

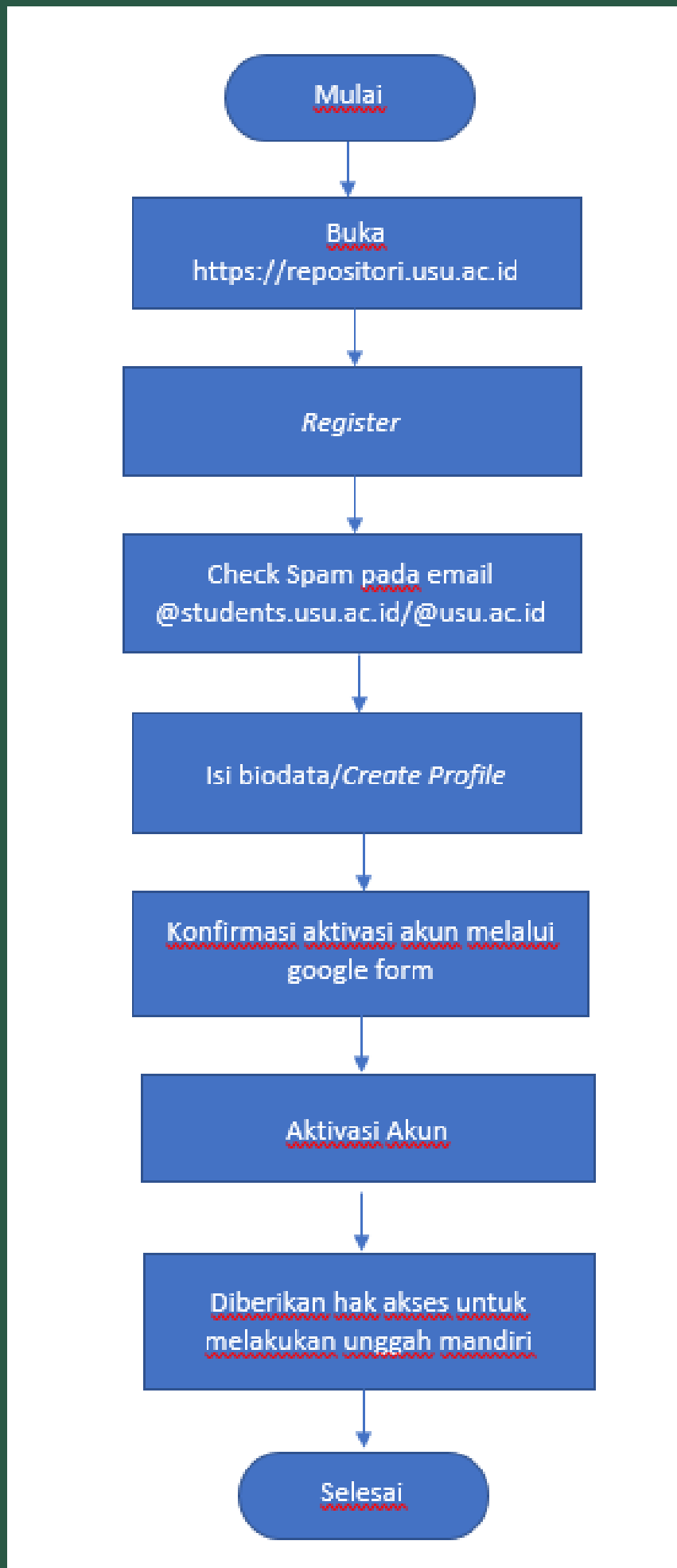


Universitas Sumatera Utara
PERPUSTAKAAN



**PANDUAN UNGGAH MANDIRI
KARYA AKHIR MAHASISWA USU**

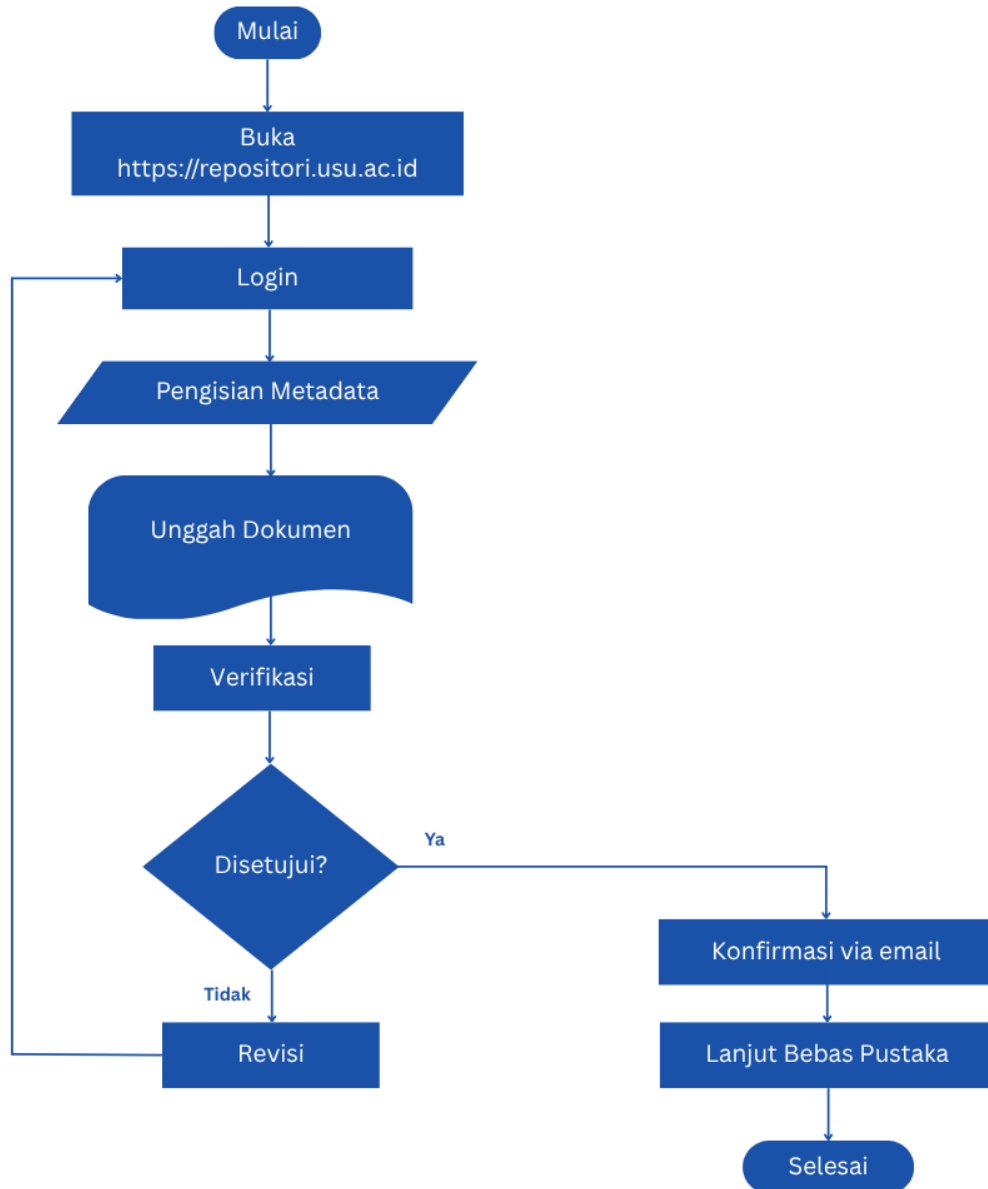
Flowchart Registrasi Akun



Keterangan

1. Mahasiswa membuka web repositori.usu.ac.id
2. Mahasiswa melakukan register dengan menggunakan email institusi (@students.usu.ac.id)
3. Mahasiswa melihat **Spam** untuk mengetahui informasi dari web repositori
4. Mahasiswa mengisi biodata di web repositori
5. Mahasiswa mengisi data di google form untuk aktivasi email repositori
6. Tim Repositori melakukan aktivasi akun
7. Mahasiswa diberikan hak akses untuk melakukan unggah mandiri
8. Selesai

Flowchart Unggah Mandiri



Keterangan

1. Mahasiswa membuka web repositori.usu.ac.id
2. Mahasiswa melakukan login di web repositori.usu.ac.id
3. Mahasiswa mengisi metadata dan mengunggah file karya akhir
4. Tim Repositori melakukan verifikasi metadata dan file karya akhir
5. Proses persetujuan pengisian metadata dan unggah file karya akhir yang dilakukan mahasiswa dapat dilihat dengan melihat informasi di **Spam** pada email institusi (@students.usu.ac.id) secara berkala dengan ketentuan:
 - a. Jika data dan file karya akhir sudah benar, Tim Repositori menyetujui file karya akhir untuk dipublish di web repoitori dan mahasiswa dapat mengurus langsung Surat Keterangan Bebas Pustaka.
 - b. Jika data dan file karya akhir salah, Tim Repositori akan menolak dan melakukan konfirmasi via email untuk melakukan perbaikan dan melakukan unggah file karya akhir kembali ke web repositori.usu.ac.id.
6. Selesai

