for Study Completion

- 1) The maximum duration of study completion for students batch 2014 and follows, is 12 (twelve) semesters for undergraduate programs.
- 2) The maximum duration of study completion for students of the year before 2014 is 14 semesters for undergraduate programs.
- 3) PKS is regulated separately in each faculty, with reference to the study load taken and determined by the Dean Decree.
- 4) If at the beginning of the semester in the last study period students potentially cannot complete the final thesis, the student is directed to the Non-thesis Final Project (Tugas Akhir Bukan Skripsi, or TABS).
- 5) Determination of students' inability to complete their studies is decided in a department or study program meeting.
- 6) Students who cannot complete their studies within the specified time limit are considered resigned and issued a Certificate of Ever Studying in UNY.

b. Final Project

- 1) Diploma program students must complete the final project in the form of a Final Project.
- 2) Undergraduate students are required to complete a final project in the form of a Final Thesis (Tugas Akhir Skripsi, or TAS), a Final Art Work specifically for FBS student art study program (Tugas Akhir Karya Seni, or TAKS), or a Non-thesis Final Project (TABS).
- 3) Undergraduate students can take final assignments if they have completed at least 110 (one hundred and ten) credits with a GPA of at least 2,50 (two point five zero).
- 4) Students can take the final examination if:
 - a) Registered as an active student in the semester concerned.
 - b) Obtain a theory-free certificate from the faculty education sub-section.
- 5) A free theory statement is issued if the final project has been approved by the supervisor to be tested.
- 6) Have a minimum proTEFL score required.

c. College Break

College break is not counted as a period of study and students are not required to pay tuition fees.

- a. The permit requirements of college break for students are set as follows:
 - 1) Have studied at least one semester, with at least 10 (ten) credits, and the lowest achievement index 2,00 (two point zero zero)
 - 2) Not a scholarship awardee.
 - 3) Not to exceed the limit on the number of college break.
- b. The procedure for applying for college break is done online with the following stages.
 - 1) Students enter data into SIAKAD UNY on the college break service menu.
 - 2) The system sends copies of data contents in the form of e-mail to an academic advisor for approval.
 - 3) The system sends copies of data entries in the form of e-mail to the head of department / head of the study program, the Vice Dean 1 as the notification.
 - 4) The academic staff of UNY processes college break approval to the Rector.
 - 5) UNY's academic section sends e-mail containing college break letters that have been signed by Rector to the proposing student with a copy to the academic advisor, Head of Department / Head of Study Program.
- c. Students who don not register will be processed by their college break automatically by the academic department and the system will send a notification to the student concerned with a copy to the academic advisor, Head of Department / Head of Study Program, and Vice Dean 1.
- d. Automatic college leave is given at most 2 (two) times as long as the student concerned still has college break rights.
- e. If there are reasons that can be accounted for, students who have already re-registered can apply for leave of study and cancel their study plans in the current semester without refunding the tuition fees that have been paid.
- f. The allowable duration of college break is 4 (four) semesters.
- g. Application for permission to take a leave of absence can be submitted every semester
- h. Successive college break is only allowed a maximum of 2 (two) semesters.

- i. In the case after a student leaves college for two semesters in a row and does not register in the following semester, the semester is counted as a period of study.
- j. If the student referred to in point 9 will re-enroll, the student is required to pay the tuition fees of the previous semester and the semester will be taken.
- k. Students who have left college for two consecutive semesters and have not registered in the following two consecutive semesters, are declared to resign as UNY students.

9. TRANSFER AND CREDIT TRANSFER

Students can transfer or transfer credit (recognition of courses taken by students outside UNY), transfer to study programs (transfer of students from one study program to another study program at UNY), and transfer of universities (transfer of students from UNY to other universities). Technical and provisions regarding credit transfer can be seen in the Rector Decree No.1 of 2019 concerning Academic Regulations.

