

MECHANISM FOR SUBMISSION OF TITLE AND IMPLEMENTATION OF THESIS

A. TITLE SUBMISSION REQUIREMENTS

1. Have taken at least 100 credits with a minimum GPA of 2.00.
2. Has taken courses in Fundamentals of Agronomy, Fundamentals of Soil Science, Fundamentals of Control of Plant Pest Organisms, Introduction to Scientific Research Methods, Experimental Design, and Scientific Writing each with a score as low as D.
3. Thesis courses do not have to be listed in the KRS in the semester of title submission.

B. PROCEDURE FOR SUBMISSION OF TITLE OF THESIS

1. Register with the academic administration department of the BDP Department by showing the Student Card and KRS in the current semester.
2. Complete the academic administrative documents:
 - a) Fill out administrative documents (file available at <http://bdp.fp.unib.ac.id/download/>)
 - b) Research proposal
 - c) Transcript of Grades from the Assistant Dean for Academic Affairs

C. APPROVAL OF RESEARCH PROPOSAL AND APPOINTMENT OF THESIS SUPERVISOR LECTURER

1. Research proposals from the Department are submitted to the research committee for evaluation.
2. The approval of the research proposal is determined by the Coordinator of the Agroecotechnology Study Program (Ko PSA)
3. Student research proposals that are part of the lecturer's research are examined and approved by the PSA Coordinator.
4. The determination of the Thesis Advisory Lecturer by the Head of the BDP Department is based on the recommendation of the PSA Co-op based on the relevance of the study topic and the equal distribution of lecturers' duties in thesis supervision.

D. DUTIES AND RESPONSIBILITIES OF THE THESIS STUDENTS

1. Students are required to complete research proposals under the guidance of the Main Advisory Lecturer (PU Lecturer) and Companion Lecturer (PP Lecturer).
2. Before carrying out research, students are required to submit a research proposal in a Research Proposal Seminar no later than 30 days from the date the research proposal title is approved by the study program.
3. Students are required to submit research results in the Research Results Seminar no later than 60 days after the implementation of the research.
4. Students are required to account for their thesis in the Thesis Examination Session no later than 30 days after the research results seminar.

E. DUTIES AND RESPONSIBILITIES OF THESIS SUPERVISOR LECTURERS

Main Advisor Lecturer (PU Lecturer)

1. Public Works lecturers are obliged to direct and straighten the topics, objectives, methods, and design of student research.
2. Public Works lecturers are tasked with directing and straightening thesis writing by the format contained in the thesis preparation guidelines.
3. Public Works lecturers are obliged to instill the attitude and mentality of upholding scientific honesty in their students.
4. Public Works lecturers are obliged to prepare their students to carry out Proposal Seminars, Research Results Seminars, and defend theses in the Thesis Examination Session.
5. Public Works lecturers are obliged to solve problems that hinder the implementation of the thesis, through a study program lecturer meeting led by the PSA Coordinator.
6. A PU lecturer has the right to apply to resign from the duties and obligations of guiding the thesis if the student is proven to have made negligence in carrying out his obligations and considers that the negligence has exceeded the tolerance threshold. Submission of an application to resign as a Public Works Lecturer and or PP Lecturer through a letter addressed to the Head of the BDP Department which contains a brief explanation of what is considered a thesis student's negligence.

Advisory Lecturer (PP Lecturer)

1. PP Lecturers assist Public Works Lecturers in carrying out the task of monitoring the implementation of research and data analysis, directing and aligning data interpretation, discussion, and drawing conclusions related to research objectives.
2. PP lecturers help PU lecturers to solve problems that hinder the implementation of the thesis.

