






No	Activity	PIC			Standard Quality			Description
		Academic Administration Team	Head of Study Program & Coordinator	Student	Requirements	Time	Output	
1	Prepare a draft class schedule				Schedule and tutor	3 days	Syllabus	Prepare a draft schedule for the Matriculation Program and supporting lecturers to the Head of the Study Program
2	Inviting course lecturers				Syllabus	1 day		Preparation for the Implementation of the Matriculation Program
3	Preparing the implementation of the Matriculation Program				Syllabus	5 days	Attendance list	Performing the registration process for Matriculation Program participants, informing the Matriculation Program schedule that has been approved by the Head of the Study Program to the lecturer in charge of Matriculation Program courses, Preparing for the implementation of the Matriculation Program by preparing student and lecturer attendances and contacting lecturers, Preparing the room, writing equipment, and multimedia needed for the implementation of the Matriculation Program lectures, recapitulate the attendance of the Matriculation Program lecturers and submit them to the finance department
4	Prepare a Decision Letter for the organizing committee of the Matriculation Program				Lecture attendance	3 days	Decree approved by the Dean	
5	Finished							Dean's approval