	PROCEDURE MANUAL : FINAL PROJECT DESIGN TEST (Outline)	Number : 1.2.01
	Reviewed by: Head of Study Program	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

I. Objectives :

Providing a standard reference for the implementation of Seminars and Theses as part of the academic activities of the Faculty/Department.

II.	Scope	:	1.	The Head of the Study Program forms a team of examiners
			2.	Student Final Project Design (Outline)
			3.	Exam Implementation
			4.	Announcement

III.. Flow Chart of Final Project Design (Outline)

IV. Activity Description

- The policy for determining the research supervisor for the thesis is regulated by the Chairperson:
 - The Chairman appointed the Thesis Seminar Coordinating Team.
 - The Thesis Seminar Coordinator Team determines the composition of Supervisor I and Supervisor II for each student in semester VI at the beginning of the semester.
- Determination of research title:
 - The title of the research plan for the thesis is submitted by the student to the two supervisors.
 - Student consultation with the Supervisor is recorded in the Consultation Form.
 - The research plan proposal for the thesis (research topic, length of research time, and research cost) was discussed with the two supervisors in the Research Proposal Discussion Forum for Thesis.
 - The procedure for the implementation of the discussion of the research plan for the thesis is regulated in the Procedure of the Research Proposal Discussion Forum for Thesis.
 - Research proposals can be carried out by students after being approved by the two Supervisors in the form of a Research Proposal Approval Form
 - A copy of the Research Proposal Approval Form is submitted to the Thesis Seminar Coordinator team
- Research implementation for thesis:
 - In carrying out research, students must comply with applicable regulations/provisions in the use of research facilities/infrastructure.
 - In carrying out research, students must be monitored and evaluated by the Supervisor, which is recorded in the Research Monitoring and Evaluation Form.
- Writing a Report on Research Results:
 - The writing of the research report must be completed within a maximum of 3 (three) months after the research is completed.
 - In writing a research report, students must consult with the two supervisors at least 2 (two) times.
 - Thesis writing consultation is recorded in the Consultation Form for the Preparation of Research Reports for Seminar
- Seminar of research results:
 - Students can register for a seminar on their research results after getting permission from the Guardian Lecturer regarding the burden of credits that must be completed.
 - The seminar on research results can be held after the two Supervisors examine and approve the manuscript of the student research report.
 - The terms and procedures of the Research Results Seminar are further regulated.

- d. The determination of the Examiner Commission is regulated by the Thesis Seminar Coordinating Team, after researching the requirements of the seminar on research results
- 6. Thesis Exam :
 - a. The Thesis Exam can be carried out after the seminar script of the student's research results is corrected in accordance with the suggestions of the Examiner Commission and the Supervisory Commission
 - b. Approval from the Examiner Commission and the Supervisory Commission is included in the Seminar Manuscript Amendment Form
 - c. The thesis exam must be completed in semester 8 (eight)
 - d. The requirements and administration of the Thesis Exam are further regulated
- 7. Undergraduate Judiciary:
 - a. The graduation judiciary is decided by the Dean of the Department of
 - b. The judiciary is held on the first Monday of every month
 - c. The implementation of the judiciary is regulated in the Procedure of the Judiciary of Bachelor of Arts
- 8. Matters that have not been regulated will be determined later

V. Recording

- 1. ISI Padang Panjang Student Education and Information Guidebook
- 2. Guidebook for the Implementation of Student Education in the Department of
- 3. Thesis Writing Guidebook

VI. Supporting Documents

- 1. Consultation Form for Research Proposal Preparation
- 2. Manual of Proposal Procedure
- 3. Proposal Approval Form
- 4. Supervisor Consent Form for Seminar
- 5. Research Monitoring and Evaluation Form
- 6. Consultation Form for Preparation of Research Report
- 7. Guardian Lecturer Permit Form for Seminar
- 8. Seminar Procedure Manual
- 9. Seminar Manuscript Amendment Form
- 10. Manual of Procedures for Seminar Implementation
- 11. Judiciary Procedure Manual

VII. Review by: Dean of Faculty/Department


Approved by: Pudek I

Revision

Year:-

By:-

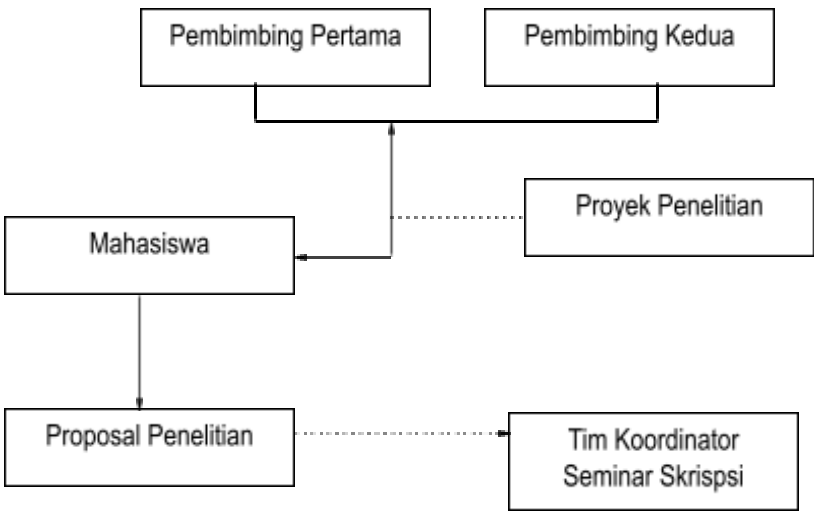
VIII. Identification of changes:

	PROCEDURE MANUAL : PROCEDURE FOR DISCUSSING PROPOSALS	Number : 1.2.02
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation : n

I. Objectives :
Providing a standard reference for the implementation of research proposal discussions between students and supervisors.

- II. Scope :**
1. Formation of a Team to Determine Supervisors and Examiners
 2. Participating in Lecturer Research Projects
 3. Research Implementation
 4. Implementation of Seminars
 5. Thesis Implementation

III.. Flow Chart of Proposal Discussion Procedures



- IV. Activity Description**
1. The discussion of the proposal must be attended by both supervisors.
 2. If the student's research follows the lecturer's research project, the discussion of the proposal must also be attended by the person in charge of the research project.
 3. The place and date of the proposal discussion are mutually agreed upon between the student and the two supervisors / and lecturers in charge of the research project.
 4. Students must have submitted the proposal manuscript no later than 7 (seven) days before the date of the proposal discussion to the two supervisors / and lecturers in charge of the research project.
 5. The discussion of the proposal was carried out for 1 (one) hour led by the First Supervisor.
 6. Students present their research plans for 15 (fifteen) minutes.
 7. The supervisor provides input and direction until it is agreed: title, method, place and duration of research, as well as seminar exam and thesis exam plans.
 8. The results of the proposal discussion are outlined in the form of Research Proposal Approval signed by the two supervisors.
 9. A copy of the Research Proposal Approval is submitted to the Thesis Seminar Coordinating Team
 10. If the student's research follows the lecturer's research project, the lecturer in charge of the research project will get a copy of the Research Proposal Approval signed by the two supervisors.
 11. Things that have not been regulated will be determined later

V. Recording

1. ISI Padang Panjang Student Education and Information Guidebook
2. Guidebook for the Implementation of Student Education in the Department of
3. Thesis Writing Guidebook

VI. Supporting Documents

1. Manual of Procedures for Attending Lecturer Research
2. Research Proposal Approval Form

VII. Review by: Dean of Faculty/Department


Approved by: Pudek I

Revision

Year:-

By:-

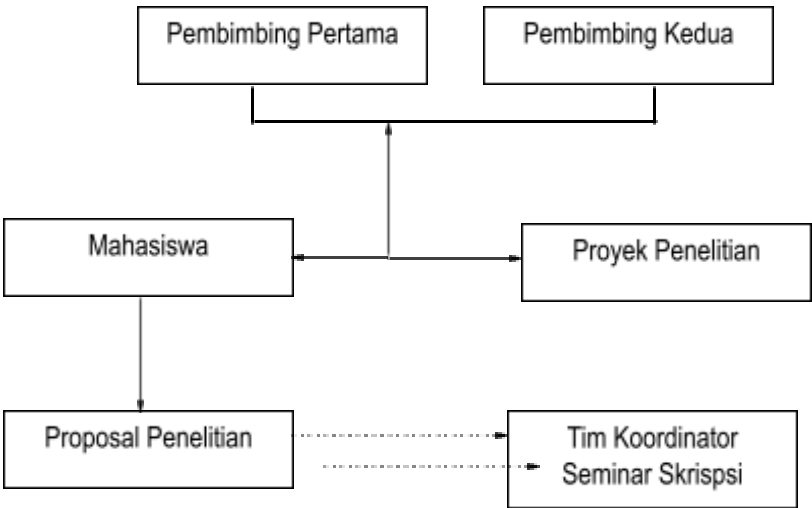
VIII. Identification of changes:

	PROCEDURE MANUAL : RULES OF FOLLOWING LECTURER RESEARCH FOR THESIS WRITING	Number : 1.2.03
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation : n

I. Objectives :
Providing a standard reference for the implementation of following lecturer research for thesis writing in Faculties/Departments.

