



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

**STANDARD OPERATIONAL PROCEDURE  
SELECTION OF UNDERGRADUATE–GRADUATE  
(S1–S2) SYNERGY PROGRAM STUDENTS**

**NO. POB/FEM/AGB/22 Rev. 00**

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## 1. Purpose

This Standard Operating Procedure (SOP) is prepared as a guideline for the implementation of the Fast Track Program (Undergraduate–Graduate S1–S2 Synergy Program) at the Department of Agribusiness, Faculty of Economics and Management (FEM), IPB University, to accelerate the completion of undergraduate and master’s studies in an integrated manner within a maximum period of five (5) years, while ensuring academic quality and the achievement of graduate learning outcomes.

## 2. Scope

This SOP regulates the eligibility requirements for participants of the S1–S2 Fast Track Program, the registration and selection mechanisms, the implementation of integrated S1–S2 coursework, academic and research supervision, monitoring and evaluation, and graduation requirements.

## 3. Definitions

- 3.1. S1–S2 Synergy Student is an undergraduate student of IPB University who meets the requirements, passes the selection process, and is formally designated as a participant of the Undergraduate–Graduate (S1–S2) Synergy Program.
- 3.2. S1–S2 Synergy Program Selection is the process of assessing student eligibility, which includes academic and administrative verification as well as interviews to evaluate individual maturity and academic readiness.
- 3.3. Integrated S1–S2 Coursework refers to a learning scheme that allows students to take undergraduate and master’s level courses concurrently based on an approved integrated study plan.
- 3.4. Integrated Study Plan is an academic planning document that outlines the selected courses and aligned undergraduate and master’s research plans.

## 4. References

- 4.1. Decree of the Minister of National Education of the Republic of Indonesia No. 232/U/2000 Article 5.
- 4.2. IPB University Rector Regulation on the Code of Conduct for the Implementation of Diploma, Applied Bachelor, Bachelor, Master’s, Doctoral, and Professional Programs.
- 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 the S1–S2 Synergy Program of the Department of Agribusiness are those who meet all of the following requirements:

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- a. Active undergraduate students of the Agribusiness Program, FEM IPB.
  - b. Have completed a minimum of 110 credits (SKS) by the end of Semester VI.
  - c. Have a Grade Point Average (GPA) of at least 3.25.
  - d. Have no grade E and are not subject to any academic sanctions.
  - e. Demonstrate individual maturity, as assessed and recommended by the Head of the Department of Agribusiness, FEM IPB.
  - f. Apply to a Master's Study Program that is the same as or closely related to the undergraduate study program.
  - g. Possess a comprehensive S1–S2 integrated study plan, including:
    - h. A course enrollment plan.
    - i. A Master's research plan aligned with the undergraduate thesis topic.
    - j. Provide a financial guarantee letter for participation in the S1–S2 Synergy Program.
- 5.2. The selection process is conducted at the end of Semester VI.
  - 5.3. Students submit an application for the S1–S2 Synergy Program to the Department of Agribusiness by attaching the following documents: a temporary academic transcript, a recommendation letter from the Head of Department, an integrated S1–S2 study plan and research plan, a financial guarantee letter, and a statement of willingness to participate in the S1–S2 Synergy Program.
  - 5.4. The selection results are determined through a Decree of the Head of the Department of Agribusiness, FEM IPB.
  - 5.5. Students who pass the selection are formally designated as participants of the S1–S2 Synergy Program and the results are communicated to the Faculty, the IPB University Graduate School, and the Directorate of Academic Administration of IPB University.
  - 5.6. The first semester of the Master's Program (S2) begins when the student enters Semester VII of the Undergraduate Program (S1).
  - 5.7. Students undertake cross-level coursework with the following composition:
    - a. Semesters VII–VIII:
      - b. Completion of undergraduate coursework and thesis.
      - c. Enrollment in compulsory master's courses.
    - d. Semesters IX–X:
      - e. Advanced master's coursework.
      - f. Research and completion of the master's thesis.
    - a. Master's courses taken during the undergraduate period shall be officially recognized after the student is formally registered as a master's student.
  - 5.8. S1–S2 Synergy students are supervised by two (2) lecturers, each holding at least a doctoral degree.

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5.9. The maximum study period for the integrated S1–S2 Program is ten (10) semesters (five years).

