STANDARD OPERATING PROCEDURE (SOP)

AGRIBUSINESS STUDY PROGRAM
FACULTY OF AGRICULTURE
Sriwijaya University

TRI DHARMA PERGURUAN TINGGI
IMPLEMENTATION ACADEMICS, RESEARCH
AND COMMUNITY SERVICE

AGRIBUSINESS STUDY PROGRAM, DEPARTMENT OF AGRICULTURAL SOCIAL
ECONOMICS, FACULTY OF AGRICULTURE, SRIWIJAYA UNIVERSITY, *2022*

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PREFACE

Alhamdulillah, praise and gratitude the authors pray to the presence of Allah SWT, the owner of the universe, who has given His strength, patience, mercy and taufiq, so that we can complete the Standard Operating Procedure (SOP) for the Agribusiness Study Program, Department of Agricultural Socio-Economics, Faculty of Agriculture, Sriwijaya University .

We would also like to thank Dr. Dessy Adriani, S.P., M.Si as the Head of the Department and Mrs. Dr Erni Purbiyanti, S.P., M.Sc. as Secretary of the Department who has provided guidance and direction in the preparation of this SOP so that it can be completed properly. Thanks also to the drafting team of M. Huanza, S.P., M.Sc. and Dini Damayanthy, S.P. M.Sc. who assisted in the preparation of this SOP.

We realizes that in the preparation of this SOP there are still many shortcomings and errors, therefore the authors expect suggestions and constructive criticism to make it better in the future.

Palembang, October 2022

Team

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STANDARD OPERATING PROCEDURE (SOP)

Prepared by	Reviewed by	Approved by
Academic Comission	**Departemen of Secretary**	**Head of Departement**
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1. Standard Operating Procedure (SOP) For Academic Activities

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	LECTURE ACTIVITIES
Legal Basis / Policy	
Definition	Lecture activities are part of academic activities carried out in the form of lectures conducted by lecturers, generally in the form of face-to-face, but can also be done through other means such as e-learning.
Objective	Provide scientific material/courses to students.
Procedures	**I. Allotment of Course Lecturers** a. The allotment of Course Lecturers is carried out by the Study Program at the Study Program meeting before the new semester or in conjunction with the final evaluation of the previous semester's activities. The evaluation meeting is held by the Study Program no later than 2 weeks after the end of the semester exam period is over b. The allotment of the Course Lecturers must pay attention to the fields occupied by the lecturers, the duties and burdens of the lecturers concerned and also take into account the allotment of duties and responsibilities. **II. Course Offers and Participant Registration** a. Course offers are made at the beginning of the semester before the Course Selection Sheet (CSS) filling period. b. Registration of participants is based on the current semester Course Selection Sheet (CSS) and can be renewed according to the student's Course Change Sheet (CCS). c. The course can run if the number of participants is at least 15 people, unless there are other provisions specifically regulated. d. The issuance of the lecture attendance list is a sign that students have been accepted as course participants and will be the basis for applying for practicum funds. **III. The Implementation of Lecture Activities** a. The implementation of lecture activities is the

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~~responsibility of the~~ course coordinator and lecturer.

b. Lecture activities are carried out for 16 weeks including the mid-term and final exams.

c. Students whose attendance is less than 85% of the number of face-to-face meetings that have been carried out are not allowed to take the final semester exam.

d. Practical activities carried out at least 7-10 times the experiment.

e. Students must take all practicum activities (100%) as a condition for taking the practicum exam.

f. Students who repeat courses are **required to** participate in all academic activities of the course in full, including practicum and field trips.

IV. Learning Evaluation and Assessment

a. Evaluation of student learning is carried out by the Course Lecturer.

b. The study evaluation consists of daily exams/inserts/quiz, assignments, mid-semester exams and final-semester exams.

c. Daily exams are carried out at least 2 (two) times in one semester which are carried out before and after the mid-semester exam.

d. The mid-semester and final-semester examinations are carried out in accordance with the academic calendar and are known by the Head of the Study Program.

e. During the final-semester examination, students must sign the Examinee List dan Examination Results (DPNA). If the student's name is not listed in the DPNA, the student must fill in the name and signature on the additional DPNA. After the exam ends, students must immediately report to the Unsri Academic Subdivision by bringing a copy of the current semester Course Selection Sheet (CSS) and Course Change Sheet (CCS).

f. The final assessment component of the course consists of lecture scores and practicum scores, the ratio of which is both based on the credit ratio and following applicable guidelines.