Ketentuan Umum

Sebelum melakukan unggah mandiri sivitas akademika harus mengetahui dan mempersiapkan hal-hal berikut:

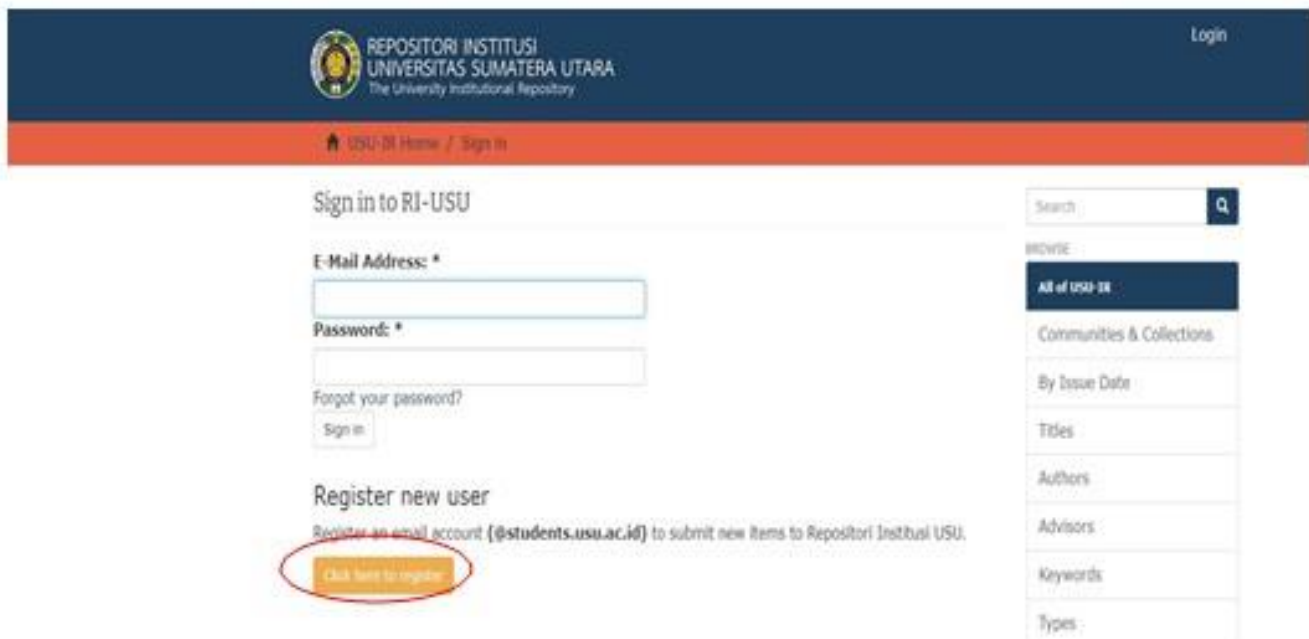
1. Setiap Mahasiswa wajib memiliki *email* @students.usu.ac.id untuk melakukan register ke web repositori.
2. File Karya akhir yang diunggah merupakan naskah asli final yang telah disahkan oleh pihak yang berwenang sesuai dengan ketentuan yang berlaku di masing-masing Fakultas mencakup halaman pengesahan/halaman persetujuan yang telah ditandatangani dosen pembimbing/penguji, Kaprodi, Dekan, dan telah dibubuhi Stempel dari Prodi atau Fakultas.
3. File Karya Akhir yang diunggah harus menggunakan Watermark Logo USU dengan ukuran 450 x 450 pixel di setiap halaman pada file karya akhir **kecuali** halaman Cover dengan ketentuan:
 - Menggunakan Logo USU dalam format PNG dengan skala 100% untuk file karya akhir masih dalam format Microsoft Word kemudian file di buat dalam bentuk PDF
 - Menggunakan Logo USU dalam format JPEG dengan Skala 55% dan Opacity 20% untuk file karya akhir dalam bentuk PDF
4. File Karya akhir yang diunggah terdiri dari 2 File (dua) dengan ketentuan sebagai berikut:
 - File pertama: **halaman cover sampai dengan daftar lampiran (Bab I sampai dengan Lampiran di hapus)** dengan format penamaan file "**Judul Karya Akhir.pdf**"
Contoh: Strategi Penelusuran yang dilakukan Mahasiswa S1 USU pada Database Clinicalkey.pdf
 - File kedua: **File Karya Akhir secara lengkap mencakup halaman Cover sampai dengan Lampiran digabungkan menjadi 1 file** dengan format penamaan file "**Nama Lengkap Mahasiswa_Judul Karya Akhir**".pdf
Contoh: Siti Sabbiah_Strategi Penelusuran yang dilakukan Mahasiswa S1 USU pada Database Clinicalkey.pdf

Panduan Unggah Mandiri dapat diunduh melalui tautan

<https://library.usu.ac.id/tutorial-unggah-mandiri-karya-akhir-mahasiswa/>

Tahapan Unggah Mandiri

1. Login Menggunakan akun @students.usu.ac.id pada laman <https://repositori.usu.ac.id> kemudian *Click here to register*



REPOSITORI INSTITUSI
UNIVERSITAS SUMATERA UTARA
The University Institutional Repository

USU-IR Home / Sign in

Sign in to RI-USU

E-Mail Address: *

Password: *

Forgot your password?

Sign in

Register new user

Register an email account (@students.usu.ac.id) to submit new items to Repositori Insttusi USU.

Click here to register

Search

SHOW

All of USU-IR

Communities & Collections

By Issue Date

Titles

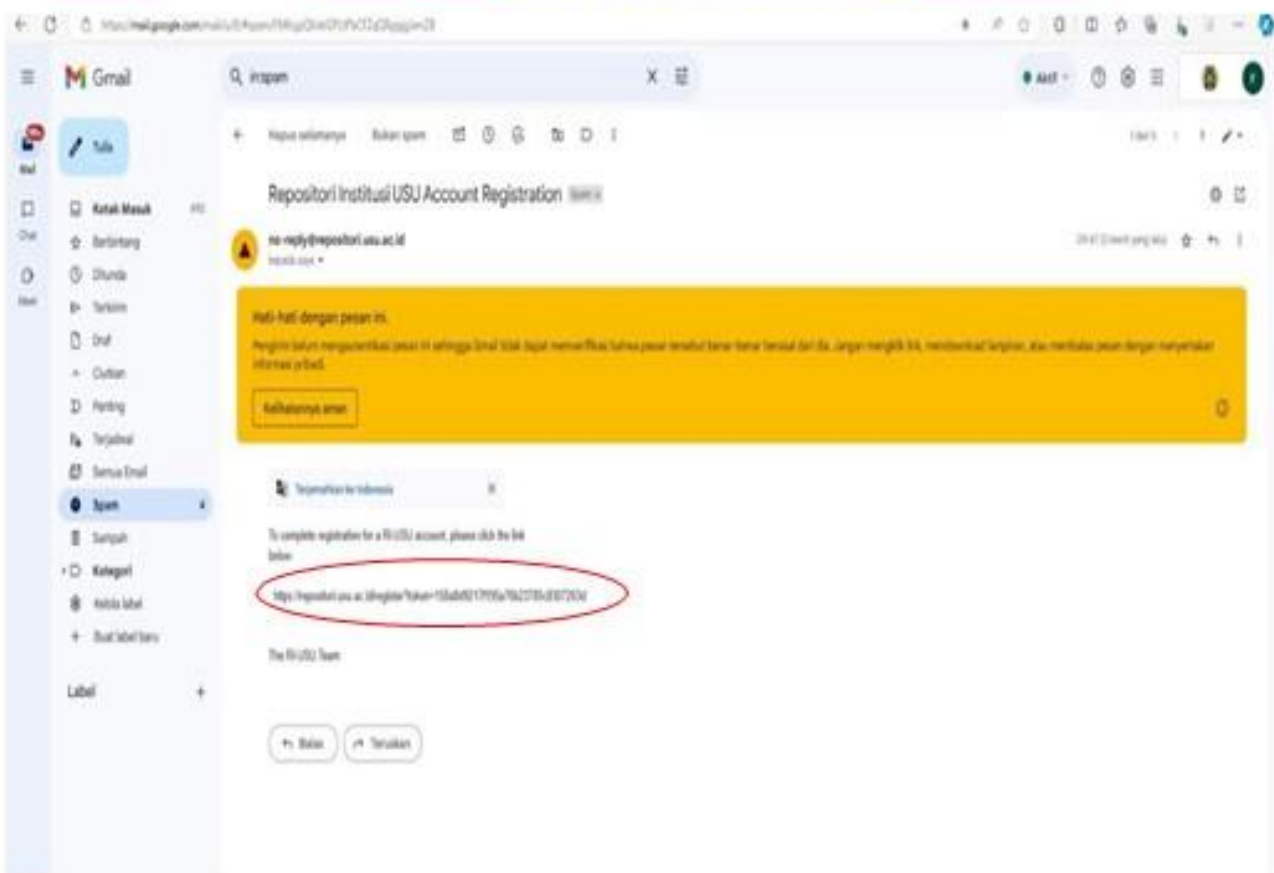
Authors

Advisors

Keywords

Types

2. Check inbox atau Spam pada email @students.usu.ac.id untuk aktivasi akun melalui link yang dikirim oleh info@repositori.usu.ac.id dan mengisi biodata.



