

 <p>UNIVERSITAS GADJAH MADA FACULTY OF MATHEMATICS AND NATURAL SCIENCES DEPARTMENT OF COMPUTER SCIENCE AND ELECTRONICS</p>	Department	Department of Computer Science and Electronics		
	Unit	Doctor in Computer Science Programme		
	SOP Number	508		
	Revision Number	1.0		
	SOP Name	Comprehensive Examination		
	Effective Start	3 February 2020		
	Endorsed by	Head of the Department of Computer Science and Electronics Agus Harjoko, M.Sc., Ph.D.		
SOP OBJECTIVE		SCOPE		
Guidelines for prospective students of Doctor in Computer Science programme for Comprehensive Examination		Applies to UGM internal institutions Doctor in Computer Science Programme		
LEGAL BASIS		LINKAGES		
		Department	Unit	SOP Name

DETAILS OF PROCEDURE

No.	Activities Description	Executive					Quality		
		Faculty	Department	Programme	Admin	Students	Material	Time	Output
	BEGIN								
1.	Submit the required documents for comprehensive examination to the programme (i.e., an application letter signed by promotor team, including ACCEPT, GPA transcript, Registration proof, and research proposal document)						An application letter signed by promotor team, including ACCEPT, GPA transcript, Registration proof, and research proposal document.	At the latest 4 th semester. (2 nd year)	An application letter signed by promotor team, including ACCEPT, GPA transcript, Registration proof, and research proposal document.
2.	Send the required documents to the programme for approval						An application letter signed by promotor team, including ACCEPT, GPA	1 day	The approved of the required documents for comprehensive

							transcript, Registration proof, and research proposal document.		examination
3.	Assign the formation of comprehensive exam (the examiner team)						The approved of the required documents for comprehensive examination.	1 day	An application letter signed by promotor team, including ACEPT, GPA transcript, Registration proof, and research proposal document that have been approved by head of the programme and Head of Department.
4.	Announce the comprehensive examination schedule to examiners.						An application letter signed by promotor team, including ACEPT, GPA transcript, registration proof, and research proposal document that have been approved by head of the programme	1 day	An application letter signed by promotor team, including ACEPT, GPA transcript, registration proof, and research proposal document that have been approved by head of the programme and Head of Department.
	Send an application letter signed by promotor team, including ACEPT, GPA transcript, registration proof, and research proposal document that have been approved by head of the programme to the Department Administration for letter of decree for the examiner team. and invitation letter for the examiner team.								
	Send an invitation letter to the team of examiners								
5.	Department Administration ask for letter of decree for the team of Comprehensive Examination to Faculty						An application letter signed by promotor team, including ACEPT, GPA transcript, registration proof, and research proposal document.	At most 3 days	The letter of decree of the team of examiners of Comprehensive Examination, and an invitation letter to each Examiner
	Create an invitation letter and distribute it to each Examiner								

6.	Create the letter of decree of the examiners team of Comprehensive Examination.						An application letter signed by promotor team, including ACCEPT, GPA transcript, registration proof, and research proposal document.	At most 3 days	The letter of decree of the examiner team of Comprehensive Examination.
7.	Report the event of comprehensive exam to department (finance and consumption)						The invitation letter of Comprehensive Examination	1 day	The invitation letter of Comprehensive Examination
	END								

REVISED NOTES

No. of Review	Page	Change Section	Approved by	Date

Description (Term/Definition/Abbreviation):

1.