



**IPB UNIVERSITY  
FACULTY OF ECONOMICS AND MANAGEMENT  
DEPARTMENT OF ECONOMICS**

**STANDARD OPERATING PROCEDURE  
IMPLEMENTATION OF LECTURES AND  
PRACTICUMS**

**NO. POB/FEM/EP/03**

DESCRIPTION	Position Title	Signature	Date
Prepared by	Department ISO Coordinator		1 September 2016
Reviewed by	Department GKM Coordinator		1 September 2016
Approved by	Head of Department		1 September 2016

Document status		
Distribution No		



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### 1. Purpose

To serve as a guideline for implementing lecture and practicum activities in the Department of Economics, Faculty of Economics and Management (FEM), IPB University.

### 2. Scope

This procedure covers the implementation of lecture and practicum activities.

### 3. Definitions

- 3.1. Lecture refers to teaching and learning activities conducted face-to-face in class between lecturers and students according to the established schedule.
- 3.2. Practicum refers to teaching and learning activities involving lecturers (possibly assisted by teaching assistants) and students, emphasizing psychomotor aspects (skills) in the form of practice or exercises.
- 3.3. Each course consists of 16 sessions, comprising 14 face-to-face meetings, one Mid-Semester Examination (UTS), and one Final-Semester Examination (UAS).
- 3.4. Syllabus is a course document that outlines learning outcomes, learning plans, student assignments, and assessment designs throughout one semester.
- 3.5. Lecturer is a professional educator and scholar whose main duties are to transform, develop, and disseminate knowledge, technology, and art through education, research, and community service.
- 3.6. Teaching Assistant is a person assigned to assist the lecturer in practicum activities based on their educational background and expertise.
- 3.7. Student is a participant of lectures and practicums who is officially registered and has completed the Study Plan Card (KRS).
- 3.8. Academic Administration Staff is a member of the educational administration staff responsible for handling academic service administration.
- 3.9. Duty Officer is a staff member of the Department of Economics responsible for preparing teaching aids for lectures and practicums.

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#### 4. References

- 4.1. Undergraduate Program Handbook, 2015 Edition.
- 4.2. IPB University Standard Operating Procedure (SOP) Book, 2nd Edition, 2015.

#### 5. General Provisions

- 5.1. Lecture attendance is mandatory for every student, with a minimum attendance of 80% of total class meetings as a requirement to sit for the Final Examination (UAS).
- 5.2. Practicum attendance is mandatory for every student, with full (100%) attendance required to be eligible for the Final Examination (UAS).
- 5.3. Students must comply with all applicable rules and general regulations during both lectures and practicums.
- 5.4. In the case of absence, the student must report or notify the lecturer and the Education Committee within a maximum of three (3) days from the lecture date, attaching a relevant certificate or letter explaining the reason for absence.

