












	DEPARTMENT OF FORESTRY FACULTY OF AGRICULTURE UNIVERSITY OF BENGKULU			<b>No SOP: JK-08</b>
	<b>STANDARD OPERATING PROCEDURE</b> <b>THESIS EXAMINATION</b>			
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1.	Purpose	This procedure is intended as a guideline for the thesis examination process so that students can finish their studies on time		
2.	Scope	The scope of the procedure includes the submission of a thesis schedule, the examiner's letter of assignment, and the required document for the exam.		
3.	Definition	Students who can carry out the thesis exam are students who have completed all lectures and research with a minimum GPA of 2.0 and have been approved by their supervisors for the thesis exam.		
4.	References	Law No. 20 of 2003 Rector's Decree No. 2946/J30/HK/2007		
5.	Responsibility	Head of Department of Forestry		
6.	Target	Better study plan and faster graduation times		
7.	Content of Thesis Exam Procedure			
No	Activity	Done by	Person in Charge	Documents
1	Complete the requirements for the thesis exam i.e., academic transcript, thesis draft that has been approved by the supervisors for exam	Student	Supervisor	Final thesis, transcript
2	Set a schedule and assign lecturers to review and examine the thesis draft	Secretary of Department	Head of Department	Schedule, Letter of Assignment
3	Prepare the exam room, equipment, and assessment form	Administration office	Head of Department	Schedule
4	Submit the thesis exam file to the Examiner at least 3 days before the exam	Secretary of Department	Head of Department	Letter of Assignment and assessment form
5	Conducting the exam	Student	Examiner	Assessment form, Exam minutes
6	Submitting exam results and assessments to the Department	Examiner	Head of Department	Recorded in data graduation
7	Appendix	Flowchart of Thesis Exam Procedure		

### Flow Charts - Thesis Exam

No	Activity	In Charge				Standard Quality		
		Student	Supervisor	Dept.	Examiner	Document	Output	Period
1	Complete the exam requirements including the approved thesis by the supervisors					Transcript, final thesis	Final thesis	One day
2	Apply for an exam to the Department and check the required documents and transcripts					The draft thesis that has been approved by supervisors and the necessary documents	Approval of the exam by the Department	Five days
3	Set the schedule, assign the examiner, and issue a letter of assignment for examiners							Five days
4	Preparing files, rooms, and exam minutes					Assessment form, exam minutes	Ready to be conducted	One day
5	Implementation of the Exam by the Examiner Team					Exam minutes, assessment from	Exam minutes and assessment results	One day
6	Submit the assessment form by the Examining Team to the Department						Exam Passing	One day