








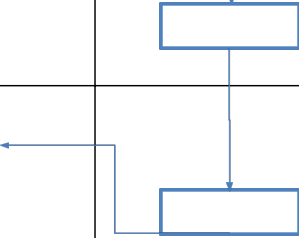







MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION  
 FACULTY OF ANIMAL SCIENCE  
 UNIVERSITAS BRAWIJAYA

|                                                                                                                                                                                                                  |                                                                                |                                                                     |
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|                                                                                                                                                                                                                  | <b>NO</b>                                                                      | UN10/F05/01/02/ HK.01.02.a/010                                      |
|                                                                                                                                                                                                                  | <b>DATE</b>                                                                    | 02 January 2021                                                     |
|                                                                                                                                                                                                                  | <b>REVISION DATE</b>                                                           | -                                                                   |
|                                                                                                                                                                                                                  | <b>EFFECTIVE DATE</b>                                                          | 02 January 2021                                                     |
|                                                                                                                                                                                                                  | <b>AUTHORIZED BY</b>                                                           | DEAN OF ANIMAL SCIENCE FACULTY                                      |
|                                                                                                                                                                                                                  |                                                                                |                                                                     |
| <b>NAME OF SOP</b>                                                                                                                                                                                               | THESIS EXAMINATION                                                             |                                                                     |
| <b>LEGALITY</b>                                                                                                                                                                                                  | <b>EXECUTOR QUALIFICATIONS</b>                                                 |                                                                     |
| 1 Permenristekdikti No. 71/2017 concerning Guidelines for Compilation and Evaluation of Business Process Maps and Standard Operating Procedures within the Ministry of Research, Technology and Higher Education | 1                                                                              | Have a linear field of expertise with a thesis topic.               |
| 2 Permenpan RB Regulation No. 35/2012 on Guidelines for Preparation of Standard Operating Procedures for Government Administration                                                                               | 2                                                                              | Qualify as a master student promoter                                |
| 3 Permenpan RB Regulation No. 12/2011 concerning Guidelines for Management (Business Process)                                                                                                                    | 3                                                                              | Qualify as a thesis examiner                                        |
|                                                                                                                                                                                                                  | 4                                                                              | Students have fulfilled the requirements to take thesis examination |
|                                                                                                                                                                                                                  |                                                                                |                                                                     |
| <b>Linkage</b>                                                                                                                                                                                                   | <b>TOOLS/EQUIPMENT</b>                                                         |                                                                     |
| 1 SOP THESIS RESEARCH PROPOSAL EXAM<br>2 SOP THESIS RESULT SEMINAR                                                                                                                                               | 1 Computer/printer/scanner<br>2 Computer/printer/scanner<br>3 Internet Network |                                                                     |
| <b>WARNING</b>                                                                                                                                                                                                   | <b>RECORDING AND COLLECTION DATA</b>                                           |                                                                     |
|                                                                                                                                                                                                                  | Saved as electronic and manual data                                            |                                                                     |

