 <b>Universitas Sriwijaya</b>	<b>DEPARTMENT OF AGRONOMY FACULTY OF AGRICULTURE UNIVERSITAS SRIWIJAYA</b> Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662			
	<b>ACADEMIC STANDARD OPERATING PROCEDURES (AKADEMIC-SOP) APPOINTMENT OF THESIS SUPERVISOR LECTURER</b>			
<b>Document Number</b>	<b>Date of issue</b>	<b>Revision Number</b>	<b>Implementation Date</b>	<b>Validated by</b>
1	15 April 2018	1	01 July 2018	Head of Agronomy Department

### 1. OBJECTIVE

Guiding students in completing the final project (thesis) as a provision and student experience in formulating problems and solutions in the form of scientific works.

### 2. DEFINITION

Thesis Advisory Lecturer is a lecturer who has met the requirements to guide student thesis writing.

### 3. PROCEDURE

- 3.1. The head of the study program recapitulates the amount of thesis guidance for each lecturer.
- 3.2. The selection of a supervisor is proposed by the student, before the student meets with the lecturer concerned to request a signature of approval by affixing his signature on the approval form.
- 3.3. if the proposed lecturer still has a quato based on the recapitulation results no.3.1, then the proposal is fulfilled but if it does not meet then the head of the study program will replace another lecturer in the same field.
- 3.4. The distribution of the number of guidance for each lecturer is strived to be evenly distributed by considering the results of the recapitulation of the number of tutors that are still available.
- 3.5. The determination of the thesis supervisor is carried out and ratified by the head of the study program.
- 3.6. Immediately make a cover letter to the Dean through the Head of the Department to issue a Decision Letter (SK) for Thesis Supervisor.


#### 4. Terms/Conditions

1.1. The thesis supervisor is prioritized to be the same as the field practice supervisor for the Agroecotechnology study program.

1.2. The thesis supervisor is prioritized differently from the field practice supervisor for the Agronomy study program..

#### 5. Flowchart

No	Activity	Implementation				Raw Quality		
		college student	Head of department	Head of program	lecturer	terms/completeness	time	Out put
1.	Recap the amount of thesis guidance for each lecturer			√		Discussion cards		Data on the amount of guidance for each lecturer
2.	Fill out the thesis supervisor assignment form	√			√	- Thesis supervisor assignment form		The form has been signed by the proposing student, PA lecturer and the initials of the prospective supervisor
3.	Check the thesis supervisor assignment form			√		- Thesis supervisor assignment form		List of selected lecturers
4.	Determination of the supervisor based on the proposal form and data on the recapitulation of the thesis supervisor			√		- Thesis supervisor assignment form		Proposal data and the number of guidance students for each thesis
5.	Determination of thesis supervisor		√	√				
6.	The list of supervisors is submitted to the dean for a decision letter (SK)		√					Finish

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	<b>ACADEMIC STANDARD OPERATING PROCEDURES</b> <b>(AKADEMIC-SOP)</b> <b>REPLACEMENT OF THESIS SUPERVISOR</b>			
<b>Document Number</b>	<b>Date of issue</b>	<b>Revision Number</b>	<b>Implementation Date</b>	<b>Validated by</b>
2	15 April 2018	2	01 July 2018	<b>Head of Agronomy Department</b>

### 1. OBJECTIVE

To expedite the process of writing college student thesis.

### 2. DEFINITION

The replacement of the Thesis Advisory Lecturer is carried out on the Advisor I and/or Advisor II for students who are doing thesis writing.

### 3. PROCEDURE

3.1. Replacement of thesis supervisor can only be done if::


- a) There is a problem between the supervisor and the student in the mentoring process that causes the student or supervisor to feel uncomfortable, then the problem must be reported in writing to the head of the study program, or
- b) The supervisor of study assignments, or retires, or moves, or is dishonorably discharged, or resigns from a civil servant (PNS), or
- c) The supervisor states that he is no longer able to provide guidance because he is still sick,
- d) Supervisor dies.
- e) Supervisor enters his retirement period

3.2. If the replacement of the supervisor is due to problems that arise between the supervisor and the student, the head of the study program will call both parties separately for questioning and make a report. The minutes will be brought to the study program meeting and it will be decided at the meeting regarding the actions to be taken.

