

 <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	507		
	Revision Number	1.0		
	SOP Name	Pre-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 pre-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 3 copies of pre-comprehensive documents (proposal) that has been approved by promotor team					An application letter that has been signed by the promotor, and pre-comprehensive document (proposal).	At the latest 4 th semester. (2 nd year)	An application letter that has been signed by the promotor, and pre-comprehensive document (proposal).	
	Send an application letter that has been signed by the promotor								
2.	Assign schedule for pre-comprehensive examination					An application letter that has been signed by the promotor, and pre-comprehensive document (proposal), and data of promotor team.	1 day	The schedule of pre-comprehensive examination	

3.	Create invitation letter and distribute to every examiner.						An application letter that has been signed by the promotor, and pre-comprehensive document (proposal), and data of promotor team.	15 minutes	Invitation letter of pre-comprehensive examination
	Report pre-comprehensive exam event to department (finance and consumption)								
4.	Execution of Pre-Comprehensive Exam Continue to choose examiners and set the schedule of the comprehensive examination.						Pre-comprehensive (proposal) Document	3 hours	Pre-comprehensive (proposal) Document with suggestions plus tentative schedule of comprehensive examination
END									

REVISED NOTES

No. of Review	Page	Change Section	Approved by	Date

Description (Term/Definition/Abbreviation):

1.