	<b>ENVIRONMENTAL SCIENCE POSTGRADUATE PROGRAM MAJOR</b>	<b>Document Level: Procedure Manual</b>	<b>Code: DPM.GJM.FST.UNDANA.13.22</b>
<b>Title : Thesis Examination Procedure Manual</b>		<b>Date issued: April 1, 2016</b>	
<b>Area : Quality Assurance Cluster</b>		<b>Revision: 0</b>	

### I. Purpose and Definition

The purpose of this thesis examination procedure manual is:

1. Provide guidelines to related parties regarding thesis examination procedures for Undana Postgraduate Program students.
2. To improve the efficiency and effectiveness of services and the process of conducting thesis examinations for Undana Postgraduate Program students.

Some of the definitions contained in this student thesis examination procedure manual include:

1. Thesis is a written work based on a research result that uses scientific methods or procedures required for master's level students in order to complete their studies.
2. Thesis examination is an examination that must be taken by S2 level students to account for their papers / theses as a prerequisite for completing education in the master program
3. Thesis supervisors are lecturers who guide the preparation of the student's final project/thesis, with a title of at least lector and or have a master's or doctoral degree determined by the study program based on scientific competence.
4. Thesis examiners are lecturers who test student research papers / theses, with a position of at least lector and or have a master's or doctoral education determined by the study program based on scientific competence.
5. The thesis examiner team is a team of lecturers who test the student's research paper / thesis in the thesis examination. This team consists of 3 people, namely 2 thesis supervisors and 1 thesis examiner.

### II. Related Parties

The parties involved in the implementation of this study program exam are :

1. Student
2. Thesis Supervisor
3. Thesis examiner
4. Head of Study Program (Kepro/Sekjur)

### III. Reference

The references used in the preparation of this study program exam procedure manual are:

1. Mechanisms and technical procedures for Undana academic administration Book I (BAAKPSI-Undana, 2000)
2. Undana Rector Regulation No. 520/PP/2012 concerning Norms and Benchmarks for the Implementation of Education at Undana (Undana, 2012)

### IV. Scope

The scope of the implementation of study program examinations in the Postgraduate Program includes:

1. Request for thesis supervisor approval letter for thesis examination by students if the thesis writing consultation has been declared complete by the thesis supervisor.
2. Making a request letter for thesis defense to the Head of the study program by the student.
3. Submission of a certificate of approval for the thesis examination from the thesis supervisor, a letter of application for the thesis examination from the student, and other thesis examination completeness files to the study program.
4. Verification of student study program exam documents by the study program leader.
5. Determination of the schedule and lecturers of the thesis examining team by the head of the study program.
6. After that, a letter of willingness to test the thesis exam was submitted by the head of the study program to all members of the thesis examining team.
7. Preparation of the administration files for the thesis examination by the head of the study program.
8. The thesis examination is conducted according to the thesis examination schedule by the student and the examining team.
9. Assessment exam thesis by team examiners thesis (Instruction Work Instructions : Assessment Thesis examination/DPM.GJM.FST.UNDANA.13.22.1)
10. Announcement of the thesis examination results and submission of the deadline for thesis improvement by the examining team.
11. Determination of the master's examination judgement by the Head of the study program based on the results of the thesis examination assessment from the examiner team.
12. Sending the Minutes of the Master Examination Judicium to the Postgraduate Program by the Study Program Leader.

### V. Mechanism and Procedure

The mechanism and procedure for conducting thesis examinations at the Undana Postgraduate Program are as follows:

1. After the thesis supervisor verbally states that the thesis writing consultation has been completed, students ask the thesis supervisor to make a certificate of supervisor approval for the thesis examination.
2. Students make a personal letter of application for thesis examination to the Chairperson of the study program and prepare other thesis examination files, namely:
  - a) Photo copy of SPP receipt for the last semester (current semester)
  - b) Evidence of SK 3 activities issued by the Assistant Dean for Student Affairs
3. Students submit thesis examination documents consisting of a certificate of approval of the

supervisor for the thesis examination, a personal letter of application for the thesis examination and other thesis examination files to the study program.

