 SRIWIJAYA UNIVERSITY	SOIL SCIENCE STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.			
	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) IMPLEMENTATION OF RESEARCH PROPOSAL DISCUSSION			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
1	15 June 2018	1	30 July 2018	IT Study Program

1. DESTINATION

Provide training to students to carry out discussions and at the same time get input for improving research proposals.

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 10 people).


3. PROCEDURE

- 3.1. Students prepare discussion papers and discussion schedules that have been approved by the supervisory committee.
- 3.2. Students register to the academic department of the department to get a discussion invitation form for lecturers, an invitation receipt form, as well as a lecturer and student attendance list form.
- 3.3. Students bring invitation forms and other files along with a summary of discussion papers to the PS seminar/discussion coordinator. IT to be signed 3 working days before the discussion.
- 3.4. Students distribute discussion invitations and paper summaries to lecturers no later than two days before the discussion. The lecturer who received the invitation and the summary of the paper signed the receipt sheet.
- 3.5. The preparation of the room, LCD, consumption and others (if any) is the responsibility of the student concerned and coordinates with the department's administrative staff

- 3.6. The implementation of the discussion is regulated in the following order:
- a) The discussion is carried out for a maximum of 1 hour and as a guide is one of the student supervisors
 - b) After the discussion is opened by the head of the study program or his representative, students present their paper or research plan for a maximum of 15 minutes.
 - c) After the students present their papers, the seminar guide allows students and lecturers to provide suggestions, objections, and questions to the presenters regarding various aspects related to the substance, methodology, and format of the paper.
 - d) 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
 - e) After the discussion is over, the discussion is closed by the head of the study program or his representative.

4. FLOWCHART

No	Activity	Implementa tion				Raw Quality		
		student wa	Kajur	Head of Study Progra m / coordin ator of tor seminar/ discussi on	Lecture r	Terms/eq uipment	Time	out put
1.	Prepare discussion papers that have been approved by the supervisory committee	<input type="text"/>				- Discussi on papers		Prepare a discussion paper that has been approved by the supervisory commission
2.	Register to partacademi c major		<input type="text"/>			- discussion invitation for lecturers - invitation receipt form, - attendance list form for lecturers and students.		Registered in the academic section of the department
3.	Form invitation, summary of discussion papers brought for signed by the Head of Study Program/seminar/discussion coordinator			<input type="text"/>		- Invitation form - Paperdiscussio n	3 working days before the implementation of the discussion	Invitation form, summary of discussion papers signed by ani byP rogram Leader Studies
4.	Distribute discussion invitations and paper summaries to lecturers				<input type="text"/>	- Invitation - summary discussion paper	3 days before discussion	share itan invitation for discussion and a summary of the paper to the lecturer
5.	The lecturer who accepted the invitation and the summary of the paper signed the sheet proo freception.				<input type="text"/>	- Receipt		The lecturer who received the invitation and the summary of the paper signed the sheet receipt.
6.	Room preparation, LCD, consumption, and others.	<input type="text"/>				- LCD - Computer - etc		Prepare the room, LCD, computers, and so on.
5.	Done	<input type="text"/>						Done

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	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) APPOINTMENT OF THESIS SUPERVISOR LECTURER			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
10	15 June 2018	1	30 July 2018	IT Study Program

1. DESTINATION

Guiding students in thesis writing to provide students with experience in formulating problems and their solutions in the form of scientific works.

2. DEFINITION

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

3. PROCEDURE

- 3.1. Before the distribution of thesis supervisors, the head of the study program recapitulates the amount of thesis guidance for each lecturer.
- 3.2. 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.
- 3.3. The determination of the thesis supervisor is carried out and ratified by the head of the study program.
- 3.4. Students who will carry out the final project submit 3 (three) names of the two thesis supervisors to their academic supervisor (PA). PA will be thesis supervisor 1 (according to the agreement).
- 3.5. The head of the study program chooses one name to be chosen as a thesis supervisor based on the field of science and equity, then the student will meet the lecturer concerned for approval as the second supervisor.
- 3.6. If the lecturer in question agrees, then the lecturer can put his signature on the approval form
- 3.7. Immediately make a cover letter to the Head of the Department to issue a

thesis supervisor SK

- 3.8. If the distribution of the selection of the second supervisor is not evenly distributed, the head of the study program has the right to replace him.
- 3.9. The form that has been filled out and signed by the head of the study program is submitted to the administrative staff of the department.


4. TERMS/CONDITIONS

- 4.1. In general, each student gets 2 thesis supervisors and 1 field practice supervisor.
- 4.2. Lecturer mentor practice field strive for same with a thesis supervisor.
- 4.3. The thesis supervisor who has been appointed in the study program is ratified by the Dean's Decree.

5. Flowchart

No	Activity	Implementation				Raw Quality		
		Kajur	student wa	Lecturer	Head of Study Program	What terms/e quipme nt?	Tim e	out put
1.	To do recapitulation on the number of thesis guidance for each lecturer.				<input type="text"/>			To do recapitulation of the number of thesis guidance for each lecturer.
2.	Distribution amount guidance of each lecturer by considering the existing guidance students				<input type="text"/>			Distribution amount guidance every lecturer with consider the existing guidance students
3.	Determination lecturer thesis guide				<input type="text"/>			Determination lecturer thesis guide
4.	Students who will carry out the final project submit the name of the second supervisor of the thesis to the academic (PA). PA will be the thesis supervisor first		<input type="text"/>					Students determine lecturer second guide
5.	If the PA approves, the student will meet the lecturer concerned for approval as the second supervisor.		<input type="text"/>					The student consults with the second supervisor
6.	The second advisor affixed sign is hand on the form agreement			<input type="text"/>				Form willingness become mentor II

7.	If the distribution of the selection of the second supervisor is not evenly distributed, the head of the study program has the right to replace him				<input type="checkbox"/>			Replacement of supervisor II
8.	Completed and signed form chair manstudy program submitted to the department's administrative staff				<input type="checkbox"/>	- Thre aded form s		Form determinat ionadvisor I and II
9.	Done				<input type="checkbox"/>			Done

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	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) REPLACEMENT OF THESIS SUPERVISOR			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
13	15 June 2018	1	30 July 2018	IT Study Program

1. DESTINATION

To expedite the process of writing 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) Problems arise between supervisors and students in the mentoring process, which causes students or their supervisors to feel uncomfortable anymore
- b) a the problem must be reported in writing to the head of the study program, or
- c) Supervisor of study assignments, or retires, or moves, or is dishonorably discharged, or resigns from a civil servant, or
- d) The supervisor states that he is no longer able to provide guidance because of permanent illness,
- e) The mentor died.

3.2. If the replacement of the supervisor is due to problems arising 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 will be decided in the meeting regarding the actions to be taken.

3.3. The replacement of the supervisor will be carried out based on the

consideration of the level of progress of the thesis implementation:

- 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 with 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 you stay at the writing stage then noneed to replace the supervisor unless the other supervisor declares himself unable to guide himself.
- 3.4. If it is decided to replace the supervisor, it is offered to the participants of the study program meeting who is willing to become a substitute supervisor by considering the field or research topic.
 - 3.5. If Supervisor 1 is 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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	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) THE DESCRIPTION			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
12	15 June 2018	1	30 July 2018	IT Study Program

1. DESTINATION

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

2. DEFINITION

Thesis is a student's independent scientific work in accordance with the field of 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.

3. PROCEDURE

- 3.1. Students together with their supervisor 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, the students are directed and guided to compile a pre-research discussion paper (Research Proposal Seminar).
- 3.4. If the supervisor assesses that the discussion paper has been directed and is quite good, the students and supervisors schedule the discussion to the coordinator of the study program discussion and seminar.
- 3.5. Students under the direction of supervisors make improvements to research proposals by considering questions, suggestions and opinions submitted by students and lecturers in research proposal seminars.
- 3.6. The research proposal that has been approved by the supervisor is bound, signed by the supervisor and head of the study program and submitted to the study program as many as 3 copies.
- 3.7. If the supervisor assesses that the student is ready to carry out research,

- the supervisor allows the student to carry out his research.
- 3.8. During research, students must submit a monthly report on research activities to the supervisor.
 - 3.9. When the research has been completed, the student must write a draft of the research report (draft thesis). The thesis draft must be submitted to the supervisor **at least two months** after completion of research activities and data collection.
 - 3.10. The supervising lecturer reads and corrects the thesis draft and provides written and oral improvement suggestions to students.
 - 3.11. Students improve the thesis draft in accordance with the results of corrections and suggestions from the supervisor.
 - 3.12. After the thesis has been reviewed, both by Supervisor I and Supervisor II and is deemed worthy of a seminar, the supervisor directs students to write a research paper on the results of the seminar.
 - 3.13. If the supervisor assesses that the seminar paper is good enough and worthy of a seminar, then the student with the approval of the supervisor determines 2 examiners who will act as discussants in the seminar on student research results and examiners in the thesis exam.
 - 3.14. Students schedule seminars to the coordinator of study program discussions and seminars.
 - 3.15. Students carry out research seminars attended by supervisors (minimum 1 lecturer), reviewing lecturers (minimum 1 lecturer) and students (minimum 10 students).
 - 3.16. Student with the direction of the supervisor to improve 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 Head of the Department/Study Program and carry out the exam according to the agreed schedule.
 - 3.19. Students under the direction of the supervisor and the examining committee must improve their thesis in accordance with the input, suggestions, questions, and opinions submitted by the examining committee during the comprehensive examination.
 - 3.20. The thesis that has been corrected and approved by the supervisor and the examining commission 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 Sanctions for Thesis:

- 4.1. The duration of the research is equivalent to 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.
- 4.2. 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.

- 4.3. 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 study program/department.
- 4.4. The head of the study program/department calls the student concerned and if up to three summons 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 the research and data collection activities, 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" applicable 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 corrected or returned by the supervisor, the student has the right to report this incident to the head of the study program/department.


5. Thesis Preparation Requirements

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

6. FLOW CHART

No	Activity	Implementation			Raw Quality		
		student wa	Kajur	Faculty	What terms/equipment	Time	Output
1.	Student determinere search topic.	<input type="text"/>					Students determine the research topic.
2.	Arrange planres earch in the form of a proposal	<input type="text"/>					Composed planres earch in the form of a proposal
3.	Prepare pre-research discussion papers (Research Proposal Seminar).	<input type="text"/>			Paperdiscussio n		Preparation of pre-research discussion papers (Seminar Research proposal).

