

## Department of Management Course Assessment

### A. IPB Courses

The assessment of student success for each course is based on three (3) alternative assessment systems:

1. Using the Criterion-Referenced Assessment (PAP) system, which involves determining a passing threshold.
2. Using the Norm-Referenced Assessment (PAN) system, where a student's grade is compared to the grades of their group.
3. Using a combined system of PAP and PAN, where the passing threshold is determined first, and then the passing grades are compared relative to the group's grades.

The following are some applicable provisions:

- The performance grade for each course is the cumulative result of the components of structured assignments, practicals (for courses with practical components), the Midterm Exam (UTS), the Final Exam (UAS), and other tests.
- The exam grade for each course is expressed as an absolute score from 0 to 100.
- The final assessment of a course is expressed using Letter Grades (HM) and Grade Points (AM).

**Table. Criterion-Referenced (PAP) System and Letter Grades (HM) for Multilevel Course Final Assessment**

Grade	Total Final Grade for Undergraduate Courses	Grade Points	Passing Status	Remarks
<b>A</b>	$x \geq 80$	4.0	Passed	Excellent
<b>AB</b>	$75 \leq x < 80$	3.5	Passed	Very Good
<b>B</b>	$70 \leq x < 75$	3.0	Passed	Good
<b>BC</b>	$65 \leq x < 70$	2.5	Passed	Fairly Good
<b>C</b>	$55 \leq x < 65$	2.0	Passed	Fair
<b>D</b>	$45 \leq x < 55$	1.0	Passed	Conditional Past
<b>E</b>	$x < 45$	0.0	Fail	Fail

**4.** The grade list form can be accessed by the Study Program through the Academic Information System (Simak). The Study Program uploads grades via Simak no later than 2 (two) weeks after the UAS period ends.

**5.** If a student has not completed one of the grade components of a course for a valid reason, the student's course grade is marked as Incomplete (BL). The student is given the opportunity to complete the component no later than 7 (seven) days after the grade is announced with the approval of the course instructor.

- If this opportunity is not utilized, the BL grade will be replaced by a grade assigned by the instructor.
- If, by the deadline, there is no resolution regarding the BL status, the course grade will be determined by the Faculty/School leadership, taking into account the consideration of the course coordinator/Head of the Study Program responsible for the course.
- If by the time before the next semester's KRS A starts, the Faculty/School/Study Program has not provided a grade for the BL status, the system will assign a grade of E for diploma and undergraduate programs and a grade of D for postgraduate programs.

**7.** Instructors must announce exam grades no later than 2 (two) weeks after the respective course exam. Changes to grades already uploaded in Simak due to correction or calculation errors must be made no later than 2 (two) weeks after the grades are announced.

**8.** Students must check the correctness of exam grades with their instructor (if any) no later than 2 (two) days after the grade announcement.

**9.** If a student withdraws unlawfully from a course, the course will be graded E and calculated into the GPA at the end of the semester. A student is considered to have withdrawn unlawfully if they do not attend classes after enrolling in the course during re-registration. If a student withdraws unlawfully after attending the midterm exam (UTS), the course instructor has the right to assign a grade based on the student's midterm exam results.

**10.** All grades obtained are listed in the student's transcript for each semester. For courses repeated, a special mark will be given on the semester transcript.

**11.** In GPA calculations, if a course is repeated, the final grade considered is the best grade after the course is repeated.

## **B. Course Conversion from Outside IPB**

### **1. Recognition of External Courses**

Recognition of external courses may be granted to students who participate in student mobility activities (Student Exchange) at other universities, either domestically or internationally. Recognition is granted if the Course Learning Outcomes (CPMK) have not yet been achieved at IPB but can fulfill the Graduate Learning Outcomes (CPL).

### **2. Course Equivalency for External Courses**

Course equivalency for external courses may be granted to students who participate in student mobility activities (Student Exchange) at other universities, either domestically or internationally. Equivalency is granted if the Course Learning Outcomes (CPMK) are equivalent to courses offered at IPB.

## **C. Course Conversion from Multi-Activities**

The Enrichment Course from multi-activities is not only undertaken through lectures but also through activities such as competitions, summer courses, conferences/seminars, entrepreneurship, community service, extracurricular activities, internships, competency certification, leadership and organizational activities, and other activities that can be equated with credit hours and recognized as competency courses.

EC Multi-activities aim to provide multi-activity and multi-channel learning spaces within a framework of flexibility and personalized learning for students.

Multi-activities are various forms of learning activities such as practicals, studio practice, workshop practice, field practice, internships, research, design or development, military training, student exchange, entrepreneurship, community service, and/or other activities in accordance with Permendikbud No. 3 of 2020 on National Standards of Higher Education.

The Enrichment Course (EC) is a component in the 2020 Curriculum structure that includes various activities in the form of courses or activities that can be fulfilled by students through lectures or activities organized by academic units, other units, or partners outside the original study program.

Recognition is the process of acknowledging activities undertaken by students in the form of competency courses based on the relevance of learning outcomes.

Source: <https://panduan.ipb.ac.id/docs/tata-tertib-penyelenggaraan-akademik-multistrata/penilaian-hasil-belajar/penilaian-mata-kuliah/>