



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

**STANDARD OPERATIONAL PROCEDURE  
STUDY PLAN PREPARATION**

**NO. POB/FEM/AGB/05 Rev. 02**

<b>Item</b>	<b>Position/Unit</b>	<b>Date</b>
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	IPB UNIVERSITY FACULTY OF ECONOMICS AND MANAGEMENT	Code : POB/FEM/AGB/05
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## 1. Purpose

To serve as a guideline for students in preparing their study plans.

## 2. Scope

The scope of this procedure includes the procedures and requirements necessary for the preparation and revision of students' study plans.

## 3. Definitions

- 3.1. Student Study Plan Preparation is the process of determining educational activities (course enrollment) to be undertaken by students in the upcoming semester (including inter-semester enrollment).
- 3.2. Courses include Lectures, Practicums, Colloquia/Seminars, KKNT, and Final Projects. The Study Plan refers to the Study Plan Card (Kartu Rencana Studi/KRS), which contains the list of courses to be taken by students in the upcoming semester (including inter-semester enrollment).

## 4. References

- 4.1. IPB Undergraduate Program Handbook 2020
- 4.2. Standard Operating Procedure for the Implementation of Undergraduated Education Programs, IPB University (2015)

## 5. General Provisions

- 5.1. Students are required to complete KRS A and KRS B online.
- 5.2. Academic Advisors provide guidance to students in selecting courses through the online KRS

## 6. Procedures

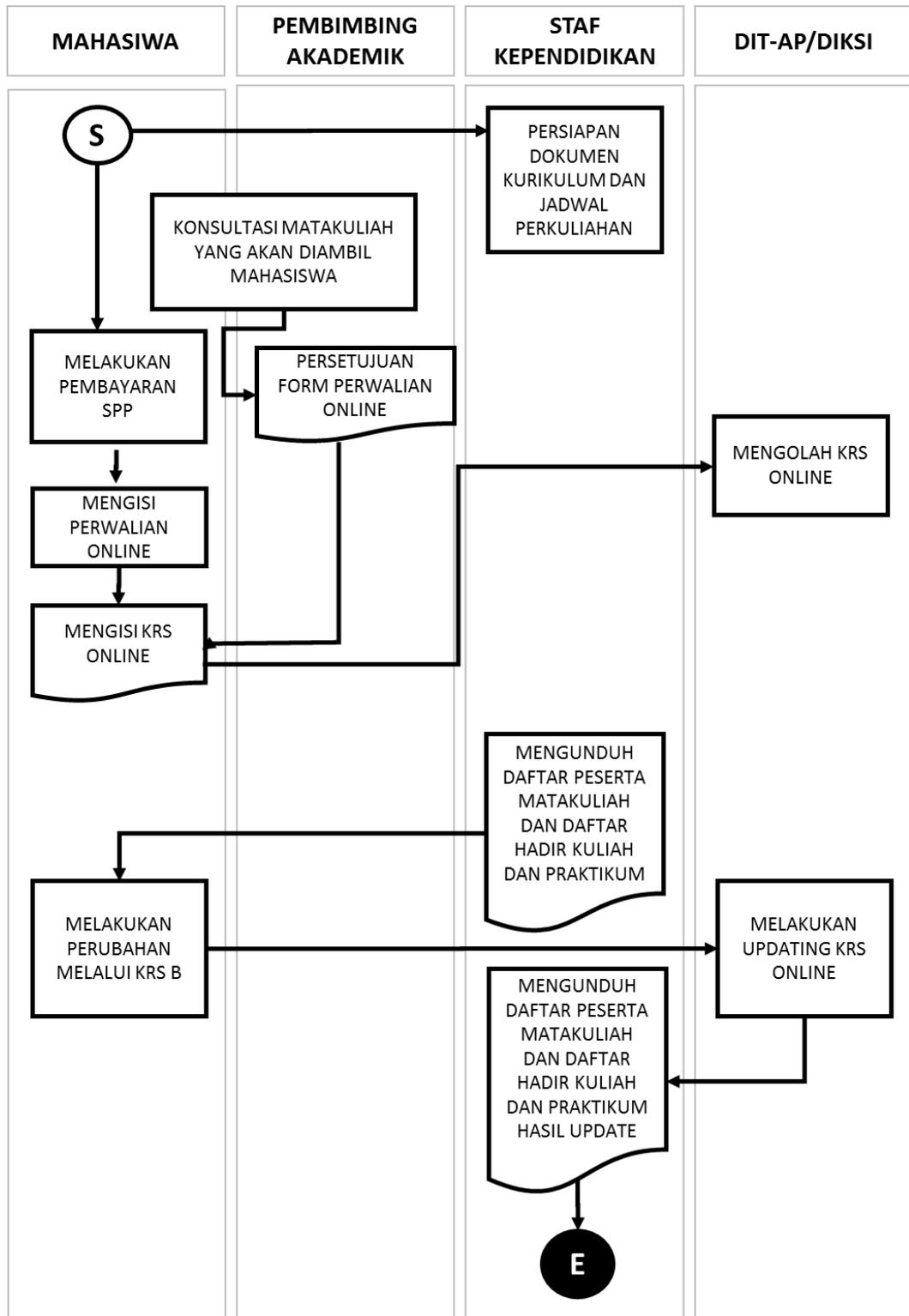
### 6.1. Detailed Procedures

- 6.1.1. Academic Staff prepare KRS-related documents, including the Curriculum [Appendix AGB RSD-01] and the Lecture Schedule [Appendix AGB RSD-02], which must be followed by students.
- 6.1.2. Students are required to complete tuition fee payment prior to completing online KRS (A and B) through a bank teller, ATM, or e-banking to the Rector's Account in accordance with the established schedule.
- 6.1.3. Students consult with the Driving Academic Advisor regarding the courses to be taken in the upcoming semester, taking into account the remaining study load, students' academic capability, course status (major or Enrichment Course), prerequisite courses, and lecture schedules.
- 6.1.4. Students in the third semester or higher are required to complete the online academic advising form; subsequently, the Academic Advisor provides approval through the IPB Lecture Mobile application. Students who have not completed the online advising form are not permitted to proceed with online KRS submission.

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- 6.1.5. Educational Staff download the processed online KRS outputs, including the Course Participant List [Appendix AGB RSD-02] and the Course/Practicum Attendance List [Appendix AGB RSD-03].
- 6.1.6. Students may cancel enrolled courses no later than the second week of lectures by completing KRS B through IPB Mobile.
- 6.1.7. Academic Advisors approve course cancellation and replacement through academic advising during the second advising period prior to KRS B.
- 6.1.8. Educational Staff download the updated processed online KRS results.

## 6.2. Procedures Flowchart



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## 7. List of Key Documents

- 7.1. [Form AGB RSD-01] Curriculum
- 7.2. [Form AGB RSD-02] Lecture Schedule

## 8. Appendices

- 8.1. [Appendix AGB RSD-03] Course Participant List
- 8.2. [Appendix AGB RSD-04] Course/Practicum Attendance List