4.	Scheduling the implementation of the discussion to the coordinator of the final project or discussions and seminars program study/department.	<input type="checkbox"/>			Schedule of discussion organizers		Scheduled discussions with the coordinator of the final project or discussions and seminars for study programs/departments.
5.	To do repairresearch proposal by considering the questions, suggestion and opinions submitted by lecturers	<input type="checkbox"/>			Proposal		Implemented repairresearch proposal by considering the questions, suggestion and opinions submitted by lecturers
6.	Research proposal that has been approved by the supervisor in volume 3 copies	<input type="checkbox"/>			3 sample research proposal n		The binding of a research proposal that has been approved by the supervisor
7.	Gather proposal which has been signed by the supervisor to the Head of the Study Program	<input type="checkbox"/>	<input type="checkbox"/>		Proposal		Collected proposals that have been signed by mentor to ChairmanStudy program
8.	Carry out research	<input type="checkbox"/>	<input type="checkbox"/>				Research carried out
9.	Deliver report monthly regarding research to supervisors	<input type="checkbox"/>	<input type="checkbox"/>		Report monthly		it's up to you report monthly regarding research to supervisors
10.	Write a draft research report (draft thesis).	<input type="checkbox"/>			Draft thesis		The writing of a draft research report (draft thesis).
11.	Improve the draft of the thesis with a supervisor	<input type="checkbox"/>			Draft thesis		Implementedimprovement of thesis draft with supervisor
12.	Make a research paper seminar.	<input type="checkbox"/>			Paperseminar		The making 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 the seminar and the examiner of the thesis exam
14.	Schedule seminars for majors	<input type="checkbox"/>	<input type="checkbox"/>		Seminar schedule results		Scheduled implementationseminars for the department.
15.	Conducting seminar results	<input type="checkbox"/>	<input type="checkbox"/>				Implementation of the Results Seminar
16.	Make draft improvements on the advice given by the lecturer	<input type="checkbox"/>			Draft thesis		Make draft improvements on the advice given by the lecturer
17.	Schedule comprehensive exam with thesis examiner lecturers and majors	<input type="checkbox"/>			Comprehensive schedule		scheduled comprehensive exam
18.	Doing comprehensive exam	<input type="checkbox"/>					implementation comprehensive exam
18.	Improve the script in accordance with the suggestions given.	<input type="checkbox"/>			Thesis		Implemented the revision of the thesis in accordance with the suggestions given.
19.	Fixed script volume	<input type="checkbox"/>			Thesis		the binding of the script that has been corrected
20.	Thesis collected inFaculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thesis		Collected thesis inFaculty of Agriculture

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	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) FIELD PRACTICE			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
19	15 June 2018	1	30 July 2018	IT Study Program

1. DESTINATION

Provide students with experience in applying soil science and solving practical problems in soil science in the field.

2. DEFINITION

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

3. PROCEDURE

- 3.1. The supervisor has been 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 the PL
- 3.5. The implementation of OT is equivalent to 3 credits
- 3.6. After completing the PL, immediately report to the supervisor by submitting a 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, the PL 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 supervisor, can be bound by taking into account the applicable provisions in


the Academic Manual of the Faculty of Agriculture, Sriwijaya University.

4. CONDITION

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

5. FLOW CHART

No	Activity	Implementation			Raw Quality		
		student wa	Study Program	Pembimbing PL	What terms/equipment	Time	Output
1.	Student To do guidance on PL with a supervisor	<input type="checkbox"/>					Students have done guidance on PL with a supervisor
2.	Students make outgoing letters to conduct surveys from Study Program		<input type="checkbox"/>		Outgoing mail		Making an outgoing letter to conduct a survey from the Study Program
3.	Student To do survey the place PracticeField	<input type="checkbox"/>			Paper discussion		Conducting a survey of the Field Practice site
4.	Asking for approval from the place to carry out PL	<input type="checkbox"/>			PL reply letter		There has been approval from the place to carry out the PL
5.	Making a Practice proposal Field	<input type="checkbox"/>			Proposal PL		Making a practical proposal Field
6.	PL proposals that have been approved by the supervisor are collected in 1 copy of the Study Program		<input type="checkbox"/>				The collection of PL proposals that have been approved by the Study Program supervisor as much as 1 copy
7.	Doing Practice eField	<input type="checkbox"/>					Implemented Practice eField
8.	Collecting the first draft of the report			<input type="checkbox"/>		1 month	Collected the first draft report
9.	Making PL Report	<input type="checkbox"/>					PL Reports are made
10.	Student ask mentor for signing the PL report			<input type="checkbox"/>			The signing of the PL report by the supervisor
11.	Binding PL laporan reports	<input type="checkbox"/>					PL report binding
12.	PL reports that have been bound are submitted to the Study Program		<input type="checkbox"/>				Collected PL reports that have been bound in Study Program

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	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) IMPLEMENTATION OF S1 STUDENT'S FINAL ASSIGNMENT TRIAL			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
14	15 June 2018	1	30 July 2018	IT Study Program

1. DESTINATION

To determine student abilities and at the same time improve student scientific work.

2. DEFINITION

The Final Assignment Session is the implementation of the presentation of scientific papers (thesis) accompanied by a comprehensive examination of undergraduate students.

3. PROCEDURE

- 3.1. Students submit applications for the final assignment exam after completing their thesis draft with the approval of the supervisor. Examination applications must be submitted to the Department at least a week before the examination.
- 3.2. The student's final assignment session can be held at any time (not specified on a specific time schedule).
- 3.3. The Department Manager must make a recap of the grades of all courses and all the necessary requirements.
- 3.4. The department sends a letter to the Dean to issue a decree from the committee for examining the student's final project.
- 3.5. The Examination Committee consists of the Chair, Secretary and the Examiner Team. The Chair of the Committee is Advisor I (or if unable to be appointed the Head of the Department/Study Program and other staff) and the Secretary of the Examination is Advisor II (other appointed staff).
- 3.6. 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.


- 3.7. Test Team determined as many as 2 (two) people consisting of the Chair and Members of the Examining Team who are entitled to ask questions, get answers, submit objections, submit suggestions and provide assessments.
- 3.8. The student's thesis and examination pass scores are 50% supervisor and 50% Examiner Team.
- 3.9. The results of the exam are made in the form of an Official Report and the Examining Committee must include their signature.
- 3.10. Minutes and form of test scores that already contain the scores of each examiner are submitted to the Secretary of the Department

4. NOTES

Student graduation is determined by the Dean's Decree

5. FLOW CHART

No	Activity	Implementation			Raw Quality		
		student wa	Study Program	Major	What terms/equipment	Time	Output
1.	Student completes the draft the script to supervisor 1 and 2.	<input type="text"/>			Thesis		Solved draft the script to lecturer advisors 1 and 2.
2.	Student submits application for final assignment exam	<input type="text"/>			Application letter		Submitted letter application for final exam
3.	Student submits application will carry out examinations for the Department	<input type="text"/>					Application submitted will carry out examinations for the Department
4.	The department makes a recap of the grades of all courses and all the necessary requirements.		<input type="text"/>		Recap score		The inclusion of the value of all courses and all the necessary requirements.
5.	The department sends a letter to the Dean to issue a decree from the committee for examining students' final assignments concerned.		<input type="text"/>		Letter and SK dean		Sending a letter to the Dean to issue a decree for the student's final project examining committee which concerned.
6.	Students taking exams	<input type="text"/>					Exam carried out
7.	The passing grades of student thesis and examinations are 50% supervisor and 50% Examiner Team.	<input type="text"/>			Form score		The passing grades of student thesis and examinations are 50% supervisor and 50% Examiner Team.
8.	Minutes and form of test scores that already contain the value of each examiner submitted to the Department			<input type="text"/>	Minutes and score forms		Delivered minutes and form of test scores that already contain the scores from each examiner to the Department

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	STANDARD OPERATING PROCEDURE (SOUP) IMPLEMENTATION OF S1 STUDENT'S YUDISIUM			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
7	15 June 2018	1	30 July 2018	IT Study Program

1. DESTINATION

Determine the end of the study for undergraduate students and inaugurate them as Bachelor of Strata 1.

2. DEFINITION

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

3. PROCEDURE

- 3.1. The S1 Judicium is conducted in the Department and is conducted once every month.
- 3.2. The timing of the Yudisum implementation is carried out by the Head of the Department and the invitation is made by the Head of the Department.
- 3.3. Yudisum 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 administrative requirements for the judiciary (attached)
- 3.5. The judicial meeting is chaired by the Head of the Department with the following events:
 - A. JUDISIUM MEETING
 - a) Opening (Moderator)
 - b) Submission of Candidates for Undergraduate (Moderator)
 - c) The Judiciary Meeting is chaired by the Chairperson of the Session
 - Inspection Terms/ Completeness AdministrationAcademic
 - Submission of Meeting Resolutions
 - d) Closing (Moderator)

B. Judiciary Ceremony

- a) Opening (Moderator)
- b) The reading of the Meeting Resolutions by the chairman of the session (KAJUR) as outlined in the Judicial Minutes (Attached)
- c) Reading of the New Undergraduate Inauguration by the Head of the Department / Head of the Study Program (Attached)
- d) The signing of the diploma by the new graduate and submitted by the Head of the Study Program / Head of the Department
- e) Welcome Words from:
 - 1) Alumni Representative
 - 2) Deputy Lecturer
 - 3) Dean
- f) Closing pray
- g) Congratulations
- h) Group Photo and Friendly

3.6. S1 students who have been graduated from the yudisum are determined by the Decree of the Dean of the Faculty of Agriculture, Sriwijaya University.

4. JUDICIAL TERMS






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

- a) Have successfully taken as many as 144-160 credits and all compulsory courses are based on the applicable curriculum in the Study Program.
- b) Achieved GPA > 2.00, did not have an E grade.
- c) D value does not exceed 10% of the credit amount assigned
- d) Has passed for other competencies, such as mastery of English.
- e) Passed the final exam of the program and has done well in the revision of the final project.

5. NOTES

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 graduation.

6. FLOW CHART

No	Activity	Implementation			Raw Quality		
		Faculty	Study Program	Major	Terms / Equipment	Time	Output
1.	Determination time implementation Yudisum carried out by the Study Program Leader						The implementation of the determination of the time for the implementation of Yudisum is carried out by the Study Program Leader
2.	Make invitationj udiary by Department				InvitationJ udisium		Made invitationj udiary by the Study Program.
3.	Yudisum is held in a Yudisium meeting which is attended by the Dean and lecturers from the Study Program concerned.						Yudisum is held in a Yudisium meeting which is attended by the Dean and lecturers from the Study Program concerned.
4.	The judicial meeting is chaired by the Head of the Department/Study Program with the following events:						The judicial meeting is chaired by the Head of the Department / Program Studi eswith events
5.	S1 students who have alreadyat yudisum is determined by the Decree of the Dean of the Faculty of Agriculture University Srivijaya.				Dean's Decree		S1 students who have been graduated from the yudisum are determined by the Decree of the Dean of the Faculty of Agriculture, Sriwijaya University.

APPENDIX: ACADEMIC AND ADMINISTRATIVE REQUIREMENTS FOR S1 STUDENT JUDISIUM

A. ACADEMIC REQUIREMENTS

1. Have collected at least 144 credits
2. GPA > 2.0
3. No E . value
4. D score is not more than 10 percent of the number of credits taken in accordance with the approved Study Program/Department
5. Has submitted a thesis and field practice report that has been bound and approved by the Supervisor.
6. Minimum TOEFL score of 400 (Class of 2009 – above)

B. ADMINISTRATIVE REQUIREMENTS

1.	Photocopy and original of the last KPM	3 sheets
2.	Photocopy and original free of library (The validity period is 3 (three) months before the graduation date) a. Unsri Pusat Central Library b. Regional Library (Province)	3 sheets 3 sheets
3.	Photocopy of the receipt for payment of the final project guidance fee	3 sheets
4.	Photocopy of the receipt for payment of the inauguration fee	3 sheets
5.	Proof of last semester tuition payment	3 sheets
6.	Alumni form/ alumni data (including original)	3 sheets
7.	Study history (including original)	3 sheets
8.	Identity of alumni/parents/guardians (including original)	3 sheets
9.	Bachelor's degree blank	3 sheets
10.	Photocopy of the KKN charter (especially for those participating in KKN)	3 sheets
11.	Summary of thesis / Biodata	3 sheets
12.	Copy of high school diploma	3 sheets
13.	Affidavit free of charge with the Study Program (period) effective as of 3 (three) months before the date of the judiciary)	3 sheets
14.	Pas photo (black and white) size: 2 x 3 cm, 3 x 4 cm, 4 x 6 cm (each)	3 sheets
15.	Transcripts known to PA	3 sheets
16.	KHS from the beginning to the end of the semester (original)	3 sheets
17.	Research Result CD/Thesis	1 sheet
18.	Polio Map	3 pieces
19.	Proof of submission of thesis and PL	3 pieces

All of these requirements must be submitted to the Study Program no later than 3 (three) days before the day of the Study Program Judisium Meeting.

