



**IPB UNIVERSITY  
FACULTY OF ECONOMICS AND MANAGEMENT  
DEPARTMENT OF ECONOMICS**

**STANDARD OPERATING PROCEDURE  
REMEDIAL EXAMINATION**

**NO. POB/FEM/ESP/14**

DESCRIPTION	Position Title	Signature	Date
Prepared by	Department ISO Coordinator		1 September 2016
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Approved by	Head of Department		1 September 2016

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## 1. Purpose

To serve as a guideline for the timely implementation of the Remedial Examination in the Department of Economics (D-IE), Faculty of Economics and Management (FEM), IPB University.

## 2. Scope

This Standard Operating Procedure (SOP) covers the procedures related to the administration of the Remedial Examination.

## 3. Definitions

- 3.1. Academic Evaluation Meeting refers to a meeting held to evaluate academic activities, including lectures, practicums, learning outcomes (grades), and other related academic matters.
- 3.2. Remedial Examination is an examination conducted by the course coordinator after the final grades of a course have been announced.
- 3.3. Examination Questions refer to the set of questions used to assess students' mastery of course materials.
- 3.4. Lecturer refers to a professional educator and scholar whose primary duties are to transform, develop, and disseminate science and technology through education, research, and community service.
- 3.5. Course Coordinator is the lecturer responsible for coordinating the implementation of a course, including managing the teaching team, preparing the syllabus, and organizing learning materials.
- 3.6. Education Committee refers to lecturers appointed to assist in administering educational activities in the Undergraduate Program in Economics.
- 3.7. Academic Administrative Staff are educational support personnel responsible for handling academic administrative services.
- 3.8. Student refers to a person formally enrolled in lectures and practicums who has completed the course registration process.
- 3.9. Final Examination (UAS) refers to the examination conducted at the end of each semester.
- 3.10. Midterm Examination (UTS) refers to the examination conducted in the middle of each semester.
- 3.11. SIMAK (Academic Management Information System) is the academic information system managed by the Directorate of Academic Administration, IPB University.

## 4. References

- 4.1. IPB University Undergraduate Program Handbook, 2015.

## 5. General Provisions

- 5.1. The Remedial Examination may be conducted for students who receive final grades of D or E after the Academic Evaluation Meeting.

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- 5.2. Assessment criteria are determined by the Course Coordinator based on the Course Contract agreed upon at the beginning of the semester.
- 5.3. The Remedial Examination is conducted according to the schedule determined by the Education Committee.
- 5.4. Students are permitted to take the Remedial Examination only if they have received a final grade of D or E.
- 5.5. The maximum grade achievable from the Remedial Examination is **C**.
- 5.6. The Remedial Examination must be held no later than one (1) week after the announcement of final grades.
- 5.7. The Remedial Examination must be supervised by at least one course lecturer and assisted by academic administrative staff.