10. COURSE DEVELOPMENT PROGRAM AND INTERNSHIP

- a. Course Development Program (Kuliah Kerja Nyata or KKN)

Course Development Program (KKN) is a compulsory subject listed in Universitas Negeri Yogyakarta Curriculum in 2014 and must be taken by all undergraduate students in Biology Education. Course Development Program is a form of lecture that is carried out directly into the community. The target community of KKN can be in the form of rural communities, urban communities, schools, industrial communities, or other community groups deemed worthy of being targeted by KKN. KKN is a process of student learning through various direct activities in the midst of the community, and students strive to become part of the community and are actively and creatively involved in the dynamics that occur in the community. Further information about KKN and complete guidance can be obtained through LPPM UNY (<http://lppm.uny.ac.id>).

- b. Education Internship (PLP)

PLP program is to develop educational student competencies as teacher candidates. The program developed in the implementation of PLP is focused on the school community. The school community includes the school's internal community (teachers, employees, students, and schools committees). The PLP Education Program is expected to provide a

learning experience for students. Educational PLP is held especially to improve students' ability in terms of teaching experience, broadening insight, training and developing teaching competencies needed their fields, increasing skills, independence, responsibility and ability to solving learning problems.

The objectives of PLP program are as follows:

- 1) Understand and comprehend the basic concepts, meanings, objectives, approaches, programs, implementation, monitoring and evaluation of PLP.
- 2) Obtain information about the situation, conditions, potential, and problems in the school that will be used as the location of the PLP program. Implementation, monitoring and evaluation of PLP.
- 3) Having knowledge of etiquette knowledge of life at school.
- 4) Having insight into the management and development of educational institutions.
- 5) Having the knowledge and practical skills to be able to carry out the program and its tasks in school.
- 6) Having the knowledge to be able to behave and work in groups interdisciplinary and cross-sectoral in order to complete tasks in schools.
- 7) Have the ability to use time efficiently when implementing PLP program.

11. EVALUATION OF STUDY SUCCESS

a. Lecture Bills and Assignments

The provisions for invoicing and completing lecture assignments are governed by the following conditions:

- 1) Bill is a form of assignment and exam that aims to measure the mastery of student competencies.
- 2) Type of invoice consists of theory course exam, exam and/ or report of practicum, exam and/ or report of practical course, exam and/ or seminar course assignment, exhibition/ performance assignment exam, report and field activity test, comprehensive exams, and final assignment exams, as well as other assigned assignments.

- 3) The type of theory course exam is in the form of assessment in each sub-competency and final semester examination (UAS).
- 4) The final examination (UAS) is held once at the end of semester accordance with the academic calendar.
- 5) The implementation of the semester exam is held is held by the faculty.
- 6) Lecturers are required to conduct a remedial program for students who have not reached the competency mastery criteria during the lecture.
- 7) Further provisions regarding remedial administration are stipulated by Rector's Regulation.

b. How to Assess and Determine the Final Score

The method for evaluating and determining the final score is carried out in the following conditions.

- 1) Determination of a student's academic abilities includes knowledge, skills, and attitudes / characters that reflect student competencies.
- 2) The assessment of learning outcomes uses various approaches in accordance with the competencies students must master.
- 3) The final grade of a course uses a scale of 0 to 100 (zero to one hundred) with a graduation limit of 56 (fifty-six).
- 4) The final grade is converted into letters A, A-, B+, B, B-, C+, C, D, and E the standard of weights are determined as follows:
- 5) Value and Conversion Tables

Nilai Akhir	Konversi	
	Huruf	Bobot
86 – 100	A	4,00
81 – 85	A-	3,67
76 – 80	B+	3,33
71 – 75	B	3,00
66 – 70	B-	2,67
61 – 65	C+	2,33
56 – 60	C	2,00
41 – 55	D	1,00
0 – 40	E	0,00