- II. Scope :**
- 1. Formation of a Team to Determine Supervisors and Examiners
 - 2. Research Implementation
 - 3. Implementation of Seminars
 - 4. Thesis Implementation
 - 5. Implementation of the Judiciary

III.. Lecturer Research Flow Chart for Thesis Writing



- IV. Activity Description**
- 1. Students must already have a supervisor
 - 2. Approved by the first supervisor and the second supervisor, including the title of the research to be carried out
 - 3. The research proposal was discussed by the first supervisor and the second supervisor as well as lecturers who have research projects
 - 4. Lecturers who have research receive a copy of the Proposal Approval Form
 - 5. The supervisor has the right to monitor the research
 - 6. Lecturers who have research projects that are eligible to test seminars and theses can be submitted as examiners
 - 7. Things that have not been regulated will be determined later.


- V. Recording**
- 1. ISI Padang Panjang Student Education and Information Guidebook
 - 2. Guidebook for the Implementation of Student Education in the Department of

- VI. Supporting Documents**
- 1. Proposal Approval Form
 - 2.

VII. Review by: Dean of Faculty/Department

Approved by: Pudek I
Revision
Year:-
By:-

VIII. Identification of changes:

	SEMINAR/THESIS FORM: APPROVAL OF SEMINAR/THESIS RESEARCH PROPOSAL	Number : 1.2.02.000.001
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

The supervisor below has approved the Seminar/Thesis Research Plan Proposal submitted by:

Student Name :
NIM :
Title of Research Proposal :

Research Venue :
Research Time : up to
Source of funds :
Seminar Plan :
Thesis Plan :

After going through the discussion of the proposal manuscript which was carried out on:


Day / Date :
Hit :
Located in :

Padangpanjang,
Supervisor I

Padangpanjang,
Supervisor II

()
NIP.

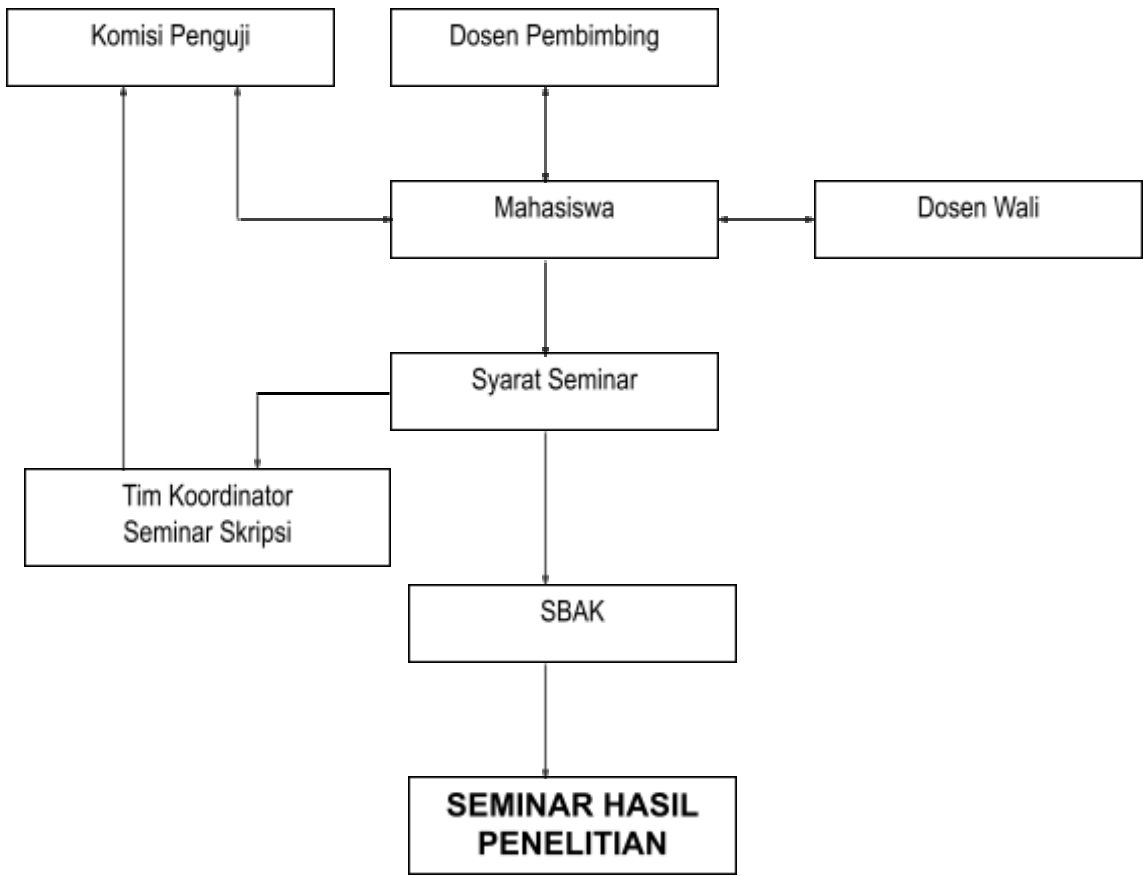
()
NIP.

	PROCEDURE MANUAL : MANAGEMENT OF THE SEMINAR ON RESEARCH RESULTS	Number : 1.2.04
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

I. Objectives :
Providing a standard reference for the implementation of the Research Results Seminar in Faculties/Departments.

- II. Scope :**
- 1. Formation of a Team to Determine Supervisors and Examiners
 - 2. Research Implementation
 - 3. Implementation of Seminars
 - 4. Thesis Implementation
 - 5. Implementation of the Judiciary

III.. Flow Chart of Seminar Management Research Results



IV. Activity Description

1. Obtaining permission from the Wali Lecturer in relation to:
 - a. Have completed at least 134 SKs.
 - b. A cumulative grade point average (GPA) of at least 2.00.
 - c. It does not have an E grade.
2. Obtaining the approval of the supervisor for the seminar on research results
3. Have attended seminars on research results at least 10 (ten) times.
4. Submit forms related to the implementation of research and writing research manuscripts:
 - a. Research Proposal Approval Form.
 - b. Monitoring and evaluation form for the implementation of the research.
 - c. Monitoring and evaluation form for consultation on writing research manuscripts.
5. Submit 5 (five) copies of the research manuscript.
6. Registration for the seminar is carried out by the Thesis Seminar Coordinator Team.
7. The Thesis Seminar Coordinator Team determines the Examiner Commission and issues a request letter for the processing of the seminar to SBAK.
8. The determination of the seminar exam time is carried out by students to each prospective examiner as stated in the Exam Readiness Form
9. The requirements for the seminar exam must be submitted to SBAK **no later than 7 (seven) days** before the date of the seminar exam
10. SBAK processes the administration of the seminar in accordance with the SBAK Flow Chart.
11. Things that have not been regulated will be determined later.

