







No	Activity	PIC			Standard Quality			Description
		Student	Academic Administration Team	Head of Study Program/ Academic Coordinator	Requirements	Time	Output	
1	Students ask for a Proposal Exam Approval Sheet to administration staff				Proposal	1 hour		
2	Administration staff makes a proposal exam approval form					1 hour	Proposal Exam approval form	The Proposal Exam Advance Approval Form can be taken at the academic admin or the website pdik.fk.ub.ac.id
3	Scheduling the Proposal Examination to the Advisory Commission (Promoter/Co-Promoter) and the Examiner Team				Proposal Exam approval form and papers	1-3 days	Test Readiness	Students request the scheduling of the Proposal Feasibility Examination to the Advisory Commission (Promoter/Co-Promoter) and the Examiner Team
4	Head of study program approves the schedule agreed upon by the Advisory Committee and the Examiner Team				Proposal Eligibility Exam approval form	1 day		The student has brought a proposal that has been completed with a signature of approval from the supervisor and shows the guidance logbook
5	Administration staff makes Proposal Feasibility Exam invitations and prepares Proposal Feasibility Exam files				Proposal Eligibility Exam approval form	1 day	Exam Invitation	Students show logbooks, advance approval sheets and endorsement sheets from supervisors. Academic admins also look for minutes/secretaries of proposal exams and make proposal exam files
6	Finished				Dissertation Proposal; Minutes, Attendance List, and Proposal Feasibility Examination Assessment Sheet	2 hours	Test scores	Implementation of the Proposal Feasibility Examination by Students in the presence of the Advisory Commission and the Examiner Team. After the exam is over, the promoter gives an assessment sheet to the academic administration staff