



STANDARD OPERATIONAL PROCEDURES

# SOP

UNDERGRADUATE PROGRAM IMPLEMENTATION  
IPB UNIVERSITY



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KMM - IPB

Second Edition 2015



Standard Operational Procedure

# SOP

Undergraduate Program Implementation  
IPB University



Institut Pertanian Bogor  
**KANTOR MANAJEMEN MUTU**  
KMM - IPB

**Title :**

Standard Operational Procedures for the Implementation of IPB University Undergraduate Program  
Second Edition

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# FORWARD

*Assalamu'alaikum warahmatullaahi wabarakaatuh,*

**P**raise and Gratitude to the presence of Allah SWT for all the blessings that has been given to us in carrying out various tasks and activities.

In order to realize the vision of Bogor Agricultural Institute to become a leader in strengthening the nation's dignity through higher education at a global level in agriculture, marine, and tropical Biosciences. One of the important thing is to strengthen the higher education systems and management. This strengthening is carried out in the form of quality assurance system implementation in various processes of higher education, both academically (Three Pillars of Higher Education; *Tridharma Perguruan Tinggi*) and non-academically.

Implementation of internal quality assurance system requires basic and policy as implementation reference. The book "Standard Operational Procedures for the Implementation of IPB University Undergraduate Program ", contains the decree of the Rector on IPB's policy in regulating the operational activities of the undergraduate program that applies to all units in IPB ( Departments, faculties, and schools), as well as references to the implementation of academic activities.

Hopefully this book can be beneficial for the success of quality assurance system implementation in IPB that we love.

*Wassalamu'alaikum warahmatullaahi wabarakaatuh.*

Bogor, November 2015

Rector,

ttd

Prof. Dr. Ir. Herry Suhardiyanto, M.Sc

NIP 19590910 198503 1 003



DECREE RECTOR IPB UNIVERSITY DECREE  
NUMBER 273/IT3/DT/2015

on

Operational Procedures for The Implementation of Undergraduate Program IPB

REKTOR INSTITUT PERTANIAN BOGOR IPB RECTOR

- Considering :
- a. Based on the decree of the Rector of IPB University no. 096/T3/DT/2012 the standard operational procedure of IPB University undergraduate Program has been assigned
  - b. That in line with the development of education programs, especially for the undergraduate Program (S1) of Bogor Agricultural Institute, and with the occurrence of several changes in the organizational structure of Bogor Agricultural Institute related to the responsibility and functions of the implementing Unit of administration, in education administration, and in accordance to the results of the evaluation on the effectiveness of the implementation of the standard operational procedure in the implementation of the undergraduate education Program, therefore necessary adjustments to the standard operational procedures that have been implemented during this time is required
  - c. That for the smooth implementation of the activities as referred to in the letter b above, and in accordance to the head of Quality Management office of Bogor Agricultural Institute (letter No. 12209/IT 3.17/TU/2015), the operational procedure of the implementation of a new undergraduate education Program need to be set and a decree of the rector of Bogor Agricultural Institute on the operational procedure need to be issued;
- Referring :
- 1. Act No. 20 year 2003 on National Education System (State Gazette of the Republic of Indonesia year 2003 number 78, addition to State Gazette of the Republic of Indonesia number 4301;
  - 2. Law number 12 year 2012 on Higher Education (State Gazette of the Republic of Indonesia year 2012 number 158, addition to Government Gazette number 5336) ;
  - 3. Government regulation number 66 year 2013 on the statute of IPB University (State Gazette of the Republic of Indonesia year 2013 number 164, addition of State Gazette of the Republic of Indonesia number 5453 ;
  - 4. Government Regulation No. 4 year 2014 on the implementation of higher education and management of Universities (State Gazette of the Republic of Indonesia year 2014 number 16, Supplement to State Gazette of the Republic of Indonesia number 5500 ;
  - 5. Government regulation number 26 year 2015 on the form and mechanism of funding of the State College of the Law Agency (State Gazette of the Republic of Indonesia year 2015 number 5699 ;
  - 6. Presidential Decree No. 279 year 1965 on the ratification of the State Institute in Bogor as intended in decree of the Minister of Higher Education and Sciences number 91 year 1963;
  - 7. Decree of the Minister of Universities and Sciences number 91 year 1963 about the establishment of Agricultural Institute in Bogor;
  - 8. Regulation of the Minister of Education and Culture No. 49 year 2014 on national Standard of Higher Education (State Gazette of the Republic of Indonesia Year 2014 number 769);

9. Regulation of the Minister of Education and Culture of Republic of Indonesia number 50 year 2014 on higher Education Quality assurance System
10. Decree of the Council of Trustees of Bogor Agricultural University number 119/MWA -IPB/2012 on the appointment of Rector of Bogor Agriculture Institute period 2012-2017 ;
11. Trustees of the Bogor Agricultural Institute Regulation number 08/MWA-IPB/2014 on organization and administration of Bogor Agricultural Institute;

DECLARED:

- Decided : THE DECREE OF THE RECTOR OF BOGOR AGRICULTURAL INSTITUTE ON THE STANDARD OPERATIONAL PROCEDURE ON THE IMPLEMENTATION OF UNDERGRADUATE EDUCATION PROGRAM IN IPB UNIVERSITY.
- FIRST : Revoke 25 (twenty five) standard operational procedures related to the implementation of the undergraduate education Program of Bogor Agricultural Institute as stipulated in the Rector of the Bogor Agricultural Institute Decree number: 096/IT3/DT/2012 with the code and title of the standard Operational procedure (POB) as listed in appendix I this decision
- SECOND : Enforcing 22 (twenty-two) of the standard operational procedures with the code and title of the standard operational procedure as listed in appendix II to the new standard operational procedure in the implementation of the Undergraduate Education Program of Bogor Agricultural University
- THIRD : Standard operational procedures as referred to in the second Dictum, this decision should be used as a guideline for the working unit in the Bogor Agricultural Institute in the implementation of the undergraduate Program activities in The Bogor Agricultural Institute commencing in the setting up of this decision
- FOURTH : The complete manuscript of the standard operational procedure as contained in appendix II and corresponding to the code and referred title in the second dictum of this Decree shall constitute an integral part of this Decree
- FIFTH : This decision was effective from 1 February 2016

Bogor  
23 November 2015  
IPB Rector

Ttd

PROF. DR. IR. HERRY SUHARDIYANTO, M.SC.  
NIP : 19590910 198503 1 003

Attachment 1.

Decree of the Rector of Bogor Agricultural Institute

Number : 273/IT3/DT/2015

About : Operational procedures for the implementation of IPB University undergraduate Program

REVOCATION  
STANDARD OPERATIONAL PROCEDURE FOR THE IMPLEMENTATION OF UNDERGRADUATE  
EDUCATION PROGRAM  
INSTITUT PERTANIAN BOGOR

No.	Code	Title
1	POB-IPB-S1-1	Quality Standard Arrangement
2	POB-IPB-S1-2	New Students Admission
3	POB-IPB-S1-3	Initial Registration
4	POB-IPB-S1-4	Re-registration
5	POB-IPB-S1-5	Academic Consultation
6	POB-IPB-S1-6	Lecture Schedule Preparation
7	POB-IPB-S1-7	Academic Achievement Assessment
8	POB-IPB-S1-8	Lecture and Practicum Implementation
9	POB-IPB-S1-9	E-Learning Development and Implementation
10	POB-IPB-S1-10	Exam and Academic Assessment Implementation
11	POB-IPB-S1-11	Teaching Learning Process Evaluation
12	POB-IPB-S1-12	Student Mobility Program
13	POB-IPB-S1-13	Study Period Renewal Application
14	POB-IPB-S1-14	Shift Major
15	POB-IPB-S1-15	Final Assignment Completion
16	POB-IPB-S1-16	Final Studies Assessment
17	POB-IPB-S1-17	Discontinued Study
18	POB-IPB-S1-18	Curriculum Arrangement and Evaluation
19	POB-IPB-S1-19	Academic Data Management
20	POB-IPB-S1-20	Scholarship Services
21	POB-IPB-S1-21	Student Satisfactory Survey
22	POB-IPB-S1-22	Tracer Study
23	POB-IPB-S1-23	Organize the Graduation Day
24	POB-IPB-S1-24	Program Study Accreditation
25	POB-IPB-S1-25	Internal Quality Assurance Implementation

REKTOR INSTITUT PERTANIAN BOGOR,  
PROF. DR. IR. HERRY SUHARDIYANTO, M.SC.

Ttd

NIP : 19590910 198503 1 003

Attachment II

Decree of the Rector of Bogor Agricultural Institute

Number : 273/IT3/DT/2015

About : Standard Operational procedures for the implementation of IPB University undergraduate Program

ENACTMENT OF  
*STANDARD OPERATIONAL PROCEDURE FOR THE IMPLEMENTATION of UNDERGRADUATE PROGRAM*  
IPB University

No.	Revision Number	Code	Title
1	01	POB-IPB-S1-1	New Students Admission
2	01	POB-IPB-S1-2	Initial Registration
3	01	POB-IPB-S1-3	Re-registration
4	01	POB-IPB-S1-4	Academic Consultation
5	01	POB-IPB-S1-5	Lecture Schedule Preparation
6	01	POB-IPB-S1-6	Academic Achievement Assessment
7	01	POB-IPB-S1-7	Lecture and Practicum Implementation
8	01	POB-IPB-S1-8	<i>E-Learning</i> Development and Implementation
9	01	POB-IPB-S1-9	Exam and Academic Assessment Implementation
10	01	POB-IPB-S1-10	Teaching Learning Process Evaluation
11	01	POB-IPB-S1-11	Student Mobility Program
12	01	POB-IPB-S1-12	Study Period Renewal Application
13	01	POB-IPB-S1-13	Major Shift
14	01	POB-IPB-S1-14	Final Assignment Completion
15	01	POB-IPB-S1-15	Final Studies Assessment
16	01	POB-IPB-S1-16	Discontinued Study
17	01	POB-IPB-S1-17	Curriculum Arrangement and Evaluation
18	01	POB-IPB-S1-18	Scholarship Services
19	01	POB-IPB-S1-19	Student Satisfactory Survey
20	01	POB-IPB-S1-20	Tracer Study
21	01	POB-IPB-S1-21	Organize the Graduation Day
22	01	POB-IPB-S1-22	Program Study Accreditation

REKTOR INSTITUT PERTANIAN BOGOR,  
PROF. DR. IR. HERRY SUHARDIYANTO, M.SC.


Ttd

NIP : 19590910 198503 1 003



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	<b>IPB UNIVERSITY</b>	<b>Document Number</b> : POB-IPB-S1-1
	<b>STANDARD OPERATIONAL PROCEDURE</b>	<b>Validity Date</b> : 1/2/2016
	<b>NEW STUDENTS ADMISSION</b>	<b>Revision Number</b> : 01

## 1. AIM


- 1.1. Provide guidance in the implementation of the admission of new students of IPB undergraduate program to be transparent and accountable.
- 1.2. Ensure that the course can obtain good quality student inputs.

## 2. SCOPE

This standard operational procedure (POB) includes the registration, selection and calling process of candidates to perform the initial registration.

## 3. CONCEPTION and DEFINITION

- 3.1. The candidates of IPB undergraduate program are Indonesian citizen or foreign high school graduates (SMA) or equivalent, graduates of Vocational program (minimum D3), or other university (PT) students both nationally and internationally who are eligible to enter or transfer to IPB.
- 3.2. Students from other university (PT) are students who are coming from other university (PT) and register to transfer to IPB undergraduate program.
- 3.3. Candidates from extension are a diploma program graduate that meets the set qualifications and requirements to enroll in the undergraduate program over the extension of IPB.
- 3.4. Affiliate candidates are students from other university (PT) who meet the requirements and obtain permission from IPB to take certain courses required for the completion of study at the original PT.
- 3.5. IPB freshmen student, are students who follow the education in IPB for the first time
- 3.6. Initial registration is a compulsory registration to be carried out at the first time registered in IPB.
- 3.7. National selection of public universities (SNMPTN) is the National university admission route through a selection of high school students who proposed to become students of national university (invitation line).
- 3.8. Joined selection to enter the national universities (SBMPTN) is a written exam to select students, who enter the State College at the national level.
- 3.9. International and National Achievement (PIN) is the admission enrollment to IPB through a special invitation given to prospective students (High School graduates) who have a special achievement, nationally or internationally scale.
- 3.10. (UTM) IPB is an enrollment program test for graduate students based on the entrepreneurial, leadership and interest on agriculture.
- 3.11. Regional Representative Scholarship (BUD) is a program given to the IPB student for the enrollment, which is recommended and financed by the central government, provincial government, and/or Regency/city government.

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- 3.12. The Committee of New student admission (PPMB) is a committee formed by IPB to coordinate the admission for the new student administration process. PPMB is headed by Vice rector of academic and Student Affairs (WRAK).
- 3.13. General competence Education Program (PKU) is a Unit in charge of implementing activities and controlling the quality of general competency education
- 3.14. Study Plan Card (KRS) is an online study plan form that contains a course plan to be attended by students in the coming semester (including upcoming years), in the form of lectures, practicums, field practices, work practices, profession work lectures (CTF), internship, as well as final assignment
- 3.15. DO is *Drop Out*.
- 3.16. UKT is a single tuition Fee

#### 4. Reference

- 4.1. Law number 12 (year 2012) on higher education.
- 4.2. Government regulation number 66 (year 2010) on the amendment of government Regulation number 17 (year 2010) on education management and implementation.
- 4.3. Regulation of the Minister of National Education No. 34 year 2010 on admission pattern of new undergraduate students Program held by the government.
- 4.4. Regulation of the rector of IPB number 15/IT3/DT/2014 on the rule of Conduct for the implementation of undergraduate education Program
- 4.5. Rector of IPB Regulation number 14/IT3/DT/2015 on Quality assurance system of IPB
- 4.6. Rector of IPB regulation number 15/IT3/DT/2015 on the implementation of IPB Internal quality assurance System
- 4.7. The decree of the Academic Senate No. 20/I/KEP/SA/2003 on the education registration process.


#### 5. GENERAL RULES

- 5.1. The general requirements for the registration as a prospective IPB student from high school graduates and the equivalent are: physically and spiritually healthy, free from drug use, and willing to live in IPB dormitory in the first year.
- 5.2. Prospective students who are called in the first year will follow the education in the PKU Program.
- 5.3. The selection for candidates IPB student consists of assessment of the results during the high school study, written exam, or equal to the semester credit unit in accordance to the type of entry line.



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- 5.4. Foreign students who have become students in one of the overseas universities (PT) can follow the education in IPB with the intention of continuing their study, taking specific courses, or carrying out special tasks/research.
- 5.5. Admission for new students of IPB undergraduate program is conducted with the principle of *education for every-one* through 9 (nine) lines, namely:
  - 5.5.1. SNMPTN : National Selection for State University
  - 5.5.2. SBMPTN : Joined Admission Selection of State University
  - 5.5.3. PIN : International and National Achievement
  - 5.5.4. BUD : Scholarship of Regional Representative
  - 5.5.5. UTM IPB : Independent Written Test
  - 5.5.6. Foreign Student Admission
  - 5.5.7. Acceptance of transfer students from other colleges university
  - 5.5.8. Admission of students from other study program (extension)
  - 5.5.9. Affiliate Student Admissions
- 5.6. The initial registration requirement is:
  - 5.6.1. Submit an acceptance letter and/or pass selection transcription
  - 5.6.2. Submit a photocopy of the diploma and valid report from the previous education level
  - 5.6.3. Submit personal photo
  - 5.6.4. Submit health certificate. from a physician
  - 5.6.5. Submit inter university transferring information, especially for students transferring from other university,
  - 5.6.6. Especially for foreign students submit information that fulfill admission requirements for foreign students.
  - 5.6.7. Proof of full tuition fee payment (UKT), and
  - 5.6.8. For prospective field of interest diversion students, does not pass the parent's income confirmation process.
- 5.7. The registration period for the prospective students of IPB for various admission lines is:
  - 5.7.1. National Selection for State University (SNMPTN) and Joined Admission Selection of State University (SBMPTN) are opened based on the schedule established by the National Committee.
  - 5.7.2. Independent Written Test (UTM) and diverse type subject closes at least 2 (two) weeks before the implementation of the written test.
  - 5.7.3. Scholarship of Regional Representative (BUD) and International and National Achievement (PIN) are closed no later than one week before the selection implementation.
- 5.8. Implementation of the selection of new students for various admissions lines in IPB are:
  - 5.8.1. Selection of students from the National Selection for State University (SNMPTN) line is carried out based on the class X report card, up to the

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first semester of class XII uploaded *online*, following a schedule determined by the National Selection for State University (SNMPTN) Committee.

- 5.8.2. The selection of students through the Scholarship of Regional Representative (BUD) is conducted based on the grade X first semester appraisal, up to first semester of class XII and the recommendation from the sponsor institution, implemented after the National Selection for State University (SNMPTN) is completed..
- 5.8.3. The selection of students through National Selection for State University (SMPTN) is conducted with a written exam, the schedule is determined by the Committee of the National Joint Admission Selection of State University (SBMPTN).
- 5.8.4. The selection of students through the Independent Written Test (UTM) is conducted with the written exam in accordance to the schedule set by IPB. The implementation is conducted upon the completion of the Joint Admission Selection of State University (SBMPTN).
- 5.8.5. The selection of the course of student candidate is done with the writing exam and the credits. The selection of student candidate taking field interest diversion is carried out through written test and equivalent subject credit
- 5.8.6. The selection of students through International and National Achievement (PIN) is carried out in a document screening based on prospective students' special achievements.
- 5.8.7. Student selection of foreign students, affiliates and transfers is conducted by looking into the admission requirements document.

## 6. Procedure

### 6.1. Procedure Details

- 6.1.1. The New Student Admission Committee (PPMB) holds a coordination meeting of IPB Management, faculty, and department to determine the admission quota for new students for each accepting line taking into account:
  - 6.1.1.1. The Strategic plan of IPB, especially related to the development of science and Mission of IPB for the Nation development
  - 6.1.1.2. Faculty/Department Development Plan
  - 6.1.1.3. The evaluation result on selectivity of admission in the previous years, and
  - 6.1.1.4. The facilities capacity and lecturers in each department of the study program.
- 6.1.2. The New Students Admission Committee (PPMB) announced the acceptance of IPB new student publicly for all lines except for the

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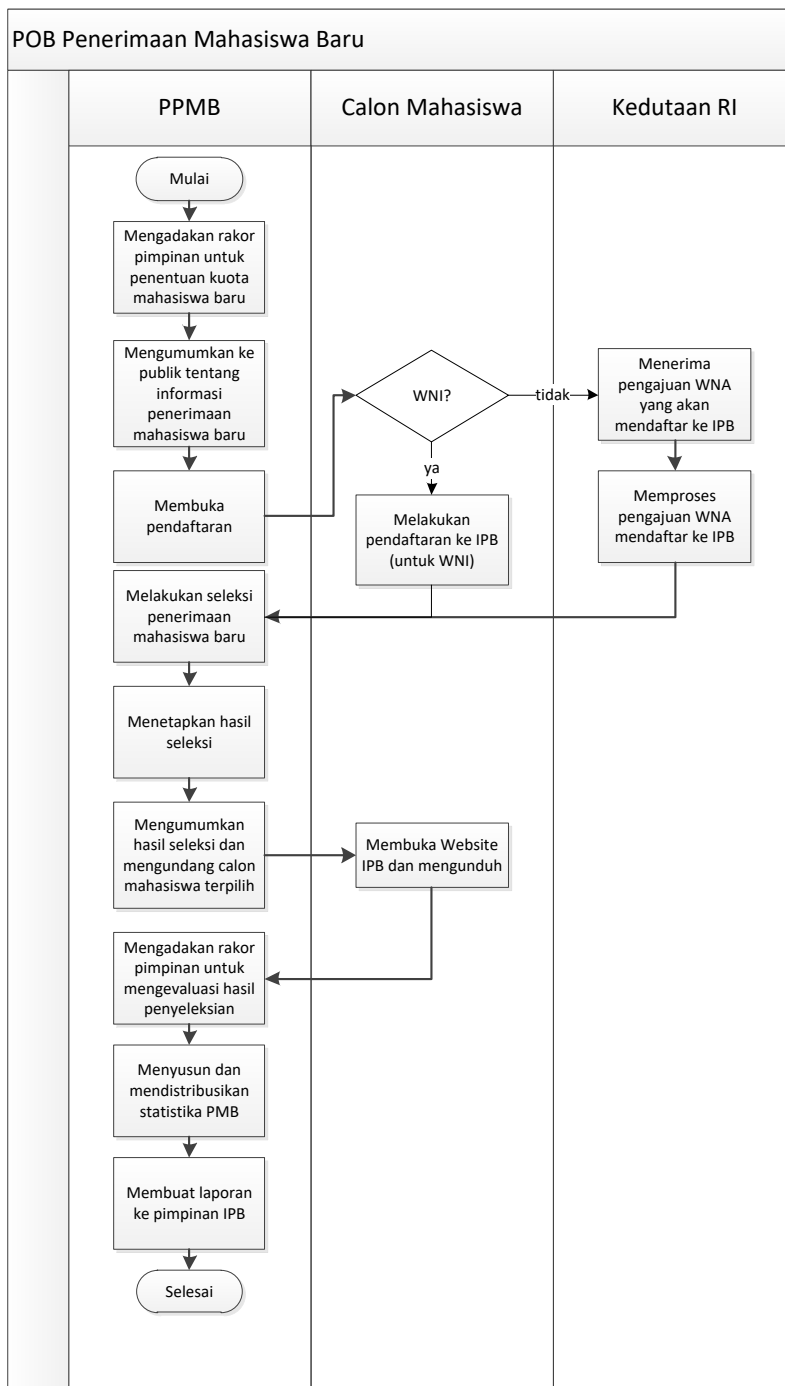
transfer and affiliate students. The announcement is done no later than two months before the registration period. Announcement of admission of foreign students can be delivered through Indonesian government representatives abroad.

- 6.1.3. New Students Admission Committee (PPMB) opens new candidate registration
- 6.1.4. Candidates submit applications to IPB.
- 6.1.5. New Students Admission Committee (PPMB) select candidates.
- 6.1.6. New Students Admission Committee (PPMB) performs selection results
- 6.1.7. New Students Admission Committee (PPMB) announces the results of the selection *online*. The acceptance and registration letter can be downloaded from the website IPB (<http://www.ipb.ac.id>).
- 6.1.8. New Students Admission Committee (PPMB) coordinates the implementation of early registration of candidates who are accepted into IPB students.
- 6.1.9. New Students Admission Committee (PPMB) hold a coordination meeting to evaluate the selection results.
- 6.1.10. New Students Admission Committee (PPMB) creates statistics of new student admissions from various field of interest that contain the number of applicants, the amount received and the number of registrations.
- 6.1.11. New Students Admission Committee (PPMB) distributes new student admissions statistics to all related units in IPB.
- 6.1.12. New Students Admission Committee (PPMB) submits new admissions reports every year to the IPB administration.






### 6.2. Procedure Flowchart



### 7. SUPPORTING DOCUMENTS

None

	<b>IPB UNIVERSITY</b>	<b>Document Number</b> : POB-IPB-S1-2
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## 1. AIM

Provide guidance in implementing a transparent initial registration for the candidate of IPB students in order to obtain good quality new student candidates

## 2. SCOPE

This standard operational procedure (POB) covers the initial registration requirements for new students of IPB undergraduate education program of the entire student admissions.

## 3. CONCEPTION/DEFINITION


- 3.1. Initial Registration is a registration conducted by the student upon acceptance in IPB.
- 3.2. The single tuition (UKT) is a form of donation for education (SPP) in IPB, contributed by parents, considering the socio-economic condition of the concerning students and the total single tuition cost (BKT) of each study program.
- 3.3. The new student Admission Committee (PPMB) is a committee formed by IPB to coordinate the administration process in the admission of new students. New Students Admission Committee (PPMB) is chaired by the vice - rector of academic and Student Affairs (WRAK).
- 3.4. Directorate of Educational Administration (Dit. AP) is a directorate that has strategic assignment to implement the Development of Education Administration for Multistrata and Multitype program.
- 3.5. General Competency Education Program (PPKU) is a Unit in charge of conducting activities and controlling the quality of general competency education

## 4. REFERENCE

- 4.1. Republic of Indonesia Government Regulation number 66 Year 2010 on change of Government regulation number 17 Year 2010 on Education management and organizing
- 4.2. The Minister of national Education Regulation number 34 Year 2010 on the admission pattern of new students of undergraduate Program held by the government.
- 4.3. IPB Rector of IPB Regulation number 14/IT3/DT/2015 on Quality assurance system IPB
- 4.4. Rector of IPB regulation number 15/IT3/DT/2015 on the implementation of IPB Internal quality assurance System
- 4.5. Provision of Academic Senate No. 20/I/KEP/SA/2003 on the education registration process.

## 5. GENERAL REQUIREMENT

- 5.1. The initial registration schedule for IPB new students was established according to the National Agreement on admission that follows the national rules (e.g.

	<b>IPB UNIVERSITY</b>	<b>Document Number</b> : POB-IPB-S1-2
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SNMPTN and SBMPTN) and the education Calendar of IPB in the on-going Academic year.

- 5.2. Requirements to pursue the initial registration are
  - 5.2.1. Submit a letter of acceptance and/or pass selection transcription
  - 5.2.2. Shows the original documents of graduation and academic achievement from the previous education level and handed the duplicates that were ratified by the school/College of Origin. The documents are: Diploma and Senior High School grade report for new students IPB graduate School (through SNMPTN, SBMPTN, UTM, BUD, and PIN), or diploma and transcript of diploma program for IPB candidates on field of interest line of education.
  - 5.2.3. Submit health certificate from a physician.
  - 5.2.4. For students transferring from their university/colleges, submit an intercollegiate displacement
  - 5.2.5. Especially for foreign students, submit documents/information that meets the requirements for foreign students' admission, and
  - 5.2.6. Submit receipt of fully paid first semester tuition fee.
- 5.3. Candidates who are indicated of conducting a counterfeit/engineered the initial registration requirements documents are asked to clarify directly to the IPB administration. The director of IPB further examined the legality of documents and sanctioned if such indications were evident. Sanctions on such actions can include: the termination of the passed selected status; or subject to trial status for a certain period of time, failure to meet the terms of the trial status subject concerned will be expelled from IPB.

## 6. PROCEDURE

### 6.1. Procedure Details

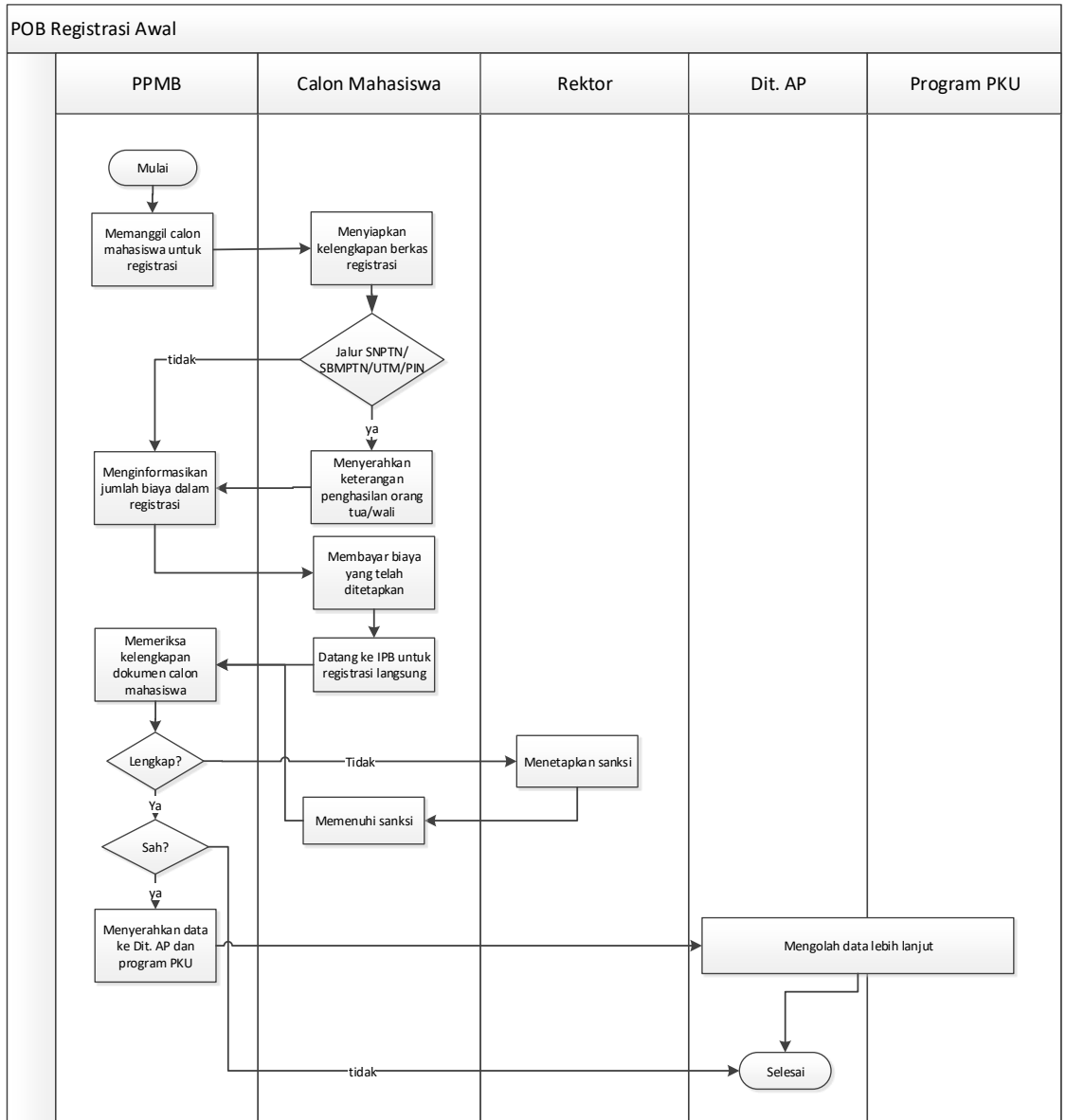
- 6.1.1. IPB calls for new student candidates who have passed the selection through a call letter. Especially for candidates accepted through National Selection for State University (SNMPTN), Joined Admission Selection of State University (SBMPTN), Independent Written Test (UTM), and International and National Achievement (PIN), the date to confirm and the schedule to submit documents of parents income is stated in the call letter. Procedure advanced to item 6.1.2.  
The procedure for candidates accepted through Scholarship of Regional Representative (BUD), field of interest diversion, transfer, and foreign students, proceed directly to 6.1.5.
- 6.1.2. New candidates send proof of parents' income documents to the New Student Admission Committee (PPMB) address
- 6.1.3. New Student Admission Committee (PPMB) informs Single Tuition Fee (UKT) rates for candidates based on their parents' income.

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- 6.1.4. New Student Admission Committee (PPMB) sends the tuition fee validation form to new candidates stating the provisions of the Single Tuition Fee (UKT) and boarding fees
- 6.1.5. The candidates pay the first year 's tuition fee on the set schedule.
- 6.1.6. New candidates come directly to fulfill the IPB invitation to do the initial registration on the schedule set. Candidates who are unable to come at the specified time without reason that can be accepted by IPB administration are considered to withdrawn.
- 6.1.7. The New Student Admission Committee (PPMB) checks the completeness of the initial registration requirement and verifies its legality. Candidates who have fulfilled all the requirements are set as new IPB students. Candidates who cannot prove their legality are subject to sanctions set by the IPB administration (See General provisions of item 5.3).
- 6.1.8. The New Student Admission Committee (PPMB) input the new students' data and are further managed in the IPB academic Management Information System.




**6.2. Flowchart Procedure**



**7. SUPPORTING DOCUMENTS**

None.

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### 1. AIM

Provide guidance to conduct re-registration services for students to be carried out reliably, accurately and smoothly according to the set time period.

### 2. SCOPE

This standard operational procedure (POB) covers the procedure of planning a study plan, procedures for arranging study plans and changing of study plans conducted by undergraduate students after completing lecture Activities at the General Competency Education (PPKU).


### 3. CONCEPTION/DEFINITION

- 3.1. Re- registration is a registration process for undergraduate students after completing the lecture activities in PPKU to develop a study plan that will be implemented in the 3rd semester and the following Semester
- 3.2. Study Plan/Scheme Card (KRS) is an *online* study plan/scheme form that contains a course plan/scheme attended by students in the coming semester (including the divers year), in lecture form, practicum, field - practice, work - practice, profession work service (KKP), Internship, or any other final assignment.
- 3.3. Academic advisor (PA) is a lecturer appointed/assigned by the department head to be an advisor for a student academic assignment (*Outbound/Inbound student*).
- 3.4. The mid-semester exam (UTS) is a test held in the middle of the semester
- 3.5. The final exam of the Semester (UAS) is a test held at the end of the semester after the completion of lecture and practicum
- 3.6. The Finance Bureau is a Bureau that carries out technical and administrative tasks of financial management in corresponding to the working Plan and Budget (RKA) of IPB to support the smooth implementation of IPB management.
- 3.7. The Directorate of Data Integration and Information Systems (DIDS) is a directorate that implement of the strategic tasks in the development of information and communication systems and Data based information and communication technologies management.
- 3.8. Directorate of Education Administration (Dit.AP) is a directorate that has strategic task in implementing the Development of education administration of Multistrata and Multitype programs (multijenis).
- 3.9. Education Quality Improvement Cost (BPMP) is the cost to be paid by a student during the study at each semester. The amount of BPMP is decided when accepted as a new student of IPB by considering the income of parents/guardians.
- 3.10. The costs of organizing the course (BPMK) is the cost to be paid by IPB students for each unit course of credit semester (SKS) taken in one semester. The cost amount is decided by the unit cost component of the course.

