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

### **The Objective**

This Standard Operating Procedure aims to:

1. Explain the terms and conditions of registration for the student thesis draft exam.
2. Be a guide in registering student thesis draft exams.
3. Ensuring that the registration for student thesis draft exams takes place properly and responsibly.

### **Scope**

These Standard Operating Procedures include:

1. Terms and conditions for registration of student thesis draft exams.
2. Process/procedure for registration of student thesis draft exams.

### **Description**

Registration for the student thesis draft examination is a series of student registration processes to be able to carry out the thesis draft examination as part of the 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. Students have finished carrying out research.
2. The thesis draft has been approved by the supervisor.
3. Students have attended the proposal exam or thesis draft at least 5 times as evidenced by the exam card.

### **Thesis Draft Exam Registration Process**

1. Students prepare a thesis draft and are approved by the supervisor to be presented in the thesis draft exam.
2. Students fill in the statement of readiness for the thesis draft exam.
3. Students register for the thesis draft examination in Magister in Natural and Environmental Resources management Study Program. The registration is accompanied by:

- a. Certificate of Test Readiness for thesis draft.
  - b. The thesis draft that has been approved by the lecturer.
  - c. Student's thesis guidance and communication control card.
  - d. Proposal exam card and/or thesis draft exam.
4. 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.
5. If the administrative requirements do not meet the requirements, then the submission of registration for the student thesis draft exam is declared rejected.
6. If the administrative requirements meet the requirements, the student concerned is registered for the thesis draft exam.
7. The Magister in Natural and Environmental Resources Management Study Program determines the time of the exam and distributes the thesis draft, assessment form, test assignment letter, and seminar minutes and zoom links if carried out online to examiners and students.

Flowchart of Standard Operating Procedures for Registration of Draft Thesis Exam

ACTIVITY	PERSON/INSTITUTION				QUALITY STANDARD		
	STUDENT	MRN	FACULTY	ADV.	DOCUMENT	TIME	OUTPUT
Drafting a thesis							The thesis draft has been approved by the advisor
Fill in the statement of readiness for the thesis draft exam						1 day	The form needed
Register for the thesis draft exam					See the registration process item no. 3.	Maximum 1 day	
Checking administrative completeness and recorded in the general ledger						Maximum 1 day	Recorded in the ledger.
Finis							<ul style="list-style-type: none"> <li>– exam timing</li> <li>– Distribution of thesis drafts, assessment forms and minutes</li> </ul>

Note:

= Start or finish

= Process

= decision

= Document


ADV. = ADVISOR. MNR = Magister in Natural and Environmental Resources 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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