


# Standard Operation Procedure Qualification Examination II



Faculty of Economic and Business  
Brawijaya University  
Malang  
2018

## IDENTIFICATION FORM

	Brawijaya University	UN10/F02/12/31/HK.01.02.a /045
		05 August 2018
	Qualification Examination II	3 rd Revision
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Process	Person In Charge			Tanggal
	Name	Position	Sign	
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## A. Objective

This Standard Operating Procedure is intended for students of the S3 Economics Program in conducting Qualification II Examination in accordance with the established procedures.

## B. Scope and Related Units

The implementation of the Qualification II Examination described in this procedure is applied to every process and product in each field, along with related documents.

## C. Related Quality Standards

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## D. Terminology and Definitions

For the Implementation of Qualifying Exam II in the Department of Economics, according to the applicable SOP are:

1. The Head of the S3 Economics Program is the party authorized to approve the Implementation of Qualifying Exam II for S3 Economics Postgraduate Program students.
2. The Promoter Team is the party that approves the Implementation of Qualifying Exam II for S3 Economics Postgraduate Program students.
3. The Administration Section of the S3 Economics Program is the party that carries out the process of Implementation of Qualifying Exam II for S3 Economics Postgraduate Program students.
4. Students are parties who request the implementation of Qualifying Exam II.
5. Qualifying Exam II is one of the processes in the implementation of dissertation preparation.

## E. Procedure Sequence

The Qualification Exam II activity involves several individuals and units with authorities and responsibilities as follows:

### Head of the S3 Economics Program Study

1. Approving the implementation of Qualification Exam II for S3 Economics Program Postgraduate students.
2. Providing a signature of approval for the implementation of Qualification Exam II for S3 Economics Program Postgraduate students.

### Promoter Team

1. Approving the implementation of Qualification Exam II for S3 Economics Program Postgraduate students.
2. Providing a signature of approval for the implementation of Qualification Exam II for S3 Economics Program Postgraduate students.
3. Testing S3 Economics Program Postgraduate students in Qualification Exam II.

### Administration Section of the S3 Economics Program Study

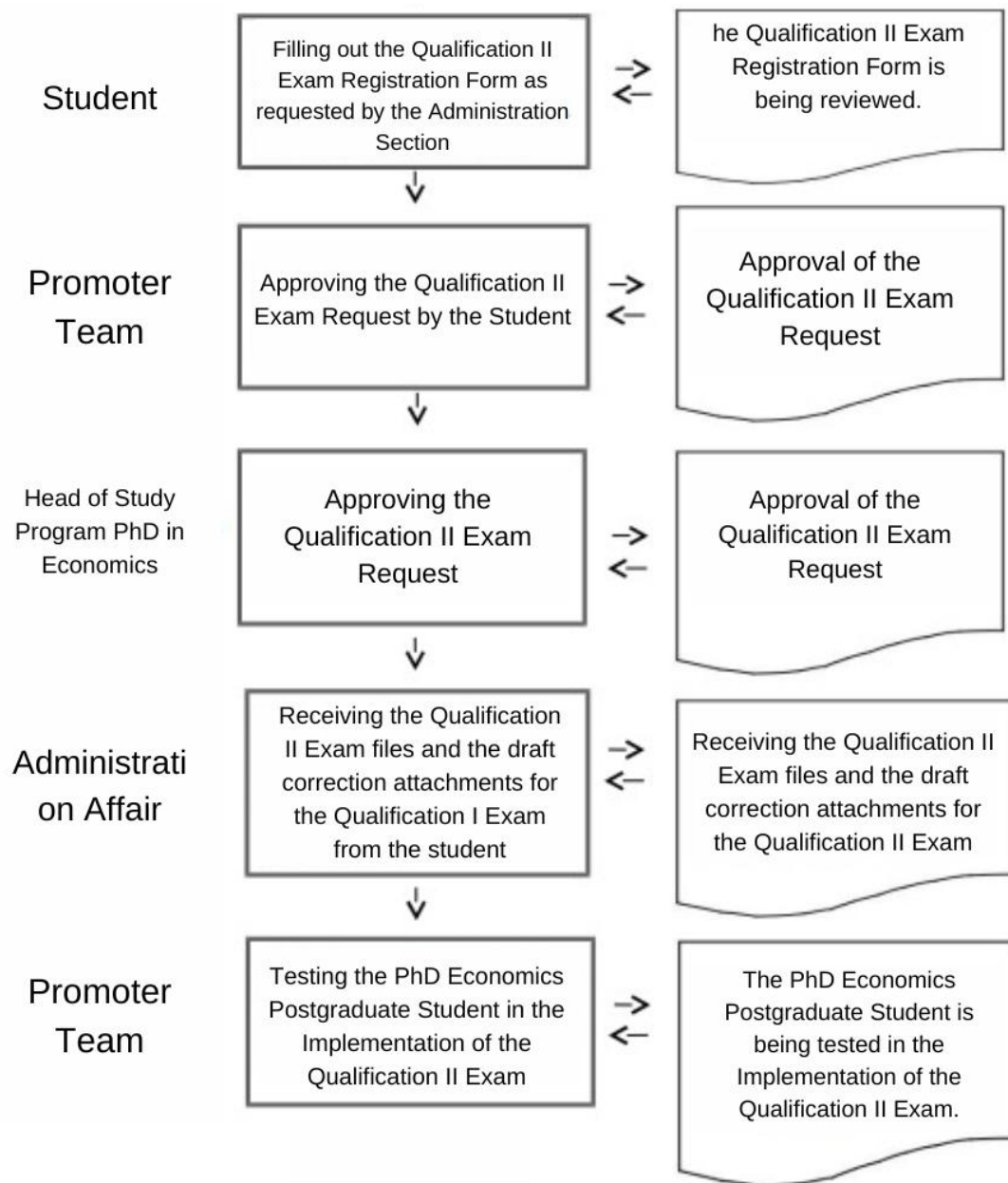
1. Conducting the process of implementing Qualification Exam II for S3 Economics Program Postgraduate students.
2. Providing the application form for Qualification Exam II for S3 Economics Program Postgraduate students.
3. Receiving the application form for Qualification Exam II for S3 Economics Program Postgraduate students.
4. Checking the application form for Qualification Exam II for S3 Economics Program Postgraduate students.

5. Documenting the application form for Qualification Exam II for S3 Economics Program Postgraduate students.

## **Students**

1. Requesting to take the Qualification Exam II.
2. Taking the Qualification Exam II.

## F. Flowchart



## G. References

1. Department of Economics Quality Manual
2. Faculty of Economics and Business Quality Manual
3. Faculty of Economics and Business Guidelines Book
4. Faculty of Economics and Business Postgraduate Education Guidelines Book