

STANDARD OPERATIONAL PROCEDURE (SOP)
MANAGEMENT OF DEPARTMENT, ACADEMIC AND
LABORATORY OF SOIL SCIENCE STUDY PROGRAM
FACULTY OF AGRICULTURE UNSRI



SOIL STUDY PROGRAM
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INDRALAYA
MAY 2022

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1. INTRODUCTION

The Department of Soil was originally called the Department of Soil Science, formed in early 1973 and in 1974 confirmed by the Decree of the Dean No. 679/KPTS/1974. This department was formed to accommodate the interests of students who want to take the main (major) and elect (minor) subjects in the field of Soil Science.

In 1984 the Department of Soil Science changed its name to the Department of Soil by having one study program, namely the Soil Science Study Program, through the Decree of the Director General of Higher Education, Ministry of Education and Culture No. 57/Dikti/Kep/1984 dated July 31, 1984. This department develops and explores basic knowledge of tropical soils and is currently starting to insert basic knowledge of swamps that will be used to equip students with specific abilities. The Soil Science Study Program managed by the Soil Department has 2 (two) laboratories, namely the Chemistry, Biology, and Soil Fertility Laboratory; Physics and Soil Conservation Laboratory and Land Survey and Evaluation Laboratory.

The Soil Science Study Program did not accept students after the issuance of the Decree of the Director General of Higher Education number 163 of 2007 which required a merger into the Agroecotechnology Study Program since 2009. The Soil Science Study Program has reactivated the status of the study program since May 2013 to the Director General of Higher Education. Through relentless struggle for almost two years, the reactivated decree was finally issued by the Minister of Research, Technology and Higher Education number: 333/M/Kp/V/2015 on May 4, 2015. Academically, since 2020 the Soil Science Study Program has accredited with Predicate A with SK BAN-PT No. 5054/SK/BAN-PT/Akred/S/IX/2020 dated September 1, 2020, until September 1, 2025. The Land Department staff is 16 people, with S-3 qualifications as many as 14 people (3 of whom are Professors), S- 2 as much as 2..

Standard Optional Procedure (SOP) is one of the important infrastructure or instruments in an effort to improve the quality of higher education processes and outcomes. The SOP for the Department of Land agreed upon by all academicians of the department will be a guide for students and lecturers in carrying out daily

academic activities, for example in the use of laboratory equipment, the mentoring process, and filling out the KRS. Therefore, the preparation of the SOP for the Soil Department of the Faculty of Agriculture is very necessary.

The preparation of SOPs for the Department of Land is carried out through workshop activities. This workshop aims to formulate and formulate SOPs for all academic and administrative activities in the Department of Land. Furthermore, the results of the SOP workshop formulation were brought and ratified in a department meeting to be used as a SOP book for academic and administrative activities of the Soil Science Study Program, Soil Department, Faculty of Agriculture.

Sriwijaya University. With the SOP, it is expected that all academic and administrative activities in the Department of Land follow standard procedures so that it will improve the performance of the Department's personnel in a more professional manner.

II. ORGANIZATIONAL STRUCTURE

To launch academic activities in the Department of Land, Faculty of Agriculture, Sriwijaya University, it is necessary to have departmental management arranged in an organizational form. Each organizational structure is filled with personnel who have certain duties and functions as well as governance mechanisms. The organizational structure of the Department of Land is presented in the following chart:

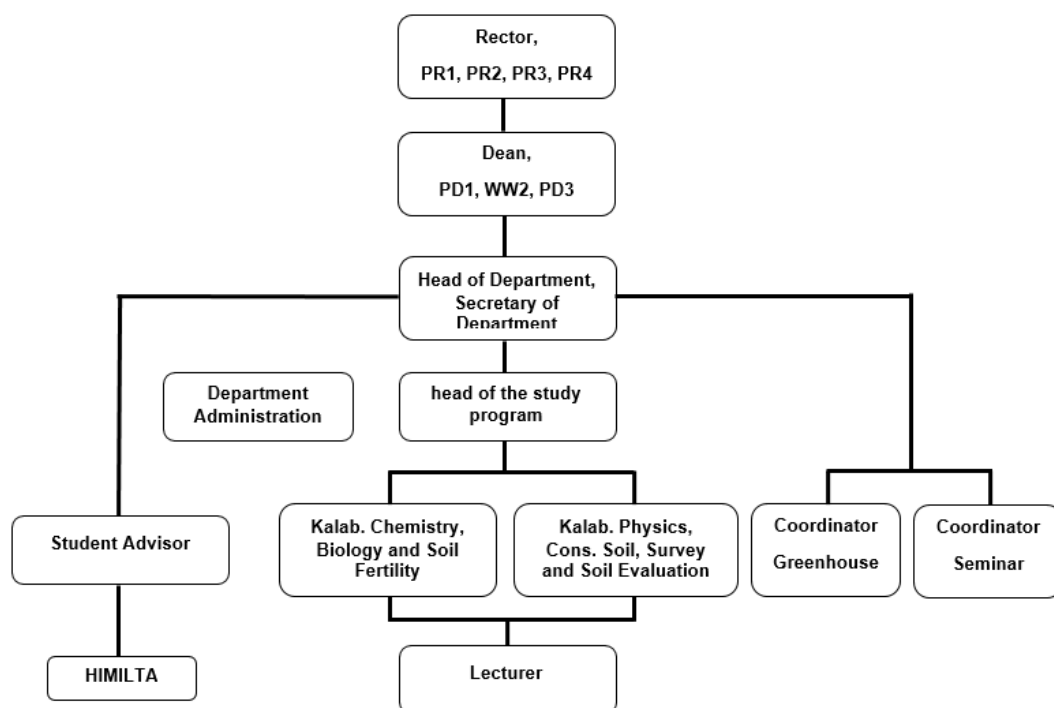


Figure 1. Organizational chart in the Department of Land, Faculty of Agriculture, Unsri

III. MAIN TASKS OF LAND DEPARTMENT PERSONNEL

1. Head of Department (Kajur)

The head of the department is responsible for the smooth teaching and learning process at the department level. The main duties of the Head of the Department are:

- a. Leading and managing the department in terms of implementing the Tridharma of Higher Education: Education and Teaching, Research and Community Service;
- b. Manage the administration of the department;
- c. Fostering and developing the careers of lecturer staff and department employees;
- d. Fostering, managing, and developing the department's laboratory and greenhouse;
- e. Coordinate student intra and extra curricular activities;
- f. Leading departmental meetings and judiciary;
- g. Assess the performance of department staff in the form of DB;

- h. Establish and develop cooperation with other agencies or parties; as well as
- i. Carry out promotion and socialization of the department.

In his duties, the head of the department is responsible and obliged to report his activities to the Dean of the Faculty of Agriculture. The Head of the Department provides accountability to all personnel in the department at a department meeting at the end of his term of office.

2. Department Secretary (Sekjur)

The department secretary is responsible for the financial management and administration of the department, the main duties of the department secretary are:

- a. Represent the head of the department in his absence; and
- b. Assist the department heads in carrying out their duties.

In his duties the secretary is responsible to the head of the department.

