

**STANDARD OPERATING PROCEDURE**

**DISSERTATION GUIDANCE**

**GRADUATE PROGRAM**

**STATE UNIVERSITY OF MALANG**



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**STANDAR OPERASIONAL PROSEDUR (SOP)**

1. **Purpose**

Set a standard for dissertation guidance for study programs within the Postgraduate Program of the State University of Malang

1. **Scope**

The scope of dissertation mentoring activities includes all stages of thesis/dissertation mentoring and dissertation Guidance Guidelines used in the Postgraduate Program Faculty of Social Science Universitas Negeri Malang.

1. **Distribution**

(1) Vice Dean I Faculty of Social Science Universitas Negeri Malang

(2) Vice Dean II Faculty of Social Science Universitas Negeri Malang

(3) Head of Study Program at Faculty of Social Science Universitas Negeri Malang

(4) Head of Sub Division of Faculty of Social Science Universitas Negeri Malang

(5) Academic Affairs at Faculty of Social Science Universitas Negeri Malang

(6) Lecturers of Study Programs at Faculty of Social Science Universitas Negeri Malang

1. **Definition**

(1) (A dissertation is an academic paper resulting from studies or research carried out independently with novelty for the development of science or finding new answers to scientific problems.

(2) Guidance is the provision of assistance, service, direction, advice, input, and academic consultation by the supervising Lecturer about preparing and writing a dissertation by students.

**5. Description SOP**

**Dissertation Guidance**

1. Students submit proposals for three names of dissertation supervisors.
2. The Study Program compiles a brief list of proposed dissertation supervisors.
3. The Head of the Study Program examines the data on the proposal for the dissertation supervisor. The requirements for the dissertation supervisor are as follows.
4. The supervisors have the qualifications and academic ability to guide doctoral candidates and have the task of mentoring.
5. The first supervisor of the dissertation is a permanent lecturer, having the academic position of Professor in the same scientific specialization or the same area as the student be mentoring.
6. Advisor II is a permanent lecturer Ps, with academic qualifications of Doctoral and functional position of Head Lecturer.
7. Supervisor III is a Ps lecturer, at least has the academic position of Lecturer, holds a Doctorate, and has expertise in the specialization studies of the students be supervised.
8. The head of the study program compiles a list of dissertation supervisors by considering the supervisor's requirements, student proposals, and the Lecturer's workload.
9. The Dean determines the dissertation advisory team based on the meeting results of the head of the study program, the first deputy dean, and the Lecturer of the study program.
10. The dissertation mentoring assignment letter that the Dean has approved is sent to all dissertation supervisors and students concerned

**Guidance Service**

The process of dissertation writing guidance is as follows.

1. Students compose a dissertation beginning with submitting a dissertation proposal whose eligibility goes through by the Dissertation Proposal Assessment Committee.
2. Students carry out regular and intensive consultations.
3. The dissertation guidance consultation process is recorded through the SIAKAD system for lecturers and students to monitor and guarantee service quality and as a condition for assessing the feasibility of the dissertation exam.
4. At the end of each semester, students report their dissertation progress to the head of the study program.
5. The process of writing a dissertation through guidance includes: (a) consultation with a supervisor to prepare a dissertation proposal (proposal), (b) a proposal seminar, (c) data collection, (d) data analysis, (e) writing a report, drafting a dissertation, (f) dissertation feasibility assessment, (g) dissertation examination, and (h) post-test dissertation improvement until completion/pass.

**Dissertation Preparation Process**

The following stages serve the preparation of the dissertation.

1. Research Methodology Lecture

Doctoral students take the Seminar on Research Studies and Analysis. The final project of this course is a research proposal for a dissertation.

1. Research Proposal Seminar

Seminar on Research Studies and Analysis, students must already have a topic of choice to be developed into a proposal that must present in class. The seminar is guided by teaching lecturers and gets input from classmates for improvement.

1. Consultation with Supervisor

To be completed the dissertation proposal, students must be consul with their supervisors on a scheduled basis.

1. Dissertation Proposal Seminar

If all supervisors approve the dissertation proposal, students can conduct a seminar by inviting other students. The seminar is declared valid or official if two supervisors and one examiner attend the seminar. For supervisors who are not present, they must provide an assessment of the dissertation document.

Supervisors who are not present must provide an assessment of their proposed product.

The procedure for conducting the seminar is as follows:

1. Students ask for approval to present the proposed dissertation to the supervisor and ensure the presence of the supervisor at the proposed seminar
2. Students register with the Head of the Study Program concerned no later than two weeks before the seminar.
3. Submit six copies of the proposed dissertation and approved by all supervisors to the Academic Affairs at Faculty of Social Science Universitas Negeri Malang.
4. Propose an invitation to the Head of the Study Program to be sent to all supervisors and non-supervisory and post them on the bulletin board available at Ps.
5. Please make a report on the results of the dissertation proposal seminar and submit it to the Academic Affairs at Faculty of Social Science Universitas Negeri Malang.
6. Data retrieval

Doctoral students may proceed to the data collection stage if they pass the oral and written qualifications (comprehensive exam).

1. Data Analysis and Report Writing

After data collection is complete, students immediately analyze the data and prepare a draft report.

1. Seminar on Research Results and Dissertation Feasibility Assessment

Doctoral program students write their dissertation drafts under the guidance of all their supervisors. After the writing is complete, with the approval of the three supervisors, the student submits a dissertation feasibility test by submitting one examiner in the field of study, not a supervisor.

1. Dissertation Draft Revision

After receiving input from the assessment seminar from the examiners, students revise the dissertation draft to produce a dissertation script ready to be tested in the dissertation exam.

1. Dissertation Exam

The dissertation examination is carried out if all supervisors have approved it.

1. Post-Exam Revision

After the exam is over, students are given time to improve their dissertation to produce a dissertation manuscript within the time limit determined by the examiner's board, guided by the applicable regulations.

1. Etc
2. Scope of Guidance

Students consult with their supervisors during the dissertation writing process until the post-test revision until the dissertation script is excellent.

1. Advisor Change

If the mentoring process problems arise, both academic and non-academic, students can propose changes to the composition of supervisors. Submissions are made in writing by explaining the reasons to be followed up by the Chairperson of PSSJ. The PSSJ chairman coordinates with the supervising Lecturer who is replaced or substituted and or the related Dean, later determined by the Director of Ps.

1. Monitoring

Students will be monitored continuously by their supervisors during the dissertation mentoring process to complete their studies on time; For this purpose, the BKP book is used. Suppose there is a problem and the student does not continue with the consultation. In that case, the Ps Director will call the student concerned to report the progress of his studies/writing his dissertation.

**Bagan 1. *Standard Operating Procedure* (SOP) Pembimbingan Disertasi Ps UM**



**PRASYARAT**