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|          | <b>PROGRAM STUDI S1 STATISTIKA FMIPA-ITS</b><br><i>Undergraduate Program Department Of Statistics FMIPA -ITS</i> |                      |                               | <b>T-3</b>   |
|          | Prosedur Standar Operasi Tugas Akhir<br><i>Standard Operating Procedures Final Project</i>                       |                      |                               |              |
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## A. PENDAHULUAN/ INTRODUCTION

Berdasarkan Peraturan Akademik 2009 - Pasal 4 ayat 6 : **Satu sks untuk penyelenggaraan tugas akhir, tesis, dan disertasi diartikan sebagai beban studi untuk mengikuti kegiatan tersebut selama 200-300 menit per minggu dalam satu semester.** Sehingga penyelesaian TA dengan beban 6 sks membutuhkan waktu antara 320 – 480 jam dalam satu semester atau jika mahasiswa bekerja 4 jam per hari berturut-turut termasuk hari Minggu, waktu penyelesaian TA adalah 10,7 sampai 16 minggu/semester. Waktu tersebut digunakan untuk pembuatan proposal, seminar proposal, survey atau pengumpulan data, entri dan analisis data dan pembuatan draft termasuk konsultasi dengan pembimbing. Perkiraan waktu penyelesaian untuk setiap komponen tersebut dapat dilihat di Tabel 1.

*Under Article 4 paragraph6, Academic – Rule 2009: The credits for the implementation of the Final Project (FP), thesis and dissertation is defined as the study load for the event for 200-300 minutes per week in one semester. So that the completion of the FP with a load of 6 credits takes between 320-480 hours in one semester or if students work 4 hours per day in a row, including Sunday, FP completion time is 10.7 to 16 weeks / semester. This time is used for the preparation of proposals, proposals seminars, surveys or data collection, entry and analysis of data and drafting, including consultation with the supervisor. Estimated completion time for each component can be seen in Table 1.*

Tabel 1. Deskripsi waktu pembuatan TA / FP Description

| No   | Kegiatan/Activity   | Lama kegiatan/Activity duration (week) |      |         |    |
|--|---|--|------|---------|----|
|  |   | Minimum                                |      | Maximum |    |
| 1  | Pembuatan Proposal/ <i>Making Proposals</i>                     | 2                                      | 2    | 4       | 4  |
| 2  | seminar proposal dan revisi/<br>seminar proposals and revisions | 2                                      | 2    | 2       | 2  |
| 3  | Pengumpulan Data/ <i>Data Collection</i>                        | 3.7                                    | 6.7  | 4       | 10 |
| 4  | Entri Data/ <i>Data Entry</i>                                   | 1                                      |      | 2       |    |
| 5  | Analisis Data/ <i>Data Analysis</i>                             | 1                                      |      | 2       |    |
| 6  | Finishing draft + Makalah <i>Finishing Draft + Paper</i>        | 1                                      |      | 2       |    |
| Waktu Penyelesaian TA/ <i>FP Completion Time</i> |   | 10.7                                   | 10.7 | 16      | 16 |

## B. PROSEDUR TA/FP Prosedur

Berdasarkan ketentuan di atas untuk memudahkan maka prosedur TA adalah sbb :  
*Based on the above provisions to facilitate the FP procedure is as follows:*

### 1) Sosialisasi Tugas Akhir, meliputi :

- a. Sosialisasi Topik Tugas Akhir. Kepala Laboratorium menyampaikan topik penelitian di Laboratorium masing-masing.
- b. Sosialisasi Prosedur pembuatan Tugas Akhir. Sekretaris Program studi-1 mensosialisasikan prosedur TA secara administratif.

