


Standard Operating Procedure
For the Doctoral Program in Economics, Management
Science, and Campus Management in Jakarta
Final Dissertation Examination Implementation



Faculty of Economics and Business
Universitas Brawijaya
Malang
2018

IDENTIFICATION FORM

	Universitas Brawijaya	UN10F02HK.01.02.a43
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Final Dissertation Examination Implementation

Process	Pearson in Charge			Date
	Name	Job Title	Sognature	
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A. Objective

To explain the Procedure for Conducting the Final Dissertation Defense.

B. Scope and Related Units

Starting from printing the final dissertation exam form to recording the minutes of the final dissertation exam that have been signed by the supervisor, Co-Supervisor I, and Co-Supervisor II.

C. Related Quality Standards

The quality standards in the Standard Operating Procedure refer to UB Quality Standards and Indonesian National Standards (SNI) for Quality Management Systems (QMS) - ISO 9001:2008 Requirements.

D. Terms and Definitions

The Final Dissertation Defense Procedure is a procedure to be able to hold the final dissertation exam in an orderly and smooth manner.

E. Procedure Sequence

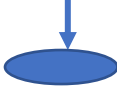
1. The exam department requests a revision exam form, then enters the title, supervisor's name into Microsoft Access, then prints the final dissertation exam form and hands it over to the student.
2. The student submits the final dissertation exam approval to the supervisory team (Supervisor, Co-Supervisor 1, Co-Supervisor 2) and the examination team (3 examiners in FEB UB), requests external examiner references, and schedules the exam.
3. The supervisory team and the examination team approve the final dissertation exam and the schedule that has been set, then sign the exam form.
4. The Head of the Study Program signs (approves) the Final Dissertation Exam Form with the scheduled date and then hands over the final dissertation exam form to the student.
5. The student registers for the final dissertation exam with the exam department maximum 1 week before the exam and submits the registration form to the exam department.
6. The exam department schedules the exam for the registered students.

7. The exam department prepares the minutes of the final dissertation exam, the study program transcript, and the temporary transcript and prepares the exam room.
8. The minutes of the Final Dissertation Exam are recorded in the exam development and archived. For revisions, the study program transcript has passed the dissertation exam and is handed over to the student, and the exam department obtains a photocopy.
9. The student receives the revision sheet and a letter of completion.

F. Flowchart

No	Activity	Implementation			
		Exam Section	Students	Promotion Team and Examination Team	KPS
1	The exam department requests the dissertation revision form, then enters the title and the name of the supervisor into Microsoft Access, prints the final dissertation exam form, and then submits it to the student.				
2	The student requests approval for the final dissertation examination to the Promotor team (Promotor, Co-Promotor 1, Co-Promotor 2) and examination committee (3 examiners within FEB UB), asks for references from an external examiner, and schedules the examination.				
3	The Promotor team and examiners sign the approval form for the final examination, then the Promotor team leader recommends the name of the				

	external examiner and submits the final examination form to the head of the study program.				
4	The head of the study program signs (approves) the final examination form with the predetermined schedule, and then submits the final examination form to the student.				
5	The student registers for the final dissertation examination with the examination division at maximum one week before the examination, and submits the registration form to the examination division.				
6	The examination department schedules the exam for students who have registered.				
7	The Examination Section prepares the minutes of the dissertation final exam, the Temporary Transcript of Records (SKL), and the provisional transcript, and also arranges the examination room.				
8	The Final Dissertation Exam Report is recorded in the exam progress and archived. For revisions, the Exam Results Transcript (SKL) which indicates that the student has passed the dissertation exam, is handed over to the student and the exam department receives a copy of it.				

9	The student receives the revision sheet and the certificate of completion.				
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G. References

1. Dean's Regulation of the Faculty of Economics and Business UB No. 1 of 2017 regarding Guidelines for Education at the Faculty of Economics and Business, Brawijaya University, Academic Year 2017/2018.
2. Indonesian National Standards (SNI) for Quality Management Systems (QMS) - ISO 9001:2008 Requirements, National Standardization Agency.
3. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation of the Republic of Indonesia No. 35 of 2012 regarding Guidelines for the Preparation of Standard Operational Procedures for Government Administration.