APPENDIX: MINUTE OF THE MEETING OF THE YUDISIUM

JUDISIUM NEWS

On today.....date.....Month.....year.....o'clock..... WIB – finished, the Judiciary Session of the Department/Study Program Faculty of Agriculture Sriwijaya University to graduate students:

NO.	NAM E	NIM
1.		
2.		
3.		

with the results of the meeting, the forum stated that the student was declared PASSED / CONDITIONED PASS / NOT PASSED as BACHELOR OF FISHERIES, Faculty of Agriculture, Sriwijaya University for the period of April 2013.

The judicial trial proceeded with with notes during the trial:
.....

The Judiciary Session was attended by the Dean, Chair and Teaching Staff of the Aquaculture Study Program, Chair and Staff of the Fishery Products Soil Science Study Program, and Head of the Department/Study Program at the Faculty of Agriculture, Unsri (attachment list of session participants is attached).

Thus this report is made to be used as necessary.

Indralaya,
a Dean
Chairman
PS/Department/Leadership Hearing,

.....
....
NIP.....

ATTACHMENT: APPLICATION TEXT

APPOINTMENT BOOK

BISMILLAHIRROHMANIRROHIM

TODAY, DATEMONTH YEAR, I AM, ON BEHALF OF THE DEAN OF THE FACULTY OF AGRICULTURE, SRIWIJAYA UNIVERSITY, I HEREBY AUTHORATE SIBLING :

NAME	NIM

AS A BACHELOR IN FISHERIES UNIVERSITY SRIWIJAYA PERIOD Month.....
Year.....

I BELIEVE THAT THE SCIENCE YOU GET DURING EDUCATION IN THE DEPARTMENT OF SOIL FACULTY OF AGRICULTURE, SRIWIJAYA UNIVERSITY CAN BE DEDICATED FOR THE INTEREST OF THE COMMUNITY IN WHERE YOU ARE.

MAY GOD ALWAYS GIVE US HIS GRACE AND TAUFIK
ALL, AMEN....

Indralaya,


.....

a Dean

Head of the Soil Department /
Chairperson of the Session,

.....

NIP.....

 SRIWIJAYA UNIVERSITY	SOIL SCIENCE STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.			
	STANDARD OPERATING PROCEDURE LABORATORY (SOP-LABORATORY) LABORATORY LOAN FOR RESEARCH			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
7	15 June 2018	1	30 July 2018	IT Study Program

1. Destination

To set the schedule for the use of the laboratory and the responsibility of the researcher for the use of the laboratory and the equipment in the laboratory according to the needs of the borrower so that it is easy to control the use of the laboratory and its tools.

2. Scope

All users (lecturers and students) who have registered to carry out research in the laboratory.

3. Implementation Period

The implementation of research in the laboratory is adjusted to the schedule that has been registered before starting the research.

4. Pre Condition

Research activities can be started if all the needs along with the technical implementation of the research are in accordance with what is written in the research proposal which has been approved by the supervisor.

5. Implementation Procedure

1. Prior to the study, the researcher filled out the laboratory use permit form along with the need for tools and chemicals along with a schedule for the use of the laboratory.
2. The researcher submits one copy of the research proposal which has been approved by the supervisor.
3. Researchers (lecturers and students) who come from outside the Department of Land, Faculty of Agriculture must bring a cover letter from the Department/Faculty concerned.
4. Researchers confirm the availability of analytical tools to be used in research to the laboratory
5. Researchers check the condition of the analytical tools that will be used during


research in the laboratory

6. The researcher records the name, time and condition of the analytical instrument in the log book after each use
7. Researchers are required to report to the laboratory administration staff if there is a problem with the analysis tool during the research
8. Researchers will be charged a fee for the use of chemicals in accordance with the tariff for chemicals, while for the equipment used there is no charge.
9. During the research, the researcher must maintain the cleanliness of the laboratory and know the work instructions of each tool and the nature of the materials used for safety when working in the laboratory.
10. After the research is completed, it is obligatory to report and return all equipment used in good and clean condition and dispose of the remaining research samples
11. Researchers get a Laboratory Free Letter after completing all lab administration
12. The use of laboratory facilities/equipment is a maximum of 1 month, if it is more than 1 month, the researcher is obliged to report back to the laboratory officer for an extension of the research period.
13. If research and practicum activities are carried out at the same time, practicum activities take precedence.

6. Penalty

1. For researchers who start research not on schedule written is not allowed to use the laboratory and must make a rescheduling.
2. Investigators who break, break, break, damage equipment will not get a release letter from the laboratory before replacing the equipment with the appropriate specifications.
3. Researchers who do not maintain the cleanliness of the laboratory are not allowed to use the laboratory before cleaning again including tools and research materials that have been used.


<p>Made by : <u>Ismaini, ST, M.Si</u> NIP 197205122014092003 Education Laboratory Institution</p>	<p>Approved By: Dr.Ir. A. Napoleon NIP 196204211990031002 Head of Lab. Chemistry, Biology and Soil Fertility</p>	<p>Endorsed by : <u>Dr. Ir. Agus hermawan, MT</u> NIP 1196808291993031002 Head of Soil Science Study Program</p>
Signature/initial, 02-01- 2018	Signature/initial, 02-01-2018	Signature/initial, 02-01-2018

 SRIWIJAYA UNIVERSITY	SOIL SCIENCE STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.			
	STANDARD OPERATING PROCEDURE LABORATORY (SOP-LABORATORY) USE OF LAB COAT			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
1	15 June 2018	1	30 July 2018	IT Study Program

All laboratory users are required to use a lab coat while working in the laboratory, if they do not bring a lab coat, the laboratory provides an inventory lab coat that can be used by laboratory users with the following conditions:

1. Reporting to the laboratory officer to borrow a lab coat with a guarantee in the form of an identity card (KPM/KTP/SIM).
2. Get a clean lab coat loan.
3. The use of inventory lab coats is only valid for 1 (one) working day.
4. Fold and tidy up the lab coat that has been used.
5. Return the lab coat to the laboratory staff
6. The identity card will be returned by the laboratory staff
7. Sanctions for those who do not return their laboratory coats on the same day are washing 10 pieces of laboratory coats.


Made by : <u>Ismaini, ST, MSi</u> NIP 197205122014092003 Education Laboratory Institution	Approved By: Dr.Ir. A. Napoleon NIP 196204211990031002 Head of Lab. Chemistry, Biology and Soil Fertility	Endorsed by : <u>Dr. Ir. Agus Hermawan MT</u> NIP 1196808291993031002 Head of Soil Science Study Program
Signature/initial, 02-01- 2018	Signature/initial, 02-01-2018	Signature/initial, 02-01-2018

 SRIWIJAYA UNIVERSITY	SOIL SCIENCE STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.			
	STANDARD OPERATING PROCEDURE LABORATORY (SOP-LABORATORY) LOCKER LOAN			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
2	15 June 2018	1	30 July 2018	IT Study Program

All laboratory users are required to use a lab locker while working in the laboratory.

1. Reporting to the laboratory staff to borrow a locker with a guarantee in the form of an identity card (KPM/KTP/SIM).
2. Get a locker key loan in good condition.
3. The use of the lab locker is only valid for 1 (one) working day.
4. Make sure when opening and locking the locker, the locker is safe.
5. Return the locker key to the clerklaboratory when you have finished working in the lab
6. The identity card will be returned by the laboratory staff.
7. If the locker user does not return the locker key on the same day, he will be penalized for cleaning the entire lab room.

Made by : <u>Ismaini, ST, MSi</u> NIP 197205122014092003 Education Laboratory Institution	Approved By: Dr.Ir. A. Napoleon NIP 196204211990031002 Head of Lab. Chemistry, Biology and Soil Fertility	Endorsed by : <u>Dr. Ir. Agus Hermawan MT</u> NIP 196808291993031002 Head of Soil Science Study Program
Signature/initial, 02-01- 2018	Signature/initial, 02-01-2018	Signature/initial, 02-01-2018

 SRIWIJAYA UNIVERSITY	SOIL SCIENCE STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.			
	STANDARD OPERATING PROCEDURE LABORATORY (SOP-LABORATORY) USE OF THE LABORATORY FOR PRACTICUM			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
5	15 June 2018	1	30 July 2018	IT Study Program

1. Destination

To organize and supervise activities in the laboratory related to student practicum activities so that they are planned according to a schedule without being disturbed by other activities.

2. Scope

Arranging preconditions and implementation procedures as well as sanctions for lab users for practical purposes

3. Implementation Period

The implementation of the practicum in the semester has been prepared according to the practicum schedule.

4. Pre Condition

Practicum activities carried out are based on courses that contain credits weights to carry out practicum in that semester

5. Implementation Procedure


1. Lab officers coordinate with practicum assistants regarding the practicum schedule
2. The practicum module can be downloaded from the website of the Faculty of Agriculture, namely: www.fp.unsri.ac.id
3. The practicum coordinator provides directions to the practicum assistant regarding the practicum material and the course of practicum activities.
4. The practicum assistant provides assistance to the practitioner related to the material, group division and the order of practicum activities
5. Practical assistant makes a list of equipment and materials (both chemicals and fresh materials) needed for practicum activities and submit them to the lab staff no later than 1 day before the practicum pelaksanaan

6. The practicum assistant is responsible for the implementation of the practicum in accordance with the title and practicum schedule that has been prepared previously
7. The practicum assistant is obliged to notify the lab officer if he is unable to attend or if there is a change in the schedule and practicum material
8. The practicum assistant submits the value of the practitioner in the form of soft and hard copies to the lab staff a maximum of 2 weeks after all practicum activities are completed

6. Sanctions

1. Students who do not comply with laboratory and practicum rules will be subject to sanctions in the form of a warning to a reduction in the value of the practicum.
2. Students who do not attend the practicum 1 time face to face without explanation are not allowed to take part in the practicum and are declared not to have passed the practicum
3. Follow-up practicums are carried out if there are students who are sick or there is information that they cannot participate in practicum activities.

