

 <p>UNIVERSITAS GADJAH MADA 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>	504		
	<b>Revision Number</b>	1.0		
	<b>SOP Name</b>	<b>Course Score Submission</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 Course Score Submission		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.	Create letter of score request to each lecturer.					Data of course score	Minimum 3 weeks before the end of running semester.	The submitted course score to the programme, or entered course score in SIMASTER (system).	
	Check the completeness of all course scoring in running semester online at D+1 deadline								
	<b>If</b> lecturer has not submitted the course score, <b>then</b> the programme will								
	Create a demand letter to the lecturer with new deadline of D+7 (working days) from date on the letter and notify a default score of "B".					A demand letter			

<b>Note</b>	No additional process of score renewal after score has been reported or assigned the default value								
	<b>END</b>								

**REVISED NOTES**

<b>No. of Review</b>	<b>Page</b>	<b>Change Section</b>	<b>Approved by</b>	<b>Date</b>

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

1. ....