

NAME :
NIM :
Phone number :

FINAL PROJECT IMPLEMENTATION GUIDELINES



SOIL SCIENCE STUDY PROGRAM
FACULTY OF AGRICULTURE
SRIWIJAYA UNIVERSITY
2022

INTRODUCTION

This Final Project Implementation Manual is a guide for students of the Soil Science Study Program, Faculty of Agriculture, Sriwijaya University in preparing, implementing and completing the Final Project course. This book contains:

- ✓ Forms related to the implementation of the Final Project to be filled out and submitted to the administration department of the study program when needed.
- ✓ List of Final Assignment Consultations (Thesis and Field Practice) to be filled out and signed by the Advisor each time a Final Project consultation is held.
- ✓ Discussion and Seminar attendance list that must be filled out every time you attend a discussion or seminar and signed by the student supervisor who carries out the research plan discussion or research result seminar.

Don't lose this manual. Evidence of participating in Research Plan Discussions and Research Results Seminars contained in this manual is one of the requirements for the students concerned to carry out Research Plan Discussions and Research Results Seminars.

Indralaya, January 2022

Head of SP Soil Science
FP UNSRI

**IF THIS MANUAL IS SPACKED AND YOU FIND IT,
PLEASE RETURN TO THE OWNER
IMMEDIATELY OR DELIVERED TO THE
DEPARTMENT OF LAND FACULTY OF
AGRICULTURE UNIVERSITY OF SRIWIJAYA**

A. DEFINITION

- Student Final Project is a scientific work compiled by students under the direction and guidance of a Advisory Lecturer. The final project in question includes: Thesis, Field Practice/Internship, and Seminar.
- Thesis (6 credits) is prepared based on the results of research on a problem that is carried out carefully with intensive guidance by the Advisory Lecturer.
- Field Practice (3 credits) is a scientific work written in the form of a report on field activities or internships in certain agencies under the direction and coordination of the Advisory Lecturer.
- Seminar (1 credit) is the presentation of a paper written based on the results of research/thesis. This seminar paper will be the material for publication of the student concerned.

B. REQUIREMENTS

- The final project can be taken by students with the following conditions:
 - ✓ Have completed 118 credits, with a Grade Point Average (GPA) of 2.00
 - ✓ Has passed the courses in Scientific Methods and Experimental Design.
 - ✓ Has no academic or administrative problems related to his status as a Sriwijaya University student.
 - ✓ Have registered the Final Assignment course in KRS with the approval of the Academic Supervisor.
- Students do not have to take all Final Project courses in the same semester.
- In accordance with the curriculum of the Soil Science Study Program, students are expected to be able to carry out their Final Project in the seventh semester.

C. SUPERVISOR

- The Final Project Supervisor is determined by the study program in semester VI by considering the proposals from the students concerned.
- Students are free to choose research topics for the Final Project based on the field of study which is under the research laboratory in the Soil Science Study Program, Faculty of Agriculture, Sriwijaya University. The laboratories in question include:
 - ✓ Soil Physics Laboratory, and Soil and Water Conservation
 - ✓ Chemistry, Biology and Soil Fertility Laboratory
 - ✓ Land Survey and Evaluation Laboratory.
- The study program distributes the research topic selection form for the Final Project (Appendix 1) to students to be filled out and then the Advisory Lecturer will be appointed through the Study Program Meeting.
- Thesis Advisors consist of 2 (two) Advisors and Field Practices guided by 1 (one) lecturer from the scientific field according to the chosen research topic.
- The assignment of Advisory Lecturers is carried out through the issuance of a Decree of the Dean of the Faculty of Agriculture, Sriwijaya University at the suggestion of the Head of the Soil Science Study Program, Faculty of Agriculture, Sriwijaya University.
- The Final Project Advisory Lecturer can be replaced at the request of the lecturer concerned or at the request of the student with the approval of the Head of the Study Program.
- Substitution can be approved by the study program if the reasons are acceptable, including: (1) the Advisory Lecturer is permanently absent; (2) Supervisors cannot continue the mentoring process because of illness or because of state assignments, (3) students are unable to continue the guidance process and need to change the research title, and (4) other reasons that can be accepted by all parties involved.
- If the replacement of the Supervisory Lecturer has been approved by the parties involved, the study program will propose the replacement

of the said Supervisor to the Dean to issue a decree as the basis for the new supervisor to carry out the mentoring process.