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<p>Signature/initial, 02-01- 2018</p>	<p>Signature/initial, 02-01-2018</p>	<p>Signature/initial, 02-01-2018</p>

 SRIWIJAYA UNIVERSITY	SOIL SCIENCE STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.			
	STANDARD OPERATING PROCEDURE LABORATORY (SOP-LABORATORY) USE OF THE LABORATORY OUT OF WORKING HOURS			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
5	15 June 2018	1	30 July 2018	IT Study Program

All laboratory users who will carry out laboratory activities outside of working hours must meet the following conditions:

1. Reporting to the laboratory staff for the implementation of laboratory activities outside of working hours at least 3 weeks before the implementation
2. Fill out the form provided
3. The form that has been signed by the head of the laboratory is forwarded to the administration of the Department for a permit application to the Deputy Dean 1
4. Permit to use the laboratory outside of working hours can be granted if it is in research activities **require** for work on certain days or certain hours that fall on holidays or outside working hours
5. Lab users are allowed to use the lab outside of working hours after obtaining a permit issued by the faculty (signed by Deputy Dean I)
6. Confirm the type of equipment used and how to use it at least 2 days before use
7. Laboratory users may be accompanied by a maximum of 2 people when working in the lab according to the name listed on the permit application form
8. Lab users are responsible for the cleanliness and safety of all equipment in the laboratory during use outside of working hours
9. In case of unwanted or life-threatening things, lab users can contact:
 1. Security guard faculty No. Mobile phone
 2. Lab Officer. Lismawati No. hp
 3. Lab Officer. Sri Hartika No.Hp

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Signature/initial, 02-01- 2018	Signature/initial, 02-01-2018	Signature/initial, 02-01-2018
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APPLICATION LETTER FOR USE OF THE LABORATORY OUT OF WORKING HOURS

In connection with the implementation of the research that I am doing, I, the undersigned:

Name :
 NIM :
 Study :
 Program :

Please ask permission to use the LaboratoryDepartment of Soil Science, Faculty of Agriculture, Sriwijaya University outside working hours on

Day :
 Date :

The details of the activities in the laboratory to be carried out are as follows:

Date	Activity	Start Time	Time's up

As for as long as I am in the laboratory, I will be accompanied by

- 1.....
- 2.....

Thus, I made this application for permission. If during the use of the laboratory outside of working hours there is damage to the equipment and or loss and or work accident or other adverse events, then I am willing to take responsibility.


Knowing,
 Head of Laboratory,

Indralaya,
 User Labs,

Dr. Ir. A. Napoleon, MP
 NIP. 196204211990031002

Name
 NIM.

<p>Made by : <u>Ismaini, ST, MSi</u> NIP 197205122014092003 Education Laboratory Institution</p>	<p>Approved By: Dr.Ir. A. Napoleon NIP 196204211990031002 Head of Lab. Chemistry, Biology and Soil Fertility</p>	<p>Endorsed by : <u>Dr. Ir. Agus hermawan,</u> <u>MT196808291993031002</u> Head of Soil Science Study Program</p>
<p>Signature/initial, 02-01- 2018</p>	<p>Signature/initial, 02-01-2018</p>	<p>Signature/initial, 02-01-2018</p>

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	(SOP-LABORATORY) ORGANIZATIONAL STRUCTURE AND LABORATORY SERVICE HOURS			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
3	15 June 2018	1	30 July 2018	IT Study Program

1. DESTINATION

To regulate the implementation of practicum, research and community service activities carried out at the Laboratory of Agricultural Product Chemistry, Agricultural Microbiology, Evasors, Agricultural Products Processing, Soil Science Study Program, Soil Department, Faculty of Agriculture, Sriwijaya University.

2. SCOPE

The scope of this SOP contains duties and responsibilities, definitions, pre-conditions, laboratory management, laboratory service hours and organizational structure for laboratory users when using the facilities and equipment available in the laboratory for practicum, research and community service.

3. DUTIES AND RESPONSIBILITIES

- a. The Head of Study Program coordinates the study program including activities in the laboratory.
- b. The Head of the Laboratory is in charge of coordinating practicum, research, analysis or service activities that are independent, group or in collaboration with external or public parties in the laboratory and is responsible for activities in the laboratory to the Head of the Department.
- c. Laboratory technicians/laborers are in charge of preparing equipment and materials for practicum activities, research and analysis services and are responsible to the Head of the Laboratory.

- d. Laboratory users carry out activities in the laboratory that have been scheduled and are responsible to the Head and laboratory assistants/technicians.

4. DEFINITION

- a. The Head of the Laboratory is a lecturer who is assigned to be the highest leader in the laboratory organization of Agricultural Product Chemistry, Agricultural Microbiology, Evaluation Sensory, Agricultural Product Processing, Soil Science Study Program, Department of Soil, Faculty of Agriculture, Sriwijaya University.
- b. Coordinate with laboratory staff, practicum coordinators, practicum assistants and is responsible for the continuity of laboratory management.
- c. Laboratory Officers are laboratory personnel/laboratory technicians who assist in the smooth running of research, practicum and analysis activities carried out in the laboratory.
- d. Laboratory users are all parties who use laboratory services either from
- e. lecturers, students, and from other units.
- f. Laboratory facilities are all equipment and chemicals or other supporting materials
- g. used for conducting research, practicum, analytical services, and community service activities.

5. PRE CONDITION

- a. All equipment and chemicals that will be used by users are all equipment and chemicals that are available and available in the laboratory. Users are allowed to bring their own materials and tools to be used with the knowledge of laboratory personnel.
- b. Lecturers, students and general users who will carry out activities in the laboratory must contact the laboratory staff before carrying out activities and fill out the laboratory use permit form that has been provided.
- c. Laboratory officers prepare equipment and materials a maximum of 2 days before activities are carried out by laboratory service users according to the conditions of the tools and materials needed.

- **LAB OPEN HOURS are 08.00-16.00**

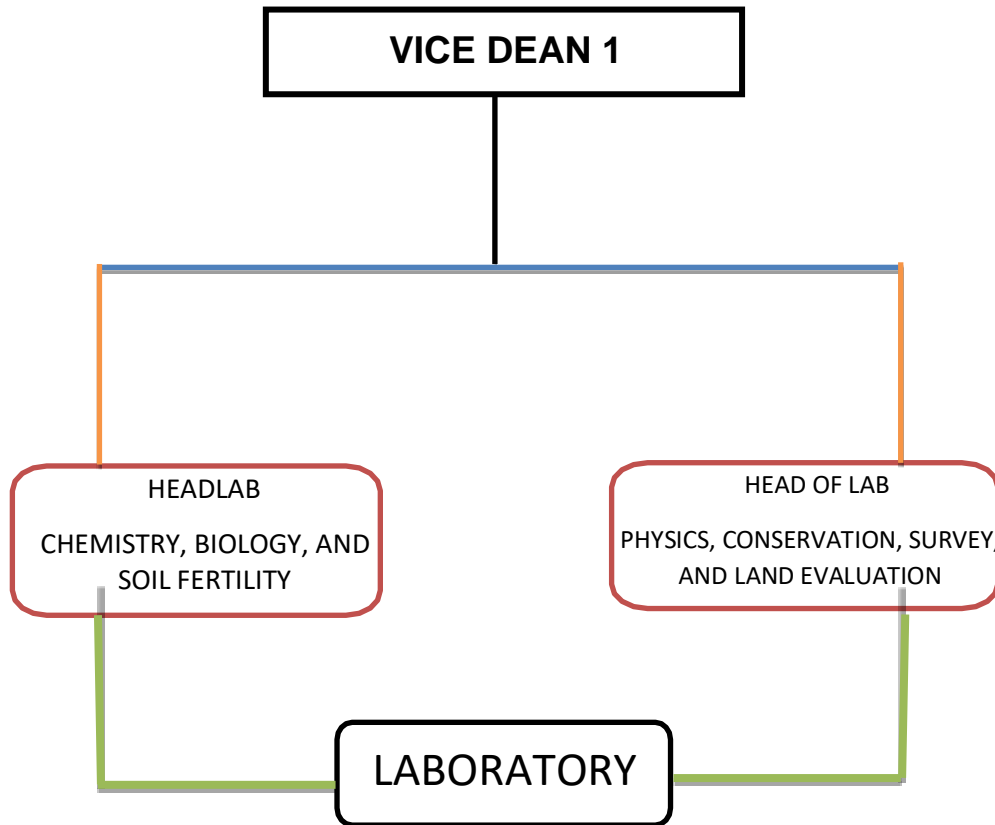
- **LABORATORY SERVICE HOURS**

Monday, Thursday : 08.30 – 15.00 Break 12.00 – 13.00


Friday : 08.30 – 15.30 Rest 11.30 – 13.00 Use of the

laboratory outside of working hours following the applicable SOP

LABORATORY STRUCTURE



Made by : <u>Ismaini, ST MSi</u> NIP 197205122014092003 Education Laboratory Institution	Approved By: Dr.Ir. A. Napoleon, NIP 196204211990031002 Head of Lab. Chemistry, Biology and Soil Fertility	Authorized by: <u>Dr. Ir. Agus Hermawan, MT</u> 196808291993031002 Head of Soil Science Study Program
Signature/initial, 02-01- 2018	Signature/initial, 02-01-2018	Signature/initial, 02-01-2018


 SRIWIJAYA UNIVERSITY	SOIL SCIENCE STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.			
	STANDARD OPERATING PROCEDURE LABORATORY (SOP-LABORATORY) LABORATORY USER CONDUCT			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
4	15 June 2018	1	30 July 2018	IT Study Program

LABORATORY USER CONDUCT

- a. Do not place bags or other unnecessary objects on the workbench.
- b. Putting down your bag or personal items in the space provided (locker), the locker key can be borrowed from the laboratory staff by submitting an identity card
- c. Mandatory use of laboratory coats while working in the laboratory.
- d. No eating, drinking and smoking in the laboratory
- e. Tie hair back for students with long hair. If you use a headscarf, then the hijab is put in a laboratory coat
- f. Do not use hats, make-up, perfume, jewelry, high heels in the lab.
- g. Do not bring and use mobile phones in the lab.
- h. Clean the workbench before and after activities in the laboratory.
- i. Wear closed shoes to protect your feet in case of a chemical drip or spill.
- j. If working with hazardous chemicals, you are required to wear rubber gloves, eye protection and use a nose mask.
- k. Reduce conversation during research/practicum so as not to harm your own work or that of other colleagues.
- l. Maintain order, safety and cleanliness of the laboratory.
- m. Mutual respect and respect for fellow laboratory users.
- n. Not noisy, crowded, joking and or doing activities that have nothing to do with research.
- o. If a chemical is spilled, the laboratory user must immediately clean it up with a method or material that is in accordance with the nature of the chemical. If unable to overcome the situation, report it to the laboratory staff.

- p. Put back the research/practicum tools and research/practicum materials including chemical substances in their place.
- q. Give clearly to each solution or chemical substance prepared and dispose of residual chemicals and waste in the place provided.
- r. The position of the chair must be tidied up and returned to its original place.
- s. Fill out the log book before using digital tools.
- t. Turn off power tools when you have finished using them and do not leave unsafe tools on. For example, when after heating the solution, do not leave the hot plate still burning.
- u. The user is obliged to contact the laboratory staff if there are incomplete tools and material discrepancies (concentration, amount, physical properties of the material) to be used after checking first.
- v. The user is obliged to contact the laboratory officer for the use of instrumentation equipment and is not allowed to move, lift to another place without the knowledge of the laboratory officer.
- w. The use of instrumentation tools must be accompanied by laboratory personnel, if allowed to do it themselves, the person concerned is explained beforehand about the procedures for using the equipment by laboratory personnel and may not be represented by other people who are not registered as laboratory users.
- x. Users are not allowed to modify or change the settings of the tools used without the permission of the laboratory staff
- y. Lab users stop all activities in the lab one hour before the lab closes.

