







No	Activity	PIC				Standard Quality			Description
		Student	Academic Administration Team	Head of Study Program & Coordinator	Lecturer	Requirements	Time	Output	
1	Students propose lecturers to teach Dissertation Supporting Course (MKPD)					List of elective courses and tutors	1 hour	Lecturer Willingness Form	Students submit 3 MKPD courses to the administration staff who has been chosen by the supervisor
2	Administration staff makes availability and students contact the lecturer					Availability form	2 days		
3	Approval of MKPD supporting lecturer								If the appointed lecturer is willing to take the MKPD lecture, it will be submitted to the Head of Study Program if not, it will be submitted back to the administration and a form for the lecturer's willingness to be appointed again by the supervisor is made.
4	Head of Study Program/ Academic coordinator approves student submissions						1 day	Willingness Form	Head of Study Program approves the willingness form and gives administration staff tasks to make attendance and prepare MKPD teaching
5	Preparing MKPD lectures					Lecture attendance	1 hour		Administration staff prepares lecture attendance, recaps student attendance and recaps MKPD scores to be entered into SIMPEL
6	Implementation of MKPD							Lecture Schedule with each Lecturer	"Students contact the lecturer to make a teaching schedule for the implementation of MKPD"