3. Head of Study Program (KPS)

The head of the study program is responsible for:

- a. Regulating the smooth teaching and learning process;
- b. Arranging the division of tasks for academic supervisors, thesis and field practice;
- c. Set the class schedule;
- d. Assist the duties of the head of the department in the academic field including the management of KRS, KPRS, KHS and transcripts;
- e. Representing the head of the department when unable to do so, especially those related to academic assignments; f, Prepare and or check the completeness of the academic and administrative requirements of students who will take a comprehensive exam; as well as
- f. Prepare and or check the completeness of the academic and administrative requirements of students who will be graduating.

In his duties, the head of the study program is responsible to the head of the department.

4. Head of Laboratory (Kalab)

The head of the laboratory is responsible for:

- a. Regulate the smooth use of the laboratory both for student services, lecturers and the community;
- b. Conduct an inventory, maintain and regulate the use of laboratory equipment;
- c. Carry out laboratory promotions;
- d. Strive for and/or improve laboratory accreditation;
- e. Determine the cost of analysis, equipment rental and place rental then brought and approved in the department meeting;
- f. Perform standardization and calibration of laboratory equipment;
- g. Planning laboratory development;
- h. Fostering and developing laboratory human resource capabilities (analysts, technicians, laboratory assistants);
- i. Develop and coordinate laboratory-led courses; as well as
- j. Make an annual report in writing to the head of the department.

In carrying out his duties, the head of the laboratory is responsible to the head of the department through the head of the study program.

5. Coordinator of Student Seminars and Discussions

The student seminar and discussion coordinator is responsible for:

- a. Organize the schedule and smooth process of pre-research discussions and seminars on student research results;
- b. Documenting the results of pre-research discussions and seminars on student research results; and
- c. Announce the value of the seminar on student research results.

The coordinator of student seminars and discussions in carrying out their duties is responsible to the head of the department.

6. Greenhouse Coordinator

The greenhouse coordinator is responsible for:

- a. Regulating the use of greenhouses;
- b. Carry out greenhouse maintenance;
- c. Planning greenhouse development; and
- d. Make progress reports regularly (every year) to the head of the department.

The greenhouse coordinator in carrying out his duties is responsible to the head of the department.

7. Student coach

Student advisors are responsible for:

- a. Fostering students of the Department of Land in both academic and non-academic fields; as well as
- b. Directing and responsible for association activities (HIMILTA).

The student supervisor is responsible for his duties to the head of the department.

8. Lecturer Staff

Lecturer staff are responsible for:

- a. Carry out the duties of the tridharma of higher education,
- b. Guiding and fostering students to achieve Strata One education as thesis supervisors and field practice in accordance with the department's vision and mission; as well as
- c. Guiding and advising students as academic supervisors (PA) with the following tasks:

CI Monitors student guidance by evaluating their learning outcomes every semester (at least 4 meetings per semester which are monitored with a form of consultation);

C.2. Provide intensive guidance to students under their guidance whose achievement in study outcomes is relatively low and/or declining, so that the students concerned find the best position for the solution;

- C.3. Identify personal academic, and socio-economic constraints of the tutoring students that are expected to affect the decline and/or low study results;
- C.4. Helping his mentored students plan their studies according to the results of the previous semester's studies
- C.5. Report the progress of the student's studies under his guidance to the Head of the Study Program/Head of the Department.
- C.6. Re-monitoring the results of the new semester exams followed by the students under his guidance. In carrying out their duties, the lecturers are responsible to the head of the department.

9. Administrative Staff

The department's administrative staff is tasked with helping carry out departmental tasks related to office administration and student administration.

10. Student and Himilta

Students of the Department of Land, Faculty of Agriculture are students who have passed the selection of SBMPTN, SNMPTB and USM who have re-registered and were accepted by the Sriwijaya University senate, in an open senate session. Since then, reinforced by the Rector's decree, they have become students of the Land Department, Faculty of Agriculture, Unsri. The main tasks of students are:

- a. Participate in academic activities (lectures and practicums) which are held every semester;
- b. Carry out activities related to the final project (pre-research discussions, writing research proposals, drafting a framework for field practice, research, field practice, making research and field practice reports, seminars and comprehensive exams);
- c. Fill out KRS and or KPRS at the beginning of each semester;
- d. Collect copies of KHS to the Academic Advisor; as well as
- e. Attending the yudisium held by the department at the end of the study period.

Soil Science Student Association (HIMILTA) is a student organization for students from the Department of Soil, Faculty of Agriculture. This organization is

a forum to realize and develop the aspirations and creativity of students of the Department of Land, which is oriented towards science and technology and IMTAK. Himilta's main duties are:

- a. Fostering and developing student activities so that students majoring in land have good academic abilities and responsible leadership abilities; as well as
- b. Develop student aspirations through the field of reasoning; interests, talents and hobbies; and student welfare.

IV. STANDARD OPERATIONAL PROCEDURE (SOP)

DEPARTMENT

A. Management Department

1. SOP for Selection of Head and Secretary of Department and Head of Study Program

1.1. General requirements

- a. The term of office for the department head, department secretary and study program head is 4 (four) years;
- b. Head of department, secretary of department and head of study program maximum 2 (two) consecutive terms of office;
- c. The election of the chairman and secretary of the department is carried out simultaneously 3 (three) months before the end of their term of office.
- d. The selection is carried out in a department meeting attended by a minimum of $\frac{2}{3}$ (two thirds) of the active staff of the Department of Land. If by the time specified, the meeting participants do not reach the quorum, then:
 - d.1. The meeting was adjourned for one hour;
 - d.2. If after an hour's delay, the meeting participants also do not meet the quorum, then the meeting is postponed for a maximum of one week;
 - d.3. If after the postponement the two meeting participants also do not meet the quorum, the meeting for the election of the chairperson and secretary of the department will continue with the approval of the meeting participants.

- e. Elections are direct, free and confidential.

1.2. Candidate Requirements Head and Secretary of Department and Head of Study Program

- a. Lecturer of the Department of Land;
- b. Minimum functional position of lecturer;
- c. Not currently holding the same position for 2 consecutive terms; as well as
- d. Maximum age 56 years at the time of nomination.

1.3. Procedure for Selection of Head and Secretary of the Department and Head of the Study Program

- a. Each department staff present at the meeting proposes one name for each department to be nominated as department head, department secretary, or study program head;
- b. Names that are netted are inventoried and 3 names are taken each with the most votes as a candidate for the head of the department, secretary of the department or head of the study program',
- c. If there is more than one person to get a third candidate, then a re-selection will be carried out on the candidate who gets the same vote
- d. After the 3 names are agreed upon, the election of the head of the department, secretary of the department or head of the study program is carried out directly, freely and confidentially by writing one name on the selection paper;
- e. The counting of votes is carried out openly and witnessed by at least one witness appointed by the meeting participants;
- f. The candidate who gets the most votes first will be proposed as the head of the department, secretary of the department, or head of the study program; while the second and third most votes are proposed as companions;
- g. If there are two or more names with the same number of votes, then a re-voting is carried out only for the candidate with the same number of votes to get the name with the most votes;

- h. The name of the head of the department, secretary of the department or head of the chosen study program is then submitted to the Dean to be forwarded to the Rector, accompanied by the official report of the election; as well as
- i. The Head of the Land Department, the Secretary of the Soil Department, and the elected Chair of the Soil Limu Study Program are inaugurated by the Chancellor.