Contoh pengisian biodata pada web repositori.usu.ac.id, setelah selesai klik Complete Registration

Verification email sent x | Repositori Institusi USU Account x | Create Profile x +

repositori.usu.ac.id/register/token=126afab3129640b782e4e0f5f5b286d

REPOSITORI INSTITUSI UNIVERSITAS SUMATERA UTARA
The University Institutional Repository

USU-IR Home / New user registration

Create Profile

Verify Email → Create Profile → Finished

Identify

Email Address: sili.sabbiah@students.usu.ac.id

First Name: *

Sili

Last Name: *

Sabbiah

Contact Telephone:

0813 0000 0000

Language:

Indonesian

Security

Please enter a password in the box below, and confirm it by typing it again into the second box. It should be at least six characters long.

Password: *

Retype to confirm: *

Complete Registration

Search

BROWSE

All of USU-IR

Communities & Collections

By Issue Date

Titles

Authors

Advisors

Keywords

Types

By Submit Date

MY ACCOUNT


Login

Register

- Mahasiswa mengisi biodata pada link <https://bit.ly/AktivasiAkunRepositoriUSU> untuk aktivasi akun.
 - Admin Repositori melakukan verifikasi dan validasi data, jika disetujui maka akan diberikan hak akses untuk unggah file karya akhir.
 - Jika tidak disetujui maka admin melakukan konfirmasi ke mahasiswa untuk memperbaiki data

4. Pilih Fakultas

Contoh: Fakultas Ilmu Budaya



REPOSITORI INSTITUSI
UNIVERSITAS SUMATERA UTARA
The University Institutional Repository

Siti Sabbiah

USU-IR Home

Communities in USU-IR

Select a community to browse its collections.

Faculty of Agriculture [9208]

Fakultas Pertanian

Faculty of Computer Science and Information Technology [2481]

Fakultas Ilmu Komputer dan Teknologi Informasi

Faculty of Cultural Sciences [5896]

Fakultas Ilmu Budaya

Faculty of Dentistry [1967]

Fakultas Kedokteran Gigi

Faculty of Economics and Business [18471]

Fakultas Ekonomi dan Bisnis

Faculty of Engineering [8614]

Fakultas Teknik

Faculty of Forestry [1897]

Fakultas Kehutanan

Faculty of Law [6434]

Fakultas Hukum

Faculty of Mathematics and Natural Sciences [10833]

Fakultas Matematika dan Ilmu Pengetahuan Alam

Faculty of Medicine [6727]

Fakultas Kedokteran

Faculty of Nursing [1868]

Fakultas Keperawatan

Faculty of Pharmacy [2222]

Fakultas Farmasi

Faculty of Psychology [1356]

Fakultas Psikologi

Faculty of Public Health [5325]

Fakultas Kesehatan Masyarakat

Faculty of Social Sciences and Political Science [10464]

Fakultas Ilmu Sosial dan Ilmu Politik

Faculty of Vocational [1522]

Fakultas Vokasi

School of Postgraduate [1748]

Sekolah Pascasarjana

Technical Supporting Units [38]

Unit Pendukung Teknis

Search

BROWSE

All of USU-IR

Communities & Collections

By Issue Date

Titles

Authors

Advisors

Keywords

Types

By Submit Date

BY ACCOUNT

Logout

Profile

Submissions

DISCOVER

Author

Iqbal, Muhammad (49)

Wahyuni, Sri (39)

Khairunnisa (30)

Sari, Novita (24)

Yusuf, Muhammad (23)

Aisyah, Siti (22)

Murniaty (19)

Nisa, Khairun (18)

Rahayu, Siti (18)


Azizah, Nur (15)

... View More

Keyword

5. Pilih Departemen

Contoh: Perpustakaan dan Sains Informasi



REPOSITORI INSTITUSI
UNIVERSITAS SUMATERA UTARA
The University Institutional Repository

Siti Sabbiah

USU-IR Home / Faculty of Cultural Sciences

Faculty of Cultural Sciences

BROWSE BY

By Issue Date | Titles | Authors | Advisors | Keywords | Types | By Submit Date

Search within this community and its collections:

Sub-communities within this community

Department of Arabic Literature [329]

Departemen Sastra Arab

Department of Batakese Literature [211]

Departemen Sastra Batak

Department of Chinese Literature [287]

Departemen Sastra Cina

Department of English Literature [1203]

Departemen Sastra Inggris

Department of Ethnomusicology [274]

Departemen Etnomuskologi

Department of History [333]

Departemen Sejarah

Department of Indonesian Literature [498]

Departemen Sastra Indonesia

Department of Japanese Literature [641]

Departemen Sastra Jepang

Department of Library and Information Science [884]

Departemen Perpustakaan dan Sains Informasi

Department of Melayunese Literature [193]

Departemen Sastra Melayu

Collections in this community

Diploma Papers (Tourism) [303]

Kertas Karya Diploma (Pariwisata)

Doctoral Dissertations (Linguistics) [131]

Disertasi Doktor (Linguistik)

Lecturer Papers (Tourism) [0]

Makalah Dosen (Pariwisata)

Master Theses (Linguistics) [493]

Tesis Magister (Linguistik)

Master Theses (Performing Arts) [116]

Tesis Magister (Seni Pertunjukan)

Search RI-USU
 This Community

BROWSE

All of USU-IR

Communities & Collections

By Issue Date

Titles

Authors

Advisors

Keywords

Types

By Submit Date

This Community

By Issue Date

Titles

Authors

Advisors

Keywords

Types

By Submit Date

MY ACCOUNT

Logout

Profile

Submissions

DISCOVER

Author

Iqbal, Muhammad (4)

Khairunnisa (4)

Sari, Novita (4)

Aisyah, Siti (3)

Andayani, Widya (3)

6. Tentukan jenis Karya Akhir yang akan di - upload

Contoh: Skripsi Sarjana

REPOSITORI INSTITUSI UNIVERSITAS SUMATERA UTARA
The University Institutional Repository

USU-IR Home / Faculty of Cultural Sciences / Department of Library and Information Science

Department of Library and Information Science

Search

Search RI-USU
This Community

SEARCH

All of USU-IR

Communities & Collections

By Issue Date

Titles

Authors

Advisors

Keywords

Types

BROWSE BY

By Issue Date | Titles | Authors | Advisors | Keywords | Types | By Submit Date

Search within this community and its collections:

Go

Collections in this community

Diploma Papers [230]
Kertas Karya Diploma

Lecturer Papers [0]
Makalah Dosen

Undergraduate Theses [654]
Skripsi Sarjana

7. Klik Submit a new item to this collection

REPOSITORI INSTITUSI UNIVERSITAS SUMATERA UTARA
The University Institutional Repository

USU-IR Home / Faculty of Cultural Sciences / Department of Library and Information Science / Undergraduate Theses

Undergraduate Theses

Search

Search RI-USU
This Collection

SEARCH

All of USU-IR

Communities & Collections

By Issue Date

Submit a new item to this collection

Undergraduate Theses

Recently added

Now showing items 1-20 of 654

8. Isikan nama penulis pada form Authors kemudian klik Add

REPOSITORI INSTITUSI UNIVERSITAS SUMATERA UTARA
The University Institutional Repository

USU-IR Home / Faculty of Cultural Sciences / Department of Library and Information Science / Undergraduate Theses / Item submission

Item submission

Describe | Describe | Upload | Review | License | Complete

Describe Item

Authors:

Last name, e.g. Smith
Sabbiah

First name(s) + "Jr", e.g. Donald Jr
Si

Add

Enter the names of the authors of this item.

