

# ACADEMIC HANDBOOK FACULTY OF AGRICULTURE



UNIVERSITAS ISLAM MALANG  
2019

*Academic Handbook, Faculty of Agriculture Unisma*

## PREFACE

Praise be to Allah SWT for the completion of the preparation of the Academic Handbook for Undergraduate Program (S1) Faculty of Agriculture, University of Islam Malang, printed in 2019. This academic handbook is substantially similar to the previously printed handbook with minor adjustments related to the academic process, learning process and course distribution .

This book contains information about the Faculty of Agriculture, the rules, and the stages of the academic administration process and learning. It is hoped that this book can be understood and implemented by all academicians, students, lecturers and employees of the Faculty of Agriculture, University of Islam Malang.

We would like to express our gratitude and appreciation to the Head of the Agrotechnology and Agribusiness Study Program, curriculum team, drafting team, lecturers and staffs in the Faculty of Agriculture who have provided opinions, suggestions and corrections to improve this book.

This academic handbook will continue to be refined, for that we will be happy to accept opinions, suggestions and corrections to be used as material in the improvement academic handbook in the future. Finally, I hope this handbook can be used effectively.



Malang, 1 August 2019

Dean,

Dr.Ir. Nurhidayati, MP

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## I. PROFILE OF THE FACULTY OF AGRICULTURE

Faculty of Agriculture, University of Islam Malang was founded on September 15, 1980, with one study program, namely Agronomy. At that time the Faculty of Agriculture was under the auspices of the University of Sunan Giri Malang located in Surabaya, which at that time had a Faculty of Tarbiyah. With the capital of these two Faculties and the support of various parties in Brawijaya University, IKIP, IAIN Sunan Ampel Malang and several agencies in Malang, Sunan Giri University is considered capable of standing as a university on its own. March 27, 1981 the University of Islam Malang established several faculties of Tarbiyah, Agriculture, Animal Husbandry, Law, Economics, Engineering, Teacher Training and Education and the Faculty of Sharia. Since then, the Faculty of Agriculture has grown and from year to year public interest has increased. Along with that, in 1983 one more study program was added, namely Socio-Economic Agriculture or Socio-Economic Affairs.

The Faculty of Agriculture has a vision, mission, goals, objectives and achievement strategies derived from the vision, mission and objectives of the university as stated in the Statute of the University of Islam Malang No: 008 / KEP.07 / Y.3 / V / 2015 and the FP-UNISMA's Strategic Plan year 2015–2019, as well as dreams that will be achieved in the future. This vision is developed based on scientific principles and is developed in the form of a strategic plan.

### 1.1 Vision

To become an excellent Faculty of Agriculture in science and technology based on research and *entrepreneurship* based on the Islamic aqidah *Ahlussunnah Wal Jama`ah*.

The main ideas about the vision above can be described as follows.

#### (1) Excellent Faculty of Agriculture

The definition of excellence is that graduates of the Faculty of Agriculture UNISMA have specific skills and competencies, are recognized and needed by users, and are able to compete at local, regional, national and international levels.

- (2) Research and *entrepreneurship* -based science and technology development means that developing science in agriculture is carried out based on the results of research conducted by lecturers and supported by the character of independence. The character of independence has been developed with the enactment of Entrepreneurship as a compulsory subject for students. This is in line with the Rector's Decree No. 76 / L.16 / U.VII / AK / 2015 concerning *Research Based Learning* and Rector's Decree No. 753 / L.16 / U.XI / AK / 2015 dated 30 November 2015 concerning the Establishment of the Entrepreneurship Court in the Undergraduate level Study Program Curriculum. FP-UNISMA makes an effort to develop science and technology based on the values of faith and piety, excellence, pioneering, ethics, innovation, independence, cooperation and non-discrimination, so that the resulting graduates will cover the needs of society, be innovative, and be creative in solving problems, be anticipative, and progressive towards future challenges.

- (3) Development of human resources based on Islamic values *ahlussunnah waljama'ah* and the demands of the times and give direction to change by adhering to the value of *tawassuth* (moderate), the value of *tawazun* (balance and harmony), the value of *tasamuh* (tolerance on differences) and values *i'tidal* (putting something in its place).

## 1.2 Mision

The mission of the Faculty of Agriculture is formed and developed from a process based on scientific principles in the form of a strategic plan. The missions listed in the FP-UNISMA strategic plan are:

1. Implementing S1 education that masters IPTEKS in the field of Agriculture, appreciate and practice the Islamic beliefs of *Ahlussunnah Wal Jama'ah*
2. Carrying out Research, Community Service and *Entrepreneurship* in the Agrotechnology and Agribusiness study program
3. Implementing Cooperation in the field of Agriculture and *Entrepreneurship* with government and private institutions

## 1.3 Objectives

To achieve the vision and mission over a period of 5 years into the future, the Faculty of Agricultural focuses the activities on those aspects of the program as follows:

1. Producing quality graduates in the agricultural sector who are able to compete in the global era with a tolerant and moderate attitude based on the Islamic aqidah *Ahlussunnah Wal Jama'ah*
2. Producing research and community service as well as *entrepreneurs* in the Agrotechnology and Agribusiness study programs
3. establishing cooperation in agriculture and *entrepreneurship* with government and private institutions

## 1.4 Goals

Strategies for achieving the target is done through implementation of the Strategic Plan and Operational Plan (Work Program) Faculty of Agriculture, University of Islam Malang which is divided into two stages . Stage I starts from 2010 to 2014, and stage II starts from 2015 to 2019.

## STRUCTURE OF ACADEMIC EXECUTIVE LEADERSHIP



**Dr. Ir. Nurhidayati, MP**  
**Dean**



**Dr. Ir. Anis Sholihah, MP**  
**Vice Dean I**



**Ir. Sri Hindarti, M.Si**  
**Vice Dean II**



**Dr. Ir. Bambang**  
**Siswadi, MP**  
**Vice Dean III**



**Dr. Ir. Anis Rosyidah, MP**  
**Head of Agritechnology Study Program**



**Dr. Dwi Susilowati, SP., MP**  
**Head of Agribusiness Study Program**

## **II. ORGANIZATION STRUCTURE OF FACULTY OF AGRICULTURE UNIVERSITAS ISLAM MALANG**

The organization of the Faculty of Agriculture consists of:

### **2.1. Normative Body**

#### **1. Faculty Senates**

1. It is the highest normative body at the Faculty level that has the authority to elaborate university policies and regulations
2. Consisting of professors, Faculty leaders, Head of Study Programs and representatives of lecturers from each study program who are appointed and dismissed by the Chancellor at the suggestion of the Dean
3. The duties of the Faculty Senates are:
  - a. Formulating academic policies, through strategic plans in the academic field at the suggestion of the Dean;
  - b. Formulating policies for assessing academic achievement and proficiency and personality of lecturers;
  - c. Assessing the accountability of Faculty Leaders for the implementation of academic policies; and
  - d. Proposing the award of honorary doctorates to parties who have met the requirements to the Rector.
4. The Faculty Senate is chaired by the Dean and accompanied by a Secretary who is elected by the Chairperson of the Senate members

### **2.2. Faculty Leaders**

1. The Faculty's Leadership Element is a group of people implementing foundation activities in the form of a Faculty
2. Faculty Executive Board consists of the Dean, Vice Dean I (Academic Affairs & Cooperation), Vice Dean II (Administration & Personnel General) and Vice Dean III (Student Affairs and Religious) .

### **2.3 Academic Executors**

1. The academic executing element is the executor of the main activities of the Faculty.
2. The academic implementing element consists of Agribusiness and the Agribusiness Study Program.
3. The Study Program is an academic implementing element in the field of Agrotechnology and Agribusiness studies that organizes educational, research and community service activities.
4. The Study Program is led by a Head of Study Program (Ka-Prodi) and assisted by a Secretary.

## **2.4. Supporting Staffs**

### **1. Head of administration**

Administration is a service section that provides support to the academic, supporting and special elements. The administration division is led by a Head of Administration (Ka-TU), who is fully responsible for the implementation of academic, financial and student administration activities at the Faculty of Agriculture, UNISMA.

### **2. Academic Supporting Staff**

To carry out administrative functions in the academic field, the Head of Administration is assisted by academic administration staff.

### **3. Financial Supporting Staff**

To carry out administrative functions in the financial sector, the Head of Administration is assisted by a financial staff

### **4. Student Supporting Staff**

To carry out administrative functions in the financial sector, the Head of Administration is assisted by a student staff

## **2.5 Supporting Elements**

### **1. Head of Laboratory**

a. Laboratory is a supporting element for the development of scientific and technological disciplines in accordance with the field of science being developed.

b. The laboratory is led by a Head of the Laboratory assisted by a laboratory staff.

### **2. Head of Library**

a. Library is a supporting element that provides learning resources for the development of science and technology according to the field of study.

b. The library is led by a library staff.

### **3. Division**

a. Divisions are elements that support the development of science and technology that carry out practicum, training, consulting and business activities in accordance with the field of study.

b. The Division is led by the Division Head.

## **2.6 Special Implementing Elements**

### **Quality Assurance Unit**

1. Quality Assurance Unit (UPM) is a special implementing element of the Faculty of Agriculture in the field of quality assurance of education, research and community service, cooperation and accreditation.