V. Recording

1. ISI Padang Panjang Student Education and Information Guidebook
2. Guidebook for the Implementation of Student Education in the Department of
3. Thesis Writing Guidebook

VI. Supporting Documents

1. Guardian Lecturer Permit Form for Seminar
2. Supervisor Consent Form for Seminar
3. Seminar Attendance Form
4. Proposal Approval Form
5. Research Monitoring and Evaluation Form
6. Consultation Form for Preparation of Research Results
7. Follow-up Request Form

VII. Review by: Dean of Faculty/Department


Approved by: Pudek I

Revision

Year:-

By:-

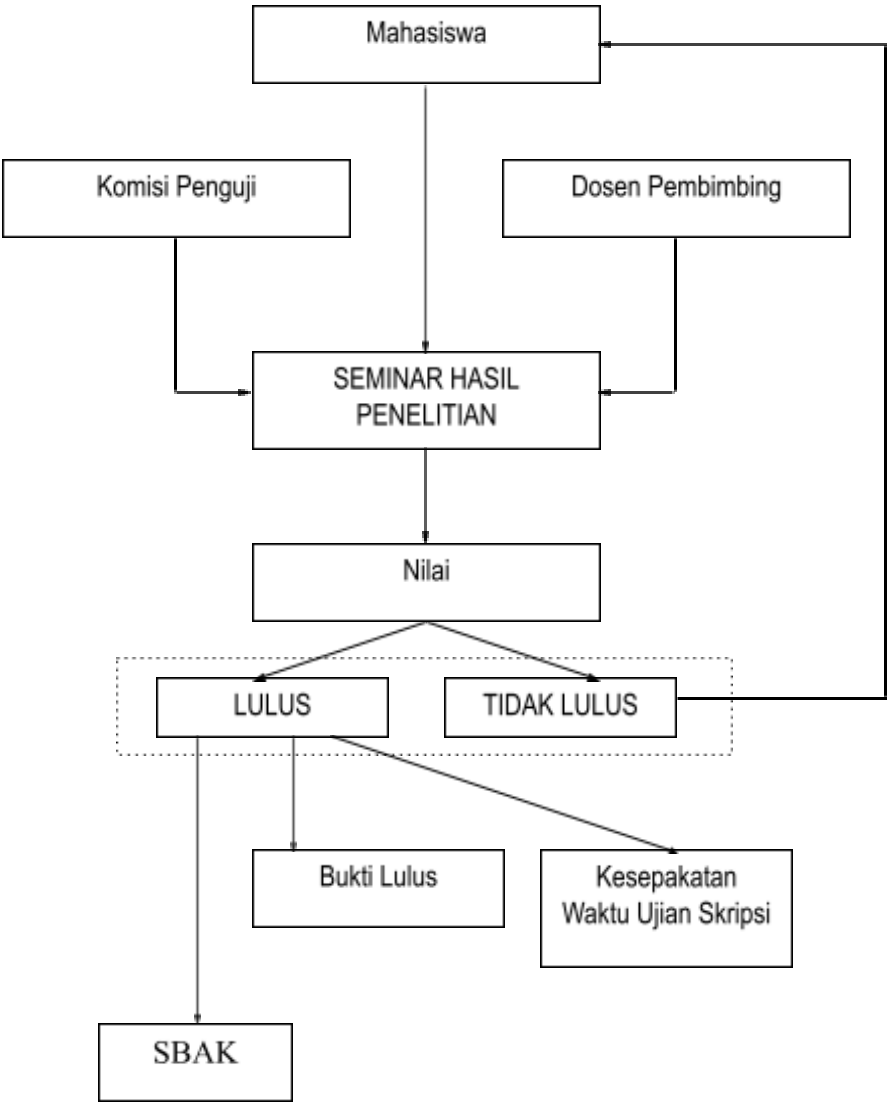
VIII. Identification of changes:

	PROCEDURE MANUAL : RULES OF CONDUCT OF THE SEMINAR	Number : 1.2.05
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation : n

I. Objectives :
Providing a standard reference for the rules for the implementation of Research Results Seminars in Faculties/Departments.

- II. Scope :**
- 1. Formation of Thesis Seminar Coordinator Team
 - 2. Research Implementation
 - 3. Requirements for the Research Results Seminar
 - 4. Implementation of Research Results Seminar
 - 4. Thesis Implementation

III.. Flow Chart of Seminar Implementation Rules



IV. Activity Description

1. The conditions for the implementation of the seminar are regulated according to the education guidebook
2. The presenter of the paper arrives 15 minutes before the seminar event starts and has arranged the equipment for the presentation. Paper bearers are neatly dressed and polite and students wear ties
3. Participants of the seminar on research results (students, supervisors, examiners) are required to deactivate their cellphones (*mobile phones*)
4. The seminar is guided by the seminar chair/examiner
5. The submission of papers was carried out for 15 minutes and the discussion was carried out for 45 minutes
6. Each assessor is given a maximum of 10 minutes to ask questions/discuss
7. Instructor is given 5 minutes
8. The score of the assessment team or supervisor is stated in the Research Results Seminar Assessment Form
9. The assessment team and supervisors are required to provide an assessment based on the assessment grid in the Research Results Seminar Assessment Form
10. The excess time of 5 minutes was given to the students who attended
11. After the seminar, the seminar chair/examiner calculates the scores from the examiners and supervisors and immediately announces them immediately in the form of letters
12. The scores of the assessment team and supervisors are stated in the Seminar Exam Minutes Form and Proof of Passing the Seminar Exam
13. The Seminar Exam Pass Form is submitted to students as part of the requirements for the Thesis Exam
14. The seminar score of each examiner, the Seminar Exam Minutes and the Thesis Exam Time Agreement Form are submitted by the seminar chairperson/examiner to the Academic Sub-division through the Seminar/Thesis Exam File Submission Proof Form
15. The determination of the thesis exam schedule is mutually agreed upon between students, the supervisory committee and the examiner commission
 - a. The time to determine the schedule is carried out after the announcement of the seminar test scores
 - b. The schedule is fixed and cannot be unilaterally changed
 - c. The agreement is outlined in the Thesis Exam Time Agreement Form
16. Consumption of seminars is provided by students
17. Revision of the seminar script for the thesis must be done if advised by the supervisor or examiner according to the Seminar Script Improvement Form
18. Students complete the Seminar Manuscript Amendment Approval Sheet if they have corrected the seminar manuscript for the thesis according to the Seminar Manuscript Amendment Form
19. Things that have not been regulated will be determined later

V. Recording

1. ISI Padang Panjang Student Education and Information Guidebook
2. Guidebook for the Implementation of Student Education in the Department of
3. Thesis Writing Guidebook

VI. Supporting Documents

1. Research Results Seminar Evaluation Form
2. Seminar Test Minutes Form
3. Seminar Test Pass Proof Form
4. Evidence Form for Submission of Seminar/Thesis Exam Files
5. Thesis Exam Time Consent Form

VII. Review by: Dean of Faculty/Department


Approved by: Pudek I

Revision

Year:-

By:-

VIII. Identification of changes:

	SEMINAR/THESIS FORM: REQUEST LETTER FOR PROCESSING RESEARCH RESULTS SEMINAR	Number : 1.2.04.000.001
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

REQUEST LETTER FOR PROCESSING RESEARCH RESULTS SEMINAR

It :
Thi : Seminar Exams
ng

Dear Sir.
Academic Sub-Division
Pudek I ISI Padang Panjang

Please further process the following student names to carry out the seminar exam:

Student Name :
NIM :
Research Title :


Supervisor I :
Supervisor II :
Chief Examiner :
Secretary :
Member :

The date and date of the seminar exam will be confirmed by the student concerned with the Supervisory Commission and the Examiner Commission.

After the seminar exam is completed, a copy of the Minutes of the Seminar on Research Results should be sent to us no later than 7 (seven) days after the seminar is held.

Padangpanjang,
Thesis Seminar Coordinator,

()
NIP.

	SEMINAR/THESIS FORM: WILLINGNESS TO TEST THE SEMINAR OF RESEARCH RESULTS	Number : 1.2.04.000.002
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

Student Name :
NIM :
Research Title :

Supervisor I :
Supervisor II :
Chief Examiner :
Secretary :
Member :

The seminar exam will be held on:
Day :
Date :
Hit :
Place :

Padangpanjang,
Supervisor I,

Padangpanjang,
Supervisor II,

()
NIP.

()
NIP.

Padangpanjang,
Chief Examiner,


Padangpanjang,
Secretary of the Examiner,

Padangpanjang,
Examiner Member,

()
NIP.

()
NIP.

()
NIP.

	SEMINAR/THESIS FORM: APPROVAL OF GUARDIAN/PA LECTURER FOR SEMINARS	Number : 1.2.04.000.003
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

The undersigned, student guardian lecturer:

Student Name :
NIM :
Semester :
GPA :


Explaining that, after checking the requirements in accordance with those stipulated in the Department of Education Implementation Guidebook (attached file) :

- Have taken at least 134 credits from semester I to semester VII.
- No E grade.
- Grade D is less than 25% of the total programmatic courses.
- Cumulative Grade Point Average greater than or equal to 2.00 (two).

The students mentioned above can conduct a seminar on the assessment of research manuscripts for their thesis.

Padangpanjang,
Lecturer Wali,

()
NIP.

