



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

**STANDARD OPERATIONAL PROCEDURE
SEMESTER LEARNING PLAN**

NO. POB/FEM/AGB/07 Rev. 01

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1. Purpose

To serve as a guideline for the preparation, evaluation, and development of the **Semester Learning Plan (RPS)** or syllabus that is aligned with the learning outcomes and curriculum of the Agribusiness Study Program.

2. Scope

This procedure applies to the development process of the Semester Learning Plan (RPS) or syllabus, which includes the preparation, evaluation, and development of the Semester Learning Plan (syllabus) and teaching materials that are aligned with the learning outcomes of the Study Program.

3. Definitions

- 3.1. Semester Learning Plan (RPS) or Syllabus is a description of the learning process planning for each course. At a minimum, the Semester Learning Plan or syllabus contains the name of the study program; course name and code; semester; credit units (SKS); lecturer(s) in charge; graduate learning outcomes assigned to the course; expected final competencies at each learning stage to achieve the graduate learning outcomes; learning materials related to the competencies to be achieved; learning methods; time allocation required to achieve competencies at each learning stage; student learning experiences expressed in the form of task descriptions to be completed throughout the semester; assessment criteria, indicators, and weightings; and a list of references used.
- 3.2. Teaching Materials are learning materials used as student learning resources, including lecture modules, textbooks, presentation slides, e-learning materials, videos, or articles, which are utilized in the learning process to facilitate the achievement of learning outcomes.
- 3.3. Learning Outcomes are the minimum criteria for graduate qualification competencies encompassing attitudes, knowledge, and skills, which define the standards of graduate competence.

4. References

- 4.1. Indonesian National Qualifications Framework (KKNI).
- 4.2. Government Regulation of the Republic of Indonesia No. 4 of 2014 on the Implementation of Higher Education and the Management of Higher Education Institutions.
- 4.3. Regulation of the Minister of Education, Culture, Research, and Technology No. 3 of 2020 on the National Standards for Higher Education (SN-Dikti).
- 4.4. IPB University Undergraduate Program Handbook 2020.

5. General Provisions

- 5.1. The Semester Learning Plan (RPS) or syllabus shall be established and developed by lecturers individually or collaboratively within a field-of-expertise group in the Agribusiness Study Program, in accordance with the

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preparation of the Semester Learning Plan aligned with the Indonesian National Qualifications Framework (KKNI).

- 5.2. The Semester Learning Plan (RPS) or syllabus shall be reviewed and adjusted periodically in line with developments in science and technology.
- 5.3. The preparation of the Semester Learning Plan (RPS)/syllabus shall refer to curriculum revisions conducted every four (4) years.
- 5.4. Learning outcomes must demonstrate equivalence of qualification levels in accordance with the KKNI.

