



**SCHOOL OF VETERINARY MEDICINE AND BIOMEDICAL SCIENCES
BOGOR AGRICULTURAL UNIVERSITY**

**IMPLEMENTATION OF FINAL PROJECT PROCEDURE FOR
UNDERGRADUATE PROGRAMME
VETERINARY MEDICINE STUDY PROGRAMME**

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Dekan
Sekolah Kedokteran Hewan dan Biomedis,



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1. OBJECTIVE


- 1.1 Ensuring undergraduate student's final project of the Veterinary Study Program, School of Veterinary Medicine and Biomedical Sciences, Bogor Agricultural University can be completed within a maximum period of 12 months and carried out in the 7th semester.
- 1.2 Assuring the undergraduate study period is completed within 8 semesters.
- 1.3 Simplifying the quality control process for undergraduate student's final assignments.

2. THE SCOPE

The scope of the standard operational procedures for completing this final project includes the requirements for taking the final project, determining the final project supervisor, making the final project supervisor decree, preparing research proposals, implementing and monitoring the final project and preparing the final project report (thesis).

3. TERMS AND DEFINITIONS


- 3.1. A study plan card is an online study plan form that contains a course plan that students will take at the beginning of the semester (including semester transfers), either in the form of lectures, practicums, Real-Thematic Work Lectures (KKN-T), or final assignments.
- 3.2. The final project is an independent task that must be completed by students of the Bachelor Veterinary Medicine Study Program, School of Veterinary Medicine and Biomedical Sciences Bogor Agricultural University as a graduation requirement which includes the preparation stage (proposal preparation), colloquium, final project execution, seminars, thesis writing and veterinary medicine bachelor program final exam.
- 3.3. The final project can be in the form of research, literature study, internship and case study.

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- 3.4. The final research project is an effort to produce new empirical knowledge, theories, concepts, methodologies, models, or information that enriches science and technology. Research can be in the form of laboratory experiments, field experiments (in livestock, industry, etc.), surveys, and secondary data analysis.
- 3.5. The final project in the form of a literature study is a comprehensive study of a problem based on the knowledge collected from various scientific literatures.
- 3.6. The final project in the form of a case study is to examine a case in a clinic, on the field, laboratory or hospital.
- 3.7. Academic supervisors are permanent lecturers who are appointed to help guide and direct students in their teaching and learning activities, including in the preparation of study plans for the students under their guidance. Academic supervisors also act as a supervisor for the final project, either as the head or a member of the supervisor.
- 3.8. The Final Project Supervisors (hereinafter abbreviated as FPS) consist of a head final project supervisor and member final project supervisor appointed by the Dean's Decree.
- 3.9. The lead lecturer for the final project is a permanent lecturer who is appointed as the head supervisor in directing and guiding their students to complete their final assignment.
- 3.10. A member of the final project supervisor is a lecturer within Bogor Agricultural University, an agency, institution or business entity outside Bogor Agricultural University who assists the lead lecturer of the final project in guiding students to complete the final project.
- 3.11. The coordinator of the final project/thesis is the education commission (ex officio), which is assigned by the Dean to coordinate the implementation of the final project.
- 3.12. The family is the main family which is the relationship between parents and children, husband and wife, and nephews of siblings.

4. REFERENCES

- 4.1. SK Senat Akademik IPB Nomor 20/I/Kep/SA/2003 tentang Kebijakan Dasar Pendidikan IPB. [Decree of the Academic Senate of Bogor Agricultural University Number

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20/I/Kep/SA/2003 concerning the Basic Education Policy of Bogor Agricultural University.]

- 4.2. Keputusan Rektor Nomor 19/IT3/PP/2019 tentang Tata Tertib Penyelenggaraan Program Pendidikan Sarjana IPB. [Rector's Decree Number 19/IT3/PP/2019 concerning the Orders for the Implementation of the Bogor Agricultural University Undergraduate Education Program.]
- 4.3. POB Penyelenggaraan Program pendidikan Sarjana IPB tahun 2015 Nomor POB-IPB-S1-14 tentang Penyelesaian Tugas Akhir. [SOP for the Implementation of the 2015 Bogor Agricultural University Undergraduate Education Program Number POB-IPB-S1-14 concerning the Completion of the Final Project.]