<p>Made by : <u>Ismaini, ST, MT</u> NIP 197205122014092003 Education Laboratory Institution</p>	<p>Approved By: Dr.Ir. A. Napoleon NIP 196204211990031002 Head of Lab. Chemistry, Biology and Soil Fertility</p>	<p>Authorized by: <u>Dr. Ir. Agus Hermawan, MT</u> 196808291993031002 Head of Soil Science Study Program</p>
<p>Signature/initial, 02-01- 2018</p>	<p>Signature/initial, 02-01-2018</p>	<p>Signature/initial, 02-01-2018</p>

 SRIWIJAYA UNIVERSITY	SOIL SCIENCE STUDY PROGRAM FACULTY OF AGRICULTURE, UNIVERSITY OF SRIWIJAYA SOUTH SUMATRA Jl. Palembang-Prabumulih, KM. 32 Indralaya Kab. Ogan Ilir 30662.			
	STANDARD OPERATING PROCEDURE (SOP) ELECTION OF CHAIRMAN AND SECRETARY OF DEPARTMENT AND HEAD OF STUDY PROGRAM			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
15	15 June 2018	1	30 July 2018	IT Study Program

1. General requirements

- a. The term of office of the head of the department, secretary of the department and head of the study program is 4 (four) years;
- b. Head of department, secretary of department and head of study program maximum 2 (two) consecutive terms of office;
- c. Chairman election and secretary of the department simultaneously 1 (one) month before the end of their term of office;
- d. The election is carried out in a special meeting for the election of the chairman and secretary of the department which is attended by a minimum of $\frac{2}{3}$ (two thirds) and the number of active land department staff. Meanwhile, the selection of the head of the study program must be attended by a minimum of $\frac{2}{3}$ (two thirds) and the number of active study program staff. If the meeting participants do not reach the quorum then:
 - d.1. The meeting was adjourned for one week;
 - d.2. If after the delay one week, the meeting participants also do not meet the quorum, then the meeting is postponed for a maximum of one hour;
 - d.3. If after the postponement, the two meeting participants also do not meet the quorum, then a meeting for the election of the chairman and secretary of the department can be held if at least those present are $\frac{1}{2}$ (half) plus 1 (one) and the number of members.
- e. Elections are direct, free and confidential.


2. Requirements for Candidates for Head and Secretary of the Department and Head of Study Program

- a. Lecturer of the Department of Land;


- b. Minimum functional position of lecturer;
- c. Not currently holding a position in the UNSRI environment;
- d. Maximum age 56 years for those who hold the title of Lecturer and 61 years for those who hold the position of Lecturer Head of the path at the time of nomination.

3. Procedure for Selection of Head and Secretary of Department and Head of Study Program

- a. Formation of a team of formators for the election of the chairman, secretary of the department and the head of the study program;
- b. Each department staff present at the meeting proposes one name for each foreigner who will be nominated as department head, department secretary, or study program head;
- c. Names that are netted are inventoried and 3 names are taken each with the most votes as candidates for head of department, secretary of department or head of study program;
- d. If more and the same name get the same number of votes (the top three), then a re-election will be carried out for the prospective candidate who gets the same vote;
- e. The three selected candidates are required to present their vision, mission and work program;
- f. The election of the department head, department secretary, or study program head is conducted directly, freely and confidentially by writing one name on the selection paper;
- g. Vote counting is carried out openly and witnessed by all meeting participants;
- h. The formator compiles three candidates based on the number of votes;
- i. If there are two or more names with the same number of votes, then re-election is carried out only for the candidate with the same number of votes to get the name with the same number of votes. *voicemost voters*;
- j. The name of the candidate for the head of the department, secretary of the department or head of the selected study program is then submitted to the Dean to be proposed to the Chancellor, accompanied by the official report of the election.
- k. Head of the Department of Soil Science, SecretaryThe Department of Soil Science, and the Head of the Soil Science Study Program and the elected Head of the Soil Science Study Program are appointed by the Chancellor


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	STANDARD OPERATING PROCEDURE (SOP) FINAL RESPONSIBILITY OF HEAD OF DEPARTMENT AND HEAD OF STUDY PROGRAM			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
16	15 June 2018	1	30 July 2018	IT Study Program

- a. To the head of the Department and the head of the Study Program make written responsibilities regarding work, finances and performance carried out while serving as head of the department and head of the Study Program for one period;
- b. Accountability is submitted verbally at the departmental meeting no later than a week before the election of the new chairman;
- c. After the delivery of accountability material, the meeting participants are given time for discussion for improvement and explanation of the achievement of targets.

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	STANDARD OPERATING PROCEDURE (SOP) CHANGE OF DEPARTMENT HEAD, DEPARTMENT SECRETARY, AND STUDY PROGRAM HEAD			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
17	15 June 2018	1	30 July 2018	IT Study Program

If the head of the department, secretary of the department, head of the study program or head of the laboratory is permanently unable to carry out his duties due to any reason, for example holding another official position inside or outside Sriwijaya University, study assignments, 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 for himself and his position with strong reasons and can be accepted by the participant, except for reasons of death;
- b. Before officially changing between times, then:
 - b. 1. The official concerned if possible remains in his/her position;
 - b. 2. In the event that the official concerned is no longer able to carry out his/her position, then:
 - If the head of the department is unable to attend, the position of the chairman is concurrently with the secretary of the department;
 - If the department secretary is unable to attend, the secretary position is held concurrently by the department head;
 - If the head of the study program is absent, the position of the KPS is concurrently with the head of the department.
 - The selection of interim replacement officials is carried out such as the procedure for selecting the head of the department, secretary of the department or head of the study program.

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	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) ACADEMIC ADVISOR			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
17	15 June 2018	1	30 July 2018	IT STUDY PROGRAM


1.1. Procedure for Appointing Academic Advisor Lecturers

- a. The appointment of PA Lecturers is based on considerations of activeness, rank and the distribution of the number of students under guidance by the Head of the Study Program.
- b. PA Lecturer replacement can only be done if:
 - b.1. Problems arise between supervisors and students in the mentoring process, which causes students or their supervisors to feel uncomfortable anymore, then these problems must be reported in writing by KPS to the Head of the Department
 - b.2. Supervisor retired, moved dishonorably dismissed, resigned from civil servants.
 - b.3. The supervisor stated that he was no longer able to provide guidance due to permanent illness.
 - b.4. The mentor died.
- c. If the replacement of the supervisor is due to 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.

1.2. Mentoring Process


- a. Student
 - Mandatory to consult with PA Lecturers both academic, personal and social issues at least 4 (four) times each semester.
 - Filling out KRS and KPRS must be consulted in advance and signed by the PA Lecturer.
 - Fill out KRS and KPRS online in the SIMAK system
 - Each consultation must fill in consultation form and signed by the PA Lecturer.
 - Submit KRS, KPRS and KHS cards to be archived by PA Lecturers.
 - Submit biodata/curriculum vitae.

- b. Lecturer
 - Monitor the progress of the guidance students by evaluating their learning outcomes every semester (at least 4 meetings per semester which are monitored with a consultation form).
 - Provide intensive guidance to students, especially for students whose study results are declining.
 - Identify academic, personal, and social obstacles that affect the smooth learning encountered and help solve them.
 - Help plan student studies in accordance with the results of previous semester studies.
 - Determine the guidance schedule based on the existing master schedule
 - Discuss study results and student study plans
 - Sign Study Plan Card (KRS) and Study Plan Change Card (KPRS), and keep the archives
 - Validate the KRS of their mentored students in the SIMAK system
 - Hold consultations with other lecturers who take care of the courses followed by their guidance students.
 - Reporting the progress of the student's studies under his guidance to the Head of the Study Program / Head of the Department.

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	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) FILLING KRS AND KPRS			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
2	15 June 2018	1	30 July 2018	IT Study Program

- a. Courses offered by faculties and departments; equipped with a schedule for each semester and has been announced no later than the same time as the issuance of the Study Results Card signed by the Vice Dean for Academic Affairs.
- b. Filling the number of credits in the KRS is determined by the KHS value of the previous semester, which is directly listed in the SIMAK system of each student.
- c. Taking the study load by new students in the first and second semesters is determined by package;
- d. The student's study load for the next semester is determined by the ability based on the Achievement Index (IP) that has been achieved in the previous semester listed in the Temporary KHS of the TPN Department. Table of study load based on KHS can be seen in the Academic Manual of the Faculty of Agriculture and Sriwijaya University;
- e. Filling in the KRS is done after consulting the Academic Advisor (PA);
- f. Taking courses in KRSPA has been approved then uploaded in the Listen system.
- g. The KRS which has been filled in by the student and approved and signed by the PA is submitted by the student to the department, a copy of the KRS is submitted to the PA;
- h. If the PA is unable to fill the KRS schedule, the PA must notify the Head of the Study Program, or the Secretary of the Department or Head of the Department;
- i. If the Academic Advisor is unable to attend when 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 based on the order;
- j. If the student is unable to fill out the KRS schedule, he must notify the PA or the Head of the Study Program, or the Secretary of the Department or the Head of

- the Department;
- k. Students are allowed to change the current semester study plan by filling out the Study Plan Change Card (KPRS);
 - l. KPRS filling can only be done once and is carried out according to the KPRS schedule; and filled in online through the Listen system
 - m. 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; one copy of KPRS is submitted for PA;
 - n. If the Academic Advisor cannot be found until the end of the time for filling out the KPRS, then the KPRS must be consulted and approved by the Head of the Program, or the Secretary of the Department or Head of the Department in order of priority.

