

**THE SOP OF RESEARCH PROPOSAL SEMINAR AND  
RESEARCH RESULTS SEMINAR  
BACHELOR OF AGRIBUSINESS  
FACULTY OF AGRICULTURE UDAYANA UNIVERSITY**

**I. GENERAL**

1. Research proposal seminar and research results seminar must be carried out by Bachelor of Agribusiness students as part of completing their final project.
2. Research proposal and research results to be presented must have received approval form Supervisor 1 and Supervisor 2 (if any) which is indicated by the advisor's signature of approval (ACC) on the front page (cover) of the draft research proposal and research results.
3. Seminar tools consist of:
  - a. Examiner
  - b. Supervisor
  - c. Main Objection Student
  - d. Seminar Participants
4. Materials and documents for the completeness of the **The Reserach Proposal Seminar**:
  - a. The material for the research proposal seminar consists of a complete draft of the research complete draft of the research proposal and a summary of the research proposal.
  - b. The complete draft format for research proposals follows the latest Udayana University Thesis Writing Guidelines (Year 2018).
  - c. The research proposal summary format consists of a cover, and contents (introduction, literature review, research methods and bibliography) max. 12 pages.
  - d. The complete draft of the Examiner and the Supervisor, while the summary of the research proposal is given to the main objector students and students participating in seminar.
  - e. Completeness documents for research proposal seminars consisting of invitations to research proposal semianrs for examiners and supervisors,

Attendance List of Research proposal seminars, Assessment Forms and Revision/Refinement Forms for Research Proposals.

5. Materials and Documents Completeness of **Research Results Seminar**:
  - a. Research results seminar materials consist of complete drafts of research results and journal drafts
  - b. The complete draft format for research results follows the latest Udayana University Thesis Writing Guidelines (2018)
  - c. The journal draft format follows the format of the Jurnal Agribisnis dan Agrowisata (JAA) or the other journals (if not published in JAA).
  - d. Examining Lecturers and Supervisors are given a complete draft of the research results and journal drafts while the main argumentative students and students argumentative student and students participating in the seminar are given draft journals
  - e. Completeness documents for research results seminars consisting of research results seminar invitations to examiners and supervisors, Attendance List for Research Results Seminars, Assessments Forms and Research Results Revision/Improvement Forms
6. Seminar completeness documents are prepared by **students independently** by downloading the seminar registration link.
7. Seminar Material Submission Process and Seminar Completeness
  - a. Seminar materials (proposals or research results) as well as seminar invitations (proposals or research results) **must be submitted to the examiner and supervisor a week before the time of the seminar**. If the submission time exceeds this limit (there is a report from the examiner or supervisor) then the seminar schedule can be postponed until a new schedule is obtained from the seminar commission
  - b. Documents other than invitation submitted to the Chief Examiner at the time of the seminar using the map
  - c. Seminar materials (proposals or research results) for the main proponents and seminar participants are distributed during the seminar
8. The revision/improvement form for the Research proposal seminar must get signatures from the Examiner and Supervisor Lecturer **at least 14 days from the**

**date of the seminar.** Meanwhile, for Research Results Seminars, Revision/Revision Forms for Research Results Seminars must be obtained signature of the examiner and the supervisor **at least 21 days from the date of the seminar.** If it exceeds the time limit, students are required to repeat the implementation of the Research proposal seminar dan Results Research Seminar.

## II. SEMINAR REGISTRATION

1. Students who will register for the Research proposal seminar **must be** participants in the Research proposal seminar **at least 5 times**
2. Students who will register for the Research results seminar **must be** participants in the Research results seminar **at least 5 times**
3. Requirements to register for a Research Proposal Seminar:
  - a. The cover already contains approval (ACC) from the supervisor
  - b. Seminar participant card
4. Requirements for registering for a Research Results Seminar:
  - a. The cover already contains approval (ACC) from the supervisor
  - b. Seminar participant card
  - c. Screenshots of proof of Research Proposal Seminars at each SIMAK students
5. Students register which is open every Monday to Wednesday by attaching proof of requirements via the link: Registration for research proposal seminars: <https://tinyurl.com/SeminarUsulanPenelitian> Registration for research results seminars: <https://tinyurl.com/SeminarHasilAgribisnis>
6. The implementation schedule and the name of the examiner will be sent via email used at registration on Friday in the same week.
7. Students contact supervisors and examiners to confirm the seminar schedule, if it is fixed, please continue to distribute seminar materials and seminar documents (as in point number 7 in the general section).

8. After carrying out the research results seminar, students are required to fill in the results seminar improvements as a series of determining the thesis trial at the link: <https://tinyurl.com/PerbaikanSeminarHasil>

### III. IMPLEMENTATION OF SEMINARS

1. Research seminars (proposals and results) are held once a week, namely every Friday (except during semester breaks, seminars can be held other than Friday according to the time determined by the seminar commission)
2. Research seminars (proposals and results) are led by a seminar leader (taken from one of the examiners) determined by the seminar commission
3. Research seminars (proposals and results) can take place if attended by **at least 1 (one) supervisor, 1 (one) examiner, and 5 (five) main objectors (free seminar participants)**. If these criteria are not met, the seminar will be rescheduled until a new schedule is given by the seminar commission
4. Seminar equipment is expected to be present **at least 5 minutes** before the seminars implementation time so that the seminar can be carried out on time
5. **Tardiness of seminar participants is tolerated up to 15 minutes** after the seminar starts, after that seminar participant students may not enter the room to attend the seminar
6. Research seminars (proposals and results) can be carried out in parallel if possible (there are the same supervisors or examiners)
7. Terms of dress for students going to the seminar:
  - a. White shirt
  - b. Black skirt (women) and black trousers (men)
  - c. Black bow tie (women) and black long tie (men)
  - d. Black loafers
  - e. Net hair (men should not be long)
8. The seminar **cannot be held** if the student does not fulfill one of these conditions

#### IV. PENILAIAN

1. Assessment in the research seminar (proposal and results) is in accordance with the assessment provisions contained in the Assessment Form
2. Student graduation will be announced by the head of the seminar during the seminar
3. Students who are declared not to have passed the seminar (proposal or results) are given the opportunity to conduct another seminar by following the procedures according to this SOP

Acknowledged

Bachelor of Agribusiness Coordinator,

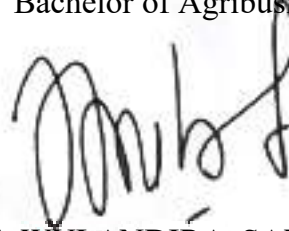


WIDHIANTHINI

Denpasar, 23 January 2023

Chairman of the Seminar Commission

Bachelor of Agribusiness

A handwritten signature in black ink, appearing to read 'A.A.A. Wulandira Sawitri Dj.', is written over the text.

A.A.A.WULANDIRA SAWITRI Dj.