

INTERNSHIP CONTROL

SOP-FTIP-UNPAD-8.1.6

1. PURPOSE

This SOP provides guidelines in controlling PKL / Internship for students of S1 Study Programme

2. SCOPE

This SOP applies to control the process of implementing PKL / Internship for undergraduate students in relevant institutions, industries, companies or MSMEs.

3. GENERAL DESCRIPTION

1. This SOP is implemented to ensure the achievement of student competencies as required by the curriculum.
2. PKL / Internship participants are students who have completed 110 credits with a minimum GPA of 2.0.
3. The implementation of PKL / Internship is coordinated by the PKL / Internship Coordinator assigned by the Head of the Study Programme. Guidance on PKL / Internship Material is carried out by the Supervising Lecturer, namely the supervisor of the student's Final Project concerned, while in the Field it is carried out by Field Supervisors, namely employees at the institution where PKL / Internship is assigned by the Head of the Company / Institution where PKL / Internship.
4. Students who carry out PKL / Internship must take PKL / Internship in KRS.
5. PKL / Internship places are institutions, industries, companies or MSMEs that are still related to the field of study / interest of the students concerned, both in government agencies, non-governmental organizations, companies, projects and others that have been registered with the faculty.
6. The certainty of the PKL / Internship place is based on the results of the exploration carried out by students in coordination with the supervisor.
7. The PKL / Internship Coordinator must monitor the implementation of student PKL / Internship at the PKL / Internship place.

8. The implementation of PKL / Internship at the PKL / Internship place is a minimum of 30 working days and a maximum of 6 months.
9. The implementation of the PKL / Internship report is a maximum of 2 semesters until obtaining a grade from the supervisor.
10. PKL / Internship activities must not interfere with the implementation of teaching and learning activities for other courses.
11. The PKL / Internship material must be in accordance with the field / study of the student concerned, in line with the objectives of the PKL / Internship and allows it to be carried out within 30 working days.
12. The place and material of PKL / Internship must be based on the direction and approval of the supervisor.
13. The PKL / Internship assessment format consists of 40 per cent from the field supervisor, 30 per cent from the PKL / Internship report and 30 per cent from the PKL / Internship oral exam.

4. PROCEDURE

1. PKL / Internship Coordinator
 1. Provide a briefing on the implementation of PKL to students at the beginning of semester 6, including:
 1. Locus;
 2. Theme;
 3. Time;
 4. Administrative requirements
 5. Implementation;
 6. Mentoring;
 7. PKL/internship reporting
 8. Assessment;
 9. Other relevant matters.
 2. Provide a list of public/private institutions and companies that can accept PKL / Internship to students who will carry out PKL / Internship at the time of briefing;

3. Calling students to confirm the venue and theme (if necessary), especially if there are suspected discrepancies;
 4. Sign the cover letter for the PKL / Internship exploration;
 5. Submit a signed PKL / Internship assessment cover letter to SBPK.
5. Subdivision of Education and Student Affairs
1. Receive an approved cover letter for PKL / Internship exploration from the Deputy Dean of Learning, Student Affairs and Research;
 2. Delivering a letter of introduction to PKL / Internship exploration to the student concerned with a receipt;
6. Supervisor
1. Monitor the results of the exploration of PKL / Internship places carried out by students;
 2. Receive confirmation of assessment results from students;
 3. Conduct a review of the results of the exploration of PKL / Internship places, if a discrepancy is found, it is confirmed to the student concerned;
 4. Assign students to request a PKL / Internship application letter to SBPK.
7. Subdivision of Education and Student Affairs
1. Serving student requests in making PKL / Internship application letters;
 2. Create a PKL / Internship application letter;
 3. Submit a PKL / Internship request letter to the Deputy Dean for Learning, Student Affairs and Research a maximum of 1 working day after the request letter.
8. Vice Dean for Learning, Student Affairs and Research
1. Receive the application letter for PKL / Internship;
 2. Review the correctness of the letter, if any discrepancies are found, confirm to the SBPK;
 3. Sign the PKL / Internship application letter;

