








No	Activity	PIC			Standard Quality			Description
		Student	Academic Administration Team	Head of Study Program/ Academic Coordinator	Requirements	Time	Output	
1	Student asks the administration staff for a dissertation Final Exam approval sheet				Dissertation Eligibility Revision Sheet and 1 Month Revised Dissertation	1 month	Final Dissertation	Student shows the dissertation eligibility revision sheet, dissertation manuscript, proof of paid tuition fees, free laboratory evidence, collect Log Book
2	Administration staff makes the approval form for the Final Dissertation Examination				Dissertation Final Exam approval form	1 hour		
3	Students request the scheduling of the Dissertation Final Examination to the Advisory Commission (Promoter/Co-Promoter) and the Examiner				Dissertation Final Exam approval form		End of dissertation certificate and manuscript	The revision results from the supervisor are complete and re-examined by the supervisor and signed
4	Study Program determines the Dissemination exam / Final Dissertation Exam				International journals are accepted and show proof of payment / published	1 day	Exam meeting results	Study Program checks reputable international journals. The results of the publication assessment will determine the student for the Dissemination exam / Final Dissertation exam
5	PPP Approval				Dissertation/Dissemination Final Examination approval form			Head of Study Program approves the schedule agreed upon by the Advisory Committee and the Examiner Team
6	Administration staff makes invitations for the Dissertation / Dissemination Final Examination and prepares the Exam / Dissemination files				Dissertation Final Exam Invitation			
7	Exam Implementation				Exam File / Dissemination File			Implementation of the Final Examination of the Dissertation by Students in the presence of the Advisory Commission, Examiner Team, and Audience. (Dissemination: invite the test team)