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g. The weight of the lecture scores can be re-arranged by the Course Lecturer and the course coordinator.

h. The components and weights of the practicum scores can be rearranged by the person in charge of the practicum and approved by the course coordinator.

V. Issuance of Examinee List dan Examination Results (DPNA)

a. Each Course Lecturer is required to fill in student scores on the Participant List and Final Score and collect them one week after the final-semester exam period.

b. Before filling in the DPNA, the Course Lecturer must announce the final score of the course to students at least 3 (three) working days before submitting the DPNA to the Study Program.

c. Students' objections to the scores obtained are carried out by bringing the original evidence/documents of the lecturer's assessment and must be served by the lecturer concerned for further processing.

d. If within 3 (three) days there are no objections from students, the lecturer can fill in the scores on the DPNA and then submit them to the Study Program.

e. The Study Program collectively collects the DPNA of all the subjects to the Academic Subdivision of the Faculty of Agriculture, Unsri.

VI. Feedback Evaluation

a. Every lecture and practicum activity is required to evaluate feedback using evaluation instruments prepared by the Study Program.

b. Feedback evaluation is carried out at each final meeting with the lecturer/assistant and at the end of the lecture/practicum.

c. The evaluation instrument is processed and the results will be analyzed by the Study

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Program. The results of the evaluation are submitted to the lecturer/assistant of the subject concerned as input for improvement of upcoming lectures/practicum activities, especially those related to Semester Learning Plan (SPL), Media and Learning Methods.

VII. Score Remedy

a. Students are required to retake every course valued with grade E.
b. Students can improve their C or D grades in each course.
c. Improvements in grades may only be made for a maximum of 2 times for each course.
d. Students must take courses that will be corrected in the current semester CSS or CCS.
e. Improvements in grades may only be made if the student has obtained approval from the Academic Advisor and Course Lecturer. In the case of courses that are not taught by Program Study of Fishery Products Technology, students must also obtain approval from the Department/ advisor of the course.
f. Students are required to participate in all academic activities of the course as a whole, including practicums and field trips.
g. The corrected value in determining the GPA is the last value of the corrected course.

Note

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	EVALUATION OF STUDY PROGRESS
Legal Basis / Policy	
Definition	Evaluation of study progress is an evaluation of the success of student studies at the end of each semester, at the end of the first two years and at the end of the Study Program.
Objective	Determine the study load that can be taken in the next semester, determine dropouts, and or determine the end of student studies.
Procedures	1. The length of study period for a student is a maximum of 14 semesters (7 years) including study leave and can graduate if he has taken a minimum of 144 credits with a minimum GPA of 2.00 without an E grade and a D grade not exceeding 10% of the total number of credits.
	2. The evaluation of the continuation of student studies is carried out at the end of the 2nd year with the following stages:
	a. The first warning given by the Head of the Study Program through the academic advisor to the first semester students who obtained a GPA < 2.00.
	b. The second and third warnings are given by the Head of the Study Program to second and third semester students who get a GP < 2.00 and/or GPA < 2.00 and a copy is sent to the Dean.
	c. Giving a stern warning in writing by the Dean to third semester students who get a GPA < 2.00.
	d. Students at the end of the second year cannot collect a minimum of 52 credits or collect credits > 52 but with a GPA < 2.00 will be reported to the Faculty of agriculture for further processing regarding the continuation of their studies at Unsri in accordance with the Unsri Academic Guidelines.

