



**DEPARTMENT OF REGIONAL AND CITY PLANNING (URP)
FACULTY OF ENGINEERING HASANUDDIN UNIVERSITY**

**STANDARD OPERATING PROCEDURE (SOP)
FINAL PROJECT**

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Policy Title:	Student Final Project URP Department Faculty of Engineering, Hasanuddin University		
Policy Contents :	<ol style="list-style-type: none">1. Final Project Studio Schedule2. Final Project Participant Requirements3. Guidance Lecturer Requirements4. Final Project Tester Requirements5. Duties and Authority of the Guidance Lecturer6. Final Task Studio Head Duties and Authority7. Final Task Tester Duties and Authorities8. Implementation Procedures		
Scope of Policy:	Urban Regional and Planning (URP) Faculty of Engineering Hasanuddin University		

Based on:

- UNIVERSITY HASANUDDIN REGULATION NUMBER: 2781/UN4.1/KEP/2018, CONCERNING THE ORGANIZATION OF THE HASANUDDIN UNIVERSITY UNDERGRADUATE PROGRAM.
- DECREE OF THE RECTOR OF HASANUDDIN UNIVERSITY NUMBER: 3763/H4/P/2008, CONCERNING THE ACADEMIC POLICY OF HASANUDDIN UNIVERSITY.

A. Contents Policy

- Final Project
- Final Project Studio
- Final Project Lecturers
- Head of Final Project Studio
- Final Project Examiner
- Implementation Procedures

1. FINAL PROJECT

The final project for Undergraduate student is **Thesis**.

The thesis is a final academic paper showing the results of studies and research/planning carried out independently under the guidance of supervisor 1 and supervisor 2, as a final project for undergraduate program students (S1).

The final project topic should be aligned with the results of the *laboratory-based education* (LBE) studio, the URP study program *road map* research, and the flagship research of Unhas.

Undergraduate students (S1) must carry out research/ planning in preparing a final thesis project that is given 4 to 6 credits.

The form, scope, and depth of research/planning and the format of the thesis in a study program are determined by the Dean's Decree.

The research/planning topic must be approved by the main supervisor (supervisor 1) and co-supervisor (supervisor 2).

Research/Planning can be carried out inside or outside the Unhas campus environment and must be under the guidance of the main supervisor and assistant supervisor.

The implementation of research/planning in preparing the thesis must be monitored and evaluated by the main supervisor.

The process of supervising the implementation of research/planning and thesis writing must be carried out in a structured manner within the Unhas campus, at least 4 (four) times in one semester. It **must be recorded/written in a logbook**.

2. Final Project Studio Schedule

- a. The project studio schedule is designed and aligned with the Hasanuddin University Graduation Schedule (4 times a year or quarterly).
- b. The implementation of the URP final assignment studio lasts for 12 weeks (3 months).
- c. The final assignment studio schedule is made by the Head of the Final Project Studio and submitted to the Head of the URP Department for approval.
- d. The schedule for the final assignment studio each year is publicly published no later than 90 (ninety) days before the academic calendar of the new school year.
- e. All the risk of the cost of the final project apart from the facilities in the studio provided is borne by the students participating in the final project.

3. Student Requirements for Final Project Participants

- a. Students have completed Studio 1 to Studio 6 courses (Mapping Studio; Data Collection Studio; Site Planning Studio; City Planning Studio; Regional Planning Studio; Urban and Regional Development Planning Studio).
- b. Students have completed the LBE Studio (Planning/Research) course from each laboratory.
- c. Students have completed the Community Service Subject.
- d. Students have completed the Practical Work/ Internship course.
- e. Students have completed a total of 138 credits (out of a total of 144 credits).

