DOCTORAL PROGRAM IN PHARMACEUTICAL SCIENCES
FACULTY OF PHARMACY
UNIVERSITAS GADJAH MADA

QUALITY PROCEDURE
IMPLEMENTATION OF SIT-IN LECCTURES

Document Number	QP-FA-DIF-014
Effective since	24 Agustus 2023
Revision	0

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	Effective since	24 Agustus 2023
	Revision	0
	Page	2

APPROVAL SHEET

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REVISION NOTES

Revision number	Pages	Sections Modified	Date
-	-	-	-

	QUALITY PROCEDURE **DOCTORAL PROGRAM IN PHARMACEUTICAL SCIENCES**	Document Number	QP-FA-DIF-014
		Effective since	24 Agustus 2023
	IMPLEMENTATION OF SIT-IN LECTURES	Revision	0
		Page	4

TABLE OF CONTENT

I. Objective

This procedure is formulated as a guideline for the study program manager, academic staff, lecturers, and students/candidates of Doctoral Study in Pharmaceutical Sciences in conducting sit-in lecture activities.

II. Scope

This procedure elucidates the stages of proposing sit-in lecture activities. It is applicable to students of all batches and curricula of the Doctoral Program (Dr.) in Pharmaceutical Sciences, whether through regular or the research track.

III. References

3.1. Decree of the Dean of the Faculty of Pharmacy, Universitas Gadjah Mda No. 14.01.07/UN1/FFA/UP/SK/2022 concerning the Academic Regulations of the Doctoral Program in Pharmaceutical Sciences, Faculty of Pharmacy, Universitas Gadjah Mada.

3.2. Decree of the Dean of the Faculty of Pharmacy, Universitas Gadjah Mada No. 20.11.07/UN1/FFA/UP/SK/2022 concerning the Establishment of the Curriculum for the Doctoral Program in Pharmaceutical Sciences, Faculty of Pharmacy, Universitas Gadjah Mada.

IV. Terminologies and Definitions

4.1. A sit-in lecture refers to the practice where an individual attends or follows a lecture or lesson without being officially registered as a student in that particular class.

4.2. Sit-in lectures are conducted for students who require or are interested in specific lecture material deemed relevant to support their dissertation without needing to commit fully as a student.

V. Responsibilities and Authorities

5.1.   Students are responsible for:

    a.   Selecting the courses they wish to attend as sit-in participants and addressing the request to the Program through a letter of application to attend lectures in a sit-in manner.

    b.   The application letter should be sent to the Study Program (Head of the Study Program, cc: Secretary and the Administrative Team of Study Program) via e-layanan.

    c.   E-layanan can be accessed through the link: https://layanan.farmasi.ugm.ac.id

    d.   The decision of the application letter can be monitored via the Dokumen Manajemen Sistem (DMS) on Simaster.

    e.   Students download the letter and submit it to the respective course lecturer.

    f.   Students attend the lectures in accordance with the rules set by respective course teaching team.

5.2.   Administrative team is responsible for:

    a.   Processing the student's application letter for sit-in lectures.

    b.   Creating a student sit-in lecture permission request letter with program approval and signed by the Program Head.

    c.   Uploading the permission request letter to DMS, tagging the student's and course coordinator's accounts.

5.3.   Study Program Managers are responsible for:

    a.   Reviewing the student's sit-in lecture application letter.

    b.   Facilitating the student's sit-in lecture request by signing the student's application letter.

5.4.   Course Coordinator and Teaching Team:

    a.   Act on the student's sit-in lecture application letter.

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	PELAKSANAAN PERKULIAHAN SIT-IN	Revisi	0
		Halaman	7

    b.   Facilitate the student's sit-in request for the courses they handle, in accordance with the lecture rules that have been agreed upon between the lecturers and the student.

VI. Detailed Procedure for Implementing Sit-In Lectures

6.1. Students select the course they intend to attend via sit-in.

6.2. Students draft an application letter to attend the lecture in a sit-in manner and address it to the Study Program.

6.3. Students send the application letter to the the Study Program (Head of the Study Program, cc: Secretary and the Administrative Team of Study Program) via e-layanan: https://layanan.farmasi.ugm.ac.id

6.4. The Study Program reviews the student's sit-in lecture application letter.

6.5. The Study Program processes the application by creating a permission request letter for the student's sit-in lecture with program approval and it is signed by the Head of Study Program.

6.6. The Study Program uploads the permission request letter to DMS and tagging the student's and course coordinator's accounts.

6.7. Students monitor the decision of their application letter via Dokumen Manajemen Sistem (DMS) on Simaster.

6.8. Students download the decision letter and presnt it to the respective course lecturer.

6.9. The lecturer or course coordinator receives the sit-in lecture application letter from the student and approves or denies the request.

6.10. If granted permission to attend the lecture via sit-in, the student follows the lectures in accordance with the regulations set by the respective course teaching team

VII. Appendices List (Forms/Work Instructions)

7.1. Students Work Instructions

7.2. Admistrative Team Work Instructions

7.3. Study Program Manager Work Instructions

7.4. Lecturer/Course Coordinator & Teaching Team Work Instructions

7.5. Lecture Attendance Form

7.6. Exam Question Template and Question Verification