4. Submit the signed PKL / Internship letter to SBPK no later than 1 day after it is received.
9. Subdivision of Education and Student Affairs
 1. Receive a PKL / Internship application letter that has been approved by the Deputy Dean of Learning, Student Affairs and Research;
 2. Submit a request letter to students to be submitted to the agency where PKL / Internship;
 3. Store and maintain archives of PKL / Internship application letters.
 10. Vice Dean for Learning, Student Affairs and Research
 1. Monitor the approval of PKL / Internship applications from PKL / Internship destinations or students;
 2. Receive an answer to the request for availability from the PKL / Internship site;
 3. Submit the answer to the willingness of the PKL / Internship place to SBPK.
 11. Subdivision of Education and Student Affairs
 1. Receive an answer to the application from the PKL / Internship site;
 2. Announcing the answer to the application from the PKL / Internship site through relevant media;
 3. Submit a copy of the answer to the availability of the PKL / Internship place to the PKL / Internship coordinator
 4. Make a PKL / Internship assignment letter with the PKL / Internship Assignment Letter Form FTIP-UNPAD-8.6.2 / F2
 5. Make an assessment form for field supervisors for students who will carry out PKL / Internship with PKL Assessment Form from Field Supervisor FTIP-UNPAD-8.6.3 / F3
 6. Delivering a copy of the answer to the willingness of the PKL / Internship place to the student concerned to be shown to the agency where the PKL / Internship is held.

12. PKL / Internship supervisor

1. Monitoring the implementation of PKL / Internship students online or offline based on applicable provisions in the faculty;
2. Monitoring the completion of PKL / Internship reports from students;
3. Monitoring the assessment of PKL / Internship field supervisors from students;
4. Review the suitability of the activity plan with the realisation of activities in the PKL / Internship report;
5. Conclude the effectiveness of PKL / Internship implementation based on item 4.12.4;
6. Conduct a review of the relevance of the assessment made by the field supervisor compared to the realisation of the activity; (the assessment format needs to be revised, not only cooperation, discipline, etc.) should focus on improving competence.
7. Conclude the effectiveness of the implementation of PKL / Internship, especially in terms of assessment, especially in item 4.12.6;
8. Re-evaluate the PKL / Internship locus based on items 4.12.4 and 4.12.6 which are declared not in accordance with the expectations of the faculty.

13. PKL Coordinator

1. Monitoring the implementation of PKL / Internship students online or offline based on applicable provisions in the faculty;
2. Receive the completion of the PKL / Internship report;
3. Reviewing the suitability of the activity plan with the realisation of activities in the PKL / Internship report, if found discrepancies are confirmed to the students concerned;
4. Monitoring the assessment of PKL / Internship field supervisors from students;
5. Conduct a relevance review of the assessment made by the field supervisor compared to the actual activities;

6. Conclude the effectiveness of the PKL / Internship implementation, especially in terms of assessment based on item 4.13.5;
7. Sign the PKL / Internship report;
8. Assign students to submit the PKL report to the agency where the PKL, PKL coordinator, PKL supervisor, and library.
9. Submit PKL scores according to DPNA through SIAT
10. Propose a re-evaluation of the PKL / Internship site based on items 4.13.5 and 4.13.6 if it is declared not in accordance with the expectations of the faculty;
11. Compile a list of PKL / Internship places based on item 4.13.10;
12. Store and maintain evidence of the implementation of student PKL / Internship.

5. RELATED FORMS

1. SOP-FTIP-UNPAD-8.6.1/F1 PKL Application Form
2. SOP-FTIP-UNPAD-8.6.2/F2 Form of PKL Assignment Letter
3. SOP- FTIP-UNPAD-8.6.3/F3 PKL Assessment Form from Supervisor

6. RELATED ATTACHMENTS

1. SOP-FTIP-UNPAD-4.1.1/L1: Flowchart

IMPLEMENTATION OF UNDERGRADUATE FINAL PROJECT GUIDANCE

SOP-FTIP-UNPAD-8.1.12

1. PURPOSE

This SOP provides guidelines for the implementation of final project guidance for students of the S1 Study Programme

2. SCOPE

This SOP applies to control the process of implementing final project guidance (thesis) for undergraduate students at the Faculty of Agricultural Industrial Technology UNPAD.

