




**SEMINAR**



**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 Plant Protection study program, Universitas Sriwijaya. Lecturers, education staff, and students are expected to use an electronic mail address affiliated with Universitas Sriwijaya.
2. After students have obtained all the necessary data from field practice, students must report to the supervisor that their research has been completed and immediately write a draft of the seminar papers. Draft writing must refer to the guidelines for writing scientific papers at the Faculty of Agriculture, Universitas Sriwijaya. The first draft must have been consulted with the supervisor no later than four weeks from the completion of the field practice. If after four weeks the student has not submitted the first draft, it will be evaluated with the possibility of the research being canceled and the student concerned having to carry out new research.

3. Broadly speaking, the seminar paper draft is a development of a field research proposal which includes: (1) Research title; (2) Introduction, which includes background, problem formulation, objectives and benefits of research and hypotheses; (3) Literature review which is a review of various writings or articles related to research topics, especially articles written based on research results related to the research topic being carried out; (4) The implementation of the research which includes the place of research, the time of the research, the materials and tools used, the methodology applied, and data analysis; (5) Results and discussion that displays the research results in the form of narratives, tables, graphs or pictures, and the discussion of these results is associated with the formulation of the problem, objectives and research hypotheses by referring to the results of similar studies that have been published; (6) Conclusions and suggestions consisting of research conclusions based on the results and discussions and suggestions related to follow-up research; (7) bibliography; and (8) Appendix.
4. Consults with supervisor, students are required to fill out a consultation form and ask the supervisor to put their signature in the column provided at the end of each consultation. The supervising lecturer in the Standard operational procedure (SOP) of seminar is a supervisor for field research.
5. The result seminar is one of the students' final assignments, namely the implementation of scientific work presentation. The purpose of the results seminar is to determine the student's ability and at the same time improve the student's scientific work.
6. Legal basis is the academic manual of the Faculty of Agriculture
7. Determination of advisory lecturer
  - a) Prior to the distribution of thesis supervisors, the head of the study program recapitulates the amount of thesis supervision for each lecturer.
  - b) The distribution of the numbers of supervision 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.

- c) The determination of the thesis supervisor is carried out jointly by the head of the study program and the head of the department.
- d) Students 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, the student must include the field of study of the first, second and third choice in the form.
- f) In filling out the form, students are advised to consult with the academic advisor.
- 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 administrative staff of the study program/department.
- i) Each student gets 1 thesis supervisor and 1 field practice supervisor.
- j) For lecturers who do not meet the requirements for independent supervisory, they are accompanied by independent supervisors.
- k) Field practice supervisors are sought to be the same as academic supervisors
- m) The thesis supervisor who has been assigned to the study program/department is ratified by the dean's decree

#### 10. Replacement of seminar supervisor

- a. Replacement of supervisor can only be done if:
  - i. Problems arise between the supervisor and students in the mentoring process, which causes the student or supervisor to feel uncomfortable anymore, then the problem must be reported in writing to the head of the study program/department by the supervisor or student.
  - ii. Assignment tutor, or retire, or move, or dishonorably dismissed, or resign from the civil servant

- iii. The supervisor states that he is no longer able to provide guidance due to permanent illness
  - iv. Supervisor dies
- b. If the change of supervisor is due to problems arising between the supervisor and the student, the head of the study program/department will call both parties separately for questioning and make a report
- c. The replacement of the supervisor will be based on the level of consideration progress of script execution:
  - I. If the pre-research discussion has not been carried out, the supervisor must be replaced
  - II. If the research is in progress, the replacement of the supervisor is submitted with the ability of another supervisor, if the other supervisor is able to guide himself then there is no need to replace the supervisor
  - III. If you stay at the writing stage, there is no need to replace the supervisor unless the other supervisor states that he/she is not able to guide
- d. If it is decided to replace the supervisor, it is offered to the participants of the study program/department meeting who is willing to become a substitute supervisor by considering the field or research topic
- e. If Supervisor 1 is to be replaced, if it meets the requirements for supervisor 2, she/he becomes supervisor 1 and the new supervisor becomes supervisor 2
- f. A substitute supervisor is proposed by the head of the study program/department to the dean for the issuance of a supervisory decree
- g. The replacement process can be carried out after the clarification is completed accompanied by the submission of the supervisor's resignation letter

