

TATA CARA PENGAJUAN CALON PEMBIMBING TESIS

1. Mahasiswa memilih Dosen Pembimbing Tesis berdasarkan tema penelitian yang akan diajukan dan memohon kesediaan dosen yang bersangkutan dengan membawa **Surat Kesediaan menjadi Dosen Pembimbing Utama/Pendamping (Form T-01)**.
2. Mahasiswa mengisi formulir Pengajuan Pembimbing Tesis di web site mfk.farmasi.ugm.ac.id paling lambat 1 hari sebelum jadwal Rapat Panitia Tesis.
3. Penentuan Pembimbing Tesis dilakukan oleh Panitia Tesis berdasarkan hasil rapat yang dijadualkan satu minggu sekali setiap hari Kamis.
4. Jika mahasiswa belum memilih dosen Pembimbing Tesis, maka Panitia Tesis akan menunjuk dosen Pembimbing Tesis sesuai dengan tema penelitian yang diusulkan. Mahasiswa mengajukan permohonan kepada dosen yang ditunjuk oleh Panitia Tesis dan menyerahkan formulir yang sudah ditandatangani ke sekretariat Program Studi Magister Farmasi Klinik.
5. Mahasiswa yang akan mengajukan penggantian topik penelitian atau dosen pembimbing Tesis setelah hasil rapat diumumkan, **wajib** mengajukan permohonan pembatalan kepada Ketua Program Studi Magister Farmasi Klinik secara tertulis disertai alasan dan diketahui dosen pembimbing, sebelum ujian proposal.
6. Jika dalam jangka waktu lebih dari 3 bulan sejak ditetapkan Pembimbing Tesis belum dilakukan ujian proposal, maka Pengajuan Pembimbing Tesis ini dianggap batal dan mahasiswa harus mengajukan kembali Pembimbing Tesis sesuai Tata Cara Pengajuan Calon Pembimbing Tesis dari awal.

SUBMISSION PROCEDURE FOR THE THESIS SUPERVISOR

1. Student select a lecturer as the Candidate of Thesis Supervisor, then asking for the willingness of the selected lecturer to be the Thesis Supervisor by asking his/her signature on Statement Letter of Thesis Supervisor (Form T-01)
2. Student fills in the Form Thesis Supervisor Submission on <http://ugm.id/pengajuanpembimbingmfk> (no more than 1 days before the Thesis Committee Meeting)
3. Determination of Thesis Supervisor is conducted by the Thesis Committee based on the result of the scheduled meeting held once a week every Thursday.
4. If the students have not decided the Supervisor, the Thesis Committee will appoint the Supervisor based on the proposed research theme. The students then request for the Supervisor's willingness and hand the signed statement letter to the Master Program in Clinical Pharmacy secretariat.
5. Students who request for a change of research topic or Supervisor after the results of the meeting are announced **must** submit a written request of cancellation to the Head of Master Program in Clinical Pharmacy before the proposal examination and acknowledged by the Supervisors (reasons for cancellation must be stated).

The Thesis Supervisor's Submission is deemed null if there is no proposal examination within 3 months after the Supervisors are appointed. Students also must re-submit the name of Supervisors based on the procedure.