F. IMPLEMENTATION OF PROPOSAL SEMINARS, RESEARCH RESULTS, AND THESIS EXAM SEMINARS

1. Students register for a Research Proposal Seminar/Research Results Seminar/Thesis Examination in the academic section of the BDP Department by submitting a letter of approval for the seminar/exam from the PU Lecturer and PP Lecturer. Submissions are made no later than seven working days before the seminar/exam.
2. A seminar can be held if attended by at least a Public Works Lecturer and a PP Lecturer, one reviewer, and ten students participating in the seminar.
3. The Head of the BDP Department assigned two lecturers to attend the seminar as a reviewer of seminar papers.
4. The thesis examination is carried out after the research results seminar and the Public Works Lecturer and PP Lecturer approve the implementation of the thesis examination.

5. The Head of the BPD Department assigns a Public Works Lecturer and a PP Lecturer and two lecturers who are considered to have related fields of science with a thesis topic and or previously attended the Proposal Seminar and or Research Result Seminar of the student concerned.

G. ACADEMIC SANCTIONS

1. If a student fails to meet the time limit for the implementation of a proposal seminar or seminar result due to his negligence, the title and research topic of the student concerned will be canceled.
2. In the event of the cancellation of the title and research topic as a result of the sanctions referred to in point 1, the student concerned must submit a proposal for a new research title and topic that is different from the canceled research title and topic.
3. If the Thesis Supervisor is proven negligent in carrying out his duties and obligations and or is unable to carry out his duties and obligations, his duties and obligations will be transferred to other lecturers.

H. THESIS PUBLICATION

1. Students are required to submit a thesis in PDF and Word format for publication on the BDP Department website.
2. Students are required to write their research results in the form or format of articles for scientific journals (with the format of the Agrosia Deed Journal).
3. If the research results of the thesis students are published in scientific journals, then:
 - a) The first author is a student and the next author is a Lecturer of Public Works, and a Lecturer of PP, if the research topic and research design are prepared by the students themselves.
 - b) The first author is a Public Works Lecturer, then a PP Lecturer, and students, if the research topic and design are prepared by the supervisor.
 - c) The main authors are lecturers outside of Public Works Lecturers and PP Lecturers who fund thesis student research, the next writing sequence is Public Works Lecturers, PP lecturers, and students.

THESIS REGISTRATION PROCEDURE

RESEARCH TITLE

1. Show ORIGINAL KTM
2. Shows ORIGINAL KRS for the current semester
3. Submit a green paper map
The front page is given the identity information:
 - a. In the top right corner is pasted a photo of 4 x 6 cm (glued)
 - b. Student's full name

- c. NPM
 - d. Study Program
 - e. Research title
 - f. File submission date
- Contents of the map:
- a. Print out LHS
 - b. Draft proposal
 - c. Lecturer certificate (if any)
4. Hand over a green plastic folder and a perforated paper clip.
The front page is given an identity statement (written with a marker):
 - a. Full name
 - b. NPM
 - c. Study Program
 - d. Force
 The back is given the following information: Name, NPM, and Force (written with a marker):
Plastic folder contents:
 - a. Paper folder (in item 3)
 - b. Print Out LHS
 - c. Student Biodata (after the title is accepted)
 - d. Statement Letter (after the title is accepted)
 5. After the title is ACCEPTED, fill in the THESIS GUIDANCE CARD, BIODATA CARD, and STATEMENT LETTER.
 6. If the title is REJECTED, immediately propose a new title and then submit it to the department (only submit a new proposal draft).

PROPOSAL SEMINAR

1. Show ORIGINAL KTM
2. Show ORIGINAL SEMINAR CARD (have attended seminars 10 times) (will be initialed by the academic department of the Department)
3. Showing the ORIGINAL THESIS GUIDANCE CARD
4. Submit a green paper folder,

The front page is given the identity information:

- a. Student's full name
- b. NPM
- c. Study Program
- d. Major
- e. PU Lecturer
- f. PP Lecturer
- g. Seminar Day/Date (7 days after completeness is fulfilled)
- h. Seminar time
- i. Room

Contents of the map:

- a. Letter of approval for the implementation of the seminar proposal on the day, date, and time from the Lecturer of PU and PP.
- b. Draft papers that have been in the ACC supervisor.

