

## INTISARI

Penelitian ini bertujuan untuk menjelaskan deskripsi pekerjaan pegawai akademik dan kemahasiswaan di program pascasarjana, proses ujian tesis dan disertasi, dan tantangan melakukan magang di Fakultas Ilmu Budaya.

Metode yang digunakan dalam penulisan laporan akhir ini adalah metode deskriptif. Metode deskriptif adalah metode yang menyediakan informasi nyata untuk melakukan analisis data yang diperoleh. Data dikumpulkan melalui dua metode: studi lapangan dan studi pustaka. Studi lapangan meliputi observasi dan wawancara. Dalam studi lapangan, observasi dilakukan untuk mengetahui tentang tugas pegawai administrasi akademik dan kemahasiswaan di pascasarjana dan proses akademik master dan program doktor di pascasarjana dengan memperhatikan kegiatan lembaga secara langsung. Wawancara juga dilakukan dengan staf senior untuk mendapatkan informasi tentang proses akademik program master dan program doktor. Studi pustaka merupakan kegiatan yang dilakukan untuk menemukan pengertian administrasi pendidikan dan administrasi akademik menurut beberapa ahli. Informasi tersebut dapat diperoleh dari buku dan internet baik cetak dan elektronik.

Program Pascasarjana Fakultas Ilmu Budaya menyelenggarakan program pascasarjana: program master dan program doktor. Program master terdiri dari enam jurusan yang ditangani oleh dua orang. Program doktor mempunyai program ilmu-ilmu Humaniora dan Pengkajian Amerika. Ilmu-ilmu Humaniora terdiri dari lima jurusan yang ditangani oleh satu orang. Untuk memperoleh gelar master, mahasiswa harus membuat tugas akhir yaitu tesis. Ujian tesis mempunyai beberapa proses. Khusus jurusan sastra, mahasiswa harus melewati komite akademik, tetapi untuk jurusan lain tidak perlu melalui komite akademik. Untuk mendapat gelar doktor, mahasiswa harus melalui beberapa proses: seminar rancangan usulan disertasi, ujian komprehensif, seminar hasil penelitian, tim penilai, rapat penilaian, revisi disertasi dari tim penilai, rapat kelayakan, dan ujian tertutup.

Kata Kunci: Administrasi akademik dan kemahasiswaan, program pascasarjana,  
Fakultas Ilmu Budaya.

## ABSTRACT

This research aims to explain the job description of academic and student affair administration staff at graduate program, the process of graduate thesis and dissertation examination, and the challenges in doing the internship at Faculty of Cultural Sciences.

The method used in the final report writing is descriptive method. Descriptive method is a method that provides real information to perform the analysis of the data obtained. The data are collected through two methods: field study and library study. Field study includes observation and interview. In field study, observation is done to know the job description of academic and student affair administration staff at graduate program and the process of academic for both master program and doctorate program by observing the activities of an institution directly. Interview is also done with senior administration staffs to get information about the process of academic for both master program and doctorate program. Library study is an activity to find the meaning of educational administration and academic administration according to some experts. The information can be obtained from book and internet sources both printed and electronic.

Faculty of Cultural Sciences Universitas Gadjah Mada organized graduate program: Master Program and Doctorate Program. Master program consist of six majors that are handled by two persons. Doctorate program has Humanities Sciences and American Studies programs. Humanities Sciences consist of five majors that are handled by one person. To get master's degree, student should make a final assignment namely thesis. In the thesis examination has several steps. Especially for literature major, the students must go through to the academic committee, whereas other majors do not need to go through the academic committee. To get a doctorate degree, the student must go through several processes: Seminar the draft dissertation proposal, comprehensive examination, research, seminar research results, the assessment teams, the assessment teams meeting, the revision of dissertation, the worthiness meeting, and closed examination.

Key words: Academic and student affair administration, graduate program, Faculty of Cultural Sciences.