

IMPLEMENTATION OF COMMUNICATION WITH STUDENTS

SOP-FTIP-UNPAD-7.4.4

1. PURPOSE

This SOP provides guidelines for the implementation of communication with students

2. SCOPE

This SOP applies to the implementation of formal communication covering matters relating to student services at the S1, S2, and S3 levels.

3. GENERAL DESCRIPTION

1. This procedure is implemented to ensure effective communication with students.
2. Communication with students is done through representative student organisations, among others:
 1. Student Association (HIMA);
 2. Student Executive Board (BEM);
 3. Postgraduate Student Association;
 4. Similar associations recognised by the institution.
3. Communication materials with students include:
 1. The work programme of the Student Association (HIMA) and Student Executive Board (BEM);
 2. HIMA and BEM performance reports;
 3. Scholarship offer;
 4. Free campus programme offer;
 5. Research collaboration offer;
 6. Student grant programme;
 7. Competition;
 8. Academic and non-academic related issues;
 9. Student activities on and off campus;
 10. Other relevant issues.

4. The implementation of communication with students is carried out with various approaches, including:
 1. Face-to-face or meetings are held every 3 months;
 2. Circular letter from the manager to students;
 3. Advice from students to faculty;
 4. Other approaches that are relevant to the particular case.
5. Submission of suggestions from students to the faculty must fulfil the following conditions:
 1. Delivered by the organisation officially, signed by the chairperson and approved by the advisor;
 2. Representing the needs and expectations of students in general;
 3. Oriented to improving the quality of Tridharma Perguruan Tinggi services;

4. PROCEDURE

1. Student Organisation
 1. Identify quality improvement and Tridharma needs from students;
 2. Submitting suggestions as per point 3.5;
 3. Monitoring the faculty's response to the suggestions;
 4. Identify communication and discussion needs as per point 3.4.1;
 5. Send a list of material needs that need to be discussed in internal meetings using the Material Needs Form for Discussion of SOP-FTIP-UNPAD-7.4.4/F1.
 6. Check and ensure the completeness and clarity of material requirements for discussion.
 7. Send the material needs to the Academic, Student Affairs, and Alumni Manager at least 1 week before the communication meeting is held;
 8. Monitor the schedule and agenda of internal communication meetings from MADAM
2. Academic, Student and Alumni Manager
 1. Receive suggestions from Student Organisations on point 4.1.2

2. Receive material requirements for discussion from student organisations;
 3. Reviewing the completeness and clarity of suggestions item 4.2.1. and material item 4.2.2 from student organisations, if there is a discrepancy, communicate it to the Chairperson of the Student Organisation.
 4. Determine priority materials to be discussed in communication meetings with students
 5. Establish an internal communication meeting schedule including agenda, participants, location, date and time;
 6. Invite and ensure the presence of the Dean in meetings with student representatives;
 7. Invite and ensure attendance of student organisation representatives at scheduled meetings.
 8. Coordinate the necessary materials through the Head of Student Organisation for the meeting.
 9. Distribute meeting materials to the Dean at least one day before the meeting;
 10. Coordinate the implementation of meetings.
 11. Open communication meeting with student representatives;
 12. Invite the Dean to lead the meeting based on the agenda set.
3. Dean
1. Receive meeting notices and materials
 2. Reviewing meeting materials, if discrepancies are found, communicating with the Academic, Student and Alumni Manager
 3. Lead the discussion of agendas in communication meetings with Student Organisations
 4. Establish follow-up recommendations for each discussion agenda
 5. Assign a responsible implementer for each follow-up recommendation
 6. Submit the meeting to the Academic, Student and Alumni Manager

4. Academic, Student and Alumni Manager
 1. Receive follow-up meetings from the Dean;
 2. Make and ensure the meeting results are correct according to the Dean's decision;
 3. Read out the results of communication meetings with student organisations
 4. Provide direction and emphasis on the implementation of the Dean's recommendations to Student Organisations
 5. Monitoring the implementation of follow-up recommendations
 6. Store and maintain the results of communication with Student Organisations
5. Student Organisation
 1. Receive follow-up recommendations from the Dean;
 2. Receive direction from the Manager of Academic, Student Affairs, and Alumni in the implementation of the Dean's follow-up recommendations;
 3. Conduct follow-up based on the direction and time set;
 4. Report to the Manager of Academic, Student Affairs and Alumni on the completion of follow-up recommendations in writing;
 5. Send a copy of the completion of the follow-up to the ;
 6. Keep and maintain records of the results of communication with the faculty.
6.
 1. Receive a copy of the recommendation completion from the Head of Student Organisation;
 2. Implement quality assurance adjustments or improvements based on recommendations and corrective actions;
 3. Store and maintain communication results.