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|---|----|-----------|-----|-----|-----|------|-----|-----|----|----|-----|-----|----|-----|----|-----|----|
| 18 Dokumen yang diperlukan dalam kegiatan Tugas akhir adalah /18 Documents required in the final project activities are : |    |           |     |     |     |      |     |     |    |    |     |     |    |     |    |     |    |
| T1  | T2 | <b>T3</b> | PP1 | PP2 | PP3 | PP3A | PP4 | PP5 | P1 | P2 | P2A | P2B | P3 | P3A | P4 | P4A | P5 |

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**Socialization Final, include:**

- a. *Socialization Topics of Final Project. Head Labotatorium convey topics in laboratory research topic each.*
- b. *Socialization procedures of Final Project. Secretary-1 study program administratively socialize FP procedure.*

**2) Pembuatan draft Proposal TA**

***Preparation of a draft proposal TA***

- i. Mahasiswa dapat menghubungi dosen di masing Laboratorium Statistika FMIPA-ITS dalam membuat draft proposal TA dan melapor ke kepala lab, supaya terdeteksi jumlah mahasiswa yang masuk laboratoriumnya.  
*Students can contact their lecturer in Statistics DoS-ITS Laboratory to draft proposals and report to the head of laboratory (Hol), so HoL can record the number of students who enter the laboratory.*
- ii. Waktu pembuatan draft proposal 2-4 minggu, harus sudah selesai pada minggu ke-0 (saat perwalian).  
*Time of drafting the proposal 2-4 weeks and should be completed one day before classes began in the semester*

**3) Pendaftaran TA.**

- a. Pendaftaran TA dibuka saat perwalian . Dimulai hari pertama dan ditutup hari terakhir masa perwalian.
- b. Pada saat pendaftaran Mahasiswa mengisi formulir pendaftaran secara online dan menyerahkan :
  - i. Draft proposal
  - ii. Transkrip terakhir
  - iii. Sertifikat Toefle
  - iv. Bukti telah mengikuti seminar 10 kali (Form PP-1)
- c. Draft proposal seperti yang dimaksud pada nomor b. minimal meliputi latarbelakang,masalah, tujuan dan metodologi yang digunakan. Tujuan pembuatan draft proposal adalah untuk penetapan dosen pembimbing agar sesuai (minimal 90% sesuai).

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**Registration TA.**

- a. TA registration opened on guardianship. Beginning the first day and last day of guardianship closed.
- b. At the time of enrollment Students completing the registration form and submit:
  - i. Draft proposals
  - ii. Last Transcript
  - iii. Certificate Toefle
  - iv. Evidence has attended seminars 10 times (Form PP-1)
- c. The draft proposal as referred to in number b. minimum, include the background, problems, objectives and methodology. The purpose of drafting a proposal for the establishment of the supervisor are to match (at least 90% accordingly).

**4) Pembagian Dosen pembimbing TA**

- a. Sekpodi -1 bersama para Kalab menentukan dosen pembimbing.
- b. Pembagian dosen pembimbing dilakukan di setiap laboratorium , berdasarkan :
  - i. Kesesuaian kompetensi dosen,
  - ii. Kapasitas dosen yang disesuaikan dengan aturan dalam penilaian BAN-PT yaitu , jika jumlah pembimbingan :1-4 orang, maka penilaian akan mendapat skor maksimum (4)
  - iii. Pilihan mahasiswa. Mahasiswa diberi kesempatan memilih, tetapi jika seorang dosen telah mendapat beban penuh, maka Sekretaris Prodi I berhak memindahkan ke dosen lain.
  - iv. Proporsional, artinya jumlah mahasiswa dan jumlah dosen di Lab proporsional.
- iii. Pengumuman dosen pembimbing pada paling lambat, mingguke-1 perkuliahan .

**Distribution Supervisor TA**

- a. Secretary-1of Study program (SPS-1), together with the HoL-Statistics determines the supervisor.
- b. The division supervisor performed in each laboratory, based on:
  - i. Suitability competence of lecturers,
  - ii. Lecturer capacity adjusted to the rules in the assessment of BAN-PT that is, if the number of supervising: 1-4 people, the assessment will receive the max score (4)
  - iii. Student choice. Students are given the opportunity to choose, but if a teacher has got a full load, the SPS-1 entitled to transfer to another lecturer.
  - iv. Proportional, meaning that the number of students and faculty in the Lab proportional amount.
  - iv. Announcements supervisor at the latest on the first week of lectures.

