
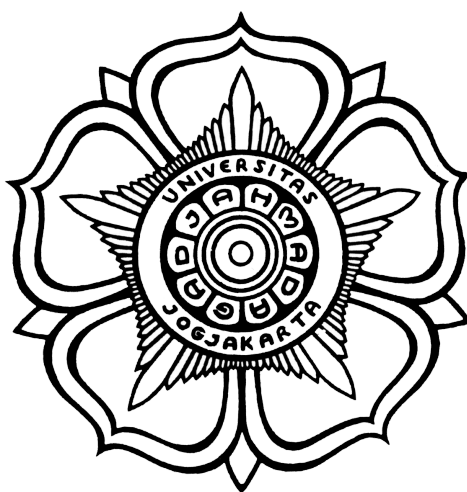



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**DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE
FACULTY OF PHARMACY
UNIVERSITAS GADJAH MADA**



**QUALITY PROCEDURE
PROMOTER TEAM PROPOSAL, REPLACEMENT AND ADDITION**


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VALIDITY SHEET

Person responsible for the document

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REVISION NOTE

| Revision No. | Page | Revised Section | Date |
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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 and replacing Promoter Team.

II. Scope

The procedure describes stages of proposing and replacing Promoter Team. 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. Promoter Team is a Dissertation advisory team that consists of a Promoter as the main Dissertation supervisor, and Co-Promoters as Dissertation Co-supervisors.
- 4.2. Promoter Team Proposal is a proposal of Promoter Team candidates' names for the first time.
- 4.3. Promoter Team Replacement is a proposal to change the Promoter Team's names from the initial proposal with acceptable reasons.
- 4.4. Promoter Team Addition is a proposal to add to the Promoter Team if the number of the approved Promoters isn't 3 (three) people yet.
- 4.5. Dissertation Committee is a team established by the Dean, which consists of Study Program Administrator and the Head of Laboratory in the Faculty.

V. Responsibility and Authority

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5.1. Administration Team is in charge of:

- a. Preparing Promoter Team candidate proposal form.
- b. Preparing Promoter Team replacement proposal form.
- c. Submitting proposed Promoter Team candidate, both new and replacement, to Dissertation Committee at the established period.
- d. Recapping and following up the Minutes and Result of Dissertation Committee Meeting.
- e. Processing application to issue the Decree of Promoter Team to the Dean via e-mail.
- f. Submitting the Decree of Promoter Team to the Promoter Team and Student in question via DMS (*Document Management System*) Simaster.


5.2. Dissertation Committee is in charge of:

- a. Receiving proposal for Promoter Team candidate, both new and replacement.
- b. Discussing the feasibility, expertise compatibility, and supervision quota of the proposed Promoter Team candidate.
- c. Giving approval or suggesting revision for the proposal of Promoter Team candidate if necessary.

VI. Detailed Procedure of Promoter Team Proposal

6.1. For Regular Student

- a. In semester 1 (one), student must contact Dissertation Promoter candidates to ensure their willingness to supervise Dissertation by considering the supervision quotes of the Promoter candidates.
- b. After receiving confirmation of the willingness of the Promoter candidates, the student proposes a Promoter Team by completing an electronic Promoter Team proposal form (*google form*) as referred to on the Study Program's website, by uploading letters of willingness to supervise from the Promoter and Co-Promoters. The supervision willingness form can be downloaded from the Study Program's website.

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- c. Promoter Team candidates are proposed no later than Thursday at 16.00 (*time stamp*) every week.
- d. Promoter Team candidate proposal will be discussed in the Dissertation Committee meeting on Monday of the next week.
- e. The result of the Dissertation Committee meeting will be processed for the issuance of the Decree and will be announced on the Study Program's website on the next day.
- f. The Decree of the Promoter Team will be sent to the Promoter Team and Student in question via DMS Simaster.

6.2. For Research Student

- a. While filling KRS on semester 1 (one), student proposes a Promoter Team by completing an electronic Promoter Team proposal form (*google form*) as referred to on the Study Program's website, by uploading letters of willingness to supervise from the Promoter and Co-Promoters. The supervision willingness form can be downloaded from the Study Program's website.
- b. Promoter Team candidate proposal will be discussed in the Dissertation Committee meeting.
- c. The result of the Dissertation Committee meeting will be processed for the issuance of the Decree and will be announced on the Study Program's website on the next day.
- d. The Decree of the Promoter Team will be sent to the Promoter Team and Student in question via DMS Simaster.

VII. Detailed Procedure of Promoter Team Replacement or Addition

- 7.1. Promoter Team may be replaced during the study period if there is any incompatibility and *force majeure* reason (for example: the Promoter Team is permanently indisposed or resigns for acceptable reasons).
- 7.2. In case a member of the Promoter Team is permanently indisposed and must be replaced, a member of the Promoter Team may give a written statement as a basis for replacing them.

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- 7.3. In case a member of the Promoter Team resigns, the person concerned must give a written statement to explain their resignation from the Promoter Team.
- 7.4. Student proposes the Promoter Team member to be replaced and the replacement candidate by filling an electronic form (*google form*) as referred to on the Study Program's website, by uploading supervision resignation letter (form) from the Promoter Team and supervision willingness forms from the replacement Promoter Team. The supervision willingness form can be downloaded from the Study Program's website.
- 7.5. During the study period, student may also propose additional Promoter Team member if the number of Promoter Team members isn't 3 (three) people yet.
- 7.6. Additional Promoter Team proposal is similar the first Promoter Team proposal.
- 7.7. Replacement and additional Promoter Team candidate is proposed no later than Thursday at 16.00 (*time stamp*) every week.
- 7.8. Replacement and additional Promoter Team candidate proposal will be discussed in the Dissertation Committee meeting on Monday of the next week.
- 7.9. The result of the Dissertation Committee meeting will be processed for the issuance of the Decree and will be announced on the Study Program's website on the next day.
- 7.10. The Decree of the Promoter Team will be sent to the Promoter Team and Student in question via DMS Simaster.

VIII. List of Appendices (Form/Work Instruction)

- 8.1. Administration Team WI
- 8.2. Dissertation Committee WI
- 8.3. Form of Minutes of Disseration Committee meeting
- 8.4. Form of Promoter Team Candidate Proposal
- 8.5. Form of Promoter Team Replacement