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	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) LECTURE AND PRACTICUM			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
3	15 June 2018	1	30 July 2018	IT Study Program

a. Nanny Lecturer

- Lecturers are required to give lectures in accordance with the syllabus described in the Lecture Program Unit (SAP) informed to students in the form of an Outline of Lecture Materials (GBPP).
- Lecture activities can be carried out in the form of lectures, responses, seminars, colloquiums, discussions, or a combination of these activities.
- Lectures are divided into two semesters, namely odd semesters and even semesters, plus semester transfer courses (special semesters);
- 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;
- The evaluation procedure for practicum activities is regulated by the coordinator lecturer for the practicum courses;
- Field Work Lectures must be carried out before the semester exam takes place and are coordinated with other Land Department courses so that the implementation can be combined.

b. Student

- Students are required to attend lectures and practicums in accordance with the courses they take and are listed in the KRS and KPRS.
- Students who follow Lecture activities must be neatly, appropriately and politely dressed, wear shoes and not wear T-shirts;
- Students who take either new or repeat courses are required to attend lectures, practicum and other academic activities in accordance with the courses they take and are listed in the KRS and or KPRS;
- Students whose attendance is less than 80 percent of the total face-to-face are not allowed to take the final semester exam;
- Practicum can be done in the form of practicum in the laboratory, workshop,

greenhouse, and field; and can be done in the form of Field Work Lectures;

- Practicums carried out for less than 80 percent of the specified number of activities must be completed before the semester exam;
- Field Work Lecture is an activity/practicum courses that must be followed by every student to complete the practical value;
- Students who don't/able to take part in Field Work Lectures can replace them with similar activities and have the same value as approved by the Practicum Coordinator Lecturer and make reports on the implementation of these activities.

c. Assistant

- The determination of practicum and lecture assistants is submitted to the coordinator of the course caregivers and proposed by the Head of the Land Department to be assigned by the Dean of the Faculty of Agriculture, Unsri;
- Assistants are selected from students who have already taken the course with a minimum grade of B;
- The number of assistants for each course is proportional to the number of students who will carry out practicum;
- Assistants are tasked with assisting lecturers who care for courses in preparing, supervising, and carrying out practicum activities;

d. Exams and Assessments


d.1. Exam Terms

- Students can take the final semester exam for a course if they have attended at least 80 percent of the total face-to-face activities for that course;
- A student who does not take an exam will be given a score of zero, for each exam he does not take;
- Lecturers can give semester exams if they have completed face-to-face lectures at least 12 times;
- If the lecture has not reached 12 face-to-face activities, the caregiver lecturer must complete the lecture before the end of the semester exam.


d.2. Examination and Assessment Procedure

- The course coordinator lecturer summarizes the components of each grade from each course guardian lecturer at the end of the semester;
- The reference used in assessing exams, assignments and practicum is absolute value with a range of 0 to 100 or Normal Reference Assessment;
- The assessment component of each course taken by students in each semester consists of a lecture assessment component or a practicum assessment component and or an assignment assessment component, with weights according to the weight of the credits;
- The lecture assessment component consists of an exam component and an assignment component given by the caregiver lecturer;


- Exams for each course consist of daily exams or quizzes, mid-semester exams and end-of-semester exams. The exam can be done orally or in writing;
- Quizzes are held two to four times in one semester, each given after two or more subjects (lecture material) are delivered;
- The implementation of the insertion exam is regulated by the subject care lecturer;
- 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;
- Students who do not take an exam will be given zero points for each exam they take;
- Students who at the time of the examis found and declared to have cheated, the student is given the following sanctions:
- Given a zero (E) for the course;
- The lecturer in question reports in writing to the Head of the Study Program and the Head of the Study Program giving a warning letter with a copy to the Head of the TPN Department, the Head of the relevant Department and PD I;
- Students make a statement letter known to their academic supervisor not to repeat cheating during the exam;

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	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) FILLING AND DELIVERY OF DPNA			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
4	15 June 2018	1	30 July 2018	IT Study Program

- a) The final grades of the courses are in the form of value components and those that have been processed in the form of relative grades (A, B, C, D, E) are entered in the DPNA by the course coordinator lecturer, online through the listening system.
- b) The person in charge/course coordinator uploads grades through the listening system and submits the DPNA to the dean through the department within a predetermined period of time (no later than 10 days after the final course exam is held).
- c) The delay in uploading grades and submitting DPNA within the specified time period, the dean has the right to take over responsibility in the assessment by giving all participants a B grade.


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	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) COURSE VALUES IMPROVEMENT			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
5	15 June 2018	1	30 July 2018	IT Study Program

- a) Students can improve the value of each courseat most twice (unless you still get an E) and the value used is the highest value;
- b) Corrected courses must be listed on the KRS or KPRS;
- c) Students must participate in all academic activitiesof the course as a whole including practicum and/or Field Work Lectures.
- 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) Students who get a B grade are not allowed to be corrected.

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	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) ACADEMIC ACTIVITIES DELAY (PKA/ STOP OUT)			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
6	15 June 2018	1	30 July 2018	IT Study Program

Students of the Department of Land in a situation that are forced to stop their study activities for a maximum of 2 (two) years and must follow the following procedures/requirements:

- a. Students can apply for PKA for health reasons (based on a doctor's certificate) or for other appropriate reasons;
- b. Field Work Lectures must be carried out before the end of semester exams take place and are coordinated with other Land Department courses so that the implementation can be combined; as well as
- c. Students can applying for PKA is one who has collected at least 50% of the credit load that must have been obtained in the semester that has been taken and has been registered as a student for at least 2 semesters;
- d. The PKA period is calculated as the study period and students are free from paying tuition fees;
- e. The maximum length of PKA is 2 years and cannot be taken more than 2 consecutive semesters.

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	STANDARD OPERATING PROCEDURE (SOUP) STUDENT TRANSFER			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
7	15 June 2018	1	30 July 2018	IT Study Program

1. Moving Terms

Students can move from and to Tanah:


- A. From the Department of Land, Sriwijaya University to other universities. Every student who is registered in the current semester and has attended academic activities for at least 2 semesters can apply for a transfer to another university. For students who are approved to move by the Chancellor, they cannot move back to Sriwijaya University.
- B. Students can move from one study program to another within the university, if they meet the following requirements:
 - Switching programs must be on a similar program
 - Have attended academic activities for at least 2 semesters and have accumulated a minimum of 26 credits
 - Achieved GPA 3.00.
 - Approved by the leadership of the Faculty/Department/Study Program
- C. From another PT to the Department of Land, Sriwijaya University. The Unsri Land Department only accepts transfer students from PTNs that have the same study program and are accredited at least the same, provided that:
 - The reason for moving is due to accompanying parents accompanied by evidence.
 - Not expelled from the original PT due to certain reasons with the recommendation of the relevant Rector.
 - For students who have participated in academic activities for 2 semesters at the original university, they must collect a minimum of 26 credits with a GPA 3.00.
 - For students who have participated in academic activities for 4 semesters at the original university, they must collect a minimum of 52 credits with a

GPA 3.00.

- For students who have attended academics for 8 semesters at the original university, they must collect a minimum of 104 credits with a GPA 3.00.
- Students who transfer to the Unsri Land Department must have a minimum grade of B in Mathematics, Physics, Biology and Chemistry.

2. Moving Procedure

- a.** Students who want to move to the Department of Land, Faculty of Agriculture, Unsri must submit an application to the Chancellor by fulfilling the conditions in point 5.1.
- b.** Students from the Department of Land, Faculty of Agriculture, Unsri who wish to move to another department or faculty or university, must submit a transfer request known by the PA Lecturer and approved by the Department of Land, Faculty of Agriculture, Unsri by fulfilling the conditions in point 5.1.
- c.** Conditions for transfer students:
 - Transfer students are subject to the provisions of the curriculum and study period that apply at the Tanah Unsri Department.
 - The study period for transfer students is in accordance with the time limit of the study program they take at the university starting from the time they are registered with the original PT.
 - The Tanah Unsri Department only accepts transfer students at the beginning of the academic year (odd semester registration period).

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	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) IMPLEMENTATION OF STUDENT DISCUSSION AND SEMINAR			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
11	15 June 2018	1	30 July 2018	IT Study Program

The research plan discussion (hereinafter referred to as the discussion) and the research result seminar (hereinafter referred to as the seminar) were held in the Seminar Room of the Soil Department, Faculty of Agriculture, Sriwijaya University, Indralaya. The requirements and procedures for conducting student discussions and seminars are as follows:

1. Discussion Requirements and Procedures

Discussion of research plans is an obligation for students before carrying out research, attended by the academic community, especially members of the supervisory commission, a number of lecturers and a minimum of 10 students.

- a. Students prepare discussion papers that have been approved by the supervisory committee;
- b. Students register with the academic department of the Land Department to obtain a discussion invitation form for lecturers, an invitation receipt form, as well as an attendance list form for lecturers and students participating in the seminar;
- c. Students bring invitation forms and other files accompanied by seminar papers at least one week before the seminar to be signed by the Head of the Land Department;
- d. Students are asked to distribute discussion invitations to lecturers, accompanied by discussion papers no later than two days before the discussion;
- e. The preparation of the room, OHP/LCD media, consumption and others (if any), is the responsibility of the student concerned and coordinates with the Department's administrative staff;
- f. The discussion on the day that has been set is regulated in the discussion rules as follows:

- f.1. The discussion was carried out for about 1 hour, guided by the supervisor;
- f.2. After the discussion was opened by the supervisor, students were immediately asked to present their discussion papers for 10 to 15 minutes, presentations of papers by students were advised to use audio-visual aids/LCD;
- f.3. After the students present their papers, the seminar guide invites the students who attend and the lecturers to provide suggestions, objections and questions to the speakers regarding various aspects related to the substance, methodology and format of the paper;
- f.4. Each questioner is allocated a maximum of 10 minutes to ask questions and provide responses to the answers of the presenters;
- f.5. After all the discussion participants have asked questions, if there is still time available, the supervisor will provide responses to the implementation of the discussion and respond to various things that are conveyed by the discussion participants;
- f.6. After the discussion was over, the discussion guide on behalf of the Head of the Department closed the discussion.

2. Student Seminar Requirements and Procedures

a. Seminar Requirements are:


- a.1. Students have attended a minimum of 9 seminars for students of the Department of Land as evidenced by a seminar card and at least 1 time in each other major and proven by a seminar card;
- a.2. The requirements for the implementation of the seminar 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 10 students. If the attendance of lecturers and students is not met, 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.

b. Seminar procedures are:

- b.1. Students prepare seminar papers that have been approved by the supervisory committee;
- b.2. Students register with the academic department of the Land Department to obtain a seminar invitation form for lecturers, an invitation receipt form, as well as an attendance list form for lecturers and students participating in the seminar;
- b.3. Students bring invitation forms and other files accompanied by seminar papers at least one week before the seminar to be signed by the Head of the Land Department.
- b.4. Students are asked to distribute seminar invitations to their supervisors,

discussion lecturers, and other lecturers accompanied by seminar papers no later than two days before the seminar;

- b.5. Preparation of space, OHP/LCD media, consumption and others (if any), is the responsibility of the student concerned and coordinates with the Department's administrative staff;
- b.6. The seminar on the day that has been set is regulated in the seminar rules as follows:
 - The seminar was held during about 1 hour, guided by a supervisor;
 - After the seminar was opened by the supervisor, students were immediately asked to explain the problem of the seminar for 10 to 15 minutes, presentation of papers by students was advised to use audio-visual aids/LCD;
 - After the students have presented their papers, the seminar guides invite the attending students as well as the discussing lecturers, other lecturers to provide suggestions, objections and questions to the presenters regarding various aspects related to the substance, methodology and format of the paper;
 - Each guest is given a maximum time allocation of 10 minutes to ask questions and respond to the answers of the presenters;
 - Based on the quality of the paper, mastery of the material as well as the way of appearance and attitude during the seminar, the lecturers present are expected to provide an assessment of the student's seminar. The assessment is written on the assessment form that has been provided;
 - After all participants have asked questions, if there is still time available, the supervisor provides responses to the implementation of the seminar and responds to various things presented by the discussion participants;
 - After the seminar was over, the seminar guide on behalf of the Head of the Department closed the seminar.

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	STANDARD OPERATING PROCEDURE (SOUP) FIELD PRACTICE			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
26	15 June 2018	1	30 July 2018	IT Study Program

1. Field Practice Terms and Conditions

- a. Field Practice can be carried out by students who have collected a minimum of 110 credits;
- b. Field Practice is guided by at least one supervisor;
- c. The field practice plan proposal has been approved by the field practice supervisor.

