


**Standard Operating Procedure
Submission of Supervisor**



Department of Economics
Faculty of Economics and Business
Universitas Brawijaya
Malang
2017

IDENTIFICATION FORM

	Brawijaya University	UN10. F02.12.31.HK.01.02a.042
		05 August 2018
	Application for Dissertation	3rd revision
	Supervisor	Page 1 of

Process	Person in charge			Date
	Name	Position	Signature	
1. Formulation	Dr. Sri Muljaningsih, S.E., M.SP.	Head of Quality Assurance Unit		07 August 2018
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
5. Control	Dr. Sri Muljaningsih, SE., MSP	Head of Quality Assurance Unit		07 August 2018

TABLE OF CONTENTS

IDENTIFICATION FORM	i
TABLE OF CONTENTS	ii
A. Purpose	1
B. Scope	1
C. Terms and Definitions	1
D. Referrals	1
E. Outline of the Procedure	1
F. Flowchart	3

A. Purpose

The Manual Procedure for Applying for a Dissertation Preparation Supervisor is a stage that must be carried out by Students of the S 3 Economics Study Program in obtaining a Supervisor for Dissertation Preparation, with the aim that:

1. Students of the S 3 Economics Study Program get a Supervisor for the Preparation of a Dissertation
2. Students of the S 3 Economics Study Program get a Supervisor in accordance with the Dissertation Topic taken.

B. Scope

The application for a dissertation supervisor described in this procedure is applied to each supervisor's application process along with related documents.

C. Terms and Definitions

1. The Head of the S3 Economics Study Program is the authority to determine the dissertation supervisor for students of the S3 Economics Postgraduate Program.
2. The Administration Department of the S3 Economics Study Program is the authority to carry out the application process for supervisors for the preparation of dissertations for students of the Post-S3 Economics Program.
3. Students are the parties who will apply for a dissertation supervisor.
4. The application for a dissertation preparation supervisor is the process of applying for a supervisor before compiling a dissertation.

D. Referrals

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)
4. Postgraduate Education Handbook, Faculty of Economics & Business.

E. Outline of the Procedure

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

Head of S3 Economics Study Program

1. Authorized to determine dissertation supervisors for students of the S3 Economics postgraduate program

2. Determine supervisors who are in accordance with the dissertation topic of the S3 Economics postgraduate program students

Administration Department of S3 Economics Study Program

1. Authorized to carry out the application process for supervisors for the preparation of dissertations for students of the post-S3 Economics program
2. Responsible for providing the application form for the supervisor for the preparation of a dissertation for postgraduate students of S3 Economics
3. Responsible for receiving the application form for the supervisor for the preparation of a dissertation for postgraduate students of S3 Economics
4. Checking the application form for the supervisor for the preparation of a dissertation for postgraduate students of S3 Economics
5. Responsible for documenting the application form for the supervisor for the preparation of a dissertation for postgraduate students in S3 Economics.

Student

1. Authorized in the application of the supervisor for the preparation of a dissertation for postgraduate students of S3 Economics
2. Bertanggung Jawa provides an application form for a supervisor for the preparation of a dissertation for postgraduate students of S3 Economics
3. Fill out the application form for the supervisor for the preparation of a dissertation for postgraduate students of S3 Economics
4. Submit the application form for the supervisor of the dissertation preparation to the administrative department.

Activity Description

1. Students request an Application Form for a Dissertation Preparation Supervisor to the Administration Section of the Post-S 3 Economics Program
2. Students fill out the Application Form for a Dissertation Preparation Supervisor
3. Students request approval from the Dissertation Preparation Supervisor and the Head of the Study Program for the Supervisor of the preparation of a predetermined dissertation
4. Students submit the Application Form for a Dissertation Preparation Supervisor to the Academic Section

F. Flowchart

Application Procedures for Supervisors for Dissertation Preparation of S3 Economics Program

