

# STANDAR OPERASIONAL PROSEDUR (SOP) 2021

## **MBKM ENTREPRENEURSHIP PROGRAM**

AGRIBUSINESS STUDY PROGRAM  
FACULTY OF AGRICULTURE  
UNIVERSITAS MUHAMMADIYAH YOGYAKARTA



**UMY**  
UNIVERSITAS  
MUHAMMADIYAH  
YOGYAKARTA

**AGRIBISNIS**

Unggul & Islami

# Standard Operating Procedures (SOP)

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## Standard Operating Procedures (SOP)

VALIDATION		
Verified by:	Checked by:	Prepared by:
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	<b>AGRIBUSINESS STUDY PROGRAM</b>	Doc Code.	
		No. Revision	
	<b>ENTREPRENEURSHIP PROGRAM SOP</b>	Page	
		Effective date	

## A. OBJECTIVE


This quality procedure is established as a guide in implementing the Independent Campus Learning Entrepreneurship (MBKM) program in the Agribusiness Study Program, Faculty of Agriculture, Muhammadiyah University, Yogyakarta.

## B. SCOPE

All related work units within 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. Decree of the Muhammadiyah Central Leadership Higher Education Council Number 060/KEP/I.3/2013 concerning the 2013 Statutes of the Muhammadiyah University of Yogyakarta.
3. Law Number 20 of 2003 concerning the National Education System
4. Law Number 12 of 2012 concerning Higher Education
5. Law Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions
6. Presidential Regulation of the Republic of Indonesia Number 8 of 2012 concerning the Indonesian National Qualifications Framework (KKNI)
7. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020, concerning National Higher Education Standards
8. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 5 of 2020, concerning Accreditation of Study Programs and Higher Education Institutions
9. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 7 of 2020, concerning the Establishment, changes, dissolution of State Universities, and Establishment of Changes, Revocation of Private Higher Education Permits
10. Regulation of the Chancellor of Muhammadiyah University of Yogyakarta Number: 005/P/PR-UMY/IV/2020 concerning Policy Guidelines for the Independent Campus of Muhammadiyah University of Yogyakarta.

	<b>AGRIBUSINESS STUDY PROGRAM</b>	Doc Code.	
		No. Revision	
	<b>ENTREPRENEURSHIP PROGRAM SOP</b>	Page	
		Effective date	

#### **D. TERMS AND DEFINITIONS**

1. Entrepreneurship is an entrepreneurial practice activity carried out by students in a structured and planned manner for one semester and can be recognized as an academic activity equivalent to 20 credits in order to strengthen students' entrepreneurial competence.
2. The Agribusiness Incubator is part of the structure of the Agribusiness Study Program which is responsible for implementing the entrepreneurial student program appointed and given a letter of assignment by the study program.
3. Entrepreneurial Guidance Lecturers are lecturers who guide Entrepreneurs from submitting business proposals to reports determined by the Study Program
4. Students are students who are registered and officially active in SIMAK (academic information system) Muhammadiyah University of Yogyakarta who take the entrepreneurial student program scheme.

	<b>AGRIBUSINESS STUDY PROGRAM</b>	Doc Code.	
		No. Revision	
	<b>ENTREPRENEURSHIP PROGRAM SOP</b>	Page	
		Effective date	

## E. RELATED PARTIES


1. Agribusiness Incubator Staff
2. Entrepreneurial Supervisor
3. Entrepreneurial Examiner Lecturer
4. TU Faculty of Agriculture staff
5. Practitioner Lecturer
6. Student

## F. RELATED DOCUMENT

1. Entrepreneurial proposal
2. Guidance and Consultation Book for Entrepreneurship Programs
3. Entrepreneurship Activity Book
4. Entrepreneurship Program Evaluation Form
5. Report on entrepreneurial program activities


## G. PROCEDURE








No	ACTIVITY	INFORMATION
1	Socialization and Provision	Organized by Agribusiness Incubator Staff regarding administrative requirements and timeline of entrepreneurial program activities
2	Entrepreneurship Program Registration	a. Students determine the type of business they will start
		b. Students prepare a draft business proposal
		c. Students determine independently/group
		d. Students fill out the form, attach the KHS and KTM
		e. Students register for SIM MBKMUMY
3	Verification	Agribusiness Incubator Staff Verifies registration
4	Announcement of supervisors and examiners	Online announcement via study program website
5	Key in KRS	Key in KRS according to the results of recognition by Agribusiness Incubator staff
6	Proposal Preparation	Proposals are prepared by students either independently or in groups under the guidance of DPW

 <b>UMY</b> UNIVERSITAS MUHAMMADIYAH YOGYAKARTA	<b>AGRIBUSINESS STUDY PROGRAM</b>	Doc Code.	
		No. Revision	
	<b>PROFESSIONAL INTERNSHIP SOP</b>	Page	
		Effective date	


