



MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY QUALITY
HALU OLEO UNIVERSITY

FACULTY OF ECONOMICS AND BUSINESS
ASSURANCE AND INFORMATION SYSTEMS UNIT

Earth Green Campus Tridharma Anduonohu Jalan H. Eddy Agus Mokodompit
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Number

Kendari, 29 August 2023

Attachment : 1 (One) File
Subject: Delivery of Optimization
Lecture Preparation

Dear.

Heads of Departments/Prodi

Scope of the Faculty of Economics and Business

Halu Oleo University

in-

Kendari

Based on the Decree of the Chancellor of Halu Oleo University Number 804/UN29/2023 concerning the 2023/2024 Halu Oleo University Academic Calendar where it is stated that the start of the 2023/2024 Odd Semester lectures is September 4 2023. In order to strive for the implementation of the education quality assurance process in the implementation of lectures Within the scope of the Faculty of Economics and Business, Halu Oleo University, we ask the Head of the Department/Prodi to ensure that lectures are carried out according to the predetermined schedule and prepare supporting documents such as the Semester Learning Plan (RPS) which has been updated according to the assessment and OBE format, Contract Lectures, Attendance, Lecture Minutes and other necessary matters. Attached is the format of the Lecture Contract and Lecture Minutes.

This is the letter of submission for immediate action. Say thank you for your attention.

Head of the FEB UHO Quality Assurance

Unit Wa Ode Rachmasari Ariani, SE., M.Si

FORM 1

	MANAGEMENT MAJOR FACULTY OF ECONOMICS AND BUSINESS HALU OLEO UNIVERSITY BumiTridharma Anduonohu Green Campus, Jl. H.E.A. Mokodompit, Kendari 93232 http://feb.uho.ac.id	Code/No.: 005 SPMI- FEB-UHO
	COURSE CONTRACT Name of Course Management	Date:08-27-2022 Revision: 02 Page:1 of3

Course Name : Management
Course Code: BBZ61006.
Credit Expenses : 3 credits
Semester : Management
Majors : One (1)
Precondition :
Lecturer Team : 1.Prof. Dr. H. Samdin, SE., M.Sc.
2.Dr. La Ode Abdul Natsir, SE., M.Sc.
Number of Meetings: 16x
Meeting : 14 x
Lecture VIII : Midterm Examination (UTS)
Meeting XVI : Final Semester Examination (UAS)

To improve the quality of learning and quality of management major graduates, the team of lecturers and students participating in this course have agreed on the contents of the following course contract.

1. Lecture Planning

- a. The Lecturer Team prepares the RPS, and gives it to students participating in the course
- b. The Lecturer Team prepares lecture attendance
- c. The lecturer team prepares lecture materials and references that can be accessed by students
- d. The Lecturer Team prepares an Assignment Plan and conveys it to students
- e. The course lecturer team organizes lectures/learning based on lecture schedule determined by the Department with approval from the Faculty Leadership.

2. Implementation of Lectures

- a. The team of lecturers who teach courses carry out lecture activities in accordance with the RPS, on a schedule that has been determined in accordance with the academic calendar, with a minimum of 16 meetings (including mid-semester exams and final semester exams).
- b. The team of lecturers who teach courses provides student-centered-based lecture material Learning (SCL) as well as structured assignments and independent assignments based on Problem Based Learning (PBL) and Case Based Learning (CBL)
- c. The course lecturer team fills out and signs the attendance register
- d. The course lecturer team signs the lecture minutes



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QUALITY ASSURANCE AND INFORMATION SYSTEM

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- d. The course lecturer team signs the lecture minutes e. participating in the course sign the attendance register lectures student.
- f. Students arrive on time at the lecture venue, with a maximum tolerance of 10 minutes late, dress politely/neatly, and wear shoes. g. Students attend lectures in an orderly manner and play an active role throughout lecture, don't activate your cell phone, and don't disturb the smooth running of the lecture. h. Students must bring lecture materials in the form of printouts of the material provided by the Lecturer Team.
- i. The course lecturer team gives assignments to students in the form of problem solving cases at the analysis, evaluation and creation/creation levels j. If the lecture activities on the specified schedule do not meet the minimum number of meetings (14 times), then the course team of lecturers will carry out additional face-to-face lectures at the time agreed with the students participating in the course.