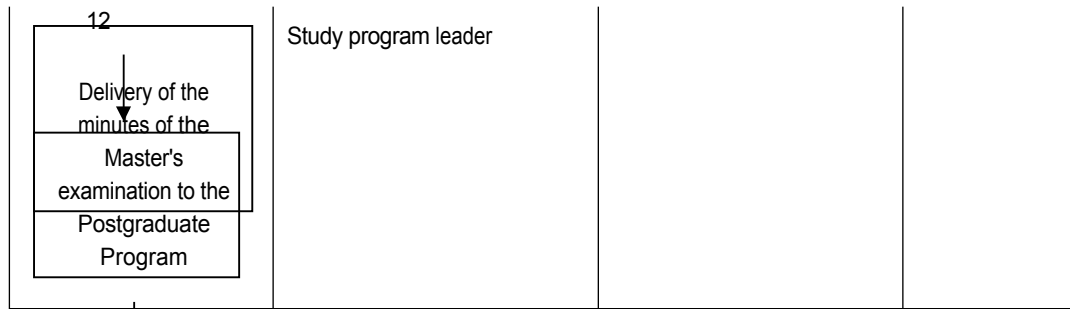
4. The head of the study program verifies all thesis examination documents of the student concerned, in addition to checking whether all courses in the student's program have been passed with a GPA >= 2 and whether all the student's academic administration requirements in the study program have been fulfilled.
5. The head of the study program then sets the schedule for the thesis examination and the lecturers of the thesis examination team.
6. Furthermore, the Head of Study Program makes and sends a letter of willingness to test the thesis examination to the lecturers of the thesis examination team of the student concerned.
7. The Head of Study Program then prepares the administrative files for the thesis examination, which include
  - a) Minutes of Thesis Examination
  - b) List of Thesis Examination Grades
  - c) List of Recapitulation of Thesis Examination Grades
  - d) Minutes of the Master Examination Judicium
  - e) List of Thesis Improvements
  - f) Transcript of Temporary Grades of Relevant Students.
8. The thesis examination is held according to the thesis examination schedule and must be attended by students and all lecturers of the thesis examination team.
9. The thesis examination examiner team grades the thesis examination (Work Instruction: Assessment of Thesis Examination/DPM.GJM.FST.UNDANA.13.22.1).
10. The examination team announces the results of the student's thesis examination and the thesis improvement period, which is for 3 months if the improvement exceeds the specified limit, the student's thesis examination pass is canceled and classified as a student who fails his thesis examination. Furthermore, for those who fail, the examining team is obliged to submit the thesis re-examination requirements, namely:
  - a) Students who fail are allowed to retake the exam up to 2 times during the permitted study period.
  - b) Re-examination is conducted no later than 3 months after the previous examination.
  - c) Students who fail after 2 times are required to submit a new final project / thesis to be tested again within the allowed study time.
11. The Head of the Study Program determines the Minutes of the Judicium of the Masters Examination of the student concerned based on the results of the thesis examination from the thesis Examination Team.
12. The Head of the Study Program sends the Minutes of the Judicium of the Masters Examination of the student concerned to the Postgraduate Program.

## VI. Flow Chart

The flow chart for the implementation of thesis examinations in the Undana Postgraduate Program is as follows:

Activity Flow	Person in Charge	Required documents	Explanation
Start			
1 ↓ Mail request Description lecturer approval thesis supervisor for thesis defense	Student		
2 ↓ Preparation of personal letter for thesis examination and preparation of other thesis examination documents	Student	1. FC of last tuition receipt 2. Evidence of activity SK 3	
3 ↓ Submission of student thesis examination documents	Student		
4	Study Program Leader	1. Letter Description approval thesis s supervisor for thesis defense 2. Personalized application letter for thesis defense 3. FC of the last tuition receipt 4. Evidence of SK 3 activities	
Verification of student thesis examination documents	Head of Study Program	1. Letter information approval thesi s supervisor for thesis defense 2. Personalized application letter for thesis defense 3. FC of the last tuition receipt 4. Evidence of SK 3 activities	
5	Study Program Leader		
Determination of the schedule and lecturers of the Prodi examination team	Study Program Leader		

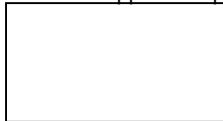
<p>6 ↓ Preparation and delivery of letters of willingness to test to thesis examiners</p> <p>7 ↓</p>		Letter of willingness to test thesis	
Activity Flow	Person in Charge	Required documents	Explanation
<p>7</p> <p>Preparation of thesis defense administration files</p>	Study program leader	<p>1. Minutes of the master examination</p> <p>2. List of thesis defense grades</p> <p>3. Grade recapitulation list master examination</p> <p>4. Minutes of examination judicium master</p>	
<p>8</p> <p>Execution of thesis defense</p>	Examiner Team Student	<p>5. List of thesis corrections</p> <p>6. Temporary transcript</p>	
<p>9</p> <p>Assessment of thesis defense</p>	Examiner Team		
<p>10 ↓</p> <p>Announcement of thesis defense results</p>	Testing team		
<p>11</p> <p>Determination of the minutes of the master examination judicium</p>	Head of study program	<p>Thesis examination results</p> <p>Minutes of examination judicium master</p>	



