

**THE MANAGEMENT OF NEW STUDENTS' RECRUITMENT
(PPDB) A SITE STUDY AT STATE-OWNED VOCATIONAL
SCHOOL 2 PURBALINGGA**

THESIS

**Submitted as a Partial Fulfillment of the Requirements
for Getting Master Degree of Education
in Educational Management Department**



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2011**

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Assalamualaikum warahmatullahi wabarakatuh

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This thesis has been approved to be examined by the board of examiners of Graduate School, Muhammadiyah University of Surakarta .

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ACCEPTANCE

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PURBALINGGA**

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TESTIMONY

Herewith, I testify that in this research paper there is no plagiarism of the previous literary work which has been raised to obtain master degree of a university, nor there are opinions or masterpieces which have been written or published by others, except those the writing which are referred to the manuscripts mentioned in bibliography.

Hence later, if it is proven that there are some untrue statements in this testimony , I will hold fully responsibility.

Surakarta, February 2012
Writer,

SUKAMTO

MOTTO AND DEDICATION

MOTTO

Think positive, practice positive, be positive, share positive

(Mark Joyce)

DEDICATION

To my wife and children that always support me.

ACKNOWLEDGEMENT

Praise is always the writer turning to the presence of God Almighty who has mercy and guidance, this thesis can be finished well. This thesis is arranged as an academic responsibility in relation to the Master Education Management Program on Graduate School, Muhammadiyah University of Surakarta (UMS).

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5. All new students' recruitment committee who had helped to collect data.
6. All parties that can be mentioned one by one that had given support and guidance in the process of this thesis.

The writer knows that this thesis is far from perfect, either in the theoretical, or methodology, therefore the writer expects some suggestion and criticism to the perfection of this thesis.

Surakarta, February 2012

Writer

Sukamto

SUMMARY

Sukamto. Q.100.090.253. New Students' Recruitment Management (A Site Study at State-Owned Vocational School 2 Purbalingga). Thesis. Graduate School, Muhammadiyah University of Surakarta. 2011.

There are two objectives of this research. (1) To describe the characteristics of the structure and role of the new Students' recruitment at State-Owned Vocational School 2 Purbalingga. (2) To describe the criteria of the new students' recruitment at State-Owned Vocational School 2 Purbalingga.

It is a qualitative research conducted in State-Owned Vocational School 2 Purbalingga. The main subject in this research included the principal, the chairman and members of the PPDB committee. Data collection techniques used in this research were observation, interview, and documentation. Data analysis technique used an analysis model, namely data collection, data reduction, data display, and conclusion. Data validity in this research included credibility, transferability, dependability, confirmability.

The results of this research are (1) the new students' recruitment activity needs the committee structure to make it run well. The new students' recruitment committee is formed at least three months before the activity held. The school hold meeting that is attended by all staffs then chosen and form the committee. The structure of new students committee usually consists of the responsible person, chairman, secretary, treasurer, and sections. The role of each PPDB member has been regulated and divided based on the tasks in the Decree of the new students' recruitment committee. (2) The new students' recruitment process is started by the publication of the Principal's Decree on the Formation of the New Students' Recruitment (PPDB) Committee. Then, conduct a socialization that is followed by the registration process. The registration process is started by taking and filling out the form and submit it to the enrollment committee completed with the requirement documents. The next activity is the student candidates join the written test and interview. The new students' recruitment process at State-Owned Vocational School 2 Purbalingga still conducted manually or the students come directly to the school.

Keywords: *structure and roles, accepting criteria, new students' recruitment.*

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