



UNIVERSITAS GADJAH MADA  
FAKULTAS MATEMATIKA DAN ILMU PENGETAHUAN ALAM  
DEPARTEMEN MATEMATIKA

MANUAL PROCEDURE

Document Number

Valid from

INTERSHIP ASSESSMENT

Revision

Page

1

## INTERNSHIP ASSESSMENT

### A. PURPOSE

This procedure is written as a guideline for student and supervisor on the procedure of internship assessment.

### B. PROCEDURE

1. Students submit the final report of the Internship within 2 (two) months after Internship finish to the supervisor. If during the two months the student did not submit the final report, the internship is considered to be cancelled and should be retaken.
2. Internship assessment should be done right after the internship final report is submitted and approved. The assessment result should be submitted to the UP-Math no more than a week.
3. Assessment result of internship should be submitted directly by the supervisor to the administration staff of the UP Math.
4. The administration staff of the UP Math makes a list of all internship assessment result and submits it to the faculty academic office.
5. The internship assessment result can be submitted to the faculty academic office only if the student has submitted the following requirements to the UP-Math secretariat:
  - a. soft copy of internship final report.
  - b. copy of validation sheet of internship final report
  - c. copy of submission evidence of internship final report to the faculty library.
6. Students with grade B or lower for internship are allowed to retake internship (will be treated like a new taker).