

No	Activity	PIC			Standard Quality			Description
		Head of Study Program/Academic Coordinator	Dissertation Monitoring and Evaluation Team		Requirements	Time	Output	
1	Head of Study Program appoints the Dissertation Monitoring and Evaluation Team				Dissertation Monev Team	2 days		
2	Admin prepares files and creates ST (Letter of Assignment)				Student file	1 day		If the M&E appointed by the Head of Study Program is willing, ST (Letter of Assignment) will be made and the exam file prepared, if the M&E appointed is not willing, it will be returned to the Head of Study Program/Academic Coordinator
3	The Dissertation Monitoring and Evaluation Team verifies the completeness of the Student Examination documents				Student Exam Documents	1 day		Completeness checked, among others, at the time of: Qualification Exam, Proposal Examination, and Dissertation Eligibility Examination
4	Reporting the resume of the exam				Exam Resume Report	1 day		