












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

NO	UN10/F05/01/03/ HK.01.02.a/006
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	THE PRE-PROPOSAL DISSERTATION COMMISSION EXAMINATION
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	1 Have a linear field of expertise with a dissertation topic.
2 Permenpan RB Regulation No. 35/2012 on Guidelines for Preparation of Standard Operating Procedures for Government Administration	2 Qualify as a doctoral student promoter
3 Permenpan RB Regulation No. 12/2011 concerning Guidelines for Management (Business Process)	3 Qualify as a dissertation examiner
	4 Students have fulfilled the requirements to take the pre-proposal dissertation commission examination
KETERKAITAN	TOOLS/EQUIPMENT
1 SOP DISSERTATION QUALIFICATION EXAM	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 who have completed the qualification exam can register for the Pre-Proposal Dissertation Commission Examination by filling out Form SUP-1					Form SUP-1	2 Hours	Form SUP-1	
2	Students submit the form to Head of DAS UB					Form SUP-1 and Naskah Ujian Siandg Komisi Pra Proposal Disertasi	1 Hours	Form SUP-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 Pre-Proposal Dissertation Commission Examination based on the suitability between the fields of science and the exam material submitted by students					Form SUP-1 and the Pre-Proposal Dissertation Commission Examination document	1 day	Form SUP-1 and the Pre-Proposal Dissertation Commission Examination document	
4	The Head of DAS UB copies the SUP-1 Form, and then the original Form is submitted to the students					Form SUP-1	2 Hours	Form SUP-1	
5	students fill out Form SUP-2 and ask for approval from all prospective lecturers by showing Form SUP-1					Form SUP-1 and Form SUP-2	1 day	Form SUP-1 and Form SUP-2	
6	the student confirms to the supervisor as the main discussion lecturer for the Pre-Proposal Dissertation Commission Examination					Form SUP-1 and Form SUP-2	1 day	Form SUP-1 and Form SUP-2	
7	The SUP-2 form which has been signed by all lecturers of main discussion lecturer for the Pre-Proposal Dissertation Commission Examination is handed back to the head of DAS					Form SUP-1 and Form SUP-2	1 day	Form SUP-1 and Form SUP-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 Pre-Proposal Dissertation Commission Examination					Form SUP-1 and Form SUP-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 SUP-3) to the main examiner of the exam, attached with their respective assignments and materials for for the Pre-Proposal Dissertation Commission Examination		↓ []			Invitation Letter and Form SUP-3	1 day	Invitation Letter and Form SUP-3	
10	The head of DAS prepares all the files for the Pre-Proposal Dissertation Commission Examination, which include: 1. Forms BAUP-0 to BAUP-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 BAUP-0 to BAUP-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	Pre-Proposal Dissertation Commission Examination document	
11	Students carry out the Pre-Proposal Dissertation Commission Examination following the provisions written in the Education Manual for the Graduate Program of the Faculty of Animal Science, Universitas Brawijaya	[]				Pre-Proposal Dissertation Commission Examination document	1 day	Pre-Proposal Dissertation Commission Examination document	
12	Students who have passed the Pre-Proposal Dissertation Commission Examination can immediately publish the Dissertation research article and write the Dissertation Manuscript by considering the suggestions by the Main Discusser and General Discussion lecturers.	↓ []				Pre-Proposal Dissertation Commission Examination document	7 days	Research Article	
13	Finish	↓ []							