

ACADEMIC GUIDELINE



**DOCTOR OF PHARMACEUTICAL SCIENCES
FACULTY OF PHARMACY
UNIVERSITAS GADJAH MADA**



ACADEMIC REGULATION

DEAN OF THE FACULTY OF PHARMACY OF UNIVERSITAS GADJAH MADA

DECREE OF THE DEAN OF THE FACULTY OF PHARMACY

UNIVERSITAS GADJAH MADA

NUMBER 14.01.07/UN1/FFA/UP/SK/2022

REGARDING

ACADEMIC REGULATION OF THE DOCTORAL PROGRAM

IN PHARMACEUTICAL SCIENCES

FACULTY OF PHARMACY OF UNIVERSITAS GADJAH MADA

DEAN OF THE FACULTY OF PHARMACY OF UNIVERSITAS GADJAH MADA,

Considering : a. that in order to carry out academic activities for students of the Doctoral Program in Pharmaceutical Sciences of the Faculty of Pharmacy of Universitas Gadjah Mada, it is deemed necessary to stipulate an Academic Regulation for the Doctoral Program in Pharmaceutical Sciences of the Faculty of Pharmacy of Universitas Gadjah Mada;

b. that based on the considerations as referred to in letter a, it is necessary to stipulate a Dean Decree;

In view of : 1. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);

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2. Government Regulation Number 67 of 2013 concerning the Statute of Universitas Gadjah Mada (State Gazette of the Republic of Indonesia of 2013 Number 165, Supplement to the State Gazette of the Republic of Indonesia Number 5454);
3. Government Regulation Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to the State Gazette of the Republic of Indonesia Number 5500);
4. Government Regulation Number 57 of 2021 concerning National Education Standards (State Gazette of the Republic of Indonesia of 2021 Number 87, Supplement to the State Gazette of the Republic of Indonesia Number 6676);
5. Regulation of the Minister of Education and Culture Number 3 of 2020 concerning National Standards for Higher Education (State Gazette of the Republic of Indonesia of 2020 Number 47);
6. Regulation of the Board of Trustees of Universitas Gadjah Mada Number 4/SK/MWA/2014 concerning Organization and Governance of Universitas Gadjah Mada as last amended by Regulation of the Board of Trustees of Universitas Gadjah Mada Number 2 of 2020 concerning the Fifth Amendment to the Regulation of the Board of Trustees of Universitas Gadjah Mada Number 4/SK/MWA/2014

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concerning Organization and Governance of Universitas Gadjah Mada;

7. Regulation of the Chancellor of Universitas Gadjah Mada Number 15 of 2017 concerning Academic Standards of Universitas Gadjah Mada;

Observing : Plenary Meeting of the Senate of the Faculty of Pharmacy of Universitas Gadjah Mada on 20 May 2022

HAS DECIDED

To stipulate : DEAN DECREE REGARDING THE ACADEMIC REGULATION FOR THE DOCTORAL PROGRAM IN PHARMACEUTICAL SCIENCES OF THE FACULTY OF PHARMACY OF UNIVERSITAS GADJAH MADA

First : To stipulate the enactment of the Academic Regulation for the Doctoral Program of Pharmaceutical Sciences of the Faculty of Pharmacy of Universitas Gadjah Mad as contained in the Appendix to this Decree.

Second : The Academic Regulation, as referred to in the First Dictum, shall come into force for students of the Doctoral Program in Pharmaceutical Sciences of the Faculty of Pharmacy of Universitas Gadjah Mada batch 2020.

Third : For students of the Doctoral Program in Pharmaceutical Sciences of the Faculty of Pharmacy of Universitas Gadjah Mada before the batch as referred to in the Second Dictum, they still follow the 2017 Academic Regulation of the Doctoral Program in Pharmaceutical Sciences of the Faculty of Pharmacy of Universitas Gadjah Mada.

Fourth : This decision applies from the date set.

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Issued in Yogyakarta

On 1 July 2022

Dean,

Prof. Dr. apt. Satibi, M.Si.

Employee ID No.197402181999031002

Copy:

1. Vice Dean for Academic and Student Affairs.
2. Head of Administration Office.
3. Head of Academic and Student Affairs Section.
4. Head of the Doctoral Program of Pharmaceutical Sciences of the Faculty of Pharmacy of Universitas Gadjah Mada.

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**APPENDIX OF THE DECREE OF THE DEAN OF THE FACULTY OF PHARMACY
OF UNIVERSITAS GADJAH MADA**

NUMBER : 14.01.07/UN1/FFA/UP/SK/2022
DATE : 1 JULY 2022
**REGARDING : ACADEMIC REGULATION OF THE DOCTORAL PROGRAM
IN PHARMACEUTICAL SCIENCES OF THE FACULTY OF
PHARMACY OF UNIVERSITAS GADJAH MADA**

**ACADEMIC REGULATION OF THE DOCTORAL PROGRAM IN
PHARMACEUTICAL SCIENCES
FACULTY OF PHARMACY OF UNIVERSITAS GADJAH MADA**

CHAPTER I

GENERAL TERMS

ARTICLE 1

In this regulation, what is meant by:

1. Faculty is the Faculty of Pharmacy of Universitas Gadjah Mada;
2. Dean is the Dean of the Faculty of Pharmacy of Universitas Gadjah Mada;
3. Study Program (abbreviated as *Prodi*) is the Doctoral Program in Pharmaceutical Sciences of the Faculty of Pharmacy of Universitas Gadjah Mada;
4. Head of Study Program is the Head of the Doctoral Program in Pharmaceutical Sciences of the Faculty of Pharmacy of Universitas Gadjah Mada;

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5. Secretary of Study Program is the Secretary of the Doctoral Program in Pharmaceutical Sciences of the Faculty of Pharmacy of Universitas Gadjah Mada;
6. Lecturer is a Lecturer of the Doctoral Program in Pharmaceutical Sciences of the Faculty of Pharmacy of Universitas Gadjah Mada;
7. Promoter is the main supervisor of the dissertation, and Co-promoter is the assistant supervisor of the dissertation;
8. Students are program participants who have been registered in the Doctoral Program in Pharmaceutical Sciences of the Faculty of Pharmacy of Universitas Gadjah Mada;
9. Promovendus is a student of the Doctoral Program in Pharmaceutical Sciences of the Faculty of Pharmacy of Universitas Gadjah Mada who has passed the dissertation research proposal examination;
10. Dissertation is an academic paper resulting from research conducted independently by promovendus with the guidance of the Promoter and Co-promoter;
11. The Dissertation Committee is a team determined by the Dean, consisting of the Manager of Study Program and the head of the laboratory within the faculty.
12. International students are students who are not Indonesian citizens who have obtained permission from the Directorate General of Higher Education, Research, and Technology of the Ministry of Education, Culture, Research, and Technology to take part in a Study Program at Universitas Gadjah Mada;
13. Reputable international scientific journals are scientific journals published by world-renowned professional associations or credible universities or publishers, indexed in reputable international databases recognized by the Ministry (e.g., Web of Science and/or Scopus) with SJR journals above 0.1 or having a JIF of at least 0.05; does not have the

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status of discontinued and canceled coverage in Scopus/SCImagojr at the time of submission.

14. International scientific journals are scientific journals published by universities or credible publishers and indexed by reputable international databases (e.g., Web of Science and Scopus) with journal SJR less or equal to 0.1 or having JIF less than 0.05 at the time of submission (submitted).
15. Accredited national scientific journals are scientific magazines that meet the criteria as national journals and receive accredited status from the Ministry with the appropriate validity period of accreditation results.
16. National scientific journals are scientific journals published in Indonesia and not yet accredited.
17. National seminar is a seminar organized by professional associations, universities, or reputable scientific institutions; and speakers and participants come from various universities/scientific institutions of national scope.
18. International seminars are seminars organized by professional associations, universities, or reputable scientific institutions; the language of instruction used is the official language of the UN (Arabic, English, French, Russian, Spanish, and Chinese); and the presenters and participants come from various countries (at least 4 (four) countries).
19. International Proceedings are proceedings originating from international seminars, written in UN official languages (Arabic, English, French, Russian, Spanish, and Chinese), editors from various countries according to their fields of knowledge, and authors from at least 4 (four) countries, and has an ISBN.

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20. Judisium is a meeting held to determine graduation and predicate based on the combined Grade Point Average (GPA) for the entire learning process.
21. Grade Point Average (GPA) is a number that shows student achievement or learning progress cumulatively starting from the first semester to the last semester taken and is used as a criterion in the evaluation of studies at the end of the education stage.
22. Masters Towards Doctoral Education for Superior Undergraduates (PMDSU) is a scholarship scheme for accelerating postgraduate studies for superior (fresh) undergraduates who are willing to take Masters – Doctoral Education within 4 (four) years under the guidance of a reliable promoter at the host university.

Article 2

Education Objectives

The implementation of the Doctoral Program (S3) in Pharmaceutical Sciences of the Faculty of Pharmacy aims to:

- a. Produce a Doctorate in Pharmacy with the spirit of Pancasila, innovation, excels nationally, and gains international recognition.
- b. Produce research works applicable in the field of pharmacy and health.
- c. Produce research-based community service works to solve the nation's and humanity's problems.

Article 3

Program Executor

The Doctoral Program in Pharmaceutical Sciences at the Faculty of Pharmacy of Universitas Gadjah Mada is organized by the Faculty and carried out by the Head and Secretary of the Study Program.

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Article 4

Academic Activities

1. Students who can participate in academic activities are those who are actively registered at the university in the current semester.
2. The academic activities referred to in verse (1) include but are not limited to activities in the form of lectures, practicum, fieldwork practice, dissertation research, consultation, mentoring, examinations, seminars, and other matters related to academics.
3. Students who take part in academic activities must comply with university regulations, faculty regulations, and other applicable regulations.

CHAPTER II

PROSPECTIVE STUDENTS

Article 5

Applicant Requirements

1. Academic requirements for prospective students of the Doctoral Program by regular:
 - a. Graduates of the Master Program of Pharmaceutical Sciences or specialist I in the pharmaceutical field accredited A with a Grade Point Average (GPA) of at least 3.25; or accredited B with a GPA of 3.75; or at least 3.00 with 3 (three) scientific works, one of which is published in an international scientific journal or an accredited national scientific journal and/or a quality book in accordance with the field of science as the first author.
 - b. Graduates of the Master Program from the appropriate field of science and/or related to Pharmaceutical Sciences, accredited A with a Grade Point Average (GPA) of at

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least 3.50; or accredited B with a GPA of 3.75; or has a GPA of 3.50 with 3 (three) scientific works, one of which is published in an international scientific journal or an accredited national scientific journal and/or a quality book according to the field of science as the first author.

- c. Students of the Master Program in Pharmaceutical Sciences at the Faculty of Pharmacy of Universitas Gadjah Mada who have not carried out thesis research, have taken all courses in 2 (two) semesters, with a minimum GPA of 4.00; and will be assessed by the selection team by taking into account the applicable regulations at the University.
 - d. Prospective students from the study program graduates from the field of science who do not meet the provisions of article 5 paragraph (1a to 1c) are allowed to be accepted as students of the Pharmacy Doctoral Study Program after receiving an assessment from a special team formed by the Dean for this purpose.
 - e. Have an Academic Potential Test (TPA) value greater than or equal to 550 (five hundred and fifty) and a standard value of English Language Proficiency equivalent to a Test of English as Foreign Language (TOEFL) value greater than or equal to 500 (five hundred).
2. Academic requirements for prospective students of the Doctoral Program by research:
- a. Graduates of the Master Program of Pharmaceutical Sciences or specialist I in the pharmaceutical field accredited A with a Grade Point Average (GPA) of at least 3.25; or accredited B with a GPA of 3.75; or at least 3.00 with 3 (three) scientific works, one of which is published in an international scientific journal or an accredited

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national scientific journal and/or a quality book in accordance with the field of science as the first author.

- b. Graduates of the Master Program from the appropriate field of science and/or related to Pharmaceutical Sciences, accredited A with a Grade Point Average (GPA) of at least 3.50; or accredited B with a GPA of 3.75; or has a GPA of 3.50 with 3 (three) scientific works, one of which is published in an international scientific journal or an accredited national scientific journal and/or a quality book according to the field of science as the first author.
 - c. Have an Academic Potential Test (TPA) value greater than or equal to 550 (five hundred and fifty) and a standard value of English Language Proficiency equivalent to a Test of English as Foreign Language (TOEFL) value greater than or equal to 500 (five hundred).
 - d. Prospective students, before registering, must have obtained approval and the ability to guide from prospective promoters.
 - e. Preference will be given to prospective students who already have grants or research fees from their original institution or other sources as evidenced by valid documents.
3. Administrative Requirements:
- a. Proof of payment for registration as an applicant
 - b. Certified copies of diplomas and academic transcripts
 - c. Proof of scientific work required
 - d. Proof of additional education that has been carried out (if any)
 - e. Scientific activities that have been followed
 - f. Curriculum vitae

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- g. The research proposal design is made in accordance with the guidelines for writing a dissertation research proposal design
 - h. Permission letter from superior for those who have worked
 - i. Recommendations from 2 (two) people who are relevant and competent with the applicant's academic qualifications/competencies given online during the registration process.
 - j. Promissory note of prospective promoters for prospective students of the Doctoral Program by research.
4. Health Requirements: prospective students must be physically and mentally healthy, as stated by a certificate from a medical doctor and a drug-free certificate.
5. Prospective students who do not meet the standard of English language proficiency as referred to in verses (1) letter e or (2) letter c, may be accepted as students of the Doctoral Program of Pharmaceutical Sciences with the following conditions:
- a. Prior to the comprehensive examination, students can improve their English proficiency score through a special test administered by the University or other test institutions recognized by the University.
 - b. In the period as referred to in verses (1)e or (2)c still does not meet the criteria referred to, then in the first year after being accepted, students are required to take part in an Academic English Course organized by the University or other institutions recommended by the University and receive a certificate of participation.
 - c. In the event that the student reaches the standard of English proficiency as referred to in verses 1(c) or (2)e within the time referred to, the student does not need to continue to participate in the Academic English Course.

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- d. In the event that the University based on the Rector's Decree for certain reasons accepts students who do not meet the standard values as referred to in verses 1 letters a-e for the Doctoral Program by regular and paragraph 2 a-c for the Doctoral Program by research, it can be substituted with other requirements, namely:
 - i. International scientific publications as the first author, outside of graduation requirements
 - ii. Other abilities considered equivalent to the requirements of the Doctoral Program approved by the Dean.
6. In the event that there is a special program from the Government of the Republic of Indonesia relating to special procedures and/or qualifications in the admission of new students, its implementation will be regulated by a separate regulation.

Article 6

Application Procedure

1. Prospective students register online at the website <http://www.um.ugm.ac.id>, then upload other registration files required by the Study Program through the website for the Doctoral Program of Pharmaceutical Sciences;
2. For those interested in obtaining a Ministry scholarship or other scholarships, the time to submit an application is adjusted to the relevant budget period.

Article 7

Prospective Student Admission Selection

1. The selection of prospective students for the Doctoral Program consists of an administrative selection at the University's Academic Administration Directorate and an interview selection in the Study Program.

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2. Determination of the prospective student selection results is carried out in a selection team meeting consisting of the Chair and Secretary of the Study Program and the Dean Team.
3. The prospective student selection is based on: the results of English language proficiency and Academic Potential Test (TPA), background knowledge, suitability of research proposal design, personality and integrity, and other requirements.
4. The selection results are reported by the Dean to the University, and the results of the selection are announced by the University.
5. The prospective international student (WNA) selection is carried out separately, based on the documents submitted.
6. Prospective international students who will take part in the Doctoral Program at the Faculty of Pharmacy of UGM must obtain permission from the relevant ministry, and must follow the immigration rules.
7. All provisions that apply to Indonesian citizens also apply to international students unless the financing provisions are specifically regulated in accordance with applicable regulations.

CHAPTER III

EDUCATION PROCESS AND SYSTEM

Article 8

Education Systems

1. The education system implemented consists of two pathways, namely the regular doctoral program and the doctoral program by research.
2. Each academic year is divided into 2 (two) semesters.

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3. Educational load related to student study load and lecturer teaching load is stated in Semester Credit Units (SKS).
4. The education system for the Doctoral Program is carried out according to a 3 (three) year roadmap with the following stages:
 - a. Semester 1 (one) is a lecture period, proposal preparation, and proposal examination.
 - b. Semester 2 (two) to 6 (six) is the research stage and dissertation completion.

Article 9

Lecturers, Promoters, and Co-Promoters

1. Lecturers of the Doctoral Program must hold the title of Doctor and have a functional position of at least Lecturer or its equivalent.
2. Promoter is a lecturer at the Faculty of Pharmacy UGM who holds a Doctorate degree and has at least the functional position of Head Lecturer or its equivalent, has at least 2 (two) publications in international scientific journals, and for the last 5 (five) years has at least 1 (one) publication in reputable international journals.
3. Co-promoter is a lecturer who holds a Doctorate degree or holds a specialist consultant in the field of science according to his dissertation topic, with a functional position of at least Lecturer or its equivalent. Co-promoters can come from institutions outside the UGM Faculty of Pharmacy.
4. Neither the promoter nor the co-promoter may have a family relationship either by birth or marriage with the student who will be mentored.
5. Promoters and Co-promoters are in charge of:
 - a. provide quality consulting in the field of research, including making research proposals, conducting research, and writing a dissertation.

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- b. ensure the weight and implementation of research in accordance with applicable requirements and on time.
- c. ensure the fulfillment of publication requirements for promovendus.
6. Other provisions of verses (1) and (2) may be determined by the Dean by considering the particular expertise and specialization of the person concerned.

Article 10

Load and Length of Study

1. The length of study for the Doctoral Program is a maximum of 10 (ten) semesters.
2. The length of study, as referred to in verse 1, is calculated from being registered as a student until graduation.
3. The study load for students of the Doctoral Program of Pharmaceutical Sciences Program is 46 – 50 credits, consisting of lecture and dissertation preparation activities.
4. Dissertation preparation activities include but are not limited to the preparation of a Research Proposal, Dissertation Research, Presentation of Dissertation Research Results, Dissertation Feasibility Assessment, and Dissertation Examination.
5. Doctoral Program participants who have not successfully completed their studies within the specified time limit are declared failed and are not allowed to continue their studies.
6. Academic leave can be granted after the promovendus has passed the examination of all charged courses and the proposal examination, with a maximum length of the leave of a total maximum of 2 (two) semesters during the study period.
7. If promovendus will be reactivated from study leave, promovendus must submit an application to be active again to the Dean through the applicable system (Simaster) in accordance with the stipulated time.

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8. Promovendus who do not participate in academic activities without a study leave permit, their existence is still calculated, and the period of study is calculated, and is still subject to the obligation to pay a Single Tuition Fee (UKT).
9. The types and number of courses taken by students are determined based on the main research fields and student supporting research fields with the guidance of the Study Program manager and/or prospective Promoter Team.

Article 11

Study Plan and Study Results

1. Students are required to fill out a study plan according to the specified filling time before starting academic activities each semester.
2. After the academic activities of the lectures end and after the processing of academic administration is completed, students receive the study results.

Article 12

Dissertation Consultation

1. The advisor team consists of one Promoter and a maximum of 2 (two) Co-promoters, with the Promoter from the Faculty of Pharmacy UGM. Maximum 1 (one) Co-promoter can come from institutions outside UGM.
2. The quota as a Dissertation Advisor is a maximum of 15 (fifteen) students per lecturer in the current year without limiting the composition of the number of advisors as Promoters or Co-promoters; and for lecturers who do not meet the requirements as Promoters, they can become Co-promoters for a maximum of 15 (fifteen) students.
3. Students must actively seek to receive routine consultation from the Promoter Team by completing the available consultation form.

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4. Students with consultation by the Promoter Team are required to prepare a dissertation research proposal to be presented at the proposal examination.
5. Promovendus can carry out all activities on or off campus during the study, and is required to report the results every month to the Promoter Team.
6. Promovendus conducting dissertation research outside the UGM campus must attach a permit to conduct research from the institution where promovendus conducts research.
7. Promovendus is required to submit a written report known to the Promoter about the progress of the study results at the end of each semester to the Study Program Manager with the endorsement of the Promoter Team.
8. The Promoter Team routinely and intensively guides students in preparing research proposals, preparing the proposal examination, conducting research, writing dissertation, and preparing for the final examination.
9. Evaluation of academic ability is carried out through lecture examinations, dissertation research proposal examination, monitoring and evaluation through dissertation research progress sessions, research progress seminars (for research), presentation of dissertation research results, dissertation manuscript feasibility assessment, and the dissertation closed defense.

CHAPTER IV

DISSERTATION

Article 13

Criteria

The dissertation must have novelty values, both in the form of new inventions and innovations.

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Article 14

Proposal Examination

1. Proposal Examination is an examination conducted by the Study Program on a dissertation research proposal submitted by students and approved by the Promoter Team.
2. Proposal examination is conducted prior to the commencement of dissertation research and carried out at a time determined by the Study Program Manager.
3. The Examiner Team for the Proposal Examination is determined by the Dean at the suggestion of the Head of the Study Program based on the results of the Dissertation Committee meeting.
4. The Examination Proposal Team consists of a Head of the Examiner Team concurrently a member, the Promoter Team and 3 (three) experts in the relevant field of science, with the academic qualifications of a Doctorate or equivalent, with a functional position of at least Lecturer or its equivalent as a member.
5. Members of the Examiner Team must not have a family relationship either by birth or marriage with the student to be examined.
6. Proposal exam includes: mastery of research methodology in the field of science, mastery of material in the field of science both basic and specific, reasoning ability including abstraction ability, systematization ability, and formulation of thought results.
7. The decision on the examination results is determined by the Examiner Team meeting and submitted directly to students and reported to the Study Program Manager.
8. Decisions on the Proposal Examination results, as referred to in verse (9), are in the form of:
 - a. Test scores

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- b. Pass status:
 - i. Passed
 - ii. Passed with revision
 - iii. Not passed
9. Students who are declared passed with revisions are required to revise their proposals within a maximum of 3 (three) months after the examination and be approved by the Examiner Team. If, within 3 (three) months, the student has not submitted a proposal that has been approved to the Study Program, then the student must repeat the proposal examination. The score used is the score of the last proposal examination.
10. For students who are declared not passed, they must repeat the proposal examination (Proposal Reexamination) within 6 (six) months after the first Proposal Examination is carried out.
11. Students must take a proposal reexamination if:
 - a. Did not pass the proposal exam
 - b. Change the topic of the dissertation research with the approval of the promoter
 - c. Unable to complete the proposal revision within three months as in verse 9.
12. The proposal reexamination, as stated in verse (11), can be carried out a maximum of 2 (two) times. If in the second proposal reexamination, the student still fails to pass, they are declared unable to continue their studies and are allowed to resign.

