STANDARD OPERATING PROCEDURE FOR CLOSED AND OPEN THESIS EXAMINATION

Master in Biotechnology
Universitas Gadjah Mada

Updated August 19, 2022

SOP REGISTRATION FOR CLOSED THESIS EXAMINATION

Filling out the form for the ability to take a Closed Thesis Examination and attach the requirements which can be downloaded at the link below :

http://bit.ly/FormUjianTesisTertutupdanTerbuka

Sending the Closed Thesis Examination Form and Requirements a maximum of 3 days and still within working days, via email:
biotek.sps@ugm.ac.id
with the format:
Permohonan Ujian Tesis Tertutup_Nama Lengkap_NIM

Processing rooms for offline exams on campus or online creating meeting rooms using an agreed-upon video conferencing application (Zoom, Google meet, or others).

Sending invitations, attendance lists, assessment forms, and other documents to examiners via email

Student ➤

Student ➤

Academic staff ➤

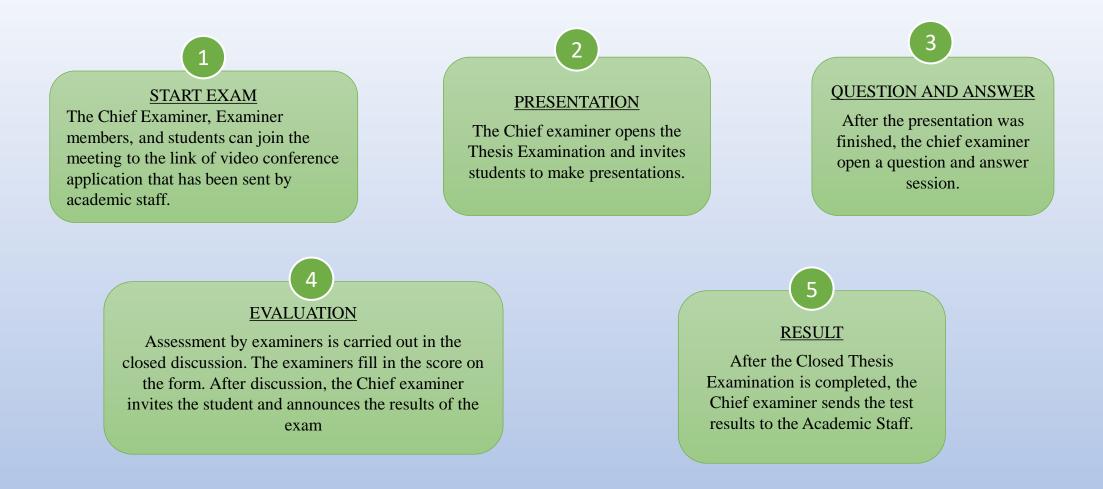Academic staff ➤

REQUIREMENTS FOR CLOSED THESIS EXAMINATION

Fill out the application form for the Closed Thesis Examination, attached with:

1. Photocopy of Academic Transcript
2. Photocopy of Full payment in full tuition fees
3. Photocopy of Academic English Proficiency Test (AcEPT)/TOEFL
4. Photocopy of Academic Potential Test (TPA)
5. Proof of publication in journals/submit manuscripts of complete publications (manuscripts are attached)
6. Certificate of Free Laboratory in Research Center for Biotechnology or in other Laboratorium

REQUIREMENTS FOR OPEN THESIS EXAMINATION

Fill out the application form for the Open Thesis Examination

Technical implementation of closed thesis exam

1

START EXAM
The Chief Examiner, Examiner members, and students can join the meeting to the link of video conference application that has been sent by academic staff.

2

PRESENTATION
The Chief examiner opens the Thesis Examination and invites students to make presentations.

3

QUESTION AND ANSWER
After the presentation was finished, the chief examiner open a question and answer session.

