

STANDARD OPERATIONAL PROCEDURE FOR THE THESIS FINAL EXAMINATION BACHELOR OF AGRIBUSINESS FACULTY OF AGRICULTURE UDAYANA UNIVERSITY

I. GENERAL

1. The Thesis Examination The session must be carried out by students of the Agribusiness Study Program as the last part of completing their studies.
2. Students can hold a thesis examination session if they have passed the Research Proposal Seminar and Research Results Seminar.
3. The schedule for the thesis exam is determined by the BoA Coordinator.
4. The thesis examination session was attended by the chairperson of the session and three examiners.

II. REGISTRATION OF EXAM SESSIONS

1. Session registration can be done during campus operational hours.
2. Students prepare trial requirements consisting of:
 - a. Information has carried out research
 - b. Approval of the thesis manuscript worthy of testing
 - c. Proposal letter for thesis trial schedule
 - d. Proof of UKT Paid Certificate
 - e. Transcripts
 - f. Guidance card for final project completion
 - g. Student Card
 - h. log book
 - i. Passport photo
 - j. Library Free Certificate
 - k. The name of the examiner at the seminar on proposals and research results
3. Requirements that are complete, containing signatures and stamps, the names of supervisors and examiners at the time of the proposal seminar, and seminar results are sent in pdf format via email to agribusiness@unud.ac.id.

4. If the file is declared complete, the Coordinating Study Program will process the registration and provide a schedule of exam sessions and examiners (chair of the session and members).
5. If the file is incomplete, the student must complete it again and send it back.
6. After receiving the trial schedule, students must confirm the willingness of the appointed examiners.
7. If all testers are willing, students are welcome to complete the Willingness to Test Form (complete with the signatures of the examiners, BoA Coordinator, and the contents of the study program stamp) and send it back via email to agribusiness@unud.ac.id.
8. If an examiner is unable to attend, the student reports this to the Coordinating Study Program, and the Coordinating Study Program will provide a replacement examiner lecturer.
9. If the supervisor is unable to attend, the student will report this to the Coordinating Study Program, and the Coordinating Study Program will provide a new schedule.
10. The completeness of the thesis examination session, which consists of an invitation letter, attendance list, minutes, grade form, and statement of correction of the thesis manuscript prepared by the TU section while the draft of the thesis manuscript is prepared by students.
11. The draft of the thesis manuscript and invitation letter are submitted to the examiners no later than one week before the examination session.

III. EXAM IMPLEMENTATION

1. One day before the implementation of the student trial, it is mandatory to inform the examiners about the schedule for carrying out the thesis examination session.
2. The thesis exam session is held offline (offline), which takes place in the Agribusiness Study Program Meeting Room.
3. Examination sessions can be conducted online if something happens that does not allow the trial to be held offline.
4. Students prepare the exam trial files that have been prepared by the TU and place them in the courtroom.
5. Terms of dress for students going to the seminar:

- a. White shirt
 - b. Black skirt (for women) and trousers (for men).
 - c. Black bow tie (women) and black long tie (men).
 - d. Wearing an almamater coate.
 - e. Black loafers.
 - f. Neat hair (men's should not be long)
6. 6. The head of the session ensures the equipment and completeness of the trial and regulates the course of the examination session.7. The thesis exam session is held in 120 minutes, with the time division as follows:
- a. Part one: students present a summary of their thesis via PowerPoint with a maximum time of 25 minutes.
 - b. Part two: the thesis review is carried out through questions, clarifications, confirmations, and suggestions or inputs from the examiners within 80 minutes.
 - c. Part three: examiners convene to determine student graduation (prospective graduates), and the chairman of the assembly recaps the scores of all examiners and enters them into the Minutes of Session within 5 minutes.
 - d. Part four: the chairman of the assembly announces the results of the thesis exam session, closing the session, and students are given the opportunity to convey impressions and messages regarding the lecture process and study program development within 10 minutes.

IV. EVALUATION

1. The assessment in the thesis examination is in accordance with the assessment provisions contained in the Assessment Form.
2. Passing the thesis trial is determined by three (3) criteria, namely:
 - a. Criterion 1: passed without repairing the thesis manuscript
 - b. Criterion 2: pass with repair of the thesis manuscript.
 - c. Criterion 3: does not pass and must repeat the thesis exam
3. Students who are declared to have passed with revisions to their thesis manuscripts are given a maximum of one month to revise their thesis drafts and then consult

again with the examiners until the improvements are approved (get signatures) from all examiners.

4. If within one month the student cannot revise according to the direction of the examiners, then the student must repeat the thesis examination session with the same procedure.
5. Students who are declared not to have passed are required to repeat the examination session according to the agreement of the Coordinating Study Program.

BoA Coordinator

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