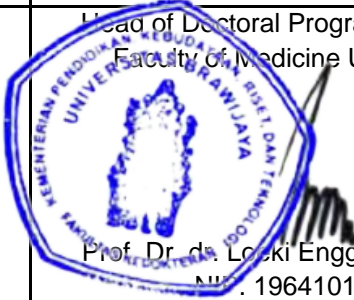




**MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER
EDUCATION
FACULTY OF MEDICINE
UNIVERSITAS BRAWIJAYA**

SOP NUMBER	UN10.F08.11.31.35
DATE WRITTEN	01-Nov-16
DATE REVISED	11/19/2018; 6-11-2022
EFFECTIVE PER	01-Jan-22
APPROVED BY	 Head of Doctoral Program in Medical Sciences Faculty of Medicine Universitas Brawijaya Prof. Dr. dr. Lusi Enggar Fitri, M.Kes, SpPark NIP. 196410131991032001
SOP TITLE	Dissertation Supporting Courses

REFERENCES

- 1 Minister of Research, Technology and Higher Education Regulation No. 44 of 2015 concerning National Standards for Higher Education
- 2 Regulation of Rector of Universitas Brawijaya Number 24 of 2016 concerning Official Manuscripts
- 3 Regulation of Rector of Universitas Brawijaya Number 33 of 2016 concerning the Code of Faculty Work Units, Postgraduates, Institutions and Technical Implementation Units
- 4 University Regulation Number 1 of 2017 concerning UB Quality Standards
- 5 Regulation of the Faculty of Medicine, Universitas Brawijaya Number 1 of 2017 concerning Organization and Work Procedures

QUALIFICATIONS

- 1 Academic Coordinator
- 2 Academic Administration Team
- 3 Head of Study Program
- 4 Course Coordinator

RELATED SOP

- 1 SOP for Guidance Procedure
- 2 SOP for Dissertation Writing
- 3 SOP for Research Result Seminar
- 4 SOP for Plagiarism Detection
- 5 SOP for Dissertation Eligibility Exam
- 6 SOP for Dissertation Final Exam
- 7 SOP for Dissertation Monitoring and Evaluation

SUPPLIES

- 1 Legislation in the field of higher education
- 2 Computer/printer/scanner
- 3 Internet connection

WARNING	RECORDING AND DATA COLLECTION
	Saved as electronic and manual data

No	Activity	PIC				Standard Quality			Description
		Student	Academic Administration Team	Head of Study Program & Coordinator	Course Coordinator	Requirements	Time	Output	
1	Students propose 3 MKPD					List of elective courses and lecturers in the website	1 hour		Students submit 3 MKDP courses to the admin who has been chosen by the supervisor/ promotor
2	Admin provide form needed					Aproval Form form Promotor	1 hour	Aproval from Promotor	
3	Contact MKPD course coordinator						1 day		Course Coordinator of MKPD will assess the need of the students with his team. The rejection can be conducted if the team assess that the course is not suitable with the need of students. If so, the students need to discuss with the promotor team again and propose the others MKPD
4	Arranging the sillabus						1 day	Sillabus	
5	Head of Study Program/ Academic coordinator approves student submissions						1 day	Approval of chosen MKPDs	Head of Study Program approves the proposed MKPD Corses and gives admin tasks to input the involved lecturers and prepare the attendance form
6	Distribute the sillabus						1 day	The Sillabus is distributed	
7	Preparing MKPD lectures					Lecture attendance	1 hour	Scheduled is setted in GAPURA	Admin prepares students - lecture attendance
8	Implementation of MKPD						8 day	MKPD is delivered	"Students attend the lectire for the implementation of MKPD