Article 15

Dissertation Research

1. Dissertation research is carried out after the promovendus is declared to passed the proposal exam.

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2. Promovendus is required to always communicate and consult with the Promoter Team and fill in the dissertation research activity log book, which is legalized by one of the Promoter Team.
3. For the promovendus by regular, they are required to take the Dissertation Progress Monitoring and Evaluation Examination, and make a report on the progress of the dissertation research, which is known by the Promoter according to the schedule and applicable regulations.
4. For the promovendus by research, they are required to conduct a Research Result Seminar every semester according to the applicable schedule.

Article 16

Dissertation Organization

1. The dissertation is prepared on the basis of research results under the consultation of the Promoter Team.
2. The dissertation is written in Indonesian or English with the approval of the Promoter Team according to the format and procedures for writing the dissertation applicable in the Study Program.

Article 17

Monitoring and Evaluation Examination of Dissertation Research Results

1. The Monitoring and Evaluation Examination of Dissertation Research Results apply to the promovendus by regular.
2. Promovendus is required to undergo Monitoring and Evaluation (Monev) activities for the research implementation, which is carried out 4 (four) times, namely at the end of each semester and starting at the end of semester 2 (two).

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3. The requirements for participating in the Monitoring and Evaluation of Dissertation Research Results are regulated in the Academic Quality Procedure.
4. In Monev activities, promovendus must convey the progress of their research results in front of the Promoter and Study Program Management Team.
5. The results of the Dissertation Research Monitoring and Evaluation Examination are in the forms of:
 - a. Letter score
 - b. Written report on dissertation progress

Article 18

Dissertation Research Results Seminar

1. As another form of monitoring and evaluation of dissertation research, the promovendus by research are required to attend the Seminar on Dissertation Research Results.
2. Promovendus is required to participate in the Seminar on Dissertation Research Results, which is conducted 4 (four) times, namely at the end of each semester and starting at the end of semester 2 (two).
3. The requirements for participating in the Dissertation Research Results Seminar are regulated in the Academic Quality Procedure.
4. Promovendus must present the results of his research in front of his colleagues in the study program, the promoter team, and the manager of the Study Program.
5. The results of the Seminar Exam are:
 - a. Letter score
 - b. Written report on dissertation progress

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Article 19

Dissertation Research Results Exposure Examination

1. For promovendus who have completed their dissertation research, they are required to take the Dissertation Research Result Exposure Examination.
2. Promovendus submits a proposal to the Examiner Team for the results of the dissertation research to the Study Program Manager after being approved by the Promoter Team.
3. The Dean, on the input of the Dissertation Committee, determines the Examiner Team for the Examination Results of the Dissertation Presentation consisting of a Chair of the Examining Team concurrently a member, the Promoter Team and 3 (three) experts in the relevant field of science, with academic qualifications of Doctoral or equivalent, with functional positions at least a Lecturer or equivalent, as a member and having a field of knowledge that is closely related to the content of the dissertation.
4. Members of the Examining Team may not have family relations either by birth or marriage with the promovendus to be tested.
5. The Chairperson of the Session determines the graduation of the promovendus based on the assessment by the Examining Team.
6. The results of the Dissertation Research Exposure Examination are in the forms of:
 - a. Dissertation Research Exposure Examination Score
 - b. Dissertation Research Exposure Examination passing status
 - Passed and can continue with the finalization of dissertation writing
 - Passed with the addition of Research data without a retrial
 - Failed
7. Promovendus who is declared failed must run a reexamination after adding data.

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Article 20

Publication of Dissertation Research Results

1. Promovendus in all doctoral education, both regular and by research, are required to publish the results of Dissertation Research.
2. The promovendus concerned must be the first author of all publications, as referred to in verse (1).
3. The publications produced can be in the form of review articles or in the form of articles originating from research results related to the dissertation topic and as the first author; and each publication must include the name of the Promoter Team in the authorship, and the Promoter or Co-promoter from UGM as the corresponding author.
4. Promovendus must list UGM as its first affiliate.
5. Especially for promovendus by research, publications will be rated with a load equivalent to 6 (six) credits, and the publication assessment will be regulated using the publication scoring rubric.

Article 21

Dissertation Script Feasibility Assessment

1. Promovendus, who is declared to have passed the examination in accordance with Article 19 verse 6a, has the right to submit a dissertation text to the Study Program Manager to be assessed for feasibility after being compiled and approved by the Promoter Team.
2. Prior to conducting a Dissertation Manuscript Feasibility Assessment, Promovendus must already have 2 (two) manuscripts that have been accepted for publication in scientific journals, one of which is a reputable international journal (for regular), and 2 (two) manuscripts in a reputable international journal (by research).

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3. The assessment team has a maximum of 1 (one) month from the receipt of the manuscript to provide written answers regarding the feasibility assessment to the Study Program Manager.
4. The Head of the Study Program invites the Assessment Team and the Promoter Team to the Dissertation Paper Feasibility Assessment Session to present the results of the assessment. The basis for assessing the feasibility of a dissertation includes: material, reasoning ability, methodology, writing, and consistency of description.
5. The results of the Feasibility Assessment of the Dissertation Manuscript are in the forms of:
 - a. letter score
 - b. written report from the Assessment Team
 - c. statement of the feasibility of the Dissertation manuscript from the Assessment Team.

Article 22

Closed Defense

1. Promovendus must take the Dissertation Closed Defense which is part of the dissertation implementation.
2. The closed defense is held no later than 3 (three) months after the Dissertation Feasibility Assessment.
3. The Dean as referred by the Dissertation Committee determines the Dissertation Closed Defense Team consisting of 9 (nine) people consisting of the concurrent Chairperson, the Promoter Team, the Dissertation Feasibility Assessment Team, and examiners outside the Assessment Team, one of which is from outside UGM. The examiner's qualification is a

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Doctorate academic degree or its equivalent with a minimum functional position of Lecturer or its equivalent.

4. Members of the Examining Team may not have family relations either by birth or marriage with the promovendus to be examined.
5. The Closed Dissertation Defense is led by a Dean/Dean element who is not a Promoter Team.
6. The Closed Defense Assessment includes but is not limited to: mastery of the material, reasoning, methodology, writing, and description.
7. The Closed Defense results are scored with a weight of 15 credits
8. In addition to the Closed Defense scores, the examiner team provides recommendations for Promovendus achievements:
 - a. Passed without revision;
 - b. Passed with revision, no later than (three) months; if the revision takes more than 3 (three) months, the promovendus must repeat the closed defense.
 - c. Not passed, then there will be an opportunity to take 1 (one) reexamination dissertation, no later than 1 (one) year.
9. If promovendus:
 - (i) does not pass the reexamination as in verse (8) c, or
 - (ii) does not take the reexamination, then they are declared not passed the Doctoral Program.
10. Promovendus is declared passed the Closed Dissertation Defense if they get an average score of more than or equal to 70 (seventy).

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Article 23

Doctoral Promotion

1. Doctoral promotion is one of the academic activities as a substitute for graduation which can be chosen based on the wishes of the promovendus as a form of dissemination of study results.
2. Doctoral promotion can also be proposed by the Study Program as a form of appreciation for outstanding dissertation contributions to scientific and institutional development by considering the recommendations of the Examiner Team.
3. Doctoral promotion is only given to Promovendus, who have passed the Closed Dissertation Defense with a Grade Point Average (GPA) of more than 3.50 (three point five zero).
4. The Doctoral Promotion referred to in verse (2) is organized and becomes the responsibility of the Faculty.

Article 24

Doctoral Promotion Implementation

1. Doctoral promotion is carried out openly, chaired by the Dean or assigned by the Dean, attended by the same Examining Team as the Closed Defense Examiner Team, and invited participants.
2. Doctoral promotion is carried out by question and answer between the Examining Team and promovendus for 45 minutes.
3. After the question and answers are complete, the Examiner Team holds a Judicial Meeting to determine the graduation predicate led by the Head of the Examining Team.

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4. The graduation predicate is determined by considering all test results obtained during the study.
5. Promovendus who is declared passed will receive a graduation predicate as stated in Chapter V Article 30.
6. The Chair of the Doctoral Promotion Session announces the results of the Judiciary and the graduation predicate after considering the results of the evaluation during Doctoral studies and submits the Doctoral diploma on behalf of the Rector.

CHAPTER V

ACADEMIC ASSESSMENT AND STUDY RESULTS EVALUATION

Article 25

Academic Assessment

1. To assess academic activities, an absolute scoring system is used.
2. Promovendus who resign from academic activities or do not meet the learning evaluation requirements are declared not passed.
3. The score of the course used to determine the Grade Point Average (GPA) is the highest score ever achieved by promovendus.

Article 26

Study Process Evaluation

1. The study process monitoring and evaluation are based on student achievement.
2. The monitoring and evaluation, as referred to in verse 1, is carried out in two stages, namely:
 - a. Initial study evaluation

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- b. Final study evaluation
3. The initial study evaluation is carried out with the following conditions:
 - a. Students who have not passed the comprehensive exam until the end of semester 3 (three) are given the opportunity at most 1 (one) additional semester to complete the proposal exam.
 - b. If students cannot achieve the study progress within the time limit of 1 (one) additional semester as referred to in letter a, they are not allowed to continue their studies, and are declared to have resigned.
 - c. In the event that students are given the opportunity as referred to in letter a, the Study Program issues the First Warning Letter, Second Warning Letter, and Third Warning Letter.
 4. The Final Study Evaluation for Doctoral Program Students is carried out with the following conditions:
 - a. Students who cannot complete all academic activities with a GPA of at least 3.25 (three point two five) until the end of semester 6 (six) and do not meet the publication requirements will be given the First Warning Letter (SP 1).
 - b. Students who have not completed all academic activities with a GPA of at least 3.25 (three point two five) until the end of semester 7 (seven) and have not met the publication requirements will be given the Second Warning Letter (SP 2).
 - c. Students who have not completed all academic activities with a GPA of at least 3.25 (three point two five) and have not met the publication requirements until the end of semester 8 (eight) will be given the Third Warning Letter (SP 3) and given the opportunity to complete their studies for 2 (two) semesters at maximum.

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- d. In the event that students are unable to complete their studies as referred to in letter c, they are not allowed to continue their studies and are declared to have resigned.

Article 27

Terms of Resignation or Drop Out

1. The University determines a Promovendus to resign or drop out from the Study Program based on the proposal and consideration of the Faculty.
2. The determination of a Promovendus to resign or drop out, as referred to in verse (1), is no later than 1 (one) month after receiving the proposal and consideration from the Faculty.
3. Promovendus may submit an application for resignation before being determined as resigned or dropped out as referred to in verse (2).
4. In the event that Promovendus submits an application for resignation, as referred to in verse (3), the Faculty may issue a transcript.
5. For promovendus who are declared drop-out as referred to in verse (1), the Faculty can issue a certificate of having been a student in the Doctoral Study Program but cannot issue a transcript.

Article 28

Course Examination

1. Students are allowed to take course examination if they participate in academic activities at least 75 percent of the time.
2. Students are allowed to improve the course score by retaking the course.
3. Students who are unable to take the course examination due to acceptable reasons may apply for a follow-up exam whose schedule will be arranged by the Study Program manager.

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Article 29

Study Results Evaluation

1. The study results evaluation is carried out at the end of the education stage.
2. To evaluate the promovendus study results, the GPA is used by the following formula:

$$GPA = \frac{SKS_{of\ evaluated\ education\ activities} \times Weight\ score}{Total\ SKS\ of\ evaluated\ education\ activities}$$

3. To calculate the GPA, the letter scores are converted to weight scores

Article 30

Graduation Terms and Predicate

1. Promovendus by regular is declared passed the Doctoral Program if they meet the following requirements:
 - a. have taken the educational weight specified in the Doctoral Program;
 - b. have had at least 2 (two) articles accepted for publication containing part or all of the research results, one of which is a reputable international journal; for PMDSU students, at least four (4) publications, one of which is in an international journal, and the other in a reputable international journal.
 - c. Achieved a GPA greater than or equal to 3.25 (three point two five);
 - d. No C score in all courses.
 - e. Have carried out community service in the status of a Doctoral Program student, both independently and in groups, as evidenced by a certificate or other valid supporting documents.
2. Promovendus by research is declared passed the Doctoral Program if they meet the following requirements:
 - a. have taken the educational weight specified in the Doctoral Program;

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- b. have had at least 2 (two) articles accepted for publication containing part or all of their research results in reputable international journals; or 1 (one) publication that has been accepted in a reputable international scientific journal and 2 (two) publications that have been accepted in the proceedings of a reputable international seminar/conference; or 1 (one) publication that has been accepted in reputable international scientific journals and 2 (two) publications in international journals.
 - c. Achieved a GPA greater than or equal to 3.25 (three point two five);
 - d. No C score in all courses.
 - e. Have carried out community service in the status of a Doctoral Program student, both independently and in groups, as evidenced by a certificate or other valid supporting documents.
3. Promovendus who is declared passed the Doctoral Program receive graduation predicate as follows:
- a. satisfactory, if $3.25 < \text{GPA} < 3.50$;
 - b. very satisfactory, if $3.51 \leq \text{GPA} < 4.00$;
 - c. with honors or cum laude, if $3.75 < \text{GPA} < 4.00$ with a study period of not more than 4 (four) years, has presented part or all of the results of his dissertation as a presenter at national/international scientific meetings, with the following conditions:
 - i. never have an academic sanction
 - ii. at least have 2 (two) publications in reputable international journals, for those by regular.
 - iii. at least have 4 (four) publications in scientific journals with 2 (two) of them in reputable international journals, for those by PMDSU program.

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- iv. at least have 3 (three) scientific publications with 2 (two) of them in reputable international journals, for those by research.

CHAPTER VI

JUDICIUM AND GRADUATION

Article 31

Judicium

1. Judicium is a meeting chaired by the Dean, attended by the Faculty Management, Head and Secretary of the Study Program, and lecturers at the Doctoral Program of Pharmaceutical Sciences of the Faculty of Pharmacy of UGM.
2. The Judiciary Meeting, if there is no special case, is held a month before the Postgraduate graduation or every time after the Doctoral Promotion is completed.
3. The decision on the study results at the final stage of the Doctoral Program is determined by judicium.
4. The Judicium for Promovendus who undergo Doctoral Promotions is carried out by the Dissertation Examiner Team after the Doctoral Promotion.

Article 32

Graduation

1. Graduation is held following the graduation schedule for Postgraduate of Universitas Gadjah Mada.
2. Graduation for promovendus who undergo Doctoral Promotion is held at the end of Doctoral Promotion. The announcement and delivery of diplomas are carried out at the end of the Doctoral Promotion by the Chairperson of the Session on behalf of the Rector.

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3. Graduation requirements are the postgraduate graduation requirements determined by the Directorate of Education and Teaching of Universitas Gadjah Mada.

CHAPTER VII

ACADEMIC SANCTIONS

Article 33

1. Promovendus and/or lecturers who violate academic rules may be subject to academic sanctions intended for educational purposes.
2. Academic violations can be in the forms of: dishonesty, forgery, fraud, plagiarism, cheating, immoral acts, indiscipline, insubordination, and others that can be categorized as violating the etiquette of life on campus and academic regulations.
3. The form of academic sanctions is determined later by the Dean after receiving input from a special team formed by the Dean. Sanctions can be in the forms of reprimands, verbal warnings, written warnings, suspensions (bans from participating in activities), to being expelled from the Study Program, following the regulations written in the UGM Rector's Decree regarding the UGM Student Behavior Code.

CHAPTER VIII

CLOSING

Article 34

1. Matters concerning academic implementation that have not been regulated in this regulation shall be regulated separately.

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2. By the enactment of this regulation, any academic regulations that contradict this regulation are declared no longer valid.
3. This regulation has been valid since its stipulation and is retroactive, binding for students of the batch of 2020 (two thousand and twenty), and so on, and will be reviewed if there is any error in the stipulation.

Dean,

Prof. Dr. apt. Satibi, M.Si.

Employee ID No.197402181999031002

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A. THE CURRICULUM DETAILS OF THE DOCTORAL PROGRAM IN PHARMACEUTICAL SCIENCES REGULAR TRACK 2022/2023

1. COURSES(12 credits)

Compulsory courses

No.	Field of Study	Course Name	Course code	credits
1.	General	Research Methodology for PhD	FAS3220101	2
2.	General	Scientific writing	FAS3220102	2

Elective courses; Dissertation supporting courses

No.	Field of Study	Course Name	Course code	credits
1.	Pharmaceutics and Pharmaceutical Technology	Pharmaceutics and Pharmaceutical Technology I	FAS3220103	2
2.	Pharmaceutics and Pharmaceutical Technology	Pharmaceutics and Pharmaceutical Technology II	FAS3220104	2
3.	Pharmaceutical Biology	Pharmaceutical Biology	FAS3220105	2
4.	Pharmaceutical Biology	Advanced Natural Product Pharmaceuticals	FAS3220106	2
5.	Macromolecular Engineering	Pharmaceutical Bioinformatics	FAS3220107	2
6.	Macromolecular Engineering	Methods in Molecular Biology	FAS3220108	2
7.	Pharmaceutical Chemistry Analysis	Pharmaceutical Analysis	FAS3220109	2
8.	Medicinal Chemistry	Structure Elucidation	FAS3220110	2
9.	Medicinal Chemistry	Cheminformatics and Molecular Modeling	FAS3220111	2
10.	Medicinal Chemistry	Organic Chemistry Synthesis and Green Chemistry	FAS3220112	2
11.	Pharmacology and Toxicology	Pharmacology and Toxicology I	FAS3220113	2
12.	Pharmacology and Toxicology	Pharmacology and Toxicology II	FAS3220114	2
13.	Pharmacology and Toxicology	Experimental Pharmacology and Toxicology	FAS3220115	2
14.	Clinical Pharmacy	Clinical Trial	FAS3220116	2
15.	Clinical Pharmacy	Pharmacovigilance	FAS3220117	2

No.	Field of Study	Course Name	Course code	credits
16.	Clinical Pharmacy	Geriatric Care	FAS3220118	2
17.	Clinical Pharmacy	Advanced Pharmacoeconomy	FAS3220119	2
18.	Clinical Pharmacy	Intervention Model in Clinical Pharmacy	FAS3220120	2
19.	Community Pharmacy	Community Pharmacy	FAS3220121	2
20.	Pharmaceutical Management	Pharmaceutical Management I	FAS3220122	2
21.	Pharmaceutical Management	Pharmaceutical Management II	FAS3220123	2
22.	According to Dissertation Topic	Other courses provided in other PhD program in or outside of UGM.	The course code and credits are adjusted to the applicable curriculum.	
23.	According to Dissertation Topic	Capita Selecta in Pharmaceutical Science	FAS3220124	2

2. DISSERTATION (34 credits)

No.	Field of Study	Course Name	Course code	credits
1.	Research Proposal and Comprehensive Basic Skills	Proposal writing based on basic comprehensive skills	FAS3220201	4
2.	Dissertation Research Progress I	Monitoring and evaluation of dissertation research progress	FAS3220202	1
3.	Dissertation Research Progress II	Monitoring and evaluation of dissertation research progress	FAS3220301	2
4.	Dissertation Research Progress III	Monitoring and evaluation of dissertation research progress	FAS3220401	2
5.	Dissertation Research Progress IV	Monitoring and evaluation of dissertation research progress	FAS3220501	2
6.	Presentation of Dissertation Result	Presentation of Dissertation Result	FAS3220502	2
7.	Dissertation Eligibility	Assessment of Dissertation Script eligibility	FAS3220601	4
8.	Dissertation Examination	Dissertation Examination	FAS3220602	15

B. THE CURRICULUM DETAILS OF THE DOCTORAL PROGRAM IN PHARMACEUTICAL SCIENCES RESEARCH TRACK 2022/2023

1. COURSES(6 CREDITS)

Compulsory courses

No.	Field of Study	Course Name	Course code	credits
1.	General	Research Methodology for PhD	FAS3220101	2
2.	General	Scientific writing	FAS3220102	2

Elective Course

No.	Field of Study	Course Name	Course code	credits
1.	According to Dissertation Topic	Other courses provided in regular track, and in other PhD program in or outside of UGM.	The course code and credits adjust to the applicable curriculum.	

