







No	Activity	PIC			Standard Quality			Description
		Student	Tim Administrasi Akademik	Head of Study Program	Requirements	Time	Output	
1	Student submits replacement				Substitute teacher's name	1 day		The change of supervisor has been sealed together with the other 2 mentors
2	The Academic Administration Team made a letter of willingness as a substitute for the promoter/co-promoter				Letter of Will to Replace Promoter	1 day		
3	Students bring a letter of willingness as a substitute promoter/co-promoter to the lecturer concerned				Letter of Will to Replace Promoter	1 day		
4	The Academic Administration Team makes a letter of appointment of a substitute promoter/co-promoter				Letter of Appointment of Substitute Promoter	1 day		
5	Head of Study Program approves/signs the letter of replacement of the promoter/co-promoter				Letter of Appointment of Substitute Promoter	1 day		
6	Academic Administration Team submits ST regarding Replacement of promoter/co-promoter				Letter of Application for ST Replacement of Promoter			