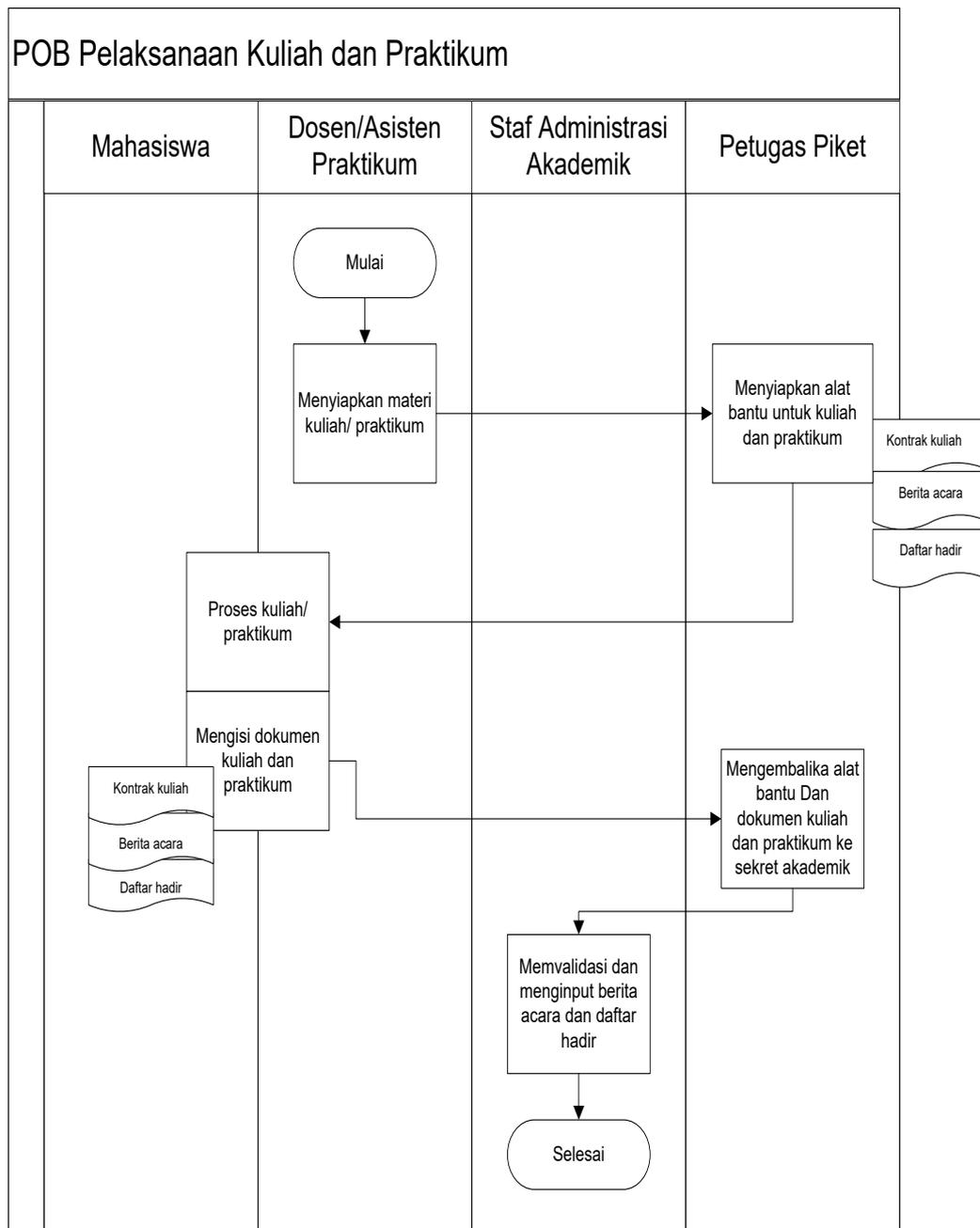
#### 6. Procedures

##### 6.1. Detailed Procedures

- 6.1.1. Lecturers and assistants prepare lecture and practicum materials.
- 6.1.2. Duty officers prepare teaching aids for lectures and practicums—such as LCD projectors, laptops, and wireless devices—shortly before class begins, and bring the attendance list, lecture contract, and minutes prepared by the academic administration staff.
- 6.1.3. Lecturers and assistants deliver lecture and practicum materials in accordance with the course syllabus and complete the lecture minutes.
- 6.1.4. Students attend lectures and fill out the lecture and practicum attendance lists. Lecturers complete the lecture contract and minutes.
- 6.1.5. Duty officers return the teaching aids, lecture contracts, minutes, and attendance lists to the Academic Secretariat of the Department of Economics.
- 6.1.6. The academic administration staff validates and inputs the minutes and attendance lists into the academic records system.

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## 6.2. Flowchart of Procedures



## 7. List of Important Documents

- 7.1. Lecture Contract
- 7.2. Minutes
- 7.3. Attendance List
- 7.4. Lecture and Practicum Schedule

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8. Attachment  
Course Syllabus  
Lecture Contract



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN  
INSTITUT PERTANIAN BOGOR  
FAKULTAS EKONOMI DAN MANAJEMEN  
**DEPARTEMEN ILMU EKONOMI**

Jl. Kampoer, Kampus IPB Darmaga - Bogor  
Telp. 0251-8626520, Fax. : 0251-8626631, e-mail : fem@ipb.ac.id, web site : http : //fem.ipb.ac.id

**KONTRAK PERKULIAHAN DAN PRAKTIKUM SEMESTER GANJIL TA. 2016/2017**

Kesepakatan Antara Dosen dan Mahasiswa Dalam Proses Perkuliahan dan Praktikum

MATA KULIAH : KODE :

Pada hari ini jam'at tanggal ....., bulan September tahun 2016 telah disepakati hal-hal yang berkenaan dengan penyelenggaraan proses perkuliahan dan praktikum sebagai berikut :

**1. WAKTU DAN TEMPAT PERKULIAHAAN**

Hari : Pukul : Ruangan :

**2. TIM PENGAJAR / DOSEN**

1. Muti 3. ....  
2. 4. ....

**3. TOLERANSI DAN KONSEKUENSI**

	Toleransi (Menit)	Konsekuensi
Dosen	.....	.....
Mahasiswa	.....	.....