2. DISSERTATION (40 credits)

No.	Field of Study	Course Name	Course code	credits
1.	Comprehensive Proposal and Basic Skills	Proposal writing based on basic comprehensive skills	FAS3220201	4
2.	Seminar of Dissertation Research Progress I	Seminar of dissertation research progress	FAS3220203	1
3.	Seminar of Dissertation Research Progress II	Seminar of dissertation research progress	FAS3220302	2
4.	Seminar of Dissertation Research Progress III	Seminar of dissertation research progress	FAS3220402	2
5.	Seminar of Dissertation Research Progress IV	Seminar of dissertation research progress	FAS3220503	2
6.	Publication of Dissertation Result	Presentation of Dissertation Result	FAS3220504	6
7.	Result Presentation of Dissertation Research	Presentation of Dissertation result	FAS3220505	4
8.	Dissertation Eligibility	Assessment of Dissertation script eligibility	FAS3220603	4
9.	Dissertation Examination	Dissertation Examination	FAS3220604	15

C. COURSES SYLLABI

Courses name	Courses syllabi
Research Metodology for PhD	This course discusses various research methodologies at the doctoral level, both for scientific pharmacy research and clinical and community pharmacy research.
Scientific writing	This course discusses basic concepts and trains the application of concepts related to grammar, selection of trusted references, electronic citation systems, making abstracts and body parts of manuscripts that are effective and efficient, to produce good quality scientific writings, especially in writing research proposals (with a focus on dissertation research) as well as manuscripts for publication of research results in international journals. The output of this course is a dissertation proposal and a draft of a narrative review publication.
Pharmaceutics and Pharmaceutical Technology I	This course discusses and motivates students to conduct research in the fields of pharmaceutical chemistry, stability and biopharmaceuticals of drugs and drug preparation products which includes the structure and physicochemical character of medicinal ingredients and drug additives, character and aspects of the study of biopharmaceuticals of drugs and drug preparation products and classification. biopharmaceuticals, degradation and stability of drugs and drug products as well as drug release kinetics from various dosage forms.
Pharmaceutics and Pharmaceutical Technology II	This course discusses preformulation studies to design liquid, semisolid and solid dosage forms, formulation and production of liquid, semisolid and solid dosage forms as well as quality attributes and quality control of liquid, semisolid and solid dosage forms. In addition, discussions related to the technology and formulation of pharmaceutical preparations related to the research interests to be carried out were also held.
Pharmaceutical Biology	This course discusses cell biology and applications in supporting biotechnology, microbiological systems and their applications for virus-based bioassays, plant cell and tissue systems, mammal cell and tissue systems for vaccine and antibody activity, introduction of biosynthetic pathways for biological systems, bioengineering of metabolite synthesis, optimization of physical and chemical metabolite production chemical, bioreactor design for metabolite production, downstream processing and capita selecta related to biological systems for its application in the pharmaceutical and health world.
Advance Natural Product Pharmaceuticals	This course discusses the diversity of metabolite structures in terms of biosynthesis, enzymatic reactions (oxidation, reduction, acetylation, etc.) of primary and secondary metabolites related to aspects of biological activity. Development of methods for isolating compounds from natural materials, including basic solutions related to the stability of compounds from natural materials; application of identification method techniques on the basis of the characteristics of compounds of natural materials, and experimental techniques of

Courses name	Courses syllabi
	structure elucidation of compounds of natural materials related to the complexity of compounds. Strategy of procurement and selection of raw materials, development of herbal products (new and development); herbal production technology. Strategy and application of the concept of herbal standardization and quality control to produce products with good quality consistency.
Pharmaceutical Bioinformatics	This course aims to provide knowledge about bioinformatics that can be applied to solve pharmaceutical problems. This course focuses on understanding and using software which contains an introduction to pharmaceutical bioinformatics, biological and chemical databases, theories and methods for experimental data analysis, experimental design, drug candidate prediction, and proteochemistry.
Methods in Molecular Biology	This course focuses on the application of molecular biology techniques in the discovery and development for drugs and other pharmaceutical products. This course discusses the necessary steps for each method related to the topic, starting from preparation, procedures, analysis, up to important factors that need to be considered. The topics covered in this course including cloning techniques; isolation, purification, and analysis of nucleic acids and proteins (e.g. gel electrophoresis, polymerase chain reaction, immunochromatography); transfection in mammalian cultured cells; protein methods (e.g. immunoprecipitation, Western blot, protein staining), and cell-based assays. Advanced techniques such as flow cytometry, microarray, and sequencing are also discussed in this course.
Pharmaceutical Analysis	This course discusses aspects related to pharmaceutical analysis, starting with the development of analytical methods, various analytical methods used for pharmaceutical analysis and ending with data processing and presentation of pharmaceutical analysis results. The topics covered include: Sample preparation in different matrix (pharmaceutical preparations, biological fluids from plants and animal) including solid phase extraction, spectrometric methods (UV/VIS, Infrared, Mass), Chromatographic-based techniques (HPLC, TLC/HPTLC, GC, Electrophoresis), Analytical Method Validation, Quality assurances of chemical analysis, and the application of statistics and chemometrics in pharmaceutical analysis.
Structure Elucidation	This course discusses the identification and determination of the structure of organic compounds using UV, IR, NMR, and MS spectroscopic methods.
Cheminformatics dan Molecular Modeling	This course discusses the concepts, principles, and applications of cheminformatics and molecular modeling in the pharmaceutical field, particularly in the design of drug molecules and/or tracking of mechanisms of action. The cheminformatics tools (PubChem, ChEMBL, ZINC, Drug Central, etc.) are used to mine information on the structure of compounds (drugs) along with their physicochemical properties and biological activities. Molecular

Courses name	Courses syllabi
	modeling methods (docking, pharmacophore modeling, QSAR, protein modeling, etc.) are used to study drug-target interactions and predict their biological activity.
Organic Chemistry Synthesis and Green Chemistry	This course discusses diversity-oriented synthesis (DOS) and target-oriented synthesis (TOS) approaches, principles and applications of retrosynthetic analysis to design organic compound synthesis pathways through functional group conversion reactions and bond formation between carbon and heteroatoms in acyclic, cyclic and aromatic structures, as well as the application of green chemistry in the synthesis of organic compounds.
Pharmacology and Toxicology I	This course discusses the theories and research methods of pharmacology and toxicology which includes qualitative pharmacokinetics and pharmacology of drugs that affect the central nervous system, autonomic nervous system, immune system, and autacoids, as well as examples of experimental pharmacology, and discussion of the research interest.
Pharmacology and Toxicology II	This course discusses quantitative pharmacokinetics, drug metabolism and pharmacogenetics, experimental pharmacology of drug metabolism and drug transport and polymorphisms, toxicokinetics, drug pharmacology on the endocrine system, experimental pharmacology of drugs on the endocrine system, chemotherapy, molecular mechanisms of toxic compounds, and discussion of the research interest.
Experimental Pharmacology and Toxicology	This course studies the application and development of various experimental models for research, discovery and development of drugs in the digestive system, respiratory system, endocrine system, cardiovascular system, reproductive system, immune system, and cancer, antimicrobial, antibiotic, antiviral, immunological and anti-inflammatory. non-immunology through the application and development of experimental pharmacology-toxicology designs in vitro, in vivo, in silico etc. adapted to the research topic of the student's dissertation.
Clinical Trial	This course explains the concept of clinical trials, good clinical practice, and the preparation of clinical trial protocols. In addition, the concept and implementation of the bioavailability test (BA/BE) between drug products was also presented.
Pharmacovigilance	This course explains the concept and role of pharmacovigilance in drug safety detection, implementation of pharmacovigilance in the world, reporting and analysis of adverse events/ESO causality, the role of health workers in pharmacovigilance, and discussion of case reports of ESO in various organ systems.
Geriatric Care	This course explains the concept of geriatric care comprehensively and research in the geriatric field including physiological decline in elderly patients, drug use in elderly patients, nutritional needs in elderly patients, oral dental health, psychology in geriatric patients, the role of pharmacists in the geriatric care team, geriatric research.

Courses name	Courses syllabi
Intervention Model in Clinical Pharmacy	This course describes various pharmacoeconomic analyzes; measurement of effectiveness and patient-reported outcomes; decision analysis models and sensitivity analysis; Pharmacoeconomic applications in drug selection and disease management.
Community Pharmacy	This course discusses the activities of pharmacists in a community pharmacy setting with a focus on the ability of pharmacists to develop patient-oriented pharmaceutical services, including disease management, therapy management, preventive health screening, immunization, specialty compounding, patient education, and other pharmacy service activities.
Pharmaceutical Management I	This course discusses and motivates students to conduct research in the field of pharmaceutical management, especially those related to the role of intangible assets for companies, supporting management: finance and administration, human resource management, organizational management, information systems and strategic management.
Pharmaceutical Management II	This course discusses and motivates students to conduct research in the field of pharmaceutical management, especially those related to the roles of drug policy, regulation, drug management and rational drug use.
Capita Selecta in Pharmaceutical Science	This course contains material to support the dissertation which is coordinated by the promoter team according to the student's dissertation topic.

MODULE HANDBOOK

**DOCTOR IN PHARMACEUTICAL SCIENCES
UNIVERSITAS GADJAH MADA**

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Advanced Herbal Medicine

Code/Status	FAS3220106/Elective
Module designation	Doctor in Pharmaceutical Science
Semester(s) in which the module is taught	1
Person responsible for the module	Prof. Dr. apt. Erna Prawita Setyowati, MSi. Prof. Dr. apt. Subagus Wahyuono, MSc. Prof. Dr. rer. nat. apt. Triana Hertiani, MSi. Dr.rer.nat. apt. Yosi Bayu Murti, MSi. Dr. apt. Andayana Puspitasari, MSi. Dr. rer. nat. apt. Nanang Fakhruhin, MSi.
Language	Indonesian
Teaching methods	100 minutes/weekly and 14 weeks during the semester
Workload (incl. contact hours, self-study hours)	100 minutes of in-class lectures
Credit points	3,2 ECTS/2 CSU
Required and recommended prerequisites for joining the module	-
Module objectives/intended learning outcomes	Students demonstrate proficiency in understanding chemotypic phenomena, particularly in the isolation, elucidation, and standardization of natural medicine. They are adept at evaluating strategies pivotal to the discovery and development of such medicine. Furthermore, their expertise extends to mastering the principles of cutting-edge technology employed in the production of natural medicine, highlighting a comprehensive grasp of both the theoretical and technological facets of this field.
Content	This course discusses the development and application of natural medicine with pharmacognosy and phytochemical approaches. The field of study of this course includes aspects of drug discovery from natural ingredients and the development of natural drug preparations.
Examination forms	Writing Exam, Task

Study and examination requirements	A-E. Exam or task in the form of a project/case based exam 100%
Reading list	<p>Main</p> <ol style="list-style-type: none"> 1. Vogel, H.G., (Ed.), 2016, Drug Discovery and Evaluation, 4nd edition, Springer-Verlag, Berlin. 2. Atta-ur-Rahman and Choudhary, M.I., 2005, Bioassay Techniques For Drug Development, Harwood Academic Publishers, Singapore. 3. Dewick, PM, 2009, Medicinal Natural Product, A Biosynthetic Approach 3rd Edition, John Wiley & Sons Ltd 4. Steven M. Colegate and Russell J. Molyneux, 2007, Bioactive Natural Products : detection, isolation, and structural determination 2nd ed, CRC Press 5. Related research paper
Date of last amendment	Aug 1, 2023

Advanced Pharmacoeconomics

Code/Status	FAS3220119/Elective
Module designation	Doctor in Pharmaceutical Science
Semester(s) in which the module is taught	1
Person responsible for the module	Prof. Dr. apt. Tri Murti Andayani, Sp. FRS Dr. apt. Dwi Endarti, M.Si
Language	Indonesian
Teaching methods	Problem-based learning, 100 minutes/weekly and 14 weeks during the semester
Workload (incl. contact hours, self-study hours)	100 minutes of in-class lectures
Credit points	3,2 ECTS/2 CSU
Required and recommended prerequisites for joining the module	-
Module objectives/intended learning outcomes	Students are expected to be able to be proficient in pharmaco-economic involves measuring a spectrum of outcomes ranging from economic and clinical to humanistic. This expertise extends to conducting analyses through various methodologies, including clinical trials, observational data, and modelling. Furthermore, adept professionals can interpret study results to guide policy and clinical practices while also critically evaluating relevant literature to ensure evidence-based recommendations.
Content	This course describes various pharmaco-economic analyzes; measurement of effectiveness and patient-reported outcomes; decision analysis models and sensitivity analysis; Pharmaco-economic applications in drug selection and disease management.
Examination forms	Writing Exam, Task
Study and examination requirements	A-E. 60% project/case. 40% presentation and case discussion.

Reading list	<p>Main:</p> <ol style="list-style-type: none"> 1. Bootman JL., Townsend RJ., McGhan WF. 2015, <i>Principles of Pharmacoeconomics</i>, 3rdEd, Harvey Whitney Books Company, Cincinnati 2. Walley T., Haycox A., Boland A. 2004, <i>Pharmacoeconomics</i>, Churchill Livingstone, Philadelphia <p>Additional:</p> <ol style="list-style-type: none"> 1. Rascati KL. 2009, <i>Essentials of Pharmacoeconomics</i>, Lippincott Williams and Wilkins, Philadelphia 2. Rychlik R. 2002, <i>Strategies in Pharmacoeconomics and Outcomes Research</i>, Pharmaceutical Product Press, New York 3. Vogenberg FR. 2001, <i>Introduction to Applied Pharmacoeconomics</i>, Mc Graw-Hill Companies, USA
Date of last amendment	Aug 1, 2023

Clinical Trial

Code/Status	FAS3220116/Elective
Module designation	Doctor in Pharmaceutical Science
Semester(s) in which the module is taught	1
Person responsible for the module	Prof. Dr. Zullies Ikawati, Apt. Dr. Fita Rahmawati, SpFRS, Apt.
Language	Indonesian
Teaching methods	Problem based learning. Presentation and discussion. 100 minutes/weekly and 14 weeks during the semester
Workload (incl. contact hours, self-study hours)	100 minutes of in-class lectures
Credit points	3,2 ECTS/2 CSU
Required and recommended prerequisites for joining the module	-
Module objectives/intended learning outcomes	Students are well-versed in the concept of Good Clinical Practice, emphasizing the importance of ethical and quality standards in clinical trials. Additionally, they possess the skills to formulate a protocol for randomized clinical trials (RCT), showcasing their comprehensive understanding of both theoretical and practical aspects of clinical research.
Content	This course teaches ethical aspects in clinical research (Good Clinical Practice) and the ability to develop good clinical trial protocols
Examination forms	Writing Exam, Task
Study and examination requirements	A-E. Project/case 50%. Presentation and discussion 50%.
Reading list	Main (1) GCP Module from https://gcp.nidatraining.org (2) Guidelines for Good Clinical Trials in Indonesia, BPOM, 2016
Date of last amendment	Aug 1, 2023

Community Pharmacy

Code/Status	FAS3220121/CElective
Module designation	Doctor in Pharmaceutical Science
Semester(s) in which the module is taught	1
Person responsible for the module	Dr. Chairun Wiedyaningsih, M.Kes., M.App.Sc., Apt Dr. Susi Ari Kristina, M.Kes., Apt Dr Anna Wahyuni Widayanti, MPH, Apt
Language	Indonesian
Teaching methods	Project and case based learning, 100 minutes/weekly and 14 weeks during the semester
Workload (incl. contact hours, self-study hours)	100 minutes of in-class lectures
Credit points	3,2 ECTS/2 CSU
Required and recommended prerequisites for joining the module	-
Module objectives/intended learning outcomes	In the field of community pharmacy, students are being equipped to not only discover and develop novel scientific theories and ideas but also to merge the advancements of science and technology with the principles of humanities. They engage in comprehensive interdisciplinary research endeavors, encompassing theoretical studies, experiments, and innovative dissertations, further communicated through scholarly publications and various media outlets. These students also cultivate the ability to critically assess research, particularly emphasizing the role of pharmacists in drug policy, abuse prevention, and promoting informed drug use. Their training hones their skills in crafting scientifically grounded arguments, formulating solutions, and devising intervention strategies that adhere to rigorous academic and ethical standards.

Content	This course focuses on improving students' abilities in evaluating, developing strategies, and integrating pharmaceutical service knowledge in primary care, counseling, communication and education to patients/community, within the pharmacy/health center and community environment. Overall Community Pharmacy discusses and motivates students to carry out research innovations in the field of community pharmacy, such as global pharmacy practice, development of drug information technology, optimization of rational drug use, design of interventions for pharmaceutical services, making policy recommendations in the field of community pharmacy,
Examination forms	Writing Exam, Task
Study and examination requirements	A-E. Journal based 25%. Case based 25%. Comprehensive discussion 25%. Project based 25%.
Reading list	<p>Main</p> <p>Quick, J.D., Rankin, J.R, Laing, R.O., O'Connor., R.W., 1997, <i>Managing Drug Supply</i>, 2nd edition, Kumarin Press, West Harford, USA.</p> <p>Additional</p> <ol style="list-style-type: none"> 1. Rutter P, 2013, <i>Community Pharmacy, Symptoms, Diagnosis, and Treatment</i>, Churchill Livingstone, Elsevier Ltd. 2. Dhillon, S., 2009. <i>Pharmacy Case Studies</i>. Pharmaceutical Press. 3. Tietze, K.J., 2011. <i>Clinical Skills for Pharmacists: A Patient-Focused Approach</i>, 3e, 3 edition. ed. Mosby, St. Louis, Mo.
Date of last amendment	Aug 1, 2023

Geriatric Care

Code/Status	FAS3220118/Elective
Module designation	Doctor in Pharmaceutical Science
Semester(s) in which the module is taught	1
Person responsible for the module	Dr. Fita Rahmawati, SpFRS, Apt. Dr. dr. Probosuseno, Sp.PD-KGer, FINASIM, SE, MM
Language	Indonesian
Teaching methods	Problem based learning. Presentation and discussion. 100 minutes/weekly and 14 weeks during the semester
Workload (incl. contact hours, self-study hours)	100 minutes of in-class lectures
Credit points	3,2 ECTS/2 CSU
Required and recommended prerequisites for joining the module	-
Module objectives/intended learning outcomes	Students are expected to master the multi-faceted domain of comprehensive geriatric services, including the pivotal role of pharmacy within geriatric care teams. Their education encompasses an understanding of physiological changes in elderly patients, along with concepts related to oral health and the psychological aspects of geriatric care. They are further equipped to evaluate drug use in the elderly, conducting personalized counseling and assessing nutritional requirements. Additionally, these students are versed in designing and critically evaluating research specific to the geriatric field, reflecting a holistic approach to elderly patient care and treatment.
Content	This course explains the concept of geriatric care in a comprehensive manner as well as research in the field of geriatrics including decreased physiology in elderly patients, drug use in elderly patients, nutritional needs in elderly patients, oral dental health, psychology in geriatric patients, the role of pharmacy in the geriatric care team , studies in the field of geriatrics.

Examination forms	Writing Exam, Task
Study and examination requirements	A-E. Task 50%. Midterm 25%. Final term 25%.
Reading list	<p>Main</p> <ol style="list-style-type: none"> 1. Handbook of Geriatric Care Management, Fourth Edition 2. Brocklehurst's Textbook of Geriatric Medicine and Gerontology, 8th Edition,
Date of last amendment	Aug 1, 2023

Intervention Model in Clinical Pharmacy

Code/Status	FAS3220120/Elective
Module designation	Doctor in Pharmaceutical Science
Semester(s) in which the module is taught	1
Person responsible for the module	Dr. apt. Nanang Munif Yasin, M. Pharm Prof. Dr. apt. Tri Murti Andayani, Sp.FRS Dr. apt. Susi Ari Kristina, M. Kes
Language	Indonesian
Teaching methods	Problem based learning. 100 minutes/weekly and 14 weeks during the semester
Workload (incl. contact hours, self-study hours)	100 minutes of in-class lectures
Credit points	3,2 ECTS/2 CSU
Required and recommended prerequisites for joining the module	-
Module objectives/intended learning outcomes	Students are expected to be master in the theory and framework of clinical intervention, drawing from a wealth of literature. They adeptly apply guidelines for intervention studies to forge new clinical interventions in the pharmaceutical realm. Their training further encompasses the application of clinical trial concepts and methodologies. Additionally, they have the skills to define outcomes in these studies and craft instruments essential for measuring these outcomes, reflecting a comprehensive grasp of intervention research.
Content	This course explains the theory and framework of clinical intervention from various literatures, applies guidelines for intervention studies to develop clinical interventions; clinical trial study concepts and methods for the development of intervention studies in the pharmaceutical sector; outcmes in intervention studies and develop instruments for measuring outcomes
Examination forms	Writing Exam, Task
Study and examination requirements	A-E. Project/Case 60%. Presentation and discussion 40%.

Reading list	<p>Main</p> <ol style="list-style-type: none"> 1. Moullin JC, Sabater-Hernández D, Fernandez-Llimos F, Benrimoj SI. A systematic review of implementation frameworks of innovations in healthcare and resulting generic implementation framework. <i>Health Res Policy Syst.</i> 2015;13:16. 2. Schulz KF, Altman DG, Moher D. CONSORT 2010 statement: updated guidelines for reporting parallel group randomised trials. <i>Int J Surg.</i> 2011;9(8):672–7. 3. Richards DA, Rahm Hallberg I. Complex interventions in health. In: <i>An overview of research methods.</i> London & New York: Routledge; 2015. 4. Grol RP, Bosch MC, Hulscher ME, Eccles MP, Wensing M. Planning and studying improvement in patient care: the use of theoretical perspectives. <i>Milbank Q.</i> 2007;85(1):93–138. 5. Craig P, Dieppe P, Macintyre S, Michie S, Nazareth I, Petticrew M. Developing and evaluating complex interventions: the new Medical Research Council guidance. <i>BMJ.</i> 2008;337:a1655 6. Craig P, Dieppe P, Macintyre S, Michie S, Nazareth I, Petticrew M. Developing and evaluating complex interventions: the new M0edical Research Council guidance. <i>BMJ.</i> 2008;337:a1655 <p>Additional</p> <ol style="list-style-type: none"> 1. The EQUATOR (Enhancing the QUALity and Transparency Of health Research) Network. [http://www.equator-network.org/] 2. Ogrinc G, Davies L, Goodman D, Batalden P, Davidoff F, Stevens D. SQUIRE 2.0 (Standards for QUality Improvement Reporting Excellence): revised publication guidelines from a detailed consensus process. <i>BMJ Qual Saf.</i> 2015;25:986-92. 3. Möhler R, Köpke S, Meyer G. Criteria for reporting the development and evaluation of complex
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	<p>interventions in healthcare: revised guideline (CReDECI 2). <i>Trials</i>. 2015;16:204</p> <p>4. Hoffmann TC, Glasziou PP, Boutron I, Milne R, Perera R, Moher D, et al. Better reporting of interventions: template for intervention description and replication (TIDieR) checklist and guide. <i>BMJ</i>. 2014;348:g1687.</p>
Date of last amendment	Aug 1, 2023

Molecular Biology Technique

Code/Status	FAS3220108/Elective
Module designation	Doctor in Pharmaceutical Science
Semester(s) in which the module is taught	1
Person responsible for the module	Dr. apt. Riris Istighfari Jenie, M.Si. Dr. apt. Rumiwati, M.Si. Dr. apt. Muthi' Ikawati, M.Sc. Dr. apt. Adam Hermawan, M.Sc.
Language	Indonesian
Teaching methods	Problem/case based learning. 100 minutes/weekly and 14 weeks during the semester
Workload (incl. contact hours, self-study hours)	100 minutes of in-class lectures
Credit points	3,2 ECTS/2 CSU
Required and recommended prerequisites for joining the module	-
Module objectives/intended learning outcomes	Students are proficiently trained in the concepts, principles, and cutting-edge technological applications of molecular biology techniques. Their expertise spans a broad spectrum, encompassing DNA and RNA-based methodologies, protein-based approaches, cell-centric techniques, and other advanced molecular biology practices. This comprehensive mastery ensures they are equipped with the knowledge and skills to navigate the rapidly evolving landscape of molecular biology with precision and depth.