SEMINAR RESULT

1. Show ORIGINAL KTM
2. Shows ORIGINAL SEMINAR CARD (has attended seminars 20 times, moderator once, and reviewer 2 times)
3. Showing the ORIGINAL THESIS GUIDANCE CARD
4. Submit paper folders in green (PS AGRO and AGT Interests in AGROECOTECHNOLOGY), red (PS AGT Interests in Soil Science), and yellow (PS AGT Interests in IHPT),

The front page is given the identity information:

- a. Student's full name
- b. NPM
- c. Study Program
- d. Major
- e. PU Lecturer
- f. PP Lecturer
- g. Seminar Day/Date (7 days after completeness is fulfilled)
- h. Seminar time
- i. Room

Contents of the map:

- a. Letter of approval for the implementation of the seminar Results on the day, date, and time from the Lecturer of PU and PP.
- b. Minutes of Research Implementation (start and finish)
- c. Draft papers that have been in the ACC supervisor.
- d. Photocopy of the last KRS

5. Write the seminar schedule on the bulletin board

THESIS EXAMINATION

1. Show ORIGINAL KTM
2. Shows the last KRS ORIGINAL
3. Submit a green paper folder,

The front page is given the identity information:

- a. Student's full name
- b. NPM
- c. Study Program
- d. Major
- e. PU Lecturer
- f. PP Lecturer
- g. Seminar Day/Date (7 days after completeness is fulfilled)
- h. Seminar time
- i. Room

Contents of the map:

- a. Letter of approval for the implementation of the thesis exam on the day, date, and time from the PU, PP, and Seminar Proposal/Results Reviewer Lecturers
- b. Last transcript (1 ORIGINAL, 4 photocopies)
- c. Approval letter to carry out the exam from PD1
- d. Photocopy of the last KRS
- e. 1 sheet of 4 x 6 cm color passport
- f. Original GUIDANCE CARD
- g. Biodata (duplicate 1)
- h. The draft of the thesis that has been in the ACC supervisor
- i. Photocopy of the thesis examination payment receipt

4. Write the thesis exam schedule and paste past photos into the ledger

APPROVAL LETTER

We the undersigned AGREE

Name :

NPM :

Carry out proposal seminars/results/thesis exams on:

Day :

Date :

O'clock :