	SEMINAR/THESIS FORM: SUPERVISOR APPROVAL FOR SEMINARS	Number : 1.2.04.000.004
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

The undersigned, student supervisor:

Student Name :
NIM :
Semester :
GPA :


Explaining that after examining the research report results, we agreed that the students mentioned above can conduct a seminar on research results for their thesis.

Padangpanjang,
First Supervisor,

Padangpanjang,
Second Supervisor,

()
NIP.


()
NIP.

	SEMINAR/THESIS FORM: REQUIREMENTS FOR THE RESEARCH RESULTS SEMINAR	Number : 1.2.04.000.005
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

- Approval of the Guardian Lecturer for the seminar
- Supervisor's approval for the seminar
- Research Proposal Approval Sheet
- Monitoring and Evaluation Sheet for Research Implementation
- Consultation Sheet for the Preparation of Research Report
- Seminar attendance list
- Seminar script approved by the supervisor

Padangpanjang,
Thesis Seminar Coordinator Team

(_____)
NIP.

	SEMINAR/THESIS FORM: ASSESSMENT OF THE SEMINAR RESEARCH RESULTS	Number : 1.2.04.000.006
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

On : date:..... Hours:, a seminar exam session has been held on behalf of students:

Student Name :
NIM :
Paper Title :

Date of approval of the research proposal :
Supervisor 1 :
Supervisor 2 :
Examiner 1 (Chairman) :
Examiner 2 (Secretary) :
Examiner 3 (Member) :

I. After the assessment of the seminar papers of the research results is carried out, the value of the paper is as follows:

It	Assessment Aspects	Value Weight (%)	Value
1	Informative meaning and relevance of the title to the content of the paper	0-10	
2	Systematics of writing and language	0-10	
3	Abstract/Summary	0-10	
4	Depth of theoretical foundations/literature reviews and their relevance to those carried out	0-20	
5	Research methodology	0-20	
6	Relevance of results and discussion as well as depth and sharpness of discussion	0-20	
7	Conclusions and suggestions	0-10	
	Sum		

II. After the assessment of the presentation and discussion at the seminar, the value of the seminar presentation of the research results is as follows:


It	Assessment Aspects	Value Weight (%)	Value
1	Appearance attitude	0-10	
2	Language usage and timing	0-15	
3	Presentation and visualization techniques	0-15	
4	Mastery of the content of the paper	0-30	
5	Clarity of answers and objectivity in responding to questions of rebuttals and criticisms	0-30	
	Sum		

Note:

(.....) : There is no improvement in the writing of the seminar script
(.....) : There is an improvement in the writing of the seminar script

Padangpanjang,
Testers

(.....)
NIP.

	SEMINAR/THESIS FORM: SEMINAR EXAM MINUTES	Number : 1.2.04.000.007
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

On : date:..... Hours:, a seminar exam session has been held on behalf of students:

Student Name :
NIM :
Paper Title :

Date of approval of the research proposal :
Supervisor 1 :
Supervisor 2 :
Examiner 1 (Chairman) :
Examiner 2 (Secretary) :
Examiner 3 (Member) :

I. Seminar Paper Value

Value	
Supervisor 1	
Supervisor 2	
Tester 1	
Tester 2	
Tester 3	
Average	x 60% =

II. Presentation Scores/Seminar Exams


Value	
Supervisor 1	
Supervisor 2	
Tester 1	
Tester 2	
Tester 3	
Average	x 40% =

III. Final grade =
IV. Letter conversion =

Based on the value of the seminar mentioned above, it is stated/decided that the student is:
(.....) : PASS
(.....) : PASS CONDITIONALLY, must make improvements according to the advice of the examiner/supervisor.
(.....) : NOT PASSED, must take a re-seminar exam no later than 3 (three) months after the first exam.

Padangpanjang,
Leader of the Examiner
Team,

()
NIP.

	SEMINAR/THESIS FORM: PROOF OF PASSING THE SEMINAR EXAM	Number : 1.2.04.000.008
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

On : date:..... Hours:, a seminar exam session has been held on behalf of students:


Student Name :
NIM :
Paper Title :
Date of approval of the research proposal :
Supervisor 1 :
Supervisor 2 :
Tester 1 :
Tester 2 :
Tester 3 :

Final grade =
Font conversion =

Based on the value of the seminar mentioned above, it is stated/decided that the student is:
(.....) : PASS
(.....) : PASS CONDITIONALLY, must make improvements according to the advice of the examiner/supervisor.
(.....) : NOT PASSING, must take the re-seminar exam no later than 1 (one) month after the first exam.

Padangpanjang,
Leader of the Examiner
Team,

()
NIP.

	SEMINAR/THESIS FORM: AGREEMENT ON THE TIME OF THE THESIS EXAM	Number : 1.2.04.000.009
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

Student Name :
NIM :
Research Title :

Supervisor I :
Supervisor II :
Chief Examiner :
Secretary :
Member :

The seminar test was conducted on:
Day :
Date :
:

The Thesis Exam will be held on:
Day :
Date :
Hit :


Padangpanjang,

Chief Examiner, Secretary of the Examiner, Member of Examiner I,

() () ()
NIP. NIP. NIP.

Examiner Member II Examiner Member III
(Supervisor I), (Supervisor II),

() ()
NIP. NIP.

	SEMINAR/THESIS FORM: REVISION OF SEMINAR MANUSCRIPT	Number : 1.2.04.000.010
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

Student Name :
NIM :
Seminar Title :


Supervisor I :
Supervisor I :

Repair notes :

Padangpanjang,
Supervisor/Examiner,

()
NIP.

*) Attached is the seminar manuscript that has been corrected to be corrected by the student.

	SEMINAR/THESIS FORM: APPROVAL SHEET FOR REVISION OF SEMINAR MANUSCRIPT	Number : 1.2.04.000.013
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation : n

The supervisors and examiners below have approved the revision of the Thesis manuscript submitted by:

Student Name :
NIM :
Thesis Title :

Seminar date :
Thesis exam plan :

The thesis manuscript has been corrected by the students mentioned above in accordance with the suggestions submitted at the seminar.

Examiner Commission:


Chief Examiner Examiner I Examiner I

((()))
NIP. NIP. NIP.

Supervisory Commission :

Supervisor II Supervisor I

() ()
NIP. NIP.

	SEMINAR-THESIS FORM APPROVAL OF THE USE OF SPACE FOR SEMINARS-THESES	Number : 1.2.04.000.012
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :


The undersigned, agrees to the use of the space for seminars-thesis.

Day / Date :
Hit :
Place :

Student Name :
NIM :

Head of General
Sub-Division

(.....)
NIP.

	PROCEDURE MANUAL : GOVERNANCE THESIS EXAM	Number : 1.2.06
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation : n

I. Objectives :
Providing a standard reference for the implementation of the Thesis Exam as part of the academic activities of the Faculty/Department.

- II. Scope :**
- 1. Thesis Exam Registration
 - 2. Implementation of Thesis Exam
 - 3. Submission of Thesis Grades

III.. Flow Chart of Thesis Exam Administration



IV. Activity Description

1. Registration for the Thesis Exam is done at SBAK, **7 (seven) days** before the date of the Thesis Exam.
2. The thesis exam must have been carried out no later than 1 (one) month after being declared to have passed the seminar.
3. For students who do not take the thesis exam within the specified time limit, they are required to **repeat the seminar exam**
4. Have passed the seminar, the research results are evidenced by a Letter of Proof of Passing the Seminar Exam
5. Having completed the revision of the seminar manuscript as evidenced by the Seminar Manuscript Improvement Form.
6. Submit a 5 (five) duplicate Thesis manuscript approved by the supervisor
7. Submit administrative files, including:
 - a. Copy of tuition fee payment
 - b. Copy of valid KTM.
 - c. Proof of payment of IKOMA contributions and contributions
 - d. Proof of passing the seminar exam
 - e. Approval of Revision of Seminar Script
 - f. 6 (six) red stofmaps.
 - g. 3 (three) black-and-white passports measuring 4 x 6 cm dof without borders
 - h. 5 (five) sheets of black-and-white passports measuring 3 x 4 cm dof without edges.
 - i. Photocopy of one legalized high school diploma.
 - j. Fill in student graduate data.
8. Submit the Thesis Exam Time Agreement Form
9. SBAK processes the implementation of the Thesis exam in accordance with the SBAK flow
10. Things that have not been regulated will be determined later

V. Recording

1. ISI Padang Panjang Student Education and Information Guidebook
2. Guidebook for the Implementation of Student Education in the Department of
3. Thesis Writing Guidebook

