

REPORT
MONITORING AND EVALUATION OF SUPERVISION DURATION
AND FINAL PROJECT ASSESSMENT
BIOLOGY EDUCATION STUDY PROGRAM
ACADEMIC YEAR 2024/2025

QUALITY ASSURANCE SUB-UNIT
BIOLOGY EDUCATION STUDY PROGRAM
FACULTY OF MATHEMATICS EDUCATION, NATURAL SCIENCES,
AND INFORMATION TECHNOLOGY
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MONITORING AND EVALUATION OF SUPERVISION DURATION
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Report Preparation Team

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PREFACE

Praise be to God Almighty for His blessings and grace, so that the Monitoring and Evaluation Report on Supervision Duration and Final Project Assessment of the Biology Education Study Program, Faculty of Mathematics Education, Natural Sciences, and Information Technology, Universitas PGRI Semarang, Academic Year 2024/2025, can be properly completed.

This report was prepared as part of the implementation of the Internal Quality Assurance System in the Biology Education Study Program. This monitoring and evaluation activity aimed to identify the effectiveness of supervision duration, the regularity of the final project completion process, the clarity of administration, the timeliness of examination implementation, the timeliness of assessment, the completion of post-examination revisions, and the completeness of final project documents.

The survey was addressed to students who had completed their undergraduate thesis or final project and were at the graduation registration stage. Therefore, the respondents had experienced the entire final project completion process, starting from supervision, proposal seminar, research implementation, manuscript writing, final project examination, assessment, revision, and completion of final documents.

In 2025, 32 students of the Biology Education Study Program were recorded as active in the final project supervision process. Of this number, 28 students successfully completed their final projects and were at the graduation registration stage. Thus, the final project completion rate during this monitoring and evaluation period reached 87.50%. The survey data analyzed were responses from 32 students who met the criteria as valid respondents, namely students who had completed their final projects and were going to register for graduation. **The survey results showed that the average achievement of the supervision duration and final project assessment was 92.01%**, which was categorized as Very Good.

This achievement indicates that the supervision and final project assessment process has generally been carried out very well. Nevertheless, several aspects still need to be strengthened, especially the response time to student drafts, the duration of revision completion after the examination, the regularity of supervision, and the clarity of final project administrative procedures. This report is expected to serve as a basis for the study program, supervisors, and the Study Program Quality Assurance Sub-Unit to continuously improve the quality of final project completion services.

Semarang, September 2025

Quality Assurance Sub-Unit
Biology Education Study Program

1. Atip NurWahyunani, M.Pd.
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TABLE OF CONTENTS

PREFACE	iii
TABLE OF CONTENTS	v
A. INTRODUCTION	1
B. OBJECTIVES OF MONITORING AND EVALUATION	3
C. METHOD OF MONITORING AND EVALUATION	4
D. MONITORING AND EVALUATION INSTRUMENT	6
E. RESULTS OF MONITORING AND EVALUATION	9
F. ANALYSIS OF MONITORING AND EVALUATION RESULTS	13
G. FINDINGS	17
H. CONCLUSION	19
I. RECOMMENDATIONS	20
J. CLOSING	22
K. APPENDICES	23

A. INTRODUCTION

The final project is an important component in the completion of study for students of the Biology Education Study Program. Through the final project, students are expected to demonstrate scientific thinking skills, understand research problems, apply appropriate methodology, analyze data, write discussions, and produce scientific work in accordance with academic principles.

The completion of the final project is not only determined by students' abilities, but also by the supervision system, clarity of academic procedures, schedule accuracy, supervisors' responses to drafts, examination implementation, grade determination, and revision completion. Therefore, monitoring and evaluation of supervision duration and final project assessment are important parts of maintaining the quality of academic services in the study program.

The Biology Education Study Program conducted Monitoring and Evaluation of Supervision Duration and Final Project Assessment as part of the Internal Quality Assurance System. This activity aimed to obtain information on the experiences of students who had completed their final projects and were at the graduation registration stage. With these characteristics, respondents had experienced the final project process completely, so the assessment given could reflect the actual condition of final project completion.

This monitoring and evaluation activity differs from a general supervision satisfaction survey. This survey emphasizes aspects of duration, regularity, timeliness, clarity of procedures, assessment, revision, and completeness of final documents. Thus, the results of this monitoring and evaluation can be used to identify whether the final project completion process has been orderly, timely, well documented, and supportive of students' graduation registration process.

Final Project Monitoring and Evaluation (Monev) was conducted through four stages of data collection based on graduation periods in the 2024/2025 academic year. The data collection involved graduates from the 78th graduation period in September 2024 (58 graduates), the 79th graduation period in February 2025 (26 graduates), the 80th graduation period in May 2025 (13 graduates), and the 81st graduation period in September 2025 (43 graduates). Therefore, a total of 140 graduates of the Biology Education Study Program were included in the monitoring and evaluation process. The data obtained from these graduates were used as the basis for analyzing the implementation of final project supervision, including the duration of supervision and the assessment of undergraduate theses or final projects. The results of this monitoring and evaluation provide an overview of the effectiveness of the supervision process and serve as a basis for continuous improvement in the quality of final project management within the study program.