2. SOP for Final Accountability of Head of Department

- a. The head of the department makes written responsibilities regarding work, finances and performance carried out while serving as head of the department for one period;
- b. Accountability is conveyed orally at the departmental meeting at the end of the term of office; as well as
- c. After the delivery of the accountability material, the meeting participants are given time for discussion to improve and explain things that are considered unclear.

3. SOP for Selection of Laboratory Heads

The Soil Department manages 3 (three) laboratories, namely the Chemistry, Biology and Soil Fertility Laboratory, the Physics and Soil Conservation Laboratory, and the Land Survey and Evaluation Laboratory. Each laboratory is managed by a Head of Laboratory. The general provisions, candidate requirements and procedures for selecting the head of a laboratory are as follows:

3.1. General requirements

- a. The term of office of the head of the laboratory is 4 (four) years;
- b. The head of the laboratory occupies a maximum of 2 (two) consecutive terms of office;
- c. The election of the head of the laboratory is carried out 3 (three) months before the end of his term of office;

- d. The selection is carried out in a department meeting attended by a minimum of 2/3 (two thirds) of the active staff of the Land Department. If by the time specified, the meeting participants do not reach a quorum then:
 - d.1. The meeting was adjourned for an hour.
 - d.2. If, after an hour's delay, the meeting participants also do not meet the quorum, the meeting is postponed for a maximum of one week.
 - d.3. If after the postponement the two meeting participants also do not meet the quorum, the laboratory head election meeting will continue with the approval of the meeting participants.
- e. Elections are direct, free and confidential.

3.2. Laboratory Head Candidate Requirements

- a. Lecturer majoring in land;
- b. Field of expertise in accordance with the laboratory he will lead;
- c. Not currently holding the same position for 2 consecutive terms; as well as
- d. Your maximum age is 56 years at the time of nomination.

3.3. Laboratory Head Selection Procedure

- a. The department staff who attended the meeting first proposed 3 names to be nominated as head of the laboratory;
- b. After the names are agreed upon, the meeting participants are asked to write one name on the ballot paper and it is collected by one person appointed by the meeting participants;
- c. Vote counting is carried out openly and witnessed by at least one person appointed by the meeting participants;
- d. The most votes will be submitted as the head of the selected laboratory;
- e. If there are two or more names with the same number of votes, then a re-voting is carried out only for the candidate who gets the same number of votes to get one name with the most votes;

- f. The name of the head of the selected laboratory is then proposed by the head of the department to the dean to be continued to the rector, accompanied by an official report on the election; as well as
- g. The head of the selected laboratory is appointed by the Chancellor.

4. SOP for Interim Change of Head of Department, Secretary of Department, Head of Study Program or Head of Laboratory

If the head of the department, secretary of the department, head of the study program or head of the laboratory is still unable to carry out their duties due to something, such as holding another official position at the Faculty of Agriculture, Sriwijaya University, or outside Unsri, prolonged illness, or death, a change can be made between times. with the following conditions:

- a. The official concerned officially submits a letter of resignation from his position with strong reasons and can be accepted by the participants of the department meeting, except for reasons of death.
- b. Before officially changing between times, then:
 - b.1. The official concerned, if possible, remains in his position.
 - b.2. In the event that the official concerned is no longer able to carry out his/her position, then:
 - b.2.1. If the head of the department is unable to attend, the chairperson's position is concurrently with the secretary of the department.
 - b.2.2. If the department secretary is unable to attend, the secretary position is held concurrently by the department head.
 - b.2.3. If the head of the study program is unable to attend, the position of the KPS is concurrently with the head of the department.
- c. The selection of replacement officers from time to time is carried out according to the procedure for selecting the head of the department, secretary of the department or head of the study program.

5. SOP for Election of Himilta Chair

- a. Three months before the end of the himilta chairman's term of office, the himilta management held a meeting to form the himilta chairman election committee;
- b. Selection and registration of candidates for chairman of himilta from members of himilta who meet the requirements to become chairman of himilta;
- c. Fulfillment of the requirements by the candidate for chairman of himilta;
- d. Submission and discussion of the vision, mission, and program plans of the himilta chairman candidate in an open meeting with all members of himilta;
- e. The general election of the himilta chairman candidate by all members of himilta freely, directly and secretly, which is carried out no later than 1 month before the end of the himilta chairman's term of office;
- f. The counting of votes witnessed by a minimum of 3 members of Himilta who are neutral and appointed by the election committee for the candidate for chairman of Himilta which is carried out immediately after the end of the election period;
- g. The candidate for chairman of Himilta elected is the candidate who gets the most votes. The elected chairman candidate is given time to deliver the victory speech;
- h. The name of the elected himilta chairman is then proposed by the student advisor of the department to the head of the department to be submitted to the dean, accompanied by the official report of the election; as well as the inauguration of the chairman of himilta by PD III.
- i. The inauguration of the chairman of himilta by PD III.

B. Academic Management

1. SOP for Registration of New Students and Old Students of the Department of Land

Registration of new students and old students of the Department of Land is carried out at the faculty and university level in accordance with applicable

regulations (See Academic Guidelines for the Faculty of Agriculture and Sriwijaya University).

2. Transfer Student SOP

2.1. Transfer Students from Study Programs and/or Departments within the Faculty of Agriculture, Sriwijaya University

2.1.1. Requirements

- a. Have participated in academic activities for 4 semesters in the study program and/or department of origin and have accumulated a minimum of 52 credits;
- b. Meet the requirements of the specified courses and in accordance with the ability of the study program or department of interest;
- c. Obtain approval from the head of the department of origin and the head of the department of destination;
- d. Known by the Academic Advisor (PA) of the student concerned;
- e. Minimum Grade Point Average (GPA) is 3.5; as well as
- f. Get approval from the dean.

2.1.2. Time for Submission of Move Proposal

Proposals for transfer by students are submitted before the end of the current semester academic year or no later than 1 (one) week before re-registration for the next semester.

2.2. Transfer Students from Other Universities to the Department of Land, Faculty of Agriculture, Sriwijaya University.

2.2.1. Requirements

- a. The student comes from the same or appropriate study program and/or department and a state university (PTN);
- b. If you have participated in 4 semesters of academic activities at the original PTN, you must collect a minimum of 52 credits with a minimum GPA of 3.0;
- c. If you have participated in 6 semesters of academic activities at the original PTN, you must collect a minimum of 78 credits with a minimum GPA of 3.0;

- d. If you have participated in 8 semesters of academic activities at the original PTN, you must collect a minimum of 104 credits with a minimum GPA of 3.0;
- e. The reason for moving is due to following parents and accompanied by authentic evidence;
- f. Not expelled from the original PTN for certain reasons;
- g. There is a letter of recommendation from the rector of the original PTN; as well as
- h. There is a letter of approval from the Head of the Land Department and the Dean of the Faculty of Agriculture, Unsri.