3.3. The replacement of the supervising lecturer will be carried out based on the consideration of the level of progress in the implementation of the thesis:

- a) If the pre-research discussion has not been carried out, the supervisor must be replaced.

- b) If the research is in progress, the replacement of the supervisor is submitted to the ability of another supervisor, if the other supervisor is able to guide himself then there is no need to change the supervisor.
  - c) If the writing stage is left behind, there is no need to replace the supervisor unless another supervisor declares himself unable to guide himself c) If the writing stage persists, there is no need to change the supervisor unless another supervisor declares himself incapable. to guide himself.
- 3.4. If it is decided to replace the supervising lecturer, it is offered to study program participants who are willing to become substitute supervisors by considering the field or research topic.
  - 3.5. If Supervisor 1 is about to be replaced, if it meets the requirements, Supervisor 2 will be promoted to Supervisor 1 and the new Supervisor will become Supervisor 2.
  - 3.6. A substitute supervisor is proposed by the head of the study program to the dean for the issuance of a Supervisory Decree.

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	<b>ACADEMIC STANDARD OPERATING PROCEDURES</b> <b>(AKADEMIC-SOP)</b> <b>RESEARCH PROPOSAL DISCUSSION</b>			
<b>Document Number</b>	<b>Date of issue</b>	<b>Revision Number</b>	<b>Implementation Date</b>	<b>Validated by</b>
3	15 April 2018	3	01 Juli 2018	<b>Head of Agronomy Department</b>

### 1. OBJECTIVE

Provide training for students to appear in front of the forum as well as get input for the smooth implementation of research.

### 2. DEFINITION

Discussion of research plans is an obligation for students before carrying out research, attended by the academic community, namely supervisors (minimum 1 person), lecturers (minimum 1 person), and students (minimum 15 people).

### 3. PROCEDURE


- a. Students have participated in the research plan discussion 10 times, at least 3 times as a discussant by showing proof of an attendance card that has been signed by the supervisor and head of the department.
- b. Students prepare discussion papers and discussion schedules that have been approved by the supervisor team.
- c. Students register to the academic department of the department to get a discussion invitation form for lecturers, a form of proof of discussion approval from supervisors and lecturers, as well as an attendance list form for lecturers and students no later than 2 (two) working days before the discussion.
- d. Students distribute invitations and discussion papers to lecturers no later than 2 (two) days before the discussion. The lecturer who received the invitation and the paper signed the receipt.
- e. Preparation of the room, LCD, consumption and others (if any) are the responsibility of the student concerned and coordinate with the department's administrative staff.
- f. The implementation of the discussion is arranged in the following order:
  - i. The discussion is carried out for a maximum of 1 hour and as a supervisor is one of the mentors.

- ii. After the discussion is opened by the supervisor, students present their paper or research plan for a maximum of 15 minutes.
- iii. After students present their papers, the seminar guide invites students as discussants and lecturers to provide suggestions, objections, and questions to resource persons regarding various aspects related to the substance, methodology, and format of the paper.
- iv. At the end of the discussion, the supervisor provides feedback on the implementation of the discussion and responds to various things conveyed by the discussion participants.

After the discussion is over, the discussion is closed by the activity guide.

#### 4. FLOWCHART

No	Activity	Implementation				Raw Quality		
		College student	Head of department	Head of program	Lecturer	College student	Head of department	Output
1.	Fill out the proof card following the pre-research discussion	√				Discussion cards		Card that has been signed by the lecturer and chairman of the jury
2.	discussion paper that has been approved by the supervisor	√			√	discussion paper		Preparation discussion paper that has been approved by the supervisor
3.	Apply to the department's academic department		√			<ul style="list-style-type: none"> <li>• invitation form</li> <li>• discussion for lecturers</li> <li>• proof form discussion approval from supervisor and lecturer - lecturer and student</li> <li>• attendance list form.</li> </ul>	2 working days before the discussion takes place	Registered in the academic section of the department
4.	Invitation form, discussion paper signed by the Head of program Program			√		<ul style="list-style-type: none"> <li>• discussion invitations for lecturers</li> <li>• proof of discussion approval from supervisors and lecturers</li> <li>• attendance list of lecturers and students</li> </ul>	2 working days before the discussion takes place	<ul style="list-style-type: none"> <li>• discussion invitation form</li> <li>• discussion approval form</li> <li>• absent form for discussion activities</li> </ul>
5.	Room preparation, LCD, consumption, and others.	√						
6.	Finish	√						Finish