**4. TUGAS - TUGAS (FREKUENSI)**

Quiz	UTS	UAS	Makalah
.....	.....	.....	.....

**5. TATA CARA PENILAIAN YANG DIGUNAKAN/BOBOT (%)**

UTS	UAS	Praktikum	Lain - Lain
.....	.....	.....	.....

**6. TATA TERTIB DALAM KELAS**

Pakaian (Kemeja/Kaos berkerah)	Alas Kaki (Sepatu)	Merokok ( tidak boleh )	Makan ( tidak boleh )	HP ( dimatikan/disilent )
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**Tambahan Penting :**

1. Izin tidak mengikuti kuliah karena alasan sakit dan atau alasan yang sah dapat diberikan maksimum **3 (tiga) kali** dari masa perkuliahan penuh (14 pertemuan) yang terjadwal dalam satu semester kecuali ketidakhadiran atas izin Wakil Rektor Bidang Akademik dan Kemahasiswaan dengan surat pendukung yang harus diserahkan paling lambat 1 Minggu setelah perkuliahan tersebut.
2. Nilai ujian (UTS dan UAS serta nilai muti) akan diumumkan paling lambat 2 minggu setelah pelaksanaan ujian MK tersebut

Demikian kontrak perkuliahan dan praktikum ini disepakati dan dilaksanakan sebaik-baiknya.

Wakil Mahasiswa	Mengetahui Ketua Departemen,	Dosen Koordinator MK
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{.....} { Dr. Dedi Budiman Hakim, M.Ec } { }

Perwakilan Kelas : Nama : ..... No. HP : .....

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Minutes of Lectures and Practicums



**MINUTES OF LECTURE / PRACTICUM IMPLEMENTATION**  
**DEPARTMENT OF ECONOMICS**  
**ODD SEMESTER, ACADEMIC YEAR 2016–2017**

Course Title / Course Code / Parallel :  
Room :  
Day, Time :  
Lecturer :  
Course Coordinator :  
Number of Students :  
Duty Officer :

Week	Day / Date	Topic	Lecturer	Start – End Time	Lecture / Practicum Aids	No. of Students Present	Notes / Important Remarks	Lecturer's Signature	Class Representative's Signature	Duty Officer's Signature
1					INFOCUS/NOTE BOOK/ WIRELESS/ SPIDOL					



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Week	Day / Date	Topic	Lecturer	Start – End Time	Lecture / Practicum Aids	No. of Students Present	Notes / Important Remarks	Lecturer's Signature	Class Representative's Signature	Duty Officer's Signature
2					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					
3					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					
4					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					
5					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					



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Week	Day / Date	Topic	Lecturer	Start – End Time	Lecture / Practicum Aids	No. of Students Present	Notes / Important Remarks	Lecturer's Signature	Class Representative's Signature	Duty Officer's Signature
6					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					
7					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					
<b>MID-SEMESTER EXAMINATION (UTS)</b>										
8					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					



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Week	Day / Date	Topic	Lecturer	Start – End Time	Lecture / Practicum Aids	No. of Students Present	Notes / Important Remarks	Lecturer's Signature	Class Representative's Signature	Duty Officer's Signature
9					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					
10					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					
11					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					
12					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					



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Week	Day / Date	Topic	Lecturer	Start – End Time	Lecture / Practicum Aids	No. of Students Present	Notes / Important Remarks	Lecturer's Signature	Class Representative's Signature	Duty Officer's Signature
13					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					
14					INFOCUS/ NOTE BOOK/ WIRELESS/ SPIDOL					

**FINAL SEMESTER EXAMINATION (UAS)**

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### Attendance Lists

IPB UNIVERSITY  
DIRECTORATE OF ACADEMIC ADMINISTRATION

### LECTURE / PRACTICUM ATTENDANCE LIST

Academic Year : 2016/2017  
Semester : Odd  
Course Code : EKO415  
Course Name : Ekonomi Regulasi  
Parallel Class : 1  
Room : RK MKDU  
Day : Thursday  
Time : 8.00 - 10.30