5. GENERAL REQUIREMENTS

5.1. Requirements for the Final Project

- 5.1.1 Taken lectures weighing at least 105 credits with a cumulative grade point average (GPA) of not less than 2.00 without an E grade in all subjects.
- 5.1.2 Taken the Scientific Methodology course (FKH1201).
- 5.1.3 Paid tuition fees up to the current semester.
- 5.1.4 Take the colloquium course (FKH1405) in the current semester study plan card (KRS).
- 5.1.5 Submit a Final Project Guidance Decree at the end of semester 6 (FRM/KH/005-02).
- 5.1.6 Conclude research plan for final project activities.


5.2. Final Project Supervisor

- 5.2.1. Each student who has fulfilled the requirements for writing the final assignment is guided by 2 (two) final project supervisors (FPS lecturers). One of the FPS lecturers is the student's academic supervisor. If students work on the topic of

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the final project in accordance with the competence / area of expertise of the academic supervisor, the academic supervisor also becomes the head of the final project supervisor. If the student chooses another field, the academic supervisor acts as a member of the final project supervisor.

- 5.2.2. The head lecturer of the final project supervisor is a permanent lecturer of the Veterinary Medicine Study Program, School of Veterinary Medicine and Biomedical Sciences, Bogor Agricultural University who has a position of at least Instructor.
- 5.2.3. Lecturers as members of the final project supervisor are lecturers of the Veterinary Medicine Study Program, School of Veterinary Medicine and Biomedical Sciences, Bogor Agricultural University or lecturers or researchers within Bogor Agricultural University, staff in agencies or institutions or business entities outside Bogor Agricultural University who have an at least a bachelor degree and are appointed by the Dean School of Veterinary Medicine and Biomedical Sciences, Bogor Agricultural University with the approval of the head of the agency or institution or business entity concerned.
- 5.2.4. The final project supervisor does not have a familial or emotional relationship with the student being mentored to maintain professionalism.
- 5.2.5. The head and member supervisor of the final project do not have a familial/emotional relationship to maintain professionalism.
- 5.2.6. A lecturer is allowed to become the head of the supervisor and/or member supervisor of the final project with a maximum number of 10 (ten) students in the current semester.
- 5.2.7. The tasks of the final project supervisor include:
 - (1) Guiding the preparation of the final project plan (final project proposal, research plan and colloquium)
 - (2) Guiding the implementation of the final project, including data analysis, final assignment writing and seminar preparation.

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- (3) Assessing colloquiums, seminars and student final project.
- (4) Testing students in the final examination of veterinary medicine together with other examiners appointed by the Dean.
- (5) If there is a problem in completing the final project, the final project supervisor gives consideration to the Dean/Vice Dean for Academic and Student Affairs regarding the completion of the student's final project.


5.2.6 Replacement of Final Project Supervisor

5.2.6.1 To avoid the occurrence of obstacles in the accomplishment of the student's final project, the head and/or the member final project supervisor must be replaced if:

- (1) Deceased.
- (2) Suffering from an illness that causes the supervisor to be unable to carry out his duties permanently (attached to a doctor's certificate).
- (3) Undergoing service outside the city/country or inactive, which requires lecturers to leave campus for more than 6 months.
- (4) Quit as a lecturer in Bogor Agricultural University.

5.2.6.2 If there is a problem between the final project supervisor and the student, it will be resolved based on a mutual agreement between the Dean, the Vice Dean for Academic and Student Affairs, the Academic Commission, the final project supervisor and the student concerned by considering the results of monitoring the progress of the final project (FRM/KH). /003-00 and FRM/KH/004-01) and attach the final project supervisor handover form (FRM/KH/006-00).

5.2.6.3 In the case of the replacement of the final project supervisor due to the reasons listed in points 5.2.6.1 and 5.2.6.2 the Vice Dean for Academic and Student Affairs will issue a decree for the replacement of the final project

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supervisor. After the replacement of the supervisor, students can continue the final project process according to the direction of the new supervisor.

