

 <p><b>UNIVERSITAS GADJAH MADA</b> FACULTY OF MATHEMATICS AND NATURAL SCIENCES DEPARTMENT OF COMPUTER SCIENCE AND ELECTRONICS</p>	<b>Department</b>	<b>Department of Computer Science and Electronics</b>		
	<b>Unit</b>	<b>Computer Science Doctoral Program</b>		
	<b>SOP Number</b>	502		
	<b>Revision Number</b>	1.0		
	<b>SOP Name</b>	<b>New Student Selection for Doctor in Computer Science</b>		
	<b>Effective Start</b>	3 February 2020		
	<b>Endorsed by</b>	Head of the Department of Computer Science and Electronics Agus Harjoko, M.Sc., Ph.D.		
<b>SOP OBJECTIVE</b>		<b>SCOPE</b>		
Guidelines for prospective students of Doctor in Computer Science programme for New Student Selection		Applies to UGM internal institutions. <b>Doctor in Computer Science Doctoral Programme</b>		
<b>LEGAL BASIS</b>		<b>LINKAGES</b>		
		<b>Department</b>	<b>Unit</b>	<b>SOP Name</b>

### DETAILS OF PROCEDURE

No.	Activities Description	Executive					Quality		
		Faculty	Department	Programme	Admin	Students	Material	Time	Output
	<b>BEGIN</b>								
1.	Verification and Validation on registrar data about the originality of the data uploaded and the required TPA and TOEFL score.						Registration Documents; Master's Degree Certificate and Transcript, TPA, TOEFL, Recommendation, Health Letter, Motivation Letter, Agency Permit	1 week before the limit of new students' selection	Verification and Validation results on Registration documents and the documents; Master's Degree Certificate and Transcript, TPA, TOEFL, Recommendation, Health Letter, Motivation Letter, Agency Permit
2.	Appoint Reviewer						Data of student candidates, and data of lecturers	3 days before the limit of new	The list of interviewer's team,

							(interviewers)	students' selection	and the selection schedule.
	Set the selection date								
	Conduct coordination on reviewer availability								
3.	Create Invitation for the selection agenda						The list of interviewer team, and the selection schedule	2 days before the limit of new students' selection	Invitation letter of new students' selection, Event record of new students' selection
	Preparing the documents								
	Create event record of new students' selection								
	Report to department (finance and consumption)								
4.	Lead the selection process						Data of verified students' candidates (applicants)	1 day	List of selection results
5.	Creating the list of accepted students' candidates (applicants) and the not-accepted students to the faculty						The list of selection's results	1 day	The letter of selection
6.	Faculty Plenary Meeting						The list of selection results from the programmes	1 day	The letter attached with new student selection result to UGM
	Send selection result documents to the university								
	<b>END</b>								

### REVISED NOTES

No. of Review	Page	Change Section	Approved by	Date

**Description (Term/Definition/Abbreviation):**

1. ....