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

### 1. TUJUAN (*PURPOSE*)

Memberikan informasi terkait langkah dalam melakukan ujian Proposal Tugas Akhir.  
*Provide information regarding the steps to conduct a thesis proposal exam.*

### 2. RUANG LINGKUP (*SCOPE*)

Standard Operational Procedure (SOP) ini mencakup proses alokasi pembimbingan dan pelaksanaan ujian Proposal Tugas Akhir.

*This Standard Operating Procedure (SOP) outlines the procedures of allocating supervision and conducting Thesis Proposal examinations.*

### 3. DEFINISI (*DEFINITION*)

Pengerjaan Tugas Akhir harus didahului dengan usulan TA oleh mahasiswa. Usulan TA disampaikan dalam bentuk seminar yang dihadiri oleh tim pembimbing dan penguji dan lulus dengan nilai minimal B. Setelah usulan disetujui, maka mahasiswa dapat melanjutkan pengerjaan penelitian tesis dibawah pengawasan Dosen Pembimbing.

*The production of a thesis is preceded by a thesis proposal submitted by the student. The proposal is presented in a seminar attended by the supervisory team and examiners and must pass with a minimum grade of B. After the proposal is approved, the student can proceed with the thesis research under the supervision of the supervisor.*

### 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 Undergraduate Study Program*

### 5. PERSYARATAN UMUM (*GENERAL REQUIREMENTS*)

5.1. Mahasiswa Aktif yang telah menyelesaikan seluruh mata kuliah wajib

*Active students who have completed all compulsory courses.*

5.2. Mahasiswa Aktif yang sedang mengambil mata kuliah Proposal Tugas Akhir


*Active students who are currently taking thesis proposal course.*

### 6. PROSEDUR (*PROCEDURE*)


#### 6.1. Detail Prosedur Ujian Tugas Akhir

*Details of the Procedure for Thesis Proposal Exam*

- Mahasiswa menuliskan rencana Penelitian Tugas Akhir dalam bentuk Buku Tugas Akhir  
*Student writes the research plan for the thesis in the Thesis Proposal Book.*
- Mahasiswa mempersiapkan dokumen persyaratan yang dibutuhkan.  
*students prepare the required documentation.*
- Mahasiswa mendaftarkan Ujian Proposal Tugas Akhir pada myITS Thesis dan Dosen melakukan persetujuan ajuan sidang pada minggu ke-9  
*Students register for the Thesis Proposal Examination on myITS Thesis, and Supervisor approves the examination request in the 9th week*