- f. Register the final project course at the ongoing study plan.
- g. Submit a final project topic or theme from the results of the LBE studio, which the LBE coordinator from each Labo approves.
- h. Willing to be guided by a final project supervisor proposed by the head of each laboratory, and approved/ratified by the Head of the URP Department, then a Final Project Supervisor Decree is issued, which is legalized and signed by the Dean of the Faculty of Engineering Unhas.
- i. Suppose the student participating in the final project has a problem with the supervisor appointed by the Head of the URP Department. In that case, the person concerned has the right to propose a replacement for the supervisor.
- j. To enrich the content and quality of the final project, students participating in the final project can propose other supervisors other than those provided by the URP Department.
- k. All cost risks associated with supervisory lecturers outside the URP Department are the students' responsibility for participating in the final project concerned.
- l. Students have received a letter of recommendation to join as a final studio participant from the supervisor I and supervisor II.
- m. Willing to register and become a participant in the final project according to the available schedule.
- n. Students have completed the administrative requirements, as the following:
 - Letter of Statement from Supervisor, signed by the Dean of the Faculty of Engineering, Hasanuddin University
 - Letter of Recommendation to enter the Final Project Studio, approved and signed by Advisor I and Advisor II
 - The transcript has passed 138 credits of
 - Community Service subject final score
 - Internship subject final score
 - Proof of tuition fee payment (semester 1 to the last semester)
 - Library Pass Card issued by the university
 - Photocopy of high school diploma (3 copies legalized)
 - Photos of a black and white and red background with the size of 3 x 4 (3 pcs) 4 x 6 (3 pcs)
 - TOEFL Certificate
- o. **Final Project Studio Entrance Requirements: Students have passed the LBE studio with the contents of Chapters I, II, III in the thesis completed. Students have conducted data surveys and analysis simulations (it is possible to write up to Chapter IV).**
- p. Students attach a **Logbook** of the guidance assistance results during the LBE Studio. (The LBE *logbook* is a weekly student progress report made by students and signed by students and lecturers of LBE courses).

4. Requirements for the Final Project Supervisor

- a. Determination of the final project supervisor refers to the Unhas Chancellor's Decree No: 2781/UN41/KEP/2018, Article 16, regarding the final assignment of Unhas students.
- b. The main supervisor (supervisor 1) is a lecturer with a minimum education of S-2, with a minimum functional position of lecturer, competent with the topic of the

thesis, and is assisted by one co-supervisor (supervisor 2) with a minimum of S-2 education.

- c. The Head of Laboratory proposes the final assignment supervisor after the end of the LBE Studio course.
- d. The procedure for supervising the final project is regulated by the study program based on a written guideline and approved by the Dean.
- e. The final project supervisor (supervisor I and supervisor II) is proposed by the Head of Laboratory based on the results of the Laboratory meeting (which was attended by the head of laboratory and members/lecturers of Labo). The proposal for the final project supervisor is then submitted to the Head of the Urban and Regional Planning (URP) Department for approval, and a cover letter is then issued in order to issue further an Advisory Lecturer's Decree to the faculty, which was ratified/signed by the Dean of the Faculty of Engineering Unhas.
- f. It is allowed to involve supervisors from other laboratories as supervisors II, if the student's thesis topic is related to other laboratories and is proven through the *Logbook* (supervising lecturers from outside of one's own laboratory are expected to participate in the process at the LBE studio).
- g. The final project supervisor does not have a conflict of interest that can hinder the student they supervise in completing their study.
- h. In the event that the supervising lecturer has a conflict of interest with the student he is mentoring, upon their knowledge, the person concerned is willing to be replaced by another supervisor.
- i. The final project supervisor consists of Supervisor I and Supervisor II.
- j. Supervisor 1 is selected based on their competence following the topic or theme of the student's final project to be mentored.
- k. Supervisor 2 is selected based on their competence in the scientific field that supports the topic and theme of the student's final project to be mentored.
- l. If there is no supervising lecturer who has competence under the topic and or theme of the final project of the students participating in the final project, then a lecturer outside the URP Study Program (within the scope of Unhas) can be selected who has the closest competence to the topic and or theme of the final project.