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	<b>ACADEMIC STANDARD OPERATING PROCEDURES</b> <b>(AKADEMIC-SOP)</b> <b>THESIS WRITING</b>			
<b>Document Number</b>	<b>Date of issue</b>	<b>Revision Number</b>	<b>Implementation Date</b>	<b>Validated by</b>
4	15 April 2018	4	01 July 2018	<b>Head of Agronomy Department</b>

### 1. OBJECTIVE

Provide experience to students in formulating problems and their solutions in the form of research to produce scientific works.

### 2. DEFINITION

Thesis is an independent scientific work of students according to their field of interest and study program. Thesis aims to provide experience to students 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 involved in.

### 3. PROCEDURE

- 3.1. Students and their supervisors determine the research topic.
- 3.2. Students prepare their research plans in the form of research proposals with the guidance and direction of their supervisors.
- 3.3. If the supervisor assesses that the research proposal is sufficiently directed and good, then students are directed and guided to compile papers for pre-research discussions..
- 3.4. If the supervising lecturer assesses that the discussion paper has been directed and is good enough, then students register with the study program coordinator to conduct pre-research discussions and get a discussion lecturer who is determined by the head of the study program..
- 3.5. Students under the direction of their supervisors make improvements to their research proposals by considering questions, suggestions and opinions submitted by students and lecturers discussing pre-research discussions.
- 3.6. The research proposal that has been approved by the supervisor is bound, signed by the student, the supervisor and the head of the study program. The proposal is bound in 3 copies (each for the student, lecturer and study program concerned).
- 3.7. If the supervisor assesses that the student is ready to do research, the supervisor allows the student to do his research.

- 3.8. During research, students must submit a monthly report on research activities to their supervisor.
- 3.9. When the research has been completed, students must write a draft research report (draft thesis). The thesis draft must be submitted to the supervisor no later than two months after the research and data collection activities are completed.
- 3.10. The supervising lecturer reads and corrects the thesis draft and provides written and oral improvement suggestions to students.
- 3.11. Students complete the thesis draft in accordance with the results of corrections and suggestions from the supervisor.
- 3.12. After the thesis has been examined, both by the Advisor I and the Advisor II and deemed appropriate for the seminar, the supervisor directs the students to write a research paper on the results of the seminar (SOP-Academic number 6).
- 3.13. If the supervising lecturer assesses the seminar paper is good enough and worthy to be used as a seminar, then the student with the approval of the supervisor contacts the lecturer who discusses the pre-research discussion who will act as a discussant in the results of the seminar.
- 3.14. Students schedule seminars to the study program coordinator.
- 3.15. Students carry out research seminars which are attended by supervisors (minimum 1 lecturer), review lecturers (minimum 1 lecturer) and students (minimum 15 students).
- 3.16. Students with the direction of their supervisors complete the thesis draft by considering the input, suggestions, questions, and opinions submitted by the discussants and seminar participants both by students and lecturers.
- 3.17. 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.
- 3.18. If the supervising lecturer and the examining committee have agreed on the time of the exam, the student will schedule the exam to the Study Program Coordinator and carry out the exam according to the agreed schedule (SOP-Academic number 7)..
- 3.19. Students under the guidance of the supervising lecturer and the examining committee must improve their thesis in accordance with the input, suggestions, questions, and opinions submitted by the examining committee at the time of the comprehensive exam.
- 3.20. Thesis that has been corrected and approved by the supervising lecturer 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 latest Academic Guidebook of the Faculty of Agriculture, Unsri.

