

	Department of Nutrition and Feed Technology	No. Chapter : SOP 1
	Faculty of Animal Science	No. Document : 1/2018
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	STANDARD OPERATIONAL PROCEDURE	Page : 1 – 3
	<b>Final Assignment Implementation</b>	

## 1. OBJECTIVES

- 1.1. Ensuring final assignment implementation for undergraduate student in Department of Nutrition and Feed Technology due standard operational procedure.
- 1.2. Giving obvious information about final assignment implementation to undergraduate student, lecturer and related person.
- 1.3. Controlling final assignment implementation process according quality standard and quality objective which have been designated at Faculty and Institute level.

## 2. SCOPE

The Standard Operational Procedure (SOP) includes final assignment implementation in Department of Nutrition and Feed Technology procedure i.e. requirements for taking final assignment by student, form and process of final assignment.

## 3. PERSON IN CHARGE (PIC)

Head of Quality Control Unit (GKM) in Department of Nutrition and Feed Technology.

## 4. TARGET

- 4.1. Quality Control Unit (GKM) in Department.
- 4.2. Lecturer, student and staff (academic administration and general administration) in Department.

## 5. DEFINITION

- 5.1. Department: Department of Nutrition and Feed Technology
- 5.2. Final Assignment is a learning process to train student to formulate the result of study systematically and logically and/or introduce real which is a requirement for graduation.
- 5.3. Research Proposal is a planning for research implementation.
- 5.4. Thesis is an undergraduate student academic activity as a learning process in solving problem related to the qualification and accounted by student individually.

- 5.5. Thesis Examination is a comprehensive examination for student to test the ability of student in mastering the thesis.
- 5.6. Graduation Letter is issued by Faculty which indicates student has completed academic activity.
- 5.7. Transcript is document containing result of student learning process.

## **6. REFERENCE**

- 6.1. Undergraduate Education Program Guideline 2012
- 6.2. Education Quality Assurance of IPB University 2011
- 6.3. Academic SOP of IPB University 2012
- 6.4. Thesis Writing Guideline and Seminar Format of IPB University 2012

## **7. PROCEDURE**

### **7.1. Requirements**

- 7.1.2. Final Assignment Requirement: able to start if student has accumulated 105 credits with Grade Point Average (GPA) equal to or greater than 2.00 without E grade.
- 7.1.3. Student takes Final Assignment by filling Study Plan Card (KRS) after receiving approval from education commission of department.
- 7.1.4. Student pays for final assignment in accordance to provisions stipulated.
- 7.1.5. Time for final assignment implementation is 2 semesters.
- 7.1.6. Final assignment in Department of Nutrition and Feed Technology has 6 credits.
- 7.2. Final Assignment in Department of Nutrition and Feed Technology is in the form of research. Research can be in the form of laboratory research or field research. Laboratory research is scientific trials or attempts to solve problem in laboratory. Field research is scientific trials or attempts to solve problem in field.
- 7.3. Final assignment is began from synopsis creation, thesis commission affair, proposal creation, research implementation, thesis writing and thesis examination.
- 7.4. Thesis commission affair is adjusted to SOP of thesis commission affair that has been determined by Department.
- 7.5. Proposal creation is adapted from Proposal Guideline issued by department.
- 7.6. Research Implementation
  - 7.6.1. Research implementation can be performed in all laboratories of department with approval from the head of laboratory and known by head of department.
  - 7.6.2. Research implementation outside the department within IPB University must obtain approval from head of intended

- department/laboratory by submitting research permit application from the department.
- 7.6.3. Research implementation outside IPB University must obtain approval from head of intended institution/laboratory by submitting research permit application from the department.
- 7.7. Thesis writing is adapted from Thesis Writing Guideline of IPB University.
- 7.8. Thesis examination can be performed if student has finished thesis writing by fulfilling other requirements from Department based on SOP of undergraduate thesis examination.
- 7.9. Graduation Letter is issued by Faculty when student has completed thesis revision.
- 7.9.1. Date of graduation letter is based on the date of thesis approval by head of department.
- 7.10. Cumulative transcript is made by the department which has been signed by head of department and sent to Directorate of Educational Administration of IPB University.
- 7.11. Registration for student graduation is regulated by Directorate of Educational Administration.
- 7.12. Procedure

Step 1	Student takes final assignment on Study Plan Card (KRS)
Step 2	Student fills out final assignment submission form and submits supervision decree
Step 3	Student makes research synopsis and submit schedule for thesis commission affair to Department
Step 4	Student implements thesis commission affair according to scheduled date
Step 5	Student creates research proposal based on the result of thesis commission affair
Step 6	Student performs research
Step 7	Student writes thesis
Step 8	Student implement thesis examination
Step 9	Student revises thesis
Step 10	Student submit thesis to department
Step 11	Student receives graduation letter from faculty
Step 12	Student receives cumulative transcript from department
Step 13	Student registers for graduation
Step 14	Student gets graduation certificate from IPB University