2.2.2. Time for Submission of Move Proposal

Proposals for transfer by students are submitted before the end of the current semester academic year or no later than 1 (one) week before re-registration for the next semester.

2.3. Transfer of Students from the Department of Land, Faculty of Agriculture, Unsri to Other Universities

- a. Students have at least participated in academic activities for 2 (two) semesters;
- b. The student submits a letter of application to transfer to another university; as well as
- c. Students who are approved to transfer by the Chancellor of Unsri can no longer be accepted at Sriwijaya University.

3. SOP for Postponement of Academic Activities (Lecture Leave)

3.1. Reason for Delay

- a. Reasons for health or illness based on a doctor's certificate; as well as
- b. Another reason according to the rector's recommendation

3.2. Postponement Terms

- a. Students have collected a minimum of 50% of the credit load that should have been obtained in the semester that has been taken. If it is less than 50% and submits an unofficial postponement of academic activities, it will be declared as a resignation, except:
 - a.1. Illness that requires treatment time is proven by a doctor's certificate;
 - a.2. Carry out state duties assigned to him by attaching a Letter of Assignment from the state (no more than 2 years).
 - a.3. Have been registered as a student for at least 2 semesters;
- b. The postponement of academic activities must be approved by the Chancellor by taking into account the considerations of the Dean.
- c. The maximum length of postponement of academic activities is 2 years and cannot be taken more than 2 consecutive semesters;;
- d. Postponement of academic activities is counted as a period of study; as well as
- e. During the postponement of academic activities free of tuition payments.

4. SOP for Filling KRS and KPRS

- a. The courses offered by faculties and departments are equipped with a schedule for each semester and have been announced at the latest at the same time as the Study Result Card (KHS);
- b. Taking the study load by new students in the first semester is determined by package;
- c. The student's study load for the next semester is determined by ability based on the achievement index (IP) that has been achieved in the previous semester listed in the KHS. Table of study load based on KHS can be seen in the Academic Manual of the Faculty of Agriculture and Sriwijaya University;
- d. The courses that will be taken by students every semester are written in the Study Plan Card (KRS);
- e. Filling in the KRS is done after consulting the Academic Advisor (PA);
- f. The KRS which has been filled in by the student and approved and signed by the PA is handed over by the student to the department;
- g. If the Academic Advisor cannot be found until the end of the time for filling out the KRS, the KRS must be consulted and approved by the Head of the

Study Program, or the Secretary of the Department or Head of the Department with priority in order;

- h. Students are allowed to change the current semester study plan by filling out the Study Plan Change Card (KPRS);
- i. KPRS filling can only be done once and is carried out according to the KPRS schedule;
- j. The KPRS which has been filled in by the student and approved and signed by the PA is submitted by the student to the department through the Head of the Soil Science Study program; as well as
- k. If the Academic Advisor cannot be found by the end of the time for filling out the KPRS, then the KPRS must be consulted and approved by the Program Chair. or Secretary of Department or Head of Department with priority based on order.

5. SOP for attending lectures

- a. Students who take part in lecture activities must dress neatly, appropriately, and politely, and wear shoes;
- b. Students who take new or repeat courses are required to attend lectures, practicums and other academic activities in accordance with the courses they take and are listed in the KRS and/or KPRS;
- c. If the lecture has not reached 12 meetings or 80 percent of the specified number of face-to-face activities, the caregiver lecturer is required to complete the lecture before the end of semester exam;
- d. Students whose attendance is less than 80 percent outside of permission and sick (without explanation) from the number of face-to-face meetings are not allowed to take the final semester exam;
- e. Practicum can be done in the form of practicum in the laboratory, greenhouse, and field; and can be done in the form of Field Trips;
- f. Practicums carried out for less than 80 percent of the specified number of activities must be completed before the semester exam;
- g. The procedure for evaluating practicum activities is regulated by the lecturer who coordinates the practicum courses;

- h. Field Trip is a course practicum activity that must be followed by every student to complete the practical value;
- i. Field Tips must be carried out before the semester exam takes place and coordinated with other land subjects so that the implementation can be combined; as well as
- j. Students who are unable to take part in Field Trip activities can replace them with similar activities of the same value and make reports on the implementation of activities.

6. SOP for Assessment of Lecture Results

- a. The course coordinator lecturer summarizes the value components of each lecturer in the impact of the course at the end of the semester;
- b. References used in assessing exams, assignments and practicums have absolute values in the range of 0-100;
- c. The assessment component of each subject taken by students in each semester consists of a lecture assessment component and or a practicum assessment component, with weights according to the weight of the credits;
- d. The lecture assessment component consists of an exam component and an assignment component given by the caregiver lecturer;
- e. Exams for each course consist of daily or insert exams, mid/mid semester exams and end of semester exams. The exam can be done orally and or in writing;
- f. Insertion exams are held two to four times in one semester, each of which is given after two or more subjects (lecture materials) are delivered;
- g. The implementation of the insertion exam is regulated by the subject care lecturer with or without involving students or has been scheduled in SAP and GBPP;
- h. Mid-semester and end-of-semester examinations are held in the period according to the academic calendar and are known by the Head of the Department;
- i. Students who do not take an exam will be given zero points for each exam they do not take;

- j. Students who at the time of the exam are known or declared to have cheated will be given the following sanctions:
 - j1. Scored zero for the test;
 - j.2. Is given a warning letter by the Head of the Study Program with a copy from the dean;
 - j.3. Students make a statement that their academic supervisor knows that they will not repeat cheating during the exam with sanctions if violated, the value of the course is given an E score.
- k. Students who are late for the insert, mid-semester and end-semester exams with strong and justified reasons, for example due to illness (to be accompanied by a doctor's certificate) can take a follow-up exam no later than one week after the exam takes place;
- l. The practicum component consists of attendance, persistence and skills components, report components, and practicum exam components;
- m. The final value in the form of absolute value is converted into quality standard values (A, B, C, D, E), according to the rules in the Academic Manual of the Faculty of Agriculture and Sriwijaya University;
- n. The final grade of K is given if the score is lacking/incomplete because the student concerned has legally resigned;
- o. The final T grade is given if the grade is incomplete because the student has not completed the assignment or other requirements given by the lecturer to him; as well as
- p. Students who get a T score are still given the opportunity to complete the component within a maximum of one year after the end of the course in question. If within that time the component value has not been completed, then the value of T is changed to E.

7. SOP Disclaimer (Complaints) Assessment Results

- a. Students can file a complaint (objection and review) on the results of the assessment given by the examiner;

- b. Complaints can be submitted directly to the lecturer by showing physical evidence in the form of quiz or exam answer sheets;
- c. The examining lecturer will review his assessment and the veracity of the student's complaint;
- d. Examiners can change or correct their assessments if it is proven that there are errors or mistakes in their assessments; as well as
- e. The period for refuting the results of the quiz or exam is determined by the examiner at the time of returning the answer sheet to the student.

