



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

**STANDARD OPERATING PROCEDURE
SEMINAR**

NO. POB/FEM/ESP/09

DESCRIPTION	Position Title	Signature	Date
Prepared by	Department ISO Coordinator		2 April 2018
Reviewed by	Department GKM Coordinator		2 April 2018
Approved by	Head of Department		2 April 2018

Document status		
Distribution No		

	IPB UNIVERSITY	Code : POB/FEM/ESP/09
	FACULTY OF ECONOMICS AND MANAGEMENT	Effective Date : 2/04/2018
	STANDARD OPERATING PROCEDURE	Revision No : 02
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DOCUMENT REVISION HISTORY

FRM/FEM/ESP/09/01-00; Date 2/04/2018

Date	Revision Note	Reason for Revision
2 April 2018	Deletion of General Seminar Provision: 5.1. Has served as a seminar discussant.	This provision was removed to avoid hindering the seminar process for students who complete their theses relatively quickly.
1 November 2019	Deletion of Seminar Procedure Detail: 6.15 (Point requiring submission of academic transcript from semester 1 to the latest semester and proof of tuition payment)	The transcript and tuition payment information are already available in the SIMAK system and can be downloaded by the Academic Administration Staff.
1 November 2019	Addition of Seminar Procedure Details: 6.1.1. Students register for the seminar through the department's academic service system and record their names on the seminar board. 6.1.2. The Academic Administration Staff verifies all seminar documents and registration completeness in the system. If the documents or administrative requirements are incomplete, the registration process cannot proceed until all requirements are fulfilled.	Seminar registration can also be conducted through the Department of Economics' service system.
1 November 2019	Addition of General Provision: 5.5 Has attended at least four (4) academic advisory sessions with their academic supervisor.	This requirement was added because previously there was no mandatory regulation for academic advising sessions.

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1. Purpose

To serve as a guideline for conducting student final seminars in the Department of Economics, Faculty of Economics and Management (FEM), IPB University.

2. Scope

This procedure covers the preparation, required documents, implementation process, and other matters related to the student's final seminar.

3. Definitions

- 3.1. Seminar is an academic activity designed to train students to present the results of their final research in the form of a scientific paper and to deliver it in an academic forum, providing them with experience in scientific seminars.
- 3.2. Seminar Forum refers to the seminar participants, consisting of at least 10 students from within or outside the department.
- 3.3. Seminar Moderator is the student's thesis supervisor who acts as the session moderator.
- 3.4. Seminar Evaluator is the thesis supervisor, who also serves as the seminar moderator.
- 3.5. Thesis Supervisor is a permanent lecturer in the department, appointed by the department as the primary supervisor for the student's thesis completion.
- 3.6. SIMAK is the Academic Management Information System.
- 3.7. Academic Administration Staff are educational administrative personnel responsible for carrying out academic administrative activities.
- 3.8. Education Committee refers to lecturers appointed to assist in the administration of the Undergraduate Program in Economics.
- 3.9. Study Plan Card (KRS) is an online study plan form containing the list of courses a student plans to take in the upcoming semester, including lectures, practicums, fieldwork, internships, or other final projects.
- 3.10. Semester Credit Unit (SKS) is a unit used to express a student's study load, cumulative achievement, and the teaching workload of lecturers.
- 3.11. Semester Transcript is a document listing the grades earned by the student for each course taken in a given semester.
- 3.12. Single Tuition Fee (UKT) is the tuition contribution paid by the student's parents or guardians, determined based on socioeconomic conditions and the single tuition cost (BKT) for each program.

4. References

- 4.1. IPB Undergraduate Program Handbook, 2015 Edition.
- 4.2. IPB SOP Book, 2nd Edition, 2015.

