	MASTER OF MECHANICAL ENGINEERING		
	INSTITUT TEKNOLOGI SEPULUH NOPEMBER		
	Standard Operational Procedure of Thesis Exam		
	Document Number	Revision Number	Endorsed by:
002-DTM-VIII-2023	0	Dr. Is Bunyamin Suryo, S.T., M.Sc.	

1. TUJUAN (*PURPOSE*)

Memberikan informasi terkait langkah dalam melakukan ujian Tugas Akhir.

Provide information regarding the steps to conduct a thesis exam.

2. RUANG LINGKUP (*SCOPE*)

Standard Operational Procedure (SOP) ini mencakup proses pelaksanaan ujian Tugas Akhir.

The Standard Operational Procedure (SOP) outlines the procedures for conducting thesis exam.

3. DEFINISI (*DEFINITION*)

Mahasiswa mengerjakan penelitian Tugas Akhir sesuai dengan usulan penelitian setelah mendapatkan persetujuan pembimbing. Dosen Pembimbing memantau pengerjaan penelitian TA mahasiswa. Mahasiswa menyampaikan hasil penelitian TA dalam suatu seminar yang dihadiri oleh Dosen Pembimbing dan Dosen Penguji.

Student conducts thesis research according to the proposed research plan after obtaining approval from the supervisor. The supervisor monitors the progress of the student's thesis research. The student presents the results of the thesis research in a seminar attended by the supervisor and examining professors.

4. REFERENSI (*REFERENCES*)

4.1. Peraturan Akademik ITS No 18 Tahun 2023

Rector Decree No 18 in 2023 – Academic Regulation

4.2. Baku Mutu Program Sarjana

Quality Standards of Postgraduate Study Program

5. PERSYARATAN UMUM (*GENERAL REQUIREMENTS*)

5.1. Mahasiswa Aktif yang sudah lulus Ujian Proposal TA dan telah menyelesaikan seluruh mata kuliah wajib

Active students who have passed the Thesis Proposal Examination and completed all compulsory courses.

5.2. Mahasiswa Aktif yang sedang mengambil mata kuliah Tugas Akhir


Active students who are currently taking thesis courses.

6. PROSEDUR (*PROCEDURE*)

6.1. Detail Prosedur Ujian Tugas Akhir

Details of the Procedure for Thesis Exam

- Mahasiswa menuliskan hasil Penelitian Tugas Akhir dalam bentuk Buku TA. Buku TA mahasiswa harus memenuhi kualitas akademik seperti:
 - Orisinalitas: Harus menunjukkan pemikiran mandiri dan kontribusi terhadap pengetahuan
 - Kejelasan: Alur logis, bahasa yang jelas, tujuan yang terdefinisi
 - Kedalaman: Analisis kritis dan cakupan topik yang komprehensif

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- Akurasi: Data dan sumber harus dapat diverifikasi
- Etika: Sitasi yang benar, lolos pemeriksaan plagiarisme, dan praktik penelitian yang etis
- Halaman buku 60-100 halaman

Students must write the results of their thesis research in the form of a Thesis Book.

The Thesis Book must meet academic quality standards such as:

- *Originality: Demonstrates independent thinking and a meaningful contribution to knowledge.*
- *Clarity: Maintains logical structure, uses clear language, and articulates well-defined objectives.*
- *Depth: Shows critical analysis and provides comprehensive coverage of the topic.*
- *Accuracy: Includes verifiable data and credible sources.*
- *Ethics: Adheres to proper citation practices, passes plagiarism checks, and follows ethical research standards.*
- *The Thesis Book should be between 60 and 100 pages in length.*

- Mahasiswa mempersiapkan dokumen persyaratan yang dibutuhkan seperti:
 - Salinan cetak dan/atau salinan elektronik dari Buku Tugas Akhir (salinan elektronik wajib diunggah ke MyITS Thesis).
 - Formulir Persetujuan Pembimbing yang telah ditandatangani dan dilengkapi.

Students prepare the required documentation such as:

- *A printed and/or electronic copy of the Thesis Book (the electronic copy must be uploaded to MyITS Thesis).*
- *A Supervisor's Approval Form, signed and completed.*

- Mahasiswa mendaftarkan Ujian Tugas Akhir pada myITS dan Dosen melakukan persetujuan ajuan sidang.

Students register for the Thesis Examination on myITS, and Supervisor approve the examination request.

- Setelah Dosen melakukan persetujuan, admin departemen akan melakukan penjadwalan

After Supervisor approval, the administrator will schedule the examination.

- Mahasiswa melakukan ujian sesuai dengan jadwal

Student takes the examination according to the schedule.

- Dosen memberi nilai dan poin-poin revisi yang harus diselesaikan mahasiswa

Examiners provide assessments and outline revisions that students need to complete.

- Mahasiswa menyelesaikan revisi dan mengumpulkannya kepada Dosen Pembimbing dan Dosen Penguji.

Students complete the revisions and submit them to the supervisor and examiner.

- Dosen mengecek hasil revisi dan melakukan permanen nilai

Examiners review the revised results and assign permanent grades.

- Administrator merekap nilai untuk di input ke myITS Academics

Administrator will compile the grades for input into myITS Academics.

- Mahasiswa melihat hasil kelulusan Tesis di myITS Thesis dan melihat nilai di SIM Akademik

Students access their thesis approval status through myITS Thesis and view their grades in SIM Academic.



6.2. Flow Diagram