## 6. Procedure

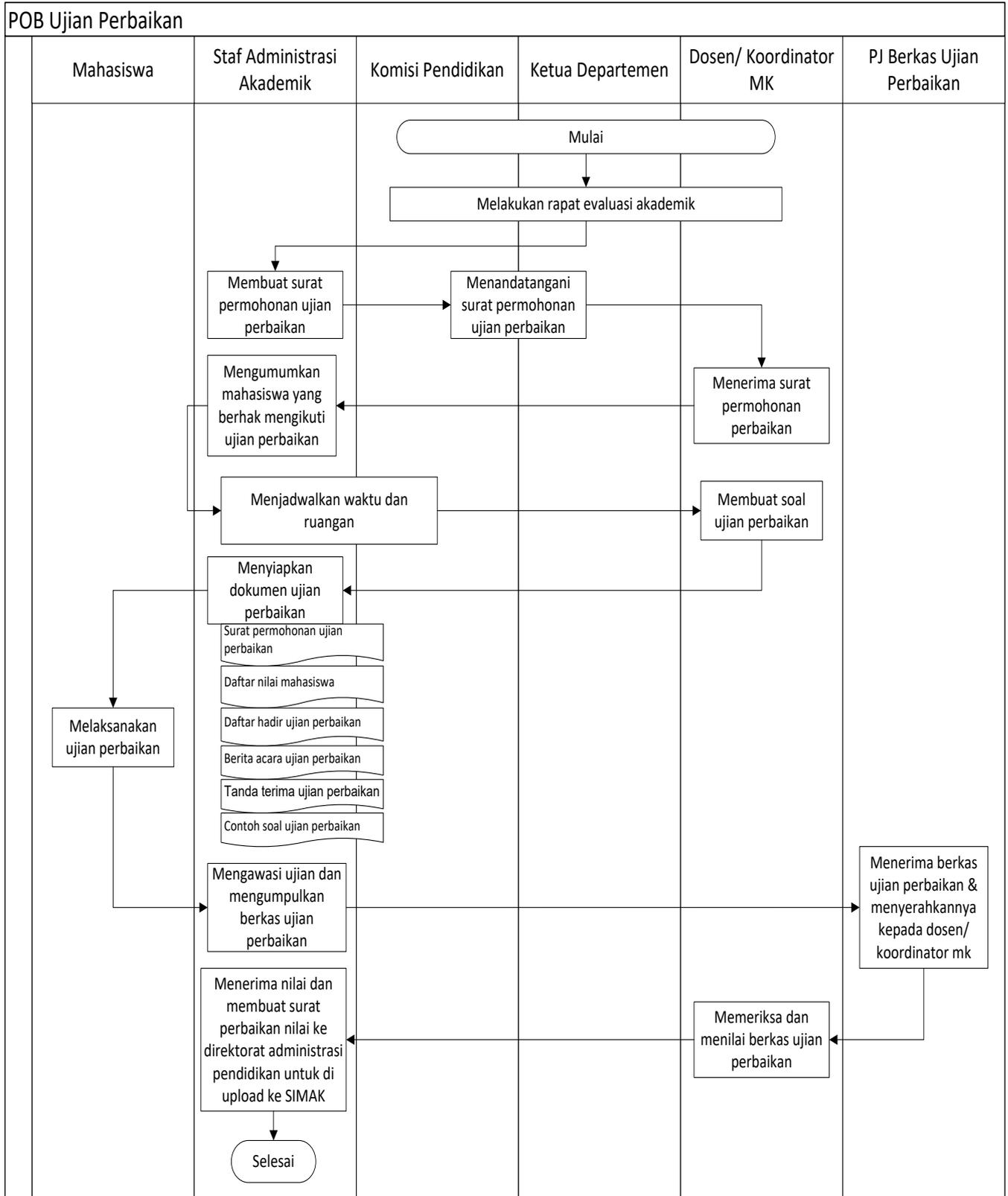
### 6.1. Detailed Procedure

- 6.1.1. The Head of Department, Course Coordinator, and Education Committee hold an Academic Evaluation Meeting. If D and E grades are identified and an agreement is reached to hold a Remedial Examination, the following steps are taken.
- 6.1.2. The Academic Administrative Staff prepares a Remedial Examination Request Letter addressed to the Course Coordinator, signed by the Head/Secretary of the Department and the Education Committee.
- 6.1.3. The Academic Administrative Staff announces the list of students eligible to take the Remedial Examination.
- 6.1.4. The Academic Administrative Staff schedules the Remedial Examination with the approval of the Education Committee and informs the students.
- 6.1.5. The course lecturer, with the knowledge of the Course Coordinator, prepares the examination questions and submits them to the Academic Administrative Staff no later than three (3) days before the scheduled examination.
- 6.1.6. The Academic Administrative Staff prepares the necessary facilities and documents (exam papers, attendance lists, exam minutes, and document receipt forms).
- 6.1.7. Students take the Remedial Examination under the supervision of the Academic Administrative Staff.
- 6.1.8. The Academic Administrative Staff submits the exam documents to the Remedial Examination Document Officer.
- 6.1.9. The Remedial Examination Document Officer delivers the documents to the course lecturer, who must submit the revised grades to the Academic Administrative Staff within three (3) days after the examination.
- 6.1.10. The Academic Administrative Staff issues a Grade Amendment Letter addressed to the Directorate of Academic Administration for processing and uploading to SIMAK.



