






No	Activity	PIC			Standard Quality			Description
		Student	Academic Administration Team	Head of Study Program/ Academic Coordinator	Requirements	Time	Output	
1	Students propose the name of the Promoter/Co-Promoter							
2	Head of Study Program/ Academic Coordinator checks the amount of lecturer guidance				Selected Lecturer Name	1 day		If there is a quota for supervision, then students will continue the administrative process, if the number of appointed lecturers is full, then student should look for other lecturers
2	The Academic Administration Team makes a letter of willingness to promoter/Co-Promoter				Promoter Appointment Letter	3 days	Approval as a supervisor	Letters are given to students and students bring a letter of willingness as a Promoter/Co-Promoter to the appointed lecturer
4	The student gives the supervisor's approval letter to the admin				Promoter Appointment Letter	1 day		
5	Approval letter approved by Head of Study Program/ Academic Coordinator				Promoter Appointment Letter		Letter of Assignment	Letter that has been approved by the Head of Study Program/ Academic Coordinator, a Guiding assignment letter is made
6	Finished		