5. Requirements for the Head of the Final Project Studio

- a. The final project studio head is a lecturer with S-3 education (doctoral degree), with a minimum functional position of Lector.
- b. The final project studio head is selected based on the majority of votes in an election meeting attended by URP Study Program lecturers and approved by the URP Department Head based on administrative requirements and competencies.
- c. The term of office of the final studio head is 2 (two) years and can be extended for 2 (two) terms of office if approved by all URP Study Program lecturers (proven by the signature of approval from all URP Study Program lecturers).
- d. The head of the final project studio does not have a conflict of interest that can hinder the student in completing their study.
- e. The head of the final project studio must cooperate and establish good communication with supervisor I and supervisor II to assist in completing the student's final project in the final studio.

6. Requirements for the Final Project Examiner

- a. The Final Project examiner is appointed by the head of the URP Department based on the proposal of the Head of Final Project Studio.
- b. The final project examiner has competencies under the topic or theme of the student's final project being tested.
- c. The final project examiner does not have any conflict of interest that make them unable to act honestly and fairly.
- d. The final project examiner consists of:
 - 1 (one) chairperson who is concurrently a member, is Supervisor I.
 - 1 (one) secretary who is concurrently a member, is Supervisor II.
 - 2 (two) members.

7. Duties and Authorities of the Final Project Supervisor

- a. The final project supervisors must provide sufficient time to assist, facilitate and guide students participating in their final project according to the schedule set by the URP Department, in order to produce a Final Project Document.
- b. Supervising lecturers cannot delegate their duties to others without the permission of the Head of URP Department.
- c. In the event that the supervising lecturer has no available time to guide the student, they must officially report to the URP Department to be replaced by another lecturer (proven by a written letter).
- d. The supervising lecturer I will coordinate the entire process of student guidance activities under their respective guidance.
- e. Supervisor I, along with supervisor II will assist students in planning schedules and activities for making Proposals and Final Project Documents.
- f. Supervisors are to report any problems that hinder the guidance process as soon as possible to the Head of the URP Department so that tackling the problems can be carried out quickly and does not endanger the completion of the students' studies they supervise.
- g. Facilitate seminars on final research results (open seminars and closed seminars).
- h. Evaluate the feasibility and readiness of the Final Project Document as a condition to enter the final project studio.
- i. Supervisor I and supervisor II will assist students in making plans for schedules, activities, and documents resulting from research/final project planning, which will then be forwarded to the Head of the Final Project Studio.
- j. Supervisor I must be present in the student guidance examination session.
- k. Communicate the activities of their respective guidance students with the Head of the Final Studio.
- l. Evaluate the final studio results of the students they supervise regularly (evaluation 1, evaluation 2, and final revision of the final project product).
- m. Approve the students' readiness they supervise for the exam in front of the examination committee, and submit to the Head of the Final Studio to schedule and carry out open seminar exams and closed seminars (final exam recommendation letter signed by supervisor 1 supervisor 2).
- n. The primary duties of supervisor I and supervisor II are:
 - Guiding and directing the thesis material, journals, posters, *summary books*, and PPT for open and closed seminars.
 - Checking and evaluating the quality of the final project product for the guidance student (it is by the written guidelines and is capable of a seminar test).

- Propose and submit to the head of the final studio, guidance students eligible for the final exam.
- o. The final project supervisor carries out the task of guiding the thesis based on the Final Project Supervisor's Decree signed by the Dean of the Faculty of Engineering Unhas.

