



UNIVERSITAS
GADJAH MADA

SOP FOR THESIS EXAMINATION

The document outlines the Standard Operating Procedure (SOP) for conducting thesis examinations at Universitas Gadjah Mada. It states that students must have completed their thesis, obtained supervisor approval, fulfilled language requirements (TPA and TOEFL), and be actively registered without outstanding tuition fees. The procedure includes registering for the exam, scheduling the session online, and ensuring student readiness before the exam begins. The examination requires the presence of at least one supervisor and two examiners, lasts up to two hours, and is led by a designated chair. Exam results are announced immediately, and the session is formally documented.

Universitas Gadjah Mada
2025

SOP for Thesis Examination

The thesis examination is carried out under the following conditions:

1. Students have completed research and thesis writing.
2. Thesis manuscript has been approved and signed by the supervisor.
3. Students have met the TPA and TOEFL score requirements in accordance with the provisions.
4. Do not have previous UKT load dependents, and are active in the current semester.

Procedure Details:

1. Students register for thesis exams at their respective study programs attached with the requirements.
2. The executive of the study program schedules the online thesis examination with the agreed online meeting media.
3. Students must be ready in the online meeting room a maximum of 10 minutes before the exam.
4. The examination is conducted if attended by at least one thesis supervisor and 2 thesis examiners.
5. The thesis examination is carried out in a maximum of 2 hours led by the Study Program Manager or appointed by the Study Program to represent.
6. The results of the examination are notified by the chairman of the Session directly to the student after completing the examination.
7. The Chairperson of the Session fills in the minutes of the thesis examination and other necessary documents online