

 <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>Doctor in Computer Science Programme</b>		
	<b>SOP Number</b>	505		
	<b>Revision Number</b>	1.0		
	<b>SOP Name</b>	<b>Course Retaking</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 retaking		Applies to UGM internal institutions <b>Doctor in Computer Science 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 an application letter to study program about course retaking with the approval of course lecturer						Application letter to the programme about course retaking, and the previous semester study result.	3 days before Semester Study Plan Implementation start.	Application letter to the programme about course retaking, and the previous semester study result.
2.	Record the application letter						<b>Approved</b> application letter to the programme about course retaking, and the previous semester study result.	1 day	<b>Approved</b> application letter to the programme about course retaking, and <b>revised</b> semester
	Add retaking course online in SIMASTER								

									study plan.
	END								

**REVISED NOTES**

No. of Review	Page	Change Section	Approved by	Date

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

1. ....