2. Determination and Replacement of Field Practice Supervisors


- a. Field Practice Supervisors are appointed by the Department based on a proposal from the Head of the Study Program;
- b. Suggestion of supervisors based on the suitability of students' field practice topics with the supervisor's field of expertise;
- c. If the topic of field practice is in accordance with the PA's expertise, then the priority as a supervisor is the PA lecturer;
- d. Change of supervisor can only be done if:
 - d.1. Problems arise between supervisors and students in the mentoring process, which causes students or their supervisors to feel uncomfortable anymore, then these problems must be reported in writing to the Head of the Department.
 - d.2. Supervisor retires, moves, dishonorably discharges, resigns from civil servants.
 - d.3. Advisor stated that he was no longer able to provide guidance due to permanent illness.
 - d.4. The mentor died.
- e. 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.

- f. The replacement of the supervisor will be carried out based on the consideration of the level of progress in the implementation of the Field Practice.
- g. 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 and topic of field practice.
- h. The substitute supervisor is proposed by the head of the department to the dean for the issuance of a Supervisory Decree.

3. Field Practice Implementation Procedures and Guidance Process

- a. Students prepare framework (proposal) that will be carried out in the field prior to the implementation of the Field Practice, and the proposal must be approved by the supervisor and known by the Head of the Department.
- b. Implementation of field practice for at least one month in the field (village, government/private institution or agency engaged in agriculture);
- c. At the latest one month after completing the Field Practice, the student must submit the draft Field Practice report to the supervisor and proceed with consultation and improvement of the report;
- d. If the student does not provide a report within that time period, the supervisor will cancel the Field Practice with the knowledge of the department;
- e. Field Practice Assessment is not through an exam;
- f. The assessment by the supervisor is based on student activities in the field (values from the field), content, and form of the report;
- g. Values submitted to the Department no later than one month the report is declared complete and approved by the Head of the Department.

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	STANDARD OPERATING PROCEDURE (SOUP) THESIS			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
27	15 June 2018	1	30 July 2018	IT Study Program

1. Thesis Terms and Conditions

Students can carry out research if:

- a. Have completed a minimum of 118 credits,
- b. Have taken the Scientific Method course as well as majors related to the assessment will be carried out, and
- c. Has carried out Pre-Research Discussion.

2. Determination and Replacement of Thesis Supervisor

- a. Thesis Supervisor is appointed by the department based on a proposal from the Head of the Study Program;
- b. The recommendation of the supervisor is based on the suitability of the student's thesis topic with the supervisor's field of expertise;
- c. If the thesis topic is in accordance with the PA's expertise, then the priority as a supervisor is the PA lecturer;
- d. Change of supervisor can only be done if:
 - d.1. Problems arise between supervisors and students in the mentoring process, which causes students or their supervisors to feel uncomfortable anymore, then these problems must be reported in writing to the Head of the Department.
 - d.2. Supervisors retire, move, dishonorably dismissed, resign from civil servants.
 - d.3. The supervisor stated that he was no longer able to provide guidance due to permanent illness.
 - d.4. The mentor died.
- e. 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. Minutes of the meeting regarding the actions to be taken.
- f. The replacement of the supervisor will be carried out based on the consideration of the level of progress of the thesis implementation;
 - f.1. If the pre-research discussion has not been carried out or has not been

- carried out, the supervisor must be replaced.
- f.2. If the research is in progress, the replacement of the supervisor is submitted with the ability of another supervisor. If other supervisors are able to guide themselves then there is no need to replace the supervisor.
 - f.3. If the writing stage remains, there is no need to replace the supervisor unless another supervisor declares himself unable to guide himself.
 - g. 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 research topic.
 - h. If supervisor 1 is to be replaced, then if the supervisor 2 fulfills the requirements, he becomes supervisor 1 and the new supervisor becomes supervisor 2, and
 - i. Substitute tutors submitted by the head of the department to the dean for the issuance of a supervisory decision letter.


3. Thesis Preparation Procedure

- a. Students together with their supervisors determine the research topic;
- 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. When the supervising lecturer assessing that the discussion paper has been directed and 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 raised by students and lecturers in pre-research discussions;
- f. The research proposal that has been approved by the supervisor is bound, signed by the supervisor and the head of the department and submitted to the department in accordance with applicable regulations;
- 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 provide a thesis draft in accordance with the results of corrections and suggestions from the supervisor;
- l. After the thesis has been checked by both Supervisor I and Supervisor II and is deemed worthy of a seminar, the supervisor lecturer 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 direction of supervisors improve seminar papers and thesis drafts by considering input, suggestions, statements, 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 their supervisor and the examining committee must improve their thesis in accordance with the inputs, suggestions, statements, and opinions submitted by the examining committee during the comprehensive examination;
- q. The thesis that has been corrected and approved by the supervisor and the examining committee by signing the thesis approval sheet can be bound by taking into account the applicable provisions and/or in the Academic Manual of the Faculty of Agriculture, Sriwijaya University.

4. General Provisions and Sanctions For Thesis

- a. The duration of the research is equivalent to activities of 30 hours per week for a minimum of 16 weeks (six months) starting from the preparation of the proposal until the completion of the research (thesis exam);
- b. The research proposal draft must be 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 may be canceled;
- c. If the student has not submitted his thesis draft to the supervisor 6 (six) months after the completion of the research and data collection activities, the research can be canceled; as well as
- d. The Head of the Department will call the student concerned and if up to three summons within a period of 2 (two) months the student has never appeared, then the research can be canceled;
- e. If after 2 (two) months from the end of the research, the student has not submitted his thesis draft to the supervisor, the supervisor must provide a written report to the Head of the Department;
- f. In writing the thesis, 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 (one) 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.
- i. The Head of the Department then calls the lecturer concerned to be asked for confirmation and gives a warning so that the mentoring process can run.

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	STANDARD OPERATING PROCEDURE (SOP-ACADEMIC) IMPLEMENTATION OF COMPREHENSIVE EXAM			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
28	15 June 2018	1	30 July 2018	IT Study Program

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:

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;
- b. Have fulfilled all academic and administrative requirements in faculties and departments;

2. Comprehensive Exam Procedure


- a. A comprehensive exam can be carried out after all supervisors state that the student concerned is ready to carry out a comprehensive exam by signing the thesis file;
- b. Students submit an application to the Department for a comprehensive examination no later than 7 (seven) days prior to the implementation of the exam;
- c. The Department submits an exam proposal to the Dean no later than 4 (four) days before the exam;
- d. The distribution of invitations is carried out no later than 3 (three) days prior to the implementation of the exam;
- e. The Department determines the examiner of the exam;
- f. There are a minimum of three examiners and a maximum of five people consisting of three main examiners and two assistant examiners if needed;
- g. The examining committee consists of the Chair who is the Advisor I, the Secretary who is the Advisor II, the Main Examiner and the Assistant Examiner;
- h. 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 proposal of the department;
- i. 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 exam and scheduling a follow-up exam;
 - j. Comprehensive exams cancelled only if the Head of the Examining Team and at least 2 examiners are present;
 - k. If the Secretary of the Examining Team is unable to attend, his/her role can be replaced by one of the examiners who receives the assignment;
 - l. The examination is closed. 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;
 - m. 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;
 - n. Each examiner has the same right to give a score;
 - o. Evaluation carried out based on attitude, mastery of exam material, and thesis content with the following proportions: 10 percent, 50 percent and 40 percent;
 - p. The final score for an examinee is the average of all examiners' scores;
 - q. If a student is not satisfied with the score given by the Examiner Team, or the student is declared not to have passed, then the student can take a re-examination;
 - r. The re-examination can be carried out at the latest one month later unless the student is threatened with dropping out;
 - s. 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;
 - t. Students must correct the thesis in accordance with the examiner's advice no later than 3 months after the exam takes place, otherwise the exam will be canceled;
 - u. Proof that the thesis has been corrected is the examiner's signature on

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	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) DON'T STUDY			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
8	15 June 2018	1	30 July 2018	IT Study Program

Students of the Department of Land will drop out of study:

- a. If a student in one semester gets an IP < 2.00 then he/she will be given a warning by the Head of the Department/Study Program. If this happens three times in a row, the Dean will give a stern warning in writing;
- b. If a student at the end of the second year is unable to collect credits of 52 credits or at the end of the second year collects credits of 52 credits but with < 2.00 then he is declared to have dropped out of study;
- c. When students drop out of study (end of semester 8) the department gives a warning letter to the person concerned and calls the student to schedule the completion of his studies;
- d. If a student is unable to complete his studies within the maximum time limit of 10 semesters, he or she is declared to have dropped out of study.

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	STANDARD OPERATING PROCEDURE ACADEMIC (SOP-ACADEMIC) JUDISIUM			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
8	15 June 2018	1	30 July 2018	IT Study Program

1. Academic Requirements

Students can take the judiciary if:

- a. Students have collected at least 144 credits;
- b. GPA 2.0;
- c. No E value;
- d. D score is not more than 10 percent of the number of credits taken in accordance with those determined by the study program being followed;
- e. Have submitted a thesis and field practice that has been bound and has been approved by the supervisor.

2. Administration Requirements

1	Photocopy and original of the last KPM	4 Sheets
2	Photocopies and originals free of libraries (The validity period is 3 (three) months before the graduation date): a. Unsri Pusat Central Library b. Regional Library (Province)	4 Sheets 4 Sheets
3	Proof of payment of the final project guidance fee from head of program	5 sheets
4	Copy of diploma/transcript administration receipt from Head of Academic	5 sheets
5	Photocopy of receipt of payment of the inauguration fee from the Assistant Treasurer of the Faculty of Agriculture Unsri	5 sheets
6	Proof of last semester tuition payment	5 sheets
7	Alumni form / alumni data (including original)	4 Sheets

8	Study history (including original)	4 Sheets
9	Identity of alumni / parents / guardians (including original)	4 Sheets
10	Bachelor's degree blank (including original)	4 Sheets
11	Photocopy of the KKN charter (especially for those participating in KKN)	4 Sheets
12	Summary of thesis / Biodata	4 Sheets
13	Copy of high school diploma	4 Sheets
14	Affidavit free certificate from the department (The validity period is 3 (three) months before the graduation date):	5 sheets
	<ul style="list-style-type: none"> a. Departments within the FP Unsri environment collectively b. respective majors outside the student department the one concerned comes from 	5 sheets
15	Pas photo (black and white) size:	10 Sheets
	<ul style="list-style-type: none"> a. 2 x 3 cm b. 3 x 4 cm c. 4 x 6 cm 	10 Sheets 10 Sheets
16	Recapitulation of known values by PA	4 Sheets
17	KHS from the beginning to the end of the semester	4 Sheets
18	Proof of Distribution of thesis and PL Report	4 Sheets
19	Proof of payment of donations (Class 2000 and below)	4 Sheets
20	Proof of payment of alumni money	4 Sheets
21	Deliver Thesis which already Approved by supervisor and approved by the head of the study program as well as known by the head of the Department and the Dean	1 ex
22	Submit a PL Report that has been approved by supervisor and known to the Head of the Department	1 ex
23	Submit a thesis proposal	1 ex


All of these requirements must be submitted to the Department no later than 3 days before the day of the Department's Judicial Meeting.