### 4. REFERENCE

- 4.1. Academic Senate Decree no. 20/I/KEP/SA/2003 on education registration process
- 4.2. Regulation of rector of IPB Number 069/KI3/PP/2003 on the filling in process of student KRS



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- 4.3. Regulation of the rector of IPB number 15/IT3/DT/2014 on the code of Conduct of the implementation of undergraduate education Program
- 4.4. Regulation of Rector of IPB number 14/IT3/DT/2015 on the Quality assurance system IPB
- 4.5. Regulation of the rector of IPB number 15/IT3/DT/2015 on the implementation of IPB Internal quality assurance System

## 5. GENERAL REQUIREMENTS

- 5.1. The preparation of the study plan is done by the student at the time of filling in the *Online* KRS corresponding to the IPB Education calendar and considering regulation for the study load.
- 5.2. Students who do not register is subject to inactive sanctions in the following semester and the decision is based on the decision of the rector. The student is not eligible for an Academic Services through the ongoing semester
- 5.3. The KRS is filled in by the students after receiving consideration and approval of the academic advisors. The KRS can be KRS A and KRS B. KRS b is used only for courses changes/cancellations.
- 5.4. The maximum study load of each semester is 25 (twenty-five) credits, while the minimum study load is 12 (twelve) credits, except for students whose remaining study load is less than 12 (twelve) credits. The maximum study load of each semester for each student is decided corresponding to the PKU study evaluation on academic achievement, for students who will enter the 3rd semester, or the evaluation result of the previous semester for students who will enter semester 4 (four) onwards.

No.	Achievement Index	Maximum study load (sks)
1	> 2.75	25
2	2.00 – 2.75	22
3	< 2.00	19


- 5.5. Krs A *Online system* will be closed if:
  - 5.5.1. Students take a leave in the previous semester and have not registered to be active again in the coming semester.
  - 5.5.2. The students are subject to sanctions as inactive in the previous semester;
  - 5.5.3. The students have a strict/harsh warning or DO
  - 5.5.4. Have an installment for the first year's tuition fee or previous semester
- 5.6. The *Online* KRS B System will be closed if the student does not fill the KRS A in. The re-opening of KRS B Services could only be performed if the student could present a written request for the filling in of the KRS from the department addressed to the Dit. AP.
- 5.7. The re-Registration Service is an integrated service involving units responsible for Directorate of Educational Administration (Dit. AP). Data and Information Systems (DIDS), and Financial Management (Finance Bureau).

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## 6. PROCEDURE

### 6.1. Procedure Details

- 6.1.1. Directorate of Educational Administration socializes to the department and students on the procedure of KRS inputting, advisory Schedule, KRS trial, KRS A/B Implementation and schedule for SPP payment through circular letter and announcement 2 (two) months before the re-registration date scheduled in the academic calendar of IPB.
- 6.1.2. Directorate of Educational Administration, DIDSI and finance Bureau verify:
  - 6.1.2.1. List of courses in KRS;
  - 6.1.2.2. Lecture Schedule Readiness (See POB preparation of integrated schedules)
  - 6.1.2.3. Readiness of the *online* KRS system prior to the filling in of KRS A schedule by the student;
  - 6.1.2.4. Student Billing data (UKT)
- 6.1.3. The Directorate of Educational Administration circulates the advisory form to the department at least 2 (two) weeks before the scheduled advisory.
- 6.1.4. Students fill out an advisory form together with the academic advisor
- 6.1.5. Directorate of Educational Administration and DIDSI open the KRS A service. During the *online* KRS period, there is also a service for students who have problems filling the KRS in.
- 6.1.6. Students fill in the KRS A corresponding to the advisory form that has been approved by academic mentor.
- 6.1.7. The students print out the KRS A form.
- 6.1.8. The student asks for the approval from the academic advisor for the KRS that he/she has filled in.
- 6.1.9. Academic advisor verified the *online* KRS with the advisory form. If there is a mismatch, the academic mentor reserves the right to object and request the student to correct the KRS form.
- 6.1.10. The academic advisor signed the approved the KRS form
- 6.1.11. Students submit the completed KRS form to the academic administrative service unit in the department.
- 6.1.12. The Department will archive the KRS form for evaluation material.
- 6.1.13. The Directorate of Educational Administration (Dit. AP) with DIDSI processed the KRS data to compile a list of the participants of the course, and a lecture/practicum attendance list for the 1-4 week of lecturing period.
- 6.1.14. The Directorate of Educational Administration (Dit. AP) prints the list of participants of the courses and the attendance list for lecture/practicum of week to 1-4.
- 6.1.15. The Directorate of Educational Administration (Dit. AP) compiled a recapitulation list of student who does not fill a KRS.
- 6.1.16. DIDSI supports the Directorate of Educational Administration (Dit. AP) closing the KRS B *online* system for students who do not fill in the KRS A.
- 6.1.17. The Directorate of Educational Administration (Dit. AP) and DIDSI open KRS B Service at the most 2 (two) weeks after the lecture was running.

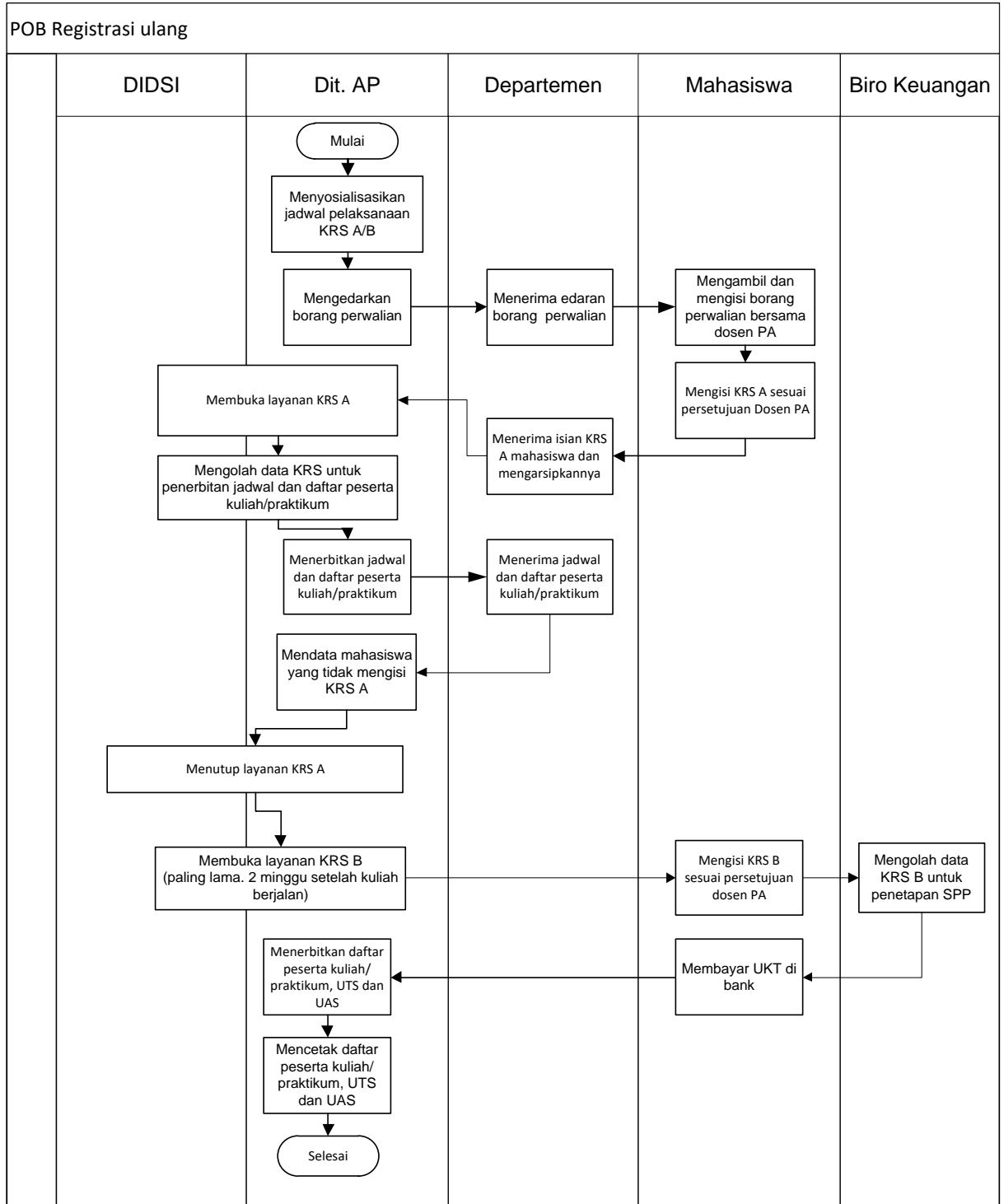
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- 6.1.18. Students fill in the KRS B form according to the schedule set in the Education calendar of IPB.
- 6.1.19. The student prints the KRS B and re-request approval from the academic professor
- 6.1.20. The student pays SPP at the bank according to the stated bill rate in the KRS to the Rector's account as per the schedule set.
- 6.1.21. SPP Payment is the final process of initial registration carried out by the student.
- 6.1.22. The Directorate of Educational Administration (Dit. AP) issue the list of participants/practicum, UTS, UAS to students.
- 6.1.23. Financial Bureau to processed the KRS B data to stipulate the SPP for those who still follow the provisions of BPMP and BPMK.
- 6.1.24. The Directorate of Educational Administration (Dit. AP) Print The list of attendance for lecture/practicum week to 5-14, as well as the list of attendance exams (UTS and UAS) based on the data updating/renewal as the results of the filling in of KRS and Single Tuition Fee (UKT) payment and processing of the rector letter of decision on the student being sanctioned for the on-going semester.



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### 6.2. Flowchart procedure



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## 7. SUPPORTING DOCUMENTS

No	Form name Supporting Document	Document location
1.	Trial KRS Form	Dit. AP
2.	KRS A Form	Dit. AP
3.	KRS B Form	Dit. AP
4.	Advisor Form	Dit. AP
5.	SPP proof of payment	Bank
6.	SPP Circular letter form	Dit. AP
7.	Student Attendance List	Dit. AP
8.	Form of unlisted Student for KRS A	Dit. AP
9.	Form of recapitulation of Student do not re-register	Dit. AP
10.	Student Study card Form	Dit. AP

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	<b>ACADEMIC ADVISER</b>	Revision Number : 01

## 1. AIM

- 1.1. Provide guidance on the mechanism and mentoring process monitoring by academic advisers lecturers to achieve academic quality standards.
- 1.2. Provide guidance in the achievement of student advising process by an academic adviser.

## 2. SCOPE

This Standard Operational Procedure (POB) covers the process of mentoring/custody for undergraduate program students after completing the education at the General Competency Education program (PKUprogram).

## 3. CONCEPTION/DEFINITION


- 3.1. The Trust period is the period determined by IPB for students to perform a consultation with his academic supervisor Lecturer.
- 3.2. The trust form is a student' study plan form to be implemented in the upcoming semester.
- 3.3. The plenary study plan (RSP) is a student study plan since commencing of the education in departement to the completion period of the study.
- 3.4. Academic advisers are Lecturers appointed/appointed by the head of department to carry out the duties of the academic supervision of the students.
- 3.5. Study plan form (KRS) is an *online* Study Plan form that contains a course plan attended by students in the coming semester (including switch of the year), both in the form of lectures, practicums, field practice, work practices, profession work service (KKP) Internship, or other final assignment.
- 3.6. The permanent lecturer is a lecturer who is appointed and assigned as a permanent lecturer at the pertinent university
- 3.7. GKM is a Quality Control unit responsible for implementing the process of controlling academic Quality in the department
- 3.8. General Competence Education Program (PPKU) is a unit in charge of conducting activities and controlling the quality of general competency education

## 4. REFERENCE

- 4.1. The rector of IPB regulation number 15/IT3/DT/2014 on the code of Conduct of the implementation of undergraduate education Program
- 4.2. The Rector of IPB regulation number 14/IT3/DT/2015 on the IPB Quality assurance system
- 4.3. The rector of IPB regulation number 15/IT3/DT/2015 on the implementation of IPB Internal quality assurance System

## 5. GENERAL PROVISIONS

- 5.1. Students who are admitted to a study program after graduating from the PKU program will be guided by an academic adviser.
- 5.2. Requirements as an academic-adviser:
  - 5.2.1. A permanent lecturer at the Departement with a working period of at least 3 (three) years, and
  - 5.2.2. Fulfill a minimum academic magister qualification


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- 5.3. The appointment of an academic adviser is given by the Dean based on the proposal of department head.
- 5.4. Every academic adviser is provided with a document:
  - 5.4.1. An integrated schedule for the academic year
  - 5.4.2. An undergraduate guidance book
  - 5.4.3. Consultation form
- 5.5. A letter of Duty for the academic adviser, issued by the dean at least contains:
  - 5.5.1. A statement stated that the lecturer is assigned as academic advisor
  - 5.5.2. The term of appointment as an academic advisor,
  - 5.5.3. List of students to be supervised
- 5.6. The duties of academic advisers are:
  - 5.6.1. Supervise the student in deciding the course in each semester taking into consideration the grades of the previous semester.
  - 5.6.2. Supervise the students in optioning minor course and or supporting course subjects.
  - 5.6.3. Directing the students to: prepare the KRS and RSP, filling the KRS out, and giving students advice of the load of study that can be taken in the upcoming semester.
  - 5.6.4. Implement counseling function, in assisting, monitoring and/or directing the study of students in terms of: keeping up with the lecture, choosing the techniques to follow the lecture, using literature and books reading techniques, introducing learning resources (in and off campus), right timing arrangement, records the progress/success of the study periodically, communicating with information about certain students who have experienced study barriers to academic lecturers, and provide assistance related to student personal matters (environmental adjustments, character, etc.).
  - 5.6.5. Giving consideration upon completion of the student's study under his supervision to the head of the study program/department.
- 5.7. The Academic Advising schedule is carried out at least at the time of:
  - 5.7.1. Consultation period (filling out the consultation form). Especially for students who are just completed the PKU Program, meeting with the Academic Advisers at the first consultation is conducted to fill out the RSP form.
  - 5.7.2. Signing the *online* the course selection sheet form
  - 5.7.3. The term of lecture period agreed between the Academic advisor and student.
  - 5.7.4. semester transcript submission (before filling out the course selection for the coming semester)

## 6. PROCEDURE

### 6.1. Procedure details

- 6.1.1. The head of the Department proposed a list of academic advisers and students to be advised to the Dean not later than 2 (two) weeks prior to the schedule of filling out the KRS in semester 3.
- 6.1.2. The Dean issued a letter of appointment for an academic adviser not later than 3 (three) weeks after the proposal list was received.

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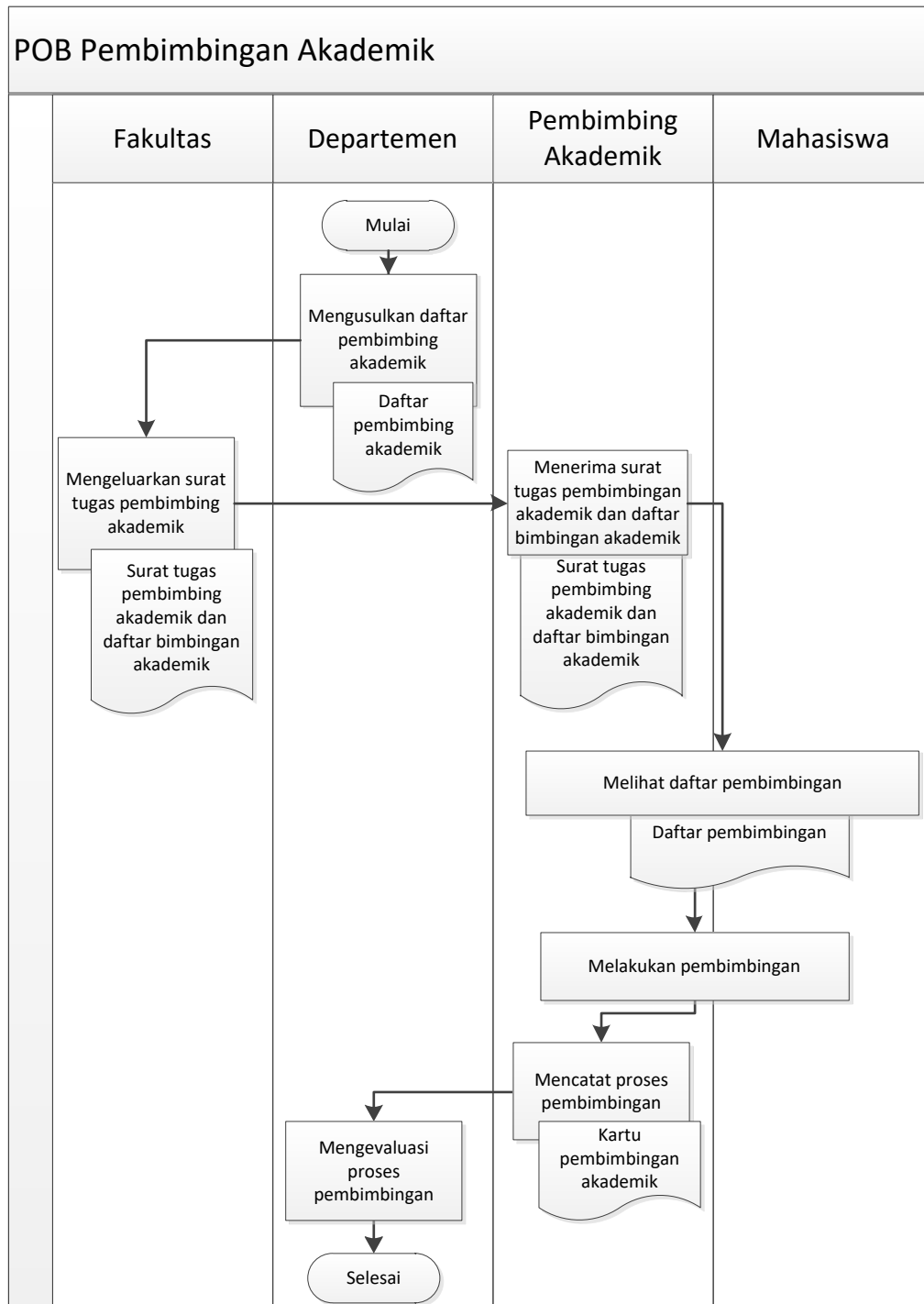
- 6.1.3. The Head of the Department announced the academic advisor's letter of appointment to be known by students and lecturers no later than 3 (three) days before the advisory period.
- 6.1.4. Students and academic advisers meet in the framework of mentoring process, either through face-to-face or and other communication media as well, with a number of meetings at least 4 (four) times in one semester.
- 6.1.5. Academic advisers documenting the student mentoring process in the Academic Mentoring Card.
- 6.1.6. Academic advisory card is evaluated by the GKM departement at the end of each semester. The feedback on the advisory process of each academic adviser is presented by departement head to academic advisers the latest one month after the semester evaluation period.






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**6.2. Procedure Flow chart**



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## 7. SUPPORTING DOCUMENTS

No	Form Name/Supporting Documents	Document Location
1.	The academic adviser letter of appointment Format	Faculty
2.	Consultation Form	Directorate of Educational Administration (Dit. AP)
3.	Course Selection Sheet	Directorate of Educational Administration (Dit. AP)
4.	Plenary Study Plan	Directorate of Educational Administration (Dit. AP)
5.	Academic Consultation Card	Department

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## 1. AIM


- 1.1 Provide guidance for the implementation of the activity process of IPB undergraduate education program in order to comply with the prevailing provisions and reach the set quality standard.
- 1.2 Provide guidance for the implementation of lectures/practicum corresponding to the annually defined academic calendar.

## 2. SCOPE

This standard operational procedure (POB) covers The process of drafting a unified academic activity of undergraduate education program, covering the schedule of lectures and practicum, the midterm exam Schedule (UTS) and the final exam of the semester (UAS) in the odd, even-semester, and short-semester.

## 3. CONCEPTION/DEFINITION

- 3.1. Lecturing is a teaching and learning activity that covers lectures, practicums and exams.
- 3.2. Lecture is in a class face to face teaching and learning activity between lecturers and students at a set schedule.
- 3.3. Practicum is a teaching and learning activity involving lecturers (assisted by assistants) and students emphasized on the psychomotor aspects (skills) either in the form of practice or class work.
- 3.4. The integrated schedule of IPB is the integration of lecture and practicum schedules, mid-semester exams and end of semester exams in the entire department of Undergraduate education program.
- 3.5. The short semester is an academic activity that is conducted between the even and odd semesters (the even semester's break).
- 3.6. The middle Semester Exam (UTS) is a test held in the middle of the ongoing semester.
- 3.7. The final Semester exam (UAS) is a test held at the end of the semester after the completion of lecture and practicum.
- 3.8. *Online* Card Plan Study (KRS) is an *online* application for Study Plan Card that can be accessed at the website address <http://www.ipb.ac.id/krsonline>
- 3.9. SIMAK is the academic management information system.
- 3.10. Directorate of Education Administration (Dit. AP) is a directorate that has strategic tasks to implement the development of educational administration of Multistrata and Multitype programs.
- 3.11. The Directorate of Data Integration and Information Systems (DIDSIS) is a directorate that performs strategic tasks in the development of information and communication systems and Data management based on information and communication technologies

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- 3.12. The Finance Bureau is a Bureau that carries out technical and administrative tasks of financial management corresponding to IPB annual work plan and Budget (RKA) to support the implementation of IPB management
- 3.13. General Bureau is the bureau in charge of carrying out technical and administrative tasks in the service of public affairs and facilities/infrastructure to support the implementation of IPB management.
- 3.14. The costs of organizing the course (BPMK) is the cost to be paid by IPB students for each credit semester unit (SKS) for each course taken in one semester. The cost amount is determined by the cost of the course unit component.

#### 4. REFERENCE

- 4.1. IPB Rector Regulation number 15/IT3/DT/2014 on the Order of implementation of Undergraduate Education Program of IPB University
- 4.2. IPB Rector Regulation number 14/IT3/DT/2015 on IPB Quality assurance system
- 4.3. IPB Rector Regulation number 15/IT3/DT/2015 on the implementation of IPB Internal quality assurance System


#### 5. GENERAL REQUIREMENTS

- 5.1 The implementation of Lecture and practicum in both regular and short semesters, Midterm test (UTS) and Final test (UAS) must correspond to the schedule set by the Directorate of Educational Administration (Dit. AP).
- 5.2 Changes in the schedule of lectures/practicum, Midterm test (UTS) and Final test (UAS) should be upon approval of the department head and the Directorate of Educational Administration (Dit. AP).
- 5.3 If the scheduled lecture and practicum coincide with the holiday that was set before, the Directorate of Educational Administration (Dit. AP) will set the substitute time for lecture and practicum.
- 5.4 The integrated schedule is set at the beginning of each semester.

#### 6. PROCEDURE


##### 6.1. Regular Semester Lecture Schedule Preparation

- 6.1.1. The Directorate of Educational Administration conducting a coordination meeting with DIDS, Finance Bureau and General Bureau to verify KRS *online* system, SIMAK, BPMK of each course, and availability/readiness of Facilities (Room and infrastructure) for the implementation of lectures and practicums.
- 6.1.2. The Directorate of Educational Administration (Dit.AP) organize a schedule of lectures/practicums based on the curriculum of each course, and the previous year's data.
- 6.1.3. The Directorate of Educational Administration (Dit.AP) sends a draft of lecture/practicum schedule to the faculty with a carbon copy to the

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department at least one month before the implementation of *online* KRS to be corrected (matters should be checked by Faculty and departments: availability of schedule for offered courses, time, number and composition of participants, number of parallel classes)

- 6.1.4. Faculty coordinates to the department to proofread the lecture schedule and sends it to the Dit. AP, the latest one week after the draft submission
  - 6.1.5. The Directorate of Educational Administration (Dit.AP) revises the lecture/practicum schedule according to the input from faculty/department.
  - 6.1.6. Directorate of Educational Administration prints the revised Draft of the lecture/practicum and sends it to every faculty and department at least 3 (three) working days from the date of received input from faculty/department.
  - 6.1.7. Directorate of Educational Administration (Dit. AP) invites faculty, departments, and DIDS1 to validate the lecture/practicum schedule at least 2 (two) weeks prior to the *online* KRS implementation
  - 6.1.8. If during the validation there is still an error, the Directorate of Educational Administration (Dit. AP) will directly revise lecture/practicum schedules in KRS *online*.
  - 6.1.9. Directorate of Educational Administration (Dit. AP) print the lecture/practicum schedule as the result of the coordination meeting and room usage schedule
  - 6.1.10. Directorate of Educational Administration (Dit. AP) distributes lecture/practicum schedule to every faculty and Department, as well as the schedule for the use of the room to the General Bureau and head of Administration Faculty.
  - 6.1.11. Directorate of Educational Administration (Dit. AP) upload the lecture/practicum schedule of the ongoing semester to *online* KRS System at least one week before the KRS *Online* is make available to the students.
- 6.2. **Preparation of a short Semester lecture Schedule**
- 6.2.1. Directorate of Educational Administration Send a letter to the faculty and departments containing the request for a short semester course that will be offered by the department and the requested number of participants, at least one month before the implementation of the short semester course. .
  - 6.2.2. The Department coordinates with the faculty, submits the schedule and the number of course participants in the short semester to the Directorate of Educational Administration not later than 2 (two) weeks before the lecture commence
  - 6.2.3. Directorate of Educational Administration allocates lecture space based on the schedule and number of participants of each course.

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6.2.4. Directorate of Educational Administration distributes the lecture schedule to each faculty and Department, as well as the room usage schedule to the General Bureau and the Administration Faculty Head.

### 6.3. Exam Schedule

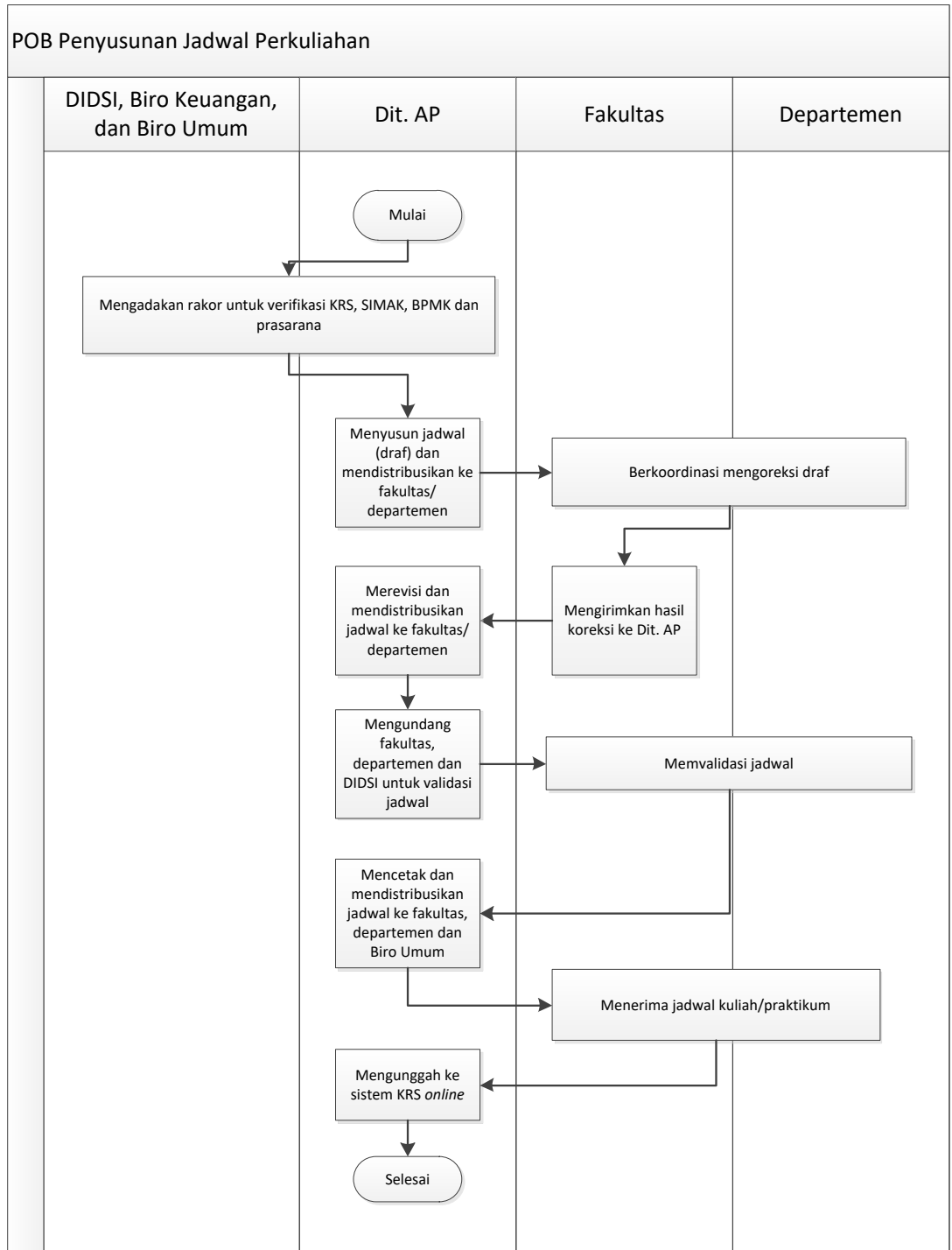
- 6.3.1. Directorate of Educational Administration Coordination holds a meeting with the DIDSJ and the General Bureau to verify the availability/readiness of Facilities (room and infrastructure) for the implementation of the exam.
- 6.3.2. Directorate of Educational Administration compiles draft of exam schedules based on previous year 's data
- 6.3.3. Directorate of Educational Administration sends an exam schedule draft to the faculty with a copy to the department at least 3 (three) weeks prior to the exam implementation
- 6.3.4. The faculty coordinates with the department to correct the exam schedule draft and send it back to the Directorate of Educational Administration (Dit. AP) one week after the draft is received.
- 6.3.5. Directorate of Educational Administration revised the exam schedule draft according to the input from faculty/ department.
- 6.3.6. The Directorate of Educational Administration prints the revised draft exam schedule and sends it to every department and faculty at least 3 (three) working days from the date of input received from the faculty of and departments.
- 6.3.7. Directorate of Educational Administration (Dit. AP) invites faculties, departments, and DIDSJ to validate the exam schedule draft no later than 2 (two) weeks prior to the exam.
- 6.3.8. If at the time of validation there is still error, Dit. AP and DIDSJ revise the exam schedules on *online* KRS
- 6.3.9. As the output of the coordination meeting the Directorate of Educational Administration (Dit. AP) prints the exam schedule and room usage schedule
- 6.3.10. The Dit.AP distributes the exam schedule to every faculty and department, as well as the room usage schedule to the General Bureau and head of Administration Faculty.
- 6.3.11. The ongoing semester exam schedule can be *online* accessed at the *online* KRS system one week prior to the exam execution



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6.4. Procedure Flowchart

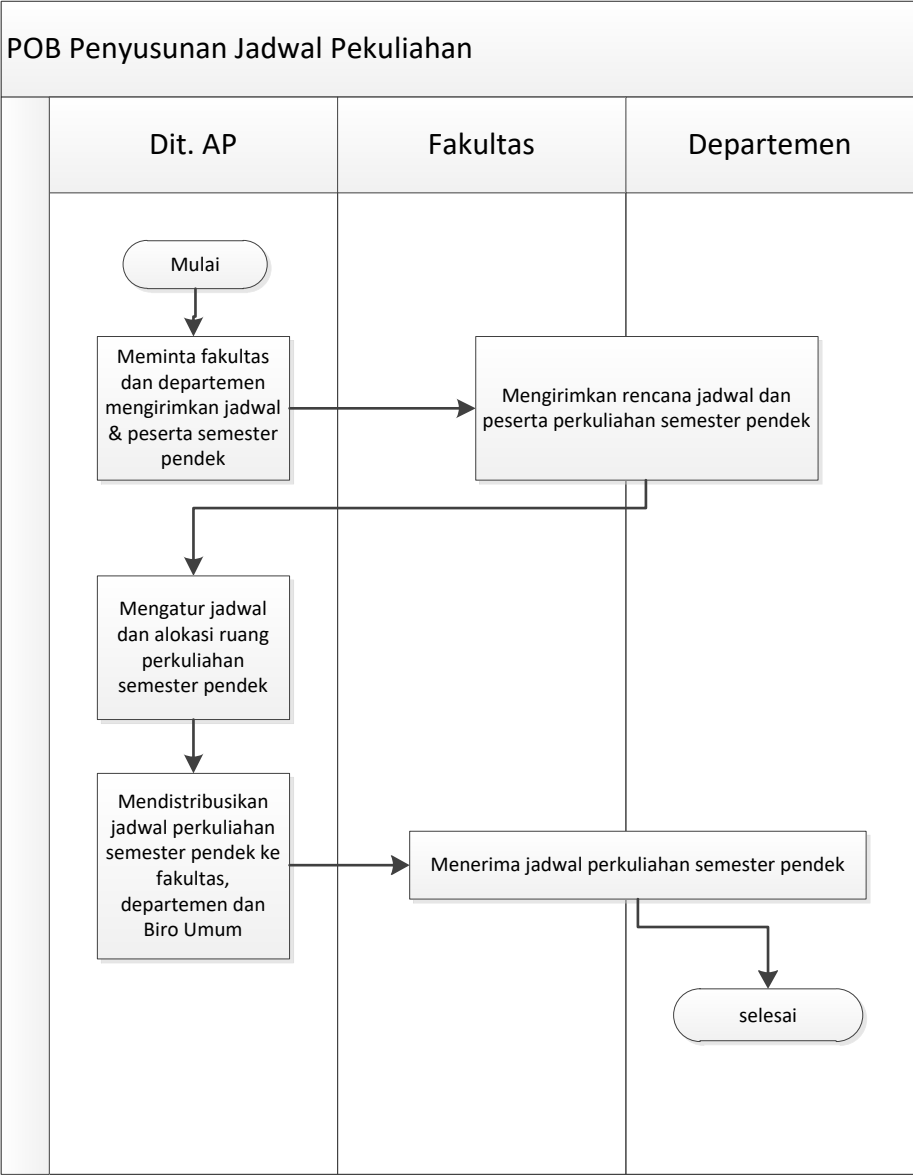
6.4.1. Regular Semester lecture Schedule Preparation





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6.4.2. Short Semester lecture Schedule Preparation

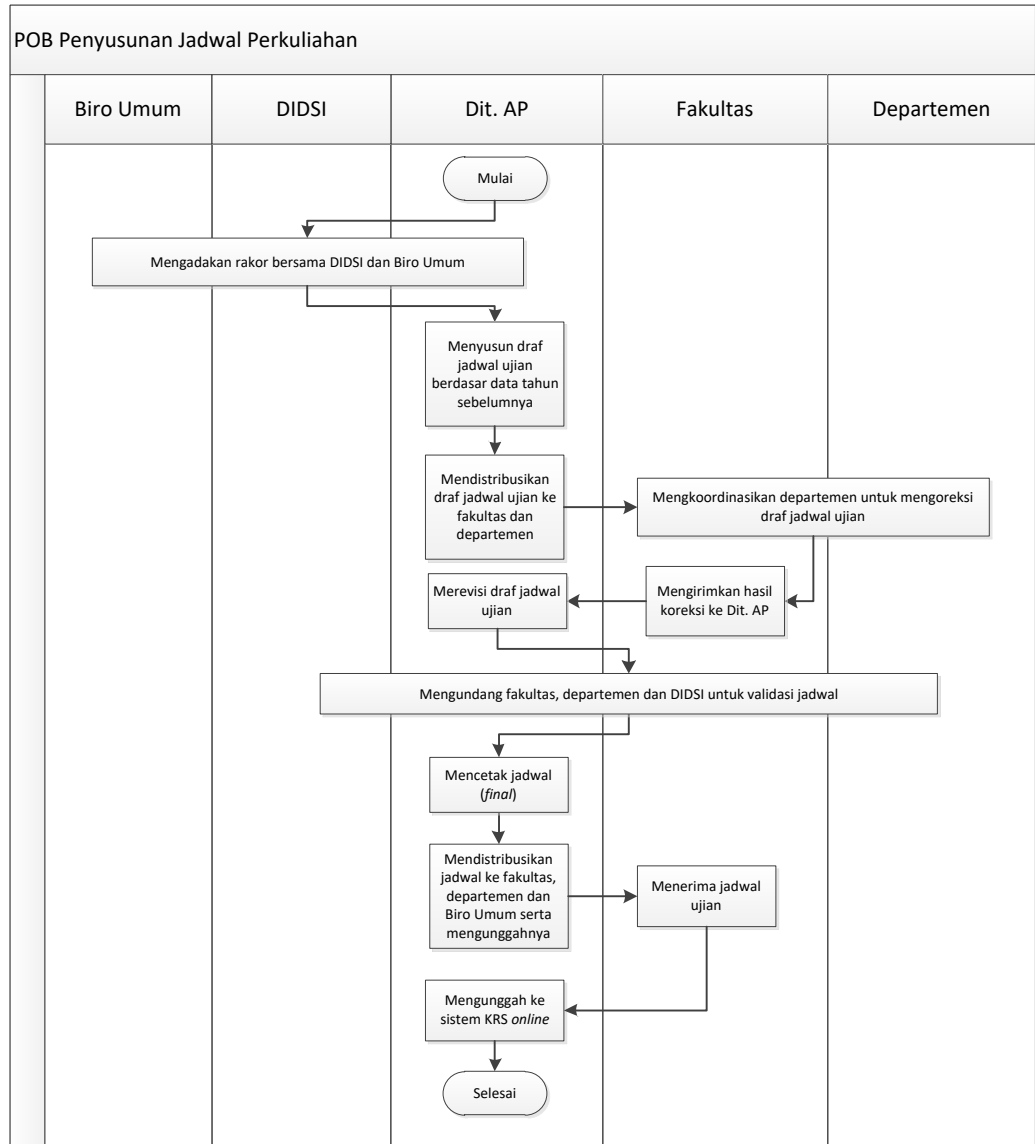







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### 6.4.3. Exam Schedule Preparation



## 7. SUPPORTING DOCUMENTS

No	Form name/Supporting Document	Document Location
1.	Lecture Schedule Form	Directorate of Educational Administration (Dit.AP)
2.	Exam Schedule Form	Directorate of Educational Administration (Dit. AP)

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## 1. AIM

- 1.1. Providing guidance in the academic activities of the undergraduate program to comply with the prevailing provisions and achieve the stipulated quality standards.
- 1.2. Provide guidance in the semester assessment of undergraduate program students.
- 1.3. Provide guidance for the department/faculty in determining the status of student further study based on the results of semester assessment.

