


Standard Operating Procedure Dissertation Feasibility Examination Implementation



Faculty of Economic and Business
Brawijaya University
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IDENTIFICATION FORM

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A. Objective

To explain the procedure for conducting a dissertation eligibility examination.

B. Scope and Related Units

Starting from printing the dissertation eligibility examination form to recording the minutes of the examination 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 the UB Quality Standards and the Indonesian National Standard (SNI) Quality Management System (QMS) - ISO 9001:2008 Requirements.

D. Terms and Definitions

The dissertation eligibility examination procedure is a procedure to be able to conduct a dissertation eligibility examination in an orderly and smooth manner.

E. Procedure Sequence

1. The examination section enters the title, name of the supervisor into Microsoft Access, which then prints the dissertation eligibility examination form and submits it to the student.
2. The student completes the approval and signature of the supervisor, Co-supervisor I, and Co-supervisor II, then submits it to the Head of Study Program.
3. The Head of Study Program signs (approves) the Dissertation Eligibility Examination Form with the specified schedule and submits it to the student.
4. The student registers for the eligibility examination at the examination department no later than 3 days before the examination and submits the registration form for the eligibility examination to the examination department.
5. The examination department schedules the examination for students who have registered.

6. The examination department prepares the minutes of the eligibility examination and prepares the examination room.
7. The minutes of the eligibility examination are recorded in the examination progress and archived. The original revision is given to the student, and the examination department obtains a copy of it.
8. The student receives the revision sheet.

G. References

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