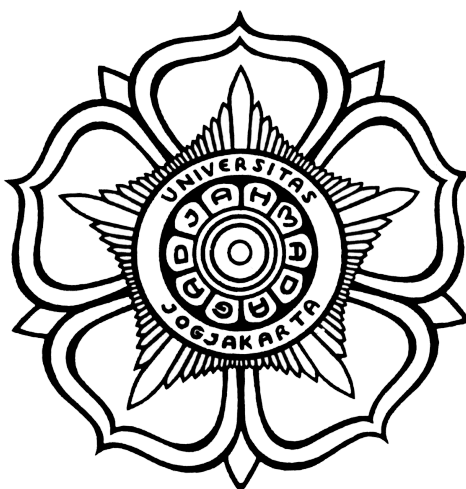

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**DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE  
FACULTY OF PHARMACY  
UNIVERSITAS GADJAH MADA**



**QUALITY PROCEDURE  
JUDICIUM AND GRADUATION**


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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 performing Judicium and Graduation.

## II. Scope


The procedure describes stages of performing Judicium and Graduation. 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. Judicium is a meeting led by the Dean, attended by Faculty Administrators, Study Program Administrators, and lecturers in the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of UGM.
- 4.2. Juicidum for Doctoral Student who performs Doctoral Promotion is held by the Dissertation Examier Team after the Doctoral Promotion.

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4.3. Graduation is a graduation ceremony for Doctoral Student after studying in Doctoral Study Program, which is held consistent with UGM Postgraduate graduation schedule.

#### **V.Responsibility and Authority**

5.1. The Dean is in charge of:

- a. Leading Judicium
- b. reading Judicium result related to Doctoral Student's graduation status.

5.2. Study Program Administrator is in charge of:

- a. Accompanying the Dean in Judicium.
- b. Ensuring Doctoral Student's documents for Judicium and Graduation are complete and valid.

5.3. Dissertation Examiner Team is in charge of:

Performing Judicium and Graduation for Doctoral Student who performs Doctoral Promotion.


5.4. Administration Team is in charge of:

- a. After the closed Dissertation exam, inputting the Doctoral Student's name into SIA Simaster for Judicium registration.
- b. Monitoring Doctoral Student's Judicium registration process until it meets Judicium requirements via SIA Simaster.
- c. Preparing Judicium documents, including: Judicium participant's data recap, Judicium participant's temporary score transcript, and Judicium regulations in effect.
- d. Sending the Study Program's Judicium document to the Faculty through the Chairman of the Academic Section to be used during the Judicium.
- e. Giving the Judicium result to the Doctoral Student in person.
- f. Inputting Judicium result data into SIA Simaster.
- g. Monitoring Doctoral Student's Graduation registration until it meets the requirements.

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- h. Processing original transcript in SIA Simaster until printed format is produced to be signed by the Dean.
- i. Verifying diploma draft's appearance to be printed by the University.
- 5.5. Doctoral Student is in charge of:
- a. Preparing all necessary Judicium and Graduation requirement documents and uploading them via their Simaster account on the set schedule.
  - b. Following the necessary steps for Judicium and Graduation registration on their own Simaster account closely.
  - c. The Judicium and Graduation requirements to be met are:
    - i. Completing exit survey on their own simaster account
    - ii. Managing Gama Co-Brand independently
    - iii. Uploading Dissertation file independently on <https://unggah.etd.ugm.ac.id>
    - iv. Completing Judicium documents that can be accessed on: <https://programdokter.farmasi.ugm.ac.id/data-kelengkapan-yudisium/> including :
      - Transcript Writing Data Form
      - Graduate Personal Data Form
      - Dissertation Validity Sheet
      - Form of Proof of Dissertation Acceptance by Examiners
      - Table of List of Publications
    - v. Uploading all documents above on: <http://ugm.id/yudisiumdokter>
    - vi. Completing Graduate Learning Achievement (CPL) Form on: <http://ugm.id/evaluasiCPLlulusan>
    - vii. Completing Final Assignment Supervision Process Evaluation Form on <http://ugm.id/evaluasibimbinganfarmasi>
  - d. Judicium schedule can be found on the Study Program website, while Graduation schedule can be seen on <https://akademik.ugm.ac.id>

## VI. Detailed Procedure of Judicium and Graduation

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- 6.1. Doctoral Student checks Judicium schedule on the Study Program website.
- 6.2. Doctoral Student completes Judicium and Graduation requirements, and undertakes stages of Judicium and Graduation registrations.
- 6.3. For Doctoral Student who undertakes Doctoral Promotion, the Judicium and Graduation requirements are the same as the requirements for Doctoral Students who undertake Graduation, but Judicium and Graduation are held at different times.
- 6.4. Judicium is held consistent with the preset schedule.
- 6.5. Graduation is held consistent with the preset schedule.

#### **VII. List of Appendices (Form/Work Instruction)**

- 7.1. Administration Team WI
- 7.2. Doctoral Student WI
- 7.3. Judicium Minutes Form
- 7.4. Transcript Writing Data Form
- 7.5. Graduate Personal Data Form
- 7.6. Dissertation Validity Sheet
- 7.7. Form of Proof of Dissertation Acceptance by Examiners
- 7.8. Table of List of Publications