	MECHANICAL ENGINEERING –		
	INSTITUT TEKNOLOGI SEPULUH NOPEMBER		
	Standard Operational Procedure of Thesis Exam		
Document Number	Revision Number	Endorsed by:	
002-DTM-VIII-2023	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 mendapatkan persetujuan pembimbing. 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 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 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 courses.*

### 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.*

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- Mahasiswa mendaftarkan Ujian Tesis 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.*



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## 6.2 Flow Diagram