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### 6.2. Flowchart of the Procedure



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## 7. List of Essential Documents

- 7.1. Letter of Request for Remedial Examination
- 7.2. Student Grade List
- 7.3. Minutes of Remedial Examination
- 7.4. Remedial Examination Attendance List
- 7.5. Remedial Examination Document Receipt Form
- 7.6. Sample of Remedial Examination Questions

## 8. Attachments

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## List of Essential Documents

### 7.1. Letter of Request for Remedial Examination



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN  
**INSTITUT PERTANIAN BOGOR**  
 FAKULTAS EKONOMI DAN MANAJEMEN  
**DEPARTEMEN ILMU EKONOMI**

Gedung Fakultas Ekonomi dan Manajemen Lantai II, Jl. Kamper - KAMPUS IPB DARMAGA Bogor 16680  
 Telp/Fax. +62 251 8626602 ; email : ilmu\_ekonomi@ipb.ac.id, Website : www.ekonomi.fem.ipb.ac.id

Nomor : 1186 . /IT3.8.4/KM/2015 06 Juli 2015  
 Hal : **Permohonan Ujian Perbaikan**  
**MK. Bank dan Lembaga Keuangan Lainnya (EKO226)**

Yth.  
 Dosen MK. Bank dan Lembaga Keuangan Lainnya (EKO226)  
 Departemen Ilmu Ekonomi  
 FEM IPB  
 Bogor

Sehubungan dengan nilai mahasiswa Departemen Ilmu Ekonomi pada mata kuliah Bank dan Lembaga Keuangan Lainnya (EKO226) yang mendapat nilai D dan E, dengan ini kami bermaksud untuk mengajukan permohonan ujian perbaikan bagi mahasiswa yang mendapatkan nilai tersebut (nama-nama mahasiswa tersebut terlampir).

Demikian permohonan ini kami sampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.

Mengetahui,  
 Komisi Pendidikan

  
 Dr. Ir. Yeti Lis Purnamadewi, M.Sc.Agr  
 NIP. 196410181991032002

a.n. Ketua  
 Sekretaris Departemen,

  
 Dr. Tanti Novianti, S.P., M.Si  
 NIP. 19721117 199802 2 005

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## 7.2 Student Grade List

### FORM PEMASUKAN NILAI MAHASISWA

Kode Mata Kuliah : EKO226  
 Nama Mata Kuliah : Bank dan Lembaga Keuangan Lainnya  
 Kelas Paralel : 1  
 Tahun Akademik : 2014/2015  
 Semester : GENAP – Reguler

No.	NIM	Nama	Huruf Mutu
1	H14130041	SYIFA RAHMADITA KUSWAN	E
2	H14130054	NABIEL MUHAMMAD NAWIR	D
3	H14130079	MOCHAMMAD FAJAR	D
4	H14130081	TETTA NURWINDA	D
5	H14130083	GHUFRANI MUHARAMI	D
6	H14130088	ATTIRA MASYITHA SEKAR KINANTY	D
7	H14130089	IRFAN FAJAR SATRIO	D
8	H14130095	FITRIA RAHMAWATI ALI	E

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### 7.3 Minutes of Remedial Examination

	<b>BERITA ACARA UJIAN PERBAIKAN UJIAN AKHIR (UAS) SEMESTER GENAP DEPARTEMEN ILMU EKONOMI IPB FAKULTAS EKONOMI DAN MANAJEMEN IPB TAHUN AKADEMIK 2014/2015</b>	
	Hari/Tanggal : Jumat/ 10 JULI 2015	
Mata Kuliah : Bank dan Lembaga Keuangan Lainnya		
Waktu Pelaksanaan : 08.00- 10.00		
Tempat : Ruang Seminar Lt 2 Dept. IE		
Dosen Koordinator : Dr. Sahara		
Semester : 4		
Jumlah peserta Mata Kuliah : 8 Mahasiswa		
Jumlah peserta MK yang hadir pada waktu ujian : ..... Mahasiswa		
Jumlah peserta MK yang tidak mengikuti ujian : ..... Mahasiswa		
1. Nama : NIM :		
2. Nama : NIM :		
3. Nama : NIM :		
4. Nama : NIM :		
5. Nama : NIM :		
Nama Pengawas	1. TTD :	
	2. TTD :	
	3. TTD :	
Catatan dan pelanggaran yang terjadi :		

Bogor,  
PJ Harian UAS,

( ..... )