Content	This course focuses on the application of molecular biology techniques in the discovery and development of drugs and other pharmaceutical products. This course discusses the steps needed for each method related to the topic, starting from preparation, procedure, analysis, to important factors that need attention. Topics discussed in this course include cloning techniques; isolation, purification and analysis of nucleic acids and proteins (ie gel electrophoresis, polymerase chain reaction, immunochromatography); transfection in mammalian cell cultures; protein methods (ie immunoprecipitation, Western blot, protein staining); and cell-based assays. Advanced techniques such as flow cytometry, microarrays, and sequencing are also discussed in this course.
Examination forms	Writing Exam, Task
Study and examination requirements	A-E. Project/case 50%. Presentation and discussion 50%.
Reading list	<p>Main</p> <ol style="list-style-type: none"> 1. Cseke, L.J., Kirakosyan, A., Kaufman, P.B., & Westfall, M.V. (Eds.). (2011). <i>Handbook of Molecular and Cellular Methods in Biology and Medicine</i> (3rd ed.). CRC Press. https://doi.org/10.1201/b11351 <p>Additional:</p> <ol style="list-style-type: none"> 1. Alberts, B., et al., 2015, <i>Molecular Biology of the Cell</i>, 6th Edition, Garland Publishing, USA 2. Becker, W.M., Kleinsmith, L.J., and Hardin, J., 2000, <i>The World of The Cell</i>, 4th Edition, The Benjamin/Cummings Publishing Co., San Fransisco 3. Cancer Chemoprevention Research Center Farmasi UGM, Protokol Uji Western blot, http://www.ccrp.farmasi.ugm.ac.id/wp-content/uploads/protokol-western-blot-1-maret-2010.pdf, diakses Agustus 2018. 4. Related research paper publication
Date of last amendment	Aug 1, 2023

Pharmaceutical Biology

Code/Status	FAS3220105/Elective
Module designation	Doctor in Pharmaceutical Science
Semester(s) in which the module is taught	1
Person responsible for the module	Dr. Sylvia Utami Tunjung Pratiwi, M.Si Dr. apt. Puji Astuti, M.Sc Dr. apt. Indah Purwantini, M.Si Dr. Djoko Santosa, M.Si Dr. apt. Purwanto, M.Sc apt. Puguh Indrasetiawan, M.Sc., Ph.D
Language	Indonesian
Teaching methods	Cooperative learning, Collaborative learning, Problem (Case) based learning. 100 minutes/weekly and 14 weeks during the semester
Workload (incl. contact hours, self-study hours)	100 minutes of in-class lectures
Credit points	3,2 ECTS/2 CSU
Required and recommended prerequisites for joining the module	-
Module objectives/intended learning outcomes	Students demonstrate a comprehensive understanding of cell biology theory and its pivotal role in advancing biotechnology. They are adept at grasping the principles of microbiological systems, leveraging them for bioassays. Additionally, they are proficient in select topics related to biological systems, ensuring their applicability in the pharmaceutical and health sectors.

Content	<p>This course discusses cell biology and its applications in supporting biotechnology, microbiological systems and their application for virus-based bioassays, cell systems and plant tissues, mammalian cell and tissue systems for production of vaccines and antibodies, introduction of biosynthetic pathways of biological systems, bioengineering of metabolite synthesis, optimization of metabolite production physically and chemically, bioreactor design for metabolite production, downstream processing as well as capita selecta related to biological systems for applications in the world of pharmaceuticals and health.</p>
Examination forms	Writing Exam, Task
Study and examination requirements	<p>A-E. Case/project based learning (content) 30%. Case/project based learning (presentation) 5%. Case/project based learning (discussion) 15%. Midterm 30%. Final term 20%.</p>

<p>Reading list</p>	<p>Main</p> <ol style="list-style-type: none"> 1. El Mansi et al., 2012, Fermentation Microbiology and Biotechnology, CRC Press 2. Cowan et al., 2021, Microbiology: A System Approach, 6th Ed., McGraw Hill 3. Hanlon G and Hodges N, 2013, Essential Microbiology for Pharmacy and Pharmaceutical Science, John Wiley 4. Stephen P. Denyer, Norman Hodges, Sean P. Gorman, Brendan F. Gilmore, 2011, Hugo and Russell's Pharmaceutical Microbiology, 8th ed, Wiley-Blackwell 5. Rahman et al., 2001, Bioassay Techniques for Drug Development 1st Ed., Harwood Academic Publishers 6. Wolfe, S.L., 1993, Molecular and Cellular Biology, Wadsworth Publishing Company, Beksont, California. 7. Okafor U, 2007, Modern Industrial Microbiology and Biotechnology, Science Publisher <p>Additional</p> <ol style="list-style-type: none"> 1. Homsen, 2005, Complex media from processing of agricultural crops for microbial fermentation, Applied Microbiology and Biotechnology 2. Lee et al, 2019, Separation and purification of three, four, and five carbon diamines from fermentation broth, Chemical Engineering Science 196:324–332 3. Asean Guidelines for Validation Of Analytical Procedures for Vaccines, 2018
<p>Date of last amendment</p>	<p>Aug 1, 2023</p>

Pharmaceutical Management I

Code/Status	FAS3220122/Elective
Module designation	Doctor in Pharmaceutical Science
Semester(s) in which the module is taught	1
Person responsible for the module	Prof. Dr. apt. Satibi, M. Si Dr. apt. Susi Ari Kristina, M. Kes Dr. apt. Dwi Endarti, M.Si
Language	Indonesian
Teaching methods	Problem based learning, 100 minutes/weekly and 14 weeks during the semester
Workload (incl. contact hours, self-study hours)	100 minutes of in-class lectures
Credit points	3,2 ECTS/2 CSU
Required and recommended prerequisites for joining the module	-
Module objectives/intended learning outcomes	Students are anticipated to grasp the intricacies of health insurance, drug policy, and essential medicine, while also delving into the factors that enhance health indicators. They undertake drug management analyses to refine drug administration within health facilities. Furthermore, they are taught to critically appraise health technology assessments and economic evaluation studies, positioning them to influence national policy recommendations effectively.
Content	This course explains the concept of national health insurance, drug policy and efforts to increase access to essential drugs. Knowledge of drug management in health facilities is provided to support pharmacist skills. The role in health technology assessment and its application in health policy is also given in this course.
Examination forms	Writing Exam, Task
Study and examination requirements	A-E. Project/case 60%. Presentation and case discussion 40%.

<p>Reading list</p>	<p>Main</p> <ol style="list-style-type: none"> 1. Teitelbaum, Joel B, and Sara E Wilensky. 2013. Essentials of Health Policy and Law, 2nd edition. Burlington, MA: Jones and Bartlett Learning. 2. Quick, Jonathan D, Hogerzeil, Hans V, Rankin, James R, Dukes, Maurice Nelson Graham, Laing, Richard. et al. (1997). Managing drug supply : the selection, procurement, distribution, and use of pharmaceuticals / Management Sciences for Health in collaboration with the World Health Organization; editors : Jonathan D. Quick ... [et al.], 2nd ed., rev. and expanded. West Hartford, Connecticut : Kumarian Press. 3. World Health Organization. (2001). Essential drugs and medicines policy : a selected listing of publications and documents. World Health Organization. 4. Rascati KL. 2009, <i>Essentials of Pharmacoeconomics</i>, Lippincott Williams and Wilkins, Philadelphia <p>Additional</p> <ol style="list-style-type: none"> 1. Blank RH, Burau V. Comparative Health Policy. 2nd edition. New York: Palgrave Macmillan. 2007. Reserve WA 540.1 B642 2007. 2. Erin R. Fox, Pharm.D., BCPS, FASHP, Milena M. McLaughlin, Pharm.D., M.Sc., BCPS-AQ ID, AAHIVP, ASHP guidelines on managing drug product shortages, <i>American Journal of Health-System Pharmacy</i>, Volume 75, Issue 21, 1 November 2018, Pages 1742–1750
<p>Date of last amendment</p>	<p>Aug 1, 2023</p>

Pharmaceutical Management II

Code/Status	FAS3220123/Elective
Module designation	Doctor in Pharmaceutical Science
Semester(s) in which the module is taught	1
Person responsible for the module	Prof. Dr. apt. Satibi, M.Si Dr. apt. Dwi Endarti, M.Si Dr. apt. Chairun Wiedyaningsih, M.Kes, M.Appsc Dr. apt. TN. Saifullah Sulaiman, M.Si
Language	Indonesian
Teaching methods	Case based learning, 100 minutes/weekly and 14 weeks during the semester
Workload (incl. contact hours, self-study hours)	100 minutes of in-class lectures
Credit points	3,2 ECTS/2 CSU
Required and recommended prerequisites for joining the module	-
Module objectives/intended learning outcomes	Students are trained to dissect the elements affecting drug availability, formulating effective solutions to address these challenges. They possess the capability to assess factors influencing drug pricing and broader health costs, subsequently devising strategies to regulate these expenses, including the selection of drugs for health benefit packages. Their expertise extends to executing interventions and evaluations concerning rational drug usage. Furthermore, they are adept at crafting innovative solutions, like the integration of the Internet of Things (IoT) in Good Distribution Practice (GDP) and overall pharmaceutical management.
Content	This course discusses and motivates students to conduct research in the field of pharmaceutical management, especially those related to the roles of drug policy, regulation, drug management and rational drug use.
Examination forms	Writing Exam, Task
Study and examination requirements	A-E. Project/case 60%. Presentation and case discussion 40%.

<p>Reading list</p>	<p>Main</p> <ol style="list-style-type: none"> 1. Teitelbaum, Joel B, and Sara E Wilensky. 2013. Essentials of Health Policy and Law, 2nd edition. Burlington, MA: Jones and Bartlett Learning. 2. Quick, Jonathan D, Hogerzeil, Hans V, Rankin, James R, Dukes, Maurice Nelson Graham, Laing, Richard. et al. (1997). Managing drug supply : the selection, procurement, distribution, and use of pharmaceuticals / Management Sciences for Health in collaboration with the World Health Organization; editors : Jonathan D. Quick ... [et al.], 2nd ed., rev. and expanded. West Hartford, Connecticut : Kumarian Press. 3. World Health Organization. (2001). Essential drugs and medicines policy : a selected listing of publications and documents. World Health Organization. 4. Rascati KL. 2009, <i>Essentials of Pharmacoeconomics</i>, Lippincott Williams and Wilkins, Philadelphia <p>Additional</p> <ol style="list-style-type: none"> 1. Blank RH, Burau V. Comparative Health Policy. 2nd edition. New York: Palgrave Macmillan. 2007. Reserve WA 540.1 B642 2007. 2. Erin R. Fox, Pharm.D., BCPS, FASHP, Milena M. McLaughlin, Pharm.D., M.Sc., BCPS-AQ ID, AAHIVP, ASHP guidelines on managing drug product shortages, <i>American Journal of Health-System Pharmacy</i>, Volume 75, Issue 21, 1 November 2018, Pages 1742–1750 3. Carroll, N.V., 2007. Financial management for pharmacists: A decision-making approach. Lippincott Williams & Wilkins.
<p>Date of last amendment</p>	<p>Aug 1, 2023</p>

Pharmacology and Toxicology II

Code/Status	FAF8421/Elective
Module designation	Doctor in Pharmaceutical Science
Semester(s) in which the module is taught	1
Person responsible for the module	Dr. Purwantiningsih, M.Si., Apt Prof. Dr. Agung Endro Nugroho, M.Si., Apt Dr. Arief Nurrochmad, M.Sc., M.Si., Apt Dr. drh. Retno Murwanti, MP Dr. Nunung Yuniarti, M.Si., Apt Dr. Dyaningtyas Dewi Pamungkas Putri, M.Sc., Apt Dr. Soni Siswanto, S.Farm., M.Biomed., Apt
Language	Indonesian
Teaching methods	100 minutes/weekly and 14 weeks during the semester
Workload (incl. contact hours, self-study hours)	100 minutes of in-class lectures
Credit points	3,2 ECTS/2 CSU
Required and recommended prerequisites for joining the module	-
Module objectives/intended learning outcomes	Students are expected to mastery in pharmacology encompasses a deep understanding of pharmacokinetic-pharmacodynamic models drug metabolism, and pharmacogenomics. This expertise also extends to experimental pharmacology expertise also extends to experimental pharmacology, notably within endocrine systems and chemotherapy, and delves into experimental toxicology. Concurrently, proficiency is demonstrated in the application and design of cutting-edge pharmacological and toxicological testing methodologies.

Content	This course discusses quantitative pharmacokinetics, drug metabolism and pharmacogenetics, experimental pharmacology of drug metabolism and drug transport and polymorphism, toxicokinetics, pharmacology of drugs in the endocrine system, experimental pharmacology of drugs in the endocrine system, chemotherapy, molecular mechanisms of toxic compounds, research interest and discussion.
Examination forms	Writing Exam, Task
Study and examination requirements	A-E. 30% discussion. 25% task. 45% final exam.
Reading list	<ol style="list-style-type: none"> 1. Brody, T.M., Larner, J.L., Minneman, K.P., and Neu, H.C. (Ed.), 1994, Human Pharmacology, 2nd Ed., Mosby, Sydney. 2. Gilman, A.G., Rall, T.W., Nies, A.S., Taylor, P., (Eds.), 1996, The Pharmacological Basic of Therapeutics, 9th Ed., McGraw-Hill Inc., Singapore. 3. Pratt, W.B. and Taylor, P., 1990, Principles of Drug Action, Churchill Livingstone, New York. 4. Rang, H.P., Dale, M.M., and Ritter, J.M., 1999, Pharmacology, 4th Ed., Churchill Livingstone, Melbourne. 5. Ritschel, 1992, Handbook of Basic Pharmacokinetics, Hamilton, Illinois. 6. Smith, C.M., and Reynard, A.M., 1995, Essential of Pharmacology, W.B. Saunders & Co., Philadelphia. 7. Fishnein JC., 2008, Advances in Molecular Toxicology, 1st Eds, Elsevier Sci & Tech., Oxford, UK. 8. Timbrell JA., 2009. Principles of Biochemical Toxicology. 4th Ed, Taylor & Francis, London, UK. 9. Derelanko MJ and Hollinger MA., 2002, Handbook of Toxicology, 2nd ed, CRC Press, Boca Raton, Florida, USA. 10. Manahan SE., 2003, Toxicological Chemistry and Biochemistry, 3rd ed, CRC Press, Boca Raton, Florida, USA.
Date of last amendment	Aug 1, 2023

Pharmacovigilance

Code/Status	FAS3220108/Elective
Module designation	Doctor in Pharmaceutical Science
Semester(s) in which the module is taught	1
Person responsible for the module	Dr. Fita Rahmawati, SpFRS, Apt. Prof. Dr. Zullies Ikawati, Apt.
Language	Indonesian
Teaching methods	Problem based learning. Presentation and discussion. 100 minutes/weekly and 14 weeks during the semester
Workload (incl. contact hours, self-study hours)	100 minutes of in-class lectures
Credit points	3,2 ECTS/2 CSU
Required and recommended prerequisites for joining the module	-
Module objectives/intended learning outcomes	Students are adept at understanding the critical concept and role of pharmacovigilance in identifying drug safety, recognizing the vital contribution of health workers in this domain, and its global implementation. They are skilled in reporting and performing causality analyses of adverse drug events, and can effectively dissect case reports detailing side effects on diverse organ systems. Moreover, their proficiency extends to designing and critically evaluating research specifically within the field of pharmacovigilance, underscoring a holistic understanding of drug safety monitoring.
Content	This course explains the concept and role of pharmacovigilance in drug safety detection, implementation of pharmacovigilance in the world, methods of reporting and causality analysis of adverse events/drug side effects, the role of health workers in pharmacovigilance, and discussion of case reports of drug side effects in various organ systems .
Examination forms	Writing Exam, Task

Study and examination requirements	A-E. Task 50%. Midterm 25%. Final term 25%.
Reading list	Main (1) Basic Pharmacovigilance Module- BPOM 2020 (2) Meyler's Side Effects of Drugs, 16th Edition
Date of last amendment	Aug 1, 2023

Research methodology for PhD

Code/Status	FAS3220101/Compulsory
Module designation	Doctor in Pharmaceutical Science
Semester(s) in which the module is taught	1
Person responsible for the module	Prof. Dr. apt. Tri Murti Andayani, Sp.FRS Prof. Dr. apt. Edy Meiyanto., M.Sc Dr. rer. nat. apt. Yosi Bayu Murti, M.Si Anna Wahyuni Widayanti, MPH., Apt., P.HD
Language	Indonesian
Teaching methods	Project based learning. 100 minutes/weekly and 14 weeks during the semester
Workload (incl. contact hours, self-study hours)	100 minutes of in-class lectures
Credit points	3,2 ECTS/2 CSU
Required and recommended prerequisites for joining the module	-
Module objectives/intended learning outcomes	Students are adept at designing research across diverse fields, ensuring the integrity and quality of their investigations. Their competence spans from the realms of science and technology to the study of natural materials. Moreover, they demonstrate proficiency in crafting research projects both in clinical pharmacy and community settings, always underpinned by a commitment to research quality assurance, showcasing their comprehensive and versatile research capabilities.
Content	This course discusses various research methodologies at the doctoral level, both for scientific pharmacy research and clinical and community pharmacy research
Examination forms	Writing Exam, Task
Study and examination requirements	A-E. Project/Case 60%. Presentation and discussion 40%.


Reading list	<p>Main</p> <ol style="list-style-type: none"> 1. Brown, T.R. and Smith, m.C., 1986, <i>Handbook Of Institutional Pharmacy Practice 2nd Ed.</i>, Williams & Wilkins, Balitimore 2. Gibaldi, J., 1999, <i>MLA Handbook For Writers Of Research Papers., 5th Ed.</i>, The Modern Languange Association Of America New York 3. Mulyadi, 2001, <i>Skripsi I (Metodologi Penelitian) Bagian Sampel, Data, Analisis Data, Dan Penyusunan Laporan Penelitian</i>, Buku Ajar Fakultas Farmasi UGM 4. Nelson, A.A., 1980, <i>Research Methods For Pharmaceutical Practice</i>, Am., J. Hosp.Pharm., 37,107-110 5. Pratiknya, A.W., 2003., <i>Dasar-Dasar Metodologi Penelitian Kedokteran Dan Kesehatan</i>, PT. Raja Grafindo Persada, jakarta. 6. Creswell J. 2014, <i>Research Design: Qualitative, Quantitative, and Mixed Methods Approaches</i>. 4 th ed. Thousand Oaks, CA: SAGE Publications 7. Plano Clark, V. L., Creswell, J. W. (2017). <i>Designing and Conducting Mixed Methods Research</i>. United States: SAGE Publications 8. Sutton, J., Austin, Z. (2018). <i>Research Methods in Pharmacy Practice: Methods and Applications Made Easy</i>. Netherlands: Elsevier Health Sciences. 9. Pope, C., & Mays, N. (Eds.). (2020). <i>Qualitative research in health care</i> (pp. 111-134). Oxford, UK:: Wiley Blackwell.
Date of last amendment	Aug 1, 2023

Structure Elucidation

Code/Status	FAS3220110/Elective
Module designation	Doctor in Pharmaceutical Science
Semester(s) in which the module is taught	1
Person responsible for the module	Prof. Dr. apt. Ratna Asmah Susidarti, M.S. Dr. Ritmaleni Prof. Dr. rer. nat. apt. Endang Lukitaningsih, M.Si.
Language	Indonesian
Teaching methods	Case Based Learning, 100 minutes/weekly and 16 weeks during the semester
Workload (incl. contact hours, self-study hours)	100 minutes of in-class lectures
Credit points	3,2 ECTS/2 CSU
Required and recommended prerequisites for joining the module	-
Module objectives/intended learning outcomes	Students acquire proficiency in various spectroscopy techniques, including UV and IR spectroscopy, mass spectroscopy, and both 1D- and 2D-NMR spectroscopy. Furthermore, they are trained to interpret UV, IR, NMR, and mass spectra effectively, equipping them with the skills to determine the structure of compounds based on these spectral data.
Content	This course discusses the basics of UV, IR, mass, and NMR spectroscopy as well as spectral interpretation to manipulate the chemical structure of a compound.
Examination forms	Writing Exam, Task
Study and examination requirements	A-E. 20% presentation, 30% task, 20% midterm, 30% final exam.

Reading list	<p>Main:</p> <ol style="list-style-type: none"> 1. Pavia, D., Lampman, G.M., and Kriz, G.S., 2001, Introduction to Spectroscopy :A Guide for 1. Student of Organic Chemistry, W.B. third ed., Souders Company, London 2. Silverstein RM, Webster FX., 1998, Spectrometric Identification of Organic Compounds, 6th edition, John Wiley & Sons, New York 3. McLafferty FW., 1980, Interpretation of Mass Spectra, Mill Valey, University Science Books, California <p>Additional:</p> <ol style="list-style-type: none"> 1. Williams, D.H., Fleming, I., 1995, Spectroscopic methods in Organic Chemistry, Fifth edition., McGraw-Hill, Maidenhead, Berkshire, England 2. Kemp,W., 1979, Organik Spectroscopy, The MacMillan Press Ltd, London
Date of last amendment	Aug 1, 2023

STANDARD OPERATING PROCEDURE


	QUALITY PROCEDURE OF DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE	Document No.	QP-FA-DIF-001
		Valid from	17 May 2022
	SELECTION OF COURSE OUTSIDE OF THE CURRICULUM OF THE DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE AND SIT IN PROPOSAL	Revision	0
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**DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE
FACULTY OF PHARMACY
UNIVERSITAS GADJAH MADA**



**QUALITY PROCEDURE FOR
SELECTION OF COURSE OUTSIDE OF THE CURRICULUM OF THE
DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE AND SIT IN
PROPOSAL**


Document number	QP-FA-DIF-001
Valid from	17 May 2022
Revision	0

	QUALITY PROCEDURE OF DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE	Document No.	
		Valid from	3 March 2021
	DISSERTATION COMPREHENSIVE EXAM	Revision	0
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VALIDITY SHEET

Person responsible for the document

Prof. Dr. apt. Zullies Ikawati
EIN. 196812061993032001

	QUALITY PROCEDURE OF DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE	Document No.	QP-FA-DIF-001
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	SELECTION OF COURSE OUTSIDE OF THE CURRICULUM OF THE DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE AND SIT IN PROPOSAL	Revision	0
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REVISION NOTE

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	QUALITY PROCEDURE DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE	Document No.	QP-FA-DIF-001
		Valid from	17 May 2022
	SELECTION OF COURSE OUTSIDE OF THE CURRICULUM OF THE DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE AND SIT IN PROPOSAL	Revision	0
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	SELECTION OF COURSE OUTSIDE OF THE CURRICULUM OF THE DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE AND SIT IN PROPOSAL	Revision	0
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I. Objective

The procedure is prepared to be a guideline for Study Program Administrators, Study Program Academic Staff and Doctoral Students of Doctoral Study Program in Pharmacy Science in proposing courses outside of the curriculum of Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of UGM and sit in proposal.

II. Scope

The procedure describes stages of proposing courses outside of the curriculum of Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of UGM and sit in proposal. This procedure applies to students of Doctoral Study Program (S3) in Pharmacy Science from all years and all curriculums, both regular and research.

III. References

Decree of the Dean of the Faculty of Pharmacy of Universitas Gadjah Mada Number 14.01.07/UN1/FFA/UP/SK/2022 regarding Academic Regulations of the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of Universitas Gadjah Mada.

