






No	Activity	PIC				Standard Quality			Description
		Student	Head of Study Program	Academic Administration Team	Lecturer	Requirements	Time	Output	
1	Students apply for replacement of Dissertation Supporting Course (MKPD) lecturers						1 day		Students propose to replace MKPD lecturers to the Head of Study Program with the approval of the Promoter and Co-promoters if the selected MKPD lecturers are absent due to illness, death, etc.
2	Academic Administration makes a letter of willingness to support MKPD lecturers					Selected Lecturer Name	1 day		Students ask for the willingness of MKPD lecturers
3	Lecturers are willing to become MKPD supporting lecturers					Letter of Willingness for MKDU Lecturer	1 day	Willing to teach	
4	Head of Study Program signs the approval for the appointment of MKDU lecturers					Letter of Willingness for MKDU Lecturer	1 day		
5	Academic Administration Submitting ST for MKPD lecturers					Letter of Willingness for MKDU Lecturer	1 day		