

STANDART OPERATING PROCEDURE (SOP) 2021

BRIDGING SOP



UMY
UNIVERSITAS
MUHAMMADIYAH
YOGYAKARTA

AGRIBISNIS

Unggul & Islami

Standart Operating Procedure (SOP)

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YOGYAKARTA


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Standard Operating Procedures (SOP)

VALIDATION		
Verified by:	Checked by:	Prepared by:
Dean of FP UMY	Head of the Agribusiness Study Program	Quality team of Agribusiness Study Program
		
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A. OBJECTIVE

Ensure that the Bridging process for new students of the Agribusiness Study Program, Faculty of Agriculture, Muhammadiyah University of Yogyakarta runs well so that closeness is established between students.

B. SCOPE

Bridging includes gathering and outbound activities for new students in the Agribusiness Study Program, Faculty of Agriculture, Muhammadiyah University, Yogyakarta.

C. GUIDELINES

1. Muhammadiyah Central Leadership Guidelines Number 02/PED/I.0/B/2012 concerning Muhammadiyah Higher Education;
2. Decision Muhammadiyah Central Leadership Higher Education Council Number 060/KEP/I.3/2013 concerning the 2013 Statutes of Muhammadiyah University Yogyakarta.

D. TERMS AND DEFINITIONS


1. Bridging is a bridging activity between new students by holding a gathering or outbound agenda outside campus starting with a public lecture.

E. RELATED PARTIES

1. New students
2. Study program;
3. Academic Supervisor
4. Education Personnel
5. UMY Himasepta Management


F. RELATED DOCUMENT

1. Presence
2. Minutes






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G. PROCEDURE

1. The Study Program Management (Chair of the Study Program and Secretary of the Study Program) determines the time for bridging and is informed through the study program meeting forum.
2. The Head of the Study Program appointed 1 student as PIC and all UMY Himasepta administrators to coordinate with each other in designing and implementing bridging activities.
3. Bridging activities are carried out and attended by all new students in that academic year. Bridging was also attended by academic supervisors and staff.

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Bridging Implementation Flow Diagram

NO	Procedure Description	Executor					Die Baku		
		By Prodi	Secretary of Study Program	DPA	Tendik	Himasepta	Requirement s/Equipment	Time	Output
1	The Study Program Management (Chair of the Study Program and Secretary of the Study Program) determines the time for bridging and is informed through the study program meeting forum.							1 week	
2	The Head of the Study Program appointed 1 student as PIC and all UMY Himasepta administrators to coordinate with each other in designing and implementing bridging activities.							Preparation 3 weeks	Disposition
3	Bridging activities are carried out and attended by all new students in that academic year. Bridging was also attended by academic supervisors and staff.							1 day	Program