

 <p>Magister in Natural and Environmental Resources Management Agriculture Faculty University of Bengkulu</p>	CODE: SOP-
Title: STANDARD OPERATING PROCEDURE	Issued date September 29, 2022
Title: Implementation of Thesis Examination	Area: Magister in Natural and Environmental Resources management

The objective

This Standard Operating Procedure aims to:

1. Explain the procedures and mechanisms for conducting the thesis exam.
2. Become a guideline for the implementation of the thesis exam.
3. Ensuring that the examination is carried out properly and responsibly.

Scope

These Standard Operating Procedures include: The procedure and mechanism of the thesis examination. Description Thesis exam is an activity to test the implementation of research as outlined in the thesis as part of a student's thesis.

Area

This Standard Operating 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 been registered in the Study Program to carry out the thesis examination.
2. Attended by all supervisors as examiners and examiners.
3. The chairman of the thesis examination session is an examiner who is not a supervisor.
4. The main supervisor acts as the secretary of the thesis examination trial.
5. The duration of the thesis exam is a minimum of 90 minutes which is divided into segments: a. Determination of readiness and feasibility of administration and thesis content to be tested for a maximum of 10 (ten) minutes by examiners and supervisors as examiners led by the chairman of the thesis exam.

- b. Introduction/opening from the chairman of the examination session for 2 (two) minutes.
- c. Presentation by students 15 (fifteen) minutes
- d. Discussion and question and answer at least 45 (forty five) minutes.
- e. The determination of the graduation of the thesis examination by the examiners and supervisors as examiners is led by the chairman of the thesis examination for a maximum of 10 (ten) minutes.
- f. Submission of the results of the thesis exam to the students who were tested for 5 (five) minutes. g. Statement closing the exam for 3 (three) minutes.

Thesis Exam Mechanism

- 1. After the student is registered for the thesis exam, the Study Program assigns 2 (two) advisors as examiners and 2 (two) examiners outside the supervisory commission with the following conditions: a. One of the examiners outside the supervisor acts as the Chief Examiner b. Main Advisor acts as Exam Secretary c. Co-Supervisor as Examiner Member I d. An examiner lecturer outside the supervisor as Examiner Member II.
- 2. The Study Program party distributes the thesis exam files to each supervisor and examiner at least 5 (five) working days prior to the thesis exam. The file consists of:
 - a. A thesis draft that has been approved by the supervisor.
 - b. Thesis exam assessment form.
 - c. Attendance for thesis exam..
 - d. Minutes of the thesis exam
 - e. Final score form for thesis exam.
- 3. The chairman of the thesis examiner leads a meeting to determine the administrative feasibility and content of the thesis to be tested for a maximum of 15 minutes. If they meet the eligibility criteria, the thesis examination will be continued, if not, the examination will not be carried out and the student must meet the eligibility criteria and register for the thesis examination again.
- 4. Students deliver presentations for a maximum of 15 minutes.
- 5. Discussion and question and answer led by the Chief Examiner of the thesis for 45 minutes.
- 6. The Chief Examiner of the thesis leads the graduation determination meeting for 10 minutes.
- 7. The Chief Examiner of the thesis conveys the results of the exam to students for 5 minutes. If they do not pass, the student repeats the exam without having to re-register to the Study Program. The re-examination of the thesis is agreed before the examination session is closed.
- 8. The secretary of the thesis examiner submits the scores and minutes of the thesis examination to the Study Program.

Flowchart of Standard Operating Procedure Thesis Examination

ACTIVITY	PERSON/INSTITUTION					QUALITY STANDARD		
	STUDENT	MNR	CHIEF	SECRET..	NEMBER	DOKUMEN	TIME	OUTPUT
Assigning lecturers as examiners							1 day	Cover letter
Distribute exam files	Tidak layak dan harus mendafatir kembali					See item 2 of the thesis examination mechanism	1 day	Files up to advisor and examines
Meeting the feasibility and readiness of administration							Maximum 10 minutes	

and thesis content							
			↓	↓			
		Layak					
Presentation	↓					Maximum 15 minutes	Presentastion
Discussion			↓	↓	↓	Minimum 47 minutest	Discussion
Graduation determination meeting	Tidak lulus		↓	↓	↓	10 menitures	
Submission of approval/no		↓	↓			Form berita acara and score	Score and berita acara filled in
Closing and finish	↓	↓	↓	↓	↓	3 minutes	Students pass the thesis exam.

Note:

oval = Start or finish

rectangle =
Process

diamond = Decision

rectangle = Document

CHIEF= CHAIRMAN OF THE THESIS EXAMINATION; SECRT.=SECRETARY
MEMBER= EXAMINATION MEMBER.