**VII. Attachments**

The appendices contained in this thesis examination procedure manual are:

1. Certificate of approval for thesis examination from thesis supervisor
2. Thesis application personal letter



3. List of recapitulation of setis exam scores
4. Minutes of the Magister examination judicium
5. Work Instruction: Thesis Exam Assessment (DPM.GJM.FST.UNDANA.13.22.1)



**Appendix 1.**

**CERTIFICATE**

Number: \_\_\_\_\_

The undersigned thesis supervisor of the student an .....explains that :

Name : .....

NIM : .....

Semester : .....

Study Program : .....

has completed the thesis writing consultation entitled:

.....

..... on the date of

..... and approves the person to apply for

thesis examination application.

Thus this certificate is given to the person concerned to be used properly.

Supervisor I

(.....)

NIP.....

Kupang,

Supervisor II

(.....)

NIP. ....

**Appendix 2.**

Attachment :  
Number : 1 clasp  
Subject : Thesis  
To : examination  
To : Head of Study Program  
..... at  
Place

With respect, I hereby inform you that the writing of my thesis entitled:

.....

..... has been completed and is ready to be tested. In connection with the above, please help and be willing to give me the opportunity:

Name : .....

NIM : .....

Semester : .....

To take the thesis examination on the date ..... located at..... For your consideration, I hereby attach the following materials:

1. Approval letter from first and second supervisor
2. SK3 certificate
3. Copy of SPP receipt for the last semester (current semester)

Thus my request for your attention and willingness is thanked.

Kupang,.....

Applicant,

.....

Appendix 3.



MINISTRY OF EDUCATION AND CULTURE NUSA  
 CENDANA UNIVERSITY  
 POST-GRADUATE PROGRAM  
 PRODI .....  
*Jl. Adisucipto - Penfui Kupang . Tlp. (0380) 881597*

Program : Postgraduate  
 Study Program : .....  
 Semester : .....  
 Year : .....  
 Month : .....

No.	Name NIM	Semester	Thesis Title	Advisor	Tester	Day/Date	Hou rs	Space	Ket.

Kupang,  
 Head of  
 Department

**Appendix 4.**

(.....)  
NIP. ....



MINISTRY OF EDUCATION AND CULTURE NUSA  
 CENDANA UNIVERSITY  
 POST-GRADUATE PROGRAM  
 PRODI .....  
 Jl. Adisucipto - Penfui Kupang . Tlp. (0380) 881597

Attachment : ...../UN.15.17. ....../PP/20.....  
 Number : 1 (one) sheet  
 Subject : Willingness to Test Thesis

To : Dear Mr./Mrs./Sdr..... at  
 Kupang

In connection with the implementation of the Master Program Examination Undana Postgraduate Program  
 which  
 will be implemented on :

Day/Date : .....  
 Hours : .....  
 Place : .....

then herewith requested the willingness of Mr / Mrs / Br to test the final project / thesis of the student below:

Name : .....  
 NIM : .....  
 Thesis Title : .....

Thus our request for your attention and willingness is thanked.

Kupang,.....  
 Head of Study  
 Program,  
 (.....)  
 NIP. ....



MINISTRY OF EDUCATION AND CULTURE NUSA  
CENDANA UNIVERSITY  
POST-GRADUATE PROGRAM  
PRODI .....

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*Jl. Adisucipto - Penfui Kupang . Tlp. (0380) 881597*

**MINUTES OF THESIS  
EXAMINATION**

On this day ....., date....., month....., year.....,  
located at ..... room, Study Program.....Postgraduate Program, Nusa Cendana University,  
a complete Masters Examination has been held for students:

Name : .....

NIM : .....

Study Program : .....

Thesis title : .....

Mentored by :

1. ....

2. ....

The examination was conducted by a team of examiners consisting of :

Chair : .....

Member :

1. ....

2. ....

Thus this Minutes is made in accordance with the actual circumstances.

Kupang,  
Chairman of the  
Examination Team,  
  
(.....)  
NIP.....



MINISTRY OF EDUCATION AND CULTURE NUSA  
 CENDANA UNIVERSITY  
 POST-GRADUATE PROGRAM  
 PRODI .....  
 Jl. Adisucipto - Penfui Kupang . Tlp. (0380) 881597

**THESIS DEFENSE SCORE LIST**

Name : .....

NIM : .....

Study : .....