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	THE IMPLEMENTATION OF MID-SEMESTER AND END-SEMESTER EXAM
Legal Basis / Policy	
Definition	Course exams are held in the middle of the semester and at the end of the semester to evaluate students' mastery of the subject matter that has been given.
Objective	Gain knowledge about the level of student ability in absorbing the results of the learning process, get feedback and provide value for the student's course.
Procedures	1. The mid-semester exam schedule is determined by the Course Lecturer and the final-semester exam schedule is determined by the Faculty or Department/Study Program. 2. Students who are allowed to take the exam are students who are active and fulfill their lecturing obligations in accordance with the provisions. 3. The exam can be in written and oral form. Written exam questions made by Course Lecturers can be reproduced by themselves or given to the education and teaching subdivision to be reproduced. 4. The Education and Teaching Subdivision prepares the necessary equipment and materials. 5. The Department/Study Program and the Education and Teaching Subdivision can help staff to oversee the implementation of the exam.
Note	

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<table>
<tr><td rowspan="2"></td><td rowspan="2"><h2>THE POSTPONEMENT OF ACADEMIC ACTIVITIES (STOP OUT)</h2></td></tr>
<tr></tr>
<tr><td>Legal Basis / Policy</td><td></td></tr>
<tr><td>Definition</td><td>The postponement of academic activities or stop out (SO) or college leave is the status of a student who temporarily stops participating in an educational program for a certain reason.</td></tr>
<tr><td>Objective</td><td>Provide opportunities for college leave for students who have certain problems without having to pay tuition in the semester concerned.</td></tr>
<tr><td>Procedures</td><td>1. SO can be done for reasons of health/illness with a valid doctor's statement or other reasons in accordance with the approval of the Study Program and Faculty.

2. SO cannot be done by new students (first semester).

3. Students who will take the postponement of academic activities (lecture leave/ Stop Out) must submit an application by explaining the reason for the leave addressed to the Rector and with the permission of the parent/guardian (see Appendix 1)

4. The application letter is approved by the academic advisor lecturer and known by the Head of the Study Program or the Dean.

5. The application letter is submitted to the Rector before the deadline set by Sriwijaya University by attaching a copy of the Student Identification Card (SIC) of the student concerned.

6. The maximum length of SO is 2 semesters for the undergraduate program

7. Determination of SO is done through the Rector's decree.</td></tr>
<tr><td>Note</td><td>The length of SO is calculated as the study period.</td></tr>
<tr><td>Appendix</td><td>1</td></tr>
</table>

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2. Standard Operating Procedure (SOP) For Research and Community Service

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	SELF-FUNDED LECTURER RESEARCH
Legal Basis / Policy	
Definition	Research conducted by lecturers using their own funds (self-funded research)
Objective	So that lecturer's research which is self-funded can be carried out properly and legally.
Procedures	1. Lecturers make research proposals in accordance with their scientific fields. 2. The research proposal must be discussed at the Department/Study Program level, and for this discussion the lecturer makes an application letter to the Head of the Department/Study Program. 3. the Head of the Department/Study Program makes an invitation for the implementation of the discussion, the discussion participants and the time agreed upon with the researcher. 4. In the invitation mentioned the names appointed by the Head of the Department/Study Program for moderators and discussants. 5. Discussions can be held in the Department/Study Program or in the Dean's meeting room, or elsewhere with the approval of the Head of the Department/Study Program. 6. After the discussion, the research proposal is signed by the Head of Community Research and Service Unit (UPPM) and the Dean. 7. The implementation of field data collection and or experiments is carried out with the Dean's Letter of Assignment. 8. The research report must be discussed as well as the research proposal discussion, and signed by the Head of UPPM and the Dean. 9. Research reports must be submitted to the library of the Faculty and the Department/Study Program.

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Note	1. The submission of research proposals using funds from outside the Faculty is carried out in accordance with the provisions of the research funding institution. 2. The guidelines for proposing a research plan and preparing a final report can be seen in Appendix 5.
Appendix	2

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	SELF-FUNDED LECTURER COMMUNITY SERVICE
Legal/Policy Basis	
Definition	Community service which is carried out by lecturers using their own funds (self-funded community service)
Objective	To make the community service activities can be carried out independently and legally.
Procedures	1. Lecturers make Community Service Proposals in accordance with their scientific fields. 2. Community service proposals must be signed by the Head of Community Research and Service Unit (UPPM) and the Dean. 3. The implementation of community service is carried out by the Dean's Letter of Assignment. 4. Community Service reports must be submitted to the Faculty and Department / Study Program Libraries.
Note	The preparation of Community Service Proposals and Reports is guided by the provisions made by the agency that provides funding.
Appendix	3

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3. Standard Operating Procedure (SOP) Administration