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**5) Pembuatan proposal bersama pembimbing**

- a. Pembuatan proposal bersama pembimbing pada minggu ke-2 dan 3
- b. Pembuatan proposal di sini adalah untuk melengkapi draft proposal yang sudah dibuat pada saat pendaftaran
- c. Proposal yang sudah diperbaiki pembimbing dikumpulkan pada minggu ke-4 di unit Administrasi S1.
- d. Pada saat pembuatan Proposal mahasiswa harus membawa formulir PP-2 untuk di tantangi pembimbing sebagai bukti telah bimbingan minimal 3 kali.

***Preparation of joint proposals supervisor***

- a. *Preparation of proposals with the guidance of a supervisor at 2<sup>nd</sup> and 3<sup>rd</sup> weeks.*
- b. *The proposal here are to enhance the draft proposals that have been made at the time of registration*
- c. *Proposals that have been repaired with the direction of the supervising collected at 4<sup>th</sup> week in Undergraduate Administration Unit.*
- d. *During the making of the student proposal should bring PP-2 form to signed guidance supervisor as evidence has at least 3 times.*

**6) Seminar Proposal**

- a. Mahasiswa mendaftar seminar proposal TA dengan menyerahkan Proposal yang telah diperbaiki dan bukti bimbingan yaitu Form PP-2
- b. Sekprodi-1 membuat jadwal seminar proposal untuk mahasiswa yang mendaftar seminar proposal pada minggu ke-4 dan diumumkan ke mahasiswa dan dosen pembimbing minimal 2 hari sebelum pelaksanaan seminar.
- b. Seminar proposal dilaksanakan pada minggu ke-4 atau 5.
- c. Setelah seminar proposal mahasiswa diberi kesempatan memperbaiki proposal dibawah arahan dosen penguji dengan membawa Form PP-3
- d. Pengumpulan perbaikan proposal satu minggu setelah jadwal seminar proposal dan disetujui oleh tim penguji proposal

***Proposal Seminar***

- a. *Students register FP proposal seminar by submitting proposals that have been repaired and guidance evidence that is a form of PP-2*
- b. *SSP-1 set scheduling proposal seminar for students who register proposal seminar at 4<sup>th</sup> and announced to students and lecturers at least 2 days prior to the seminar*
- c. *Proposal seminar held on the 4<sup>th</sup> or 5<sup>th</sup> week.*
- d. *After the seminar the students are given the opportunity to improve the proposal under the direction of the examiner proposal to bring the PP-3 form*
- e. *Collection of improvement proposals one week after the seminar schedule proposal and the proposal is approved by the board of examiners*

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**7) Proses pembimbingan skripsi**

- a. Proses pembimbingan skripsi berlangsung lebih kurang 10 minggu, dimulai pada minggu ke-6 dan berakhir pada minggu ke-16. Proses pembimbingan dapat meliputi survey/pengumpulan data, analisis data dan cara penulisan.
- b. Selama proses pembimbingan mahasiswa harus membawa Form PP-4, sebagai bukti telah dibimbing. Jumlah bimbingan minimal 5 kali

**Thesis supervising process**

- a. *Thesis supervising process lasts approximately 10 weeks beginning at 6<sup>th</sup> week ended at 16<sup>th</sup> week. Supervising process can include surveyor data collection, data analysis and FP report writing.*
- b. *During the process of supervising the student must bring Form PP-4, as evidence has guidance. The number of guidance at least 5 times.*

**8) Seminar dan ujian TA**

Prosedur Kegiatan Seminar dan ujian TA adalah sebagai berikut :

- a. Mahasiswa mendaftar ke bagian Administrasi dengan membawa :
  - i. Draft TA dan makalah dengan jumlah :
    - 1) Masing 3 eksemplar jika tidak ada Ko pembimbing
    - 2) Masing masing 4 eksemplar jika ada ko pembimbing.
  - ii. Bukti jumlah bimbingan TA minimal 5 kali (PP-3)
  - iii. Sertifikat Tofle bagi yang belum sesuai syarat, yaitu 477.
  - iv. Bukti Skor SKEM, yaitu skor yang menunjukkan mahasiswa telah mengikuti kegiatan ekstra kurikuler. Minimal Skoe SKEM adalah 1000. Peraturan Akademik ITS 2009