IV. Terms and definitions

- 4.1. Course outside of the curriculum of the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of UGM is a course offered by another study program or faculty in UGM outside of the curriculum of the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of UGM, which is registered as a lecture activity in KRS.
- 4.2. Sit in is a lecture activity outside of the curriculum of the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of UGM, which isn't registered as a lecture activity in KRS.


V. Responsibility and Authority

	QUALITY PROCEDURE DOCTORAL STUDY PROGRAM IN PHARMACY SCIENCE	Document No.	QP-FA-DIF-001
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- 5.1. The Administration Team is in charge of:
- a. Preparing electronic proposal form for the course to be taken from outside of the study program.
 - b. Preparing electronic proposal form for the sit in of the course to be taken by students.
 - c. Recapping proposed courses and sit ins submitted by the students.
 - d. Preparing course and/or sit in proposal application letter for the Study Program/Faculty in question with the knowledge of the Dean.
- 5.2. The student is in charge of:
- a. Looking for a list of courses required in other Study Programs/Faculties in UGM to support their Dissertation.
 - b. Submit a proposal of courses to be taken from other Study Programs/Faculties in UGM outside of the Doctoral Study Program of Pharmacy Science and/or sit in proposal to the Study Program.
 - c. Filling SIA Simaster for courses to be registered through KRS.

VI. Detailed Procedure


- 6.1. During the registration period, new students may choose courses in the curriculum of the Doctoral Study Program in Pharmacy Science of UGM. The students may also select courses which are required to support the Dissertation research, which are offered by other Study Programs/Faculties in UGM.
- 6.2. Students who choose courses outside of the curriculum of the Doctoral Study Program in Pharmacy Science of may look for list of courses of other Study Programs/Faculties in UGM.
- 6.3. Students may propose courses outside of the curriculum of the Doctoral Study Program in Pharmacy Science of UGM using the available form.

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- 6.4. The Study Program will recap proposed courses and submit applications to take courses and/or sit in permit to the Study Program/Faculty in question.
- 6.5. If approved, student input the courses into KRS during KRS submission period or KRS revision period, or immediately join sit in activity.

VI. **List of Appendices** (Form/Work Instruction)

- 7.1. Administration Team WI
- 7.2. Student WI
- 7.3. Course Proposal Form
- 7.4. Template for Application for Permit to Take Course


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**QUALITY PROCEDURE
PROMOTER TEAM PROPOSAL, REPLACEMENT AND ADDITION**


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VALIDITY SHEET

Person responsible for the document

Prof. Dr. apt. Zullies Ikawati
EIN. 196812061993032001

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		Valid from	10 May 2022
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		Valid from	10 May 2022
	PROMOTER TEAM PROPOSAL, REPLACEMENT AND ADDITION	Revision	0
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I. Objective

The procedure is prepared to be a guideline for Study Program Administrators, Study Program Academic Staff and Doctoral Students of Doctoral Study Program in Pharmacy Science in proposing and replacing Promoter Team.

II. Scope

The procedure describes stages of proposing and replacing Promoter Team. This procedure applies to students of Doctoral Study Program (S3) in Pharmacy Science from all years and all curriculums, both regular and research.


III. References

Decree of the Dean of the Faculty of Pharmacy of Universitas Gadjah Mada Number 14.01.07/UN1/FFA/UP/SK/2022 regarding Academic Regulations of the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of Universitas Gadjah Mada.

IV. Terms and definitions

- 4.1. Promoter Team is a Dissertation advisory team that consists of a Promoter as the main Dissertation supervisor, and Co-Promoters as Dissertation Co-supervisors.
- 4.2. Promoter Team Proposal is a proposal of Promoter Team candidates' names for the first time.
- 4.3. Promoter Team Replacement is a proposal to change the Promoter Team's names from the initial proposal with acceptable reasons.
- 4.4. Promoter Team Addition is a proposal to add to the Promoter Team if the number of the approved Promoters isn't 3 (three) people yet.
- 4.5. Dissertation Committee is a team established by the Dean, which consists of Study Program Administrator and the Head of Laboratory in the Faculty.

V. Responsibility and Authority

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	PROMOTER TEAM PROPOSAL, REPLACEMENT AND ADDITION	Page	6

5.1. Administration Team is in charge of:

- a. Preparing Promoter Team candidate proposal form.
- b. Preparing Promoter Team replacement proposal form.
- c. Submitting proposed Promoter Team candidate, both new and replacement, to Dissertation Committee at the established period.
- d. Recapping and following up the Minutes and Result of Dissertation Committee Meeting.
- e. Processing application to issue the Decree of Promoter Team to the Dean via e-mail.
- f. Submitting the Decree of Promoter Team to the Promoter Team and Student in question via DMS (*Document Management System*) Simaster.


5.2. Dissertation Committee is in charge of:

- a. Receiving proposal for Promoter Team candidate, both new and replacement.
- b. Discussing the feasibility, expertise compatibility, and supervision quota of the proposed Promoter Team candidate.
- c. Giving approval or suggesting revision for the proposal of Promoter Team candidate if necessary.

VI. Detailed Procedure of Promoter Team Proposal

6.1. For Regular Student

- a. In semester 1 (one), student must contact Dissertation Promoter candidates to ensure their willingness to supervise Dissertation by considering the supervision quotes of the Promoter candidates.
- b. After receiving confirmation of the willingness of the Promoter candidates, the student proposes a Promoter Team by completing an electronic Promoter Team proposal form (*google form*) as referred to on the Study Program's website, by uploading letters of willingness to supervise from the Promoter and Co-Promoters. The supervision willingness form can be downloaded from the Study Program's website.

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- c. Promoter Team candidates are proposed no later than Thursday at 16.00 (*time stamp*) every week.
- d. Promoter Team candidate proposal will be discussed in the Dissertation Committee meeting on Monday of the next week.
- e. The result of the Dissertation Committee meeting will be processed for the issuance of the Decree and will be announced on the Study Program's website on the next day.
- f. The Decree of the Promoter Team will be sent to the Promoter Team and Student in question via DMS Simaster.

6.2. For Research Student

- a. While filling KRS on semester 1 (one), student proposes a Promoter Team by completing an electronic Promoter Team proposal form (*google form*) as referred to on the Study Program's website, by uploading letters of willingness to supervise from the Promoter and Co-Promoters. The supervision willingness form can be downloaded from the Study Program's website.
- b. Promoter Team candidate proposal will be discussed in the Dissertation Committee meeting.
- c. The result of the Dissertation Committee meeting will be processed for the issuance of the Decree and will be announced on the Study Program's website on the next day.
- d. The Decree of the Promoter Team will be sent to the Promoter Team and Student in question via DMS Simaster.

VII. Detailed Procedure of Promoter Team Replacement or Addition


- 7.1. Promoter Team may be replaced during the study period if there is any incompatibility and *force majeure* reason (for example: the Promoter Team is permanently indisposed or resigns for acceptable reasons).
- 7.2. In case a member of the Promoter Team is permanently indisposed and must be replaced, a member of the Promoter Team may give a written statement as a basis for replacing them.

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- 7.3. In case a member of the Promoter Team resigns, the person concerned must give a written statement to explain their resignation from the Promoter Team.
- 7.4. Student proposes the Promoter Team member to be replaced and the replacement candidate by filling an electronic form (*google form*) as referred to on the Study Program's website, by uploading supervision resignation letter (form) from the Promoter Team and supervision willingness forms from the replacement Promoter Team. The supervision willingness form can be downloaded from the Study Program's website.
- 7.5. During the study period, student may also propose additional Promoter Team member if the number of Promoter Team members isn't 3 (three) people yet.
- 7.6. Additional Promoter Team proposal is similar the first Promoter Team proposal.
- 7.7. Replacement and additional Promoter Team candidate is proposed no later than Thursday at 16.00 (*time stamp*) every week.
- 7.8. Replacement and additional Promoter Team candidate proposal will be discussed in the Dissertation Committee meeting on Monday of the next week.
- 7.9. The result of the Dissertation Committee meeting will be processed for the issuance of the Decree and will be announced on the Study Program's website on the next day.
- 7.10. The Decree of the Promoter Team will be sent to the Promoter Team and Student in question via DMS Simaster.

VIII. List of Appendices (Form/Work Instruction)

- 8.1. Administration Team WI
- 8.2. Dissertation Committee WI
- 8.3. Form of Minutes of Dissertation Committee meeting
- 8.4. Form of Promoter Team Candidate Proposal
- 8.5. Form of Promoter Team Replacement


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UNIVERSITAS GADJAH MADA**



**QUALITY PROCEDURE
DISSERTATION COMPREHENSIVE EXAM**


Document number	QP-FA-DIF-003
Valid from	3 March 2021
Revision	1

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VALIDITY SHEET

Person responsible for the document

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I. Objective

The procedure is prepared to be a guideline for Study Program Administrators, Study Program Academic Staff and Doctoral Students of Doctoral Study Program in performing Dissertation Comprehensive Exam.

II. Scope

The procedure describes stages of performing dissertation comprehensive exam. This procedure applies to students of Doctoral Study Program (S3) in Pharmacy Science from all years and all curriculums, both regular and research.

III. References

- 3.1. Decree of the Dean of the Faculty of Pharmacy of Universitas Gadjah Mada Number 14.01.07/UN1/FFA/UP/SK/2022 regarding Academic Regulations of the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of Universitas Gadjah Mada.
- 3.2. Decree of the Dean of the Faculty of Pharmacy of Universitas Gadjah Mada Number 20.11.07/UN1/FFA/UP/SK/2022 regarding Establishment of the Curriculum of the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of Universitas Gadjah Mada.

IV. Terms and definitions


- 4.1. Comprehensive Exam is a Proposal exam, which is an exam held by an Examiner Team on a dissertation research proposal submitted by a student.
- 4.2. Chairman of Comprehensive Exam Session is a member of the Dean's office or Doctoral Program Administrator who is given the authority by the Dean.

V. Responsibility and Authority

- 5.1. Chairman of the Session is in charge of:


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- a. Being responsible for the entire process of Dissertation Comprehensive Exam
 - b. Examining and giving assessment on Student's Dissertation Proposal.
 - c. Leading Dissertation Comprehensive Exam.
 - d. Being responsible for the Minutes of Dissertation Comprehensive Exam for the Study Program's administration.
- 5.2. Promoter Team is in charge of:
- a. Approving proposal submitted by doctoral student.
 - b. Giving academic accountability for the examined proposal.
 - c. Examining and giving assessment on Student's Dissertation Proposal.
- V.3. Examiner Team is in charge of:
- a. Examining and giving assessment on Student's Dissertation Proposal.
 - b. Giving assessment on the prepared electronic assessment form. For this reason, the examiner team is recommended to bring/use laptop during the exam.
 - c. Signing the Minutes and electronic Dissertation Closed Exam assessment form by giving their signatures on the provided space.
- V.4. Administration Team is in charge of:
- a. Preparing administrative document related to Dissertation Comprehensive Exam.
 - b. Preparing a *WhatsApp* group for exam coordination
 - c. Preparing a *Zoom* meeting link for online exam, and a room for offline exam
- V.5. Student is in charge of:
- a. Meeting the required minimum score of Academic Potential Test (TPA) and English skill as proven by a valid certificate.
 - b. Being present at the exam location (Faculty of Pharmacy of UGM)
 - c. Preparing Dissertation Comprehensive Exam presentation material.

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VI. Detailed Procedure


- 6.1. Dissertation Comprehensive Exam may be performed offline, online (virtual) or a combination of both (mixed), depending on the agreement between the Promoter Team and Examiner Team.
- 6.2. Dissertation Comprehensive Exam is attended by the Chairman of the Session, Promoter Team, Examiner Team, and student.
- 6.3. The student must attend offline, while the Chairman of the Session, Promoter Team, and Examiner Team may opt to attend Dissertation Comprehensive Exam online (virtually) or offline.
- 6.4. Confirmation of online (virtual), offline attendance is performed 3 (three) days before the Dissertation Comprehensive Exam is held.
- 6.5. The Chairman of the Session, Promoter Team, Comprehensive Examiner Team and student are present 15 minutes before the exam schedule.
- 6.6. Preliminary Meeting is led by the Chairman of the Session (not attended by the student)
- 6.7. The Chairman of the Session informs:
 - i. Length of exam (120 minutes, consisting of presentation of the Doctoral Student for 30 minutes, exam for 90 minutes)
 - ii. Exam procedure
 - iii. Determination of the order of the askers
 - iv. Assessment process
- 6.8. The Chairman of the Session opens the session and explains the session process, introduces the student, Promoter Team, and Examiner Team.
- 6.9. The Chairman of the Session briefly explains the stipulations of comprehensive exam and asks the student to present their research result for a maximum of 30 minutes.
- 6.10. The Chairman of the Session asks the first question to ask their question (the time allocation is: 90 minutes divided equally among the examiners). Then, they're followed by the next question,, etc. (following the order agreed in the preliminary meeting).

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- 6.11. The examiner team of Dissertation Comprehensive Exam gives their assessment on the prepared electronic assessment document. For this reason, the examiner team is recommended to bring/use laptop during the exam.
- 6.12. The Chairman of the Session suspends the exam to hold a small meeting to determine the exam result.
- a. The Chairman of the Session asks the views and opinions of the Examiner Team (and Promoter Team).
 - b. The Chairman of the Session decides the exam result as:
 - Passing without proposal revision
 - Passing with proposal revision
 - Not passing, must repeat proposal exam
- 6.13. The exam result sheet is signed by the Chairman of the Session and the whole Examiner Team.
- 6.14. The Exam Session is reopened by the Chairman of the Session.
- 6.15. The Chairman of the Session reads the session decision and comprehensive exam score, and informs:
- a. Points in the Dissertation proposal that should be revised,
 - b. Deadline of Dissertation proposal revision (maximum 3 (three) months since the establishment of the Dissertation comprehensive exam date),
 - c. The revised proposal must be validated by the whole examiner team.
- 6.16. The Chairman of the Session closes the Comprehensive Exam session.
- 6.17. Dissertation Comprehensive Exam score will be immediately inputted by the Admin into Academic Information System (SIA) Simaster after the session.

VII. List of Appendices (Form/Work Instruction)

- 7.1. Chairman of the Session (Chairman of Examiner Team) WI
- 7.2. Doctoral Student WI
- 7.3. Administration Team WI
- 7.4. Dissertation Comprehensive Exam BAP Form

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7.5. Dissertation Comprehensive Exam Assessment Form


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


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VALIDITY SHEET

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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


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


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VALIDITY SHEET

Penanggung jawab dokumen

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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
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UNIVERSITAS GADJAH MADA**



**QUALITY PROCEDURE
DISSERTATION RESEARCH RESULT PRESENTATION EXAMINATION**


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VALIDITY SHEET

Person in Charge

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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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**QUALITY PROCEDURE
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VALIDITY SHEET

Responsible of the document

Prof. Dr. apt. Zullies Ikawati
NIP. 196812061993032001

*NIP = Civil Servant's ID Number

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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


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**QUALITY PROCEDURE
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VALIDITY SHEET

Responsible for the document

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*NIP = Civil Servant's ID Number

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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 assessment for publication published by Promovendus by research at the Doctoral Study Program of Pharmaceutical Science, Faculty of Pharmacy, UGM.

II.Scope

This procedure explains the stages in implementing the assessment for publication published by Promovendus by research at the Doctoral Study Program of Pharmaceutical Science, Faculty of Pharmacy, UGM.


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

- a. Publication is part of the results or the overall results of Dissertation research published in reputable international journal.
- b. Publication assessment is a score determined based on the quality of Promovendus publication.

V. Responsibilities and authorities

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5.1. Administration Team serves to:

- a. Prepare the electronic publication assessment form.
- b. Record the score.

5.2. Examiner Team serves to:

Assess the quality of publication published by promovendus based on the rubric provided.

5.3. Student serves to:

- a. Prepare publication manuscript that will be assessed based on the form provided.
- b. Complete the required publication data for the assessment.

VI. Procedure Details


6.1. The publication assessment is carried out simultaneously with the eligibility assessment of the Dissertation manuscript draft by the Dissertation Eligibility assessment team.

6.2. Publication assessment includes:

Number	Assessment rubric	Percentage
1	Completeness of the elements of the article content	10
2	Scope and depth of discussion	30
3	Adequacy and recency of the data/information and methodology	30
4	Completeness of the elements and quality of the publication/journal	30

6.3. The maximum score of a published work is set as follows:

Tier	Maximum Score

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Q1	100
Q2	92.5
Q3	85
Q4	77.5
Non Tier	70


VI. Appendices (Forms/Working Instruction)

7.1 WI for Administration Team

7.2 WI for Promovendus

7.3 WI for Publication Assessment Team

7.4 Publication assessment proposal form


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VALIDITY SHEET

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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


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Person responsible for the document

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I. Objective

The procedure is prepared to be a guideline for Study Program Administrators, Study Program Academic Staff and Doctoral Students of Doctoral Study Program in implementing Community Service.

II. Scope

The procedure describes stages of implementing Community Service. This procedure applies to students of Doctoral Study Program (S3) in Pharmacy Science from all years and all curriculums, both regular and research.

III. References

- 3.1. Decree of the Dean of the Faculty of Pharmacy of Universitas Gadjah Mada Number 14.01.07/UN1/FFA/UP/SK/2022 regarding Academic Regulations of the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of Universitas Gadjah Mada.
- 3.2. Decree of the Dean of the Faculty of Pharmacy of Universitas Gadjah Mada Number 20.11.07/UN1/FFA/UP/SK/2022 regarding Establishment of the Curriculum of the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of Universitas Gadjah Mada.

IV. Terms and definitions

- 4.1. Community service is an activity aimed to help the community to provide solution for real issues in the society.
- 4.2. Community Service is performed by student/Doctoral student and supervised by lecturer of the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of UGM.
- 4.3. Community Service is a mandatory activity for student/Doctoral student as a requirement for graduation.

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4.4. Community Service must be performed by student/Doctoral student during their study period as a student/Doctoral student of the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of UGM.

V. Responsibility and Authority

5.1. Supervisor is in charge of:

- a. Supervising and directing Community Service by student/Doctoral Student.
- b. Giving direction and approval for Community Service activity report by student/Doctoral Student.
- c. Promoting IPR (Intellectual Property Rights) application for activity or product resulting from the Community Service.

5.2. Administration/Finance Team is in charge of:

- a. Making announcement of Community Service schedule
- b. Preparing templates for the necessary documents
- c. Making application for letter of assignment/Decree for supervisor for the Faculty
- d. Making application for activity permit for the Faculty
- e. Processing disbursement of Community Service fund
- f. Processing FAL (Financial Accountability Letter)

5.3. Student/Doctoral Student is in charge of:

- a. Performing Community Service consistent with the set schedule.
- b. Preparing Community Service activity report.
- c. Applying for IPR (Intellectual Property Rights) for activity or product resulting from the Community Service.


VI. Detailed Procedure

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- 6.1. The Study Program groups Students/Doctoral Students of every Year into several groups, each consisting of 4-5 people.
- 6.2. The Study Program appoints lecturers to become supervisors in community service, i.e. 2 (two) supervisors per group.
- 6.3. Each group submits an activity proposal which has been discussed and approved by the supervisors to the Study Program.
- 6.4. The Study Program reviews activity proposal and determines the necessary Community Service fund, i.e. 3-5 million Rupiah per group.
- 6.5. Student prepares the necessary Absolute Accountability Statement Letter, Employment Contract, and External Statement Letter for Community Service fund disbursement from the Study Program's Financial Department.
- 6.6. Student/Doctoral Student performs Community Service consistent with the submitted proposal on the set schedule.
- 6.7. Students documents activity and makes necessary activity reports (final report, financial report, etc.).
- 6.8. In case during the Community Service there is any activity or product for which IPR can be submitted, student/Doctoral Student is encouraged to submit it.
- 6.9. The Study Program gives incentive for Community Service of student/Doctoral Student who receives IPR.

VII. List of Appendices (Form/Work Instruction)

- 7.1 Supervisor WI
- 7.2 Student/Doctoral Student WI
- 7.3 Form of Minutes of Community Service
- 7.4 Template of Community Service Proposal
- 7.5 Absolute Accountability Statement Letter
- 7.6 Employment Contract
- 7.7 External Statement Letter

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- 7.8 Template of Final Report of Community Service
- 7.9 Template of Financial Report of Community Service
- 7.10 Example of IPR Certificate


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**QUALITY PROCEDURE
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I. Objective

The procedure is prepared to be a guideline for Study Program Administrators, Study Program Academic Staff and Doctoral Students of Doctoral Study Program in implementing Doctoral Promotion.

II. Scope


The procedure describes stages of implementing Doctoral Promotion. This procedure applies to students of Doctoral Study Program (S3) in Pharmacy Science from all years and all curriculums, both regular and research.

III. References

- 3.1. Decree of the Dean of the Faculty of Pharmacy of Universitas Gadjah Mada Number 14.01.07/UN1/FFA/UP/SK/2022 regarding Academic Regulations of the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of Universitas Gadjah Mada.
- 3.2. Decree of the Dean of the Faculty of Pharmacy of Universitas Gadjah Mada Number 20.11.07/UN1/FFA/UP/SK/2022 regarding Establishment of the Curriculum of the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of Universitas Gadjah Mada.

IV. Terms and definitions


- 4.1. Chairman of the Session is the Dean or a member of the Dean's office appointed by the Dean and is not a part of the promoter team.
- 4.2. Internal examiner is an examiner outside of the feasibility assessment team and is from Universitas Gadjah Mada.
- 4.3. External examiner is an examiner from outside of Universitas Gadjah Mada, who meets the requirements.

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V. Responsibility and Authority

- 5.1. Chairman of the Session is in charge of:
- Being responsible for the entire process of Doctoral Promotion.
 - Being responsible for the Minutes of Doctoral Promotion for the Study Program's administration.
- 5.2. Examiner Team is in charge of:
- Asking questions to Doctoral Student related to their dissertation.
 - Signing the electronic Minutes of Doctoral Promotion by giving their signatures on the provided space.
- 5.3. Chairman of the Promoter Team is in charge of:
- Asking questions to Doctoral Student related to their dissertation.
 - Signing the Minutes of Doctoral Promotion with the Examiner Team.
- 5.4. Administration Team is in charge of:
- Preparing invitation, Doctoral student's academic transcript, and administrative documents related to Judicium and Doctoral Promotion.
 - Preparing a *WhatsApp* group for Doctoral Promotion coordination.
 - Preparing a *Zoom* meeting link for online exam, and a room for offline exam.
 - Preparing other facilities and infrastructures required for Doctoral Promotion.