5. RELATED FORMS

1. SOP-FTIP-UNPAD-7.4.4/F1: Material Requirement Form for Discussion

6. RELATED ATTACHMENTS

1. SOP-FTIP-UNPAD-7.4.4/L1: Flowchart

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IMPLEMENTATION OF INTERNAL COMMUNICATION FROM COOPERATION PARTNERS TO MANAGERS

SOP-FTIP-UNPAD-7.4.4

1. PURPOSE

This SOP provides guidelines in the implementation of internal communication from Cooperation Partners to faculty managers.

2. SCOPE

This SOP applies to the implementation of formal communication covering matters relating to services to cooperation partners or vice versa.

3. GENERAL DESCRIPTION

1. This procedure is carried out to ensure the achievement of effective communication from cooperation partners to managers.
2. Internal communication from cooperation partners to this manager is related to education, research and community service activities
3. The implementation of internal communication from cooperation partners to managers is carried out before, during and after the signing of a memorandum of understanding which includes:
 1. Communication related to planning activities
 2. Communication related to the implementation of
 3. Communications related to reporting on implementation progress
 4. Communication related to reporting the results of co-operation
 5. Claims-related communication and feedback
4. The partners referred to here are government and private institutions that have been reviewed and determined to be feasible as faculty partners in improving the quality of education, research, and community service services.
5. The scope of cooperation with partners determined by the faculty includes, among others:
 1. Research activities;
 2. Innovation activities.

6. Collaboration documents with partners are made in duplicate with sufficient stamp duty.

4. PROCEDURE

1. Lecturers and Heads of relevant Units
 1. Identify the need for research and innovation cooperation related to education, research, and community service services with cooperation partners that have been determined by the faculty
 2. Formulate a draft scope of cooperation with partners using SOP-FTIP-UNPAD-7.4.6/F1
 3. Check and ensure the completeness and clarity of the draft scope of co-operation
 4. Submit the draft scope of co-operation to the Dean for approval
2. Deanery
 1. Receive a draft scope of co-operation from the lecturer or head of the relevant work unit;
 2. Review the clarity and completeness of the draft, if discrepancies are found, they are confirmed to the lecturer or the relevant unit head;
 3. Reviewing and testing the usefulness of the scope of co-operation, if necessary can be confirmed to the lecturer or head of the relevant unit.
 4. Reviewing the availability of funds can be provided by the faculty if item 4.2.3. is implemented.
 5. Provide corrections to the scope of co-operation, expected results and costs to be incurred.
 6. Provide approval along with written recommendations for the implementation of effective co-operation
 7. Submit the SOP-FTIP-UNPAD-7.4.6/F1 form that has been approved by the Dean to the Research and Innovation Manager for follow-up.
3. Research and Innovation Manager

1. Receive the cooperation draft that has been approved by the Dean
 2. Organise coordination between Lecturers or Heads of related Units and prospective cooperation partners to discuss the details of cooperation and technical documents.
 3. Create cooperation documents based on items 4.3.1 and 4.3.2 using the standard cooperation format
 4. Check and ensure the correctness of cooperation documents
 5. Submit cooperation documents to the university legal department to obtain a cooperation number
 6. Organise meetings with the Dean and cooperation partners for cooperation approval
 7. Submit one copy of the co-operation document to the partner
 8. Submit a copy of the collaboration to the lecturer or head of the relevant unit for follow-up
 9. Provide direction for effective co-operation
 10. Monitoring the implementation of cooperation by lecturers or heads of related units
 11. Store and maintain cooperation documents
4. Lecturers and Heads of related Work Units
 1. Receive cooperation documents from the Research and Innovation Manager
 2. Carry out activities based on the provisions stated in the cooperation document
 3. Reporting progress, results, and obstacles encountered in the implementation of cooperation periodically to the Manager of Research and Innovation with a copy to the Head of the Quality Assurance Unit.
5. Research and Innovation Manager and
 1. Receive progress reports on the results and obstacles of the implementation of cooperation

