


**Standard Operating Procedure
Implementation of the Field Preparatory Commission Examination**



Department of Economics
Faculty of Economics and Business
Universitas Brawijaya
Malang
2018

IDENTIFICATION FORM

	Brawijaya University	UN10/F02/12/31/HK.01.26.a/047
		05 August 2018
	Implementation of the Field Preparatory Commission Examination	3rd revision
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Process	Person in charge			Date
	Name	Position	Signature	
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2. Examination	Dr. Nurul Badriyah, S.E., M.E.	Secretary of the Department of Economics		07 August 2018
3. Assent	Dr.rer.pol. Wildan Syafitri, S.E., M.E.	Head of the Department of Economics		07 August 2018
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

This standard operating procedure Manual Procedure for Conducting the Field Preparation Commission Exam is an exam that must be carried out by Students of the S 3 Economics Study Program before conducting research in the field, with the aim that:

1. Students of the S 3 Economics Study Program, can conduct research in the field correctly

B. Scope and Related Units

The Field Preparation Commission Examination Implementation Procedure described in this procedure is applied to each process of conducting the field preparation commission exam along with related documents.

C. Related Quality Standards

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D. Terms and Definitions

To notify students of the S 3 Economics Study Program, in order to be able to conduct research in the field correctly according to the applicable SOP are:

1. The Head of the S3 Economics Study Program is the authority to approve the implementation of the field preparation commission exam for students of the S3 Economics Postgraduate Program
2. The Promoter Team is the party that approves the implementation of the field preparation commission exam for students of the S3 Graduate Program in Economics.
3. The Administration Department of the S3 Economics Program is the authority to carry out the process of implementing the Field Preparation Commission Examination for Post-S3 Economics Program Students.
4. The student is the party who requests the implementation of the field preparation commission exam.
5. The field preparation commission exam is one of the processes contained during the implementation of the preparation of the dissertation.

E. Order of Procedure

This Student Registration activity involves several people and units with the following authorities and responsibilities:

Head of S 3 Economics Study Program	
Authority	<ul style="list-style-type: none"> • Approve the Implementation of the Field Preparation Commission Examination for Undergraduates of S3 Economics
Responsibility	<ul style="list-style-type: none"> • Provide signatures for the implementation of the Field Preparation Commission Examination for Students of the Postgraduate Program in Economics
Promoter Team	
Authority:	<ul style="list-style-type: none"> • Approve the Implementation of the Field Preparation Commission Examination for Students of the Postgraduate Program in S3 Economics
Responsibility:	<ul style="list-style-type: none"> • Providing signatures for the Implementation of the Field Preparation Commission Examination for Students of the Postgraduate Program in Economics • Testing Students of the S3 Graduate Program in Economics at the Field Preparation Commission Examination
Administration Department of S3 Economics Study Program	
Authority	<ul style="list-style-type: none"> • Conducting the Process of Conducting the Field Preparation Commission Examination for Students of the Post-S3 Economic Science Program
A responsibility	<ul style="list-style-type: none"> • Providing Application Form for Field Preparation Commission Preparation Examination for Postgraduate Students of S3 Economics • Receive the Field Preparation Commission Examination Application Form for Undergraduate Students of S3 Economics • Checking the Application Form for the Examination of the Commission for Field