6. Procedures

6.1. Detailed Procedures

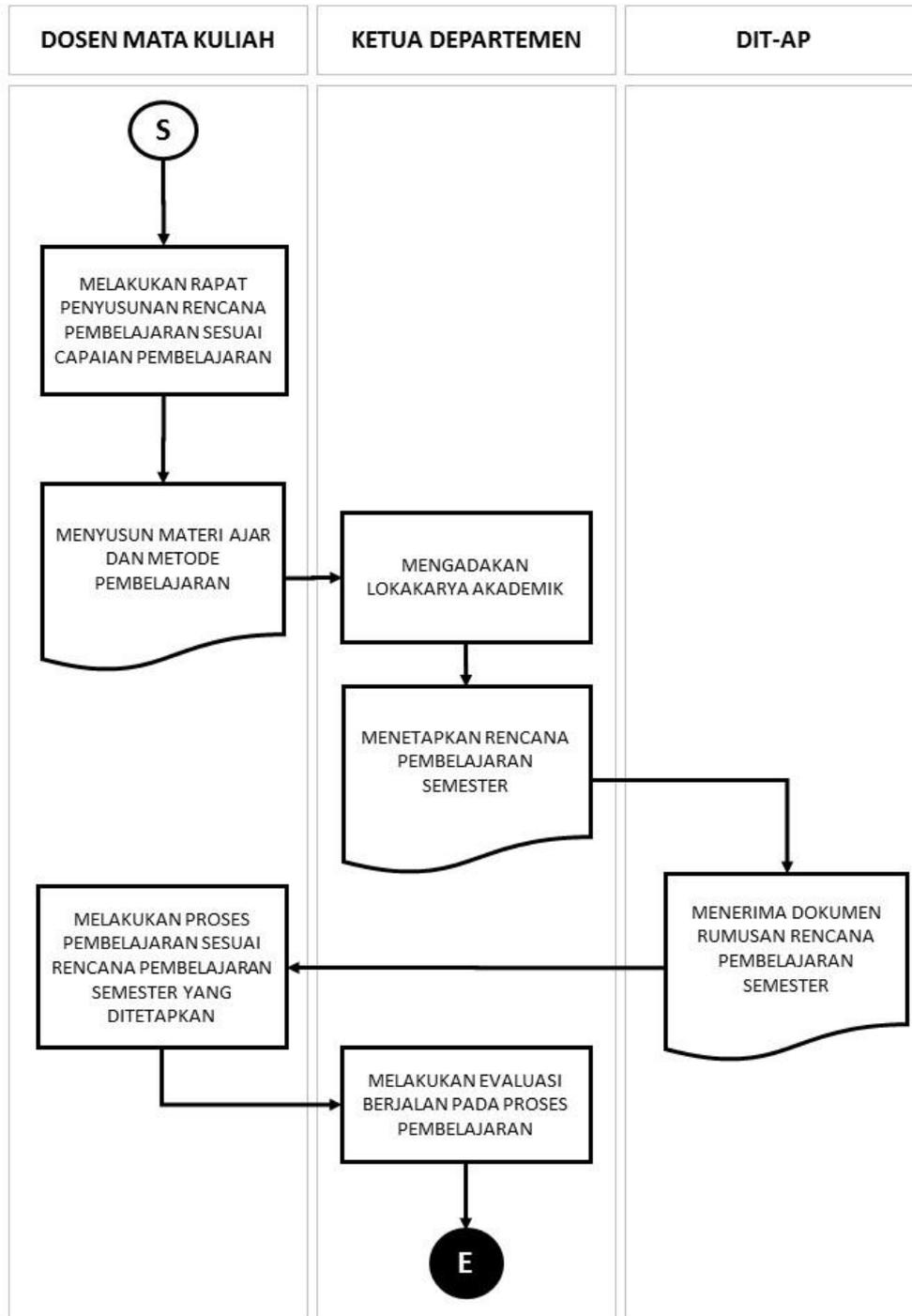
- 6.1.1. The Course Coordinator conducts meetings with members of the teaching team to prepare the Semester Learning Plan (RPS) for courses stipulated in the curriculum.
- 6.1.2. The preparation of the Semester Learning Plan begins with the determination of course learning outcomes. Course learning outcomes shall refer to the learning outcomes of the Agribusiness Study Program.
- 6.1.3. The course learning outcomes are subsequently elaborated into basic competencies or expected final competencies to be achieved in each learning activity throughout the semester.
- 6.1.4. The course teaching team then prepares the learning materials to be delivered in each lecture session, along with the required learning time based on the basic competencies or expected final competencies for the semester. The teaching team also determines learning methods, assessment indicators, types of assessment, assessment weightings, prepares assessment rubrics, and identifies learning resources for the development of teaching materials.
- 6.1.5. The course teaching team subsequently develops teaching materials in the form of lecture modules or textbooks based on the previously prepared learning materials. Based on these modules, various other forms of teaching materials are also prepared, such as presentation slides, articles, videos, and other relevant materials.
- 6.1.6. The Agribusiness Department conducts an academic workshop to discuss and endorse the Semester Learning Plans prepared by each course teaching team.
- 6.1.7. The endorsed Semester Learning Plans are reported to the Directorate of Academic Administration (Dit-AP) of IPB University for documentation.
- 6.1.8. The endorsed Semester Learning Plans are subsequently implemented in the learning process.
- 6.1.9. Selected courses may present the Semester Learning Plans and teaching materials through the IPB Learning Management System (LMS) to be accessed by students.

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6.1.10. The implementation of the Semester Learning Plan is evaluated and reviewed periodically on various occasions, such as weekly coordination meetings, semester academic evaluations, and academic workshops, at least once every two years.

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6.2. Procedures Flowchart



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7. List of Key Documents

- 7.1. K2020 Curriculum of the Agribusiness Department, Faculty of Economics and Management, IPB University
- 7.2. List of Course Semester Learning Plans (RPS) under the K2020 Curriculum of the Agribusiness Department, Faculty of Economics and Management, IPB University
- 7.3. Teaching materials, including textbooks, course modules, and presentation slides

8. Appendices

- 8.1. K2020 Curriculum of the Agribusiness Department, Faculty of Economics and Management, IPB University
- 8.2. List of Course Semester Learning Plans (RPS) under the K2020 Curriculum of the Agribusiness Department, Faculty of Economics and Management, IPB University
- 8.3. Teaching materials, including textbooks, course modules, and presentation slides