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

1. TUJUAN (*PURPOSE*)

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

2. RUANG LINGKUP (*SCOPE*)

Standard Operational Procedure (SOP) ini mencakup proses pelaksanaan ujian Proposal Tesis.

The Standard Operational Procedure (SOP) outlines the procedures for conducting Thesis Proposal Exam

3. DEFINISI (*DEFINITION*)

Pengerjaan tesis harus didahului dengan usulan tesis oleh mahasiswa. Usulan Tesis 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 must be 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 approval of the proposal, the student can proceed with the thesis research under the supervision of the Academic Supervisor.

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 telah menyelesaikan seluruh mata kuliah wajib

Active students who have completed all compulsory courses.

5.2. Mahasiswa Aktif yang sedang mengambil mata kuliah Proposal Tesis


Active students who are currently taking thesis proposal 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.
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 nilai di SIM Akademik
Students access their grades in SIM Academic.



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6.2 Flow Diagram

