

	<b>UNIVERSITAS ISLAM NEGERI MAULANA MALIK IBRAHIM MALANG</b>	SOP Number	FS.UIN-QA/SOP.01.13
		Date of Creation	
		Date Revised	December 01, 2017
		Effective Date	January 01, 2018
		Approved by	Dean of the Faculty of Sharia
<b>SOP OF GUIDANCE ON PREPARING THESIS-BASED JOURNALS</b>		Dr. H. Saifullah, M.Hum	

<b>Legal basis:</b> <ul style="list-style-type: none"> <li>• Law No. 20/2003 on the National Education System</li> <li>• Government Regulation No. 17 Year 2010 jo No. 66 Year 2010 on Higher Education</li> <li>• Minister of State Apparatus Empowerment and Bureaucratic Reform of the Republic of Indonesia Minister of State Apparatus Empowerment and Bureaucratic Reform No. 15 of 2014 concerning Guidelines for Service Standards By the Grace of God Almighty</li> <li>• Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 15 of 2017 concerning the Statute of Maulana Malik Ibrahim State Islamic University Malang</li> </ul>
<b>Linkage:</b> <ul style="list-style-type: none"> <li>• SOP of Thesis Examination</li> </ul>
<b>Notice:</b>

<b>Executor Qualifications:</b> <ul style="list-style-type: none"> <li>• Thesis Student</li> <li>• Journal Advisor</li> <li>• Study Program Staff</li> </ul>
<b>Tools/equipment:</b> <ul style="list-style-type: none"> <li>• Computer Set</li> <li>• Stationary</li> <li>• Thesis-Based Journal Format</li> </ul>
<b>Recording and Registration</b>
Journal Advisor Decree

No.	Activities	Executor				Requirements	Time	Standard Quality	Note
		Student	Journal Advisor	Vice Dean for Academic Affairs	Study program staff			Output	
1	The Vice Dean issues a decree on Journal Advisory Lecturers for each Study Program. The study program staff then informs the relevant lecturers.				Decree on Appointing Thesis Journal Advisor	3 minutes	Decree on Appointing Thesis Journal Advisor		
2	The study program staff announces the list of students along with their journal advisors (online).				Thesis Journal File	3 minutes/student	Journal progress		
3	Students who have passed their thesis defense consult with their journal advisors to receive guidance on writing their journals according to the list issued by the study program and meet the criteria of the agreed-upon journal template.				Journal File According to Template	Depending on the readiness of the student's thesis research	Journal progress		
4	Students meet the journal writing criteria according to the template. Once the journal is considered complete and meets the criteria, the journal advisor uploads the student's journal. The advisor then approves the form confirming the student's completion and release from responsibility.				Completed Journal File and Student Liability-Free Approval Form	5 minutes	Approval of the file and liability-free status, as well as uploading the journal		