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INCOMING LETTERS

Legal/Policy Basis	
Definition	This is the process of scheduling and the flow of incoming letters from both inside and outside the department.
Objective	Get administrative order and determine the flow of incoming letters.
Procedures	1. Every incoming letter from both inside and outside must be recorded in the agenda book.
	2. Incoming letters must be attached with a control card/disposition sheet, recorded the date of the letter and the date of entry of the letter as well as writing to whom the letter must be delivered and writing the subject of the letter, and initialed by the administrative officer.
	3. Basically, all incoming letters must be delivered to the head of the department, unless it is clear that the purpose of the letter is addressed to personnel or certain sections.
	4. The flow of letters that are addressed by the Head of Department must also be recorded.
Note	

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	OUTGOING LETTERS
Legal/Policy Basis	
Definition	This is the process of creating and sending outgoing letters.
Objective	Get administrative order and determine the flow of outgoing letters.
Procedures	1. Every outgoing letter for both internal and external purposes of the department must be done through a process in the department's administration department.
	2. Drafts of outgoing letters can be made by the department's administration department according to the importance of the letter.
	3. Outgoing letters are neatly typed and checked by the department secretary before being signed by the Head of the department.
	4. The letter number and date are given after the outgoing letter is signed.
	5. The archive of the letter must be kept in the Department Administration Section.
Note	

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	TOOL BORROWING AND USE
Legal/Policy Basis	
Definition	This is the process of borrowing and using equipment for lectures, discussions, seminars and examinations. The use of equipment for other purposes is approved by the Head or Secretary of the Department.
Objective	Get administrative order andprioritize the use of tools every working day.
Procedures	1. Borrowing and use of equipment can only be done on working days and hours. Use of equipment outside of working days and hours is subject to the approval of the Head or secretary of the department. 2. The borrower fills in the usage book completely 3. Check the completeness of the borrowed tool 4. Use the tool correctly according to the instructions for use 5. Return the tools and equipment according to the time of use 6. The officer gives initials to the Usage Book
Note	

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	ROOM BORROWING AND USE
Legal/Policy Basis	
Definition	This is the process of borrowing and using the room for lectures, discussions, seminars and examinations. The use of the room for other purposes is approved by the Head or Secretary of the Department.
Objective	Get administrative order andprioritize the use of the room every working day.
Procedures	**Before the Implementation of the Activity:** No later than 1 day before the room is used (H-1), students must register the loan of the seminar room with the administration officer of the Department of Socio-economics of Agriculture **During Activity Implementation:** 1. Students can use all facilities and infrastructure in the room according to the needs of the activity. 2. Borrowing equipment outside those already available in the seminar room, can be registered no later than 1 day before the activity (H-1) to the officer. 3. Students are required to maintain the security and cleanliness of the facilities and infrastructure available in the seminar room. **After the Activity Implementation:** 1. Students must leave the seminar room and equipment in the seminar room in a neat and clean condition as before use. 2. Students are required to return equipment from outside the seminar room (if any) to the officer in good condition. 3. Students must report to the officer after the seminar room has been used**.**
Note	

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3. Standard Operating Procedure (SOP) Student Affairs

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	UNDERGRADUATE STUDENT SCHOLARSHIP RECIPIENTS
Legal/Policy Basis	
Definition	Students who feel entitled may apply for scholarships from various sources and are channeled by Sriwijaya University.
Objective	To determine scholarship recipient students who are entitled and deserve scholarships.
Procedures	1. Opportunities for scholarships from various sources are announced by the Subdivision of Student Affairs on the bulletin board or through the circular of the Vice Dean III to the Department / Study Program. 2. Students who feel entitled and meet the requirements to get a scholarship register themselves through the department to the Student Affairs Subdivision of the Faculty of Agriculture, Sriwijaya University. 3. The Vice Dean III and staff carry out administrative selection and in certain circumstances can consult with the Head/Secretary of the Department/Study Program. 4. The selection results are forwarded to the Vice Rector III of Sriwijaya University for selection. 5. The selected students are listed in the Rector's Decree and this decree is sent to the faculty to be announced. 6. The faculty assists the administration for scholarship disbursement.
Note	The conditions required depend on the requirements issued by the scholarship awarding agency.

