

Prepared by: Head of PGP Thesis Dept.	THESIS & NON-THESIS FINAL SUBMISSION	Date : 5 March 2020
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COVER STANDARD OPERATING PROCEDURE

1. Tujuan:

Objectives:

This procedure describes and explains the flow of thesis/non-thesis final submission process.

2. Ruang Lingkup:

Scope:

This procedure is applied in the PGP Thesis Department. The procedure is mostly conducted in the PGP Thesis Department. This procedure also relates to other departments, i.e. LSPR Libraries.

3. Tanggung Jawab:

Responsibilities:

This procedure is conducted by the Administrative Assistants with the help of Thesis Coordinators and under the supervision of Thesis Director.

4. Referensi:

Reference:

Other related documents: Panelist revision form, 1 softcopy of thesis in a compact disc.

5. Definisi:

Definition:

CD: Compact disc



Approved By

Head of PGP Thesis Department

QA /MR

Document Control