VI. Supporting Documents

1. Seminar Test Pass Proof Form
2. Seminar Manuscript Amendment Form
3. Thesis Test Evaluation Form
4. Thesis Exam Report Form
5. Thesis Exam Time Consent Form
6. Student Graduate Data Form

VII. Review by: Dean of Faculty/Department


Approved by: Pudek I

Revision

Year:-

By:-

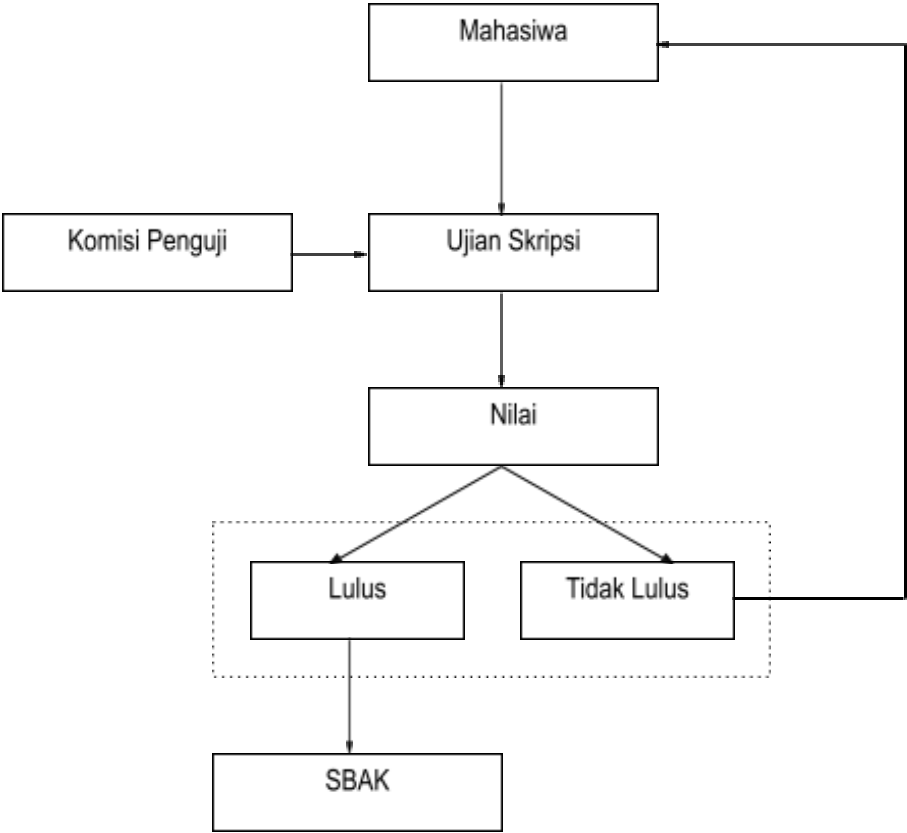
VIII. Identification of changes:

	PROCEDURE MANUAL : RULES OF IMPLEMENTATION THESIS EXAM	Number : 1.2.07
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

I. Objectives :
Providing a standard reference for the rules for implementing the Thesis Exam in Faculties/Departments.

- II. Scope :**
- 1. Seminar Script Improvement
 - 2. Implementation of Thesis Exam
 - 3. Submission of Thesis Exam Scores

III.. Flow Chart of Thesis Implementation Rules



IV. Activity Description

1. The requirements to take the thesis exam are regulated by the guidebook
2. During the thesis exam, the examiner commission and students are required to deactivate their cellphones (*mobile phones*)
3. The thesis exam can be carried out if attended by at least 3 (three) examiners
4. The thesis exam is held for **sixty minutes** without presentation (presentation)
5. The thesis exam is led by the Chief Examiner who acts as a moderator appointed by the Thesis Seminar Coordinator team
6. The question material asked by the examiner can be in the form of a related discipline
7. The examiner lecturer is willing to give suggestions on improving the writing system and materials, materials, thesis discussions, writing systematics and thesis script format
8. After the exam takes place, a meeting of examiners is held to determine the thesis score
9. The score of each examiner is stated in the Thesis Examination Assessment Form
10. Participating students are declared to have passed the thesis exam if they get a grade of B, if they get a score less than B, they are given the opportunity to repeat the thesis exam once
11. All close results of the examiner are written on the Thesis Examination Minutes Form. The final score that has been decided by the testing team cannot be changed
12. The score of each examiner and the Thesis Exam Minutes Form are submitted by the Chief Examiner to the Academic Sub-Division through the Seminar/Thesis Exam File Submission Proof Form
13. Consumption during the implementation of the thesis exam is provided by students
14. Records of correction of thesis manuscripts that have been corrected are submitted to students participating in the exam to be used as material for improving thesis manuscripts
15. The thesis manuscript that has been corrected by the student concerned and has been declared to have passed the thesis exam, the manuscript must be submitted to the supervisor **no later than 21 days** after the thesis exam takes place, counting from the date the exam is held or the student may be required to repeat the thesis exam
16. Students who have completed the revision of the thesis manuscript are required to submit the complete thesis manuscript bound with a hard cover of 8 copies to the Academic Sub-Division
17. Things that have not been regulated will be determined later.

V. Recording

1. ISI Padang Panjang Student Education and Information Guidebook
2. Guidebook for the Implementation of Student Education in the Department of
3. Thesis Writing Guidebook

VI. Supporting Documents

1. Seminar Manuscript Amendment Form
2. Thesis Test Evaluation Form
3. Seminar Test Minutes Form
4. Seminar Test Pass Proof Form
5. Evidence Form for Submission of Seminar/Thesis Exam Files

VII. Review by: D Faculty/Department

Ekan


Approved by: Pudek I

Revision

Year:-

By:-

VIII. Identification of changes:


	SEMINAR/THESIS FORM: THESIS EXAM REQUIREMENTS	Number : 1.2.06.000.001
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

Have received files as requirements for the thesis exam which include:

- Copy of valid SPP and KTM payment
- Receipt of IKOMA contributions and contributions
- Thesis file as many as 5 (five) copies that have been approved by the Supervisory Commission
- Proof of passing the seminar exam
- Thesis Exam Time Agreement
- Approval of Revision of Seminar Script
- Thesis exam script
- Stofmap as many as 6 (six) sheets
- 3 (three) black and white passports size 4X6 dof without borders
- 5 (five) black and white passports size 3X4 dof without borders
- Copy of 1 (one) legalized high school diploma
- Fill in student graduate data

Padangpanjang,
Recipient
Academic Sub-Division

()
NIP.

	SEMINAR/THESIS FORM: THESIS EXAM ASSESSMENT	Number : 1.2.06.000.002
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

On : date:..... Time:, a thesis exam session has been held on behalf of students:


Student Name :
NIM :
Paper Title :

Date of approval of the :
research proposal
Examiner 1 (Chairman) :
Examiner 2 (Secretary) :
Examiner 3 (Member) :
Examiner 4 (Supervisor 1) :
Examiner 5 (Supervisor 2) :

It	Thesis Exam Assessment	Value Weight (%)	Value
1	Mastery of thesis content	0-40	
2	Relevance of Question Answers	0-30	
3	Clarity of Answer	0-20	
4	Mastery of Knowledge Relevant to Thesis Material	0-10	
	Sum		

Note:
(.....) : There is no improvement in the writing of the seminar script
(.....) : There is an improvement in the writing of the seminar script
Padangpanjang,
Testers

()
NIP.

	SEMINAR/THESIS FORM: THESIS EXAM MINUTES	Number : 1.2.06.000.003
	Reviewed by: Head of Department	
Assistant Chairman I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

On : date:..... Time:, a thesis exam session has been held on behalf of students:

Student Name :
NIM :
Thesis Title :

Date of approval of the research proposal :
Examiner 1 (Chairman) :
Examiner 2 (Secretary) :
Examiner 3 (Member) :
Examiner 4 (Member) :
Examiner 5 (Member) :

I. Thesis Exam Score

Value	
Tester 1	
Tester 2	
Tester 3	
Tester 4	
Tester 5	
Average	=


II. Final score =

III. Letter conversion =

Based on the value of the seminar mentioned above, it is stated/decided that the student is :
(.....) : PASS
(.....) : PASS CONDITIONALLY, must make improvements according to the advice of the examiner/supervisor.
(.....) : NOT PASSED, must take a re-thesis exam no later than 1 (one) month after the first exam.

Padangpanjang,
Leader of the Examiner
Team,

()
NIP.

