

 <p>DEPARTMENT OF FORESTRY FACULTY OF AGRICULTURAL UNIVERSITY OF JAMBI</p>	<p>STANDARD OPERATING PROCEDURE (SOP)</p>	<p>CODE: SOP FHUT-08</p>
		<p>TITLE: Comprehensive Examination</p>
<p>AREA: Department of Forestry</p>	<p>Revision Date: August 2021</p>	

A. PURPOSE

This standard operating procedure (SOP) aims at providing an explanation of the procedures for conducting a comprehensive examination for students.

B. DEFINITIONS

1. Comprehensive examination is an examination conducted to assess the basic ability of students in the basic scientific field of Forestry which is a requirement for students to take the thesis exam with a load of 0 credits.

C. LEGAL BASIS

1. Law No. 12 of 2012 concerning Higher Education.
2. Government Regulation Number 04 of 2014 concerning the Implementation of Higher Education and Management of Higher Education.
3. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education (State Gazette of the Republic of Indonesia of 2015 Number 1952)
4. Regulation of the Rector of the University of Jambi No. 9 of 2020 concerning Jambi University Academic Regulations.

D. PROCEDURE

1. A comprehensive examination is conducted orally or in writing.
2. Examinations can be conducted either online or offline
3. Comprehensive examinations can be conducted on a panel basis with more than one student being tested at the same time and place.
4. Comprehensive panel examinations can be conducted if approved by all examiners.

5. The examiners are only allowed to give questions and assessments to examinees based on a letter of appointment from the Head of the Department/Study Program.
6. The comprehensive exam materials are mainly taken from the first semester to the sixth semester with exam materials that represent the field of Forestry science.
7. The length of the comprehensive exam is a maximum 60 minutes for each student.
8. The minimum score to pass the comprehensive exam is 70.00 provided that the head of the examiner team gives a score with a weight of 40% and each member of the examiner 30% and a weight of 50% for each examiner if the test is carried out only by two examiners.
9. The department prepares a form for the attendance list, an assessment form and an examination report. In online exams, the blanks can be submitted online such as using a Google form.
10. Students who will take a comprehensive examination submit an application by filling out the blanks provided by the department by attaching proof of a thesis draft that has been approved for testing by the advisors I and II.
11. The Department will appoint and determine the examiners no later than 3 days after the student submission is declared complete.
12. The student submits the letter of appointment to the examiners no later than 1 (one) day after the letter of appointment is completed and signed by the head of the department.
13. The department determines the schedule of the comprehensive examination.
14. Students submit the exam time to the department to be scheduled.
15. Examiners for comprehensive examinations consist of three people with the position of one chairperson and two members who are determined and appointed by the head of the Department/Study Program by considering equity among lecturers.
16. The implementation of a comprehensive examination can be carried out by two examiners if one of the examiners knows that he/she is unable to attend at least one day before the examination.
17. If examiner finds out that he/she cannot attend the examination at the latest 2 days before as mentioned in point 13, the examiner must notify the Head of the Department, who will then appoint a substitute examiner.
18. The chairman and members of the examiner are required to fill out the assessment form and report form after the exam ends.
19. If a student is declared unsuccessful, the examiner team and the student can determine the time for the next examination in the comprehensive examination and the time for this re-examination shall be included in the report form of the comprehensive examination.

20. If a student does not pass the first exam, the second exam will be held no later than 10 days after the first exam; If the student does not pass again on the second test, the re-examination will be carried out no later than 10 days after the examination.
21. If the third test student is still declared failed, the examiners may ask the student to make and do a written assignment or request a re-examination based on the agreement of the examiners.
22. The written assignments are submitted to each examiner no later than one week after the last comprehensive examination.
23. After the exam takes place, the head of the examiner team submits the assessment form and field report to the Head of the Department through the department's administrative staff.