

# STANDAR OPERASIONAL PROSEDUR (SOP) 2021

**MBKM RESEARCH/RESEARCH  
INTERNSHIP**

AGRIBUSINESS STUDY PROGRAM  
FACULTY OF AGRICULTURE  
UNIVERSITAS MUHAMMADIYAH YOGYAKARTA



**UMY**  
UNIVERSITAS  
MUHAMMADIYAH  
YOGYAKARTA

**AGRIBISNIS**

Unggul & Islami

# Standard Operating Procedures (SOP)

## **MUHAMMADIYAH UNIVERSITY OF YOGYAKARTA**

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## Standard Operating Procedures (SOP)

VALIDATION		
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## **A. OBJECTIVE**


This quality procedure is established as a guide in implementing Research/Research Internships 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 of Yogyakarta and the company where the internship is held.

## **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

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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.

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

1. The Independent Learning Campus Research/Research Program (MBKM) is a program that provides opportunities for students who have an interest and desire to become researchers, independent learning can be realized in the form of research activities at research institutions/study centers for one semester or the equivalent of 20 study credits.
2. The MBKM Research/Research Commission is the academic staff responsible for implementing Research/Research internships who are appointed and given a letter of assignment by the study program
3. Supervisors are lecturers who guide Research/Research interns from submitting proposals to final reports. The internship supervisor is determined by the Study Program
4. Supervisors are mentors who guide research/research internship students during research/research internship activities at the agency where they are interning. Supervisors are determined by the agency where the internship is held.
5. Students are students who are officially registered and active at SIMAK (academic information system) at Muhammadiyah University of Yogyakarta who are taking Research/Research internship courses
6. The internship agency is a government/private institution/company where interns carry out research/research activities.

#### **E. RELATED PARTIES**

1. MBKM Research/Research Commission
2. Internship Supervisor
3. Internship Examining Lecturer
4. TU Faculty of Agriculture staff
5. Faculty of Agriculture Admin
6. Student
7. Company
8. Supervisor


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## F. RELATED DOCUMENT


1. Internship Cover Letter
2. Internship Guidance and Consultation Book
3. Internship Activity Book
4. Internship Evaluation Form
5. Internship Assignment Letter
6. Certificate of Completion of Internship from partner

## G. PROCEDURE

No	ACTIVITY	INFORMATION
1	Socialization and Provision	Organized by the Internship Commission providing information about internship locations, rules and administrative requirements
2	Internship Registration	Students fill out the form and select the internship location agency
3	Selection	The internship commission together with the company selects prospective internship participants
4	Announcement by the Commission online	<ol style="list-style-type: none"> <li>a. Announcement of the results of the selection that has been carried out</li> <li>b. Announcement of internship supervisors</li> </ol>
5	Complete administrative requirements	<ol style="list-style-type: none"> <li>a. Key In KRS according to course conversion and credits (according to University schedule)</li> <li>b. Arrange permission/introduction letters from the Faculty complete with a timeline of internship activity plans starting from preparation to final report</li> </ol>
6	Observation and Orientation	Students carry out observations and orientation at internship locations in preparation for preparing an internship proposal
7	Proposal Preparation	Proposals are prepared by students based on observations and orientation as well as interviews with the company/agency where the internship is located
8	DPM Consultation and Proposal Refinement	a. Consultation on proposals and revisions until approved by the DPM
		b. Students fill out the Internship Guidance and Consultation Book
9	Proposal Assessment	Seminar or proposal presentation in front of supervisors and examiners


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No	ACTIVITY	INFORMATION
10	Departure preparation	Before departure, students prepare:
		a. Research/Research Internship Assignment Letter
		b. Letter of Permission to Leave the Location
		c. Letter of Thank You
11	Implementation of Research/Research Internships	a. Students carry out research/research guided by supervisors
		b. Students fill out the Internship Activity Book
12	Monev, supervision by DPM & Supervisor	a. Students Prepare progress reports b. Presentation of progress and cases based on theoretical and journal references
8	Before the Internship Returns	Before returning home, students prepare:
		a. Research/Research Internship Evaluation Form
		b. Certificate of Completion of Research/Research Internship
9	Announcement of Internship Examining Lecturers	Announced by the Internship Commission online
10	Post Internship	a. Students submit the Research/Research Internship Assessment Form to the Internship Commission in a sealed envelope
		b. Students upload scans (pdf) of the Internship Completion Certificate and Internship Activity Book to the study program website
		c. Students prepare internship reports and consult with DPM
		d. Students fill out the Internship Guidance and Consultation Book
		e. The original Internship Activity Book and Certificate of Internship Completion (with company stamp) are shown to the DPM and used as attachments in the Internship Report
11	Internship exam/final assessment	a. Students confirm the exam schedule with the DPM and Examining Lecturer b. Two days before the exam, students submit a draft internship report to the DPM and Examining Lecturer, as well as prepare the Internship Exam Minutes and Proof that they have Key In KRS Internship c. Students present their internship results assessment