No	ACTIVITY	INFORMATION
7	Proposal Refinement Consultation	a. Consultation on proposals and revisions until approved by the Entrepreneurship Supervisor
		b. Students fill out the Entrepreneurship Proposal Guidance and Consultation Book
8	Proposal Assessment	Proposal Presentation in front of Examining Lecturers
9	Implementation of Business Activities	a. Students prepare and implement business activity agendas
		b. Students fill out the business activity book
10	Monev	a. Students Prepare progress reports on entrepreneurial activities. b. The supervising lecturer carries out monitoring and evaluation of business activities based on laps. Progress and logbook
11	Business Activity Report	a. Students prepare business reports and consult with their supervisor
		b. Students fill out the Guidance and Consultation Book
		c. Students prepare output documents (implementation videos: production process to marketing, posters, product videos)
12	Assessment of Entrepreneurship Program Results	a. Students confirm the exam schedule with their supervisor and examining lecturer
		b. Two days before the exam, students submit a draft business report to the DPW and Examining Lecturer, as well as prepare the Internship Exam Minutes and Proof of Key in KRS Internship
		c. Students Present their entrepreneurial results in front of the Examining Lecturer
13	Post Exam	a. Students make improvements and revisions to entrepreneurial reports according to the direction of the Supervisor and Examining Lecturer
		b. If the report has been approved, students upload the business report softfile to the study program website and collect the hardcopy of the business report and Guidance and Consultation Booklet to Inbis
		c. Supervisors and Examining Lecturers submit grades to Inbis
14	Recap of Entrepreneurship Program Results	The Agribusiness Incubator staff summarizes the entrepreneurial program activity report and submits the final score to the TU Faculty Admin

















 <b>UMY</b> UNIVERSITAS MUHAMMADIYAH YOGYAKARTA	<b>AGRIBUSINESS STUDY PROGRAM</b>	Doc Code.	
		No. Revision	
	<b>ENTREPRENEURSHIP PROGRAM SOP</b>	Page	
		Effective date	


NO	Activity	Flow Chart					Die Baku		
		Agribusiness Incubator Admin	Student	Supervisor	Examiner	TU Faculty Staff Faculty Admin	Requirement / Equipment	Time	Output
1	Socialization and initial provision of entrepreneurship to students						Guide and timeline	4 hours	<b>Entrepreneurship program guidance material</b>
2	Entrepreneurship Program Registration						KHS, KTM	1 week	Registration form Draft proposal, Data of SIM MBKM UMY
3	Verification						Completeness of conditions	1 day	List of prospective participants
4	Announcement of Supervisors and Examiners						List of students, DPW-examiners	1 day	
5	Key in KRS						List of participant announcements	3 days	KRS
6	Students prepare independent or group business proposals							2 weeks	Business proposal
7	Proposal Assessment						Draft Proposal	1 day	



 <b>UMY</b> UNIVERSITAS MUHAMMADIYAH YOGYAKARTA	<b>AGRIBUSINESS STUDY PROGRAM</b>	Doc Code.	
		No. Revision	
	<b>ENTREPRENEURSHIP PROGRAM SOP</b>	Page	
		Effective date	

NO	Activity	Flow Chart					Die Baku		
		Agribusiness Incubator Admin	Student	Supervisor	Examiner	TU Faculty Staff Faculty Admin	Requirement / Equipment	Time	Output
8	Implementation of planned Business Activities						Proposal and Activity Details	1 semester	Business exists
9	Supervising lecturers carry out M&E for entrepreneurial activities						Progress report	1 day	KPI Achievement Assessment Form
11	Students prepare reports on entrepreneurial activities							2 weeks	Draft reports and BA exams
12	Assessment of activity results						Draft report	1 week	Evaluation form
13	Revised final report						Examiner's Suggestions	1 week	Final report
13	Students collect reports that have been approved by supervisors and examiners online and in hardcopy							1 day	Business report
14	Recap of Entrepreneurship Program Results							1 week	Recap of reports and conversion of grades according to MK recognition and SKS recognition

 <b>UMY</b> UNIVERSITAS MUHAMMADIYAH YOGYAKARTA	<b>AGRIBUSINESS STUDY PROGRAM</b>	Doc Code.	
		No. Revision	
	<b>ENTREPRENEURSHIP PROGRAM SOP</b>	Page	
		Effective date	

NO	Activity	Flow Chart					Die Baku		
		Agribusiness Incubator Admin	Student	Supervisor	Examiner	TU Faculty Staff Faculty Admin	Requirement / Equipment	Time	Output
15	The Faculty Admin enters the final internship grades into SIMAK							1 day	Final value of the entrepreneurship program