




Judicium



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. Standard operational 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 in the UNSRI Plant Protection Study Program. Lecturers, education staff, and students are expected to use an electronic mail address (e-mail) affiliated with Universitas Sriwijaya.
2. The supervising lecturer in Judicium's standard operational procedure (SOP) is the main supervisor and thesis assistant.
3. The Legal basis is the academic manual of the Faculty of Agriculture

B. STUDENT

Pre Judicium

1. Students prepare and submit the required majors in the form of a pdf file that has been inputted into a CD
2. The student submits thesis and field practice report that has been corrected and signed by the head of the department of plant pests and diseases and the dean of the Faculty of Agriculture

Judicium Execution

1. Students attend the judicial meeting

Post Judicium Thesis Examination

1. Students immediately prepare graduation documents
2. Register for graduation on the page www.akademik.unsri.ac.id
3. Submit the completeness of the graduation documents to the academic sub-section of the Faculty of Agriculture, Universitas Sriwijaya
4. Collect forms B, C and D to the admin department and academic sub division of the Faculty of Agriculture, Universitas Sriwijaya

C. SUPERVISOR

Pre Judicium

1. Lecturer approves the judicium requirement file

Judicium Execution

1. Supervisor must attend judicium meeting
2. Lecturers have to attend the meeting

Post Judicium

1. Students revised every inappropriate thing found in the judicium meeting
2. Supervisor approved the revision

D. ADMINISTRATION

1. Checking the completeness of the student's judicium files
2. Make and distribute judicium invitation letter to all lecturers in the department, dean and vice deans, and all heads of department in the faculty.
3. Prepare judicium meeting