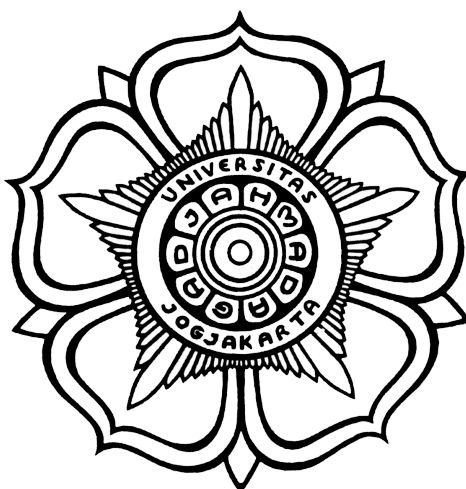

	QUALITY PROCEDURE DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE	Document No.	QP-FA-DIF-003
		Valid from	3 March 2021
	DISSERTATION COMPREHENSIVE EXAM	Revision	1
		Page	1

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



QUALITY PROCEDURE
DISSERTATION COMPREHENSIVE EXAM


Document number	QP-FA-DIF-003
Valid from	3 March 2021
Revision	1

	QUALITY PROCEDURE DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE	Document No.	QP-FA-DIF-003
		Valid from	3 March 2021
	DISSERTATION COMPREHENSIVE EXAM	Revision	1
		Page	2

VALIDITY SHEET

Person responsible for the document

Prof. Dr. apt. Zullies Ikawati
EIN. 196812061993032001

	QUALITY PROCEDURE DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE	Document No.	QP-FA-DIF-003
		Valid from	3 March 2021
	DISSERTATION COMPREHENSIVE EXAM	Revision	1
		Page	3

REVISION NOTE

Revision No.	Page	Revised Section	Date
1	1-7	Document Number	10 May 2022
2	4	Objective	10 May 2022
3	4	Scope	10 May 2022
4	4	References	10 May 2022
4	4	Terms and Definitions	10 May 2022
6	4	Responsibility and Authority	10 May 2022
7	6	Detailed Procedure	10 May 2022



	QUALITY PROCEDURE DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE	Document No.	QP-FA-DIF-003
		Valid from	3 March 2021
	DISSERTATION COMPREHENSIVE EXAM	Revision	1
		Page	4

TABLE OF CONTENTS

VALIDITY SHEET	1
REVISION NOTE	2
TABLE OF CONTENTS	3
I. Objective	4
II. Scope	4
III. References	4
IV. Terms and Definitions	4
V. Responsibility and Authority	4
VI. Detailed Procedure	6
VII. List of Appendices	7

	QUALITY PROCEDURE DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE	Document No.	QP-FA-DIF-003
		Valid from	3 March 2021
	DISSERTATION COMPREHENSIVE EXAM	Revision	1
		Page	5

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 performing Dissertation Comprehensive Exam.

II. Scope

The procedure describes stages of performing dissertation comprehensive exam. 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

- 3.1. 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.
- 3.2. Decree of the Dean of the Faculty of Pharmacy of Universitas Gadjah Mada Number 20.11.07/UN1/FFA/UP/SK/2022 regarding Establishment of the Curriculum of the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of Universitas Gadjah Mada.

IV. Terms and definitions


- 4.1. Comprehensive Exam is a Proposal exam, which is an exam held by an Examiner Team on a dissertation research proposal submitted by a student.
- 4.2. Chairman of Comprehensive Exam Session is a member of the Dean's office or Doctoral Program Administrator who is given the authority by the Dean.

V. Responsibility and Authority

- 5.1. Chairman of the Session is in charge of:


	QUALITY PROCEDURE	Document No.	QP-FA-DIF-003
	DOCTORAL STUDY PROGRAM IN PHARMACY	Valid from	3 March 2021
	SCIENCE	Revision	1
	DISSERTATION COMPREHENSIVE EXAM	Page	6

- a. Being responsible for the entire process of Dissertation Comprehensive Exam
 - b. Examining and giving assessment on Student's Dissertation Proposal.
 - c. Leading Dissertation Comprehensive Exam.
 - d. Being responsible for the Minutes of Dissertation Comprehensive Exam for the Study Program's administration.
- 5.2. Promoter Team is in charge of:
- a. Approving proposal submitted by doctoral student.
 - b. Giving academic accountability for the examined proposal.
 - c. Examining and giving assessment on Student's Dissertation Proposal.
- V.3. Examiner Team is in charge of:
- a. Examining and giving assessment on Student's Dissertation Proposal.
 - b. Giving assessment on the prepared electronic assessment form. For this reason, the examiner team is recommended to bring/use laptop during the exam.
 - c. Signing the Minutes and electronic Dissertation Closed Exam assessment form by giving their signatures on the provided space.
- V.4. Administration Team is in charge of:
- a. Preparing administrative document related to Dissertation Comprehensive Exam.
 - b. Preparing a *WhatsApp* group for exam coordination
 - c. Preparing a *Zoom* meeting link for online exam, and a room for offline exam
- V.5. Student is in charge of:
- a. Meeting the required minimum score of Academic Potential Test (TPA) and English skill as proven by a valid certificate.
 - b. Being present at the exam location (Faculty of Pharmacy of UGM)
 - c. Preparing Dissertation Comprehensive Exam presentation material.

