



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

**STANDARD OPERATIONAL PROCEDURE
COLLOQUIUM**

NO. POB/FEM/AGB/14 Rev. 01

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1. Purpose

To serve as a guideline for the implementation of **Colloquium** activities in the Agribusiness Undergraduate Program, Agribusiness Department, Faculty of Economics and Management (FEM), IPB University.

2. Scope

The Colloquium is essential for students of the Agribusiness Undergraduate Program, FEM IPB, to better prepare for field data collection and to produce high-quality undergraduate theses.

3. Definitions

- 3.1. Colloquium is an academic activity that constitutes part of the Final Project (Undergraduate Thesis) for students of the Agribusiness Undergraduate Program.
- 3.2. The Colloquium is a research proposal presentation activity conducted for one (1) hour by the student as preparation prior to field data collection.
- 3.3. The Colloquium carries no credit units (0 credits) but is a mandatory requirement for students in order to proceed with field data collection.
- 3.4. The Colloquium forms part of the Final Project process and is limited to the preparation of a complete research proposal consisting of Chapter I (Introduction), Chapter II (Literature Review), Chapter III (Conceptual Framework), and Chapter IV (Research Methods).
- 3.5. The purpose of conducting the Colloquium is to assist students in refining research proposals that have been consulted on and approved by their Thesis Supervisors.
- 3.6. Evaluator is a lecturer assigned to review the substance, structure, and completeness of the research proposal (at least two (2) days prior to the Colloquium) and, during the Colloquium session, to evaluate the proposal by asking questions, seeking clarification, providing suggestions or critiques, and assessing the student's performance using the prescribed assessment form.

4. References

- 4.1. Standard Operating Procedure for the Implementation of Undergraduate Education Programs, IPB University (2015 Edition).
- 4.2. Law of the Republic of Indonesia No. 12 of 2012 on Higher Education.

5. General Provisions

- 5.1. Students must have passed the Agribusiness Research Methods course.
- 5.2. Students must have a minimum cumulative GPA (GPA) of 2.00.
- 5.3. Students must have been assigned a Thesis Supervisor by the Department.
- 5.4. The Colloquium shall be conducted according to the schedule determined by the Agribusiness Department and adjusted to the availability of the Thesis Supervisor.

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- 5.5. For each supervision session, students are required to complete a Consultation Card [Appendix AGB KOL-01] to record the frequency and progress of consultations with the Thesis Supervisor regarding the proposal.
- 5.6. Colloquium registration must be submitted to the program secretariat at least three (3) working days prior to the scheduled Colloquium date.
- 5.7. Evaluators are selected and appointed by the Education Committee in accordance with the proposed research topic and the lecturer's area of expertise.
- 5.8. The Colloquium must be attended by a minimum of ten (10) student audience members from the IPB University community. The Colloquium shall be postponed if this requirement is not met (fewer than 10 attendees).
- 5.9. Students undertaking the Colloquium are required to prepare and duplicate the Colloquium paper in a minimum of ten (10) copies.
- 5.10. Dress Code for Colloquium Participants:
 - Male students: long-sleeved shirt, casual long trousers (not jeans), black formal shoes (not sports shoes), and socks.
 - Female students: long skirt or trousers with a long-sleeved top, and formal shoes (not sports shoes, sandals, or open footwear).
 - Audience members: modest attire and no sandals.
- 5.11. Students must arrive at least ten (10) minutes prior to the Colloquium to prepare equipment, documents, audience, and to ensure the presence of the Thesis Supervisor and Evaluator(s) (confirmation may be made by phone). Late arrival may result in the postponement of the Colloquium.
- 5.12. The Colloquium is conducted for one (1) hour, chaired by the Thesis Supervisor, with the following time allocation: opening (2 minutes), presentation (15 minutes), forum discussion (25 minutes), evaluator comments and questions (15 minutes), and conclusion by the Thesis Supervisor (3 minutes).