VI. Detailed Procedure

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- 6.1. Doctoral Promotion can be performed face-to-face (offline), online (virtual), or a combination of both (mixed) consistent with the Study Program's decision.
- 6.2. In case the implementation is mixed, the Doctoral Student must be present offline.
- 6.3. Member of the Examiner Team from outside of Universitas Gadjah Mada may choose to attend online (virtual) or offline during the implementation of Doctoral Promotion.
- 6.4. Confirmation of online (virtual) or offline attendance is performed 3 (three) days before the Doctoral Promotion is held.
- 6.5. The Chairman of the Session, Promoter Team, and Examiner Team of the Doctoral Promotion and the invitees are present 15 minutes before the exam schedule.
- 6.6. Doctoral Student enters the session room and places themselves in the available spot.
- 6.7. Doctoral Promotion is performed by having a discussion between the examiner team and doctoral student for 45 minutes, followed by Judicium.
- 6.8. The Chairman of the Session starts the event by introducing the doctoral student, promoter, co-promoter, and examiners, and announcing the order of the askers.
- 6.9. The Chairman of the Session asks the examiner team to have a discussion for a period of 5 (five) minutes per member of the examiner team.
- 6.10. The Chairman of the Session ends the discussion to have a Judicium meeting.
- 6.11. Judicium meeting is led by the Dean (Chairman of the Session) and decides of the graduation predicate of the Doctoral Student.
- 6.12. Doctoral Promotion is reopened by the Chairman of the Session.
- 6.13. The Chairman of the Session read the Judicium result and Judicium predicate, and hands the Doctoral diploma to the Doctoral Student on the behalf of the Rector.
- 6.14. The Chairman of the Session closes the Doctoral Promotion.

VII. List of Appendices (Form/Work Instruction)

- 7.1. Chairman of the Session (Chairman of Examiner Team) WI
- 7.2. Doctoral Student WI
- 7.3. Administration Team WI
- 7.4. Minutes of Doctoral Promotion Form

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7.5. Transcript and Judicium document


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**QUALITY PROCEDURE
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I. Objective

The procedure is prepared to be a guideline for Study Program Administrators, Study Program Academic Staff and Doctoral Students of Doctoral Study Program in performing Judicium and Graduation.

II. Scope


The procedure describes stages of performing Judicium and Graduation. This procedure applies to students of Doctoral Study Program (S3) in Pharmacy Science from all years and all curriculums, both regular and research.

III. References

- 3.1. Decree of the Dean of the Faculty of Pharmacy of Universitas Gadjah Mada Number 14.01.07/UN1/FFA/UP/SK/2022 regarding Academic Regulations of the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of Universitas Gadjah Mada.
- 3.2. Decree of the Dean of the Faculty of Pharmacy of Universitas Gadjah Mada Number 20.11.07/UN1/FFA/UP/SK/2022 regarding Establishment of the Curriculum of the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of Universitas Gadjah Mada.

IV. Terms and definitions

- 4.1. Judicium is a meeting led by the Dean, attended by Faculty Administrators, Study Program Administrators, and lecturers in the Doctoral Study Program in Pharmacy Science, Faculty of Pharmacy of UGM.
- 4.2. Juicidum for Doctoral Student who performs Doctoral Promotion is held by the Dissertation Examier Team after the Doctoral Promotion.

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4.3. Graduation is a graduation ceremony for Doctoral Student after studying in Doctoral Study Program, which is held consistent with UGM Postgraduate graduation schedule.

V.Responsibility and Authority

5.1. The Dean is in charge of:

- a. Leading Judicium
- b. reading Judicium result related to Doctoral Student's graduation status.

5.2. Study Program Administrator is in charge of:


- a. Accompanying the Dean in Judicium.
- b. Ensuring Doctoral Student's documents for Judicium and Graduation are complete and valid.

5.3. Dissertation Examiner Team is in charge of:

Performing Judicium and Graduation for Doctoral Student who performs Doctoral Promotion.


5.4. Administration Team is in charge of:

- a. After the closed Dissertation exam, inputting the Doctoral Student's name into SIA Simaster for Judicium registration.
- b. Monitoring Doctoral Student's Judicium registration process until it meets Judicium requirements via SIA Simaster.
- c. Preparing Judicium documents, including: Judicium participant's data recap, Judicium participant's temporary score transcript, and Judicium regulations in effect.
- d. Sending the Study Program's Judicium document to the Faculty through the Chairman of the Academic Section to be used during the Judicium.
- e. Giving the Judicium result to the Doctoral Student in person.
- f. Inputting Judicium result data into SIA Simaster.
- g. Monitoring Doctoral Student's Graduation registration until it meets the requirements.

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- h. Processing original transcript in SIA Simaster until printed format is produced to be signed by the Dean.
 - i. Verifying diploma draft's appearance to be printed by the University.
- 5.5. Doctoral Student is in charge of:
- a. Preparing all necessary Judicium and Graduation requirement documents and uploading them via their Simaster account on the set schedule.
 - b. Following the necessary steps for Judicium and Graduation registration on their own Simaster account closely.
 - c. The Judicium and Graduation requirements to be met are:
 - i. Completing exit survey on their own simaster account
 - ii. Managing Gama Co-Brand independently
 - iii. Uploading Dissertation file independently on <https://unggah.etd.ugm.ac.id>
 - iv. Completing Judicium documents that can be accessed on: <https://programdokter.farmasi.ugm.ac.id/data-kelengkapan-yudisium/> including :
 - Transcript Writing Data Form
 - Graduate Personal Data Form
 - Dissertation Validity Sheet
 - Form of Proof of Dissertation Acceptance by Examiners
 - Table of List of Publications
 - v. Uploading all documents above on: <http://ugm.id/yudisiumdokter>
 - vi. Completing Graduate Learning Achievement (CPL) Form on: <http://ugm.id/evaluasiCPLlulusan>
 - vii. Completing Final Assignment Supervision Process Evaluation Form on <http://ugm.id/evaluasibimbinganfarmasi>
 - d. Judicium schedule can be found on the Study Program website, while Graduation schedule can be seen on <https://akademik.ugm.ac.id>


VI. Detailed Procedure of Judicium and Graduation

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- 6.1. Doctoral Student checks Judicium schedule on the Study Program website.
- 6.2. Doctoral Student completes Judicium and Graduation requirements, and undertakes stages of Judicium and Graduation registrations.
- 6.3. For Doctoral Student who undertakes Doctoral Promotion, the Judicium and Graduation requirements are the same as the requirements for Doctoral Students who undertake Graduation, but Judicium and Graduation are held at different times.
- 6.4. Judicium is held consistent with the preset schedule.
- 6.5. Graduation is held consistent with the preset schedule.

VII. List of Appendices (Form/Work Instruction)

- 7.1. Administration Team WI
- 7.2. Doctoral Student WI
- 7.3. Judicium Minutes Form
- 7.4. Transcript Writing Data Form
- 7.5. Graduate Personal Data Form
- 7.6. Dissertation Validity Sheet
- 7.7. Form of Proof of Dissertation Acceptance by Examiners
- 7.8. Table of List of Publications


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**DOCTORAL PROGRAM IN PHARMACEUTICAL SCIENCES
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**QUALITY PROCEDURE
IMPLEMENTATION OF SPECIAL TOPICS IN PHARMACEUTICAL
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APPROVAL SHEET

Person in Charge of the Document

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I. Objective

This procedure serves as a comprehensive guide for Program Managers, Academic Staff, Faculty Members, Lecturer and Doctoral Students/Promovendi n the Doctoral Program of Pharmaceutical Sciences to facilitate the execution of coursework in the Special Topics in Pharmaceutical Sciences.

II. Scope

This document delineates the various stages involved in conducting Special Topics in Pharmaceutical Sciences coursework. It is applicable to students of all cohorts and curricula enrolled in the Doctoral Program in Pharmaceutical Sciences, whether through the regular or research track.

III. References

- 3.1. Dean's Decision of the Faculty of Pharmacy, Universitas Gadjah Mada, Number 14.01.07/UN1/FFA/UP/SK/2022 concerning Academic Regulations for the Doctoral Program in Pharmaceutical Sciences.
- 3.2. Dean's Decision of the Faculty of Pharmacy, Universitas Gadjah Mada, Number 20.11.07/UN1/FFA/UP/SK/2022 concerning the Curriculum for the Doctoral Program in Pharmaceutical Sciences.

IV. Terminologies and Definitions


- 4.1. The course of Special Topics in Pharmaceutical Sciences (STPS) is a collection of various subject matters considered pivotal to support the doctoral dissertation.
- 4.2. STPS courses are characterized by specialized and specific topics that are instrumental for dissertations but are not encompassed by the elective courses offered.
- 4.3. STPS courses are administered by the Study Program, and are taught by experts in their respective fields.

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4.4. Topics for STPS courses are proposed by either the Study Program, the supervisory team, or the students, with consideration given to the specific supplementary academic requirements for the dissertation.

V. Responsibilities and Authority

- 5.1. Program Managers are responsible for:
- a. Offering STPS courses to faculty and students within the Doctoral Program.
 - b. Conducting STPS classes in accordance with established schedules and regulations.
- 5.2. Supervisors and the supervisory team are responsible for:
- a. Proposing specific topics that the students may need for supplementary academic support in research and dissertation writing.
 - b. Preparing the execution of the STPS course including the Course Plan and Learning Semester Plan (CPLSP), Syllabus, Lecture Units, and course portfolio
 - c. Serving as the course's teaching team.
 - d. The coordinator of the teaching team for STPS is responsible for entering grades into the Simaster UGM system.
- 5.3. Students are responsible for:
- a. Proposing or selecting the needed course topics with the approval of their academic advisor or supervisor.
 - b. Registering for STPS courses by inputting them into the study plan card (SPC) during the SPC filling period.
 - c. Participating in classes as scheduled by the Study Program.
- 5.4. Administrative Team is responsible for:
- a. During the SPC filling period, entering the names of STPS courses according to classes into the Simaster AIS database.


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- b. Overseeing the student SPC filling process through the AIS Simaster.
- c. After the SPC filling period ends, organizing class and exam schedules per STPS classes.
- d. Creating a request letter for CPLSP, Syllabus, Lecture Units to the responsible faculty for STPS.
- e. Preparing the required facilities and ensuring smooth conduct of STPS classes, whether online or in-person.
- f. Ensuring all student grades are collected and inputted by the course coordinator in the Academic Information System (AIS) Simaster by the end of the academic term.
- g. Issuing a request letter for the submission of the STPS course potfolio to the course coordinator at the end of the semester.


VI. Detailed Procedure for STPS Course Implementation

- 6.1. Students consult with advisors/supervisors about specific additional topics needed for their dissertation that are not covered in the offered courses.
- 6.2. Students and/or supervisors propose specific topics for STPS courses.
- 6.3. The Study Program lists the STPS courses in Simaster AIS as one of the selectable courses for the ongoing semester.
- 6.4. Students select STPS courses in their SPC.
- 6.5. The Study Program issues an announcement letter regarding the ongoing STPS courses and sends request letters for course completeness like CPLSP, Syllabus, Lecture Units, and Portfolio.
- 6.6. The Study Program arranges the teaching schedule and prepares the necessary facilities and infrasturcture for the smooth conduct of STPS classes.
- 6.7. Classes are conducted as per the established schedule.

VII. Appendices (Forms/Work Instructions)

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- 7.1. Work Instructions for Program Managers
- 7.2. Work Instructions for Supervisors and Supervisory Team
- 7.3. Work Instructions for Students
- 7.4. Work Instructions for Administrative Team
- 7.5. Lecture Attendance Form
- 7.6. Exam Question Template and Verification Form


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**DOCTORAL PROGRAM IN PHARMACEUTICAL SCIENCES
FACULTY OF PHARMACY
UNIVERSITAS GADJAH MADA**



**QUALITY PROCEDURE
IMPLEMENTATION OF SIT-IN LECTURES**


Document Number	QP-FA-DIF-014
Effective since	24 Agustus 2023
Revision	0

	QUALITY PROCEDURE DOCTORAL PROGRAM IN PHARMACEUTICAL SCIENCES	Document Number	QP-FA-DIF-014
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APPROVAL SHEET

Person in Charge of the Document

Prof. Dr. apt. Zullies Ikawati
NIP. 196812061993032001

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REVISION NOTES

Revision number	Pages	Sections Modified	Date
-	-	-	-



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I. Objective

This procedure is formulated as a guideline for the study program manager, academic staff, lecturers, and students/candidates of Doctoral Study in Pharmaceutical Sciences in conducting sit-in lecture activities.

II. Scope


This procedure elucidates the stages of proposing sit-in lecture activities. It is applicable to students of all batches and curricula of the Doctoral Program (Dr.) in Pharmaceutical Sciences, whether through regular or the research track.

III. References

- 3.1. Decree of the Dean of the Faculty of Pharmacy, Universitas Gadjah Mda No. 14.01.07/UN1/FFA/UP/SK/2022 concerning the Academic Regulations of the Doctoral Program in Pharmaceutical Sciences, Faculty of Pharmacy, Universitas Gadjah Mada.
- 3.2. Decree of the Dean of the Faculty of Pharmacy, Universitas Gadjah Mada No. 20.11.07/UN1/FFA/UP/SK/2022 concerning the Establishment of the Curriculum for the Doctoral Program in Pharmaceutical Sciences, Faculty of Pharmacy, Universitas Gadjah Mada.

IV. Terminologies and Definitions

- 4.1. A sit-in lecture refers to the practice where an individual attends or follows a lecture or lesson without being officially registered as a student in that particular class.
- 4.2. Sit-in lectures are conducted for students who require or are interested in specific lecture material deemed relevant to support their dissertation without needing to commit fully as a student.

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V. Responsibilities and Authorities

5.1. Students are responsible for:

- a. Selecting the courses they wish to attend as sit-in participants and addressing the request to the Program through a letter of application to attend lectures in a sit-in manner.
- b. The application letter should be sent to the Study Program (Head of the Study Program, cc: Secretary and the Administrative Team of Study Program) via e-layanan.
- c. E-layanan can be accessed through the link: <https://layanan.farmasi.ugm.ac.id>
- d. The decision of the application letter can be monitored via the Dokumen Manajemen Sistem (DMS) on Simaster.
- e. Students download the letter and submit it to the respective course lecturer.
- f. Students attend the lectures in accordance with the rules set by respective course teaching team.

5.2. Administrative team is responsible for:


- a. Processing the student's application letter for sit-in lectures.
- b. Creating a student sit-in lecture permission request letter with program approval and signed by the Program Head.
- c. Uploading the permission request letter to DMS, tagging the student's and course coordinator's accounts.

5.3. Study Program Managers are responsible for:

- a. Reviewing the student's sit-in lecture application letter.
- b. Facilitating the student's sit-in lecture request by signing the student's application letter.

5.4. Course Coordinator and Teaching Team:

- a. Act on the student's sit-in lecture application letter.

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- b. Facilitate the student's sit-in request for the courses they handle, in accordance with the lecture rules that have been agreed upon between the lecturers and the student.

VI. Detailed Procedure for Implementing Sit-In Lectures

- 6.1. Students select the course they intend to attend via sit-in.
- 6.2. Students draft an application letter to attend the lecture in a sit-in manner and address it to the Study Program.
- 6.3. Students send the application letter to the the Study Program (Head of the Study Program, cc: Secretary and the Administrative Team of Study Program) via e-layanan: <https://layanan.farmasi.ugm.ac.id>
- 6.4. The Study Program reviews the student's sit-in lecture application letter.
- 6.5. The Study Program processes the application by creating a permission request letter for the student's sit-in lecture with program approval and it is signed by the Head of Study Program.
- 6.6. The Study Program uploads the permission request letter to DMS and tagging the student's and course coordinator's accounts.
- 6.7. Students monitor the decision of their application letter via Dokumen Manajemen Sistem (DMS) on Simaster.
- 6.8. Students download the decision letter and presnt it to the respective course lecturer.
- 6.9. The lecturer or course coordinator receives the sit-in lecture application letter from the student and approves or denies the request.
- 6.10. If granted permission to attend the lecture via sit-in, the student follows the lectures in accordance with the regulations set by the respective course teaching team

VII. Appendices List (Forms/Work Instructions)

- 7.1. Students Work Instructions
- 7.2. Admistrative Team Work Instructions
- 7.3. Study Program Manager Work Instructions

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- 7.4. Lecturer/Course Coordinator & Teaching Team Work Instructions
- 7.5. Lecture Attendance Form
- 7.6. Exam Question Template and Question Verification

GUIDANCE FOR DISSERTATION WRITING

CHAPTER I

A. Initial part

This section contains the research title page and approval page with the following format:

1. **Title page:** the title page contains the title of the research, the purpose of the research proposal, the UGM symbol, the name and number of the student, the target agency and the time of submission of the research proposal. The title page for the thesis proposal is typed on a light blue cover and for the dissertation it is dark blue.
 - a. **Research Title:** made short and clear, shows the problem to be researched and does not open up opportunities for various interpretations. The maximum number of words in the title allowed is 20 words.
 - b. **The purpose of the research proposal:** contains a statement of the purpose of making a research proposal, which is submitted to fulfill some of the requirements for achieving a degree *Master of Science* (M.Sc.) in the Master of Science and Technology program or Master of Clinical Pharmacy or Master of Pharmaceutical Management or Doctoral degree (Dr.) in the Doctoral program.
 - c. **UGM emblem:** the UGM symbol is circular (not a pentagon) with a diameter of 5.5 cm (can be downloaded at <https://brand.ugm.ac.id/downloads/>)
 - d. **Student Name and Number:** name written in full without a bachelor's degree. The student number is written in full below the student's name.
 - e. **Targeted agency:** to the Postgraduate Program, Pharmaceutical Sciences Study Program, Faculty of Pharmacy, Gadjah Mada University, Yogyakarta.
 - f. **Time for submitting proposals:** write down the month and year the research proposal was submitted.

A complete example of the Title Page format can be found in Attachment 1.

2. **Consent Page:** the approval page contains information on the title of the research, the name and number of the student who wrote it, the name of the main supervisor and co-supervisor, and the date of approval.

An example consent page is found in Appendix 2.

B. Main Part

The main part of the research proposal contains: research background, research objectives, literature review, theoretical basis or theoretical rationale, conceptual framework or research model (for social research), hypothesis (if any) or empirical information, research methods, research schedule, and bibliography.

1. Research Background

The research background includes the formulation of the problem, the authenticity of the research, and the urgency (interest) of the research.

- a. Formulation of the problem** explains the reasons why research is important and its position in it broader problems in the field of science concerned.
- b. Authenticity of research** put forward with a firm statement with support from the literature stating that the problem being researched has never been resolved by other researchers and even if there is, it must be stated clearly the differences between the research that will be carried out and existing research.
- c. Urgency (importance) of research** is a statement of the importance of research for the development of the field of science concerned and the ability of research results to solve the problems of the nation and state.

2. Research Objectives

The research objectives are stated specifically, in line with the formulation of the problem stated.

3. Library Survey

A literature review contains a review or study of the results of research that has been carried out by previous researchers which is related to the research to be carried out. The description explains systematically the weaknesses or shortcomings regarding existing research results and shows that the problem to be researched has not been answered or resolved satisfactorily. The facts presented are reviewed clearly and taken directly from the original source (research journal and not a review article), a minimum of 80% from the bibliography. All sources used as references are mentioned by including the name of the author and year of publication which are described further in the bibliography. An example of how molding is cast on **Writing Procedures**.

4. Theoretical Foundation or Theoretical Rationale

The theoretical basis is prepared based on a literature review as a basis for justifying problem solving and is used as a basis for formulating a conceptual framework or research model and hypothesis. The theoretical basis can be in the form of qualitative descriptions or mathematical models or equations or conceptual frameworks or research models related to the field of science being studied.

5. Conceptual Framework or Research Model (for social research)

The Conceptual Framework is part of the theoretical framework support the research to be carried out. The conceptual framework is presented in the form of a chart containing constructs or research variables (inclusion and exclusion).

6. Hypothesis (if any)

A hypothesis is a brief and clear statement which is a temporary answer to the problems faced, established/made based on a theoretical basis or conceptual framework or research model whose truth has yet to be proven. This hypothesis is not a statistical hypothesis.

7. Empirical Information (if there is no hypothesis)

Empirical information is information or data that is expected to be obtained from research. Empirical information is needed if the research is exploratory/descriptive so that a hypothesis cannot be formulated.

8. Research Methods

The research method contains: materials, research subjects or materials, equipment, research progress, variables, and operational definitions of variables and analysis. This section is equipped with a chart or research scheme.

- a. **Materials, subjects, or research materials** It can be a material, population or sample which is described in detail regarding its specifications and properties.
- b. **Equipment**, explained in detail the equipment that will be used in the research, accompanied by picture descriptions if necessary. For social research, equipment can be in the form of questionnaires or interview guides or standardized instruments.
- c. **The course of the research**, contains a description of the methods that will be used in the research and how to collect data and methods *sampling* used.
- d. **variable**, clearly explained research variables which include independent variables, controlled variables, dependent variables. The formulation of variables in social research includes independent variables, dependent variables, controlled variables as well as mediating variables and moderating variables (if any).
- e. **Operational definition of variables**, explaining technically and specifically the variables to be studied.
- f. **Analysis**, describes how to analyze research results which can be in the form of models, statistics, equations that are appropriate to answer the research objectives.

Note: points d or e are used according to the type of research carried out

9. Research Schedule

The research schedule outlines the details of research activities accompanied by a time plan for implementing the activities (in table form).

10. Bibliography

The bibliography contains the literature used in preparing the research proposal, arranged alphabetically by first author, in accordance with the Harvard system. How to write literature in the Bibliography is listed in the Writing Procedures Section. An example of a bibliography is listed in Appendix 8.

C. Final Part

The final part of the research proposal contains information or information that complements the research proposal, such as support for research facilities and infrastructure or questionnaire forms or interview guides or standardized instruments.

CHAPTER II

THESIS / DISSERTATION

Similar to a research proposal, a thesis/dissertation also consists of three parts, namely the Beginning, Middle Part and Final Part, but the content is more complete.

A. Initial part

The initial part includes the cover page, front page, title page, validation page, foreword/foreword, table of contents, table list, list of figures, list of attachments, meaning of abbreviations, and essence.

1. Front Cover Page

The front cover page contains: title of the thesis/dissertation, purpose of the thesis/dissertation, symbol of Gadjah Mada University, name and student number, target institution, and year of completion of the thesis/dissertation. The title page for the thesis is typed on the cover *hard cover* light blue and for dissertations dark blue.

