




COMPREHENSIVE EXAM



SOP

(STANDARD OPERATING PROCEDURE)

Plant Protection Study Program
Agriculture faculty
Universitas Sriwijaya

Prepared by	Checked by	Validated by
		
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A. GENERAL EXPLANATION

1. The standard operational procedure (SOP) which contains the management of academic activities in this network is prepared to respond to the Covid-19 emergency response situation. The standard operating procedure (SOP) is effective from the date it was ratified and its implementation will be reviewed in accordance with the development of the Covid-19 issue. Standard operational procedure (SOP) applies to lecturers, education staff and students within the scope of the Plant Protection Study Program Universitas Sriwijaya.
2. The supervising lecturer in the Standard operational procedure (SOP) for this comprehensive exam is the main supervisor and thesis assistant.
3. Students whose thesis drafts have been checked and corrected and declared ready for the thesis examination by their supervisors, may submit an application for the thesis examination to the study program coordinator.
4. The requirements to take the thesis exam are: (1) status as a student of Universitas Sriwijaya as shown by a valid student card; (2) have completed a minimum of 138 credits, (3) have seminars on the results of field practice, (4) have bound field practice reports and have received grades, (5) have taken all compulsory courses with a minimum GPA of 2.0 and a minimum D value 10%; (6) does not have academic or administrative problems related to his status as a student at Universitas Sriwijaya, (7) submits a thesis exam registration form which has been signed by one lecturer recommended by the study program to be an examiner with a note that the lecturer

attended the student seminar. In proposing a lecturer to be a thesis examiner, it is necessary to pay attention to the suitability of the lecturer's expertise with the thesis topic, the willingness of the lecturer concerned and the aspect of equity. However, if for one reason or another the examining lecturer cannot fulfill these criteria, the study program coordinator may appoint another examiner lecturer for consideration of the smooth running of the academic process and other justifiable reasons.

5. Thesis exam is held for at least 30 minutes. Thesis exam registration is done at least one week before the exam is held. The study program will determine the time (day, date and time) of the thesis exam in accordance with the availability of the exam room and the availability of the examiner lecturer. Exams outside the stipulated time as mentioned above can only be carried out with special consideration and permission from the head of the study program. After the exam time is set, the study program coordinator makes an announcement for the thesis exam and submits a letter for the determination of the thesis exam committee to the dean of the Faculty of Agriculture, Universitas Sriwijaya. The Dean will issue a thesis examination decision letter as a legal basis for the implementation of the thesis examination. The examination committee consists of the person in charge (dean), chairman of the committee (supervisor), secretary (leader of the study program), and examiners.
6. Thesis exam lasts at least 30 minutes in the plant protection Universitas Sriwijaya exam room. The chairman of the committee facilitates and coordinates the implementation of the thesis examination. The committee secretary is in charge of checking all the academic and administrative requirements of the students taking the exam, managing the thesis exam documents, and recording important things that occur during the exam. The examiner is in charge of testing students according to the time given by the chairman of the exam committee.
7. Students who take the thesis examination are required to bring a copy of all referenced library materials and write them in the thesis bibliography. Library materials in the form of books must be copied or printed at least the preliminary part starting from the front cover to the table of contents. Library materials in the form of seminar proceedings must be copied or printed at least the preliminary part and the first page of the referenced article. Library materials in the form of articles in scientific journals are at least copied or printed the first page of the article.

8. During the exam, examiners and examinees are not allowed to leave the exam room without the permission of the chairman of the exam committee. The final score of the thesis is a combination of the thesis score (50%) and the thesis test score (50%). Thesis score is given by the supervisor, while the thesis test score is given by the examiner. The thesis score from the supervisor and the thesis test score from the examiner is combined and the average is calculated to be determined as the final thesis score.
9. If a student fail in the comprehensive exam, a re-examination is allowed a maximum of two times. Re-exams can also be conducted if students object to the scores they have obtained and intend to improve their grades, provided that they are approved by the examination committee.

B. STUDENT

Pre Comprehensive Exam

1. Students apply for the final task exam after completing the thesis draft with the approval of the supervisor. Applications must be submitted to the department/study program at least a week before the exam.
2. Students re-check their transcripts with the admin of the agricultural plant protection study program, Faculty of Agriculture.
3. Students register for the comprehensive exam by email: and upload no later than 7 days the implementation of the comprehensive exam several files as follows; hpt@fp.unsri.ac.id
4. Students contact the seminar and comprehensive examination commission to get examiners.
5. Prepare the completeness of the file and upload it to the email hpt@fp.unsri.ac.id
6. Prepare, submit and provide a print out of a comprehensive exam invitation that has been signed and wet stamped by the admin of the department of plant pests and diseases to the supervisor and examiner.
7. Provide an assessment form for supervisors and examiners to the admin of the department of plant pests and diseases.
8. Contacting the admin of the department to prepare for the comprehensive exam room.

Comprehensive Exam Execution

1. Students provide attendance link on google form.
2. Students prepare print outs of the minutes and final grades.
3. Duration of dexam 30 to 60 Minutes

Post Comprehensive Exam

1. Students make revision of the thesis draft and consult to the supervisor and examiner
2. Students consult the thesis drafts to the examiner commission.
3. Students Submit a thesis that has been corrected and approved in hard cover form to the admin

C. SUPERVISOR

Pre Comprehensive Exam

1. Approve the student's thesis / draft
2. Receive invitations for comprehensive exam activities from students
3. Receive an assessment form from students

Comprehensive Examination Execution

1. Student has to be in the exam room 15 minutes earlier.
2. Supervisor and examiner arrive in the room on time
3. Supervisor lead the exam
4. Secretary documented the exam details.
5. Supervisor reports the exam result to the head of department

Post Thesis Examination

1. Student consult to supervisor and examiner for thesis revision
- The supervisor accepts the revision of the thesis draft from students