#### **4. General Provisions and Thesis Sanctions:**

- 4.1. 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 to the completion of the research.
- 4.2. The research proposal draft must have been completed and submitted to the supervisor no later than 1 (one) month after the implementation of the pre-research



- discussion, otherwise the pre-research discussion is considered null and void.
- 4.3. If after 2 months since 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 study program/department.
  - 4.4. The head of the study program/department calls the student concerned and if up to three calls within a period of 2 months the student never appears, then the research is considered cancelled.
  - 4.5. If the student does not submit his thesis draft to the supervisor 6 months after the completion of research activities and data collection, the research is considered null and void.
  - 4.6. In writing a thesis, students must be guided by the "Guidelines for Writing the Latest Scientific Papers" that apply at the Faculty of Agriculture, Unsri.
  - 4.7. During the thesis writing process, students must actively consult with the supervisor and after each consultation the supervisor fills out a consultation card.
  - 4.8. If after 1 month the thesis draft has not been repaired or returned by the supervisor, the student has the right to report the incident to the head of the study program/department.


## 5. Thesis Compilation Requirements

- 5.1. Have completed a minimum of 118 credits
- 5.2. Has taken the Scientific Method course as well as courses related to research programs.
- 5.3. Fill out the KRS for thesis courses, and
- 5.4. A Pre-Research Discussion (Seminar Research Proposal) has been conducted.

## 6. FLOWCHART

No	Activity	Implementation			Raw Quality		
		College student	Head of department	Fakulty	Terms/com pleteness	Time	Output
1.	Students determine the research topic.	<input type="checkbox"/>					Students determine the research topic.
2.	Prepare a research plan in the form of a proposal	<input type="checkbox"/>					Preparation of a research plan in the form of a proposal
3.	Prepare pre-research discussion papers (Research Proposal Seminar).	<input type="checkbox"/>			Discussion papers		Preparation of pre-research discussion papers (Research Proposal Seminar).
4.	Scheduling the implementation of discussions to the coordinator of the final project or discussions and seminars for study programs/departments.	<input type="checkbox"/>			Schedule of discussion organizers		Scheduled discussions with the final project coordinator or discussions and seminars for study programs/departments.
5.	Make improvements to research proposals by considering questions, suggestions and opinions submitted by lecturers	<input type="checkbox"/>			Proposal		Completion of research proposals is carried out by considering questions, suggestions and opinions submitted by lecturers
6.	Research proposals that have been approved by the supervisor in 3 copies	<input type="checkbox"/>			3 copies of research proposal n		Binding of research proposals that have been approved by the supervisor

7.	Collect signed proposals		<input type="checkbox"/>		Proposal		A collection of proposals that have been signed by the Advisor to the Head of the Study Program
8.	by the supervisor to the Head of the Study Program						
9.	Do the research		<input type="checkbox"/>		Monthly report		Submission of monthly research report to supervisor
10.	Write a draft research report (draft thesis).	<input type="checkbox"/>			Draft thesis		Writing a draft research report (draft thesis).
11.	Improve thesis draft with supervisor	<input type="checkbox"/>			Draft thesis		Implementing the revision of the thesis draft with the supervisor
12.	Make a research paper seminar.	<input type="checkbox"/>			Seminar papers		Preparation of research papers for seminars.
13.	Determine 2 examiners who will act as discussants in the seminar on student research results and examiners in the thesis exam.	<input type="checkbox"/>					The election of 2 lecturers to discuss seminars and thesis exam examiners
14.	Schedule seminars for majors						Seminar schedule
15.	Carry out the results of the seminar						results
16.	Make draft improvements	<input type="checkbox"/>			Draft thesis		
17.	on the advice given by the lecturer	<input type="checkbox"/>			Comprehensive schedule		Make improvements to the draft based on suggestions given by the lecturer
18.	Comprehensive exam scheduling with thesis examiner and major						Scheduled comprehensive exam
19.	Carry out a comprehensive exam	<input type="checkbox"/>			Thesis		
20.	Fixed script volume			<input type="checkbox"/>	Thesis		fixed script binding

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	<b>ACADEMIC STANDARD OPERATING PROCEDURES (AKADEMIC-SOP) FIELD PRACTICE</b>			
<b>Document Number</b>	<b>Date of issue</b>	<b>Revision Number</b>	<b>Implementation Date</b>	<b>Validated by</b>
5	15 April 2018	5	01 Juli 2018	<b>Head of Agronomy Department</b>

### 1. OBJECTIVE

Provide students with experience in the application of agricultural technology and practical problem solving in the field of agricultural technology in the field.

### 2. DEFINITION

a student's final project, namely student independent academic activities in the form of field work.