## 2. SCOPE

This standard operational procedure (POB) covers the process of monitoring student study progress based on the academic grade of the department/faculty, the student transcript publication process per semester, and the decision on the student further study based on the results of semester assessment monitoring.

## 3. CONCEPTION/DEFINITION

- 3.1. The achievement Index (IP) is the achievement assessment of the student semester study listed in the transcript containing the grade of each course in a particular semester. Calculation of achievement index based on the grade of all courses in semester per weight of 1 (one) credits. Determination of index achievement use the formula:

$$IP = \frac{\sum_{i=1}^n Ni.ki}{\sum_{i=1}^n ki}$$

Note:


IP = Achievement Index

Ni = Course Grade-i

n = number of courses

ki = i weight of the subject credits-i

- 3.2. The Cumulative Achievement Index (GPA) is the last achievement index calculated from the average achievement index from the acquisition of the total credits.
- 3.3. The student list based on the study continuation status classification is the list of students who have been classified based study continuation status.
- 3.4. SIMAK is the academic management information system.
- 3.5. Directorate of Education Administration (Dit. AP) is a directorate that has strategic task in implementing the Development of education administration of Multistrata and Multitype programs
- 3.6. Credit Unit Semester (SKS) is the size used to measure the load of student studies, the cumulative achievements for a particular course, and the load of carrying out education, especially for lecturers. One credits lectures, equivalent to face-to-face activities for 50 (fifty) minutes, coupled with structured activities for 60 (sixty) minutes, and coupled with a self-sufficient activity for 60 minutes. One SKS of tutorial, equivalent to 60 minutes face-to-face activities plus 100 (a hundred) minutes of self-activity. One credits practicum, equivalent to 2-3 hours of activity in a laboratory, studio, or workshop, 1 hour is equivalent to 60 minutes. Spacious

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practice activities, 1 credit equal to 4-5 hours of activity (4-5 x 60 minutes). All such activities are counted as 1 (one) week per semester.

- 3.7. General Competency Education Program (PPKU) is a Unit in charge of conducting activities and controlling the quality of general competency Education.
- 3.8. Study Plan Card (KRS) is an *online* study plan form that contains courses that will be attended by students in the coming semester (including transferring year), in the form of lectures, practicums, field practices, work practices, profession work seservice (KKP), internships, or other assignments.
- 3.9. The final exam of the semester (UAS) is a test held at the end of the semester after the completion of lecture and practicum.

#### 4. REFERENCE

- 4.1. Rector of IPB regulation number 15/IT3/DT/2014 on the code of Conduct on the implementation of undergraduate education Program
- 4.2. Rector of IPB regulation number 14/IT3/DT/2015 on IPB Quality assurance system
- 4.3. Rector of IPB regulation number 15/IT3/DT/2015 on implementation of IPB Internal quality assurance System

#### 5. GENERAL REQUIREMENTS

##### 5.1. Academic Assessment

- 5.1.1. The achievement grade of each course in the transcript is the cumulative outcome of the components of structured duty, practicum (for course work with practicum), midterm semester exam final semester exam, and other scoring components.
- 5.1.2. The exam rate of each course is expressed in the absolute grade (number) from 0 to 100. The final assessment result of a course expressed by quality letter (HM) and Quality score (AM) is: A = 4; AB = 3.5; B = 3; BC = 2.5; C = 2; D = 1; and E = 0.
- 5.1.3. If a student has not completed a component grade of a particular course, then the student's course grade is stated as incomplete (BL). The BL grade is set in POB 10 on the implementation of the exam and course assessment.
- 5.1.4. If a student illegibly quitted from a course, the course will be given an E grade and calculated in setting the IP at the end of the semester.
- 5.1.5. All grades achieved by the students are put in the per-semester transcript.
- 5.1.6. If a student rejoined a course, the final grade calculated for the GPA is the best grade that the student has earned.

##### 5.2. Academic Year Final Assessment

- 5.2.1. The first year final assessment was implemented by the PKU Program. The decision on the status continuation of student studies in the following semester is carried out by departments and faculties where the students are enrolled. The process of establishing a student study continuation status is available in table 1.


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Table 1. Decision of student study continuation Status


Assessment Period	IPK, IP	Study Continuation Status
End of First Year	(1) $IPK \geq 2.00$	(1) Unconditional requirements
	(2) $1.70 < IPK < 2.00$	(2) Warning (P)
	(3) $IPK \leq 1.70$	(3) Issued (DO)
Subsequent semesters		
in unconditional status	(1) $IPK \geq 2.00$	(1) Unconditional requirement
	(2) $IP < 2.00$ dan $1.50 < IPK < 2.00$	(2) Warning (P)
	(3) $IPK \leq 1.50$	(3) Issued (DO)
In warning status	(1) $IPK \geq 2.00$	(1) Unconditional requirements
	(2) $IP \geq 2.00$ dan $1.50 < IPK < 2.00$	(2) Still in warning status (P)
	(3) $IP < 2.00$ dan $1.50 < IPK < 2.00$	(3) Extreme warning (PK)
	(4) $IPK \leq 1.50$	(4) Issued (DO)
In extreme warning status	(1) $IPK \geq 2.00$	(1) Unconditional
	(2) $IP \geq 2.00$ dan $1.50 < IPK < 2.00$	(2) Still in extreme warning (PK)
	(3) $IP < 2.00$ dan $1.50 < IPK < 2.00$	(3) Issued (DO)
	(4) $IPK \leq 1.50$	(4) Issued (DO)

- 5.2.2. The process of progress setting up of foreign student study was set for 2 (two) years (4 semesters). For students whose IPK are  $< 2.00$  will be dropped out (DO).
- 5.2.3. Semester Assessment Monitoring also look into the earned minimum credits in the evaluation period with provisions as presented in Table 2.

Table 2. Acquisition of credit unit Semester (SKS) Minimum based on length of study with  $IPK \geq 2.00$

Length of Study (Semester)	Minimum Credit Acquisition with $GPA \geq 2.00$	Description
4	48	If the credits show less than the minimum limit, the student is expelled from IPB.
6	72	
8	96	
10	120	
12	138	

- 5.1.1. A student who is eligible to obtain semester transcript document is a student with active status.

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- 5.1.2. The course stated in the transcript is a valid listed course through the *online* KRS of the on-going semester.
- 5.1.3. The Department/faculty upload the grade into the SIMAK the latest 2 (two) weeks after the implementation of the exam.
- 5.1.4. Distribution of semester transcript is carried out 3 (three) days after the deadline of compiled exam grade is uploaded to SIMAK.

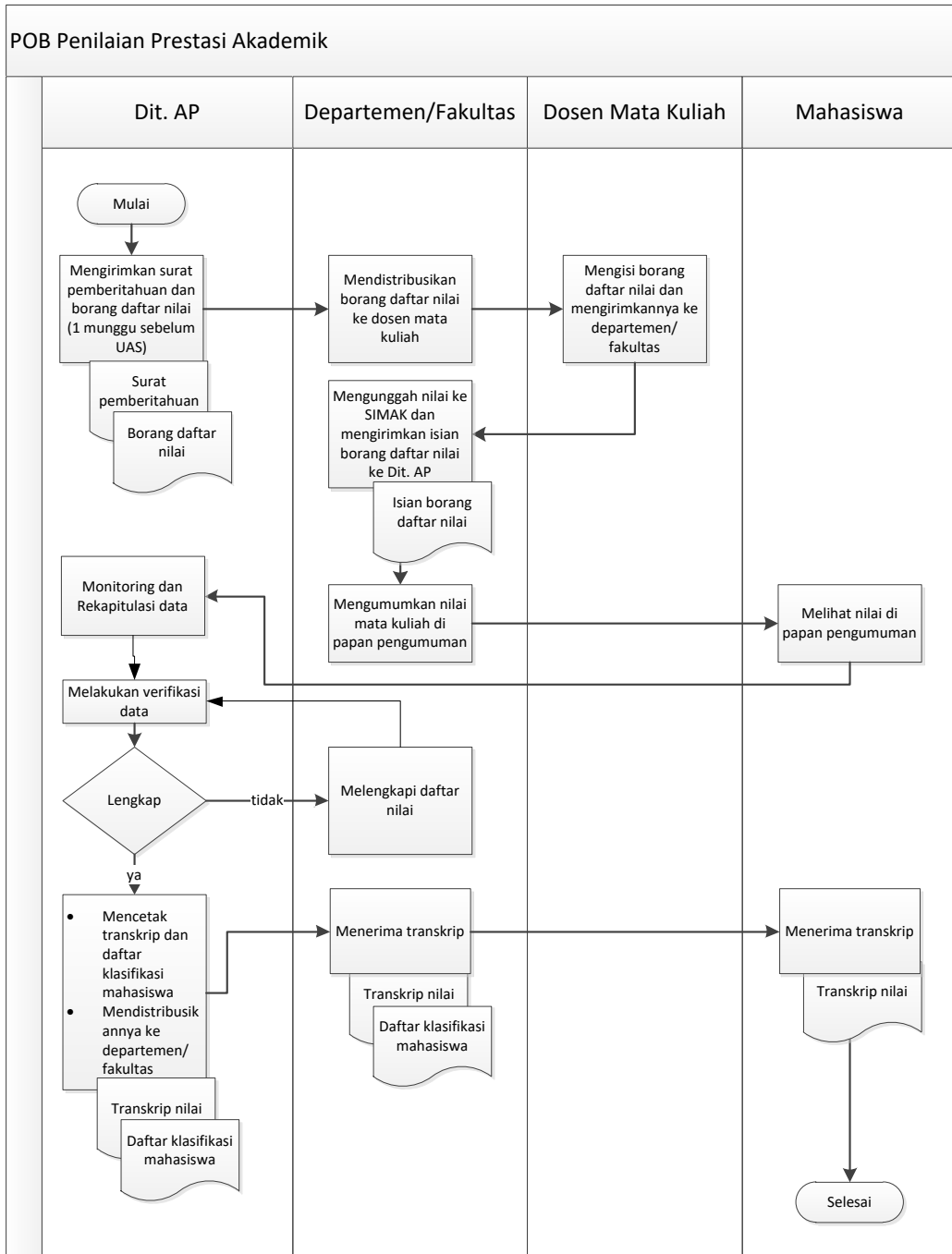
## 6. Procedure

### 6.1. Procedure details

- 6.1.1. Directorate of Educational Administration issued a letter of notification about the grade of the course to the department/faculty one week prior to the UAS implementation.
- 6.1.2. Directorate of Educational Administration sends the Grade list form to the department/faculty in the form of 4 (four) double prints and electronic *files*. The grade-list form is filled by the faculty Coordinator and submitted to the department/faculty.
- 6.1.3. Department/Faculty upload the grade of courses to SIMAK no later than 14 (fourteen) days after the UAS period completed, submitting a list of Grade form to Directorate of Educational Administration and faculty as well as announce the grade of courses on the bulletin board for the students to know.
- 6.1.4. Directorate of Educational Administration coordinates the process of monitoring and recapitulation of course grades that have been submitted by the department/faculty.
- 6.1.5. The Directorate of Educational Administration verifies completeness and prints the grade of courses that have been uploaded no later than 3 (three) days after receiving the grade from the department/faculty. Semester transcripts and list of students based on a classification of study continuation status can be printed when the data is completed.
- 6.1.6. The Directorate of Educational Administration distributes the semester transcripts and classification of study continuation status to the department/faculty to be forwarded to the students and academic mentor lecturers.



6.2. Flowchart procedure



7. SUPPORTING DOCUMENTS

None



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### 1. AIM

Provide guidance in the implementation of lectures and practicums in the study program to meet the prevailing conditions and standards of the set education process.

### 2. SCOPE

This standard operational procedure (POB) covers the procedures of the planning, activities implementation and evaluation of lectures /practicums.

### 3. CONCEPTIONS/DEFINITIONS

- 3.1. Lecturing is a teaching and learning activity that includes lectures, practicum and exams.
- ~~3.2.~~ Lecture is the process of in class face to face learning activity between lecturers and students in an established schedule
- 3.3. Practicum is a learning process involving lecturers (assistants) and students emphasized on the psychomotor aspects (skills) either in the form practicum or class activity.
- 3.4. Regular lecture is a process of learning held in one academic year which is divided into two semesters, namely odd semester and even semester.
- 3.5. The re-lecture is students who participate again in a course lecture which had been previously followed.
- 3.6. The shift academic year's lecture was conducted in the period of academic years (between even and odd semesters), outside of the odd and even semester. The shift year of the lecture is aimed to provide opportunities for students who re-take a particular courses and/or students who will accelerate their lectures, to reach the on time study period
- 3.7. Directorate of Education Administration (Dit. AP) is a directorate that has strategic tasks to implement the Development of Education Administration of Multistrata and Multitype program.
- 3.8. General competence Education Program (PPKU) is a unit in charge of conducting activities and controlling the quality of general competency education.
- 3.9. The course of the PKU is a basic academic course that must be taken by students
- 3.10. Major courses are compulsory courses that must be taken by students as a main competence based on the main scientific discipline of a department.
- 3.11. Interdepartmental courses are compulsory courses from out of the department that must be taken by students as a prerequisite Courses or support the graduates learning achievements according to the predefined curriculum plan.
- 3.12. Minor course is a choice of courses package that can be taken as a field of expertise complement to the main competencies that come from other departments-outside the program study department.
- 3.13. The *Supporting Course* (SC) are courses of the department outside the present study program that can be taken by students as supporting competencies.





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- 3.14. The course coordinator is a lecturer who based on the education, expertise and academic status requirements, is assigned to be the person responsible and coordinate the implementation of a course.
- 3.15. Lecturers are professional educators and scientists with the primary task of transforming, developing, and disseminating science, technology, and the arts through education, research, and community service. Lecturers must have academic qualifications, competencies, educator certificates, physically and spiritually healthy, and meet other qualifications required for higher education in his line of duty and have the ability to realize National educational objectives.
- 3.16. Academic Adviser (PA) is a lecturer appointed/assigned by the head of the department to carry out the duties of student academic advisory (outbound/inbound student).
- 3.17. Practicum Assistant is a person who based on the requirements of the education and the expertise is assigned to assist the lecturer in the practicum activities.
- 3.18. Laboratory/technician is a functional source who based on educational requirements and expertise is assigned to facilitate lecturers and assistants in practicum/research activities.
- 3.19. Students are learners who are legally registered in the undergraduate program of IPB.
- 3.20. Quality Control Unit is a Quality control group in charge of implementing the process of controlling academic Quality in the department.
- 3.21. Quality Assurance Unit is a quality Assurance Cluster responsible for implementing the academic quality assurance process at the faculty.
- 3.22. Total teaching load per semester (TBMS) is a lecturer total teaching hours per semester that is calculated with the following formula:

$$TBMS = \sum(F \cdot K \cdot J)$$

Note:

$\sum$  : The total teaching load for lectures to of all the courses/practicum (D3/S1/S2/S3)

F : Course frequency for a course per semester (Maximum 14 meetings)

K : Course credit course/practicum

J : Hours per course/practicum (1 sks equivalent to 1 hour lecture, 3 hours for practicum, and 2 hours for class work). One hour is equal to 50-100 minutes of lecture/practicum/class-work

- 3.23. The average teaching load per week (RBMM) is an average of teaching load per week calculated by dividing the TBMS with 14 weeks.
- 3.24. The midterm exams semester are exams held at mid of the on going semester
- 3.25. The final exam of the Semester (UAS) is an exam held at the end of the semester upon the completion of the lecture and practicum.

#### 4. Reference

- 4.1. Republic of Indonesia Law number 14 year 2005 on teacher and lecturer





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- 4.2. The rector of IPB Regulation number 15/IT3/DT/2014 on the code of conduct on the implementation of undergraduate education Program
- 4.3. The rector of IPB Regulation of number 14/IT3/DT/2015 on the IPB Quality assurance system.
- 4.4. Rector of IPB Regulation number 15/IT3/DT/2015 on the implementation of IPB Internal quality assurance System

## **5. GENERAL REQUIREMENTS**

### **5.1. Lecture/Practicum Implementation terms**

- 5.1.1. A face to face lecture and practicum were conducted 14 (fourteen) times per semester and two Exams (UTS and UAS).
- 5.1.2. The maximum number of lecturers per class in a course is 2 (two) and one of them acts as a lecture coordinator. The number of lecturers in the course can be more than 2 (two) if necessary, considering the need for lecturers expertise and regeneration of young lecturers.
- 5.1.3. The maximum number of lecturers per practicum class is 4 (four) people and one of them acts as practicum-coordinator. The practicum lecturer team can be assisted by assistants and/or technicians.
- 5.1.4. The lecture/practicum was carried out in accordance to the schedule set by Directorate of Educational Administration.
- 5.1.5. Lecturers for lectures/practicum are appointed at every semester commencement with a Letter of Teaching Assignment from the Head of the department/Dean.
- 5.1.6. Student attendance must meet a minimum of 80% for lectures, and 100% for practicums. Student absence in lectures and practicums must be based on a strong reason and accompanied by a valid certificate (doctor's certificate, a medical certificate from a parent/guardian, and a certificate from the institution) approved by the Dean.

### **5.2. Terms of conduct of regular lecture**

- 5.2.1. Regular lectures are performed on odd or even semesters according to the schedule set by Directorate of Educational Administration.
- 5.2.2. Changes to the lecture schedule by Department must be coordinated with the Directorate of Educational Administration.

### **5.3. Terms of implementation of repeated course**

- 5.3.1. Repeated courses
  - 5.3.1.1 It is compulsory to be taken by the students who get the grade quality E for the course of programs PKU, major courses, and interdepartmental courses.
  - 5.3.1.2 Can be followed by the students who get the grade quality D for all categories of course subjects with the approval of the academic coordinator.




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- 5.3.1.3 Cannot be followed by students who have passed (minimum grade quality C) the course
- 5.3.2. Re-lectures for PKU program course, major courses and interdepartmental courses.
  - 5.3.2.1. Especially for PKU program courses with grade quality E must be repeated.
  - 5.3.2.2. Can be followed by a maximum of 2 (two) times of repeated lecture. If after attending the lecture twice and the grade quality obtained is still E, the student will then be dismissed from IPB.
  - 5.3.2.3. The time period between the semesters, at the time of taking the first one with the re-lecture should not be more than 4 (four) semesters. Students who have not repeated the lecture with the grade quality E after 4 (four) semester is as stated as resigned and the student concerned will be dismissed from IPB.
- 5.3.3. Repeated course for minor course/supporting subjects
  - 5.3.3.1. If after re-enter the lecture, the grade obtained is still E, the student can then apply to drop the lecture acknowledged by the academic adviser and approved by the head of the department. Cancellation of the course resulting in cancellations of the taken minor. Other courses in the minor packages that have been taken that graded  $\geq D$  cannot be cancelled and can be recognized as supporting course subjects or as a component of another minor.
  - 5.3.3.2. Courses in the minor package and supporting course (SC) that have been taken and obtained grade  $\geq D$  cannot be cancelled.
- 5.3.4. The calculated grade in GPA is the best grade after the repeated course.

#### **5.4. Terms of implementation of academic year lecture**

- 5.4.1. The course credit load of the shifting year, both lecture and as well as practicum are equivalent to the lectures held in the odd or even semester as stated in the curriculum.
- 5.4.2. The total number of courses that can be followed by a student in one lecture period of the shifting Year is 2 (two) courses or 6 (six) credits.
- 5.4.3. The implementation of lectures over the academic year for a particular course is presented by head of the department/Director of the PKU Program with the following provisions:
  - 5.4.3.1. Students who follow the academic year's lecture are required to re-register and pay SPP accordingly
  - 5.4.3.2. The minimum number of students per class in a lecture over the academic year is 25 (twenty-five)
  - 5.4.3.3. The earned grade of the academic year's lecture will be inputted in the transcript of the following semester.

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## 6. PROCEDURE

### 6.1. Procedure Details

#### 6.1.1. Lecture Planning Procedure/practicum activities

- 6.1.1.1. Directorate of Educational Administration print and send the lecture/practicum schedule to the head of the department at least 1 (one) week before the lecture period commence.
- 6.1.1.2. The head of the department distributes the lecture/practicum schedule to lecturers not later than 3 (three) days before the lecture/practicum activities began
- 6.1.1.3. The head of the department issued Letter of teaching assignments for lecturers in the departments, taking into consideration the inputs of each sections and the results of the meeting of assignments distributions at the department level. Decision on lecturer per semester taking into consideration load of teaching of the lecturers throughout the entire education level in the calculation of teaching load (TBMS and RBMM).
- 6.1.1.4. The lecturer team evaluate and prepare the implementation of lecture/practicum, including updating the materials under the coordination of the Course coordinator.
- 6.1.1.5. Head of the department distribute the students attendance list to the academic coordinator the latest at the first day of lecture.
- 6.1.1.6. The Course Coordinator verifies the student attendance list. If there is a student who is not listed in it, the participating student then confirm his/her attendance in the particular course to Dit. AP by showing evidence of KRS no later than 2 (two) weeks after the activity of the lecture/practicum began.
- 6.1.1.7. Directorate of Educational Administration sent the revised attendance list to the head of the department to be used by the lecturers.

#### 6.1.2. Lecture/practicum implementation procedure

- 6.1.2.1. Lecturers and students carry out the activities of the lecture/practicum in accordance to the prescribed lecture schedule and the lecture material in accordance with the course syllabus.
- 6.1.2.2. The lecturer explains the lecture contract at the first meeting. Lecturer and a student representative signed the lecture contract.
- 6.1.2.3. The student signs the attendance list for lecture/practicum. Lecturers verify and signs the attendance list at the end of each lecture/practicum meeting.
- 6.1.2.4. Students who are absent at the lecture/practicum activities with a legible reason must give a letter of evidence to the



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course coordinator at least one week after the lecture (at the next lecture).

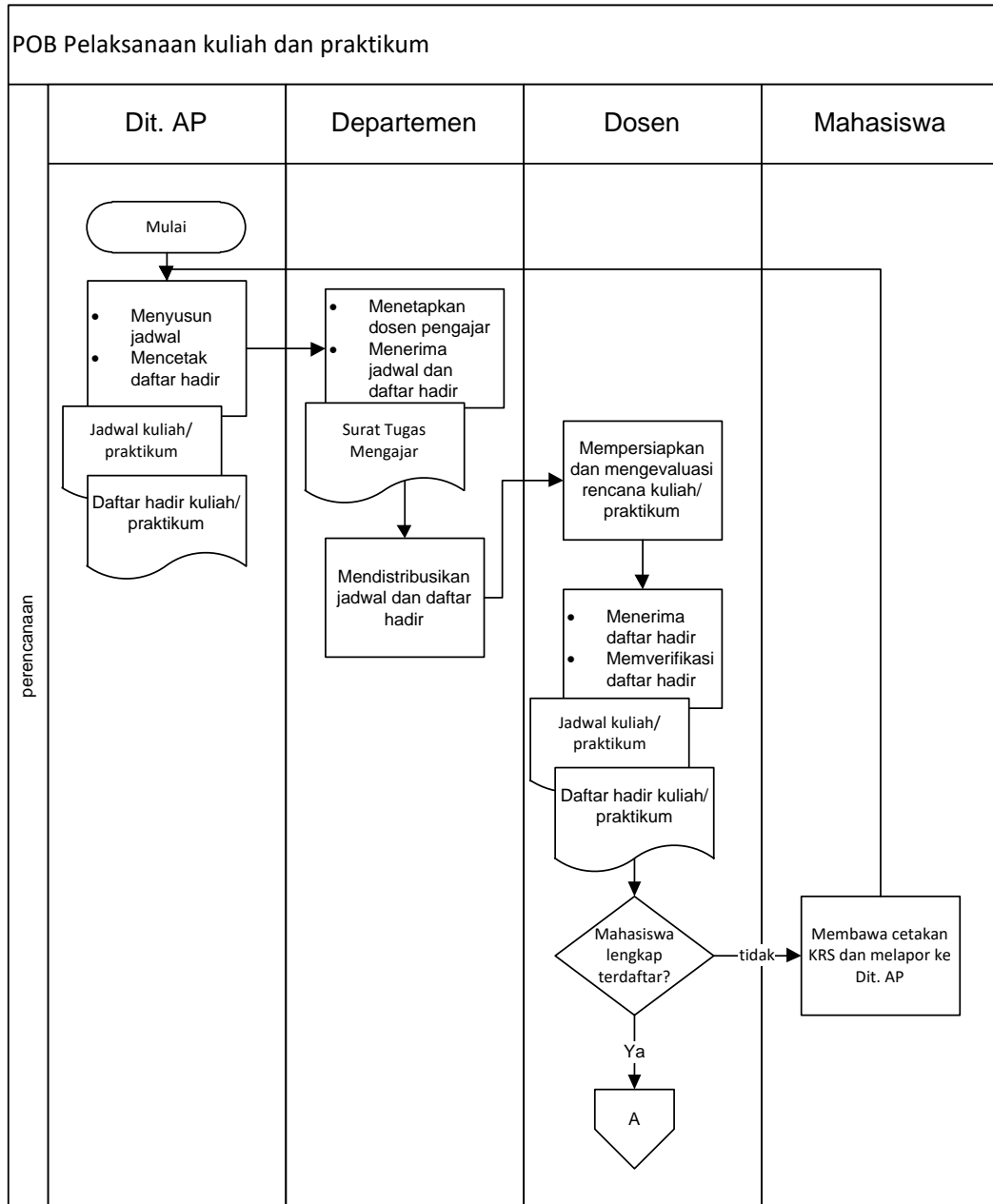
- 6.1.2.5. Lecturer fill in the lecture/practicum form for every meeting
- 6.1.2.6. A student representative signs the lecture/practicum form for every meeting.
- 6.1.2.7. The lecturer submits the Lecture/Practicum form and the attendance list to the secretary of the department/study program.
- 6.1.2.8. At the end of the term (prior to implementation of the final exam), the Head of Department assisted by the Quality control team (GKM) verify the students' attendance, to define students who do not qualify to follow the Final exam (do not meet the total minimum attendance in lectures/practicum).
- 6.1.2.9. The head of Department verifies the list of lectures/Practicum (lecturers and teaching hours) and sends them to the dean.
- 6.1.2.10. The Dean issues a letter of decision for the performed lectures/Practicums at the latest 1 (one) week after the list had been received and distributes the letter of decision for teaching assignments to all lecturers and copy to Directorate of Educational Administration.

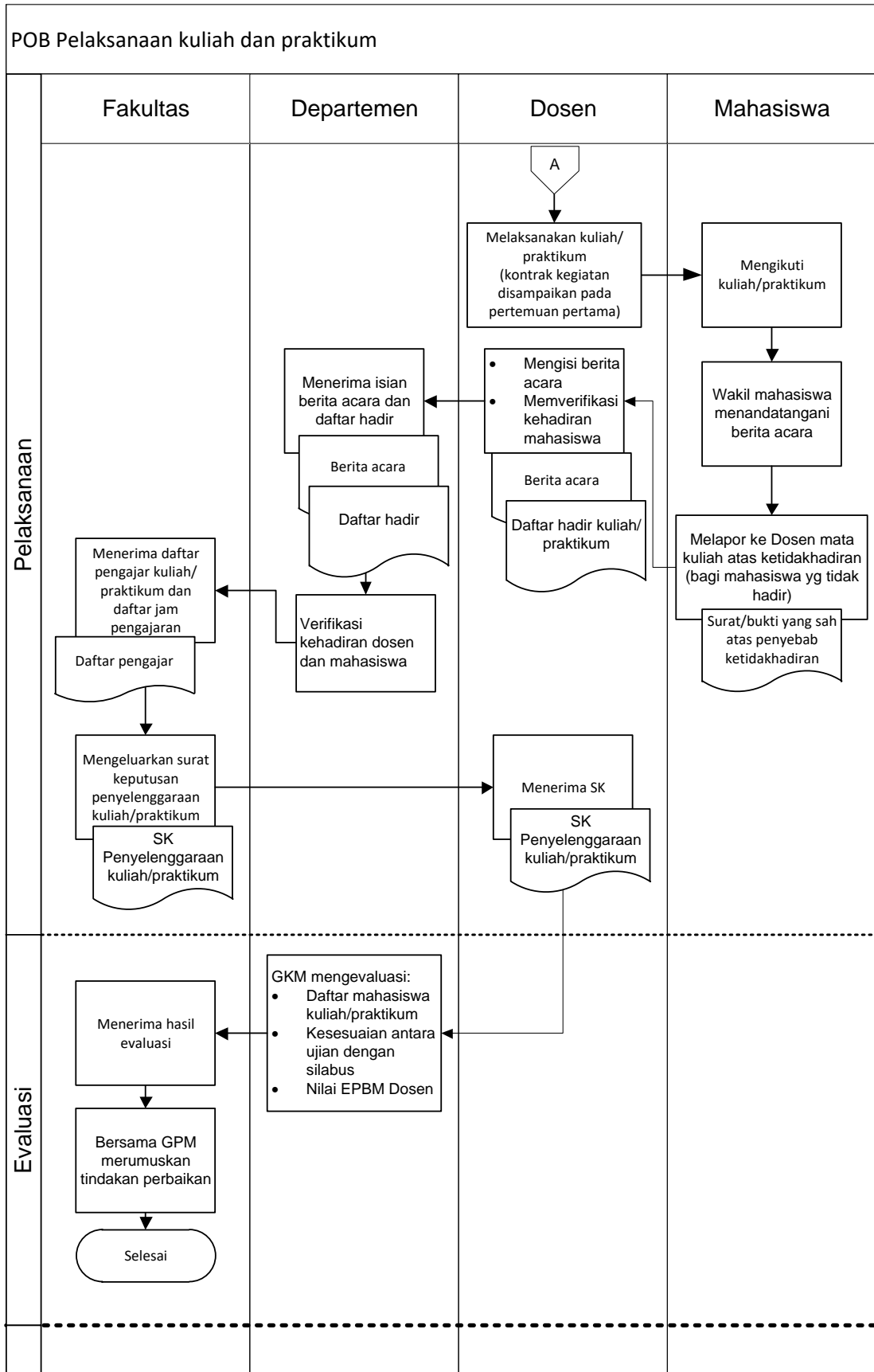
### **6.1.3. Lecture Evaluation and Evaluation Practicum Procedure**

- 6.1.3.1. GKM evaluates lectures and practicum covering–students' participation, appropriateness between exam materials with the syllabus, and the EPBM (evaluation) value for lecturers.
- 6.1.3.2. Results of Evaluation for lecture and practicum are then handed over to the Department/Faculty.
- 6.1.3.3. The result of the evaluation is an input for the academic lecturers for improvement in the coming semester.
- 6.1.3.4. The Head of Department/Dean assisted by GKM/GPM formulates revision if there is a misconduct in the implementation of the lecture/practicum activities.



