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

This manual procedure explains the general process of undergraduate thesis defense. By following this procedure, the students are expected to have good preparation for Undergraduate Thesis Defense.

## 2. SCOPE


This manual procedure includes: registration of undergraduate thesis defense, process of undergraduate thesis defense, revision of undergraduate thesis manuscript, finishing undergraduate thesis.

## 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
UTD	: Undergraduate Thesis Defense
UET	: Undergraduate Thesis Defense Examiner Team

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## 5. RESPONSIBILITY

VD, HD, SD, HRG, 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, HD, SSD, HSP, SSP are responsible for the implementation of this procedure in each UT registration in SPC.
- HSP and SSP are responsible for all process of any UT defense.
- AA is responsible on administrative process of the UT defense.

## 6. DETAIL OF PROCESS

### 6.1. Definition of UT Defense

Undergraduate Thesis Defense (UTD) is the oral presentation and examination after finishing the writing process of UT manuscript. The students have to present their UT and have to answer to the questions asked by UET.

### 6.2. Registration of UTD

The students have to fill the UTD Registration Form provided by UP-Math. The filled form has to be approved by their SPV. The students should collect the form to the Secretariat of UP-Math with some attachments:

1. Four (or five\*) copy of UT manuscript
2. Copy of Student Card
3. Copy of tuition receipt
4. Copy of Study Load Card
5. Academic transcript
6. Supervision record card
7. Copy of the certificate of UT studium generale

\*depending to the number of SPV


### 6.3. Determining the UTDCM

After the students are registered for UTD, the UP-Math will assign UET members. UET consists of the following:

- Two lecturers from laboratory that corresponds to the topic of the UT, which will be the first examiner and the second examiner.
- One lecturer from other research groups (third examiner)
- SPV

The UP-Math will also determine the schedule of UTD.

### 6.4. Announcement of UT Defense committee members and UT Defense Schedule

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The information about UT Defense committee members and UT Defense schedule will be announced at UP-Math website (<http://s1math.fmipa.ugm.ac.id>).

### 6.5. UT Defense

UP-Math provides some rooms for UT Defense. The rooms are equipped with a projector and a whiteboard. The student (examinee) should arrive at least 15 minutes before UTD begins. The examinee is allowed to prepare his/her own computer for presentation.

The UTD is open for other UP-Math students. They are allowed to sit in the defense room. During the UTD, they are not allowed to talk each other or make any noise. Besides that, they should not go in and out of the room during the UT Defense.

At the beginning of UTD, the first examiner gives time at most 20 minutes to the examinee for presenting the UT. Afterwards, the UET members will ask some questions to the students. The students should answer all of the questions clearly. The duration of the UTD will not exceed two hours.

After UTD is stated over by first examiner, the examinee and all students are asked to leave the room. The UET members will discuss to grade UTD of the student. Next, the examinee is asked to enter back to the room for getting announcement of the result from UET members whether he/she pass (with or without minor revision/major revision) or not. In the case that the examinee is stated pass with minor/major revision, the UET members will give their UT manuscripts (with some marks to be revised) back to the examinee.

### 6.6. Revision of UT

The revision of UT should be done by the examinee soon, and it should not be exceed two months after the UTD. If the examinee is not able to finish the revision within two months, he/she must retake a UTD.

The examinee will get the signature of a UET member for the approval page of the UT manuscript when the UET member has stated that the revisions had been done correctly.

### 6.9 Finish

After the examinee get all of the signatures of the UET members, they have to submit the **UT manuscript** with approval page signed by all of the signatures of UET members to the Secretariat of the UP-Math. The administrator of UP-Math will announce the grade of the UT to the examinee. The UTD is said to be finished if this step is done.