### 3. PROCEDURE

- 3.1. Supervisor appointed by the study program.
- 3.2. Already have a frame of reference that has been approved by the supervisor and head of the study program
- 3.3. Contact the PL place that suits your interests and is approved by the PL supervisor
- 3.4. There has been approval from the place to carry out PL
- 3.5. OT implementation is equivalent to 3 credits
- 3.6. After completing the PL, immediately report it to the superior by submitting proof of completion of the PL from the place of implementation of the PL.
- 3.7. Submit the first draft report no later than 1 month after the PL.
- 3.8. If within 1 month the first draft report has not been submitted, then the OT is considered null and void.
- 3.9. If within 6 months after the first draft is submitted it has not been completed, it can be considered cancelled.
- 3.10. PL proposals that have been approved by the supervisor are collected in 1 copy of the study program
- 3.11. The PL report that has been corrected, approved and signed by the supervising lecturer, can be bound by taking into account the applicable provisions in the Academic Manual of the Faculty of Agriculture, Sriwijaya University..


### 4. TERMS

- a) Have accumulated a minimum of 105 credits
- b) Have filled KRS with Field Practice courses

c) Propose the topic of Field Practice

### 5. FLOW CHART

No	Activity	Implementation			Raw Quality		
		College Student	Study Program	FP Supervisor	Terms/Completeness	Time	Output
1.	Students conduct field practice guidance with a supervisor	<input type="checkbox"/>					Students have done field practice guidance with a supervisor
2.	Students make outgoing letters to conduct surveys from Study Programs		<input type="checkbox"/>		Outgoing mail		Make an outgoing letter to conduct a survey from the Study Program
3.	Students do	<input type="checkbox"/>			discussion paper		Conducting a field practice site survey
4.	Field Practice Survey	<input type="checkbox"/>			Field practice reply letter		There has been approval from the place to carry out field practice
5.	Request approval from the place to carry out field practice	<input type="checkbox"/>			Suggestion		Making a Field Practice proposal
6.	Making a Field Practice proposal		<input type="checkbox"/>				A collection of PL proposals that have been approved by the Study Program supervisor in 1 copy
7.	field practice proposals that have been approved by the supervisor are collected in 1 copy of the Study Program	<input type="checkbox"/>					Implementation of Field Practice
8.	Carrying out field practice			<input type="checkbox"/>		1 month	Collecting the first draft of the report
9.	Collecting the first draft of the report				field practice report created		Terbuatnya Laporan field practice
10.	Making field practice Report			<input type="checkbox"/>			field practice report signing by supervisor
11.	Students ask				field practice report binding		Terjilidnya laporan field practice
12.	Supervisor to sign field practice laporan report		<input type="checkbox"/>				Collecting field practice reports that have been bound in Prodi

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	<b>ACADEMIC STANDARD OPERATING PROCEDURES (AKADEMIC-SOP) IMPLEMENTATION OF RESEARCH RESULTS SEMINARS</b>			
<b>Document Number</b>	<b>Date of issue</b>	<b>Revision Number</b>	<b>Implementation Date</b>	<b>Validated by</b>
<b>6</b>	<b>15 April 2018</b>	<b>6</b>	<b>01 July 2018</b>	<b>Head of Agronomy Department</b>

### 1. OBJECTIVE

Provide training for students to appear in front of the forum as well as convey the results of research implementation.

### 2. DEFINITION

Memberikan pelatihan kepada mahasiswa untuk tampil di depan forum sekaligus menyampaikan hasil pelaksanaan penelitian.


### 3. PROCEDURE

- a. Students have attended research seminars 10 times, at least 3 times as discussants by showing proof of attendance cards that have been signed by the supervisor and head of the department.
- b. Students prepare research papers and seminar schedules that have been approved by the supervisor team.
- c. Students register to the academic department of the department to get a seminar invitation form for lecturers, proof of a seminar approval form from supervisors and lecturers, as well as a lecturer and student attendance list form no later than 2 (two) working days before the seminar.
- d. Students distribute invitations and seminar papers to lecturers no later than 2 (two) days before the seminar. The lecturer who received the invitation and the paper signed the receipt.
- e. Preparation of the room, LCD, consumption and others (if any) are the responsibility of the student concerned and coordinate with the department's administrative staff. Pelaksanaan seminar hasil penelitian diatur dalam tata tertib sebagai berikut:
  - i. The seminar is held for a maximum of 1 hour and as a guide is one of the supervising lecturers.
  - ii. After the seminar is opened by the supervisor, students present their papers or research plans for a maximum of 15 minutes.
  - iii. After students present their papers, the seminar guide invites students as discussants and lecturers to provide suggestions, objections, and questions to resource persons regarding various aspects related to the substance, methodology, and format of the paper.

