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	<b>MANUAL PROCEDURE OF UNDERGRADUATE THESIS</b>		
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### 1. OBJECTIVE

This manual procedure explains the general process of undergraduate thesis. By following this procedure, the students are expected to be able to think deductively, logically, analytically, and structurally in problem solving.

### 2. SCOPE


This manual procedure includes: registration of undergraduate thesis, supervisor stipulation, announcement of stipulated supervisor, supervision process, writing, collecting, requirement to apply defense, and defense. This procedure will be effective if it is accompanied by active participations from students, lecturers, department of mathematics, and faculty of mathematics and natural sciences (FMNS) that is supported by information technology.

### 3. REFERENCE

Document Number	Document Title
-	FMNS UGM Academic Guide
-	Regulation of the maximum number of credits taken

### 4. TERMINOLOGY AND GLOSSARY

- VD : Vice Dean of Academic Affairs
- HD : Head of Department
- SD : Secretary of Department
- HSP : Head of Study Program
- SSP : Secretary of Study Program
- L : Laboratory
- HL : Head of Laboratory
- AA : Department Academic Affairs
- SPV : Supervisor
- STD : Student
- SPC : Study Planning Card
- UT : Undergraduate Thesis

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## 5. RESPONSIBILITY

VD, HD, SD, HL, HSP, SSP, SPV, AA, and STD are responsible to ensure that this procedure is well implemented, with the main responsibility is given as follow:

- VD is responsible for the implementation of this procedure in each UT registration in SPC.
- HSP, and SSP are responsible to assign supervisors.
- SPV is responsible to supervise student's UT.
- STD is responsible on the content and process of the UT.
- AA is responsible on administrative process of the UT.

## 6. DETAIL OF PROCESS

### 6.1. Definition of UT

Undergraduate thesis (UT) of students of the Mathematics Department is a scientific work that is required to get Bachelor Degree. UT is a scientific activity that can be study literature, computational analysis, theoretical study, science application, development, etc. containing study related to mathematics, statistics, and computer science.

### 6.2. Registration of UT


Registration is open in the beginning of every semester right after SPC entry process and is announced via the UP Math site, the UP-Math facebook and Students Whatsapp group as well.

To take UT, a student has to register his/her name at the UP-Math secretariat by filling the online registration form (Google form) and attach some documents:

1. Copy of valid student card
2. Copy of the SPC
3. Legalized transcript of all credits/courses taken and CGPA is evaluated from the best 100 credits with CGPA not less than 2.0.

### 6.3. Supervisor Stipulation

Via the google form, the students have to propose two laboratories where the topic they are going to work in belongs, among analysis, algebra, applied mathematics, and computational mathematics laboratories. Of each chosen laboratory, the students should proposed two names of to be the candidate of their supervisor. In the google form, it is written the number of slot of each eligible lecturer showing the maximum number of new students with UT to supervise. After registration is closed, all collected data will be discussed by the HSP, SSP and HLs before final assignment is issued. The assignment of supervisor for each student is done mainly is based the student's proposal, with a consideration on the slot of the lecturers and their expertise.

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#### **6.4. Announcement of Stipulated Supervisors**

After the assignment is finished, the UP-Math will announce the assignment, to the students and their supervisors as well. For students, the announcement will be available at the site of the UP-Math, the UP-Math facebook as well. For the supervisors, the announcement will be delivered via email. The students with UT are suggested to contact the supervisor no later than a week after the announcement.

#### **6.5. UT Supervision**

Technically, supervision process is up to each student with UT and his/her supervisor. For monitoring, the students and their supervisors have to fill supervision card every meeting. The appropriateness of completion of the UTs is under responsibility of the supervisors. The students have to finish their UTs within 2 semesters. Otherwise, they have to retake UT in the case that the supervisor is objecting to continue supervising.

#### **6.6. UT Writing**

The UT has to be written by following all rules in UT writing, as stated on the UT writing guidance (separate document).

#### **6.7. Requirements of UT Defense Submission**

After been finished, the UT is reviewed by SPV. The SPV has a right to decide the appropriateness of the UT. After obtaining an approval from the SPV, students with UP can submit a proposal of the UT defense. The procedure of the defense is written in the separate manual procedure.

#### **6.8 Finish**