











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

	<b>NO</b>	UN10/F05/01/03/ HK.01.02.a/002
	<b>DATE</b>	02 January 2021
	<b>REVISION DATE</b>	-
	<b>EFFECTIVE DATE</b>	02 January 2021
	<b>AUTHORIZED BY</b>	DEAN OF ANIMAL SCIENCE FACULTY Prof. Dr. Sc. Agr. Ir. Suyadi, MS. NIP. 196204031987011001
<b>NAME OF SOP</b>		Dissertation Qualification Examination
<b>LEGALITY</b>		<b>EXECUTOR QUALIFICATIONS</b>
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 dissertation qualification examination
<b>Procedural linkage</b>		<b>TOOLS/EQUIPMENT</b>
1 SOP DISSERTATION EXAM	1	Computer/printer/scanner
	2	Computer/printer/scanner
	3	Internet Network
<b>WARNING</b>		<b>RECORDING AND COLLECTION DATA</b>
		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 Dissertation Qualification Examination by filling out Form SUK-1					Form SUK-1	2 Hours	Form SUK-1	
2	Students submit the form to Head of DAS UB					Form SUK-1 and Naskah Ujian Siandg Komisi Pra Proposal Disertasi	1 Hours	Form SUK-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 Qualification Examination based on the suitability between the fields of science and the exam material submitted by students					Form SUK-1 and the Dissertation Qualification Examination document	1 day	Form SUK-1 and the Dissertation Qualification Examination document	
4	The Head of DAS UB copies the SUK-1 Form, and then the original Form is submitted to the students					Form SUK-1	2 Hours	Form SUK-1	
5	students fill out Form SUK-2 and ask for approval from all prospective lecturers by showing Form SUK-1					Form SUK-1 and Form SUK-2	1 day	Form SUK-1 and Form SUK-2	
6	the student confirms to the supervisor as the main discussion lecturer for the Dissertation Qualification Examination					Form SUK-1 and Form SUK-2	1 day	Form SUK-1 and Form SUK-2	
7	The SUK-2 form which has been signed by all lecturers of main discussion lecturer for the Dissertation Qualification Examination is handed back to the head of DAS					Form SUK-1 and Form SUK-2	1 day	Form SUK-1 and Form SUK-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 Qualification Examination					Form SUK-1 and Form SUK-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 SUK-3) to the main examiner of the exam, attached with their respective assignments and materials for for the Dissertation Qualification Examination		↓ □			Invitation Letter and Form SUK-3	1 day	Invitation Letter and Form SUK-3	
10	The head of DAS prepares all the files for the Dissertation Qualification Examination, which include: 1. Forms BAUK-0 to BAUK-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 BAUK-0 to BAUK-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 Qualification Examination document	
11	Students carry out the Dissertation Qualification Examination following the provisions written in the Education Manual for the Graduate Program of the Faculty of Animal Science, Universitas Brawijaya	□				Dissertation Qualification Examination document	1 day	Dissertation Qualification Examination document	
12	Students who have passed the qualification exam can immediately apply for the formation of a Dissertation Research Advisory Team by filling out the form provided by the DAS	↓ □				Dissertation Qualification Examination document	7 days	Dissertation Research Advisory Team	
13	Finish	↓ □							