

Prepared By: Thesis Dept	MODERATOR FOR THESIS /NON THESIS DEFENSE	Date: 11 January 2021	
Checked By: Head of Thesis UGP		Revision: 00	
Approval By: QA		Doc No: WI-THS/MTNTD/09/IKB/01/2021/00	Page: 01 of 02
1. Goal As a task guide for Thesis / Non Thesis Secretary			
2. Scope Thesis Department Undergraduate Programme			
3. Process stages			
No	Description and process stages	PIC	Note
1	As a facilitator during the Thesis and Non Thesis Defense with the following tasks: a. Introducing the panelists b. Give a welcome greeting to students c. Accumulate, announce the grade and ensure that grade has approved by all panelists d. Fill in all administration that related to Thesis and Non Thesis defense for academic purposes	Thesis / Non Thesis defense Secretary	Thesis Defense Final Grade, Thesis Defense Evaluation Form, Panelist evaluation form, Letter of Confirmation (Thesis Defense)
2	Ensure all forms and letters that will be given to students are available and ready to be shared	Thesis / Non Thesis defense Secretary	Thesis Revision Letter
3	They also tasked to reminding the chairperson to start a Thesis and Non Thesis Defense, and arranging a break time, lunch, and etc.	Thesis / Non Thesis defense Secretary	
4	Reminding students who participating in Thesis and Non Thesis defense to copy the thesis revision form as a guideline for the revision	Thesis / Non Thesis defense Secretary	Thesis Revision Form
5	Confirming to students about submission date for hardcover along with graduation administrative requirements and bachelor degree certificate	Thesis / Non Thesis defense Secretary & Thesis Committee	Thesis Revision Letter
6	Evaluating the panelists	Thesis / Non Thesis defense Secretary	Panelist evaluation form

7	<p>Criteria for Thesis / Non- ThesisDefense Secretaries :</p> <p>a. Thesis Committee consists of: Head of Thesis Committee, Thesis Coordinator dan Thesis Counselor</p> <p>b. Or fulltime lecturer at LSPR who is also Thesis /Non Thesis Advisor</p>	Thesis Committee	
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