











	DEPARTMENT OF FORESTRY FACULTY OF AGRICULTURE UNIVERSITY OF BENGKULU			No SOP: JK-06
	STANDARD OPERATING PROCEDURE RESEARCH SEMINARS			
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Revision by: Ir. Deselina, MP.			Approved by: Dr. Ir. Hery Suhartoyo, M.Sc. (Head of Department in 2012-2016) Revision approved by: Dr. Yansen, M.Sc. (Head of Department in 2016-2020)	

1.	Purpose	This procedure is intended as a guideline for students to conduct research proposal seminars as well as research results seminars in order to finish their studies on time		
2.	Scope	This procedure applies to the seminar schedule process, the seminar supervisor's assignment letter, and the minimum number of students attending.		
3.	Definition	A research proposal seminar is a research plan presented by a student to seek opinions or feedback from other students and also from supervisors in order to improve the quality of research and to carry out research properly. A research results seminar is the presentation of research results by a student to get feedback from other students and also from supervisors regarding data analysis. It is conducted before the comprehensive exam.		
4.	References	Law No. 20 of 2003 Rector's Decree No.2946/J30/HK/2007		
5.	Responsibility	Head of Forestry Department		
6.	Target	Better study plan and faster graduation times		
7.	Content of Research Seminars Procedure			
No	Activity	Done by	Person in Charge	Document
1	Submitting a full draft of the paper to the supervisors, who ensure that a paper is rigor and substance appropriately	Student	Supervisor	Paper
2	Signing up on the schedule for the Research Seminar presentation. The student must consult their supervisor before signing up	Student	Departement	Paper, Transcript, Approved draft by supervisors
3	Scheduling research seminars by the department. The undergraduate Coordinator will check with supervisors before confirming the schedule of seminars.	Head of Departement	Department	Schedule
4	Issuing a seminar assignment letter	Secretary of Department	Head of the Department	Letter of Assignment and assessment form

5	Presenting a research seminar	Students	Supervisors	Supervisors' assessment form, the attendance form of other students
6	Submitting the assessment of the seminar to the department.	Supervisors	Head of the Department	Assessment form
7	Appendix	Flowchart of Research Seminars Procedure		

Flow Charts – Research Seminars

No	Activity	In Charge			Standard Quality		
		Student	Supervisor	Department	Document	Output	Period
1	The student submits a draft of the paper to be presented at the Seminar to supervisors and receives feedback from supervisors				Draft of the paper	Feedback from supervisors	One day
2	Students make a full draft of the paper for a proposal or research result				Draft paper of proposal or draft paper of research result	Approved draft of the paper by supervisors	Seven days
3	Students sign up for a slot on the schedule distributed by the department				Draft of paper	Full draft of paper	Four days
4	Department decides on a schedule for Research Seminar presentation, issue a letter of assignment and seminar document for supervisor and other academic staff/lecturer.				Document for the seminar (presence form, feedback form), and letter of assignment for lecturer and supervisor	Scheduled seminar	Three days
5	Students present research seminars by students under the supervisors' guidance				Minutes of seminars, papers and assessment forms	The topic of research accept	One day
6	Submit an assessment form to the department				papers and assessment forms	papers and grade	One day