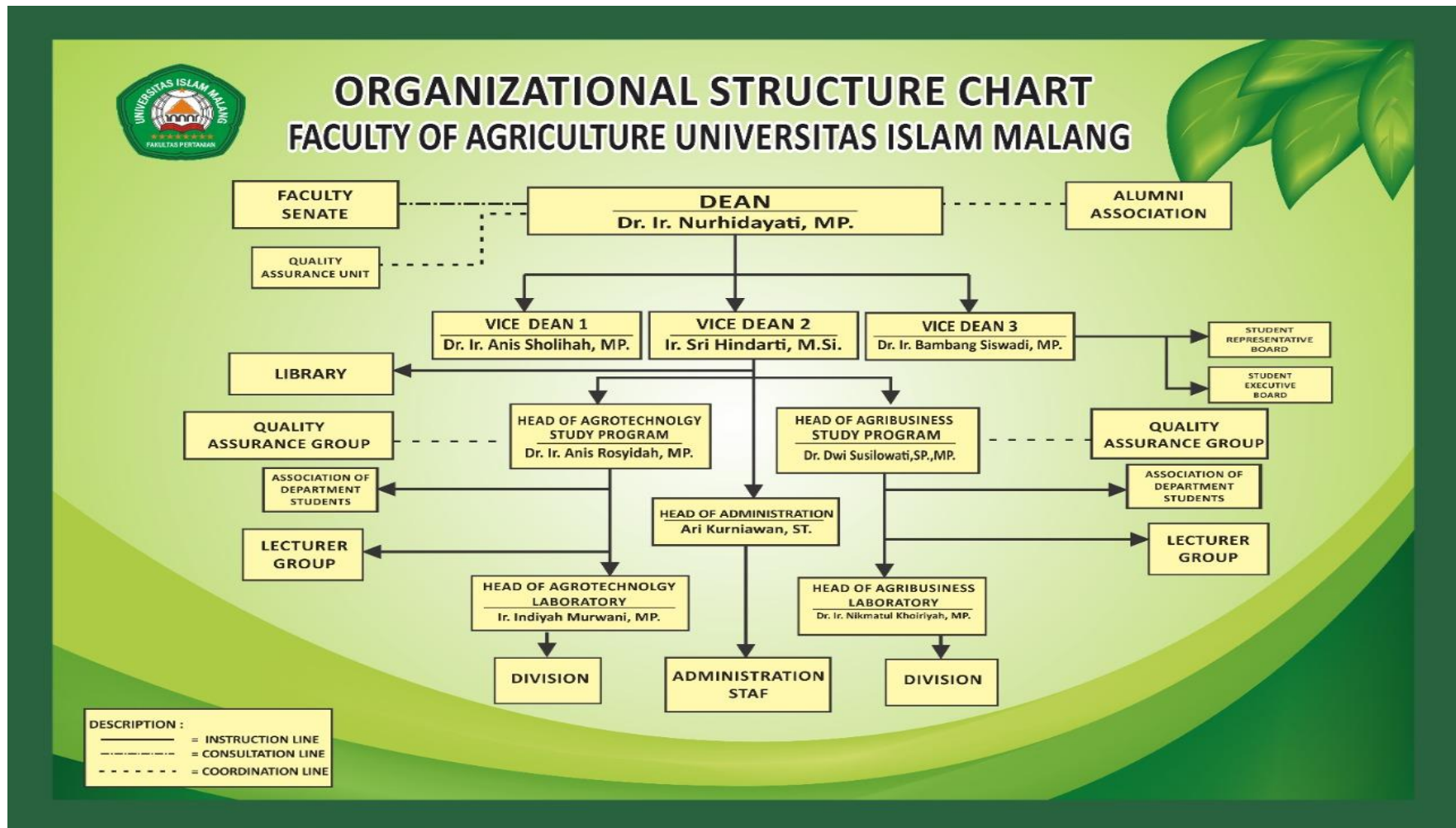
2. UPM has the task of carrying out coaching, coordinating, monitoring, and evaluating the implementation of quality assurance carried out by study programs within the Faculty of



Agriculture UNISMA and the Study Program Quality Assurance Group, cooperation, and preparation for accreditation.

3. Implementation of quality assurance at the faculty level is carried out by the Faculty Quality Assurance Unit, and quality assurance at the study program level is carried out by the Study Program Quality Assurance Group (GPM).
4. UPM is led by a Chairman and assisted by a Secretary.

# ORGANIZATIONAL STRUCTURE CHART FACULTY OF AGRICULTURE UNIVERSITAS ISLAM MALANG



### **III. LEARNING SYSTEM IN FACULTY OF AGRICULTURE UNIVERSITAS ISLAM MALANG**

In accordance with the Decree from Minister of Education and Culture Number : 3424 / SK / BAN-PT / Accred/ S / IX / 2019 for Agrotechnology Study Program status accredited with the value of B, and Number : 2420 / SK / BAN-PT / Accred / S / I / 2018 from 4 September 2018 to 4 September for the Agribusiness Study Program has been accredited with grade A.

#### **3.1 Degree Program (Strata)**

The general objective of the degree program is to provide experience working towards a skill and being able to solve problems and provide solutions to problems that arise in the field of agriculture.

The levels at the Faculty of Agriculture, University of Islam Malang are:  
Undergraduate program (Strata 1 / S1), this program has a cumulative study load of 8 to 14 semesters.

At this time there are 2 Study Programs, namely:

- a. Agrotechnology Study Program
- b. Agribusiness Study Program

#### **A. Agrotechnology Study Program**

##### **Vision, Mission and Objectives of the Agrotechnology Study Program**

##### **VISION**

To produce professional and globally competitive graduates in the field of agrotechnopreneurship based on the Islamic teachings of Ahlusunnah wal Jama'ah in 2030

##### **MISSION**

1. Carry out professional education based on agrotechnology and entre preneurship entrepreneurship
2. Carry out, develop, and utilize science and technology in agrotechnology research
3. Apply the results of research in the field of agrotechnology in community service
4. Create a well-managed Agrotechnology Study Program

##### **OBJECTIVES**

1. Produce graduates who are professional in the field of agrotechnology with entrepreneurial spirit
2. Produce research that is able to utilize and develop science and technology in the field of agrotechnology
3. Utilize and apply research results to improve community welfare
4. The realization of a well-managed Agrotechnology Study Program

## B. Agribusiness Study Program

### Vision, Mission and Objectives of Agribusiness Study Program

#### VISION

Become a Study Program that produces superior scholars in the field of science and technology, agribusiness *entrepreneurship* based on the Islamic character of *Ahlussunnah Wal Jama'ah* in 2030

#### MISSION

1. Carry out professional education based on agribusiness *entrepreneurship* with a good character
2. Implement and develop science and technology *entrepreneurship* in Agribusiness research
3. Utilize and apply the results of agribusiness research in community service
4. Build cooperation in the field of agribusiness entrepreneurship with government and private institutions
5. Carry out good governance in the Agribusiness Study Program.

#### OBJECTIVES

1. Produce graduates who are professional in the field of agribusiness and have an *entrepreneurial* spirit.
2. Produce graduates who have good character, independent, able to compete and cooperate.
3. Produce competent human resources in the field of agribusiness *entrepreneurs* and agribusiness consultants / facilitators.
4. Produce research and community service to produce competent human resources in the field of agribusiness *entrepreneurs* and agribusiness consultants/facilitators.

### 3.2. Graduate Profile

Graduate profile is a role that is expected to be performed by graduates of study programs in society / world of work. This profile is the educational outcome that will be aimed at.

**The followings are the profiles of graduates of Agrotechnology Study Program, Faculty of Agriculture.**

The profiles of graduates of the Bachelor of Agrotechnology are divided into 4 as follows:

NUMBER	AGROTECHNOLOGY GRADUATES PROFILES
P1	1. Supervision of Agricultural Cultivation
P2	2. Agricultural Production Manager
P3	3. Agricultural Entrepreneurs
P4	4. Prospective Researchers / Academics

## Graduate Profile and Destinations

NUMBER	GRADUATES PROFILES	PROFILE DESCRIPTION
P1	<b>Supervision of Agricultural Cultivation</b>	<ol style="list-style-type: none"> <li>1. Able to apply basic knowledge in agricultural production systems based on biology, physics, chemistry, biochemistry, biometrics, the basics of plant management and plant protection for sustainable management of natural resources and the environment</li> <li>2. Able to apply science and technology in the field of system of production plant in an effective and productive based on sustainable agriculture principles for both modern and local wisdom</li> <li>3. Able to understand the principles of social, culture, economy, ecology, science and technology in the development of agricultural production systems that are oriented towards the needs of society, the environment and sustainable development</li> <li>4. Be responsible for safe crop cultivation activities, producing organic fertilizers, biological agents, quality seeds, conducting land conservation and being able to solve problems in agriculture.</li> <li>5. Be responsible to work independently in the field of plant cultivation and can be given responsibility for the achievement of group work based on Islamic values</li> </ol>
P2	<b>Agricultural Production Manager</b>	<ol style="list-style-type: none"> <li>1. Able to apply basic knowledge and knowledge in agricultural production systems based on biology, physics, chemistry, biochemistry, biometrics, the basics of plant management and plant protection for sustainable management of natural resources and the environment.</li> <li>2. Able to apply science and technology in the field of system of production plant in an effective and productive sustainable agriculture based on the principles of both modern and local wisdom.</li> <li>3. Able to understand management system on sustainable integrated farming and environmentally friendly agribusiness</li> <li>4. Master agroecosystem management to increase agricultural productivity and management of agricultural products</li> <li>5. Responsible for safe crop cultivation activities, producing organic fertilizers, biological agents, quality seeds, conducting land conservation and being able to solve problems in agriculture.</li> <li>6. Able to make strategic decisions in the field of agro-technology based on data analysis and to provide several alternative solutions in the agro-</li> </ol>

