




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

<b>SOP NUMBER</b>	UN10.F08.11.31.34
<b>DATE WRITTEN</b>	01-Nov-16
<b>DATE REVISED</b>	11/19/2018; 06-11-2021
<b>EFFECTIVE PER</b>	01-Jan-22
<b>APPROVED BY</b>	 Head of Doctoral Program in Medical Sciences Faculty of Medicine Universitas Brawijaya  Prof. Dr. d. Loeki Enggar Fitri, M.Kes, SpParK NIP. 196410131991032001
<b>SOP TITLE</b>	Monitoring and Evaluation of Study Progress of DPMS FMUB Students
<b>REFERENCES</b>	<b>QUALIFICATIONS</b>
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	1 Monitoring and Evaluation Team  2 Student  3 Head of Study Program  4 Education Coordinator  5 Course Coordinator
<b>RELATED SOP</b>	<b>SUPPLIES</b>
1 SOP for Counseling Guidance 2 3	1 Legislation in the field of higher education 2 Computer/printer/scanner 3 Internet connection
<b>WARNING</b>	<b>RECORDING AND DATA COLLECTION</b>
	Saved as electronic and manual data

No	Activity	PIC					Standard Quality			Description	
		Money Team	Student	Head of Study Program	Education Coordinator	Administration of Academic & Student Staff	Supervisors/ Promoters Team	Requirements	Time		Output
1	The money team identify students with long study period							Semester student study report	1 day		Monitor the progress of student studies by calling students and identifying the obstacles they face
2	The money team coordinate with Head of Study Program and Education Coordinator								1 day		
3	Prepare the invitation and distribute it								1 day		
4	DPMS invites students and the supervisors/ promoters team							Letter of invitation	1 day		
5	Monitoring & Evaluation Meeting							Letter of Wilingness	1 day	A statement of willingness to complete the stages of study in accordance with the specified time	The statement contains the target of student activities to complete the study for 1 semester
6	Discussion about the results							Note of money	1 day		
7	Decide the follow up							Note of money	1 day		Follow up can be changing supervisor/ promoters, facilitating in laboratory
8	Finished								1 day		