- a. **Thesis/dissertation title** make it as short as possible, as described in the research proposal. The maximum number of words in the title allowed is 20 words.
- b. **The purpose of the thesis/dissertation** submitted in partial fulfillment of the requirements for achieving the degree *Master of Science* (M.Sc.) in the Master of Science and Technology program or Master of Clinical Pharmacy or Master of Pharmaceutical Management or Doctoral degree (Dr.) in the Doctoral program

- c. **Gadjah Mada University emblem** circular (not pentagonal) with a diameter of 5.5 cm (can be downloaded at media.ugm.ac.id/photo/171/logo-ugm)
- d. **Student name** those who submit a thesis/dissertation must write it in full (no abbreviations are permitted) and without a degree. Student number is listed below the name.
- e. **Targeted agency** namely to the Postgraduate Program, Pharmaceutical Sciences Study Program, Faculty of Pharmacy, Gadjah Mada University, Yogyakarta.
- f. **Year of thesis completion** is the year of the final thesis/dissertation examination and is placed under Yogyakarta.

An example of a cover page can be seen in Appendix 1.

2. Title Page

The title page contains the same writing as the front cover page, but typed on white paper.

3. Confirmation Page

This page contains the signatures of the supervisors, examiners and the Dean of the UGM Faculty of Pharmacy, as well as the exam date. An example of an endorsement page is in Appendix 3 (provided by the Postgraduate Program in the Pharmaceutical Sciences Study Program, Faculty of Pharmacy, UGM)

4. Statement Page

This page contains a statement that the contents of the thesis/dissertation are not plagiarized, nor are they derived from the work of others. This statement letter must be signed in original by the student or promovendus. Examples of statements are in Appendix 4.

5. Foreword

The Foreword contains a brief description of the purpose of the thesis/dissertation, explanations and thanks (including the donor of the thesis/dissertation research). The Preface does not contain anything scientific in nature.

6. Table of Contents

The Table of Contents is intended to provide a comprehensive overview of the contents of the thesis/dissertation and as a guide for readers who want to immediately look at a chapter or subchapter. The table of contents shows the sequence of chapter titles, sub-chapter titles and sub-sub-chapter titles accompanied by page numbers.

7. List of Tables

If there are many tables in the thesis/dissertation, it is necessary to have a list of tables containing the sequence of table numbers & titles along with the page numbers.

8. Image List

The list of images contains the order number & title of the image as well as the page number.

9. List of Attachments

The list of attachments contains the order of number & title of attachments as well as page numbers.

10. Meaning of abbreviations

The meaning of abbreviations is in the form of a list of abbreviations used in the thesis/dissertation with their meanings, if abbreviations are used in the report.

11. Digest

The digest is written in two languages, namely Indonesian and English, each starting on a new page. The digest consists of one or more digest pages containing the essence of the thesis/dissertation itself. The essence consists of 250-300 words, which contains the problem being studied and research objectives, research methods in a brief review (not work procedures), and the results and conclusions obtained, so that it generally consists of 3 paragraphs. In the digest there should be no bibliography. The digest uses a maximum of 5 keywords.

B. Main Part

The main part of a thesis/dissertation consists of chapters, introduction, literature review, research method, research results and discussion, conclusions and suggestions, and bibliography.

1. Introduction

The Introduction chapter contains the background and objectives of the research.

a. Background in this thesis/dissertation is almost the same as that stated in the research proposal and has been expanded. Therefore, in the background of the thesis/dissertation there is also the formulation of the problem, the authenticity of the research, and the importance of the research being conducted.

i. Problem formulation explain the reasons for the importance of conducting research, its position in broader problems in the field of science concerned.

ii. Authenticity of research put forward with a firm statement with support from the literature, stating that the problem being researched has never been resolved by other researchers and even if there is, it must be stated clearly the differences between the research that will be carried out and existing research.

iii. Urgency (importance) of research is a statement of the importance of research for the development of the field of science concerned, the ability of research to solve the problems of the nation and state.

b. Research purposes. The research objectives are stated specifically, in line with the formulation of the problem stated.

2. Library Survey

a. Literature review contains reviews or studies regarding the results of research that has been carried out by previous researchers which are related to the research to be carried out. The description explains systematically the weaknesses or shortcomings regarding existing research results and shows that the problem to be researched has not been answered or resolved satisfactorily. The facts presented are reviewed clearly and taken directly from the original source (research journal and not a review article), a minimum of 80% from the bibliography. All sources used as references are mentioned by including the name of the author and year of publication which are described further in the list literature, and has been expanded with additional information gathered during the conduct of the research.

b. Theoretical Foundations or Theoretical Rationale

The theoretical basis or theoretical rationale is prepared based on a literature review as a basis for justifying proposed problem solving and is used as a basis for formulating a conceptual framework or research model and hypothesis. The theoretical basis can be in the form of a qualitative description or mathematical model or equations or conceptual framework or research model related to the field of science being researched, and has been expanded and refined.

c. Conceptual Framework or Research Model (for social research)

The Conceptual Framework is part of the theoretical framework support the research to be carried out. The conceptual framework is presented in the form of a chart containing constructs or research variables (inclusion and exclusion).

d. Hypothesis (if any)

A hypothesis is a brief and clear statement which is a temporary answer to the problems faced, prepared/established based on a theoretical basis or conceptual framework or research model whose truth has yet to be proven. This hypothesis is not a statistical hypothesis.

e. Empirical Information (if there is no hypothesis)

Empirical information is information or data that is expected to be obtained from research. Empirical information is needed if the research is exploratory/descriptive so that a hypothesis cannot be formulated.

3. Research Methods

The research method contains: materials, research subjects or materials, equipment, research progress, variables and operational definitions of variables and analysis. This section includes a chart or research scheme.

a. Materials, subjects, or research materials, It can be a material, population or sample which is described in detail regarding its specifications and properties.

b. Equipment, explained in detail the equipment that will be used in the research, accompanied by picture descriptions if necessary. For social research, equipment can be in the form of questionnaires or interview guides or standardized instruments.

c. The Course of Research, contains a description of the methods that will be used in the research and how to collect data. In social research, methods need to be included *sampling* used.

d. variable, clearly explained research variables which include independent variables, controlled variables, dependent variables. The formulation of variables in social research includes independent variables, dependent variables, controlled variables as well as mediating variables and moderating variables (if any).

e. Operational definition of variables, explain technically and specifically the variables to be

studied.

- f. **Analysis**, describes how to analyze research results which can be in the form of models, statistics, equations that are appropriate to answer the research objectives.

Note: points d or e are used according to the type of research carried out

4. Research results and discussion a. Thesis

This chapter contains the results of research and discussion in nature integrated and not broken down into separate subchapters.

- i. **Research result** It is directed to be presented in the form of tables, graphs, photos/images, or other forms along with descriptions (Appendix 6) and placed close to the discussion, so that readers can more easily follow the description.
- ii. **Discussion**, regarding the results obtained, in the form of theoretical explanations, presented qualitatively, quantitatively, or statistically. Discussion of research results also compares the results of research conducted by researchers with the results of similar/related previous research.

b. Dissertation

This chapter contains research results and discussions that are integrated in nature. In this chapter, research results can be discussed separately in their own subtopics, depending on the scope of the research.

- i. **Research result** It is directed to be presented in the form of tables, graphs, photos/images, or other forms along with descriptions (Appendix 6) and placed close to the discussion, so that readers can more easily follow the description.
- ii. **Discussion**, regarding the results obtained, in the form of theoretical explanations, presented qualitatively, quantitatively, or statistically. Discussion of research results as well compare the results of research conducted by researchers with the results of previous similar studies.

5. General Discussion (dissertation only)

The general discussion includes a comprehensive discussion of research results regarding the research topic, a review based on existing research and the contribution of research results to the development of related science. Based on the results of the general discussion, new thoughts, models or theories may emerge.

6. Conclusions and Suggestions

Conclusions and suggestions should be stated separately.

- a. **Conclusion** is a short and precise statement explained from the results of research and discussion that proves the hypothesis.
- b. **Saran** created based on the author's experience and considerations, addressed to researchers in similar fields who wish to continue, or develop research, as well as institutions or interested parties. It contains more things that have not been able to be resolved by researchers in the research carried out (but these problems are considered important).

7. Bibliography

The bibliography contains the literature used in compiling the research, arranged in alphabetical order by first author, in accordance with *Harvard style*.

The final part consists of:

C. Final Part

1. Appendix

An attachment is used to place data or other information that functions to complete the description presented in the main part of the thesis.

2. Summary

Summary is *extended abstract*, contains briefly and completely the background, objectives, research methods (not work procedures), results and discussion, and conclusions. The summary no longer includes tables, graphs/images, or photos of research results. The summary is made in Indonesian and English. The summary is made in 3 – 5 pages, with 1.5 spacing. The thesis summary is presented in 2 languages, namely: Indonesian and English. Both are presented in standard language after first being consulted and approved by the thesis supervisor.

a. Indonesian Thesis Summary

- i. Cover of the Indonesian Thesis Summary (given the page number continuing with the attachment page number) For example: the last page of the attachment is 100, then the cover of the Indonesian thesis summary is page 101.
- ii. Thesis summary approval sheet (without page numbers).
- iii. Contents of the Indonesian Thesis Summary (page numbered with numbers 1 to / d. Finished).

b. English Thesis Summary/Summary

- i. *Cover Summary* (given the page number after the Indonesian thesis summary cover page number).
For example: Indonesian 101 thesis summary cover page, next page *cover Summary* page 102
- ii. English thesis summary approval sheet (without page numbers).
- iii. *Isi Summary* (page numbers starting with numbers 1 to end).

3. Publication manuscript

The publication manuscript is approved by the thesis supervisor. Cover of Publication Manuscript (given the page number after the page number *cover Summary*) for example: *cover Summary* 102, next is the cover page of the Publication Manuscript, page 103 Approval sheet for the Publication Manuscript (without page numbers) Contents of the Publication Manuscript (given page numbers starting with number 1 to the end).

CHAPTER III

WRITING PROCEDURES

Writing procedures include: paper type and size, typing, numbering, tables and figures, language, and writing names.

A. Paper Type and Size

1. Cover

The cover for the Research Proposal is made of paper *buffaloor* something similar, while for theses/dissertations it is reinforced with cardboard (*hard cover*) and coated with plastic (lamination). The cover color of Research Proposals and theses is light blue, while Research Proposals and dissertations are dark blue. The text on the cover includes the title of the research/thesis/dissertation proposal, the purpose of the research/thesis/dissertation proposal, the symbol of Gadjah Mada University, the name and number of the student, the target institution and the year of completion. For Research Proposals, please include the month of submission. The cover is made in A4 size (21.0 cm x 29.7 cm).

An example of a cover letter can be seen in Appendix 1.

2. Manuscript

The manuscript is written on HVS A80 gram/m paper² and don't go back and forth. The manuscript is made in A4 size (21.0 cm x 29.7 cm).

B. Typing

Typing includes things including: typeface, numbers and units, line spacing, margins, space filling, new paragraphs, beginning of sentences, titles, subtitles, sub-subtitles, *header/footer*, downward details and symmetrical laying.

1. Type of Letters

- a. The manuscript should be typed in Times New Roman font size (*font*) 12 and the entire manuscript must use the same size. For certain sections such as the title and subtitles, it can be written in a larger size, namely size 14. For tables, pictures and formulas, the font size for the contents can be smaller, at least size 10. The title is typed *bold* and referred to in the text/manuscript.
- b. Italics are intended for foreign language writing and species names.

2. Numbers and units

- a. Numbers are written with numbers, except at the beginning of sentences for example: Ten grams of material.
- b. Decimal numbers are marked with commas, not with dots, for example the weight of NaCl is 20.5 mg.
- c. Units are expressed by their standard abbreviation without a dot after them, for example m, g, and kg.

3. Line spacing

The distance between 2 lines is made of 2 spaces, except for the essence, direct quotations, table titles, figure descriptions that exceed one line and the bibliography, written with a distance of 1 space down.

4. Edge borders

- | | | |
|---|-------------|-----|
| a | upper limit | : 4 |
| . | | cm; |
| b | lower limit | : 3 |
| . | | cm; |
| c | left border | : 4 |
| . | | cm; |
| d | right | : 3 |
| . | border | cm. |

Typing limits in terms of paper size are set as follows:

5. Filling the room

The space on the manuscript page must be completely filled, meaning that typing starts from the left edge to the right edge, so that no space is wasted (*formatjustify*).

6. New paragraph

The new paragraph is typed indented with the tabulate key equal to 6 letters.

7. Beginning of sentences

Numbers, symbols or chemical formulas that start a sentence must be spelled out, for example: Ten mice... Alpha fetoprotein... Calcium hydroxide in...

8. Title, subtitle, sub-subtitle and others

a. Title
Titles are written in all capital letters and arranged sequentially symmetrical (*formatcenter*) without ending with a period in size 14 bold letters.

b. Subtitle

written symmetrically and all words in the sentence begin with a capital letter, except for conjunctions and prepositions, in size 14 bold letters.

c. Subtitle child

typed starting from the left border in bold size 12 letters, only the first letter is capitalized without a period. The first sentence after the subtitle begins with a new paragraph

d. Sub sub subtitles starting parallel to the subtitle, typed starting from the left border with size 12 letters. The first sentence that follows then starts with a new paragraph

Examples of writing titles and others can be seen in Appendix 5.

9. Header/Footer

Header/footer written in italics, starting with a capital letter at the beginning of the word except when writing on a page.

10. Details down

If when writing a manuscript there are details that must be arranged downwards, the order is made by numbering numbers or letters according to the degree of detail. The use of symbols in front of details is not permitted.

11. Symmetrical location

Figures, tables, equations, titles and subtitles are written symmetrically to the left and right typing edges (*formatCenter*).

C. Numbering

This section includes page numbering, tables, figures and equations.

1. Page

- a. The initial part of the research/thesis/dissertation proposal starting from the title page to the abstract is given a page number with small Roman numerals in the lower right corner of the page.
- b. The main section is numbered using Arabic numerals written in the lower right corner.
- c. Page numbers are written in Times New Roman font 12.

2. Table

Tables are numbered sequentially with Arabic numerals written above the table (and referred to in the text).

For example: Red betel extract has a high phagocytosis index (Table 1).

3. Image

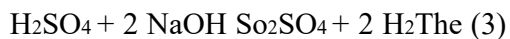
Images are numbered sequentially with Arabic numerals below the image (and referred to in the text).

Example: *Countourplot* power spread (Picture 2) ...

4. Eq

The serial number of an equation in the form of a mathematical formula, chemical reaction or something similar is written in Arabic numerals in brackets () and placed at the right margin.

Example:



D. Tables and Figures

1. Table

- a. The table number ends with a period, then followed by a title placed above the table without ending with a period.
- b. The table cannot be cut, unless it is too long so it is impossible to type it on 1 page. The table number and the word "continued" without a title are listed on the table continuation page.
- c. The columns are named and maintained so that the separation between one and the other is quite clear.
- d. If the table is wider than the width of the paper, it must be made *Landscape*, then the top of the table should be placed to the left of the paper.
- e. The table is made symmetrical.
- f. The table is placed separately from the text, in a central position (*center*).
- g. Table captions are placed at the bottom of the table.

2. Image

- a. Charts, graphs, maps or photos are all called images.
- b. The image number ends with a dot, followed by a title placed below the image without ending with a dot.
- c. Pictures cannot be cropped.
- d. Image explanations are written in the blank spaces in the image. Image captions are written below the image without dots.
- e. If the picture is made to extend along the height of the paper, then the top of the picture is placed on the left side of the paper.

- f. The size of the picture is worked on accordingly (not so small that it is not clear or not too fat).
- g. The position of the image is made symmetrical.
- h. Images are placed separately from the text, in a central position (*center*).
- i. The description of the picture is placed in the title line of the picture.

E. Language

1. The language used

The language used is standard Indonesian (at least it has a subject and predicate). With permission from the Postgraduate Program in the Pharmaceutical Sciences Study Program, Faculty of Pharmacy, UGM, a thesis or dissertation proposal, thesis or dissertation can be written in English.

2. Form sentences

The form of the sentence must not feature the first person (singular/plural) or the second person (me, me, us, you and others), but should be made in the form of a passive sentence. At the presentation of thanks in the preface, the word I was replaced by the author.

3. Terms

- a. The terms used are Indonesian terms or those that have been adopted into Indonesian (Indonesiakan).
- b. If the foreign term has no equivalent in Indonesian, the term can be written in italics(*Italic*).

4. Spelling

The spelling used is the latest Enhanced Spelling (EYD) (PERMENDIKNAS No. 46 of 2009, concerning General Guidelines for Enhanced Indonesian Spelling).

5. Errors that often occur

- a. Connecting words, for example so, whereas, next, should not be used to start (beginning) a sentence.
- b. Preposition, for example, **on**, not placed in front of the subject.
- c. Say **Where** and **from**, often used inappropriately. These words are often used like words *where* or *of* in English.
- d. Prefix **the** and **Of** must be distinguished from the prepositions to and in, for example **Of** office and **Of** make.
- e. Punctuation must be used correctly.

See Appendix 7 for the most frequently used punctuation marks in written works.

F. How to Write Reference Names in Manuscripts

Writing or including references in the manuscript and bibliography is important to show appreciation for the source of information or ideas referred to. This is also to prevent plagiarism and to make it easier for readers to trace where the written information can be obtained. Writing literature in the Postgraduate Program in the Pharmaceutical Sciences Study Program, Faculty of Pharmacy, UGM uses a system **HARVARD**. According to this system, what is included in the paper is the family name (~*surname*) writer and the year the referenced article was published. Some examples of such writing are as follows below:

1. Only 1 person is the author

The author referred to in the description is only mentioned by his last name (surname) or the name chosen by the author. For example, Ika Puspita Sari chose Sari as her chosen name even though it is not her family name.

Bachelor's degrees and others are not written. Example:

- a. According to Sari (2010)
- b. The results of previous research show that (Pudjiwati, 2009).

2. The author consists of 2 people

If the author consists of 2 people, then the names of both people should be included.

Example:

- a. Attard and Cuschieri (2009) stated that cherry leaf extract.....
- b. Red betel leaf extract (*P. crocatum*) has an effect...
(Yuswanto and Wahyuono, 2009).

3. The author consists of more than 2 people

If the author consists of more than 2 people then the way to write is to only include the first person followed **et al.**, (if the article is in Indonesian, or **et al.**, (if the article is in English or another foreign language).

Example:

- a. Satibi et al. (2010) conducted research on
- b. Ginsana, a polysaccharide derived from *Panax ginseng* apparently shows immunomodulatory effects (Kim et al., 2009).

4. Writers with the same last name

If the authors have the same surname, the writing must include the initials of the first name.

Example:

- a. J. Smith (2005), A. Smith (2008) dan S. Smith (2009)
States that ...
- b. It has been identified that...(Smith J., 2005; Smith A., 2008).

5. Articles or books published by an institution and without an editor then the institution can be written as the author.

Example:

- a. The Ministry of Health (2008) has announced that
.....
- b. Eradication of TB can only be done if...
(WHO, 2002).

6. When there are 2 or more books written by the same author in the same year then write it by adding the letters a, b, c and so on, for example:

- a. Smith (2010a, 2010b) states that
- b. Toxicity of compound A to the liver and kidneys.....(Sari, 2011a, 2011b).

If cited on a different page then:

- a. Smith (2010a) states that
- b. Besides that, toxicity to..... (Smith, 2010b).

7. When there are 2 or more books written by the same author in different years then write it as follows:

- a. Smith (2010, 2011) states that.....
- b. Toxicity of compound A to the liver and kidneys (Sari, 2010, 2011).

8. When there are 2 or more books referenced and written by different authors then the writing is as follows:

- a. Smith (1999) states..... Subsequent research strengthened this suspicion (Harrison et al., 2000; Goldman, 2005 and Marchaban et al., 2010).
- b. It has become common knowledge.....(Harrison et al., 2000; Goldman, 2005 and Marchaban et al., 2010).

9. When there are other writers who are referred to but obtained from other people's writings (cited) then the writing is as follows;

- a. Discovery by Smith (2001, *cit.* Jones and Marillyn, 2004, p 33) suggests that.....
- b. There is general agreement that.....(Smith, 2001 *cit.* Jones and Marillyn, 2004, p 33).

The writing in point a is only used if the original article cannot be obtained. However, it is strongly recommended that you search for or use the original manuscript,

10. If an article in a journal, magazine or newspaper does not mention the author, then the writing is as follows;

In the latest news published in Kompas (Anonymous, 2009).....

11. If the book referred to is a translated book, the author listed in the paper is the original authorThe translated book is *Physical Pharmacy* Martin's (1983) essay translated by Joshita (1990), then the writing is as follows:
... can be explained using the laws of thermodynamics (Martin, 1983)

12. Personal Communication

Personal communications may be referred to as references in the paper. Personal communication can take the form of letters, interviews or consultations and others. The writing in the paper is as follows;

According to Sudjadi (personal communication, November 10, 2011)
gene transfer into prokaryotic cells

G. How to Do Direct Citation

To avoid plagiarism, when citing a library you need to pay attention to the following things:

When citing a library, you must use paraphrasing, that is, rewriting it in your own words, it is not permissible to quote exactly the same sentences in the referenced literature. However, if what is cited is a work procedure or regulation/law, then it is permissible to quote the same as the original (of course the source referred to must be included).

Quotes or direct quotations is a copying of a library with the same words or sentences as the source can be done

by placing a quotation mark (") at the beginning and end of the quoted sentence and including the page where the sentence is found. As an example:

Rahmawati et al. (2006, p. 12) stated that "The results of the study show that the types of drugs that often interact with other drugs in inpatient geriatric patients are furosemide, captopril, aspirin, and ceftriaxone. In outpatient settings, drugs that often interact are phenytoin, phenobarbital, isoniasid, and rifampicin. Knowledge about the types of drugs that often interact can make it easier to identify drug interactions in patient treatment."

"Olmesartan was associated with a delayed onset of microalbuminuria, even though blood-pressure control in both groups was excellent according to current standards. The higher rate of fatal cardiovascular events with olmesartan among patients with preexisting coronary heart disease is of concern" (Haller *et al.*, 2011, p 289). New lines are written p when only 1 page, and pp when more than 1 page.

H. How to Write Bibliography in the Bibliography

Ika Puspita Sari	written down	Sari, I.P.
My Christianah Adeyeye	written down	Adeyeye, M.C.
David Ganderton	written down	Ganderton, D.

According to the system *HARVARD*, the way of writing literature is arranged alphabetically. The name written is the family name which is an abbreviation of the other name, or to make things easier, the last name written in full is followed by the abbreviation of the other name, for example:

If a book has been reprinted several times, for example:

1st printing in 2000, second printing in 2004, third printing in 2000

2008, then the year of publication in the bibliography is printing 1, namely 2000, or *first published 1999, reprinted*

2000, 2003, 2005, then the year of publication in the bibliography is the one listed *first published, 1999*.

1. There is only 1 author's name a. Book

Family name (*surname*), initials (additional name abbreviations), year of publication, book title (*italics~italics*), edition (if any), publisher, city of publication, country.

