	UNIVERSITAS ISLAM NEGERI MAULANA MALIK IBRAHIM MALANG	SOP Number	FS.UIN-QA/SOP.01.14
		Date of Creation	
		Date Revised	December 01, 2017
		Effective Date	January 01, 2018
		Approved by	Dean of the Faculty of Sharia
	SOP OF THE JUDICIUM		Dr. H. Saifullah, M.Hum

Legal basis:	Executor Qualifications:
• Law No. 20/2003 on the National Education System • Government Regulation No. 17 Year 2010 jo No. 66 Year 2010 on Higher Education • 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 • 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	• Study Program Executor Staff • Staff of Academic, Student, and Alumni Subdivision • Judicium Committee • Having expertise in IT
Linkage:	**Tools/equipment:**
• Dean of the Faculty of Sharia • Vice Dean for Academic Affairs • Head of Study Program • Head of Administrative Affairs Faculty of Sharia • Head of Academic, Student Affairs, and Alumni Division Faculty of Sharia • Staff of Academic, Student, and Alumni subdivision Faculty of Sharia • Lecturer • Student Linkage to other SOPs • SOP of Comprehensive Examination • SOP of Thesis Examination	• Computer Set • Stationary • Thesis Examination Graduation List
Notice:	**Recording and Registration**
• Students have succesfully completed the thesis examination	

No.	Activities	Executor								Standard Quality			Note
		Student	Academic Subdivision Staff	Head of Academic Subdivision	Head of TU	Head/Secretary of Study Program	WD 1. WD 2	Dean	Judicium Committee	Requirements	Time	Output	
1	Coordination Meeting for Agenda Setting and Judicium Schedule									Meeting Agenda Book and Attendance List	60 minutes	Agenda and Judicium schedule have been determined	
2	Establishment of the Judicium Committee									List of Recommendations from Coordination Meeting	10 minutes	Committee member list is ready to be issued in a Decree	
3	Creation of the Decree for the Faculty Judicium Committee									Formation of Names from Meeting Results	Adjustable	Draft of Judicium Committee Decree completed	
4	Verification and Approval of the Decree for the Faculty Judicium Committee									Draft of Judicium Committee Decree	Adjustable	Draft of Judicium Committee Decree is initialed	
5	Signing of the Decree for the Judicium Committee									Draft of Judicium Committee Decree (initialed)	5 minutes	Draft of Judicium Committee Decree is signed	
6	Preparation of Data for Students Scheduled for Judicium									List of Students Who Passed Munaqasah/Thesis Exam	1 day	List of students for Judicium	
7	Verification of Judicium Participants' Data by Study Program					Yes / no				List of Students for Judicium by Study Program	1 day	List of students for Judicium is verified	
8	Submission of Final Judicium Participants' Data									Verified List of Students for Judicium	5 minutes	The verified list of students for Judicium is received	
9	Drafting of the Faculty Judicium Decree									Verified List of Students for Judicium		Draft of Faculty Judicium Participants Decree completed	
10	Verification and Approval of the Faculty Judicium Decree									Draft of Faculty Judicium Participants Decree	15 minutes	Draft of Faculty Judicium Participants Decree is verified	
	Signing of the Faculty Judicium Decree									Verified Draft of Faculty Judicium Participants Decree	10 minutes	Judicium Decree is signed	
	Archiving the Faculty Judicium Decree												
11	Judicium Registration									Judicium Form Temporarily Transcript (Thesis Exam Grades Included)		Judicium requirements accepted	Conditional
12	Implementation of Judicium									• Minutes	1/2 hour /	• Comprehensive exam is	

No.	Activities	Executor								Standard Quality			Note
		Student	Academic Subdivision Staff	Head of Academic Subdivision	Head of TU	Head/Secretary of Study Program	WD 1. WD 2	Dean	Judicium Committee	Requirements	Time	Output	
										• Attendance list • Assessment form	student	conducted	