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**STANDARD OPERATIONAL PROCEDURES**

**MONEV QUALIFICATION EXAM**

**POSTGRADUATE PROGRAM**

**FACULTY OF SOCIAL SCIENCE**

**STATE UNIVERSITY OF MALANG**

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**STANDARD OPERATIONAL PROCEDURES (SOP)**

1. **Purpose**

Setting a standard for the doctoral program manager in the Postgraduate Program of the Faculty of Social Science Universitas Negeri Malang, who will take the qualification exam

1. **Scope**

The scope of activities for monitoring and evaluating qualifications exam includes all stages of qualifying examination assessments and qualification examination guidelines used at the Postgraduate Program, State University of Malang.

1. **Distribusi**

(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 evaluating qualification exams is an activity to evaluate student dissertation proposals to be tested in qualification exams or comprehensive exams.

**5. SOP Description**

Before implementing the qualification exam, the postgraduate manager needs to prepare materials to implement the qualification exam. Students who are allowed to take the qualifying exam are those who have passed all theoretical courses.

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

1. The postgraduate staff prepares the application form for the dissertation eligibility examination assessment.
2. The dissertation supervisor (I, II and III) approves the students to carry out the qualification exam.
3. The Study Program Coordinator (two weeks before the exam time) arranges the Qualification Exam Assessment Committee and negotiates the time for the exam. The Qualification Examination 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 member of the assessment committee and confirms the timing of the assessment by affixing his signature to the available blank.
5. Students submit a dissertation proposal typed following the Guidelines for Writing Scientific Papers to the academic staff.
6. Students submit a form signed by the Qualification Assessment Assessment Committee to the dean through the academic staff for an invitation to be made.
7. Academic staff sends invitations and dissertation manuscripts to the board of examiners.
8. The supervisor leads qualification exams. At the time of the examination, the students presented the proposal for the qualification examination to the assessment team. Qualification exams are open, can be followed by other students. After the assessment meeting is over, students are allowed to revise the dissertation proposal according to the results of the assessment,

**Bagan 1. *Standard Operating Procedure* (SOP) Ujian Kualifikasi Ps UM**

**EXECUTOR**

**ACTIVITY**

Prepare a Qualification Exam application form

Academic staff

supervisor

Give written consent

Head of Study Program

Giving approval for the implementation of the Qualification Exam

min. 2 weeks

Submit 5 dissertation proposals as well as application and approval of dissertation feasibility assessment

The Head of Study Program arranges, contacts & asks for the willingness of 4 members of the Qualification Exam assessment board

* Student

• Board of Examiners

Academic staff

Academic staff

Process & send invitations & manuscripts

dissertation

Hold a qualifying examination assessment meeting

Announce matters related to the assessment results

• Board of Assessors

• Student

Carry out post-assessment activities: revise, consult with the examining board for improvement of the dissertation proposal

• Board of Examiners

• Student