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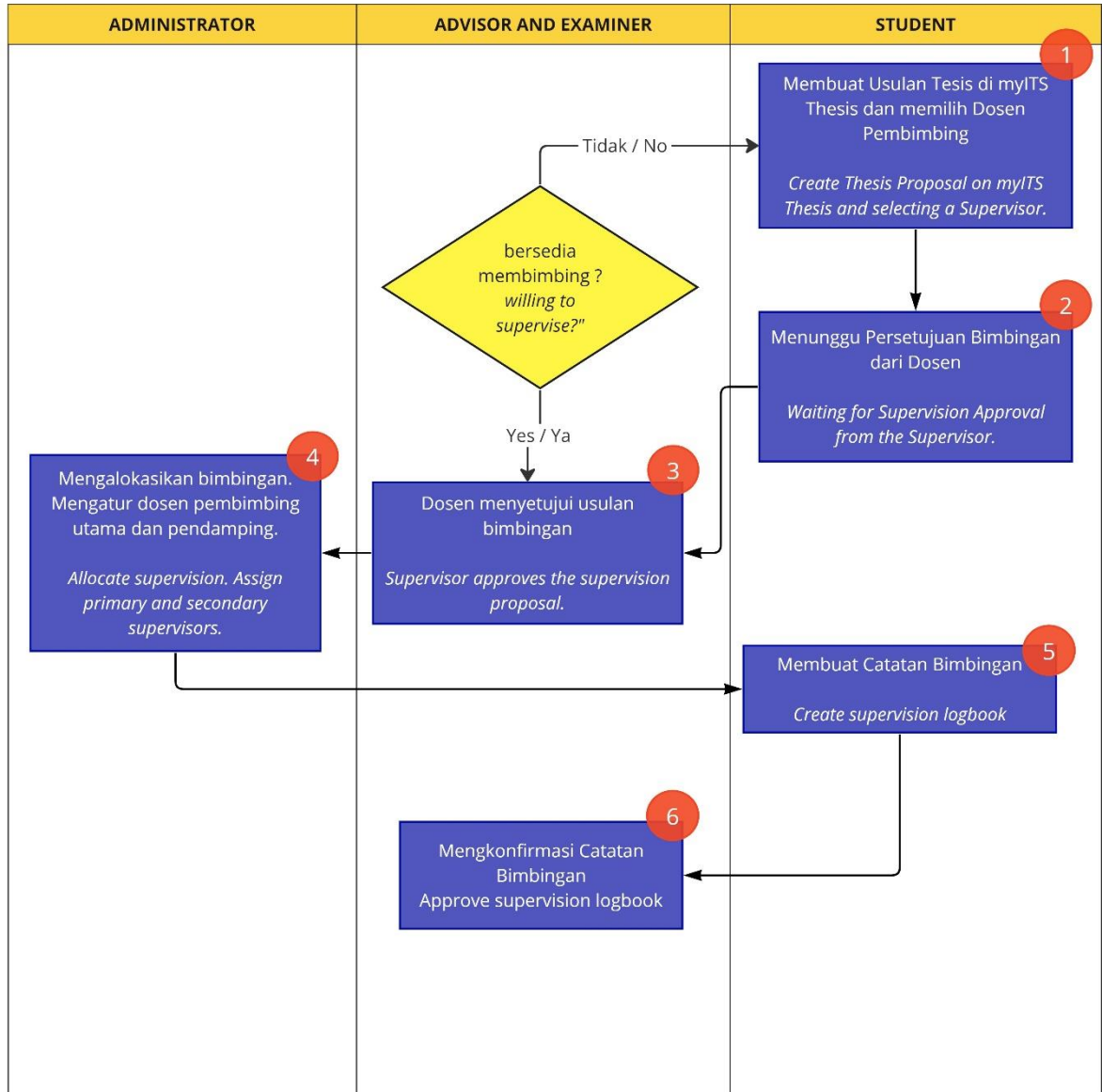
- Admin departemen akan melakukan penjadwalan  
*administrator will schedule the examination.*
- Setelah Dosen melakukan persetujuan, admin departemen akan melakukan penjadwalan  
*After Supervisor approval, the administrator will schedule the examination.*
- Mahasiswa dapat melihat jadwal seminar pada minggu ke 10  
*Students can view the seminar schedule in week 10.*
- Mahasiswa mengikut seminar tesis pada minggu ke 11  
*Students attend the thesis seminar in week 11.*
- Dosen memberi poin-poin revisi yang harus diselesaikan mahasiswa  
*Examiners provide outline revisions that students need to complete.*
- Mahasiswa menyelesaikan revisi dan mengumpulkannya kepada Dosen Pembimbing dan Dosen Penguji paling lambat minggu ke 13  
*Students complete the revisions and submit them to the supervisor and examiner no later than week 13.*
- Dosen mengecek hasil revisi dan melakukan permanen nilai  
*Examiners review the revised results and assign permanent grades.*
- Mahasiswa melihat status kelulusan proposal di myITS Thesis  
*Students view the results of the Thesis Proposal on myITS Thesis.*

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## 6.2 Flow Diagram

### 6.2.1 Proses Alokasi Pembimbingan

*process of allocating supervision*





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### 6.2.2 Proses Pelaksanaan Seminar Proposal Tugas Akhir

*process of conducting Thesis Proposal Examinations*

