

## 1. SEMINAR REQUIREMENTS

Students of the Economic Development Study Program, Department of Economics, Faculty of Economics and Management (FEM), IPB University, are eligible to register for the Thesis Seminar provided that they fulfil the following requirements:

- a. The student has completed a minimum of 137 credit units, has received no E or BL grades in all courses taken, and is not currently enrolled in or repeating any courses.
- b. Students who intend to cancel their minor program are required to complete the minor change to SC procedure in advance.
- c. The student has attended a minimum of ten (10) seminars, consisting of eight (8) seminars conducted within the Economic Development Study Program and two (2) seminars conducted outside the Study Program, as evidenced by a seminar monitoring card or proof of seminar attendance.
- d. The student has undertaken thesis supervision sessions with Thesis Supervisor I and/or II, as evidenced by screenshots of supervision communications (e.g., WhatsApp, Zoom, or other relevant platforms).
- e. The student has obtained formal approval to conduct the seminar from all thesis supervisors by submitting screenshots of approval communications and a Seminar Registration Form that has been duly signed by the thesis supervisor(s) (Supervisor I and/or II), the Education Committee, and the student. The Seminar Registration Form may be downloaded from: <https://ekonomi.ipb.ac.id/wp-content/uploads/2023/12/FORMULIR-PENDAFTARAN-SEMINAR-SKRIPSI-IE.pdf>
- f. Seminar registration must be completed no later than three (3) working days before the scheduled seminar date.
- g. The student is required to submit a seminar paper prepared in accordance with the guidelines of the Journal of Economics and Development Policy, Department of Economics (<https://journal.ipb.ac.id/index.php/jekp/AuthorGuideline>), with a length of no fewer than 10 pages and no more than 15 pages.
- h. The student shall complete the registration process via WhatsApp communication with the Academic Office using the officially prescribed template (as shared in the Academic WhatsApp Group).
- i. All required seminar registration documents must be submitted electronically via email to [seminarsidang.ie@gmail.com](mailto:seminarsidang.ie@gmail.com), using the email subject format: NAME\_STUDENT ID\_SEMINAR.

The submitted documents shall include:

- i. Seminar Registration Form (one page);
- ii. Seminar Paper (one file);
- iii. Seminar Card or Proof of Seminar Attendance (one file);
- iv. Proof of Thesis Supervision and approval communications from the thesis supervisor(s) (one file).

- j. The student is obliged to confirm with the Academic Office of the Department of Economics that all required seminar registration documents have been successfully submitted via email.
- k. The student shall submit hard copies of all seminar registration documents to the Secretariat of the Department of Economics, enclosed in a red folder.

## 2. THESIS DEFENCE REQUIREMENTS

Students of the Economic Development Study Program, Department of Economics, Faculty of Economics and Management (FEM), IPB University are eligible to register for the Thesis Defence if they meet the following requirements:

- a. The student has served as a seminar discussant for other students, as evidenced by the seminar monitoring card.
- b. The student has undertaken thesis supervision sessions with Thesis Supervisor I and/or II, as evidenced by screenshots of supervision communications (e.g., WhatsApp, Zoom, or other relevant platforms).
- c. The student has obtained formal approval to conduct the thesis defense from all thesis supervisors by submitting screenshots of approval communications and a Thesis Defense Registration Form that has been duly signed by the thesis supervisor(s) (Supervisor I and/or II), the Education Committee, and the student. The Thesis Defense Registration Form may be downloaded from: <https://ipb.link/form-pendaftaran-sidang-ie>
- d. Thesis defense registration must be completed no later than seven (7) working days before the scheduled defense date and must be approved by Thesis Supervisor I and/or II.
- e. The student is REQUIRED to submit the soft copy of the thesis to the Turnitin Coordinator (Mr. Dede Suhaedi, Phone: +62 813-8776-1499, Email: [dede075@apps.ipb.ac.id](mailto:dede075@apps.ipb.ac.id)) for plagiarism screening. Eligibility for thesis defense registration requires a Turnitin similarity index of 25% or lower ( $\leq 25\%$ ).
- f. The student shall complete the registration process via WhatsApp communication with the Academic Office using the officially prescribed template (as shared in the Academic WhatsApp Group).
- g. At the time of registration, the student is required to submit the thesis files (document and presentation slides) to be used during the defense. The files must be submitted to the Department of Economics via email at [seminarsidang.ie@gmail.com](mailto:seminarsidang.ie@gmail.com) no later than three (3) days after registration to the Department of Economics via email at [seminarsidang.ie@gmail.com](mailto:seminarsidang.ie@gmail.com), together with the other required defense documents. These files will be distributed to the thesis supervisors and examiners. Failure to submit the required documents within the stipulated timeframe will result in the thesis defense registration being deemed null and void. The submitted documents shall include:
  - i. Thesis Defense Registration Form.
  - ii. Thesis files (document and presentation slides).
  - iii. Seminar card or proof of seminar attendance.
  - iv. Proof of thesis supervision and approval communications from the supervisor(s).
  - v. Turnitin similarity report of the thesis.
- h. The student is REQUIRED to confirm with the Academic Office of the Department of Economics that the thesis soft copy has been successfully submitted to the designated email address.

