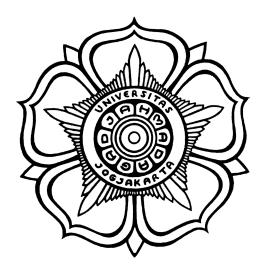


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## DOCTORAL PROGRAM IN PHARMACEUTICAL SCIENCES FACULTY OF PHARMACY UNIVERSITAS GADJAH MADA



# QUALITY PROCEDURE IMPLEMENTATION OF SIT-IN LECCTURES

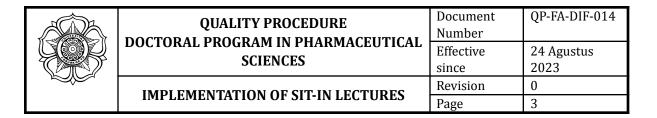
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### **APPROVAL SHEET**

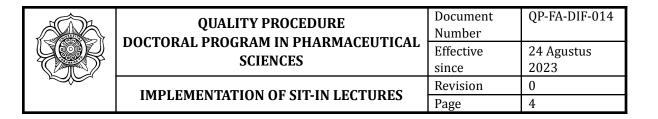
Person in Charge of the Document

Prof. Dr. apt. Zullies Ikawati NIP. 196812061993032001



### **REVISION NOTES**

Revision number	Pages	Sections Modified	Date
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### 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: <u>https://layanan.farmasi.ugm.ac.id</u>
  - 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.



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: <a href="https://layanan.farmasi.ugm.ac.id">https://layanan.farmasi.ugm.ac.id</a>
- 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



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- 7.4. Lecturer/Course Coordinator & Teaching Team Work Instructions
- 7.5. Lecture Attendance Form
- 7.6. Exam Question Template and Question Verification