8. SOP for Improvement of Course Values

- a. Students can improve the value of each course at most twice (except still get an E) and the value used is the highest score;
- b. The corrected courses must be listed in the KRS or KPRS;
- c. Students must participate in all academic activities of the course as a whole including practicum and/or field trips;
- d. The courses that must be repeated and corrected are courses with an E grade;
- e. Courses with grades C and D can be corrected after obtaining approval from the Academic Advisor (PA); as well as
- f. Courses with a grade of B are not allowed to be corrected.

9. SOP for Filling and Submission of DPNA

- a. The final grades for courses that have been in the form of relative grades (A, B, C, D, E) are filled in the DPNA by the course coordinator lecturer by blackening the appropriate letter circles using a 2 B pencil;
- b. DPNA that has been filled in completely signed by the person in charge or the coordinator of the course;
- c. The person in charge of the course submits the DPNA to the dean through the department within a predetermined period of time (at least 10 days after the final exam of the course is carried out); as well as
- d. The delay in submitting the DPNA within the specified time period, the dean has the right to take over responsibility in the assessment by giving a B value to all participants of the course.

10. SOP for Appointment of Thesis Supervisor and Field Practice

- a. Before the distribution of thesis supervisors and field practice, the head of the study program recapitulates the amount of thesis guidance and field practice for each lecturer;
- b. The distribution of the number of guidance for each lecturer is sought to be evenly distributed by considering the results of the recapitulation of the number of tutors that are still available;
- c. The determination of the thesis supervisor and field practice is carried out jointly and ratified in a department meeting;
- d. Students who have sat at the beginning of semester 6 are required to fill out a form of study area of interest;
- e. For an even distribution of students who choose the field of study, students are required to include the field of study of the first choice, second choice and third choice in the form;
- f. In filling out the form, students are encouraged to consult with the desired supervisor. If the lecturer agrees to guide the student concerned, then the lecturer can put his signature on the form;
- g. If the distribution of the selection of the field of study is not evenly distributed, the priority of the first choice is given to the student who first collects the form;
- h. The completed and signed form is submitted to the department's administrative staff;
- i. In general, each student gets 2 thesis supervisors and 1 field practice supervisor;
- j. The field practice supervisor is sought to be the same as the supervisor of the two thesis;

- k. If the student's Field Practice is in the form of an internship at an agency, the field supervisor can be added by one from the institution where the internship is located; as well as
- l. The thesis supervisor and field practice that has been determined in the department through the department meeting is ratified by the Dean's Decree

11. SOP for Replacement of Thesis Supervisor and Field Practice

- a. Change of supervisor can only be done if:
 - a1 Problems arise between supervisors and students in the process guidance, which causes the student or his/her supervisor to feel uncomfortable, then the problem must be reported in writing to the Head of the Department.
 - a.2. Supervisor retires, moves, dishonorably discharges, resigns from civil servant
 - a.3. The supervisor states that he is no longer able to provide guidance due to permanent illness
 - a.4. Supervisor dies
- b. If the replacement of the supervisor is caused by problems arising between the supervisor and the student, the Head of the Department will call the two parties separately for questioning and make a report. The minutes will be brought to the department meeting and will be decided at the meeting regarding the actions to be taken;
- c. The replacement of the supervisor will be carried out based on consideration of the level of progress in the implementation of the Thesis or Field Practice
 - c.1. If the pre-research discussion has not been carried out or the Field Practice has not been carried out, the supervisor must be replaced;
 - c.2. If research or field practice is in progress, the replacement of the supervisor is submitted with the ability of the supervisor other. If the other supervisor is able to guide himself then there is no need to replace the supervisor.
 - c.3. If the writing stage remains, there is no need to replace the supervisor unless the other supervisor states that he is unable to guide himself.

- d. If it is decided to replace the supervisor, it is offered to the participants of the department meeting who is willing to become a substitute supervisor by considering the field or topic of research or field practice;
- e. If Supervisor 1 is to be replaced, if he meets the requirements for Supervisor 2, he becomes Supervisor 1 and the new supervisor becomes Supervisor 2; as well as
- f. The substitute supervisor is proposed by the head of the department to the dean for the issuance of a Supervisory Decree.

12. SOP for Writing Thesis and Field Practice

Thesis is a student's independent scientific work in accordance with the field, interest and study program. Thesis aims to give students experience in formulating a problem and its solution in the form of scientific work. This activity gives students the ability to overcome problems that may arise in the field of science they are engaged in. The general provisions and sanctions, requirements and procedures for the preparation of the thesis are as follows:

12.1. General Provisions and Sanctions For Thesis

- a. The duration of the research is equivalent to activities of 30 hours (1 hour = 60 minutes) per week for a minimum of 16 weeks (three months), starting from the preparation of the proposal until the completion of the research;
- b. The research proposal draft must be completed and submitted to the supervisor no later than 1 (one) month after the pre-research discussion, otherwise the pre-research discussion is considered void;
- c. If after 2 months from the end of the research the student has not submitted a thesis draft to the supervisor, the supervisor must provide a written report to the Head of the Department;
- d. The Head of the Department will call the student concerned and if up to the third time the summons is made within a period of 2 months the student has not appeared, then the research is considered null and void;

- e. If the student does not submit his thesis draft to the supervisor 6 months after completing the research and data collection activities, the research is considered canceled; as well as
- f. In writing theses, students must be guided by the "Guidelines for Writing Scientific Papers applicable at the Faculty of Agriculture, Unsri.
- g. During the thesis writing process, students must actively consult with their supervisor and after each consultation the supervisor fills out a consultation card;
- h. If after 1 month the thesis draft has not been corrected or returned by the supervisor, the student has the right to report this incident to the head of the department.

12.2. Thesis Preparation Requirements

Students can carry out research if:

- a. Have completed a minimum of 118 credits,
- b. Have taken Scientific Method courses and majors related to the research to be carried out, and
- c. Has carried out Pre-Research Discussion.

12.3. Thesis Preparation Procedure

- a. Students together with their supervisors determine the topic of their research;
- b. Students prepare their research plans in the form of research proposals with the guidance and direction of their supervisors;
- c. If the supervisor assesses that the research proposal is sufficiently directed and good, the students are directed and guided to prepare pre-research discussion papers;
- d. If the supervising lecturer assesses that the discussion paper has been directed and is quite good, the students and supervisors schedule the discussion to the coordinator of the discussion and seminar department;

