

Prepared by: Head of PGP Thesis Dept.	<b>THESIS/NON-THESIS REGISTRATION PROCESS</b>	Date : 5 March 2020
Checked by: Director of PGP		Revision : 00
Approved by: Head of QA Dept.	Doc. No.:sop-thsppg/tnontrp/03/ikb/03/2020/00	Page : 01 of 03

## COVER STANDARD OPERATING PROCEDURE

### 1. Tujuan:

**Objectives:**

This procedure describes and explains the flow of thesis/non-thesis registration process. It consists of two parts of preparation, namely Title Submission and Adviser Selection.

### 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 the Management of PGP, i.e. The Director of PGP and PGP Academics

### 3. Tanggung Jawab:

**Responsibilities:**

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

### 4. Referensi:

**Reference:**

Other related documents: Annual Thesis Plan, KRS, thesis/non-thesis title form, adviser database, thesis/non-thesis counseling form, adviser contract, and working instructions.

### 5. Definisi:

**Definition:**

KRS: Kartu Rencana Study (Study Plan Card)



**Approved By**

Head of PGP Thesis Department

QA /MR

Document Control

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### STANDARD OPERATING PROCEDURE

Activities	Document	Reference & Remarks
<p>Second Semester for Professional and Third Semester for Pre-master</p> <pre> graph TD     Start([START]) --&gt; TAA1[Thesis Administrative Assistant (TAA) Distribute Title Form to students]     TAA1 --&gt; TAA2[TAA Accept Title Form]     TAA2 --&gt; Committee[Thesis/Non-Thesis Committee Review proposed thesis/non-thesis title]     Committee --&gt; Head[Thesis Head Review Proposed Thesis/Non-Thesis Title by Thesis/Non-Thesis Committee]     Head --&gt; Approved{Approved?}     Approved -- Yes --&gt; End([END])     Approved -- No --&gt; Inform[TAA Inform students]     Inform --&gt; TAA1           </pre>	<p>Annual Thesis Plan (Time table)</p> <p>Thesis/Non-Thesis Title Form : - Professional - Pre-master</p>	<p>Student will choose thesis or non-thesis and submit the title form in 1 week</p> <p>Reviewing/checking Title form based on Database by Thesis Coordinators</p> <p>Proposed titles are reviewed by thesis/non-thesis committee appointed by Head of PGP Thesis Dept.</p> <p>Approval by Head of PGP Thesis Dept.</p>



### STANDARD OPERATING PROCEDURE

Activities	Document	Reference & Remarks
<pre> graph TD   START([START]) --&gt; TC1[Thesis Coordinators]   TC1 --&gt; Prop[Propose Advisers to Thesis Director]   Prop --&gt; TD[Thesis Director]   TD --&gt; Rev[Review Advisers]   Rev --&gt; App1{Approved?}   App1 -- No --&gt; Prop   App1 -- Yes --&gt; TAA1[TAA]   TAA1 --&gt; Ask[Ask Advisers' Approval]   Ask --&gt; App2{Approved?}   App2 -- No --&gt; Prop   App2 -- Yes --&gt; TC2[Thesis Coordinators]   TC2 --&gt; Brief[Conduct briefings to Students and Advisers]   Brief --&gt; TAA2[TAA]   TAA2 --&gt; Sign[Advisers sign the Contract]   Sign --&gt; TAA3[TAA]   TAA3 --&gt; File[Filing]   File --&gt; END([END])           </pre>	<p>List of Advisers</p> <p>Thesis/Non-Thesis Title Form :</p> <ul style="list-style-type: none"> <li>- Professional</li> <li>- Pre-master</li> </ul> <p>Advisers' Contract</p> <p>Counseling Form</p>	<p>Thesis/Non-Thesis Advisers</p> <p>- Working Instruction Thesis Advisor Selection</p> <p>Contracts of Advisers are signed by Thesis Coordinators, Head of PGP Thesis Dept. and Advisers</p> <p>Briefing is conducted together with The Academic Dept.</p> <p>TC = Thesis Coordinators TAA = Thesis Administrative Assistants</p> <p>Briefing for students is conducted after the Title Form is submitted. It includes information on thesis/ non-thesis writing process, plagiarism issues, deadlines.</p> <p>Briefing for Advisers is conducted one week after the filling-out of KRS. It includes the agenda of informing number of advisees, duties and responsibility, general guidelines, deadlines, and Signing of the Contract</p> <p>Thesis Counseling Form Issued by MIS and distributed by TAA</p>

