


Standard Operating Procedure Implementation of Qualification Examination I



Faculty of Economics and Business
Universitas Brawijaya
Malang
2018

IDENTIFICATION FORM

	Universitas Brawijaya	UN10/F02/12/31/HK.01.02.a /043
		5 Augusts, 2018
	Implementation of	Revision 3
	Qualification Exam I	Page 1 of 4

Process	Pearson in Charge			Date
	Nama	Job Title	Signature	
Formulation	Dr. Sri Muljaningsih, SE., MSP.	Ketua Unit Jaminan Mutu		07 Augusts, 2018
Examination	Dr. Nurul Badriyah, SE., ME.	Sekretaris Jurusan Ilmu Ekonomi		07 Augusts, 2018
Approval	Dr.rer.pol. Wildan Syafitri, SE., ME.	Ketua Jurusan Ilmu Ekonomi		07 Augusts, 2018
Determination	Drs. Nurkholis, M.Bus.(Acc)., Ak., Ph.D	Dekan Fakultas Ekonomi dan Bisnis		07 Augusts, 2018
Control	Dr. Sri Muljaningsih, SE., MSP.	Ketua Unit Jaminan Mutu		07 Augusts, 2018

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A. Objective

The Standard Operational Procedure for Implementation of Qualification Exam I is an exam that must be conducted by students in the S3 Economics Program, with the aim of ensuring that:

1. Students in the S3 Economics Program can conduct Qualification Exam I in accordance with established procedures.

B. Scope and Related Units

The implementation of Qualification Exam I as described in this procedure applies to all processes related to the implementation of Qualification Exam I and related documents.

C. Related Quality Standards

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D. Terminology and Definitions

1. Chair of the S3 Economics Program is the authorized party to approve the implementation of Qualification Exam I for S3 Economics Graduate Program students.
2. Promoter Team is the authorized party to approve the implementation of Qualification Exam I for students in the program.
3. Administration Division of the S3 Economics Program is the authorized party to carry out the implementation process of Qualification Exam I for S3 Economics Graduate Program students.
4. Students are the party who requests the implementation of Qualification Exam I.
5. Qualification Exam I is a process that occurs during the preparation of a dissertation.

E. Procedure Sequence

This Activity of Qualification Exam I involves several people and units with authority and responsibilities as follows:

- ❖ Head of S3 Economics Science Study Program

Authority: - Approves the Implementation of Qualification Exam I for S3 Economics Science Postgraduate Students

Responsibility: - Provides a signature of approval for the Implementation of Qualification Exam I for S3 Economics Science Postgraduate Students

❖ **Promoter Team**

Authority: - Approves the Implementation of Qualification Exam I for S3 Economics Science Postgraduate Students

Responsibility: - Provides a signature for the Implementation of Qualification Exam I for S3 Economics Science Postgraduate Students

- Examines S3 Economics Science Postgraduate Students in Qualification Exam I

❖ **Administration Section of S3 Economics Science Study Program**

Authority: - Conducts the Process of Implementation of Qualification Exam I for S3 Economics Science Postgraduate Students

Responsibility: - Provides the Application Form for Qualification Exam I for S3 Economics Science Postgraduate Students

- Receives the Application Form for Qualification Exam I for S3 Economics Science Postgraduate Students
- Checks the Application Form for Qualification Exam I for S3 Economics Science Postgraduate Students
- Documents the Application Form for Qualification Exam I for S3 Economics Science Postgraduate Students