	SEMINAR/THESIS FORM: THESIS MANUSCRIPT REVISION APPROVAL SHEET	Number : 1.2.06.000.004
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

The supervisors and examiners below have approved the revision of the Thesis manuscript submitted by:

Student Name :
NIM :
Thesis Title :

Thesis Exam date :


The Thesis Script has been corrected by the students mentioned above in accordance with the suggestions submitted at the thesis exam.

Examiner Commission:

Chief Examiner	Examiner I	Examiner I
() NIP.	() NIP.	() NIP.

Supervisory Commission :

Supervisor II	Supervisor I
() NIP.	() NIP.

	SEMINAR/THESIS FORM: THESIS MANUSCRIPT REVISION	Number : 1.2.06.000.005
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

Student Name :
NIM :
Thesis Title :


Supervisor I :
Supervisor I :

Repair notes :

Padangpanjang,
Supervisor/Examiner,

()
NIP.

*) Attached is a thesis manuscript that has been corrected to be corrected by the student.

	SEMINAR/THESIS FORM: PROOF OF SUBMISSION OF SEMINAR/THESIS EXAM FILES	Number : 1.2.06.000.006
	Reviewed by: Head of Department	
Assistant Chairman I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

Received seminar/thesis files which include:

- Seminar Exam Assessment of each examiner
- Minutes of Seminar Exam
- Assessment of the Thesis Exam of each examiner
- Thesis Exam Minutes


Who submits,
Chief Examiner

Padangpanjang,
Recipient
Academic Sub-Division

(_____)
NIP.

(_____)
NIP.


- Note:
1. The first sheet for the Chief Examiner of the Seminar Exam
 2. The second sheet for the SBAK archive

	SEMINAR/THESIS FORM: STUDENT GRADUATE DATA	Number : 1.2.06.000.007
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

STUDENT NAME	
PLACE, DATE OF BIRTH	
RELIGION	
GENDER	
STUDENT IDENTIFICATION NUMBER	
FACULTIES/DEPARTMENTS	
COURSES	
FIRST REGISTERED AT STSI SURAKARTA	
PASS DATE	
GPA	
STUDENT ADDRESS	
NO. PHONE.	
ORIGIN OF HIGH SCHOOL / YEAR OF DIPLOMA	
PARENT'S NAME	
PARENTS' WORK	
PARENTS' ADDRESS	
NO. PHONE.	
THESIS TITLE	
FIRST SUPERVISOR	
SECOND SUPERVISOR	

Photo pass 3x4	Photo pass 3X4
-------------------	-------------------

Padangpanjang,
Student Signature,


	SEMINAR/THESIS FORM: DATA FOR THE CREATION/WRITING OF MASTER'S DEGREE	Number : 1.2.09.000.002
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

STUDENT NAME	
PLACE, DATE OF BIRTH	
RELIGION	
GENDER	
STUDENT IDENTIFICATION NUMBER	
FACULTIES/DEPARTMENTS	
COURSES	
FIRST REGISTERED AT STSI SURAKARTA	
PASS DATE	
GPA	
STUDENT ADDRESS	
NO. PHONE.	
ORIGIN OF HIGH SCHOOL / YEAR OF DIPLOMA	
PARENT'S NAME	
PARENTS' WORK	
PARENTS' ADDRESS	
NO. PHONE.	

Thus, the data I wrote in this form is correct and if there is a mistake in the diploma whose writing is in accordance with this data, then I promise not to demand to be replaced.

Padangpanjang,
Student Signature,

- Note:
- 1. Fill in the letters block/capital
 - 2. Name, place of birth, date of birth and parents' names must match the diploma and birth certificate

	PROCEDURE MANUAL : MANUFACTURING RULES THESIS BOOK	Number : 1.2.08
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

I. Objectives :
Providing a standard reference for the rules for making thesis books in Faculties/Departments.

II. Scope : 1. Making a Thesis book
 2. Undergraduate Judiciary

III.. Flow Chart of Rules for Making a Thesis Book
None

IV. Activity Description

1. The format of writing a thesis is in accordance with the Guidelines for Writing a Thesis for the Department of
2. The Thesis Book that has been approved by the Supervisory Commission and the Examiner Commission, is printed in 8 (eight) copies.
3. The thesis is bound in Hard Cover color with a yellow front cover with the Unair logo and black embossed writing, the edge of the binding is red heart (see attached example).
4. Each chapter is separated by a yellow HVS paper with the Unair logo.

V. Recording
1. ISI Padang Panjang Student Education and Information Guidebook
2. Guidebook for the Implementation of Student Education in the Department of
3. Thesis Writing Guidebook


VI. Supporting Documents
1. Thesis Manuscript Improvement
2. Approval of Thesis Manuscript Revision

VII. Review by: Dean of Faculty/Department

Approved by: Pudek I

Revision
Year:-
By:-

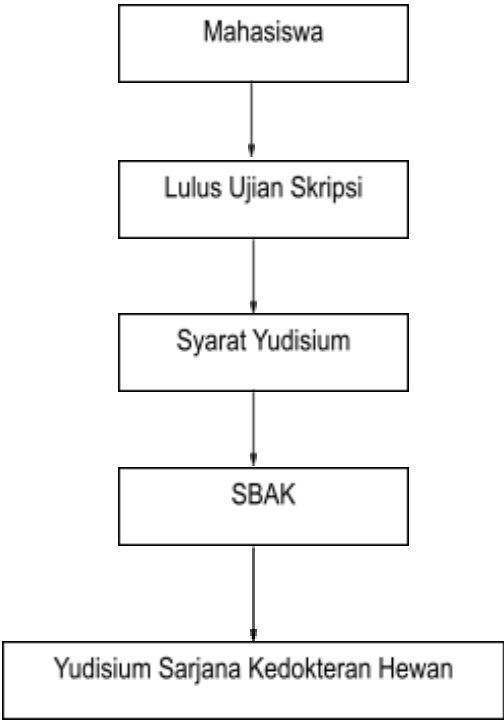
VIII. Identification of changes:

	PROCEDURE MANUAL : ADMINISTRATION OF THE JUDICIARY	Number : 1.2.09
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation : n

I. Objectives :
Providing a standard reference for the implementation of the ISI Padang Panjang undergraduate judiciary

- II. Scope :**
- 1. Judiciary registration
 - 2. Preparation for judicial administration
 - 3. Implementation of the Judiciary

III.. Flow Chart of Socialization/Promotion of PP Faculties/Departments



IV. Activity Description


1. Judiciary registration is carried out at SBAK no later than (Wednesday) last of every month
2. The judiciary is carried out by the Head of the Department
3. The judiciary is held on the first Monday of every month
4. Students who apply for a judiciary must bring the required documents, namely:
 - a. Has collected 8 (eight) copies of thesis books
 - b. Thesis Manuscript Revision Approval Sheet
 - c. Proof of free borrowing of Department library books
 - d. Proof of free borrowing of books from the Central Library of STSI Surakarta
 - e. Filling in data for making/writing diplomas for graduates of the Department of
5. SBAK makes a list of students who are eligible for the judiciary at the end of each month
6. Other things that have not been regulated will be determined later

V. Recording

4. ISI Padang Panjang Student Education and Information Guidebook
5. Guidebook for the Implementation of Student Education in the Department of
6. Thesis Writing Guidebook

VI. Supporting Documents

1. Thesis Manuscript Revision Approval Form
2. Central Library Book Borrowing Independent Proof Form
3. Proof of Independent Borrowing of Department Library Books
4. Thesis Manuscript Improvement Form
5. Degree Making/Writing Data Form


	SEMINAR/THESIS FORM: JUDICIARY REQUIREMENTS	Number : 1.2.09.000.001
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

The judiciary requirements file has been received which includes:

- Thesis book 8 (eight) copies
- Thesis Manuscript Revision Approval Sheet
- Proof of free borrowing of Department library books
- Proof of free borrowing of central library books
- Data on making/writing diplomas of graduates of the Department of

Padangpanjang,
Recipient
Academic Sub-Division

()
NIP.

	SEMINAR/THESIS FORM: CERTIFICATE OF EXEMPTION FROM BORROWING BOOKS	Number : 1.2.09.000.003
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :


CERTIFICATE

Name :
NIM :

Until the date this certificate was made, the students mentioned above did not have book loans in the library.