B. OBJECTIVES OF MONITORING AND EVALUATION

This monitoring and evaluation activity aimed to assess the effectiveness of the final project supervision and assessment process for students of the Biology Education Study Program in the Academic Year 2024/2025.

The evaluation covered several key aspects, including final project completion duration, regularity of the supervision process, number of documented supervision meetings, supervisors' response time to student drafts, clarity of revision guidance, and duration from proposal seminar to final project examination. These aspects were evaluated to ensure that the supervision process was conducted systematically, effectively, and in accordance with the expected academic timeline.

In addition, the monitoring and evaluation assessed the implementation of the final project examination process, including the timeliness of examination scheduling, clarity of administrative procedures, timeliness of examination implementation and assessment, duration of post-examination revision completion, and completeness of final project documents. These indicators were reviewed to ensure an efficient, transparent, and accountable final project management process.

The results of this monitoring and evaluation are expected to provide recommendations for improving the quality of supervision, optimizing the final project completion process, strengthening administrative services, and supporting students in completing their final projects on time.

C. METHOD OF MONITORING AND EVALUATION

Monitoring and evaluation were conducted using a survey method addressed to graduates of the Biology Education Study Program who had completed their final projects in the Academic Year 2024/2025. The monitoring process was carried out through four stages of data collection based on graduation periods, consisting of the 78th graduation period in September 2024 (58 graduates), the 79th graduation period in February 2025 (26 graduates), the 80th graduation period in May 2025 (13 graduates), and the 81st graduation period in September 2025 (43 graduates). Therefore, a total of 140 graduates who had completed their undergraduate theses or final projects were included as respondents in this monitoring and evaluation activity.

The respondents involved in this evaluation were graduates who had completed all stages of the final project process, including supervision, proposal seminar, final project examination, revision completion, and final document submission. The collected data were used to evaluate the effectiveness of the supervision process, completion duration, administrative procedures, and final project assessment implementation.

The instrument used was the Evaluation Rubric for Supervision Duration and Final Project Assessment. This rubric consisted of 12 indicators: final project completion duration, regularity of the supervision process, number of documented supervision meetings, supervisor response time to student drafts, clarity of revision guidance during supervision, duration from proposal seminar to final project examination, timeliness of final project examination scheduling, clarity of final project administrative procedures, timeliness of final project examination implementation, timeliness of final project assessment, duration of post-examination revision completion, and completeness of final project documents.

Each indicator was assessed using a rating scale from 1 to 5, where score 1 represented a very poor condition and score 5 represented a very good condition. The survey results were analyzed by calculating the actual score, maximum score, achievement percentage, and achievement category.

The maximum score for each indicator was calculated based on 140 respondents $\times$ 5 points, resulting in a maximum score of 700 for each indicator. The overall maximum score was calculated as 140 respondents $\times$ 12 indicators $\times$ 5 points, resulting in a total maximum score of 3,180. The achievement percentage was calculated using the following formula: Achievement Percentage = (Actual Score / Maximum Score) $\times$ 100%.

The achievement category was determined based on the percentage range. An achievement percentage of 85%–100% was categorized as Very Good, 70%–84% as Good, 55%–69% as Fair, 40%–54% as Poor, and less than 40% as Very Poor.

D. MONITORING AND EVALUATION INSTRUMENT

The monitoring and evaluation instrument used was the Evaluation Rubric for Supervision Duration and Final Project Assessment. This instrument was developed to assess the effectiveness of time and the regularity of the final project completion process.

This rubric used a scale from 1 to 5. Score 5 indicated that the process was very fast, very clear, very orderly, very complete, and highly in accordance with procedures. Score 4 indicated that the process ran well and was relatively timely. Score 3 indicated that the process ran fairly well, but there were still minor obstacles. Score 2 indicated that the process was less effective or experienced delays that were quite obstructive. Score 1 indicated that the process was very slow, unclear, disorderly, or obstructed final project completion.

Table 1. General Rating Scale

Score	Category	General Description
5	Very Good	The process is very fast, very clear, very orderly, very complete, and highly in accordance with procedures
4	Good	The process runs well, is relatively timely, clear, and in accordance with procedures
3	Fair	The process runs fairly well, but there are still delays or minor obstacles
2	Poor	The process is less effective, less clear, or experiences delays that are quite obstructive
1	Very Poor	The process is very slow, unclear, disorderly, or obstructs final project completion