	QUALITY PROCEDURE	Document	QP-FA-DIF-003
	DOCTORAL STUDY PROGRAM IN PHARMACY	No.	
	SCIENCE	Valid from	3 March 2021
	DISSERTATION COMPREHENSIVE EXAM	Revision	1
		Page	7

VI. Detailed Procedure


- 6.1. Dissertation Comprehensive Exam may be performed offline, online (virtual) or a combination of both (mixed), depending on the agreement between the Promoter Team and Examiner Team.
- 6.2. Dissertation Comprehensive Exam is attended by the Chairman of the Session, Promoter Team, Examiner Team, and student.
- 6.3. The student must attend offline, while the Chairman of the Session, Promoter Team, and Examiner Team may opt to attend Dissertation Comprehensive Exam online (virtually) or offline.
- 6.4. Confirmation of online (virtual), offline attendance is performed 3 (three) days before the Dissertation Comprehensive Exam is held.
- 6.5. The Chairman of the Session, Promoter Team, Comprehensive Examiner Team and student are present 15 minutes before the exam schedule.
- 6.6. Preliminary Meeting is led by the Chairman of the Session (not attended by the student)
- 6.7. The Chairman of the Session informs:
 - i. Length of exam (120 minutes, consisting of presentation of the Doctoral Student for 30 minutes, exam for 90 minutes)
 - ii. Exam procedure
 - iii. Determination of the order of the askers
 - iv. Assessment process
- 6.8. The Chairman of the Session opens the session and explains the session process, introduces the student, Promoter Team, and Examiner Team.
- 6.9. The Chairman of the Session briefly explains the stipulations of comprehensive exam and asks the student to present their research result for a maximum of 30 minutes.
- 6.10. The Chairman of the Session asks the first question to ask their question (the time allocation is: 90 minutes divided equally among the examiners). Then, they're followed by the next question,, etc. (following the order agreed in the preliminary meeting).

	QUALITY PROCEDURE	Document No.	QP-FA-DIF-003
	DOCTORAL STUDY PROGRAM IN PHARMACY	Valid from	3 March 2021
	SCIENCE	Revision	1
	DISSERTATION COMPREHENSIVE EXAM	Page	8

- 6.11. The examiner team of Dissertation Comprehensive Exam gives their assessment on the prepared electronic assessment document. For this reason, the examiner team is recommended to bring/use laptop during the exam.
- 6.12. The Chairman of the Session suspends the exam to hold a small meeting to determine the exam result.
- a. The Chairman of the Session asks the views and opinions of the Examiner Team (and Promoter Team).
 - b. The Chairman of the Session decides the exam result as:
 - Passing without proposal revision
 - Passing with proposal revision
 - Not passing, must repeat proposal exam
- 6.13. The exam result sheet is signed by the Chairman of the Session and the whole Examiner Team.
- 6.14. The Exam Session is reopened by the Chairman of the Session.
- 6.15. The Chairman of the Session reads the session decision and comprehensive exam score, and informs:
- a. Points in the Dissertation proposal that should be revised,
 - b. Deadline of Dissertation proposal revision (maximum 3 (three) months since the establishment of the Dissertation comprehensive exam date),
 - c. The revised proposal must be validated by the whole examiner team.
- 6.16. The Chairman of the Session closes the Comprehensive Exam session.
- 6.17. Dissertation Comprehensive Exam score will be immediately inputted by the Admin into Academic Information System (SIA) Simaster after the session.

VII. List of Appendices (Form/Work Instruction)

- 7.1. Chairman of the Session (Chairman of Examiner Team) WI
- 7.2. Doctoral Student WI
- 7.3. Administration Team WI
- 7.4. Dissertation Comprehensive Exam BAP Form

	QUALITY PROCEDURE DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE	Document No.	QP-FA-DIF-003
		Valid from	3 March 2021
	DISSERTATION COMPREHENSIVE EXAM	Revision	1
		Page	9

7.5. Dissertation Comprehensive Exam Assessment Form