	FACULTY OF AGRICULTURE GADJAH MADA UNIVERSITY		
	THE PROCEDURES WORK		
	LECTURERS' EVALUATION BY STUDENTS		
Document No. 5179/UN1/FPN/PP/TA.02.00/2023	The Expiration Date is June 2023	Revision 1	Page 1 of 3

1. Purpose :

1.1 The procedure is designed to provide guidelines for the Academic Representative, Academic Section, Students, Head of Study Program, and Lecturers.

2. Scope :

2.1 This procedure applies to all officials within the Faculty of Agriculture UGM, including the Vice Dean of Academic Dean, Academic Section, Students, Head of Study Program, and Lecturers.

2.2 Vice Dean of Academic, Academic Section, Students, Head of Study Program, and Lecturers

2.3 Lecturers Evaluation by Students is carried out regularly every third, eleventh, and sixteenth week.

3. Flowchart




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Document No. 5179/UN1/FPN/PP/TA.02.00/2023	The Expiration Date June 2023	Revision 1	Page 2 of 3
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No.	Details of Academic Leave Permit Activities	Vice Dean of Academic	Academic Section	Students	Head of Program Study	Lectures
1	Provide disposition to the Academic Section to distribute the Lecturer Evaluation by Students questionnaire to students online/website.					
2	Distribute Lecturers Evaluation by Students questionnaires to students online/website.					
3	Filling out the Lecturers Evaluation by Students questionnaire					
4	Creating a recapitulation of Lecturers' Evaluation by Students' results and giving it to the Head of Study Program					
5	Creating a follow-up plan					
6	Provide the follow-up plan to the Academic Section.					
7	Distribute follow-up plans to lecturers and students online/website.					

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Document No. 5179/UN1/FPN/PP/TA.02.00/2023	The Expiration Date June 2023	Revision 1	Page 3 of 3

4. Procedures :

4.1. Vice Dean of Academics

4.1.1. Provide disposition to Academic Section to distribute Lecturers Evaluation by Students questionnaires to students online/website.

4.2. Academic Section

4.2.1. Distribute Lecturers Evaluation by Students questionnaires to students online/website

4.2.2. Create a recapitulation of the Lecturers Evaluation by Students' results and provide it to the Head of Study Program

4.2.3. Distribute follow-up plans to lecturers and students on online/website

4.3. Students

4.3.1. Fill out the Lecturers Evaluation by Students questionnaire

4.3.2. Create a follow – up plans

4.4. Head of Study Program

4.4.1. Create a follow – up plans

4.4.2. Provide a follow-up plan to the Academic Section

4.5. Lecturers

4.5.1. Create a follow –up plans

5. Details of Procedure :

6. Achievement Criteria :

6.1. The recapitulated questionnaire scores increased in the eleventh and sixteenth weeks.

7. Forms and Related Attachments

7.1. Questionnaire link and recap of questionnaire results published online/website