

 <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	Doctor in Computer Science Programme		
	SOP Number	509		
	Revision Number	1.0		
	SOP Name	Dissertation Manuscript Scoring 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 dissertation manuscript scoring Implementation		Applies to UGM internal institutions Doctor in Computer Science 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.	Propose the application for dissertation scoring to the programme that has been added with proposed scorer team and approved by promotor and dissertation document that is going to be scored (approved by promotor) to the programme as many copies as the scorer team and promotor team.						An application letter for dissertation scoring that has been approved by promotor team, and dissertation document.	D-4 months before the limit of study time.	An application letter for dissertation scoring that has been approved by promotor team, and dissertation document.
2.	Approval request about the application of dissertation scorer team (that is proposed by student and promotor) to						The letter of dissertation scoring to programme that has been completed with	1 day	The letter of dissertation scoring to programme that

	Head of the Programme.						scorer team and approved by promotor, plus dissertation document.		has been completed with scorer team and approved by promotor, plus dissertation document.
3.	Send a letter of dissertation's manuscript scoring from student that has been completed with scorer team and approved by head of programme to be approved by Head of Department.						The approved of the required documents for comprehensive examination.	1 day	An application letter signed by promotor team, including ACEPT, GPA transcript, Registration proof, and research proposal document that have been approved by head of the programme and Head of Department.
4.	Assign and decide the formation of dissertation's manuscript scoring team.						The letter of dissertation's manuscript scoring to programme that has been completed with scorer team and approved by promotor, plus dissertation document that has been completed with scorer team and approved by head of the programme.	1 day	The letter of dissertation's manuscript scoring to programme that has been completed with scorer team and approved by promotor, plus dissertation document that has been completed with scorer team and approved by head the programme and Head of Department.
5.	Create and deliver proposal letter to prospect scorer team						An application letter signed by promotor	At most 3 days	The letter of decree of the

	and ask for sign on scorer team approval form						team, including ACCEPT, GPA transcript, registration proof, and research proposal document.		team of examiners of Comprehensive Examination, and an invitation letter to each Examiner
6.	Create the letter of decree of the examiners team of Comprehensive Examination.						An application letter signed by promotor team, including ACCEPT, GPA transcript, registration proof, and research proposal document.	At most 3 days	The letter of decree of the examiner team of Comprehensive Examination.
7.	Publish the letter of decree for scorer team.						A request letter to create the letter of scorer team.	At most 3 days after letter from department.	The letter of decree of Scoring team.
8.	Distribute the letter of decree, and dissertation document to each member of scoring team.						An invitation letter to all member of scoring team, the letter decree of scoring team, and dissertation document manuscript.	1 day	Proof document of acceptance for scorer team.
9.	Score dissertation with maximum duration of 1 month. This done by dissertation's manuscript scoring team.						Dissertation Document and the letter of decree of Scoring Team.	At most 1 month	Detailed revision comments for student's dissertation manuscript.
	Discuss the scoring result with promotor team and send the result of scoring to the programme.								
10.	Send the score to the students.						The scoring results of manuscript of dissertation.	1 day	The scoring results of manuscript of dissertation.
11.	Revision by students						Manuscript of dissertation proposal with the list of inputs, corrections, and suggestions.	At most 3 months	Revised manuscript of dissertation proposal.
	END								

REVISED NOTES

No. of Review	Page	Change Section	Approved by	Date

Description (Term/Definition/Abbreviation):

1.