



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

**STANDARD OPERATIONAL PROCEDURE
UNDERGRADUATE FINAL EXAMINATION**

NO. POB/FEM/AGB/16 Rev. 01

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1. Purpose

- 1.1. To serve as a guideline for the implementation of the Undergraduate Final Examination at the Agribusiness Department, Faculty of Economics and Management (FEM), IPB University.
- 1.2. To establish clarity of mechanisms, orderliness, and discipline in the conduct and assessment of the Undergraduate Final Examination.
- 1.3. To ensure that the Undergraduate Final Examination is conducted objectively and accountably as an integral element of producing high-quality undergraduate graduates.

2. Scope

This procedure covers preparation, implementation procedures, and post-examination activities related to the Undergraduate Final Examination..

3. Definitions

- 3.1. Undergraduate Final Examination is the final evaluation conducted after students have completed research activities, thesis writing, and seminars.
- 3.2. The Undergraduate Final Examination constitutes an assessment of student learning outcomes as a form of evaluating knowledge, professional competence, and responsibility in completing the Final Project, which may take the form of scientific research.

4. References

- 4.1. Standard Operating Procedure for the Implementation of Undergraduate Education Programs, IPB University (2015)
- 4.2. Undergraduate Education Program Handbook 2020

5. General Provisions

- 5.1. Students must have completed and passed the seminar requirement.
- 5.2. The Undergraduate Final Examination may be conducted once students have passed all required courses, completed at least 138–140 credits (SKS), attained a GPA > 2.00, and have no grade E.
- 5.3. Students must have fully paid tuition fees (SPP) up to the current semester.
- 5.4. Students must possess a TOEFL certificate with a minimum score of 450.
- 5.5. Dress Code:
 - Male students: dark-colored trousers, white long-sleeved shirt, formal shoes, and a tie (a suit jacket may be worn).
 - Female students: dark-colored skirt, white top, and formal shoes (a blazer may be worn).
- 5.6. The **Examination Committee** consists of the Thesis Supervisor, the Main Examiner, and the Education Committee Examiner.
- 5.7. The Main Examiner and the Education Committee Examiner are appointed by the Education Committee of the Agribusiness Department at least **three (3) days** prior to the Undergraduate Final Examination.

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- 5.8. The Examination Committee assesses the Undergraduate Final Examination based on four aspects with the following weights: **20% presentation, 40% editorial quality, and 30% argumentation**. The final examination score is obtained from the weighted average, with the following passing criteria: $A \geq 80$; $75 \leq AB < 80$; $70 \leq B < 75$; $65 \leq BC < 70$; $60 \leq C < 65$; $D < 60 = \text{Fail}$
- 5.9. The Undergraduate Final Examination lasts 120 minutes (2 hours), with the following time allocation: opening (5 minutes), student presentation (15 minutes), examination by the committee (90 minutes), scoring (5 minutes), and closing (5 minutes).
- 5.10. Students who have completed the Undergraduate Final Examination are required to revise and finalize their thesis no later than three (3) months after the examination.