		<p>technology sector</p> <ol style="list-style-type: none"> <li>7. Have the ability to lead and manage work in a work group</li> <li>8. Be responsible to work independently in the field of plant cultivation and can be given responsibility for the achievement of group work based on Islamic values.</li> </ol>
P3	<b>Agricultural Entrepreneurs</b>	<ol style="list-style-type: none"> <li>1. Able to apply science and technology in the field of systems of production plant in an effective and productive sustainable agriculture based on the principles of both modern and based on local wisdom.</li> <li>2. Able to understand the basic principles of knowledge and technology in the development of agricultural production systems that are oriented to the needs of the community, the environment and sustainable development.</li> <li>3. Ability to understand management on sustainable integrated farming system and environmentally friendly agribusiness .</li> <li>4. Master agroecosystem management to increase agricultural productivity and management of agricultural products</li> <li>5. Able to design and develop production technology in an effective, productive, integrated, environmentally manner, and be able to identify, formulate, analyze, synthesize, evaluate and assess an agricultural production system</li> <li>6. Able to make strategic decisions in the field of agro-technology based on data analysis and to provide several alternative solutions in the agro-technology sector</li> <li>7. Have the ability to lead and manage work in a work group</li> <li>8. Be responsible with safe crop cultivation activities, producing organic fertilizers, biological agents, quality seeds, conduct land conservation and be able to solve problems in agriculture</li> <li>9. Be responsible to work independently in the field of plant cultivation and can be given responsibility for the achievement of group work based on Islamic values</li> </ol>
P4	<b>Prospective Researchers / Academics</b>	<ol style="list-style-type: none"> <li>1. Able to apply basic knowledge and knowledge in agricultural production systems based on biology, physics, chemistry, biochemistry, biometrics, the basics of plant management and plant protection for sustainable management of natural resources and the environment.</li> <li>2. Able to apply science and technology in the field of production plant system in an effective and productive based on sustainable agriculture</li> </ol>

		<p>principles for both modern and local wisdom.</p> <ol style="list-style-type: none"> <li>3. Able to perform the identification, analysis, formulation and settlement of problems in sustainable agriculture system</li> <li>4. Be responsible for safe crop cultivation activities, produce organic fertilizers, biological agents, quality seeds, conduct land conservation and be able to solve problems in the agricultural sector</li> <li>5. Be responsible for work independently in the field of plant cultivation and can be given responsibility for the achievement of group work based on Islamic values</li> </ol>
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**The profiles of graduates of the Agribusiness Study Program, Faculty of Agriculture are as follows:**

The profiles of graduates of the Bachelor of Agribusiness are divided into 4 as follows:

NUMBER	AGRIBUSINESS GRADUATES PROFILES
P1	Agribusiness Manager
P2	Agribusiness Entrepreneurs
P3	Agribusiness Community Development Facilitator
P4	Agribusiness Consultant / Reviewers

#### **Graduates Profiles and Descriptions**

NUMBER	GRADUATES PROFILES	PROFILE DESCRIPTIONS
P1	Agribusiness Manajer	<ol style="list-style-type: none"> <li>1. Master the basic theory of economics that is needed to become entrepreneurs and analysts in the field of agribusiness</li> <li>2. Master the basic knowledge of technology in commodity-based agribusiness</li> <li>3. Able to apply the latest quantitative methods in analyzing agribusiness problems, potentials and prospects</li> <li>4. Have the ability to lead agribusiness business organizations</li> <li>5. Have the skills to communicate ideas, problems and problem solving in agribusiness</li> </ol>
P2	Agribusiness Entrepreneurs	<ol style="list-style-type: none"> <li>1. Master the basic thoery of economics that is needed</li> </ol>

NUMBER	GRADUATES PROFILES	PROFILE DESCRIPTIONS
		<p>to become entrepreneurs and analysts in the field of agribusiness</p> <ol style="list-style-type: none"> <li>2. Master the principles and concepts of business that is required to become entrepreneurs and analysts in the field of agribusiness</li> <li>3. Master the principles and concepts of entrepreneurship needed to become entrepreneurs and analysts in the field of agribusiness</li> <li>4. Able to organize business areas of agribusiness</li> <li>5. Able to apply the latest quantitative methods in analyzing agribusiness problems, potentials and prospects</li> </ol>
P3	Agribusiness Community Development Facilitator	<ol style="list-style-type: none"> <li>1. Master the basic theory of economics needed to become a facilitator development of society agribusiness and analysts in the field of agribusiness</li> <li>2. Master the concept of business systems in agribusiness development</li> <li>3. Able to apply the latest qualitative methods in analyzing the problems, potentials and prospects of agribusiness</li> <li>4. Able to motivate people widely in the developing agribusiness</li> </ol>
P4	Agribusiness Consultant / Reviewer	<ol style="list-style-type: none"> <li>1. Master the basic theory of economics needed to become consultants or reviewers in the agribusiness sector, especially in making policy concepts in the agribusiness sector</li> <li>2. Master the latest quantitative methods to analyze problems, potentials, and prospects in the agribusiness sector, especially in making feasibility studies and evaluations</li> <li>3. Have skills in communicating ideas, problems and solving agribusiness problems</li> </ol>



## **IV. ACADEMIC PROVISIONS IN THE FACULTY OF AGRICULTURE UNIVERSITAS ISLAM MALANG**

### **4.1. Basic Definition**

#### **a. Credit system (SK)**

The Credit System is an educational administration system in which the study load of students, the workload of teaching staff and administering educational institution programs are stated in Credit units.

#### **b. Semester**

Semester is the smallest unit of time to express the length of an educational program in an education level. One semester is equivalent to 14 - 16 work weeks.

#### **c. Semester Credit Unit (SKS)**

Semester Credit Units are units used to express the size of a student's study, the amount of recognition of the cumulative effort for a particular program, and the amount of effort to provide education for tertiary institutions and especially for teaching staff.

### **4.2 Credit Value and Study Load**

The amount of student study load is stated in the semester credit score of a course:

#### **a. Semester credit scores for lectures**

For lectures, the value of a semester credit is determined based on the activity load which includes three types of activities per week as follows:

For students

- 50 minutes of scheduled face to face with the lecturers, for example in the form of lectures.
- 60 minutes of structured academic activities, namely study activities that are not scheduled, but are planned by the lecturers, for example in the form of making homework and solving questions.
- 60 minutes of independent academic activities, which are activities that students must do independently to explore, prepare for or other goals for an academic assignment, for example in the form of reading reference books.

#### **b. Study Load in Semester**

The study load required to complete the undergraduate program of agriculture (SP) is a maximum of 144 credits with a maximum study period of 7 years. If the student exceeds the maximum study period, the student is not allowed to continue his studies and is declared to have *dropped out* (DO).

### **4.3 Curriculum**

The curriculum is a set of plans and arrangements regarding the content and materials of study and lessons as well as how to deliver them and their assessments which are used as guidelines for the implementation of teaching and learning activities at PT. The curriculum is structured in the following stages:

- a. Setting a graduate profile
- b. Determination of graduate competencies / graduate outcomes
- c. Assessment of the content of competency elements
- d. Determination of study material
- e. Estimates and loads (SKS) and course formation
- f. Development and preparation of higher education curriculum
- g. Curriculum structure

The result of curriculum preparation is a list of subjects as presented in Table 1 (Agrotechnology Study Program) and Table 2 (Agribusiness Study Program).

#### 4.4 Academic Leave (Temporary Study Stop)

- Temporary study stop is a condition of a student who is unable to continue his studies for a certain period of time due to administrative reasons and or other reasons that can be accounted for and permitted by the institution.
- Temporary leave is given for a maximum of 4 semesters but cannot be more than 2 consecutive semesters.
- Temporary leave is given to students who have attended a study program for at least 2 semesters.
- The study period is still taken into account within the time limit of 14 semesters but is not taken into account in determining the study period.
- Leave is given for only 1 semester and when the leave period expires, it can be extended for another semester.
- Students who want to leave are subjected to administrative fees in accordance with applicable regulations.
- If students stop their studies without taking care of administration for temporary leave, when students are active again, they will be charged full fees like active students.
- During the leave period, students are not allowed to participate in academic and student activities.

#### 4.5 Distribution of Courses

The distribution of the Agrotechnology and Agribusiness Study Programs in odd and even semesters is shown in the following table.

**Table 1. Distribution of Subjects per Semester of the Agrotechnology Study Program**

##### ODD SEMESTER

SEMESTER I					
No	Code	Course	Credit	Type	Prerequisite
1	MWU60601	Islam Religion 1	2	Compulsory	-
2	MWU60606	Pancasila	2	Compulsory	-
3	MKD60601	Agricultural Biology	3	Compulsory	-
4	MKD60602	Introduction of Agricultural Science	2	Compulsory	-
5	MKW60601	Agricultural Mathematics	2	Compulsory	-
6	MKW60602	English I	2	Compulsory	-
7	MKW60603	Agriculture Physic	3	Compulsory	-
8	MKW60608	Agroclimatology	3	Compulsory	-
9	MKW60607	Biochemistry	3	Compulsory	-
		<b>Total Credits</b>	<b>22</b>		
SEMESTER III					
No	Code	Course	Credit	Type	Prerequisite
1	MWU60603	Islam Religion 3	2	Compulsory	Islam Religion 2
2	MKD60605	Basic of Plant Protection	3	Compulsory	-
3	MKD60607	Agricultural Sociology	2	Compulsory	-