D. PREPARATION OF RESEARCH PROPOSAL

- Students who have registered to take the Final Project in their KRS are encouraged to immediately consult their Advisory Lecturer.
- After setting the research topic and title, students are required to prepare a research proposal with the direction and guidance of the two Advisors.
- The research proposal format must refer to the Manual for Writing Scientific Papers, Faculty of Agriculture, Sriwijaya University.
- Broadly speaking, the research proposal includes: (1) Research title; (2) Introduction, covering background, problem formulation, objectives and benefits of research and hypotheses; (3) Literature review, is a review of various writings or articles related to the research topic; (4) Research implementation, including research location, research time, materials and tools to be used, methodology used, and data analysis; and (5) Bibliography.
- The entire process of mentoring during proposal preparation should be recorded in the special provided in this manual (Appendix 7).

E. RESEARCH PLAN DISCUSSION

- Research proposals with topics and titles that have been approved by the two Advisors must be discussed by students in the Research Plan Discussion event.
- Discussion papers were made by referring to the Manual for Writing Scientific Papers from the Faculty of Agriculture, Sriwijaya University and reproduced to be distributed to discussion participants.
- The requirements to carry out the Research Plan Discussion are as follows:

- ✓ The Research Plan Discussion Paper has been approved by the two Advisors.
 - ✓ Submit a photocopy of the receipt for payment of tuition fees, especially for students of the batch before 2013, or a photocopy of the Bidik Misi Scholarship Decree for those who received it.
 - ✓ Students have participated in 3 (three) similar discussion events as evidenced by the recording on the Seminar Discussion Card which is specifically provided in this manual.
- Implementation of the Research Plan Discussion is scheduled on the 2nd week of every month.
 - Registration and time determination to carry out the discussion is carried out no later than 1 (week) before the discussion is held, by filling out the discussion registration form (Appendix 2) and submitting it to the Study Program/Discussion Committee and Seminar.
 - The Study Program will issue announcements for students and invitations for lecturers to participate in the discussion.
 - Discussion of the Research Plan can be carried out if attended by at least 3 (three) lecturers and 15 (fifteen) students.
 - Students are expected to choose the right time and take a personal approach so that they can present lecturers and students according to the specified number.
 - The results of the discussion can be in the form of input, suggestions and recommendations from discussion participants to be material for improving research proposals.
 - For scientific reasons, the results of the discussion can also be in the form of rejection or review of the research plan to be carried out, and the student concerned is obliged to carry out a re-discussion of his proposed research plan.
 - After consulting and obtaining approval from the Advisory Lecturer, the research proposal is reproduced and 1 (one) copy each is submitted to the Supervisor and study program.

F. RESEARCH IMPLEMENTATION

- Students who have carried out the Research Plan Discussion and received recommendations to carry out research, must immediately submit a Research Proposal that has been approved by the Supervisor to the administration of the study program and carry out their research no later than 4 (four) weeks after the implementation of the Research Plan Discussion.
- Evaluation will be carried out for students who have not submitted a Research Proposal that has been approved by the Advisor and commenced their research within that time period with the possibility of students being asked to change the title of the research and conduct a discussion of the research plan again.
- Students who carry out their research in the Laboratory/Greenhouse are required to register with the Head of the Laboratory/Greenhouse by filling out the registration form for the use of the Laboratory/Greenhouse (Appendix 3), and can carry out their research activities in the Laboratory/Greenhouse after obtaining written permission from the Head of the Laboratory/Greenhouse. Greenhouse.
- Students are required to obey and comply with all applicable rules in the laboratory, including aspects of work safety in the laboratory.
- The Head of the Laboratory/Greenhouse may refuse a student's permit request if the available space is no longer possible. In such conditions, students can wait or queue.
- The use of laboratory equipment in this case will be under the supervision and guidance of the Advisory Lecturer and analysis/laboratory staff.
- The equipment in the Laboratory within the Soil Science Study Program can be used free of charge, while the research materials are the responsibility of each student conducting the research.
- During the research, the Advisory Lecturer will monitor the activities of the student under his guidance and the student is obliged to report and consult the development of his research to the Advisory Lecturer.

