

STANDAR OPERASIONAL PROSEDUR (SOP) 2021

MBKM STUDENT EXCHANGE SOP

AGRIBUSINESS STUDY PROGRAM
FACULTY OF AGRICULTURE
UNIVERSITAS MUHAMMADIYAH YOGYAKARTA



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YOGYAKARTA

AGRIBISNIS

Unggul & Islami

Standard Operating Procedures (SOP)

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Standard Operating Procedures (SOP)

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	AGRIBUSINESS STUDY PROGRAM	Doc Code.	
		No. Revision	
	MBKM STUDENT EXCHANGE SOP	Page	
		Effective date	

A. OBJECTIVE


The purpose of this procedure is as a reference for students, lecturers and educational staff as well as all parties involved in implementing the Independent Learning Campus (MBKM) student exchange process in the UMY FP Agribusiness Study Program.

B. SCOPE

This procedure takes place within the scope of implementation **student exchange** starting from student acceptance at partner universities, implementation, monitoring, evaluation and final grades. The scope of the area is Collaborating Institutions, Faculties, Study Programs, Students, partner universities and related work units as stated in the procedures.

C. GUIDELINES

1. Law Number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Law Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions
4. Presidential Regulation of the Republic of Indonesia Number 8 of 2012 concerning the Indonesian National Qualifications Framework (KKNi)
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020, concerning National Higher Education Standards
6. 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
7. 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
8. 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.

	AGRIBUSINESS STUDY PROGRAM	Doc Code.	
	MBKM STUDENT EXCHANGE SOP	No. Revision	
		Page	
		Effective date	

D. TERMS AND DEFINITIONS


1. Freedom to learn at the Independent Campus (MBKM) is the policy of the Minister of Education and Culture, which aims to encourage students to master various knowledge that is useful for entering the world of work. Independent Campus Higher Education provides opportunities for students to choose courses to take according to the student's interests and talents.
2. The student exchange program is a student exchange program between the UMY Agribusiness study program and study programs outside UMY Agribusiness as well as with the Agribusiness study program of partner universities, namely UPN Veteran Yogyakarta, for one semester.

E. RELATED PARTIES

1. Dean
2. In. Production
3. Student
4. Administration of the UMY Faculty of Agriculture
5. UMY Agribusiness Study Program
6. Administration of the UMY Faculty of Engineering
7. UMY Informatics Engineering Study Program
8. Administration of the Islamic Religion Faculty of UMY
9. UMY Sharia Economics Study Program
10. UMY Cooperation Institute
11. Administration of the Faculty of Agriculture, UPN Veteran Yogyakarta
12. UPN Veteran Yogyakarta Agribusiness Study Program


F. RELATED DOCUMENT

1. MOU UMY-UPN Yogyakarta Veterans
2. Cooperation Agreement Letter from the Faculty of Agriculture, UMY-Faculty of Agriculture, UPN Veteran Yogyakarta
3. MBKM Learning SOP
4. SOP for Course Evaluation and Assessment
5. Academic Guide for each partner study program/campus
6. Monitoring and Evaluation Form


 UMY UNIVERSITAS MUHAMMADIYAH YOGYAKARTA	AGRIBUSINESS STUDY PROGRAM	Doc Code.	
	MBKM STUDENT EXCHANGE SOP	No. Revision	
		Page	
		Effective date	

G. PROCEDURE














1. Students from outside the study program (*In Bond Exchange*)
 - a. Socialization in each study program to students who are prospective student exchange participants regarding schedules, study programs/partner campuses, courses and number of credits as well as implementation procedures
 - b. Registration of student participants at partner study programs/campuses
 - c. Partner study programs/campuses send a list of prospective student exchange participants via the Dean of the partner campus
 - d. Input the list of exchange participants in SimAk and Key in KRS
 - e. Participating students report to the Faculty's TU accompanied by proof of a cover letter from the campus of origin signed by the Dean/Wadek
 - f. Participants attend lectures for one semester according to applicable academic regulations both online and offline
 - g. Monitoring and evaluating student exchange activities through filling out questionnaires prepared by BPM and LPP
 - h. Input the final value of learning outcomes in SimAk
 - i. Print KHS by participating students
 - j. The KHS signature by the Head of Study Program and the Dean/Vice Academic Dean is accompanied by a certificate of completion of the student exchange from the Faculty of Agriculture, UMY
 - k. Students return to their home/partner campus and report to the TU Faculty of the partner campus
2. Students leaving the study program (*Ex Bond Exchange*)
 - a. Socialization in each study program to students who are prospective student exchange participants regarding schedules, study programs/partner campuses, courses and number of credits as well as implementation procedures
 - b. The Study Program opens registration for prospective student exchange participants (students fill out the form, choose the study program/destination campus and the elective courses offered)
 - c. Administrative selection by study program


	AGRIBUSINESS STUDY PROGRAM	Doc Code.	
		No. Revision	
	MBKM STUDENT EXCHANGE SOP	Page	
		Effective date	








