

	Department of Mathematics Faculty of Mathematics and Natural Science	Document Number:	Page 1 of 3
			Validation number :
			Edition :
	MANUAL PROCEDURE OF UNDERGRADUATE THESIS SEMINAR		Date :

1. OBJECTIVE

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

2. SCOPE


This manual procedure includes: registration of undergraduate thesis seminar, and process of undergraduate thesis seminar.

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 Seminar

	Department of Mathematics Faculty of Mathematics and Natural Science	Document Number:	Page 2 of 3
			Validation number :
			Edition :
	MANUAL PROCEDURE OF UNDERGRADUATE THESIS SEMINAR		Date :

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 Seminar

Undergraduate Thesis Seminar (UTS) is the oral presentation as a dissemination of the written report of UT I, done at the latest in the end of UT I Semester (Semester in which UT I is taken by STD).

6.2. Registration of UTS

STD has to fill the UTS Registration Form (google form) provided online by UP-Math. STD proposes a date on which the UTS will be conducted.

6.3. Scheduling

After STD is registered for UTS, the UP-Math will arrange a schedule for UTS.

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

The information about UTS will be announced at UP-Math website (<http://s1math.fmipa.ugm.ac.id>).

6.5. UTS Process

UP-Math provides some rooms for UTS. The rooms are equipped with a projector and a whiteboard. STD (examinee) should arrive at least 5 minutes before UTD begins. The examinee is allowed to prepare his/her own computer for presentation.

The UTS is conducted not more than one hour and is open for other UP-Math students. They are allowed to sit in the room during UTS. During the UTS, they are not allowed to talk each other or make any noise. Furthermore, they should not go in and out of the room during the UT Defense.

At the beginning of UTS, STD should give a presentation not more than 20 minutes. After the presentation, SPV and other students may involve in further discussion by giving questions and or comments to the presentation. The discussion should last within 40 minutes.

After UTS is finished, SPV has to fill out a UTS grading form and submit it back to the UP Math Secretariat. And the whole UTS process is finished.