G. THESIS WRITING

- After the student has obtained all the necessary data, the student must report to the Advisor that his research has been completed and immediately write a thesis draft.
- The writing of the Thesis draft must refer to the Guidelines for Writing Scientific Papers, Faculty of Agriculture, Sriwijaya University.
- The first Thesis Draft must have been consulted with the Advisory Lecturer no later than 4 (four) weeks after the research is completed.
- Evaluation will be carried out for students who have not submitted the first draft in that time period with the possibility that their research will be canceled and students will have to carry out new research.
- Broadly speaking, the Thesis draft is the development of a research proposal which includes: (1) Research Title; (2) Introduction, covering background, problem formulation, objectives, benefits of research and hypotheses; (3) Literature Review, is a review of various writings or articles related to research topics, especially articles written based on research results related to the research topic being carried out; (4) Research implementation, including the place of research, research time, materials and tools used, methodology used, and data analysis; (5) Results and Discussion, displaying research results in the form of narratives, tables, graphs or pictures, and discussing the results associated with the formulation of the problem, research objectives and hypotheses by referring to the results of similar studies that have been published; (6) Conclusions and Suggestions, consisting of research conclusions based on the results and discussions and suggestions related to follow-up research; (7) Bibliography; and (8) Appendix.
- Every time he consults with the Advisory Lecturer, the student is required to fill out a consultation card specifically provided in this manual (Appendix 7) and ask the Advisor to affix his signature in the column provided at the end of each consultation.

H. RESEARCH RESULTS SEMINAR

- After the Thesis draft is approved by the two Supervisors, students can immediately write seminar papers with the format referring to the

instructions for writing scientific papers in the Manual for Writing Scientific Papers, Faculty of Agriculture, Sriwijaya University.

- Papers that have been approved by the two Advisors are reproduced to be distributed to lecturers and students attending the seminar.
- The requirements to be able to carry out the Research Results Seminar are as follows:
 - ✓ Research Results Seminar Papers that have been approved by the two Advisors.
 - ✓ Submit a photocopy of the receipt for the payment of tuition fees, especially for students of the batch before 2013 or a photocopy of the Bidik Misi Scholarship Decree for those who received it.
 - ✓ Have attended a minimum of 12 (twelve) times of similar seminars as evidenced by the recording on the Seminar Card which is specifically provided in this manual (Appendix 6). With details 9 (nine) attended seminars within the Soil Science Study Program/AET (5 (five) times from the Soil specialization, 2 (two) times from the BDP specialization, 2 (two) times from the HPT specialization), and 3 (three) times from the HPT program.) times to attend seminars on study programs outside the AET study program, such as from Agribusiness, Agricultural Technology, THI, Animal Feed Nutrition or BDA.
 - ✓ Fill out the seminar registration form and must include the names of three students as discussants along with their signatures (Appendix 4). The seminar registration form must have been signed by the two Advisors before being submitted to the Study Program / Discussion and Seminar Committee as proof of seminar registration.
- The Research Results Seminar is scheduled on the 2nd week of every month.
- Registration and timing of the Research Results Seminar is at least 1 (one) week before the seminar is held.
- The next Study Program will make announcements for students and invitations for lecturers to attend the seminar.

- The Research Results Seminar can be held if attended by at least 4 (four) lecturers and 15 (fifteen) students.
- All lecturers who attend the seminar are obliged to give the value of the seminar on the Student Research Results Seminar assessment sheet provided by the study program.
- The value of the seminar can be published after the improvement of the seminar paper according to the input and improvement of the seminar participants.
- The next improvement paper is written in a scientific journal format, with the hope that the paper can be published in a scientific journal.
- Suggestions and input during the seminar also become material for students to improve the Thesis draft. Improvements must have been made before the Thesis exam is carried out.

I. THESIS EXAMINATION

- Students of the Soil Science Study Program, Faculty of Agriculture, Sriwijaya University who have completed the Research Results Seminar and have passed and have revised their Thesis draft are entitled to register to take the Thesis exam.
- The requirements to take the Thesis exam are:
 - ✓ Status as a student of Sriwijaya University as indicated by a valid student card;
 - ✓ Have completed a minimum of 138 credits including Field Practice and Seminars, except Thesis (6 credits), with a minimum GPA of 2.0, no E grade and a maximum D value of 10%;
 - ✓ Has no academic or administrative problems related to his status as a student at Sriwijaya University;
 - ✓ Has corrected the draft of the Thesis according to the suggestions of the participants of the Research Results Seminar;