Table 2. Monitoring and Evaluation Indicators

No.	Indicator	Assessment Focus
1	Final project completion duration	Length of time for completing the final project from supervisor appointment or title approval to final project examination
2	Regularity of the supervision process	Consistency of supervision implementation during the final project completion process
3	Number of documented supervision meetings	Adequacy of the number of supervision meetings recorded in a logbook or supervision system
4	Supervisor response time to student drafts	Speed of supervisors in providing responses, corrections, or guidance on student drafts
5	Clarity of revision guidance during supervision	Clarity of revision guidance provided by supervisors during final project writing
6	Duration from proposal seminar to final project examination	Length of time from proposal seminar until the student attends the final project examination
7	Timeliness of final project examination scheduling	Speed and clarity of examination scheduling after examination requirements are declared complete
8	Clarity of final project administrative procedures	Clarity of information regarding requirements, flow, schedule, and administrative documents for the final project
9	Timeliness of final project examination implementation	Suitability of examination implementation with the predetermined schedule
10	Timeliness of final project assessment	Clarity and timeliness of final project grade determination after the examination
11	Duration of post-examination revision completion	Length of time for completing revisions after the final project examination
12	Completeness of final project documents	Completeness of minutes, assessment sheets, revision sheets, approval sheets, and graduation support documents

E. RESULTS OF MONITORING AND EVALUATION

The results of the monitoring and evaluation were obtained from survey data collected from graduates of the Biology Education Study Program in the Academic Year 2024/2025. Data collection was conducted during the graduation registration process in each graduation period to ensure that respondents had completed all stages of their final projects, including supervision, examination, revision, and final document submission. The monitoring and evaluation involved 53 graduates from four graduation periods: the 78th graduation period in September 2024 (24 graduates), the 79th graduation period in February 2025 (12 graduates), the 80th graduation period in May 2025 (10 graduates), and the 81st graduation period in September 2025 (7 graduates). The evaluation focused on 12 indicators related to final project completion duration, supervision process quality, examination implementation, assessment process, revision completion, and final project document fulfillment.

Table 3. Monitoring and Evaluation Results – 78th Graduation Period (September 2024)

N o	Indicator	Actual Score	Maximum Score	Percentage	Category
1	Final project completion duration	95	120	79.17%	Good
2	Regularity of the supervision process	112	120	93.33%	Very Good
3	Number of documented supervision meetings	117	120	97.50%	Very Good
4	Supervisor response time to student drafts	110	120	91.67%	Very Good
5	Clarity of revision guidance during supervision	114	120	95.00%	Very Good
6	Duration from proposal seminar to final project examination	111	120	92.50%	Very Good
7	Timeliness of final project examination scheduling	113	120	94.17%	Very Good
8	Clarity of final project administrative procedures	111	120	92.50%	Very Good
9	Timeliness of final project examination implementation	115	120	95.83%	Very Good
10	Timeliness of final project assessment	112	120	93.33%	Very Good
11	Duration of post-examination revision completion	109	120	90.83%	Very Good
12	Completeness of final project documents	118	120	98.33%	Very Good

Table 4. Monitoring and Evaluation Results – 79th Graduation Period (February 2025)

No	Indicator	Actual Score	Maximum Score	Percentage	Category
1	Final project completion duration	42	60	70.00%	Very Good
2	Regularity of the supervision process	56	60	93.33%	Very Good
3	Number of documented supervision meetings	59	60	98.33%	Very Good
4	Supervisor response time to student drafts	55	60	91.67%	Very Good
5	Clarity of revision guidance during supervision	57	60	95.00%	Very Good
6	Duration from proposal seminar to final project examination	55	60	91.67%	Very Good
7	Timeliness of final project examination scheduling	56	60	93.33%	Very Good
8	Clarity of final project administrative procedures	56	60	93.33%	Very Good
9	Timeliness of final project examination implementation	58	60	96.67%	Very Good
10	Timeliness of final project assessment	56	60	93.33%	Very Good
11	Duration of post-examination revision completion	54	60	90.00%	Very Good
12	Completeness of final project documents	59	60	98.33%	Very Good

Table 5. Monitoring and Evaluation Results – 80th Graduation Period (May 2025)

No	Indicator	Actual Score	Maximum Score	Percentage	Category
1	Final project completion duration	11	50	22.00%	Poor
2	Regularity of the supervision process	47	50	94.00%	Very Good
3	Number of documented supervision meetings	49	50	98.00%	Very Good
4	Supervisor response time to student drafts	45	50	90.00%	Very Good
5	Clarity of revision guidance during supervision	48	50	96.00%	Very Good

6	Duration from proposal seminar to final project examination	46	50	92.00%	Very Good
7	Timeliness of final project examination scheduling	47	50	94.00%	Very Good
8	Clarity of final project administrative procedures	45	50	90.00%	Very Good
9	Timeliness of final project examination implementation	48	50	96.00%	Very Good
10	Timeliness of final project assessment	47	50	94.00%	Very Good
11	Duration of post-examination revision completion	45	50	90.00%	Very Good
12	Completeness of final project documents	50	50	100.00%	Very Good

Table 6. Monitoring and Evaluation Results – 81st Graduation Period (September 2025)