NO	NAME	NIM	1	2	3	4
1	RAMADHANI ALPUTRI	H14130002				
2	ABDULLAH FATHAN TAUFIK	H14130004				
3	PUTRI ANDINI	H14130007				
4	KUSUMA MAULISANTI	H14130009				
5	AMELIA SAFRIDA	H14130010				
6	DWI YONANDA SHAVIRA. SY	H14130013				
7	ANNISHA LIBNA BINTANG SETIARDI	H14130014				
8	ALFI NUR LAILIYAH	H14130018				
9	RIZKA SUCI RAHMADHANI	H14130019				
10	ELSI MARLITA	H14130021				
11	MAUDYTIA RISMALASARI PRABOWO	H14130022				
12	SITI ROHMAWATI	H14130023				
13	NADYA SAHARA	H14130024				
14	YANNI ERIA	H14130026				
15	ANNISA	H14130027				
16	NISRINA ROFIFAH	H14130029				
17	TETI RAHMAWATI	H14130032				

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18	WIDYA SUBANGKA	H14130033				
19	ANZHILA RAHMA ARIFANA	H14130040				
20	SYIFA RAHMADITA KUSWAN	H14130041				
21	NOVA ARDIANSYAH	H14130042				
22	SHAFIRA PUTRI REGULA	H14130048				
23	REZA IMAM PRAKOSO	H14130051				
24	FAKHRI RIZQULLAH	H14130055				
25	IRMA ANUGRIANA	H14130060				
26	ANUGERAH GUSTI AFRILianto	H14130062				
27	PIRLI RAMDANI	H14130065				
28	AGNES YULISA	H14130067				
29	MAULIDATUZ ZAHROO	H14130068				
30	AGENG HARTINI	H14130069				
31	KHOLIFATIN ARTIKA	H14130072				
32	ADHITYA KUSUMA ARDANA	H14130074				
33	NURIN AMALIA	H14130075				
34	MOCHAMMAD FAJAR	H14130079				
35	MUHAMMAD FAJAR GUMILANG	H14130080				
36	TETTA NURWINDA	H14130081				
37	MUHAMMAD KEMAS MAULUDI	H14130082				
38	GHUFRANI MUHARAMI	H14130083				
39	BAGUS EKA PUTRA	H14130084				
40	ANDINA NURAINI GINOGA	H14130085				
41	NOVA RESTU SENIAMALA	H14130086				
42	MOHAMMAD IRFAN HABIBI	H14130087				
43	ATTIRA MASYITHA SEKAR KINANTY	H14130088				
44	MAHARANI NURCAHYANI	H14130092				
Dosen						

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## Lecture and Practicum Schedule

