



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

**STANDARD OPERATIONAL PROCEDURE
ACADEMIC LEAVE**

NO. POB/FEM/AGB/19 Rev. 01

Item	Position/Unit	Date
Prepared by	Education Committee	January 10, 2021
Reviewed by	Quality Control Group	January 15, 2021
Approved by	Head of Department	January 20, 2021

Document Status		
Distribution Number		

	IPB UNIVERSITY FACULTY OF ECONOMICS AND MANAGEMENT	Code : POB/FEM/AGB/19
	STANDAR OPERATIONAL PROCEDEUR	Effective Date : 21/01/2021
	ACADEMIC LEAVE	Revision Number : 01

1. Purpose

To serve as a guideline for the implementation of academic leave applications at the Department of Agribusiness, Faculty of Economics and Management (FEM), IPB University, in an accountable manner.

2. Scope

This procedure governs the mechanism, orderliness, and administrative compliance in the implementation of academic leave for students of the Department of Agribusiness.

3. Definitions

- 3.1. Academic Leave is a condition in which a student is unable to participate in academic activities for one (1) semester.
- 3.2. Academic leave consists of planned academic leave and special academic leave.
- 3.3. Planned academic leave refers to leave for which the reason is known prior to the registration period, while special academic leave refers to leave whose reason arises after the registration period for a student with active status.

4. References

- 4.1. Law of the Republic of Indonesia No. 12 of 2012 on Higher Education.
- 4.2. Undergraduate Program Handbook, 2020.

5. General Provisions

- 5.1. Academic leave is granted based on consideration of circumstances that may prevent a student from participating in academic activities for one (1) semester.
- 5.2. Applications for planned academic leave shall be submitted by students by attaching a photocopy of the Student Identity Card (KTM), proof of payment, and an academic leave application letter.
- 5.3. Applications for planned academic leave shall be submitted no later than fourteen (14) working days prior to the first day of the registration period, with payment of 25% of the Single Tuition Fee (UKT).
- 5.4. Special academic leave may be applied for due to illness, accidents, or other compelling reasons.
- 5.5. Applications for academic leave due to illness must be accompanied by a recommendation from a medical doctor.
- 5.6. The academic leave period shall not be counted as part of the study period.
- 5.7. Students who do not complete registration shall have their academic leave status revoked and shall be declared inactive.
- 5.8. The Academic Leave Approval Letter shall be issued by the Dean of the Faculty of Economics and Management, IPB University, with copies to the Directorate of Academic Administration and the Head of Department.

	IPB UNIVERSITY	Code : POB/FEM/AGB/19
	FACULTY OF ECONOMICS AND MANAGEMENT	
	STANDAR OPERATIONAL PROCEDEUR	Effective Date : 21/01/2021
	ACADEMIC LEAVE	Revision Number : 01

