







No	Activity	PIC			Standard Quality			Description
		Student	Academic Administration Team	Head of Study Program & Coordinator	Requirements	Time	Output	
1	Student asks for approval of Qualification Exam				1st, 2nd, 3rd, and 4th Pre-Proposal Seminar revision sheets and papers	1 day	The paper	The paper has been signed by the Academic Supervisor for scheduling the qualifying exam
2	Accepting student papers				scheduling from academic supervisor	1 day		The academic administration provides a qualifying exam paper to the KPS or Education Coordinator that has been in ACC by the academic supervisor along with the date of the exam that has been agreed upon by the PA lecturer and students
3	Determining the lecturer of the Qualification Examiner				Qualifying Exam Paper	1 day	Examiner	KPS / Education Coordinator determines 5 examiners and gives papers to the administration staff
4	Administration staff contacted the examiner for the willingness to test					3 days	Willing / Not to test	The academic administration staff contacted 5 examiners and if the examiner was willing, an invitation would be made, if the examining lecturer was unable to test, the examiner's submission was returned to the KPS
5	Administration staff makes Qualification Exam invitations and prepares Qualification Exam files				Qualifying Exam Invitation	1 day		
6					Qualifying Exam Papers; Minutes, Attendance List, and Qualification Exam Assessment Sheet	2 hours	Test scores	The implementation of the Qualification Exam is attended by Academic supervisors, 5 examiners and 1 secretary/exam minutes. After the exam ends, the assessment file is given to the academic administration staff for recap