



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

**STANDARD OPERATIONAL PROCEDURE
CREDIT TRANSFER PROCEDURE**

NO. POB/FEM/AGB/23 Rev. 01

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1. Purpose

This Procedure is intended to regulate the verification and recognition process of **Credit Transfer** for courses or learning activities undertaken by students outside the Department of Agribusiness, FEM IPB University, so that they may be equated with courses offered by the Department of Agribusiness or recognized as **Enrichment Courses (EC)** in an orderly, accountable manner and in accordance with IPB University academic regulations.

2. Scope

This Procedure covers the process of administrative course registration, academic consultation, submission of course equivalency through SIMAK IPB, and verification and determination of credit transfer results by the Quality Assurance Group (Gugus Kendali Mutu/GKM) of the Department of Agribusiness, FEM IPB University.

3. Definitions

- 3.1. Enrichment Course is a component of the **2020 Curriculum structure** that consists of various learning activities in the form of courses or activities which may be fulfilled by students through courses or activities organized by academic units, other implementing units, or external partners outside the student's home study program.
- 3.2. Enrichment Courses may be taken by enrolling in courses offered by other study programs within IPB University or by study programs at other universities, both domestic and international.
- 3.3. Credit equivalency is the process of converting semester credit units (SKS) from learning hours or activities in accordance with **Minister of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education**.
- 3.4. Recognition is the process of acknowledging learning activities undertaken by students in the form of competency-based courses based on the alignment of learning outcomes
- 3.5. Verification is the process of examining the accuracy of reports, statements, and calculations related to enrichment course activities that have been or are being undertaken by students of the Department of Agribusiness, in accordance with the formats and provisions established by the Department of Agribusiness, Faculty of Economics and Management.

4. Reference

- 4.1. IPB Undergraduate Program Handbook 2020
- 4.2. Standard Operating Procedure for the Implementation of Undergraduate Education Programs, IPB University (2015)

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5. General Provisions

- 5.1. Students eligible for credit transfer are **active students registered in SIMAK IPB**.
- 5.2. Students must obtain **approval from a Supervising Lecturer (Pembimbing Penggerak)**.
- 5.3. All learning activities must be conducted **under the supervision of an assigned 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 are permitted to take Enrichment Courses exceeding 21 credits; consequently, the total number of credits may exceed 144 credits but **must not exceed 160 credits**.
- 5.6. The number of Enrichment Course credits taken through multi-activity schemes **must not exceed 24 credits per semester**.
- 5.7. Enrichment Course/Multi-Activity programs may be implemented as **planned activities or through recognition of prior learning**.
- 5.8. Credit Transfer refers to the recognition and equivalency of courses or learning activities undertaken by students outside the Department of Agribusiness FEM IPB University into Department courses or Enrichment Courses.
- 5.9. **EXC002** is an administrative course used as a recording mechanism for Credit Transfer and Enrichment Courses in the Study Plan (KRS).
- 5.10. **SIMAK IPB** is the official academic information system of IPB University.

6. Procedures

6.1. Detailed Procedures

- 6.1.1. Students are guided by a **Supervising Lecturer (Pembimbing Penggerak)** to undertake courses outside IPB University (both domestic and international) as Enrichment Courses.
- 6.1.2. Students must enroll in **EXC002** in the Study Plan (KRS) for the ongoing semester as an administrative prerequisite for Credit Transfer submission.
- 6.1.3. Students conduct academic consultation with the **Departmental Education Commission** regarding: a. courses that may be equated with courses offered by the Department of Agribusiness; and/or; b. courses or activities that may be recognized as Enrichment Courses (EC). The consultation results serve as the basis for determining the equivalency or EC recognition scheme. Students prepare to take the Remedial Examination.
- 6.1.4. Students submit a Credit Transfer application through the **Student Portal**, by: a. accessing the **Outbound Credit Equivalency** menu; b. uploading the official academic transcript from the participating institution or program; c. completing all required supporting data and documentation.

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- 6.1.5. Submitted applications are automatically recorded in the **SIMAK IPB system**.
- 6.1.6 The **Quality Assurance Group (GKM)** of the Department of Agribusiness conducts verification of the equivalency, including alignment with Course Learning Outcomes (CPMK) and Program Learning Outcomes (CPL); credit weight and learning outcome achievement; validity of academic documents.
- 6.1.7 Based on the verification results, GKM shall: approve or reject the credit transfer application; determine the equivalent course or Enrichment Course status; and assign the student's grade for the approved course.
- 6.1.8 The assigned grade becomes the **official Credit Transfer grade** recorded for the student.

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6.2. Procedures Flowchart