- ✓ Have a SULIET or TOEFL score ≥ 400 from TOEFL organizing institutions recognized by Sriwijaya University by showing original certificates; and
- ✓ Submit the Thesis exam registration form which has been signed by 3 (three) lecturers recommended by the supervisor to be an examiner with a note that the three lecturers attended the seminar of the student concerned (Appendix 5).
- In proposing a Thesis Examining Lecturer, attention should be paid to the suitability of the lecturer's scientific field with the Thesis topic, the willingness of the lecturer concerned and the aspect of equity.
- If for one reason or another the 3 (three) examiners according to these criteria cannot be fulfilled, then the Head of the Study Program may appoint another examiner lecturer for the smooth running of the academic process and for other justifiable reasons.
- The Thesis exam is scheduled on the 4th week of every month.
- Thesis exam registration is done no later than 1 (one) week before the exam is held.
- The study program will determine the time of the Thesis exam in accordance with the availability of the exam room and the willingness of the examiners.
- After the exam time is set, the Head of the Study Program makes an announcement for the Thesis Examination and submits a letter for the determination of the Thesis exam committee to the Dean of the Faculty of Agriculture, Sriwijaya University.
- The Dean will issue a Thesis Examination Decision Letter as a legal basis for the implementation of the Thesis exam.
- Thesis exam lasts about 90 – 120 minutes. During the exam, examiners and examinees are not allowed to leave the exam room without the permission of the chairman of the exam committee.
- The final thesis score is a combination of the thesis score (50%) and the thesis test score (50%). Thesis scores are given by the Advisory Lecturer, while the Thesis test scores are given by the examiner.

- The combined average value of Thesis (2 (two) Advisory Lecturers) and the average score of Thesis exam (3 (three) Thesis examiners) will be determined as the final Thesis score.
- If a student taking the Thesis exam is declared not to have passed, then a re-examination is allowed a maximum of 2 (two) times.
- Re-exams can also be carried out if students object to the scores they have obtained and intend to improve their grades, provided that they are approved by the examination committee.

J. IMPLEMENTATION OF FIELD PRACTICES

- Field Practice is one of the final assignments aimed at providing field experience to students in the application aspects of the field of Soil Science in the field.
- Implementation of Field Practice can be in the form of Internships in private or government institutions or agencies that are directly related to the field of Soil Science. If the Field Practice is carried out by means of an Internship, a field supervisor from the institution or agency where the Internship is carried out is required.
- Field Practice can also be carried out by applying the fields of Soil Science, such as Soil and Water Conservation, Irrigation and Drainage, Land Survey and Evaluation, Land Resource Information Systems, Soil Classification, Fertilization Technology, Soil Chemistry and Fertility, Soil Biology and Biotechnology, and other aspects Other Soil Science in the field.
- Students consult with the Advisor in determining the title and preparation of the Field Practice Framework.
- After the framework is approved by the Advisor, students can start their field practice activities.
- Students are required to report and consult the progress of their field practice activities to the Advisory Lecturer.
- The draft of the Field Practice Report has been submitted to the Advisory Lecturer no later than 4 (four) weeks after the Field Practice activities are completed.

- Evaluation will be carried out if the student has not submitted the first draft after that time, with the possibility that the field practice activity will be canceled and the student will have to carry out a new activity.
- The preparation of the Field Practice report must refer to the Guidelines for Writing Scientific Papers, Faculty of Agriculture, Sriwijaya University.
- Every time he consults with the Advisor, students are required to fill out a consultation card specifically provided in this manual (Appendix 8) and ask the Advisor to put their signature in the column provided at the end of each consultation.

Appendix 1.

**RESEARCH FIELD SELECTION FORM
SOIL SCIENCE STUDY PROGRAM**

Name :

NIM :

Place and date of birth :/.....

Address :

Phone Number/HP :

e-mail :

Entering the Year :

Maximum Study Period : 7 years

Credits Earned :

grade-point average :

Academic counselors :

Groups of Science Fields to be researched based on the Laboratory are as follows (Put an X):

- Chemistry, Biology and Soil Fertility Laboratory
- Soil Physics Laboratory and Soil and Water Conservation
- Land Survey and Evaluation Laboratory

Thus the proposed field of research that I chose, in the hope that the appropriate Thesis Supervisor can be determined.

Knowing: Indralaya,
 Academic counselors, Concerned,

.....
 NIP

Appendix 2.

**RESEARCH PLAN DISCUSSION REGISTRATION FORM
 SOIL SCIENCE STUDY PROGRAM**

To: Dear Head of Soil Science Study Program
 Sriwijaya University Faculty of Agriculture

I, the undersigned below:

Name :
Nim :

Submit an application to carry out the Research Plan Discussion on:

Day :
Date :
The place : Seminar Room, Soil Science Study Program
Title :
.....

I hereby attach a Research Plan Discussion paper which has been approved by my two Advisors.

Thank you for your attention and approval.

Indralaya,
Applicant,

.....

Agreed:

Advisor I

Advisor II

.....
NIP.

