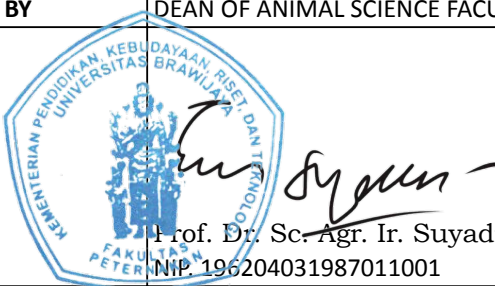












MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION
 FACULTY OF ANIMAL SCIENCE
 UNIVERSITAS BRAWIJAYA

NO	UN10/F05/01/03/ HK.01.02.a/008
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	Dissertation Research Result Seminar
LEGALITY	EXECUTOR QUALIFICATIONS
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)	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 dissertation research result seminar
Procedural linkage	TOOLS/EQUIPMENT
1 SOP Dissertation Proposal Examination 2 SOP Dissertation Qualification Examination 3 SOP Pre-proposal dissertation committee	1 Computer/printer/scanner 2 Computer/printer/scanner 3 Internet Network
WARNING	RECORDING AND COLLECTION DATA
	Saved as electronic and manual data

No	Description	Process				Quality Standard			Additional
		Student	Head of DAS	Dean	Examiner	Requirements	Required Time	Output	
1	students can register for the G6 by filling out Form SSH-1					Form SSH-1	2 Hours	Form SSH-1	
2	Students submit the form to Head of DAS UB					Form SSH-1 and Naskah Ujian Siandg Komisi Pra Proposal Disertasi	1 Hours	Form SSH-1 and Naskah Ujian Siandg Komisi Pra Proposal Disertasi	
3	The head of DAS UB coordinates with the Dean to determine three prospective lecturers for the main discussion in the Dissertation Research Result Seminar based on the suitability between the fields of science and the exam material submitted by students					Form SSH-1 and the Dissertation Research Result Seminar document	1 day	Form SSH-1 and the Dissertation Research Result Seminar document	
4	The Head of DAS UB copies the SSH-1 Form, and then the original Form is submitted to the students					Form SSH-1	2 Hours	Form SSH-1	
5	students fill out Form SSH-2 and ask for approval from all prospective lecturers by showing Form SSH-1					Form SSH-1 and Form SSH-2	1 day	Form SSH-1 and Form SSH-2	
6	the student confirms to the supervisor as the main discussion lecturer for the Dissertation Research Result Seminar					Form SSH-1 and Form SSH-2	1 day	Form SSH-1 and Form SSH-2	
7	The SSH-2 form which has been signed by all lecturers of main discussion lecturer for the Dissertation Research Result Seminar is handed back to the head of DAS					Form SSH-1 and Form SSH-2	1 day	Form SSH-1 and Form SSH-2	
8	The head of DAS proposes to the Dean to issue a letter of assignment for the lecturers who are the Main Discussers of the Dissertation Research Result Seminar					Form SSH-1 and Form SSH-2	1 day	Letter of Assignment	

No	Description	Process				Quality Standard			Additional
		Student	Head of DAS	Dean	Examiner	Requirements	Required Time	Output	
9	The head of DAS prepares and submits an invitation letter (Form SSH-3) to the main examiner of the exam, attached with their respective assignments and materials for for the Dissertation Research Result Seminar		↓ □			Invitation Letter and Form SSH-3	1 day	Invitation Letter and Form SSH-3	
10	The head of DAS prepares all the files for the Dissertation Research Result Seminar, which include: 1. Forms BASHD-0 to BASHD-6, 2. Guidelines for the Dissertation exa, 3. List of Fee for the Main Discusser and the chairperson of the Dissertation examination session, 4. Whiteboard markers, and 5. calculator		↓ □			Forms BASHD-0 to BASHD-6, 2. Guidelines for the Dissertation exa, 3. List of Fee for the Main Discusser and the chairperson of the Dissertation examination session,	1 day	Dissertation Research Result Seminar document	
11	Students carry out the Dissertation Research Result Seminar following the provisions written in the Education Manual for the Graduate Program of the Faculty of Animal Science, Universitas Brawijaya	□				Dissertation Research Result Seminar document	1 day	Dissertation Research Result Seminar document	
12	Students who have passed the Dissertation Research Result Seminar can immediately publish the Dissertation research article and write the Dissertation Manuscript by considering the suggestions by the Main Discusser and General Discussion lecturers.	↓ □				Dissertation Research Result Seminar document	7 days	Research Article	
13	Finish	↓ □							