



**SCHOOL OF VETERINARY MEDICINE AND BIOMEDICAL SCIENCES  
INSTITUT PERTANIAN BOGOR (IPB UNIVERSITY)**


**PROCEDURE  
BACHELOR FINAL PROJECT SEMINAR  
IN THE VETERINARY MEDICINE PROGRAM**

**DOCUMENT NUMBER : POB-KH-08  
NUMBER OF COPIES :  
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Bogor, January 24, 2023

Dekan  
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## 1. PURPOSE

Provide a guideline for the final seminar implementation for students of the School of Veterinary Medicine and Biomedical Sciences, IPB University.

## 2. SCOPE

The scope of this procedure includes the requirements for a seminar leader who organizes seminars, procedures for conducting seminars, and procedures for evaluating seminars.

## 3. TERMS AND DEFINITIONS

3.1. The final seminar for students (referred to as seminar in this document) is a form of oral scientific presentation of the results of the Final Project implementation by the students before a seminar forum.

3.2. The seminar organizers are the SKHB IPB students who conduct the Final Project.

3.3. The moderator is a Lecturer assigned by the seminar coordinator to lead a seminar.

3.4. External assessors as an advisor are Lecturers appointed by the Seminar Coordinator based on their area of expertise/subject knowledge related to the presented seminar paper.

3.5. The Seminar Coordinator is the Head of the Study Program (ex officio) appointed by the Dean to coordinate the conduct of the seminar following the SKHB Seminar Guidelines.


## 4. REFERENCE

Rector's Decree Number 175/IT3/PP/2019 Regarding the Bachelor Education Program Guidelines of IPB University 2019 Edition

## 5. GENERAL REQUIREMENTS

### 5.1. Requirements to be a Presenter in the Seminar

5.1.1. The Students are active students of SKHB IPB who are not currently receiving academic sanctions.


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- 5.1.2. Have completed lectures with a cumulative number of credits of at least 120 credits with a GPA  $\geq 2.00$  and without E grades.
- 5.1.3. Have a decree letter (SK) for Final Project guidance authorized by the Dean of SKHB-IPB.
- 5.1.4. Have carried out the colloquium.
- 5.1.5. Have completed research/fieldwork/internship/literature study/case study, written a draft of the final project and seminar paper, and obtained approval from the final project advisor to conduct the seminar.
- 5.1.6. Have attended the general lecture seminar at SKHB IPB.
- 5.1.7. Have attended seminars as a participant at least ten times scattered in the SKHB IPB environment or other relevant scientific seminars, as evidenced by the moderator's signature on the seminar card. The seminar card, consultation book, and colloquium card can be taken at the Academic and Student Affairs Section in semester three.
- 5.1.8. Write a seminar paper according to the latest PPKI -IPB edition requirements concerning seminar paper writing format.

## 5.2. Seminar Organizer

- 5.2.1. Seminars are held on the SKHB-IPB premises.
- 5.2.2. The Seminar Coordinator is responsible for coordinating the implementation of the seminar.
- 5.2.3. The Seminar Coordinator is assisted by educational administrative assistance in organizing the administration of seminar activities.
- 5.2.4. The implementation of the seminar is led by a moderator and accompanied by a seminar evaluator consisting of:
  - (1) Final project advisor
  - (2) External assessor of Final Project advisor

## 5.3. Rules of Conduct for Final Project Seminar

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- 5.3.1. Presenters must wear formal, neat and polite clothes.
- 5.3.2. Presenters must prepare seminar materials (at least ten copies of papers, LCD projector and computer, etc.) in the seminar room 30 minutes before the seminar starts.
- 5.3.3. The seminar will be held if the number of seminar attendance is at least ten people (excluding moderators, advisors, assessors and other seminar presenters).
- 5.3.4. The moderator has the right to cancel the implementation of a seminar session if:
- (1) The number of seminar attendance is less than the minimum requirement.
  - (2) Presenters do not attend the seminar at the specified time.
  - (3) No advisor is present, or the advisor members who attend are not from SKHB-IPB.
- 5.3.5. During the seminar, attendees cannot enter and leave the room, eat or drink, converse the unrelated seminar material, smoke, or activate cellular phones.

#### 5.4. Seminar Assessment

- 5.4.1 The lecturer assesses the students presenting the seminar in aspects of presenting techniques, seminar paper writing techniques, mastery of seminar material and questions and answers.
- 5.4.2 Quality Scores and Quality Letters are given based on the following standards:
- |             |      |
|-------------|------|
| 75.0 - 100  | : A  |
| 71.0 – 74.9 | : AB |
| 65.0 – 70.9 | : B  |
- 5.4.3 Students getting a grade lower than B for the seminar quality letter must repeat the seminar after consulting with the advisor by following the registration procedure from the beginning of the registration again.

#### 5.5. Seminar Paper Documentation

- (1) It should be revised no later than 2 (two) weeks after the seminar.

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(2) Seminar papers are documented by the seminar coordinator as a collection of seminar papers.



