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	IMPLEMENTATION OF SPECIAL TOPICS IN PHARMACEUTICAL SCIENCES (STPS)	Revision	0
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**DOCTORAL PROGRAM IN PHARMACEUTICAL SCIENCES
FACULTY OF PHARMACY
UNIVERSITAS GADJAH MADA**



**QUALITY PROCEDURE
IMPLEMENTATION OF SPECIAL TOPICS IN PHARMACEUTICAL
SCIENCES (STPS)**


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APPROVAL SHEET

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REVISION NOTES

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I. Objective

This procedure serves as a comprehensive guide for Program Managers, Academic Staff, Faculty Members, Lecturer and Doctoral Students/Promovendi n the Doctoral Program of Pharmaceutical Sciences to facilitate the execution of coursework in the Special Topics in Pharmaceutical Sciences.

II. Scope

This document delineates the various stages involved in conducting Special Topics in Pharmaceutical Sciences coursework. It is applicable to students of all cohorts and curricula enrolled in the Doctoral Program in Pharmaceutical Sciences, whether through the regular or research track.

III. References

- 3.1. Dean's Decision of the Faculty of Pharmacy, Universitas Gadjah Mada, Number 14.01.07/UN1/FFA/UP/SK/2022 concerning Academic Regulations for the Doctoral Program in Pharmaceutical Sciences.
- 3.2. Dean's Decision of the Faculty of Pharmacy, Universitas Gadjah Mada, Number 20.11.07/UN1/FFA/UP/SK/2022 concerning the Curriculum for the Doctoral Program in Pharmaceutical Sciences.

IV. Terminologies and Definitions


- 4.1. The course of Special Topics in Pharmaceutical Sciences (STPS) is a collection of various subject matters considered pivotal to support the doctoral dissertation.
- 4.2. STPS courses are characterized by specialized and specific topics that are instrumental for dissertations but are not encompassed by the elective courses offered.
- 4.3. STPS courses are administered by the Study Program, and are taught by experts in their respective fields.

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4.4. Topics for STPS courses are proposed by either the Study Program, the supervisory team, or the students, with consideration given to the specific supplementary academic requirements for the dissertation.

V. Responsibilities and Authority

- 5.1. Program Managers are responsible for:
- a. Offering STPS courses to faculty and students within the Doctoral Program.
 - b. Conducting STPS classes in accordance with established schedules and regulations.
- 5.2. Supervisors and the supervisory team are responsible for:
- a. Proposing specific topics that the students may need for supplementary academic support in research and dissertation writing.
 - b. Preparing the execution of the STPS course including the Course Plan and Learning Semester Plan (CPLSP), Syllabus, Lecture Units, and course portfolio
 - c. Serving as the course's teaching team.
 - d. The coordinator of the teaching team for STPS is responsible for entering grades into the Simaster UGM system.
- 5.3. Students are responsible for:
- a. Proposing or selecting the needed course topics with the approval of their academic advisor or supervisor.
 - b. Registering for STPS courses by inputting them into the study plan card (SPC) during the SPC filling period.
 - c. Participating in classes as scheduled by the Study Program.
- 5.4. Administrative Team is responsible for:
- a. During the SPC filling period, entering the names of STPS courses according to classes into the Simaster AIS database.


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- b. Overseeing the student SPC filling process through the AIS Simaster.
- c. After the SPC filling period ends, organizing class and exam schedules per STPS classes.
- d. Creating a request letter for CPLSP, Syllabus, Lecture Units to the responsible faculty for STPS.
- e. Preparing the required facilities and ensuring smooth conduct of STPS classes, whether online or in-person.
- f. Ensuring all student grades are collected and inputted by the course coordinator in the Academic Information System (AIS) Simaster by the end of the academic term.
- g. Issuing a request letter for the submission of the STPS course potfolio to the course coordinator at the end of the semester.

VI. Detailed Procedure for STPS Course Implementation

- 6.1. Students consult with advisors/supervisors about specific additional topics needed for their dissertation that are not covered in the offered courses.
- 6.2. Students and/or supervisors propose specific topics for STPS courses.
- 6.3. The Study Program lists the STPS courses in Simaster AIS as one of the selectable courses for the ongoing semester.
- 6.4. Students select STPS courses in their SPC.
- 6.5. The Study Program issues an announcement letter regarding the ongoing STPS courses and sends request letters for course completeness like CPLSP, Syllabus, Lecture Units, and Portfolio.
- 6.6. The Study Program arranges the teaching schedule and prepares the necessary facilities and infrasturcture for the smooth conduct of STPS classes.
- 6.7. Classes are conducted as per the established schedule.

VII. Appendices (Forms/Work Instructions)

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- 7.1. Work Instructions for Program Managers
- 7.2. Work Instructions for Supervisors and Supervisory Team
- 7.3. Work Instructions for Students
- 7.4. Work Instructions for Administrative Team
- 7.5. Lecture Attendance Form
- 7.6. Exam Question Template and Verification Form