SOP FOR THESIS SUPERVISION

The document outlines the Standard Operating Procedure (SOP) for thesis supervision at Universitas Gadjah Mada. It specifies that students must be actively registered and have an approved thesis proposal to begin supervision. The supervision must include at least four meetings, with a maximum of fifteen or as agreed upon with the supervisor. Each session must be recorded in a logbook signed by both student and supervisor. The procedure involves administrative tasks by the study program, appointment of supervisors by the Dean, and supervision guidance both in-person and online focusing on research, execution, and thesis writing, with coordination facilitated when needed.

Universitas Gadjah Mada
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SOP for Thesis Supervision

Thesis guidance is carried out with the following conditions:

1. Students who will conduct thesis mentoring are registered and active in the current semester.
2. The student's thesis proposal has been approved by the study program.
3. The number of thesis mentoring during the preparation of the thesis manuscript is a minimum of 4 meetings, a maximum of 15 meetings or according to agreement with the supervisor.
4. Every time the student conducts guidance, the student submits a Logbook to be signed / known by the lecturer and student as proof that on that day a thesis guidance consultation has been carried out.

Procedure Details (study program, supervisor, and student)

1. The admin of the study program makes a list of students who will compile a thesis based on KRS and the requirements submitted.
2. The Head of Study Program determines the Thesis Supervisor based on the study program meeting and proposes it to the Dean.
3. The Dean issues a decision letter of the thesis supervisor team.
4. Thesis Supervisor directs and guides students related to research substance, research implementation, and thesis preparation and approves it for examination.
5. Students make a time agreement with the supervisor before conducting thesis supervision.
6. Supervisors can conduct online thesis guidance to students, either communication via email or online meetings.
7. Students inform the study program for the online meeting schedule if it will be facilitated by the study program.
8. Study Program facilitates thesis supervision through online meetings.
9. Students submit a Logbook to be signed / known by the lecturer and student as proof that on that day a thesis mentoring consultation has been carried out.