



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

**STANDARD OPERATIONAL PROCEDURE  
DEPARTMENT ORIENTATION PROGRAM**

**NO. POB/FEM/AGB/01 Rev. 02**

<b>Item</b>	<b>Position/Unit</b>	<b>Date</b>
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## 1. Purpose

To serve as a guideline for the implementation of the Department Orientation Program for new students of the Agribusiness Department, Faculty of Economics and Management (FEM), IPB University.

## 2. Scope

The scope of the Department Orientation Program for new students includes preparation, socialization, implementation, evaluation, and reporting of the Department Orientation activities.

## 3. Definitions

The **Department Orientation Program (MPD)** is an activity aimed at introducing departmental life to new students, providing initial character development, and strengthening relationships among members of the academic community.

## 4. References

- 4.1. IPB Undergraduate Program Handbook
- 4.2. IPB Rector Regulation No. 12/IT3/PP/2018
- 4.3. Campus Life Code of Conduct

## 5. General Provisions

- 5.1. Participants: Active third-semester students of the Agribusiness Department
- 5.2. **Implementation Period:** Conducted prior to the beginning of the odd semester (start of the academic year)
- 5.3. **Supervisors:** Lecturers of the Agribusiness Department appointed by the Head of the Agribusiness Department
- 5.4. **Organizing Committee:** Student Affairs Committee and HIPMA (Agribusiness Student Professional Association)

## 6. Procedures

### 6.1. Detailed Procedures

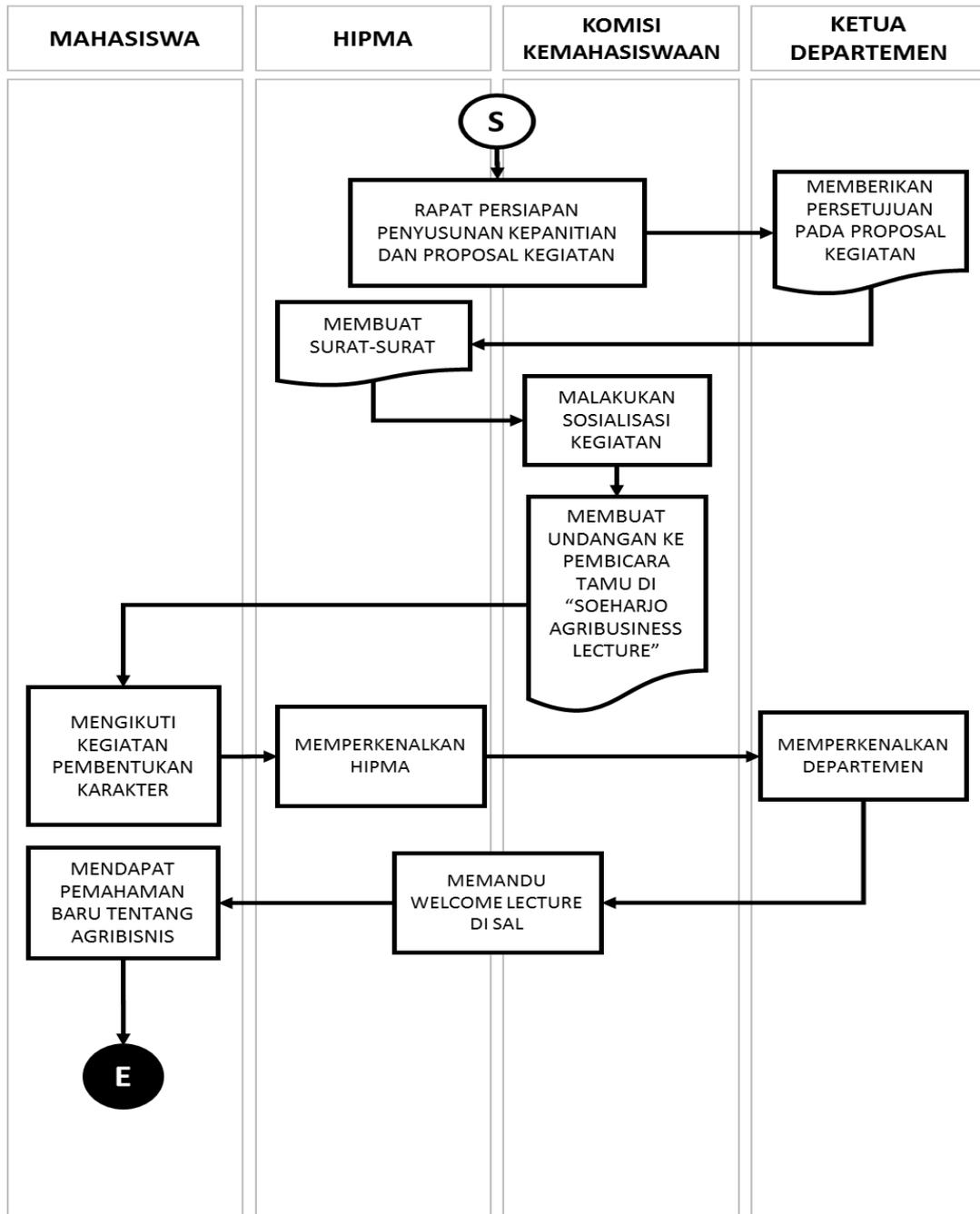
- 6.1.1. The Student Affairs Committee conducts meetings with HIPMA to establish the organizing committee and design the Department Orientation program, which is outlined in the Activity Proposal [Appendix AGB MPD-01].
- 6.1.2. The Head of Department receives reports from the Student Affairs Committee and HIPMA and grants approval of the Activity Proposal.
- 6.1.3. HIPMA prepares the implementation of the Department Orientation Program in accordance with the approved Activity Proposal, including the preparation of official letters, invitations, and required equipment.

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- 6.1.4. The Student Affairs Committee conducts socialization activities for third-semester students as participants of the Department Orientation Program.
- 6.1.5. The Student Affairs Committee invites guest speakers to deliver a Welcome Lecture, which is conducted as part of the regular **“Soeharjo Agribusiness Lecture.”**
- 6.1.6. Students participate in various activities designed to develop ethical behavior, analytical thinking, and strategic action.
- 6.1.7. The Head of Department introduces the Agribusiness Department, including its profile, curriculum, lecturers, staff, and facilities.
- 6.1.8. The Chairperson of HIPMA introduces the student organization, including its profile, organizational structure, and activities.
- 6.1.9. Students gain new insights into current developments in agribusiness through the **“Soeharjo Agribusiness Lecture.”**

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## 6.2. Procedures Flowchart



## 7. List of Key Documents

[Appendix AGB MPD-01] Activity Proposal