IPB UNIVERSITY
FACULTY OF ECONOMICS AND MANAGEMENT
DEPARTMENT OF ECONOMICS

STANDARD OPERATING PROCEDURE
UNDERGRADUATE FINAL EXAMINATION

NO. POB/FEM/ESP/10

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

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Distribution No		

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DOCUMENT REVISION HISTORY

FRM/FEM/ESP/10/01-00; date 01/09/2016

Date	Revision Note	Reason for Revision
1 November 2019	Addition of Detailed Procedures: 6.1.1. Students register for the Undergraduate Final Examination (Thesis Defense) at the Academic Administration Office by submitting the required documents, including the Final Examination Registration Form [FRM/ESP/10/02-00] and the *Seminar and Thesis Supervision Logbook*, at least seven (7) days before the scheduled examination date. 6.1.2. Students complete the Final Examination registration through the Department's academic service system and record their names on the seminar and defense board.	Registration for the Undergraduate Final Examination can also be conducted through the Department of Economics academic service system.
1 November 2019	Addition of General Provision: 5.1. Students must have completed the *Seminar and Thesis Supervision Logbook* and have served as a seminar discussant.	This provision establishes the requirement for students to have acted as a seminar discussant and to bring the Seminar and Thesis Supervision Logbook as part of the examination process.

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1. Purpose

1.1. To serve as a guideline for conducting the Undergraduate Final Examination (Thesis Defense) at the Department of Economics, Faculty of Economics and Management (FEM), IPB University.

1.2. To clarify the mechanism, orderliness, and evaluation procedures for the Undergraduate Final Examination.

1.3. To ensure that the Undergraduate Final Examination is conducted objectively and accountably.

2. Scope

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

3. Definitions

3.1. Undergraduate Final Examination (Thesis Defense) is a comprehensive oral examination conducted by an examining committee to evaluate and determine the student's eligibility for graduation.

3.2. Thesis Supervisor is a permanent lecturer appointed by the department to guide and oversee the student's final project (thesis).

3.3. Examiner refers to lecturers appointed by the Education Committee to examine students. The examiners consist of a chief examiner and an assistant examiner from the Education Committee.

3.4. Thesis is a written final project report in the form of a scientific paper based on research results, aimed at enhancing analytical skills following academic standards.

3.5. Semester Credit Unit (SKS) is the unit used to express the student's study load, cumulative achievement, and the teaching workload for lecturers.

3.6. Student is an officially registered participant who has completed the Study Plan Card (KRS).

3.7. Single Tuition Fee (UKT) refers to the tuition contribution paid by students or their parents, determined based on socioeconomic conditions and program-specific cost structures.

4. References

4.1. Rector IPB Decree No. 143/13/PP/2009 on Academic Rules for the Undergraduate Major-Minor Curriculum.

4.2. Undergraduate Program Handbook, 2015 Edition.

4.3. IPB Standard Operating Procedure (SOP) Book, 2nd Edition, 2015.

5. General Provisions

5.1. The student must have completed the Seminar and Thesis Supervision Logbook and served as a seminar discussant.

5.2. The student has passed the seminar stage.

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5.3. The student must have completed at least 137 credits (SKS), have no grades of E or BL, and must not be enrolled in or retaking any course.

5.4. The student must have undertaken thesis supervision sessions with one or both thesis supervisors, proven by screenshots (e.g., WhatsApp or Zoom).

5.5. The student must obtain approval from all thesis supervisors to take the final examination, as proven by WhatsApp approval screenshots and a signed Final Examination Registration Form (by both supervisors, the Education Committee, and the student). The form can be downloaded at: https://ipb.link/form-pendaftaran-sidang-ie.

5.6. The student must have fully paid tuition fees (UKT) for the current semester.

5.7. The student must wear formal and neat attire during the examination.

5.8. Registration for the Final Examination must be completed at least seven (7) working days before the examination date and approved by the supervisor(s).

5.9. The duration of the Undergraduate Final Examination is between 60 and 120 minutes.

5.10. he student must submit the thesis files (document and PowerPoint) upon registration. These files must be emailed within three (3) days after registration to seminarsidang.ie@gmail.com, along with the other required documents. The files are distributed to supervisors and examiners. Failure to submit within the given time frame results in cancellation of registration. The email must include:

i. Final Examination Registration Form.
ii. Thesis file (document and PowerPoint).
iii. Seminar monitoring card / proof of seminar attendance.
iv. Proof of supervision and WhatsApp approval from supervisors.
v. Turnitin report of the thesis file.

5.11. The student must confirm with the Academic Office after sending the softcopy thesis via email.

5.12. The student must submit all hardcopy documents to the Academic Office in a red folder, including:

i. One copy of the registration form.
ii. One printed copy of the thesis (softcover, orange cover).