3. Inauguration Procedure

The procedure for the inauguration of undergraduates is as follows:

- a. The inauguration of undergraduates is carried out at a special department meeting for that, which is attended by departmental lecturers and elements of the faculty leadership;
- b. The collection of judicial files by students, no later than three days before the inauguration;

- c. The distribution of invitations to all lecturers by the department, while the student supervisors who will be inaugurated are delivered directly by the person concerned;
- d. All lecturers who were present were given the opportunity to examine student graduation files, field practice reports and theses;
If there are still deficiencies, errors in the judicial file, field practice reports and theses, the department meeting decides whether the student can be appointed;

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	STANDARD OPERATING PROCEDURE (SOUP) HEAD OF LABORATORY			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
31	15 June 2018	1	30 July 2018	IT Study Program

The Soil Science Program has two laboratories, namely the chemical, biological, and soil fertility laboratory and the physics laboratory, soil conservation, surveying, and soil evaluation (Figure 1). Laboratory has been submitted to the Faculty, and until now there has not been a decision letter. Even so, the Sensory Evaluation laboratory is doing well

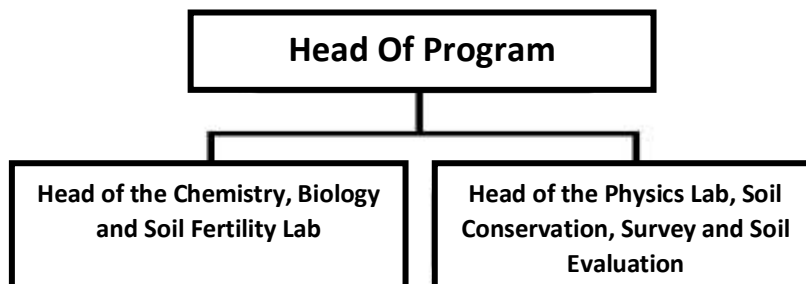


Figure 1. Management Structure of PS IT Laboratory

The head of the laboratory is a person who has the highest position in the laboratory management structure who is responsible for everything related to the laboratory. The head of the laboratory in the soil department has the following functions:

- a. Set a schedule for student practicum activities.
- b. Regulate the use of equipment laboratory for research activities of students and lecturers.
- c. Supervise analysis to comply with work procedures.
- d. Monitor student activities in the laboratory to comply with applicable regulations.

The head of the laboratory at PS IT is assisted by a technician and a laboratory assistant. Technicians are tasked with assisting student practicums in the use of equipment in the laboratory, and also have duties related to laboratory administration

(serving registration of laboratory use, recording lab user names, etc.). Laboratory assistants have the task of doing sample analysis if students cannot do the work themselves.

1.1. General Provisions and Requirements for Head of Laboratory Candidates

- a. Land Lecturer
- b. Have a field of expertise in accordance with the laboratory to be led
- c. Minimum functional position of head lector
- d. Not currently studying and/or occupying other structural positions
- e. Minimum Strata 2 degree
- f. The term of office of the Head of the laboratory for one period is 4 years
- g. The head of the laboratory occupies a maximum of 2 (two) consecutive terms

1.2. Laboratory Head Selection Procedure

- a. The selection of the head of the laboratory is scheduled and carried out in the study program staff meeting, the meeting must be attended by at least 1/4 of the active study program staff
- b. The teaching staff of the study program who attended the meeting first proposed 3 (three) names to be nominated as head of the laboratory
- c. After the name is agreed Meeting participants are asked to vote by writing one name on the ballot paper and it is collected by the meeting participants
- d. Vote counting is carried out openly and witnessed by all meeting participants
- e. The name that gets the most votes will be proposed as a candidate for head of the laboratory
- f. If there are two or more names with the same number of votes, then a re-voting is carried out on the candidate who gets the same number of votes, to get one name with the most votes.
- g. The name of the selected laboratory head is then proposed by the Head of the Study Program to the Head of the Department to be forwarded to the Dean and continued to the Rector accompanied by the official report of the election.
- h. The Head of the selected Laboratory is appointed by the Chancellor

1.3. LAB Head of Final Accountability Procedure


- a. The head of the laboratory makes a written account of the work and performance carried out as well as finances during his tenure as head of the laboratory at the end of each period. This accountability includes the realization of achievement targets and obstacles encountered during implementation
- b. The accountability is conveyed orally in a study program meeting/departmental meeting which is then followed by a discussion to determine the achievement targets for the coming period and discuss solutions and obstacles faced.

1.4. Head of Laboratory Shifting Time


- a. The official concerned officially submits a letter of resignation and his position

with strong reasons and can be accepted by the participants of the study program meeting except for reasons of death.

- b. The study program chooses an interim replacement with a mechanism such as the selection of a predetermined laboratory head (max 1 month after resignation). Before officially changing between times, then:
 - b.1. The official concerned, if possible, remains in his position
 - b.2. If the official concerned is not allowed to remain in his position temporarily, the position of the head of the laboratory is concurrently the head of the study program or another head of the laboratory under the same study program.
- c. The selection of replacement officials from time to time is carried out like the election of the applicable head of the Laboratory.

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	STANDARD OPERATING PROCEDURE LABORATORY (SOP-LABORATORY) USE OF LAB AND LAB EQUIPMENT FOR PRACTICUM			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
6	15 June 2018	1	30 July 2018	IT Study Program

- a. Practicum must be carried out according to the schedule published by the faculty within the official working days and hours that apply at the university
The practicum coordinator lecturer must first fill out a laboratory use form for practicum by attaching a practicum schedule and the number of students no later than 7 days before the practicum begins.
- b. Coordinator lecturers or practicum assistants who need laboratory materials and equipment must fill out a loan form no later than 3 days before the practicum begins
- c. The practicum coordinator, practicum caregiver assistant and practitioner are fully responsible for unwanted events (eg: damage, loss of equipment, etc.) during laboratory practicum.
- d. While in the laboratory, the practicum coordinator, assistant and practicum must comply with applicable laboratory rules and regulations, namely:
 - Must wear a lab coat with food sleeves.
 - Hair that extends beyond the shoulders should be tied up.
 - Not allowed to wear a "cap" hat
 - Hams wear shoes that cover the feet and not high heels.
 - Not allowed to use perfume
 - Do not eat and drink in the laboratory
 - If using hazardous chemicals, you must wear a mask and gloves.
 - Items that are not used in the practicum must be placed in the place provided.
 - Obey regulation during the activities set by the laboratory.

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	STANDARD OPERATING PROCEDURE (SOP) USE OF LABORATORY AND LABORATORY EQUIPMENT FOR STUDENT RESEARCH AND LECTURERS			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
8	15 June 2018	1	30 July 2018	IT Study Program

Procedures for using laboratory and laboratory equipment:

- a. Laboratory users must meet the specified laboratory administration requirements.
- b. Students or lecturers must first fill out the laboratory use form and laboratory equipment by submitting a research proposal (only for students). For lecturers submit proposals or research work plans, and the tools needed, as well as the number of people who will assist in the research. Especially for students, the form must be known by the supervisor. Fill out the form at least 3 days before use.
- c. In the case of users of laboratory and equipment exceeding the capacity of the laboratory, the use of laboratory and laboratory equipment shall be prioritized based on the order of usage forms.
- d. Research must be carried out within the official working days and hours applicable at Sriwijaya University, and does not interfere with practicum activities.
- e. For use outside of official working hours and hours, the user must submit a written permit to the Head of the Laboratory with a copy to the Head of the Department at least 1 day prior to use. For students, it must be known by at least one of the supervisors.
- f. The laboratory user is fully responsible for unwanted events (eg: damage, loss of equipment, etc.) during the use of the laboratory, either within the official working hours or outside the resin working hours that he has submitted.
- g. The use of laboratories and laboratory equipment for research purposes is subject to a rental fee for space and equipment
- h. The use of chemical substances for research purposes is charged according to the price and amount of chemical substances required (especially for IT labs)
- i. While in the laboratory, laboratory users must comply with applicable regulations in the laboratory (e. 1)

- j. During practicum activities, the things that must be considered for assistants and practitioners are: maintaining cleanliness, prohibited from eating, drinking, smoking, using cellphones/jewelry, all equipment used during the study must be stored in its place (locker), avoid parts of the body that can cause damage to the body. accidents (long hair, clothes).
- k. The use of the Lab and equipment that has reached the time limit, can apply for an extension, if it exceeds the agreed time limit the person concerned will receive sanctions and fines based on applicable procedures.
Especially applicable in the Lab. Sensory Evaluation, the user must fill out a sensory lab usage form.

Appendix 1. Registration Form for Laboratory Use at PS IT

1. Name :
2. NIM :
3. Faculty/Department/PS :
4. Duration of Lab Use :

	Date	Month	Year
Start			
Done			

The cost of using the laboratory is Rp. 75,000, - (seventy five thousand rupiah) per person per month.

6. Specifically for students who use the laboratory for their final project:

- a. Thesis title :
- b. Supervisor I :
- c. Supervisor 2:

Indralaya,

Lab Officer,

Lab User,

(.....)

(.....)

Appendix 2. Tool or Chemical Receipt Form

1. Name :
2. NIM :
3. Faculty/Department/PS :
4. Loan Period : s/d.....

5. Equipment to be used in the laboratory:

Name of tool/material	Amount	Name of tool/material	Amount
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	

Indralaya,

lab clerk,

Borrower,

(.....)

(.....)

HAS BEEN RETURNED / REPLACED DATE:.....

RECEIVED BY :

Appendix 3. Implementation Approval Form

1. Name :
2. NIM :
3. Sample Type :
4. Date Sample Making :
5. Date. Implementation of Evaluation :
6. Quality attributes to be used :

	Quality Attribute	Method	Security*
a.	Sightings (specifically		
b.	Color		
c.	Texture (specifically		
d.	Scent		
e.	Flavor		
f.			
g.			
h.			

Information :

*To be filled out by one of the supervisors by means of: ticking (√) if it is safe to consume, cross-marking (X) if unsafe, unsafe


Consumed

Supervising Lecturer (maybe one of them)	Initials
1.	
2.	

Knowing,

Head of Chemistry, Biology and
Soil Fertility Laboratorium

(.....)

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	STANDARD OPERATING PROCEDURE (SOP) USE OF THE LABORATORY FOR RESEARCHERS OUTSIDE THE DEPARTMENT OF SOIL			
NUMBER DOCUMENT	DATE RISE	NUMBER REVISION	DATE IMPLEMENTATION	APPROVED BY
10	15 June 2018	1	30 July 2018	IT Study Program

- a. Laboratory users, both lecturers and students (and the Department of the Unsri environment) must first fill out the form for the use of the lab and laboratory equipment at least 3 days prior to use and it is known by the Head of the respective Department. Especially for users outside the Unsri environment, they must submit a letter of application that is known by the dean concerned.
- b. In the event that laboratory users exceed the capacity, the use of laboratory equipment is prioritized based on the order in which laboratory use is entered and does not interfere with practical activities.
- c. The use of laboratories, materials and laboratory equipment will be charged according to the applicable rates.
- d. The use of laboratory and laboratory equipment may be extended by submitting a written application (filling in the laboratory usage form) to the head of the laboratory, if only no one is using the equipment.
- e. Borrowed tools must be returned in good and clean condition as before, if there is damage to the tool then the user's responsibility is entirely.
- f. Late return of laboratory kqada equipment is subject to a fine of 100% per day.