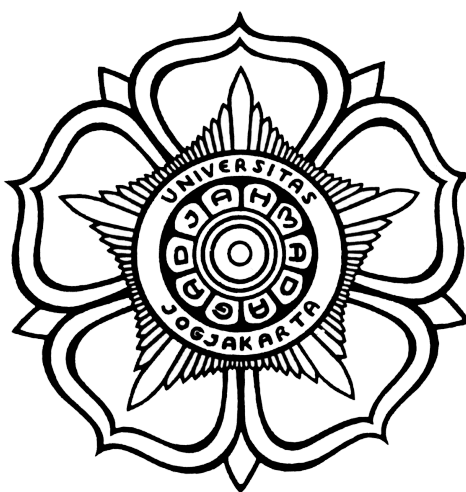
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**DOCTORAL PHARMACEUTICAL SCIENCE STUDY PROGRAM  
FACULTY OF PHARMACY  
UNIVERSITAS GADJAH MADA**



**QUALITY PROCEDURE  
IMPLEMENTATION OF BY RESEARCH PROGRAM RESEARCH  
PROGRESS SEMINAR**


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## VALIDITY SHEET


Penanggung jawab dokumen

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### NOTES OF CHANGES

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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 Science Study Program in conducting by research program research progress seminars at the Doctoral Study Program of Pharmacy, Faculty of Pharmacy UGM.

## II. Scope


This procedure explains the stages of conducting a seminar on the progress of doctoral research on by research program at the Doctoral Program of Pharmaceutical Science Study Program, Faculty of Pharmacy, UGM. This procedure applies to students of by research program of Doctoral Program (S3) of Pharmaceutical Science Study Program.

## 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 Science 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 Science Study Program, Faculty of Pharmacy, Universitas Gadjah Mada.

## IV. Terms and definitions

- 4.1. By research program of Doctoral Program Dissertation Research Progress Seminar is a seminar organized by the Doctoral Program of Pharmaceutical Science Study Program to monitor and evaluate the progress of promovendus' dissertation research.

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- 4.2. The seminar is attended by the students of the Doctoral Program of Pharmaceutical Science Study Program across generations, both by research and by regular program, the Promoter Team, and Study Program Managers.
- 4.3. The seminar is held 4 (four) times, 1 (one) time in each semester and starts at the end of semester 2 (two).
- 4.4. Promovendus must present the results of his research in front of the seminar participants.
- 4.5. The Chairperson of the Session is the Postgraduate Program Manager who is authorized by the Dean/Person in Charge of the Program.
- 4.6. The requirements to take part in the Dissertation Research Progress Seminar:
- a. To take the first Dissertation Research Progress Seminar, promovendus must have passed the proposal comprehensive examination.
  - b. To take the second Dissertation Research Progress Seminar, promovendus must have submitted one publication article in an international journal.
  - c. To take the third Dissertation Research Progress Seminar, 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 Research Progress Seminar, promovendus must have one article in an 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 Dissertation Research Progress Seminar are:
- a. Seminar Score
  - b. Written report on Dissertation Research Progress Seminar
- 4.7. Assessment of the results of the Dissertation Research Progress Seminar is based on:
- a. Mastery of the material presented
  - b. Research activities

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- c. The suitability of the research time table with the study roadmap
  - d. Fulfillment of publication requirements
  - e. Dissertation research target achievement
- as outlined in the assessment rubric according to the level of the Dissertation Research Progress Seminar.

## V. Responsibility and authority

### 5.1. The chairperson:

- a. is responsible for the overall implementation of the Dissertation Research Progress Seminar process.
- b. is responsible for the Minutes of Dissertation Research Progress Seminar for the administrative purposes of the Study Program.

### 5.2. Promoter Team:


- a. assesses Promovendus' dissertation research progress
- b. approves the dissertation research progress form submitted by Promovendus by affixing a signature in the space provided

### 5.3. Examiner Team:

- a. assesses Promovendus' dissertation research progress
- b. provides feedback on Promovendus' Dissertation research

### 5.4. Administration Team:

- a. prepares assessment documents related to the Dissertation Research Progress Seminar
- b. prepares a schedule for the implementation of the Dissertation Research Progress Seminar.
- c. sets up a zoom meeting link for the seminar.

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5.5. Seminar participants:

- a. follow the seminar in an orderly manner
- b. provide questions or responses to promovendus' presentation materials


5.6. Promovendus:

- a. Prepares the presentation materials for the Dissertation Research Progress Seminar.
- b. Presents the research progress on the determined schedule.

## **VI. Procedure Details**

- 6.1. Dissertation Research Progress Seminar is conducted online (virtually), with a total time allocation of 60 minutes per promovendus.
- 6.2. The Chairperson of the Session opened the seminar and explained the course of the seminar.
- 6.3. The Chairperson of the Session explains the provisions of the Dissertation Research Progress Seminar briefly and invited the promovendus to present the results of his research, for a maximum of 15 minutes.
- 6.4. The Chairperson of the Session invites the seminar participants to ask questions, followed by questions from the Promoter and Examiner Team. The time allocation of question and answer is 45 minutes.
- 6.5. The Chairperson suspends the seminar to hold a small meeting to determine the results of the seminar.
- 6.6. The result evaluation session is chaired by the Chairperson of the Session
  - The Chairperson of the Session asks for views and opinions from the Promoter and Examiner Team
  - The Chairperson of the session averaged the assessment (in the form of numbers)



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- 6.7. The seminar session 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 closed the session of the Dissertation Research Progress Seminar
- 6.9. The score of the Dissertation Research Progress Seminar will be immediately inputted by the Administration Team on Simaster Academic Information System (SIA) after the seminar

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

- 7.1. Work Instruction of Chairperson (Chairperson of Examiner Team)
- 7.2. Work Instruction of Examiner Team
- 7.3. Work Instruction of Promoter Team
- 7.4. Work Instruction of Promovendus
- 7.5. Work Instruction Administration Team
- 7.6. Form of Minutes of Dissertation Research Progress Seminar
- 7.7. Assessment Form for Dissertation Research Progress Seminar 1
- 7.8. Assessment Form for Dissertation Research Progress Seminar 2
- 7.9. Assessment Form for Dissertation Research Progress Seminar 3
- 7.10. Assessment Form for Dissertation Research Progress Seminar 4