8. Duties and Authorities of the Head of the Final Project

- a. Make a schedule and final project activity in the final studio, which is aligned with the Hasanuddin University graduation schedule, to further submitted to the Head of the URP Department (al: issuing an attendance list for final studio participants, rules and regulations for the final studio, making contracts with studio participants, setting up individual workspaces, making an agenda and schedule for the implementation of the final studio, targets for achieving final project products, administrative completeness of evaluations 1 and 2, administrative completeness of open seminars and closed seminars, completeness of judicial administration, workshop of final project products).
- b. Monitor the work activities of final project students by the schedule plans, activities, and final project product documents from students participating in the final studio.
- c. Periodically communicate the activities of each student participating in the final project to their respective supervisors.
- d. **The head of the final project studio is not allowed to intervene in the activities of the students participating in the final project in matters relating to the material and content of the student's final project without the knowledge and approval of the student's supervisors concerned (supervisor I & supervisor II).**
- e. Check the final project product (thesis, journal, poster, *summary book*, and seminar PPT), conduct preparation for evaluations 1 and 2, conduct preparation for seminar exams from final project studio participants, and communicate with their respective supervisors.
- f. Provide examples of templates for journal, poster, and summary book format to final project studio participants.
- g. Make a schedule for evaluations 1 and 2.
- h. Make a schedule for the implementation of the open seminar and closed seminar, then submit to the Head of the URP Department to make an invitation letter to implement the seminar exam.
- i. Create and compile a list of examiners for open seminars and closed seminars, then propose to the Head of the URP Department to be discussed and approved, then an Examiner's Decree is made, which is legalized/signed by the Dean of the Faculty of Engineering Unhas.
- j. Make and submit a list of final project students who meet the requirements to take the seminar exam to the Head of the URP Department (based on the proposal and approval of the exam from the supervisor of each laboratory).
- k. Check the completeness of the administrative documents for the seminar exam from each student participating in the final project (in collaboration with the administrative staff of the URP Department).
- l. Implement and monitor the course of the seminar exam (according to the schedule).
- m. After the seminar exam is over, collect the test scores and recap the final exam scores (in collaboration with the administrative staff of the URP Department).

- n. Schedule the implementation of the Judicial with the Chair and Secretary of the URP Department, which URP lecturers attended.
- o. The head of the final project studio carries out their duties based on the Decree of the Head of the Final Project Research Laboratory signed by the Rector of Hasanuddin University.

9. Duties and Authorities of the Final Project Examiner

- a. The final project examiner must participate in the entire examination program, including the seminar on the results of the final project and the display of each student being tested.
- b. Final project examiners cannot delegate their work to others.
- c. The present duty examiner must attend the final assignment exam session no later than 15 minutes before the exam session begins.
- d. In the event that the final project examiner is unable to attend, the person concerned is obliged to convey to the Chair/Secretary of the URP Department so as not to hinder the trial of the student's final project exam.
- e. If the final project examiner cannot attend the examination session, they cannot be replaced by another examiner.
- f. At least 3 examiners must attend the final exam examiner.
- g. The board of examiners consists of 4 (chairman, secretary, and two members), where the supervisor has changed to become an examiner during the exam.
- h. The final project examiner tests the thesis based on the Final Project Examiner's Decree signed by the Dean of the Faculty of Engineering Unhas.

B. Implementation Procedures

1. Invitations to open seminars (seminar results) and closed seminars (final thesis exams) are ratified/signed by the Head of the URP Department after obtaining approval from supervisor I and supervisor II.
2. The final product of URP is in the form of a Thesis, Summary Book, Journal, and Poster.
3. Thesis draft, Journals, Posters, Book Summary, PPT exam, test, and invitation letter decree will be delivered to examiners with the minimum of final 3-5 days before the date of the seminar exam.
4. The final exam of the Undergraduate Study Program is carried out orally without closing the possibility of a written exam.
5. The implementation of the seminar exam is carried out in the examination room / laboratory courtroom at URP Department, Unhas.
6. It is possible to conduct the final exam by media/via videocall, or skype (must be accompanied by documentary evidence and signed/initialized/approved by the chairperson of the session or the head of the URP Department).
7. The student final exam scores are inputted into the Unhas Management Information System (MIS) no later than 1 day after graduation (inputted by the URP Study Program admin).
8. For quality assurance, each lecturer evaluates the guidance process of each student who is guided in the final project.
9. Head of Department, Secretary of Department, Head of Final Project Studio, Head of Laboratory, Final Project Supervisor must carry out their duties according to the SK Period and work according to their respective primary task function.