**Flow chart procedure of lecture/practicum**








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## 7. SUPPORTING DOCUMENTS

No.	Form name/ Supporting Documents	Document Location
1.	Lecture/Practicum Schedules	Directorate of Educational Administration (Dit. AP)
2.	Lecture/Practicum Attending List	Directorate of Educational Administration (Dit. AP)
3.	Lecture/Practicum Agenda Form	Department (Dit.AP)
4.	Student Study Card	Directorate of Educational Administration (Dit. AP)
5.	Lecture Syllabus	Department
6.	Course Unit	Department
7.	Lecture Contract	Department
8.	Lecture implementation evaluation Form	Department
9.	Teaching Assignment Letter Form	Department
10.	Mandate Teaching Form	Faculty

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## 1. GOAL

- 1.1. Provide guidance for undergraduate study program in the development of standard learning process, especially with a qualified, effective and efficient *e-Learning* system.
- 1.2. Providing guidance for undergraduate study program for a standardized learning process, especially with a qualified, effective and efficient *e-Learning* system.


## 2. SCOPE

This standard operational procedure (POB) covers the *e-Learning* based courses material and development procedures.

## 3. CONCEPTION/DEFINITION

- 3.1. Directorate of Data Integration and Information Systems (DIDSI) is a directorate that performs strategic tasks in the development of information and communication systems and Data based management on information and communication technologies
- 3.2. The Directorate of Academic Program Development (Dit PPA) is a directorate that performs strategic tasks in developing Multistrata and Multitype education programs, post doctoral, certified learning programs, and developing educational technologies and studying the PPM development proposal.
- 3.3. Directorate of Education Administration (Dit. AP) is a directorate that has strategic task in the Development of education administration of Multistrata and Multitype programs.
- 3.4. Development and management of *e-learning* (P2eL) is Sub Directorate of Development and Management of *e-learning*, Dit PPA performs the task of Development, management, services in the implementation of *e-Learning* in IPB.
- 3.5. Students are regular IPB students or non regular students from other universities or members of the community enrolled in the organization of of particular courses in IPB.
- 3.6. Lecturer is a permanent lecturer in IPB community and other lecturers who have fulfilled the set qualifications requirements.
- 3.7. The curriculum is a set of plans and arrangements on the objectives, content, and course materials and the way to be used as a guideline for the implementation of learning activities to achieve specific educational objectives.
- 3.8. Learning is a student interactive process with educators and learning resources in a learning environment emphasised on approaching the student (*student centered learning*) that demands active participation of the students.
- 3.9. Conventional learning is a face to face learning activities based on the physical presence of lecturers and students directly attending the courses.
- 3.10. *E-Learning* is a method of learning utilizing the facilities of information and communication technology conducted without face-to-face between lecturers and students (*online system*) or combined between conventional learning and the online system (*blended system*).
- 3.11. LMS is *Lecture Management System*
- 3.12. *Learning material* is a teaching material from the courses held in a particular lecture unit.



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- 3.13. The evaluation device is a device used to evaluate the competency achievement of the student learning process.
- 3.14. *Subject Matter Specialist* is a lecture or a group of lecturers who are responsible for the content, drafting and evaluation of a lecture subject.
- 3.15. *Instructional designer* is a lecturer or a group of lecturers who are responsible to design courses compiled by *subject matter specialist* so that it can be applied in the *e-Learning* system.
- 3.16. *Information and communication Technology (ICT) specialist* is person responsible for ICT that enable the courses to be conducted in *e-Learningsystems*.

#### 4. REFERENCE


- 4.1. Law number 12 year 2012 on the higher education.
- 4.2. Law number 20 year 2003 on the National education system.
- 4.3. Government regulation number 19 year 2005 on national standards of the Education.
- 4.4. Minister of National Education decree No. 107/U/2001 on the implementation of long distance education program.
- 4.5. The rector of IPB decree No. 13/I3/PP/2011 on the implementation of *e-Learning* based learning at IPB University.
- 4.6. The Rector of IPB regulation No. 14/IT3/DT/2015 on the Quality assurance system IPB
- 4.7. The rector of IPB regulation No. 15/IT3/DT/2015 on the implementation of IPB Internal quality assurance System

#### 5. GENERAL REQUIREMENT

- 5.1. *E-Learning* implementation is carried out in a *blended system* learning (combining the learning process in the classroom with the use of LMS) in enriching the learning process (without eliminating the face to face lectures session ).
- 5.2. The middle Semester Exam (UTS) and final Semester exam (UAS) still carried out in class as the conventional methods.
- 5.3. For the implementation of the learning process for IPB students, all teaching materials for all three categories are uploaded in LMS IPB (lms.ipb.ac.id) and if in the form of video it is uploaded in *Live Lecture IPB video* (villec.ipb.ac.id).

##### 5.4. *E-Learning* based academic eligibility Criteria

- 5.4.1. The readiness a lecturer/course instructure (*subject matter specialist*), responsible for development, implementation of courses and act as a course Coordinator
- 5.4.2. The availability of minimal *learning objects* consists of: *Slides/handouts* (ppt, pdf), modules (*text*, HTML), and references.
- 5.4.3. The minimum requirements for *e-learning* Implementation are equipped with course syllabus, slide/handout of 14 (fourteen) meetings, and modules adjusted to the of *e-learning*. *E-Learning implementation* will be highly rated if it is supplemented by theelucidated teaching materials (modules, *audio*

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visuals or recordings) in every meeting, *online task*, *online quiz*, and online discussion forum.

## 5.5. *E-learning* based Teaching Performance

Implementation of *E-Learning* in IPB is distinguished in three (3) categories:

### 5.5.1. Category 1

5.5.1.1. Teaching materials for 14 times meetings minimum in the form of PDF Power Point uploaded in LMS.

5.5.1.2. Teaching Materials for 3 times meetings in the form of modules and can be uploaded in LMS.

5.5.1.3. The Lecture is conventionally carried out

### 5.5.2. Category 2

5.5.2.1. Teaching materials for 14 times meeting minimum in the form of PDF Power Point uploaded in LMS.

5.5.2.2. The teaching material is 4-7 times meetings in the form of modules and can be uploaded in LMS.

5.5.2.3. The lecture was carried out in a 1-3 times *blended system* meeting without eliminating face -to-face session.

### 5.5.3. Category 3

5.5.3.1. Teaching Materials 14 times meetings minimum in the form of PDF Power Point uploaded in LMS.

5.5.3.2. Teaching materials for at least 8 times meetings in the form of modules and can be uploaded in LMS.

5.5.3.3. The lecture was carried out at least 4 times in a *blended system* meeting without eliminating face -to-face session.

## 6. PROCEDURE

### 6.1. Procedure Details

#### 6.1.1. *e-Learning* based **design and development** Procedures details

6.1.1.1. Academic lecturers develop *e-learning* based courses assisted by *Instructional Designer*, and *ICT specialists (P2eL)*. *Design* phase covers the following activities:


a. Adjust the syllabus and SAP courses with the need for the learning performance with *e-Learning*.

b. To adjust the teaching material and the appropriate delivery method for *e-Learning* implementation

c. Adjusting *assessment tools*: Assessment Criteria and graduation limits, evaluation devices (quizzes, written exams, presentations and discussions, and assignments); and evaluation of the learning process with the needs of *e-Learning*.

6.1.1.2. The academic lecturer develops the teaching materials and evaluation necessities according to the prepared design.

6.1.1.3. The lecturer assisted by the *ICT specialist* upload the teaching materials at LMS IPB 3 months before the course is offered.

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- 6.1.1.4. The course lecturer conducts the LMS trial to ensure that all the teaching material links are accessible.
- 6.1.1.5. The Department listed courses that have applied *e-Learning* to the Dit. AP to be given a note stating 'implementing *E-Learning*'.

**6.1.2. Details of e-learning based learning development procedures**

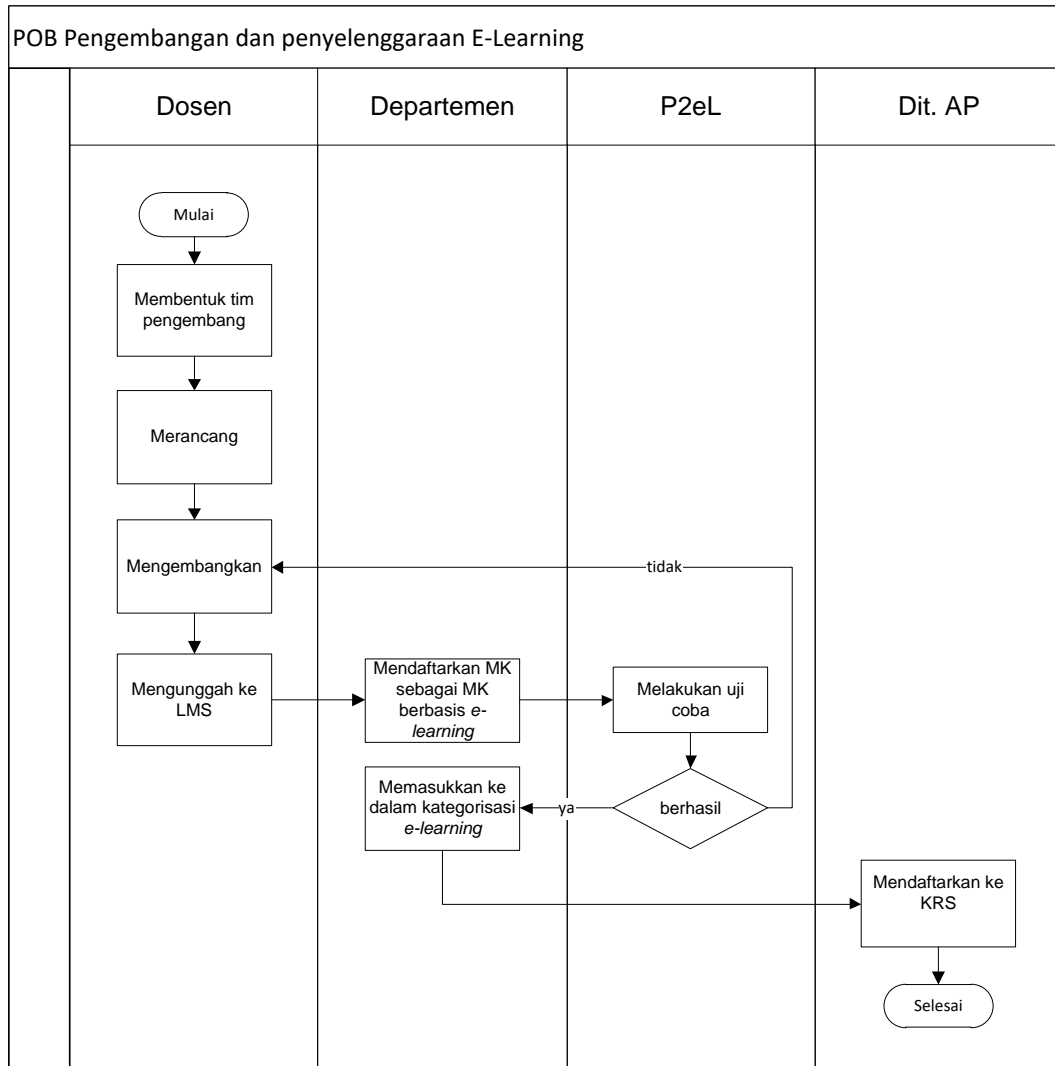
- 6.1.2.1. Academic lecturers informs the students on how to follow the *e-Learning* learning method at the first week's lecture
- 6.1.2.2. Students register to the corresponding courses in the LMS system the latest the second week of study.
- 6.1.2.3. P2eL set the enrolled students for a semester.
- 6.1.2.4. Lecturers and students carried out the lecture activities according to the draft of the prescribed courses.
- 6.1.2.5. In an *online* course , students perform the following activities:
  - a. Download the teaching materials according to the set time schedule.
  - b. Actively participate in discussion forums managed by academic lecturers. Activities in the discussion forum can be simulated like or in lieu of face *to face*.
  - c. Collect assignments and complete quizzes *online* according to the set schedule (if any).
  - d. Do other activities, such as *chatting* with lecturers or other students as needed in the course.
- 6.1.2.6. The academic lecturers evaluate the implementation of *E-Learning* lectures at the end of semester.



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## 6.2. Procedure Flow chart

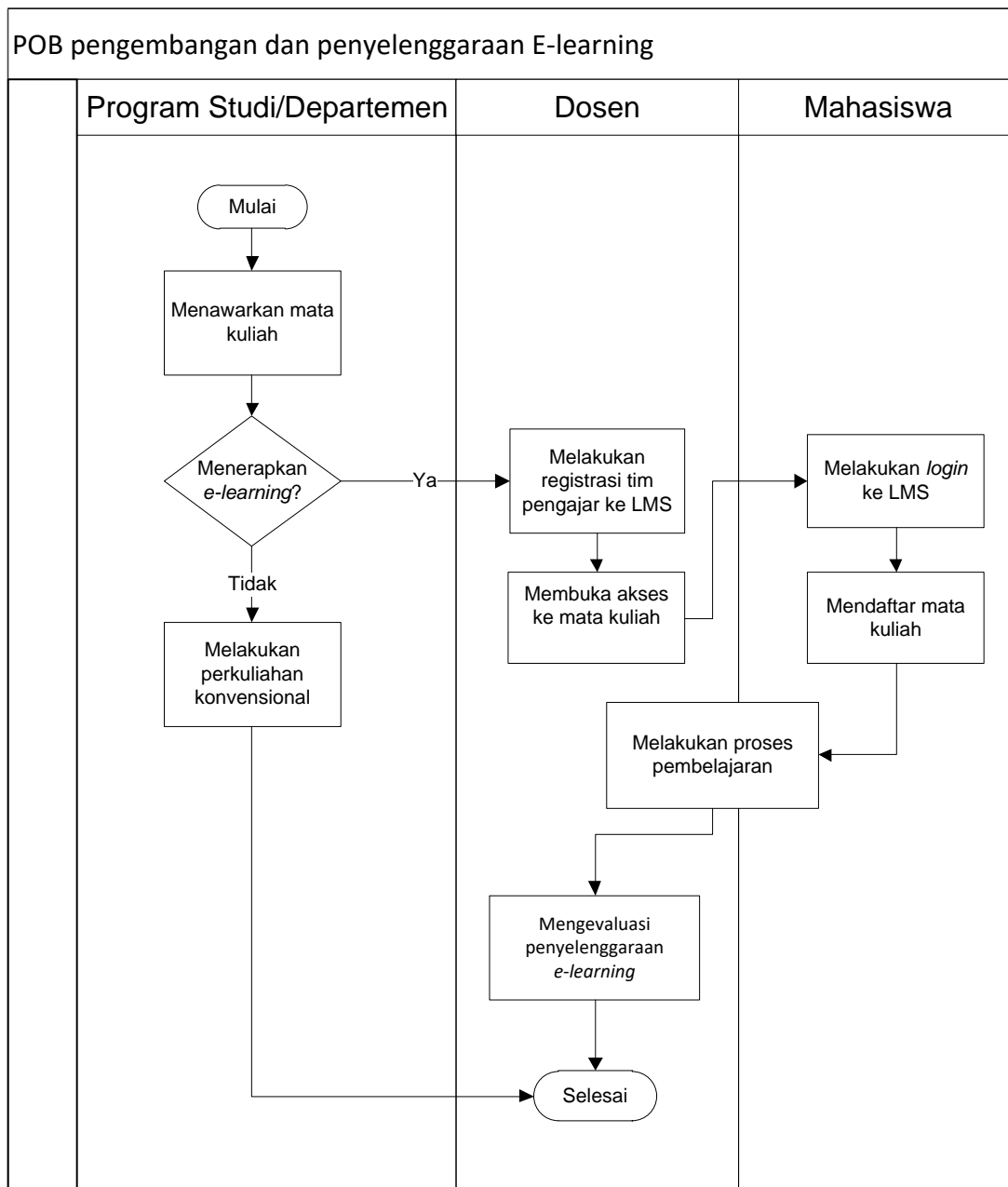
### 6.2.1. E-Learning based teaching materials development procedure






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6.2.2.2. **E-learning** based teaching implementation Procedure



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#### SUPPORTING DOCUMENT

No	Form Name/Supporting Document	Document Location
1.	Course syllabus Format and <i>E-Learning</i> Lecture Unit	P2eL
2.	Guidelines for the implementation of <i>E-Learning</i> IPB	P2eL
3.	Guide for using of LMS IPB System for lecturers	P2eL
4.	Guide for using of LMS IPB System for students	P2eL

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## 1. AIM


- 1.1. Provide guidance for the implementation of exams capable of measuring the ability of students in achieving learning achievement (CP) courses as formulated in the course syllabus.
- 1.2. Provide guidance for timely collection and announcement of coursework in the ongoing semester ~~runs~~.

## 2. SCOPE

This standard operational procedure (POB) includes the preparation of the device/assessment instrument (evaluation) and the announcement of the exam results.

## 3. CONCEPTION/DEFINITION

- 3.1. The study program learning achievement is a number of competencies that must be possessed by the graduates to be able to perform the role of a graduate profile, that formed through the integration of three (three) competencies, namely knowledge (cognitive), attitudes (affective), and skills (psychomotor), and formulated in accordance with the KKNi.
- 3.2. The achievement of the course is the capability gained through the internalization of knowledge, attitudes, and/or skill from the study of the subjects as an integral part of the achievement in the learning program.
- 3.3. The learning evaluation device is a variety of devices used to assess students in the achievement of learning achievements from each course in the form of written exams, quizzes, oral exams, practice exams, individual/group assignments, portfolios, papers, oral presentations and other appropriate devices.
- 3.4. The written exam is a question file that serves to test the learning achievement of student in mastering the course material.
- 3.5. The mid Semester Exam (UTS) is a test held in the middle of the ongoing semester.
- 3.6. The final exam of the Semester (UAS) is a test held at the end of the semester upon the completion of the lecture and practicum.
- 3.7. The follow-up exam is a test held if the student cannot take the exam due legitimate reasons.
- 3.8. The test of improvement is a test that can be given by a lecturer of a course and organized after the final grade of the course is announced.
- 3.9. SIMAK is the academic management information system.
- 3.10. Quality Control Unit is a quality control group in charge of implementing the process of controlling academic quality in the department.
- 3.11. The quality value is the value of each course in the transcript which is the cumulative outcome of the evaluation means used in the course.
- 3.12. A semester transcript is a document containing the grade that students get for each course taken in a particular semester.

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- 3.13. Directorate of Education Administration (Dit. AP) is a directorate that has strategic tasks to implement the Development of Education Administration Multistrata and Multitype program.
- 3.14. Verification of exam is the process of checking the exam material in accordance to the achieved course of study.
- 3.15. According to the President Regulation PerPres No. 8 of 2012 the Indonesian National Qualification Framework (KKNI) is the qualifying work grading framework that paired, equalized, integrate, the education and training sectors and working experience in recognizing the working competency with the job title in various sectors appropriately.
- 3.16. Final course assessment is based on written exam results and other assessment means.
- 3.17. The General Competence Education Program (PKU) is the Unit in charge of activities and controls the quality of general competency education

#### 4. REFERENCE


- 4.1. The rector of IPB decree of number 20/IT3/DT/2014 on quality standards of undergraduate education Program
- 4.2. The Rector of IPB regulation of number 14/IT3/DT/2015 on the Quality assurance system IPB
- 4.3. The rector of IPB regulation number 15/IT3/DT/2015 on implementation of IPB Internal quality assurance System

#### 5. GENERAL REQUIREMENT

##### 5.1. Written exam implementation

- 5.1.1. The exam being used should be able to measure the ability of students according to the formulation of accessed course learning.
- 5.1.2. Before the exam distributed the exam should already be verified by a team in the department/Faculty.
- 5.1.3. The implementation of the midterm and final (UTS/UAS) written exams is conducted according to the schedule issued by the Directorate of Educational Administration (Dit. AP). Written exam beside midterm and final exams (UTS/UAS) is carried out by the course lecturer in coordination with the Department of the course organizers.
- 5.1.4. Students are allowed to follow the UAS if they meet the requirements of 80% of attendance, and their absence is for strong reasons.
- 5.1.5. The test is supervised by one lecturer and assisted by the Assistant lecturer or education personnel. The number of supervisors is adjusted to the number of exam students.
- 5.1.6. The Exam grade is presented in an absolute numeric value with a range of 0-100.




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- 5.1.7. The final grade of the course is presented as a quality letter (HM) and Quality Score (AM) as follows: A = 4; AB = 3.5; B = 3; BC = 2.5; C = 2; D = 1, and E = 0.
- 5.1.8. The determination of the quality letter of a course can use 3 (three) ways, namely:
- 5.1.8.1. Using benchmark reference Assessment System (PAP), by determining the value of graduation limit. Standard values when using the PAP system are as follows:

Total Academic value	Quality letter	Quality Score/Grade
$x \geq 80$	A	4,0
$75 \leq x < 80$	AB	3,5
$70 \leq x < 75$	B	3,0
$65 \leq x < 70$	BC	2,5
$55 \leq x < 65$	C	2,0
$45 \leq x < 55$	D	1,0
$x < 45$	E	0,0

- 5.1.8.2. Using the norm Reference Assessment (PAN) system, by comparing the grade of a student with the group grade.
- 5.1.8.3. Using a combined system between PAP and PAN, by first specifying the graduation limit, then compare the passing relative grade to the grade of the group.
- 5.1.9. The Status of incomplete grade (BL) is given by the Coordinator of the course to students who have not fulfilled all of the assessment components. If within 3 (three) days of the entry deadline (2 weeks after the exam period) the student has not completed the assessment component the course Coordinator, then provides zero value on the incomplete component and specifies the quality letter.
- 5.1.10. No grade entry Status (BM) is given when the student completes all components of the value, but the quality letter has not been verified by the course coordinator until the set deadline t. As the solution, the head of department/dean /PKU Program decide on the lowest quality letter equal to minimum grade of Cumulative achievement Index (GPA) for the student concerned no later than 3 (three) days after the deadline to upload the grade into SIMAK

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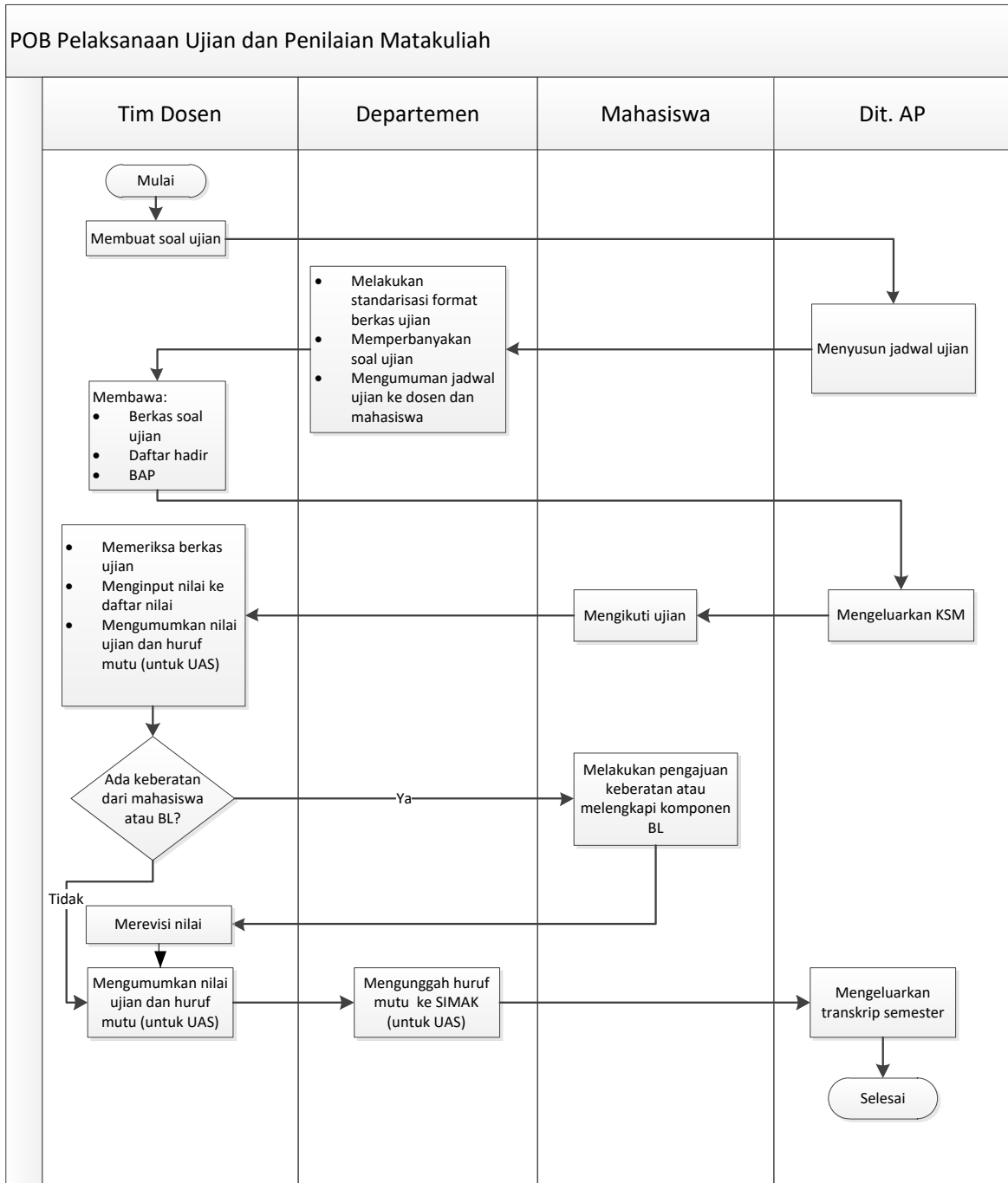
## 6. Procedure


### 6.1. Procedure Details

- 6.1.1. Lecturers prepare the exam questions and submit them to the department at least 2 days prior to the exam.
- 6.1.2. The department standardizes the setting of the exam and multiply the exam according to the number of the exam participants.
- 6.1.3. The Quality control unit (GKM) conducts the fulfilment of the student attendance in the lecture/practicum and announces for students who cannot take the exam not later than 3 (three) days prior to the exam. Clarification of no-shows can be made by the student, and permission to take the exam can be given if there is valid evidence that the student in question qualifies.
- 6.1.4. The department received a list of exams attendance, exam report, and a grade form from the Directorate of Educational Administration (Dit. Ap).
- 6.1.5. Exam supervisors receive the exam files, attendance lists, and exam report forms.
- 6.1.6. Students take the exam according to the schedule set. Student takes an exam must bring student study card (KSM).
- 6.1.7. Students can take a follow-up exam according to the schedule set by the department.
- 6.1.8. The supervisor examines and signs the KSM of the respective courses for each student taking the exam and fills in the exam event.
- 6.1.9. Lecturers examine the results of student exams and announce the grade of the exams and or their quality letters, no later than 12 (twelve) calendar days after the exam on the bulletin board in the department.
- 6.1.10. The lecturer gives time to the student who objected the grade the latest 2 (two) days after the time of announcement of the grade. If there is an error, the relevant lecturer can revise the grade.
- 6.1.11. Students earning incomplete (BL) grade status can fulfill of incomplete components grade within 3 (three) days. If the grade component is not met, the course coordinator determines the quality letter.
- 6.1.12. Lecturers can provide improvement exams to the students before the deadline of uploading the grade to SIMAK IPB with the approval of the course coordinator.
- 6.1.13. Lecturers fill the grade of students in the grade form issued by Dit. AP and send it to the department.
- 6.1.14. Department *upload* quality letters to SIMAK IPB.
- 6.1.15. The Directorate of Educational Administration (Dit. AP) issue a semester transcript for all courses taken by students.




**6.2. Flowchart Procedure**



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## 7. SUPPORTING DOCUMENTS

No	Form Name/Supporting Document	Document Location
1.	Examination form of exam present	Directorate of Educational Administration
2.	Exam Grade List Form	Directorate of Educational Administration (Dit. AP)
3.	Student Study Card	Directorate of Educational Administration (Dit. AP)
4.	Form Exam	Directorate of Educational Administration (Dit. AP)

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## 1. AIM

- 1.1. Provide guidance in the implementation of the *online* evaluation process Learning (EPBM) for undergraduate program in IPB to be able to run well and provide valid data.
- 1.2. Provide guidance in controlling the *online* EPBM process in order to measure the achievement of quality standards and targets quality set at the level Institute, Faculty, and Department.

## 2. SCOPE


This standard operational procedure (POB) covers the process of setting up an *online EPBM implementation*, socializing the schedule and EPBM *online* data input, operation of the *online* EPBM system, filling in *online* form by students, and the download of EPBM results

## 3. CONCEPTION/DEFINITION

- 3.1. The *online* evaluation of the process of teaching learning (EPBM) is an evaluation of the process of learning teaching a course conducted by a student based on *website*.
- 3.2. Lecturer is a permanent lecturer in IPB community and other lecturers who have fulfilled the qualifications requirements.
- 3.3. The General Competence Education Program (PKU) is the Unit in charge of activities and controls the quality of general education competency
- 3.4. The Quality control unit (GKM) is a quality control cluster in charge of implementing the process of academic quality control in the department.
- 3.5. The Quality Guarantor Unit (GPM) is a quality guarantor group in charge of implementing the academic quality assurance process in the faculty.
- 3.6. The Quality Management Office (KMM) is an office that carries out the technical and administrative tasks of IPB in the developing the quality assurance system, formulating and proposing quality standards in the implementation of programs and activities of IPB in both academically and non academically.
- 3.7. The Directorate of Data Integration and Information Systems (DIDSI) is a directorate that performs strategic tasks in the development of information and communication systems and Data management based on information and communication technologies.
- 3.8. The Directorate of Education Administration (Dit. AP) is a directorate that has strategic task in implementing the development of education administration of Multistrata and Multitype programs
- 3.9. The EPBM team is a team formed by the KMM consisting of personnel from the Unit related to the implementation of EPBM.

## 4. REFERENCE

- 4.1. Law number 12 year 2012 about higher education.

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- 4.2. The Rector of IPB regulation number 15/IT3/DT/2014 on the code of Conduct in the implementation of IPB undergraduate education Program.
- 4.3. The Rector of IPB regulation number 14/IT3/DT/2015 on the Quality assurance system IPB
- 4.4. The rector of IPB regulation number 15/IT3/DT/2015 on implementation of IPB Internal quality assurance System.


## 5. GENERAL REQUIREMENTS

- 5.1. EPBM is held every semester according to the schedule set on the academic calendar of IPB by Dit. AP
- 5.2. The *online* EPBM form contains information about: study program name, course code, lecturer code/initials, active semester, class, component statement evaluation on course and lecturer, as well as other related information.
- 5.3. The substance evaluation questions on the course and lecturers were prepared by the *Ad Hoc* Committee formed by the KMM, discussed and socialized in a workshop.
- 5.4. Operator officers who input the lecturer and lecture data on EPBM *online* Information System are appointed by the department/Program PKU.
- 5.5. . Students are required to complete an EPBM *online* form for all courses involved, except for the final assignment course.
- 5.6. Students who are actively attending the lecture but do not fill EPBM in will be sanctioned by blocking of *online* KRS access the first two days of online filling in KRS schedule
- 5.7. The recapitulation of the *online* EPBM results can be downloaded by the appointed SIMAK officers in each faculty, department/Program of PKU for use by GKM and GPM as a necessary improvement action material.
- 5.8. The *online* EPBM Application System is prepared and maintained by the DIDSI.

## 6. PROCEDURE

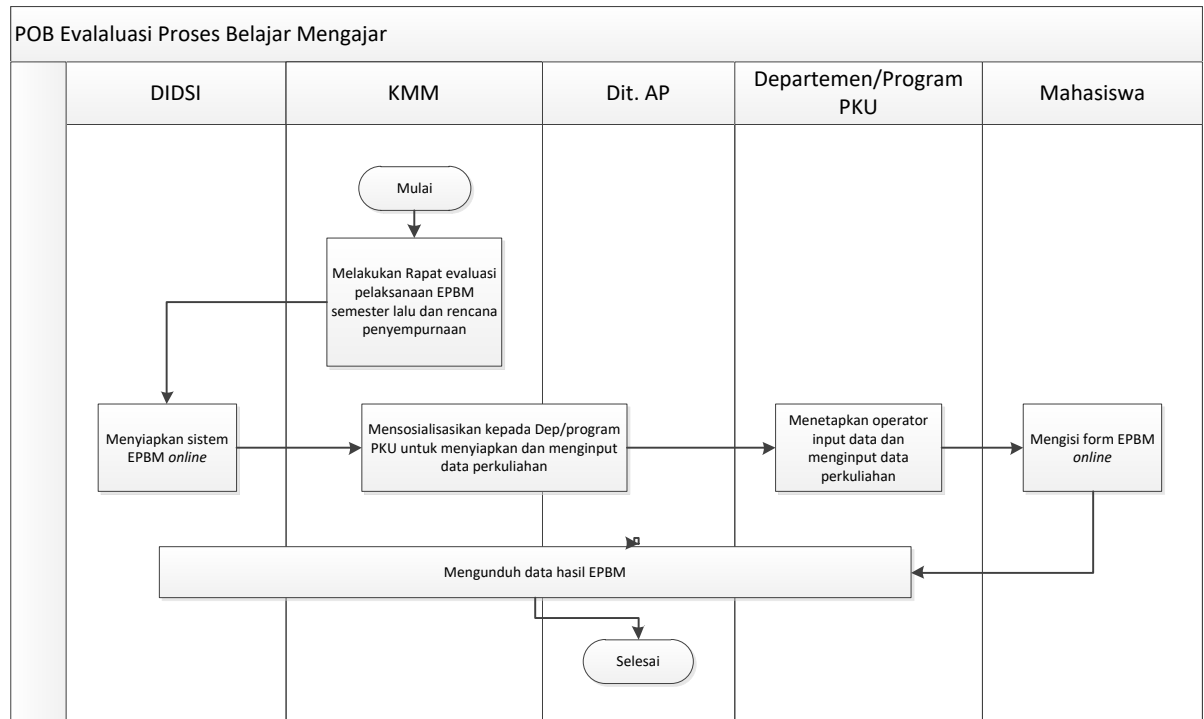
### 6.1. Procedure Details

- 6.1.1 The Directorate of Educational Administration (Dit. AP) set the schedule of EPBM in the academic calendar of IPB.
- 6.1.2 KMM has a coordination meeting with the EPBM team to evaluate the previous EPBM and prepare for the upcoming implementation of the EPBM.
- 6.1.3 The KMM coordinates with Dit. AP and DIDSI to socialize the implementation schedule of EPBM and request the department/Program to input the data of lecturers and lectures.
- 6.1.4 The staff of the department/Program of PKU inputs the lecturer and lecture data in the *online* EPBM system.
- 6.1.5 DIDSI opened the EPBM system access on a schedule set.
- 6.1.6 Students fill the EPBM in a schedule set.
- 6.1.7 DIDSI closes *online* EPBM access on a schedule set.

