





No	Activity	PIC			Examiner	Standard Quality			Descriptions
		Student	Academic Administration Team	Head of Study Program/ Academic Coordinator		Requirement	Time	Output	
1	Student submits the name of the examiner								2 examiners are determined from within UB and 1 from outside UB or from abroad and has been chosen by the promoter and co-promoter
2	Academic Administration makes a letter of willingness of the examiner team					Name of the appointed lecturer		Willingness Letter	
3	Student meets Lecturer					Lecturer Willingness Letter			The appointed lecturer is willing to be a student examiner who is processed to the KPS and if not then the student is returned to determine again and discuss with the supervisor team
4	Head of Study Program gives approval					Lecturer Willingness Letter			Head of Study Program gives approval based on signed examiner's willingness
5	Finished	