

INTISARI

Tugas akhir ini adalah laporan magang yang bertujuan untuk mendeskripsikan profil Fakultas Ilmu Budaya UGM dan untuk mengidentifikasi tugas-tugas staf administrasi akademik di akademik pascasarjana Fakultas Ilmu Budaya UGM. Administrasinya mengenai bagaimana mereka mengatur siklus perkuliahan mahasiswa dari pendaftaran sampai wisuda dan siklus surat di akademik sekolah pascasarjana fakultas ilmu budaya UGM.

Untuk mendeskripsikan dan mengidentifikasi isu-isu ini, studi lapangan dan studi pustaka digunakan untuk mengumpulkan data. Studi lapangan dilakukan dengan magang untuk mengamati pekerjaan staf dan mengalami langsung prosesnya. Kemudian data dianalisis secara kualitatif dan disajikan secara deskriptif dilengkapi gambar atau grafik.

Kesimpulannya siklus perkuliahan mahasiswa terdiri dari 4 tahap: proses masuk – tahap proses akademik – tahap persiapan ujian tesis – tahap kelulusan. Selain itu, ada 2 jenis siklus surat di sekolah pascasarjana; pertama siklus 'Surat masuk' yang dimulai dari divisi administrasi - sekretaris dekan - dekan / wakil dekan - Sekretaris dekan - divisi administrasi - divisi akademik sekolah pascasarjana. Siklus surat kedua adalah siklus 'Surat keluar' yang dimulai dari divisi akademik pascasarjana - sekretaris dekan - dekan / wakil dekan - Sekretaris dekan - divisi akademik sekolah pascasarjana.

Kata Kunci: Fakultas Ilmu Budaya UGM, proses administrasi, siklus perkuliahan, siklus surat

ABSTRACT

This graduating paper is an internship report which aims to describe the profile of Faculty of Cultural Science UGM and to identify the job descriptions of academic administration staff at Faculty of Cultural Sciences. The administration concerns on how they organize the students of master program life cycle at the postgraduate school from registration to graduating ceremony and also the 'LetterCycle' at Faculty of Cultural Sciences UGM.

To describe and to identify these issues, field study and library study are used to collect the data. Field study is done by doing internship to observe the work of the staffs and to directly experience the process. Then the data is analyzed qualitatively through descriptions with pictures or additional graphics.

In conclusion the student of master program lifecycle consists of 4 phases: admission process phase– academic process phase– thesis preparation phase– graduation phase. Moreover, there are 2 types of letter cycles at postgraduate school; the first letter cycle is 'Letter In' cycle begins from administrative division - secretary of dean - dean/vice dean - secretary dean – administrative division – academic of postgraduate school division. The second letter cycle is 'Letter Out' cycle that begins from academic postgraduate division – secretary of dean – dean/vice dean – secretary dean - academic postgraduate school division.

Keywords: Faculty of Cultural Sciences UGM, academic administration, job description, Student Lifecycle, Letter cycle