- iv. At the end of the seminar, the supervisor provides feedback on the implementation of the discussion and responds to various things conveyed by the seminar participants.
- v. After the seminar is over, the seminar is closed by the activity guide

#### 4. FLOWCHART

No	ACTIVITY	Implementation				Raw Quality		
		College Student	Head of department	Head of program	Lecturer	Terms/Completeness	Time	Output
1.	Fill out the proof card for participating in the research results seminar	√				Seminar card		Card that has been signed by the lecturer and chairman of the jury
2.	Prepare a seminar paper that has been approved by the supervisor	√			√	Seminar papers		Prepare a seminar paper that has been approved by the supervisor
3.	Apply to the academic department of the department		√			• result seminar invitation form for lecturers	2 working days before the seminar pelaksanaan	Registered in the academic section of the department
4.	Invitation form, seminar paper signed by the Head of program Program			√		• form of proof of approval from supervisors and lecturers -forms for attendance list of lecturers and students.		<ul style="list-style-type: none"> <li>• seminar invitation form</li> <li>• seminar approval form</li> <li>• attendance form for seminar activities</li> </ul>
5.	Penyiapan ruangan, LCD, konsumsi, dan lain-lain.	√						
6.	Selesai	√						Finish

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	<b>ACADEMIC STANDARD OPERATING PROCEDURES</b> <b>(AKADEMIC-SOP)</b> <b>THE IMPLEMENTATION OF THE THESIS</b>			
<b>Document Number</b>	<b>Date of issue</b>	<b>Revision Number</b>	<b>Implementation Date</b>	<b>Validated by</b>
7	15 April 2018	7	01 July 2018	<b>Head of Agronomy Department</b>

#### 1. OBJECTIVE

To find out students' abilities and at the same time improve students' scientific work.

#### 2. PENGERTIAN

The thesis exam is the implementation of the presentation of scientific work (research results) accompanied by a comprehensive exam for undergraduate students.

#### 3. PROCEDURE


- a. Students submit applications for the thesis examination after completing their thesis draft with the approval of the supervisor. The exam application must be submitted to the Department at least a week before the exam.
- b. Student thesis exams can be done at any time (not specified on a certain time schedule).
- c. The Department Manager must recap the grades of all courses and all necessary requirements.
- d. The Department sent a letter to the Dean to issue a decision letter from the committee to test the student's thesis.
- e. The Examining Committee consists of the Chairman, Secretary and the Examining Team. The Chairman of the Committee is Advisor I and the Secretary of the Examination is Advisor II.
- f. The Chair and Secretary of the Examination Committee are not given the right to ask questions, but are responsible for the scientific substance of the thesis.
- g. The Examining Team is determined by 2 (two) persons consisting of the Chair and Members of the Examining Team who have the right to ask questions, get answers, raise objections, submit suggestions and provide assessments.
- h. Thesis passing score [(a. pre-research discussion score (10%), b. supervisor score (60 %), c. examiner team score (40%) and total score (b+c)=90%+a(10 %) ]
- i. The results of the examination are made in the form of an Official Report and the Investigating Committee must include its signature.
- j. Minutes and test score forms that already contain the scores of each examiner are submitted to the Adm.