**Seminars and TA exams**

*Seminars and FP exams procedure are follows:*


- a. *Students register for the Administration to bring:*
  - i. *FP Draft and papers with number:*
    - 1. *Each 3 eksemplar if no Co supervisor*
    - 2. *Each 4 eksemplar if there Co supervisor.*
  - ii. *Evidence has improved the proposal TA (PP-3)*
  - iii. *Evidence of the amount of at least 5 times the FP guidance (PP-4)*
  - iv. *TOFLE certificates to those who have the appropriate conditions, that is 477.*
  - v. *Evidence SKEM scores, as a mark has been doing extracurricular activities minimal SKEM score is 1000(ITS Academic Rule 2009)*

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- b. Setelah mendaftar Seminar dan Ujian TA, mahasiswa akan mengikuti 5 langkah berikut :
- After register Seminars and FP Examination, students will follow the 5 steps below:*
- i. PROSES VALIDASI, Mahasiswa melakukan proses validasi sesuai jadwal dengan validator yang telah ditentukan dan paling lambat validasi dilakukan satu hari menjelang seminar TA. Mahasiswa harus membawa laporan TA dan Form validasi yaitu Form P-1 sebagai bukti telah melakukan validasi.  
*VALIDATION PROCESS, Students perform validation process in accordance with the schedule specified validator and validation is performed later than one day before the PF seminar execution. Students should bring the FP report and Form validation that is Form P-1 as evidence has been doing validation.*
  - ii. SEMINAR TUGAS AKHIR. Mahasiswa presentasi TA secara terbuka dihadapan tim penguji dan sejumlah mahasiswa, sesuai jadwal dengan terlebih dahulu menyiapkan ppt dan memakai baju warna hitam putih. mahasiswa. Penguji menilai mahasiswa dengan Form P-2.  
*FINAL PROJECT SEMINAR. Student presentation of the results of its FP in front the team of assessors and students who participate to see the results of the FP, in accordance with the schedule. Student must prepare ppt and wearing black and white. The assessors assess the student papers with P-2 Form*
  - iii. PERBAIKAN MAKALAH. Setelah selesai presentasi seminar TA, mahasiswa memperbaiki makalah dengan membawa Form P-3 dan P-3A sebagai bukti telah memperbaiki makalah. File makalah di email ke unit Administrasi untuk di upload ke POMITS  
*IMPROVEMENTS PAPER. After completion of the TA seminar presentations, students improve paper with a P-3 and P-3A Form as evidence has improved the paper. File papers sent to the email of Administration for upload to POMITS*
  - iv. UJIAN TUGAS AKHIR. Mahasiswa mengikuti ujian lisan secara tertutup sesuai jadwal yang ditetapkan SSP-1. Tim Penguji menilai performa mahasiswa dengan Form P-4.  
*FINAL PROJECT EXAM. Students following the oral exam is closed according to a set schedule SSP-1. Assessment Team assess the performance of students with P-4 Form.*
  - iv. PERBAIKAN LAPORAN TA. Perbaikan Laporan TA dilakukan segera setelah ujian berlangsung dengan durasi 1 minggu. Selama perbaikan laporan TA mahasiswa membawa Form P-5. Nilai TA akan diumumkan setelah mahasiswa menyerahkan Laporan TA yang di tanda tangai kajar dan paraf Ketua program studi.

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*FP REPORT IMPROVEMENTS. Improvements the report, carried out immediately after the final report of the exam with a duration of 1 week. During FY students report improvements brought P-5 Form. PF value will be announced after students submit final report. The final report on the initial Chair of the study program and signed by the head of department*

Rangkuman Kegiatan TA dapat di lihat pada Tabel 2  
*Summary of FP activities can be seen in Table2*