Program

Based on the assessment indicators of the thesis examination and external accountability, the grades are given as follows

The following:

No.	Assessment Indicator	Percentage Weight	Score	Value
1.	Content/Material	3 (30)		
2.	Methodology	2 (20)		
3.	Language	2 (20)		
4.	Accountability	3 (30)		
	Total			

Kupang, .....

Tester,

(.....)

NIP. ....

MINISTRY OF EDUCATION AND CULTURE NUSA CENDANA  
UNIVERSITY  
POST-GRADUATE PROGRAM  
PRODI .....

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*Jl. Adisucipto - Permai Kupang . Tlp. (0380) 881597*

**LIST OF RECAPITULATION OF THESIS DEFENSE GRADES**

Name : .....

NIM : .....

Study Program : .....

No.	Name of Examiner	Position	Value	
			Figure s	Letter
1.		Chairman of the		
2.		Examination		
3.		Team Member		
		Member		
Total				
Average Thesis Grade				
Cumulative SKSN				
Cumulative GPA				

Kupang, .....  
Chairman of the  
Examination Team  
  
(.....)  
NIP.....

Member

1. ....  
NIP. ....  
2. ....



NIP. ....





**MINUTES OF UNDERGRADUATE EXAMINATION JUDICIUM**

On this day ....., Date ....., Month ....., Year ..... based on the results of the meeting of the examining team for the Master of Study Program Postgraduate Program, University of Nusa Tenggara

Sandalwood against exemendus:

Name : .....  
 NIM : .....  
 Study Program : .....  
 Thesis Title : .....

SIGNED

PASS/NOT PASS\*) with Cumulative GPA: .....

Duration of Study : .....

Predicate : *sufficient / satisfactory / very satisfactory / with honors*

Find out Kupang, .....

Master Examination Committee

Director/Deputy Director I

Chair


(.....)

(.....)

NIP. ....

NIP.....

No	Name	Position	Signature
1		Chairman of the Examination Team	
2		Member	
3		Member	

	<b>ENVIRONMENTAL SCIENCE POSTGRADUATE PROGRAM MAJOR</b>	<b>Document Level: Work Instruction</b>	<b>Code: DPM.GJM.FST.UNDANA.13.22.1</b>
<b>Title : Thesis Examination Assessment Work Instruction</b>		<b>Date issued: April 1, 2016</b>	
<b>Area : Quality Assurance Cluster</b>		<b>Revisio n: 0</b>	

#### I. Destination

The purpose of the thesis assessment work instruction is:

1. As a guideline for the thesis examiner team in conducting the thesis examination assessment.
2. Provide convenience for the thesis examiners in conducting the thesis examination assessment.

#### II. Definition

Some definitions contained in this thesis examination assessment work instruction include:

1. Thesis examination is an examination that must be taken by master level students to account for their papers/theses as a prerequisite for completing education in the master program.
2. Thesis examination assessment is an act of giving value to the material, methodology, language and accountability components of the scientific work of the student's final research / thesis in the context of completing student studies at the Masters (S2) education level.

#### III. Scope

The scope of this thesis assessment work instruction starts from receiving the thesis examination administration file from the Head of Study Program, giving an assessment of the thesis examination components, recording thesis examination grades, decision-making meetings if there is a difference in grades > 20, determining the passing grade of the thesis examination, announcing the results of the thesis examination to submitting a list of thesis examination grades to the Head of Study Program.

#### IV. Work Instructions

1. The work instructions for the examination team in assessing the thesis examination are as follows:  
The head of the examination team receives the student's thesis examination administration file from the Head of the study program.
2. Each examining lecturer provides an assessment of the thesis examination components with the following formulation:

Components: A = Content/Material Value B = Methodology Value C = Language Grade D = Accountability Score Value = $0.3 \times A + 0.2 \times B + 0.2 \times C + 0.3 \times D$
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3. After giving an assessment, each examining lecturer submits the score to the head of the examining team to be recapitulated.
4. If there is a difference in scores of more than 20 (on a scale of 0 - 100) then the score is reviewed and discussed between the chairman and members of the examination team.
5. The examination team determines the passing grade of the thesis examination as shown in the following table:

Thesis Exam Score/Range Table

Score/Value	Follow-up
A ( $\geq 80$ )	Determined without correction
B ( $\geq 70$ )	Determined to pass with improvement
C ( $\geq 60$ )	Determined to make improvements to be retested
D ( $< 60$ )	Determined to be researched

6. The examination team announces the results of the student's thesis examination in front of students
7. The examining team then submits the thesis examination score list to the Head of Study Program.