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5. General Provisions

- 5.1. The student must have completed at least 137 credits, have no grades of E or BL in any course, and must not be enrolled in or retaking any courses.
- 5.2. The student must be actively enrolled in the current semester, proven by completing the online KRS for the Seminar course and paying the UKT.
- 5.3. If a student wishes to cancel their minor, they must process the change through the Student Center (SC) before the seminar.
- 5.4. The student must have attended at least ten (10) seminars — eight (8) within the Development Economics Program and two (2) outside the program — proven by submitting seminar monitoring cards or attendance sheets.
- 5.5. The student must have held at least four (4) thesis supervision sessions with their thesis advisor(s), proven by screenshots of WhatsApp chats, Zoom meetings, or other documentation.
- 5.6. The student must obtain approval to conduct the seminar from all thesis supervisors, shown by attaching WhatsApp screenshots of approvals and a signed Seminar Registration Form (by both supervisors, the Education Committee, and the student). The form can be downloaded at: <https://ekonomi.ipb.ac.id/wp-content/uploads/2023/12/FORMULIR-PENDAFTARAN-SEMINAR-SKRIPSI-IE.pdf>
- 5.7. Seminar registration must be completed no later than three (3) working days before the seminar date.
- 5.8. The seminar paper must follow the format of the Jurnal Ekonomi dan Kebijakan Pembangunan (Department of Economics) (<https://journal.ipb.ac.id/index.php/jekp/AuthorGuideline>) with a length of 10–15 pages.
- 5.9. Students must register for the seminar via WhatsApp following the prescribed message template (shared in the academic WhatsApp group).
- 5.10. Students must submit all seminar registration documents via email to seminarsidang.ie@gmail.com with the subject format NAME_NIM_SEMINAR. The email must include:
 - i. Seminar registration form (1 file)
 - ii. Seminar paper (1 file)
 - iii. Seminar monitoring card or attendance proof (1 file)
 - iv. Proof of thesis supervision and supervisor approval chat (1 file)
- 5.11. Students must confirm with the Department of Economics Academic Office after emailing their registration documents.
- 5.12. Students must also submit hard copies of all registration documents to the Department Secretariat in a red folder.
- 5.13. The seminar must have a minimum of ten (10) participants.
- 5.14. The seminar material must be based on research approved by the thesis supervisor and presented as a paper with a maximum of 15 pages.
- 5.15. The seminar duration is one hour.
- 5.16. The seminar duration is one hour.

