


Standard Operating Procedure
Implementation of Dissertation Result Seminar
Examination

Final Dissertation Examination Implementation



Faculty of Economics and Business
Universitas Beawijaya
Malang
2018

IDENTIFICATION FORM

	Universitas Brawijaya	UN10F02.12.31.HK.01.02a. 050
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Process	Pearson in Charge			Date
	Name	Title	Signature	
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A. Objective

To explain the procedure for conducting a dissertation seminar results examination.

B. Scope and Related Units

Starting from printing the dissertation seminar result examination form to recording the minutes of the dissertation seminar result examination that have been signed by the promoter, Co-promoter I, and Co-promoter II.

C. Related Quality Standards

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 procedure for conducting a dissertation seminar result examination is a procedure for organizing a dissertation seminar result examination in an orderly and smooth manner.

E. Procedure Sequence

1. The examination unit enters the title and name of the supervisor into Microsoft Access, which is then printed in the form of a dissertation seminar result examination form and handed over to the student.
2. Students complete the examination requirements (TPA, TOEFL, KTM, and LKB) if they have not yet completed them, obtain approval and signatures from the promoter, co-promoter 1, co-promoter 2, and 3 examiners, and then submit them to the Head of the Study Program 3.
3. The Head of the Study Program signs (approves) the Dissertation Seminar Result Examination Form with the designated schedule and hands it over to the student.
4. Students register for the dissertation seminar result examination at the examination unit up to 3 days before the examination and submit the dissertation seminar result examination registration form to the examination unit.

5. The examination unit schedules the examination for students who have registered.
6. The Examination Unit prepares the minutes of the dissertation seminar result examination and prepares the examination room.
7. The minutes of the dissertation seminar result examination are recorded in the examination progress and archived. For revisions, they are handed over to the student, and the examination unit receives a copy.
8. Students receive the revision form.

F. Flowchart

No	Activity	Implementation			
		Exam Section	Student	KPS	Information
1	The examination department enters the title and the name of the thesis supervisor in Microsoft Access, then prints it in the form of a seminar result exam form and hands it over to the student				
2	The student completes the requirements for the exam (TPA, TOEFL, KTM, and LKB) if they have not yet completed them and seeks approval by obtaining signatures from the supervisor, co-supervisor 1, co-supervisor 2, and the three examiners. The completed requirements are then submitted to the Head of the Study Program.				

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graph TD
    Start([Start]) --> Student[Student]
    Student --> KPS[KPS]
  
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3	The Program Exam Committee (Bagian Ujian) signs and approves the Ujian Seminar Hasil form with the scheduled date and then hands it over to the student.				
4	The student registers for the Ujian Seminar Hasil with the exam committee, at the latest three days before the exam, and submits the registration form to the exam committee.				
5	The exam committee schedules the exam for the registered students.				
6	The exam committee prepares the Berita Acara Ujian Seminar Hasil (exam report) and the exam room.				
7	The Berita Acara Ujian Seminar Hasil is recorded in the exam progress and archive. For revisions, the student can obtain a photocopy from the exam committee.				
8	The student receives a revision sheet.				

G. References

1. Dean of the Faculty of Economics and Business UB Regulation No. 1 of 2017 concerning Guidelines for Education in the Faculty of Economics and Business, Brawijaya University Academic Year 2017/2018.

2. Indonesian National Standard (SNI) for Quality Management Systems (QMS) - ISO 9001:2008 Requirements, National Standardization Agency.
3. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation No. 35 of 2012 concerning Guidelines for the Preparation of Standard Operating Procedures for Government Administration.