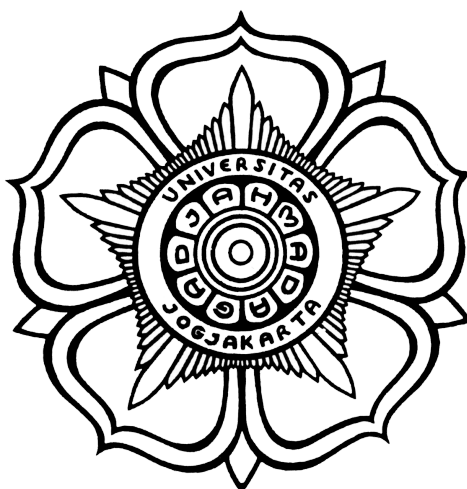

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**DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE  
FACULTY OF PHARMACY  
UNIVERSITAS GADJAH MADA**



**QUALITY PROCEDURE  
DOCTORAL PROMOTION**


<b>Document number</b>	<b>QP-FA-DIF-011</b>
<b>Valid from</b>	<b>10 May 2022</b>
<b>Revision</b>	<b>0</b>

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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 implementing Doctoral Promotion.

## II. Scope


The procedure describes stages of implementing Doctoral Promotion. 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. Chairman of the Session is the Dean or a member of the Dean's office appointed by the Dean and is not a part of the promoter team.
- 4.2. Internal examiner is an examiner outside of the feasibility assessment team and is from Universitas Gadjah Mada.
- 4.3. External examiner is an examiner from outside of Universitas Gadjah Mada, who meets the requirements.

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## V. Responsibility and Authority

- 5.1. Chairman of the Session is in charge of:
- Being responsible for the entire process of Doctoral Promotion.
  - Being responsible for the Minutes of Doctoral Promotion for the Study Program's administration.
- 5.2. Examiner Team is in charge of:
- Asking questions to Doctoral Student related to their dissertation.
  - Signing the electronic Minutes of Doctoral Promotion by giving their signatures on the provided space.
- 5.3. Chairman of the Promoter Team is in charge of:
- Asking questions to Doctoral Student related to their dissertation.
  - Signing the Minutes of Doctoral Promotion with the Examiner Team.
- 5.4. Administration Team is in charge of:
- Preparing invitation, Doctoral student's academic transcript, and administrative documents related to Judicium and Doctoral Promotion.
  - Preparing a *WhatsApp* group for Doctoral Promotion coordination.
  - Preparing a *Zoom* meeting link for online exam, and a room for offline exam.
  - Preparing other facilities and infrastructures required for Doctoral Promotion.


## VI. Detailed Procedure

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- 6.1. Doctoral Promotion can be performed face-to-face (offline), online (virtual), or a combination of both (mixed) consistent with the Study Program's decision.
- 6.2. In case the implementation is mixed, the Doctoral Student must be present offline.
- 6.3. Member of the Examiner Team from outside of Universitas Gadjah Mada may choose to attend online (virtual) or offline during the implementation of Doctoral Promotion.
- 6.4. Confirmation of online (virtual) or offline attendance is performed 3 (three) days before the Doctoral Promotion is held.
- 6.5. The Chairman of the Session, Promoter Team, and Examiner Team of the Doctoral Promotion and the invitees are present 15 minutes before the exam schedule.
- 6.6. Doctoral Student enters the session room and places themselves in the available spot.
- 6.7. Doctoral Promotion is performed by having a discussion between the examiner team and doctoral student for 45 minutes, followed by Judicium.
- 6.8. The Chairman of the Session starts the event by introducing the doctoral student, promoter, co-promoter, and examiners, and announcing the order of the askers.
- 6.9. The Chairman of the Session asks the examiner team to have a discussion for a period of 5 (five) minutes per member of the examiner team.
- 6.10. The Chairman of the Session ends the discussion to have a Judicium meeting.
- 6.11. Judicium meeting is led by the Dean (Chairman of the Session) and decides of the graduation predicate of the Doctoral Student.
- 6.12. Doctoral Promotion is reopened by the Chairman of the Session.
- 6.13. The Chairman of the Session read the Judicium result and Judicium predicate, and hands the Doctoral diploma to the Doctoral Student on the behalf of the Rector.
- 6.14. The Chairman of the Session closes the Doctoral Promotion.

## **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. Minutes of Doctoral Promotion Form

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7.5. Transcript and Judicium document