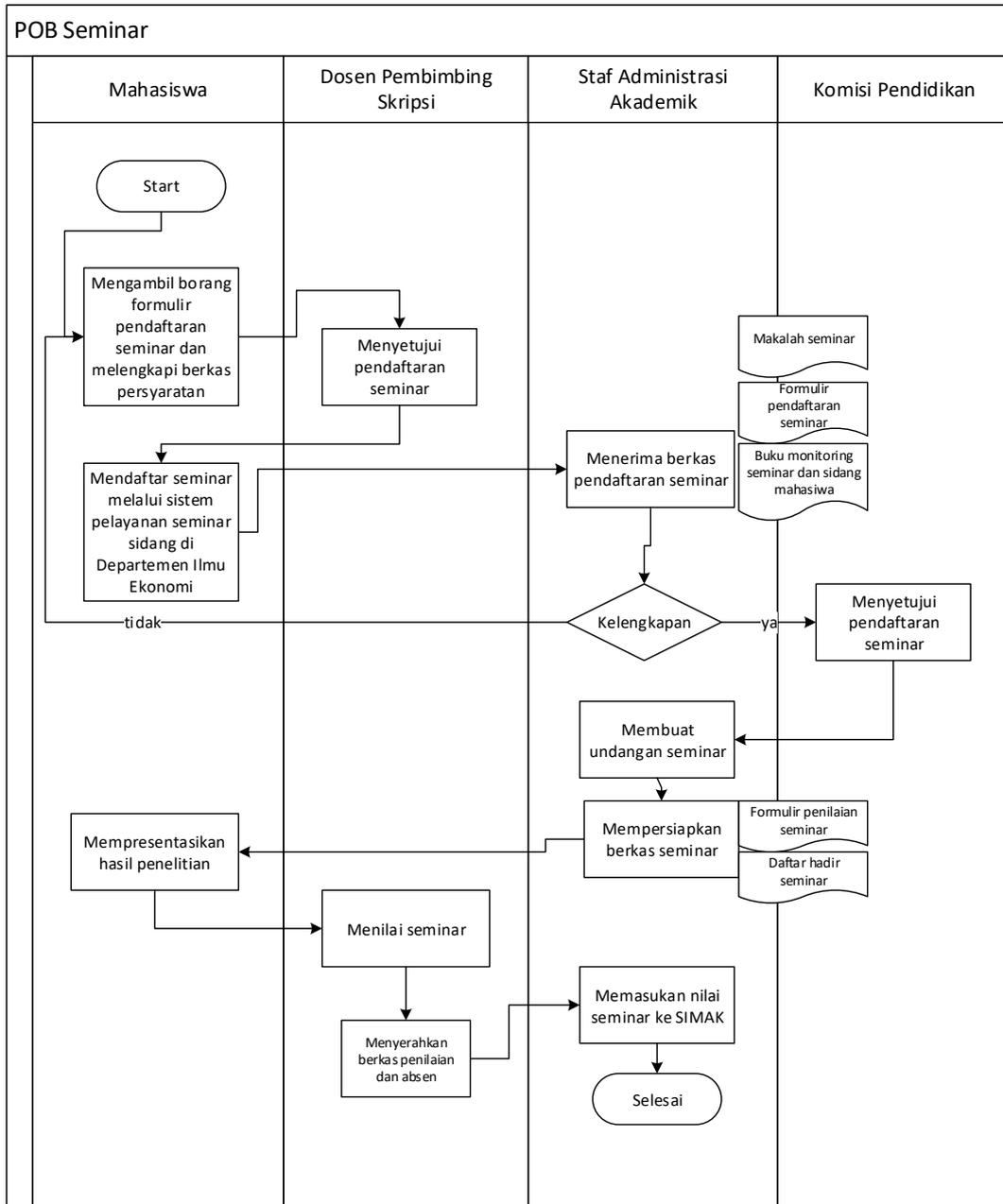
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6. Procedures

6.1. Detailed Procedures

- 6.1.3. Students obtain the Seminar Registration Form [FRM/ESP/10/02-00; dated 01/09/2016] from the Academic Administration Office.
- 6.1.4. The Thesis Supervisor approves the seminar registration by signing the registration form.
- 6.1.5. Students submit their seminar registration to the Academic Administration Office with the required documents: the Seminar Registration Form [FRM/ESP/10/02-00; dated 01/09/2016], the Seminar and Defense Supervision Book, and the seminar paper in an orange folder, at least three days before the seminar.
- 6.1.6. Students register for the seminar through the department's academic service system and write their names on the seminar announcement board.
- 6.1.7. The Academic Administration Staff verifies the completeness of seminar documents in the system; incomplete documents or administrative data will halt the registration process until all requirements are met.
- 6.1.8. The Academic Administration Staff forwards the approved seminar registration to the Education Committee for signature.
- 6.1.9. The Academic Administration Staff issues a seminar invitation for the thesis supervisor.
- 6.1.10. The Academic Administration Staff prepares the seminar attendance list and evaluation form.
- 6.1.11. The student presents their research findings and responds to questions from the audience.
- 6.1.12. The Thesis Supervisor (as evaluator) provides the assessment and submits the evaluation and attendance sheets to the Academic Administration Staff.
- 6.1.13. The Academic Administration Staff enters the seminar grades into the Academic Information Management System (SIMAK).

6.2. Flowchart of Procedures



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7. List of Important Documents

7.1. Seminar Paper

8. Attachments

- 8.1. [FRM/ESP/10/02-00; dated 01/09/2016] Seminar Registration Form
- 8.2. Seminar Attendance List
- 8.3. Seminar Evaluation Form
- 8.4. Seminar Invitation Letter
- 8.5. Seminar and Defense Supervision Logbook

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Seminar Registration Form

THESIS SEMINAR REGISTRATION FORM

Name : _____

NRP : _____

Day/Date : _____

Time : _____

Venue : _____

Thesis Title : _____

Phone Number : _____

Email : _____

Supervisor : _____ Signature _____

Draft Evaluation : Eligible / Not Eligible*)

Acknowledged by,
 20.....
 Education Committee

Bogor,
 Applicant,

 NIP.