SEARCH

Search RI-USU
This Collection

BROWSE

All of USU-IR

Communities & Collections

By Issue Date

Contoh: Siti Sabbiah

Pada form *Last name* isikan : Sabbiah

Pada form *First name* isikan : Siti

Keterangan

Panduan Pengisian Metadata Penulis pada web repositori.usu.ac.id

- a. Jika Penulis karya akhir dengan nama satu suku kata

Contoh Penulis: Shiddiq

- Pada form *Last name* isikan: Shiddiq
- Pada form *First name* isikan: Shiddiq

- b. Jika Penulis karya akhir dengan 2 (dua) suku kata

Contoh Penulis: Radhea Shiddiq

- Pada form *Last name* isikan: Shiddiq
- Pada form *First name* isikan: Radhea

- c. Jika Penulis karya akhir dengan 3 (tiga) suku kata atau lebih

Contoh Penulis: Radhea Shiddiq Rangkuti

- Pada form *Last name* isikan: Rangkuti
- Pada form *First name* isikan: Radhea Shiddiq

9. Isikan nama pembimbing pada form *Advisor* (Pembimbing 1, Pembimbing 2, atau Promotor dan Co-Promotor untuk Program Doktor) sesuai dengan nama yang tertera Direktori USU (<https://direktori.usu.ac.id>) kemudian klik *Add*

The screenshot shows the 'Item submission' page on the USU Institutional Repository website. The page has a dark blue header with the repository logo and name, and a red navigation bar with the breadcrumb: 'USU-IR Home / Faculty of Cultural Sciences / Department of Library and Information Science / Undergraduate Theses / Item submission'. The main content area is titled 'Item submission' and includes a progress bar with buttons for 'Describe', 'Upload', 'Review', 'License', and 'Complete'. The 'Describe Item' section contains two forms: 'Authors' and 'Advisors'. The 'Authors' form has two input fields for 'Last name, e.g. Smith' and 'First name(s) + "Jr", e.g. Donald Jr', with an 'Add' button. Below it, a list of authors is shown, including 'Sabbiah, Siti' with a 'Remove' button. The 'Advisors' form also has two input fields for 'Last name, e.g. Smith' and 'First name(s) + "Jr", e.g. Donald Jr', with an 'Add' button circled in red. Below it, an advisor is listed as 'Nasution' with 'Laila Hadri' in the first name field. On the right side, there is a search bar and a 'SHOW' menu with options like 'All of USU-IR', 'Communities & Collections', 'By Issue Date', 'Titles', 'Authors', 'Advisors', 'Keywords', and 'Types'.

Contoh: Laila Hadri Nasution

Pada form Last name isikan: Nasution

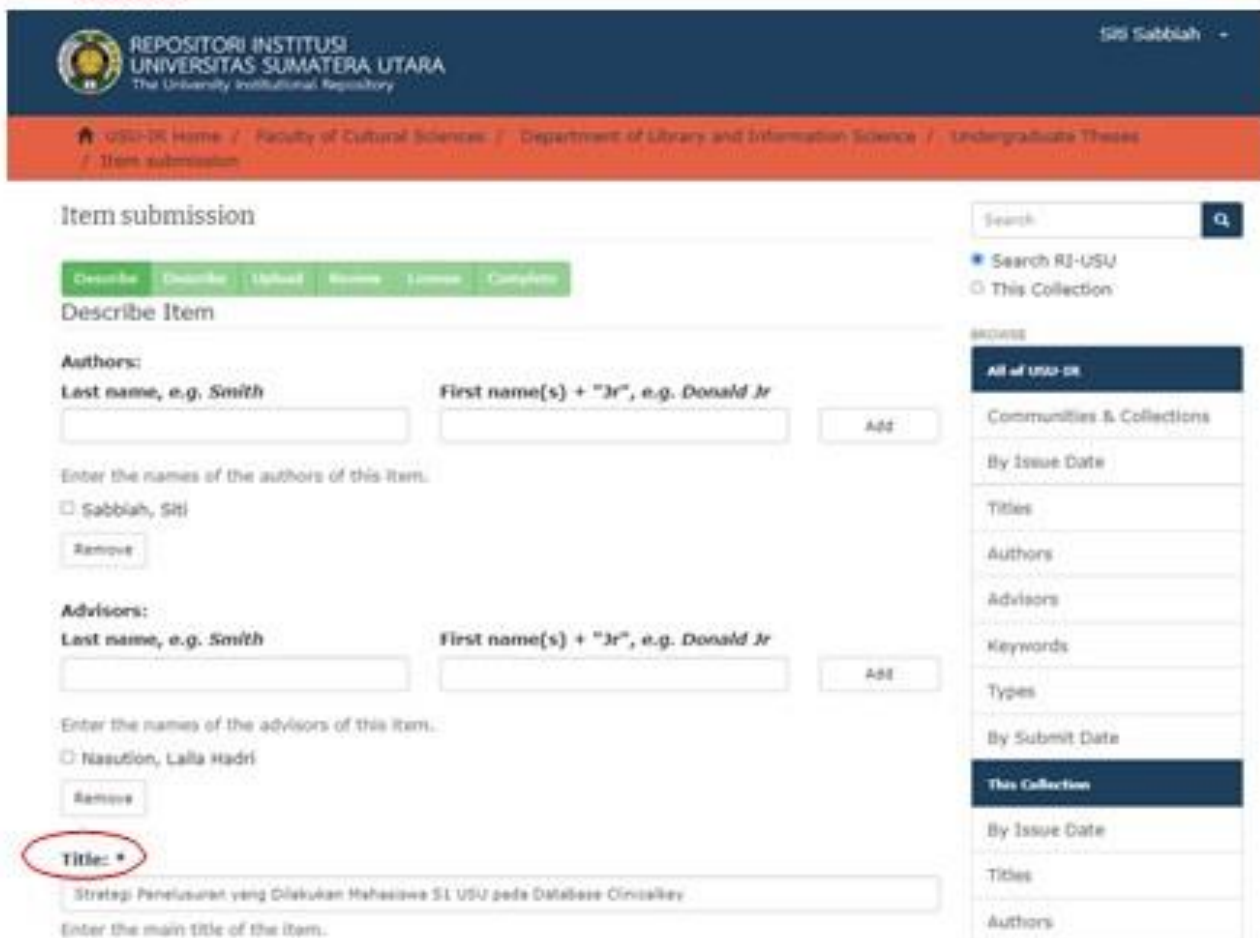
Pada form First name isikan: Laila Hadri

Catatan: Untuk Nama Dosen harus disesuaikan dengan nama yang tertera pada Direktori USU (<https://direktori.usu.ac.id>)

10. Isikan Judul pada form Title dan Other Title

- Pada form Title isikan judul karya akhir dalam Bahasa Indonesia

Contoh:



REPOSITORI INSTITUSI
UNIVERSITAS SUMATERA UTARA
The University Institutional Repository

USU-IR Home / Faculty of Cultural Sciences / Department of Library and Information Science / Undergraduate Theses / Item submission

Item submission

Describe Item

Authors:

Last name, e.g. Smith First name(s) + "Jr", e.g. Donald Jr

Enter the names of the authors of this item.

Sabbiah, Sri

Remove

Advisors:

Last name, e.g. Smith First name(s) + "Jr", e.g. Donald Jr

Enter the names of the advisors of this item.

Nasution, Laila Hadri

Remove

Title: *

Strategi Penelusuran yang Dilakukan Mahasiswa SI USU pada Database Cinisearch

Enter the main title of the item.

Search

Search RI-USU

This Collection

Communities & Collections

By Issue Date

Titles

Authors

Advisors

Keywords

Types

By Submit Date

This Collection


By Issue Date

Titles

Authors

- Pada form *Other Title* isikan judul karya akhir dalam Bahasa Inggris kemudian Klik *Add*

Contoh:



REPOSITORI INSTITUSI
UNIVERSITAS SUMATERA UTARA
The University Institutional Repository

Siti Sabbiah

USU-IR Home / Faculty of Cultural Sciences / Department of Library and Information Science / Undergraduate Theses / Item submission

Item submission

Describe Describe Upload Review License Complete

Describe Item

Authors:

Last name, e.g. *Smith* First name(s) + "Jr", e.g. *Donald Jr*

Enter the names of the authors of this item.

Sabbiah, Siti

Advisors:

Last name, e.g. *Smith* First name(s) + "Jr", e.g. *Donald Jr*

Enter the names of the advisors of this item.

Nasution, Laila Hadri

Title: *

Enter the main title of the item.

Other Titles:

If the item has any alternative titles, please enter them here.

Search

Search RI-USU

This Collection

BROWSE

All of USU-IR

Communities & Collections

By Issue Date

Titles

Authors

Advisors

Keywords

Types

By Submit Date

This Collection

By Issue Date

Titles

Authors


Advisors

Keywords

Types

By Submit Date

11. Isikan tahun karya akhir Form Year



REPOSITORI INSTITUSI
UNIVERSITAS SUMATERA UTARA
The University Institutional Repository

Siti Sabbiah

USU-IR Home / Faculty of Cultural Sciences / Department of Library and Information Science / Undergraduate Theses / Item submission

Item submission

Describe Describe Upload Review License Complete

Describe Item

Authors:

Last name, e.g. Smith First name(s) + "Jr", e.g. Donald Jr Add

Enter the names of the authors of this item.