This is to be used as a seminar/thesis exam requirement

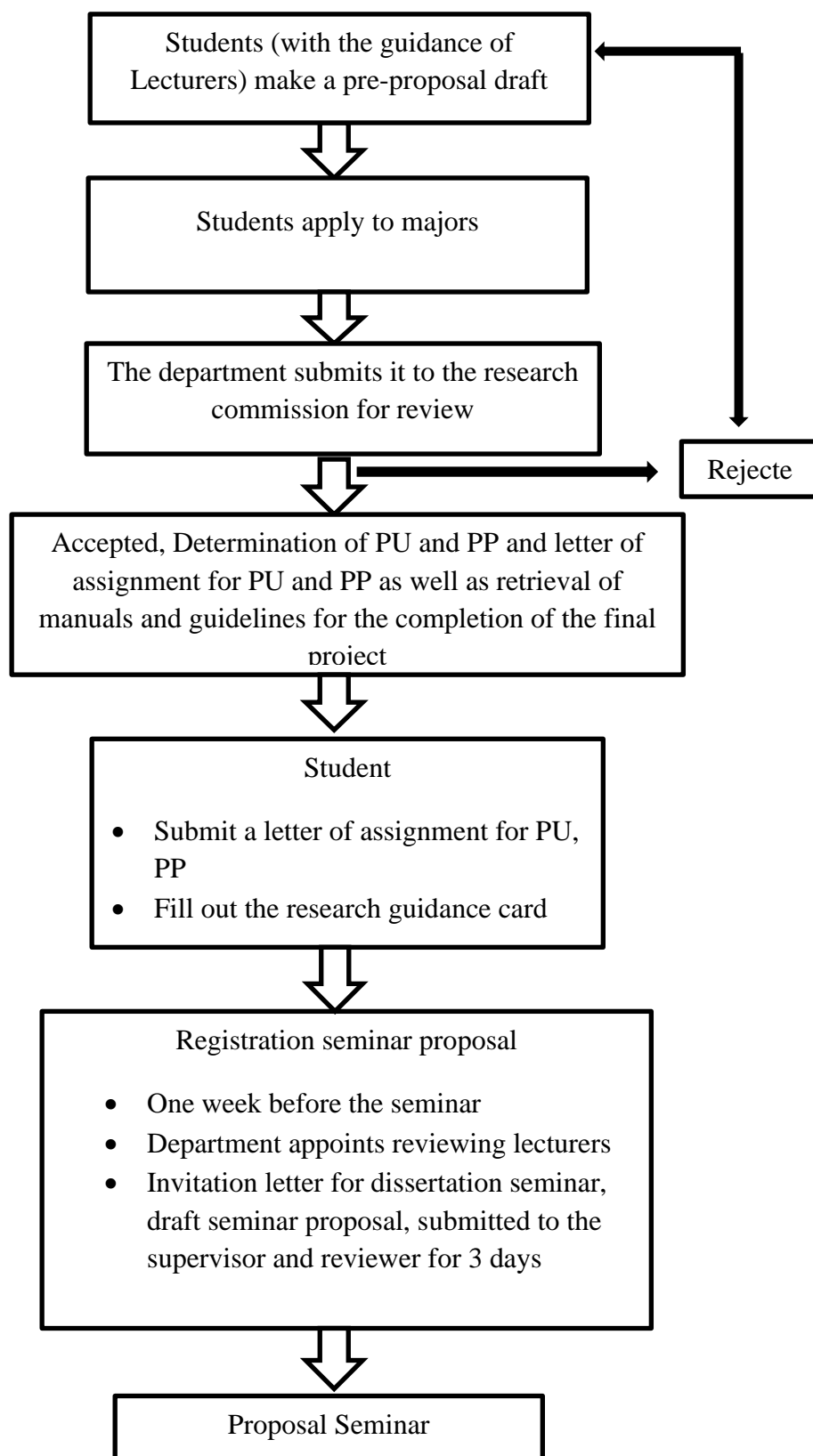
Bengkulu, date, month, year