2. Review the progress of results and constraints if discrepancies are found to be confirmed to the person concerned.
3. Provide feedback to the relevant Lecturer or Head of Work Unit especially if based on the review found things that are not in line with expectations;
4. Provide direction to Lecturers and Heads of related Work Units to improve items 4.5.2 and 4.5.3.
5. Conducting partner satisfaction surveys related to the implementation of cooperation using the SOP-FTIP-UNPAD-7.4.6/F2 Form.
6. Lecturers and Heads of related Work Units
 1. Receive feedback and direction from the Research and Innovation Manager and
 2. Follow up on any feedback recommendations and directions from the Research and Innovation Manager or Dean in relation to item 4.4.3.
 3. Keeping and documenting copies of cooperation and the results of the implementation of related cooperation.

5. RELATED FORMS

1. SOP-FTIP-UNPAD-7.4.6/F1: Cooperation Proposal Form
2. SOP-FTIP-UNPAD-7.4.6/F2: Cooperation Partner Satisfaction Form

6. RELATED ATTACHMENTS

N/A

CURRICULUM DEVELOPMENT

SOP-FTIP-UNPAD-8.1.1

1. PURPOSE

This SOP provides guidelines for curriculum development at the Faculty of Agricultural Industrial Technology, UNPAD.

2. SCOPE

This SOP applies to every curriculum preparation for undergraduate, postgraduate, and doctoral levels.

3. GENERAL DESCRIPTION

1. This procedure is carried out to ensure that the curriculum to be implemented in the S1, S2 and S3 Study Programmes is appropriate, explains, and meets the requirements:

1. Graduate profile
2. Learning outcome standards
3. National accreditation standards
4. International accreditation standards
5. Professional association
6. Market or *stakeholder* needs
7. Other relevant requirements

4. PROCEDURE

1. Lecturer
 1. Studying the previous year's curriculum;
 2. Collect and analyse data on lecture performance achieved and obstacles faced in the previous semester;
 3. Identify potential causes specific to performance that does not meet expectations;
 4. Make proposals for improvements to curriculum content related to courses that are his responsibility using the Curriculum Improvement Proposal Form (SOP-FTIP-UNPAD-8.1.1/F1)

5. Submit proposals for curriculum improvement to the head of the laboratory no later than 14 working days before the curriculum discussion plenary meeting;
 6. Monitoring the realisation of improvement proposals;
2. Head of Laboratory
 1. Receive curriculum improvement proposals from study programme lecturers;
 2. Conduct a review of the proposed curriculum improvements, if discrepancies are found then confirm with the lecturer concerned;
 3. Identify curriculum changes from professional associations or other relevant parties (if applicable);
 4. Conduct in-depth studies related to items 4.2.1 and 4.2.3;
 5. Make a draft curriculum change using the SOP-FTIP-UNPAD-8.1.1/F2 form.
 6. Submit the draft curriculum changes to the Head of Study Programme for review and verification at least 10 working days before the plenary meeting.
3. Head of Study Programme
 1. Received a draft of the revised curriculum from the Head of Laboratory;
 2. Conduct reviews, if discrepancies, incompleteness, and ambiguity are found, they are confirmed to the Head of the Laboratory;
 3. Verify the draft revised curriculum with important notes (if any);
 4. Submit the draft curriculum changes to the Dean at least 8 working days before the plenary meeting;
 5. Monitoring the implementation of plenary meetings;
4. Deanery
 1. Receive the draft curriculum changes from the Head of Study Programme;

