	UNIVERSITAS GADJAH MADA FAKULTAS MATEMATIKA DAN ILMU PENGETAHUAN ALAM DEPARTEMEN MATEMATIKA	
	PROSEDUR	No. Dokumen : Mulai berlaku :
	THESIS DEFENSE	Revisi : Halaman : 1 dari 2

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 in UP-Stat.

2. SCOPE

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

3. REFERENCE

- a. FMNS UGM Academic Guide
- b. 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

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

- a. **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.
- b. **Registration of UTD.** The students have to fill the UTD Registration Form provided by UP-Stat. The filled form has to be approved by their SPV. The students should collect the form to the Secretariat of UP-Stat with some attachments:
 - Copy of UT manuscript
 - Copy of Student Card
 - Copy of Study Load Card

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- Academic transcript
- Supervision record card

c. **Determining the UTDCM.** After the students are registered for UTD, the UP-Stat will assign UET members. UET consists of the following :

- Two examiners from laboratory that corresponds to the topic of the UT.
- One examiner from other research groups (third examiner)
- SPV

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

d. **Announcement.** The information about UT Defense committee members and UT Defense schedule will be announced at UP-Stat website (<http://s1stat.fmipa.ugm.ac.id>).

e. **UT Defense.** UP-Stat provides some rooms for UT Defense. The rooms are equipped with a projector, a whiteboard, and a pointer. The examinee should arrive at least 15 minutes before UTD begins. The examinee is allowed to prepare his/her own laptop for presentation. The UTD is open for other UP-Stat students.

At the beginning of UTD, the chairman of the examiners 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.

f. **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.

g. **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-Stat. The administrator of UP-Stat will announce the grade of the UT to the examinee. The UTD is said to be finished if this step is done.