N o	Indicator	Actual Score	Maximum Score	Percentage	Category
1	Final project completion duration	29	35	82.86%	Very Good
2	Regularity of the supervision process	33	35	94.29%	Very Good
3	Number of documented supervision meetings	34	35	97.14%	Very Good
4	Supervisor response time to student drafts	32	35	91.43%	Very Good
5	Clarity of revision guidance during supervision	33	35	94.29%	Very Good
6	Duration from proposal seminar to final project examination	32	35	91.43%	Very Good
7	Timeliness of final project examination scheduling	33	35	94.29%	Very Good
8	Clarity of final project administrative procedures	32	35	91.43%	Very Good
9	Timeliness of final project examination implementation	34	35	97.14%	Very Good
10	Timeliness of final project assessment	33	35	94.29%	Very Good
11	Duration of post-examination revision completion	32	35	91.43%	Very Good

12	Completeness of final project documents	35	35	100.00%	Very Good
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Table 7. Recapitulation of Monitoring and Evaluation Results on Supervision Duration and Final Project Assessment

N o	Indicator	Code	78th Graduation	79th Graduation	80th Graduation	81st Graduation(Sep 2025)
1	Final project completion duration	I1	79.17%	70.00%	22.00%	82.86%
2	Regularity of the supervision process	I2	93.33%	93.33%	94.00%	94.29%
3	Number of documented supervision meetings	I3	97.50%	98.33%	98.00%	97.14%
4	Supervisor response time to student drafts	I4	91.67%	91.67%	90.00%	91.43%
5	Clarity of revision guidance during supervision	I5	95.00%	95.00%	96.00%	94.29%
6	Duration from proposal seminar to final project examination	I6	92.50%	91.67%	92.00%	91.43%
7	Timeliness of final project examination scheduling	I7	94.17%	93.33%	94.00%	94.29%
8	Clarity of final project administrative procedures	I8	92.50%	93.33%	90.00%	91.43%
9	Timeliness of final project examination implementation	I9	95.83%	96.67%	96.00%	97.14%
10	Timeliness of final project assessment	I10	93.33%	93.33%	94.00%	94.29%
11	Duration of post-examination revision completion	I11	90.83%	90.00%	90.00%	91.43%

12	Completeness of final project documents	I12	98.33%	98.33%	100.00%	100.00%
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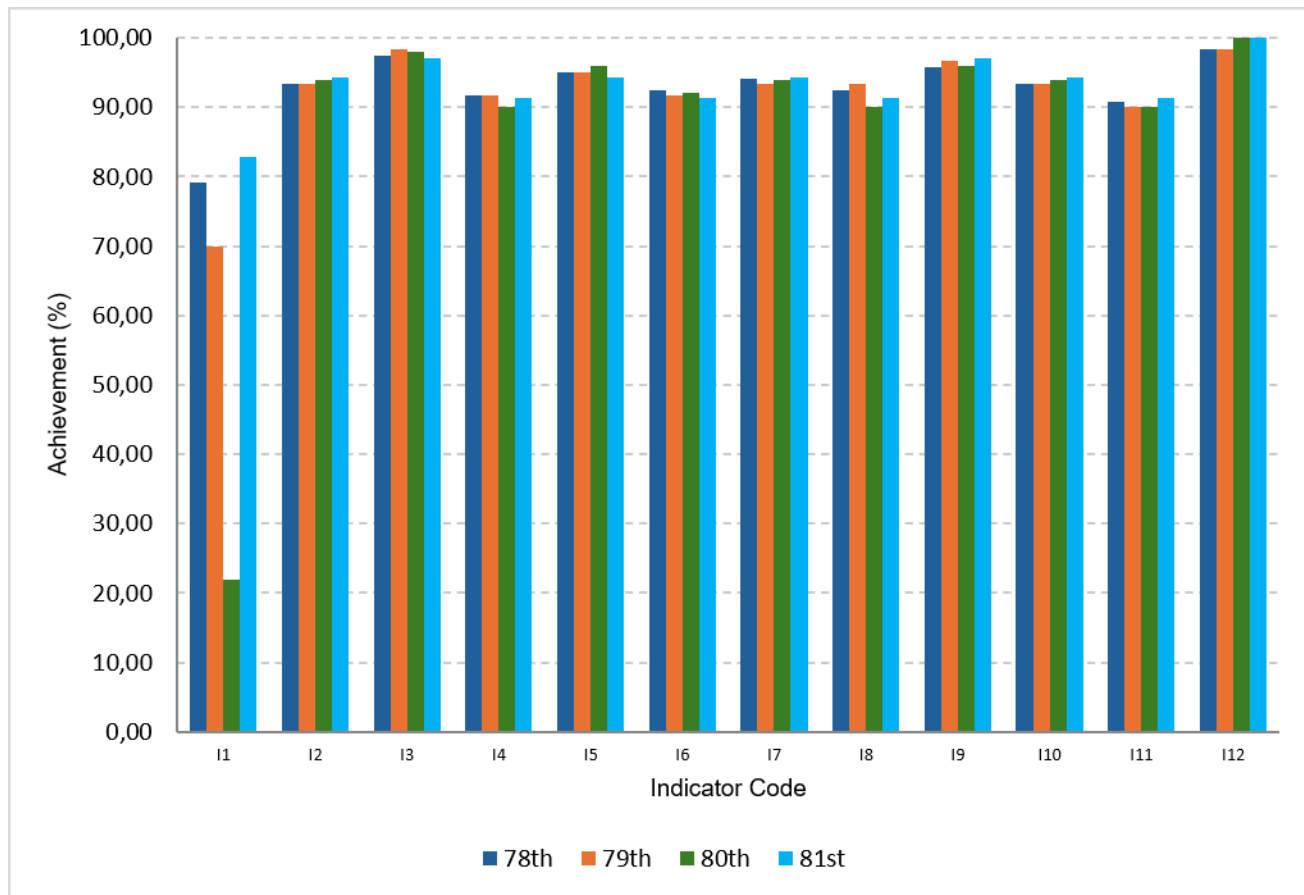


