



UNIVERSITAS
GADJAH MADA

SOP OF INTERNSHIP

This document outlines the Standard Operating Procedure (SOP) for the internship program of the Master in Higher Education Management (MMPT) at Universitas Gadjah Mada. It aims to ensure that internships are effectively structured and aligned with students' research needs. Eligible students must have completed all coursework, obtained thesis topic approval, and confirmed a research site. The SOP details the application process, internship implementation, supervision, reporting requirements, and evaluation criteria, emphasizing the importance of data collection for thesis research and regular guidance from academic supervisors.

Universitas Gadjah Mada
2025

Standard Operating Procedure (SOP) Internship for Master of Higher Education Management Study Program

Universitas Gadjah Mada

Objective:

This SOP aims to regulate the implementation of internship programs for active students of the Study Program Master of Higher Education Management Study Program so that it runs effectively, is structured, and relevant to the development of student competence in research data collection.

Scope:

This SOP applies to all active students of the MMPT Study Program who meet the requirements to join the internship program.

Internship Participant Requirements:

1. Active students of the MMPT Study Program at Gadjah Mada University.
2. Have completed all theoretical courses (proven by transcripts).
3. Have a thesis/research title approved by the supervisor.
4. Have a clear research location approved by the supervisor.
5. Submit an internship application in accordance with established procedures.

Submission of Internship Application:

1. Students submit an internship application letter to the Head of the MMPT Study Program through the Study Program Secretariat.
2. The application letter is attached with:
3. The application letter is attached with:
4. The last transcript of grades that shows that they have completed all theoretical courses.
5. Thesis/research title approval letter from the supervisor.
6. Certificate or confirmation of the research location (e.g. letter of acceptance from the agency/institution where the research will take place).
7. A brief proposal of the internship activity plan that includes the objectives, estimated schedule, and target data to be collected.
8. The deadline for submitting an internship application is adjusted to the academic calendar and the student's research implementation plan.

Approval of Internship Application:

1. The Head of the Study Program will review the completeness of the requirements and the suitability of the internship application.
2. The Head of the Study Program may discuss with the student's supervisor regarding the internship plan.
3. If the application is approved, the Head of Study Program will issue an internship approval letter.

Internship Implementation:

1. Students carry out internship activities at approved research locations.
2. The main focus of internship activities is data collection relevant to the student's thesis research.
3. Students are expected to establish good communication and coordination with the research location and supervisor.
4. Students are required to record internship activities in a logbook or daily notes approved by the supervisor.

Internship Guidance:

1. Students are required to consult regularly with their supervisors during the internship period.
2. The supervisor will provide direction and input regarding the data collection process and other matters that are more relevant to the research.

Reporting of Internship Results:

1. Upon completion of the internship, students are required to prepare an internship report.
2. The internship report must contain at least:
 - a. Summary of internship activities that have been carried out.
 - b. Description of the data collection process.
 - c. Obstacles faced and solutions taken (if any).
 - d. Preliminary analysis of the data obtained (if possible).
3. Logbook or internship diary that has been approved by the supervisor.
4. The internship report is submitted to the supervisor for evaluation.

Internship Evaluation:

1. The supervisor will evaluate the internship report and provide feedback to the student.
2. The evaluation can consider the quality of the report, student discipline during the internship (based on logbooks and communication), and the relevance of the data obtained to thesis research.
3. The results of the internship evaluation can be one of the considerations in assessing the progress of students' studies.