	MECHANICAL ENGINEERING – INSTITUT TEKNOLOGI SEPULUH NOPEMBER		
	Standard Operational Procedure of Thesis Exam		
	Document Number	Revision Number	Endorsed by:
002-DTM-VIII-2020	0	Prof. Dr. Harus Laksana Guntur, S.T., M.Eng.	

1. TUJUAN (*PURPOSE*)

Memberikan informasi terkait langkah dalam melakukan ujian Tesis.
Provide information regarding the steps to conduct a thesis exam.

2. RUANG LINGKUP (*SCOPE*)

Standard Operational Procedure (SOP) ini mencakup proses pelaksanaan ujian Tesis.
The Standard Operational Procedure (SOP) outlines the procedures for conducting thesis exam.

3. DEFINISI (*DEFINITION*)

Mahasiswa mengerjakan penelitian Tesis sesuai dengan usulan penelitian setelah dinyatakan lulus proposal tesis. Dosen Pembimbing memantau pengerjaan penelitian Tesis mahasiswa. Mahasiswa menyampaikan hasil penelitian Tesis dalam suatu seminar yang dihadiri oleh Dosen Pembimbing dan Dosen Penguji.

Student conducts thesis research according to the research proposal after passing the thesis proposal examination. 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 examiner and passes with a minimum grade of B.

4. REFERENSI (*REFERENCES*)

- 4.1 Peraturan Akademik ITS No 32 Tahun 2019
Rector Decree No 32 in 2019 – Academic Regulation
- 4.2 Baku Mutu Pascasarjana
Quality Standards of Postgraduate Study Program

5. PERSYARATAN UMUM (*GENERAL REQUIREMENTS*)


- 5.1. Mahasiswa Aktif yang sudah lulus Ujian Proposal Tesis 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 Tesis
Active students who are currently taking thesis course.

6. PROSEDUR (*PROCEDURE*)

6.1. Detail Prosedur Ujian Tesis

Details of the Procedure for Thesis Exam

- Mahasiswa menuliskan hasil Penelitian Tesis dalam bentuk Buku Tesis
Students write the results of their thesis research in the form of a thesis book.
- Mahasiswa mempersiapkan dokumen persyaratan yang dibutuhkan.
Students prepare the required documentation.
- Mahasiswa mendaftar Ujian Tesis
Students register for the Thesis Examination.

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- Admin departemen akan melakukan penjadwalan
Administrator will schedule the examination.
- Mahasiswa melakukan ujian sesuai dengan jadwal
Student takes the examination according to the schedule.
- 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.
Student completes 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 nilai di SIM Akademik
Students accesses their grades in SIM Academic.



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6.2 Flow Diagram

