





**MINISTRY OF EDUCATION AND CULTURE
MATARAM UNIVERSITY
FACULTY OF FOOD TECHNOLOGY AND AGROINDUSTRY**

SOP NUMBER	261/UN18.F10/PS/2022
CREATED DATE	October 27 , 2020
REVISION DATE	
EFFECTIVE DATE	
ENDORSED BY	Head of Study Program Agricultural Engineering   Murad, SP, MP. NIP. 19751231 200801 1 023
SOP NAME	REGISTRATION OF THE FINAL SESSION

LEGAL BASIS	IMPLEMENTER QUALIFICATION
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<ol style="list-style-type: none"> 1. Regulation President Republic of Indonesia Number 47 of 2009 concerning Formation and Organization of State Ministries. 2. Regulation President Republic of Indonesia Number 24 of 2010 concerning position , duties , and functions ministries of state as well arrangement organization , tasks , and functions echelon I Ministry of State 3. Regulation minister utilization State Apparatus and Bureaucratic Reform Republic of Indonesia Number 3 of 2016 concerning organization and work procedures of the Ministry of Empowerment State Apparatus and Bureaucratic Reform 	<ol style="list-style-type: none"> 1. Able to simple data processing . 2. Able to use System Information Academic . 3. Able to carry out their duties and functions
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LINKAGES	TOOLS
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<ol style="list-style-type: none"> 1. Charging SOPs Lesson Plan (KRS) <i>Online</i> 2. Lecture SOPs 3. SOP for Final Project Proposal Seminar Registration 4. SOP for Registration of the Seminar on Final Project Results 	<ol style="list-style-type: none"> 1. Book Guidelines Academic . 2. Computers / Laptops 3. Printers 4. Internet
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WARNING	RECORDING AND DATA COLLECTION
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<ol style="list-style-type: none"> 1. If Student No do registration in the <i>online system</i> so Students are considered back down self and not registered at Mataram University 2. If Student data No verified so Student must registration repeat with requirements that have been completed in accordance the appointed time has passed _ _ from time so Students are considered resign self . 	Student accept free LAB & Library , TOEFL, thesis (hard & soft), publication form journal , card consultation
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4. Final Session Registration Flowchart

No.	Activity	Executor				Quality Book		
		Student	Program Admin	Head of Study Program	Supervisor	Examiner	Completeness	Time
1	Ask for supervisor approval							
2	Check the thesis report					Thesis		
3	Revision							Script repair
4	Complete the final trial requirements					Supervisor approval		
5	Fill out the exam form and show a copy of the consent					Final seminar exam form	1 day	
6	Check the completeness of the final trial file					Laboratory and library discharge letter, toefl, thesis (hard & soft), journal publication form, consultation card	1 day	
7	Ask for the signature of final trial approval						1 day	Student consent signature sheet
8	Schedule a final trial					Student consent signature sheet	1 day	Final seminar schedule draft
9	composition of the examiner lecturers					Final seminar schedule draft		
10	Signature of approval and final court invitation					Supervisor and examiner approval sheet	3 days	Signature of the head of study program approval
11	Announcing the final trial schedule and sending invitations					Signature of the head of study program approval	1 day	Final seminar schedule and seminar invitations
12	Confirm the final trial schedule to the supervising lecturer and examiner					Seminar schedule and seminar invitations		
13	Receive confirmation of final trial schedule						1 day	Approval of supervisors and examiners
14	Allocate final courtroom					Approval of supervisors and examiners		

Process	Person responsible			Date
	Name	Position	Signature	
Agreement	Murad, SP, MP.	Head of the UNRAM Agricultural Engineering Study Program		4 November 2022
Inspection	Dr. Joko Sumarsono STP, MP	Secretary of TEP Study Program		1 November 2022
Formulation	Ince Siti Wardatullatifah S, S.TP., M.Si	Lecturer		1 November 2022