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SCIENTIFIC WRITING COMPETITION FOR UNDERGRADUATE STUDENTS

DasarHukum/Kebijakan	
Pengertian	Student papers from the Department/Study Program that are contested at the Faculty level.
Tujuan	To motivate students to write, provide experience and develop the ability of students to write scientific papers, and instill a scientific attitude among students.
Prosedur	1. The Scientific Writing Competition is a co-curricular activity coordinated by the Student Affairs Advisor and Assistant Dean III. 2. The Assistant Dean III announces the implementation of the Scientific Writing Competition on the bulletin board and to the Department / Study Program. 3. Scientific works can be written individually or in groups and the number of scientific works contested from each Department / Study Program is not determined. 4. Participating students must send their scientific work in duplicate (two) to the Student Affairs Subdivision before the competition. 5. At the appointed time, participating students present their scientific work in front of the judges appointed by the Assistant Dean III. 6. The decision of the winner is made by the judges and announced at the end of the event. 7. Prizes are given to the winners of the competition from the Faculty. 8. The winner of the competition is entitled to participate in scientific work competitions at a higher level.
Note	The Scientific Writing Competition can also be held by inviting students from other faculties or other universities, as well as high school and vocational school students.

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APPENDICES

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APPENDIX 1. Example of Application for Postponement of Academic Activities
Form (Lecture Leave/stop out)

Indralaya,   ……….

Concern : Application for Lecture Leave
Semester .... Academic Year ....

To : Mr. / Mrs, Dean

Agriculture Faculty of Sriwijaya University

in

Indralaya

Sincerely, I, the undersigned below:

Name   :
Student Number/Study Program :
Year/ Semester   :
Address   :

Hereby apply for the thepostponement of academic activitiesduring semester ....
year ..../.......

This application for lecture leave is due to:

1.   Being sick/ undergoing health care (medical statement attached)
2.   Working (Appointment Decree attached)
3.   Being late in tuition payment
4.   Other reason(s)

Thus, I make this application truthfully. Thank you for the attention and assistance that
have been given.

Indralaya,..................

Approved by,   Applicant,

Parent/ guardian

....
                                                   Student Number

Acknowledged by,

Head of Study Program.   Advisor,
Faculty of Agriculture, Sriwijaya University,

....

Appendix 2.

SELF-FUNDED RESEARCH PROPOSAL

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THE FLOW DIAGRAM OF SELF-FUNDED RESEARCH PROCEDURE

Lecturer

↓   Application letter to make the of proposal discussion invitation

Head of Department or Head of Study Program

↓   Proposal discussion invitation for lecturers and participants

Discuss in Department or Study Program

↓   - List of participants
       - Minutes of discussion and discussants' note

Proposal   ←   Signatures by the Head of CRSU and the Dean

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Proposal's outline of self-funded lecturer research

1. Cover sheet (*example 1*)
2. Abstract
3. Approval sheet from Faculty (*example 2*)
4. Approval sheet from the Department/Study Program (*example 3*)
5. Table of contents
6. List of tables (if there are more than 3 tables)
7. List of images(if there are more than 3 images)
8. List of appendices (if there are attachments)
9. Content :
   a. Introduction
   b. Problem Formulation
   c. Literature Review
   d. Research Objectives
   e. Research Methods
   f. Implementation Schedule
   g. Research Personnel
   h. Research cost estimation
   i. Bibliography
   j. Appendices (CV, etc)
10. List of proposal discussion
11. The results of the discussants' assessment (*example 4)*

Terms of Writing
1. Font : Times New Roman 12
2. Paper : A4

Margin : 3 : 3 : 3 : 3

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SELF-FUNDED
LECTURER RESEARCH PROPOSAL

TITLE

BY
1. ....
2. ....
3. ....

NAME OF DEPARTMENT / STUDY PROGRAM
FACULTY OF AGRICULTURE
SRIWIJAYA UNIVERSITY

YEAR

AGRIBUSINESS STUDY PROGRAM, DEPARTMENT OF AGRICULTURAL SOCIAL
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Example 2. Faculty approvalsheet.