Sabbiah, Siti Remove

Advisors:

Last name, e.g. Smith First name(s) + "Jr", e.g. Donald Jr Add

Enter the names of the advisors of this item.

Nasution, Laila Hadri Remove

Title: *

Strategi Penelusuran yang Dilakukan Mahasiswa S1 USU pada Database Clinicalkey

Enter the main title of the item.

Other Titles:

Add

If the item has any alternative titles, please enter them here.

Searching Strategies Conducted by USU Undergraduate Students on the Clinicalkey Database Remove

Date of Issue: *

Year Month Day

2023

Please give the date of previous publication or public distribution. You can leave out the day and/or month if they aren't applicable.

Search

Search RI-USU

This Collection

BROWSE

All of USU-IR

Communities & Collections

By Issue Date

Titles

Authors

Advisors

Keywords

Types

By Submit Date

This Collection

By Issue Date

Titles

Authors

Advisors

Keywords

Types

By Submit Date


MY ACCOUNT

Logout

Profile

Submissions

12. Isikan Universitas Sumatera Utara pada Form *Publisher*

**REPOSITORI INSTITUSI
UNIVERSITAS SUMATERA UTARA**
The University Institutional Repository

Siti Sabariah -

[USU-IR Home](#) / [Faculty of Cultural Sciences](#) / [Department of Library and Information Science](#) / [Undergraduate Theses](#) / [Item submission](#)

Item submission

Describe Describe Upload Review License Complete

Describe Item

Authors:

Last name, e.g. Smith First name(s) + "Jr", e.g. Donald Jr

Enter the names of the authors of this item.

Sabariah, Siti

Advisors:

Last name, e.g. Smith First name(s) + "Jr", e.g. Donald Jr

Enter the names of the advisors of this item.

Nasution, Lala Hadri

Title: *

Enter the main title of the item.

Other Titles:

If the item has any alternative titles, please enter them here.

Searching Strategies Conducted by USU Undergraduate Students on the Cimcalkey Database

Date of Issue: *

Year Month Day

Please give the date of previous publication or public distribution. You can leave out the day and/or month if they aren't applicable.

Publisher:

Enter the name of the publisher of the previously issued instance of this item.

Citation:

Enter the standard citation for the previously issued instance of this item.

Series/Report No.:

Series Name Report or paper No.

Enter the series and number assigned to this item by your community.

Search

Search RI-USU

This Collection

expand

All of USU-IR

Communities & Collections

By Issue Date

Titles

Authors

Advisors

Keywords

Types

By Submit Date

This Collection

By Issue Date

Titles

Authors

Advisors

Keywords

Types

By Submit Date

my account

Logout

Profile

Submissions

13. Untuk pengisian form *Identifiers*:

- a. Pilih NIDN pada form *Identifiers* dan isikan NIDN dosen pembimbing 1, Pembimbing 2, Promotor dan Co-Promotor berdasarkan Nama Dosen yang tertera di laman direktori.usu.ac.id kemudian klik *Add*

Contoh: NIDN0025067902

Identifiers:

NIDN

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes.



The profile card displays a portrait of Laila Hadri Nasution S.Sos, M.P. on the left. To the right, her name is shown with a green 'Add' button. Below her name, her affiliation 'FIB - Perpustakaan' is listed. A table of identifiers follows:

NIP	197906252006042003
NIDN	0025067902
Email	nasutionlailahadri@gmail.com

- b. Pilih NIM pada form *Identifiers* dan isikan NIM mahasiswa kemudian Klik *Add*

Contoh: NIM180709011

Identifiers:

NIM

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes.

- c. Pilih Kode Prodi pada form *Identifiers* dan isikan kode prodi (Lihat Lampiran-1. Daftar Kode Prodi) atau melalui laman <https://library.usu.ac.id/tutorial-unggah-mandiri-karya-akhir-mahasiswa/> kemudian Klik *Add*
- Contoh: **KODEPRODI71201#Perpustakaan dan Sains Informasi**

Identifiers:

KODE PRODI * KODEPRODI71201#Perpustakaan dan Sains Informasi **Add**

If the item has any identification numbers or codes associated with it, please enter the type and the actual numbers or codes.

14. Klik Type (Thesis)

Type:

Thesis

Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

Private Items
Import Metadata
Batch Import (ZIP)
Register
Metadata
Format

15. Pilih Jenis Karya Akhir dengan meng-klik tanda panah ke bawah

Jenis Karya Akhir:

Skrpsi Sarjana

Skrpsi Sarjana

Laboran Perancangan
Tesis Magister
Disertasi Doktor
Karya Tulis Dosen
Karya Tulis Pustakawan
Karya Tulis Laboran
Karya Tulis Profesi
Publikasi Riset PHOSU

16. Pilih Bahasa pada form *Language*

Language:

Bahasa Indonesia

Bahasa Indonesia

English (United States)
English
Japanese
Chinese
(Other)

17. Klik *Next* untuk melanjutkan pengisian metadata

Language:

Bahasa Indonesia

Select the language of the main content of the item. If the language does not appear in the list, please select "Other". If the content does not really have a language (for example, if it is a dataset or an image) please select "N/A".

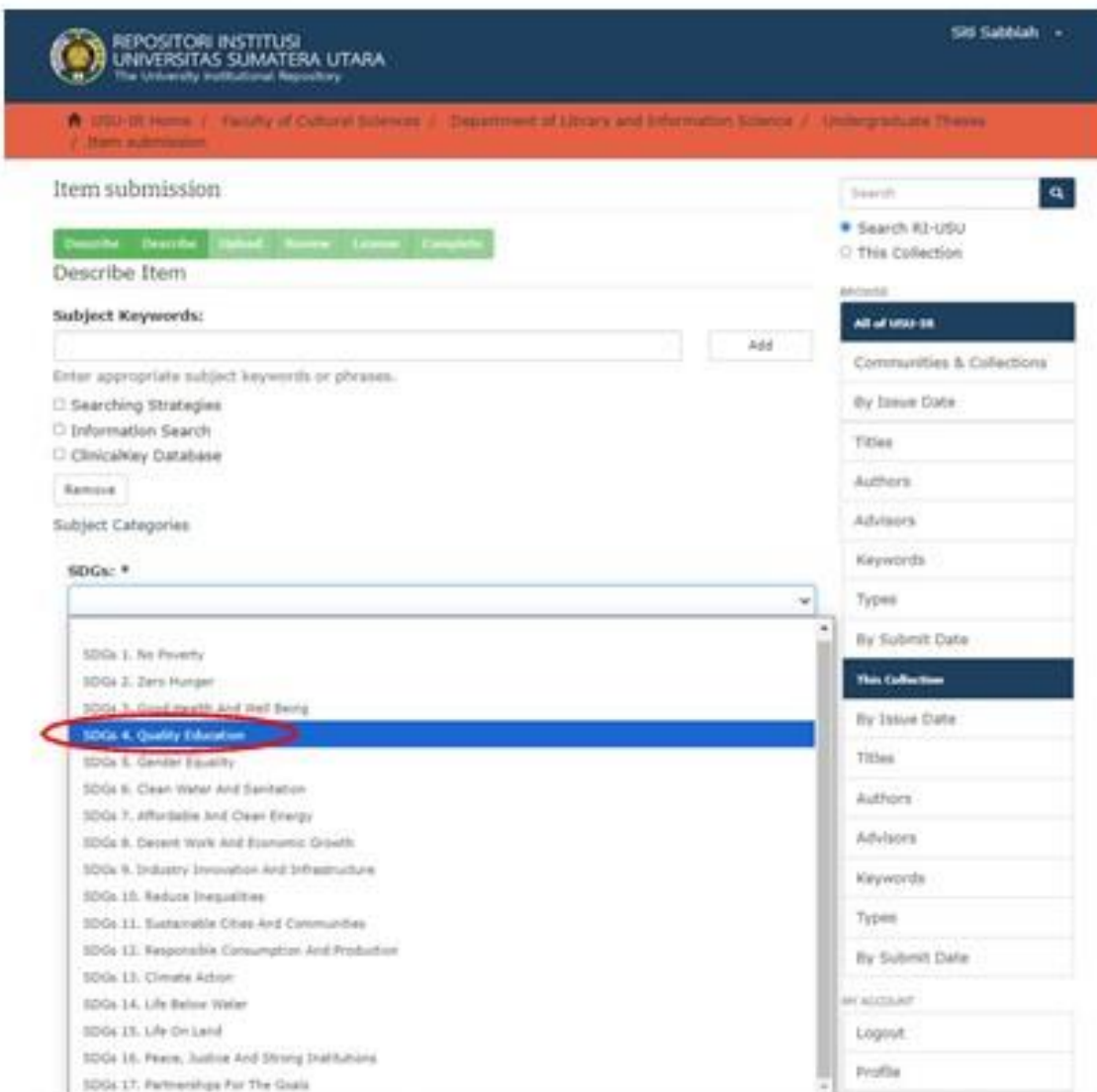
Save & Exit **Next >**

18. Isikan kata kunci pada form *subject keywords*, klik *Add* untuk mengisi satu per satu kata kunci yang tertera pada abstrak Bahasa Inggris