5.3 Final Project Proposal Preparation


- 5.3.1 Students who have received a final assignment advisory decree, prepare proposals and carry out colloquiums.
- 5.3.2 The proposal for the final project is approved by the Vice Dean for Academic and Student Affairs and archived in the academic and student departments after the colloquium.
- 5.3.3 Students whose proposals have been approved by the Vice Dean for Academic and Student Affairs can start carrying out final project activities under the guidance of the final project supervisor.

5.4 Final Project Implementation and Monitoring

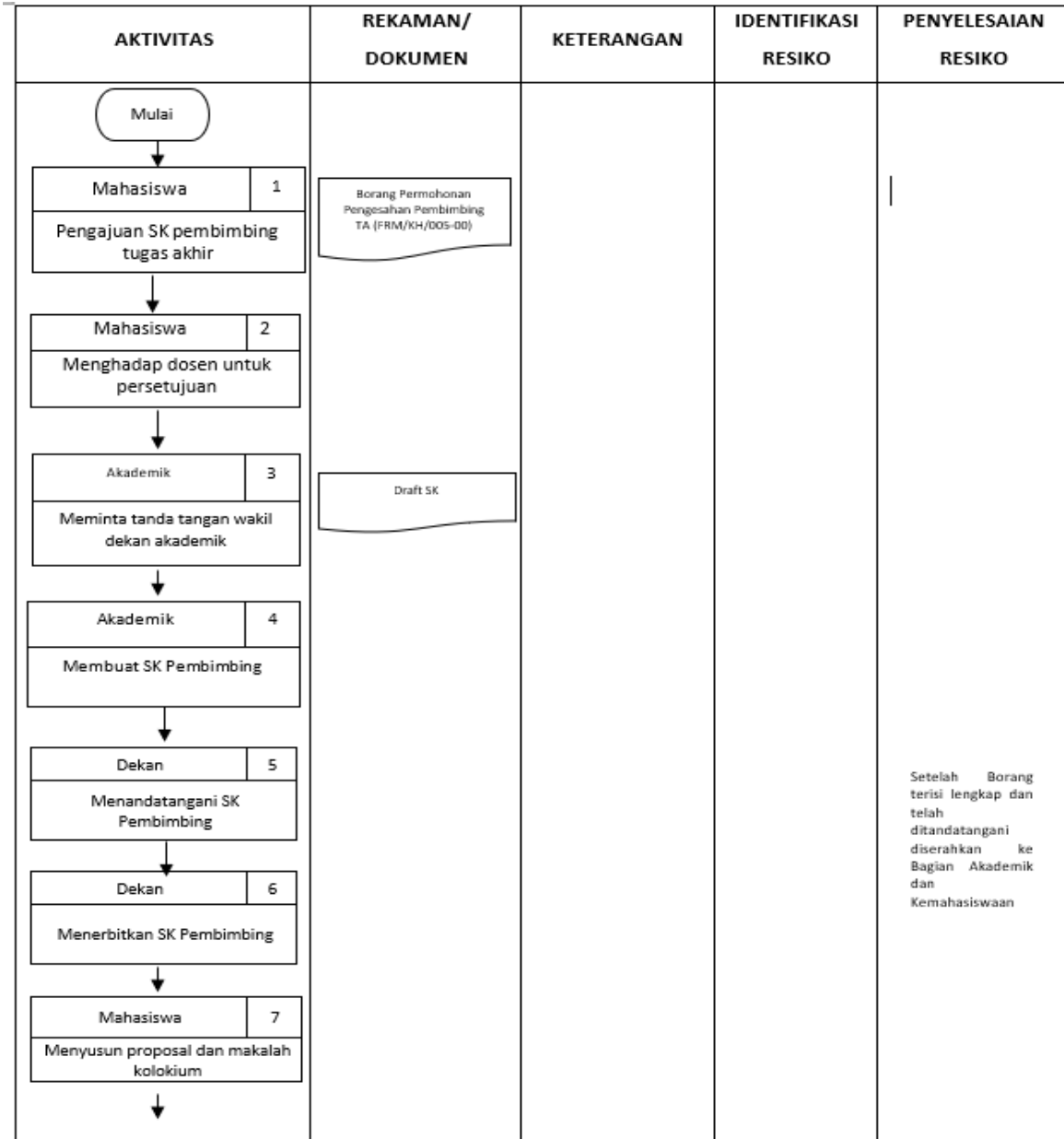
- 5.4.1 Monitoring the implementation of the final project internally is carried out by the final project supervisor by filling in student activities related to the implementation of the final project on the Final Project Monitoring Card (FRM/KH/004-00). Students fill out the results of the consultation with the final project supervisor in the Academic Guidance and Final Project Consultation Notebook (FRM/KH/003-00 Document). Final Project Monitoring is carried out at least in 8 meetings (FRM/KH/004-00).