5.13. The student must independently coordinate with their supervisors and examiners for the delivery of thesis files (soft or hardcopy) via WhatsApp or in person.

5.14. The student must personally deliver invitations and thesis copies (printed or digital) to supervisors and examiners after confirming via WhatsApp or another agreed communication channel. (All documents must be placed in a red folder.)

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5.15. Examiners are appointed by the Department's Education Committee at least three (3) days before the examination.
5.16. Examiners assess the student's performance based on three aspects: thesis preparation, presentation quality, and ability to answer questions.
5.17. Final grades follow these thresholds: A ≥ 80; 75 ≤ AB < 80; 70 ≤ B < 75; 65 ≤ BC < 70; 60 ≤ C < 65; D < 60.
5.18. Students pass if their average score is ≥ 65 (minimum grade BC).
5.19. Students who receive a final grade of C or D must retake the Undergraduate Final Examination.
5.20. Students must revise their thesis according to examiners' and supervisors' feedback within one (1) month after the defense.
5.21. If the student fails to revise the thesis within one (1) month, they must retake the Undergraduate Final Examination.

6. Procedures

6.1. Detailed Procedures

6.1.3. Students obtain the Final Examination Registration Form [FRM/ESP/10/02-00] from the Academic Administration Office.
6.1.4. Students register for the Final Examination by submitting required documents, including the Registration Form [FRM/ESP/10/02-00] and the *Seminar and Thesis Supervision Logbook*, at least seven (7) days before the scheduled examination date.
6.1.5. Students complete the online registration in the Department's academic service system and record their names on the seminar and defense board.
6.1.6. The Academic Administration Staff verifies all documents and system entries. Incomplete requirements will delay the registration process until all are fulfilled.
6.1.7. The Academic Administration Staff informs the Education Committee about the schedule.
6.1.8. The Education Committee assigns examiners based on thesis topics and lecturers' availability.
6.1.9. The Academic Administration Staff issues invitations to supervisors and examiners.
6.1.10. The Academic Administration Staff informs the student of the examiner list and ensures the distribution of invitations and thesis drafts.
6.1.11. The Academic Administration Staff prepares examination minutes, transcripts, attendance sheets, and thesis drafts.
6.1.12. The student presents the thesis and defends the research results.
6.1.13. Examiners take turns evaluating the student and provide grades at the end of the session.
6.1.14. Examiners deliberate privately to finalize the results.
6.1.15. The examination results are announced to the student at the end of the defense.

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6.1.16. Examiners submit all examination documents (minutes, transcript, attendance list) to the Academic Administration Staff.

6.1.17. The student revises the thesis according to examiners' feedback within one (1) month.

6.1.18. If revisions are not submitted within one (1) month, the student must retake the examination.

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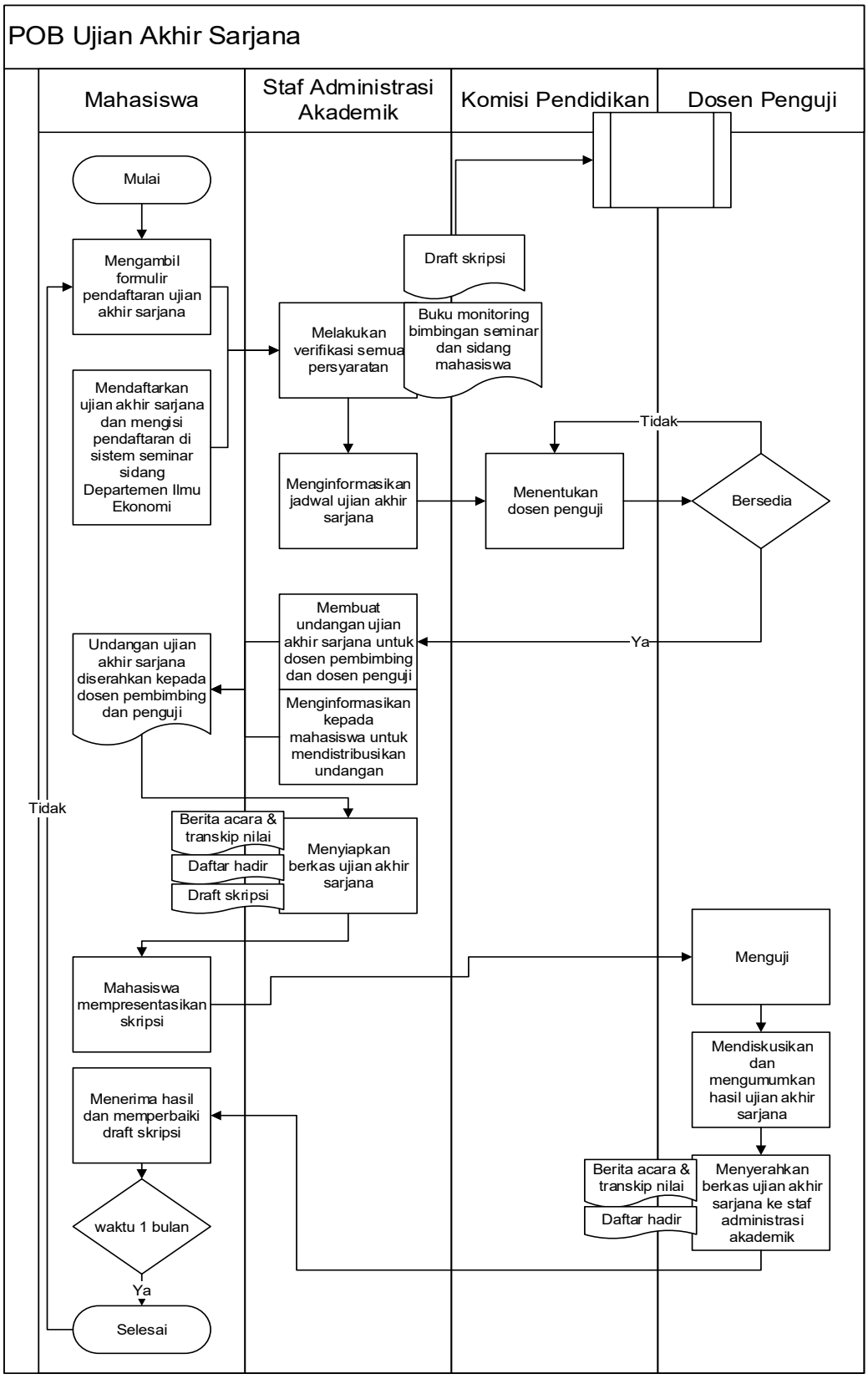
6.2. Flowchart of Procedures