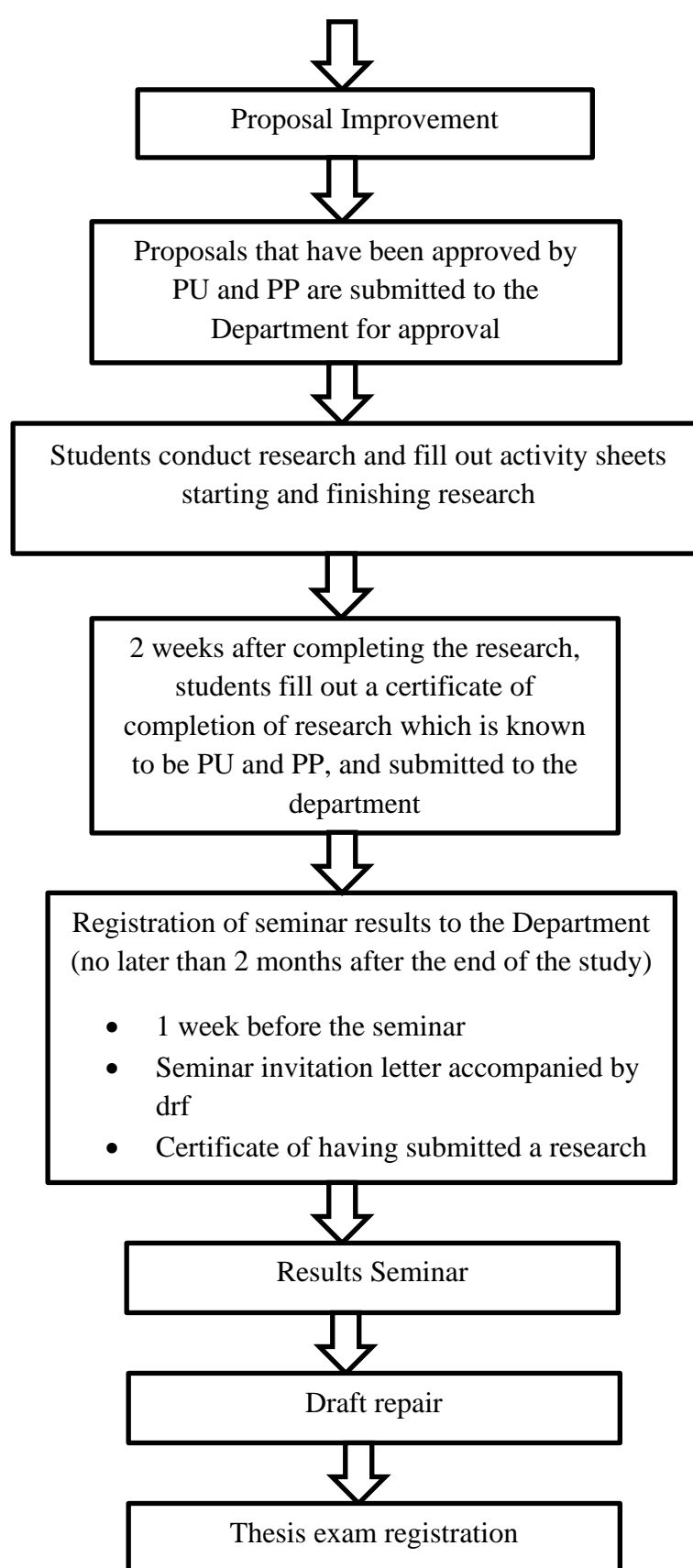
Lecturer PP Lecturer PU

(.....)

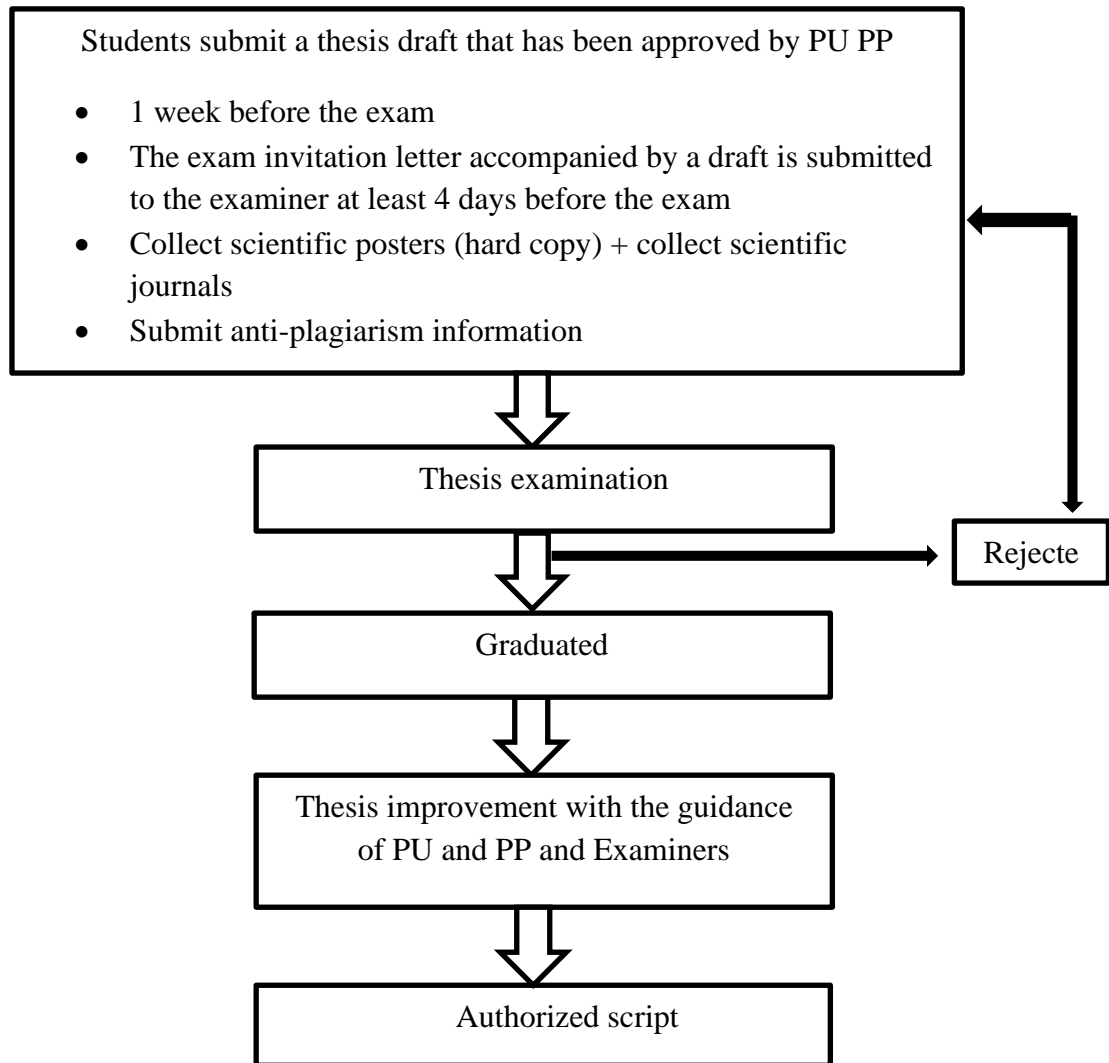
(.....)