- e. Students under the direction of supervisors make improvements to discussion papers and research proposals by considering questions, suggestions and opinions submitted by students and lecturers in pre-research discussions;
- f. The research proposal that has been approved by the supervisor in Volume, signed by the supervisor and the head of the department and submitted to the department as many as Exemplars;
- g. If the supervisor assesses that the student is ready to carry out research, the supervisor allows the student to carry out his research;
- h. During research, students must submit a monthly report on research activities to the supervisor with a copy to the head of the department;
- i. When the research has been completed, the student must write a draft of the research report (draft thesis). The thesis draft must have been submitted to the supervisor two months after the completion of research and data collection activities;
- j. The supervising lecturer reads and corrects the thesis draft and provides written and oral improvement suggestions to students;
- k. Students improve the thesis draft in accordance with the results of corrections and suggestions from the supervisor;
- l. After the thesis has been reviewed, both by Advisor I and Advisor II and is deemed worthy of a seminar, the supervisor directs students to write a seminar paper;
- m. If the supervisor assesses that the seminar paper is good enough and worthy of a seminar, then the student with the supervisor's approval will schedule the seminar to the Discussion and Seminar Coordinator of the Department;
- n. Students with the guidance of supervisors improve seminar papers and thesis drafts by considering input, suggestions, questions, and opinions submitted by the discussants and seminar participants, both students and lecturers;
- o. If the supervisor assesses the thesis draft is good enough and the student is ready to defend his thesis, then the student with the approval of the supervisor can apply for a comprehensive exam;
- p. Students under the direction of the supervisor and the examining committee must improve their thesis in accordance with the inputs, suggestions, questions,

and opinions submitted by the examining committee during the comprehensive examination; as well as

- q. The thesis that has been corrected and approved by the supervisor and the examining committee by affixing a signature on the thesis approval sheet can be bound by taking into account the applicable provisions and/or regulated in the Academic Manual of the Faculty of Agriculture, Sriwijaya University.

Field Practice (PL) is a student's independent academic activity in the form of field work. Field Practice aims to provide students with experience in applying agricultural science and solving practical problems in agriculture in the field. General provisions and sanctions, requirements, and procedures for preparing field practices are as follows:

12.4. General Provisions and Sanctions for Field Practice Implementation

- a. If the student does not provide a draft report within one month after completing the field practice, the Supervisor makes a written report to the Head of the Department;
- b. The Head of the Department will summon the student concerned and if up to 3 (three) summons within a period of 1 (one) month the student has never appeared, then the field practice is cancelled;
- c. If the student does not submit the draft of the Field Practice Report to the supervisor 3 (three) months after completing the field practice activities and data collection, the field practice is considered canceled;
- d. The format for writing field practice reports refers to the Guidebook for Writing Scientific Papers applicable at the Faculty of Agriculture, Unsri.

12.5. Field Practice Implementation Requirements

Field Practice can be carried out by students if:

- a. Have accumulated a minimum of 118 credits, and
- b. Have compiled a field practice framework that has received approval from the Supervisor and is known by the Head of the Department;

12.6. Field Practice Implementation Procedure

- a. Students together with their supervisor determine the topic of field practice;
- b. Students with the direction and guidance of their supervisors make a Field Practice Framework in accordance with the applicable format at the Faculty of Agriculture, Sriwijaya University;
- c. Implementation of field practice for at least one month in the field (village, government/private institution or agency engaged in agriculture);
- d. At the latest one month after completing the Field Practice, students must submit the concept of the Field Practice Report to the supervisor and proceed with consultation and improvement of the report;
- e. The field practice report that has been corrected and approved by the supervisor affixing a signature on the approval sheet for the field practice report can be bound by taking into account the applicable provisions and/or regulated in the Academic Manual of the Faculty of Agriculture, Sriwijaya University.

13. SOP for Implementation of Student Discussions and Seminars

Research plan discussions (hereinafter referred to as discussions) and research results seminars (hereinafter referred to as seminars) are held every Monday, Tuesday and Thursday and start from 10.00 to 12.00 WIB for two people every day, located in the Seminar Room, Department of Soil, Faculty of Agriculture, University Sriwijaya Indralaya. Requirements and Procedures for Implementation of Student Discussions and Seminars are as follows:

13.1. Student Seminar Requirements

- a. Students have attended at least 10 seminars for students majoring in land as evidenced by a seminar card;
- b. Students have attended at least 4 times and each 1 (one) time attended seminars in other majors within the Faculty of Agriculture as evidenced by a seminar card; as well as

- c. Students have at least 1 (one) time to be the discussant of a student seminar majoring in land as evidenced by a certificate from the Discussion and Seminar Coordinator of the Department.

13.2. Procedure for Implementation of Student Discussions and Seminars

- a. Students who will carry out discussions or seminars, must have notified the plan to the Seminar Committee no later than 1 (one) week before the predetermined schedule by filling out the registration book and showing the approved discussion/seminar paper/initiated by the supervisor;
- b. Students submit discussion papers or seminars to the Department's Discussion and Seminar Coordinator. The general provisions for discussion papers and seminars are as follows:
 - bl is typed with 1.5 spaces apart unless Abstract is typed 1 space.
 - b.2. the limit of the left side is 4 cm, the right side is 2.5 cm, the upper limit is 4 cm and the lower limit is 3 cm,
 - b.3. typed on folio-sized HVS paper (weight 60 g or more).
 - b.4. Tables and figures are placed in the body of the article, not as attachments.
 - b.5. The font size is 10 cpi, the smaller size (12 or 17 cpi) is only for large tables.
 - b.6. Sizes and images must be balanced and the data or legend legible.
- c. The composition of the contents of the discussion paper is as follows: 1). INTRODUCTION (Background, Problem Formulation, Objectives, Benefits and Hypotheses). 2). RESEARCH METHODOLOGY (Time and Place, Materials and Tools, Working Methods, Research Methods, Observed Variables, and Data Analysis). 3). BIBLIOGRAPHY.
- d. The composition of the contents of the seminar paper is as follows: 1). ABSTRACT. 2). INTRODUCTION (Background, Problem Formulation, Objectives, Benefits and Hypotheses), 3). RESEARCH METHODOLOGY (Time and Place, Materials and Tools, Working Method and Research Design, Observation Variables and Measurement Methods, Data Analysis).

4).RESULTS AND DISCUSSION. 5). CONCLUSIONS AND SUGGESTIONS, 6) REFERENCES;

e. Under certain conditions with justified reasons, the implementation of discussions/seminars outside the time and place specified above can be carried out after obtaining approval from the Committee.

Seminar;

f. Changes in the schedule from the time that have been agreed must be notified to the Seminar Committee no later than 2 (two) days before the implementation, so that other times can be rescheduled;

g. Invitations for Discussions and Seminars are prepared by the Seminar Committee in accordance with the format for the title of the discussion/seminar, student data, time and name of the supervisor;

h. Invitations for lecturers are handed over or placed on their respective desks, while invitations for students are posted on the bulletin board;

i. The seminar paper that has been revised and approved and initialed by the supervisor must meet the following requirements: Title and Abstract in two languages, namely Indonesian and English and typed following the format of a scientific journal accredited;

j. The requirements for the implementation of discussion and seminar activities are: 1) the presence of a supervisor at least 1 person, 2) the presence of teaching staff other than the supervising lecturer at least 2 (two) people, 3) the presence of a minimum of 15 students. If the attendance of lecturers and students is not met, then the discussion or seminar is postponed (cancelled) for that day and replaced by another day after obtaining approval from the supervisor and the seminar committee;

k. The complete discussion or seminar paper is duplicated (multiplied) to be submitted to 1). supervising lecturer, 2). seminar committee and 3). student discussants (3 people who have pre-research discussion). Papers must be distributed no later than 3 (three) days before the time of implementation. Discussion papers or seminars for other participants, posted on the bulletin board for students to know and read;

- l. Students attending the seminar will be assessed by the lecturers present with the composition of the assessment: 30% ethics and presentation of papers, 30% quality of seminar papers, and 40% mastery of the material. Students are declared to have passed or not to repeat the seminar if the average score obtained is 56 (C);
- m. The value of the seminar will be submitted if the student has corrected his seminar paper which is in accordance with the provisions and is approved and initialed by his supervisor.