3. Lecture Evaluation

- a. The team of lecturers in charge of lectures designs structured assignments and independent assignments, prepares mid-semester exam questions and final semester exams based on the RPS.
- b. The course teaching team carries out mid-semester exams on a predetermined schedule after carrying out lectures at least 7 meetings and carries out final semester exams on a predetermined schedule after carrying out lectures at least 15 meetings.
- c. Students taking courses are entitled to take the final semester exam if they meet the minimum lecture attendance requirement of 80%. Students carrying out assignments from Departments, Faculties and Universities are exempt from the minimum requirement of 80%.
- d. The list of course participants who are entitled to take the final semester exam is announced in class during the last lecture a week before the final exam was held. e. If the exam is carried out in the form of a take-home test, then there is enough time to do the take-home test according to the student's size, and instructions for completing the assignment must be clearly conveyed by the Lecturer Team.
- f. The team of lecturers administering the course checks the students' work results, and returns or explains the test results to the students, as well as archiving the student work results data as material for consideration in the final assessment.
- g. The team of lecturers in charge of the course announces the provisional grades online a week after the final exam is held to give students the opportunity to improve their grades for those who get grades C, D, and T (deferred).

4. Exam Rules

- a. Students taking exams are not allowed to borrow stationery (including CX tips), or books or notes (in open book exams) from fellow participants. *kuliah*.
- b. Students who are late are allowed to take the exam, but are not given additional time to complete the exam.
- c. A supplementary exam will be given to students during the exam
The student concerned is unable to attend because he is carrying out duties assigned by the Study Program/Department, Fultasm, or University.
- d. If a student cheats during an exam, the answer sheet will be removed
The student concerned is not examined and is not given a grade.

Graduation Assessment Indicators for Students Participating in Courses

No	Evaluation	Percentage(%)	Information
1.	Participation	25	Minimum attendance 80% as a condition of following Jujian
2.	Project results	25	
	Task	5	
	Quiz	5	
3.	Midterm Exam (UTS)	20	
4.	Final Semester Examination (UAS)	20	


Thus this Tuition Contract is made *and* approved by the Lecturer
Lecture teacher with students participating in the course and used as a guide/reference in the
implementation of lectures in the Management Department.


Kendari, 05 September 2023

Lecturer in Charge of MK

Student

Head of the class


Prof. Dr. Samein, SE., M.Sc.
NIP. 196112311988031017


Muh. Fadhil Ramadhan. D
NIM. BIB123030

Knowing, Dean
of FEB UHO Head of
Study Program/Department

Dr. Juarsah, S.E., M.Si
NIP. 197504012005011001



ODD/EVEN SEMESTER FEB HALU OLEO UNIVERSITY STUDY
PROGRAM/MANAGEMENT DEPARTMENT

Subject	: Management
Class	: A
Place/Room	: A-5 Management 6
Lecturer	: 1. Prof. Dr. H. Samdin, SE., M.Sc. 2. Dr. La Ode Abdul Natsir, SE., M.Sc.

MANAGEMENT
FACULTY OF ECONOMICS AND
BUSINESS HALU OLEO UNIVERSITY
Academic Year 2023/2024

Meeting	Date	Time	Main Topics or Sub-Chapter Main Topics	Learning Methodology/ Strategy	Assignments/Quiz Awarded Projects	Number of Students Attending	Number of Students Who Don't Present	Signed Lecturer	Signed Student Representative/ Head of Class
1	09/14/93	0931-12.00	Basic Management of management organizations.	PPT	-	37	0		JKL
2	09/21/23	0931-1200		PPT	-	38	1		JKL
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Knowing, Head of
Study Program/Department

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