4	MKW60609	Seed Technology and Production	3	Compulsory	Basic of Agronomy
5	MKW60624	Agricultural mechanization	3	Compulsory	-
6	MKW60621	Soil Fertility and Quality	3	Compulsory	Basic of Soil Science
7	MKW60617(R)	Basic of Microbiology	3	Compulsory	Agricultural Biology
8	MKW60611	English for Agrotechnology	2	Compulsory	English I
9	MKW60612	Agricultural Ecology	3	Compulsory	Agroclimatology
		<b>Total Credits</b>	<b>24</b>		
<b>SEMESTER V</b>					
No	Code	Course	Credit	Type	Prerequisite
1	MWU60605	Islam Religion 5	2	Compulsory	Agama Islam IV
2	MKW60613	Experimental Design	3	Compulsory	Statistics
3	MKW60620(R)	Plant Propagation	3	Elective	-
4	MKW60623	Physiology and Technology of Postharvest	3	Compulsory	Cultivation of Horticulture Crops
5	MKP60602	Biopharmaceutical Plant Cultivation Technology	2	Elective	Basic of Agronomy
6	MKP60601	Pesticides and their Application Techniques	2	Elective	Basic of Plant Protection
7	MKW60618	Plantation and Industrial Crop Cultivation Technology	3	Compulsory	Basic of Agronomy
8	MKW60628	Biotechnology of Agriculture	3	Compulsory	Basic of Microbiology
9	MKD6060	Agricultural Extension and Communication	3	Compulsory	-
		<b>Total Credits Compulsory/Elective</b>	<b>20/4</b>		
<b>SEMESTER VII</b>					
No	Code	Course	Credit	Type	Prerequisite
1	MWU60610	Community Service Program	3	Compulsory	-
2	MKW60631	Field practice	3	Compulsory	-
3	MKP60607	Landscape Architecture	2	Elective	-
4	MKP60609	Agroecosystem Management	3	Elective	-
		<b>Total Credits Compulsory/Elective</b>	<b>6/5</b>		
		<b>Total Credits of Odd Semester Compulsory/Elective</b>	<b>72/9</b>		

## EVEN SEMESTER

SEMESTER II					
No	Code	Course	Credit	Type	Prerequisite
1	MWU60602	Islam Religion 2	2	Compulsory	Islam Religion 1
2	MWU60606	Indonesian Language	2	Compulsory	-
3	MKD60606(2)	Introduction of Agricultural	2	Compulsory	-
4	MKW60604(3)	Economics	3	Compulsory	Agricultural
		Statistics			Mathematics
5	MKW60605	Plant Genetics	3	Compulsory	Agricultural Biology
6	MKW60606	Plant Physiology	3	Compulsory	Agricultural Biology
7	MKD60604	Basic of Soil Science	3	Compulsory	Agricultural Biology
8	MKD60603	Basic of Agronomy	3	Compulsory	Agricultural Biology
9	MWU60607	Citizenship	2	Compulsory	-
		<b>Total Credits</b>	<b>23</b>		
SEMESTER IV					
No	Code	Course	Credit	Type	Prerequisite
1	MWU60604	Islam Religion 4	2	Compulsory	Islam Religion 3
2	MWU60609	Entrepreneurship	3	Compulsory	-
3	MKW60619	Analysis of Plant Growth and Production	3	Compulsory	-
4	MKW60614	Plant Breeding	3	Compulsory	Plant Genetics
5	MKW60610	Food Crop Cultivation Technology	3	Compulsory	Basic of Agronomy
6	MKW60616 (R)	Integrated Pest Management	3	Compulsory	Basic of Plant Protection
7	MKW60606	Soil and Crop Management	3	Compulsory	Basic of Soil Science
8	MKW60622	Cultivation of Horticulture Crops	3	Compulsory	Basic of Agronomy
		<b>Total Credits</b>	<b>23</b>		
SEMESTER VI					
No	Code	Course	Credit	Type	Prerequisite
1	MKW60625	Islam Religion 6	2	Compulsory	Islam Religion 5
2	MKW60627	Sustainable Agriculture	3	Compulsory	Basic of Soil Science
3	MKP60606	Bioremediation	2	Elective	-
4	MKP60603	Soil and Plant Techniques	2	Elective	Basic of Soil Science
5	MKP60604	Urban Farming	2	Elective	-
6	MKD60608	Agribusiness Management	3	Compulsory	-
7	MKW60630	Mushroom Breeding and Cultivation Technology	3	Compulsory	-
8	MKW60629	Research Methodology and Philosophy of Science	3	Compulsory	-
		<b>Total Credits</b>	<b>11/6</b>		
		<b>Compulsory/Elective</b>			

SEMESTER VIII					
No	Code	Course	Credit	Type	Prerequisite
1	MWU60611	Thesis	4	Compulsory	-
2	MKW60632	Seminars and Publications	2	Compulsory	-
		<b>Total Credits Compulsory</b>	<b>6</b>		
		<b>Total Credits of Even Semester Compulsory/Elective</b>	<b>63/6</b>		

**Table 2. Distribution of Subjects per Semester of the Agribusiness Study Program**

**ODD SEMESTER**

SEMESTER I					
No	Code	Course	Credit	Type	Prerequisite
1	MWU60701	Islamic Religion I	2	Compulsory	-
2	MKD60707	Agricultural Sociology	3	Compulsory	-
3	MKD60702	Introduction to Agriculture	3	Compulsory	-
4	MWU60706	Pancasila	2	Compulsory	-
5	MKW60701	English	2	Compulsory	-
6	MKD60701	Biology	3	Compulsory	-
7	MKW60702	Economic math	3	Compulsory	-
8	MKW60704	Basic of Management	3	Compulsory	-
		<b>Total Credits</b>	<b>21</b>		
SEMESTER III					
No	Code	Course	Credit	Type	Prerequisite
1	MWU60703	Islamic religion III (Syari'ah)	2	Compulsory	Islamic religion II
2	MKW60706	Macro economic	3	Compulsory	Economic math
3	MKD60704	Basic Soil Science	3	Compulsory	-
4	MKW60707	Micro economic	3	Compulsory	Economic math
5	MKD60705	Basic plant protection	3	Compulsory	-
6	MKW60710	Statistics	3	Compulsory	Economic math
7	MKW60717	Introduction to Agribusiness	3	Compulsory	-
8	MKW60715	Ethics and communication business	2	Compulsory	-
		<b>Total Credits</b>	<b>22</b>		
SEMESTER V					
No	Code	Course	Credit	Type	Prerequisite
1	MWU60705	Islamic religion V (Aswaja)	2	Compulsory	Islamic religion IV
2	MKW60727	Agro industry	3	Compulsory	-
3	MKW60724	Marketing Management	3	Compulsory	-
4	MKW60732	Management information system of Agribusiness	2	Compulsory	Economic math
5	MKW60718	Operation Research	3	Compulsory	-
6	MKW60729	Production and operations	3	Compulsory	Introduction to

7	MKW60730	management in agribusiness	3	Compulsory	Agribusiness
8	MKP60701	Consumer behavior	2	Elective	-
9	MKP60707	Agricultural Cooperative	3	Elective	-
		Production economics			Micro economic
		<b>Total Credits Compulsory/Elective</b>	<b>19/5</b>		
<b>SEMESTER VII</b>					
<b>No</b>	<b>Code</b>	<b>Course</b>	<b>Credit</b>	<b>Type</b>	<b>Prerequisite</b>
1	MKK40615	Applied agribusiness management	6	Compulsory	Agribusiness management
2	MKB40614	Agro industry	3	Compulsory	-
3	MBB40618	Field Work Practices	3	Compulsory	-
4	MBB10610	Community Service Program (KKN)	3	Compulsory	-
5	MKB40624	International Economics	3	Elective	-
6	MKB40623	Human Resources Management	2	Elective	-
7	MPB20673	Scientific Publications	2	Compulsory	-
8	MBB10611	Thesis	6	Compulsory	-
		<b>Total Credits Compulsory/Elective</b>	<b>23/5</b>		
		<b>Total Credits of Odd Semester Compulsory/Elective</b>	<b>85/10</b>		

## EVEN SEMESTER

SEMESTER II					
No	Code	Course	Credit	Type	Prerequisite
1	MWU60702	Islamic religion II (Aqeedah)	2	Compulsory	Islam Religion 1
2	MKW60703	Population and food	2	Compulsory	-
3	MWU60707	Citizenship	2	Compulsory	-
4	MKD60706	Introduction to Agricultural Economics	3	Compulsory	-
5	MWU60709	Entrepreneurship	2	Compulsory	-
6	MKW60708	Basic of Accounting	3	Compulsory	-
7	MWU60708	Indonesian	2	Compulsory	-
8	MKW60714	Agricultural extension and communication	3	Compulsory	-
9	MKD60703	Basic agronomy	3	Compulsory	-
		<b>Total Credits</b>	<b>22</b>		
SEMESTER IV					
No	Code	Course	Credit	Type	Prerequisite
1	MWU60704	Islamic religion IV (Morals)	2	Compulsory	Islam Religion 3
2	MKW60712	Small business management and entrepreneurship	3	Compulsory	Entrepreneurship
3	MKW60719	Agricultural product Marketing	3	Compulsory	-
4	MKW60713	Syari'ah economics	3	Compulsory	Micro economic
5	MKD60708	Agribusiness management	3	Compulsory	-
6	MKW60711	Agribusiness Institutions	3	Compulsory	-
7	MKW60721	Econometrics	3	Compulsory	Statistics
8	MKW60722	Farming Science	3	Compulsory	-
		<b>Total Credits</b>	<b>23</b>		
SEMESTER VI					
No	Code	Course	Credit	Type	Prerequisite
1	MKW60709	Islamic Religion VI (agribusiness in Islamic perspective)	2	Compulsory	Islam Religion 5
2	MKW60720	Agribusiness development	3	Compulsory	-
3	MKW60705	Community empowerment in agribusiness	3	Compulsory	Introduction to Agribusiness
4	MKW60716	Social research methodology	3	Compulsory	Econometrics
5	MKW60725	Managerial economics	3	Compulsory	Micro economic
6	MKP60703	Leadership	3	Elective	-
7	MKP60706	Project Evaluation	2	Elective	-
8	MKP60702	Local culture	3	Elective	-
		<b>Total Credits</b>	<b>14/8</b>		
		<b>Compulsory/Elective</b>			

<b>SEMESTER VIII</b>					
<b>No</b>	<b>Code</b>	<b>Course</b>	<b>Credit</b>	<b>Type</b>	<b>Prerequisite</b>
1	MBB40618	Field Work Practices	3	Compulsory	-
2	MBB10610	Community Service Program (KKN)	3	Compulsory	-
3	MPB20673	Scientific Publications	2	Compulsory	-
4	MBB10611	Thesis	6	Compulsory	-
		<b>Total Credits Compulsory/Elective</b>	<b>14</b>		
		<b>Total Credits of Even Semester Compulsory/Elective</b>	<b>73/8</b>		



## **V. ACADEMIC ADMINISTRATION IN THE FACULTY OF AGRICULTURE UNIVERSITY OF ISLAM MALANG**

Every student of the Faculty of Agriculture, University of Islam Malang, is required to complete all matters related to educational administration as early as possible at the beginning of each semester. This is emphasized because the faster completion of education administration will support the success of the education process itself.

