

	<b>UNIVERSITAS ISLAM NEGERI MAULANA MALIK IBRAHIM MALANG</b>	SOP Number	FS.UIN-QA/SOP.01.06
		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 PROCESS OF SUBMITTING A THESIS TITLE</b>		Dr. H. Saifullah, M.Hum	

Legal basis:
<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>• Ministerial Regulation Number 35 of 2012</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>
Linkage to SOPs:
<ul style="list-style-type: none"> <li>• SOP of title selection process</li> </ul>
Notice:
<ul style="list-style-type: none"> <li>• Students must have at least four academic advising sessions during one semester.</li> <li>• The department provides and creates consultation forms for both lecturers and students</li> </ul>

Executor Qualifications:
<ul style="list-style-type: none"> <li>• Head/Secretary of Study Program</li> <li>• Academic Advisor</li> <li>• Student</li> <li>• Study Program Staff</li> </ul>
Tools/equipment:
<ul style="list-style-type: none"> <li>• Internet Access</li> </ul>
Recording and Registration
Active student data

No.	Activities	Executor				Standard Quality		Note
		Student	Academic Advisor	Head/Secretary of the Study Program	Study Program Staff	Requirements	Time	
1	Students meet with their academic advisor to consult and bring the proposal title submission form.					Proposal Title Submission Form	5 Minutes	The Proposal Title Submission Form signed by the academic advisor.
2	Students must submit: a. A proposal title submission form, b. A semi-proposal and outline (bound with a clear plastic cover), c. Photocopies of Academic Transcript from the first to the last semester (two Academic Transcripts are printed out on one page), d. A provisional academic transcript (can be printed from the student academic information system, SIAKAD) with a minimum of 120 credits, e. For empirical research, a certificate from the institution stating that pre-research has been conducted must be attached.					Requirements for submitting a title are available on the website.	5 Minutes	<ul style="list-style-type: none"> <li>a. The department/ study program staff receives the Proposal Title Submission Form</li> <li>b. A semi-proposal and outline (bound with a clear plastic cover),</li> <li>c. Photocopies of Academic Transcript from the first to the last semester (two Academic Transcripts are printed out on one page),</li> <li>d. A provisional academic transcript (can be printed from the student academic information system, SIAKAD) with a minimum of 120 credits,</li> <li>e. For empirical research, a certificate from the institution stating that pre-research has been conducted must be attached.</li> </ul>
3	The study program staff will check the completeness of the documents and schedule a document and title selection with the Head and the Secretary of the study program.					Requirements for submitting a title are available on the website	3 Minutes	Results of the titles accepted and approved by the Head of the Department/ Study Program
4	The Head and the Secretary of the study program will create a list and approve thesis titles that are deemed appropriate and accepted for thesis writing, and will submit it to the department staff for online announcement.					List of accepted titles.	3 Minutes	Results of the titles accepted and approved by the Head of the Department/ Study Program