



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

**STANDARD OPERATIONAL PROCEDURE
SEMINAR**

NO. POB/FEM/AGB/15 Rev. 01

| Item | Position/Unit | Date |
|-------------|-----------------------|------------------|
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1. Purpose

To serve as a guideline for the implementation of **Student Seminar** activities at the Agribusiness Department, Faculty of Economics and Management (FEM), IPB University.

2. Scope

This procedure covers seminar preparation and administrative requirements, procedures for conducting seminars, and other matters related to seminar activities.

3. Definitions

- 3.1. Seminar is an academic activity designed to develop students' abilities to present and discuss a topic (orally and in writing) in accordance with their field of expertise within a scientific forum.
- 3.2. Seminar Forum refers to seminar participants consisting of at least ten (10) students from the Agribusiness Department and/or from outside the Agribusiness Department.
- 3.3. Seminar Moderator is a lecturer assigned by the Agribusiness Department.
- 3.4. Seminar Discussant is one (1) Agribusiness Department student who has taken the Seminar course.
- 3.5. Seminar Assessors consist of the Seminar Moderator and the Thesis Supervisor.

4. References

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

5. General Provisions

- 5.1. Students must have completed a minimum of **105 credits (SKS)** with a cumulative GPA of ≥ 2.00 .
- 5.2. Students must be enrolled in the **Seminar course**, as evidenced by the Study Plan Card (KRS).
- 5.3. The seminar forum must be attended by at least **ten (10) students**.
- 5.4. Students must have no grade **E** and must hold **active student status**.
- 5.5. Students must have previously served as a **seminar discussant**.
- 5.6. Seminar materials presented must be research results that have been approved by the Thesis Supervisor.
- 5.7. Prior to conducting the seminar, students are required to attend at least **twenty (20) seminars**, consisting of a minimum of **sixteen (16)** seminars within the Agribusiness Department and a minimum of **four (4)** seminars outside the Agribusiness Department. In addition, students must attend at least **sixteen (16) colloquium sessions** within the Agribusiness Department.
- 5.8. The seminar duration is **one (1) hour**, with the following time allocation: presentation (maximum 10 minutes), discussion with the forum (maximum

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20 minutes), discussion with the discussant (maximum 20 minutes), and remarks by the moderator and thesis supervisor (maximum 10 minutes).

5.9. Seminar Dress Code:

- **Male students:** dark-colored trousers, long-sleeved shirt, formal shoes, tie, and neat appearance.
- **Female students:** dark-colored skirt or trousers, shirt and blazer, formal shoes, and neat appearance.

5.10. Students are required to attend the seminar **from beginning to end**.

6. Procedures

6.1. Detailed Procedures

6.1.1. Students obtain the Seminar Registration Form [Form AGB SEM-01] from the Academic Administration Secretariat of the Agribusiness Department.

6.1.2. Students prepare the seminar paper and obtain approval from the Thesis Supervisor.

6.1.3. Students register for the seminar at the Academic Administration Secretariat by submitting the required documents, including: Seminar Control Form [Form AGB SEM-02], Pocket Book [Appendix AGB SEM-03], Complete Transcript [Appendix AGB SEM-04], photocopy of the latest tuition payment (SPP) receipt [Appendix AGB SEM-05], photocopy of the latest Study Plan Card (KRS) [Appendix AGB SEM-06], Seminar Paper [Appendix AGB SEM-07], and a photocopy of the TOEFL test result with a minimum score of 475, all compiled in a red folder, at least three (3) days prior to the seminar date.

6.1.4. Educational Staff verify all required documents for seminar implementation and submit them to the Education Committee for approval, as indicated by the signing of the Seminar Control Form.

6.1.5. Students complete the Seminar Log Book.

6.1.6. Educational Staff prepare invitation letters for the Thesis Supervisor, Seminar Moderator, and Seminar Discussant.

6.1.7. Educational Staff provide the Seminar Attendance List [Appendix AGB SEM-08] and Seminar Assessment Form [Form AGB SEM-09] in one folder to be brought by the student to the seminar room.

6.1.8. In the seminar room, the Seminar Moderator formally opens the seminar session.

6.1.9. Students present their research results for a maximum of 10 minutes, followed by discussion with the forum for a maximum of 20 minutes, discussion with the discussant for a maximum of 20 minutes, and remarks by the moderator and thesis supervisor for a maximum of 10 minutes.

