

Prepared By: Thesis Dept.	RECEIVING AND REVIEWING THE REVISION OF THESIS / NON THESIS HARD COVER	Date: January 11, 2021	
Checked By: Head of Thesis UGP		Revision: 00	
Approval By: QA		Doc No: WI-THS/RRTRTNTHC/06/IKB/01/2021/00	Page: 01 of 01
1. Goal As a guide in receiving and reviewing thesis revision for hard cover			
2. Scope Thesis Department Undergraduate Programme			
3. Process Stages			
No	Description and Process Stages	PIC	Note
1	After the thesis defense is conducted, student and their advisor doing a revisions based on input, suggestions, and criticism from the panelists	Thesis Counselor	Thesis Revision Form
2	Thesis Counselor cross check again to make sure students have revised their thesis based on thesis revision form and undertake technical writing check	Thesis Counselor	Thesis Revision Form
3	- Student submit the thesis CD after thesis/nonthesis defense which has been signed by thesis advisor and thesis counselor - Thesis / Non Thesis Advisor, they can choose Hardcover or CD	Thesis Administrator	Thesis/Non Thesis softcopy
4	Thesis/Non Thesis softcopy after defense that not accordance with standard thesis, will not be accepted	Thesis Adm. Manager	Thesis/Non Thesis Softcopy
5	Submit the CD maximum 1 month or according to the specified time after thesis defense. Failing to meet the timeline will result in the students prior pass status to be revoked, and they must take re-defense and be charged IDR 1.000.000 for the re-defense process.	Thesis Adm. Manager	CD

