



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

**STANDARD OPERATING PROCEDURE
FINAL PROJECT**

NO. POB/FEM/ESP/08

DESCRIPTION	Position Title	Signature	Date
Prepared by	Department ISO Coordinator		1 September 2016
Reviewed by	Department GKM Coordinator		1 September 2016
Approved by	Head of Department		1 September 2016

Document status		
Distribution No		

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1. Purpose

- 1.1. To serve as a guideline for the implementation of the Final Project (Thesis) within the Department of Economics, Faculty of Economics and Management (FEM), IPB University.
- 1.2. To serve as a guideline for the completion of undergraduate studies for students of the Department of Economics.

2. Scope

This procedure covers the preparation and implementation process of the Final Project, which includes research and thesis writing in accordance with applicable regulations. The Final Project procedure encompasses the appointment of thesis supervisors, implementation, and the writing of the thesis.

3. Definitions

- 3.1. Final Project (Thesis) is an independent academic requirement that must be completed by final-year undergraduate students as a graduation prerequisite, consisting of stages including proposal preparation, research implementation, seminar, thesis writing, and the undergraduate defense examination. For students of the Department of Economics, the Final Project takes the form of a research-based thesis.
- 3.2. Research refers to systematic activities aimed at generating empirical knowledge, theories, concepts, methodologies, models, or new information that enrich science and technology.
- 3.3. Thesis is a written report of the Final Project in the form of a scientific paper based on research results to enhance analytical ability in accordance with scientific principles.
- 3.4. Student is a registered participant of lectures and practicums who has completed the Study Plan Card (KRS).
- 3.5. Academic Administration Staff are members of the educational administrative staff responsible for handling academic administrative services.
- 3.6. Thesis Supervisor (Dosen Pembimbing Skripsi / PS) is a permanent lecturer of the Department appointed as the primary supervisor for guiding and overseeing the student's Final Project and thesis completion.
- 3.7. Research Proposal is a written document outlining a student's research plan that has been approved by the Thesis Supervisor (PS).
- 3.8. Semester Credit Unit (SKS) is a measure used to represent the student's study load, cumulative achievement in a specific study program, and teaching workload, particularly for lecturers.

4. References

- 4.1. IPB University Undergraduate Program Handbook, 2015 Edition.
- 4.2. IPB University Standard Operating Procedure (SOP) Book, 2nd Edition, 2015.

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- 4.3. Faculty SOP Book, 2013 Edition.
- 4.4. Scientific Writing Guidelines Book, 2015 Edition.

5. General Provisions

- 5.1. The Final Project must be research-based, using primary and/or secondary data in accordance with scientific principles, and may not consist solely of a literature review.
- 5.2. The Department shall assign a Thesis Supervisor no later than the end of the sixth (6th) semester, taking into account the student's research interests.
- 5.3. Students undertaking research must be at least in the sixth (6th) semester and currently enrolled in the Research Methods course (EKO328).
- 5.4. The total credit load for the Final Project, consisting of a seminar (1 credit) and thesis (6 credits), is 7 (seven) credits, which must be completed within a maximum of two (2) semesters.
- 5.5. Thesis writing shall be supervised by at least one lecturer, proposed by the Education Committee and appointed by the Head of Department.
- 5.6. The thesis format must follow the official IPB Scientific Writing Guidelines Book (2015 Edition).
- 5.7. Students may commence their thesis only after completing at least 105 credits (SKS) with a minimum GPA of 2.00.

