

 <p>DEPARTMENT OF MATHEMATICS EDUCATION UNIVERSITAS PENDIDIKAN</p>	<p>DOCUMENT-LEVEL DEPARTMENT</p>	<p>CODE: POB-DEPDIKMAT 003</p>
<p>TITLE: Final Defence</p>		<p>Issued date: February 2020</p>
<p>AREA : ACADEMIC ADMINISTRATION</p>		<p>Revision : 01</p>

STANDARD OPERATING PROCEDURE FINAL DEFENCE

A. RATIONAL

The final defense is a form of oral examination by a team of examiners that all undergraduate program students must follow as a final evaluation to determine the eligibility of the student's graduation from the undergraduate program.

The grids for the trial exam are statements about the scope of the trial exam material to fulfill the minimum requirements for a bachelor's knowledge by the expected competencies.

B. LEGAL BASIS AND REFERENCE

1. UUD No. 12 of 2012 concerning Higher Education Standards
2. Presidential Regulation No. 8 of 2012 concerning the Indonesian National Qualifications Framework (KKNI)
3. Permenristek Dikti No. 44 of 2015 concerning National Higher Education Standards (SNPT)
3. Government Regulation No. 15 of 2014 concerning Stausta UPI PTNbh.
4. UPI Strategic Plan 2021-2025
5. UPI Academic Guidelines for the year concerned
6. UPI Academic Calendar of the year concerned

C. SCOPE:

1. Requirements in final defense.
2. Trial test tester.
3. Procedures for the implementation of the trial test.

D. PURPOSE

These standard operating procedures include:

1. Explain the student requirements to be able to take the trial exam
2. Explaining the procedure for conducting the trial exam

E. DESCRIPTION OF STANDARD OPERATIONAL PROCEDURES

Requirements to take the trial exam:

- a. Have passed all compulsory and elective courses, as evidenced by the validation of the grade form by the Academic Supervisor or Head of the Study Program.
- b. Elective courses are taken by the provisions of the curriculum.
- c. The number of credits that have passed is by the minimum number of credits that must be taken based on the curriculum load minus the thesis credits.
- d. The value of all courses taken is complete with a GPA > 2.50 (already included in points 1-3)
- e. Have paid the UKT fees until the current semester.
- f. Has completed writing the thesis and has been approved by all supervisors.
- g. Obtaining a letter of approval for the trial exam from the Supervisor and Academic Supervisor.
- h. Register as a trial examiner at the authorized officer at the Faculty by attaching proof of requirements (points 1 to 7) and completing the administration that the Faculty has determined.

Examiner:

There is a maximum of three trial examiners. The two examiners are lecturers outside the supervisors determined by the Head of the Department by considering the field of expertise.

Final defense Procedure:

1. Students register to take the final undergraduate examination to the Faculty by taking the registration form for the trial examination at the Division of Academic and Student Administration by recording their Name, NIM, Study Program, Department in the book "Taking the Trial Examination Form."
2. Students enter personal data as prospective trial participants (Name, NIM, Study Program, Strata) in the online trial application.
3. The completed registration form is checked and approved by the academic Supervisor, then signed by the Secretary of the Department and the Head of the Department to be returned to the Division of Academic and Student Administration no later than 7 (seven) days before the final defense
4. Students submit:
 - 2 (two) copies of the last diploma,
 - 2 (two) photocopies of the current semester UKT proof of payment receipt,
 - 2 (two) photocopies of KTM,
 - Black and white photo size 3 x 4 (8 sheets), 4 x 6 (3 sheets) printed on doffing papers; men in shirts, ties, and suits; women in kebaya and bun; veiled women both shoulders must be visible (not covered by the hijab), and
5. Students pay the graduation fee no later than 7 (seven) days before the trial.
6. Students fill in biodata, parental data, personal values (grades, date/month/year of graduation), time (trial plan, beginning of the thesis, beginning of lecture), abstract, thesis title, and Supervisor in the online trial application,
7. Students submit a thesis draft that the Supervisor has approved to the Department. Not later than 10 (ten) days before the trial examination.
8. The Dean makes a decision letter regarding the composition of the examination committee and examiner team for each examinee of each Department. The examiner team of each examinee is prepared based on the proposal from the Head of each Department. Each examiner receives an invitation from the Dean to carry out his duties by the stipulated time.
9. The Division of Academic and Student Administration prepares the documents for the trial examinees and the Minutes of the Examination.
10. Implementation of the exam:

- The Department prepares the necessary equipment for the conduct of the final defense.
- The chair of the trial exam controls the time of the exam so that it can take place within a maximum of 2 (hours) for each student taking the exam, consisting of presentations by students, questions and answers regarding thesis material, and other relevant (comprehensive) material as an indicator of competence by the grid.
- The Examiner Team provides an assessment of mastery of the material by the provisions imposed by the Department and determines the decision on the exam results.