### **5.1 Her-registration and Determination of Student Activity**

#### **a. Her-registration of Old Student**

- Students pay her-registration and tuition fees according to applicable regulations (according to the level) in the semester and do KRS (study plan) programming within the specified time.
- If the student does not program the KRS (study plan) according to the specified time, then the student is declared inactive, and the student is obliged to take care of temporary leave according to the specified time.
- If a student does not register and does not take temporary leave according to the specified time limit, then the student is declared non-active and is not allowed to use academic and student infrastructure facilities.
- Sanctions/fines are imposed for students who are late for her-registration according to the specified schedule and students who temporarily stop studying for no reason are subjected to a 100% fee every semester like active students.

#### **b. Active Student Determination**

- If the student has done his obligation to pay administration
- Determination of active students is determined by the Rector's Decree.

#### **c. Determination of Drop Out Students (DO)**

- Students who do not complete her-registration for two consecutive semesters
- Students are not actively studying in semester 1

### **5.2. Academic Guidance and Filling Out Study Plan Cards**

- In the implementation of education and teaching based on semester credit units (credits), academic guidance is carried out by a guardian lecturer (academic advisor)
- The duties of the academic advisor are:
  1. Help direct students in preparing semester study plans and give consideration in choosing courses to be taken in the semester
  2. Give consideration to students about the number of credits to be taken
  3. Always monitor and follow the progress of the students they supervise
  4. Provide guidance and counseling to overcome non-academic problems for successful study
  5. Legalize letters related to academic activities
- **Completing the Study Plan Card**  
The computerized study plan completion on SISFOKAMPUS program is carried out by the students themselves according to the flow chart in Figure 2.

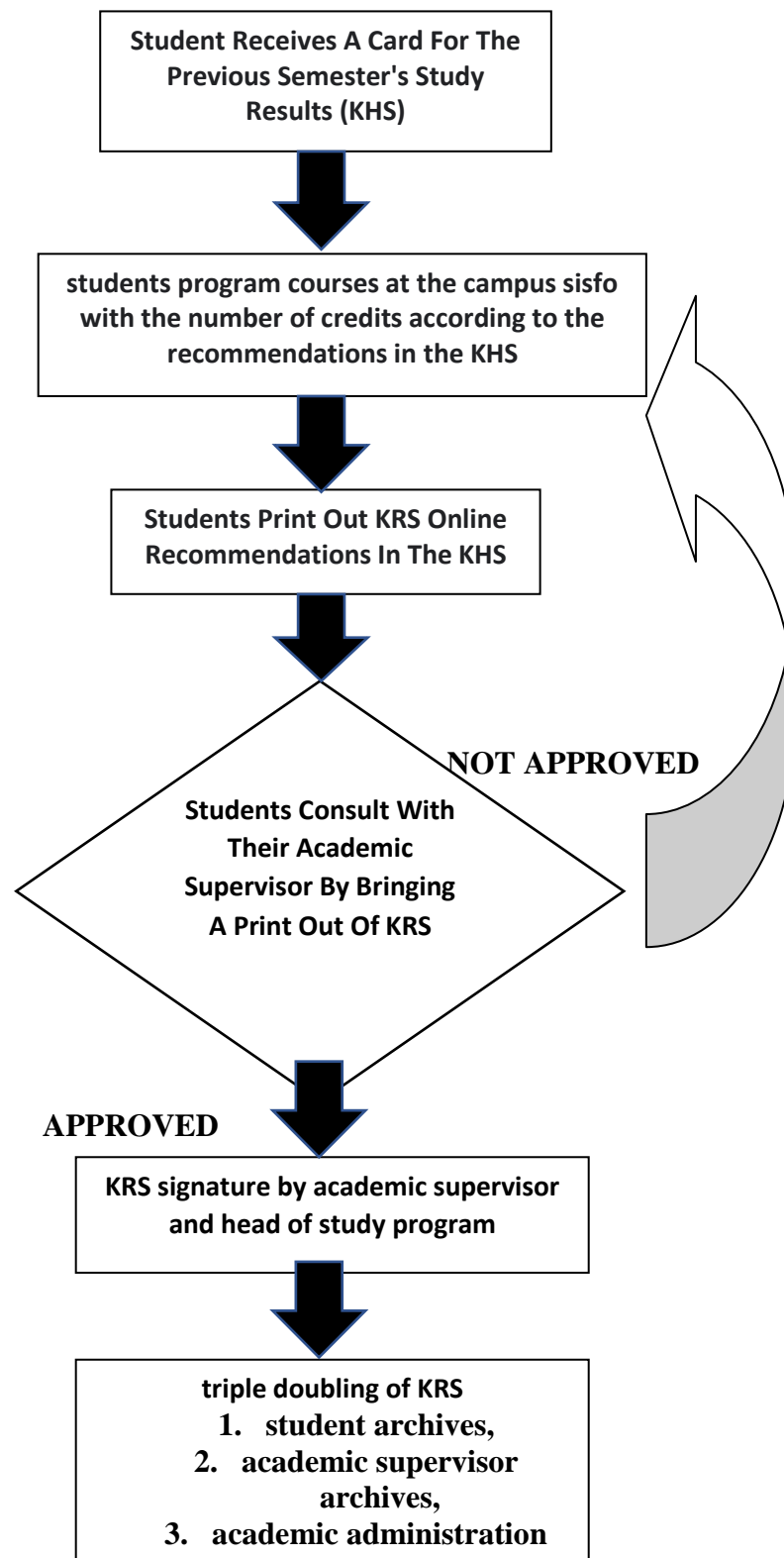


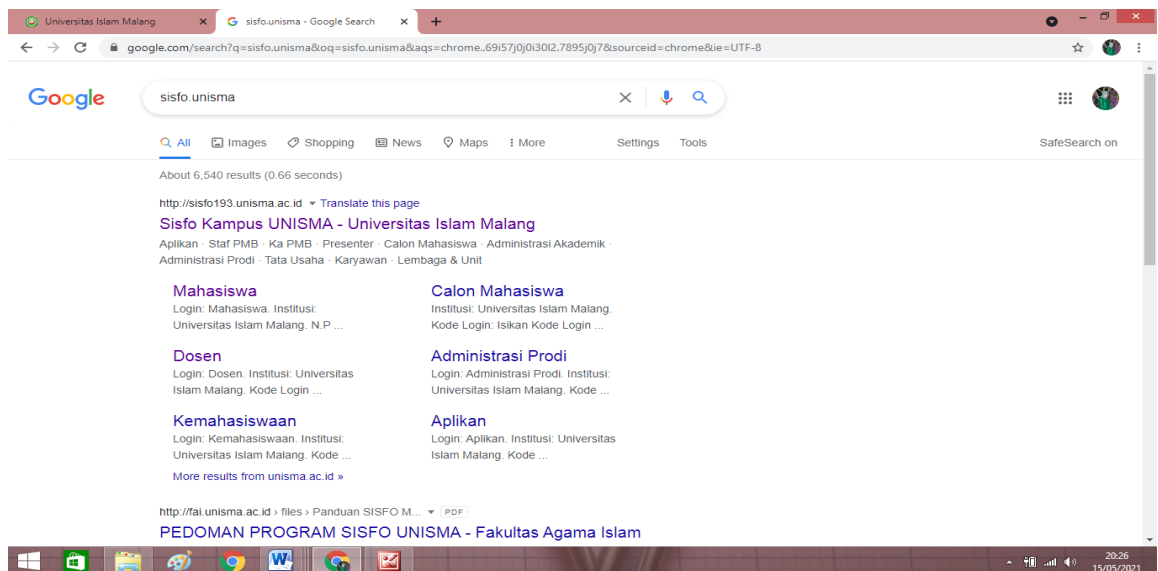
Figure 2. Flowchart Of The Online Study Plan Completion