Stage of Submission of Research Titles to Registration of Thesis Examination





Stages of the Final Assignment Examination (SKRIPSI)



Judicial Terms

Submission of the script:

- Articles (hard copy & soft copy on CD in PDF and Word format)
- The thesis that has been approved by PU, PP, and examiners in the form of a CD in PDF and Word format



Students receive a certificate of having submitted a thesis



Department Submit a list of Judisium participants to the Faculty



Judicial Student



PRINTED THESIS



Evaluation Results of Research Proposals for Student Thesis

Name :
NPM :

Title :

Rating Points	Agree to *)	Don't agree to *)
1. The research topic supports the achievement of the vision of the Agroecotechnology Study Program.		
2. The research topic is included in the field of study in the field of Agroecotechnology		
3. The research topic deserves to be carried out and contains novelty and originality.		
4. There is a match between the title, background, problem formulation, objectives, methods, and research schedule.		
5. The weight of the scope and length of time for the research is equivalent to 5 credits based on activities, including preparation of research implementation to data analysis and thesis preparation.		

Note: *) mark in the selected column

Recommendation (cross out one)

RECEIVED	REJECTED
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Improvement suggestions:

Evaluator initials:

Bengal,
Study Program Coordinator,

Ir. Eko Suprijono, MP
NIP. 19600903 198503 1 003



NILAI SEMINAR PROPOSAL PENELITIAN

Nama :
NPM :
Program Studi :
Judul Makalah :

No	Butir Penilaian	Bobot	Nilai ¹
I	Penyajian (45%) : diisi oleh Pembimbing dan penelaah		
	1. Sistematika penyajian dan isi	5	
	2. Alat bantu (OHP, Slide, LCD)	5	
	3. Penggunaan bahasa tutur yang baku	5	
	4. Sikap dalam penyajian (gerak tubuh, kontak mata, suara)	5	
	5. Ketepatan waktu	5	
	6. Penguasaan materi	15	
	7. Kemampuan menghandel pertanyaan	5	
II	Justifikasi Penelitian (30%) : (Diisi oleh dosen penelaah)		
	1. Latar belakang penelitian	10	
	2. Perumusan masalah	10	
	3. Tujuan penelitian	5	
	4. Kelayakan sumber pustaka (jurnal-jurnal hasil penelitian lebih diutamakan)	5	
III	Metodologi Penelitian (25%) : (Diisi oleh dosen penelaah)		
	1. Ketepatan pemilihan rancangan penelitian (termasuk di dalamnya rancangan percobaan, pemilihan perlakuan dan unit percobaan ²)	10	
	2. Ketepatan pemilihan variabel	5	
	3. Ketepatan pemilihan metode dan alat bantu untuk pengumpulan data	5	
	4. Metode analisis data	5	
	N I L A I	100	