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6.1.8 Faculty and departments/PKU Program download the results of the *online* EPBM result for improvement materials of education implementation by the quality group in each Faculty/department/PKU Program; Dit. AP, DIDS, and KMM download the EPBM results to be followed up corresponding their main tasks and functions.

## 6.2. Flowchart Procedure



## 7. SUPPORTING DOCUMENT

None

	<b>IPB University</b>	<b>Document number</b> : POB-IPB-S1-11
	<b>STANDARD OPERATIONAL PROCEDURE</b>	<b>Validity Date</b> : 1/2/2016
	<b>STUDENT MOBILITY PROGRAM</b>	<b>Revision Number</b> : 01

## 1. AIM

- 1.1. To provide a clear guidance for students, lecturers and directorate/admission concerning *credit earning* activity in IPB.
- 1.2. To provide guidance for student mobility activities adapted to the criteria and regulations in IPB.
- 1.3. To ensure recognition for credit points taken by an IPB student in a co-university and vice versa.


## 2. SCOPE

The standard operational procedure covers procedures in delegating *outbound* students, acceptance for *inbound* students and for *outbound* students' course taken is equivalent to the course in IPB.

## 3. CONCEPTION / DEFINITION

- 3.1. The student mobility program is a program that sends/accepts undergraduate students exchanged between IPB and partner universities to take lectures or conduct final assignments (internship/research), or enroll in short/summer/winter course where the obtained credits during the above-mentioned activities are transferred/accepted in the academic transcript in their previous university.
- 3.2. *Credit earning* is a course credit collecting activity by a student through a course subjects in a study program in other recognized university.
- 3.3. *Inbound* student are undergraduate students from partner universities in-country or overseas who undergo the student mobility program
- 3.4. *Outbound students* are IPB undergraduate students who undergo the student mobility program in-country or overseas.
- 3.5. Partner University is a university situated in Indonesia or overseas-that collaborates with IPB in the student mobility program and is attended by a *Memorandum of understanding* (MoU) between IPB and the partner university.
- 3.6. Lectures are learning-lecturing activities based on lectures, practice and exams.
- 3.7. Final assignment (research) is a research conducted by undergraduate student to finish their final assignment in research or internship with a minimum of one semester.
- 3.8. Academic advisor is a lecturer who is appointed by the Head of the Department to assist students in the academic assignment (outbound/inbound student).
- 3.9. Research advisor is an academic advisor who assists students (outbound/inbound) in their final assignment.
- 3.10. Funding sponsors are government/non-government institution in-country or overseas or private sectors who provides funds (scholarships) to support the student mobility program.
- 3.11. Rector is the Rector of IPB
- 3.12. Vice Rector for Education and Students Affair is the Vice Rector who assist the Rector in elaborating strategically policies in academic and student affairs to develop the education administration and students' affair and the academic multistrata.



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- 3.13. Directorate of Collaboration and International Program duties are initiating and developing a national and international collaboration in academic programs.
- 3.14. Directorate of Student Affairs is responsible to conduct strategical duties and develop administration and welfare for students, to increase the international reputation for multistrata and multi jenis student to support the education process, research and community service.
- 3.15. Directorate of Career Development and Alumni Affairs is responsible to develop and implement a competency development program for graduate and alumni relationship to build a strategical bounding.
- 3.16. SIMAK is an academic management information system
- 3.17. Directorate of Educational Administration is responsible to develop administration concerning multistrata and multijenis program
- 3.18. Education Quality Development Cost (BPMP) is a fixed cost that must be paid by IPB Students every semester. The amount of (BPMP) is considered by earnings of parents/guardian.
- 3.19. Bureau of Finance is responsible for the technical activities and financial management administration based on annual work and budget plan of IPB to support the continuity of the management implementation.

#### 4. REFERENCE

- 4.1. IPB Rector Decree Number 114/IT3/DT/2012 on Cost Component Allocation in Learning Implementation for IPB undergraduate foreign student
- 4.2. IPB Rector Regulation Number 14/IT3/DT/2015 on IPB Quality Insurance System
- 4.3. IPB Rector Regulation Number 15/IT3/DT/2015 on IPB Internal Quality Insurance

#### 5. GENERAL REQUIREMENTS

- 5.1. The Student mobility program in terms of credit earning could only be carried out between IPB and partner universities which is legalized by in a MoU.
- 5.2. The maximum credit semester that could be taken is based on the regulation applied in IPB with a maximum study of consecutively 2 (two) years.
- 5.3. IPB students who could enroll in the student mobility program are active students in the on-going semester, has taken at least 2 (two) semester in the study program, without unconditional status study, fulfill the requirements of the partner university, has a written consent from parents or guardian and written approval from academic advisor/thesis supervisor and has a financier to settle the tuition fee at the partner university.
- 5.4. The components and tuition fee and the scheme of payment is settled in the MoU between IPB and the partner university.
- 5.5. The courses taken at the partner university by IPB students are equalized by the concerned organizer department of the study program. A course is considered equal and acknowledgeable by IPB if it has the requirement of minimum 70% of *learning outcomes* from the courses taken at the partner university has equal content.


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5.6. Courses which could not be equalized are considered as supporting courses.

## 6. PROCEDURE

### 6.1. Outbound Student Delivery Procedure


- 6.1.1. Directorate of student affairs announce the student mobility program to the students through the related department at least 3 (three) months before the education activities commence at the partner university
- 6.1.2. The students apply through the organizing department for the study program
- 6.1.3. The department and/Directorate of student affairs selects the prospective students for the student mobility program based on the requirements set by IPB, partner university and sponsor/ financier.
- 6.1.4. The department and/ Directorate of student affairs sends the list of students who have passed the selection to the Directorate of Collaboration and International Program.
- 6.1.5. The Directorate of Collaboration and International Program prepares the letter stating names of the prospective outbound students for the partner university to be signed by the Vice Rector for Education and Students Affair.
- 6.1.6. The Directorate of Collaboration and International Program sends the signed letter to the partner university, the financier/sponsor, the origin department of student, the origin faculty of student and the Directorate of Educational Administration.
- 6.1.7. After receiving the Letter of Acceptance from the partner university, The Directorate of Collaboration and International Program, facilitates the preparation of the document and visa (if needed) for *outbound* students. The Directorate of Collaboration and International Program also consults the partner university related to immigration, education administration, arrival pick up, and accommodations.
- 6.1.8. Students arrange the academic administration in IPB for ongoing, covering the Education Quality Development Filling in the Study Plan Card (KRS)
- 6.1.9. The department organized a *pre-departure* program for the departing students that cover the aim/description of the program, tips for a success education at the partner university and departure procedure.
- 6.1.10. The students will depart according to the schedule arranged by the partner university.
- 6.1.11. Students who enroll in the student mobility program report to the representative authority in the destination country at least one week after arrival.
- 6.1.12. At the partner university, students follow lectures or research, or internship based on the procedure and requirements given by the partner university.
- 6.1.13. Any changes regarding courses or research topic or internship topic must be consulted and approved by the Academic advisor or the Thesis Supervisor of IPB.

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- 6.1.14. After finishing the research or internship and returning to IPB, the student compiles the final assignment based on the procedure in IPB. The grade from the partner university is considered as part of the final assignment grade.
- 6.1.15. Students undergone lecture studies program will receive official transcript from the partner university,
- 6.1.16. Upon arrival, students report immediately to IPB through their department and submit their transcript/grade result from the partner university.
- 6.1.17. The department submits the *credit earning* achieved by the students to the Directorate of Educational Administration.
- 6.1.18. Students re-register for the coming semester in IPB.

## 6.2. Procedure for Partner University Students

- 6.2.1. The Administration of the partner university submits documents of prospective students to the Rector of IPB to join the student mobility program the latest 3 (three) months before the semester commenced. The documents include, registration sheet, recommendation letter, academic transcript, certificate of health and English ability certificate (if needed).
- 6.2.2. The Rector consults the Dean of the Faculty where the prospective student applied.
- 6.2.3. The dean consults the Head of the department where the study program is applied for,
- 6.2.4. The department evaluates the academic eligibility of the prospective *inbound* student and submit the result to the Dean.
- 6.2.5. Based on the recommendation from the department, the Dean reports to the Rector on the *inbound* student application with a copy sends to the Directorate of Collaboration and International Program.
- 6.2.6. If the Dean considered the application does not fulfill the academic requirements of IPB, the Directorate of Collaboration and International Program prepares/send letter of response from the Rector to the partner university.
- 6.2.7. If the applicant is accepted, the Directorate of Collaboration and International Program prepares a Letter of Acceptance (LoA) from the Rector of IPB and sent to the Rector of the Partner University not later than two months before the semester commences. Copies of the LoA is to the Directorate of Educational Administration, faculty and the related Department.
- 6.2.8. The Directorate of Collaboration and International Program communicate with the partner university to assists in the immigration matters (if needed), education administration, arrival pick up and accommodation.
- 6.2.9. The Directorate of Collaboration and International Program assists the *inbound* students to register at Directorate of Educational Administration and coordinate with the related department to prepare lectures and final assignment.

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- 6.2.10. Directorate of Collaboration and International Program arranges an orientation program for *inbound* students.
- 6.2.11. The department assigned an academic advisor and an escort student (*buddy*) for every inbound students.
- 6.2.12. Any changes in courses or research topic taken must be consulted and approved by their academic advisor in the partner university
- 6.2.13. The Directorate of Educational Administration enters the study plan data of the *inbound* student into the SIMAK.
- 6.2.14. The Directorate of Educational Administration issued the list of attendance and student study card.
- 6.2.15. The *inbound* students attend the learning process in IPB.
- 6.2.16. The department evaluates every achievement by the *inbound* students.
- 6.2.17. The department submits the result of the assessment to the Directorate of Educational Administration.
- 6.2.18. If needed, the finance bureau issues an invoice to the partner university.
- 6.2.19. The Directorate of Educational Administration issues the academic official transcript at least one month after the program ends
- 6.2.20. The Directorate of Collaboration and International Program sends the official academic transcript to the partner university and a copy to the department and Directorate of Career Development and Alumni Affairs.
- 6.2.21. The Directorate of Career Development and Alumni Affairs inputs data of the foreign alumni into the IPB alumni data base.
- 6.2.22. The Directorate of Career Development and Alumni Affairs conducts a tracer study to the foreign alumni of IPB.

**6.3. Outbound students Attended Courses equalization Procedure with courses in IPB**

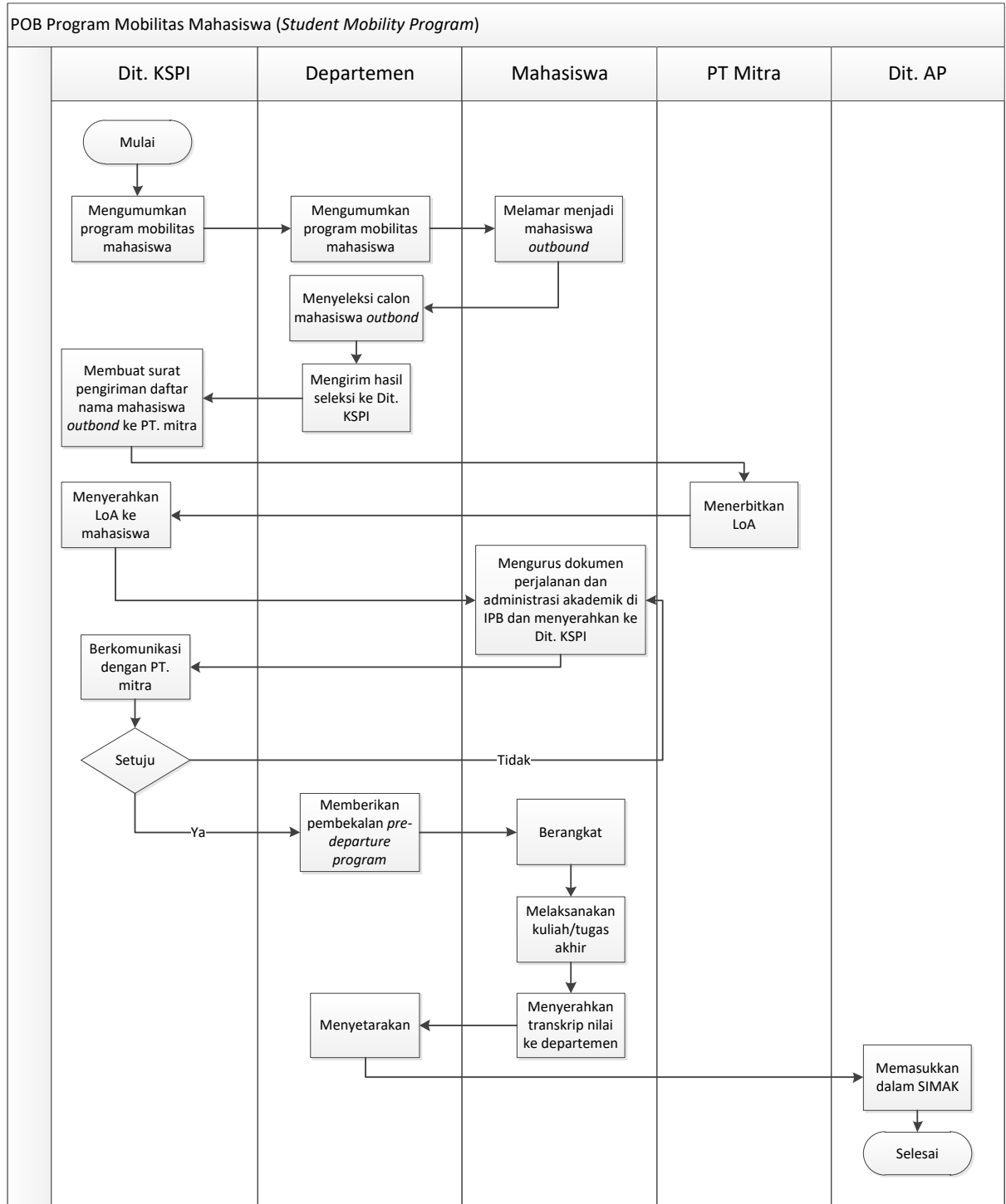
- 6.3.1. Equalization is applied when student re-register at the Directorate of Educational Administration.
- 6.3.2. The *outbound* Students submit the transcript from the partner university to the department of study program in IPB at least one month after arrival in IPB.
- 6.3.3. The department equalize the courses and the grade based on the criteria that have been specified.
- 6.3.4. Courses which could not be equalized by the outbound students are considered as supporting courses.
- 6.3.5. The department reports the results of the equalization to the Directorate of Educational Administration with a copy to the dean of the faculty.
- 6.3.6. The Directorate of Educational Administration inputs the evaluated courses and grades of the involved student into the SIMAK.



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#### 6.4. Procedure Flow Chart

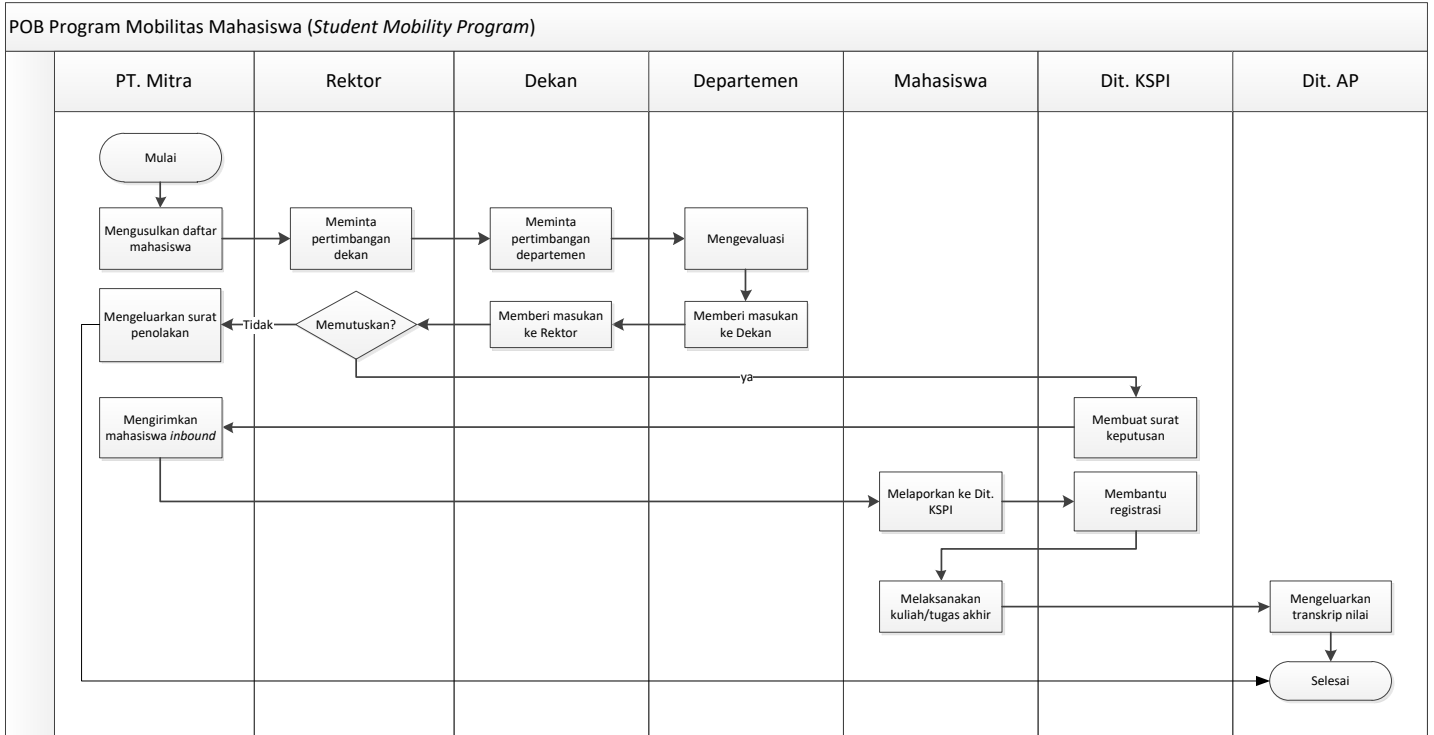
##### 6.4.1. The Procedure for Outbound Student Consignment



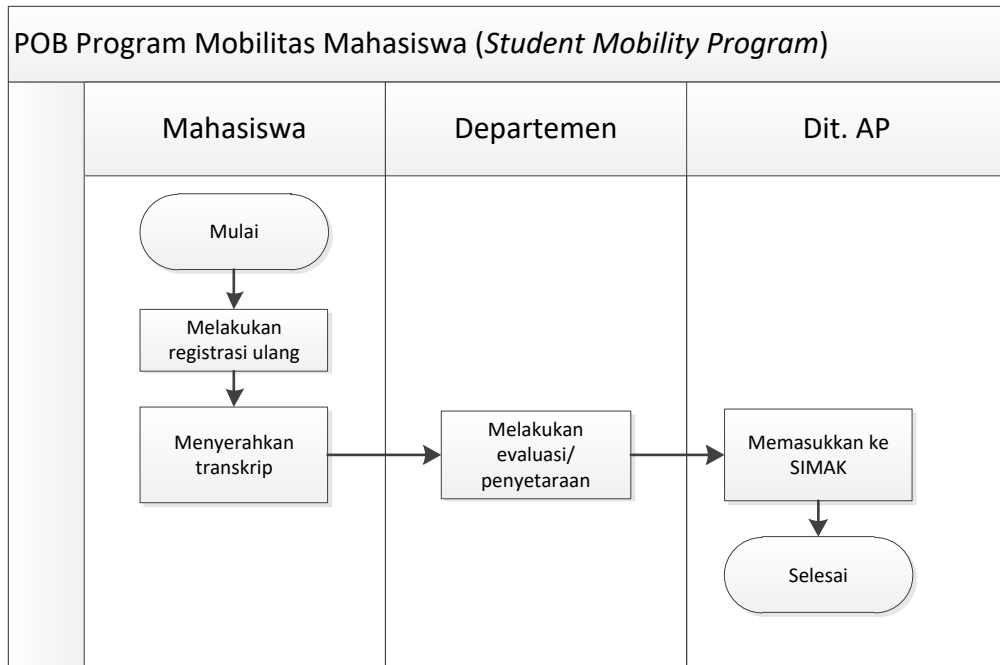



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### 6.4.2. The Admission Procedure for Partner university Student




### 6.4.3. Outbound students Attended Courses equalization Procedure with courses in IPB



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## 7. SUPPORTING DOCUMENT

No.	Form Name/Supporting Document	Document location
1.	<i>Outbound</i> student registration form	Dit. Mawa
2.	Selection assessment form	Dit. Mawa
3.	Consent to join the student mobility program form	Dit. Mawa
4.	( <i>Application for Admission Form</i> )	Dit. KSPI

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	<b>STANDARD OPERATIONAL PROCEDURE</b>	<b>Validity Date</b> : 1/2/2016
	<b>REQUEST FOR AN EXTENDED TERM OF STUDY</b>	<b>Revision Number</b> : 01

#### 1. AIM

Provide guidance on the management of proposed extended term of study, to be carried out clearly, transparently, and can monitor the length of the students' study period.

#### 2. SCOPE

This standard operational procedure (POB) covers the process of the student's extended study starting from applying by the students to the approval from the Dean.

#### 3. CONCEPTION/DEFINITION

- 3.1. Extended study period is a consent given by the dean as a Decree of the Dean for undergraduate students of IPB to complete the study for more than 12 (twelve) semesters on acceptable grounds.
- 3.2. The Major-Minor curriculum is a competency-based curriculum where each student follows an education in one major as the main field of expertise (competency) and can follow the education in one of the Minor areas as a complementary field of expertise (competency) or to select courses as a *supporting* course for their expertise.
- 3.3. Semester is the unit time of education activity for 19 weeks, consisting of 14 (fourteen) weeks of course activities (lecture, practicum or class activities), 2 (two) weeks of midterm exam activities (UTS), activities 1 (one) week for final examination preparation period (UAS), and 2 (two) weeks of final examination (UAS).
- 3.4. The Directorate of Education Administration (Dit AP) is a directorate that has a strategic task in implementing the Development of education administration of Multistrata and Multitype programs


#### 4. REFERENCE

- 4.1. Rector of IPB Regulation number 15/IT3/DT/2014 on the code of Conduct in the implementation of IPB undergraduate education Program.
- 4.2. Rector of IPB Regulation number 14/IT3/DT/2015 on the Quality assurance system IPB
- 4.3. Rector of IPB Regulation number 15/IT3/DT/2015 on the implementation of IPB Internal quality assurance System

#### 5. GENERAL PROVISIONS

- 5.1. The maximum study period of undergraduate students is 12 (twelve) semesters.
- 5.2. Students who are not able to complete their studies until the deadline of 12 (twelve) semester will be dismissed as a student of IPB the decision will come from the Rector proposed by the dean.
- 5.3. Extended time of study can be given to a student for a period of 2 (two) semesters commencing from the from the expiration date of 12 (twelve) semesters.



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5.4. Students who are able to apply for extended study period are students registered in the ongoing semester have completed the entire load of study required by the Department except for the final assignment.

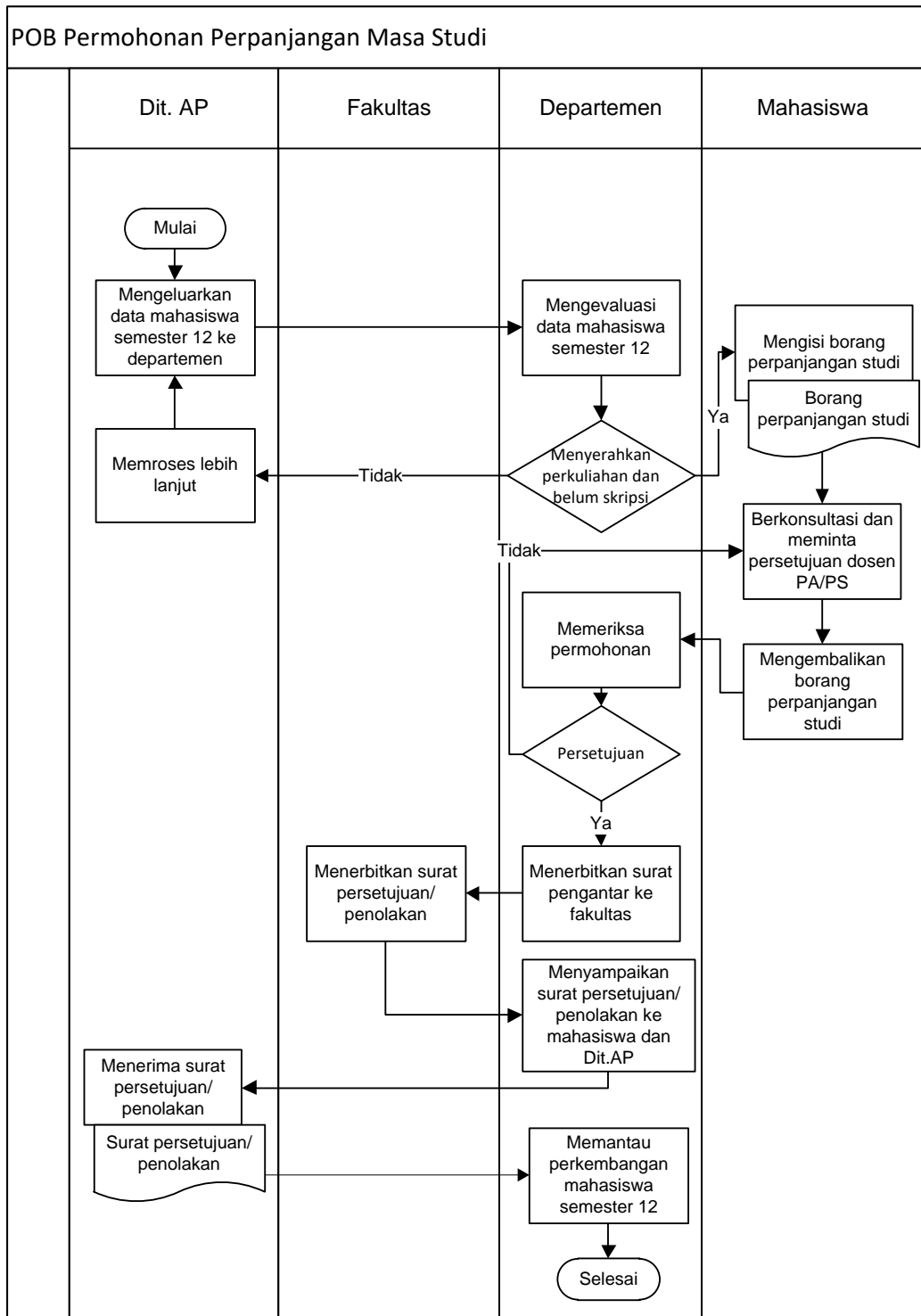
## 6. PROCEDURE

### 6.1. Procedure Details


- 6.1.1. The Directorate of Educational Administration delivers the student data who enters the 12th semester into the department the latest one month after the commencing of the even semester in the ongoing year.
- 6.1.2. The department look into the data to determine which students are eligible for an extended study period. Qualified students are summoned to manage an extended of study and unqualified students are summoned to be requested to resign or be dismissed.
- 6.1.3. The Department summons in writing the student concerned to look into the extended study period.
- 6.1.4. Students consult with his/her academic advisor and/or thesis supervisor to fill out an extended study application form provided by the Directorate of Educational Administration and arrange a study completion plan.
- 6.1.5. An academic advisor and/or thesis supervisor signed the extended study application form.
- 6.1.6. Students bring the form back to the department.
- 6.1.7. The Head of Department checks the form and signs if he/she agrees. If a review is required, the head of the Department gives a note for an improvement and re-review and the student will re-consult with the academic advisor and/or thesis supervisor.
- 6.1.8. The student submits the approved form and the proof of tuition fee (SPP) for the on going semester to the department.
- 6.1.9. Attaching the form, the department prepares a cover letter to the Dean.
- 6.1.10. The Dean look into the application. If the application is approved, then the dean will issue a decree to extend the study. If the application is not approved, the Dean will issue a dismissal letter.
- 6.1.11. The letter of extended or declined study is issued to the students and send to the Directorate of Educational Administration through the department.
- 6.1.12. The Department monitors the development of the student studies according to the study completion schedule.
- 6.1.13. If the student is not able to meet the study deadline, he/she will be dismissed from IPB.




### 6.2. FLOWCHART PROCEDURE



### 7. SUPPORTING DOCUMENTS

	<b>IPB UNIVERSITY</b>	<b>Document Number</b> : POB-IPB-S1-12
	<b>STANDARD OPERATIONAL PROCEDURE REQUEST FOR AN EXTENDED TERM OF STUDY</b>	<b>Validity Date</b> : 1/2/2016
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<b>No</b>	<b>Nama Borang/Dokumen Pendukung Form name/Supporting Document</b>	<b>Lokasi Dokumen Document location</b>
1.	Borang Permohonan Perpanjangan Masa Studi Extended Study Period Application Form	Dit. AP

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	<b>STUDY PROGRAM TRANSFER</b>	<b>Revision Number</b> : 01

### 1. AIM


Provide guidance in the management of the process of transferring study program to be transparent-and accountable.

### 2. SCOPE

This standard operational procedure (POB) covers the procedure of students' program study change due to changes in field of interest or due to health reasons and/or inter departments physical barriers in one faculty, or at different faculties.

### 3. CONCEPTION/DEFINITION

- 3.1. Vice rector of Academic and Student Affairs (WRAK) who performs the task of the Rector and outlined the strategic policy of IPB in academic and student affairs field, in organizing the development of education and student administration, as well as the development of the Multistrata academic program.
- 3.2. The major Minor curriculum is a competency-based curriculum consisting of general competence, faculty competence, key competencies and complementary competencies.
- 3.3. General Competency Education Program (PPKU) is assigned to conduct activities and control the quality of general competency education
- 3.4. General competence is the competency underlying the main competencies obtained by students after completing the course in the PKU Program.
- 3.5. Competence of faculty is the competency underlying the main competencies obtained by students after completing the INTERDEP courses in the faculty.
- 3.6. The main competency (major) is the competency based on its main subject discipline in a department or faculty, where students can deepen their competence (science, attitudes, and skills) in one course package.
- 3.7. Complementary competence is the competency that complements the main competencies that the students have gained after completing a minor or supporting package course.
- 3.8. SIMAK is an Academic Information System Management
- 3.9. The single tuition (UKT) is a form of educational establishment donation (SPP) which is the contribution of parents for education in IPB which is decided by considering the socio-economic condition of the concerned students and the single lecture fee (BKT) of each course.
- 3.10. The New Students Admissions Committee (PPMB) is a committee formed by IPB to coordinate the administration process of the new students' admission PPMB is chaired by Vice Rector of academic field and student (WRAK).
- 3.11. Directorate of Education Administration (Dit. AP) is a directorate that has strategic tasks to implement the development of educational administration of Multistrata and Multitype programs.
- 3.12. SNMPTN (National Selection of State University) is the National college entrance at the nationwide level through the selection of high school students who applied to become students of a State University PTN (invitation line).
- 3.13. SBMPTN (Joined Entrance Selection of State Universities is a national level selection activity for prospective students to enroll in a state university with the written exam pattern.

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3.14. The Admission Talent Test (UTM) is the admission test for students based on IPB and entrepreneurial leadership and interest in agriculture.

3.15. NIM is Student Number Identification.

#### 4. REFERENCE

4.1. Rector of IPB regulation Number 15/IT3/DT/2014 on the order of organizing the education Program of IPB Bachelor degree.

4.2. Rector of IPB decree number 20/IT3/DT/2014 on the quality standards of undergraduate education Program

4.3. Rector of IPB regulation number 14/IT3/DT/2015 on the Quality assurance system IPB

4.4. Rector of IPB regulation number 15/IT3/DT/2015 on the implementation of IPB Internal quality assurance System

#### 5. GENERAL PROVISIONS

5.1. The transfer of students from one program study to another program in IPB is made possible if the student is experiencing a change of interest or health and/or strong physical obstacles that do not allow the students to continue the study in the original program study, proofed by a medical certificate from a government hospital legalized by IPB polyclinic.

5.2. The transfer of courses due to health condition is only made possible if the student has attended at least 2 (two) semesters on his or her original course (four semesters including the PKU Program).

5.3. Requirements to change course:

5.3.1. Change courses due to health reasons: The minimum GPA (Cumulative Achievement Index (IPK)) is 2.00, the application letter approved by the parents, the letter of approval from Department of origin, the certificate of illness from the state hospital is legalized by IPB polyclinic, proof of fully paid last semester SPP, and the transcript of courses that have been taken.

5.3.2. Changed of study program due to change of interest: have passed the PKU program with a minimum GPA of 2.0, take the IPB admission test (SBMPTN or UTM), and conduct the initial registration and obey the administrative provisions as a new student in IPB.


5.4. Courses taken in previous study program courses, cannot be recognized as courses of the new program study/interdepartments but can be taken as supporting course.

#### 6. PROCEDURE

##### 6.1. Procedure Details

##### 6.1.1. Move Study Program Course due to health problem


6.1.1.1. The Students submit a letter of request to the Rector to change the program study due to health reasons upon approval of the Chairman of the Department by attaching the requirements for change of study program due to health reasons. Application should be submitted not later than one month before the commencing of the following academic year.

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- 6.1.1.2. The Rector forwarded the application to the dean of the intended study program to be studied the latest one week after receiving the application.
- 6.1.1.3. The Dean studied the proposal together with the Head of the department as the organizer of the designated course.
- 6.1.1.4. The Dean submits a recommendation to the Rector on the acceptance or rejection of the application on the changing of study program the latest one week after receiving the application letter from the Rector.
- 6.1.1.5. The Rector delivered a letter of acceptance or rejection to students at most
- 6.1.1.6. If the application is accepted, the Rector issued a letter of change study program to students, Head of department, and the Dean.