APPROVAL SHEET
SELF-FUNDED RESEARCH PROPOSAL

1. Research Title   : ....
2. Research Field   : ....
3. Head Researcher
   a. Full Name   : ....
   b. Gender   : M/F
   c. Employee ID Number   : ....
   d. Dicipline   : ....
   e. Rank/Group   : ....
   f. Position   : ....
   g. Faculty/Department   : ....
   h. Address   : ....
   i. Telephone/Fax/E-mail   : ....
   j. Home Address   : ....
   k. Telephone/Fax/E-mail   : ....
4. Number of Research Member : .... person(s)
   a. Name of Member I   : ....
   b. Name of Member II   : ....
5. Research Location: : ....
6. Total estimation cost   : Rp ....

Indralaya, date month year

Acknowledged by,   Head Researcher,
Head of UPPM

Full Name   Full Name
Employee ID Number   Employee ID Number

Approved by,
Dean of Faculty of Agriculture, Sriwijaya University

Full Name,
Employee ID Number

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Example 3. Department/ Study Program approval sheet

Research Title : ....

Researchers : 1. ....
2. ....
...

Had been discussed :
In Department/ Study Program : ....
Date : ....
Member(s) : ......person(s)

Representatives of Participants

No.	*Name*	Employee ID Number	*Signature*
1			
2			

Discussant(s)

No.	*Name*	Employee ID Number	Field of Science	*Signature*
1				
2				

Approved by,
Head of Department/ Study Program
....

stamp

Name
Employee ID Number

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PROPOSAL ASSESSMENT FORM
INDEPENDENT LECTURER RESEARCH
AGRICULTURE FACULTY OF SRIWIJAYA UNIVERSITY

I. Research Identity
1. Research Title   :   ....
2. Head of Research Team   :   ....
3. Study Field   :   ....
4. Number of Member(s)   :   ...... person(s)

II. Criteria and Indicators

NO	CRITERIA	ASSESSMENT INDICATORS	WEIGHT (%)	SCORE	TOTAL Weight x score
1	Problem Formulation	Sharpness of Problem Formulation and Research Objectives	30		
2	Benefits of Research Results	Science and Technology Development, Development, and or Institutional Development	20		
3	Literature Review	Relevance, Recency and Bibliography	15		
4	Research Methods	The accuracy of the Method Used	25		
5	Research Eligibility	Schedule Fit, Personnel Expertise Cost Reasonability	10		
	Total		100		

Note:
Score: 1, 2, 4, or 5 (1 = very poor, 2 = poor, 4 = good, 5 = very good)

Suggestions:
....……………………
....

Indralaya, day month year
Assessor,

Name and signature

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PROPOSAL SYSTEMATICS

The systematics of research proposals follow the procedures commonly used in research in their respective fields of science. The research proposal contains the following:

Chapter 1 Introduction

Research is conducted to answer the researcher's curiosity to reveal a symptom/concept/conjecture or apply it for a purpose. State the things that encourage or argue the importance of conducting research. Describe the process of identifying the research problem.

Chapter 2: Problem Formulation

Clearly formulate the problem to be researched. Describe the approaches and concepts to answer the problem under study, the hypothesis to be tested or the conjecture to be proven. In the formulation of the problem, the definition, assumptions, and scope of the research can be explained. The description of the problem formulation does not have to be in the form of an interrogative sentence.

Chapter 3: Literature Review

Try to use the latest, relevant, and original literature from scientific journals. Clearly describe the literature review that gave rise to the idea and underlies the research to be conducted. The literature review describes the theories, findings, and other research materials obtained from references, which serve as the basis for conducting the proposed research. The description in the Literature Review serves as the basis for developing the framework or concepts to be used in the research. The Literature Review refers to the Bibliography.

Chapter 4: Research Objectives

Provide a brief statement of the research objectives. Research can aim to explore, describe, explain, prove or apply a symptom, concept or conjecture, or create a prototype.

Chapter 5: Research Methods

Describe the methods used in the research in detail. The description may include the variables in the research, the model used, the research design, data collection techniques and data analysis, how to interpret and analyze the data, and conclude the research results. For research using qualitative methods, explain the approach used,the process of collecting and analyzing information, the process of interpretation, and the conclusion of the research results.

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Make a schedule of research activities that include preparation, implementation and preparation of research reports in the form of a bar-chart. The implementation schedule refers to the Research Methods.