4

EVALUATION
Assessment by examiners is carried out in the closed discussion. The examiners fill in the score on the form. After discussion, the Chief examiner invites the student and announces the results of the exam

5

RESULT
After the Closed Thesis Examination is completed, the Chief examiner sends the test results to the Academic Staff.

SOP REGISTRATION FOR OPEN THESIS EXAMINATION

Filling out the Open Thesis Test Ability form which can be downloaded at the link below
http://bit.ly/FormUjianTesisTertutupdanTerbuka

Student →

Sending the Closed Thesis Examination Form and Requirements a maximum of 3 days and still within working days, via email :
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with the format:

Permohonan Ujian Tesis Terbuka_Nama Lengkap_NIM

Student →

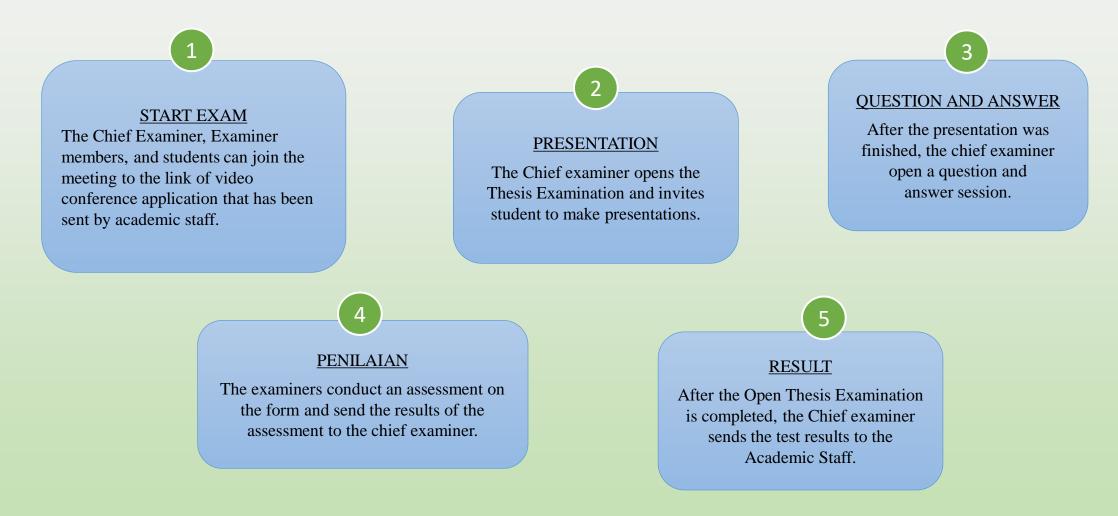Processing rooms for offline exams or online making meetings via video conferencing applications (Zoom, Google meet, or others).

Academic staff →

Sending invitations and other documents to examiners, also sending invitations to students/participants

Academic staff →

sharing the exam invitations with same-year students as the student who is going to take the exam

Student →

SOP OPEN THESIS EXAMINATION

1

START EXAM
The Chief Examiner, Examiner members, and students can join the meeting to the link of video conference application that has been sent by academic staff.

2

PRESENTATION
The Chief examiner opens the Thesis Examination and invites student to make presentations.

3

QUESTION AND ANSWER
After the presentation was finished, the chief examiner open a question and answer session.

4

PENILAIAN
The examiners conduct an assessment on the form and send the results of the assessment to the chief examiner.

5

RESULT
After the Open Thesis Examination is completed, the Chief examiner sends the test results to the Academic Staff.

CONDITIONS OF THESIS EXAMINATION

<u>Students</u>

1.   Ensure a stable and uninterrupted internet connection*

2.   Able to use video conferencing applications well*

3.   Prepare a backup laptop and flash drive to back up data

4.   Dress neatly and politely

5.   Plain video background

6.   Before the exam day, you can consult with the academic staff to ensure technical preparation

<u>Academic Staff</u>

1.   Prepare the exam room

2.   Assisting technically so that the exam program runs well.

*)online exam