11. Determination of test results:

- After the trial exam, each examiner fills out and provides an assessment format for the exam results to the Head of the Department through the trial exam committee.
- The Examiner Team agrees on the exam results openly without the presence of the students being tested.
- Rating conditions:
 - Assessment is done on a scale of 4.
 - The scores from the testing team are processed according to the applicable provisions to determine the judicial value.

The head of the trial exam conveys the trial exam results to students through judicial activities, which are carried out after the overall exam activities are completed. The criteria for determining student graduation are based on the UPI curriculum guidelines, namely:

- 3,51 – 4,00 cum laude**
- 3.01 – 3.50 very satisfactory**
- 2.50 – 3.00 satisfactory**
- < 2.50 did not pass**

Cum laude requirements: (1) not transfer or advanced, (2) study period on time (maximum eight semesters), (3) without any repeated courses

- a. Students who do not pass the trial examination have a maximum of two re-examination opportunities.

- b. A student who does not attend without an apparent reason when the trial results are announced; if he passes, his graduation announcement is postponed until the subsequent trial is held.
- c. The test scores and student thesis are entered into the online trial application by the head of each study program.

12. Submission of minutes of trial examination:

- a. The Chief Examiner submits the minutes of the trial examination to the Department through the officer
- b. The TU staff then submitted the files and minutes of the trial to the Academic and Student Administration Section for further processing.
- c. The staff of the Academic and Student Administration Division re-examines all student scores. If the value calculation is appropriate, then the temporary transcript will be signed by the Deputy Dean for Academic Affairs and accompanied by the Faculty's seal.
- d. Staff of the Academic and Student Administration Division made graduation report to the Academic Directorate.
- e. All temporary transcripts that have been completed, accompanied by 1 (one) copy of the latest diploma and eight black-and-white photographs measuring 3 x 4 cm for each student, are then submitted to the Academic Directorate.

13. Submission of thesis:

- a. The student shows the result of the thesis that has been corrected according to the examiner's advice no later than two weeks after the final exam date to the examiner.
- b. The Examining Lecturer gives initial approval through the control sheet that has been provided or provides suggestions that are still needed.
- c. Students reproduce their thesis prints with predetermined colors and types of covers, namely dark blue and soft or hardcover types.
- d. The supervising lecturer and the Head of the Department signed the thesis approval sheet.
- e. Students submit all the requirements set by the Faculty to obtain a temporary graduation certificate

- f. Suppose the student does not submit the revised thesis until 3 months after the exam date. In that case, the Head of the Department cancels the exam results by signing the Minutes of Cancellation of Session Test Results and submits it to the student concerned and the Examining Lecturer.

14. Issuance of provisional graduation certificates and provisional transcripts:

After being declared pass, the student must submit the following requirements:

- a. Central library free letter,
 - b. Free letter from FPMIPA UPI curricula,
 - c. Free laboratory letter from each Department,
 - d. Certificate from the Head/Secretary of the Department;
 - e. 1 (one) CD containing a complete thesis file in PDF format,
 - f. Update the Profile of Graduates in the Division of Academic and Student administration,
- and All requirements of points (a) to (e) are submitted to the Division of Academic and Student Administration of FPMIPA UPI

When all administrative requirements have been completed, the Academic and Student Administration Section staff prints a temporary graduation certificate and a brief transcript of grades equipped with a letter-number.

- a. Temporary graduation certificates and temporary transcripts are then ratified by the Dean/Vice Dean for academic and student affairs at FPMIPA UPI and affixed with the Faculty stamp.
- b. Students who take temporary graduation certificates and temporary transcripts write their identity as proof of receipt in the book provided by the Academic and Student Administration Section of FPMIPA UPI.
- c. If the student does not complete all/part of the requirements above, then at graduation, the person concerned will not receive a diploma/deed/transcript of value.