## Manual procedure for online study plan completion

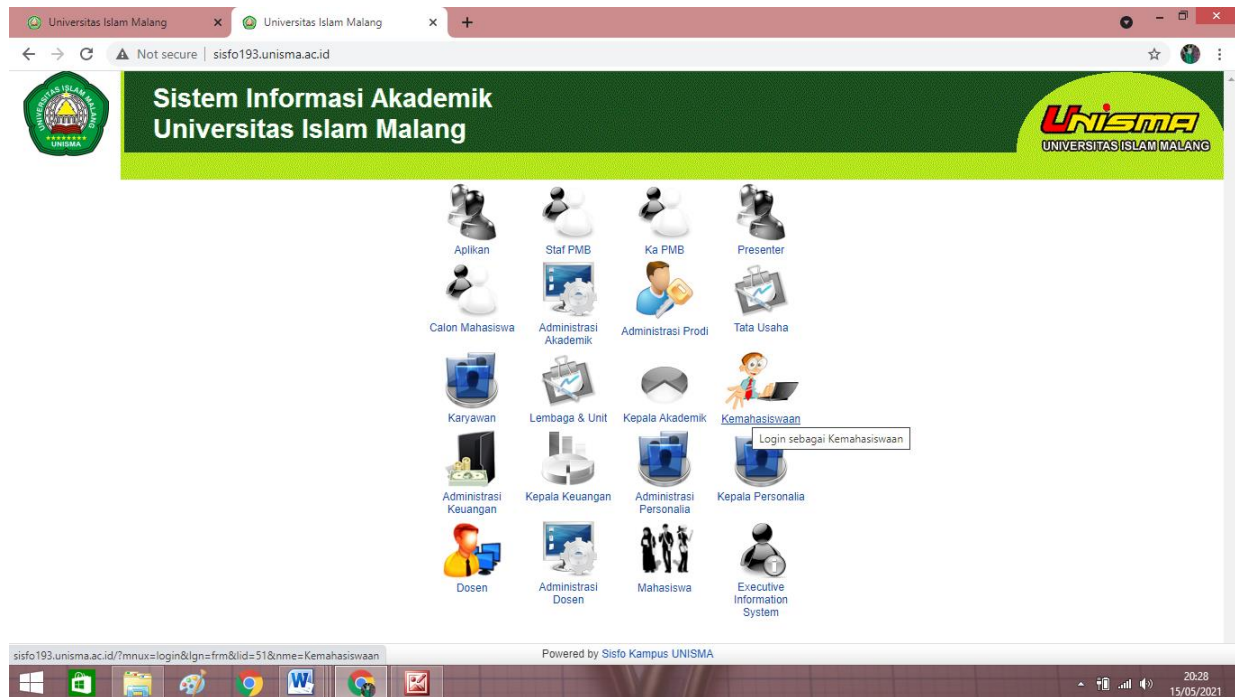
- a. Make sure the address in the browser is sisfo193.unisma.ac.id.



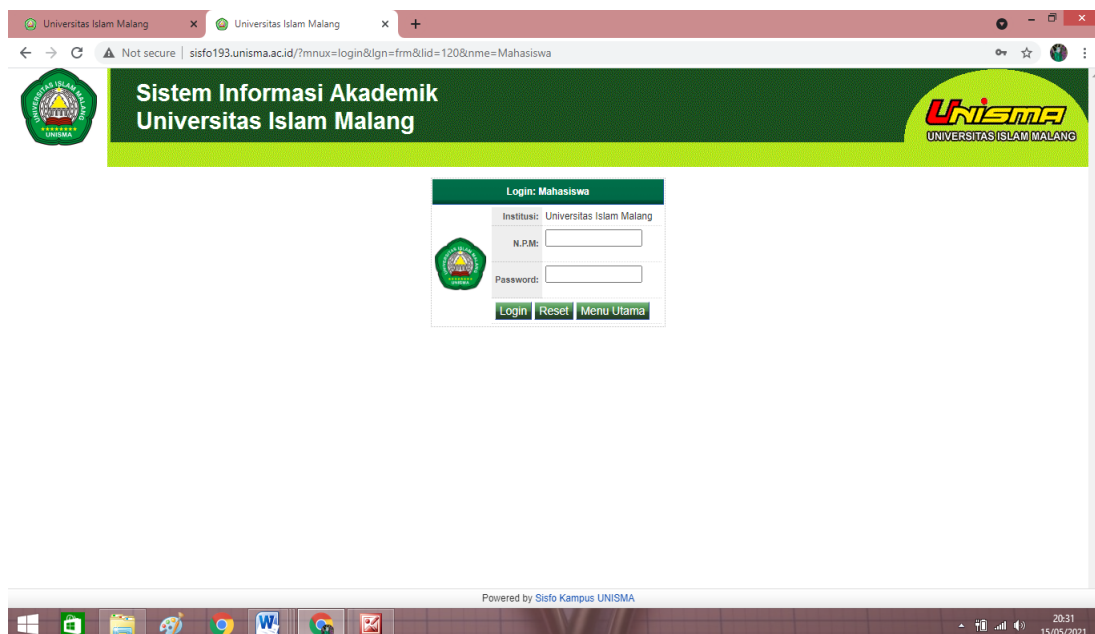
- b. Or go to Google, type SISFO Unisma, and click SISFO Campus Unisma



- c. The next display on the main menu is as follows:



- d. Then click on “student” and log in with student ID that is student number and password using student’s date of birth (yy-mm-dd) for example: 1 February 2001, the written word is: 2001-02-01,  
NPM : 21701031003



- e. Next, click on the student menu on the top line, select KRS and see the academic year, and complete the KRS by choosing and giving a tick to the listed courses  
f. Then if students have completed the KRS, they can print it both for the LRS (study plan sheet given to academic advisor) and the KRS (study plan for the upcoming semester)

### 5.3. Cancellation and Replacement of Courses

Modification/cancellation/replacement of courses is implemented a maximum of 4 lecture meetings. If due to a semester study plan that has been approved in KRS there will be changes, then students are allowed to submit changes by filling out the Study Plan Change Card (KPRS) and approved by the lecturer and submitted to the academic department before the specified limit. What is meant by study change is to change a course that has been listed in the KRS and add or reduce courses. Without entering a study change card the change is invalid. This Study Plan Change Card is a complete KRS.

### 5.4. Class Meeting and Practicum

Students are required to attend all lecture activities, practicums and other academic activities in accordance with the study plan in an orderly and regular manner based on the applicable provisions. During these courses and practicums, students are given tasks in carrying out these academic activities will be given their own set of sanctions.

#### a. Lectures

- The course is developed by a lecturer and/or more whose competencies can be accounted for and led by a lecturer as the coordinating lecturer
- Lectures are conducted offline, tutorials, practicum, field practice, guest lectures etc.

#### b. Lecture maintenance

- Courses can take place with a minimum of 3 students and a maximum of 40 students per class for the entire study program
- For study program where students are less than 40, it is possible to merge and coordinate with BAAK

#### c. Lecture process

- During the lecture activities, the lecturer conducts attendance with the fingerprint provided in each lecture building
- Lecturers must fill in the lecture journal online on the website: [baak.unisma.ac.id](http://baak.unisma.ac.id)

#### d. Lecture participation

- Face -to -face lectures, tutorials, practicums and field work practices, UTS, UAS and curricular activities are all mandatory for students to attend
- Students can follow the learning process less than 75% are not allowed to follow UAS
- Students who are entitled to attend lectures are those whose names are listed in the lecture absence

#### e. Lecture order

- Lectures are attended by students who have registered and their names are listed in the lecture absence
- Students attend 5 minutes before the lecture and fill out the attendance list

- Students are at least 75% active in lecturing- Students are active in 90-100% practicum and complete tasks according to the lecture journal
- During the lecture, students are prohibited from interfering with the lecture process, using communication equipment, violating student discipline rule

f. Practicum

- Practicum is a learning activity that aims to give students the opportunity to test and apply theory or evidence of a particular subject or part of a subject
- Practicums are conducted in laboratories, experimental gardens, greenhouses, mushroom combos and fields
- Practicum participants are students registered in the relevant subject
- Requirements for students who follow the practicum are set by the laboratory in each study program
- Practicum discipline is set by the head of the laboratory together with the caprodi

g. Guest lecture

- Guest lectures are learning activities conducted by the university/faculty/study program by inviting the expert and have certain competencies that are very necessary to enrich the insights and knowledge of lecturers and students
- Main course participants are lecturers and students
- Maintenance & discipline of guest lectures are set by the organizer

## 5.5. Tests And Evaluation Systems

a. Semester exam rules

- To be able to attend the mid -semester exam (UTS) students must attend at least 75% of the lectures and for the final exam (UAS) must attend 75% of the lectures for 1 semester (75% of the total lectures beginning to end before UAS)
- Students print exam cards in sisfo equipped with photos and then validate/certified to the supporting staff at Faculty of Agriculture
- Students have no financial responsibilities
- The exam schedule can be viewed on the exam card and printed from the sisfo
- Students present at the time of the exam and comply with the applicable exam discipline and violations of the discipline are not allowed to take the exam
- Exam rules are set by the Faculty and will be informed when the exam will take place

b. Rating system

- The learning process is monitored and assessed through quizzes, assignments, practicums, UTS scores, UAS scores and college participation
- During one semester at least the assessment is done 3 times including UAS
- All forms of assessment can be known by lecture participants
- The assessment scale as a measure of learning outcomes is stated as follows;

Ability mastery level	Interpretation	Letter value	Numerical value
80 - 100	Very good	A	4
70 - <80	good	B	3
55 - <70	enough	C	2
50 - <55	less	D	1
0 - <50	Very little	E	0

- The results of the assessment can be viewed on the sisfo and submitted in the form of study results card (KHS) and students are required to print and then approved by the Vice Dean I.
- All letter values obtained by students in KHS are an attachment to the final transcript of the program
- KHS that is processed is KHS is a student who is registered in as a subject participant in sisfo according to the study plan card (KRS)
- Courses taken by students, even though they have received a grade from a lecturer but are not listed in the KRS in sisfo, will not be processed to obtain KHS

c. Value input procedure

- The faculty or study program completes its responsibilities as the organizer of lectures, mid-test and final test;
- The supporting staff inputs student attendance on online sisfo as one of the requirements for students to join final test and obtain final grades;
- Lecturers input the percentage of assessment components including; percentage of assignments, practicums, presentations, quizzes, UTS and UAS scores;
- Lecturers input values on each component that has been determined;
- Next, the lecturer calculated all score aspects and finally determines the valu.

