



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

**STANDARD OPERATIONAL PROCEDURE
EVALUATION OF THE TEACHING AND
LEARNING PROCESS**

NO. POB/FEM/AGB/11 Rev. 01

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1. Purpose

- 1.1. To serve as a guideline for the implementation of the **Evaluation of the Teaching and Learning Process (EPBM)** at the Agribusiness Department, Faculty of Economics and Management (FEM), IPB University, ensuring proper implementation and the generation of valid data.
- 1.2. To provide guidance for controlling the EPBM process in order to meet the quality standards and quality objectives established at the institute, faculty, and department levels.

2. Scope

This EPBM procedure covers the completion of the online EPBM form and the downloading of evaluation result data.

3. Definitions

- 3.1. Online EPBM is an evaluation of the implementation of the teaching and learning process of a course conducted by students through an application-based system.
- 3.2. Lecturer refers to permanent lecturers within IPB University and other lecturers who meet the established qualification requirements.
- 3.3. GKM (Quality Control Group) refers to the unit responsible for implementing academic quality control processes at the department level.
- 3.4. DIT-AP refers to the Directorate of Academic Administration.
- 3.5. Mid-Semester Examination (UTS) is an examination conducted during the middle of the ongoing semester.
- 3.6. Final Semester Examination (UAS) is an examination conducted at the end of the semester after lectures and practicums have been completed.

4. References

- 4.1. Law of the Republic of Indonesia No. 12 of 2012 on Higher Education
- 4.2. IPB Rector Regulation No. 15/IT3/DT/2014 on the Code of Conduct for the Implementation of Undergraduate Education Programs at IPB University
- 4.3. IPB Rector Regulation No. 14/IT3/DT/2015 on the IPB University Quality Assurance System
- 4.4. IPB Rector Regulation No. 15/IT3/DT/2015 on the Implementation of the Internal Quality Assurance System at IPB University

5. General Provisions

- 5.1. The online EPBM form contains information on the study program/major name, course code/lecturer initials, active semester, class, evaluation statement components related to the course and lecturers, and other relevant information.
- 5.2. Students are required to complete the online EPBM form each semester for all courses they attend, except for final project courses.

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- 5.3. Students may complete the online EPBM form only once per semester.
- 5.4. Recapitulated EPBM data results can be viewed online and downloaded by department-designated personnel for use by the Quality Control Group and as a basis for necessary improvement actions.

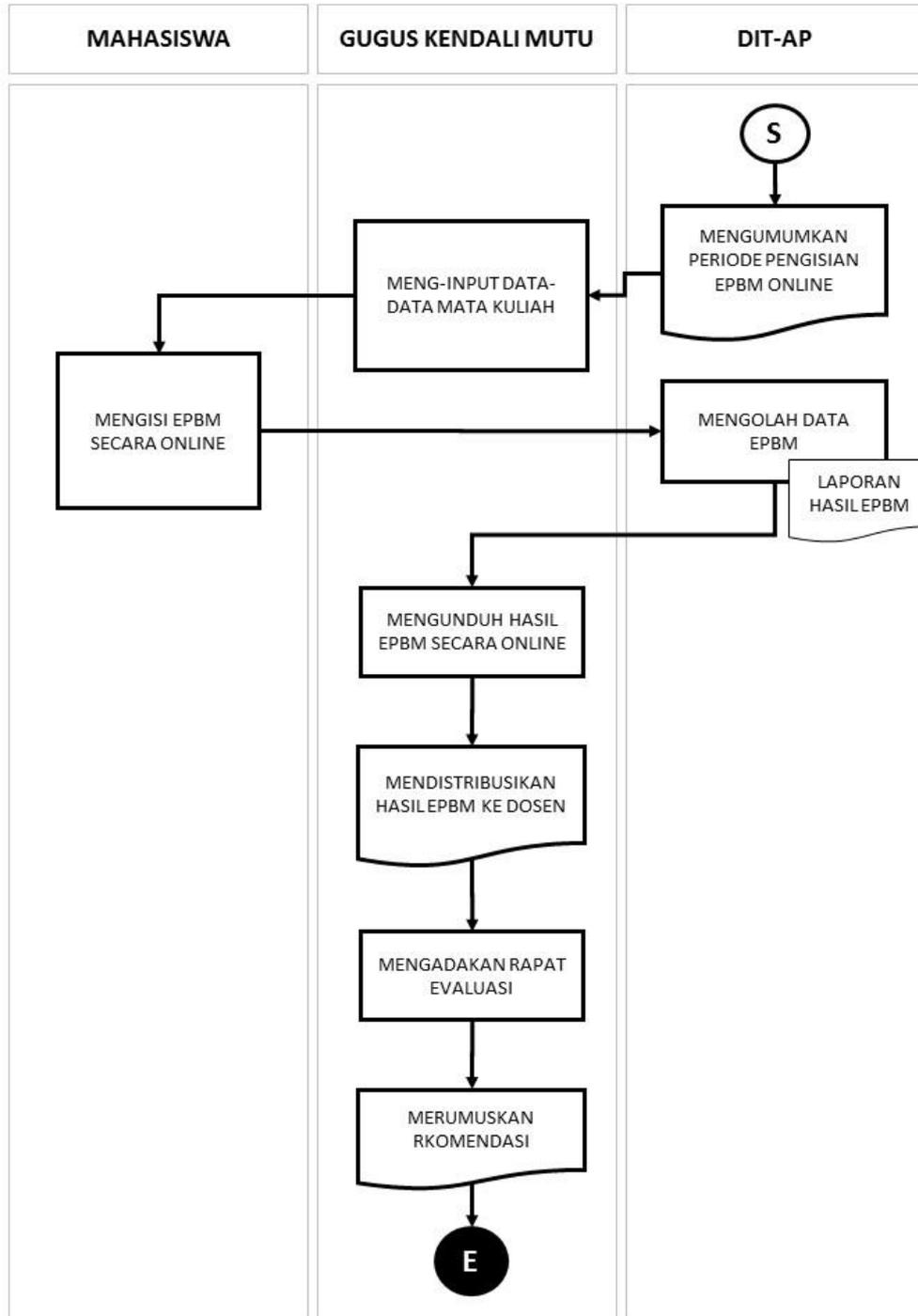
6. Procedures

6.1. Detailed Procedures

- 6.1.1. DIT-AP announces the period for completing the online EPBM.
- 6.1.2. The Quality Control Group appoints a designated officer (operator) to input course data into the online EPBM information system. The input data include the name of the study program/major, course code, lecturer code/initials, semester, class, planned number of lecture sessions, and the actual number of lecture sessions conducted. Data sources may include minutes of meetings, assignment letters, and course contracts.
- 6.1.3. Students complete the EPBM starting three (3) days after the lecture period ends until the end of the Final Semester Examination (UAS) period. Students who fail to complete the EPBM form in full will not be able to access online KRS submission in the following semester.
- 6.1.4. The Quality Control Group downloads EPBM results online for use as input for improving the implementation of education by the quality assurance units at the respective faculty/department.
- 6.1.5. The Quality Control Group conducts evaluation meetings involving all lecturers, educational staff, and department leadership.
- 6.1.6. The Quality Control Group formulates recommendations for improvements or follow-up actions based on EPBM results for implementation in the subsequent semester.

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6.2. Procedures Flowchart



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7. List of Key Documents

8. Appendix