- i. The student shall submit hard copies of all thesis defense registration documents to the Academic Office of the Department of Economics, enclosed in a red folder. The hard copy documents shall include:
  - i. Thesis Defense Registration Form (one page);
  - ii. One (1) hard copy of the thesis in softcover binding with an orange cover.
- j. The submission of thesis files (soft copy and/or hard copy) shall be independently coordinated by the student with the thesis supervisors and defense examiners via WhatsApp communication or in-person meetings.
- k. The student is **REQUIRED** to promptly contact the thesis supervisors and all defence examiners to deliver the defence invitation, printed thesis, and/or soft copy of the thesis, in accordance with the supervisors' and examiners' requests, based on prior arrangements made via WhatsApp or other agreed-upon mechanisms. All documents shall be delivered in a red folder.

### 3. PROCEDURE FOR APPLYING FOR THE CERTIFICATE OF GRADUATION (SKL)

Students of the Economics Study Program, Department of Economics, Faculty of Economics and Management (FEM), IPB University, are eligible to apply for a Certificate of Graduation (Surat Keterangan Lulus / SKL) if they meet the following requirements:

- a. The student has obtained approval from Thesis Supervisor I and/or II for the SKL application process, as evidenced by a digital signature (digisign) on the approval page of the thesis file. Students who have already obtained a handwritten signature or digital signature from Thesis Supervisor I and/or II may subsequently request a digital signature from the Head of the Economic Development Study Program.
- b. The student is required to complete the online form at <https://bit.ly/SKLONLINE> and to confirm the submission with the Academic Office of the Department of Economics.
- c. The student shall submit a request for an SKL cover letter via WhatsApp communication with the Academic Office using the officially prescribed template (as shared in the Academic WhatsApp Group).
- d. The processing of the SKL cover letter shall be completed within a minimum of two (2) working days.
- e. The student is required to download the Administrative Clearance Form from <https://ipb.link/formbebasadministrasi> and to complete the form accordingly.
- f. Upon receipt of the SKL cover letter from the Department, the student may proceed with the SKL application through the Student Portal. The student shall submit the SKL application to the Faculty of Economics and Management in person (offline).
- g. After the Faculty has issued the SKL, the student is REQUIRED to submit all documents for Departmental archiving purposes in soft copy (PDF format), combined into a single RAR file, to [skl.ilmuekonomi@gmail.com](mailto:skl.ilmuekonomi@gmail.com), using the email subject format: STUDENT ID\_NAME. The PDF files to be submitted shall include:
  - i. Certificate of Graduation (SKL).
  - ii. SKL cover letter and temporary academic transcript.
  - iii. Approval page.
  - iv. Thesis (IPB LSI format).
  - v. Scanned Administrative Clearance Form.
- h. The student is REQUIRED to confirm with the Department of Economics that the SKL documents have been successfully sent to the designated email address.
- i. Upon completion of all administrative procedures, the student is REQUIRED to complete all alum questionnaires and data forms through the following links for departmental quality improvement and alumni tracking purposes:  
<http://bit.ly/BIODATAALUMNI>  
<http://bit.ly/TRACERALUMNI>  
<https://tracerstudy.ipb.ac.id/>  
<https://ipb.link/tracerstudyipb>