Example:

Coleman, M.D. 2010, *Human Drug Metabolism, An Introduction*, 2nd edition, John Wiley & Sons, London. UK.

b. Books with editors

Example:

Huynh-Ba, K. (ed). 2010, *Pharmaceutical Stability Testing to Support Global Markets*, Springer Verlaag, New York.

c. Journal

Family name (*surname*), initials (additional abbreviation), year of publication, article title, journal name (official abbreviation) are written in italics (*Italic*), volume (written in bold), pages.

Example:

Finn, O.J. 2008, Cancer Immunology, *New England Journal of Medicine*, **358**:2704-2715.

d. Popular magazine, Koran

If the author is known, then the writing is the same as in a journal

Example:

Van Hofe, E. 2011, A New Ally Against Cancer, *Scientific American*, October 2011, pp 50-55.

If the author is not known, the method for writing a bibliography is as follows:

Name of magazine/newspaper, title of article, name of magazine/newspaper, time publication, page.

Example

Gatra, 2011, Unraveling the Rare Meat Problem, *Gatra*, 27 April 2011, p. 45.

2. Names of 2 authors

If the author of the article consists of 2 people, then the way of writing is the same as above.

Example:

Dennis, E.A. and Bradshaw, R.A. 2011, *Intercellular Signaling in Development and Disease*, Academic Press, San Diego, USA. p 480.

Bonate, P.T. and Howard, D.R. (eds), 2011, *Pharmacokinetics in Drug Development*, vol.3, *Advances and Applications*, Springer Verlaag, New York.

Sorio, C. and Melotti, P. 2008, The Role of Macrophages and Their Scavenger Receptors in Cystic Fibrosis, *Journal of Leukocyte Biology*, **86**:465-468.

3. Names of 3 to 6 authors

If the authors of the article consist of 3 – 6 people then all authors are listed. The writing format is the same as the format for the author's name, only 1 person.

Example:

Wainberg, M.A., Zaharatos, G.J. and Brenner, B.G. 2011, Development of Antiretroviral Drug Resistance, *New England Journal of Medicine*, **365**:637-646.

Golan, D.E., Tashjian, Jr., A.H., Armstrong, E.E. and Armstrong, A.W. 2012, *Principles of Pharmacology, the Pathophysiologic Basis of Drug Therapy*, 3rd edn, Lippincott Williams and Wilkins, Philadelphia.

4. The author's name is more than 6 people

If the author of the article consists of more than 6 people, then the writing reaches the 6th name and then a sign is given behind it **al.oret al.**, The writing format is the same as the format for the author's name, only 1 person.

Example:

Ramsey, B.W., Davies, J., McElvaney, N., Tullis, E., Bell, S.C., Drevinek, P., *et al.* 2011, A CFTR Potentiator in Patients with Cystic Fibrosis and the G551D Mutation, *New England Journal of Medicine*, **365**:1663-1672.

5. The author is in someone else's writing (cited or not a primary source), then the writing is as follows;

Ma, Q., Zhou, B. and Pu, W.T. 2008, Reassessment of Isl1 and Nkx2-5 Cardiac Fate Maps Using a Gata4-based Reporter of Cre Activity, *Developmental Biology*, **323**:98-104 cit. Epstein, J.A., 2010, Cardiac Development and Implications for Heart Disease, *New England Journal of Medicine*, **363**:1638-47.

6. When the object is something *chapter* in a book,

then the way to write it follows the formula:

Writer *chapter* (surname and initials), year of publication, title of *chapter* (in single quotation mark '...') in (in) the editor of the book, book title, edition, publisher, place of publication, page.

Example:

Cutler, S.J. and Block, J.H. 2011, 'Metabolic Changes of Drugs and Related Organic Compounds', in Beale, J.M. and Block, J.H., *Wilson and Gisvold's Textbook of Organic Medicinal and Pharmaceutical Chemistry*, 12th ed., Lippincott Williams and Wilkins, Philadelphia, pp 45-100.

7. The article referred to comes from an article presented at a seminar, symposium and others

a. Published

Publications are in the form of proceedings, so the writing follows the formula:

Author of article, year published, title of article (in single quotation marks '...'), Name of the organizing organization or institution, Name of seminar or symposium or Title of proceedings (including time and place of implementation)-in italics (*Italic*), name of editor, publisher, place of publication, page.

Example:

Bourassa, S. 1999, 'Effects of Child Care on Young Children', *Proceedings of the Third Annual Meeting of the International Society for Child Psychology*, International Society for Child Psychology, Atlanta, Georgia, pp 44-46.

b. Not published

Bowden, F.J. and Fairley, C.K. 1996, 'Endemic STDs in the Northern Territory:

Estimations of Effective Rates of Partner Change', paper presented to the scientific meeting of the Royal Australian College of Physicians, Darwin, 24-25 June.

Yuswanto, A. 2010, 'How to treat prion disease from a CSSD perspective', presented at the I CSSD Scientific Congress in Yogyakarta, 10 - 14 October.

8. The articles referred to come from publications via the internet.

The writing formula is like in a journal:

Example:

Daniel, T.T. 2009, 'Learning from Simpler Times', *Risk Management*, **56 (1)**:40-44, viewed 30 January 2009, <<http://proquest.umi.com/>>.

Donahue-Wallace, K. and Chanda, J. 2005, 'A Case Study in Integrating the Best Practices of Face-to-face Art History and Online Teaching', *Interactive Multimedia Electronic Journal of Computer-Enhanced Learning*, **7(1)** viewed 30 January 2009, <<http://imej.wfu.edu/articles/2005/1/01/index.asp>>.

Rahmawati, F., Handayani, R. and Gosal, V. 2011, 'Retrospective Study of Drug Interactions at Dr. Sardjito Yogyakarta', *Indonesian Pharmacy Magazine*, **17(4)**:20-25 accessed on December 3, 2011, <<http://mfi.farmasi.ugm.ac.id/files/news/3>>.

9. Thesis or dissertation

If the reference comes from a thesis or dissertation then follow the formula as follows:

Thesis/dissertation author, 'thesis/dissertation title' thesis/dissertation, degree, degree-granting institution, place of institution.

Example:

Hadi, S. 2011, 'Effect of Carbohydrate Fractions of Tomato Fruit (*Solanum tomato*) in Inducing Macrophages to Synthesize Cell-Killing Chemical Compounds', *Whole Basically In vitro*, Thesis, MSc, Faculty of Pharmacy, Gadjah Mada University, Yogyakarta.

Irawati, W. 2005, 'Physiological and Molecular Study of the Characteristics of Bacterial Resistance to Copper', *Dissertation*, Dr., Gadjah Mada University, Yogyakarta.

Satibi. 2011, 'The Influence of Learning and Growth Factors on Internal Business Processes: A Study on Hospital Pharmacy Installations in DIY and Central Java', *Dissertation*, Dr., Gadjah Mada University, Yogyakarta.

10. If what is being referred to is an article published by a government or other institution and there is no editor, then written with the formula:

Name of publishing institution, year of publication, title of article, article number (if any), place of publication, name of publisher.

Example:

Ministry of Health. 2008, *Regulation of the Minister of Health of the Republic of Indonesia, Number 10101 Menkes/Per/XI/2008, concerning Drug Registration*, Jakarta, Ministry of Health of the Republic of Indonesia.

World Health Organization. 2002, *WHO Expert Committee on Specifications for Pharmaceutical Preparations*, 36th Report, Singapore, WHO.

- 11. When the reference is a translated book** then the writing in the bibliography is: Author's name, initials, year, book title, edition (if any), translated from (what) language by the name of the translator and place of publication.

Example:

Kotler, P. 2003, *The keys to marketing*. Translated from English by Marie-France Pavillet. Paris: Global Village.

Kristeva, J. 1995, *New Maladies of the Soul*, translated from German by R Guberman, Columbia University Press, New York.

Martin, A., Swarbrick, J., Cammara, A. and Chun, A.H.C. 1983, *Physical Pharmacy*, translated from English by Yoshita, UI Press, Jakarta.

- 12. When there are 2 or more books written by the same author in the same year** then write it by adding letters.

Example:

Sampurno. 2007^a, *The Role of Intangible Assets in Company Performance: Study of the Indonesian Pharmaceutical Industry*, Student Library, Yogyakarta.

Sampurno. 2007^b, *Knowledge-Based Economy: Source of Excellence National Competitiveness*, Student Library, Yogyakarta.

LIST OF REFERENCES

Anglia Ruskin University. 2011, *Guide to the Harvard Style of Referencing*, 3rd ed., Accessed January 17, 2012. <http://libweb.anglia.ac.uk/referencing/harvard.htm>

Dawson, M.M., Dawson, B.A. and Overfield, J.A. 2010, *Communication Skills for Bioscience*, John Wiley & Sons Ltd, West Sussex, UK.

UGM Faculty of Pharmacy. 2010, *Academic Guide, Organizing Postgraduate Program*, Yogyakarta.

Halpin, A. and Callaghan, L. 2011, *Guide to Harvard style of citing & referencing*, Dublin City

University. Accessed on January 17, 2012,[http://www.library.dcu.ie/
classes_and_tutorials/citing.shtml](http://www.library.dcu.ie/classes_and_tutorials/citing.shtml)

Gadjah Mada University Postgraduate Program. 2003,*Instruction
Writing Research Proposals and Theses*, Yogyakarta.

Gadjah Mada University Postgraduate Program. 2003,*Instruction
Dissertation Writing*, Yogyakarta.

University of Limerick, *Cite it Right: Guide to Harvard Referencing Style*, accessed on January 17, 2012,www.ul.ie/~library/pdf/citeitright.pdf

CHAPTER IV APPENDIX

ATTACHMENT 1. Title Page/Outer Cover Lamp. 1a

**ANALISIS BIAYA DAN VARIABEL YANG BERPENGARUH
TERHADAP BIAYA PENGOBATAN PASIEN GAGAL JANTUNG RAWAT INAP
DI RSUD SLEMAN YOGYAKARTA PERIODE TAHUN 2009**

Usulan Penelitian Untuk Tesis S-2

Magister Manajemen Farmasi



Diajukan Oleh:

HERLIN SULITA

08/279476/PFA/00784

**Kepada
PROGRAM PASCASARJANA
PROGRAM STUDI ILMU FARMASI
FAKULTAS FARMASI
UNIVERSITAS GADJAH MADA
YOGYAKARTA
Mei 2010**

**ANALISIS BIAYA DAN VARIABEL YANG BERPENGARUH
TERHADAP BIAYA PENGOBATAN PASIEN GAGAL JANTUNG RAWAT INAP
DI RSUD SLEMAN YOGYAKARTA PERIODE TAHUN 2009**

TESIS
Untuk memenuhi sebagian persyaratan
mencapai derajat *Master of Science* (M.Sc.)

Magister Manajemen Farmasi



Diajukan Oleh:

HERLIN SULITA
08/279476/PFA/00784

Kepada
PROGRAM PASCASARJANA
PROGRAM STUDI ILMU FARMASI
FAKULTAS FARMASI
UNIVERSITAS GADJAH MADA
YOGYAKARTA
2011

**PENGARUH FAKTOR PEMBELAJARAN DAN PERTUMBUHAN
TERHADAP PROSES BISNIS INTERNAL: STUDI PADA INSTALASI
FARMASI RUMAH SAKIT DI DAERAH ISTIMEWA YOGYAKARTA
DAN JAWA TENGAH**

DISERTASI

Untuk memenuhi sebagian persyaratan
mencapai derajat Doktor (Dr.)



Diajukan Oleh:

SATIBI

07/259572/SMU/307

Kepada
PROGRAM PASCASARJANA
PROGRAM STUDI ILMU FARMASI
FAKULTAS FARMASI
UNIVERSITAS GADJAH MADA
YOGYAKARTA
2011

ANNEX 2: Approval PageLamp. 2a

Persetujuan Tesis Berjudul

.....
.....JUDUL TESIS.....
.....
.....

Oleh :

.....**nama mahasiswa**.....

.....NIM.....

untuk dipertahankan dihadapan panitia penguji tesis

Program Pascasarjana Program Studi Ilmu Farmasi

Fakultas Farmasi

Universitas Gadjah Mada

Yogyakarta

Pembimbing Utama

Pembimbing Pendamping

.....

.....

Tanggal :

Tanggal :

Persetujuan Disertasi Berjudul

.....
.....JUDUL DISERTASI.....
.....
.....

Oleh :

.....nama mahasiswa.....

.....NIM.....

untuk dipertahankan dihadapan panitia penguji komprehensif disertasi

Program Pascasarjana Program Studi Ilmu Farmasi

Fakultas Farmasi

Universitas Gadjah Mada

Yogyakarta

Promotor

Ko-promotor 1

.....

.....

Tanggal :

Tanggal :

Ko-promotor 2

.....

Tanggal :

DISERTASI

.....JUDUL DISERTASI.....
.....
.....
.....

dipersiapkan dan disusun oleh

...NAMA MAHASISWA...

...NIM....

telah dipertahankan di depan Tim Penguji pada tanggal(diketik tanggal ujian tertutup/terbuka).....

Promotor

.....
Ko Promotor I

.....
Ko Promotor II

Mengetahui:

Fakultas Farmasi
Universitas Gadjah Mada
Dekan,

Prof. Dr. Marchaban, DESS., Apt.

Tim Penguji:

Ketua:nama penguji 1.....

Anggota:

- | | |
|---------------------------------|---------|
| 1. nama pembimbing 1. | 1. |
| 2. nama pembimbing 2..... | 2. |
| 3. nama pembimbing 3..... | 3. |
| 4. nama penguji 2 | 4. |
| 5. nama penguji 3 | 5. |
| 6. nama penguji 4 | 6. |
| 7. nama penguji 5 | 7. |
| 8. nama penguji 6 | 8. |

APPENDIX 4. Statement Page

STATEMENT

I hereby declare that in this thesis/dissertation there is no work that has ever been submitted to obtain a graduate degree at a higher education institution, and to the best of my knowledge there is also no work or opinion that has ever been written or published by someone else, except for those that are referred to in writing in the text. this and is mentioned in the bibliography.

Yogyakarta, 8 June 2011

Student name

APPENDIX 5. Examples of writing titles, subtitles, sub-subtitles, sub-subtitles

CHAPTER II LITERATURE

REVIEW

A. Reproductive Neuroendocrine

Reproduction is a process that involves various functions at various levels. The reproductive system is highly dependent on *gonadotropin releasing hormone* (GnRH) which is produced and secreted by the brain. GnRH triggers the pituitary gland to produce and secrete gonadotropin hormones viz *luteinizing hormone* (LH) and *follicle stimulating hormone* (FSH).

B. GnRH and Regulation of GnRH Secretion

1. Self GnRH

a. Hypothalamus-pituitary-gonad (HPG) axis

GnRH is secreted in nerve endings in the outer zone of the median eminence (ME) and distributed to blood vessels

the portal pituitary, then acts on the gonadotrope cells in the pituitary gland (Fink, 1976).

i. Distribution of GnRH cells

In some animals, GnRH is found in *medial preoptic area* (MPOA) at the level of *vascular organ from terminal plate* (OVLTP), as well as a few cells found in the cell nucleus in *arcuate* and the ventromedial part of the hypothalamus (VMN) (Lehman et al., 1986).

(a) GnRH cell mutation

Mutations that occur in the GnRH gene will cause hypogonadism which was first demonstrated in research using mice made hypogonadal (Cattanach et al., 1977). Deletion of exons III and IV of the GnRH gene will result in failure of mouse gonad development (Mason et al., 1986).

(b) GnRH cell lesion

Lesions in the cell nuclei *inarcuate* monkeys caused a decrease in both LH and FSH levels (Nakai et al., 1978).

b. Cellular GnRH and seasonal changes

Some animals in their reproductive activities are very dependent on long or short exposure to sunlight (*day length*) ... (Lincoln and Short, 1980).

2. Regulation of GnRH secretion

a. Nervous system

GnRH neurons are controlled by various nervous systems that both contain and do not contain estrogen receptor α ($ER\alpha$). GnRH cells in the cell nucleus *inarcuate*, in the VMN, in the BnST, in the POA as well as in the brainstem express $ER\alpha$, while GnRH cells in the lateral part of the hypothalamus do not contain $ER\alpha$ at all, but is believed to influence GnRH secretion through multi-synaptic pathways (Clarke and Tilbrook, 2009).

b. Steroid hormone feedback i. negative feedback

(a) Short-term feedback

(b) Long term feedback ii. positive feedback

APPENDIX 6. Examples of tables, figures and descriptions

Table 1. Lipid Profile in Serum of Rats Fed Normal and High Diet Fat On Day 45

Fat in serum (mg/dL)	D N	DT L	DTL+ G (36.5mg/kgB W)
Total cholesterol	80,5±2,6 _a	145,6±3,1	67,9±1,7 _a
Kolesterol LDL	108,4±3,4 _a	210,1±11,3	88,0±7,5 _a
Triglycerides	38,9±4,1 _a	67,5±3,4	22,3±1,8 _a

Information :

DN =diet normal

DTL = high fat diet

G = water extract *Kneeling down*(Lour.)Merr.

_a =significantly different from the DTL group (p <0.05)



Picture 1. Plants *Melastoma malabathricum* L.

APPENDIX 7. Examples of Punctuation Errors

Examples of punctuation

1. Semicolon

Semicolon (;) is used to separate sentences equivalent in a compound sentence as a substitute for a connecting word.

For example:

There are many uses for coconut, namely coconut meat can be made into cooking oil; Coconut fiber can be used to make rope, brush mats and rough rugs; the shell can be used as firewood or charcoal; The tree can be used as building material.

Actually, the details above can use commas, but it becomes difficult to see clearly the difference between the details of an equivalent compound sentence and the details of the elements in a smaller sentence. Another thing to note is that if a semicolon is used, before the final detail, there is no need to use the word **and**.

Apart from equivalent compound sentences, semicolons can also be used in downward details whose elements are long groups of words, or in the form of sentences. In this case, it is also necessary that no words be added to the final details **and**...

Compare the two uses below.

Incorrect form:

The emergence of new and old diseases is challenges in the field of health to make vaccines. Vaccine products are called ideal when the vaccine has the following criteria:

1. Efficient for all ages;
2. Can provide lifelong protection after 1 vaccination;
3. Easy to administer (better if given orally);
4. Does not produce unexpected effects (*adverse reaction*);
5. Stable under certain conditions;**and**
6. Available in unlimited quantities and cheap. Final punctuation in details **like above** can use a semicolon, but before the last detail **can't** use the word and.

Correct form:

The emergence of new and old diseases is challenges in the field of health to make vaccines. Vaccine products are called ideal when the vaccine has the following criteria:

1. Efficient for all ages;
2. Can provide lifelong protection after 1 vaccination;
3. Easy to administer (better if given orally);
4. Does not provide unexpected effects (*adverse reaction*);
5. Stable under certain conditions;
6. Available in unlimited quantities and cheap.

2. Colon (:)

Colons are often used out of place, especially in sentences containing details. This would not have happened if the authors had paid attention to the following rules.

- 1) The colon (:) is used in complete sentences followed by details in the form of words or phrases.

For example:

Water has the following properties:

- a. flowing from on high;
- b. always flat;
- c. according to the shape of the container.

The statement before the details is a complete sentence. If the sentence is complete, it will be followed by a detail in the form of words or phrases, then before the details need to be given a punctuation mark (:). In this case the colon has meaning *that is*. The details are written in lower case and end with a comma or semicolon. If you use commas, the details before the last word must be added **and** (like the example above).

2) A colon (:) is used before details which are complements or sentences. If the introductory sentence is incomplete, there is no need to include a colon.

For example:

The properties of water are

- Water has the following properties: a. flowing from a high place; b. always flat;
c. according to the shape of the container.

If there is a colon before the details, then the writing is not correct. For example, here is this.

The properties of water are:

- a. flowing from on high;
- b. always flat;
- c. according to the shape of the container.

3) The colon must be replaced with a period (.), in a complete sentence followed by details in the form of a complete sentence, and the end mark of the detail must be a period.

For example:

The properties of water are as follows:

- a. Water flows from high places.
- b. The water surface is always flat.
- c. The shape matches the shape of the container.

3. Return to the oven

1) Commas are used between elements in a detail or counting. For example:

I bought paper, pen and ruler.

Ordinary, express or special letters require postage.

2) A comma is used to separate one equivalent sentence from the next equivalent sentence which is preceded by the word like **but** or **but**

For example:

I want to come, but it's a rainy day.

Didi is not my child, but Mr. Kasim's child.

3) A comma is used to separate a sub-sentence from the main sentence if the sub-sentence precedes the main sentence

For example:

If it rains, I won't come. Because of busy, he forgot his promise

4) Commas are not used to separate a subordinate clause from the main sentence if the subordinate

clause accompanies the main sentence.

For example:

I won't come if it's a rainy day. He forgot his promise because he was busy

- 5) A comma is used after connecting words or expressions between sentences at the beginning of a sentence. These include therefore, so, moreover, even so and however.
- 6) Commas are also used to separate direct quotations from other parts of the sentence.

For example:

Sari (2010) stated, "Compound X, which is obtained from plant A, it turns out to be toxic to the kidneys"

APPENDIX 8. Example of bibliography

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APPENDIX 9. Thesis Summary Title Page

RINGKASAN TESIS

EVALUASI PENGADAAN DAN KETERSEDIAAN OBAT
DI RSUD HADJI BOEJASIN PELAIHARI
TAHUN 2006-2008



Oleh:

Anna Apriyanti
08/277005/PFA/731

PROGRAM PASCASARJANA
PROGRAM STUDI ILMU FARMASI
FAKULTAS FARMASI
UNIVERSITAS GADJAH MADA
2011

(nomor hal.)

APPENDIX 10. Thesis Summary Approval Page

Persetujuan Ringkasan Tesis

.....JUDUL TESIS.....
.....
.....

Oleh :
.....nama mahasiswa (tanpa gelar).....
.....NIM.....

Telah disetujui oleh:

Pembimbing Utama

Pembimbing Pendamping

.....
Tanggal :

.....
Tanggal :

APPENDIX 11. Title Page *Summary*

SUMMARY

EVALUATION OF DRUG PROCUREMENT
AND AVAILABILITY AT HADJI BOEJASIN
GENERAL HOSPITAL OF PELAIHARI
2006-2008



Anna Apriyanti
08/277005/PFA/731

GRADUATE PROGRAM
FACULTY OF PHARMACY
UNIVERSITAS GADJAH MADA
2011

(nomor hal.)

APPENDIX 12. Page Approval of Thesis Summary

Approval of Thesis Summary

.....JUDUL TESIS DALAM BAHASA INGGRIS.....
.....
.....

.....nama mahasiswa (tanpa gelar).....
.....NIM.....

Approved by:

Primary Supervisor

Secondary Supervisor

.....
Date :

.....
Date :