

 <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	501		
	Revision Number	1.0		
	SOP Name	New Student Registration for Doctor in Computer Science		
	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 the New Student Registration		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.	Registration online, upload required document and lock the submission						Soft File registration requirement (Degree Certificate, Master's Degree Transcript, Motivation Letter, Health Letter, Master's Degree Accreditation, Agency Permit, Recommendation)	2 months	Registration Proof Print-out
	Pay registration fee to the appointed Bank							D-1 (one day before) as the limit of registration time.	
	Login to print registration proof (maximum 2 x 24 hour after payment)								
2.	Submit the additional						Doctoral research proposal	D-5 before the selection of	Submitted doctoral research proposal.

	requirements to the programme (5 copy of doctoral research proposal)							new student (interview) in programme.	
3.	Validation and verification data of student candidates						Data of registered students on SIMASTER (system)	D-1 (one day before) the limit of registration time.	Validated and verified registration data of student candidates.
	END								

REVISED NOTES

No. of Review	Page	Change Section	Approved by	Date

Description (Term/Definition/Abbreviation):

1.