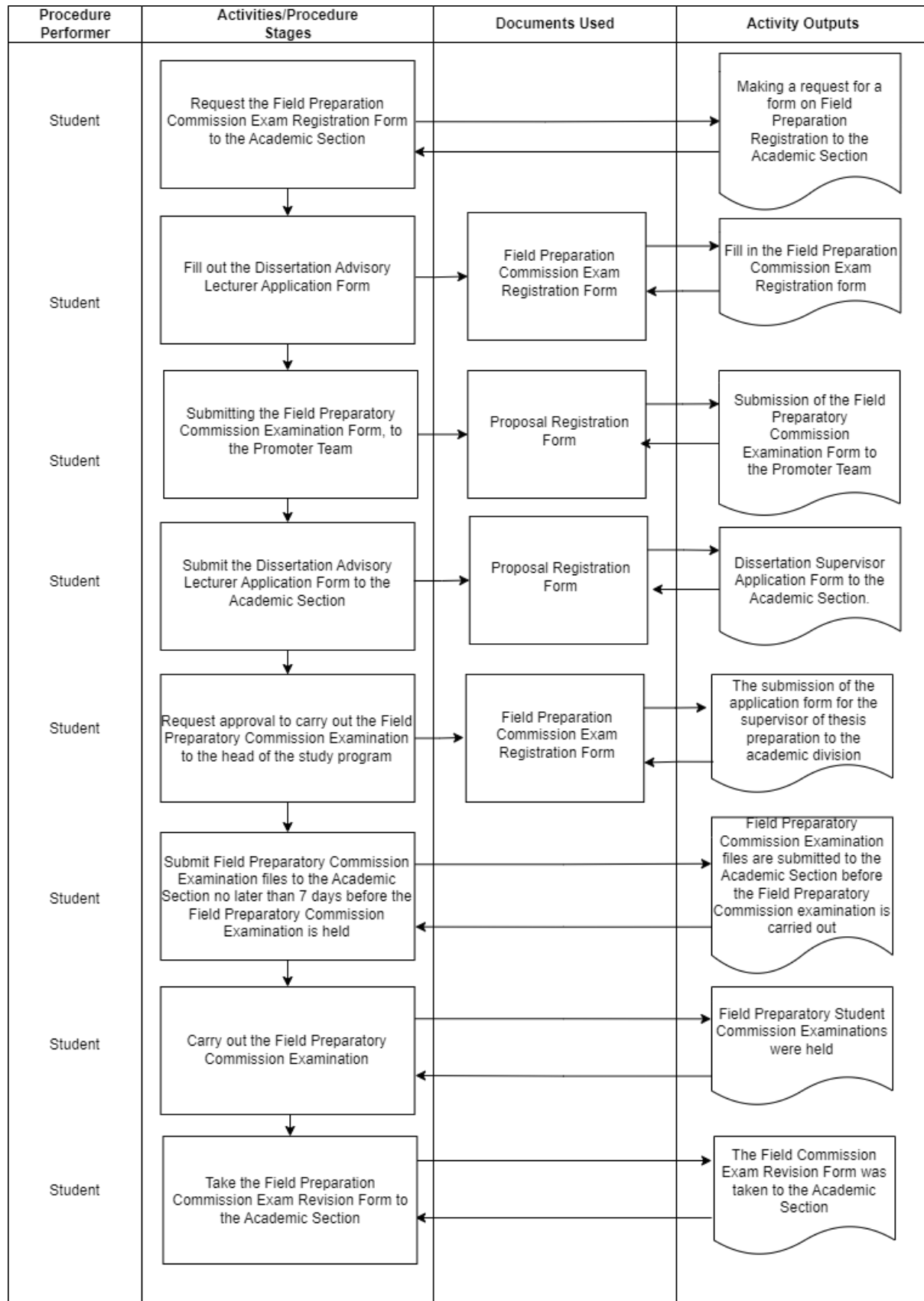
	<p>Studies of Postgraduate Students of S3 Economics</p> <ul style="list-style-type: none"> • Documenting the Field Preparation Commission Examination Form for Postgraduate Students of S3 Economics
Student	
Authority	<ul style="list-style-type: none"> • Requesting a Field Preparatory Commission Exam
A responsibility	<ul style="list-style-type: none"> • Conducting Field Preparatory Commission Exams

Description of activities

- a. Students request a screw form for field preparation commission examination registration to the academic department
- b. Students fill out the Application Form for the Proposal Exam
- c. Students submit a Field Preparation Commission Examination Form, to the Promoter Team
- d. Students submit a request for a Proposal examiner lecturer to the head of the S 3 Management Study Program
- e. Students submit the Field Preparatory Commission Examination schedule to the Promoter Team
- f. Students request approval to conduct the Field Preparation Commission Examination to the Head of the S 3 Management Study Program
- g. Students submit the Field Preparatory Commission Examination file to the Academic Department no later than 7 (seven) days before the Field Preparatory Commission Exam is held
- h. Students conduct the Field Preparatory Commission Exam
- i. Students take the Revised Blank of the Field Preparatory Commission Exam

F. Flowchart

Procedure for Application for Field Preparation Commission Exams



G. References

1. Quality Manual of the Department of Economics (00201 05000)
2. Quality Manual of the Faculty of Economics & Business (00200 030000)
3. Faculty of Economics & Business Handbook (00200 02000)

H. Appendix