

Prepared By: Thesis Dept.	RECEIVING AND REVIEWING THESIS / NON THESIS SOFT COVER	Date: 11 January, 2021	
Checked By: Head of Thesis UGP		Revision: 00	
Approval By: QA		Page: 01 of 01	
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1. Goal As a guide in receiving and reviewing thesis / non thesis soft cover			
2. Scope Thesis Department Undergraduate Programme			
3. Process stages			
No	Description and Process Stages	PIC	Note
1	Softcopy Soft cover are collected to check the layout and technical writing such as cover, logo placement, etc	Thesis Counselor	Thesis / Non-Thesis Softcover softcopy
2	Softcopy Soft cover that has been checked and not in accordance with academic standards referring to thesis manual guidelines, will be returned to the student	Thesis Counselor	Thesis / Non-Thesis Softcover softcopy
3	For students who take Non Thesis project, they must submitting softcopy and also required to submit a sample of their project and save in CD / Flashdisk	Thesis Adm. Manager	Project sample
4	Soft cover received by Thesis bureau is soft copy that has been signed by Thesis Advisor	Thesis Adm. Manager	Thesis Soft Cover
5	Soft copy submission is a equipped with application form for Thesis/Non Thesis defense and has been approved by Head of Undergraduate Programme, Head of Thesis Committee, Vice Rector III, Accounting, Thesis Advisor and Library	Thesis Adm. Manager	Thesis / Non Thesis Softcover, Application Form for Thesis/Nonthesis Defense
6	In addition, the original thesis counselling form which has been signed at least min 10 times by thesis advisor is also submitted	Thesis Adm. Manager	Thesis Counselling Form