5.5 Final Project Preparation

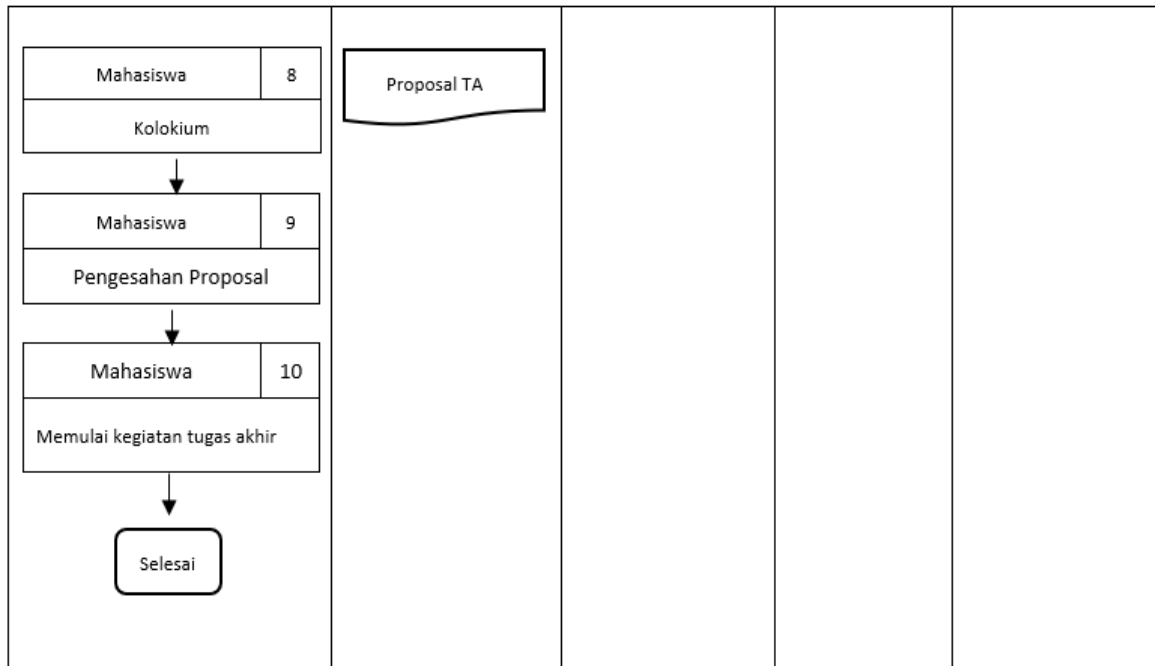
- 5.5.1 The writing of the final project must refer to the Bogor Agricultural University Scientific Writing Guidelines of the latest edition.
- 5.5.2 The results of the implementation of the final project must be presented in front of assessors and seminar forums. The procedure for conducting the final project seminar is regulated in a separate SOP (POB-KH-08).

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6. FLOW CHART PROCEDUR



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7. TIMELINE OF IMPLEMENTATION

Administrative arrangements for the final project with complete requirements can be processed within a maximum of 10 working days.

8. SUPPORTING DOCUMENTS

- 8.1 Final Project Consultation Notebook (FRM/KH/003-00)
- 8.2 Final Project Monitoring Card (FRM/KH/004-00)
- 8.3 Application for Endorsement Guidance Approval (FRM/KH/005-00)
- 8.4 Application for Transfer of Final Project Supervisor (FRM/KH/006-00)