SOP FOR DISSERTATION SUPERVISION

This Standard Operating Procedure (SOP) delineates the structured framework for dissertation supervision in a doctoral program, emphasizing the roles of a Promoter Team (comprising one Promoter and one or two Co-Promoters) and student obligations. Eligible students, actively enrolled and campus-bound (with exceptions for approved leaves), must submit a research proposal within one year of admission and engage in comprehensive guidance spanning research design, proposal development, publication preparation, dissertation writing, and examination readiness. Supervision includes regular progress reports, mandatory semester-end updates, and documented consultations via a signed Logbook. Flexibility is permitted through online mentoring via platforms like email or virtual meetings, coordinated with the study program. The SOP ensures systematic oversight, academic rigor, and adherence to institutional timelines, fostering transparent communication between students, supervisors, and administrative bodies throughout the dissertation process.

Universitas Gadjah Mada
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Dissertation supervision is carried out with the following conditions:

1. Students who will conduct dissertation supervision are registered and active in the current semester.
2. The Promoter Team consists of at least two people, consisting of one Promoter and one or two Co-Promoters.
3. Doctoral Program students with the guidance of the Promoter Team are required to prepare a dissertation research proposal no later than one year after graduating from college.
4. Doctoral program students are required to be on the official UGM campus during their studies, except with special permission from the Promoter Team, they can be given permission to leave campus for a maximum of two semesters.
5. Dissertation supervision includes:
   a) Determination of research direction.
   b) Determination of research support courses.
   c) Preparation of proposal.
   d) Preparation for comprehensive examination.
   e) Briefing and monitoring of research implementation.
   f) Briefing the preparation of publication manuscripts.
   g) Briefing the preparation of dissertation.
   h) Briefing the preparation of dissertation examination
6. Students submit a Logbook to be signed / known by lecturers and students as proof that on that day a dissertation mentoring consultation has been carried out.

Procedure Details (study program, supervisors, and students):

1. The Dean determines the name of the promoter and promoter team members for each doctoral program participant based on the proposal of the Head of Study Program.
2. The promoter team directs doctoral program students in fulfilling academic requirements including course selection, direction and guidance of doctoral program participants in preparing research proposals for comprehensive exams, research and preparation of dissertations, eligibility preparation, and closed and open examinations.
3. Doctoral program students are required to submit a written study progress report at the end of each semester.
4. The promoter team guides students regularly and continuously to develop research proposals, conduct research, and write dissertations. The guidance starts since the student is accepted as a program participant, the intensity increases after the student prepares for the research proposal seminar until the study program is completed.
5. The promoter team can conduct online thesis guidance to students, either through email communication or online meetings.
6. Students inform the study program for the online meeting schedule if it will be facilitated by the study program.
7. Study Program facilitates dissertation mentoring through online meetings.
8. Students submit a Logbook to be signed / known by lecturers and students as proof that on that day a dissertation mentoring consultation has been carried out.