

**STANDARD OPERATING PROCEDURE**

**MONEV DISSERTATION EXAM**

**GRADUATE PROGRAM**

**FACULTY OF SOCIAL SCIENCE**

**UNIVERSITAS NEGERI MALANG**



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1. **Purpose**

Establish a standard for monitoring and evaluation of dissertation examinations for study programs within the Postgraduate Program of the State University of Malang

1. **Scope**

The scope monitoring activities for the dissertation examination include all stages of the evaluation and evaluation of the dissertation examination and the dissertation examination guidelines used in the Postgraduate Program of the State University of 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**

Monitoring the dissertation exam is an activity to assess the implementation of the dissertation exam carried out by supervisors and examiners to assess the academic mastery of doctoral students regarding the content of the dissertation they have written and assess the ability of students to defend the views and opinions of the refutation of the examiner board.

**5. SOP Description**

***Dissertation Examination Submission Procedure:***

1. The supervising lecturer approves to carry out the thesis or dissertation examination.
2. The Study Program Coordinator negotiates the timing of the examination and the determination of the members of the examiner's board. The board of examiners for the dissertation consists of three promoters (the examiner in the field of study, the examiner in education, and one outside the State University of Malang).
3. The study Program Coordinator contacted each assigned examiner to ask for their willingness as a member of the examiner board.
4. Students Submit dissertation manuscripts that have been typed following the Guidebook for Writing Scientific Papers. Dissertations for the board of examiners and one for archives in academic affairs
5. Students submit their application for and approval of the dissertation examination to academic affairs to be processed to make invitations for the examination, minutes of examinations, examiners' attendance lists, and score forms.
6. Academic Affairs sends invitations and dissertation manuscripts to the board of examiners.
7. The announcement of passing the exam, without the value, is notified to the person concerned after the exam is finished. Students who do not pass are allowed to repeat the exam.
8. Academic Affairs processes the minutes after the dissertation exam.
9. Completeness of student graduation in the dissertation examination is stated by submitting hardcopy and softcopy of the dissertation, articles for scientific publications and abstracts in Indonesian and English versions to the Director through Academic Affairs.
10. If the student has not completed the revision of his dissertation by the time specified, the Vice Dean I consults with the Head of the study program or invites a limited meeting of the Examiner Board to determine the re-examination or cancellation of graduates.

**Chart 1. Standard Operating Procedure (SOP) for the UM Masters Dissertation Exam**

**ACTIVITY**

IMPLEMENTATION

**PRECONDITION**

Prepare an exam application form

Academic Affairs





The supervisor gives written consent for the exam

Supervisor





Submit a test application min. 2 weeks pre-exam

Dean via Head of Study Program



The Head of Study Program contacted and asked for the willingness of 6 members examiner board

Submit dissertation manuscripts, submit application and exam approval

student





Process and send dissertation invitations & manuscripts

Academic Affairs





Dissertation exam

• Board of Examiners

* Student
* Academic Affairs



Announce post-exam related matters

* Academic Affairs
* College student





Carry out post-exam activities: revise, consult with the board of examiners for improvement of the post-exam dissertation



• Board of Examiners

* student