Endosermant

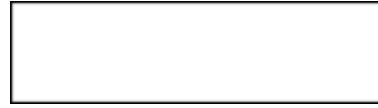
These are the Standard Operational Procedures for the MNR Study Program, Faculty of Agriculture, Bengkulu University to serve as a common guideline in the Submission of Research Plans (Pre-proposals) for student thesis.

Arranged by

MNR Study Program

Coordinator: Prof. Dr. Ir. Urip Santoso, M.Sc.

NIP. 19601227 198603 1 002



and

Gugus Kendali Mutu (GKM) of MNR Study Program

Coordinator: Dr. Irma Badarina, S.Pt., MP

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Dean of Agriculture Faculty, University of Bengkulu

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Jalan WR. Supratman Kandang Limun Bengkulu 38371
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PERUBAHAN JUDUL TESIS

Yang bertanda tangan di bawah ini Tim Pengaji Tesis Mahasiswa

Nama :
NPM :
Judul penelitian :

Tim Pengaji

No	Nama	Kedudukan	Tanda tangan	
1		Ketua	1	
2		Sekretaris		2
3		Anggota	3	
4		Anggota		4

Menyatakan ADA/TIDAK ADA perubahan judul Tesis mahasiswa tersebut :

JUDUL TESIS YANG BARU :.....

Bengkulu,
Mengetahui
Ketua Program,

Prof. Dr. Ir. Urip Santoso, M.Sc
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BERITA ACARA UJIAN TESIS

NOMOR: /UN30.11.2/PPPs-PSL/PP/2022

Pukul :
Tempat :
Nama :
NPM :
Judul penelitian :

Telah dilaksanakan ujian Tesis guna memperoleh Gelar Magister Lingkungan (M. Ling) Pada Program Pascasarjana Pengelolaan Sumber Daya Alam Fakultas Pertanian Universitas Bengkulu

Tim Penguji

No	Nama	Kedudukan	Tanda tangan
1		Ketua	1
2		Sekretaris	2
3		Anggota	3
4		Anggota	4

Menyatakan :**LULUS / TIDAK LULUS**

Catatan :.....

Mahasiswa Ybs

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NILAI AKHIR TESIS

Nama :
NPM :
Judul penelitian :

No	Nama	Kedudukan	Tanda tangan
1		Ketua	1
2		Sekretaris	2
3		Anggota	3
4		Anggota	4

Memutuskan nilai mahasiswa ybs :.....

No	Kriteria	Bobot Penilaian	NILAI
1	Seminar Hasil	20 %	
2	Bimbingan/PenyusunanTesis	30 %	
3	Ujian Tesis	50 %	
4	Jumlah SKS	(4-6)SKS

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NILAI UJIAN TESIS

Nama :
NPM :
Judul penelitian :

Telah melaksanakan ujian Tesis dengan nilai sebagai berikut :

NO	Kriteria	Bobot Penilaian	Nilai
1	Maksud dan Tujuan	10 %	
2	Metodologi penelitian	10 %	
3	a. Penguasaan Materi/Penalaran	60 %	
	b. Sistimatika, konsistensi keteguhan penjelasan		
	c. Implikasi pendapat dan kesimpulan		
4	Kejujuran Ilmiah	10 %	
5	Penampilan dan kemampuan berbahasa	10 %	
	Jumlah	100 %	

Bengkulu,
Penguji



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4	Kejujuran Ilmiah	10 %	
5	Penampilan dan kemampuanberbahasa	10 %	
	Jumlah	100 %	

Bengkulu,
Pengaji

Daftar Hadir Panitia Pelaksanaan Ujian Akhir Tesis Mahasiswa
Program Pascasarjana Pengelolaan Sumber Daya Alam
Universitas Bengkulu
Kamis, 1 September 2022

NO	NAMA	JABATAN	TANDA TANGAN	
1		Ketua	1	
2		Sekretaris		2
3		Anggota	3	
4		Anggota		4
5		Mahasiswa	5	
6		Staf Administrasi		6

Ketua Program

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SURAT TUGAS
NOMOR :/UN30.11.2/PPs-PSL/PP/2022

Ketua Program Studi Pengelolaan Sumber Daya Alam Fakultas Pertanian Universitas Bengkulu menugaskan nama di bawah ini sebagai Pengaji tesis mahasiswa :

No	DOSEN	Ket	MAHASISWA	NPM
1		Pengaji		
2				
3				
4				

Hari/ Tanggal :
Pukul :
Tempat :

Demikian surat tugas ini dibuat untuk dilaksanakan dengan sebaik-baiknya dan penuh tanggung jawab.

Bengkulu,
Ketua Program

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