#### 4. NOTE

Student graduation is determined by the Dean's Decree (SK)

No	Activity	Implementation			Raw Quality		
		College Student	Head of program	Head of department	Terms/completeness	Time	Output
1.	Students complete the draft of the manuscript to the supervisor 1 and 2.	<input type="text"/>			Thesis		Completion of the draft of the thesis to the lecturer
2.	Students submit applications for final project exams	<input type="text"/>			Application letter		advisors 1 and 2.
3.	Students submit applications to take the exam to the Department	<input type="text"/>					The submission of an application letter for the final assignment exam
4.	The department recaps the grades of all courses and all necessary requirements.		<input type="text"/>		Scores recap		The submission of the application will carry out the examination to the Department
5.	The Department sends a letter to the Dean to issue a decision letter from the student final project examining committee		<input type="text"/>		Dean's letter and decree		The inclusion of the Scores of all courses and all the necessary requirements.
6.	Students take the exam	<input type="text"/>					The test is carried out
7.	Thesis passing grade [(a. grade pre-study discussion (10%), b. supervisor Scores (60%), c. test team score (40%) and total score (b+c)=90%+a(10%)]	<input type="text"/>			Scores form		Thesis passing score [(a. pre-research discussion score (10%), b. supervisor score (60%), c. examiner team score (40%) and total score (b+c)=90%+a(10%) ]]
8.	announcement and Scores form that already contain their respective scores examiners submitted to the Department			<input type="text"/>	Announcement and Scores form		Submission of minutes and test score forms containing the scores of each examiner to the Department



 <b>Universitas Sriwijaya</b>	<b>DEPARTMENT OF AGRONOMY</b> <b>FACULTY OF AGRICULTURE</b> <b>UNIVERSITAS SRIWIJAYA</b> Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662			
	<b>ACADEMIC STANDARD OPERATING PROCEDURES</b> <b>(AKADEMIC-SOP)</b> <b>IMPLEMENTATION OF BACHELOR (S1)</b> <b>STUDENT'S YUDISIUM</b>			
<b>Document Number</b>	<b>Date of issue</b>	<b>Revision Number</b>	<b>Implementation Date</b>	<b>Validated by</b>
<b>8</b>	<b>15 April 2018</b>	<b>8</b>	<b>01 July 2018</b>	<b>Head of Agronomy Department</b>

### 1. OBJECTIVE

Determine the end of undergraduate studies and inaugurate him as a Bachelor.

### 2. DEFINITION

S1 student graduation is the determination of graduation or the end of undergraduate studies

### 3. PROCEDURE

- 3.1. S1 Yudisium is held in the Department and is carried out once a month.
- 3.2. The timing of the Judisum implementation is carried out by the Head of the Department and the invitation is made by the Head of the Department.
- 3.3. Judisum is held in a Yudisium meeting which is attended by the Dean or one of the Assistant Deans, and lecturers from the Department.
- 3.4. The student has also fulfilled all the requirements of judicial administration (attached)
- 3.5. The Judicial Session is chaired by the Head of the Department with the following events::
  - A. JUDICIAL MEETING
    - a) Opening (Moderator)
    - b) Submission of Undergraduate Candidates (Moderator)
    - c) The Judicial Session is led by the Chairperson of the Session
      - Examination of Academic Administration Requirements / Completeness
      - Submission of Meeting Resolutions
    - d) Closing (Moderator)
  - B. YUDISIUM CEREMONY
    - a) Opening (Moderator)
    - b) The reading of the Meeting Resolution by the chair of the session (Head of Department) as outlined in the Minutes of Justice (attached is the Reading of the Inauguration of New Graduates by the Head of department/Head of program Program (attached)
    - c) The signing of a diploma by a new graduate and submitted by the Head of the Study Program/Head of department
    - d) Foreword of :

- 1) Alumni representative
  - 2) Lecturer representative
  - 3) Dean
  - e) Closing Prayer
  - f) Congratulation event
  - g) Group and friendship photos
- 3.6. S1 students who have passed the Judisum are determined by a Decree (SK) from the Dean of the Faculty of Agriculture Universitas Sriwijaya.

#### **4. YUDISIUM TERMS**

4.1. Students who can be included in this Yudisum are students who have met the academic requirements, namely:

- a) Have successfully taken 144-160 credits and all compulsory courses based on the applicable curriculum in the Study Program.
- b) Achieved GPA > 2.00, does not have an E grade.
- c) D score does not exceed 10% of the specified credit amount
- d) Pass for other competencies, such as mastery of English.
- e) Pass the final program exam and have completed the completion of the final project.

#### **5. NOTE**

Students who are declared to have passed are required to take part in the release of the Bachelor at the Faculty and Graduation at the University. Diplomas and transcripts will be given at the time of graduation.