3. GENERAL DESCRIPTION

1. This SOP is implemented to ensure the achievement of quality and timeliness of thesis completion.
2. The appointment of the Supervisory Commission for students of the Faculty of Agricultural Industrial Technology UNPAD is carried out on students who have taken at least 110 credits in the current semester with a minimum GPA of 2.0.
3. The Supervisory Commission is a Permanent Lecturer at the Faculty of Agricultural Industrial Technology UNPAD with a position of at least Expert Assistant with a Master's degree.
4. The Supervisory Committee consists of a Chairperson and one to two supervisory members as well as a reviewer.
5. Determination of the Supervisory Commission is carried out by the Head of the Study Programme at the Faculty of Agricultural Industrial Technology, UNPAD.
6. The completion time of the thesis is 2 semesters from the ratification of the supervisor, if more than 2 semesters then the student can apply for a change of supervisor.

4. PROCEDURE

1. Head of Study Programme

1. Inventorying students who have taken at least 110 credits in the current semester;
 2. Inventory the workload of lecturers to determine the burden of additional guidance;
 3. Determine the guidance quota of each Lecturer who is eligible to become Chair of the Supervisory Commission based on the current guidance load, suitability of the field of study, and the smooth process of student guidance;
 4. Socialising the guidance quota of each Lecturer to become Chair of the supervisory Commission to students
 5. Ask students to choose 1 lecturer to become a candidate for Chair of the Supervisory Commission online
 6. Conduct a review of item 4.1.5.
 7. Determine the Head of the Supervisory Commission for each student
 8. Submit the results of 4.1.7 to all Heads of Supervisory Committees
 9. Announcing 4.1.7 to students
 10. Encourage students to immediately determine the final thesis topic with the Chair of the Supervisory Commission
 11. Receive final thesis topics from students.
 12. Make and submit a letter of Appointment of the Supervisory Commission to the Chairperson and members of the Supervisory Commission and Reviewers
 13. Announcing the supervising commission to students
2. Supervisory Commission
 1. Receive appointment letter from the Head of Study Programme
 2. Guiding and motivating students in the preparation of research proposals, conducting research and preparing theses based on applicable provisions in the faculty.
 3. Monitoring the progress made by students in each stage of the final project;

4. Make important notes on the results of monitoring the progress made by students in their thesis work;
 5. Provide positive feedback to their mentored students regarding any results of the final project completion;
 6. Reporting the progress of student guidance to the Head of the Study Programme periodically for a maximum of once a month using the Thesis Guidance Progress Form SOP-FTIP-UNPAD-8.1.12/F1;
 7. Analysing the ratio of timeliness of thesis completion by students;
 8. Identify potential causes and constraints for cases of untimely thesis completion;
 9. Establish a plan to improve the process of supervising students' thesis completion;
 10. Report the ratio of timeliness of thesis completion, potential causes, obstacles, and plans for improving the mentoring process (SOP-FTIP-UNPAD-8.1.12/F2) to the Head of the Study Programme after all students under his guidance are completed.
3. Head of Study Programme
1. Receive a progress report on the completion of the student's final project from the supervisor;
 2. Receive a report on the ratio of timeliness of thesis completion, potential causes, obstacles, and improvement plans for the mentoring process from the supervisor;
 3. Reviewing the report, especially the obstacles faced by the supervisory commission in carrying out its duties;
 4. Provide follow-up recommendations (if applicable) for effective mentoring and handling of obstacles;
 5. Store and maintain student final assignment supervision reports and other relevant records.