The screenshot shows the 'Item submission' page for the USU Institutional Repository. The page header includes the repository name and navigation links. The main content area is titled 'Describe Item' and contains a 'Subject Keywords' section with an input field and an 'Add' button. Below this, there are checkboxes for 'Searching Strategies', 'Information Search', and 'ClinicalKey Database', along with a 'Remove' button. A 'Subject Categories' section is also visible, followed by an 'SDGs' dropdown menu. On the right side, there is a search bar and a list of filters including 'Search RI-USU', 'This Collection', and various sorting options like 'By Issue Date', 'Titles', 'Authors', 'Advisors', 'Keywords', 'Types', and 'By Submit Date'.

19. Pilih Jenis SDGs sesuai dengan topik penelitian dengan meng-klik tanda panah ke bawah



This screenshot is similar to the previous one, but the 'SDGs' dropdown menu is open, displaying a list of 17 Sustainable Development Goals. The goal 'SDGs 4. Quality Education' is highlighted with a blue background and a red circle around it. The rest of the page layout, including the header, navigation, and right-side filters, remains the same.

20. Isikan Abstrak dalam Bahasa Inggris secara keseluruhan yang tertera pada file karya akhir di form *Abstract* kemudian Klik *Add*

REPOSITORI INSTITUSI
UNIVERSITAS SUMATERA UTARA
The University Institutional Repository

Siti Sabbiah

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Describe Item

Subject Keywords:

Enter appropriate subject keywords or phrases.

Searching Strategies
 Information Search
 ClinicalKey Database

Subject Categories

SDGs: *

SDGs 4. Quality Education

Select appropriate USU Sustainable Development Goals. For more information please visit <https://sdgs.usu.ac.id>

Abstract:

Enter the abstract of the item.

Sponsors:

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Description:

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Search

Search RI-USU
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BROWSE

All of USU-IR

Communities & Collections

By Issue Date

Titles

Authors

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Keywords

Types

By Submit Date

This Collection

By Issue Date

Titles

Authors

Advisors

Keywords

Types

By Submit Date

MY ACCOUNT


Logout

Profile

Submissions

21. Isikan jumlah halaman pada form *Description* File Karya Akhir yang tertera pada file PDF karya akhir dan Klik *Next*

Contoh: 116 Pages



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Siti Sabbiah

USU-IR Home / Faculty of Cultural Sciences / Department of Library and Information Science / Undergraduate Theses / Item submission

Item submission

Describe Describe Upload Review License Complete

Describe Item

Subject Keywords:

Add

Enter appropriate subject keywords or phrases.

Searching Strategies
 Information Search
 ClinicalKey Database

Remove

Subject Categories

SDGs: *

SDGs 4: Quality Education

Select appropriate USU Sustainable Development Goals. For more information please visit <https://sdgs.usu.ac.id>

Abstract:

The research aims to find out the searching strategies undergone by USU undergraduate students in the ClinicalKey database. This is descriptive qualitative research and the informants are determined using purposive sampling. There are 6 informants in this study, namely the students of FK (Faculty of Medicine), FKG (Faculty of Dentistry), FKM (Faculty of Public Health), FPs (Faculty of Psychology), FKeg (Faculty of Nursing), FIFam (Faculty of

Add

Enter the abstract of the item.

Sponsors:

Enter the names of any sponsors and/or funding codes in the box.

Description:

116 Pages

Enter any other description or comments in this box. (Jumlah halaman dokumen).

< Previous Save & Exit Next >


Search

- Search RI-USU
- This Collection

SHOW

- All of USU-IR
 - Communities & Collections
 - By Issue Date
 - Titles
 - Authors
 - Advisors
 - Keywords
 - Types
 - By Submit Date
 - This Collection
 - By Issue Date
 - Titles
 - Authors
 - Advisors
 - Keywords
 - Types
 - By Submit Date
- MY ACCOUNT
- Logout
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 - Submissions

22. Klik *Next* untuk melanjutkan unggah file karya akhir



REPOSITORI INSTITUSI
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Siti Sablah

USU-IR Home / Faculty of Cultural Sciences / Department of Library and Information Science / Undergraduate Theses / Item submission

Item submission

Describe Describe Upload Review Upload Complete

Describe Item

Subject Keywords:

Add

Enter appropriate subject keywords or phrases.

- Searching Strategies
- Information Search
- ClinicalKey Database

Remove

Subject Categories

SDGs: *

SDGs 4. Quality Education

Select appropriate USU Sustainable Development Goals. For more information please visit <https://sdgs.usu.ac.id>

Abstract:

Add

The research aims to find out the searching strategies undergone by USU undergraduate students on the ClinicalKey database. This is descriptive qualitative research and the informants are determined using purposive sampling. There are 6 informants in this study, namely the students of FK (Faculty of Medicine), FKIG (Faculty of Dentistry), FKM (Faculty of Public Health), FPsu (Faculty of Psychology), FKeg (Faculty of Nursing), Ffarm (Faculty of

Enter the abstract of the item.

Sponsors:

Enter the names of any sponsors and/or funding codes in the box.

Description:

118 Pages

Enter any other description or comments in this box. (jumlah halaman dokumen).

Previous Save & Exit **Next**

Search

Search RI-USU

This Collection

BROWSE

All of USU IR

Communities & Collections

By Issue Date

Titles

Authors

Advisors

Keywords

Types

By Submit Date

This Collection

By Issue Date

Titles

Authors

Advisors

Keywords

Types

By Submit Date

my account

Logout

Profile

Submissions

23. Klik *Choose File* dan pilih File dengan penamaan file Judul Karya Akhir.pdf dan pada form *File Description* isikan *Cover* kemudian Klik *Upload File & add another*

The screenshot shows the 'Item submission' page for the USU Institutional Repository. The page header includes the repository logo and name, and the user's name 'Siti Sabbiah'. The breadcrumb trail indicates the user is in the 'Undergraduate Thesis' submission process. The main content area has a progress bar with steps: Describe, Upload, Review, License, Complete. The 'Upload File(s)' section shows a 'File:' field with a 'Choose File' button and the filename 'Strategi Penel...Clinicalkey.pdf' circled in red. Below this is a 'File Description:' field with the text 'Cover' circled in red. At the bottom of the form, the 'Upload file & add another' button is circled in red. A sidebar on the right contains search and navigation options.

24. Klik *Choose File* dan pilih File dengan penamaan file Nama Judul Karya Akhir.pdf dan pada form *File Description* isikan *Fulltext*

The screenshot shows the 'Item submission' page for the USU Institutional Repository, similar to the previous one. The 'File:' field now shows the filename 'Siti Sabbiah...Clinicalkey.pdf' circled in red. The 'File Description:' field contains the text 'Fulltext' circled in red. The 'Upload file & add another' button is also visible at the bottom of the form. The sidebar on the right remains the same.