1. Setiap butir penilaian HARUS diisi lengkap sesuai dengan fungsi dan tugas masing-masing

Bengkulu, 10-08-2022
Dosen PENELAAH,

2. Penilaian,
(Rata-rata Poin I dari pembimbing dan penelaah) +
(Rata-rata II dan III dari penelaah)

.....
(Nama Terang)

Copy 3 x



NILAI SEMINAR HASIL PENELITIAN

Nama :
NPM :
Program Studi :
Judul Makalah :

1)

No	Butir Penilaian	Bobot	Nilai ¹⁾
I.	Penyajian (25%) :		
	1. Sistematika penyajian dan isi	5	
	2. Alat bantu (OHP, Slide, LCD)	5	
	3. Penggunaan bahasa tutur, ketepatan waktu sikap dalam penyajian (gerak tubuh, kontak mata, suara)	5	
	4. Penguasaan materi	5	
II.	Justifikasi Penelitian (15%) : (Diisi oleh dosen penelaah)		
	1. Latar belakang penelitian	5	
	2. Perumusan masalah dan tujuan penelitian	5	
	3. Kelayakan sumber pustaka (jurnal-jurnal hasil Penelitian lebih diutamakan)	5	
III.	Metodologi Penelitian (25%) : (Diisi oleh dosen penelaah)		
	1. Ketepatan pemilihan rancangan penelitian (termasuk di dalamnya rancangan percobaan, pemilihan perlakuan dan unit percobaan ²)	5	
	2. Ketepatan pemilihan variable	5	
	3. Ketepatan pemilihan metode dan alat bantu untuk pengumpulan data	5	
	4. Detail uraian penulisan metodologi penelitian	5	
	5. Analisis data	5	
IV.	Hasil, Pembahasan dan Kesimpulan (35%) : (Diisi oleh dosen penelaah)		
	1. Sajian data (ketepatan dan efisiensi penyajian tabel, gambar, grafik dsb)	5	
	2. Pembahasan (interpretasi dan justifikasi hasil)	20	
	3. Kesimpulan	10	
	N I L A I	100	

Setiap butir penilaian harus diisi

Bengkulu, 25/08/2022
Dosen Undangan/Penelaah

2. Penilaian,
(Rata-rata Poin I dari pembimbing dan penelaah) +
(Rata-rata II, III dan IV dari penelaah)

.....
(Nama Terang)

*) Blanko Nilai Seminar Hasil Penelitian dikopi 3 x



NILAI UJIAN SKRIPSI

Nama :
NIM :
Program Studi :
Judul Penelitian :

Telah melaksanakan Ujian Skripsi dengan nilai sebagai berikut :

No	Butir Penilaian	Poin	Nilai *)
1	Penyajian (10%)	10	
2	Pelaksanaan Ujian (85%) :		
	A. Skripsi:		
	• Justifikasi Penelitian	15	
	• Metodologi Penelitian	15	
	• Hasil dan Pembahasan	30	
	• Kesimpulan dan Saran	10	
	B. Kemampuan menjawab pertanyaan materi di luar skripsi	15	
3	Pustaka Acuan (5%) Daftar pustaka yang digunakan dalam skripsi (jurnal-jurnal hasil penelitian lebih diutamakan)	5	
	Nilai	100	

*) Setiap poin penilaian harus diisi

Bengkulu,
Dosen Penguji

Tanda tangan & Nama lengkap