 NIM.

Note: *) Cross out what does not apply

Please attach:

1. Copy of tuition payment (SPP) for the last two semesters
2. Copy of transcript from the first to the latest semester
3. Seminar paper
4. Seminar control card
5. Orange folder

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Seminar Attendance List



KEMENTERIAN RISET TEKNOLOGI DAN PENDIDIKAN TINGGI
INSTITUT PERTANIAN BOGOR
FAKULTAS EKONOMI DAN MANAJEMEN
DEPARTEMEN ILMU EKONOMI
 Gedung Fakultas Ekonomi dan Manajemen Lantai II, Jl. Kamper - KAMPUS IPB DARMAGA Bogor 16680
 Telp/Fax. +62 251 8626602 ; email : ilmu_ekonomi@ipb.ac.id, Website : www.ekonomi.fem.ipb.ac.id

Daftar Absensi Seminar

Nama :
 NRP :
 Pembimbing :

No	Nim	Nama	Tanda Tangan
1			
2			
3			
4			
5			
6			
7			
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18			
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Bogor,
 Moderator

Dr. Sahara, SP, M.Si
 NIP. 197405131999032001

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Seminar Evaluation Form



FORMULIR PENILAIAN SEMINAR SKRIPSI

Nama :
NRP :
Hari, Tanggal :
Pukul :
Tempat :
Judul Skripsi :

PENILAIAN

1. Penyusunan	:	<input type="text"/>	RATA-RATA PENILAIAN :	<input type="text"/>
2. Penyajian	:	<input type="text"/>		
3. Pertanyaan	:	<input type="text"/>	HURUF MUTU :	<input type="text"/>

KOMENTAR : _____

Ketentuan Penilaian :

≥ 80 = A (Lulus)
 75 - 79.9 = AB (Lulus)
 70 - 74.9 = B (Lulus)
 65 - 69.9 = BC (Lulus)
 60 - 64.9 = C (Tidak Lulus)
 ≤ 59.9 = Tidak Lulus

Bogor, 27 Oktober 2016
Pembimbing,

NIP.

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Seminar Invitation Letter



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
INSTITUT PERTANIAN BOGOR
FAKULTAS EKONOMI DAN MANAJEMEN
DEPARTEMEN ILMU EKONOMI

Gedung Fakultas Ekonomi dan Manajemen Lantai II, Jl. Kamper - KAMPUS IPB DARMAGA Bogor 16680
Telp/Fax. +62 251 8626602 ; email : ilmu_ekonomi@ipb.ac.id, Website : www.ekonomi.fem.ipb.ac.id

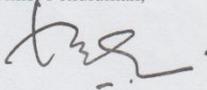
No* : *798* /IT3.8.4.1/PP.05.02/2016 31 Mei 2016
Lam : 1 (satu) berkas
Perihal : **Undangan Seminar**

Yth. Prof.Dr.Ir. Rina Oktaviani, M.S (Pembimbing)
di tempat

Dengan ini kami mengundang Ibu untuk hadir dalam pelaksanaan Seminar mahasiswa Program Studi Ekonomi dan Studi Pembangunan Departemen Ilmu Ekonomi berikut:

Nama / NRP : **LISA MEILANIE / H14120050**
Hari / Tanggal : Rabu / 01 Juni 2016
Pukul : 13.00-14.00 WIB
Tempat : Ruang Seminar Lt. 2 Ilmu Ekonomi FEM IPB
Kampus IPB Darmaga – Bogor
Judul Skripsi : Analisis Kinerja Ekspor Ubi Kayu ke Negara Tujuan

Kehadiran Ibu sangat kami harapkan. Atas perhatian dan kerjasamanya kami ucapkan terima kasih.

Komisj Pendidikan,

Ranti Wiliasih, M.Si
NIP. 19770124 201012 2 001

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Student Seminar and Supervision Logbook