Chapter 7: Research Personnel

The personnel involved in the research are those who are in accordance with their fields and can actually provide time (taken into account with other workloads) for this research activity, which generally consists of

1. Head Researcher
   a. Full Name   : ....
   b. Gender   : M/F
   c. Employee ID Number   : ....
   d. Discipline   : ....
   e. Rank/Group   : ....
   f. Functional/structural position: ....
   g. Faculty / Department   : ....
   h. Research time   : .... hours/week
2. Researcher Member   : ....
   (Details as item 1, max. 2 people)
3. Laborant/Technician   : ....
   (Name and expertise, max. 2 people)
4. Field Workers/Choppers   : ....
5. Administrative Personnel (1 person) : ....

Chapter 8: Estimated Research Costs

Provide details of research costs that refer to research activities as outlined in the Research Methods, with a recapitulation of research costs:
   - Honorarium is eliminated (0%)
   - Research Materials and Equipment
   - Travel
   - Other Costs, which include costs for seminars, reports, literature searches, documentation, and others (please specify)

Appendices

- Reference, use the name and year system, in alphabetical order of author's name, year, title of article/book, and name of journal or city & publisher.
- Curriculum Vitae of the Chairperson and Research Members (include relevant research experience and publications), date and signature.

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FINAL REPORT

INDEPENDENT RESEARCH

Outline Content of Independent Lecturer Research Report:

1. Cover sheet (example 5)
2. Abstract
3. Approval sheet from Faculty and research institute (example 6)
4. Approval sheet from the Department/Study Program (example 7)
5. Statement (example 8)
6. Table of contents
7. List of tables (if there are more than 3 tables)
8. List of images (if there are more than 3 images)
9. List of appendices (if there are appendices)
10. The content of the report is at least: (the order can adjust to the Study Program's style)
    a. Introduction
    b. Objectives and Benefits of Research (can be included as part of the introduction)
    c. Literature Review / Theoretical Basis
    d. Research Methods
    e. Results and Discussion
    f. Conclusion and Suggestion
    g. Bibliography
    h. Appendix
11. Attendance list of Research Result seminar

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Example 5. Report cover sheet

SELF-FUNDED LECTURER RESEARCH REPORT

TITLE

BY
1. ....
2. ....
3. ....

NAME OF DEPARTMENT/ STUDY PROGRAM
FACULTY OF AGRICULTURE
SRIWIJAYA UNIVERSITY

YEAR

AGRIBUSINESS STUDY PROGRAM, DEPARTMENT OF AGRICULTURAL SOCIAL
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Example 6. Final report approval sheet

APPROVAL SHEET
INDEPENDENT RESEARCH REPORT

1.   Research Title   : ....

2.   Research Field[1]   : ....
3.   Head Researcher
     a. Full Name   : ....
     b. Gender   : M/ F
     c. Employee ID Number   : ....
     d. Discipline   : ....
     e. Rank/Group   : ....
     f. Position   : ....
     g. Faculty/Department   : ....
     h. Address   : ....
     i. Phone/Fax/E-mail   : ....
     j. Home Address   : ....
     k. Phone/Fax/E-mail   : ....
4.   Number of Research Members : .... person(s)
     a. Name of Member I   : ....
     b. Name of Member II   : ....
5.   Research Location   : ....

<table>
<tr><td></td><td>City, date month year</td></tr>
<tr><td>Acknowledged by,
Research,
Dean ....</td><td>Head of</td></tr>
<tr><td>Full name
Employee ID Number</td><td>Full name
Employee ID Number</td></tr>
</table>

Approved by,
Head of Research Institute

Full name,
Employee ID Number

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Example 7. Department/ Study Program approval sheet

Title   : ....

Researchers   :   1. ....
                           2. ....
                     ...

Had been discussed:
In Department / Study Program   : ....
Date   : ....
Member(s)   : ......person(s)

Representatives of Participants

No.	*Name*	Employee ID Number	*Signature*
1			
2			

Discussant(s)

No.	*Name*	Employee ID Number	Field of Science	*Signature*
1				
2				

Approved by,
Head of Department/ Study Program
....

stamp

Name
Employee ID Number

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Example 8. Researcher statement sheet

STATEMENT

We, the undersigned researchers, hereby declare that all data and information presented in this report, except those clearly stated as the source, are the result of our own research and investigation.

Indralaya, date month year
The undersigned researchers

No.	Name	Employee ID Number	Signature
1			
2			

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