

Prepared by: Head of PGP Thesis Dept.	THESIS & NON-THESIS PROPOSAL HEARING	Date : 5 March 2020
Checked by: Director of PGP		Revision : 00
Approved by: Head of QA Dept.	Doc. No.:sop-thspgp/tnontph/02/ikb/03/2020/00	Page : 01 of 02

COVER STANDARD OPERATING PROCEDURE

1. Tujuan:

Objectives:

This procedure describes and explains the flow of thesis/non-thesis proposal hearing 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 and persons, i.e. PGP Academics and course lecturer

3. Tanggung Jawab:

Responsibilities:

This procedure is conducted by the Administration Assistants with the help of Thesis Coordinators and under the supervision of Thesis Director. The implementation of the procedure will be under the responsibility of

4. Referensi:

Reference:

Other related documents: Soft copy of thesis proposals and thesis/non-thesis counseling form.

5. Definisi:

Definition:

SAC: Seminar and Colloquium Class



Approved By

Head of PGP Thesis Department

QA /MR

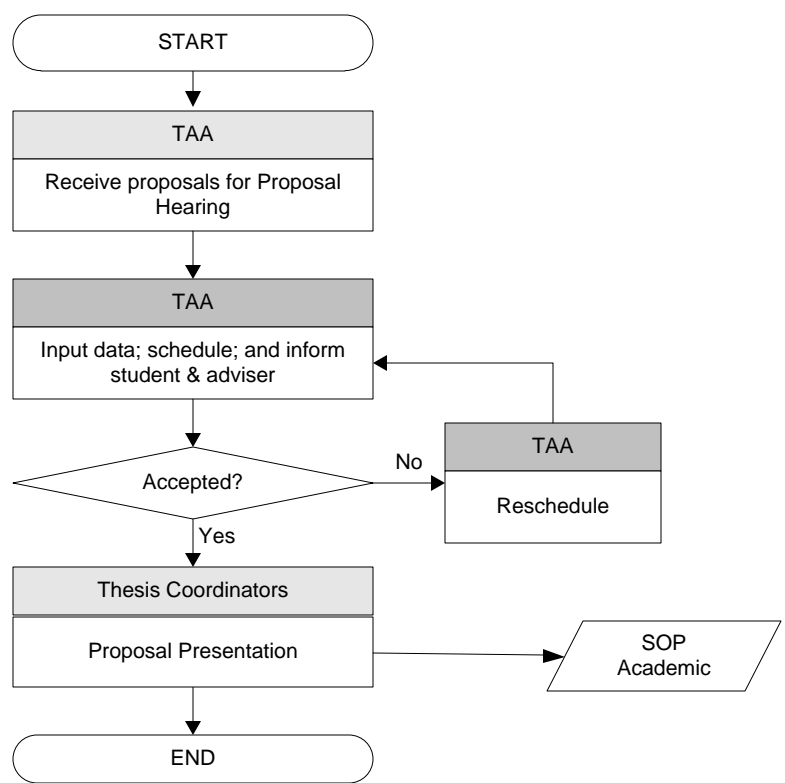
Document Control

STANDARD OPERATING PROCEDURE

Activities

Document

Reference & Remarks



- Application form for Proposal Hearing
- Thesis Counseling Form (with minimum 3 advising sessions)

- Soft copies of students' proposals are emailed to Proposal Hearing Panelists in the SAC Course.
 Proposal hearing schedule is approved by the lecturer of Seminar and Colloquium class

Proposal hearing is integrated in the Seminar and colloquium class, conducted during the class schedule.
 Proposal hearing is attended by class lecturer and thesis/non-thesis advisers. The thesis/non-thesis projects are to be graded by thesis/non-thesis advisers and class lecturer.