- 6) Students who have not completed and submitted the assignment related to the courses concerned, are not given grades and are given a K.
- 7) K marks can be converted into their proper grades if the students have completed and submitted the assignments as referred to in paragraph (1), within a maximum period of one semester.
- 8) If within one semester the student cannot complete and submitted the assignment as referred to in paragraph (1), the student concerned is given a grade by the lecturer supporting the course, according to the achievement obtained.
- 9) Course scores are cumulative results from the participation component in lecture activities, assignment / reports, and test scores that reflects the mastery of student competencies.
- 10) The grading system for determining final grades uses the Benchmark Reference Assessment (Penilaian Acuan Patokan, or PAP).
- 11) Grades recognized for repeated courses are grades from courses listed in the last KRS.
- 12) Subjects that are allowed to be repeated are subjects with the highest grade B.

c. Achievement Index and Study Free

Provisions in determining the Achievement Index are determined by:

- 1) Calculation of semester achievement index (Indeks Prestasi, or IP) is determined by: the number of letter grades that have been transferred to the value of the number/ weight multiplied by the amount of credits in the course divided by the number of credits taken by the student concerned in a particular semester. Examples of IP calculations are as follows:

Example Table for Calculation of IP

No	Mata Kuliah	sks	Nilai		sks x bobot
			Huruf	Bobot	
1.	Pendidikan Biologi	4	A	4,00	4 X 4 = 16,00
2.	Biologi Umum	3	A-	3,67	3 X 3,67 = 11,01
3.	Metodologi Penelitian Pendidikan Biologi	4	B	3,00	4 X 3 = 12,00
4.	Bioteknologi	4	B+	3,33	4 X 3,33 = 13,32
5.	Biometri	2	B-	2,67	2 X 2,67 = 5,34
6.	Biokimia	2	C+	2,33	2 X 2,33 = 4,66
Jumlah:		19			= 62,33

$$IP = 62,33/19 = 3,28$$

- 2) The maximum study load that can be taken by students is determined by the previous semester' IP, with the provisions referred to in Table.

Table of Maximum Study Load Taking Provisions

Indeks Prestasi (semester)	Beban Studi Maksimal (sks)
Lebih dari 3,00	24
2,50 – 3,00	22
2,00 – 2,49	20
Kurang dari 2,00	18

d. Remedial Program

The remedial program is carried out with the following conditions.

- 1) Remedial program is given to students who have not meet the criteria for achieving a course competencies
- 2) The implementation of the remedial program is regulated separately in the Remedial Program Guide.

12. ACADEMIC GUIDANCE

Academic guidance is carried out with the following conditions.

- a. Students must ask for consideration and Academic Advisor (Pembimbing Akademik, or PA) approval before filling out KRS online, related to the course and the number of credits.

- b. Academic advisors give online approval regarding the number of credits taken by the students for the semester undertaken based on the IP achieved in the previous semester.
- c. Specifically for first semester students, Academic Advisors give online approval for students to take all courses offered in semester I.
- d. Students can cancel courses taken in the current semester no later than the 8th week (eight) counted from the first week of lecture with the approval of the Academic Advisor.
- e. Students can add at most one course in the current semester no later than the 3rd (three) week counted from the first week of lecture provided that they do not exceed the maximum study load allowed in one semester.
- f. Students are permitted and declared valid to take lectures and examinations if the courses are listed in the KRS at SIAKAD.

13. YUDISIUM

The implementation of yudisium is governed by the following conditions:

- a. Students must follow the entire yudisium process.
- b. The graduation date is set as the date of graduation of the student concerned.
- c. The graduation time is set by the faculty and is held once in a month.
- d. If students cannot take part in the judicial process in the specified month, they must follow it in the following period.
- e. Yudisium is declared by the Dean's Decree.

Requirements to follow the graduation are set as follows

- a. Has passed the final project.
- b. Free of charge of education bills.
- c. Free library loans.
- d. Submitted softcopy of final project manuscript to the central library and faculty / Postgraduate Program library.
- e. Loan free tools and materials.
- f. Free credit lending.

14. GRADUATION

Graduation is held with the circumstances as follow

- a. Graduation ceremony is held in accordance with the Academic Calendar.
- b. At the time of graduation, each graduate or graduate receives an original diploma and a Certificate of Companion Certificate (Surat Keterangan Pendamping Ijazah , or SKPI).