## 5.6. Measures of Study Success

- The success of student studies is expressed by the Performance Index (IP) which is differentiated between semester IP and Cumulative IP (GPA)
- Semester IP is a number (up to two digits after a comma) that indicates the cumulative rate. Semester IP is calculated at the end of the semester from the number multiplied between the

credits (K) and the numerical value (N) of each course divided by the number of credits planned by the formula:

$$IP = \frac{\sum_{i=1}^n (K_i \times NA_i)}{\sum_{i=1}^n K_i}$$

Description:

IP = Performance Index

$K_i = \sum$  SKS for each subject taken in one semester

NA = Final Value (Index of values)

- IP semester is used to determine the study load that can be taken by students in the next semester with the following provisions:

IP semester achieved	Taking SKS next semester
3.50 - ≤ 4.00	23 to 24 SKS
3.00 - <3.50	21 sd 22 SKS
2.50 - <3.00	19 to 20 SKS
2.00 - <2.50	16 to 18 SKS
1.50 - <2.00	12 to 15 SKS
<1.50	Maximum 11 credits

## 5.7. Field Work Practice

- Students are allowed to register for field work practice (PKL) if they have taken at least 100 credits proven by a temporary transcript that has been validated by the the academic counselor, Head of Study Program, and Vide Dean I.
- Students have programmed field work practice in the current semester as planned on KRS in sisfo program.
- Students pay the cost of field work practice in the Faculty and Head of Study Program, as well as the cost program's handbooks and monitoring cards are proven by payment receipts.
- The field work practice program registration flow can be seen in Figure 3.
- The implementation of field work practice is done on partners who have cooperated with the Faculty or the Study Program.
- Weight of field work practice credit is 2 credits which its implementation is done in one month activities for 40 hours/week or equivalent to 120 hours of work done at the place of field work practice
- The implementation of field work practice is guided by 1 lecturer and a field counselor lecturer
- A student is allowed to carry out Field Work Practice if he meets the following requirements:
  - a. Does not have a D value that is □□20 % of the total number of courses that have been taken



- b. Obtains approval from the Head of the study program to be able to implement Field Work Practice.
  - c. Has completed all administrative requirements, including paying the cost of program book.
- The selection and appointment of the Field Work Practice supervisor lecturer is arranged by the Head of the Study Program.
- Field Work Practice supervisor lecturers are expected to provide adequate services to guide in the implementation and writing of Field Work Practice report.
- Field Work Practice Test is implemented under the following terms:
  - a. The Field Work Practice Report has been approved by the supervising lecturer.
  - b. The student concerned can take the invitation along with the Minutes of the Field Work Practice exam to the secretary of the study program by bringing proof of payment of the Field Work Practice fee and report.
  - c. The fieldwork practice test is conducted by the relevant supervising lecturer and in the form of a seminar.
  - d. After the free work practice test, the supervisor lecturer is expected to immediately submit the test results to the head of the program.
  - e. The field work practice report that has been certified by the supervising lecturer and the head of the program is submitted to the faculty library in 1 copy.

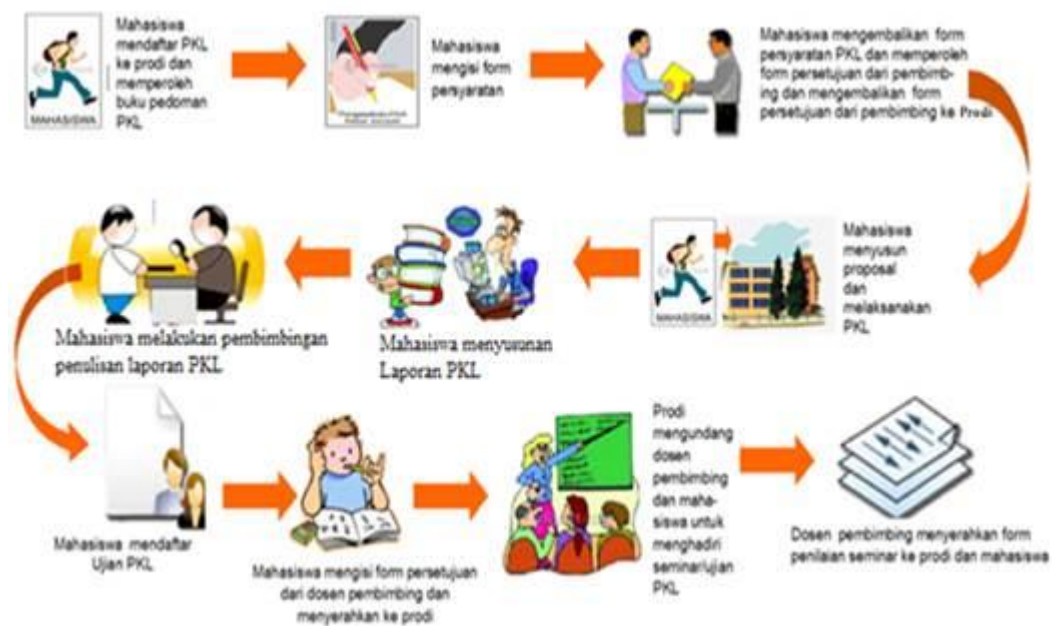


Figure 3. Field Work Practice (PKL) Completion Flow

### 5.8. Community Service Program (KKN)

- Students are registered as active students proven by her registration
- Students program KKN written on KRS in sisfo
- There are 5 models of KKN: general KKN, integrated KKN, foreign KKN, equivalent KKN and thematic KKN
- Requirements for Community service program (KKN).
- Has programmed Real Work Lecture (KKN) at KRS in the semester in question.
- Has collected a minimum of 130 credits with a cumulative IP of at least 2.00 prioritized for those who have been free of college

- Everything about KKN is fully implemented by LPPM starting with registration, implementation and evaluation of monitoring and final value

### **5.9. Islamic Comprehensive Exam**

- The Islamic Comprehensive exam is an obligation for UNISMA's students as the prerequisite for Skripsi Program.
- The purpose of the program is to ensure that Unisma's students are able to read Qur'an and Have right prayer. Besides, it is to make sure they master and are characterized with good, attitudes, based on ASWAJA and able to implement their own profession and are not diverged from Islamic aspect.
- The participants of this test are the students who are registered and accepted to take the test, and the students who passed Agama Islam I-VI Courses (non-Islamic Study Program)
- The examiners/lecturers for this test have been set by Rector concerning their Islamic competences
- The test schedule is conducted and arranged periodically:
  - a. every month, or
  - b. The special time if needed, or
  - c. the approved dates between LPIK and The Faculty

-The Test Registration is taken based on the following procedural aspects:

- a. The students register to their Faculty
- b. The faculty proposes the collective registration to LPIK from 1<sup>st</sup>-10<sup>th</sup> dates every month
- c. The faculty register the students together with the payment
- d. LPIK holds the exam on 11<sup>th</sup>-15<sup>th</sup> each month considering the total participants
- e. The examiners score, fill out the form and determine the success based on the criteria.
- f. In case the registered participants did not pass the exam, the faculty could reregister them.
- g. LPIK sends the list of students names, NMP, Faculty/study program after categorized as PASSED to get the certificate and the copy of test reported to the Dean, and forwarded to BAAK Cq Head of Academic unit Unisma.
- h. LPIK publishes the certificate of Islamic Comprehensive test.

-The exam payment is given to students and is arranged by the faculty based on the registration data.

### **5.10. Final Project (Thesis)**

- Thesis is a scientific work written by students based on the results of research on an issue conducted with the advisor.
- Students are allowed to register for field work practice (PKL) if they have taken at least 135 credits evidenced by a temporary transcript that has been validated by the academic counsellor and head of study program and Vice Dean I.
- Thesis registration must meet the requirements of collecting photocopies of Student's Card, Course Study Plan, registering and submitting temporary transcripts that have been validated by academic counsellor and head of study program and Vice Dean I.
- Thesis writing is supervised by one main supervisor and assisted by one assistang/ the second supervisor.

- The main supervisor is responsible for the content aspects of the thesis and the second supervisor is responsible for assisting the main supervisor in the technical aspects of writing.
- Assessment of the thesis is based on the quality of writing and the ability to maintain the content of the thesis in the thesis examination forum
- Students have programmed the thesis in the current semester is proven with KRS on sisfo
- Thesis test is implemented when the student has taken and passed the religious deepening test
- The approval of the thesis test is determined by the assembly of examiners which is read by the chief examiner
- Thesis registration flow is seen in Figure 4.

