








No	Activity	PIC				Standard Quality			Description
		Student	Academic Administration Team	Supervisor and Examiner	Head of Study Program/ Academic Coordinator	Requirements	Time	Output	
1	Students carry out the SHP Commission Exam					Research result	1 day	Research paper	Students carry out a commission session before the SHP (meeting between students, promoters and co-promoters) to discuss the results of research that will be in seminars
2	Submission of the SHP exam for the supervisor and examiner team						1 day		Submission of the SHP exam to the supervisor and to the examiner in 2 people
3	Students submit files to administration					SHP requirements file	1 day	SHP Script	before the student submits the SHP exam. Students show proposal revision sheets, proof of payment of tuition fees, collect Loog Books, show proof of submitting reputable international journals, and have collected 3 MKPD that have been taken
4	Admin makes the approval form for the Research Result Seminar Exam						1 day		the form can be requested at the administration or website pdik.fk.ub.ac.id
5	Head of Study Program/ Academic Coordinator approves student exams					SHP requirements file	1 day	PPP/Education Coordinator approval	KPS/education coordinator checks the completeness file and approves the SHP exam
6	Admin makes invitations					SHP Forward approval sheet	1 day		The SHP forward approval sheet has been signed by the supervisor team and 2 internal examiners, invitations from the admin are immediately distributed to supervisors and examiners at least 4 working days before the exam takes place
7	Exam implementation					Attendance list, minutes and assessment files	2 hours	SHP exam scores	