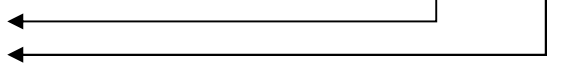
	UNIVERSITAS ISLAM NEGERI MAULANA MALIK IBRAHIM MALANG	SOP Number	FS.UIN-QA/SOP.01.10
		Date of Creation	
		Date Revised	December 01, 2017
		Effective Date	January 01, 2018
		Approved by	Dean of the Faculty of Sharia
SOP OF THE THESIS EXAMINATION		Dr. H. Saifullah, M.Hum	

Legal basis:
<ul style="list-style-type: none"> • 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
Linkage:
<ul style="list-style-type: none"> • SOP of Comprehensive Examination
Notice:
<ul style="list-style-type: none"> • The status of a student who is taking the thesis examination still holds the right to complete their studies. • The student has completed all academic requirements, and there are no failed grades (except for the final project/thesis that will be examined in the thesis examination). • The student must submit TOEFL and TOAFEL certificates with a minimum score of 450. • If the student passes the thesis examination, they are entitled to earn a bachelor's degree and participate in the graduation ceremony. • If the student is declared not to have passed, they must revise their thesis and retake the thesis examination, without having to fulfill the requirements that were already met when first registering for the thesis examination. • Students who do not complete the revisions within the specified timeframe must retake the examination.

Executor Qualifications:
<ul style="list-style-type: none"> • Study Program Executor Staff • Staff of Academic, Student, and Alumni Subdivision • Having expertise in IT
Tools/equipment:
<ul style="list-style-type: none"> • Computer Set • Stationary • Thesis • Examiner Decree
Recording and Registration
<ol style="list-style-type: none"> 1. Thesis exam registration form 2. Recapitulation form 3. Schedule form 4. Minutes 5. Attendance list 6. Assessment form

No	Activities	Executor								Standard Quality			Note
		Student	Head/Secretary of Study Program	Academic Subdivision on Staff	Head of Academic Subdivision	General Administration Subdivision	Head of TU	WD 1. WD 2	Dean	Requirements	Time	Output	
1	Registration Thesis Defense Examination									Comprehensive Exam Registration Form along with Required Documents	10 minutes/student	Application documents received	The form documents can be downloaded from the faculty website.
2	Recapitulation of the Number of Thesis Defense Examination Registrants									List of Exam Registrants	2 minutes/student	Recapitulation completed	
3	Coordination of Thesis Defense Examiners' Names									Recapitulation of Registrants	3 days	Names of examiners ready to be scheduled	Coordination is carried out with other departments to map out the needs for venue, time, and examiners to avoid any scheduling conflicts.
4	Preparation of Schedule and Examiners for Thesis Defense Examination									Summary of Registrants' Names	1 day	Draft schedule completed	
5	Announcement of Thesis Defense Examination Schedule to Students									List of Examiners	5 minutes	Schedule published	The schedule can be submitted to the academic sub-division for publication on the faculty website.
6	Submission of Thesis Defense Examiners' Names for Issuance of Request Letter and Examiner Decree									Schedule Signed by the Head of Study Program	Maximum 1 week before implementation	Thesis examination schedule approved by the Study Program received	
7	Preparation of Invitation Letter and Examiner Decree for Thesis Defense									Thesis Examination Schedule Approved by the Study Program	1 hour	Invitation letter and decree for examiners completed	
8	Verification and Initialing of Invitation Letter and Examiner Decree for Thesis Defense									Draft of Invitation Letter and Decree for Thesis Examiners	3 days	Draft of invitation letter and thesis examiner decree initialed	Invitation letters and verification only need to reach the Head of Administrative Affairs
9	Signing of Invitation Letter and Examiner Decree for									Draft of Invitation Letter and Decree	2 hours	Draft of invitation letter and thesis	Conditional



No	Activities	Executor								Standard Quality			Note
		Student	Head/Secretary of Study Program	Academic Subdivision on Staff	Head of Academic Subdivision	General Administration Subdivision	Head of TU	WD 1. WD 2	Dean	Requirements	Time	Output	
	Thesis Defense									for Thesis Examiners (Initialed)		examiner decree signed	
10	Data Collection of Examiners and Distribution of Examiner Decree for Thesis Defense									Decree of Examiners and Invitation	15 minutes	Examiner decree and invitation recorded and ready for distribution	
11	Distribution of Examiner Decree and Invitations									Decree for Thesis Examiners Invitation		Examiner decree and invitation distributed	Conditional
12	Conducting Thesis Defense Examination and Completing Examination Administration									<ul style="list-style-type: none"> Minutes of Meeting Attendance List Evaluation Form 	1/2 hour/ student	Comprehensive exam conducted	
13	Ratification and Reporting of Thesis Defense Examination Minutes									Minutes of meeting	5 minutes	Minutes of the comprehensive exam signed	
14	Reporting of Proposal Seminar Results									Comprehensive Exam Results	Maximum 2 days	Comprehensive exam reported	Maximum 2 days after the proposal seminar
15	Announcement of Thesis Defense Examination Results									Thesis Score Recapitulation		Draft announcement completed	Adjustments as needed
16	Publication of Thesis Defense Examination Results									Announcement (Signed)	10 minutes	Announcement published	Announcements can be published on the Faculty website

Notes:

- To ensure the thesis examination is conducted according to the scheduled timeline, examiners who are unable to attend are expected to inform the academic staff no later than 2 days before the examination is held..
- The Head of Study Program and the Secretary of Study Program will act as substitute examiners for those who are unable to attend during the thesis examination.