

Prepared By: Thesis Dept.	THESIS / NON-THESIS DEFENSE	Date: 11 January, 2021	
Checked By: Head of Thesis UGP		Revision: 00	
Approval By: QA	Doc No: WI-THS/TNTD/10/IKB/01/2021/00	Page: 01 of 03	
1. Goal As a guide in Thesis/ Non Thesis defence implementation			
2. Scope Thesis Department Undergraduate Programme			
3. Process stages			
No	Description and process stages	PIC	Note
1	Thesis team determines and announces thesis defences schedule	Thesis Coordinator	Thesis/Non-Thesis defence schedule
2	Inform students who will attend the defence about attire and appearance Women : <ul style="list-style-type: none"> ● Wearing a white shirt ● black skirt with a length below the knee ● black shoes (look like pump shoes) ● black blazer Men : <ul style="list-style-type: none"> ● Wearing a white shirt ● black trousers ● black shoes (pantone) ● black suit ● and a tie 	Thesis Coordinator	
3	Inform students who will attend the thesis / non thesis defence about presentation materials that must be prepared in a power point format and save in a flash disk/ Google Drive/ email.	Thesis Coordinator	
4	To anticipated schedule flexibility and unexpected conditions, every student need to attend since the morning in their thesis defence day.	Thesis Coordinator	

5	After thesis/non thesis defence has been finished, students are required to contact Thesis Department to get information about revision procedures and complete graduation administration	Thesis Administrator	
6	<p>The composition of the panellists at thesis / non thesis defence:</p> <p>a. Thesis defence:</p> <ul style="list-style-type: none"> ● Chairperson (Professor / Doctor) ● Expert examiners ● Thesis Advisor <p>b. Non-Thesis defence:</p> <ul style="list-style-type: none"> ● Chairperson (Professor / Doctor) ● Expert examiners which is suitable with Non-Thesis Topic ● Non-Thesis Advisor 	Head of Thesis Committee	
7	Composition of panellists for the chairperson and expert examiners are combine from Non LSPR lecturer and LSPR lecturer	Thesis Coordinator	
8	<p>The criteria of examiners are:</p> <p>a. Preferably having a degree in communication studies</p> <p>b. Min. Master degree (or received approval from Head of thesis UGP)</p> <p>c. Minimum 2 years of working and teaching experience at LSPR</p>	Head of Thesis Committee	

9	If suddenly the chairperson cannot attend thesis/non thesis defence, he/she will be replaced by a full-time professor; full time lecturer of LSPR (Professor or Doctor) or Head of Thesis Committee that has taken S3.	Head of Thesis Committee	
10	If suddenly the panellist cannot attend thesis/ non thesis defence, he/she will be replaced by full time lecturer of LSPR	Head of Thesis Committee	
11	If suddenly the thesis advisor cannot attend thesis / non thesis defence, he/she will be replaced by thesis team	Head of Thesis Committee	
12	If the panellist comes late, moderator will wait up to 1 (One) hour. if it has been more than 1 (one) hour, it will take over by Head of thesis committee.	Thesis Coordinator	
13	The examining panellists provide a grade to the student based on the following criteria: Thesis: Content quality (40%), Relevance with communication or business studies (20%), Originality (15%), Language and ethics (10%), and Presentation skill (15%). Non-Thesis: Content (10%), Relevance and applicability of the project (40%), Originality (20%), Language and ethics (10%), and Presentation skill (15%).	Head of Thesis Committee	Final Grade

