

 <p><b>UNIVERSITAS GADJAH MADA</b> FACULTY OF MATHEMATICS AND NATURAL SCIENCES DEPARTMENT OF COMPUTER SCIENCE AND ELECTRONICS</p>	<b>Department</b>	<b>Department of Computer Science and Electronics</b>		
	<b>Unit</b>	<b>Doctor in Computer Science Programme</b>		
	<b>SOP Number</b>	506		
	<b>Revision Number</b>	1.0		
	<b>SOP Name</b>	<b>Regular Monitoring and Evaluation</b>		
	<b>Effective Start</b>	3 February 2020		
	<b>Endorsed by</b>	Head of the Department of Computer Science and Electronics Agus Harjoko, M.Sc., Ph.D.		
<b>SOP OBJECTIVE</b>		<b>SCOPE</b>		
Guidelines for prospective students of Doctor in Computer Science programme for Regular (4-month) Monitoring and Evaluation		Applies to UGM internal institutions <b>Doctor in Computer Science Programme</b>		
<b>LEGAL BASIS</b>		<b>LINKAGES</b>		
		<b>Department</b>	<b>Unit</b>	<b>SOP Name</b>

### DETAILS OF PROCEDURE

No.	Activities Description	Executive					Quality		
		Faculty	Department	Programme	Admin	Students	Material	Time	Output
	<b>BEGIN</b>								
1.	Check the data of running semester active student					The list of active student data with the promotor team	D-8 of MONEV (monitoring and evaluation) agenda.	The list of active student data with the promotor team	
	Send the list of active students with promotor team to the secretary of programme								
2.	The secretary of programme creates the schedule and assign reviewer for each student.					The list of active students with the promotor team, and the schedule	D-3 of MONEV agenda	The schedule of MONEV with reviewer for each student	
3.	Send the announcement to lecturer, students, and staffs, about the MONEV Schedule (D-14 at the latest)					The schedule of MONEV with reviewer for each student, and the list of staff for each room	D-14	The schedule of MONEV with reviewer for each student, and the list of staff	

	Create invitation letter to reviewer (lecturer)							D-3	for each room plus MONEV Invitation Letter
	Create Event Record and presence list								
	Send the notification to Department about the implementation of MONEV (finance and consumption)							D-1	
4.	Submit progress report document to study program						Progress Report Document	D-2	Progress Report Document
5.	<b>Monitoring and Evaluation Implementation</b>						Event Record and presence list	1 day	Evaluation report of the student progress
6.	Record and recap the review results						Student evaluation results of progress on their proposals, publications, or research dissertations.	D+1	The document of Student evaluation results of progress on their proposals, publications, or research dissertations.
	Send the review results to students and their promotor team, alongside to institution for the students with MOU								
	<b>END</b>								

**REVISED NOTES**

No. of Review	Page	Change Section	Approved by	Date

**Description (Term/Definition/Abbreviation):**

1. ....