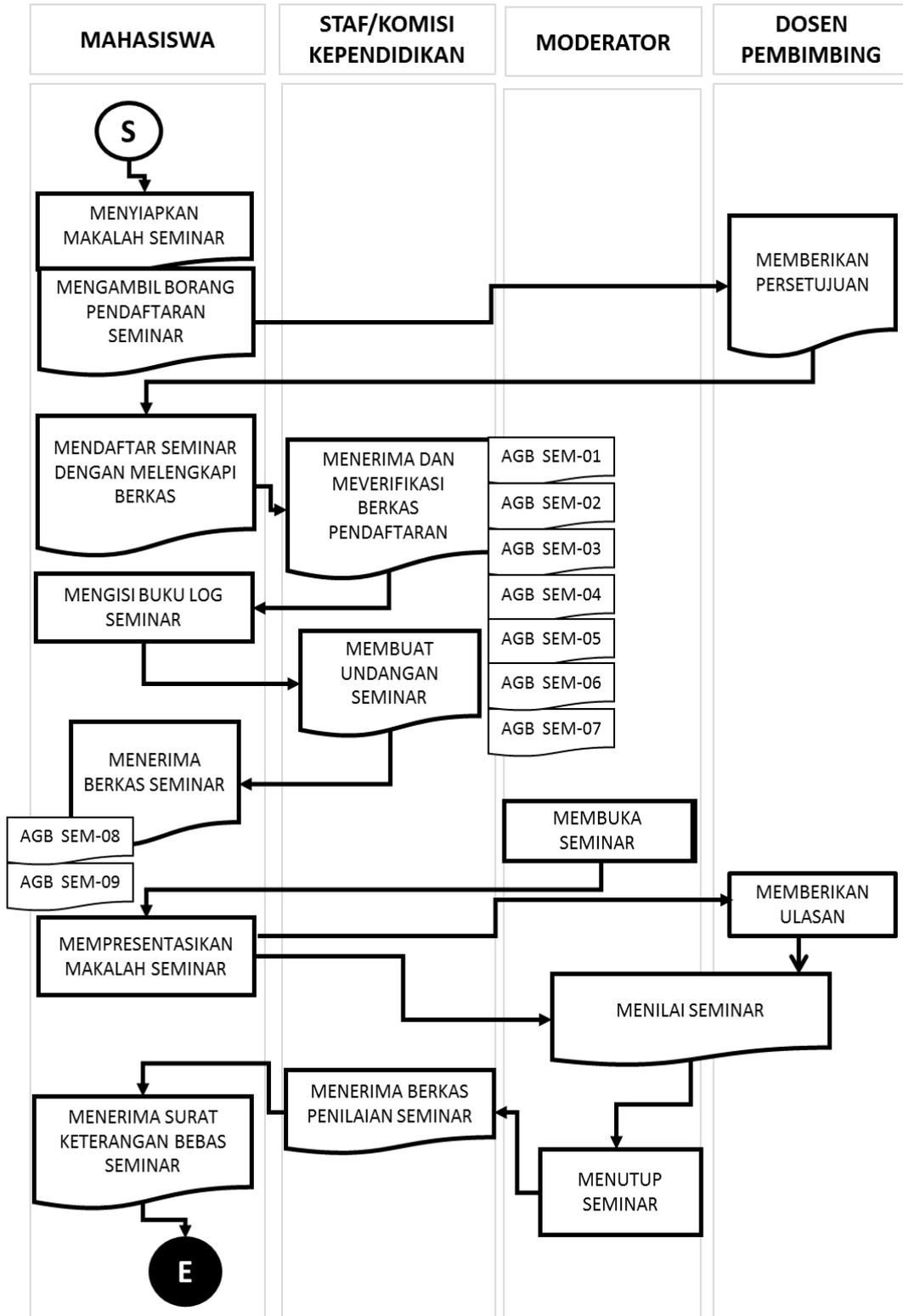
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6.1.10. The Seminar Moderator and Thesis Supervisor conduct the assessment and submit all seminar documents to the Educational Staff of the Agribusiness Department.

6.1.11. Students may apply for a Certificate of Seminar Completion [Form AGB SEM-10] at the Academic Administration Secretariat.

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6.2. Procedures Flowchart



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7. List of Key Documents

- 7.1. Seminar Paper approved by the Thesis Supervisor
- 7.2. [Form AGB SEM-01] Seminar Registration Form
- 7.3. [Form AGB SEM-02] Seminar Control Form
- 7.4. [Appendix AGB SEM-03] Pocket Book
- 7.5. [Appendix AGB SEM-07] Seminar Paper
- 7.6. [Appendix AGB SEM-08] Seminar Attendance List
- 7.7. [Form AGB SEM-09] Seminar Assessment Form
- 7.8. [Form AGB SEM-10] Certificate of Seminar Completion

8. Appendices

- 8.1. [Appendix AGB SEM-04] Complete Transcript
- 8.2. [Appendix AGB SEM-05] Photocopy of Latest Tuition Fee (SPP) Receipt
- 8.3. [Appendix AGB SEM-06] Photocopy of Latest Study Plan Card (KRS)