Magister in Natural and Environmental Resources Management **Agriculture Faculty** **University of Bengkulu**	CODE: SOP-
Document: **STANDARD OPERATING PROCEDURE**	Issued date: September 29, 2022
Tittle: Thesis Examination Registration	Area: Magister in Natural and Environmental Resources management

The objective

This Standard Operating Procedure aims to:

1. Explain the terms and conditions of registration of the thesis exam.
2. Be a guide in the registration of the thesis exam.
3. Ensuring that the thesis examination registration is carried out properly and responsibly.

Scope

These Standard Operating Procedures include:

1. Terms and conditions of registration of the thesis exam.
2. The process/procedure for the registration of the thesis exam.

Description

Thesis exam registration is a series of student registration processes to be able to carry out the thesis exam as part of the thesis.

Area

This Standard Operational Procedure is effective in the Magister in Natural and Environmental Resources management Study Program, Faculty of Agriculture, Bengkulu University.

Terms and Conditions

1. The student has passed all the courses indicated by the latest transcript.
2. Has carried out the thesis draft test.
3. The thesis draft has been approved by the supervisor to be tested.
4. Registration is done at least 5 (five) working days prior to the implementation of the thesis exam.

Thesis Examination Registration Process

1. The student asks the administration of the Study Program to issue a cover letter for making a grade transcript.
2. Students submit a cover letter for making transcripts to the academic section of the Faculty of Agriculture.
3. The academic department of the Faculty of Agriculture prepares/prints a transcript of the student's grades within a maximum of 2 (two) working days.
4. Students draft a thesis and it is approved by the supervisor to be tested.
5. Students fill out the completeness form for registration for the thesis exam.

6. Students register themselves for the thesis examination at the Magister in Natural and Environmental Resources management Study Program at least 5 (five) working days before the implementation of the thesis test. The registration is done offline and is equipped with:

a. A thesis draft that has been approved by the supervisor.
b. Completed Thesis Exam Readiness Certificate.
c. Completed Application for Thesis Examination Registration.
d. Last grade transcript.
e. Student's thesis guidance and communication control card.
f. Proposal exam card and/or thesis draft.
g. Proof of paying the latest Single Tuition Fee (UKT) in pdf format.
h. The last KRS signed by the academic supervisor.

7. The administration section of the Magister in Natural and Environmental Resources management Study Program checks the completeness of the administrative requirements submitted by students and records them in the ledger.

8. If the administrative requirements do not meet the requirements, the application for thesis examination registration is declared rejected.

9. If the administrative requirements meet the requirements, the student is registered for the thesis examination.

10. The Magister in Natural and Environmental Resources management Study Program determines the time of the exam and distributes the Thesis draft of the assessment form, the assignment letter to test the thesis, and the minutes of the thesis exam as well as the zoom link if it is carried out online to the examiners and students.

Flowchart of Standard Operating Procedures for Thesis Examination Registration

ACTIVITY	PERSON/INSTITUTION				QUALITY STANDARD		
	STUDENT	MNR	FACULTY	ADV.	DOCUMENT	TIME	OUTPUT
Request an introduction to the publication of a transcript						1 day	Cover letter
Submit cover letter					Surat pengantar	1 day	
Print transcript						1 day	Transcript
Drafting a thesis							Thesis draft approved
Fill in the examination readiness information						1day	Exam readiness information filled in
Register for thesis exam					See the registration process item no. 6.	Mami-mum. 1 dya	
Checking administrative completeness and recorded in the general ledger	rejected	accepted				Maxi-mum. 1 day	Recorded in the ledger.
Finish							-Thesis exam time -Distribution of the draft thesis assessment form and minutes

Note:

= Start or finishr = Process = dicision = Document

ADV. = ADVISOR. MNR = Magister in Natural and Environmental Rosources Management Study Program

Endoserment

These are the Standard Operational Procedures for the MNR Study Program, Faculty of Agriculture, Bengkulu University to serve as a common guideline in the Submission of Research Plans (Pre-proposals) for student thesis.

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