


	<b>UNIVERSITAS ISLAM NEGERI MAULANA MALIK IBRAHIM MALANG</b>	SOP Number	FS.UIN-QA/SOP.01.07
		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 THESIS TITLE SELECTION PROCESS</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:
SOP of Process of Submitting a Thesis Title
Notice:

Executor Qualifications:
<ul style="list-style-type: none"> <li>• Head/Secretary of Study Program</li> <li>• Subject Area Lecturer</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
		Subject Area Lecturer	Head/Secretary of the Study Program	Study Program Staff	Requirements	Time	Output	
1	The Head of Study Program requests the study program staff to create a schedule for the title selection process with faculty members from related fields, based on the titles proposed by students.				Thesis Title Proposal Form	5 Minutes	The thesis title proposal form must be signed by the academic advisor.	
2	The study program/department staff will review the proposed titles by searching for similar topics on the internet, the faculty title bank, and the e-thesis repository of UIN Malang. If any similarities are found, the identified title will be immediately deleted.				Requirements for submitting a title proposal are already 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 titles that have been reviewed and found to have no thematic or research locus similarities will be compiled into a list and provided to faculty members in related fields who are relevant to the thesis topics proposed by the students.				Requirements for submitting a title proposal are already available on the website.	3 Minutes	Results of the titles accepted and approved by the Head of the Department/ Study Program	
4	Once the final selection of titles is complete, the Head of Study Program will assign thesis advisors and announce the results on the website.				List of accepted titles	3 Minutes	Results of the titles accepted and approved by the Head of the Department/ Study Program	