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**6. FLOWCHART PROCEDURE**

**6.1. Seminar Procedure**

ACTIVITIES	RECORD/ DOCUMENT	NOTE	RISK IDENTIFICATION	RISK SOLUTION																				
<p>Starting Point</p> <p>↓</p> <table border="1"> <tr> <td>Student</td> <td>1</td> </tr> <tr> <td colspan="2">Fill out KRS in the current semester</td> </tr> </table> <p>↓</p> <table border="1"> <tr> <td>Presenter of the seminar</td> <td>2</td> </tr> <tr> <td colspan="2">Apply for the seminar to the Academic Department</td> </tr> </table> <p>↓</p> <table border="1"> <tr> <td>Seminar Coordinator</td> <td>3</td> </tr> <tr> <td colspan="2">Verify the completion of seminar and SKS requirements</td> </tr> </table> <p>↓</p> <table border="1"> <tr> <td>Seminar Coordinator</td> <td>4</td> </tr> <tr> <td colspan="2">Arrange the seminar program and appoint Moderator Lecturer &amp; Assessment Lecturer</td> </tr> </table> <p>↓</p> <table border="1"> <tr> <td>Academic Administration Staff</td> <td>5</td> </tr> <tr> <td colspan="2">Organize and deliver documents to moderators and assessors.</td> </tr> </table> <p>↓</p> <p>Completed</p>	Student	1	Fill out KRS in the current semester		Presenter of the seminar	2	Apply for the seminar to the Academic Department		Seminar Coordinator	3	Verify the completion of seminar and SKS requirements		Seminar Coordinator	4	Arrange the seminar program and appoint Moderator Lecturer & Assessment Lecturer		Academic Administration Staff	5	Organize and deliver documents to moderators and assessors.		<p>KRS</p> <p>Seminar Registration (FRM/KH/014/00)</p> <p>Seminar Card (FRM/KH/015/00)</p> <p>Willingness Statement (FRM/KH/017/00)</p> <p>TA Supervision Card (FRM/KH/004/00)</p> <p>Invitation</p> <p>Presenter's Biodata (FRM/KH/016-00)</p> <p>Seminar Attendance List (FRM/KH/018-00)</p> <p>Seminar Assessment Form (FRM/KH/019-00)</p> <p>Quality Score for Bachelor Seminar (FRM/KH/020-00)</p>			
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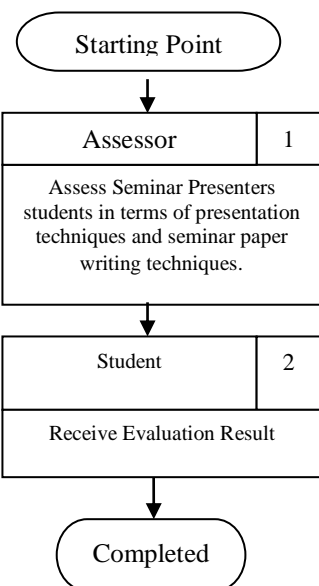
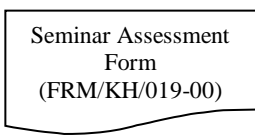
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**6.2. Seminar Implementation**

ACTIVITIES	RECORD/ DOCUMENT	NOTE	RISK IDENTIFICATION	RISK SOLUTION
<pre> graph TD     Start([Starting Point]) --&gt; M1[Moderator 1]     M1 --&gt; L[Leading the seminar]     L --&gt; S2[Seminar Presenter &amp; Audience 2]     S2 --&gt; R[Must abide to the Regulation of the Seminar]     R --&gt; A3[Assessor Lecturer 3]     A3 --&gt; S4[Submit assesment form that has been evaluated to the moderator]     S4 --&gt; M4[Moderator 4]     M4 --&gt; S5[Submit Assessment form to Seminar Coordinator]     S5 --&gt; St5[Student 5]     St5 --&gt; I[Improve the seminar paper according to the suggestions of the assessor and moderator and approved by the advisor.]     I --&gt; M6[Moderator 6]     M6 --&gt; S6[Signed seminar paper, handing it over to Seminar Coordinator]     S6 --&gt; SC7[Seminar Coordinator 7]     SC7 --&gt; N[Send the seminar quality score and the Notice to the Academic and Student Affairs Department of FKH]     N --&gt; End([Completed])     </pre>	<p>Cancellation</p> <p>Seminar Assessment Form (FRM/KH/019-00)</p> <p>Seminar Paper</p> <p>Quality Score of Bachelor Seminar (FRM/KH/020-00)</p> <p>Notice of Bachelor Seminar SKH (FRM/KH/021-00)</p>	<p>Seminar Paper Documentation:</p> <ol style="list-style-type: none"> <li>1.Revised maximum 2 (two) weeks after the seminar</li> <li>2. Seminar Coordinator documents the results of the seminar</li> </ol>		

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### 6.3. Seminar Assessment

ACTIVITIES	RECORD/ DOCUMENT	NOTE	RISK IDENTIFICATION	RISK SOLUTION
 <pre> graph TD     A([Starting Point]) --&gt; B[Assessor   1]     B --&gt; C[Assess Seminar Presenters students in terms of presentation techniques and seminar paper writing techniques.]     C --&gt; D[Student   2]     D --&gt; E[Receive Evaluation Result]     E --&gt; F([Completed])           </pre>				

## 7. IMPLEMENTATION TIME

The seminar must be conducted within five working days after registration.

## 8. APPENDICES

- 8.1 [Assessment of Bachelor Thesis Seminar Implementation \(FRM/KH/019-00\)](#)
- 8.2 [Seminar Registration \(FRM/KH/014-00\)](#)
- 8.3 Seminar Card (FRM/KH/015-00)
- 8.4 [Presenter Biodata for the Seminar \(FRM/KH/016-00\)](#)
- 8.5 [Willingness Statement \(FRM/KH/017-00\)](#)
- 8.6 [Seminar Attendance List \(FRM/KH/018-00\)](#)
- 8.6 [Notice of Bachelor Thesis Seminar for Veterinary Bachelor degree \(FRM/KH/021-00\)](#)
- 8.7 [Quality Score of Bachelor Thesis Seminar \(FRM/KH/020-01\)](#)
- 8.8 [Final Project of Supervision card \(FRM/KH/004-00\)](#)