**Tabel 2. Rangkuman Kegiatan TA / Summary of FP activities**

| No | KEGIATAN/ACTIVITY   | WAKTU/TIME  | PIC                                       | WAKTU           | FORM   | STAGE                  |
|----|---|---|---|-----------------|--|------------------------|
| 1  | Soialisasi TA, meliputi :<br>1.Sosialisasi Topik<br>2.Sosialisasi SOP TA<br><i>FP Socialization include :<br/>Socialization TA, include:<br/>1. Socialization Topics<br/>2. Socialization of FP SOP</i> | Setelah ETS<br><i>After Final Test</i>  | Sekprodi/SSP<br><i>Head of Lab</i>        | 1 hari<br>1 day | SOP TA<br>FP SOP                                     | PRA Presentation of FP |
| 1  | Pembuatan draft Proposal TA<br><i>Drafting Proposals TA</i>   | Paling lambat selesai 2 hari sebelum masa perkuliahan, yaitu pada minggu ke-nol<br><i>Completed no later than 2 days before the lecture, that is at week zero..</i> | Mahasiswa<br><i>Student</i>               | 2 m<br>2 w      |  |                        |
| 2  | Pendaftaran TA. <i>FP registration</i>  | Minggu ke-0   | Sekprodi/SSP                              | 1 hari<br>1 day | PP-1   |                        |
| 3  | Pembagian dosen pembimbing<br><i>Division supervisor</i>  | Minggu ke-1 perkuliahan<br>First week lecture   | Sekprodi & kalab<br><i>SSP &amp; HoL*</i> | 1 m<br>1 w      |  |                        |
| 4  | Perbaikan proposal dengan dosen pembimbing<br><i>Improvements proposals with the supervisor</i>   | Minggu ke-2 & 3 perkuliahan<br>2 <sup>nd</sup> & 3 <sup>th</sup> week of Lectures   | Pembimbing<br><i>Supervisor</i>           | 2 m<br>2 w      | PP-2   |                        |
| 5  | Seminar proposal TA.<br><i>FP proposal Seminar</i>  | Minggu ke-4 & 5 perkuliahan<br>4 <sup>nd</sup> & 5 <sup>th</sup> week of Lectures   | Tim Penguji<br><i>Assessors team</i>      | 1 m<br>1 w      | PP-3,<br>PP-3A                                       |                        |
| 6  | ACC proposal by supervisor and Assesors   | Minggu ke-5 & 5 <sup>th</sup> week of Lectures  | Tim Penguji & Pembimbing                  | 2 m<br>2w       | PP-4   |                        |
| 7  | Pembuatan draft TA : survey, entry, analisis data & finishing draft<br><i>Drafting TA: survey, entry, data analysis and finishing the draft</i>   | Minggu ke-6-minggu ke 16 perkuliahan<br>6 <sup>th</sup> -16 <sup>th</sup> week of Lectures  | Pembimbing<br><i>Supervisor</i>           | 10 m<br>10 w    | PP-5   |                        |
| 8  | Validasi, Seminar dan Ujian TA<br><i>Validation, Seminar and Exam of FP</i><br><i>Email Papers to Administration</i>  | Pada minggu ke 17-18<br>at 17 <sup>th</sup> -18 <sup>th</sup> week<br><br>2 weeks before yudium   | Tim Penguji<br><i>Assessors Team</i>      | 2 m<br>2w       | P-1,P-2,<br>P2A,P2B,<br>P-3,P3A,<br>P-4,P-4A,<br>P-5 | FP Presentation        |
| 9  | Penyelesaian administrasi<br><i>settlement administration</i>   | 2 minggu sebelum yudisium<br>2 weeks before Yudisium  | Kajur<br><i>HoD</i>                       | 1 m<br>1 w      | Bebas<br>Pustaka                                     | Administration         |
| 10 | Pengumpulan laporan TA yang sudah di Tanda tangan Kajur.<br><i>Collection FP report, which has been in Sign the Kajur</i>   | 2 minggu sebelum yudisium<br>2 weeks before Yudisium  | Kajur<br><i>HoD</i>                       | 1 hari<br>1 day |  |                        |

*\*SSP is Secretary of Studies Program ; HoL is head of the laboratory; HoD is Head of Department*

|   |    |           |     |     |     |      |     |     |    |    |     |     |    |     |    |     |    |
|---|----|-----------|-----|-----|-----|------|-----|-----|----|----|-----|-----|----|-----|----|-----|----|
| 18 Dokumen yang diperlukan dalam kegiatan Tugas akhir adalah /18 Documents required in the final project activities are : |    |           |     |     |     |      |     |     |    |    |     |     |    |     |    |     |    |
| T1  | T2 | <b>T3</b> | PP1 | PP2 | PP3 | PP3A | PP4 | PP5 | P1 | P2 | P2A | P2B | P3 | P3A | P4 | P4A | P5 |