

 <p>UNIVERSITAS GADJAH MADA FACULTY OF MATHEMATICS AND NATURAL SCIENCES DEPARTMENT OF COMPUTER SCIENCE AND ELECTRONICS</p>	Department	Department of Computer Science and Electronics		
	Unit	Computer Science Doctoral Program		
	SOP Number	503		
	Revision Number	1.0		
	SOP Name	Semester Study Plan Implementation		
	Effective Start	3 February 2020		
	Endorsed by	Head of the Department of Computer Science and Electronics Agus Harjoko, M.Sc., Ph.D.		
SOP OBJECTIVE		SCOPE		
Guidelines for prospective students of Doctor in Computer Science programme for Semester Study Plan		Applies to UGM internal institutions. Doctor in Computer Science Doctoral Programme		
LEGAL BASIS		LINKAGES		
		Department	Unit	SOP Name

DETAILS OF PROCEDURE

No.	Activities Description	Executive					Quality		
		Faculty	Department	Programme	Admin	Students	Material	Time	Output
	BEGIN								
1.	Create lecturer list of running semester course					Course list, lecturer, and schedule as discussed on course planning meeting	120 minutes	The valid data of lecturers, courses, and schedule in SIMASTER (system).	
	Confirm schedule to the lecturer								
	Plan the class schedule on Simaster at http://admin.simaster.ugm.ac.id								
	Entry course, lecturer, and schedule, as discussed on course planning meeting								
2.	Make semester study plan online (at SIMASTER) within the schedule, and ask approval to the promotors					List of courses and its corresponding lecturer	5 days	Approved semester study plan.	

3.	Print class presence document, and prepare the printed course control card for students						Semester Study Plan and Course Control Card	1 day	Course presence document, and Course Control Card
4.	Take the course presence and course control card						Course presence and Course Control Card		Students have Course presence and Course Control Card
END									

REVISED NOTES

No. of Review	Page	Change Section	Approved by	Date

Description (Term/Definition/Abbreviation):

1.