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



**QUALITY PROCEDURE  
CLOSED DISSERTATION EXAMINATION**

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## VALIDITY SHEET

Responsible for 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 Students of Pharmaceutical Science Doctoral Study Program in carrying out Closed Dissertation Examination.

## II. Scope


This procedure explains the stages in conducting a closed dissertation examination. This procedure applies to students of the Doctoral Study Program (S3) in Pharmaceutical Science of all batch and all curricula, both from 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.


## IV. Terms and definitions

- 4.1. Chairperson of the Session is the Dean or an element of the Deanship appointed by the Dean and not as part of the promoter team.
- 4.2. Internal examiners are examiners outside the eligibility assessment team and come from Gadjah Mada University.
- 4.3. External examiners are examiners who come from outside Gadjah Mada University, who have met the requirements.

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## V. Responsibilities and authorities

- 5.1. Chairperson of the Session serves to:
  - a. Responsible for the overall implementation of the Closed Dissertation Examination process
  - b. Responsible for the Minutes of the Closed Dissertation Examination for the administrative purposes of the Study Program.
  
- 5.2. Examiner Team serves to:
  - a. Provide assessments on the electronic assessment form that has been prepared. Regarding this matter, the examiner team is recommended to bring/use a laptop during the examination.
  - b. Ask questions that are not guesswork or requests for comments about things that are not directly related to the examination material. Questions/rebuttals should no longer be about language, terms, or formats but more focused on scientific material.
  - c. Sign the Minutes and the electronic Closed Dissertation Examination assessment form by affixing signatures in the space provided.
  
- 5.3. Chairperson of the Promoter Team serves to:
  - a. Sign the dissertation manuscript that is officially used as the closed dissertation examination manuscript.
  - b. Together with the Examiner Team, sign the dissertation manuscript and other forms related to the closed dissertation examination.
  
- 5.4. Administration Team serves to:
  - a. Prepare administrative documents related to the closed dissertation examination.
  - b. Set up a WhatsApp group to coordinate the implementation of the examination.

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- c. Set up a zoom meeting link for online examination and a room for offline examination.

5.5. Promovendus serves to:

- a. Be present at the examination venue (Faculty of Pharmacy UGM),
- b. Prepare dissertation comprehensive examination presentation materials.


## VI. Procedure Details

- 6.1. The Closed Dissertation Examination 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 Examiner Team.
- 6.2. Students are required to attend offline, while the Chairperson of the Session, the Promoter Team and the Examiner Team could choose the option of attending online (virtually) or offline during the implementation of the Closed Dissertation Examination.
- 6.3. Confirmation of online or virtual attendance is carried out 3 (three) days prior to the implementation of the Closed Dissertation Examination.
- 6.4. The Chairperson of the Session, the Promoter Team and the Examiner Team for the Closed Dissertation Examination should be present 15 minutes before the scheduled examination.
- 6.5. The Preliminary Meeting is chaired by the Chairperson of the Session (not attended by the Promovendus) with the following session materials:
  - The duration of the examination (2.5 hours, consisting of a 30-minute presentation and examination with a total time of 2 hours)
  - Explaining the procedure for the examination
  - Determining the order of the questioners
  - Explaining the assessment process
- 6.6. The Chairperson of the Session opens the session and explains the session process, introducing the promovendus, promoters, co-promoters and examiners.
- 6.7. The Chairperson of the Session invites promovendus into the room.

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- 6.8. The Chairperson of the Session explains the terms and conditions for the dissertation examination briefly and invites the promovendus to present the results of his/her research, for a maximum of 30 minutes.
- 6.9. The Chairperson of the Session invites the first questioner to ask questions (the time allocation is 2 hours and divided equally by the total number of examiners). Then it is continued with the next questioner, and so on (according to the order agreed at the preliminary meeting).
- 6.10. The Chairperson of the Session suspends the examination, to hold a meeting to determine the results of the examination.
- 6.11. During the suspension of the session, promovendus is asked to leave the examination room.
- 6.12. The session for evaluating the results of the examination is chaired by the Chairperson of the Session
- The Chairperson of the Session asks for suggestions and opinions from the Examiner Team (and the Promoter Team).
  - The Chairperson of the Session decides the results of the examination. The examination result sheet is signed by the Dean/Program Manager and all Examiners.
- 6.13. The Examination Session is resumed by the Chairperson of the Session. Promovendus is asked to re-enter the exam room.
- 6.14. The Chairperson of the Session reads the results of the Session's Decision and notifies the following matters:
- c. The Closed Dissertation Examination Score
  - d. The graduation status in the form of:
    - Pass without repair
    - Pass with improvements
    - Not pass
  - e. Other things that need to be fixed soon with a deadline.
- 6.15. Chairperson of the Session closes the closed dissertation examination session.



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**VII. Appendices** (Forms/Working instructions)

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

7.2. WI for Promovendus

7.3. WI for Administration Team

7.4. Closed Dissertation Examination Minutes Form

7.5. Closed Dissertation Examination Assessment Form