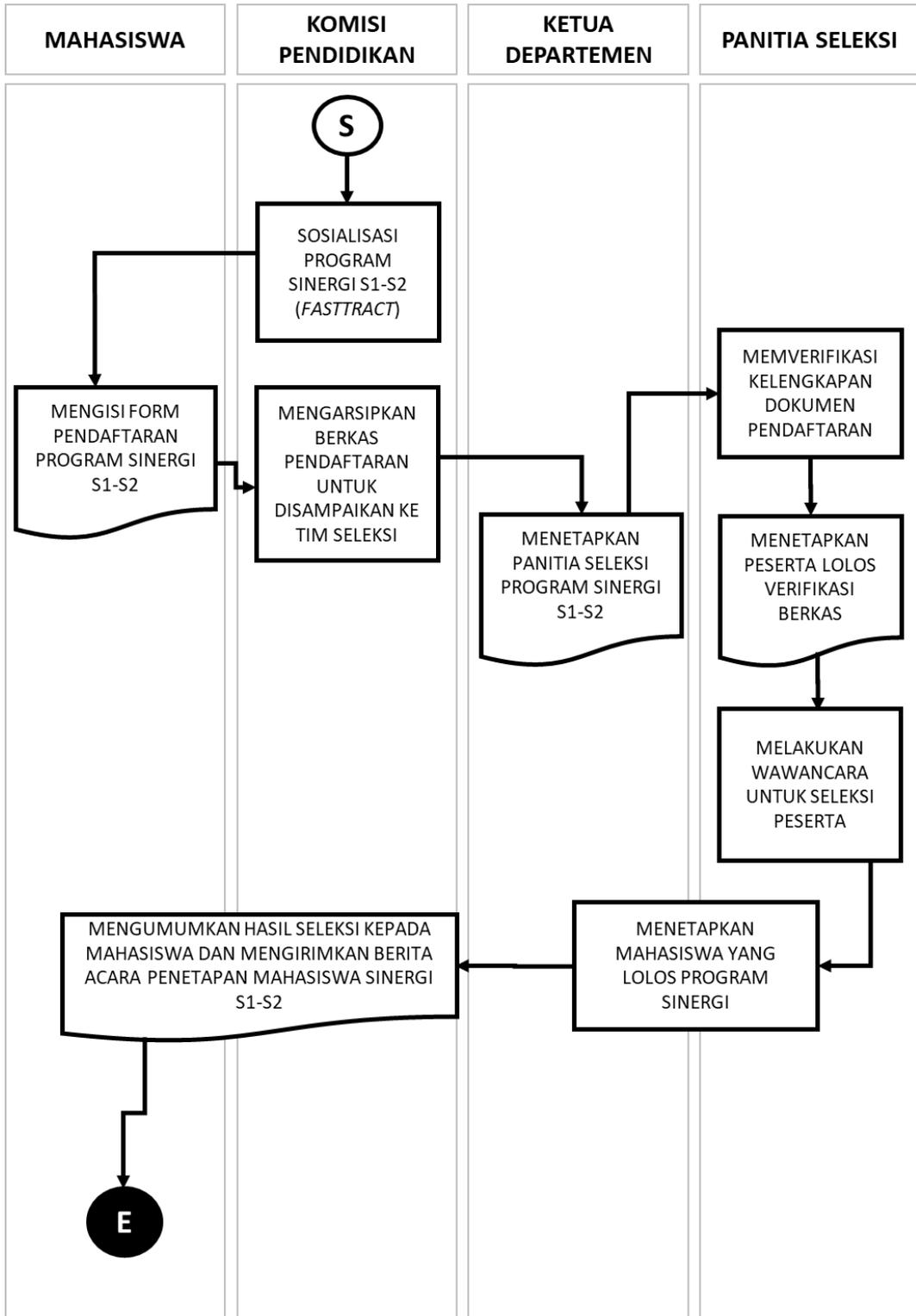
## 6. Procedures

### 6.1. Detailed Procedures

- 6.1.1. The Education Commission of the Department of Agribusiness conducts socialization of the S1–S2 Synergy Program to undergraduate students. This socialization is carried out no later than Semester V or the beginning of Semester VI and includes information on requirements, application flow, curriculum, costs, and academic consequences.
- 6.1.2. Interested undergraduate students submit an application for the S1–S2 Synergy Program at the end of Semester VI by completing the application form and submitting all required documents to the Department of Agribusiness.
- 6.1.3. The Head of the Department of Agribusiness, FEM IPB, appoints the Selection Committee for the S1–S2 Synergy Program.
- 6.1.4. The Selection Committee verifies the completeness of application documents. Academic verification includes the number of completed credits, GPA, grade history, and academic status. Applicants who do not meet the requirements are declared unsuccessful at this stage.
- 6.1.5. The Selection Committee conducts interviews with prospective participants of the S1–S2 Synergy Program. The interviews aim to assess individual maturity, academic readiness, motivation, commitment to the program, and readiness to handle the combined S1–S2 academic workload. Interview results constitute a primary consideration in determining selection outcomes.
- 6.1.6. The Head of the Department of Agribusiness formally determines students who pass the S1–S2 Synergy Program selection through an official report, which is subsequently submitted to the IPB University Graduate School and the Directorate of Academic Administration of IPB University.



**6.2. Procedures Flowchart**



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## 7. List of Key Documents

- 7.1. S1–S2 Synergy Program Application Form
- 7.2. Minutes of Selection Results

## 8. Appendices