10. The final project product of URP consists of the following paths:
 - a) Research (Research)
 - b) Planning/Design (Planning)
 - c) Research + Planning
11. For the planning path, it is possible to do a final project using the team/collaboration method between 2-3 students in 1 (one) title of the final project (emphasis of material can be distinguished from one another based on the magnitude of the weight of the final project).
12. The final task pathway **Research, the contents of the writing comprises 5 chapters**, namely:

Chapter I	Introduction	Background of the topic (<i>dassolen vs. dassein</i>) and the trend of development, the urgency of the problem solving, the scope of the research, the formulation of the problem/research question, objectives, benefits, systematics of writing)
Chapter II	Literature Review	Review norms, standards, procedures, and criteria, results of previous research (matrix of review of previous research results, adoption of developing factors/parameters/variables and analysis techniques)
Chapter III	Research Methods	time, type of research, research area, survey technique (population, sample, respondents), analysis technique, operational definition.
Chapter IV	Results and Discussion	General data (pre-survey), analysis, and the description of the analysis results. <i>(as proof of student competence that a complete and detailed data survey has been carried out and will soon be able to analyze, discuss and interpret the results, as a basis for concluding Chapter V Conclusions and Suggestions, during the studio process)</i>
Chapter V	Conclusions and Suggestions	

13. Final project path **Planning/Design, the content of the writing consists of 6 chapters**, namely:
 - I. Introduction
 - II. Literature Review
 - III. Research Methodology
 - IV. Results and Discussion
 - V. Planning Direction
 - VI. Conclusions and Suggestions
14. The predicate of graduation for the undergraduate program is:
 - a. GPA 2.00 – 2.75, the predicate of graduation is SATISFACTORY.
 - b. GPA 2.76 – 3.50 graduation predicate is VERY SATISFACTORY, provided the final exam score is at least B.

- c. GPA 3.51 - 4.00 graduation predicate is CUM LAUDE praise, provided that the maximum study period is 9 semesters and final exam scores A.

15. The process of preparing the URP final project, with a final studio execution time of 12 weeks (3 months), includes the following activities:

- a) Ideas (Proposals)
- b) Complete LBE Studio subject (draft of final project products, namely: Chapters I, II, III).
- c) Determination of the Decree of Final Project Supervisor.
- d) Final project guidance assistance (proven by logbook).
- e) Obtain a letter of recommendation to participate in the final project studio signed by supervisor I and supervisor II.
- f) Registration of final project studio participants (completed and deposited administrative files for final project studio entry requirements).
- g) Participate in the URP final project studio (has completed writing Chapters 1 to Chapter 3, has conducted data surveys and analysis simulations (partly written in Chapter IV).
- h) Evaluation 1 (has finished writing up to Chapter 5).
- i) Evaluation 2 (has completed writing a thesis in detail) Overall, journal drafts, poster drafts, summary books, PPT for open seminar exams (seminar results).
- j) Open seminar exams (seminar results).
- k) Finalization of all final project products, finalization of PPT for undergraduate exams.
- l) Closed seminar exams (undergraduate exams).
- m) Graduation judiciary.
- n) Repair/revision of thesis before binding the final documents.
- o) Submitt thesis to Unhas Library, Department Library, to supervisor I and supervisor II
- p) Following graduation from the Faculty of Engineering
- q) Following graduation from Hasanuddin University

C. ADMINISTRATION

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D. REVISION HISTORY

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001		Document Number

ATTACHMENT:

DRAFTING PROCESS FOR FINAL PROJECT URBAN AND REGIONAL PLANNING DEPARTMENT UNDERGRADUATE PROGRAM