6. Procedures

6.1. Detailed Procedures

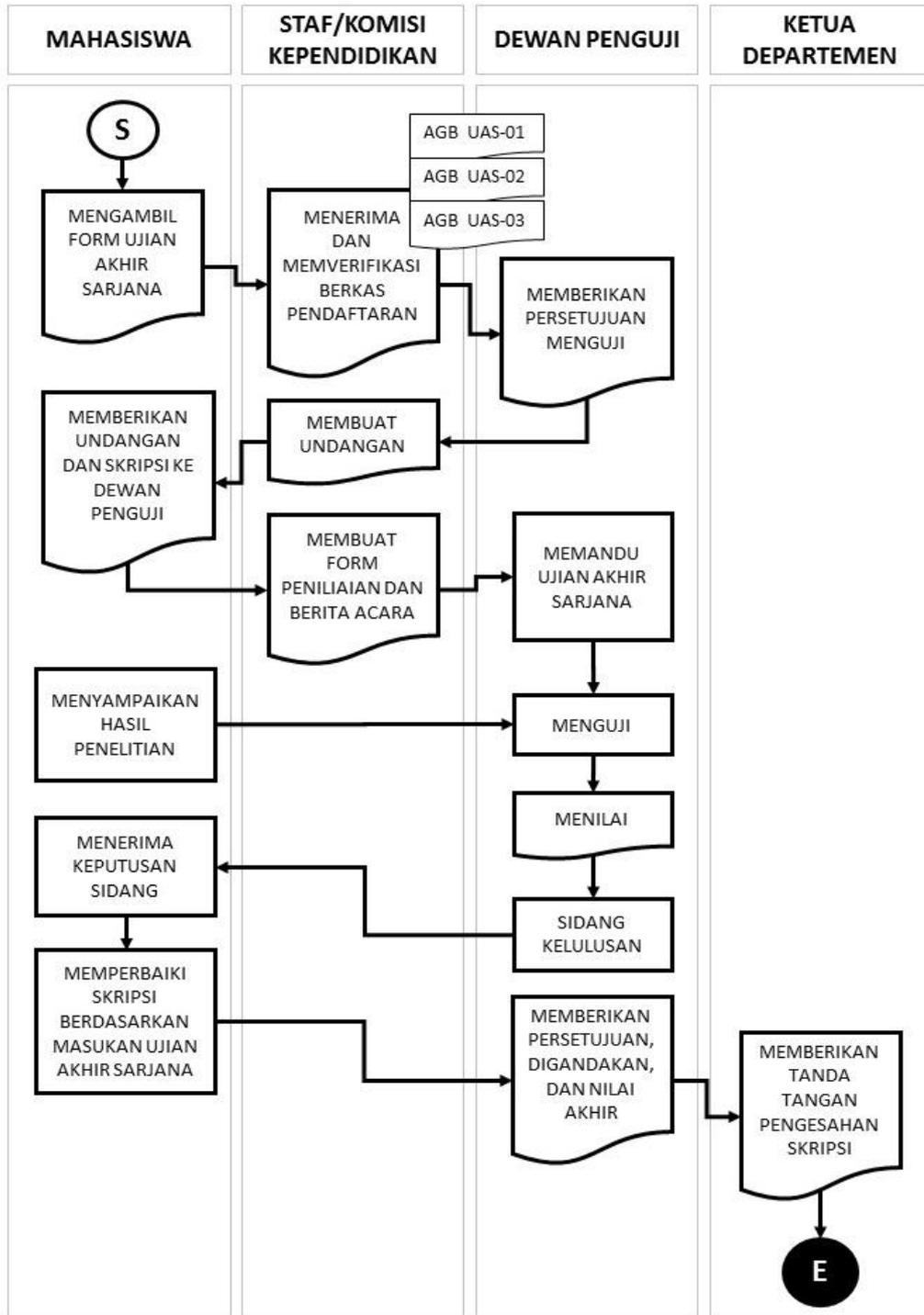
- 6.1.1. Students obtain the Undergraduate Final Examination Application Form [Form AGB UAS-01] from the Academic Administration Secretariat.
- 6.1.2. Students propose the date of the Undergraduate Final Examination based on the availability of the Thesis Supervisor.
- 6.1.3. Students submit an application for the Undergraduate Final Examination at least five (5) days prior to the scheduled examination date.
- 6.1.4. Students submit three (3) copies of the Undergraduate Final Examination materials and the signed application form to the Academic Administration Secretariat, along with the revised Seminar Paper [Appendix AGB UAS-02] and a completed Pocket Book [Appendix AGB UAS-03].
- 6.1.5. Educational Staff verify all submitted requirements.
- 6.1.6. With approval from the Education Committee, Educational Staff contact the Main Examiner and Education Committee Examiner and prepare the Undergraduate Final Examination Invitation Letter [Form AGB UAS-04] for the Thesis Supervisor, Main Examiner, and Education Committee Examiner.
- 6.1.7. Educational Staff contact the student scheduled for the Undergraduate Final Examination to distribute the Thesis [Appendix AGB UAS-05] and invitations, and record the registration in the Undergraduate Final Examination logbook.
- 6.1.8. One (1) day prior to the examination, Educational Staff prepare examination forms, including the Examination Assessment Forms (for the Thesis Supervisor, Main Examiner, and Education Committee Examiner) [Form AGB UAS-06] and the Undergraduate Final Examination Minutes [Form AGB UAS-07].

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- 6.1.9. The Education Committee Examiner chairs the Undergraduate Final Examination.
- 6.1.10. The student presents the thesis.
- 6.1.11. The Examination Committee sequentially examines the student and provides assessments.
- 6.1.12. The Examination Committee conducts a deliberation on examination results and pass/fail decisions without the student present.
- 6.1.13. The Education Committee Examiner recalls the student, announces the examination result, and formally closes the Undergraduate Final Examination.
- 6.1.14. The student revises the thesis based on feedback provided during the examination.
- 6.1.15. The student reproduces the revised thesis approved by the Thesis Supervisor for signature by the Head of the Agribusiness Department.
- 6.1.16. The Thesis Supervisor completes the Final Thesis Assessment Form [Form AGB UAS-08] to be recorded as the student's final grade and entered into SIMAK.

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6.2. Procedures Flowchart



7. List of Key Documents

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- 7.1. [Form AGB UAS-01] Undergraduate Final Examination Registration Form
- 7.2. [Form AGB UAS-04] Undergraduate Final Examination Invitation Letter
- 7.3. [Form AGB UAS-06] Undergraduate Final Examination Assessment Form
- 7.4. [Form AGB UAS-07] Undergraduate Final Examination Minutes
- 7.5. [Form AGB UAS-08] Undergraduate Final Thesis Assessment Form

8. Appendices

- 8.1. [Appendix AGB UAS-02] Seminar Paper
- 8.2. [Appendix AGB UAS-03] Pocket Book
- 8.3. [Appendix AGB UAS-05] Undergraduate Thesis