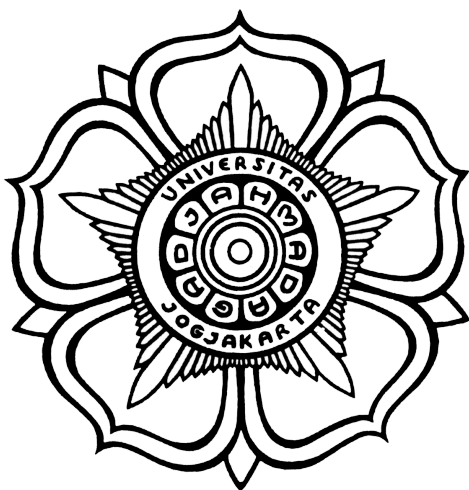

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**DOCTORAL PHARMACEUTICAL SCIENCE STUDY PROGRAM
FACULTY OF PHARMACY
UNIVERSITAS GADJAH MADA**



**QUALITY PROCEDURE
DISSERTATION RESEARCH RESULT PRESENTATION EXAMINATION**


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VALIDITY SHEET

Person in Charge

Prof. Dr. apt. Zullies Ikawati
NIP. 196812061993032001

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NOTES OF CHANGES

Revis on No.	Page	Parts Changed	date
1	1-7	Document Number	
2	4	Objective	10 May 2022
3	4	Scope	10 May 2022
4	4	References	10 May 2022
5	4	Terms and Definition	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 Students of the Doctoral Program of Pharmaceutical Science Study Program in carrying out the activities of the Dissertation Research Result Presentation Examination.

II. Scope


This procedure explains the stages of implementing the Dissertation Research Result Presentation Examination. This procedure applies to Promovendus of Doctoral Program (S3) of Pharmaceutical Science Study Program of all generations and all curricula, both regular and research 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. Dissertation Research Results Presentation is an examination carried out on the results of Promovendus' dissertation research
- 4.2. The Dissertation Research Result Presentation Examination is attended by the Chairperson of the Session, the Promoter Team, the Examiner Team, and Promovendus
- 4.3. The Dissertation Result Presentation Examination is led by the Chairperson of the


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Session.

- 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. Promovendus must present the results of his research in front of the Examiner Team consisting of a Chairperson, the Promoter Team and the Examiner Team
- 4.6. The requirements to take the Dissertation Result Presentation Examination:
 - a. The students have gone through and completed all stages of the first to fourth evaluation and monitoring and fulfilled all the requirements
 - b. The research result has been approved by the Promoter team that the research result is eligible to be presented.
 - c. The research result has obtained the approval of the Examiner Team for Presentation by the Dissertation Committee

V. Responsibility and authority

- 5.1. The chairperson:
 - a. is responsible for the overall implementation of the Dissertation Research Result Presentation Examination process
 - b. tests and provides an assessment of student's dissertation research result.
 - c. is responsible for Minutes of Dissertation Research Results Presentation Examination for Study Program administration purposes
- 5.2. Promoter Team:
 - a. tests and assesses Promovendus' dissertation research results.
 - b. signs the eligibility form for submitting the presentation of the results of the dissertation research submitted by promovendus by affixing a signature in the space provided
- 5.3. Examiner Team:

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- a. assesses Promovendus' Dissertation Research Result Presentation Examination.
- b. provides an assessment on the electronic assessment form that has been prepared. Regarding this, the examiner team is recommended to bring/use a laptop while testing.
- c. signs the minutes and the electronic Dissertation Results Presentation Examination form by affixing a signature in the space provided

5.4. Administration Team:


- a. prepares administrative documents related to the Dissertation Research Result Presentation examination
- b. sets up a WhatsApp group for coordination of the examination
- c. sets up a zoom meeting link for online examination, and a room for offline examination.

5.5. Promovendus:

Prepares presentation materials for Dissertation Research Results Presentation Examination.

VI. Procedure Details


- 6.1. The Dissertation Results Presentation Examination can be conducted face-to-face (offline), online (virtual) or a combination of both (mixed), depending on the agreement of the Promoter Team and the Examiner Team.
- 6.2. The Chairperson of the Session, the Promoter Team, the Examiner Team and the Promovendus are present 15 minutes before the examination schedule
 - a. The Preliminary Meeting is chaired by the Chairperson of the Session (not attended by the promovendus).
 - b. The chairperson:
 - informs the duration of the examination time (90 minutes: 30 minutes for promovendus' presentation, 60 minutes for the examination)
 - explains the procedure for the exam

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- determines the order of the questioners
 - explains the assessment process
- 6.3. The Chairperson of the Session opens the session and explains the examination process, introduces the promovendus, promoters and co-promoters as well as the examiners.
- 6.4. The Chairperson of the Session explains the provisions of the Research Results Presentation Examination briefly and invites Promovendus to present the results of his research for a maximum of 30 minutes
- 6.5. The Chairperson of the Session invites the first questioner to ask a question (the time allocation is 60 minutes divided equally by the total number of examiners), then continued with the next questioner, and so on (in the order agreed at the preliminary meeting)
- 6.6. The Chairperson of the session suspends the exam, to hold a small meeting to determine the results of the examination.
- The Chairperson of the Session asks for views and opinions from the Examiner Team (and the Promoter Team).
 - The Chairperson of the Session averages the scores of all examiners (in the form of numbers) then converts them as scores in quality.
- 6.7. The examination is reopened by the Chairperson of the Session, and the Chairperson of the Session reads out the decision of the examination in the form of:
- Score of Research Result Presentation Examination
 - Dissertation manuscript eligibility status
- 6.8. The Chairperson closed the Research Result Presentation Examination.

VII. List of Appendices (Forms/Work Instruction)

- 7.1. Work Instruction of Chairperson (Chairperson of Examiner Team)
- 7.2. Work Instruction of Promovendus
- 7.3. Work Instruction Administration Team
- 7.4. Form of Minutes of Dissertation Research Result Presentation Examination
- 7.5. Assessment Form of Dissertation Research Result Presentation Examination

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