- d. Announcement of the list of student exchange participants
- e. The Dean conveys information on the list of student exchange participants to the partner faculty/campus for transfer/disposition to the destination study program.
- f. Students request a letter of introduction from the TU Faculty signed by the Dean/Wadek
- g. Students report to the TU Faculty of the destination campus/study program with proof of a cover letter from the Dean of the Faculty of Agriculture, UMY
- h. Students take one semester of lectures at partner study programs/campuses
- i. Monitoring and Evaluation by partner study programs/campuses
- j. The Dean of the study program/partner campus conveys information on the results of the monitoring and evaluation to the Dean of the Faculty. UMY Agriculture copy/disposition of the UMY Agribusiness Study Program
- k. Students who have finished attending lectures at partner study programs/campuses report to TU Fak. UMY Agriculture by bringing a Certificate of Completion of the student exchange program from the partner campus accompanied by KHS scores from the partner campus, copied to the study program.
- l. The study program converts grades and credits from the study results of UMY Agribusiness study program students participating in student exchanges
- m. The conversion results are submitted to the TU, Faculty of Agriculture, UMY
- n. Admin TU Faculty of Agriculture UMY input values into SimA


 UMY UNIVERSITAS MUHAMMADIYAH YOGYAKARTA	AGRIBUSINESS STUDY PROGRAM	Doc Code.	
		No. Revision	
	MBKM STUDENT EXCHANGE SOP	Page	
		Effective date	

1. Students from outside the study program (*In Bond Exchange*)













NO	Procedure Description	Executor							Die Baku		
		Student	Dean	Study Program	TU FP UMY	Dean Partners	Partner Study Program	TU Fak Mitra	Condition	Time	Output
1	Socialization by Study Program								Timeline, procedures	1 month into the semester	
2	Registration/Recruitment of participants at partner campuses								KHS, KTM	1 week	list of participants
3	Partner study programs/campuses send a list of potential participants									2 days	
4	Input the list of exchange participating students in SimAk and Key in KRS								List of student participants	1 day	Sign in system
5	Participating students report to the TU Faculty.										
6	Participating students attend lectures for one semester according to applicable academic regulations								RPS, teaching materials and assignments	1 semester	CPMK value
7	Monitoring and Evaluation of student exchange activities								Form Monev	1 day	Evaluation result
8	Input the final value of learning outcomes in SimAk								MK final score	1 day	Please see entry value

 UMY UNIVERSITAS MUHAMMADIYAH YOGYAKARTA	AGRIBUSINESS STUDY PROGRAM	Doc Code.	
		No. Revision	
	MBKM STUDENT EXCHANGE SOP	Page	
		Effective date	

NO	Procedure Description	Executor							Die Baku		
		Student	Dean	Study Program	TU FP UMY	Dean Partners	Partner Study Program	TU Fak Mitra	Condition	Time	Output
9	Print KHS by participating students									1 day	Print out KHS
10	KHS signature and certificate of program completion								KHS Draft program completion certificate	1 day	KHS approved program completion certificate
11	Students return to their home/partner campus										

	AGRIBUSINESS STUDY PROGRAM	Doc Code.	
		No. Revision	
	MBKM STUDENT EXCHANGE SOP	Page	
		Effective date	

Students leaving the study program (*Ex Bond Exchange*)

NO	Procedure Description	Executor							Die Baku		
		Student	Dean	Study Program	TU FP UMY	Dean Partners	Partner Study Program	TU Fak Mitra	Condition	Time	Output
1	Socialization by Study Program								Timeline, procedures	1 month into the semester	
2	The study program opens registration for prospective participants								KHS, KTM	1 week	list of participants
3	Administrative selection by study program								List of potential program participants	2 days	List of selected candidates
4	Announcement of the list of student exchange participants								List of student participants	1 day	
5	The Dean conveys information on the list of student exchange participants to the partner faculty/campus for transfer/disposition to the destination study program								List of student participants	1 day	The list of participants reaches the partner campus
6	Students request a letter of introduction from the TU Faculty signed by the Dean/Wadek								List of student participants	1 day	Cover letter



AGRIBUSINESS STUDY PROGRAM

MBKM STUDENT EXCHANGE SOP

Doc Code.	
No. Revision	
Page	
Effective date	

NO	Procedure Description	Executor							Die Baku		
		Student	Dean	Study Program	TU FP UMY	Dean Partners	Partner Study Program	TU Fak Mitra	Condition	Time	Output
7	Students Report to the TU Faculty of the destination campus/study program								Cover letter	1 day	
8	Students take one semester of lectures at partner study programs/campuses								RPS, teaching materials and assignment forms	1 semester	CPMK value
9	Monitoring and Evaluation by partner study programs/campuses								Form monev	1 day	Monitoring and evaluation results
10	The Dean of the study program/partner campus conveys information on the results of the monitoring and evaluation to the Dean of the Faculty. UMY Agriculture								Monitoring and evaluation results	1 day	
11	Students who have finished attending lectures at partner study programs/campuses report to TU Fak. UMY Agriculture								Certificate of program completion and KHS	1 day	
12	The study program converts grades and credits								KHS	3 days	Conversion Value
13	The conversion results are submitted to the TU, Faculty of Agriculture, UMY and input to SimAk								Conversion Value	3 days	SimAk entry value