## Standard Operating Procedure (SOP) Research Result Seminar

Research Result Seminar (23G03140201), Bachelor Programme in Food Science and Technology, Agricultural Technology Faculty, 2024-2025





Students prepare research result seminar handout according to the template.

03



Students request seminar approval from their supervisors

04



Students register for the online research result seminar via the link: https://bit.ly/DaftarSeminar2\_ITP 05



The committee verifies the data



- The seminar committee compiles the scores from the lecturers
- The seminar presenter makes revisions and uploads the revised handouts, seminar PPT, and thesis to the link:

https://bit.ly/BerkasNilaiSeminarHasil

09

- Seminar participants provide feedback (respondents) to seminar presenters
- Lecturers provide feedback and assessments

11



The seminar committee inputs the scores into Neosia 80



Seminar presenters deliver their research results (presentations)



Candidate seminar presenters inform their final project advisors about the seminar schedule

06



The committee informs students who are prospective seminar presenters to confirm the seminar schedule

## Research result seminar files that need to be prepared:

- Research result seminar approval letter signed by the supervisor.
- Seminar handouts in Indonesian and English consist of an Introduction, Research Methods, Results and Discussion, Conclusions, and Bibliography.
- A control card signed by the seminar committee, indicating a minimum of eight (8) attendances at proposal seminars, twelve (12) attendances at results seminars, and five (5) times as a discussant.
- Approval of the English abstract that has been initialed by a lecturer appointed by the ITP Study Program.
- Thesis plagiarism checks are verified using Turnitin (max. 35%). Students must submit a thesis draft file consisting of: cover page, background research through conclusion, and recommendations (table of contents and appendices are not required) to the email address itpseminarunhas@gmail.com. The seminar committee will process submissions within 3-5 work days.
- Assessment rubric for lecturers (to be brought during the seminar).
- Presentation materials in Ms.PPT format.

\*All files can be accessed at the link <a href="https://bit.ly/FormSeminarITP">https://bit.ly/FormSeminarITP</a>