	<b>Department of Mathematics</b> Faculty of Mathematics and Natural Science	Document Number:	Page 1 of 3
			Validation number :
	<b>MANUAL PROCEDURE OF UNDERGRADUATE THESIS SUPERVISION</b>		
			Date :

### 1. OBJECTIVE

This manual procedure explains the general process of undergraduate thesis supervision. By following this procedure, the process of undergraduate thesis supervision is expected to be going well.

### 2. SCOPE


This manual procedure includes: assignment of supervisor of undergraduate thesis, undergraduate thesis supervision process.

### 3. REFERENCE

Document Number	Document Title
-	FMNS UGM Academic Guide
-	The UP-Math Curriculum 2016

### 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

	<b>Department of Mathematics</b> Faculty of Mathematics and Natural Science	Document Number:	Page 2 of 3
			Validation number :
	<b>MANUAL PROCEDURE OF UNDERGRADUATE THESIS SUPERVISION</b>		
			Date :

## 5. RESPONSIBILITY

VD, HD, SD, 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, SD, HSP, SSP are responsible for the implementation of this procedure.
- HSP, SSP and SPV are responsible for all process of any UT supervision.

## 6. DETAIL OF PROCESS

### 6.1. Definition of UT Supervision

Undergraduate Thesis Supervision (UTS) is the whole process start from registration for UT, supervisor assignment until STD finishes the UT.

### 6.2. Registration for UT

The students have to fill the UT Registration Form (google form) provided by UP-Math with some attachments:

1. Record of academic transcript
2. Copy of Study Load Card
3. Copy of Student Card

### 6.3. Assignment of Supervisor

Less than a week after the registration is closed, HSP, SSP and HLs hold a meeting for supervisor assignment. The result of this meeting

### 6.4. Announcement of Supervisor Assignment

The result list of UT supervisors will be announced online on the UP-Math website (<http://s1math.fmipa.ugm.ac.id>) no later than 4 days after the meeting (mentioned on point 6.3)

### 6.5. Supervision


STD has to contact SPV no later than a week after the announcement (Point 6.4).

SPV and STD discuss and determine the UT topic.

SPV and STD arrange time to discuss weekly.

In the case that STD is not active during the period of UT, after two semesters, SPV has a right to refuse continuing to be supervisor. If HSP agree for this, the UP-Math will assign a new UT supervisor(s) for STD as of the next semester. Supervisor changing is allowed only once.

STD also has a right to propose a name to be second supervisor.

	<b>Department of Mathematics</b> Faculty of Mathematics and Natural Science	Document Number:	Page 3 of 3
			Validation number :
	<b>MANUAL PROCEDURE OF UNDERGRADUATE THESIS SUPERVISION</b>		
			Date :

### 6.6. Supervision Output

Expected output of the supervision is a manuscript of undergraduate thesis. At the latest two weeks before the UT defense, STD should give a talk in a seminar, held by the UP-Math.

### 6.7 Finish

Supervision process is finished after STD finishes revision process of UT defense.