7. List of Important Documents
   7.1. Thesis (Skripsi)
   7.2. Undergraduate Final Examination Invitation Letter
   7.3. Undergraduate Final Examination Evaluation Form
   7.4. Undergraduate Final Examination Minutes / Final Thesis Grade Report
   7.5. Thesis Monitoring Card (Kartu Kendali Skripsi)

8. Attachments
   8.1. [FRM/ESP/10/02-00] Undergraduate Final Examination Registration Form
   8.2. Undergraduate Final Examination Invitation Letter
   8.3. Undergraduate Final Examination Evaluation Form
   8.4. Undergraduate Final Examination Minutes / Final Thesis Grade Report
   8.5. Attendance List
   8.6. Student Seminar and Thesis Supervision Logbook

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Undergraduate Final Examination 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 : 827 /IT3.8.4.1/PP.05.02/2016 03 Juni 2016
Lamp : 1 (satu) berkas
Perihal : **Undangan Sidang Tugas Akhir**

Yth. : Dr.Ir. Wiwiek Rindayati, M.Si (Pembimbing I)
Widyastutik, M.Si (Penguji Utama)
Khalifah Muhamad Ali, M.Si (Komdik)
di tempat

Dengan ini kami mengundang Bapak/Ibu untuk hadir dalam pelaksanaan Ujian Skripsi mahasiswa Program Studi Ekonomi dan Studi Pembangunan berikut:

Nama / NRP	:	**SELVA ARDANTI AYUJAWI/H14120031**
Hari / Tanggal	:	Selasa/ 07 Juni 2016
Pukul	:	09.00-11.00 WIB
Tempat	:	Ruang Sidang Lt. 2 Dept. Ilmu Ekonomi FEM IPB Kampus IPB Darmaga – Bogor
Judul Skripsi	:	Analisis Faktor-faktor yang Memengaruhi Tingkat Pengangguran Terbuka di Kawasan Metropolitan Jakarta

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

Komisi Pendidikan,

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

Undergraduate Final Examination Evaluation Form

KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
INSTITUT PERTANIAN BOGOR
FAKULTAS EKONOMI DAN MANAJEMEN
DEPARTEMEN ILMU EKONOMI
Jl. Kamper, Kampus IPB Darmaga - Bogor
Telp. 0251-8626520, Fax. : 0251-8626631, e-mail : fem@ipb.ac.id, web site : http : //fem.ipb.ac.id

FORMULIR PENILAIAN UJIAN SKRIPSI
(DOSEN PENGUJI UTAMA)

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

PENILAIAN

1. Penyusunan :
2. Penyajian :
3. Pertanyaan :

RATA-RATA PENILAIAN :

KOMENTAR :

Bogor,
Penguji Utama,

NIP.

KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
INSTITUT PERTANIAN BOGOR
FAKULTAS EKONOMI DAN MANAJEMEN
DEPARTEMEN ILMU EKONOMI
Jl. Kamper, Kampus IPB Darmaga - Bogor
Telp. 0251-8626520, Fax. : 0251-8626631, e-mail : fem@ipb.ac.id, web site : http : //fem.ipb.ac.id

FORMULIR PENILAIAN UJIAN SKRIPSI
(DOSEN KOMISI PENDIDIKAN)

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

PENILAIAN

1. Penyusunan :
2. Penyajian :
3. Pertanyaan :

RATA-RATA PENILAIAN :

KOMENTAR :

Bogor,
Komisi Pendidikan/Sekretaris Sidang,

NIP.

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Undergraduate Final Examination Minutes / Final Thesis Grade Report

KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
INSTITUT PERTANIAN BOGOR
FAKULTAS EKONOMI DAN MANAJEMEN
DEPARTEMEN ILMU EKONOMI
Jl. Kamper, Kampus IPB Darmaga - Bogor
Telp. 0251-8626520, Fax. : 0251-8626631, e-mail : fem@ipb.ac.id, web site : http : //fem.ipb.ac.id

NILAI AKHIR SKRIPSI / BERITA ACARA

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

JENIS PENILAIAN		PARAF	NILAI	BOBOT (NILAI X 50%)	RATA-RATA NILAI SIDANG
I. Nilai Sidang *	Pembimbing				
	Penguji Utama				
	Komisi Pendidikan				
II. Nilai Skripsi ** (Pembimbing)					
NILAI FINAL (I + II)					
HURUF MUTU					

Mengetahui
Komisi Pendidikan/Sekretaris Sidang,

NIP.

Bogor,
Pembimbing/Ketua Sidang,

NIP.

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

Keterangan :

* Harap diisi oleh Penguji Komisi Pendidikan hingga Rata-Rata Nilai Sidang

** Merupakan Nilai Setelah Perbaikan yang diberikan oleh Dosen Pembimbing

UNDERGRADUATE FINAL EXAMINATION ATTENDANCE LIST

Student Name :

Student ID :

Date of Examination :

Time :

Thesis Supervisor :

No	Name	NIP	Position	Signature
1			Supervisor	
2			Chief Examiner	
3			Assistant Examiner (Education Committee)	

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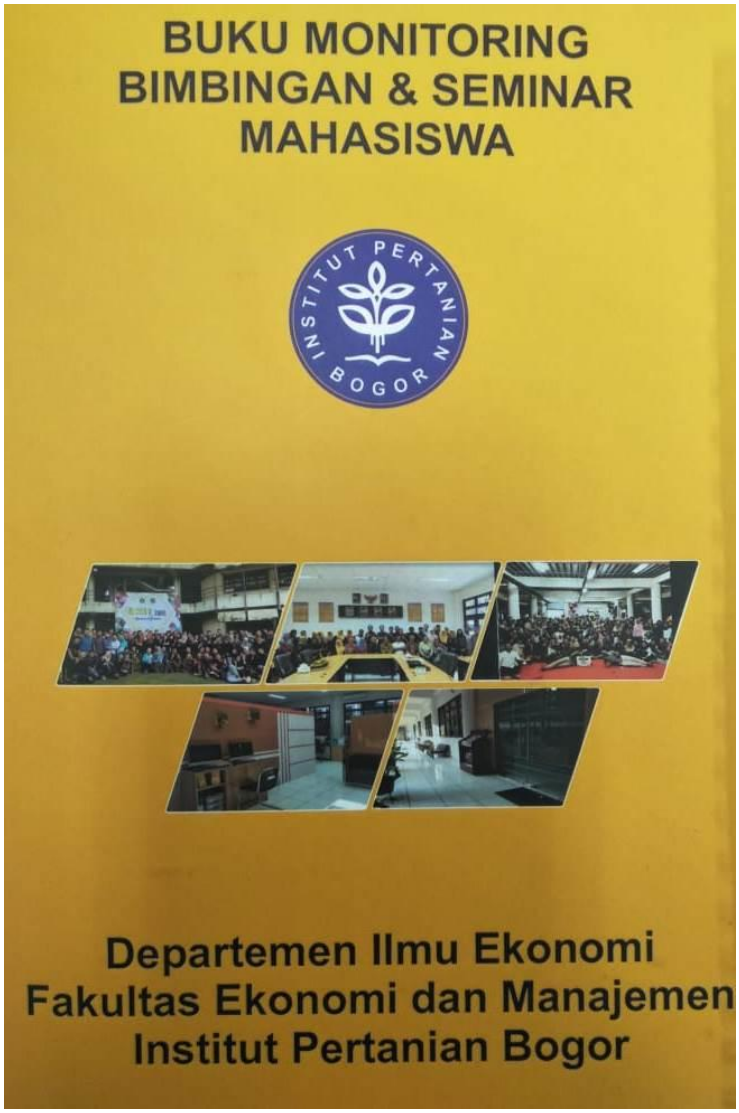
Student Seminar and Thesis Supervision Logbook



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