Thus, this certificate was made for the requirements of the Bachelor of Arts judiciary, who is concerned to continue his Master of Arts Education

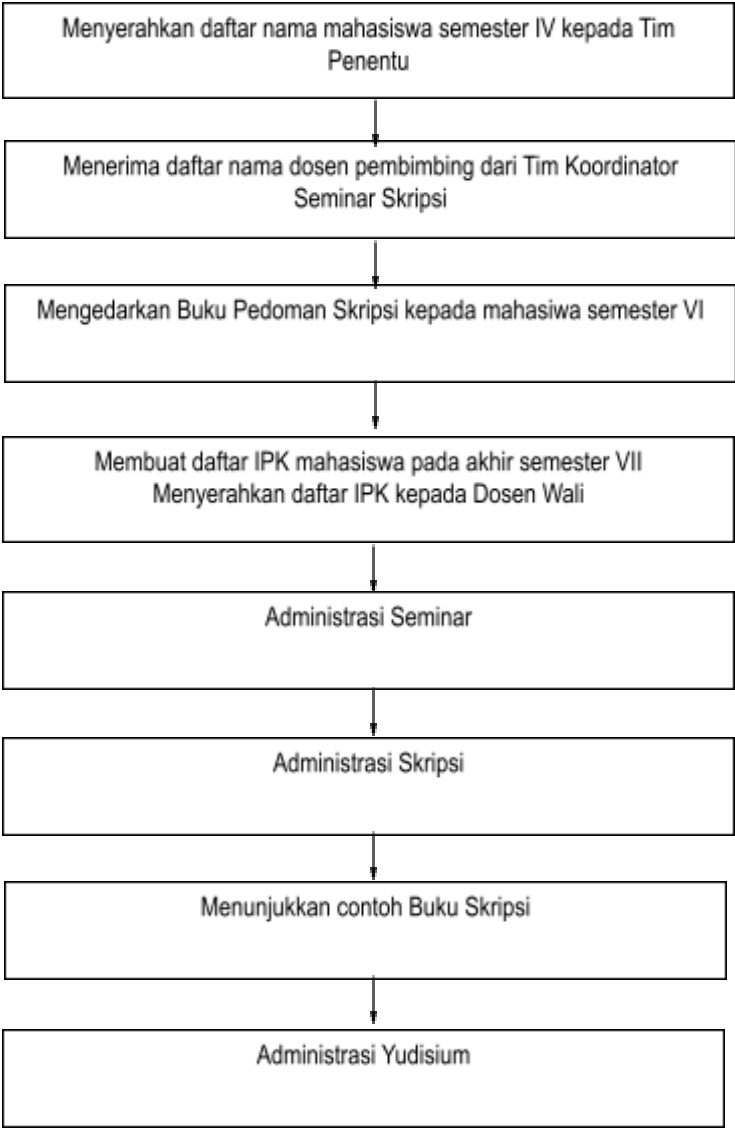
Padangpanjang, Library Coordinator Campus A	Padangpanjang, Library Coordinator Campus B	Padangpanjang, Library Coordinator Campus C
(_____)	(_____)	(_____)

	WORK INSTRUCTION : SBAK ACTIVITIES FOR SEMINARS/THESIS	Number : 1.2.01.001
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

I. Objectives :
Providing a standard reference for the implementation of SBAK activities to support the thesis seminar of the Pudek I Department of ISI Padang Panjang study program.

- II. Scope :**
1. Creation of supporting data
 2. Distribution of seminar-thesis guidebooks
 3. Seminar Administration
 4. Thesis Administration
 5. Judiciary Administration

III.. Flow Chart of SBAK Work Instructions for Thesis Seminar



- IV. Activity Description**
1. At the beginning of semester VI (February), SBAK made and submitted a list of names of semester VI students to the Determinant team of Supervisors and Examiners
 2. Furthermore, SBAK will receive a list of supervisors for each student from the Supervisor and Examiner Determination Team
 3. In the even semester (February-August) SBAK distributes the Thesis Guidebook to students in grade IV


4. At the end of the odd semester (January-February) SBAK makes a list of GPA and the number of credits that have been taken by semester VII students
5. SBAK submitted the list (number 4) to the guardian lecturer
6. SBAK conducts seminar administration, including:
 - 6.1 . Receive a request letter for processing research seminar results
 - 6.2. Receive the Readiness Form to Test the Research Results Seminar (seminar exam date)
 - 6.3. Receive the seminar exam requirements file
 - 6.4. Receiving research manuscripts
 - 6.5. Making a Seminar Exam Invitation Letter
 - 6.6. Providing seminar exam files
 - 6.7. Receive seminar grades from the chairman of the Seminar Examiner
 - 6.8. Submit a copy of the seminar exam score to the Thesis Seminar Coordinator team
7. SBAK conducts thesis administration, including:
 - 7.1 Receive a Thesis Approval Letter from the Supervisor and Examiner
 - 7.2 Accept thesis exam requirements from students
 - 7.3 Receive the Thesis Exam Time Agreement Form
 - 7.4 Receiving thesis manuscripts
 - 7.5 Making an Invitation Letter for Thesis Exam
 - 7.6 Providing thesis exam files
 - 7.7 Receive thesis exam scores from the head of the Thesis Examiner
8. SBAK carries out judicial administration, including:
 - 8.1 Checking the completeness of the requirements of the judiciary
 - 8.2 Issue a list of names of students who are eligible for the judiciary once a month (first Monday).
 - 8.3 Preparing the completeness of the judiciary for the Dean

V. Recording

1. ISI Padang Panjang Student Education and Information Guidebook
2. Guidebook for the Implementation of Student Education in the Department of
3. Thesis Writing Guidebook

VI. Supporting Documents

1. List of Students for semester VI
2. List of Supervisors
3. List of GPA and number of credits for semester VII students
4. Research Proposal Approval
5. Monitoring and Evaluation of Research Implementation
6. Preparation of Research Reports
7. Request Letter for Processing Research Results Seminar
8. Willingness to Test Research Results Seminar
9. Approval of the Guardian Lecturer for the Seminar
10. Approval of the Supervisor for the Seminar
11. Requirements for Research Results Seminar
12. Assessment of Research Results Seminar
13. Minutes of the Seminar on Research Results
14. Proof of passing the seminar exam
15. Thesis Exam Obligation Agreement
16. Revision of Seminar Script
17. Thesis Exam Requirements
18. Thesis Exam Assessment
19. Thesis Exam Minutes
20. Approval of Thesis Manuscript Revision
21. Proof of Submission of Seminar/Thesis Exam Files
22. Graduate Data
23. Veterinary Medicine Undergraduate Judiciary Requirements
24. Diploma Writing Data
25. Free Book Borrowing

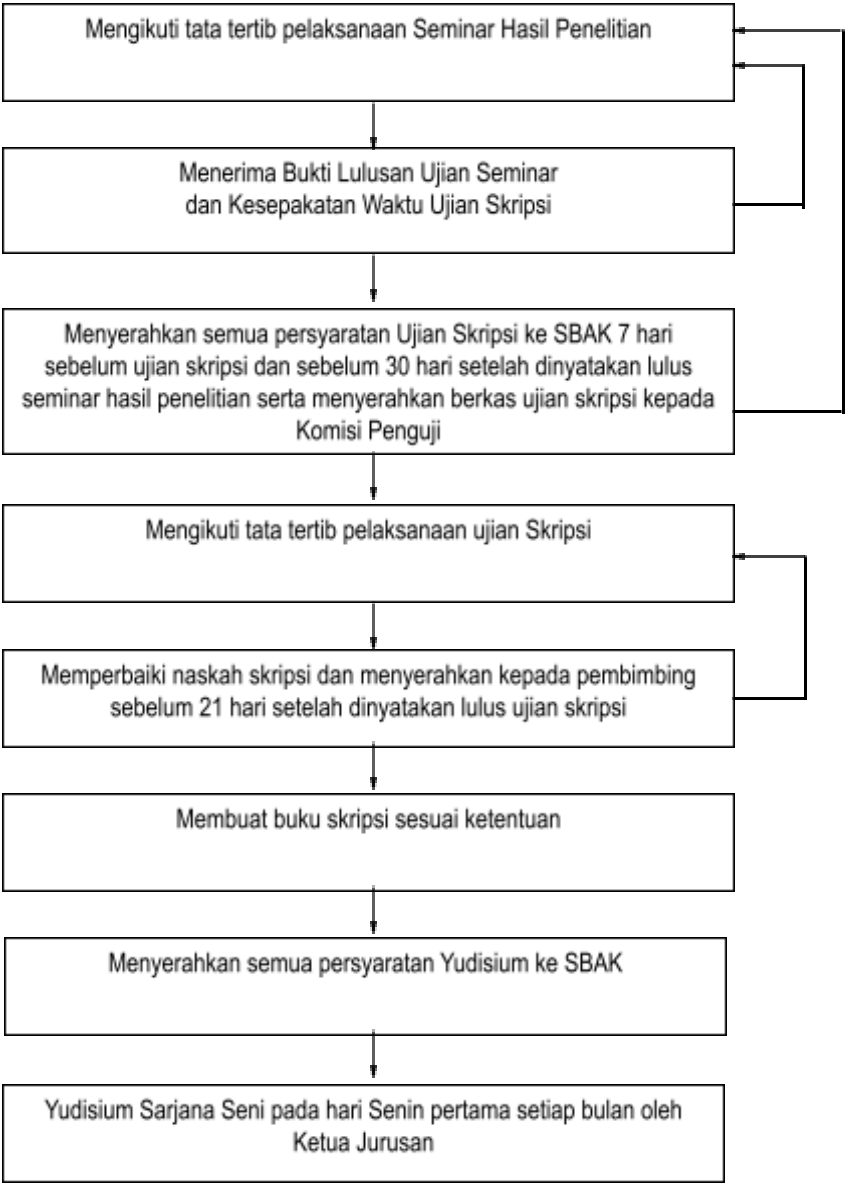
	WORK INSTRUCTION : STUDENT ACTIVITIES FOR SEMINARS/THESIS	Number : 1.2.01.002
	Reviewed by: Head of Department	
Pudek I	Operated By : Head of Quality Assurance Team F/Jur	Revision :
		Yard :
		Validation :