14. SOP for the Implementation of the Comprehensive Exam

The comprehensive exam is the final exam for student studies in the Department of Land, with the main material being the thesis and other lecture materials related to the thesis. The Requirements and Procedures for the Comprehensive Examination are as follows:

14.1. Comprehensive Exam Requirements

Requirements that must be met by students who will take a comprehensive exam, namely:

- a. Registered as a student of the Unsri Faculty of Agriculture as evidenced by a Student Identity Card; as well as
- b. Have fulfilled all academic and administrative requirements in faculties and departments; and

14.2. Comprehensive Exam Procedure

- a. The supervising lecturer submits a proposal for the implementation of the exam to the proposed department no later than 7 days before the exam;
- b. The Department submits an exam proposal to the Dean no later than three days before the exam;
- c. There are a minimum of three examiners and a maximum of five people consisting of three main examiners and two assistant examiners if needed;

- d. The examining committee consists of the Chair who is the Advisor I, the Secretary who comes from the elements of the department (Head of the Department or Secretary of the Department), the main Examiner and the assistant Examiner;
- e. Lecturers who can be the main examiners are those who hold the position of at least an expert assistant with a minimum education level of S-2 or a lector with a minimum education level of SI/D-IV;
- f. The decision of the examining committee is issued by the Dean of the Faculty of Agriculture on behalf of the Unsri Chancellor based on the department's proposal.
- g. If one member of the Examiner is unable to test, the lecturer must report in writing to the head of the department by stating the reasons for not being able to test during the live exam and scheduling a follow-up exam;
- h. A comprehensive examination can be carried out only if the Head of the Examiner Team and at least 2 examiners are present;
- i. If the Secretary of the Examining Team is unable to attend, then his role can be replaced by one of the examiners who receives the assignment;
- j. Examinations and follow-up examinations must be carried out at the Department of Soil, Faculty of Agriculture, Sriwijaya University. The exam lasts 2-3 hours, on weekdays and hours;
- k. The follow-up examination must be carried out no later than 3 (three) days after the canceled schedule and lasts for 20-30 minutes per examiner without the need for students to present their research results;
- l. Each examiner has the same right to give a score;
- m. Assessment is carried out based on attitudes, mastery of exam material, and thesis content with the following proportions: 10 percent, 50 percent and 40 percent;
- n. The final score for an examinee is the average of all examiners' scores;
- o. If a student is not satisfied with the score given by the Examiner Team, or the student is declared not qualified, then the student can take a re-examination;
- p. The re-examination can be carried out at the latest one month later unless the student is threatened with dropping out,

- q. Passing the comprehensive exam must be announced immediately after the comprehensive exam is over, but the test scores are only entered into the DPNA after the student has corrected the thesis according to the written advice of the examiners approved by the supervisor;
- r. The student must correct the thesis in accordance with the examiner's advice no later than 3 months after the exam is held, otherwise the exam will be canceled;
- s. Evidence that the thesis has been corrected is the examiner's signature on the validation sheet.

15. SOP for Evaluation of Study Results

The length of study for a student at the Faculty of Agriculture, Unsri, is a maximum of 14 semesters (7 years) including postponement of academic activities or study leave. Student study success is evaluated at the end of each semester, at the end of the first two years, and at the end of the Study program. The evaluation is carried out with the aim of: determining the study load that can be taken in the next semester; determine whether the student can continue his studies or drop out of college, and determine the end of the student's studies.

1. Evaluation at the end of each semester

Evaluation at the end of each semester is carried out to determine the study load that can be taken for the next semester. The number of credits that can be taken by students is determined based on the IP achieved by students in that semester. This evaluation also aims to see the progress and study period of students.

2. Evaluation of the first two semesters

Students are declared to be able to continue their studies if in the first 2 (two) semesters they have collected a minimum of 26 credits with a minimum GPA of 2.0 without an E grade. Students who do not meet this requirement are declared dropout.

3. Evaluation of the first two years

At the end of the first two years, including college leave, students are required to collect a minimum of 52 credits, with a minimum GPA of 2.00 without an E grade. If it is not achieved, the student is declared Drop Out.

4. Final Evaluation of Study Program (Yudisium)

The final evaluation of the Study Program (Yudisium) is carried out every month in the academic year. Yudisium is held for students who have completed the minimum number of credits in their study program and have conducted research seminars and comprehensive examinations. Based on the Decree of the Dean No. 579/PT11.6F.IV/2001 dated April 3, 2001 regarding the implementation of the judiciary, starting in April 2001 the judicial activities were carried out in each department. Inauguration at the Faculty is held every 3 months before graduation. Students who can be included in the judiciary if: a) GPA ≥ 2.00 , no E grade, D grade is not more than 10% of the number of credits taken (rounded down), b) has completed administrative requirements, c) has submit the Thesis and Field Practice reports that have been bound and approved by the supervisor,

Certificates are given to students who have been inaugurated as Bachelor of Agriculture if they have completed all the obligations that must be fulfilled.

16. SOP for Rights and Obligations, Prohibitions and Sanctions, and Awards for Students

The Department of Land in determining Rights and Obligations, Prohibitions and Sanctions, and Awards for students refers to the applicable Academic Manual of the Faculty of Agriculture and Sriwijaya University.

C. Laboratory Management

1. SOP for Use of Laboratory and Laboratory Equipment for Practicum

- a. The practicum coordinator lecturer and or assistant practicum caregiver must first submit an application for the use of laboratory and laboratory equipment to the head of the laboratory by attaching a schedule for the use of the laboratory and the tools needed in the practicum no later than 7 days prior to use.
- b. The practicum must be carried out according to the schedule published by the faculty in different official working days and hours at Sriwijaya University;
- c. The use of laboratories and laboratory equipment outside of practicum hours, as well as working days and hours must have written permission

submitted by the assistant and known by the practicum coordinator lecturer to the head of the laboratory with a copy of the head of the department at least 3 days prior to use;

d. The practicum coordinator lecturer, practicum assistant caretaker and practitioner are fully responsible for unwanted events (for example, damage, loss of tools, etc.) due to negligence that occurs when the practicum is carried out on official working days and hours

Sriwijaya University;

e. Practicum coordinator lecturers, practicum assistant caregivers and practitioners are fully responsible for unwanted events (for example, damage, loss of equipment, etc.) to the laboratory and its components that occur during the period of borrowing the laboratory outside the official working days and hours of Sriwijaya University ;

f. The use of laboratories and laboratory equipment for practical purposes is free of charge;

g. The use of chemical substances for practical purposes is free of charge;

h. While in the laboratory, lecturers, assistants and practitioners must comply with applicable laboratory rules and regulations, including:

h1 Must wear a lab coat

h.2. If you use hazardous chemicals, you must wear gloves and a mask

h.3. Comply with the rules during the activity set by the laboratory.

p.4. Comply with the rules after direct activities set by the laboratory.