5.9. During the academic leave period, students are not entitled to receive academic services.

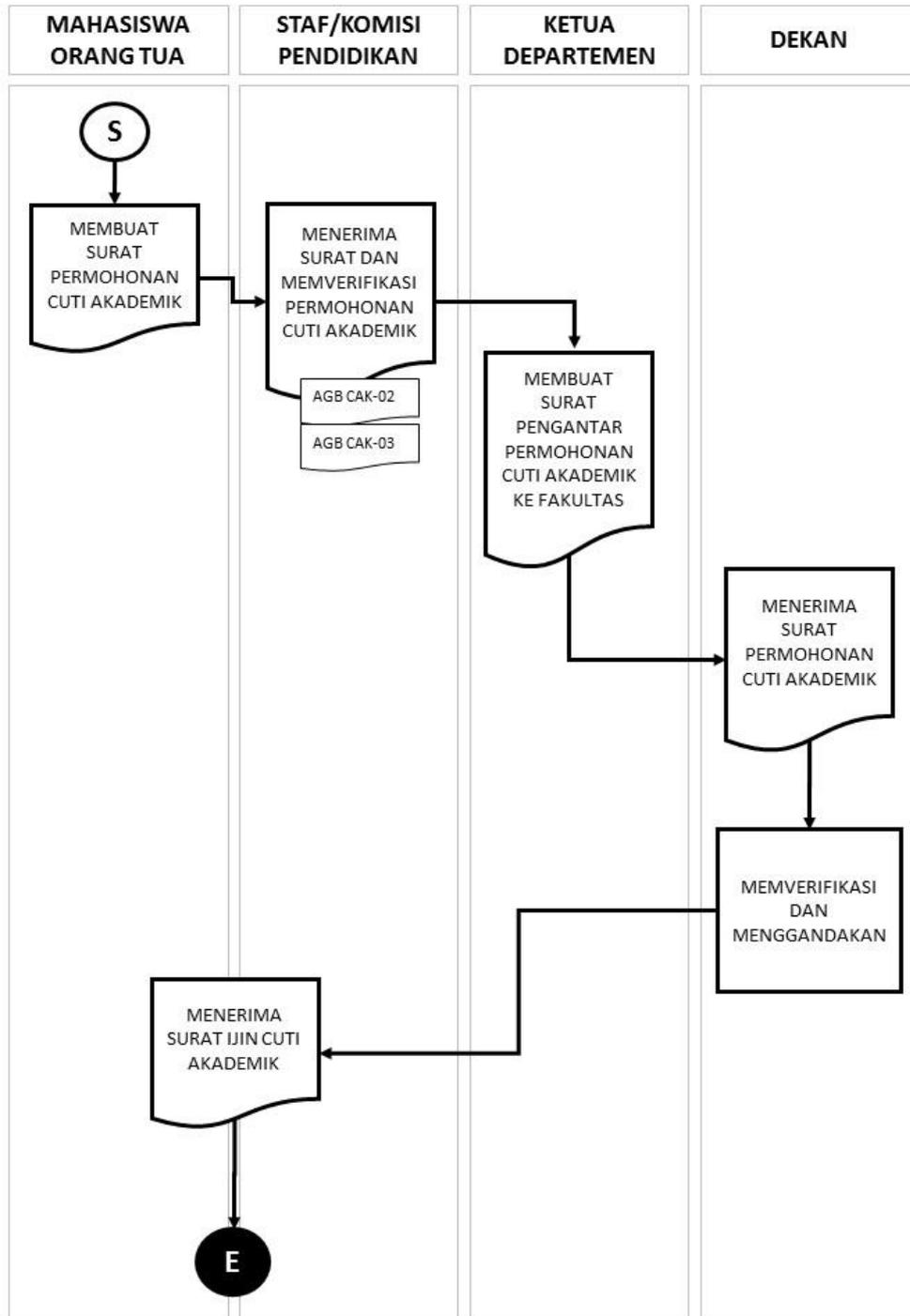
6. Procedures

6.1. Detailed Procedures

- 6.1.1. The student submits an Academic Leave Application Letter [Form AGB CAK-01] addressed to the Head of Department, signed by the student and the parent/guardian, and attaches a photocopy of the latest tuition payment receipt [Appendix AGB CAK-02] and a photocopy of the Student Identity Card (KTM) [Appendix AGB CAK-03].
- 6.1.2. Academic Administrative Staff process the application by preparing a Cover Letter for Academic Leave Application [Form AGB CAK-04] to the Faculty and submitting it to the Head of Department.
- 6.1.3. The Head of Department reviews and signs the academic leave letter and returns it to the Academic Administrative Staff for further processing at the Faculty level.
- 6.1.4. The Faculty receives and reviews the application and issues a disposition to the Education Administration Unit of FEM to prepare the Academic Leave Approval Letter [Form AGB CAK-05].
- 6.1.5. Correspondence Administrative Staff receive and assign the letter number, duplicate the letter, and distribute it according to the copy list to the student, the Education Commission, and the Directorate of Academic Administration of IPB University.

	IPB UNIVERSITY FACULTY OF ECONOMICS AND MANAGEMENT	Code : POB/FEM/AGB/19
	STANDAR OPERATIONAL PROCEDEUR	Effective Date : 21/01/2021
	ACADEMIC LEAVE	Revision Number : 01

6.2. Procedures Flowchart



	IPB UNIVERSITY	Code : POB/FEM/AGB/19
	FACULTY OF ECONOMICS AND MANAGEMENT	
	STANDAR OPERATIONAL PROCEDEUR	Effective Date : 21/01/2021
	ACADEMIC LEAVE	Revision Number : 01

7. List of Key Documents

- 7.1. [Form AGB CAK-01] Academic Leave Application Letter
- 7.2. [Form AGB CAK-04] Cover Letter for Academic Leave Application
- 7.3. [Form AGB CAK-05] Academic Leave Approval Letter

8. Appendices

- 8.1. [Appendix AGB CAK-02] Photocopy of Latest Tuition Payment Receipt
- 8.2. [Appendix AGB CAK-03] Photocopy of Student Identity Card (KTM)