| No | Description                                                                                                                                                                                                                                | Process                                                                           |                                                                                     |                                                                                       |                                                                                     | Quality Standard                                |               |                                                 | Additional |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------|---------------|-------------------------------------------------|------------|
|    |                                                                                                                                                                                                                                            | Student                                                                           | Head of MAS                                                                         | Dean                                                                                  | Examiner                                                                            | Requirements                                    | Required Time | Output                                          |            |
| 1  | students can register for the Thesis Examination by filling out Form SUAT-1                                                                                                                                                                |  |                                                                                     |                                                                                       |                                                                                     | Form SUAT-1                                     | 2 Hours       | Form SUAT-1                                     |            |
| 2  | Students submit the form to Head of MAS UB                                                                                                                                                                                                 |                                                                                   |    |                                                                                       |                                                                                     | Form SUAT-1 and the Thesis Examination document | 1 Hours       | Form SUAT-1 and the Thesis Examination document |            |
| 3  | The head of MAS UB coordinates with the Dean to determine three prospective lecturers for the main discussion in the Thesis Examination based on the suitability between the fields of science and the exam material submitted by students |                                                                                   |                                                                                     |    |                                                                                     | Form SUAT-1 and the Thesis Examination document | 1 day         | Form SUAT-1 and the Thesis Examination document |            |
| 4  | The Head of MAS UB copies the SUAT-1 Form, and then the original Form is submitted to the students                                                                                                                                         |                                                                                   |    |                                                                                       |                                                                                     | Form SUAT-1                                     | 2 Hours       | Form SUAT-1                                     |            |
| 5  | students fill out Form SUAT-2 and ask for approval from all prospective lecturers by showing Form SUAT-1                                                                                                                                   |  |                                                                                     |                                                                                       |                                                                                     | Form SUAT-1 and Form SUAT-2                     | 1 day         | Form SUAT-1 and Form SUAT-2                     |            |
| 6  | the student confirms to the SUATervisor as the main discussion lecturer for the Thesis Research Proposal Examination                                                                                                                       |                                                                                   |                                                                                     |                                                                                       |  | Form SUAT-1 and Form SUAT-2                     | 1 day         | Form SUAT-1 and Form SUAT-2                     |            |
| 7  | The SUAT-2 form which has been signed by all lecturers of main discussion lecturer for the Thesis Examination is handed back to the head of MAS                                                                                            |                                                                                   |  |                                                                                       |                                                                                     | Form SUAT-1 and Form SUAT-2                     | 1 day         | Form SUAT-1 and Form SUAT-2                     |            |
| 8  | The head of MAS proposes to the Dean to issue a letter of assignment for the lecturers who are the Main Discussers of the Thesis Examination                                                                                               |                                                                                   |                                                                                     |  |                                                                                     | Form SUAT-1 and Form SUAT-2                     | 1 day         | Letter of Assignment                            |            |

| No | Description                                                                                                                                                                                                                                                                                                              | Process                                                                           |                                                                                    |      |          | Quality Standard                                                                                                                                               |               |                                   | Additional |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------------------|------------|
|    |                                                                                                                                                                                                                                                                                                                          | Student                                                                           | Head of MAS                                                                        | Dean | Examiner | Requirements                                                                                                                                                   | Required Time | Output                            |            |
| 9  | The head of MAS prepares and submits an invitation letter (Form SUAT-3) to the main examiner of the exam, attached with their respective assignments and materials for for the Thesis Examination                                                                                                                        |                                                                                   |  |      |          | Invitation Letter and Form SUAT-3                                                                                                                              | 1 day         | Invitation Letter and Form SUAT-3 |            |
| 10 | The head of MAS prepares all the files for the Thesis Research Proposal Examination, which include:<br>1. Forms BAUAT-0 to BAUAT-6,<br>2. Guidelines for the Thesis exam,<br>3. List of Fee for the Main Discusser and the chairperson of the Thesis examination session,<br>4. Whiteboard markers, and<br>5. calculator |                                                                                   |  |      |          | Forms BAUAT-0 to BAUAT-6,<br>2. Guidelines for the Thesis exa,<br>3. List of Fee for the Main Discusser and the chairperson of the Thesis examination session, | 1 day         | Thesis Examination document       |            |
| 11 | Students carry out the Thesis Examination following the provisions written in the Education Manual for the Graduate Program of the Faculty of Animal Science, Universitas Brawijaya                                                                                                                                      |  |                                                                                    |      |          | Thesis Examination document                                                                                                                                    | 1 day         | Thesis Examination document       |            |
| 12 | Students who have passed the Thesis Examination can immediately publish the Thesis research article and write the Thesis Manuscript by considering the suggestions by the Main Discusser and General Discussion lecturers.                                                                                               |  |                                                                                    |      |          | Thesis Examination document                                                                                                                                    | 7 days        | Research Article                  |            |
| 13 | Finish                                                                                                                                                                                                                                                                                                                   |  |                                                                                    |      |          |                                                                                                                                                                |               |                                   |            |