

Prepared by: Head of PGP Thesis Dept.	THESIS & NON-THESIS DEFENSE	Date : 5 March 2020
Checked by: Director of PGP		Revision : 00
Approved by: Head of QA Dept.	Doc. No.:sop-thsppg/tnontd/04/ikb/03/2020/00	Page : 01 of 04

COVER STANDARD OPERATING PROCEDURE

1. Tujuan:

Objectives:

This procedure describes and explains the flow of thesis/non-thesis defense process. It consists of two parts of preparation, namely Softcover and Form Submission and Panelists' Selection & Defense Scheduling.

2. Ruang Lingkup:

Scope:

This procedure is applied in the PGP Thesis Department. The procedure is mostly conducted in the PGP Thesis Department. This procedure also relates to other departments and persons, i.e. PGP Academics and examining panel members.

3. Tanggung Jawab:

Responsibilities:

This procedure is conducted by the Administrative Assistants with the help of Thesis Coordinators and under the supervision of Thesis Director.

4. Referensi:

Reference:

Other related documents: Thesis/non-thesis softcover, Defense application form, panelist database, budget form, Letter of Confirmation, Evaluation form A, Evaluation Form B, Panelist Revision Form. Receipt Form, Receipt form, Panelist Evaluation form, Application form defense, Evaluation form A, Evaluation form B, and working instruction

5. Definisi:

Definition:

N/A



Approved By

Head of PGP Thesis Department

QA /MR

Document Control

STANDARD OPERATING PROCEDURE

Activities	Document	Reference & Remarks
<pre> graph TD Start([START]) --> TAA1[TAA Receive confirmation emails from students regarding their submission of their thesis/non-thesis soft copies to LSPR Repository] TAA1 --> TAA2[TAA Distribute thesis/non-thesis soft copies to Thesis Coordinator] TAA2 --> TC[Thesis Coordinators Assess and review Thesis/non-thesis content on LSPR Repository] TC --> TAA3[TAA Inform students of the TC reviews of their thesis/non-thesis content on LSPR Repository] TAA3 --> TAA4[TAA Distribute the Defense Application Form to Students] TAA4 --> TAA5[TAA Receive the Approved Application and thesis/non-thesis softcover in soft copy format] TAA5 --> Complete{Complete?} Complete -- No --> TAA6[TAA Ask the Student to Fulfill the said Requirements] TAA6 --> TAA4 Complete -- Yes --> End([END]) </pre>	<p>- Defense application form and requirements</p>	<p>- Thesis/Non-Thesis soft copy</p> <p>This procedure is applicable to students with on-time status and extension status.</p> <p>For those with extension status in odd semester who want to graduate earlier and walk on the Graduation Day in December, see WI: Thesis Defense – Extension to Graduate in December</p> <p>- in case of further clarification Thesis Coordinator with Adviser</p> <p>Application Form for Defense must be Signed by Adviser, Academic Manager, Thesis Director, Finance, Library - Refer to the form</p>

STANDARD OPERATING PROCEDURE

Activities	Document	Reference & Remarks
<pre> graph TD Start([START]) --> TAA1[TAA Submit approved Defense Application Form to Thesis Coordinators] TAA1 --> TC1[Thesis Coordinators Receive the Approved Application Form] TC1 --> TC2[Thesis Coordinators Set up schedules & select Panelists of Defense] TC2 --> H1[Head of Thesis Dept. Review proposed scheduling & panelists] H1 --> D1{Approved?} D1 -- No --> TC2 D1 -- Yes --> TAA2[TAA Prepare Budget] TAA2 --> H2[Head of Thesis Dept. Review Budget] H2 --> D2{Approved?} D2 -- No --> TAA2 D2 -- Yes --> Controller([Controller]) </pre>	<p>List of Panelists Schedule of Defense</p>	<p>WI Thesis Defense - 2 weeks before Defense - Preparing the schedule - Qualifications of the Panelists - Reference to Manual WI Thesis Defense - Panelist Selection</p> <p>Budget must be sent to Controller one week before the designated date of defense</p>



STANDARD OPERATING PROCEDURE

Activities	Document	Reference & Remarks
<pre> graph TD Start([START]) --> TC1[Thesis Coordinators] TC1 --> CD[Conduct Defense] CD --> TAA1[TAA] TAA1 --> PP[Payment for Panelist] PP --> TC2[Thesis Coordinators] TC2 --> DEF[Defense] TC2 --> SOP[SOP Finance] DEF --> Pass{Pass?} Pass -- No --> TC3[Thesis Coordinators] TC3 --> SR[Schedule redefense] SR --> CD Pass -- Yes --> TC4[Thesis Coordinators] TC4 --> EP[Evaluate Panelists] EP --> TAA2[TAA] TAA2 --> AS[Ask students to fill out TAPE] AS --> TAA3[TAA] TAA3 --> F[Filing] F --> End([END]) </pre>	<p>- Letter of Confirmation - Evaluation form A - Evaluation Form B - Panelist Revision Form</p> <p>Receipt Form</p> <p>- Application form defense - Evaluation form A - Evaluation form B</p> <p>Revision form</p> <p>Panelist Evaluation form</p> <p>Thesis/Non-thesis Adviser Evaluation Form (TAPE)</p>	<p>Approved by Panelists</p> <p>WI Redefense</p> <p>Panelist Evaluation Form should be Filled in during / soon after Defense</p>