



**IPB UNIVERSITY
FACULTY OF ECONOMICS AND MANAGEMENT
DEPARTMENT OF AGRIBUSINESS**

**STANDARD OPERATIONAL PROCEDURE
FINAL PROJECT (UNDERGRADUATE THESIS)**

NO. POB/FEM/AGB/13 Rev. 01

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1. Purpose

- 1.1. To serve as a guideline for the implementation of **Final Project (Undergraduate Thesis)** activities at the Agribusiness Department, Faculty of Economics and Management (FEM), IPB University.
- 1.2. To provide guidance for the completion of undergraduate studies.

2. Scope

This procedure covers the preparation and procedures for implementing the Final Project, which consists of research activities and thesis writing in accordance with applicable regulations.

3. Definitions

- 3.1. Final Project is a student activity involving the systematic and logical formulation of study results and/or the practical introduction of research methodology to students.
- 3.2. Research is an activity aimed at generating empirical knowledge, theories, concepts, methodologies, models, or new information that enriches science, knowledge, technology, and the arts.
- 3.3. Undergraduate Thesis (Skripsi) is a written report of the Final Project in the form of a scientific work intended to enhance analytical skills based on scientific principles.

4. References

- 4.1. Undergraduate Program Handbook 2020
- 4.2. Scientific Writing Guidelines 2020

5. General Provisions

- 5.1. Thesis writing is supervised by one (1) lecturer proposed by the Education Committee and appointed by the Head of Department.
- 5.2. The thesis supervisor is the assigned Academic Advisor (Pembimbing Penggerak) designated from Semester I. Exceptions apply to students in the S1–S2 Synergy (Fast Track) program, in which case the thesis supervisor must hold at least a doctoral degree (Dr.) to allow continuation as a master's thesis supervisor.
- 5.3. Thesis writing shall comply with the Scientific Writing Guidelines issued by IPB University.
- 5.4. The thesis may be undertaken once the student has completed at least 105 credits (SKS) with a minimum GPA of 2.00.
- 5.5. The student must have completed the Agribusiness Research Methods course.

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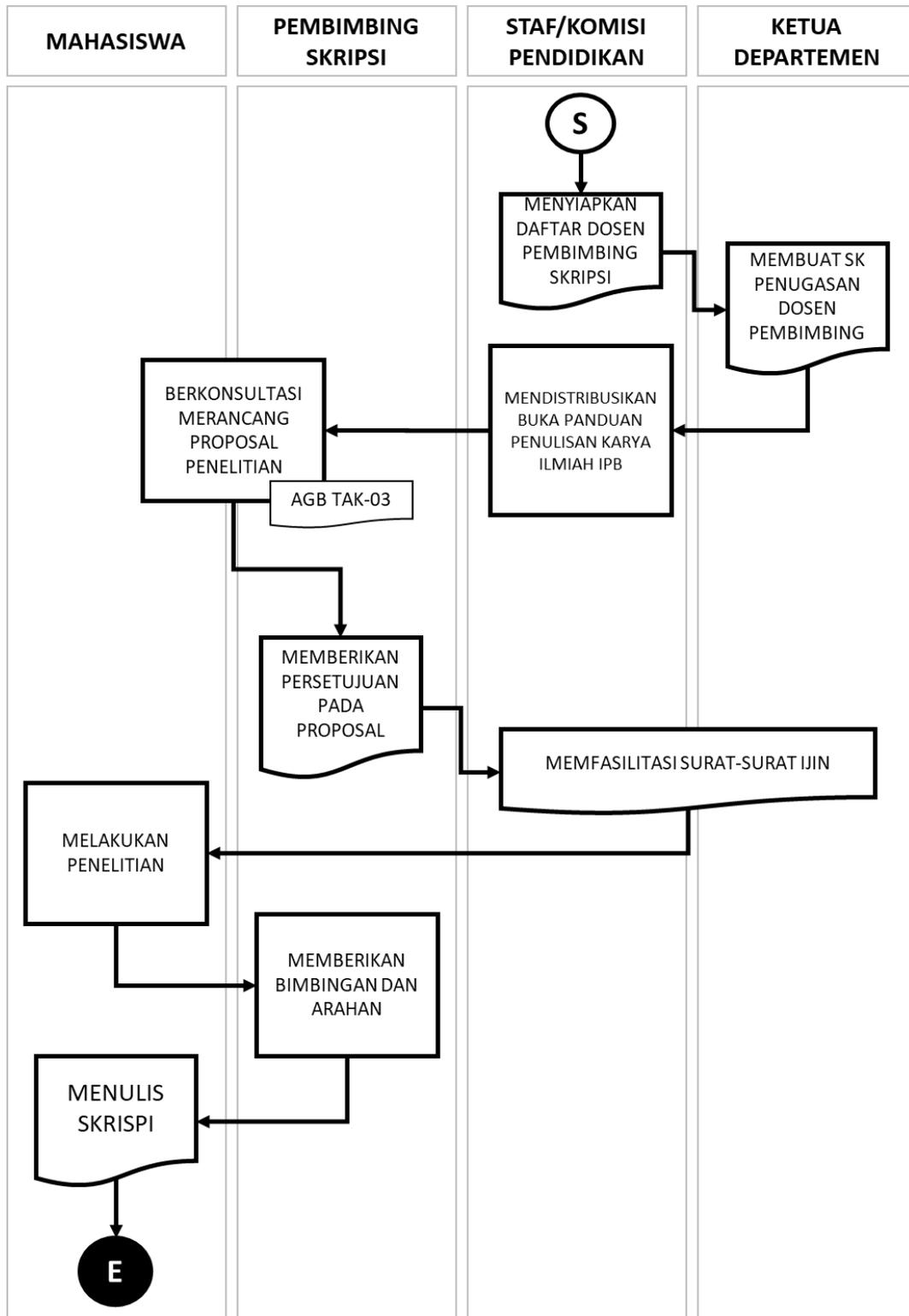
6. Procedures

6.1. Detailed Procedures

- 6.1.1. The Education Committee reviews the list of students' Thesis Supervisors.
- 6.1.2. The Head of Department appoints Thesis Supervisors through an Assignment Decree [Appendix AGB TAK-02].
- 6.1.3. The Education Committee disseminates the Assignment Decree issued by the Head of Department to students and Thesis Supervisors.
- 6.1.4. Educational Staff distribute the Scientific Writing Guidelines issued by IPB University to students and Thesis Supervisors.
- 6.1.5. Students consult with their Thesis Supervisors to design a Research Proposal [Appendix AGB TAK-03].
- 6.1.6. Thesis Supervisors provide feedback, guidance, and approval of the Research Proposal.
- 6.1.7. The Education Committee facilitates students in obtaining research permits.
- 6.1.8. Students conduct research in accordance with the approved Research Proposal.
- 6.1.9. Thesis Supervisors regularly monitor and provide guidance on the completion of students' Final Projects.
- 6.1.10. Students document their research results in the form of an Undergraduate Thesis (Skripsi).

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6.2. Procedures Flowchart



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7. List of Key Documents

- 7.1. [Form AGB TAK-01] Thesis Topic Form
- 7.2. [Appendix AGB TAK-02] Decree on the Appointment of Thesis Supervisor
- 7.3. [Appendix AGB TAK-03] Research Proposal

8. Appendix

Thesis Writing Guidelines