









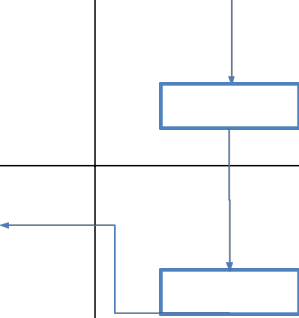






MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION
 FACULTY OF ANIMAL SCIENCE
 UNIVERSITAS BRAWIJAYA

NO	UN10/F05/01/02/ HK.01.02.a/014
DATE	02 January 2021
REVISION DATE	-
EFFECTIVE DATE	02 January 2021
AUTHORIZED BY	DEAN OF ANIMAL SCIENCE FACULTY
	 Prof. Dr. Sc. Agr. Ir. Suyadi, MS. NIP. 196204031987011001
NAME OF SOP	THESIS RESEARCH PROPOSAL EXAM
LEGALITY	EXECUTOR QUALIFICATIONS
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 2 Permenpan RB Regulation No. 35/2012 on Guidelines for Preparation of Standard Operating Procedures for Government Administration 3 Permenpan RB Regulation No. 12/2011 concerning Guidelines for Management (Business Process)	1 Have a linear field of expertise with a thesis topic. 2 Qualify as a master student promoter 3 Qualify as a thesis examiner 4 Students have fulfilled the requirements to take thesis research proposal examination
KETERKAITAN	TOOLS/EQUIPMENT
1 MPAS Student Guideline Book	1 Computer/printer/scanner 2 Computer/printer/scanner 3 Internet Network
WARNING	RECORDING AND COLLECTION DATA
	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 Research Proposal Examination by filling out Form SUP-1					Form SUP-1	2 Hours	Form SUP-1	
2	Students submit the form to Head of MAS UB					Form SUP-1 and the Thesis Research Proposal Examination document	1 Hours	Form SUP-1 and the Thesis Research Proposal Examination document	
3	The head of MAS UB coordinates with the Dean to determine three prospective lecturers for the main discussion in the Thesis Research Proposal Examination based on the suitability between the fields of science and the exam material submitted by students					Form SUP-1 and the Thesis Research Proposal Examination document	1 day	Form SUP-1 and the Thesis Research Proposal Examination document	
4	The Head of MAS UB copies the SUP-1 Form, and then the original Form is submitted to the students					Form SUP-1	2 Hours	Form SUP-1	
5	students fill out Form SUP-2 and ask for approval from all prospective lecturers by showing Form SUP-1					Form SUP-1 and Form SUP-2	1 day	Form SUP-1 and Form SUP-2	
6	the student confirms to the supervisor as the main discussion lecturer for the Thesis Research Proposal Examination					Form SUP-1 and Form SUP-2	1 day	Form SUP-1 and Form SUP-2	
7	The SUP-2 form which has been signed by all lecturers of main discussion lecturer for the Thesis Research Proposal Examination is handed back to the head of MAS					Form SUP-1 and Form SUP-2	1 day	Form SUP-1 and Form SUP-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 Research Proposal Examination					Form SUP-1 and Form SUP-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 SUP-3) to the main examiner of the exam, attached with their respective assignments and materials for the Thesis Research Proposal Examination					Invitation Letter and Form SUP-3	1 day	Invitation Letter and Form SUP-3	
10	The head of MAS prepares all the files for the Thesis Research Proposal Examination, which include: 1. Forms BAUP-0 to BAUP-6, 2. Guidelines for the Thesis exam, 3. List of Fee for the Main Discusser and the chairperson of the Thesis examination session, 4. Whiteboard markers, and 5. calculator					Forms BAUP-0 to BAUP-6, 2. Guidelines for the Thesis exam, 3. List of Fee for the Main Discusser and the chairperson of the Thesis examination session,	1 day	Thesis Research Proposal Examination document	
11	Students carry out the Thesis Research Proposal Examination following the provisions written in the Education Manual for the Graduate Program of the Faculty of Animal Science, Universitas Brawijaya					Thesis Research Proposal Examination document	1 day	Thesis Research Proposal Examination document	
12	Students who have passed the Thesis Research Proposal 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 Research Proposal Examination document	7 days	Research Article	
13	Finish	