❖ **Students**

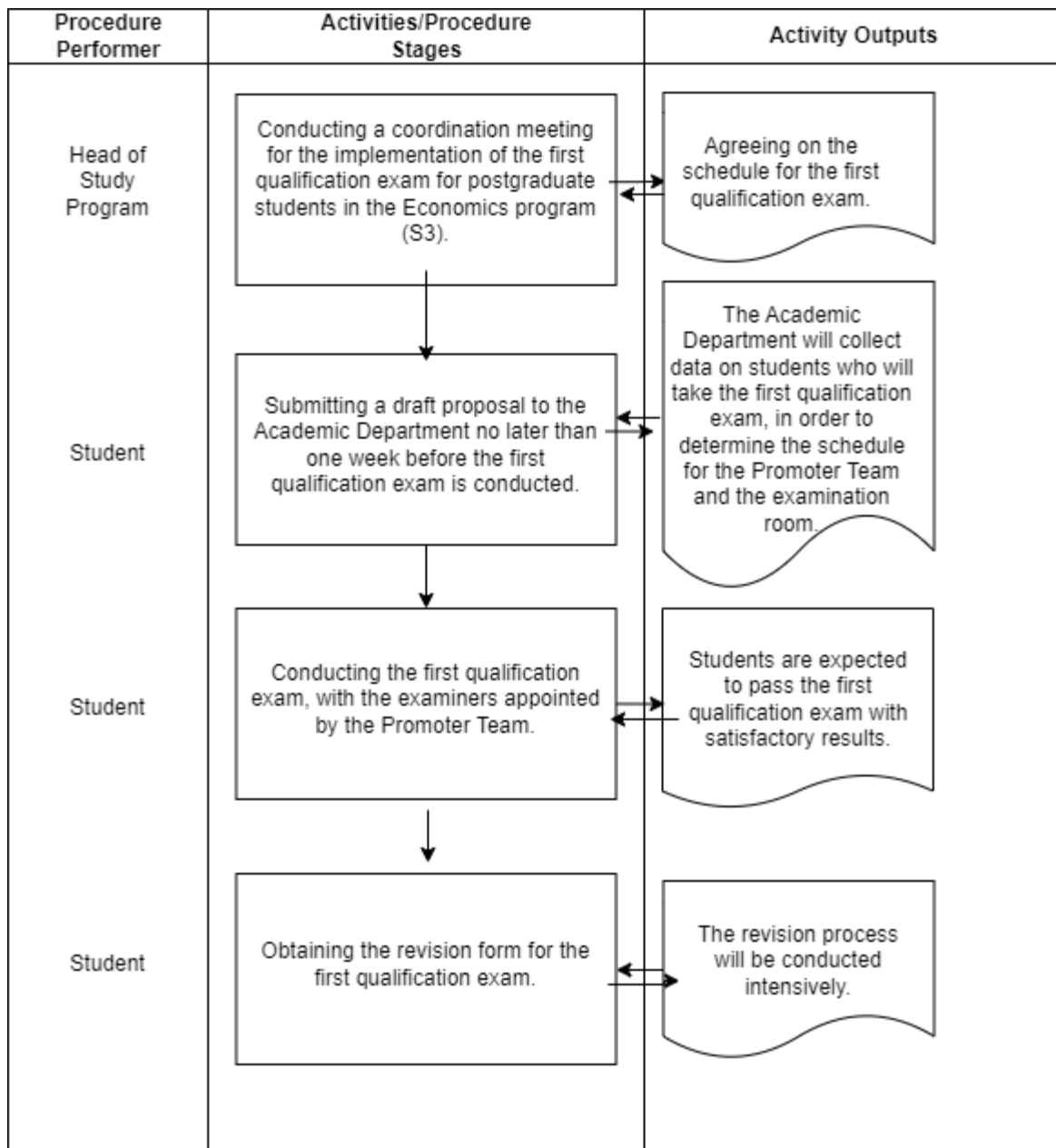
Authority: - Requests to take Qualification Exam I

Responsibility: - Conducts Qualification Exam I

Activity Description

- a. Head of S3 Economics Science Postgraduate Study Program holds a Coordination Meeting for the Implementation of Qualification Exam I for S3 Economics Science Postgraduate Students
- b. Students submit a draft proposal to the Academic Section no later than 1 week before Qualification Exam I is held
- c. S3 Economics Science Postgraduate Study Program conducts Qualification Exam I, with the examination being carried out by the Promoter Team
- d. Students obtain a blank revision form for Qualification Exam I

F. Flowchart



G. References

1. Quality Manual of the Department of Economics (00201 05000)
2. Quality Manual of the Faculty of Economics and Business (00200 030000)
3. Guidelines Book of the Faculty of Economics and Business (00200 02000)\

H. Appendices