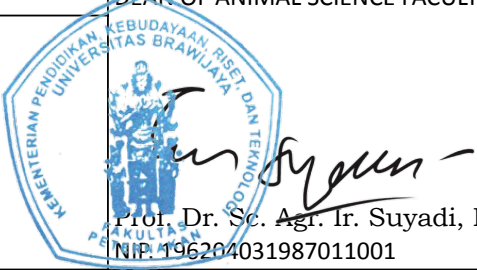




MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION
FACULTY OF ANIMAL SCIENCE
UNIVERSITAS BRAWIJAYA

NO	UN10/F05/01/03/ HK.01.02.a/011
DATE	02 January 2021
REVISION DATE	-
EFFECTIVE DATE	02 January 2021
AUTHORIZED BY	DEAN OF ANIMAL SCIENCE FACULTY
	 Prof. Dr. Sc. Agr. Ir. Suyadi, MS. NIP. 196204031987011001
NAME OF SOP	DISERTATION EXAMINATION

LEGALITY

- 1 Permenristekdikti No. 71/2017 concerning Guidelines for Compilation and Evaluation of Business Process Maps and Standard Operating Procedures within the Ministry of Research, Technology and Higher Education
- 2 Permenpan RB Regulation No. 35/2012 on Guidelines for Preparation of Standard Operating Procedures for Government Administration
- 3 Permenpan RB Regulation No. 12/2011 concerning Guidelines for Management (Business Process)

EXECUTOR QUALIFICATIONS

- 1 Have a linear field of expertise with a dissertation topic.
- 2 Qualify as a doctoral student promoter
- 3 Qualify as a dissertation examiner
- 4 Students have fulfilled the requirements to take the final dissertation examination

LINKAGES

- 1 SOP Dissertation Proposal Examination
- 2 SOP Dissertation Qualification Examination
- 3 SOP Pre-proposal dissertation committee
- 4 SOP Proposal Dissertation committee
- 5 SOP Dissertation result seminar

TOOLS/EQUIPMENT









- 1 Legislation in the field of higher education
- 2 Computer/printer/scanner
- 3 Internet Network

WARNING

If this process is not carried out according to the procedure, the implementation of dissertation exam will be constructed

RECORDING AND COLLECTION DATA

Saved as electronic and manual data

No	Description	Process			Quality Standard			Additional
		Student	Head of DAS	Dean	Requirements	Required Time	Output	
1	The dissertation manuscript has been approved and signed by all the Advisory Teams and the head of the DAS UB				dissertation manuscript	2 Hours	dissertation manuscript	
2	Supervisors immediately register their students for the Final Dissertation Examination by filling out Form SUAD-1 and submitting it to the Head of DAS UB, including the required documents.				Form SUAD-1, Document	3 Hours	Form SUAD-1, Document	
3	The Head of DAS UB coordinates with the Dean to determine four prospective dissertation examiners and then complete the SUAD-1 Form.				Form SUAD-1, Document	1 day	Form SUAD-1, Document	
4	The Head of DAS UB copies the SUAD-1 Form, and then the original Form is submitted to the students				Form SUAD-1	1 day	Form SUAD-1	
5	Students fill out Form SUAD-2 and ask for approval signatures from all prospective examiners by showing Form SUAD-1				Form SUAD-2, Form SUAD-1	1 day	Form SUAD-2, Form SUAD-1	
6	The SUAD-1 form, which has been signed by all prospective examiners for the dissertation examination, is returned to the head of DAS UB				Form SUAD-1	1 day	Form SUAD-1	
7	The Head of DAS UB proposes to the Dean to issue a letter of assignment for prospective Dissertation Examiners to carry out the Dissertation Final Examination for the students concerned				a letter of assignment	1 day	a letter of assignment	
8	The Head of DAS UB submits an invitation letter (Form SUAD-3) to the Dissertation Examiner, attached with their respective assignments and the requirements for the Dissertation Examination				invitation letter (Form SUAD-3) and document	1 day	invitation letter (Form SUAD-3) and document	

No	Description	Process			Quality Standard			Additional
		Student	Head of DAS	Dean	Requirements	Required Time	Output	
9	Finish	