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**STANDARD OPERATIONAL PROCEDURES**

**MONEV DISSERTATION   
FEASIBILITY EXAM**

**POSTGRADUATE PROGRAM  
FACULTY OF SOCIAL SCIENCE**

**UNIVERSITAS NEGERI MALANG**

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**STANDARD OPERATIONAL PROCEDURES (SOP)**

1. **Purpose**

Establish a standard for monitoring and evaluation of dissertation feasibility tests for study programs within the Postgraduate Program Faculty of Social Science Universitas Negeri Malang

1. **Scope**

The scope of monitoring and evaluation activities for the dissertation examination includes evaluating the feasibility study for the dissertation used in the Postgraduate Program, Faculty of Social Science Universitas Negeri Malang

1. **Distribution**

(1) Vice Dean I Faculty of Social Science Universitas Negeri Malang

(2) Vice Dean II Faculty of Social Science Universitas Negeri Malang

(3) Head of Study Program at Faculty of Social Science Universitas Negeri Malang

(4) Head of Sub Division of Faculty of Social Science Universitas Negeri Malang

(5) Academic Affairs at Faculty of Social Science Universitas Negeri Malang

(6) Lecturers of Study Programs at Faculty of Social Science Universitas Negeri Malang

1. **Definition**

Monitoring and evaluation of dissertation feasibility is an activity carried out by postgraduate managers in carrying out the feasibility test for the contents of the dissertation written by students to be tested in the dissertation exam in front of the examiner board.

**5. SOP Description**

Before being submitted to the examination, the dissertation manuscript needs to be assessed by the Dissertation Eligibility Assessor. Students who can take the dissertation eligibility test have passed all theoretical courses, have passed qualification exams, and other activities required for the doctoral program.

***Procedure for Submission and Assessment of Dissertation Eligibility:***

1. Academic affairs staff prepare a dissertation assessment application form.
2. The dissertation supervisor gives written approval to students in carrying out the dissertation feasibility test.
3. Coordinator of the study program to arrange the committee for assessing the feasibility of the dissertation and to negotiate the timing of the examination. The Dissertation Feasibility Assessment Committee consists of three supervisors and one non-supervisor study program lecturer.
4. The Study Program Coordinator contacts each assigned lecturer to ask for their willingness as a Dissertation Eligibility Assessment Committee member and confirms the assessment time by affixing his signature to the available blank.
5. Students submit a dissertation manuscript in the format of the scientific paper guidelines of the Universitas Negeri Malang.
6. Students submit a form that has been signed by the dissertation eligibility assessment committee to the dean.
7. Academic affairs staff sends invitations and dissertation manuscripts to the board of examiners.
8. The assessment meeting is chaired by the Promoter. During the assessment meeting, students wait outside the meeting room waiting for the results. After the assessment meeting is over, students are given the opportunity to revise the dissertation according to the results of the assessment. Suppose the Dissertation Eligibility Assessment Committee has approved the revised results. In that case, students are allowed to apply for the dissertation examination.**Chart 1. *Standard Operating Procedure* (SOP) UM PPs Dissertation Eligibility Assessment**

**EXECUTOR**

**ACTIVITY**

Prepare a dissertation feasibility assessment application form

Academic Staff

Supervisor

Supervisor gives written consent

Head of Study Program

Approval of a feasibility assessment application

min. 2 weeks

Submit 7 dissertation manuscripts as well as application and approval of dissertation feasibility assessment

The Head of Study Program prepares, contacts & asks for the willingness of 5 members of the dissertation feasibility assessment board (PKD Board)

* Student

Announce matters related to PKD results

• PKD Council

• Student

• Academic Staff

Academic Staff

Process & send dissertation invitations & manuscripts

• PKD Council

• Student

Hold a dissertation feasibility assessment meeting

• PKD Council

• Student

Carry out post-assessment activities: revise, consult with the board of examiners for improvement / dissertation exam plans