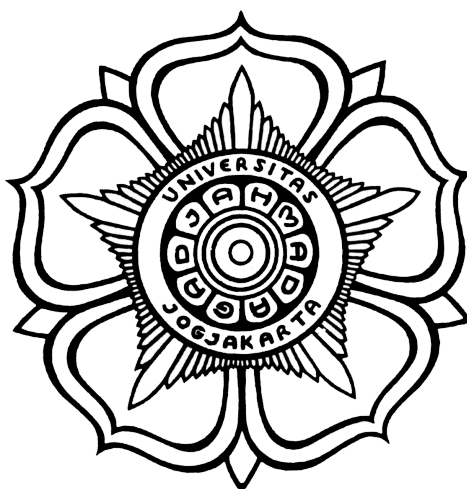

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**DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE
FACULTY OF PHARMACY
UNIVERSITAS GADJAH MADA**



**QUALITY PROCEDURE
COMMUNITY SERVICE**


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VALIDITY SHEET

Person responsible for the document

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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 implementing Community Service.

II. Scope

The procedure describes stages of implementing Community Service. 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. Community service is an activity aimed to help the community to provide solution for real issues in the society.
- 4.2. Community Service is performed by student/Doctoral student and supervised by lecturer of the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of UGM.
- 4.3. Community Service is a mandatory activity for student/Doctoral student as a requirement for graduation.

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4.4. Community Service must be performed by student/Doctoral student during their study period as a student/Doctoral student of the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of UGM.

V. Responsibility and Authority

5.1. Supervisor is in charge of:

- a. Supervising and directing Community Service by student/Doctoral Student.
- b. Giving direction and approval for Community Service activity report by student/Doctoral Student.
- c. Promoting IPR (Intellectual Property Rights) application for activity or product resulting from the Community Service.

5.2. Administration/Finance Team is in charge of:

- a. Making announcement of Community Service schedule
- b. Preparing templates for the necessary documents
- c. Making application for letter of assignment/Decree for supervisor for the Faculty
- d. Making application for activity permit for the Faculty
- e. Processing disbursement of Community Service fund
- f. Processing FAL (Financial Accountability Letter)

5.3. Student/Doctoral Student is in charge of:

- a. Performing Community Service consistent with the set schedule.
- b. Preparing Community Service activity report.
- c. Applying for IPR (Intellectual Property Rights) for activity or product resulting from the Community Service.


VI. Detailed Procedure

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- 6.1. The Study Program groups Students/Doctoral Students of every Year into several groups, each consisting of 4-5 people.
- 6.2. The Study Program appoints lecturers to become supervisors in community service, i.e. 2 (two) supervisors per group.
- 6.3. Each group submits an activity proposal which has been discussed and approved by the supervisors to the Study Program.
- 6.4. The Study Program reviews activity proposal and determines the necessary Community Service fund, i.e. 3-5 million Rupiah per group.
- 6.5. Student prepares the necessary Absolute Accountability Statement Letter, Employment Contract, and External Statement Letter for Community Service fund disbursement from the Study Program's Financial Department.
- 6.6. Student/Doctoral Student performs Community Service consistent with the submitted proposal on the set schedule.
- 6.7. Students documents activity and makes necessary activity reports (final report, financial report, etc.).
- 6.8. In case during the Community Service there is any activity or product for which IPR can be submitted, student/Doctoral Student is encouraged to submit it.
- 6.9. The Study Program gives incentive for Community Service of student/Doctoral Student who receives IPR.

VII. List of Appendices (Form/Work Instruction)

- 7.1 Supervisor WI
- 7.2 Student/Doctoral Student WI
- 7.3 Form of Minutes of Community Service
- 7.4 Template of Community Service Proposal
- 7.5 Absolute Accountability Statement Letter
- 7.6 Employment Contract
- 7.7 External Statement Letter

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- 7.8 Template of Final Report of Community Service
- 7.9 Template of Financial Report of Community Service
- 7.10 Example of IPR Certificate