




PROPOSAL DISCUSSION



SOP

(STANDARD OPERATING PROCEDURE)

Plant Protection Study Program
Agriculture faculty
Universitas Sriwijaya

Prepared by	Checked by	Validated by
		
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A. GENERAL EXPLANATION

1. The standard operational procedure (SOP) which contains the management of academic activities in this network is prepared to respond to the Covid-19 emergency response situation. The standard operating procedure (SOP) is effective from the date it was ratified and its implementation will be reviewed in accordance with the development of the Covid-19 issue. Standard operational procedure (SOP) applies to lecturers, education staff and students within the scope of the Plant Protection Study Program, Universitas Sriwijaya. Lecturers, education staff, and students are expected to use an electronic mail address (e-mail) affiliated with Universitas Sriwijaya. Students who have registered to take the final assignment in their study plan card (KRS) are encouraged to immediately consult their supervisor to determine the research title. After setting the research title, students are required to prepare a research proposal with the direction and guidance of a supervisor.
2. The preparation of the proposal must refer to the guidebook for writing scientific papers at the Faculty of Agriculture, Universitas Sriwijaya. Broadly speaking, the research proposal must include: (1) Research title; (2) Introduction which includes background, problem formulation, research objectives and benefits and hypotheses; (3) Literature review which is a review of various writings or articles related to the research topic, especially articles written based on research results related to the proposed research topic; (4) Research implementation which includes research location, research time, materials and tools to be used, methodology used, and data analysis; and (5) Bibliography. The entire mentoring

process during the preparation of the proposal must be recorded in a consultation card specifically provided for the intended purpose, namely the thesis consultation form and the field practice consultation form.

3. Research proposals that have been approved by the supervisor are discussed in a research proposal seminar that must be carried out by students before starting their research. The proposal seminar paper is made by referring to the guidebook for writing scientific papers from the Faculty of Agriculture, Universitas Sriwijaya and reproduced at least 25 copies. To be able to conduct research proposal seminars, students must have attended at least 3 seminars of similar proposals as evidenced by the recording on the seminar card available in the attachment of this manual.
4. Registration and timing of proposal seminars is done no later than one week before the proposal seminar is held. At the time of registration, students fill out the registration form for a research proposal seminar in which three names of students must be listed as discussants and their signatures. The form that has been filled out and signed by the reviewer and the supervisor is submitted to the academic administration officer of the study program for further processing. If the time for the research proposal seminar has been determined, the head of the study program makes announcements for students and invitations for lecturers to attend the proposal seminar.
5. A new research proposal seminar can be held if it is attended by a minimum of 3 lecturers and a minimum of 15 students. Therefore, students are expected to be able to choose the right time and take a personal approach so that they can present lecturers and students according to the number specified in the seminar they hold. The results of the proposal seminar are recommendations from the lecturers participating in the proposal seminar whether the research plans discussed: (1) can be implemented immediately, (2) can be implemented with improvements, or (3) cannot be implemented.
- 6.

B. STUDENT

Pre-Proposal discussion

1. Students together with their supervisor determine the topic of their research. Students prepare their research plans in the form of research proposals with the guidance and direction of their supervisors.
2. If the supervisor assesses that the research proposal is sufficiently directed and good, the students are directed and guided to compile a pre-research discussion paper (Research proposal seminar).
3. If the supervisor assesses that the research proposal paper has been directed and is quite good, the student and supervisor will schedule the proposal seminar to the academic committee in the study program.
4. Students are required to submit the following documents:
 - a. Signature approval form for the supervisor
 - b. Discussion paper and power point for presentation
 - c. Have taken at least one-time of TOEFL test
 - d. Photocopy of student identity card
 - e. Photocopy of proof of early and last tuition fees
 - f. Scan consultation card
 - h. Invitation letter to lecturers

All requirements are sent to the department's email.

5. Sending the proposal draft and discussion paper examiner lecturers no later than 4 days before the proposal seminar.
6. Distribute invitations to supervisors and examiners

Proposal Discussion Execution

1. Proposal seminar attended by at least 15 seminar participants
2. The duration of the seminar is 60 minutes
3. Students who carry out the proposal discussion should have attend the similar discussion for at least twelve times.

Post Proposal Discussion

1. Students with the direction of supervisors make improvements to their research proposals by considering questions, suggestions and opinions submitted by students and reviewing lecturers in research proposal discussion
2. The research proposal that has been approved by the supervisor is bound, signed by the supervisor and the head of the study program/department and submitted to the study program/department as many as 3 copies.

SUPERVISOR

Pre-Proposal Discussion

1. Receive a proposal discussion approval form from students
2. Giving approval for the execution of the seminar proposal
3. Receive seminar invitations from students

Implementation of the Proposal Discussion

1. The Advisory lecturer with students carries out a proposal seminar according to the agreed schedule

Post Proposal Discussion

1. Receive reports from students regarding improvements and revisions to be made in their research proposals
2. Guiding the improvement of research proposals.
3. Approving the improvement of the seminar proposal, the proposal has been approved by the examiner lecturer in advance.

ADMINISTRATION

Pre-Proposal Discussion

1. Admin checks the requirements for proposals discussion that have been sent by students to email
2. Admin approves the requirement file that has been sent to email
3. Admin confirms the student concerned
4. Admin approves the requirement file that has been sent to email

5.Admin accepts student printout files

Implementation of the Proposal Discussion

1. The advisory lecturer with students carries out a proposal seminar according to the agreed schedule

Post Proposal Discussion

1. Admin accepts the revision of the thesis proposal which has been bound hard cover no later than 1 month after the implementation of the proposal seminar