

SOME PROCEDURES ABOUT UNDERGRADUATE THESIS
UNDERGRADUATE PROGRAMME IN MATHEMATICS
DEPARTMENT OF MATHEMATICS FMNS UGM

1. The students may take both MMM-4097 UT I (Literature Study, 2 credits) and MMM-4098 UT II (*Skripsi*, 4 credits) in the same semester, or the students take MMM-4097 UT I (Literature Study, 2 credits) first and then MMM-4098 UT II (*Skripsi*, 4 credits) is taken afterwards.
2. If the student wishes to take a UT (6 credits) at once, then:
 - a. In the study load card, the student shall state both MMM-4097 UT I (Literature Study, 2 credits) and MMM-4098 UT II (*Skripsi*, 4 credits).
 - b. If the grade of UT I (Literature Study) is B or A, and undergraduate thesis defense has not been done, then in the next semester the students retake only MMM-4098 UT II (*Skripsi*, 4 credits) and include it in the study load card.
 - c. If the grade of UT I (Literature Study) is C, then in the next semester the students are suggested to retake MMM-4097 UT I (Literature Study, 2 credits) and must retake MMM-4098 UT II (*Skripsi*, 4 credits) and include it in the study load card.
 - d. If the grade of UT I (Literature Study) is D or E, then in the next semester the students must retake both MMM-4097 UT I (Literature Study, 2 credits) and MMM-4098 UT II (*Skripsi*, 4 credits) and include it in the study load card.
3. If the students take UT I (Literature Study, 2 credits) first, then:
 - a. In the study load card, the students must include MMM-4097 UT I (Literature Study, 2 credits).
 - b. If the grade of UT I (Literature Study) is B or A, then in the next semester the students take only MMM-4098 UT II (*Skripsi*, 4 credits) and include it in the study load card.
 - c. If the grade of UT I (Literature Study) is C, then in the next semester the students are suggested to retake the MMM-4097 UT I (Literature Study, 2 credits) and take MMM-4098 UT II (*Skripsi*, 4 credits) and include it in the study load card.
 - d. If the grade of UT I (Literature Study) is D or E, then in the next semester the students must retake the MMM-4097 UT I (Literature Study, 2 credits) and take MMM-4098 UT II (*Skripsi*, 4 credits) and also include it in the study load card.
4. The UT II (*Skripsi*) supervisor is the supervisor of UT I (Literature Study). If necessary, an UT I (Literature Study) supervisor may apply for another lecturer to co-supervise UT II (*Skripsi*).

5. The final grade of UT I (Literature Study) is given by the UT I supervisor(s) based on the ability of student in mastering the material, including the logic, communication skill, language, ethics and attitude. **Students have to submit a report to UT I (Literature Study) supervisor(s).** The supervisor(s) of UT I (Literature Study) is required to provide grade at the end of the semester when students take UT I (Literature Study). The minimal grade for the UT I (Literature Study) is C.
6. The final grade of UT II (*Skripsi*) is determined based on Undergraduate Thesis Defense. The examiner team consists of supervisor(s), two lecturers from the Laboratory that corresponds to the topic of Undergraduate Thesis and one lecturer from other Laboratory. The minimal grade for the UT II (*Skripsi*) is C.
7. Assessment criteria of UT II (*Skripsi*):
 - a. Manuscripts : the material (content substance (accuracy, clearness), methodology, Language (writing structure, systematics, etc.)).
 - b. Presentation : content mastery and performance.
8. UT must be completed within 2 semesters.

If in 2 semesters UT has not been completed, then:

 - a. UT II (*Skripsi*) supervisor may submit an objection to continue supervision.
 - b. Students may apply for replacement of supervisors.
9. Students must contact a UT supervisor no later than a week after the appointment of the supervising lecturer. If more than one week the student is not contact the supervisor, the supervisor may refuse to become the student's supervisor.
10. If the student is not active in supervision when taking the UT I (Literature Study), then at the final evaluation of the semester when completing the assessment form, the lecturer may submit an objection to continue the supervision process.
11. In case of replacement of the supervisor, the topic of UT is appointed by new supervisor, not continuing the topic from the previous supervisor. Supervisory replacement should be done a maximum of once.
12. Procedures of UT writing can be seen on the website:
 - a. Undergraduate Programme of Mathematics:
<http://s1math.fmipa.ugm.ac.id>
 - b. Faculty of Mathematics and Natural Sciences:
<http://mipa.ugm.ac.id>