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

### **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.

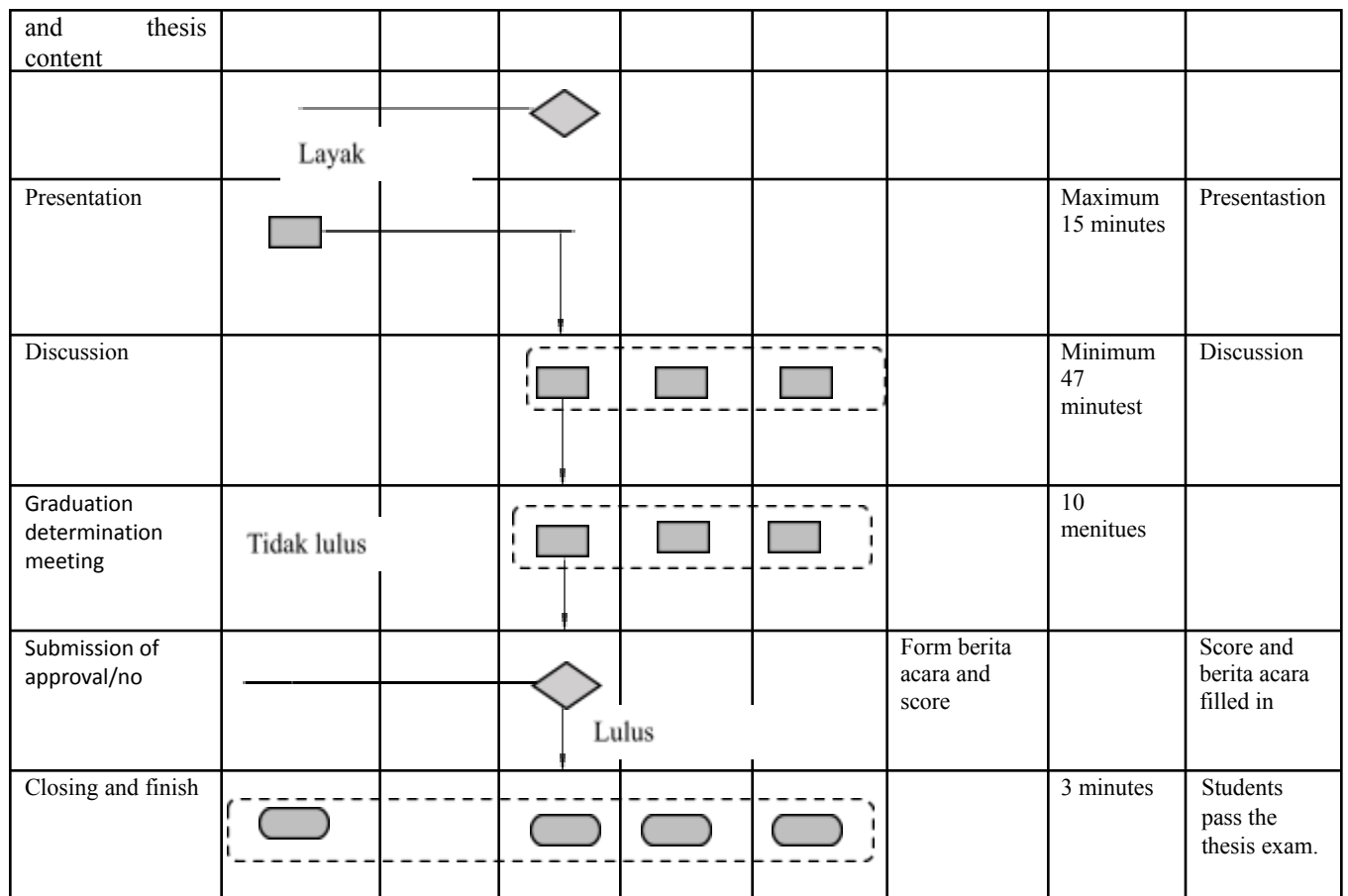
- b. Introduction/opening from the chairman of the examination session for 2 (two) minutes.
- c. Presentation by students 15 (fifteen) minutes
- d. Discussion and question and answer at least 45 (forty five) minutes.
- e. The determination of the graduation of the thesis examination by the examiners 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                                   |                    |     |       |          |        | 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 |                                  |



Note:



= Start or finish



= Process



= Decision



= Document

CHIEF= CHAIRMAN OF THE THESIS EXAMINATION; SECR.T.=SECRETARY  
MEMBER= EXAMINATION MEMBER.

## **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.

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  
NIP. 19700123 199702 2 001



Dean of Agriculture Faculty, University of Bengkulu

Prof. Dr. Ir. Dwi Wahyuni Ganefianti, M.S.  
NIP. 19631114 198803 2 012



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**PERUBAHAN JUDUL TESIS**

Yang bertanda tangan di bawah ini Tim Penguji Tesis Mahasiswa

Nama :  
NPM :  
Judul penelitian :

Tim Penguji

| 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  
NIP. 19600921 198603 1 001





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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

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| 2  |      | Sekretaris |              | 2 |
| 3  |      | Anggota    | 3            |   |
| 4  |      | Anggota    |              | 4 |

Menyatakan :LULUS / TIDAK LULUS

Catatan         :.....

Mahasiswa Ybs

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NPM                     :  
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| 2  |      | Sekretaris |              | 2 |
| 3  |      | Anggota    | 3            |   |
| 4  |      | Anggota    |              | 4 |

Menyatakan :LULUS / TIDAK LULUS

Catatan       :.....

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| 2  |      | Sekretaris |              | 2 |
| 3  |      | Anggota    | 3            |   |
| 4  |      | Anggota    |              | 4 |

Memutuskan nilai mahasiswa ybs : .....

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

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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. Sistematika, konsistensi keteguhan penjelasan |                 |       |
|    | c. Implikasi pendapat dan kesimpulan             |                 |       |
| 4  | Kejujuran Ilmiah                                 | 10 %            |       |
| 5  | Penampilan dan kemampuan berbahasa               | 10 %            |       |
|    | Jumlah                                           | 100 %           |       |

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|----|--------------------------------------------------|-----------------|-------|
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| 2  | Metodologi penelitian                            | 10 %            |       |
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|    | c. Implikasi pendapat dan kesimpulan             |                 |       |
| 4  | Kejujuran Ilmiah                                 | 10 %            |       |
| 5  | Penampilan dan kemampuan berbahasa               | 10 %            |       |
|    | Jumlah                                           | 100 %           |       |

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

| <b>NO</b> | <b>NAMA</b> | <b>JABATAN</b>    | <b>TANDA TANGAN</b> |   |
|-----------|-------------|-------------------|---------------------|---|
| 1         |             | Ketua             | 1                   |   |
| 2         |             | Sekretaris        |                     | 2 |
| 3         |             | Anggota           | 3                   |   |
| 4         |             | Anggota           |                     | 4 |
| 5         |             | Mahasiswa         | 5                   |   |
| 6         |             | Staf Administrasi |                     | 6 |

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NIP. 19600921 198603 1 001



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menugaskan nama di bawah ini sebagai Penguji tesis mahasiswa :

| No | DOSEN | Ket     | MAHASISWA | NPM |
|----|-------|---------|-----------|-----|
| 1  |       | Penguji |           |     |
| 2  |       |         |           |     |
| 3  |       |         |           |     |
| 4  |       |         |           |     |

Hari/ Tanggal :

Pukul :

Tempat :

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

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Prof. Dr. Ir. Urip Santoso, M.Sc  
NIP. 19600921 198603 1 001