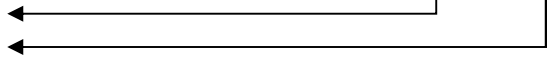
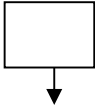
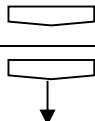


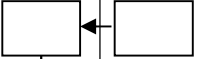



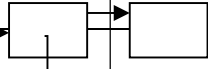




	<b>UNIVERSITAS ISLAM NEGERI MAULANA MALIK IBRAHIM MALANG</b>	SOP Number	FS.UIN-QA/SOP.01.09
		Date of Creation	
		Date Revised	December 01, 2017
		Effective Date	January 01, 2018
		Approved by	Dean of the Faculty of Sharia
<b>SOP OF THE COMPREHENSIVE EXAM</b>		Dr. H. Saifullah, M.Hum	

<p>Legal basis:</p> <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>	<p>Executor Qualifications:</p> <ul style="list-style-type: none"> <li>• Study Program Executor Staff</li> <li>• Staff of Academic, Student, and Alumni Subdivision</li> <li>• Having expertise in IT</li> </ul>
<p>Linkage:</p> <ul style="list-style-type: none"> <li>• Dean of the Faculty of Sharia</li> <li>• Vice Dean for Academic Affairs</li> <li>• Head of Study Program</li> <li>• Head of Administrative Affairs Faculty of Sharia</li> <li>• Head of Academic, Student Affairs, and Alumni Division Faculty of Sharia</li> <li>• Head of General Administration and Finance, Faculty of Sharia</li> <li>• Staff of Academic, Student, and Alumni subdivision Faculty of Sharia</li> <li>• Student</li> </ul> <p>Linkage to other SOPs</p> <ul style="list-style-type: none"> <li>• SOP of Thesis Examination</li> </ul>	<p>Tools/equipment:</p> <ul style="list-style-type: none"> <li>• Computer Set</li> <li>• Stationary</li> <li>• Thesis Proposal</li> </ul>
<p>Notice:</p> <ul style="list-style-type: none"> <li>• A student taking the comprehensive examination still retains the right to complete their studies.</li> <li>• The student has completed all study requirements with no failing grades (except for the final project/thesis, which will be examined in the thesis defense).</li> <li>• The student has a minimum cumulative GPA of 2.50.</li> <li>• If the student passes the comprehensive examination, they are eligible to take the thesis defense.</li> <li>• If the student does not pass, they are required to retake the comprehensive examination and must re-register for the exam.</li> </ul>	<p>Recording and Registration</p>

No.	Activities	Executor								Standard Quality			Note
		Student	Head/Secretary of Study Program	Academic Subdivision Staff	Head of Academic Subdivision	General Administration Subdivision	Head of Administrative Affairs	Vice Dean I Vice Dean II	Dean	Requirements	Time	Output	
1	Comprehensive Exam Registration									Comprehensive Exam Registration Form along with required documents	10 minutes/student	Registration documents received	Registration forms can be downloaded from the Faculty of Sharia website
2	Recapitulation of the number of registrants for the Comprehensive Exam									List of exam registrants	2 minutes/student	Recapitulation completed	
3	Coordination of the names of Comprehensive Exam examiners (Examiner 1 and Examiner 2)									Recapitulation of the number of registrants	Adjustments as needed	Examiners ready to be scheduled	Coordination with other Study Programs to map out the needs for venue, time, and examiners to avoid scheduling conflicts
4	Preparation of the Comprehensive Exam Schedule and Examiners									Recap of Registrants' Names	Adjustments as needed	Schedule draft completed	
5	Announcement of the Comprehensive Exam Schedule to students									List of Examiners	5 minutes	Schedule published	Schedules can be submitted to the academic sub-division for publication on the faculty website
6	Submission of examiner names for the Comprehensive Exam to request a formal letter and examiner decree									Schedule signed by the Head of Study Program	Maximum 1 week before implementation	Comprehensive Exam Schedule approved by the Study Program received	
7	Preparation of the Invitation Letter and Comprehensive Exam Examiner Decree									Comprehensive Exam Schedule approved by the Study Program	1 day	Invitation Letter and Examiner Decree completed	
8	Verification and Initialing of the Invitation Letter and Comprehensive Exam Examiner Decree									Draft of the Invitation Letter and Comprehensive Exam Examiner Decree	customize	Draft of the Invitation Letter and Comprehensive Exam Examiner Decree initialed	Invitation letter verification is sufficient at the Head of Administrative Office level
9	Signing of the Invitation Letter and Comprehensive Exam Examiner Decree									Draft of the Invitation Letter and Comprehensive Exam Examiner		Draft of the Invitation Letter and Comprehensive Exam Examiner	Conditional



No.	Activities	Executor								Standard Quality			Note
		Student	Head/Secretary of Study Program	Academic Subdivision Staff	Head of Academic Subdivision	General Administration Subdivision	Head of Administrative Affairs	Vice Dean I Vice Dean II	Dean	Requirements	Time	Output	
										Decree initialed		Decree signed	
10	Data Collection of Examiners and Distribution of the Examiner Decree									Examiner Decree and invitation	15 minutes	Examiner Decree and invitations recorded and ready for distribution	
	Distribution of Examiner Decree and invitations												
	Implementation of the Comprehensive Exam and completion of exam administration												
11	Validation and reporting of the minutes of the Comprehensive Exam results									Comprehensive Exam Examiner Decree Invitation		Examiner Decree and invitations distributed	Conditional
12	Reporting of proposal seminar results									<ul style="list-style-type: none"> <li>• Minutes</li> <li>• Attendance list</li> <li>• Evaluation form</li> </ul>	1/2 hour/student	Comprehensive Exam conducted	
13	Announcement of Comprehensive Exam graduation									• Minutes	5 minutes	Comprehensive Exam minutes signed	
14	Publication of Comprehensive Exam results									Comprehensive Exam Results	Maximum 2 days	Comprehensive Exam reported	Maximum 2 days post-proposal seminar
15	Preparation of the Invitation Letter and Comprehensive Exam Examiner Decree (SK)									Comprehensive Exam Score Recap		Announcement draft completed	Adjustments as needed
16	Verification and Initialing of the Invitation Letter and Comprehensive Exam Examiner Decree									Announcement signed and published	10 minutes	Announcement published	Announcements can be published on the Faculty website