



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

**STANDARD OPERATIONAL PROCEDURE
PROCEDURE FOR VERIFICATION AND
ASSESSMENT OF MULTI-ACTIVITY ENRICHMENT
COURSE ACTIVITIES**

NO. POB/FEM/AGB/21 Rev. 00

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	Code : POB/FEM/AGB/21
	FACULTY OF ECONOMICS AND MANAGEMENT	
	STANDAR OPERATIONAL PROCEDEUR	Effective Date : 21/01/2021
	VERIFICATION OF MULTI-ACTIVITY EC	Revision Number : 00

1. Purpose

This Standard Operating Procedure (SOP) serves as a guideline for the implementation of verification and assessment of students' Multi-Activity Enrichment Course (EC) activities to ensure that the conversion of activities into courses at the Department of Agribusiness, Faculty of Economics and Management (FEM), IPB University is conducted objectively, transparently, accountably, and in accordance with the intended learning outcomes.

2. Scope

This SOP regulates the process of administrative verification, academic alignment, fulfillment of learning hours, and assessment of learning outcomes of Multi-Activity Enrichment Course activities that are converted into courses at the Department of Agribusiness, FEM IPB.

3. Definitions

- 3.1. Enrichment Course is a component of the 2020 Curriculum structure that comprises various activities in the form of courses or activities that may be fulfilled by students through courses or activities organized by academic units, other implementing units, or partners outside the home study program.
- 3.2. Enrichment Course (EC) may be selected by taking courses from other study programs within IPB University or from study programs at other higher education institutions, both domestic and international.
- 3.3. Activities-Based Enrichment Course may be conducted through competitions, summer courses, conferences/seminars, entrepreneurial activities, community service activities, interest and talent development activities, internships, competency certification, leadership and organizational activities, and other activities that may be converted into credits (sks) and recognized as courses.
- 3.4. Academic Advisor (Pembimbing Penggerak) is a lecturer appointed and assigned by the Study Program/Department to act as a mentor, companion, academic and non-academic advisor, motivating and inspiring students individually or in groups from Semester 1 until graduation (for the 2014 Curriculum, this refers to academic advisors or thesis supervisors).
- 3.5. Activity Supervisor is a lecturer selected by the student or recommended by the academic advisor to guide and supervise the student's activities based on relevant expertise to support the achievement of learning outcomes.
- 3.6. Study Program Assessment Team is an assessment team established by the Dean, consisting of members from the Academic/Education Commission, Student Affairs Commission, lecturers, and designated academic staff tasked with assessing students for equivalency and recognition.
- 3.7. Learning Outcomes are abilities acquired through the internalization of knowledge, attitudes, skills, competencies, and accumulated work

	IPB UNIVERSITY	Code : POB/FEM/AGB/21
	FACULTY OF ECONOMICS AND MANAGEMENT	
	STANDAR OPERATIONAL PROCEDEUR	Effective Date : 21/01/2021
	VERIFICATION OF MULTI-ACTIVITY EC	Revision Number : 00

experience (Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework/KKNI).

- 3.8. Competency Course is a unit of competency obtained or learned by students based on activity learning outcomes and assessment, carrying a minimum weight of two (2) credit units (sks).
- 3.9. Activity Evaluation is one or more processes of interpreting accumulated data and evidence during the assessment process.
- 3.10. Assessment is one or more processes of identifying, collecting, and preparing data to evaluate the achievement of activity learning outcomes and competencies, including verification, calculation of activity hours, assessment, and determination of letter grades based on assessment rubrics and criterion-referenced assessment systems.
- 3.11. Equivalency is the process of converting credit units (sks) from activity hours in accordance with Ministry of Education and Culture Regulation No. 3 of 2020 on the National Standards for Higher Education.
- 3.12. Recognition is the process of acknowledging student activities in the form of competency courses based on the alignment of learning outcomes.
- 3.13. Verification is the examination of the accuracy of reports, statements, and calculations related to enrichment course activities that have been or are being undertaken by students, in accordance with formats and provisions established by the Department, Faculty of Economics and Management.