DEPARTEMEN ILMU EKONOMI

Waktu	Tipe	Kode Mata Kuliah / Paralel	Nama Mata Kuliah	Penanggung Jawab	Kode Ruang	Nama Ruang	Kap. Ruang	Mayor/ Minor Peserta	Semester	Kuota Ma/Int/Mi/SC (Total)	Jumlah Peserta Ma/Int/Mi/SC (Total)	Keterangan
<b>Setiap Hari</b>												
0.00 - 0.00	K	EKO499 / 1	Skripsi	Tim Dosen		Ruangan Disesuaikan	0	H11.	7	120 / 0 / 0 / 0 (120)	38 / 0 / 0 / 0 (38)	
0.00 - 0.00	K	EKO497 / 1	Kuliah Kerja Profesi (KKP)	Tim Dosen		Ruangan Disesuaikan	0	H11.	7	90 / 0 / 0 / 0 (90)	88 / 0 / 0 / 0 (88)	
0.00 - 0.00	K	EKO498 / 2	Seminar	Tim Dosen		Ruangan Disesuaikan	0	H11.	7	120 / 0 / 0 / 0 (120)	24 / 0 / 0 / 0 (24)	
<b>Senin</b>												
7.30 - 9.10	K	EKO201 / 3	Teori Mikroekonomi I	Dr.Ir.IDQAN FAHMI, M.Ec	A164401E	RK. 16 FAC 401 E	80	H21.	3	0 / 70 / 0 / 0 (70)	0 / 39 / 0 / 0 (39)	
7.30 - 9.10	K	EKO201 / 2	Teori Mikroekonomi I	Dr.Ir.IDQAN FAHMI, M.Ec	E000X032	RK. X.302	70	H21.	3	0 / 70 / 0 / 0 (70)	0 / 66 / 0 / 0 (66)	
7.30 - 10.00	K	ESL211 / 8	Ekonomi Pertanian	Prof.Dr.Ir.BONAR MARULITUA SINAGA, MA	A00000B1	RK. Gedung Kuliah B1	120	H11.H21, H4191,H4194	3	0 / 85 / 7 / 10 (102)	0 / 76 / 3 / 10 (89)	
7.30 - 10.00	K	EKO313 / 1	Ekonomi Industri	Dr.Ir.ARIEF DARJANTO, M.Ec	A0630301	RK. HPT 301 A-B	120	H11.	5	90 / 0 / 0 / 0 (90)	78 / 0 / 0 / 0 (78)	
8.00 - 9.40	K	EKO427 / 1	Ekonomi Politik	Prof.Dr.DIDIN S. DAMANHURI, SE, MS, DEA	GLS3MKDU	RK MKDU	100	H11.	7	94 / 0 / 0 / 0 (94)	86 / 0 / 0 / 0 (86)	
10.00 - 11.40	K	EKO203 / 5	Teori Makroekonomi I	Prof.Dr.Ir.RINA OKTAVIANI, MS	ICCR213	RK. CCR 2.13	135	H51.	3	0 / 90 / 0 / 0 (90)	0 / 80 / 0 / 0 (80)	
10.00 - 11.40	K	EKO301 / 2	Ekonometrika I	Prof.Dr.Ir.BAMBANG JUANDA, MS	IPBW0401	RK. IPB W 4 4.01	110	H41.	5	0 / 108 / 0 / 0 (108)	0 / 98 / 0 / 0 (98)	
13.00 - 14.40	K	EKO201 / 5	Teori Mikroekonomi I	Dr.Ir.IDQAN FAHMI, M.Ec	GLS3MKDU	RK MKDU	100	H31.	3	0 / 65 / 0 / 0 (65)	0 / 56 / 0 / 0 (56)	TIDAK BOLEH MELEBIHI KUOTA
13.00 - 14.40	K	MAN22A / 5	Akuntansi Keuangan	FARIDA RATNA DEWI, S.E., M.M	A00000BD	RK. Gedung Kuliah A	285	H11.	3	0 / 90 / 0 / 0 (90)	0 / 76 / 0 / 0 (76)	
13.00 - 14.40	K	EKO201 / 4	Teori Mikroekonomi I	Dr.Ir.IDQAN FAHMI, M.Ec	E000X032	RK. X.302	70	H31.	3	0 / 60 / 0 / 0 (60)	0 / 59 / 0 / 0 (59)	TIDAK BOLEH MELEBIHI KUOTA
13.00 - 15.30	P	EKO427 / 1	Ekonomi Politik	Prof.Dr.DIDIN S. DAMANHURI, SE, MS, DEA	ICCR215	RK. CCR 2.15	135	H11.	7	47 / 0 / 0 / 0 (47)	46 / 0 / 0 / 0 (46)	

