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TITLE	THESIS EXAMINATION		ISSUED DATE 18 February 2010
AREA	ACADEMIC FIELD		NO. REVISION:-

## **PROCEDURE MANUAL THESIS EXAMINATION**

### **AIMS**

This student thesis examination procedure manual aims to provide an explanation to related parties regarding the procedure for undergraduate thesis examinations at the Department of Chemistry, FSM, Diponegoro University.

### **DEFINITION**

Thesis exam is carried out to determine the graduation of students who take the TR-2 course. Prerequisites for the Examination / Thesis Session can be carried out if the student has finished compiling the TR-2 Report (Thesis) which is approved by the supervisor. The Research Assignment Examination (TR-2) is held at the Department level and its implementation is managed by the Research Coordinator.

### **PROCEDURE**

1. Students register with the Coordinator of the Examination/Research Assignment Session.
2. The Coordinator of the Examination/Research Assignment Session determines the place and time as well as the implementation of the exam and the examiner team.
3. The department makes an invitation letter to all examiners
4. Examiners receive Exam Invitation and Thesis Exam Draft
5. Students are present at the time and place that have been determined, according to the invitation
6. The Head of the Exam takes the minutes and exam files in the department
7. The examiner is present at the time and place that has been determined, according to the invitation
8. Implementation of the Exam Opened by the Deputy of the Department
9. The exam is led by the exam chairperson and assisted by the exam secretary
10. Students present Thesis Materials/Research Assignments
11. The Examiner Team provides thesis exam material, students provide arguments both orally and in writing
12. The meeting to determine the graduation of research assignments is chaired by the head of the examination
13. The testing team signs the minutes of the research assignment/thesis exam
14. Closing of the thesis exam by the department representative
15. The Head of the Examination submits the minutes and exam files to the department

KIM-09-01





## REFERENCE

1. Diponegoro University Academic Regulations (Regulation of Chancellor 364/PER/H7/2009.)
2. Determination of the Undergraduate Curriculum for the Chemistry Study Program at the Faculty of Mathematics and Natural Sciences, Diponegoro University (Regulation of the Chancellor 054/PER/H7/2009)

## FLOW DIAGRAM

No.	Activities	Involved Parties					Time	Document
		Mhs	Research Coord.	interpr eter san	Chie f of Exa mine r	Exa mine r		
<b>Research Task I</b>								
1	Students register for the Research Assignment Examination (Thesis) to the Research Task Coordinator through the department's administration officer.						30 minutes	a. Thesis b. Exam Eligibility Certificate c. Transcripts d. TOEFL Certificate e. Laboratory Free Letter f. Research logbook
2	The TR Coordinator determines the Examiner, Place and Time of the Exam.						A maximum of one week from the time of registration	a. Research Assignment Registration Form I b. Copy of KRS c. Copy of KHS
3	The department makes an invitation letter to all examiners						30 minutes	a. Research Assignment Exam Invitation b. Thesis Draft

4	Examiners receive Exam Invitation and Thesis Exam Draft						Invitations are accepted at least 1 week before the exam	a. Research Assignment Exam Invitation b. Thesis Draft
5	Students are present at the time and place that have been determined, according to the invitation							a. Examiner Value Form I b. Exam Minutes
6	The Head of the Exam takes the minutes and exam files in the department							Exam files and minutes
7	The examiner is present at the time and place that has been determined, according to the invitation							
8	Implementation of the Exam Opened by the Deputy of the Department						5 minutes	
9	The exam is led by the exam chairperson and assisted by the exam secretary							
10	Students present Thesis Materials/Research Assignments						10 minutes	Draft script
11	The Examiner Team provides thesis exam material, students provide arguments both orally and in writing						20 minutes each	Draft script

12	The meeting to determine the graduation of research assignments is chaired by the head of the examination						5 minutes	Scoring form
13	The testing team signs the minutes of the research assignment/thesis exam				N	Y		Assessment Form and exam minutes
14	Closing of the thesis exam by the department representative							Scoring form
15	The Head of the Examination submits the minutes and exam files to the department							Assessment Form and exam minutes

## ATTACHMENT

### I. Provisions:

1. Have completed all compulsory courses and the minimum number of credits is 141 credits with a GPA > 2.00 without grades D and E.
2. Certificate of Eligibility for Thesis Examination at the laboratory level.
3. Submit six thesis drafts signed by all supervisors in a yellow stopmap.
4. Submit: Free letter from the laboratory in the Department of Chemistry (and from other institutions if using facilities at the institution), and a transcript that has been approved by the Guardian Lecturer.
5. TOEFL certificate minimum 400
6. The Examiner Team is determined with the following composition:
  - a. Examiner 1 (Advisor 1 as Chief Examiner)
  - b. Examiner 2 (Supervisor 2 as Examiner Secretary)
  - c. Examiners 3, 4 and 5 are determined by the Research Task Coordinator, taking into account the appropriate field of science and the workload of the chemistry lecturer in the current semester.
  - d. One of the examiners [3, 4, 5] with the highest rank as a department representative
7. Implementation of the thesis exam
  - a. The exam committee consists of 5 examiners including Advisor I (Examiner and Head of Exam) and Advisor II (Examiner and Secretary of Exam)
  - b. The maximum time for the undergraduate exam is 2 hours, the presentation is approximately 10 minutes, each examiner is given 20 minutes to test, and the opening, meeting and closing are 10 minutes.
  - c. Assessment components: Language and Format (10%), Substance (Main Problems and Methods) (30%), Presentation, Media Use, and Timeliness (10%), Material Mastery (30%), and Analytical Ability (15%) and Mastery of Supporting Knowledge (5%).

- d. The deviation of the examiner's value is not allowed to be equal to or more than 20% of the average value of the first assessment
- e. Tester Order: Supervisor I (Examiner 1), Examiner 3, Examiner 4, Examiner 5, Supervisor II (Examiner 2).
- f. Assessment is given by the examiner and passing is determined by criteria A:  $80 < X < 100$ ; B:  $70 < X < 80$ ; C:  $60 < X < 70$ ; D:  $50 < X < 60$ ; E:  $X < 50$
- g. Tasks of the m . Examiner Teamtest students' knowledge, understanding and abilities about the proposed thesis. Provide an assessment of several aspects tested including thinking skills, abilities in scientific logical reasoning, scientific quality of answers and explanations as well as scientific appearance and attitude.

## **II. Attachment :**

1. Format of Certificate of Eligibility for Thesis Examination at the Laboratory Level
2. Thesis Exam Invitation to Examiners
3. Research Task/Thesis Assessment Form
4. Exam Minutes

## **III. Parties Involved in the Process**

1. College student
2. head of program
3. Research Task Coordinator
4. Head of laboratory
5. Supervisor I and II
6. Examiner
7. Department Administration Staff