1. PURPOSE

This final assignment procedure was created with the aim of explaining the outline final assignment process for students of the Bachelor in Statistics study program. By complying the following procedures, students are expected to have the capability of inductive and/or deductive thinking, logical, analytical and structured in solving problems.

2. SCOPE

This procedure includes registration of the final assignment, determination of the supervisor, announcement of the supervisor, the supervision process, the writing of the final assignment/undergraduate thesis, final assignment submission, requirements for submitting the final assignment exam, final assignment exam, and revision of the final assignment (if needed). This procedure will be effective through the active participation of students, lecturers, Bc Stat Study program, Department of Mathematics, FMNS UGM, and is supported by information technology.

3. REFERENCE DOCUMENTS

FMNS UGM Academic Guide.

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
SFG : Scientific Field Group
HSG : Head of Scientific Group
AD   : Administration Office of the Department
SPV : Supervisor
STD : Student
SPC : Study Plan Card
FA   : Final Assignment

5. RESPONSIBILITY

VD, HD, SD, HSG, HSP, SPV, AD, STD are responsible for the correct implementation of this procedure, with the following main responsibilities:

- VD is responsible for the implementation of this procedure in every FA filling at SPC.
- HD, SD and HSG are responsible in assigning the SPV.
- SPV is responsible in supervising STD's FA.

- STD is responsible for the content and the smoothness of the FA writing process.
- AD is responsible for the administrative process of the FA.

6. DETAILED PROCESS

6.1. Definition of the FA

Undergraduate thesis (FA) in Bc Stat Statistics Study Program at the Department of Mathematics FMIPA UGM is a scientific work as one of the conditions for STD to obtain a bachelor's degree. FA is a scientific activity in the form of a literature study review (theoretical studies, computation or understanding and deepening of concepts) and statistics application for data analysis (case studies), which contain studies related to mathematics, statistics and/or computer science.

6.2. FA Registration

STD's FA starts from registering to the AD by attaching:
1. Photocopy of a valid student card.
2. Photocopy of the last SPC including the FA course.
3. Transcripts of all credits/courses that have been taken and the GPA calculated from 110 credits with the best grades should not be less than 2.0.

The registration time for the final assignment is no later than 5 working days after the SPC submission deadline at the beginning of the relevant semester.

6.3. Determination of FA supervisors

At the time of FA registration, STD is required to fill out a list of proposed FA supervisors. In the list of proposed SPV, students should write the topic of interest for his/her FA (temporary) and prospective supervisors. STD is also recommended to fill in the score of his/her *TOEFL Like Test*.

6.4. Announcement of FA supervisors

After the AD recapitulates the list of proposed FA supervisors, it is then submitted to the related HSG. Next, HSG has to assign FA supervisor(s) for each STD, taking into account the student's proposal, the compatibility between the lecturers' expertise and the proposed FA topics, and the distribution of the lecturers' workload. After SPVs are assigned, HD and SD approve the AD to announce the FA supervisors for each STD no later than 10 working days after the FA registration in Step 6.2.

6.5. FA Supervision Process

Furthermore, STD is required to meet each supervisor FA no later than 10 working days after it is announced, to start the FA supervision process. For monitoring purposes, STD and supervisors are required to fill out a supervision list at each meeting. The eligibility and

appropriateness of the completion of STD's FA is the responsibility of the FA supervisor. Students who can apply for supervisor replacement are students who have done SCP FA for 1 year.

6.6. FA Writing Process

FA is in written form which follows the rules and procedures of FA writing. FA must be written in formal language, following the instructions of FA writing. The procedure for FA writing is described in the FA writing instructions, provided in a separate document.

6.7. Requirements for submitting for FA defense

Upon completion of the writing, the FA is checked by the SPV. FA SPV has the right to determine FA eligibility. After obtaining the approval of eligibility and completion of the FA from SPV, then STD can submit a proposal for FA defense with the following requirements:
1. Registration form that has been approved by the supervisor.
2. 4 copies of FA files.
3. FA guidance card.
4. Photocopy of a valid student card.
5. Print the latest SPC.
6. Transcripts of all credits/courses taken and the CGPA is evaluated from the best 110 credits where the CGPA is not less than 2.0.

6.8. FA Defense

If a student has met all the requirements, the HSP determines the examiner team and defense date. The procedures for the FA defense are regulated in a separate document.

6.9 Finish