6. Procedures

6.1. Detailed Procedures

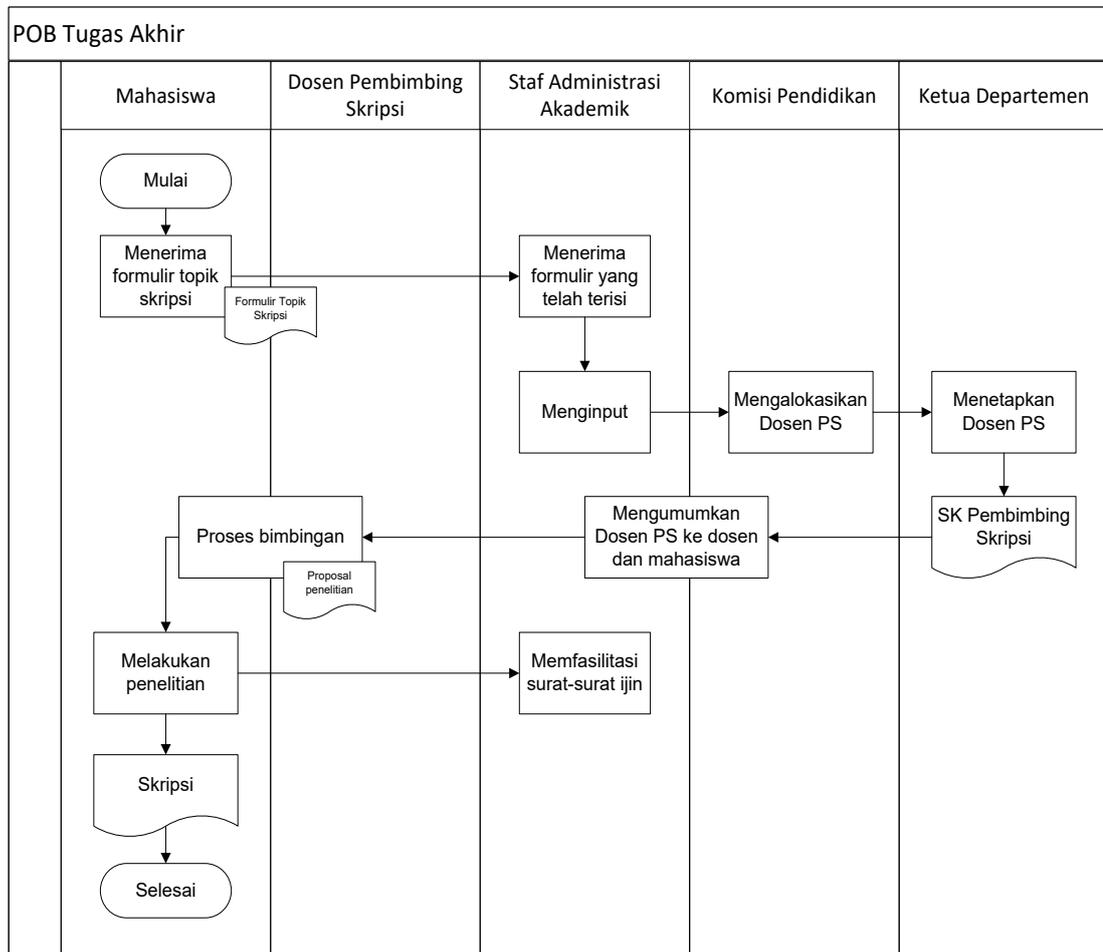
- 6.1.1. Students receive a Thesis Topic Form from the Academic Administration Staff, which must be completed within one week of issuance.
- 6.1.2. The completed Thesis Topic Form is submitted to the Academic Secretariat of the Department.
- 6.1.3. The Academic Administration Staff inputs the information from the Thesis Topic Form, including the student's name, ID number (NRP), GPA, preferred supervisors, and three preferred thesis topics.
- 6.1.4. The compiled data is submitted to the Education Committee to allocate Thesis Supervisors (PS).
- 6.1.5. The Education Committee assigns Thesis Supervisors based on topic relevance, student preferences, and the supervision load of each lecturer.
- 6.1.6. The Head of Department formally appoints Thesis Supervisors through an Official Assignment Letter (Surat Keputusan Penugasan).
- 6.1.7. The Education Committee communicates the Official Assignment Letter to the Thesis Supervisors.
- 6.1.8. The Academic Administration Staff announces the Thesis Supervisors to students.
- 6.1.9. Students consult with their Thesis Supervisors to determine the topic and design their Research Proposal.

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- 6.1.10. The Thesis Supervisor provides input, guidance, and approval for the Research Proposal.
- 6.1.11. The Academic Administration Staff facilitates the issuance of research permits, such as Data Collection Permission Letters.
- 6.1.12. Students conduct their research according to the approved Research Proposal.
- 6.1.13. The Thesis Supervisor regularly monitors and provides guidance during the execution of the student's Final Project.
- 6.1.14. Students compile their research results into a written Thesis.

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6.2. Flowchart of Procedures



7. List of Important Documents

- 7.1. Thesis Topic Form
- 7.2. Data Collection Permission Letter

8. Attachments

- 8.1. Scientific Writing Guidelines Book, 2015 Edition
- 8.2. Official Letter of Thesis Supervisor Appointment
- 8.3. Research Proposal
- 8.4. Thesis

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Thesis Topic Form



FORMULIR PEMILIHAN TOPIK DAN DOSEN PEMBIMBING SKRIPSI DEPARTEMEN ILMU EKONOMI – FEM IPB

NAMA : _____

NRP : _____

MINOR : _____

TOTAL SKS : _____

JUMLAH SKS SEMESTER INI : _____

IPK SEMESTER IV : _____

MINAT KOSENTRASI : 1. Ekonomi Moneter, Perbankan & Keuangan
(pilih salah satu) 2. Ekonomi Industri, Perdagangan & Pembangunan
3. Ekonomi Regional, Publik & Kelembagaan

RENCANA JUDUL PENELITIAN : _____

RENCANA DOSEN PEMBIMBING : 1. _____
2. _____
3. _____

Bogor,

.....

Keterangan :
Apabila ada kesepakatan dengan calon dosen pembimbing skripsi, mohon disertakan surat pernyataan antara kedua belah pihak (format bebas), namun tidak mengikat dan akan dipertimbangkan kuota dari masing-masing dosen pembimbing skripsi.

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Data Collection Permission Letter

Nomor : /IT3.8.4/ PP.05.02/2016 20 Mei 2016
Hal : **Permohonan Izin Pencarian Data**

Yth.
Kantor Badan Perencanaan Pembangunan Daerah
Gedung Puspem Lt. 4
Jl. Stria Sudirman No. 1
Kota Tangerang

Bersama ini kami informasikan bahwa mahasiswa berikut :

Nama : Faris Ady Nugroho
NIM : H14110059

adalah mahasiswa Program Sarjana Departemen Ilmu Ekonomi Fakultas Ekonomi dan Manajemen, IPB. Pada saat ini mahasiswa yang bersangkutan sedang dalam tahap penyelesaian tugas akhir. Mahasiswa yang bersangkutan bermaksud melaksanakan penelitian skripsi terkait tugas akhirnya yang memerlukan data sebagai berikut:

- Permintaan data ICOR kabupaten di provinsi Banten

Besar harapan kami kiranya bapak/ibu mengizinkan mahasiswa kami untuk mendapatkan keperluan data tersebut.

Demikian permohonan ini kami sampaikan, atas perhatian dan bantuannya kami mengucapkan terima kasih.

Sekretaris Departemen,

Dr. Tanti Novianti, S.P, M.Si
NIP. 197211171998022005