5. RELATED FORMS

1. SOP-FTIP-UNPAD-8.1.12/F1 Thesis Guidance Progress Form
2. SOP-FTIP-UNPAD-8.1.12/F2 Thesis Completion Timeliness Ratio Form, Potential Causes, Obstacles, and Improvement Plan for the Guidance Process

6. RELATED ATTACHMENTS

1. SOP-FTIP-UNPAD-8.1.12/L1: Flowchart

COPY

GUEST LECTURER CONTROL

SOP-FTIP-UNPAD-8.1.14

1. PURPOSE

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

2. SCOPE

This SOP applies to every guest lecturer for S1, S2, and S3 strata

3. GENERAL DESCRIPTION

1. The involvement of guest lecturers in teaching is one of the factors that help improve the quality of graduates.
2. Matters covered in this SOP include:
 1. Guest lecturer competency requirements
 2. Data collection process and correspondence with guest lecturers
 3. Implementation of teaching activities as a guest lecturer
 4. Evaluation of guest lecturer teaching activities
3. Guest lecturers can have a background as a lecturer / researcher from both domestic and foreign universities, can also have a practitioner background from companies, actors or agencies that with their experience have the competence to be used as guest lecturers.
4. Guest Lecturer Competency Requirements
 1. Guest lecturers from practitioners from companies have a minimum position at the supervisor level
 2. Guest lecturers from practitioners from companies do not have to have an academic degree
 3. Guest lecturers from individual practitioners, can be invited to be guest lecturers because of their discoveries or services to society and the environment that have received appreciation from the wider community.

4. Guest lecturers from academia (lecturers and researchers) can be invited by taking into account the scientific background that is relevant to the science at FTIP.
5. Guest lecturers may be invited from the following institutions:
 1. Multinational companies
 2. Global technology companies
 3. Tech startup companies
 4. World-class non-profit organisation
 5. Multilateral institutions/organisations
 6. Government agencies, SOEs, or BUMDs Civil Servants (PNS)
 7. Private employee
 8. BUMN, BUMD
 9. Founder or co-founder of the company
 10. Proven productive freelancers

4. PROCEDURE

1. Study Programme
 1. Record guest lecturers who have given lectures
 2. Identifying potential guest lecturers
 3. Make a request letter to become a guest lecturer in the study programme to the Faculty Manager
2. Manager
 1. Receive guest lecturer request letter from study programme
 2. Review guest lecturer proposals from study programmes
 3. Send invitation letters to guest lecturers
3. Guest Lecturer
 1. Receive invitation letter from faculty
 2. Teaching in designated courses accompanied by related study programme lecturers
 3. Inform the study programme of activities
4. Study Programme

1. Evaluating the teaching activities of guest lecturers is carried out by study programme assistant lecturers who are present during guest lecturer lectures using the Form (SOP-FTIP-UNPAD-8.1.14/F1)

5. RELATED FORMS

1. SOP-FTIP-UNPAD-8.1.14/F1 Guest Lecturer Evaluation Form

6. RELATED ATTACHMENTS

1. N/A SOP-FTIP-UNPAD-8.1.14/L1: Flowchart

COPY

LEARNING IMPLEMENTATION

SOP-FTIP-UNPAD-8.5.2

1. PURPOSE

This SOP provides guidance in the implementation of learning

2. SCOPE

This SOP applies to learning at all levels in the Faculty of Agricultural Industrial Technology UNPAD.

3. GENERAL DESCRIPTION

1. This SOP is implemented to ensure the achievement of effectiveness and learning objectives.
2. The implementation of learning is carried out based on the academic calendar set by the faculty
3. Students who are entitled to attend learning/lecture/practicum are students who have listed the relevant courses in their KRS and are listed in the Student and Lecturer Attendance List (DHMD).
4. Students are required to attend at least 80% of lectures and 100% of practicals.
5. Students who are absent for reasons that are justified according to the regulations, must provide information on their absence at that time, and submit a letter of permission / illness to the course lecturer no later than the next meeting.
6. Students are required to participate in all activities related to learning/lecture/practicum, such as assignments, quizzes, midterm and final exams
7. Students and lecturers must look neat, not wear sandals, not wear T-shirts (no collar).
8. Students are required to maintain order in the course of learning/lecture/practicum (no noise, no leaving, mobile phones disabled, not working on other tasks)
9. Practicum requirements include:

1. Time;
2. Ingredients;
3. Equipment;
4. Practicum assistant;
5. Practicum minutes;
6. And anything else relevant.

4. PROCEDURE

1. Dean
 1. Identify and collect the previous year's learning outcomes, university regulations, MoEC regulations, and expectations from students, other beneficiaries and other interested parties;
 2. Hold a leadership meeting attended by the Vice Dean, Head of Study Programme and Head of Department to discuss, evaluate and determine learning planning and practicum costs for each study programme based on point 4.1.1.
 3. Establishing a learning plan includes:
 1. Learning start time;
 2. Learning requirements;
 3. Practicum requirements;
 4. Any resources required to achieve effectiveness and learning targets
 5. Other things that are relevant to learning;
 4. Formulate the results of leadership meetings in meeting minutes;
 5. Distribute meeting minutes to Head of Study Programme and Head of Department for follow-up;
 6. Keeping and maintaining meeting minutes;
2. Head of Study Programme and Head of Department
 1. Receive meeting minutes from the Dean;
 2. Holding meetings with all lecturers to coordinate related learning/lecture/practicum tasks;

3. Determine the allocation of practicum/resitation fees for each course/practicum;
4. Compile a list of learning / lecture / practicum assignments using the SOP Form -UNPAD-FTIP-8.5.2/F3
5. Submit a list of learning/lecture/practicum assignments to the Dean with a copy of the Vice Dean I.
6. Provide direction to relevant lecturers to achieve effective learning;
7. Monitoring the implementation of learning/lecture/practicum carried out by the relevant lecturer;
8. Keep and maintain the assignment list.

3. Lecturer

1. Receive a list of learning/lecture/practicum assignments from the Head of Study Programme;
2. Carefully study the assignment received, if there is any ambiguity, confirm it with the Head of the Study Programme;
3. Prepare teaching materials, tools and materials, and learning methods that will be used;
4. Make a proposal for practicum implementation using the SOP-UNPAD-FTIP-8.5.2/F1 form.
5. Submit a practicum implementation proposal to the Head of the Laboratory to be forwarded to the Deputy Dean II
6. Coordinate with the Head of Laboratory for the implementation of practicum
7. Monitoring the approval of the Head of Laboratory for the implementation of practicum
8. Prepare and submit the RPS for the implementation of learning/lecture/practicum (SOP-UNPAD-FTIP-8.5.2/F2) to the Head of the Study Programme for review and approval.
9. Carry out learning/lecture/practicum based on the RPS and other provisions (if any) set by the faculty/university;

10. Motivate students who, based on observations during learning, are not performing as expected.
 11. Fill in the DHMD using the form SOP-UNPAD-FTIP-8.5.2/F3
 12. Make a record of the progress of learning outcomes/lectures/practicum achieved by students and any obstacles that arise using the Learning Outcomes Progress and Obstacles Form;
 13. Report progress notes on learning outcomes/lectures/practicum to the Head of the Study Programme.
4. Head of Study Programme
 1. Receive progress notes on learning outcomes/lectures/practicum from the lecturer;
 2. Conduct evaluation and analysis of item 4.4.1;
 3. Provide recommendations and directions for improving learning/lecture/practicum for the next period;
 4. Keep and maintain records of learning outcomes.
 5. Lecturer
 1. Receive recommendations and directions for improving learning/lecture/practicum;
 2. Follow up on recommendations and directions for improvement of learning/lecture/practicum;
 3. Store and maintain learning/lecture/practicum results, obstacles and recommendations for improvement