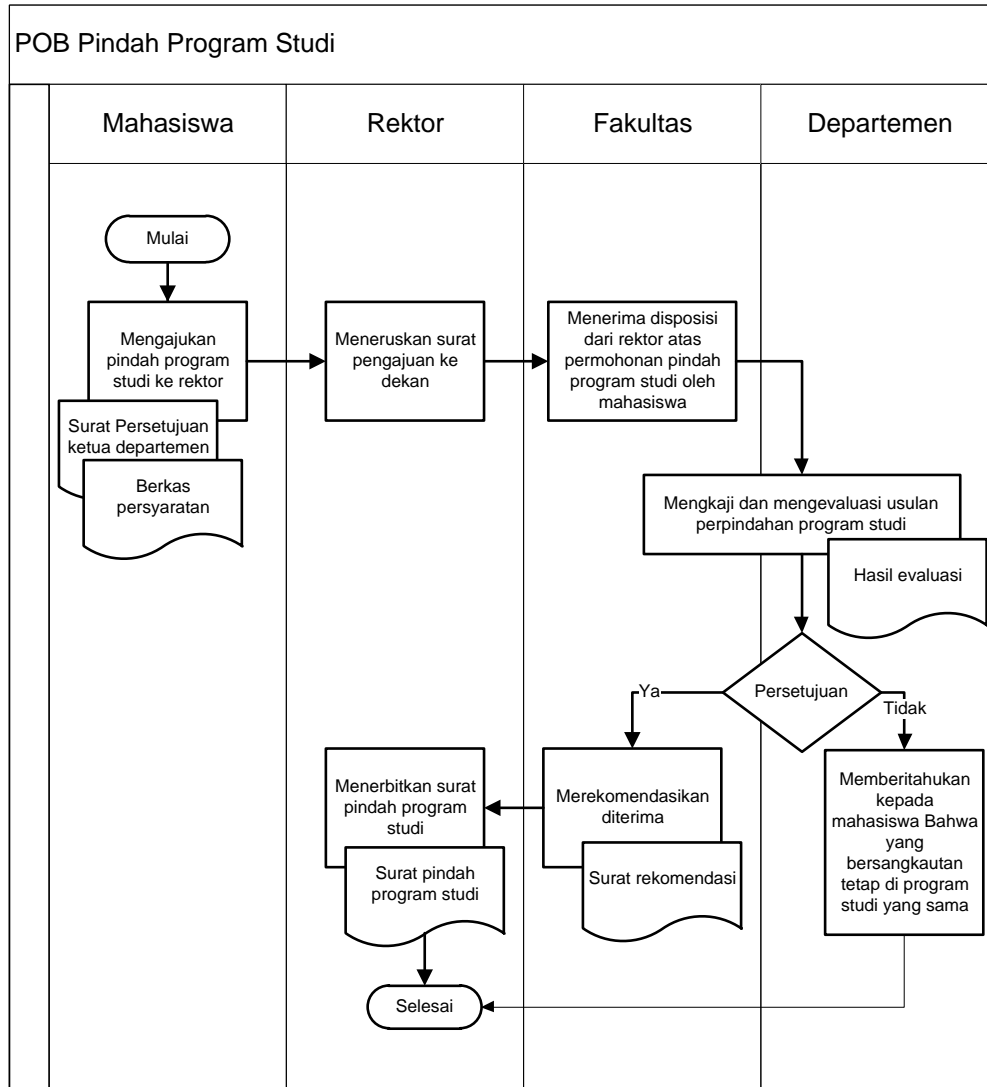
#### **6.1.2. CHANGING STUDY PROGRAM DUE TO CHANGE OF INTEREST**


- 6.1.2.1. The students take the IPB admittance test by choosing a study program of interest.
- 6.1.2.2. If the student passes the selection test on the new chosen program study, is the concerned student will report to the new Admissions committee as a program study change student.
- 6.1.2.3. PPMB invites the student to make an initial registration on the set schedule, including a specific code in the invitation letter indicating that the student is changing the program study.
- 6.1.2.4. Students do the re-registration according to the time set and fulfill all the requirements.
- 6.1.2.5. PPMB delivers the data of the student study program change to WRAK with a copy of the program to Dit. Ap.
- 6.1.2.6. WRAK issued a letter assessment request to the Dean who supervise the department organizing the new study program with a copy to the dean of the previous study program organizers.
- 6.1.2.7. Upon consideration of the Department of the new study program, the Dean determines the courses that can be taken as the new major as a major/interdepartmental course and send it to WRAK with a copy to the students concerned.
- 6.1.2.8. WRAK forwarded a letter from the Dean to the Directorate of Educational Administration (Dit. AP) to process its administration.
- 6.1.2.9. Students who moved the study program re-enroll to the Directorate of Educational Administration (Dit. AP) to get a new Student ID Number (NIM).
- 6.1.2.10. The Directorate of Educational Administration (Dit. AP) transfers all courses that have been recognized by the study program.

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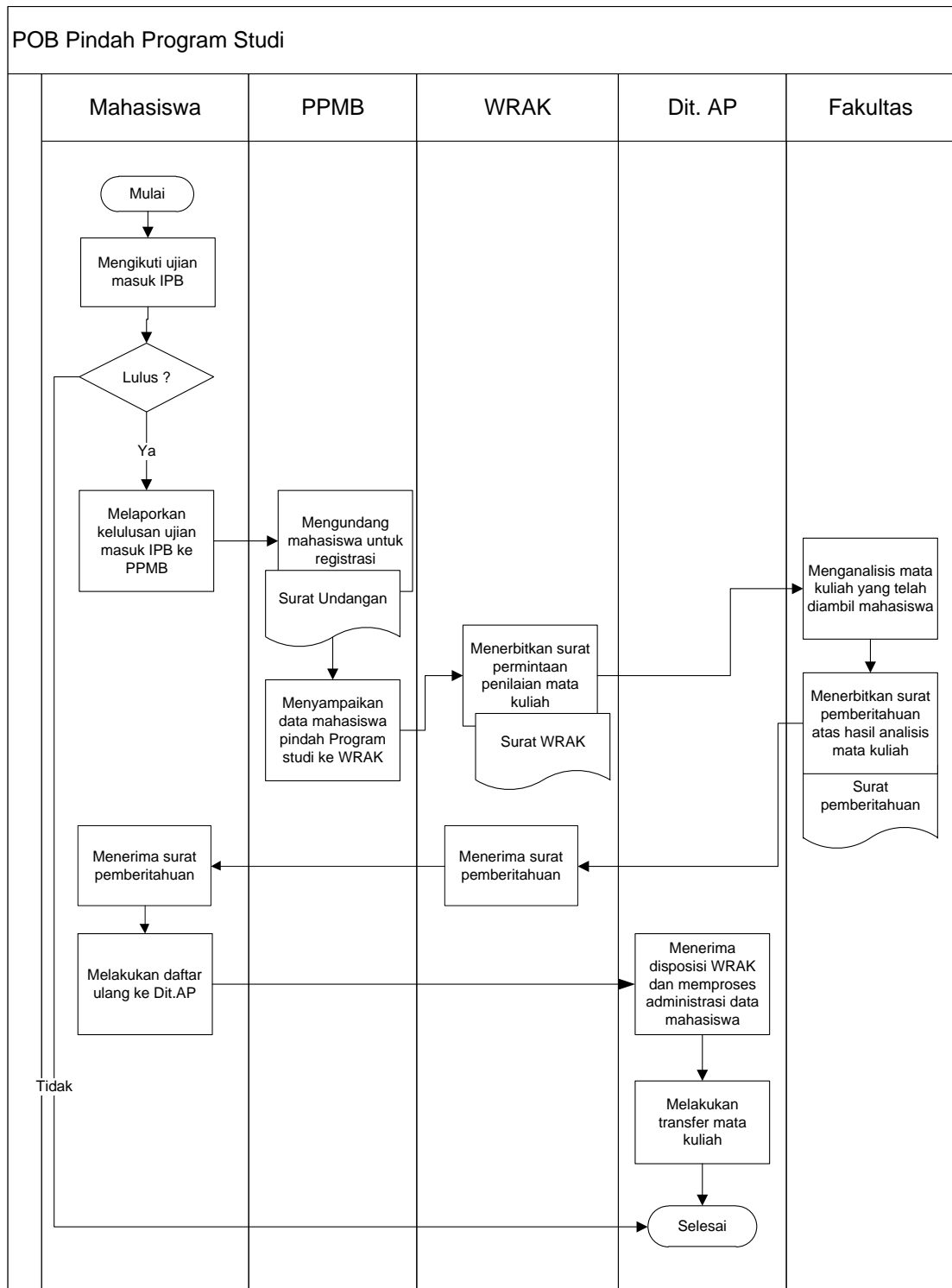
## 6.2. Procedure Details

### 6.2.1. Change of Program Study due to Health Reason Flow Chart



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**6.2.2. Change of Study Program due to Change of Program of Interest Flow Chart**



**7. SUPPORTING DOCUMENT**

None



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	<b>STANDARD OPERATIONAL PROCEDURE</b>	Validity Date : 1/2/2016
	<b>FINAL ASSIGNMENT COMPLETION</b>	Revision Number : 01

## 1. AIM


- 1.1. Provide guidance for the undergraduate program students final assignment in the longest period of 12 (twelve) months, which can be initiated in semester 6 (six) according to the stipulated standards.
- 1.2. Provide guidance for the study period of undergraduate students within 8 (eight) semesters according to the standards set by IPB.
- 1.3. The study program, department and faculty provide guidance for quality control process of undergraduate program students' final assignments

## 2. SCOPE

This standard operational procedure (POB) includes the appointment procedure of the final assignment adviser, implementation and supervision of the final assignments, as well as the implementation of the undergraduate exam session.

## 3. CONCEPTION/DEFINITION

- 3.1. Study plan card (KRS) is an *online* study plan form that contains a course that is attended by students in the coming semester (including the shift year), in the form of lectures, practicum, field practice, work practices, profession work service (KKP), internships, or other final assignments as well.
- 3.2. The final assignment for the final year undergraduate program is an independent assignment as the requirement to graduate covering the preparation stage (proposal preparation), implementation, writing of the thesis, until the final exam session.
- 3.3. The final assignment is an independent research that must be completed by the final year undergraduate students as graduation requirements in the form of research in the laboratory or in the field or a library study.
- 3.4. The final assignment is an independent apprenticeship is that must be completed by the final year undergraduate students as graduation requirements in the form of working in private or government agencies.
- 3.5. The main supervising lecturer is a permanent lecturer in the department, who is appointed by the dean as a primary adviser in the implementation and completion of the student's final assignment.
- 3.6. An assistant adviser is a representative from the department or outside the department and is assigned by the dean to assist the main adviser lecturer in the implementation and completion of the student's final assignment.
- 3.7. A field advisor is a field advisor for students during internship at the internship site.
- 3.8. Outside Examiner Lecturers are permanent lecturers of the same study program or from outside the study program in IPB or from other agency appointed by the head of the program study to be involved in the Undergraduate final Exam Sessions.
- 3.9. Thesis examination session is an oral comprehensive exam by a team of accessors that should be undertaken as final evaluation on the student graduation eligibility.
- 3.10. Competency Group is competency Group of General Competency Education (PKU), interdepartmental Competency Group, major competency group, minor/supporting Competency Group.

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- 3.11. Graduation Certificate (SKL) is a letter issued by the dean stating that the student has passed the examination of the Undergraduate Council and completed the study of undergraduate program.
- 3.12. The Quality control unit (GKM) is a quality control unit responsible for the implementation of the process of controlling academic quality in the department.
- 3.13. The quality guarantor (GPM) unit is a quality guarantor unit responsible for the implementation of the academic quality assurance process at the faculty.
- 3.14. The Indonesian National Qualification Framework (KKNI) according to Regulation No. 8 of 2012 is the working qualification grading framework that match, equalize, integrate the education sector with training sectors and working experience in order to give recognition to the work competency corresponding to the job position in various sectors.

#### 4. REFERENCE

- 4.1. President Rule number 8 year 2012 on the Indonesian National Qualification Framework
- 4.2. Regulation of Rector of IPB number 14/IT3/DT/2015 on Quality assurance system IPB
- 4.3. The rector of IPB regulation number 15/IT3/DT/2015 on the implementation of IPB Internal quality assurance System

#### 5. GENERAL REQUIREMENTS

- 5.1. The final assignment of the undergraduate program can be in the form of research or internship.
- 5.2. The final duty credit load for undergraduate program is 6 (six) Credits that are designed to be completed at least 2 (two) semesters that include the activities of proposals, execution of final tasks, writing of theses, and Undergraduate exam session
- 5.3. The single tuition (UKT) to be paid by the student is in accordance to the provisions stipulated by IPB.
- 5.4. Advisers for both major and assistant adviser have Magister (S2) degree as minimum Education Qualifications
- 5.5. Student's final assignment requirements:
  - 5.5.1. Passed all courses with a total credit of at least 105 (One hundred five) credits and GPA  $\geq 2.00$ .
  - 5.5.2. Active as a student in the on going semester (fill the KRS for the final assignment and pay the single Course Fee (UKT))
  - 5.5.3. Has a final assignment proposal approved by the final assignment adviser and endorsed by head of study program/head of Department/Faculty Administration
  - 5.5.4. Fulfill other provisions stipulated by the course.
- 5.6. Undergraduate exam sessions can be attended by students if they meet the following conditions:
  - 5.6.1. Graduated from all compulsory Courses


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- 5.6.2. The total credit of elective course taken (minor or *supporting courses*) is corresponding to the provisions of the curriculum and passed. The minimal total credit earned is total minimum credit minus final assignment credits,
- 5.6.3. Finished the final assignment and submit the thesis draft that has been approved by the academic advisor.
- 5.6.4. The average grades for all courses  $\geq 2.00$ / per competence group (inter department, major, minor except PPKU program)
- 5.6.5. No course obtained E grade
- 5.6.6. Active as a student in the on going semester.
- 5.7. The students are announced as passing the undergraduate exam session if the average final assignment grade is at least 65 or BC. The final assignment assessment using the benchmark Reference Assessment System (PAP), i.e.  $80 \leq A \leq 100$ ;  $75 \leq AB < 80$ ;  $70 < B < 75$ ;  $65 < BC < 70$ .

## 6. PROCEDURE

### 6.1. Procedure Details

- 6.1.1. The Department appoints major adviser for every student every student at the latest by the end of semester 6 (six). Decision on final assignment, adviser considers the student field of interest.
- 6.1.2. The department can appoint a lecture as member of the advisory team or field adviser (for apprentice students) considering student needs in the completion of the final assignment.
- 6.1.3. Adviser lecture appointment procedure is managed by each study program-
- 6.1.4. The Dean issue a letter of appointment for academic advisor as per the suggestion from the Head of the department.
- 6.1.5. Students consult the academic adviser to confirm the chosen final assignments (research or internship), the topics and scope of the final assignment
- 6.1.6. Students who have fulfilled the academic requirements to perform the final assignment must immediately draft the final assignment proposal. The final assignment proposal is approved by the adviser and acknowledged by study program head/department head/faculty administration.
- 6.1.7. The student carries out research or internship with the advice/guidance of final assignment adviser. The advisory process takes at least 8 (eight) times per semester and recorded in final assignment student card.
- 6.1.8. The student prepares the thesis draft referring to the thesis writing guidance.
- 6.1.9. The department/faculty set up a team of graduate exam sessions consist of final assignments adviser and out accessor
- 6.1.10. The major adviser leads the undergraduate exam session covering the following stages:
  - 6.1.10.1. Results presentation of the final assignment (draft thesis) by students
  - 6.1.10.2. Discussion covering the research results or internship, thesis draft and basic principles or theories related to the field of Science, and

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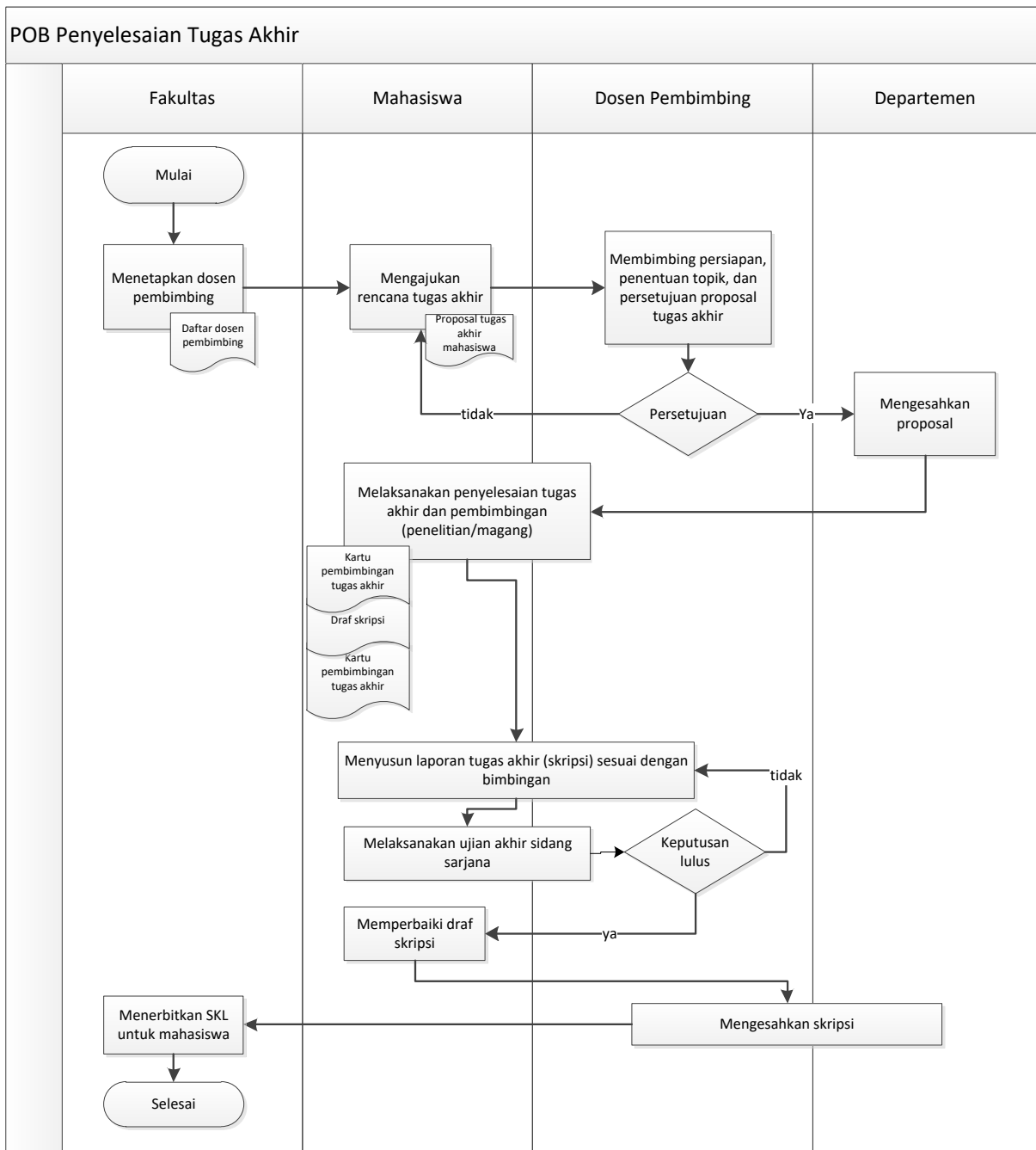
6.1.10.3. Decision of graduation status.


- 6.1.11. The determination of the quality letter corresponds to the stipulated requirements and based on the average grade of the entire examiner's lecturers.
- 6.1.12. The graduation decision (pass, pass with improvement, suspended/not passed) and the grade letter is stated in the news of the undergraduate exam. Students who do not graduate in an undergraduate exam session have a re-exam opportunity not later than one month. When exceeding the specified time, the head of department/faculty dean decides the exam passing based on input from the adviser.
- 6.1.13. Students improve their draft according to the inputs during the undergraduate exam. Improvement draft should not exceed 3 (three) months after the undergraduate exam was conducted. When exceeding the deadline, the exam results are cancelled and the student will have to repeat taking the undergraduate exam session.
- 6.1.14. The Dean issued a graduation certificate (SKL) after the thesis was signed by the final assignment adviser and head of study program/head of department. The SKL issuance process follows the end of study assessment procedure.



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### 6.2. Procedure Flowchart



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## 7. SUPPORTING DOCUMENTS

No	Form name/Supporting document	Document location
1.	Undergraduate exam Assessment Form by Examiner lecturer	Department
2.	Undergraduate Exam Itinerary form	Department
3.	Pass Form	Faculty
4.	Thesis writing guide for undergraduate program	Dit. PPA



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<b>STANDARD OPERATIONAL PROCEDURE</b>	<b>Validity Date</b> : 1/2/2016
<b>FINAL STUDY ASSESSMENT</b>	<b>Revision Number</b> : 01

## 1. AIM

- 1.1. Provide guidance on determining the final outcome of study and publication of transcripts and diplomas of undergraduate education programs in IPB.
- 1.2. Provide guidance to facilitate the quality control process of the transcript and diploma publication corresponding to the planned time to shorten the first job waiting period.

## 2. SCOPE

This standard operational procedure (POB) covers the issuance of certificate of graduation (SKL), graduation predicate stipulation, transcript and diploma publication, printing and distributing the transcripts and diploma to the graduates.

## 3. CONCEPTION/DEFINITION

- 3.1. A transcript is a document that contains the grade of all courses that have been taken during the education in IPB as well as the title and name of the final assignment advisor.
- 3.2. A diploma is a document, indicating that the student has completed his/her studies (graduated) in IPB.
- 3.3. Graduates are students who are qualified and meet the requirements for graduation.
- 3.4. The predicate of graduate is an academic award for a student achievement during his/her study in IPB.
- 3.5. Letter of Graduation (SKL) is a letter issued by the Faculty stating that the student has fulfilled all the requirements to be declared graduated from the undergraduate education Program of IPB.
- 3.6. Grade Point Average (IPK) is the total achievement calculated based on the Average achievement index from the acquisition of total credits.
- 3.7. SIMAK is an academic Management Information System
- 3.8. General Competency Education Program (PPKU) is a unit that is responsible to conduct activities and control the quality of general competency education
- 3.9. Directorate of Educational Administration (Dit. AP) is a directorate that has strategic responsibility to implement the development of educational administration of Multistrata and Multitype programs.

## 4. REFERENCE

- 4.1. Government Law number 12 year 2012 about higher education.
- 4.2. The Rector decree No. 12/I3/PP/2008 on the issuance of diploma and transcript of Undergraduate (S1) IPB students.
- 4.3. The Rector of IPB regulation number 14/IT3/DT/2015 on the IPB Quality assurance system.
- 4.4. The rector of IPB regulation number 15/IT3/DT/2015 on the implementation of IPB Internal quality assurance System



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## 5. GENERAL REQUIREMENTS

- 5.1. The Students are stated to have completed their education program after fulfilling the required curriculum load (minimum 144 credits) with GPA  $\geq 2.00$  for each Competency Group (except PKU) and without E grade.
- 5.2. The GPA obtained by the students from all the load of the study is one of the determinants of graduation.
- 5.3. The graduation of students as bachelor and predicate of graduation is decided by Dean.
- 5.4. The Students who are qualified for graduation are entitled to obtained SKL from the faculty and have the right to graduate from IPB.
- 5.5. SKL is published based on an application letter from the department after the student meets all academic and administrative requirements.
- 5.6. The predicate of graduate as undergraduate student is as followed:

	<b>Predicate of Graduate</b>	<b>Grade Point Average (IPK)</b>	<b>Requirement</b>
1.	<i>Cum Laude</i> (CL)	IPK $\geq 3,51$	(1) All credits are made by the undergraduate program in IPB, except for those who enroll in student mobility <i>Program</i> ( <i>Student mobility Program</i> ) abroad. (2) Never follow a re-lecture and cancel the minor course and/ SC with the grade E. (3) No grade D. (4) Maximum one C for a course outside of PPKU course (5) The study process is $\leq 5$ years (6) Never subjected to written academic sanctions.
2.	Very satisfying : (SM)		
	(2.1)	IPK $\geq 3,51$	Does not meet the requirement of CL
	(2.2)	$2,76 \leq \text{IPK} < 3,51$	(1) No grade D (2) Never follow a re-lecture and cancel a course with the grade E (3) The study process is $\leq 5$ years (4) Never subjected to written academic sanctions
3.	Satisfactory: (M)		
	(3.1)	IPK $\geq 3,51$	Does not meet the requirement of CL and SM
	(3.2)	$2,76 \leq \text{IPK} < 3,51$	Does not meet the requirement of SM
	(3.3)	$2,00 \leq \text{IPK} < 2,76$	





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- 5.7. Issuance of diploma and transcript by the Dit. AP is carried out monthly based on the submission from the dean with full requirements to participate in the graduation and issuance of diploma.
- 5.8. A Graduate who has not perform in graduation is entitled to get the copy of the legalized diploma and transcript. The original diploma and transcript will be available the latest one week after the commencement of the graduation.

## **6. PROCEDURE**

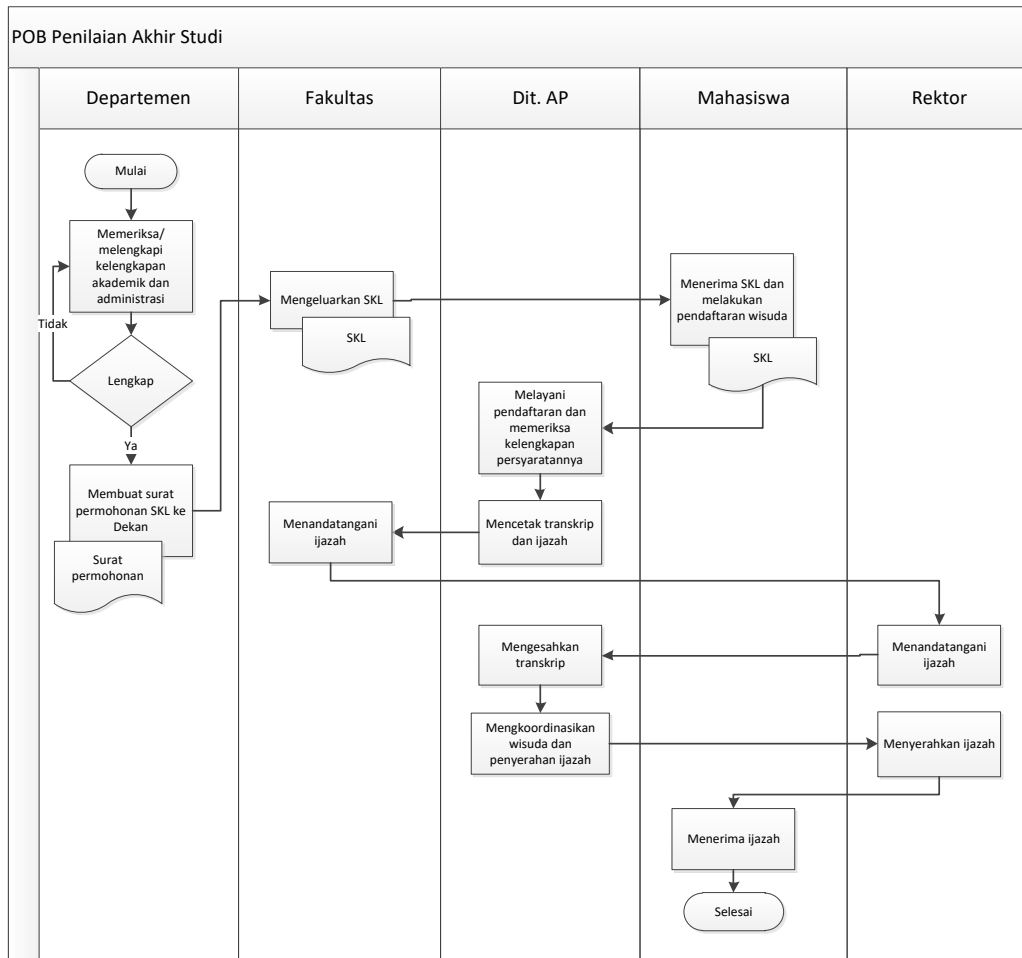
### **6.1. Procedure Details**

- 6.1.1. The department examines the completeness of the academic requirements and student administration. If all the files are completed, the department made the application letter of SKL issuance addressed to the dean attaching:
  - 6.1.1.1. student study outcome (bahan transkrip), transcript
  - 6.1.1.2. undergraduate form for exam event
  - 6.1.1.3. a copy of the verification sheet of the Academic Commission and head of department. In the sheet the passing date is also stated date.
- 6.1.2. The faculty issue SKL and send it to the department to be handed over to students. In the SKL is also a graduation predicate according to the criteria established by IPB.
- 6.1.3. Students register to Directorate of Educational Administration and submit a requirement file to get a certificate and transcript to join graduation ceremony.
- 6.1.4. Directorate of Educational Administration receive and examine the completeness of files for transcript and certificate issuance requirements. The process is conducted to match the suitability of the students' data for SKL, SIMAK data and the completeness of final value. When it is complete Directorate of Educational Administration prints transcripts and certificate.
- 6.1.5. Directorate of Educational Administration submits the certificate document to the dean and rector to be signed.
- 6.1.6. Transcript and diploma signed by the Directorate of Educational Administration, Dean and the rector are handed over to the student during the graduation ceremony or at least one week after the graduation ceremony.




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## 6.2. Flowchart Procedure



## 7. SUPPORTING DOCUMENT

Tidak ada. None

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	<b>STANDARD OPERATIONAL PROCEDUR</b>	Validity Date : 1/2/2016
	<b>DISCONTINUED STUDY</b>	Revision Number : 01

## 1. AIM

Provide a transparent and accountable guidance in the termination study process (resign and termination of study) for every student of IPB.

## 2. SCOPE


This standard operational procedure (POB) regulates the process of termination of studies for undergraduate students in IPB, either due to withdrawing or dismiss.

## 3. CONCEPTION/DEFINITION

- 3.1. The discontinued of Studies is based on the decision of the Rector, that is set with the decree of the Rector of IPB stating that a student has withdrawn or dismissed as IPB student. The discontinued of study can be done at the request of the student (withdraw) or because he/she does not meet the administration requirements or had violate the rule in IPB.
- 3.2. Vice rector of Academic and Student Affairs (WRAK) is the vice rector who carries out the duties of the Rector and describe the strategic policy of IPB in the academic and student fields in organizing the development of education and student administration, as well as the development of the Multistrata academic program.
- 3.3. Academic Management System Information.
- 3.4. The General Competence Education Program (PKU) is the Unit in charge of activities and controls the quality of general competency education
- 3.5. Directorate of Education Administration (Dit.AP) is a directorate that has strategic tasks to implement the development of educational administration of Multistrata and Multitype programs.
- 3.6. The Law, Promotion and Public Relations Office (HPH) is an office that performs technical and administrative tasks in the handling of legal affairs and assistance, promotion development and implementation, strategic communication coordination, and handling of public relations to support the smooth implementation of IPB management
- 3.7. SPP is a donation of educational establishment in the form of Single tuition
- 3.8. Education Quality Improvement Cost (BPMP) is the cost to be paid by a student during the study at each semester. The amount of BPMP considers the income of parents/guardians and determined when accepted as a new student in IPB.
- 3.9. The costs of organizing the course (BPMK) is the cost to be paid by IPB students for each unit of credit semester (SKS) of courses taken in a semester. The cost amount is determined by the cost unit component of the course.
- 3.10. Infrastructure and facility improvement Cost (BPIF) is the cost to be paid by a student at the time when the student first enroll in IPB.
- 3.11. The Financial Bureau is a Bureau that carries out technical and administrative tasks of financial management in accordance to the working Plan and Budget (RKA) of IPB to support the smooth implementation of IPB management.

## 4. REFERENCE

- 4.1. Regulation of Rector of IPB number 15/IT3/DT/2014 On the code of conduct on the implementation of IPB undergraduate education program.

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- 4.2. Regulation of Rector of IPB number 14/IT3/DT/2015 on Quality assurance system IPB
- 4.3. Regulation of the rector of IPB number 15/IT3/DT/2015 on implementation of IPB Internal quality assurance System

## 5. GENERAL REQUIREMENT

- 5.1. Terms of resignation:
  - 5.1.1. Settle the tuition fee for the duration of studying in IPB (taking lectures in IPB) the lecture in IPB
  - 5.1.2. Settle the payment of dorm fee
  - 5.1.3. Confirmation letter stating that there is no obligations to the library or laboaratory (free of libraries and laboratories)
  - 5.1.4. Return the Student card
- 5.2. Students are dismissed as students in IPB when: (distinguished between academic and non-academic reasons)
  - 5.2.1. Earn the GPA  $\leq 1.70$  at the end of the program PKU or GPA  $\leq 1.50$  in subsequent semesters
  - 5.2.2. or earn the GPA IP  $< 2.00$  and GPA  $< 2.00$  after a strict warning (PK), or
  - 5.2.3. Still earn an E grade for PKU course after repeating 2 (two) times or after semester 6 (six) or have not repeated the E-course after 4 (four) Semester since the issuance of the course grade.
  - 5.2.4. Have passed the maximum study period in IPB without any legitimate reason, or
  - 5.2.5. Have not reached the minimum credits load to be completed, or
  - 5.2.6. Pronounced as having violated the regulation in IPB by the commission of Discipline, proposed by the dean or the director of PKU Program to the Rector with a copy to head of the department, academic advisor, thesis supervisor and Directorate of Educational Administration.
- 5.3. The dismissal as an IPB student for a student who is inactive for 2 (two) consecutive semesters and does not re-register in the following semester for 2 (two) consecutive semester, does not report of being active again after the student takes an academic leave, set by the decision of the Rector.
- 5.4. Any other thing related to a misconduct that harm the reputation of a person or an institution after being dismissed as an IPB student will be the responsibility of the person concerned person.

## 6. PROCEDURE

### 6.1. Procedure Details

#### 6.1.1. Resignation Procedure

- 6.1.1.1. The student applies for resignation to Dean through the head of the department
- 6.1.1.2. Head of the Department checks the requirements completeness of the student resignation. If all of the requirements are completed, the head of department writes a cover letter to the Dean not later than 3(three) days after the submission of the application of resignation.




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- 6.1.1.3. The Dean issues a letter of approval, addressed to the Rector and a copy to Vice Rector for Education and Student Affairs not later than 3 (three) days after receiving the cover letter from head of Department.
- 6.1.1.4. If the student requires a letter of reference stating that the student was an IPB student for the purpose of studying in another university, the students can apply to Dit. AP to obtain a letter of reference by including a letter of consent from the dean, the issuance of the intended letter should not be later than 2 (two) days after receiving the application.
- 6.1.1.5. Directorate of Educational Administration prepare the letter of decision on the study termination of a student with resigning status to HPH after all file requirements of the proposed study termination has been completed.
- 6.1.1.6. HPH prepares a draft of the letter of decision on study termination draft based on data from the Directorate of Educational Administration no later than 1 (one) week after the application letter from the Directorate of Educational Administration is received. During the drafting process of the letter of decision, HPH can coordinate with Directorate of Educational Administration.
- 6.1.1.7. HPH submit the Draft of the letter of decision to be considered and approved by the Rector at most 7 (seven) days since the draft has been received.
- 6.1.1.8. The Rector sign the letter of decision on study termination at least 1 (one) week after the draft has been approved by the Rector.
- 6.1.1.9. HPH distributes a copy of the letter that has been signed by the Rector to Dean, Head of Department, Directorate of Educational Administration and HPH not later than 2 (two) days after the letter of decision is issued.
- 6.1.1.10. Directorate of Educational Administration files the Rector's letter of decision into the database of the Student Academic Database (SIMAK).