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#### 7.4 Remedial Examination Attendance List

DAFTAR HADIR UJIAN PERBAIKAN			
MATA KULIAH BANK DAN LEMBAGA KEUANGAN LAINNYA			
Tanggal : 10 Juli 2015			
NO	NIM	NAMA	TTD
1	H14130041	SYIFA RAHMADITA KUSWAN	
2	H14130054	NABIEL MUHAMMAD NAWIR	
3	H14130079	MOCHAMMAD FAJAR	
4	H14130081	TETTA NURWINDA	
5	H14130083	GHUFRANI MUHARAMI	
6	H14130088	ATTIRA MASYITHA SEKAR KINANTY	
7	H14130089	IRFAN FAJAR SATRIO	
8	H14130095	FITRIA RAHMAWATI ALI	

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## 7.5 Remedial Examination Document Receipt Form

### TANDA TERIMA BERKAS UAS PERBAIKAN TA GENAP 2015-2016

N O	MK	JML	A.N MAHA SISWA	HARI/ TGL UAS	HARI/TGL /PUKUL UAS SUSULAN	PENERIMA BERKAS (KTU) & TGL	TTD KTU	PARAF DOSEN PENERIMA	NAMA DOSEN PENERIMA	TGL DITERIMA DOSEN PEMERIKSA

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## 7.6 Sample of Remedial Examination Questions

### UJIAN AKHIR SEMESTER

#### Ujian Perbaikan

#### BANK DAN LEMBAGA KEUANGAN LAINNYA

1. Pembangunan sektor jasa keuangan menjadi sangat penting untuk mendorong pertumbuhan ekonomi dan krisis di sektor jasa keuangan bisa memberikan efek domino terhadap pertumbuhan ekonomi
  - a. Jelaskan pernyataan tersebut dan berikan ilustrasinya.
  - b. Faktor-faktor apakah yang menyebabkan terjadinya krisis di sektor keuangan? Jelaskan
  
2. Sektor perbankan di Indonesia perlu mengelola liability dan asetnya secara baik.
  - a. Bagaimana saudara dapat menjelaskan keterkaitan keduanya?
  - b. Strategi apa yang harus dilakukan oleh perbankan di Indonesia untuk mengelola kedua hal tersebut? Jelaskan
  
3. Struktur sektor keuangan di Indonesia masih didominasi oleh perbankan yang hampir mencapai 75 persen dari total asset sektor keuangan di Indonesia. Sementara itu dalam konteks pembangunan di sektor keuangan dikenal istilah Financial Inclusion.
  - a. Apakah yang dimaksud dengan financial inclusion. Jelaskan dan berikan contoh-contohnya
  - b. Mengapa sektor *Non Banking Financial Institutions* di Indonesia relatif lambat perkembangannya dibandingkan dengan *Banking Sector*?. Jelaskan
  - c. Mengapa pemerintah perlu hati-hati dalam memberikan ijin berdirinya lembaga keuangan non Bank? Jelaskan dengan teori yang telah saudara pelajari.
  
4. Pengalaman krisis di Indonesia tahun 1998 menjadi pelajaran berharga di sektor jasa keuangan. Pada tahun 2004 berdiri Lembaga Penjamin Simpanan sebagai bagian dari sistem jasa keuangan di Indonesia.
  - a. Apakah yang dimaksudkan dengan *blanket guarantee*?. Bagaimana menurut saudara apabila LPS menerapkan sistem tersebut? Berikan penjelasan secara teoritis.
  - b. Penerapan premi dari sebuah Lembaga Penjamin Simpanan pada prinsipnya dikenal dengan *flat rate premium* dan *Risk Based Premium*. Berikan penjelasan keduanya serta kelebihan dan kekurangannya. Menurut saudara sistem mana yang lebih tepat diterapkan di Indonesia? Jelaskan
  
5. *Financial Literacy* di Indonesia berdasarkan data-data yang dipublikasikan masih relatif rendah. Sementara itu, *Financial Literacy* diyakini dapat meningkatkan tingkat kesejahteraan masyarakat.  
 Terhadap pernyataan tersebut diatas, (a) Setuju, (b) Tidak setuju, (c) ragu-ragu  
 Berikan alasan-alasannya beserta landasan teori dan contohnya.