25. Klik *Next* untuk melanjutkan unggah file karya akhir

REPOSITORI INSTITUSI
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The University Institutional Repository

Siti Sabbiah

USU-IR Home / Faculty of Cultural Sciences / Department of Library and Information Science / Undergraduate Theses / Item submission

Item submission

Describe Describe Upload Review Update Complete

Upload File(s)

File: *
 Siti Sabbiah_... Clinicalkey.pdf
Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

File Description:

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Files Uploaded

Primary	File	Size	Description	Format	
<input type="checkbox"/>	<input type="checkbox"/> Strategi Penelusuran yang Dilakukan Mahasiswa S1 USU pada Database Clinicalkey.pdf	319753 bytes	Cover	application/pdf (Supported)	<input type="button" value="Edit"/>

File checksum: MD5:d8f69f69de2f76115db3c453106701e5

Search

- Search RI-USU
- This Collection

More:

- All of RI-USU
- Communities & Collections
- By Issue Date
- Titles
- Authors
- Advisors
- Keywords
- Types
- By Submit Date
- This Collection
- By Issue Date
- Titles
- Authors
- Advisors
- Keywords
- Types
- By Submit Date

MY ACCOUNT

- Logout
- Profile
- Submissions

26. Periksa kembali isian metadata dan file yang telah diunggah melalui *Review Submission*

- Jika ada kesalahan klik *Correct one of these*

The screenshot displays the 'Review Submission' page on the RI-USU repository. The page is divided into several sections:

- Header:** Includes the RI-USU logo and navigation breadcrumbs: 'USU Home / Faculty of Cultural Sciences / Department of Library and Information Science / Undergraduate Thesis / Item submission'.
- Item submission:** A navigation bar with buttons for 'Describe', 'Describe', 'Upload', 'Review', 'Submit', and 'Cancel'.
- Review Submission:** The main content area, divided into three sections:
 - Describe Item:** Contains metadata for the submission, including Author (Sabbiah, Siti), Title (Strategi Penelusuran Yang Dilakukan Mahasiswa S1 USU Pada Database Clinicalkey), and a red circle around the 'Correct one of these' link.
 - Describe Item:** Contains subject keywords (Searching Strategies, Information Search, ClinicalKey Database) and an abstract. A red circle highlights the 'Correct one of these' link at the bottom of this section.
 - Upload File(s):** Shows the uploaded file 'Strategi Penelusuran yang Dilakukan Mahasiswa S1 USU pada Database Clinicalkey.pdf - Adobe PDF (Known)'. A red circle highlights the 'Correct one of these' link below the file name.
- Right Sidebar:** Features a search bar, navigation options (Search RI-USU, This Collection), and account management links (Log out, Profile, Submissions).

27. Jika sudah benar Silahkan Klik Next untuk melanjutkan proses unggah file karya akhir

REPOSITORI INSTITUSI
UNIVERSITAS SUMATERA UTARA
The University Institutional Repository

Siti Sabbiah

USU Home / Faculty of Cultural Science / Department of Library and Information Science / Undergraduate Thesis / Item submission

Item submission

Describe Item Describe Upload Review Settings Complete

Review Submission

Describe Item

Authors: Sabbiah, Siti

Advisors: Masitun, Laila Haidi

Title: Strategi Penelusuran yang Dilakukan Mahasiswa S1 USU Pada Database Clinicalkey

Other Titles: Searching Strategies Conducted by USU Undergraduate Students on the Clinicalkey Database

Date of Issue: 2023

Publisher: Universitas Sumatera Utara

Identifiers: NIM: NIM180709011

Identifiers: NIDN: NIDN0025067902

Identifiers: KODE PRODI: KODEPRODI71201#Perpustakaan dan Sains Informasi

Type: Thesis

Jenis Karya Akhir: Skripsi Sarjana

Language: Bahasa Indonesia

Correct one of these

Describe Item

Subject Keywords: Searching Strategies

Subject Keywords: Information Search

Subject Keywords: Clinicalkey Database

SDGs: SDGs 4. Quality Education

Abstract: The research aims to find out the searching strategies undergone by USU undergraduate students on the Clinicalkey database. This is descriptive qualitative research and the informants are determined using purposive sampling. There are 6 informants in this study, namely the students of FK (Faculty of Medicine), FKD (Faculty of Dentistry), FKH (Faculty of Public Health), FPsI (Faculty of Psychology), FKIP (Faculty of Nursing), Ffarm (Faculty of Pharmacy) in USU. Data analysis techniques employed are data reduction, data presentation, and inference conclusion drawing which aims to analyze relevant, meaningful and important data. Data are collected using observation, interviews and documentation. Data are tested using triangulation, namely triangulations of data, theory, and method. The results indicate that the information searched-by the students are related to assignments given by lecturers and they understand the topic before conducting a search. In addition, to determine the subject, they directly conduct a search by using the existing topic titles. At the stage of synonym identification, the students identify them using KBBI then retranslate them using google translate. In formulating queries, there are only a few students use search techniques, namely by using Boolean operators. The students filter their search results again using "By" filter available on the Clinicalkey database when they want to search for information, and by opening the documents one by one because they are not aware that "By" filter is available on the Clinicalkey database. The students also do different ways when evaluating their search results by using "By" filter available on the Clinicalkey database according to their needs. However, not all students save their search results because they are not aware that a storage feature is available on the Clinicalkey database so all students choose to download their findings directly using available features because it is easier and free of charge.

Description: 116 Pages

Correct one of these

Upload File(s)

Strategi Penelusuran yang Dilakukan Mahasiswa S1 USU pada Database Clinicalkey.pdf - Adobe PDF (Known)

Siti Sabbiah_Strategi Penelusuran yang Dilakukan Mahasiswa S1 USU pada Database Clinicalkey.pdf - Adobe PDF (Known)

Correct one of these

< Previous Save & Tr **Next >**

Search

Search RI-USU

This Collection

Items

All of this in

Communities & Collections

By Issue Date

Title

Authors

Advisors

Keywords

Type

By Submit Date

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Title

By Issue Date

Title

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My account

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Repositori Institusi Universitas Sumatera Utara (RI-USU)
Universitas Sumatera Utara | Perpustakaan | Resource Guide | Katalog Perpustakaan

28. Untuk Mengakhiri proses unggah Karva akhir Silahkan Klik Tanda Centang pada bagian persetujuan "I Grant the Licence" dan Klik Complete Submission

REPOSITORI INSTITUSI
UNIVERSITAS SUMATERA UTARA
The University Institutional Repository

SRI Sabbah

USU-IR Home / Faculty of Cultural Sciences / Department of Library and Information Science / Undergraduate Theses / Item submission

Item submission

Describe Describe Upload Review License **Complete**

Distribution License

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Previous Save & Exit **Complete submission**

Search

Search RI-USU
This Collection

SHOW

All of USU-IR

Communities & Collections

By Issue Date

Titles

Authors

Advisors

Keywords

Types

By Submit Date

This Collection

By Issue Date

Titles

Authors

Advisors

Keywords

Types

By Submit Date

MY ACCOUNT

Logout

Profile

Submissions

29. Proses Unggah Mandiri file karya akhir telah selesai, bisa dilihat dari tampilan berikut:

The screenshot shows the top navigation bar of the USU-IR website. On the left is the logo and name of the 'REPOSITORI INSTITUSI UNIVERSITAS SUMATERA UTARA'. On the right, the user name 'Siti Sabbiah' is displayed. Below the navigation bar, a breadcrumb trail shows 'USU-IR Home / Submission'. The main content area features a large heading 'Submission complete' circled in red. Below this heading, a paragraph explains that the submission will go through a review process and that the user will receive an email notification. A link to 'Go to the Submissions page' and a 'Submit another item' button are provided. On the right side, there is a search bar and a 'BROWSE' section with options for 'All of USU-IR', 'Communities & Collections', and 'By Issue Date'.

30. Klik *Logout*

This screenshot is identical to the one above, showing the 'Submission complete' page. The key difference is that the 'Logout' option in the user profile dropdown menu is circled in red. The dropdown menu is open, showing 'Profile' and 'Logout' options. The rest of the page content, including the navigation bar, breadcrumb trail, main text, and search/browse sections, remains the same.

31. Proses Persetujuan

Setelah logout (proses unggah mandiri selesai), mahasiswa disarankan melihat informasi di **Spam** pada email institusi (@students.usu.ac.id) secara berkala dengan ketentuan:

- a. Jika data dan file karya akhir sudah benar, Tim Repositori menyetujui file karya akhir untuk dipublish di web repositori dan mahasiswa dapat mengurus langsung Surat Keterangan Bebas Pustaka.
- b. Jika data dan file karya akhir salah, Tim Repositori akan menolak dan melakukan konfirmasi via email untuk melakukan perbaikan dan melakukan unggah file karya akhir kembali ke web repositori.usu.ac.id.



Lampiran-1 Contoh Lembar Pengesahan

UNIVERSITAS SUMATERA UTARA
FAKULTAS ILMU SOSIAL DAN ILMU POLITIK
PROGRAM STUDI ILMU ADMINISTRASI PUBLIK

HALAMAN PENGESAHAN

Skripsi ini telah dipertahankan di depan Panitia Penguji Skripsi Program Studi Ilmu Administrasi Publik Fakultas Ilmu Sosial dan Ilmu Politik Universitas Sumatera Utara oleh:

Nama : Khoirun Rahmi Rambey
NIM : 200903014
Program Studi : Ilmu Administrasi Publik
Judul : Implementasi Program Pertukaran Mahasiswa Merdeka *Inbound* dalam Mengembangkan *Soft Skill* Mahasiswa (Studi Kasus di Fakultas Ilmu Sosial dan Ilmu Politik Universitas Sumatera Utara)

Yang dilaksanakan pada:

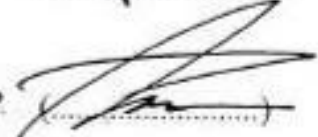
Hari/tanggal : Jumat, 12 Juli 2024
Waktu : 15.30 – 17.00 WIB
Tempat : Ruang Sidang Ilmu Administrasi Publik

Panitia Penguji

Ketua Penguji : Dra. Februati Trimurni M.Si., Ph.D
: NIP: 196602121990092001
Penguji I : Zoraya Alfathin Rangkuti S.Sos, MPA
: NIP: 199402082020012001
Penguji II : Muhammad Imanuddin Kandias Saraan, S.Sos.,M.A.P.
: NIP: 199510052021021001


(.....)