6. Procedures

6.1. Detailed Procedures

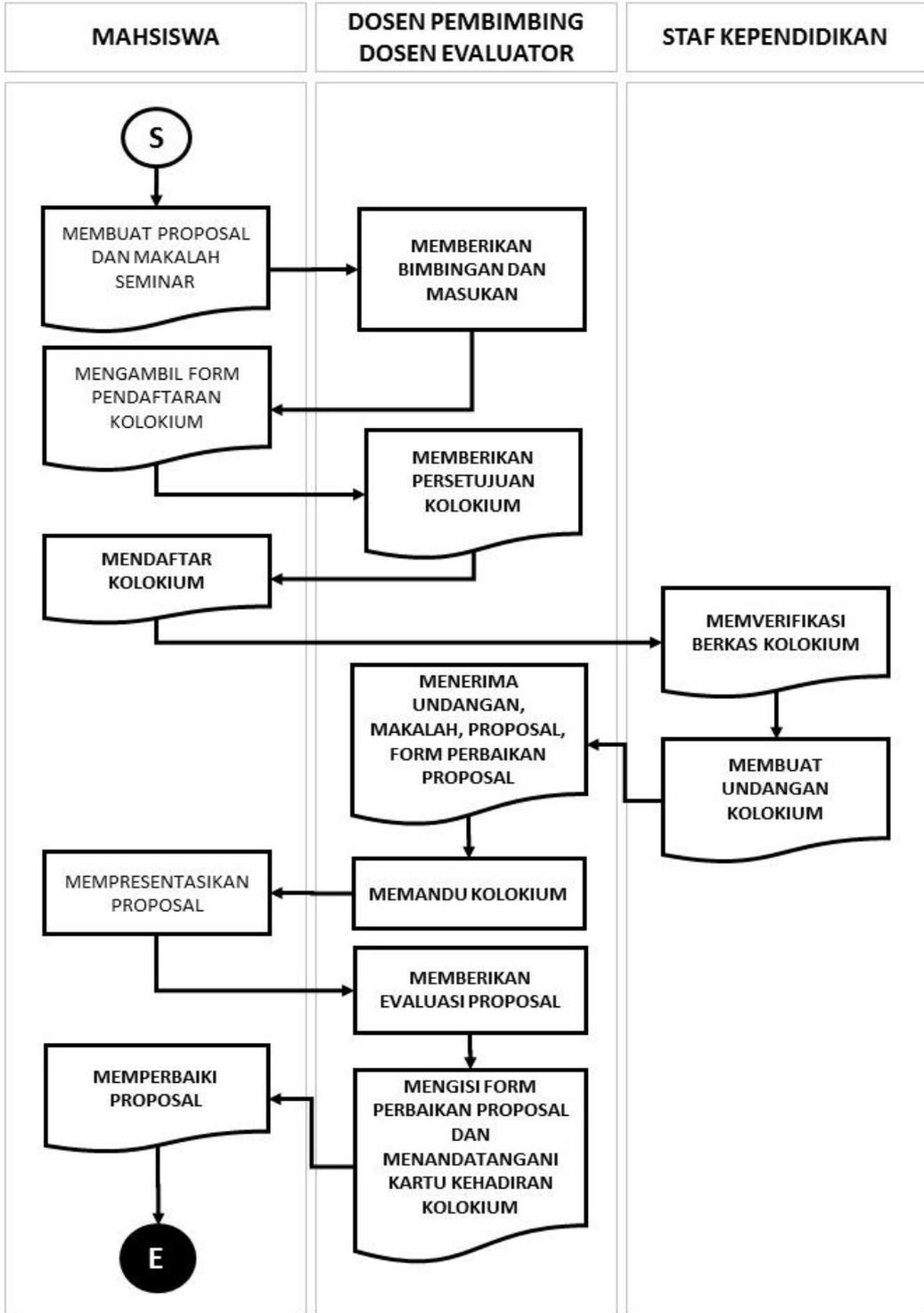
- 6.1.1. Students prepare the research proposal and Colloquium paper and obtain approval from the Thesis Supervisor.
- 6.1.2. Students obtain the Colloquium Approval Form from the Secretariat of the Agribusiness Department.
- 6.1.3. Students register for the Colloquium at the Agribusiness Program Secretariat by submitting the required documents, including two (2) copies of the complete proposal and the Colloquium paper, the Colloquium Approval Form, and completing the Colloquium Log Book.

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- 6.1.4. Educational Staff verify the Colloquium documents and appoint the Evaluator(s).
- 6.1.5. Educational Staff prepare Colloquium Invitation Letters [Appendix AGB KOL-02] for the Thesis Supervisor, Evaluator(s), and students.
- 6.1.6. Educational Staff distribute the invitation letters, proposals, and Colloquium papers to the Thesis Supervisor and Evaluator(s).
- 6.1.7. The Thesis Supervisor chairs the Colloquium session for one (1) hour and signs the Colloquium Attendance Card [Form AGB KOL-03] of the student.
- 6.1.8. The Evaluator reviews the proposal in terms of substance, structure, and completeness (at least two (2) days prior to the Colloquium), evaluates the Colloquium session by asking questions, seeking clarification, providing suggestions or critiques, and assesses the student's performance using the designated evaluation form.
- 6.1.9. The Evaluator completes the Colloquium Revision Form [Form AGB KOL-04] for the student.
- 6.1.10. Following the Colloquium, students revise the research proposal prior to conducting field data collection.



6.2. Procedures Flowchart



7. List of Key Documents

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- 7.1. [Appendix AGB KOL-01] Colloquium Approval Form
- 7.2. [Appendix AGB KOL-02] Colloquium Invitation Letter
- 7.3. [Form AGB KOL-03] Colloquium Attendance Card
- 7.4. [Form AGB KOL-04] Colloquium Revision Form

8. Appendices

- 8.1. Research Proposal
- 8.2. Colloquium Paper
- 8.3. Colloquium Attendance List