

| Prepared By: Thesis Dept | THESIS ADVISOR FOR THESIS & NON- THESIS | Date: January 11, 2021 | |
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| Checked By: Head Of thesis UGP | | Revision: 00 | |
| Approval By: QA | | Doc No: WI-THS/TAFTNT/05/IKB/01/2021/00 Page: 01 of 01 | |
| 1. Goal As a guide in determining Thesis / Non-thesis Advisor | | | |
| 2. Scope Thesis Department Undergraduate Programme | | | |
| 3. Process Stages | | | |
| No | Description and Process stages | PIC | Note |
| 1 | The distribution of thesis advisors is based on the availability of thesis advisors | Head of Thesis Committee | Data base Thesis Advisor |
| 2 | Thesis Advisor Qualification : a. Thesis : - With minimum Master Degree (S2) or with approval from Head of Thesis UGP - Minimum 100 hours of teaching experience - Have work experience more than 5 years b. Non Thesis - With Minimum Bachelor Degree (S1), more preferred Master Degree (S2) or with approval from Head of Thesis UGP - Work experience in practical world in related field for at least five years | Head of Thesis Committee | CV Thesis Advisor |
| 3 | The guidance ratio is calculated based on the agreement from the lecturer, time availability, and commitment in guiding | Thesis Committee | |
| 4 | If there is a new thesis advisor, it must be filed to Head of thesis UGP for approval | Head of Thesis Committee | Internal Communication |
| 5 | If thesis advisor has a problem with their student, thesis advisor should be infom to thesis UGP team if thesis advisor wants to return their student | Thesis Coordinator | |
| 6 | To replace the thesis advisor, student or advisor are required to submit an application letter for replacement of thesis advisor and signed by both parties (the student and advisor) and addressed to Head of Thesis Committee to consideration of new advisor | Thesis Coordinator | |