Figure 1. Achievement of Supervision Duration and Final Project Assessment Indicators

Figure 1 presents the comparison of monitoring and evaluation results for final project supervision and assessment across four graduation periods. In general, the results show that most indicators achieved consistently high performance throughout the 78th, 79th, 80th, and 81st graduation periods. Indicators related to the regularity of supervision, documented supervision meetings, revision guidance, examination implementation, assessment process, and document completeness remained stable with achievement percentages above 85%, indicating that the final project management process was effectively implemented.

The highest achievements were found in the completeness of final project documents (I12) and the number of documented supervision meetings (I3), reflecting strong administrative control and effective supervision documentation. However, the final project completion duration (I1) showed greater variation compared to other indicators, especially in the 80th graduation period. This finding indicates that some students required a longer period to complete their final projects from the initial supervision stage to the final examination. Therefore, continuous monitoring of student progress and early identification of potential delays are needed to improve the effectiveness of the final project completion timeline.

F. ANALYSIS OF MONITORING AND EVALUATION RESULTS

The monitoring and evaluation of final project supervision and assessment was conducted across four graduation periods, namely the 78th, 79th, 80th, and 81st graduation periods. The evaluation covered twelve indicators related to final project completion duration, supervision quality, examination implementation, assessment process, and administrative management. Overall, most indicators showed consistent and positive achievements, indicating that the final project supervision and assessment system had been effectively implemented. However, several indicators require further improvement to ensure more efficient final project completion.

1. Final project completion duration (I1)

The final project completion duration indicator showed the greatest variation compared to other indicators, with achievement percentages of 79.17%, 70.00%, 22.00% and 82.86% across the four graduation periods. The relatively low achievement, particularly in the 80th graduation period, indicates that several students required a longer time to complete their final projects. This condition may be influenced by delays in research implementation, student progress management, or the transition from supervision to examination stages. Therefore, stronger progress monitoring and early intervention mechanisms are needed to help students complete their final projects according to the expected timeline.

2. Regularity of the supervision process (I2)

The regularity of supervision achieved stable results above 92% in all graduation periods. This indicates that supervision activities between students and supervisors were conducted consistently. Regular academic consultation contributed to maintaining student progress and supporting problem-solving during the research process.

3. Number of documented supervision meetings (I3)

The number of documented supervision meetings achieved excellent results, consistently above 96% in all periods. This finding demonstrates that supervision activities were properly recorded and fulfilled academic requirements. Good documentation supports transparency, accountability, and effective monitoring of student progress.

4. Supervisor response time to student drafts (I4)

The supervisor response time indicator achieved results between 90% and 91.67%. Although the achievement was generally good, this indicator was relatively lower than other supervision indicators. This suggests that feedback mechanisms can still be improved to ensure students receive timely responses and avoid delays in the revision process.

5. Clarity of revision guidance during supervision (I5)

The clarity of revision guidance showed achieved results between 94% and 96.00%. These results indicate that supervisors provided clear and constructive feedback that helped students improve their final project quality. Effective guidance supported students in understanding revision requirements and completing their work appropriately.

6. Duration from proposal seminar to final project examination (I6)

This indicator achieved achieved results between 91% and 92%, indicating that most students were able to continue their research process after the proposal seminar and proceed to the final examination within an appropriate timeframe. Continuous progress monitoring remains important to maintain this achievement.

7. Timeliness of final project examination scheduling (I7)

The examination scheduling process achieved results between 93% and 94%. This reflects effective coordination among students, supervisors, examiners, and administrative staff in arranging final project examinations according to academic schedules.

8. Clarity of final project administrative procedures (I8)

The clarity of administrative procedures achieved percentages between 90% and 92%. The results indicate that students generally understood the final project requirements and administrative flow. However, continuous improvement in information accessibility and guideline dissemination is needed to minimize administrative obstacles.

