

WORK PROCEDURE (WK) 2021

WK THESIS PROPOSAL SEMINAR

AGRIBUSINESS STUDY PROGRAM
FACULTY OF AGRICULTURE
MUHAMMADIYAH UNIVERSITY OF
YOGYAKARTA



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YOGYAKARTA

AGRIBISNIS

Unggul & Islami

Work Procedure (PK)

MUHAMMADIYAH UNIVERSITY OF YOGYAKARTA

Jl. Brawijaya, Tamantirto, Kasihan, Bantul, Yogyakarta

Tel. 0274-387656 Fax. 0274-387646

Email: agribisnis@umy.ac.id ; Website: agribisnis.umy.ac.id






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UNIVERSITAS
MUHAMMADIYAH
YOGYAKARTA

Unggul & Islami

Work Procedure (PK)

VALIDATION		
Verified by:	Checked by:	Prepared by:
Dean of FP UMY	Head of the Agribusiness Study Program	Quality team of Agribusiness Study Program
		
Ir. Indira Prabasari, M.P., Ph.D.	Zuhud Rozaki, S.P., M.App.Sc., Ph.D.	Dr. Ir. Nour Rahmawati, M.P.
NIP:196808201992032018	ME:19870604201810133066	ME:19670630199303133018

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Address: Jl. Brawijaya, Tamantirto, Kasihan, Bantul, Yogyakarta, Indonesia, 55183 Tel: (0274) 387656; Fax: (0274) 387646 Email: agribisnis@umy.ac.id ; Website: agribisnis.umy.ac.id			

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OBJECTIVE

As a guide in the process of implementing the thesis proposal seminar at the Agribusiness Study Program, Faculty of Agriculture, Muhammadiyah University, Yogyakarta

A. SCOPE

This work procedure was carried out within the scope of thesis proposal 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 Proposal 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. Supervisors and Examiners.
4. Agribusiness Study Program Staff


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E. RELATED DOCUMENT










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


F. PROCEDURE





1. The student's thesis proposal has been approved by the supervisor to conduct the thesis proposal seminar.
2. Before setting a schedule and registering for a proposal seminar, students are required to have attended other students' proposal seminars at least 5 times.
3. Students arrange a proposal seminar schedule with their supervisor and examining lecturer.
4. After the thesis proposal seminar schedule has been determined, students look for a room to hold the thesis proposal seminar at the Agribusiness Study Program Laboratory or the Faculty of Technology Teaching Room.
5. After getting a room, students register for the thesis proposal seminar via the link provided by the study program: <https://bit.ly/pendaftaraanseminarproposal>, with the following requirements:
 - a. Upload proof of having attended other students' proposal seminars at least 5 times
 - b. Upload the final thesis proposal
6. After registering, students confirm with the TU Admin of the study program according to the number listed on the proposal seminar registration link.
7. Then students go to the study program administration room to take the necessary documents, the invitation letter for the thesis proposal seminar, the list of participants in the thesis proposal seminar and the grade form.
8. Thesis proposal seminar was held.

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Thesis Proposal Seminar Flow Chart

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

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6	After registering, students confirm with the TU Admin of the study program according to the number listed on the proposal seminar registration link.									
7	Then students go to the study program administration room to take the necessary documents such as thesis proposal seminar invitation letter, list of participants in the thesis proposal seminar and grade form.									
8	Thesis proposal seminar was held	