
	QUALITY PROCEDURE OF DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE	Document No.	QP-FA-DIF-001
		Valid from	17 May 2022
	SELECTION OF COURSE OUTSIDE OF THE CURRICULUM OF THE DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE AND SIT IN PROPOSAL	Revision	0
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**DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE
FACULTY OF PHARMACY
UNIVERSITAS GADJAH MADA**



**QUALITY PROCEDURE FOR
SELECTION OF COURSE OUTSIDE OF THE CURRICULUM OF THE
DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE AND SIT IN
PROPOSAL**


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VALIDITY SHEET

Person responsible for the document

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REVISION NOTE

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I. Objective

The procedure is prepared to be a guideline for Study Program Administrators, Study Program Academic Staff and Doctoral Students of Doctoral Study Program in Pharmacy Science in proposing courses outside of the curriculum of Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of UGM and sit in proposal.

II. Scope

The procedure describes stages of proposing courses outside of the curriculum of Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of UGM and sit in proposal. This procedure applies to students of Doctoral Study Program (S3) in Pharmacy Science from all years and all curriculums, both regular and research.

III. References

Decree of the Dean of the Faculty of Pharmacy of Universitas Gadjah Mada Number 14.01.07/UN1/FFA/UP/SK/2022 regarding Academic Regulations of the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of Universitas Gadjah Mada.

IV. Terms and definitions

- 4.1. Course outside of the curriculum of the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of UGM is a course offered by another study program or faculty in UGM outside of the curriculum of the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of UGM, which is registered as a lecture activity in KRS.
- 4.2. Sit in is a lecture activity outside of the curriculum of the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of UGM, which isn't registered as a lecture activity in KRS.


V. Responsibility and Authority

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- 5.1. The Administration Team is in charge of:
- a. Preparing electronic proposal form for the course to be taken from outside of the study program.
 - b. Preparing electronic proposal form for the sit in of the course to be taken by students.
 - c. Recapping proposed courses and sit ins submitted by the students.
 - d. Preparing course and/or sit in proposal application letter for the Study Program/Faculty in question with the knowledge of the Dean.
- 5.2. The student is in charge of:
- a. Looking for a list of courses required in other Study Programs/Faculties in UGM to support their Dissertation.
 - b. Submit a proposal of courses to be taken from other Study Programs/Faculties in UGM outside of the Doctoral Study Program of Pharmacy Science and/or sit in proposal to the Study Program.
 - c. Filling SIA Simaster for courses to be registered through KRS.

VI. Detailed Procedure

- 6.1. During the registration period, new students may choose courses in the curriculum of the Doctoral Study Program in Pharmacy Science of UGM. The students may also select courses which are required to support the Dissertation research, which are offered by other Study Programs/Faculties in UGM.
- 6.2. Students who choose courses outside of the curriculum of the Doctoral Study Program in Pharmacy Science of may look for list of courses of other Study Programs/Faculties in UGM.
- 6.3. Students may propose courses outside of the curriculum of the Doctoral Study Program in Pharmacy Science of UGM using the available form.

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- 6.4. The Study Program will recap proposed courses and submit applications to take courses and/or sit in permit to the Study Program/Faculty in question.
- 6.5. If approved, student input the courses into KRS during KRS submission period or KRS revision period, or immediately join sit in activity.

VI. **List of Appendices** (Form/Work Instruction)

- 7.1. Administration Team WI
- 7.2. Student WI
- 7.3. Course Proposal Form
- 7.4. Template for Application for Permit to Take Course