9. Timeliness of final project examination implementation (I9)

The implementation of final project examinations showed high achievements, ranging from 95% to 97%. This indicates that examinations were conducted according to the established schedule and procedures. Effective academic coordination contributed to maintaining the consistency of examination implementation.

10. Timeliness of final project assessment (I10)

The final project assessment process achieved results between 93% and 94%. This shows that assessment activities were completed effectively and that students received examination results within an appropriate timeframe.

11. Duration of post-examination revision completion (I11)

The duration of post-examination revision completion achieved percentages between 90% and 91%. Although still at a good level, this indicator was relatively lower compared to others. Some students required additional time to complete revisions due to the complexity of feedback or delays in the revision approval process. More structured monitoring after examination is needed to accelerate final document completion.

12. Completeness of final project documents (I12)

The completeness of final project documents achieved the highest performance, with results achieved percentages between 98% and 100%. This indicates that students successfully fulfilled final project documentation requirements before graduation. The achievement reflects effective administrative verification and strong coordination among students, supervisors, and the study program.

G. FINDINGS FOR IMPROVEMENT

Based on the monitoring and evaluation results, the final project supervision and assessment process has generally been implemented effectively. The strongest achievements were found in the completeness of final project documents and documented supervision meetings, showing that administrative management and supervision documentation systems have worked effectively.

However, several aspects require improvement. The main finding is related to the final project completion duration, which showed significant differences among graduation periods, especially the lower achievement in the 80th graduation period. This indicates the need for stronger monitoring of student progress from the beginning of supervision. In addition, supervisor response time to student drafts and the duration of post-examination revision completion need further optimization to prevent delays in the overall final project completion process.

H. CONCLUSION

The monitoring and evaluation results indicate that the final project supervision and assessment process in the Biology Education Study Program has been implemented effectively across the four graduation periods. Most indicators achieved consistently high results, particularly in supervision documentation, examination implementation, assessment processes, and final project document completion.

Nevertheless, continuous improvement is required, particularly in reducing final project completion duration, improving supervisor feedback response time, and accelerating post-examination revision completion. By implementing systematic monitoring and improvement strategies, the study program is expected to enhance the quality, efficiency, and accountability of final project management.

I. RECOMMENDATIONS

Based on the findings, several improvement actions are recommended to enhance the effectiveness of final project supervision and assessment. The study program should strengthen the monitoring system for student final project progress by implementing regular progress tracking from title approval, supervision, proposal seminar, research completion, until final examination.

Supervisors and students are encouraged to establish clearer communication timelines to ensure timely feedback on student drafts. The use of digital supervision monitoring systems can be optimized to record progress, monitor feedback duration, and identify potential delays earlier.

Furthermore, the study program should improve the post-examination revision monitoring mechanism by setting clear revision completion targets and conducting periodic follow-ups. Administrative guidelines and final project procedures should also continue to be updated and communicated effectively to support a more efficient final project completion process.

J. CLOSING

This monitoring and evaluation report provides valuable insights for improving the implementation of final project supervision and assessment within the Biology Education Study Program. The findings and recommendations presented in this report are expected to support follow-up actions by the study program, supervisors, examiners, and the Study Program Quality Assurance Sub-Unit in enhancing supervision quality, administrative effectiveness, and the overall final project completion process.

Semarang, September 2025

Quality Assurance Sub-Unit

Biology Education Study Program

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K. APPENDICES

Appendix 1. Evaluation Rubric for Supervision Duration and Final Project Assessment

Table 8. Analytical Rubric for Evaluating Supervision Duration and Final Project Assessment

No.	Indicator	Score 5	Score 4	Score 3	Score 2	Score 1
1	Final project completion duration	Completed within ≤ 12 months from supervisor appointment or title approval	Completed within $> 12-18$ months	Completed within $> 18-24$ months	Completed within $> 24-30$ months	Completed in > 30 months
2	Regularity of the supervision process	Supervision was very regular, at least every two weeks or according to documented agreement	Supervision was regular, about once a month	Supervision was fairly regular, but there were fairly long gaps	Supervision was less regular and often delayed	Supervision was irregular and difficult to verify
3	Number of documented supervision meetings	There were ≥ 10 documented supervision meetings	There were 8-9 documented supervision meetings	There were 6-7 documented supervision meetings	There were 4-5 documented supervision meetings	There were < 4 documented supervision meetings
4	Supervisor response time to student drafts	Draft response or correction was given within ≤ 7 days	Response was given within 8-14 days	Response was given within 15-21 days	Response was given within 22-30 days	Response was given in > 30 days
5	Clarity of revision guidance during supervision	Revision guidance was very clear, detailed, understandable, and directly actionable	Revision guidance was clear and actionable	Revision guidance was fairly clear but still needed clarification	Revision guidance was less clear and often needed repeated explanation	Revision guidance was unclear and obstructed final project improvement
6	Duration from proposal seminar to final project examination	Final project examination was held within ≤ 3 months after proposal seminar	Examination was held within $> 3-5$ months	Examination was held within $> 5-7$ months	Examination was held within $> 7-9$ months	Examination was held in > 9 months
7	Timeliness of final project examination scheduling	Examination was scheduled within ≤ 7 days after requirements were complete	Scheduled within 8-14 days	Scheduled within 15-21 days	Scheduled within 22-30 days	Scheduled in > 30 days after requirements were complete
8	Clarity of final project	Information on requirements, flow, schedule, and documents	Information was clear and quite easy to access	Information was fairly clear but still	Information was less clear and students	Information was unclear and caused student confusion

