

**Standard Operating Procedure
Dissertation Proposal Examination Implementation**




Faculty of Economics and Business

Universitas Brawijaya

Malang

2018

IDENTIFICATION FORM

	Brawijaya University	UN10F02.12.31HK.01.02.052
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	Final Exam Implementation	2
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Process	Person in charge			Date
	Name	Position	Signature	
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4. Assignment	Drs. Nurkholis, M.Bus. (Acc)., Ak., Ph.D	Dean of the Faculty of Economics and Business		07 August 2018
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A. Purpose

Explaining the Procedure for Conducting the Dissertation Proposal Exam

B. Scope and Related Units

Starting from the printing of the Dissertation proposal exam form until the preparation of the minutes of the Dissertation proposal exam that has been signed by the promoter, Co-promoter I, and Ko Promoter II.

C. Related Quality Standards

Quality standards in the Standard Operating Procedure refer to UB Quality Standards and Indonesian National Standards (SNI) Quality Management System (QMS) – ISO 9001:2008 Requirements









D. Terms and Definitions

Dissertation proposal examination procedure is a procedure to be able to organize a dissertation proposal exam in an orderly and orderly manner

E. Order of Procedure

1. The exam section enters the title, the name of the supervisor into the mirosoft access then prints in the form of an exam form Proposal then submits it to the student
2. Students complete the exam requirements (TPA, TOEFL, KTM, and LKB) and approval by seeking signatures to the promoter, co-promoter 1, co-promoter 2 and 3 examiners then submit to the Head of Study Program
3. KPS signs (approves) the Proposal Examination Form with a predetermined schedule and then submits it to students
4. Students register for the Proposal Exam to the exam section maximum 3 days before the exam and submit the proposal examination form that has been approved by the PPP to the examination section
5. The exam section schedules exams for students who have registered
6. The Exam Section prepares the minutes of the Proposal Exam and prepares the exam room
7. Minutes of Examination proposals are recapitulated in the exam progress and archived. For revisions submitted to students of the examination section get a photocopy of it
8. students get a revision sheet

F. Flowchart

No	Activity	Implementation			
		Exam Section	Student	KPS	Information
1	The examination section Entering the title, lecturer name, supervisor into Microsoft Access then print in the form of a proposal exam form then submit to students				
2	Students complete the exam requirements (academic potential test, TOEFL, Student Identity Card, LKB) and approval by seeking signatures to promoters, co-promoters 1, co-promotion-2 and 3 examiners then submit to the head of the study program				
3	KPS signs (approved) the proposal exam form with a predetermined schedule then submit to students				
4	Students register the proposal examination to the Max exam section 3 days before the examination and submit the proposal exam form that has been approved by the KPS to the examination section				
5	The exam section schedules the exam for students who have registered				
6	The exam section prepares the Minutes of the Proposal Examination and prepare the examination room				
7	The minutes of the Proposal Examination are recorded in the progress of the examination and archived. For revisions, the photocopy is given to the student and submitted to the examination section				
8	The student receives a revision sheet.				

G. Reference

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