







No	Activity	PIC			Standard Quality			Description
		Student	Academic Administration Team	Head of Study Program/Academic Coordinator	Requirements	Time	Output	
1	Students request a schedule for the Pre-Proposal Seminar (1st, 2nd, 3rd, or 4th) to the supervisor				Proposal	2 weeks	Guidance logbook	Student discussion with supervisor related to Dissertation research
2	Admin makes a forward approval sheet or can be downloaded on the website pdik.fk.ub.ac.id				Proposal	15 minutes	Exam advance approval sheet	
3	Scheduling the 1st, 2nd, 3rd, or 4th Pre-Proposal Seminar Examinations				Pre-Proposal Seminar approval form	2 days		Students ask for a schedule from the Academic Supervisor and supervisor (1,2,3) for the Pre-Proposal exam
4	Head of Study Program approves the schedule agreed by the Student Advisor and the				Pre-Proposal Seminar approval form	1 day		
5	Administration prepares invitations and exam files				Consent sheet signed by Head of Study Program	1 day	Invitation and assessment files	Admin makes Pre-Proposal Seminar invitations and prepares Pre-Proposal Seminar exam assessment files
6	Finished				Pre-Proposal Seminar Papers; Minutes, Attendance List, and Pre-Proposal Seminar Assessment Sheet		Test scores	Implementation of Pre-Proposal Seminar Exams by Students attended by Student Advisor, Advisory Commissions, and Audiences. The supervisor submits the test results to the academic administration