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No	ACTIVITY	INFORMATION
12	Post Exam	a. Students make improvements and revisions to the internship report according to the direction of the DPM and Examining Lecturer
		b. If the report has been approved, students upload the Internship Report softfile to the study program website and collect the hardcopy of the Internship Report and the Internship Guidance and Consultation Book to the Internship Commission
		c. DPM and Examining Lecturers submit grades to the Internship Commission
13	Recapitulation by commission	The commission summarizes the research/research internship reports and grades and reports them to the study program and submits the grades to the faculty admin















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NO	Activity	Flow Chart							Die Baku		
		Internsh ip Commis sion	Student	Internship Supervisor	Intern Examining Lecturer	TU Faculty Staff	Faculty Admin	Company/su pervisor	Requirement / Equipment	Time	Output
1	Socialization and provision								Semester 6 has taken the Compulsory MK Study Program	4 jam	<b>Internship materials</b>
2	Internship registration								sda	1 week	
3	Selection by internship commission								Registration document	1 day	List of shortlisted Candidates
4	Announcement by the Commission online								Selection Results Document	1 day	List of Students & DPM
5	Complete administrative requirements								Proof of paying tuition fees Proof of passing the selection	1 week	KRS, Observation cover letter
6	Observation and Orientation								Cover letter	1 week	Observation documentati on






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NO	Activity	Flow Chart							Die Baku		
		Internsh ip Commis sion	Student	Internship Supervisor	Intern Examining Lecturer	TU Faculty Staff	Faculty Admin	Company/su pervisor	Requirement / Equipment	Time	Output
7	Proposal Preparation									1 week	Draft Proposal
8	DPM Consultation and Proposal Refinement								Draft proposal	1 week	Proposal diacc DPM
9	Proposal Assessment								Draft proposal Evaluation form	2 jam	Test scores
10	Students upload proposals that have been approved by the Internship Supervisor online to the Internship Commission and the Internship Commission approves the proposal								Proposal documents that have been approved by DPM	1 day	The proposal has been approved by the Commission
9	Departure preparation Students prepare assignment letters, etc								Internship assignment letter &	4 jam	
10	Implementation of research/research internships								Proposal, Detailed Activity Plan	4 months	Programs and

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NO	Activity	Flow Chart							Die Baku		
		Internship Commission	Student	Internship Supervisor	Intern Examining Lecturer	TU Faculty Staff	Faculty Admin	Company/supervisor	Requirement / Equipment	Time	Output
											Activities logbook
11	Monev, supervision by DPM & Supervisor								Progress report Evaluation form	4 x 1 day	Progress report, Evaluation form
12	Students complete their internship									1 day	Internship completion letter
13	Students upload Certificate of Completion of Internship and Daily Activity Schedule									1 day	
15	Students prepare and consult internship reports								Certificate of completion of internship	4 weeks	Draft internship report
	Internship exam/final assessment								Draft internship report Evaluation form	3 jam	Test scores
16	Students revise their internship report									1 week	Final internship report

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		Internsh ip Commis sion	Student	Internship Supervisor	Intern Examining Lecturer	TU Faculty Staff	Faculty Admin	Company/su pervisor	Requirement / Equipment	Time	Output
17	Students collect reports that have been approved by supervisors and internship examiners online and in hardcopy								Internship report	1 day	
18	The Internship Commission summarizes the completeness of the internship report and submits the internship value to the Faculty Admin								Assessment portfolio	1 day	Recap of internship reports and grades
19	The Faculty Admin enters the final internship grades into SIMAK								Grade recap	1 day	Final internship grade