.....
NIP.

Appendix 3.

**LICENSE TO USE LABORATORY/GREENHOUSE
SOIL SCIENCE STUDY PROGRAM**

To: Dear Head of Laboratory/ Greenhouse*)
Soil Science Study Program
Sriwijaya University Faculty of Agriculture

I, the undersigned below:

Name :

Nim :

Applying for permission to use the Laboratory/
Greenhouse*) while carrying out my thesis research with the title:

.....
.....
.....

From date to

I will comply with all applicable regulations regarding the use of the
Laboratory/Greenhouse*) within the Soil Science Study Program, Faculty
of Agriculture, Sriwijaya University.

*Cross the unnecessary ones

Indralaya,
Applicant,

.....

Agreed:

Advisor I

Advisor II

.....
NIP.

.....
NIP.

Appendix 4.

**RESEARCH RESULTS SEMINAR REGISTRATION FORM
SOIL SCIENCE STUDY PROGRAM**

To: Dear Head of Soil Science Study Program
Sriwijaya University Faculty of Agriculture

I, the undersigned below:

Name :
Nim :

Submit an application to conduct a Research Results Seminar on:

Day :
Date :
The place : Seminar Room, Soil Science Study Program
Title :
.....

With the following discussion:

1. /NIM (.....)
2. /NIM (.....)
3. /NIM (.....)

Thank you for your attention and approval.

Indralaya,
Applicant,
.....

Agreed:

Advisor I

Advisor II

.....
NIP.

.....
NIP.

Appendix 5.

**THESIS EXAM REGISTRATION FORM
SOIL SCIENCE STUDY PROGRAM**

To: Dear Head of Soil Science Study Program
Sriwijaya University Faculty of Agriculture

I, the undersigned below:

Name :
Nim :

Submit an application to carry out the Thesis Examination on:

Day :
Date :
The place : Seminar/Exam Room, Soil Science Study Program
Title :
.....

With the examiner as follows:

1. (.....)
2. (.....)
3. (.....)

Thank you for your attention and approval.

Indralaya,
Applicant,

Advisor I
Agreed:

.....
Advisor II

.....
NIP.

.....
NIP.

Appendix 6.

**ATTENDANCE LIST AT THE DISCUSSION PLAN / SEMINAR ON STUDENT RESEARCH RESULTS
SOIL SCIENCE STUDY PROGRAM, FACULTY OF AGRICULTURE, SRIWIJAYA UNIVERSITY**

STUDENT NAME:

NIM:

NO	Name and NIM Presenter	Date of Discussion/ Seminar	Paper Title (Mark D (Discussion) / S (Seminar))	Signature Supervisor
1				
2				
3				
4				
5				

NO	Name and NIM Presenter	Date of Discussion/ Seminar	Paper Title (Mark D (Discussion) / S (Seminar))	Signature Supervisor
6				
7				
8				
9				
10				
11				
12				

NO	Name and NIM Presenter	Date of Discussion/ Seminar	Paper Title (Mark D (Discussion) / S (Seminar))	Signature Supervisor
13				
14				
15				
16				
17				
18				
19				

Appendix 7.

LIST OF STUDENT THESIS CONSULTATIONS
SOIL SCIENCE STUDY PROGRAM, FACULTY OF AGRICULTURE, SRIWIJAYA UNIVERSITY

STUDENT NAME:

NIM:

SUPERVISOR I :

SUPERVISOR II :

No	Date Consultation	Supervisor I / II	Consultation Materials	Signature Supervisor
1				
2				
3				
4				
5				

No	Date Consultation	Supervisor I/ II	Consultation Materials	Signature Supervisor
6				
7				
8				
9				
10				
11				
12				

No	Date Consultation	Supervisor I/ II	Consultation Materials	Signature Supervisor
13				
14				
15				
16				
17				
18				
19				

Appendix 8.

**LIST OF STUDENTFIELD PRACTICE CONSULS L TASI
SOIL SCIENCE STUDY PROGRAM, FACULTY OF AGRICULTURE, SRIWIJAYA UNIVERSITY**

STUDENT NAME:

NIM:.....

Supervisor:.....			
NO	Date Consultation	Consultation Materials	Signature Supervisor
1			
2			
3			
4			
5			

Supervisor:.....

NO	Date Consultation	Consultation Materials	Signature Supervisor
6			
7			
8			
9			
10			
11			
12			

Supervisor:.....

NO	Date Consultation	Consultation Materials	Signature Supervisor
13			
14			
15			
16			
17			
18			