(.....)


(.....)

Lampiran-2 Contoh Lembar Persetujuan

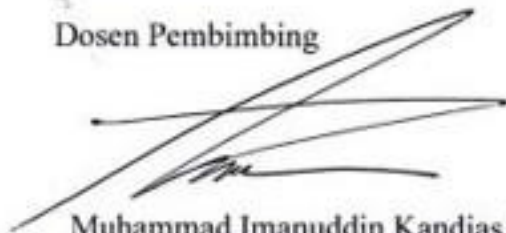
UNIVERSITAS SUMATERA UTARA
FAKULTAS ILMU SOSIAL DAN ILMU POLITIK
PROGRAM STUDI ILMU ADMINISTRASI PUBLIK

HALAMAN PERSETUJUAN

Skripsi ini disetujui untuk diperbanyak dan dipertahankan oleh:

Nama : Khoirun Rahmi Rambey
NIM : 200903014
Program Studi : Ilmu Administrasi Publik
Judul : Implementasi Program Pertukaran Mahasiswa Merdeka
Inbound dalam Mengembangkan *Soft Skill* Mahasiswa (Studi Kasus di Fakultas Ilmu Sosial dan Ilmu Politik Universitas Sumatera Utara).

Dosen Pembimbing



Muhammad Imanuddin Kandias Saraan, S.Sos., M.A.P.
NIP: 199510052021021001



Dra. Febrina Trimurni, M.Si, Ph.D
NIP: 196602121990092001

Dekan

Fakultas Ilmu Sosial dan Ilmu Politik
Universitas Sumatera Utara



Idris Cicho, S.Sos., MSP
NIP: 197105132006041001

Lampiran-3 Contoh Halaman Pernyataan

HALAMAN PERNYATAAN

Dengan ini saya menyatakan bahwa:

1. Karya tulis saya, skripsi ini adalah asli dan belum pernah diajukan untuk mendapatkan gelar akademik (sarjana), baik di Universitas Sumatera Utara maupun perguruan tinggi lain.
2. Karya tulis ini adalah murni gagasan, rumusan dan penelitian saya sendiri tanpa bantuan pihak lain, kecuali arahan Dosen Pembimbing dan Dosen Penguji.
3. Dalam karya tulis ini tidak terdapat karya atau pendapat yang telah ditulis atau dipublikasikan orang lain, kecuali secara tertulis dengan jelas dicantumkan sebagai acuan dalam naskah dengan disebutkan nama pengarang dan dicantumkan dalam daftar pustaka.
4. Pernyataan ini saya buat dengan sesungguhnya dan apabila kemudian hari terdapat penyimpangan dan ketidakbenaran dalam pernyataan ini, maka saya bersedia menerima sanksi akademik berupa pencabutan gelar yang telah diperoleh karena karya ini, serta sanksi lainnya sesuai dengan norma yang berlaku di perguruan tinggi.

Medan, 12 Juli 2024

Yang Membuat Pernyataan



Khoirun Rahmi Rambey

NIM: 200903014

IMPLEMENTATION OF THE INBOUND INDEPENDENT STUDENT EXCHANGE PROGRAM IN DEVELOPING STUDENT SOFT SKILLS (CASE STUDY AT THE FACULTY OF SOCIAL AND POLITICAL SCIENCES UNIVERSITY OF NORTH SUMATRA)

ABSTRACT

Merdeka Belajar Kampus Merdeka (MBKM) is a strategic policy of the Indonesian government that provides opportunities for students to develop competencies outside their study program. One of the programs in MBKM is the inbound independent student exchange, where students from various universities in Indonesia can study for one semester at the receiving university. The main objective of this program is to develop various important soft skills, such as communication skills, leadership, teamwork, and adaptability. The implementation of the Merdeka Inbound Student Exchange Program will be reviewed effectively whether it can develop student soft skills at the Faculty of Social and Political Sciences, University of North Sumatra. This study aims to analyze the implementation of the Merdeka Inbound Student Exchange program in developing students' soft skills at the Faculty of Social and Political Sciences, University of North Sumatra.

The research method used in this research is qualitative with a case study approach. Data collection is done through interviews, observations, and documentation studies. The data were analyzed qualitatively using the indicators of the implementation model of David C. Korten which includes three elements, namely, the program, the implementing organization, and the target group.

The results of this study indicate that the implementation of the inbound independent student exchange program at the Faculty of Social and Political Sciences has contributed significantly in developing various student soft skills, such as effective interpersonal communication skills, solid teamwork skills, critical and creative thinking skills in solving problems, as well as leadership and initiative. The development of these soft skills occurs through various activities in the program, such as interdisciplinary lectures and socio-cultural activities such as the archipelago module involving inbound exchange students. However, there are still some obstacles in the implementation of the program, such as adjustments to the curriculum and learning plans between study programs, socialization and coordination that are not optimal for inbound students and the lack of student participation and support and guidance from lecturers in the archipelago module activities.

Keywords: Implementation, Merdeka Learning Independent Campus, Inbound Student Exchange Program, Soft Skill Development

**IMPLEMENTASI PROGRAM PERTUKARAN MAHASISWA MERDEKA *INBOUND*
DALAM MENGENGEMBANGKAN *SOFT SKILL* MAHASISWA (STUDI KASUS DI
FAKULTAS ILMU SOSIAL DAN ILMU POLITIK UNIVERSITAS SUMATERA
UTARA)**

ABSTRAK

Merdeka Belajar Kampus Merdeka (MBKM) merupakan kebijakan strategis pemerintah Indonesia yang memberikan kesempatan bagi mahasiswa untuk mengembangkan kompetensi di luar program studi mereka. Salah satu program dalam MBKM adalah pertukaran mahasiswa merdeka *inbound*, di mana mahasiswa dari berbagai perguruan tinggi di Indonesia dapat belajar selama satu semester di perguruan tinggi penerima. Tujuan utama dari program ini adalah untuk mengembangkan berbagai *soft skill* penting, seperti keterampilan komunikasi, kepemimpinan, kerjasama tim, dan kemampuan beradaptasi. Implementasi Program Pertukaran Mahasiswa Merdeka *Inbound* akan ditinjau secara efektif apakah dapat mengembangkan *soft skill* mahasiswa di Fakultas Ilmu Sosial dan Ilmu Politik Universitas Sumatera Utara. Penelitian ini bertujuan untuk menganalisis implementasi program Pertukaran Mahasiswa Merdeka *Inbound* dalam mengembangkan *soft skill* mahasiswa di di Fakultas Ilmu Sosial dan Ilmu Politik Universitas Sumatera Utara.

Metode penelitian yang digunakan dalam penelitian ini adalah kualitatif dengan pendekatan studi kasus. Pengumpulan data dilakukan melalui wawancara, observasi, dan studi dokumentasi. Data analisis secara kualitatif dengan menggunakan indikator model implementasi dari David C. Korten yang meliputi tiga elemen yakni, program, organisasi pelaksana, dan kelompok sasaran.

Hasil penelitian ini menunjukkan bahwa implementasi program pertukaran mahasiswa merdeka *inbound* di Fakultas Ilmu Sosial dan Ilmu Poltik sudah cukup berkontribusi secara signifikan dalam mengembangkan berbagai *soft skill* mahasiswa, yaitu seperti kemampuan komunikasi interpersonal yang efektif, keterampilan kerja sama dalam tim yang solid, kemampuan berpikir kritis dan kreatif dalam memecahkan masalah, serta kepemimpinan dan inisiatif. Pengembangan *soft skill* tersebut terjadi melalui berbagai aktivitas dalam program, seperti perkuliahan lintas disiplin dan kegiatan sosial-budaya seperti modul nusantara yang melibatkan mahasiswa pertukaran *inbound*. Namun, masih terdapat beberapa kendala dalam implementasi program, seperti penyesuaian kurikulum dan rencana pembelajaran antar program studi, sosialisasi dan koordinasi yang belum optimal bagi mahasiswa *inbound* dan kurangnya partisipasi mahasiswa serta dukungan dan pembinaan dari dosen dalam kegiatan modul nusantara.

Kata kunci: Implementasi, Merdeka Belajar Kampus Merdeka, Program Pertukaran Mahasiswa *Inbound*, Pengembangan *Soft Skill*