4. References

- 4.1. Merdeka Belajar–Kampus Merdeka Policy, 2020.
- 4.2. IPB University Multi-Activity Enrichment Course Guidelines.
- 4.3. Undergraduate Program Handbook, 2020.
- 4.4. Standard Operating Procedures for the Implementation of Undergraduate Programs, IPB University, 2015.

5. General Provisions

- 5.1. Students eligible to participate in Enrichment Courses are active students registered in SIMAK.
- 5.2. Students must obtain approval from their academic advisor (pembimbing penggerak).
- 5.3. Students must carry out activities under the supervision of an activity supervisor.
- 5.4. The Enrichment Course component in the 2020 Curriculum constitutes 15% of the total credits, equivalent to 21–22 credits out of 144 credits for undergraduate programs.
- 5.5. Students may take more than 21 credits of Multi-Activity Enrichment Courses, resulting in a total credit load exceeding 144 credits, but not exceeding 160 credits.

	IPB UNIVERSITY	Code : POB/FEM/AGB/21
	FACULTY OF ECONOMICS AND MANAGEMENT	
	STANDAR OPERATIONAL PROCEDEUR	Effective Date : 21/01/2021
	VERIFICATION OF MULTI-ACTIVITY EC	Revision Number : 00

- 5.6. The number of Enrichment Course Multi-Activity credits taken per semester shall not exceed 24 credits.
- 5.7. The implementation of Multi-Activity EC/SC activities may be conducted as planned activities or as recognition of prior learning/activities..