I. Objectives :
 Providing a standard reference for the implementation of student activities carrying out research, seminars, theses and judiciary of the Pudek I Department study program ISI Padangpanjang.

- II. Scope :**
1. Research proposal
 2. Research Activities
 3. Preparation for the Seminar on Research Results
 4. Thesis Preparation
 5. Preparation for the Judiciary

III.. Flow Chart of Student Work Instructions for Thesis Seminar





IV. Activity Description

None

V. Recording

- 1. ISI Padang Panjang Student Education and Information Guidebook
- 2. Guidebook for the Implementation of Student Education in the Department of
- 3. Thesis Writing Guidebook

VI. Supporting Documents

- 1. Research Proposal Approval Form
- 2. Monitoring and Evaluation of Research Implementation
- 3. Preparation of Research Reports
- 4. Approval of the Guardian Lecturer for the Seminar
- 5. Supervisor Approval for Seminar
- 6. Requirements for Research Results Seminar
- 6. Example of Research Results Seminar Evaluation Form
- 7. Sample Thesis Test Evaluation Form
- 8. Student Graduate Data
- 9. Requirements for the Judiciary of Bachelor of Arts
- 10. Diploma Writing Data
- 11. Free Book Borrowing

Order of Thesis Seminar Handbook Files for Students

1. Seminar and Thesis Procedure Manual
2. Research Proposal Discussion Procedure Manual
3. Manual of Procedures for Attending Lecturer Research
4. Manual of Procedure for Seminar Management of Research Results
5. Manual of Procedures for the Implementation of Research Results Seminars
6. Thesis Exam Procedure Manual
7. Manual of Procedures for Conducting Thesis Exams
8. Manual of Procedure for Making Thesis Books
9. Judicial Procedure Manual
10. Work Instructions for Student Activities for Thesis Seminars
11. Thesis Seminar Form
 - 11.1 Research Proposal Approval
 - 11.2 Monitoring and Evaluation of Research Implementation
 - 11.3 Preparation of Research Reports
 - 11.4 Approval of the Guardian/PA Lecturer for the Seminar
 - 11.5 Supervisor Approval for Seminar
 - 11.6 Requirements for the Seminar on Research Results
 - 11.7 Approval of Thesis Manuscript Revision
 - 11.8 Graduate Data
 - 11.9 Arts Undergraduate Judiciary Requirements
 - 11.10 Diploma Writing Data
 - 11.11 Free Book Borrowing

File Order of Thesis Seminar Guidebook for Lecturers

1. Seminar and Thesis Procedure Manual
2. Research Proposal Discussion Procedure Manual
3. Manual of Procedures for Attending Lecturer Research
4. Manual of Procedure for Seminar Management of Research Results
5. Manual of Procedures for the Implementation of Research Results Seminars
6. Thesis Exam Procedure Manual
7. Manual of Procedures for Conducting Thesis Exams
8. Manual of Procedure for Making Thesis Books
9. Judicial Procedure Manual
10. Student Work Instructions for Thesis Seminar
11. Thesis Seminar Form
 - 11.1 Research Proposal Approval
 - 11.2 Monitoring and Evaluation of Research Implementation
 - 11.3 Preparation of Research Reports
 - 11.4 Request Letter for Processing Research Results Seminar
 - 11.5 Willingness to Test Research Results Seminar
 - 11.6 Approval of Guardian/PA Lecturers for Seminars
 - 11.7 Supervisor Approval for Seminar
 - 11.8 Requirements for Research Results Seminar
 - 11.9 Assessment of Research Results Seminar
 - 11.10 Minutes of the Seminar on Research Results
 - 11.11 Proof of passing the seminar exam
 - 11.12 Thesis Exam Obligation Agreement
 - 11.13 Seminar Script Improvement
 - 11.14 Thesis Exam Requirements
 - 11.15 Thesis Exam Assessment
 - 11.16 Thesis Exam Minutes
 - 11.17 Approval of Thesis Manuscript Revision
 - 11.18 Proof of Submission of Seminar/Thesis Exam Files
 - 11.19 Graduate Data
 - 11.20 Arts Undergraduate Judiciary Requirements
 - 11.21 Diploma Writing Data
 - 11.22 Free Book Borrowing



QUALITY ASSURANCE UNIT FACULTIES/DEPARTMENTS ISI PADANGPANJANG

DRAFTING TEAM

Person in charge :

Head :

Secretary :

Member :

PROCESS MONITORING INSTRUMENTS
THESIS FINAL PROJECT

Name :
NIM :

N O	TYPES MONITORED	IMPLEMENTATION		INFORMATION
		ALREADY	NOT YET	
				The minimum limit has reached 138 credits
1	Registration Transcript of Grades			
2	Proposal proposals and prospective supervisors			
3	Advisor announcement			
4	Mentor consultation			Show the consultation book
5	Mentoring process			
6	Exam registration			Submit free borrowing and library
7	Accountability test			
8	Revision			3 months after the accountability exam
9	Submit the results of the final project 5 ex and photos			

- Note
- 1. The form above is filled in by the teaching section
 - 2. The student concerned has/did not meet the requirements to carry out the final exam of the Thesis

Padangpanjang,
Teaching Section

.....
NIP.....

PROCESS MONITORING INSTRUMENTS
FINAL PROJECT OF THE SHOW

Name :.....
NIM :.....

NO	TYPES MONITORED	IMPLEMENTATION		INFORMATION
		ALREADY	NOT YET	
				The minimum limit has reached 138 credits
1	Registration • Transcript of Grades			
2	Proposal proposals and prospective supervisors			
3	Advisor announcement			
4	Mentor consultation			
5	Self-paced training			
6	Mentor training			
7	Accompanying exercises			
8	Determination tests			
9	Mandatory training			Show the consultation book
10	Test			
11	Work accountability exam			
12	Submit the final project book 5 ex and photos			

- Note
- 1. The form above is filled in by the teaching section
 - 2.. The student concerned has/did not meet the requirements to carry out the final assignment exam of the Performance.

Padangpanjang,
Teaching Section

.....
NIP.....

PROCESS MONITORING INSTRUMENTS
FINAL PROJECT OF MUSIC COMPOSITION

Name :.....
NIM :.....

N O	TYPES MONITORED	IMPLEMENTATION		INFORMATION
		ALREADY	NOT YET	
				Minimum limit has been taken Credits
1	Registration ● Transcript of Grades			
2	Proposal proposals and prospective supervisors			
3	Advisor announcement			
4	Mentor consultation			
5	Self-paced training			
6	Mentor training			
7	Accompanying exercises			
8	Determination tests			
9	Mandatory exercise 5 x			Show the consultation book
10	Test			
11	Accountability test work			
12	Submit the final project book 5 ex and photos			

- Note
1. The form above is filled in by the teaching section
 2. The student concerned has/did not meet the requirements to carry out the final musical composition assignment exam.

Padangpanjang,
Teaching Section

.....
NIP.....