
	QUALITY PROCEDURE DOCTORAL PHARMACEUTICAL SCIENCE STUDY PROGRAM	Document no.	QP-FA-DIF-004
		Effective date	3 March 2021
	MONITORING AND EVALUATION EXAMINATION OF DISSERTATION RESEARCH RESULTS	Revision	1
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**DOCTORAL PHARMACEUTICAL SCIENCE STUDY PROGRAM
FACULTY OF PHARMACY
UNIVERSITAS GADJAH MADA**



**QUALITY PROCEDURE
MONITORING AND EVALUATION EXAMINATION OF DISSERTATION
RESEARCH RESULTS**


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VALIDITY SHEET

Person in charge

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NOTES OF CHANGES

Revision No.	Page	Parts changed	Date
1	1-7	Document Number	10 May 2022
2	4	Objective	10 May 2022
3	4	Scopes	10 May 2022
4	4	References	10 May 2022
5	4	Terms and Definitions	10 May 2022
6	5	Responsibility and authority	10 May 2022
7	6	Procedure Details	10 May 2022



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I. Objective

This procedure is prepared as a guideline for Study Program Managers, Academic Staff and Doctoral Candidates (Promovendus) of Doctoral Program of Pharmaceutical Sciences Study Program in carrying out activities for Monitoring and Evaluation of Dissertation Research Results.

II. Scopes


This procedure explains the stages of implementing the Monitoring and Evaluation Examination of Dissertation Research Results. This procedure applies to the Doctoral Candidates of Doctoral Study Program (S3) in Pharmacy for all batches and all curricula that go through the regular path.

III. References

- 3.1. The Decree of the Dean of the Faculty of Pharmacy, Universitas Gadjah Mada Number 14.01.07/UN1/FFA/UP/SK/2022 concerning Academic Regulations for the Doctoral Program of Pharmaceutical Study Program, Faculty of Pharmacy, Universitas Gadjah Mada.
- 3.2. The Decree of the Dean of the Faculty of Pharmacy, Gadjah Mada University Number 20.11.07/UN1/FFA/UP/SK/2022 concerning Determination of Curriculum for the Doctoral Program of Pharmaceutical Study Program, Faculty of Pharmacy, Gadjah Mada University


IV. Terms and Definitions

- 4.1. Monitoring and Evaluation Examination of Dissertation Research Results is a test carried out by the Promoter Team on the results of the Promovendus' dissertation research.
- 4.2. Monitoring and evaluation (Monev) of research implementation is carried out 4 (four)

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times, namely at the end of each semester and starting at the end of semester 2 (two).

- 4.3. Promovendus must present the results of his research in front of a team of examiners consisting of a Chairperson of the Session and a Team of Promoters
- 4.4. The Chairperson of the Session is the Postgraduate Program Manager who is authorized by the Dean/Person in Charge of the Program.
- 4.5. Requirements to take the Dissertation Monitoring and Evaluation Exam:
 - a. To take the first Dissertation Monitoring and Evaluation Exam, promovendus must have passed the comprehensive proposal exam.
 - b. To take the second Dissertation Monitoring and Evaluation Exam, promovendus must have submitted one published article in a national or international journal.
 - c. To take the third Dissertation Monitoring and Evaluation Examination, promovendus must have submitted one published article in a reputable international journal, namely a foreign language journal indexed by Scopus or PubMed or Thompson Reuters
 - d. To take the fourth Dissertation Monitoring and Evaluation Examination, promovendus must have one article in a national or international journal with the status of at least accepted for publication and one other article that has been submitted in a reputable international journal.
- 4.6. The results of the monitoring exam of dissertation research are:
 - a. Monitoring and Evaluation Score
 - b. Dissertation progress report
- 4.7. Evaluation of Monitoring and Evaluation results is based on:
 - a. Dissertation material mastery
 - b. Research activity
 - c. The suitability of the research time table with the study roadmap
 - d. Fulfillment of publication requirements
 - e. The achievement of the target of the Dissertation research as outlined in the

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assessment rubric according to the level of Monitoring and Evaluation.

V. Responsibility and Authority

5.1. The Chairperson:

- a. is responsible for the overall implementation of the process of Monitoring and Evaluation Examination of Dissertation Research Results.
- b. is responsible for the Minutes of Monitoring and Evaluation Examination of Dissertation Research Results for the administrative purposes of the Study Program.


5.2. Promoter team:

- a. conducts Monitoring and Evaluation of research results Dissertation on promovendus
- b. approves the dissertation research progress form submitted by promovendus by affixing a signature in the space provided.

5.3. Administration Team:

- a. prepares assessment documents related to the Monitoring and Evaluation Examination of Dissertation Research Results.
- b. prepares a schedule for the implementation of the Monitoring and Evaluation Examination of Dissertation Research Results.
- c. prepares a zoom meeting link for the online exam.


5.4. The doctoral students:

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prepare presentation materials for Monitoring and Evaluation Examination of Dissertation Research Results.

VI. Procedure Details

- 6.1. Monitoring and Evaluation Examination of Dissertation Research Results is conducted online (virtually).
- 6.2. The Chairperson of the Session opens the session and explains the examination process.
- 6.3. The Chairperson of the Session explained the provisions of the Monitoring and Evaluation Examination of Dissertation Research Results briefly and invited the promovendus to present the results of his research, for a maximum of 10 minutes.
- 6.4. The Chairperson of the Session invites the first questioner to ask a question (the time allocation is: 20 minutes divided equally by the number of promoters).
- 6.5. The Chairperson of the Session suspends the examination, to hold a small meeting to determine the results of the exam.
- 6.6. The meeting for evaluating the results of the examination is chaired by the Chairperson of the Session
 - The Chairperson of the Session asks for the views and opinions of the Promoter Team
 - Chairperson of the session averaged the assessment (in the form of numbers)
- 6.7. The examination is reopened by the Chairperson of the Session. The Chairperson of the Session reads out the decision of the session and notifies matters that need to be immediately corrected and/or completed with a certain time limit
- 6.8. The Chairperson of the Session closes the Monitoring and Evaluation Examination of Dissertation Research Results.
- 6.9. The score of the Monitoring and Evaluation Examination of Dissertation Research Results will be immediately inputted by the Admin on Simaster Academic Information System (SIA) after the examination.

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VI. List of Appendices (Forms/ Work instruction)

- 7.1. Work Instructions of the Chairperson of the Session (Chairperson of the Examining Team)
- 7.2. Work Instruction of Promovendus
- 7.3. Work Instruction of Administration Team
- 7.4. Minutes Form of Monitoring and Evaluation Examination of Dissertation Research Results
- 7.5. Scoring Form of Monitoring and Evaluation 1
- 7.6. Scoring Form of Monitoring and Evaluation 2
- 7.7. Scoring Form of Monitoring and Evaluation 3
- 7.8. Scoring Form of Monitoring and Evaluation 4