	administrative procedures	was very clear and easy to access		needed additional confirmation	had to seek many sources	
9	Timeliness of final project examination implementation	Examination was held as scheduled without postponement	Examination was held with minor schedule adjustment and did not obstruct the process	Examination was postponed once due to technical or administrative constraints	Examination was postponed twice and quite obstructed completion	Examination was postponed more than twice or obstructed graduation registration
10	Timeliness of final project assessment	Grade was determined and informed within <= 7 days after examination	Grade was determined within 8-14 days	Grade was determined within 15-21 days	Grade was determined within 22-30 days	Grade was determined in > 30 days after examination
11	Duration of post-examination revision completion	Revision was completed within <= 14 days after examination	Revision was completed within 15-30 days	Revision was completed within 31-45 days	Revision was completed within 46-60 days	Revision was completed in > 60 days
12	Completeness of final project documents	All final documents were complete and no administrative obstacles occurred	Documents were complete with minor notes and did not obstruct graduation	Some documents needed completion but could be completed quickly	Several documents were incomplete and quite obstructed graduation	Documents were incomplete and obstructed graduation registration

4. Appendix 4. Distribution of Student Responses

Table 9. Distribution of Student Responses by Indicator for 78th Graduation Period

No	Indicator	Score 5	Score 4	Score 3	Score 2	Score 1	Total Responses	Actual Score
1	Final project completion duration	38	0	3	0	17	58	216
2	Regularity of the supervision process	34	24	0	0	0	58	266
3	Number of documented supervision meetings	46	12	0	0	0	58	278
4	Supervisor response time to student drafts	30	28	0	0	0	58	262
5	Clarity of revision guidance during supervision	39	19	0	0	0	58	271
6	Duration from proposal seminar to final project examination	32	26	0	0	0	58	264
7	Timeliness of final project examination scheduling	36	22	0	0	0	58	268
8	Clarity of final project administrative procedures	31	27	0	0	0	58	263
9	Timeliness of final project examination implementation	42	16	0	0	0	58	274

10	Timeliness of final project assessment	35	23	0	0	0	58	267
11	Duration of post-examination revision completion	28	30	0	0	0	58	260
12	Completeness of final project documents	50	8	0	0	0	58	282

Table 10. Distribution of Student Responses by Indicator for 79th Graduation Period

No	Indicator	Score 5	Score 4	Score 3	Score 2	Score 1	Total Responses	Actual Score
1	Final project completion duration	0	19	0	5	2	26	88
2	Regularity of the supervision process	16	10	0	0	0	26	120
3	Number of documented supervision meetings	21	5	0	0	0	26	125
4	Supervisor response time to student drafts	13	13	0	0	0	26	117
5	Clarity of revision guidance during supervision	17	9	0	0	0	26	121
6	Duration from proposal seminar to final project examination	14	12	0	0	0	26	118
7	Timeliness of final project examination scheduling	16	10	0	0	0	26	120
8	Clarity of final project administrative procedures	15	11	0	0	0	26	119
9	Timeliness of final project examination implementation	19	7	0	0	0	26	123
10	Timeliness of final project assessment	16	10	0	0	0	26	120
11	Duration of post-examination revision completion	12	14	0	0	0	26	116
12	Completeness of final project documents	23	3	0	0	0	26	127

Table 11. Distribution of Student Responses by Indicator for 80th Graduation Period

No	Indicator	Score 5	Score 4	Score 3	Score 2	Score 1	Total Responses	Actual Score
1	Final project completion duration	0	0	0	0	13	13	13
2	Regularity of the supervision process	8	5	0	0	0	13	60
3	Number of documented supervision meetings	11	2	0	0	0	13	63
4	Supervisor response time to student drafts	6	7	0	0	0	13	58
5	Clarity of revision guidance during supervision	9	4	0	0	0	13	61

6	Duration from proposal seminar to final project examination	7	6	0	0	0	13	59
7	Timeliness of final project examination scheduling	8	5	0	0	0	13	60
8	Clarity of final project administrative procedures	6	7	0	0	0	13	58
9	Timeliness of final project examination implementation	10	3	0	0	0	13	62
10	Timeliness of final project assessment	8	5	0	0	0	13	60
11	Duration of post-examination revision completion	5	8	0	0	0	13	57
12	Completeness of final project documents	12	1	0	0	0	13	64

