PROPOSAL SEMINAR REGISTRATION REQUIREMENTS

Fill out the Seminar Proposal Application Form with the following:

- Photocopy/scan of Proof of Paid Tuition Payment and photo of Registration History from Student Simaster

- Copy/scan of TOEFL Certificate

- Copy/scan of TPA Certificate

- Copy/scan of Grade Transcript

- Draft Thesis Research Proposal

ALUR PENDAFTARAN SEMINAR PROPOSAL

Fill out the Seminar Proposal Application Form and attach the requirements for the Seminar Proposal Examination which can be downloaded at the link: **http://bit.ly/FormPermohonanSempro**

Send Seminar Proposal Forms and Requirements to email **biotek.sps@ugm.ac.id** with format: **Request for Seminar Proposal_Full Name_NIM**

Room processing for offline exams on campus or online by setting up a link using an agreed video conferencing application (Zoom, Google meet, or others).

Sending invitations, attendance lists, and assessment forms to examiners, as well as sending invitations to students/seminar participants via email

Distributing invitations to batch students

Students

Students are expected to have confirmed the time for the Proposal Seminar to the examining lecturers

Students

Academic Section

Academic Section

Students

ONLINE THESIS RESEARCH PROPOSAL SEMINAR EXAMINATION

1

START THE EXAMINATION

The Chief Examiner, Examiner members, Proposal Seminar Participants, and class students can join the meeting via a video conferencing application link, for example the zoom link that has been sent by Bag. Academic.

2

PRESENTATION

The chief examiner opened the Proposal Seminar and invited Proposal Seminar Participants to make presentations.

During the presentation session, the chief examiner captures the application window which shows the presence of the student/participant.

3

QUESTION AND ANSWER

After the presentation was over, the chief examiner opened a question and answer session from the examiners and batch students who were present.

4

EVALUATION

The examiners make an assessment on the form and send the results of the assessment to the chief examiner.

The chief examiner saves the assessment forms of all examiners in pdf file form

5

RESULTS

After the Seminar is over and the assessment is complete, the Chief Examiner sends the exam results to bag. Academic.

PROPOSAL SEMINAR RULES ONLINE

Students

1. Ensuring the internet connection is stable and uninterrupted.

2. Able to use video conferencing applications properly (familiar).

3. Prepare backup computers/laptops and flash drives as back up data to anticipate device problems during the Proposal Seminar.

4. Dress neatly and politely.

5. Plain video background.

6. Can consult with the academic section to ensure the technical preparation of the Proposal Seminar