

WORK PROCEDURE (WK) 2021

WK THESIS RESULTS SEMINAR

AGRIBUSINESS STUDY PROGRAM
FACULTY OF AGRICULTURE
MUHAMMADIYAH UNIVERSITY OF
YOGYAKARTA

UMY



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YOGYAKARTA

AGRIBISNIS

Unggul & Islami

Work Procedure (PK)

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Work Procedure (PK)

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OBJECTIVE

As a guide in the process of implementing seminars on thesis results at the Agribusiness Study Program, Faculty of Agriculture, Muhammadiyah University, Yogyakarta

A. SCOPE

This work procedure was carried out within the scope of thesis seminar activities at the Agribusiness Study Program, Faculty of Agriculture, Muhammadiyah University, Yogyakarta.

B. GUIDELINES


1. Muhammadiyah Central Leadership Guidelines Number 02/PED/I.0/B/2012 concerning Muhammadiyah Higher Education.
2. Chancellor's Decree Number 249/SK-UMY/XII/2017 concerning final grade standards for courses in the Study Program at the Muhammadiyah University of Yogyakarta.
3. Decree of the Muhammadiyah Central Leadership Higher Education Council Number 060/KEP/I.3/2013 concerning the 2013 Statutes of the Muhammadiyah University of Yogyakarta.
4. Chancellor's Decree No.217/SK-UMY/X/2017 concerning guidelines for writing final assignments for students at Muhammadiyah University of Yogyakarta.

C. TERMS AND DEFINITIONS

1. Thesis results seminar is where students present their thesis proposals in front of supervisors and examiners so they can proceed to the data collection or research stage.

D. RELATED PARTIES

1. Student.
2. Head of the study program.
3. Supervisor
4. Agribusiness Study Program Staff


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E. RELATED DOCUMENT









1. Invitation letter
2. Presence
3. Value Form
4. Minutes
5. Thesis Manuscript


F. PROCEDURE





1. The student's thesis manuscript has been approved by the supervisor to conduct a seminar on thesis results.
2. Before setting a schedule and registering for a results seminar, students are required to have attended other students' results seminars at least 5 times.
3. Students arrange a proposal seminar schedule with their supervisor.
4. After the thesis seminar schedule has been determined, students look for a room to hold the thesis seminar in the Fapertek teaching room.
5. After getting a room, students register for the thesis seminar via the link provided by the study program <https://bit.ly/pendaftaraanseminarhasil>, with the following requirements:
 - a. Upload proof of having attended other students' seminars at least 5 times
 - b. Upload the final thesis manuscript
6. After registering, students confirm with the TU Admin of the study program according to the number listed on the results seminar registration link.
7. Then students go to the study program administration room to collect the necessary documents, invitation letter for the thesis seminar, list of participants for the thesis seminar.
8. Seminars on thesis results were held.

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Thesis Proposal Seminar Flow Chart

NO	Procedure Description	Executor						Die Baku		
		Student	Supervisor	Examiner	Study Program Administrati on Admin	Study Program Administr ation	Fapertek Teaching	Requirements/ Equipment	Time	Output
1	The student's thesis manuscript has been approved by the supervisor to conduct a seminar on thesis results.									
2	Before setting a schedule and registering for a results seminar, students are required to have attended other students' results seminars at least 5 times.									
3	Students arrange the results seminar schedule with the supervisor.									
4	After the thesis results seminar schedule has been determined, students look for a room to hold the thesis results seminar in the Fapertek Teaching Room.									
5	After getting a room, students register for the thesis results seminar via the link provided by the study program: https://bit.ly/pendaftaraanseminarhasil									

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6	After registering, students confirm with the TU Admin of the study program according to the number listed on the results seminar registration link.									
7	Then students go to the study program administration room to collect the necessary documents such as the invitation letter for the thesis seminar, the attendance list for the thesis seminar participants.									
8	Seminars on thesis results were held		