Table 12. Distribution of Student Responses by Indicator for 81st Graduation Period

No	Indicator	Score 5	Score 4	Score 3	Score 2	Score 1	Total Responses	Actual Score
1	Final project completion duration	31	2	0	0	10	43	173
2	Regularity of the supervision process	27	16	0	0	0	43	199
3	Number of documented supervision meetings	35	8	0	0	0	43	207
4	Supervisor response time to student drafts	23	20	0	0	0	43	195
5	Clarity of revision guidance during supervision	29	14	0	0	0	43	201
6	Duration from proposal seminar to final project examination	25	18	0	0	0	43	197
7	Timeliness of final project examination scheduling	27	16	0	0	0	43	199
8	Clarity of final project administrative procedures	24	19	0	0	0	43	196
9	Timeliness of final project examination implementation	32	11	0	0	0	43	204
10	Timeliness of final project assessment	26	17	0	0	0	43	198
11	Duration of post-examination revision completion	22	21	0	0	0	43	194
12	Completeness of final project documents	38	5	0	0	0	43	210

5. Appendix 5. Sample of Anonymized Student Response Data

The following data present sample student responses that have been anonymized. Student names, student identification numbers, and personal identities are not displayed to protect data confidentiality.

Table 13. Sample of Anonymized Student Response Data

Respondent	Duration	Supervision	Draft Response	Examination	Assessment	Revision	Documents	Average
R001	5	5	4	5	5	4	5	4.71
R002	4	5	4	5	4	4	5	4.43
R003	5	4	4	5	5	4	5	4.57
R004	4	4	3	4	4	3	5	3.86
R005	5	5	5	5	5	5	5	5.00
R006	4	4	4	5	4	4	5	4.29
R007	5	5	4	5	5	4	5	4.71
R008	4	4	4	4	4	3	5	4.00
R009	5	5	4	5	5	4	5	4.71
R010	4	5	4	5	4	4	5	4.43

7. Appendix 7. Follow-Up Plan

Table 14. Follow-Up Plan for Monitoring and Evaluation of Supervision Duration and Final Project Assessment

No.	Monitoring and Evaluation Findings	Improvement Actions	Responsible Unit	Expected Outcomes
1	Some students required a longer time to complete their final projects, especially from supervisor appointment/title approval to final project examination.	Strengthen periodic monitoring of student final project progress through scheduled progress reports and early identification of students experiencing delays.	Study Program, Supervisors, Study Program Quality Assurance Sub-Unit	Students' final project progress can be monitored more effectively, and the completion duration can meet the expected academic timeline.
2	The duration from proposal seminar to final project examination needs continuous monitoring to maintain timely completion.	Establish a structured timeline for each stage of final project completion, including proposal seminar, research implementation, and final examination preparation.	Study Program and Supervisors	Students can complete each final project stage systematically with fewer delays.
3	Supervisor response time to student drafts still needs improvement to	Optimize communication mechanisms between students and supervisors and	Supervisors and Study Program	Students receive more timely feedback, supporting faster

	support a more efficient supervision process.	establish recommended feedback response timelines for draft reviews.		revision and final project completion.
4	Post-examination revision completion required additional time for some students.	Implement regular monitoring after the final project examination and provide clear deadlines for revision completion and document approval.	Supervisors, Examiners, and Study Program	Students complete post-examination revisions and final document submission within the expected timeframe.
5	Final project administrative procedures need continuous improvement to ensure students receive clear and accessible information.	Improve dissemination of final project guidelines, administrative procedures, examination requirements, and document submission processes through digital platforms.	Study Program Administrative Staff and Study Program Quality Assurance Sub-Unit	Students have better understanding of administrative procedures, reducing potential administrative delays.
6	The quality of supervision documentation needs to be maintained to ensure accountability of the supervision process.	Continue optimizing the use of supervision records and monitoring systems to document student-supervisor interactions.	Study Program, Supervisors, and Students	Supervision activities remain well documented, transparent, and accountable.
7	Sustainable evaluation is needed to maintain the effectiveness of final project supervision and assessment.	Conduct regular monitoring and evaluation in every graduation period and use the results as a basis for continuous quality improvement.	Study Program Quality Assurance Sub-Unit and Study Program	Continuous improvement of the final project supervision and assessment system can be implemented effectively.
No.	Monitoring and Evaluation Findings	Improvement Actions	Responsible Unit	Expected Outcomes

8. Appendix 8. Data Confidentiality Statement

The survey data for the Evaluation of Supervision Duration and Final Project Assessment were processed and presented in aggregate form. Student identities are not displayed in this report to maintain respondent confidentiality and comfort.

The complete survey data are stored by the Biology Education Study Program and the Study Program Quality Assurance Sub-Unit as supporting documents for the implementation of the Internal Quality Assurance System and as evidence of evaluation of the final project completion process.

Semarang, September 2025

Quality Assurance Sub-Unit
Biology Education Study Program

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