

MANUAL PROCEDURE
UNDERGRADUATE THESIS



FACULTY OF AGRICULTURE
UNIVERSITAS GADJAH MADA
YOGYAKARTA
2014

	FORM	Doc. Number : FO-FPN-UJM-QP-S1-03
	Manual Procedure Undergraduate thesis	Valid since : 20 Mei 2013 Revise : 01 Page : 2 of 7

UNDERGRADUATE THESIS

1. Description

Undergraduate Thesis is an obligatory requirements for graduation in an educational program. Undergraduate Thesis written by a final year student in the Undergraduate program at the Faculty of Agriculture UGM is based on the results of scientific studies (usually in the form of research) according to the program / interest of the study. The ability to write a thesis is one of the minimum learning outcomes for graduates of undergraduate programs in accordance with National Higher Education Standards (SNPT). Henceforth, in this manuscript the term "Thesis" is used to refer to the thesis writing course.

2. Purposes and Objectives

Undergraduate Thesis is a program that is directed as a means of developing insight, scientific knowledge, and practical experience for students through well-organized scientific studies with guidance from Lecturer. By completing the Thesis, students are able to systematically compile ideas, plan and carry out scientific work (in the form of research or study literature), present and interpret results in accordance with scientific principles in the field of study. Thesis is made as one of the requirements required to obtain a Bachelor degree (Bachelor of Agriculture or Bachelor of Fisheries).

3. General Provisions

- a.** Thesis is an obligatory of all student in the Faculty of Agriculture UGM,
- b.** Students can perform Undergraduate Thesis after taken 120 SCU (D mark not more than 25%, without E mark, and Achievement Index ≥ 2.00)

	FORM	Doc. number : FO-FPN-UJM-QP-S1-03
	Manual Procedure Undergraduate thesis	Valid since : 20 Mei 2013 Revise : 01 Page : 3 of 7

- c. Students have passed the Research Methodology course,
- d. Students will be guided by Supervising Lecturers (Supervisors and Co-supervisors) who are determined by the Undergraduate Commission / Study Program,
- e. The Supervisor must be a permanent lecturer in accordance with the student's study program, while the Co-Supervisor can come from outside the study program or other institutions in accordance with the competencies and applicable provisions,
- f. At the time of conducting research for the Thesis, students are not in a field work and community services.

4. Procedure

a. Submission of Research Proposal

- 1) Students must write a Thesis Course on Study Plan Card, at the beginning of the semester,
- 2) The title and outline of the research plan are submitted by students to the thesis commission no later than 1 (one) month after the semester started by including a transcript and a photocopy of the Study Plan Card,
- 3) Title and supervisor who have been approved by the Thesis Commission are registered to the Department,
- 4) At the latest 1 (one) month after the title is approved, students must have submitted a research proposal and consulted with the supervisor team,
- 5) Research proposal that has been consulted and has been

	FORM	Doc. number : FO-FPN-UJM-QP-S1-03
	Manual Procedure Undergraduate thesis	Valid since : 20 Mei 2013 Revise : 01 Page : 4 of 7

Approved by Supervisor should be presented in the Study Program scientific meeting,

- 6) Research proposals that have been approved by the supervisor team are then registered in the Department,
- 7) Research conducted outside the Faculty and requires permission, the Department makes a letter of introduction to the Faculty to be made a permit / research notice to the agency / partner,
- 8) The format and procedure for writing a research proposal and manuscript follows the applicable book "Thesis writing Guide Book" at the Faculty of Agriculture UGM.

b. Resaerch activity and manuscrip writing

- 1) After research proposal is signed by all supervisors, students can start research,
- 2) Students should have a log book to record everything they do and the data obtained,
- 3) During research students must inform the development of their research to the supervisor,
- 4) If needed, the supervisor can conduct a visitation to see developments and provide direction according to field conditions / research achievements,
- 5) Data compilation and analysis is carried out under the supervision and guidance of the supervisor,
- 6) If the analysis results have been approved, students can continue writing the thesis script completion,
- 7) Manuscript are written by follows "Thesis writing Guide Book" at the Faculty of Agriculture UGM,

	FORM	Doc. number : FO-FPN-UJM-QP-S1-03
	Manual Procedure Undergraduate thesis	Valid since : 20 Mei 2013 Revise : 01 Page : 5 of 7

- 8) Consultation can be done sequentially or simultaneously (parallel) to all supervisors,
- 9) Student should conduct a progress report seminar,
- 10) Thesis manuscript improvement is carried out according to the inputs from the seminar.

c. Undergraduate Thesis Defense

- 1) After the thesis manuscript is considered to meet the eligibility requirements, students able to register for the thesis defense to academic section,
- 2) Thesis commission / Academic section / Supervisor Team appoints one or two examiner/judges,
- 3) Preparation for the examination requirements file is prepared no later than 1 week before the exam,,
- 4) Academic section checks the completion of the thesis defense requirements files. The thesis defense can be held after all requirements are completed,
- 5) The invitation letter was sent from the department to the examiner/judges accompanied by a thesis manuscript no later than 3 days before the trial,
- 6) Before defense, the supervisor checks the requirements files,

	FORM	Doc. number : FO-FPN-UJM-QP-S1-03
	Manual Procedure Undergraduate thesis	Valid since : 20 Mei 2013 Revise : 01 Page : 6 of 7

- 7) Thesis defense is carried out in a healthy student condition. Students must be asked about their health and readiness, if not healthy or not ready, defense can be postponed
- 8) Defense begins with a thesis presentation for 15-20 minutes,
- 9) After the presentation is finished, proceed with questions and answers from each examiner in sequence or together,
- 10) Maximum defense duration is 90-120 minutes (presentation + question and answer),
- 11) At the end of the defense, the examiners hold a brief meeting to determine the results and the score of the thesis,
- 12) The score is according to undergraduate thesis scoring rubric,
- 13) Students are then notified of the results regarding graduation, but not about their score. The score is given after the manuscript approved for printing,
- 14) If it is decided not to pass, the defense must be rescheduled,
- 15) Students who pass are required to complete administrative requirements (including thesis repairs if needed) for pre and yudisium hearings,
- 16) Pre and Yudisium meetings are held in each department to determine the graduation of students as Bachelor of Agriculture / Fisheries,
- 17) Thesis that has been approved by the supervisors is reproduced and bound with a green hard cover and the examiner's team is asked for the signature,
- 18) Thesis is given to the parties concerned in accordance with the provisions in force in the judicial requirements.

	FORM	Doc. number : FO-FPN-UJM-QP-S1-03
	Manual Procedure Undergraduate thesis	Valid since : 20 Mei 2013 Revise : 01 Page : 7 of 7

FLOW CHARTS

UNDERGRADUATE THESIS EXAMINATION

