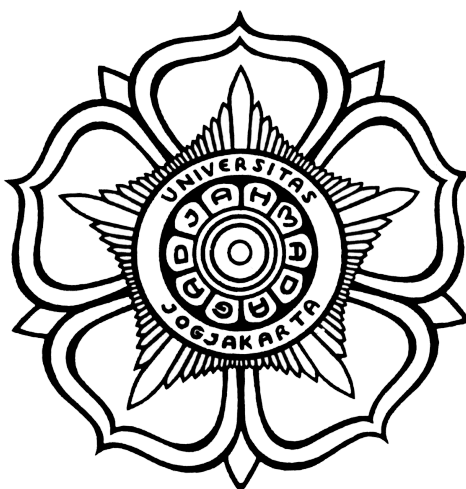
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**DOCTORAL STUDY PROGRAM OF PHARMACEUTICAL SCIENCE
FACULTY OF PHARMACY
GADJAH MADA UNIVERSITY**



**QUALITY PROCEDURE
DISSERTATION ELIGIBILITY ASSESSMENT**

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VALIDITY SHEET

Responsible of the document

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*NIP = Civil Servant's ID Number

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REVISION NOTES

Revision Number	Page	Revised part	Date
1	1-7	Document Number	10 May 2022
2	4	Objectives	10 May 2022
3	4	Scope	10 May 2022
4	4	References	10 May 2022
5	4	Terms and Definitions	10 May 2022
6	5	Responsibilities and Authorities	10 May 2022
7	6	Procedure Details	10 May 2022



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I. Objectives

This procedure is prepared as a guideline for Administrators, Academic Staffs and Promovendus of Pharmaceutical Science Doctoral Study Program in carrying out Dissertation Eligibility Assessment.

II. Scope

This procedure explains the stages in conducting the dissertation Eligibility assessment **examination**. This procedure applies to Promovendus in the Pharmaceutical Science Doctoral Study Program Doctoral Study Program (S3) of all batch and all curricula, both the regular and research programs.

III. References


3.1 Decree of the Dean of the Faculty of Pharmacy of Gadjah Mada University Number 14.01.07/UN1/FFA/UP/SK/2022 concerning Academic Regulations for the Doctoral Study Program of Pharmaceutical Science, Faculty of Pharmacy, Gadjah Mada University.

3.2 Decree of the Dean of the Faculty of Pharmacy of Gadjah Mada University Number 20.11.07/UN1/FFA/UP/SK/2022 concerning the Determination of Curriculum for the Doctoral Study Program of Pharmaceutical Science, Faculty of Pharmacy, Gadjah Mada University.

3. Terms and definitions

3.1. Dissertation Manuscript Eligibility Assessment is an assessment carried out on the Dissertation Manuscript of the Promovendus.

3.2. Dissertation Manuscript Eligibility Assessment begins with the submission of a dissertation manuscript that has been approved by the entire Promoter Team by Promovendus to the Study Program by attaching a final assignment guide form that has been filled out by the Promoter.

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3.3. Promovendus proposes an Examiner Team to the Study Program using the form provided to be discussed in a Dissertation Committee meeting.

3.4. The study program submits the Dissertation Manuscripts and assessment forms to 3 (three) members of the assigned eligibility assessment team.

3.5. The Assessment Team provides comments on the forms that have been provided within a maximum assessment period of 1 (one) month (30 calendar days). The assessment form is then sent to the Study Program to be used as a document for implementing the examination.

3.6. The Eligibility Assessment Session could be held within 30 days after the manuscript is received, or at a time that will be arranged later by the Study Program.

3.7. The Dissertation Manuscript Eligibility Assessment Session is attended by the Chairperson of the Session, the Promoter Team, and 3 (three) members of the Assessment Team, and is not attended by Promovendus.

3.8. For members of the Assessment Team who are unable to attend, the results of the assessment will be read out by the Chairperson of the Session.

3.9. The Dissertation Manuscript Eligibility Assessment Session is led by the Chairperson of the Session, namely the Manager of the Doctoral Program.

3.10. Promovendus requirements to take the eligibility examination are:

a. Has taken and completed the presentation exam of the results and fulfilled all the requirements.


b. Has obtained approval of the Dissertation Script Eligibility Assessment Team by the Dissertation Committee

3.11. The Chairperson of the Session announces the results of the Dissertation Feasibility Assessment in the form of:

a. Score

b. Dissertation Manuscript Eligibility Statement

V. Responsibilities and Authorities

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5.1. Chairperson of the Session serves to:

- a. Be responsible for the overall implementation of the Dissertation Manuscript Eligibility Assessment process
- b. Be responsible for the Minutes of the Eligibility Assessment of the Dissertation Manuscript for the administrative purposes of the Study Program.

5.2. Assessment Team serves to:

- a. Examine and assess the Eligibility of Promovendus Dissertation Manuscript.
- b. Provide an assessment on the electronic assessment form that has been prepared. Regarding this, the examiner team is recommended to bring/use a laptop during the examination.
- c. Sign the minutes and the electronic form of the Dissertation Eligibility Assessment by affixing signatures in the space provided.

5.3. Promoter Team serves to:


Provide feedback and/or rebuttal to the Results of the Dissertation Manuscript Eligibility Assessment from the Assessment Team.

5.4. Administration Team serves to:

- a. Prepare administrative documents related to the Eligibility Assessment of the Dissertation Manuscript.
- b. Set up a WhatsApp group for coordinating the implementation of the session.
- c. Set up a zoom meeting link for online session and a room for offline session.

VI. Procedure Details

6.1. The Dissertation Manuscript Eligibility Assessment Session could be conducted face-to-face (offline), online (virtually) or a combination of both offline and online (mixed), depending on the agreement of the Promoter Team and the Assessment Team.

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6.2. The Chairperson of the Session, the Promoter Team, and the Eligibility Assessment Team should be present 15 minutes before the session schedule.

6.3. The Chairperson of the Session opens the session and explains the process.

6.4. The maximum duration for the session is 60 minutes, consisting of assessment presentations from 3 (three) assessors (10 minutes for each appraiser), discussion and clarification between assessors and supervisors with a maximum duration of 25 minutes, and 5 minutes for closing.

6.5. The Assessment Team writes the scores on the forms that have been provided.

6.6. The Chairperson of the Session averages the scores from 3 (three) assessors and converts them to obtain the absolute score then decides the eligibility of the dissertation and its score.

6.7. The Chairperson of the Session closes the Dissertation Manuscript Eligibility Assessment Session.

6.8. The results of the Dissertation Eligibility Assessment are inputted by the Admin into the Simaster Academic Information System (SIA) immediately after the Assessment Session is completed.

VII. Appendices (Forms/Working Instructions)

7.1. WI for the Chairperson of the Session (Chairman of the Examiner Team)

7.2. WI for Administration Team

7.3. Form of the Minutes of the Dissertation Eligibility Examination

7.4. Form for Assessing Eligibility Examination of the Dissertation Manuscript