15. ACADEMIC SANCTIONS

Academic sanctions can be imposed on students. Types of violations committed by students can be:

- a. Late for registering.
- b. Does not meet the number of attendance lectures.
- c. Cheating and / or forgery in the process of academic activities.
- d. Do plagiarism.

Academic sanctions can be imposed on students who commit violations as referred to in the form of:

- a. Verbal rebuke.
- b. Written warning.
- c. Not allowed to take the final semester exam.
- d. Canceled the final grade that has been obtained from the course in question.
- e. Not allowed to attend lectures for a certain time.
- f. Did not get academic services within a certain period.
- g. It is stated that he resigned as a student of UNY.
- h. Revoked diplomas that have been received.

The Implementation of Academic Sanctions

Authorized to impose academic sanctions on students is the head of the study program, department heads, faculty officials and university leaders according to the type of violation.

C. STUDENTS' ACTIVITY

Biology Education Study Program facilitates students' interests and talents by organizing various kinds of students' activities which are included in extracurricular activities, namely

1. Biology Student Association (HIMABIO)
2. *Forum Study Biology Club* (Fosbic)
3. *Scientific writing workshop*
4. Basket Club
5. Football Club
6. Music Club
7. Biolitic (*Biology and Journalistic*)
8. *Forum Leadership Biology* (FLB)
9. Social Acts
10. Biology Health Fair
11. Biometer (*Biology Meet and Greet*)
12. Student organization visit
13. Buletin Simbiose

Beside extracurricular activities, Biology Education study program also facilitates soft-skill building through Initial Organization Training (*Training Awal Organisasi* or TAO), *Excellent Public Sepaking* (EPS), *Achievement Motivation Training* (AMT) that is held by Biology Student Association (HIMABIO).

D. FACILITY

Some facilities that are provided to support Biology Education students' activity are

1. Classroom

Classrooms are equipped with the facilities such as comfortable chairs that is used enough for all students, computer, projector, and LCD to support the learning.

2. Laboratory

Biology Education study program has many laboratories to support the learning and the development of science of Biology Education, such as ecology laboratory, biology education laboratory, zoology laboratory, botanical laboratory, basic science biology laboratory, microscopy laboratory, microbiology laboratory, biotechnology laboratory, computer laboratory, research laboratory, tissue culture laboratory, green house, experiment pool, *animal house*, organic waste processing unit.



Picture of the activity in Tissue Culture Laboratory



Picture of the activity in Zoology Laboratory



Picture of the activity in Microscopy Laboratory

3. Library

Biology Education study program has a library with thousands textbooks, national journals collection, international journals collection, proceeding, and thesis. The library of Biology Education study program also connects with other libraries, such as UGM central library, library of Faculty Biology UGM, library of Sanata Dharma University, library of DIY Province, library of UPN, and library of Sangiran. On the other hand, lecturers and students can access online database like:

- a. <http://www.jstor.org>
- b. <http://e.library.uny.ac.id/proquest-pure.html>
- c. <http://e.library.uny.ac.id/proquest-summ.html>
- d. <http://web.b.ebscohost.com>
- e. <http://link.springer.com>
- f. <http://ieexplore.ieee.org>
- g. <http://infotrac.galegroup.com/itweb>
- h. <http://jogjalib.com>
- i. <http://epubs.siam.org/journals>
- j. <http://asmedigitalcollection.asme.org>

- k. <http://site.ebrary.com/lib/uny>
- l. <http://www.bsos.org>
- m. <http://www.ouguelp.ca/ib/>
- n. <http://biodeversity.ouguelp.ca>
- o. <http://id.portalgaruda.org/index.php?ref=home>
- p. <https://doaj.org/>
- q. <http://www.scimagojr.com/>
- r. <http://jeb.biologists.org>
- s. <http://www.mdpi.com>
- t. <http://journals.cambridge.org>

4. Biology Garden

Biology Garden has variety of plants, experiment pool, green house, animal house and waste processing unit.



Picture of the activity in Biology Garden



Picture of Organic Waste Processing Activity

5. Canteen
6. Mosque/Prayer room