5. RELATED FORMS

1. SOP-UNPAD-FTIP-8.5.2/F1: Proposal Form for Practicum Organisation
2. SOP -UNPAD-FTIP-8.5.2/F3: RPS Format Form
3. SOP-UNPAD-FTIP-8.5.2/F2: DHMD Format Form (SIAT)
4. SOP-UNPAD-FTIP-8.5.2/F4: Learning Outcomes and Constraints Progress Form

6. RELATED ATTACHMENTS

1. SOP -UNPAD-FTIP-8.5.2/L1: General Guidelines for the Organisation of Education

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2. SOP -UNPAD-FTIP-8.5.2/L2: Guidelines for the Organisation of Education

Faculty of Agricultural Industrial Technology, UNPAD

3. SOP -UNPAD-FTIP-8.5.2/L3: Standard Operating Procedure for Lectures
4. SOP -UNPAD-FTIP-8.5.2/L4: Standard Operating Procedure Practicum
5. SOP-UNPAD-FTIP-8.5.2/L5: Standard Operating Procedure for Preparation of Lecture and Practicum Schedule
6. SOP -UNPAD-FTIP-8.5.2/L6: Standard Operating Procedure for the Implementation of the Mid Semester Examination
7. SOP -UNPAD-FTIP-8.5.2/L7: Standard Operating Procedure for End of Semester Examination Implementation
8. SOP -UNPAD-FTIP-8.5.2/L8: Standard Operating Procedure for Undergraduate Programme Evaluation
9. SOP -UNPAD-FTIP-8.5.2/L9: Standard Operating Procedure for Student Performance Evaluation

LEARNING OUTCOMES ASSESSMENT

SOP-FTIP-UNPAD-8.5.6

1. PURPOSE

This SOP provides guidelines in the assessment/evaluation of student learning outcomes

2. SCOPE

This SOP applies to all students of undergraduate and master programmes at the Faculty of Agricultural Industrial Technology, UNPAD.

3. GENERAL DESCRIPTION

1. This SOP is implemented to ensure that students have fulfilled the minimum mastery requirements of the discipline they are pursuing.
2. The components of learning outcomes assessment include:
 1. The character shown by students during learning and practicum
 2. Student mastery of the material taught;
 3. Students' skills in participating in the practicum.
3. Assessment of learning outcomes is carried out at the middle and end of the semester
4. Students whose lecture attendance is less than 80% or practicum attendance is less than 100% may not take the final exam (UAS) of the course or practicum concerned and the final grade is given E.
5. The student's final lecture/practicum grade consists of at least 3 assessment components, namely; UTS, UAS and one other component. Lack of assessment components will be given a grade of T, which must be completed no later than 2 weeks after the grade is announced, and if it is not carried out, it will be given a grade with a component that is not followed given a value of 0.

4. PROCEDURE

1. Lecturer
 1. Identify applicable learning requirements or changes to them;

2. Evaluate and analyse the performance of previously taught courses;
 3. Establish RPS based on items 4.1.1 and 4.1.2;
 4. Check and ensure the completeness and correctness of the RPS;
 5. Submit the RPS to the Head of the Laboratory for review and approval no later than 2 weeks before the lecture takes place.
2. Head of Laboratory
 1. Receive the RPS from the lecturer
 2. Conducting RPS review includes:
 1. The suitability of the material to the graduate competency standards (profile);
 2. The suitability of the material for the learning outcomes of the course;
 3. The suitability of the material for graduate learning outcomes;
 4. Lecture method;
 5. Equipment used;
 6. Assessment method;
 7. Other relevant aspects, if found incomplete, are confirmed to the lecturer concerned.
 3. Approve the RPS, with important notes (if necessary)
 4. Submit the RPS to the lecturer to be implemented at least 1 week before the lecture;
 5. Conduct lecture monitoring.
 3. Lecturer
 1. Receive the RPS approved by the Head of Laboratory
 2. Receive DHMD from SBA
 3. Make preparations to achieve effective lectures
 4. Carry out learning/lecture/practicum
 5. Receive or download DPNA from SIAT
 6. Conduct UTS (documented quality procedure)