Directorate of Educational Administration sends a copy of the rector's letter of decision to the student not later than one week after the letter of decision is issued

#### **6.1.2. The study dismissal Procedure**

- 6.1.2.1. Directorate of Educational Administration submits a letter containing list of students' potentials to be dismissed as a student of IPB to the Dean.
- 6.1.2.2. Within seven (7) days the Dean, together with the concerned Head of Department verifies the data and status of the students studies, after receiving the list from Directorate of Educational Administration. If required, Head of department may call the student whose name is listed in the list to be given the option of resignation.
- 6.1.2.3. The Dean sends the result of the verification from the head of department to Vice Rector for Education and Student Affairs (copy to Directorate of Educational Administration).
- 6.1.2.4. The Directorate of Educational Administration proposed to prepare the letter of decision on study termination to HPH with the status as dismissed, by attaching the verification result.
- 6.1.2.5. HPH prepares the dismissal draft of study based on data from Directorate of Educational Administration at least 1 (one) week after receiving the letter of decision from Directorate of Educational Administration. During the

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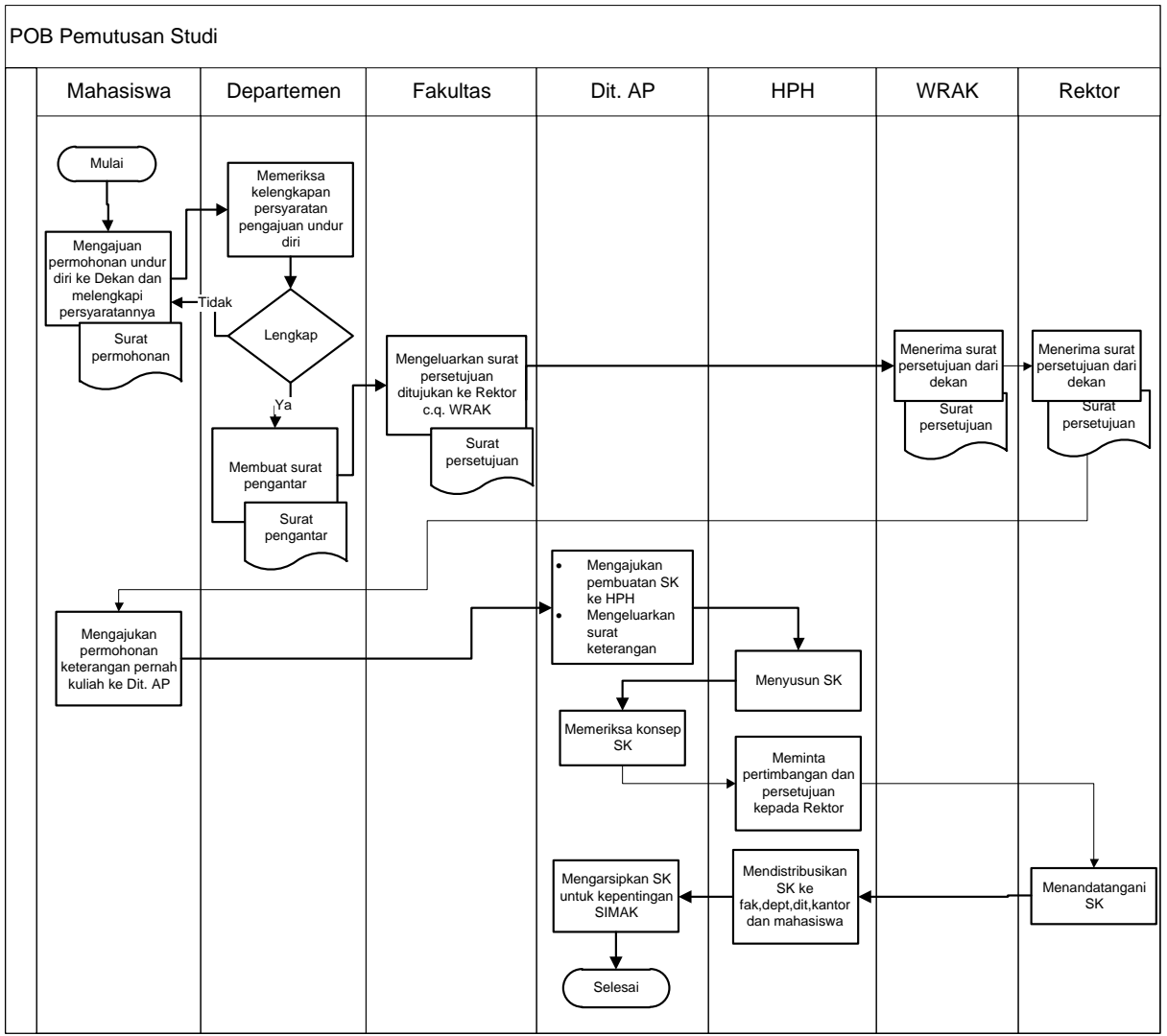
drafting process of the decree, HPH is able to coordinate with Directorate of Educational Administration.

- 6.1.2.6. HPH submits the letter of decision on study dismissal draft, to obtain the consideration and approval of the rector the latest 7 (Seven) days after draft is received.
- 6.1.2.7. The rector signs the letter of decision on a study dismissal not later than 1 (one) week after the draft is approved by the rector.
- 6.1.2.8. HPH distributes a copy of the signed letter decision on the study dismissal signed by the Rector to the Dean, the Head of Department, Directorate of Educational Administration and HPH not later than 2 (two) days after the letter of decision is issued.
- 6.1.2.9. Directorate of Educational Administration files the letter of discontinued of the rector into the student academic database (SIMAK).
- 6.1.2.10. The Directorate of Educational Administration sends a copy of the rector's letter of decision to the student not later than one week after the letter is issued.



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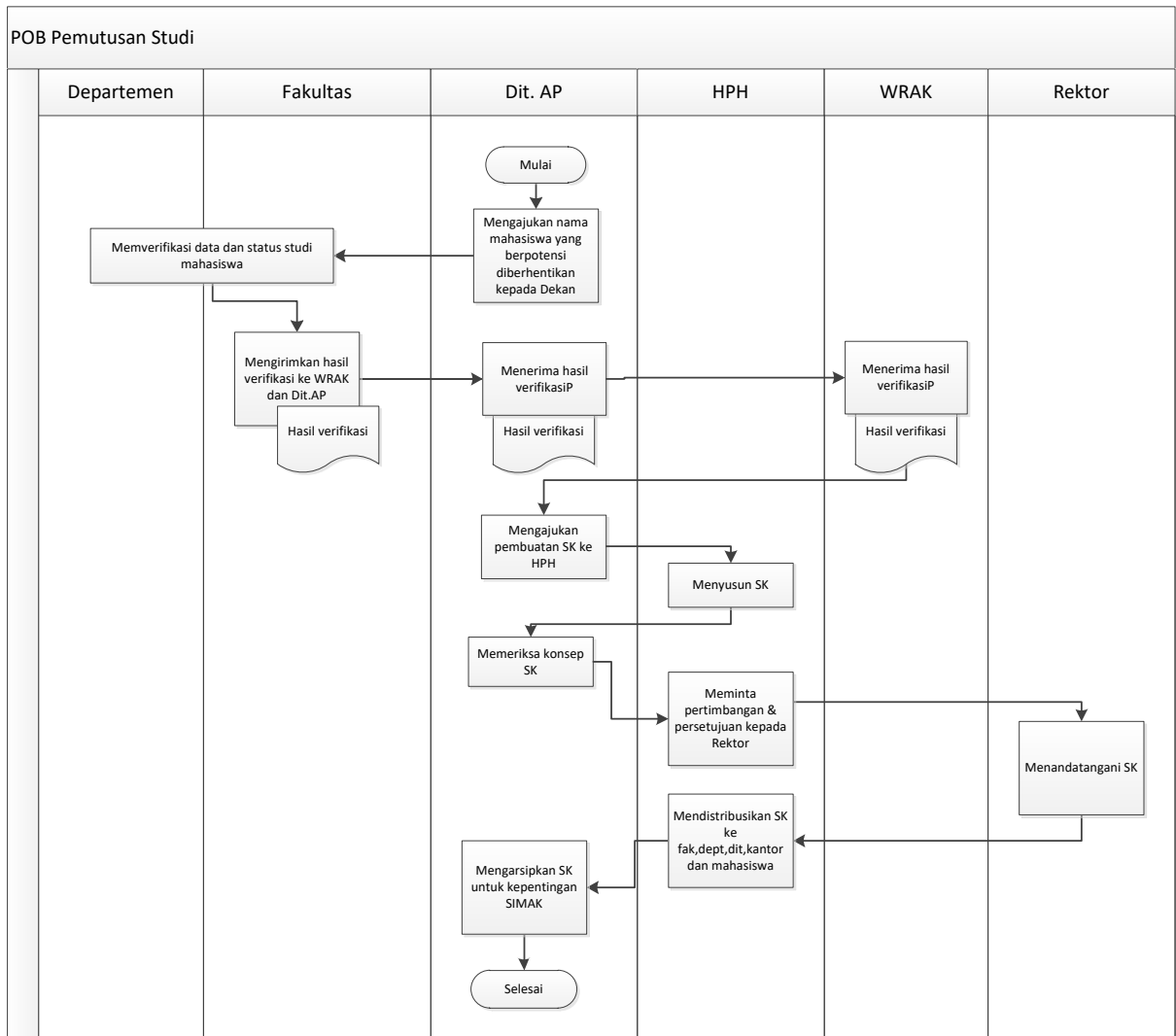
**6.2. Flowchart**  
**6.2.1. Resignation Procedure**





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### 6.2.2. The Procedure of Resignation of study flowchart



### 7. SUPPORTING DOCUMENT

No	Form name/Supporting Document	Document Location
1.	Verification Form of potentially dismissed students	Directorate of Educational Administration (Dit. AP)
2.	Study Dismissed letter of decision format	HPH
3.	Letter of statement of have been studying in IPB	Directorate of Educational Administration (Dit.AP)



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## 1. AIM


- 1.1. Provide guidance to the study program in the arrangement and evaluation of undergraduate programs curriculum
- 1.2. Provide guidance for the curriculum applied in the course has fulfilled the terms/conditions.

## 2. SCOPE


This standard operational procedure (POB) covers the new curriculum preparation and the existing curriculum evaluation/revision procedures.

## 3. CONCEPTION/DEFINITION

- 3.1. The curriculum of the IPB Undergraduate Program is a higher education curriculum which is a set of plans and arrangements regarding the contents and materials of studies and lessons as well as the way of delivery and assessment used as guidelines in organizing the learning activities in IPB. The curriculum of IPB undergraduate program is prepared by referring to the Indonesian National Qualification Framework (KKNl) to produce graduates with learning achievement/*Learning Outcome* (CP/LO) at level 6.
- 3.2. The Indonesian National Qualification Framework (KKNl) pursuant to the Regulation No. 8 of 2012 is a grading framework of the work qualification that paired, equalize, integrate the education and training sectors and work experience in acknowledging the work corresponding to the job position in various sectors.
- 3.3. According to presidential decree No. 8 of 2012 learning achievement (CP) is the capability gained through the internalization of knowledge, attitudes, skills, competence, and accumulated work experience.
- 3.4. Achievement in Program study learning is a number of must have competencies for graduates to be able to perform the role of a graduate profile. Learning Access programs are formed through the integration of 3 (three) areas of competency, namely knowledge (cognitive), skills (psychomotor), and behaviors (affective), and formulated according to KKNl.
- 3.5. The competency classification according to Kepmendiknas number 045/U/2002 is: the main competence that characterized the study program, and derived from the agreement between similar study programs, and supporting competency or other competencies that trait the agency/institution as the vision and mission of the university or the study program itself (*University values*), coupled with the needs for the graduates users (an outcome from *tracer study*) and the *scientific vision*
- 3.6. The Major-Minor curriculum is a competency based curriculum where each student follows an education in one study program to acquire general competency education (PKU), interdepartmental education corresponding to its faculty, major competencies, and will be able to follow education in one of the Minor field in other courses to acquire complementary competence or can freely choose a set of courses as *supporting courses* for its expertise.

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- 3.7. Major course is the main competence of a department or faculty, where students can deepen their competence (science, skills, and behavior) in a course package.
- 3.8. Minor course is a complementary competence taken by students other than their departments (major).
- 3.9. The course subject is the academic discipline/field of study of a branch of knowledge in the major-minor IPB undergraduate program curriculum. The lecture course covers general courses, inter department courses, major courses, minor courses, and supporting courses.
- 3.10. The general courses subject is a group of subjects that make up the basic competencies and is compulsory to be taken by students of IPB in the General competency Education Program (PKU).
- 3.11. Major courses are a group of courses that must be taken by students to form the main competencies based on the main scientific discipline in a course.
- 3.12. Interdepartmental courses are a group of courses that is compulsory to be taken by students as a prerequisite for major courses or supporting graduates ' learning achievement corresponding to a predefined curriculum plan.
- 3.13. The minor courses are the group of elective courses (15-17 SKS) that can be taken by students to form a complementary competence to its main competencies originating from one department, outside the department mayor.
- 3.14. Supporting courses are elective courses (15-17 SKS) that can be taken up by students from various department outside their mayor departments (not in a course package).
- 3.15. Semester credit unit (SKS) is a measure used to present the load of student studies, the success of the cumulative effort for a particular study program, and the load of education implementation, especially for lecturers. One course SKS is equivalent to 50 minutes face-to- face activities, coupled with 60 (sixty) minutes of structured activities, and 60 (sixty) minutes of independent activity. One SKS of class practice or tutorial, is equivalent to 60-100 (sixty to one hundred) minutes of face-to-face activities coupled with 100 (a hundred) minutes of independent activity. One SKS of practicum, is equivalent to 2-4 hours activities in laboratories, studios, or workshops. One credit of field practice, KKN/KKP, or Internship, is equivalent to 4-5 hours of activity. All such activities are counted per week for one semester or equal to 14 times of meeting outside the exam.
- 3.16. The course syllabus is a document that informs the formulation of learning achievement, Learning Plan, student assignment plan, and the assessment plan for the student study achievement in one semester.
- 3.17. A Learning program unit (SAP) is a course document that informs the formulation of the expected final skills. The assessment indicator/criteria and the of each topic of discussion (consists of one or more meeting, face-face-lectures practicums) as well as providing detailed instructions for each meeting on the material, steps, learning media and assessment of the learning subject.
- 3.18. *Assessment Tools* is a method of assessment in measuring the access of learning (written examination, oral examination, Practice test , independent assignments, group assignments, presentations, papers, portfolios, etc.).

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- 3.19. The learning process design (RPP) consists of an instructional analysis (AI) which is the stage of learning achievement, courses syllabus, and a learning program Unit (SAP) for each course.
- 3.20. The Directorate of Academic Program Development (Dit PPA) is a directorate that performs strategic tasks in developing Multistrata and Multitype education programs, post-doctoral, certified learning programs, and developing educational technologies and reviewing the PPM development proposal.


#### 4. REFERENCE

- 4.1. The law of RI number 20 year 2003 on SISDIKNAS (State Gazette of Indonesia year 2003 number 78 Supplement State Gazette number 4301).
- 4.2. The President regulation Number 8 year 2012 on Indonesian National qualification framework.
- 4.3. The Minister of Education decision No. 232/U/2000 on competency based curriculum.
- 4.4. The Minister of Education decree number 045/U/2002 on the university core curriculum.
- 4.5. Curriculum Drafting Guide (DIKTI).
- 4.6. The Rector of IPB decision number 05/K13/PP/2003 on guidelines for the preparation of the major minor system curriculum Programs for postgraduate education Program.
- 4.7. The Rector of IPB decision number 001/K13/PP/2005 concerning the arrangement of department in Bogor Agricultural Institute.
- 4.8. The Rector of IPB decision number 092/K13/PP/2005 on guidelines for preparation in major minor system curriculum based in competency for undergraduate Program.
- 4.9. The Rector of IPB regulation number 14/IT3/DT/2015 on the Quality assurance system IPB
- 4.10. The Rector of IPB regulation number 15/IT3/DT/2015 on the implementation of IPB Internal quality assurance System


#### 5. GENERAL REQUIREMENTS

- 5.1. Curriculum preparation should consider the output of a study to formulate *scientific vision* of the proposed program study and *Tracer Study* to formulate the needs of potential users of graduates (*need assessment/market signal*).
- 5.2. Learning Access must contain five elements of competency:
  - 5.2.1. Personality based
  - 5.2.2. Science and skill ability
  - 5.2.3. ability to perform
  - 5.2.4. attitude and behavior in performance
  - 5.2.5. Understanding of social life

Each study program must formulate the achieved learning *outcomes* for each program study.

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- 5.3. The construction of major-minor IPB curriculum refers to the construction of a competency based curriculum as per the decision of the Minister of Education number 232/U/2000. Major-minor IPB curriculum is designed to be flexible and supple so that it can modify and provide the enrichment of the curriculum in the context of strengthening the study program in term of achieved learning. The success study program learning achievement is obtained through improving the learning process, especially in the aspect of '*curriculum delivery*' and it does not change the curriculum construction.
- 5.4. The arrangement or review mechanism of the curriculum is conducted through an academic workshop participated by all the teaching staff in the study program, users of graduates, and alumni.
- 5.5. Each lecture and practicum must be equipped with a teaching material (*handout* or lecture module or practice Guide) adequate and continuously updated.
- 5.6. The minimum total credit for the undergraduate program is 144 (one hundred forty 4 (Four) credits that can be completed in the longest 6 (six) years (12 semesters).
- 5.7. The study program has an in-effect curriculum document.
- 5.8. Each course must be equipped with syllabus and ~~Event~~ Course Unit (SAP).
- 5.9. The syllabus of each course includes:
  - 5.9.1. Name, code and course SKS
  - 5.9.2. semester
  - 5.9.3. Prerequisites course (if any)
  - 5.9.4. Lecturer
  - 5.9.5. Short description
  - 5.9.6. Learning Outcomes
  - 5.9.7. One Semester Study Plan (RPSS) of lecture/practicum contains the description of subject/learning material per week, the expected final ability, learning form/method, criteria (indicators) assessment, and the grade load of each subject/learning material.
  - 5.9.8. Draft assignment
  - 5.9.9. Draft assessment
  - 5.9.10..Learning resources/Library
- 5.10. The course Unit (SAP) of each course subject (Coursework/practicum) includes:
  - 5.10.1. Name, code and course SKS
  - 5.10.3. Number of meeting/time allocation
  - 5.10.4. Outcome achievement of the course
  - 5.10.5. Subject
  - 5.10.6. Final ability
  - 5.10.7..Indicator
  - 5.10.8. Learning objectives
  - 5.10.9..Learning materials
  - 5.10.10..Learning methods
  - 5.10.11. Learning activities (each meetings)
  - 5.10.12.. Assessment of learning outcomes
  - 5.10.13. Learning resources/Libraries

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## 6. PROCEDURE

### 6.1. Procedure Details

- 6.1.1. Course/ Department/Faculty/school conducted a study to formulate a scientific and technology map of the study program that will be offered (*scientific vision*). The study material can be supplemented by the branch of science that is deemed necessary for graduates to anticipate the development of science in the future. Research materials can also be selected based on the results of the *Tracer study* to analyze the needs of for graduates in the market (*market signal*).
- 6.1.2. The study program/department/faculty/school formulates the competency/graduate profile (graduate competencies) by taking into consideration the outcome of the above-mentioned study and considering level 6 in KKNi
- 6.1.3. Based on competency /profile formulation of the graduates, the study program /department/Faculty/school re-formulate) the study program learning achievement referring to level 6 KKNi description.
- 6.1.4. The study program/department/Faculty/school composes study program learning achievement matrix with a variety of study materials/competency groups (general, interdepartmental, major) to obtain the concept of courses and the size of credit. Taking into consideration the extent of expanse, depth, and ability to be achieved in each study material, an integrated course concept is compiled to reach study program learning achievement. .A course allows to cover some of the learning achievements of the study program closely related and necessary to be united with the consideration of the effectiveness of the learning process that is a reference in the formulation of the learning achievement of the course.
- 6.1.5. Program Studies/department/faculty/school to arrange courses and their scale.
  - 6.1.5.1. The courses are grouped into general courses (PKU Program), interdepartmental courses, and major courses with minimum SKS 90% of the total 144 (one hundred and forty-four) credits. The remaining 10% credits are intended for a minor course or *supporting Course*.
  - 6.1.5.2. The course organizers should pay attention to the scholarly mandate of the Department.
  - 6.1.5.3. Each course derived from the study materials (the science realm of each major which includes the general course, interdepartmental courses and major courses) must formulate course subject learning achievement which clearly contributed to the program study learning achievement that has been formulated.
- 6.1.6. The study program/ departments/Faculties/schools distribute courses in the structure of the curriculum into the semester by considering the

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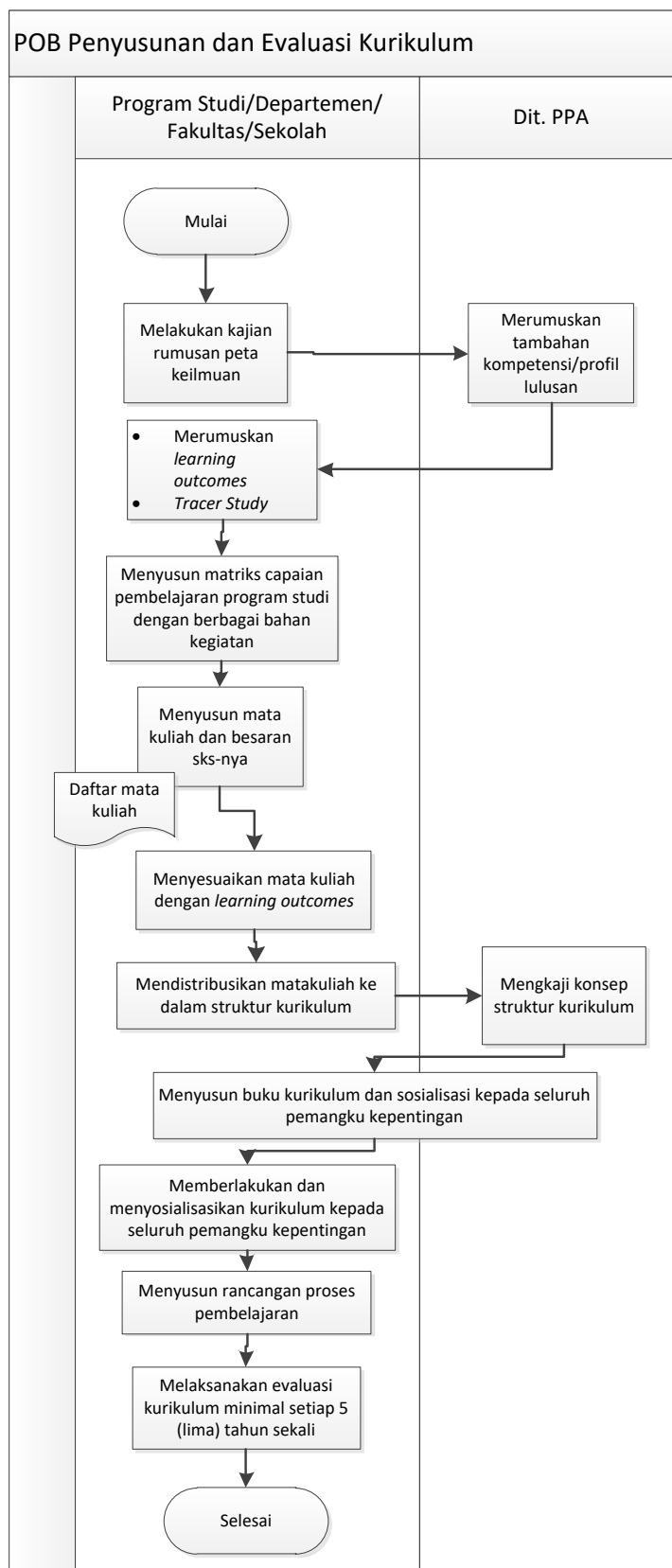
sequence/course of courses, the course of prerequisite to be taken and the level of competence

- 6.1.7. The study Program proposed the outcome of curriculum formulation to Dit. PPA, that will further review and recommend improvements to the curriculum draft to the Study program/ Department/Faculty/school.
- 6.1.8. The study program/department/Faculty/school documented the curriculum in the form of curriculum Book.
- 6.1.9. The study program/ departments/Faculties/schools implement and socialize the curriculum to all stakeholders (lecturers, educational staff, students, graduate users, and alumni).
- 6.1.10. The study program/department/Faculty/school is drafting the learning process (RPP) design.
- 6.1.11. The study program/ departments/Faculties/Schools carry out the evaluate the curriculum at the latest–every 5 (five) years. The curriculum can be evaluated in earlier as needed, especially to adjust and update the *course content*. The review of the curriculum out of the periodic schedule can also be carried out if there are changes in internal IPB or national I regulations relating to the curriculum.
- 6.1.12. Curriculum review is carried out in the form of workshops involving all lecturers and considering the results of *Tracer study* to users of graduates and alumni, as well as scientific and technological developments.




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### 6.2. Flowchart






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## 7. SUPPORTING DOCUMENTS

No	Form name/Supporting Document	Document location
1.	Matrix Format of studies Vs . Learning Achievement Program	Dit. PPA
2.	Course Syllabus	Dit. PPA
3.	Learning Process Unit	Dit. PPA



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	<b>STANDARD OPERATIONAL PROCEDURE</b>	<b>Validity Date</b> : 1/2/2016
	<b>SCHOLARSHIP SERVICE</b>	<b>Revision Number</b> : 01

## 1. AIM

- 1.1. Provide guidance for the implementation of scholarship Services and tuition assistance
- 1.2. Provide clear and transparent guidance on the fulfillment of scholarship acceptance requirements and tuition fee assistance.

## 2. SCOPE

This Standard Operational procedure (POB) includes the process of scholarship service and tuition fee assistance starting from the Registration phase, selection, until the distribution.

## 3. CONCEPTION/DEFINITION


- 3.1. Scholarship is an assistance provided to the students for education needs and living expenses for the duration as a student of IPB based on the achievement which is further called a scholarship, and the parents' economic ability hereinafter referred to as education cost aid
- 3.3. Scholarship Registration is an administration request by students to obtain scholarship or tuition assistance
- 3.4. Scholarship selection is the process of selecting an appropriate scholarship recipient with the criteria required by the donor.
- 3.5. Donors are parties who provide scholarships or aid tuition fees for both governments, private as well as individual.
- 3.6. Scholarship funds distribution is the disbursement of scholarship funds and tuition assistance to the recipient (students)
- 3.7. The Directorate of Student Affairs (Dit. Mawa) is the Directorate responsible for strategic and student administration development, the student welfare, and enhancing the international reputation of multistrata and multitype students in supporting the education, research and community service.

## 4. REFERENCE

- 4.1. Law number 20 Year 2003 on the National Education system
- 4.2. The rector of IPB regulation number 15/IT3/DT/2014 on the Code of Conduct of the implementation of undergraduate education Program
- 4.3. The Rector of IPB Regulation number 14/IT3/DT/2015 on Quality assurance system IPB
- 4.4. The Rector of IPB Regulation number 15/IT3/DT/2015 on the implementation of quality assurance IPB Internal system.

## 5. GENERAL REQUIREMENT

- 5.1. Each student has the right to apply for scholarships according to the stated requirements from the Directorate of Students Affair and/or donors.
- 5.2. The decision of Scholarship recipients is based on transparency and objective required assessment.

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5.3. The Scholarship from the donor is unconditional.

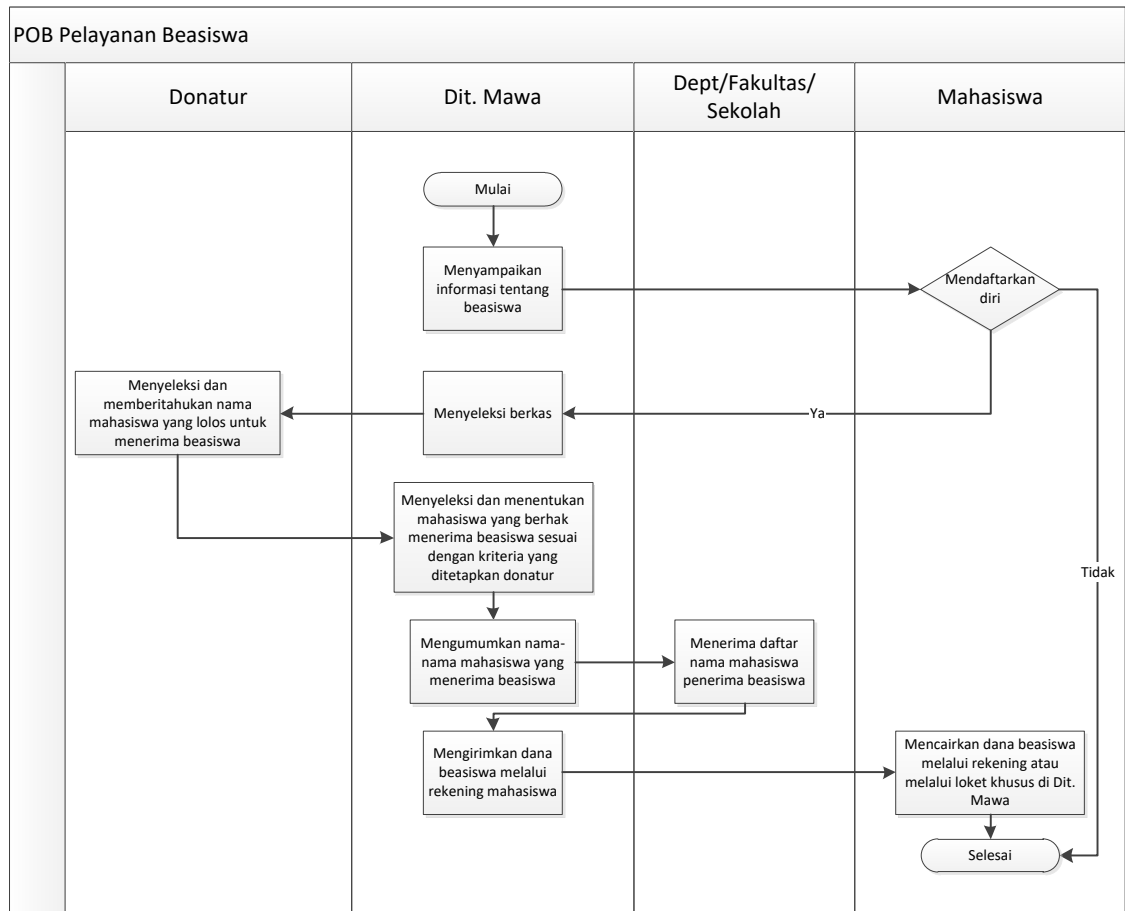
## 6. PROCEDURE

### 6.1. Procedure Details

- 6.1.1. Directorate of Students Affair informed about the scholarships to the students through printed and electronic media.
- 6.1.2. The Students registered online and submitted the required documents to the Directorate of Students Affair.
- 6.1.3. Directorate of Students Affair select the scholarship application corresponding to the donor requirements.
  - 6.1.3.1. The Directorate of Students Affair send the completed file for selection by donors. The donors then announced the selected students' names to the Directorate of Students Affairs.
  - 6.1.3.2. Directorate of Students Affair selects and decides the students who are entitled to receive scholarships based on the criteria set by the donor.
- 6.1.4. Directorate of Students Affair announce the names of scholarship recipients by sending a letter to the faculty/school and Department and/or through the website of the Directorate of Students Affair.
- 6.1.5. Department or faculty/School receive a list of students who receives Scholarship
- 6.1.6. Directorate of Students Affair send Scholarship funds to the account of the student or through a special counter for the Scholarships at the Directorate of Students Affair.
- 6.1.7. Directorate of Students Affair send financial liability report in the form of transfer evidence or evidence of receiving scholarships by recipients to donors.




**6.2. Flowchart Procedure**



**7. SUPPORTING DOCUMENT**

No	Form name/Supporting document	Document location
1.	Scholarship submission form	Dit. Mawa Directorate of Students Affair (Dit.MAWA)
2.	Proof of transfer	Dit. Mawa Directorate of Students Affair (Dit.MAWA)

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	<b>STUDENT SATISFACTORY SURVEY</b>	<b>Revision Number</b> : 01

## 1. AIM

Provide guidance on the implementation of student satisfaction surveys on education service in IPB.

## 2. SCOPE

This standard operational procedure (POB) includes the preparation, implementation, data analysis, and evaluation of the results of student satisfaction Survey of the education service in IPB.

## 3. CONCEPTION/DEFINITION


- 3.1. Satisfaction survey is measuring the student level of satisfaction to the service of education in IPB.
- 3.2. Respondents are students who have just graduated and will attend graduation.
- 3.3. Quality Management Office (KMM) is an office that carries out the technical and administrative tasks of IPB in the development of quality assurance system, formulating and propose quality standards in the implementation of programs and activities of IPB in both academically and Non academically
- 3.4. Directorate of Data Integration and Information Systems (DIDSI) is a directorate that performs strategic tasks in the development of information and communication systems and Data based management on information and communication technologies
- 3.5. Student satisfaction surveys are the filling in of website-based questionnaire conducted by the students

## 4. REFERENCE

- 4.1. The rector of IPB regulation number 15/IT3/DT/2014 on the code of Conduct of the implementation of undergraduate education Program
- 4.2. Rector of IPB regulation number 14/IT3/DT/2015 on the Quality assurance system IPB
- 4.3. Rector of IPB regulation number 15/IT3/DT/2015 on the implementation of IPB Internal quality assurance System

## 5. GENERAL REQUIREMENTS

- 5.1. The instrument/ survey form is prepared by the Ad HOC team formed by KMM.
- 5.2. The survey instrument is a questionnaire containing a list of questions grouped into two measurement parameters: Satisfaction level, and importance level; Each answer to each question in each parameter uses a scale of 1 (one) to 5 (five).
- 5.3. Surveys are conducted according to *online* graduation period, as a prerequisite for graduation registration
- 5.4. *Online* Survey Application system is prepared, operated, and maintained by the DIDSI
- 5.5. KMM conducts survey data analysis and delivers the survey outcome to related units of faculty and departments, Directorate of Education Administration (Dit. AP.), The Directorate of Facilities and infrastructure (Dit. Sarpras), The Directorate of Planning

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and Development (Dit. Renbang), Directorate of Human Resources (Dit. SDM). HR), the Directorate of the Academic Program development (Dit.PPA) and campus Security Unit (UKK) at least once a year.