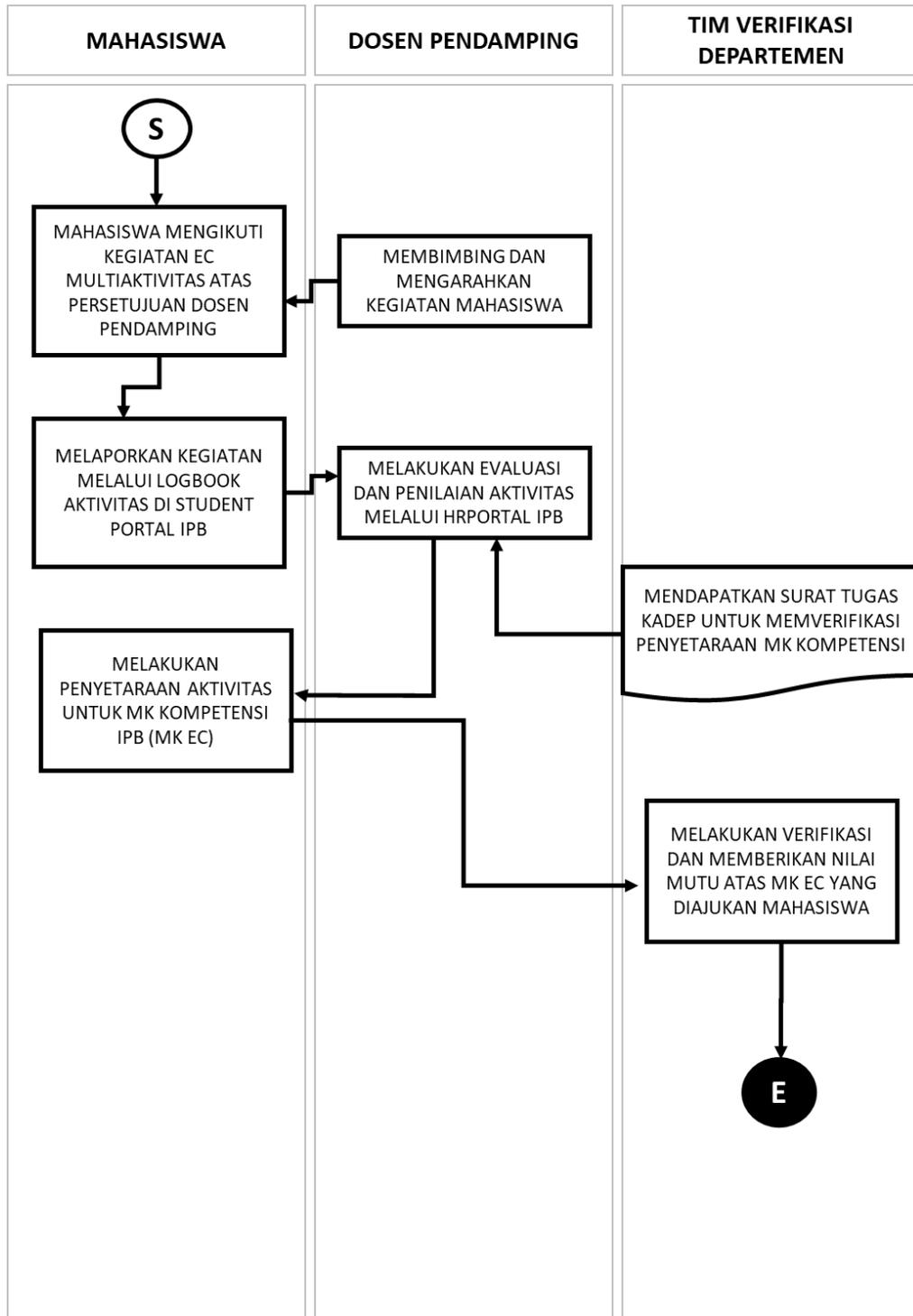
6. Procedures

6.1. Detailed Procedures

- 6.1.1. Students participate in Multi-Activity Enrichment Course activities with the approval of the academic advisor by first registering the competency course and activity group in SIMAK and the Study Plan (KRS).
- 6.1.2. Students may select an activity supervisor in accordance with the required area of expertise.
- 6.1.3. Students carry out activities in accordance with the approved activity plan, activity hours, and targeted learning outcomes.
- 6.1.4. Upon completion of the activities, students submit activity reports and certificates of credit-earning activities or other supporting documents through the activity logbook on studentportal.ipb.ac.id.
- 6.1.5. Activity supervisors conduct evaluation and assessment through hrportal.ipb.ac.id, taking into account the activity logbook, number of learning hours, and documentation uploaded by students.
- 6.1.6. The Head of Department establishes a Study Program Verification Team, consisting of members from the Education Commission, Student Affairs Commission, lecturers, and designated academic staff to conduct verification for equivalency and recognition.
- 6.1.7. Students who have received assessment results from the activity supervisor may apply for activity equivalency to competency courses at IPB University with the course code IPBXXX, either through planned registration (via KRS) or recognition of prior activities.
- 6.1.8. The Study Program Verification Team verifies students' equivalency proposals and subsequently assigns letter grades for the corresponding competency courses.

	IPB UNIVERSITY	Code : POB/FEM/AGB/21
	FACULTY OF ECONOMICS AND MANAGEMENT	Effective Date : 21/01/2021
	STANDAR OPERATIONAL PROCEDEUR	Revision Number : 00
VERIFICATION OF MULTI-ACTIVITY EC		

6.2. Procedures Flowchart



	IPB UNIVERSITY	Code : POB/FEM/AGB/21
	FACULTY OF ECONOMICS AND MANAGEMENT	
	STANDAR OPERATIONAL PROCEDEUR	Effective Date : 21/01/2021
	VERIFICATION OF MULTI-ACTIVITY EC	Revision Number : 00

7. List of Key Documents

- 7.1. Enrichment Course (EC) Assessment Rubric
- 7.2. Enrichment Course (EC) Assessment Form

8. Appendices