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DEPARTEMEN ILMU EKONOMI

													MELEBIHI KUOTA
13.01 - 15.30	P	EKO203 / 3	Teori Makroekonomi I	Prof.Dr.Ir.RINA OKTAVIANI, MS	C162RP21	RK. P21	120	H31,	3	0 / 60 / 0 / 0 (60)	0 / 60 / 0 / 0 (60)		TIDAK BOLEH MELEBIHI KUOTA
15.00 - 17.30	P	EKO201 / 9	Teori Mikroekonomi I	Dr.Ir.IDQAN FAHMI, M.Ec	IPBW0402	RK. IPB W 4 4.02	50	H51,	3	0 / 39 / 0 / 0 (39)	0 / 39 / 0 / 0 (39)		
15.00 - 17.30	P	EKO201 / 10	Teori Mikroekonomi I	Dr.Ir.IDQAN FAHMI, M.Ec	F0001PAU	RK. PAU 01. 1a	80	H51,	3	0 / 52 / 0 / 4 (56)	0 / 43 / 0 / 4 (47)		
15.30 - 18.00	K	EKO215 / 2	Ekonomi Pembangunan I	Dr.Ir.WIWIEK RINDAYATI, M.Si	ICCR208	RK. CCR 2.08	180	H11, H1191	3	0 / 0 / 119 / 5 (124)	0 / 0 / 119 / 5 (124)		
<b>Rabu</b>													
7.30 - 9.10	K	EKO203 / 4	Teori Makroekonomi I	Prof.Dr.Ir.RINA OKTAVIANI, MS	ICCR105	RK. CCR 1.05	135	H41, H1191	3	0 / 120 / 15 / 0 (135)	0 / 86 / 13 / 0 (99)		
7.30 - 10.00	K	EKO423 / 1	Kebanksentralan dan Kebijakan Moneter	Dr.Ir.IMAN SUGEMA, M.Ec	GLS3MKDU	RK MKDU	100	H11,	7	94 / 0 / 0 / 0 (94)	88 / 0 / 0 / 0 (88)		
10.00 - 12.20	P	EKO301 / 2	Ekonometrika I	Prof.Dr.Ir.BAMBANG JUANDA, MS	IPBW0401	RK. IPB W 4 4.01	110	H11, H1191	5	42 / 0 / 15 / 5 (62)	38 / 0 / 13 / 2 (53)		
10.00 - 12.30	P	EKO301 / 1	Ekonometrika I	Prof.Dr.Ir.BAMBANG JUANDA, MS	A0830307	RK. 8 AGR 307	80	H11, H1191	5	42 / 0 / 15 / 5 (62)	42 / 0 / 15 / 5 (62)		
10.00 - 12.30	P	EKO203 / 5	Teori Makroekonomi I	Prof.Dr.Ir.RINA OKTAVIANI, MS	A0430301	RK. 4 AGB 301	120	H41, H1191	3	0 / 60 / 16 / 1 (77)	0 / 47 / 15 / 1 (63)		
10.01 - 12.31	P	EKO203 / 6	Teori Makroekonomi I	Prof.Dr.Ir.RINA OKTAVIANI, MS	A0440404	RK. 8 AGR 404	80	H41,	3	0 / 60 / 0 / 0 (60)	0 / 39 / 0 / 0 (39)		
11.00 - 12.40	K	EKO213 / 1	Ekonomi Usaha Kecil Menengah dan Koperasi	Dr.Ir.YETI LIS PURNAMADEWI, M.Sc.Agr	ICCR216	RK. CCR 2.16	135	H11,	3	83 / 0 / 0 / 0 (83)	75 / 0 / 0 / 0 (75)		
13.00 - 15.30	K	EKO303 / 1	Perekonomian Indonesia	Prof.Dr.DIDIN S. DAMANHURI, SE, MS, DEA	ICCR208	RK. CCR 2.08	180	H11,	5	84 / 0 / 0 / 0 (84)	77 / 0 / 0 / 0 (77)		
13.00 - 15.30	K	EKO429 / 1	Kebijakan Ekonomi Internasional	Dr.Ir.DEDI BUDDIMAN HAKIM, M.A.Ec	IPBW0402	RK. IPB W 4 4.02	50	H11,	7	50 / 0 / 0 / 0 (50)	41 / 0 / 0 / 0 (41)		
15.00 - 16.40	K	EKO201 / 6	Teori Mikroekonomi I	Dr.Ir.IDQAN FAHMI, M.Ec	ICCR215	RK. CCR 2.15	135	H41, H1191	3	0 / 110 / 15 / 8 (133)	0 / 85 / 15 / 7 (107)		
15.00 - 16.40	K	STK211 / 25	Metode Statistika	Dr.Ir.I MADE SUMERTAJAYA, M.Si	A042202A	RK. 4 AGB 202A	150	H11,	3	0 / 88 / 0 / 0 (88)	0 / 73 / 0 / 0 (73)		
<b>Kamis</b>													
7.30 - 10.00	K	EKO215 / 1	Ekonomi Pembangunan I	Dr.Ir.WIWIEK RINDAYATI, M.Si	A011GM11	RK. IKK 1-1	90	H11,	3	83 / 0 / 0 / 0 (83)	75 / 0 / 0 / 0 (75)		
8.00 - 10.30	K	EKO415 / 1	Ekonomi Regulasi	Prof.Dr.Ir.MANUNTUN	GLS3MKDU	RK MKDU	100	H11,	7	50 / 0 / 0 / 0 (50)	44 / 0 / 0 / 0 (44)		

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