#### 5.6. Form/Questionnaire

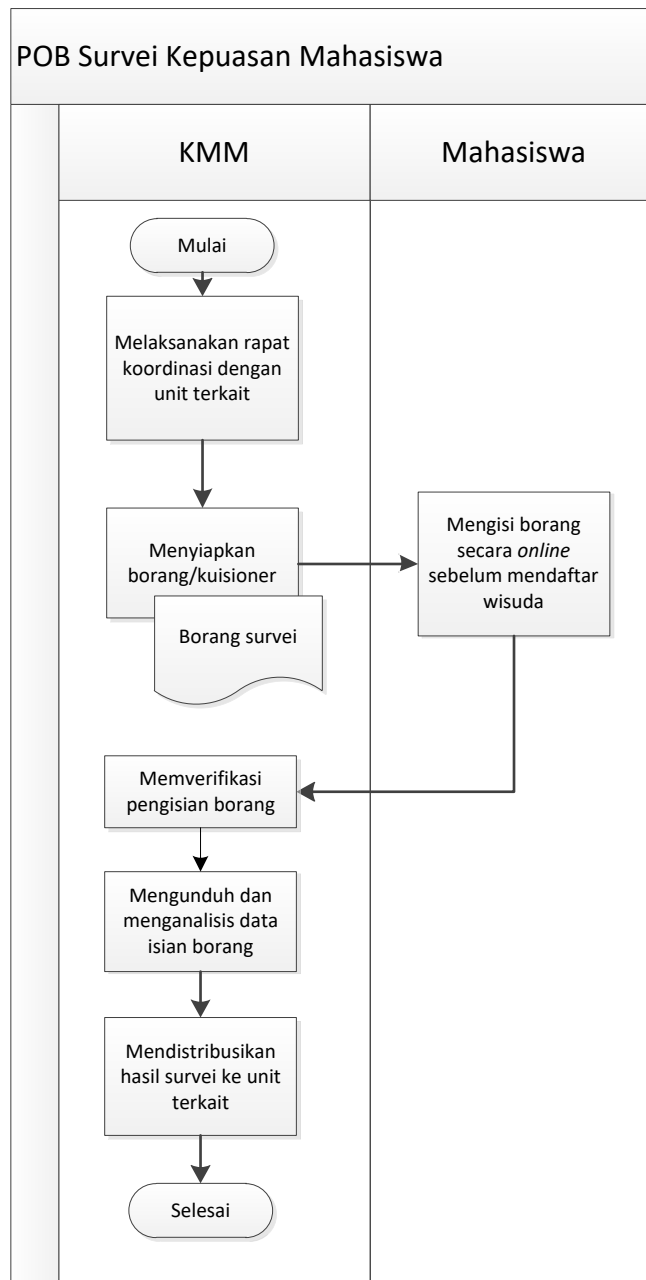
### 6. PROCEDURE

#### 6.1. Procedure details

- 6.1.1. KMM conducts coordination meetings with the related units.
- 6.1.2. KMM prepares the form/questionnaire.
- 6.1.3. Candidate graduate students to fill out the *online* survey form
- 6.1.4. KMM verifies the filling in forms by candidate graduate students.
- 6.1.5. KMM downloads and analyzes the filled data form.
- 6.1.6. KMM distributes the survey results to related units.


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## 6.2. Flowchart Procedure



## 7. SUPPORTING DOCUMENTS

No	Form name/supporting document	Document Location
1.	Website based student satisfaction survey form	KMM

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	<b>STANDARD OPERATIONAL PROCEDURE \</b>	<b>Validity Date</b> : 1/2/2016
	<b>FEEDBACK NETWORKING OF THE GRADUATE AND GRADUATE USERS (TRACER STUDY)</b>	<b>Revision Number</b> : 01

## 1. AIM

Provide guidance on the implementation of feedback from graduates and users of *Tracer study* IPB conducted by the Directorate of Career Development and Association of Alumni IPB (DPKHA IPB)

## 2. SCOPE

This standard operational procedure (POB) covers data collecting, questionnaires drafting, manual operations implementing (manual and *online*) data processing, and reports drafting.

## 3. CONCEPTION/DEFINITION


- 3.1 *Tracer study* is the process of tracking the existence and condition of the latest IPB alumni and alumni competency assessment by an alumni user.
- 3.2 Questionnaires are instruments used to collect information related to the alumni that are disseminated through various communication media.
- 3.3 The spreading of questionnaires is the distribution and filling in of questionnaires by alumni and alumni users conducted through live interviews or indirect interviews.
- 3.4 The Directorate of Data Integration and Information Systems (DIDSI) is a directorate of strategic tasks in the development of information and communication systems and Data based management on information and communication technologies.
- 3.5 The Directorate of Career Development and Alumni relations (DPKHA) is the directorate that carries out the development and implementation of the graduates competency development program and alumni relationships in order to build strategic cooperation

## 4. REFERENCE

- 4.1. The Rector of IPB regulation number 15/IT3/DT/2014 on the code of Conduct of the implementation of undergraduate education Program
- 4.2. The Rector of IPB regulation number 14/IT3/DT/2015 on the Quality assurance system IPB
- 4.3. The Rector of IPB regulation number 15/IT3/DT/2015 on implementation of IPB Internal quality assurance System

## 5. GENERAL REQUIREMENTS

- 5.1. Target *Tracer Study* are alumni who graduated in the past of 1 (one) year and alumni user institutions
- 5.2. Minimum number of *Tracer study* graduates' respondents is 50 percent (50%) of the number of graduates
- 5.3. *Tracer study* is done at least once a year
- 5.4. Database includes of all IPB alumni and alumni of users of IPB data

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- 5.5. The stages of the *Tracer study* activities started with the implementation of a preparatory activity through coordination between the relevant Directorate and departments/courses
- 5.6. Collection of alumni users' database of is carried out through cooperation with DPKHA partner Companies

## 6. PROCEDURE

### 6.1. Procedure Details

- 6.1.1. DPKHA designed the *Tracer study* device in the form of questionnaires
- 6.1.2. DPKHA sent the graduate tracer study questionnaire to the department/study program
- 6.1.3. The department/ study program may develop the questionnaire designed by DPKHA through adding the contents of the questionnaire corresponding to the interests of the unit and return the questionnaire to DPKHA.
- 6.1.4. DPKHA sends a *tracer study* questionnaire to the graduates or the user graduates
- 6.1.5. Once filled in by alumni or graduate users the *tracer study* is sent back to DPKHA
- 6.1.6. The DPKHA compiles the returned questionnaire
- 6.1.7. If the number of students on each Department/ Study program who have not returned the questionnaire is less than the stipulated (50%) the DPKHA will contact the respondent who has not returned the questionnaire and/or sent a questionnaire to the respondent who has not received a questionnaire /in the previous stage.
- 6.1.8. If the number of target respondents graduates has been reached, the DPKHA compiles the data and handed the results of the data compilations to the respective department/study program
- 6.1.9. DPKHA analyzes the data from the general questionnaire, compiles the reporting, and updates the reporting results to the Department/the study program and DIDSI.
- 6.1.10. Department/ study program analyze the questionnaire data obtained from the DPKHA corresponding to the needs of each, drafting the reporting, and submitting the reporting results to DPKHA and DIDSI
- 6.1.11. Departments/study program follow the results of the *Tracer study up*.
- 6.1.12. Department/ study program evaluate of the results of the *Tracer study*





IPB UNIVERSITY

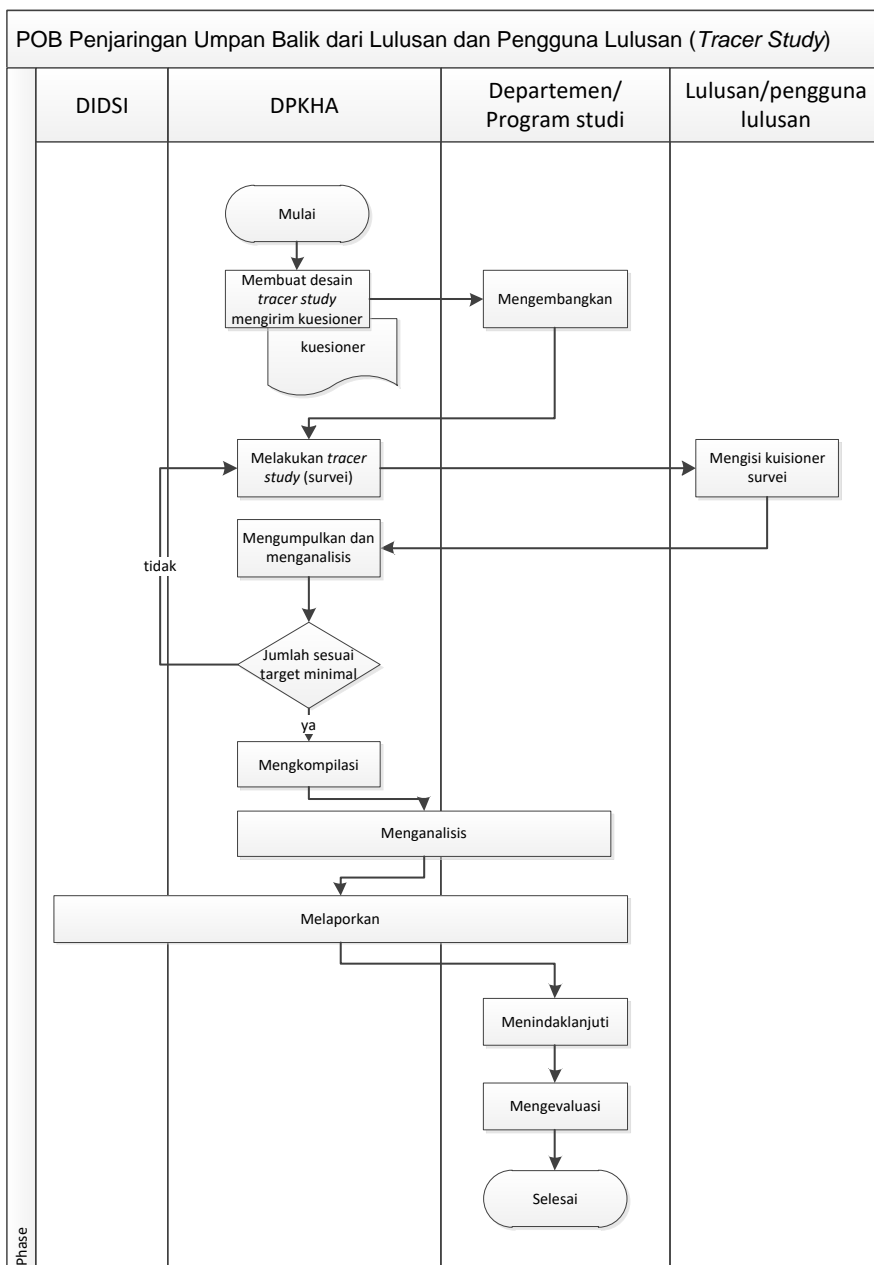
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6.2. Flowchart Procedure



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	<b>STANDARD OPERATIONAL PROCEDURE \</b> <b>FEEDBACK NETWORKING OF THE</b> <b>GRADUATE AND GRADUATE USERS</b> <b>(TRACER STUDY)</b>	<b>Validity Date</b> : 1/2/2016
		<b>Revision Number</b> : 01

## 7. SUPPORTING DOCUMENTS

No	Form Name/Supporting Document	Location Document
1.	Alumni Questionnaire	DPKHA/Department/study Program
2.	Questionnaire for Graduates User	DPKHA/Department/study Program
3.	Alumni Database	DPKHA/Department/study Program
4.	Database Graduates User	DPKHA/Department/study Program

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	<b>GRADUATION ORGANIZING</b>	<b>Revision Number</b> : 01

**1. AIM**

Provide guidance in organizing the graduation to be held in order, controlled, and in accordance to the planning.

**2. SCOPE**

The standard operational procedure (POB) is applied to arrange the graduation of the undergraduate program, including the registration of graduation participants, rehearsal and technical graduation implementation.

**3. CONCEPTION/DEFINITION**


- 3.1. Graduation is the final stage of the teaching and learning process where the students have completed all lecture load and other obligations stated in the graduation certificate (SKL).
- 3.2. Graduates are undergraduate students who have fulfilled the requirement for graduation.
- 3.3. Graduation is the academic ceremony in the form of IPB open forum to present a diploma to IPB graduates.
- 3.4. The academic title is a title given by IPB as an appreciation for the completion of education corresponding to the national regulations.
- 3.5. Graduation predicate is the level of successful study achievement that is reflected in the Cumulative Achievement Index (IPK). The graduation predicate is "satisfactory, very satisfying, *and cum laude*..." In accordance to the prevailing provisions.
- 3.6. The rehearsal is a graduation simulation held before the graduation day.
- 3.7. Directorate of Education Administration (Dit. AP) is a directorate that has strategic tasks to implement the development of educational administration of Multistrata and Multitype programs.
- 3.8. Quality Management Office (KMM) is an office that carries out the technical and administrative tasks of IPB in the development of quality assurance system, formulating and propose quality standards in the implementation of programs and activities of IPB both academically and non-academically fields.

**4. REFERENCE**


- 4.1. The Rector of IPB regulation number 15/IT3/DT/2014 on the code of Conduct of the implementation of undergraduate education Program
- 4.2. Rector of IPB regulation number 14/IT3/DT/2015 on the Quality assurance system IPB
- 4.3. The Rector of IPB regulation number 15/IT3/DT/2015 on the implementation of IPB Internal quality assurance System

**5. GENERAL REQUIREMENT**

- 5.1. Graduates who will participate in the graduation must fulfill the administrative requirements set by the Directorate of Education Administration (Dit. AP). The requirements for graduation are:
  - 5.1.1. Fill in the registration form

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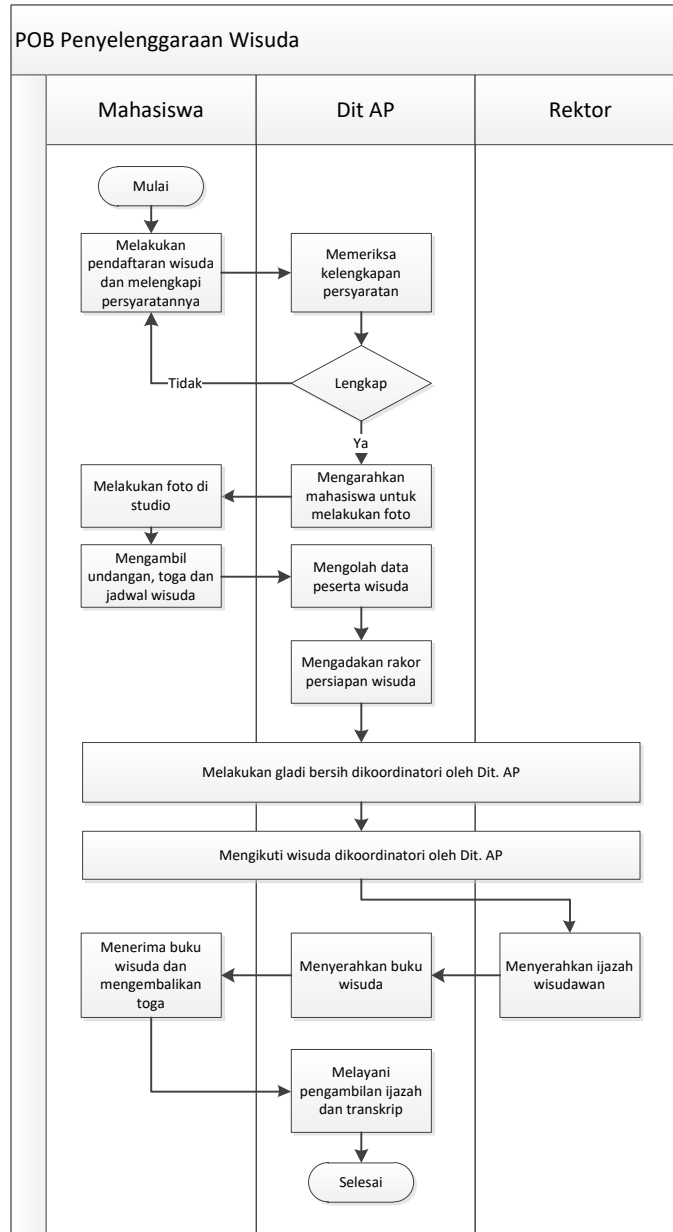
- 5.1.2. Pay Graduation Fees
- 5.1.3. Submit SKL
- 5.1.4. Submit the grade transcript
- 5.1.5. Submit proof of submission of final assignments and letter information stating no obligation to the library from IPB Library
- 5.1.6. Submit a copy of the scientific duty verification sheet, and
- 5.1.7. Submit 3 cm x 4 cm the latest photo.
- 5.1.8. Have filled in the satisfaction survey for graduates (SKW) and verified by the Office of Quality Management (KMM) of IPB.
- 5.2. Graduation frequency is adjusted to the number of candidates and the capacity of graduation building.
- 5.3. The Graduation ceremony is held on the set schedule, the graduation schedule is set according to the educational calendar of IPB but can change with notification.
- 5.4. The rector presents the best graduates and awarded academic achievement at the time of graduation based on the following criteria:
  - 5.4.1. All credits are obtained from the undergraduate program in IPB
  - 5.4.2. Graduation predicate
  - 5.4.3. Cumulative Achievement Index (GPA)
  - 5.4.4. Length of study
  - 5.4.5. Behavior
  - 5.4.6. Supporting activities
- 6. Procedure**
  - 6.1. Procedure Details**
    - 6.1.1. Students register for graduation and complete the requirements.
    - 6.1.2. Dit. AP checks completeness of graduation requirements. If the requirements are complete, then students are directed to take photographs in the provided studio
    - 6.1.3. Dit. AP processes graduation participants data as data for graduation book publication, Diploma, and grade transcript.
    - 6.1.4. Dit. AP has a coordinating meeting for graduation preparation along with work units and related parties.
    - 6.1.5. Dit. AP issues invitation for graduation and rehearsal to related units.
    - 6.1.6. Students take graduation invitations, toga and schedule for rehearsal and schedule a graduation ceremony at Dit. Ap.
    - 6.1.7. Dit. AP coordinates the implementation of clean a dress rehearsal attended by students of prospective graduates.
    - 6.1.8. Dit. AP coordinates the implementation of the graduation, the rector graduates and submit a copy of the diploma to graduates.
    - 6.1.9. Graduates return the toga to Dit. AP on a set schedule.
    - 6.1.10. Dit. AP coordinates the graduation book submission to graduates.

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6.1.11. Dit. AP serves the return of the original diploma and Transcript (Indonesian and English), legalized diplomas and transcript (Indonesian), copied the institutional accreditation charter and study program.




### 6.2. Flowchart Procedure



### 7. SUPPORTING DOCUMENT

None

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	<b>STUDY PROGRAM ACCREDITATION</b>	<b>Revision Number</b> : 01

### 1. AIM


Provide guidance for undergraduate program study courses in conducting national and international accreditation process to achieve superior accreditation value in all undergraduate study program courses.

### 2. SCOPE

The operational procedure covers the national and international accreditation process for the study program of undergraduate education.

### 3. CONCEPTION/DEFINITION

- 3.1. Accreditation is a process of evaluation and quality assessment of a course conducted by a team of experts (assessors' team) based on predefined standards of quality, through the direction of an agency or an independent accreditation body outside the institution or Program study concerned. The Accreditation result is an acknowledgement that an institution or study program has fulfilled the predefined standards.
- 3.2. National accreditation is accreditation conducted by BAN-PT or other government-recognized accreditation authorities.
- 3.3. International accreditation is accreditation or equivalent which is implemented by the International Accreditation Agency or the International Professional Association
- 3.4. Adequate assessment is a *review*, evaluation, and assessment of the data and information presented by the study program in the form, conducted by the Assessors team in the accreditation process, prior to the field assessment to where the study program will be accredited.
- 3.5. Field assessment is the assessment at the site of the study program carried out by the assessors' team to verify and complete the data and information presented by the course.
- 3.6. BAN-PT is National Accreditation Agency for National Higher Education (University) authorized to implement the accreditation of study program and/or institutions of higher education.
- 3.7. Accreditation Form is an accreditation instrument in a form containing data and information used to evaluate and assess the quality of a study program of an undergraduate education.
- 3.8. Self-evaluation is a process undertaken by a study program-to critically assess the circumstances and self-performance. The outcomes of the self-evaluation are used to improve the institution performance quality and product, and study program self-evaluation report is a material for accreditation.
- 3.9. Accreditation standards are indicator used to establish study program eligibility and quality.
- 3.10. External assessors are experts assigned by BAN-PT or other accreditation bodies to perform assessments on various accreditation standards of study program
- 3.11. Assessor internal is IPB internal quality assessment team consisting of a permanent lecturer appointed by the decree of the rector.

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- 3.12. The study program is a learning program in the department/faculty where the scope is based on the structure and substance of a curriculum and aimed to produce graduates with competencies that master science and technology, skills and attitudes that are in line with the objectives of the curriculum.
- 3.13. The management Unit of the study program is a department/faculty that manages one or more study program.
- 3.14. Quality Management Office (KMM) is an office that carries out the technical and administrative tasks of IPB in the development of the quality assurance system, formulating and propose quality standards in the implementation of programs and activities of IPB both academically and Non-academic

#### 4. REFERENCE

- 4.1. Law number 12 year 2012 on higher education.
- 4.2. Law number 20 year 2003 on the national education system.
- 4.3. Government regulation number 19 year 2005 on the national education standards.
- 4.4. Rector of IPB regulation number 14/IT3/DT/2015 on the Quality assurance system IPB
- 4.5. Rector of IPB regulation number 15/IT3/DT/2015 on the implementation of IPB Internal quality assurance System

#### 5. GENERAL REQUIREMENTS

- 5.1. Study program must be nationally accredited.
- 5.2. Program study could file for an international accreditation to an international accreditation institution with the knowledge and approval of the institution.
- 5.3. A Study program Courses filing for an international accreditation must be nationally accredited with A value.
- 5.4. Each study program must prepare a national accreditation document the latest one year prior to the end of the accreditation period and must be submitted to BAN-PT the latest 6 months prior to the term of the course accreditation expired. International accreditation is adjusted to the applicable accreditation institution terms and condition.
- 5.5. Before submitting accreditation to national and international accreditation institutions, the accreditation documents must be *reviewed* in advance by internal assessors facilitated by KMM.


#### 6. PROCEDURE

##### 6.1. Procedure details

##### 6.1.1. National Accreditation

- 6.1.1.1. KMM identifies study program that has not been accredited or is an expiry period of less than a year and a half.
- 6.1.1.2. KMM conducts socialization about the system and procedure of the National accreditation.




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- 6.1.1.3. The program study as an academic implementer unit arranges an accreditation document (form of study Program accreditation and self-evaluation report) following the guidelines issued by BAN-PT or other government-recognized accreditation agency.
- 6.1.1.4. The Study Program Management Unit arranges the Management Unit form by following the guidelines issued by the BAN-PT or other government-recognized accreditation bodies.
- 6.1.1.5. KMM and other related offices/Directorate facilitates the provision of data/information required by the study program and the Management unit.
- 6.1.1.6. KMM designates internal assessors that will assist *Review* the accreditation documents that have been prepared by the Study Program and Management Unit.
- 6.1.1.7. The Study Program sends documents to the internal assessor to be *reviewed*. Internal assessors will conduct documents *review* based on assessment parameter of BAN-PT or other government-recognized accreditation bodies.
- 6.1.1.8. The *Review* results are reported by internal assessors to the study program and management unit as improvement materials
- 6.1.1.9. The study Program improves the accreditation document and sends the required accreditation documents to the BAN-PT or other government-recognized accreditation bodies with the cover letter and statement of the Rector, the latest 6 months prior to the expiry of the term of the study program accreditation.
- 6.1.1.10. The Study Program sends a copy of the accreditation document to KMM (*softcopy* and *hardcopy*) for archived.
- 6.1.1.11. BAN-PT or other government-recognized accreditation Bodies announce the results of the accreditation publicly, informing the results to relevant assessor, and delivering the accreditation certificate to the Rector.
- 6.1.1.12. KMM sends accreditation certificate to the program study.

#### **6.1.2. International Accreditation**

- 6.1.2.1. Study program that are eligible for international accreditation identify and stipulate their intended international accreditation body.
- 6.1.2.2. The Study Program submits the plan for international accreditation to KMM IPB.
- 6.1.2.3. KMM ensures the feasibility of the study program that will apply for international accreditation and submit it to the Rector.
- 6.1.2.4. Rector sets the study program that will be facilitated for an international accreditation.
- 6.1.2.5. The study program arranged the accreditation documents by referring to the requirements stipulated by the relevant institution.

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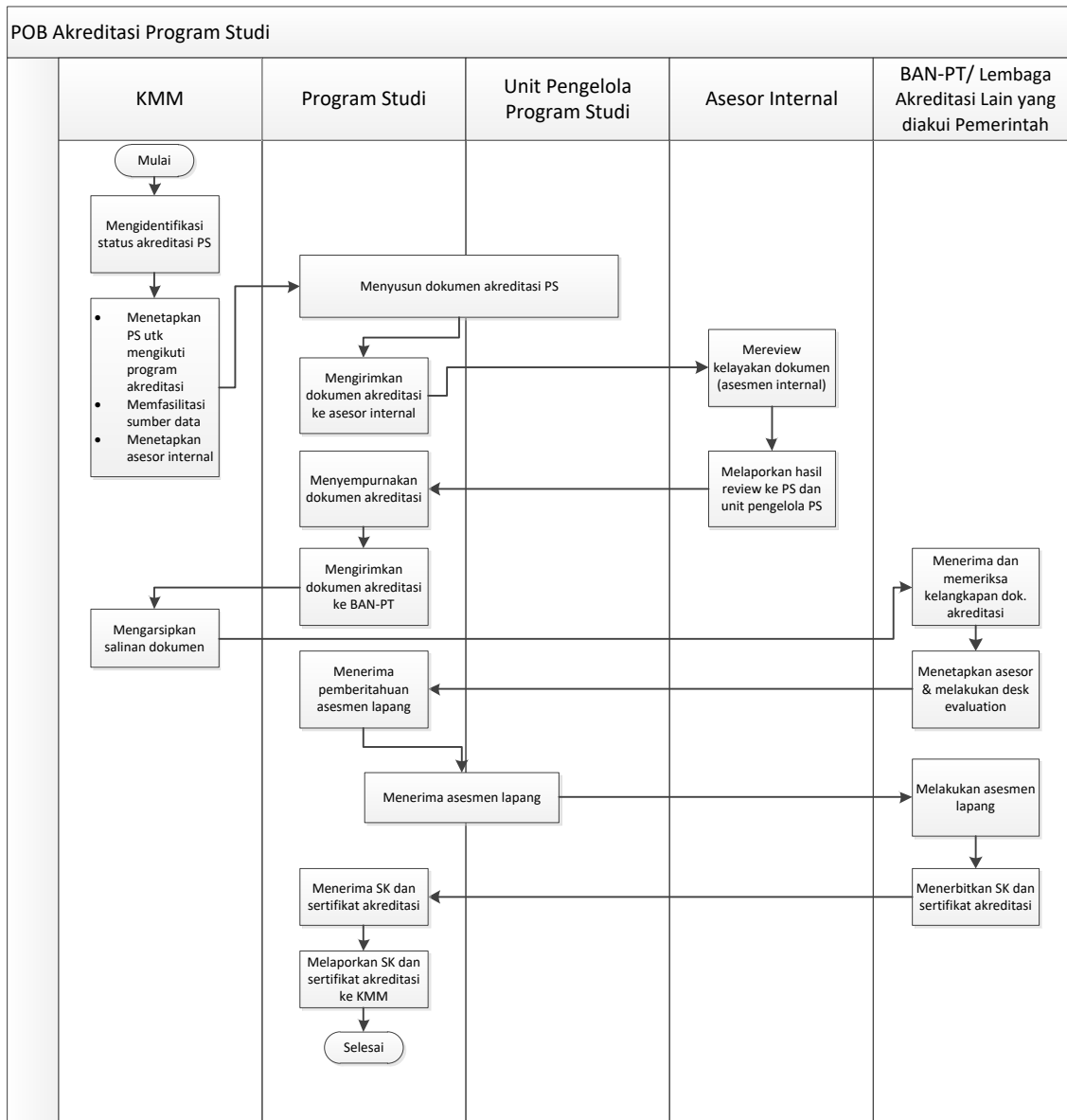
- 6.1.2.6. KMM and other relevant office/Directorate facilitates the provision of data/information needed by the study program.
- 6.1.2.7. KMM (Quality Management Office) appoints an internal assessor that will help review the accreditation documents prepared by the study program. The *review* process refers to the valuation criteria of the relevant institution.
- 6.1.2.8. *Review* results are reported by internal assessors to the study program as a material improvement.
- 6.1.2.9. The study program improves the accreditation document and send the required accreditation document to the intended institution attaching a cover letter from the rector.
- 6.1.2.10. The study program sends a copy of the accreditation document to Quality Management Office (*softcopy* and *hardcopy*) to be archived.
- 6.1.2.11. The accreditation/certification process further follows the procedures of each international accreditation body.



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## 6.2. Flowchart procedure

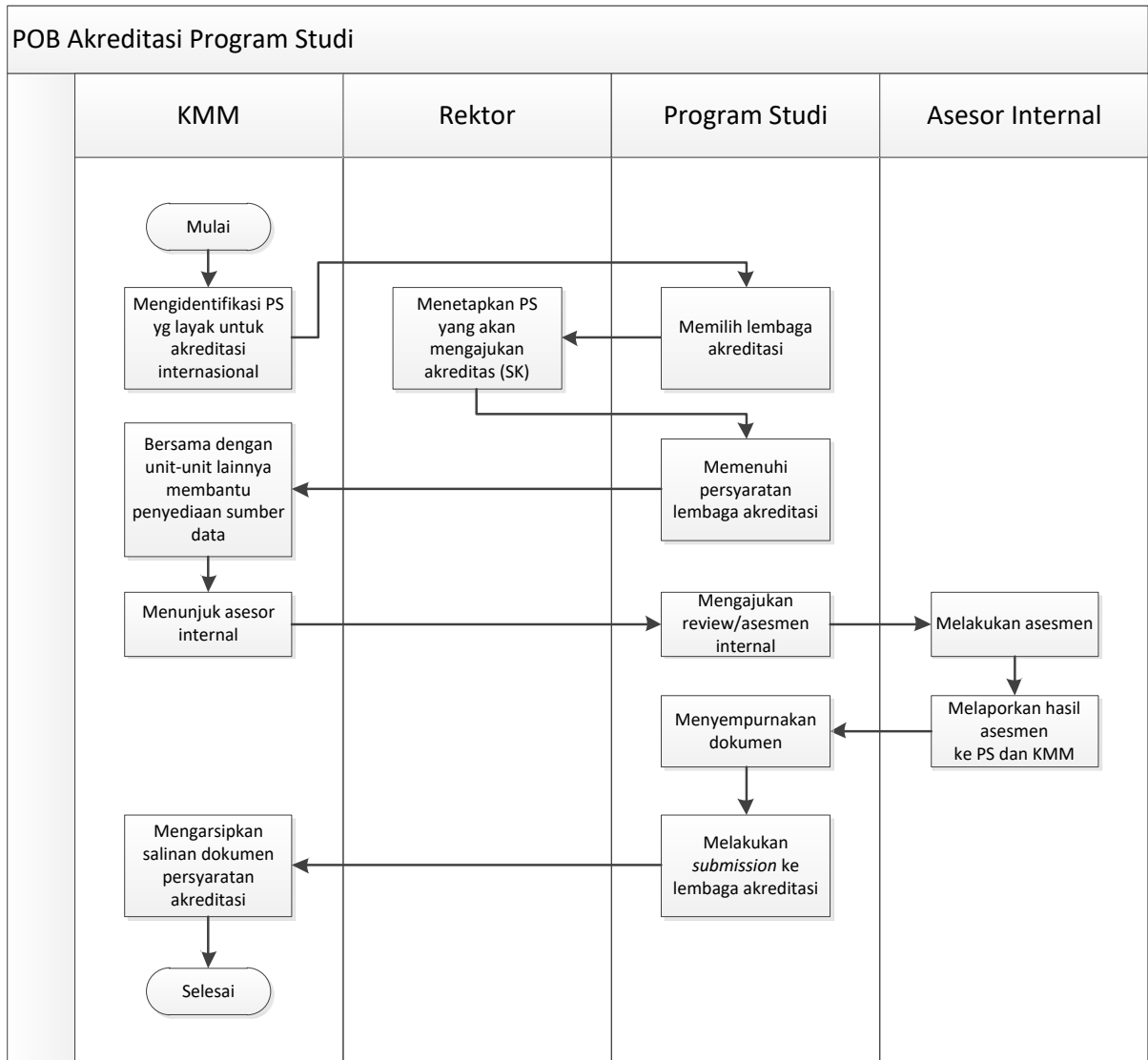
### 6.2.1. National Accreditation





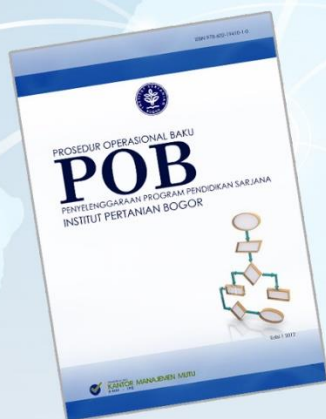
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**6.2.2. International Accreditation**



**7. SUPPORTING DOCUMENTS**

No	Form Name/ Supporting Document	Document location
1.	Accreditation Status form for IPB study Program	Quality Management Office (KMM)
2.	List of IPB Department/Study program accreditation status	Quality Management Office (KMM)
3.	S-1 Accreditation Assessment Form	Quality Management Office (KMM)



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