Figure 4. Thesis Completion Flow

- m. The head of the test session may cancel or postpone the test session whenever necessary in accordance with the opinion of the test session.
- n. The determination of the exam session time for students whose exams are canceled or postponed, is determined at the time of cancellation or postponement and or arranged later by the head of the study program.
- o. Upon completion of the thesis examination, the examiner gives the value of the test results based on the general assessment of the thesis and the student's performance in the examination.
- p. The supervising lecturer gave an average score of the 3 components; thesis draft, the research implementation and thesis exam values.
- q. The board of examiners holds a meeting and decides the test result without the attendance of the students being tested.
- r. In the event that a student passes the exam, the chairman may call the student and announce to the student concerning to his or her success. If a revision of the thesis is required, the chairman informs the student about the maximum period of 1 (one) month from the date of implementation of the examination.
- s. Revisions must be approved and signed by all examiners and evidenced by a revision form.
- t. If within the specified time the student cannot complete the thesis revision without giving a reason that can be accepted by the general provisions of the education system in the Faculty of Agriculture, the graduation in the relevant exam can be revoked by a decision letter from the Head of the study program. The student can apply for a re -exam by completing administrative requirements to pay for the exam fee.
- u. In the event that the student does not pass the exam, the Chairman announces the results to the student and he is also given the opportunity to apply for a re -exam to the Secretary of the Study Program as long as there is no error in the implementation of the research.
- v. In the case of graduating students, the Chairman of the Council is advised to provide additional advice to students who have just graduated before entering the community. In addition, the chairman of the conference is expected on behalf of the Faculty of Agriculture and the University of Islam Malang to congratulate the newly graduated alumnus.
- w. The thesis that has been tested/revised is bound with a thick dark green envelope and submitted to the Faculty Library as much as 1 (one) copy and to the Central Library as much as 1 (one) copy and for each lecturer 1 copy.
- x. Things not already listed in these instructions will be arranged later.

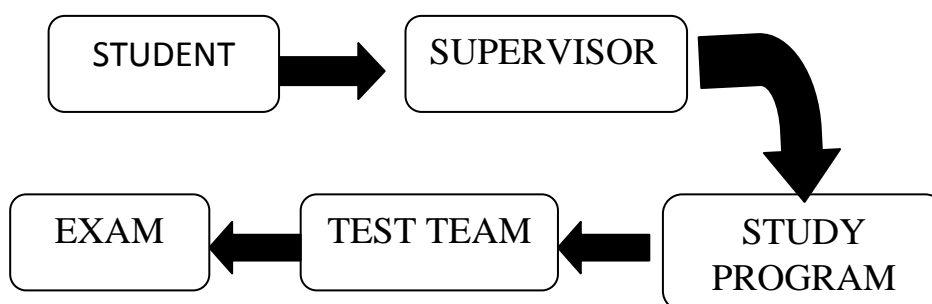


Figure 5 . Thesis test implementation flow scheme

### 5.11. Short Semester

- Short semester or intermediate semester is the use of long vacation time for the teaching and learning process between 2 semesters
- The purpose is to give students the opportunity to take advantage of vacation time with a program of academic activities in order to complete their studies on time and give students the opportunity to improve their grades
- The short semester is not intended to take a new course but to repeat a course that has already been taken with the excuse of improving grades with a minimum value D.
- The maximum credit load that can be taken in a short semester is 9 credits
- Implementation lasts 6- 8 weeks which is equivalent to 16 weeks (every week 2-3 meetings)
- The subjects offered are all basic and even semester subjects
- The registration and cancellation process is done at the faculty, and cancellation can be done if the number of participants who program does not meet the minimum requirements specified
- The implementation of the short semester is done on schedule as the regular semester
- Students who can attend are active students proven with her card and pay short semester fees determined by the Faculty

### 5.12. Approval Determination

#### a. Approval

Students are declared graduated if they have successfully completed at least 144 credits with a minimum GPA of  $\geq 2.00$  with a D value of not more than 20% of the total SKS load, no E value and a minimum Aswaja study value of C.

#### b. The predicate of graduation

- The predicate of graduation consists of three levels, namely: satisfactory, very satisfactory and with praise
- The awarding of graduation predicate also pays attention to the study period. If students exceed the maximum study period, it will be reduced by one level
- Graduation predicate is determined based on GPA and study period as follows;

Cumulative Performance Index	Approval Predicate
2.76 - 3.00	Satisfactory
3.01 - 3.50	Very satisfying
3.51 - 4.00	With compliments
Study period	$\leq 8$ semesters

#### c. The best graduate

- Each graduation period is determined by the best graduates at the University level (Rector's Decree) and Faculty level (Dean's Decree)
- The best graduates are determined by the 3 best graduates and determined from the highest GPA with a study period of  $\leq 8$  semesters

### 5.13. Scientific Publication/Journal

- Scientific publications as a requirement of students' final assignments & judicial requirements are regulated by Rector's Decree No. 588/G152/U.AK/R/L.16/XII/2019
- Students must publish at least a local journal with an ISSN or higher and act as lead author while supervising as co-author
- Students must list the place of study, namely Agrotechnology/Agribusiness Program, Faculty of Agriculture, Islamic University of Malang

- Students & accompanying writers must use affiliate email ..... unisma.ac.id

#### 5.14. Judicium and Graduation

##### a. Judicium

- Every student who has completed his studies is required to attend the judicium in accordance with the requirements that have been determined
- The faculty submitted a judicial proposal to request the Rector's Decree complete with the necessary files (Dean's Introduction Letter, List of Judicium Participants )
- The Rector issues a decision letter at the request of the Faculty
- Every two months the faculty can submit a judicium process to the Rector (February, April, June, August, October, and December)
- Students have uploaded scientific publications that are proven by a validation certificate from LPPM

##### b. Graduation and release

- Every student who has attended the judicium must attend graduation in the academic year in accordance with the specified requirements
- Graduation participants are students who have graduated in the current semester in accordance with the judicium process (can not attend graduation in the next period)
- Each student who will graduate must pay the graduation fee at the University, the amount of which is adjusted to the applicable provisions
- Graduation registration flow is seen in Figure 6.
- Release is a series of activities that aim to return the graduate candidate to his parents, release is done at the Faculty level and its implementation before or after graduation at the center
- Each student who will graduate must pay a release fee at the Faculty, the amount of which is adjusted to the applicable provisions

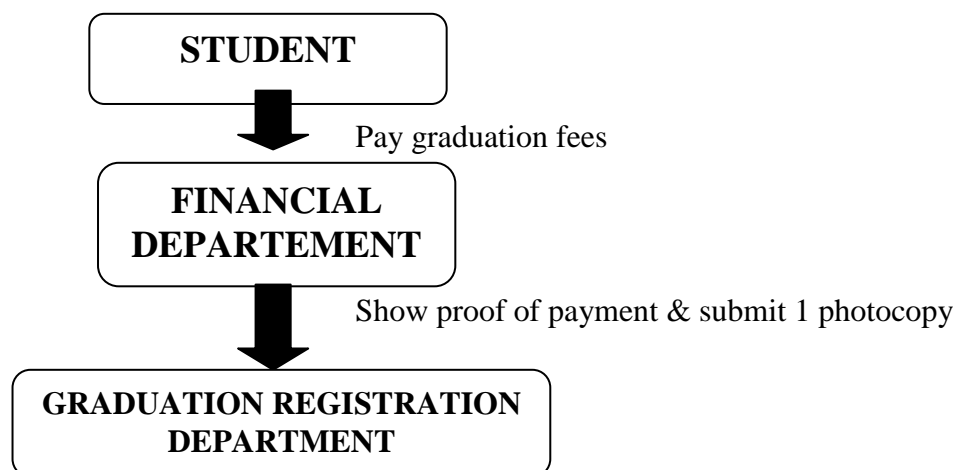


Figure 6. Graduation registration flow

#### 5.15. Degrees, Transcripts And Certificates

- The academic degree of a agriculture master is: **Master of Agriculture or abbreviated to SP**
- Students who have attended judicium and graduation are entitled to a degree, academic transcript and accompanying certificate letter (SKPI)
- Transcript Publication Mechanism , diploma certificate and SKPI;

- a. Diploma and SKPI transcripts will be processed after judicial confirmation (SK)
  - b. Processing of the transcript and SKPI is taken by the Faculty, while the certificate is given by the university regarding to the writing guidelines that have been set.
  - c. The transcript, diploma certificate and SKPI are validated by the Head of Study Program and Vice Dean, signed by the Dean, forwarded to BAAK to be signed by the Rector.
- Taking diploma certificate, academic transcript and accompanying certificate of diploma (SKPI) is allowed once the administrative requirements are met
  - Legalization of diploma certificate, academic transcript and certificate accompanying certificate (SKPI) is done at the Faculty by showing the original documents
  - The degree acquisition flow is seen in Figure 7.

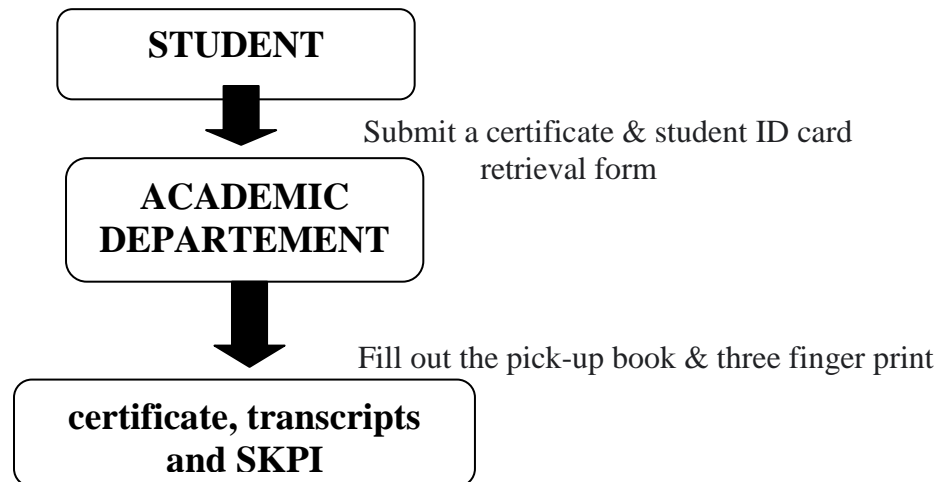


Figure 7. Flow of taking certificate, transcripts and SKPI