2. Conduct a review of suitability, completeness, and clarity, if discrepancies, incompleteness, and clarity are found, they are confirmed to the relevant Head of Study Programme;
 3. Set the schedule and invite the Head of Study Programme and relevant lecturers to attend the plenary meeting;
 4. Lead the implementation of the plenary meeting to discuss the draft curriculum changes;
 5. Determine the curriculum (SOP-FTIP-UNPAD-8.1.1/F3) that is applied in the current academic year by stipulating the Dean's Decree;
 6. Socialising the applicable curriculum to Heads of Study Programmes, Heads of Laboratories, and Lecturers
5. Lecturer
 1. Accept the current curriculum;
 2. Create a Semester Learning Plan (RPS) based on the applicable curriculum;
 3. Submit the RPS to the Head of Laboratory no later than 6 working days to be checked and verified;
 6. Head of Laboratory
 1. Receive RPS from lecturer
 2. Checking the RPS, if discrepancies, incompleteness, and lack of clarity are found, it is confirmed to the lecturer concerned;
 3. Provide written approval or correction;
 4. Submit the appropriate RPS to the Head of Study Programme for review and approval;
 7. Head of Study Programme
 1. Receive the RPS from the Head of Laboratory;
 2. Conduct RPS review
 3. Approve the RPS;
 4. Submit the approved RPS to the lecturer no later than 2 working days before the lecture starts.
 8. Lecturer

1. Receive the approved RPS
2. Planning lectures
3. Conduct lectures in accordance with the RPS
4. Collect data from lectures
5. Store and maintain lecture result data

5. RELATED FORMS

1. SOP-FTIP-UNPAD-8.1.1/F1: Curriculum Improvement Proposal Form
2. SOP-FTIP-UNPAD-8.1.1/F2: Form of Draft Curriculum Changes
3. SOP-FTIP-UNPAD-8.1.1/F3: Curriculum Form

6. RELATED ATTACHMENTS

1. SOP-FTIP-UNPAD-8.1.1/L1: Flowchart



**FACULTY OF AGRICULTURAL INDUSTRIAL
TECHNOLOGY
PADJADJARAN UNIVERSITY**



STANDARD OPERATING PROCEDURE

CURRICULUM CHANGE CONTROL

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SOP-FTIP-UNPAD-8.1.2

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CURRICULUM CHANGE CONTROL

SOP-FTIP-UNPAD-8.1.2

1. PURPOSE

This SOP provides guidelines for controlling curriculum changes at the Faculty of Agricultural Industrial Technology, UNPAD.

2. SCOPE

This SOP applies to any changes to the curriculum for undergraduate, postgraduate, and doctoral degrees during the current curriculum by university or government decision.

3. GENERAL DESCRIPTION

1. This SOP is implemented to ensure that curriculum changes are appropriate and suitable for the current curriculum and do not have a broad negative impact on lecturers and students.
2. Curriculum changes can be made with reference to the following:
 1. Government Regulation
Higher Education Curriculum Development is implemented based on regulations issued by the government.
 2. *Tracer study* results
 3. Direct and indirect *user* input
 4. Curriculum development can be carried out by HEIs themselves based on internal needs determined by the Dean and Head of Study Programme.

4. PROCEDURE

1. Vice Dean for Learning, Student Affairs, and Research
 1. Identify demands for curriculum change from the university or government;
 2. Conduct a review of change demands, including:
 1. Negative impacts caused;
 2. Availability of resources for change implementation;

3. Adaptability for change implementation;
 4. If there is any ambiguity or incompetence, it can be confirmed or consulted with the university.
3. Consult with the Dean and Vice Dean of Resources and Organisation regarding item 4.1.2
 4. Determine the changes of curriculum sections that are highly likely to be implemented based on point 4.1.2 or university recommendations using the Curriculum Change Control Form (SOP-FTIP-UNPAD-8.1.2/F1).
 5. Socialise curriculum changes to heads of relevant work units.
 6. Monitoring the implementation of curriculum changes from the heads of related work units.
2. Head of Work Unit
 1. Receive socialisation of curriculum changes in the current curriculum period
 2. Socialising curriculum changes to the work units they are responsible for
 3. Implement and/or coordinate the implementation of curriculum changes
 4. Monitoring curriculum changes in the work unit under his/her responsibility
 5. Reporting the results and constraints of the implementation of curriculum changes to the Vice Dean for Learning, Student Affairs, and Research in a management meeting.
 6. Keeping and maintaining records of the implementation of curriculum changes

5. RELATED FORMS

1. SOP-FTIP-UNPAD-8.1.2/F1: Curriculum Change Control Form

6. RELATED ATTACHMENTS

1. SOP-FTIP-UNPAD-8.1.2/L1: Flowchart