2. SOP for the Use of Laboratory and Laboratory Equipment for Research of Students and Lecturers

- a. Students or lecturers must first submit an application for the use of laboratories and laboratory equipment to the head of the laboratory with a copy to the head of the department by attaching a schedule and research work plan as well as the tools needed in research no later than 7 days prior to use. Especially for students, the application letter must be known by at least one of the Supervisors;

- b. In the event that the users of the laboratory and laboratory equipment exceed the capacity, the use of the laboratory and laboratory equipment shall be prioritized based on the order in which the application is received.
- c. Research must be carried out within the official working days and hours applicable at Sriwijaya University;
- d. The use of laboratory and laboratory equipment outside of working days and hours must have written permission submitted by the student and known by the supervisor I to the head of the laboratory with a copy to the Head of the Department at least 3 days prior to use;
 - e. Students must be fully responsible for unwanted events (eg, damage, loss of tools, etc.) due to negligence that occurred when the research was carried out on the official working days and hours of Sriwijaya University;
 - f. Students must be fully responsible for unwanted events to the laboratory and its components (eg, damage, loss of equipment, etc.) that occur during the period of borrowing the laboratory outside the official working days and hours of Sriwijaya University.
 - g. The use of laboratories and laboratory equipment for research purposes is subject to a space rental fee and equipment rental.
 - h. The use of chemical substances for research purposes is subject to a fee calculated according to the price and amount of chemical substances used;
 - i. While in the laboratory, research students must comply with applicable laboratory rules and regulations, including:
 - i.1. Must wear a lab coat
 - i.2. If you use hazardous chemicals, you must wear gloves and a mask
 - i.3. Comply with the rules during on-site activities set by the laboratory,
 - i.4. Comply with the rules after the activity that has been set by the laboratory.

3. SOP for Borrowing Laboratory Equipment for External Use

- a. Borrowers of laboratory equipment, both lecturers and students, must first submit an application for borrowing laboratory equipment to the head of the laboratory with a copy to the Head of the Department by stating the type and number of equipment and the duration of use of the equipment no later than 7 days prior to use. Especially for students, the application letter must be known by at least one of the Supervisors;
- b. In the event that the user of laboratory equipment exceeds the capacity, the use of laboratory equipment shall be prioritized based on the order in which the application is received;
- c. Equipment borrowing is subject to a fee according to the applicable tariff;
- d. Late return of tools from the agreed schedule is subject to a fine of 200% of equipment rental per day;
- e. The loan of equipment may be extended by submitting a written or verbal application to the head of the laboratory only if no one will use the equipment.
- f. The borrowed equipment must be returned to the condition when it was first borrowed, if there is damage to the equipment then the borrower's full responsibility.

4. SOP for Sample Entry for Laboratory Analysis

- a. The sample carrier fills out the analysis registration form provided by the Laboratory by detailing the type of analysis desired;
- b. The laboratory staff examines the samples, counts the number of samples and calculates the cost of the analysis together with the sample carrier.
- c. The sample carrier must provide a complete label on the sample to be sold, including:
 - c.1. Sample code
 - c.2. Sampling location
 - c.3. Sampling date

- d. Especially for parties from outside Unsri, carriers must pay an advance for analysis fees of at least 50% of the total cost;
- e. Laboratory staff provide a receipt for sample submission, an advance (if any) which will be used for proof of taking the results of the analysis.

5. Administrative SOP for Data Collection Analysis Results

- a. The data from the analysis can be retrieved by the user by showing proof of sample submission and if there is evidence of an advance payment for the analysis fee.
- b. Data analysis results will be submitted if the payment for analysis services has been paid in full.
- c. Data analysis results coming out of the Lab. only valid if:
 - c.1. Typed on paper with the Head of Department
 - c.2. Signed by the Head of the Lab. and Head of Department.

6. SOP for Greenhouse Usage

The use of greenhouses from the Department of Soil, Faculty of Agriculture, Sriwijaya University, is prioritized for practicum and research conducted by students/lecturers of the Department of Soil, FP Unsri. The procedure for using the greenhouse is as follows:

- a. Prospective greenhouse users, both lecturers and students for practical and research purposes, must submit an application for the use of greenhouses intended for the greenhouse coordinator with a copy of the head of the department at least 7 days prior to use. Especially for students, the application letter must be known by at least one of the Supervisors;
- b. In the event that the greenhouse user exceeds the greenhouse capacity, the use of the greenhouse is prioritized based on the order in which the application is submitted.
- c. The use of the greenhouse is subject to a maintenance fee which is regulated as follows:
 - cI The use of the greenhouse for practicum is free of charge.

- c.2. The use by students for research is subject to a greenhouse maintenance fee of IDR 30,000 per month.
- c.3. Use by lecturers for research is subject to a greenhouse maintenance fee of RP 50,000 per month
- d. Financial reports will be prepared by the greenhouse coordinator and reported in writing to the Head of the Department every year.
- e. The greenhouse key will be handed over by the greenhouse coordinator to the greenhouse user if all the requirements have been met, namely filling out the greenhouse usage registration book and paying the greenhouse maintenance fee according to the duration of greenhouse use that has been approved by the greenhouse coordinator.
- f. Greenhouse users must keep the greenhouse clean. After completing the research, the greenhouse user must clean the greenhouse of the research materials. If the greenhouse is really clean, then the greenhouse key must be handed back to the greenhouse coordinator with a note of all the requirements after the use of the greenhouse is met and accepted by the greenhouse coordinator.
- g. Greenhouse users are not allowed to lend and or duplicate greenhouse keys without the knowledge of the greenhouse coordinator. If you violate these provisions, you will be subject to sanctions in the form of a fine of Rp. 30.000,-

Technical Rules that must be obeyed by greenhouse users are as follows:

- a. the condition of the greenhouse must be kept clean both before, during and after the study
- b. it is forbidden to sift, dry, pound the sample soil in the greenhouse
- c. every researcher who uses a greenhouse is required to make a nameplate containing information: Name of researcher, Title of Research, Time of research, and position of research place.
- d. If the greenhouse user has finished using the greenhouse, the greenhouse must be cleaned as before before use
- e. If after use, the greenhouse is still dirty, the user will still be charged a monthly rental fee

- f. around the greenhouse must be clean of trees

The Occupational Safety Rules that must be obeyed by greenhouse users are as follows:

- a. Do not store toxic, explosive and flammable materials in the greenhouse
- b. the use of pesticides must be in accordance with the work safety regulations listed on the packaging of the relevant pesticide
- c. if you want to spray plants with pesticides, you should open the windows and doors of the greenhouse so that the air circulation is smooth.

V. CLOSING

The results of the formulation of the SOP for the Department of Land which have been agreed upon by the academic community of the Department of Land will serve as guidelines for the implementation of academic and administrative activities of the department. This SOP will be evaluated annually for improvement. Things that have not been listed in this SOP will be arranged later in the department meeting and will then be included in the SOP book at the time of the revised edition.