
**STANDARD OPERATING PROCEDURE (SOP)
FOR DISSERTATION COMPLETION**



**DOCTORAL STUDY PROGRAM
FACULTY OF CULTURAL SCIENCES
UNIVERSITAS SEBELAS MARET**

**SURAKARTA
2024**

**STANDARD OPERATING PROCEDURE (SOP)
FOR DISSERTATION COMPLETION**



**DOCTORAL STUDY PROGRAM
FACULTY OF CULTURAL SCIENCES
UNIVERSITAS SEBELAS MARET
SURAKARTA
2024**

Approved by:
Dean of Faculty of Cultural Sciences Universitas Sebelas Maret
Dr. Dwi Susanto, S.S., M.Hum

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INTRODUCTION

In order to strengthen the governance and accountability of academic activities, particularly in the completion of doctoral dissertations, the Doctoral Program of the Faculty of Cultural Sciences, Universitas Sebelas Maret, has found it necessary to establish a Standard Operating Procedure (SOP) to serve as a guideline for the academic community and supporting staff in carrying out and completing such activities.

In this regard, the Doctoral Program of the Faculty of Cultural Sciences, Universitas Sebelas Maret, has developed the Standard Operating Procedure for Dissertation Completion, which is based on the 2024 Faculty of Cultural Sciences Dissertation Completion SOP.

The preparation of this document aims to provide clear guidance for doctoral students regarding the process of completing their dissertation and to facilitate effective monitoring and evaluation of dissertation-related activities.

SCOPE

The Standard Operating Procedure (SOP) for dissertation completion is the official procedure applied within the Doctoral Program of the Faculty of Cultural Sciences, Sebelas Maret University. This SOP covers the processes involved in the Appointment of the Supervisory Committee (Promotor Team), the Dissertation Proposal Seminar, the Dissertation Research Results Seminar, the Closed Examination, and the Open Examination.

The SOP for dissertation completion has been developed as part of the internal quality assurance efforts of the Doctoral Program, Faculty of Cultural Sciences, Sebelas Maret University. It describes the standard procedures, stages of dissertation completion, units involved, and documentation requirements for each stage.

The stages referred to in this SOP include the following mechanisms:

1. Appointment of the Supervisory Committee (Promotor Team);Dissertation
2. Proposal Seminar;
3. Dissertation Research Results Seminar;
4. Closed Examination (Defense); and
5. Open Examination (Public Defense).

DEFINITION

1. A dissertation is a scientific written work resulting from in-depth research conducted independently by a doctoral student under the supervision of a promoter and **co-promoter**. It must provide an original (new) contribution to the development of science and/or present new findings or solutions to problems whose answers were previously uncertain. In addition, it should demonstrate the student's ability to transfer knowledge to the broader academic community.
2. Dissertation research refers to a scientific research activity that adheres to academic principles, employing both rational and empirical reasoning (deductive and inductive) and following the appropriate methodological standards of the relevant scientific discipline.
3. A Promoter (Main Supervisor) is a qualified individual appointed by the Dean of the Faculty of Cultural Sciences, Universitas Sebelas Maret (FIB UNS) to guide and supervise the preparation of the dissertation and its publication. A promoter must hold a doctoral degree (Ph.D.), have at least the academic rank of Associate Professor (Lektor Kepala), and possess qualifications and expertise relevant to the dissertation topic. The promoter must be a permanent lecturer at Sebelas Maret University.
4. A Co-Promoter (Co-Supervisor) is a qualified individual appointed by the Dean of the Faculty of Cultural Sciences, Sebelas Maret University, to assist in guiding and supervising the dissertation and its publication. A co-promoter must hold a doctoral degree and have at least the academic rank of Lecturer (Lektor). Co-promoters may come from other study programs or faculties within Universitas Sebelas Maret, or from other universities or institutions, provided they have relevant qualifications and competencies.
5. A Proposal Seminar is the stage in which the feasibility of the dissertation proposal submitted by the doctoral student is assessed, along with the student's ability and readiness to complete the doctoral study.
6. A Dissertation Research Results Seminar is the stage for assessing the content and format of the dissertation draft by expert reviewers from both outside and inside Universitas Sebelas Maret. This seminar is led by the Head of the Doctoral Program, Faculty of Cultural Sciences, Universitas Sebelas Maret, and determines whether the dissertation draft based on the student's research is eligible to proceed to the Closed Dissertation Examination (Doctoral Defense).
7. The Dissertation Examination (Closed Defense) is the stage where the doctoral student's ability to defend their dissertation before the examination committee of the Faculty of Cultural Sciences, Universitas Sebelas Maret, is evaluated.
8. The Open Examination (Doctoral Promotion) is a public forum held to formally introduce and recognize the new Doctor's academic competence before the wider scholarly community, following the successful completion of the closed doctoral defense.

 DOCTORAL STUDY PROGRAM FIB UNIVERSITAS SEBELAS MARET	STANDARD OPERATING PROCEDURE	Document No.	
		Date of Issued	: 12 September 2015
Title	: PENETAPAN TIM PROMOTOR	Revision No.	:
Approved by	: Head of Doctoral Study Program FIB UNS	Page	:

1. Objectives

- To standardize the procedure for appointing the Dissertation Supervisory Committee (Promotor Team);
- To provide guidance for the management and students of the Doctoral Program (S3) Faculty of Cultural Sciences, Sebelas Maret University (FIB UNS) in the process of appointing the promotor team.

2. Scope

The scope covers the appointment of the Promoter and Co-Promoter for the dissertation.

3. Definitions

- The Dissertation Committee is an internal team within the study program that assists doctoral students in completing each stage of their dissertation process.
- An internal meeting is a meeting held by the study program with designated participants to discuss the progress or results of the doctoral students' dissertation work.

4. References

- Law of the Republic of Indonesia No. 12 of 2012 on Higher Education.
- Government Regulation of the Republic of Indonesia No. 66 of 2010, amending Government Regulation No. 17 of 2010 on the Management and Implementation of Education.
- Decree of the Minister of National Education of the Republic of Indonesia No. 112/O/2004 on the Statute of Sebelas Maret University.
- Regulation of the Minister of National Education of the Republic of Indonesia No. 17 of 2010 on the Prevention and Management of Plagiarism in Higher Education.
- Rector's Regulation of Sebelas Maret University No. 579/UN27/HK/2011 on the Main Policies for Managing and Implementing Higher Education at Sebelas Maret University.
- Rector's Regulation of Sebelas Maret University No. 553/H27/Pp/2009 on Competency-Based Learning in the Credit System (SKS) at Sebelas Maret University.
- Academic Handbook of the Faculty of Cultural Sciences Doctoral Program, Sebelas Maret University, 2012.
- Guidelines for Dissertation Proposal and Writing, Faculty of Cultural Sciences, Sebelas Maret University.
- Academic Regulations / SOP Handbook of the Study Program. BAN-PT (National Accreditation Board for Higher Education) 2009,
- Accreditation for Doctoral Programs, Book IV – Guidelines for Completing the Accreditation Form, 7th Edition, January 2010, Jakarta.

5. Facilitators

- Dean, Faculty of Cultural Sciences, Sebelas Maret University.

- b. Academic Administration Office, in charge of dissertation affairs.
- c. Financial Administration Office.
- d. Study Program.
- e. Dissertation Committee Team.

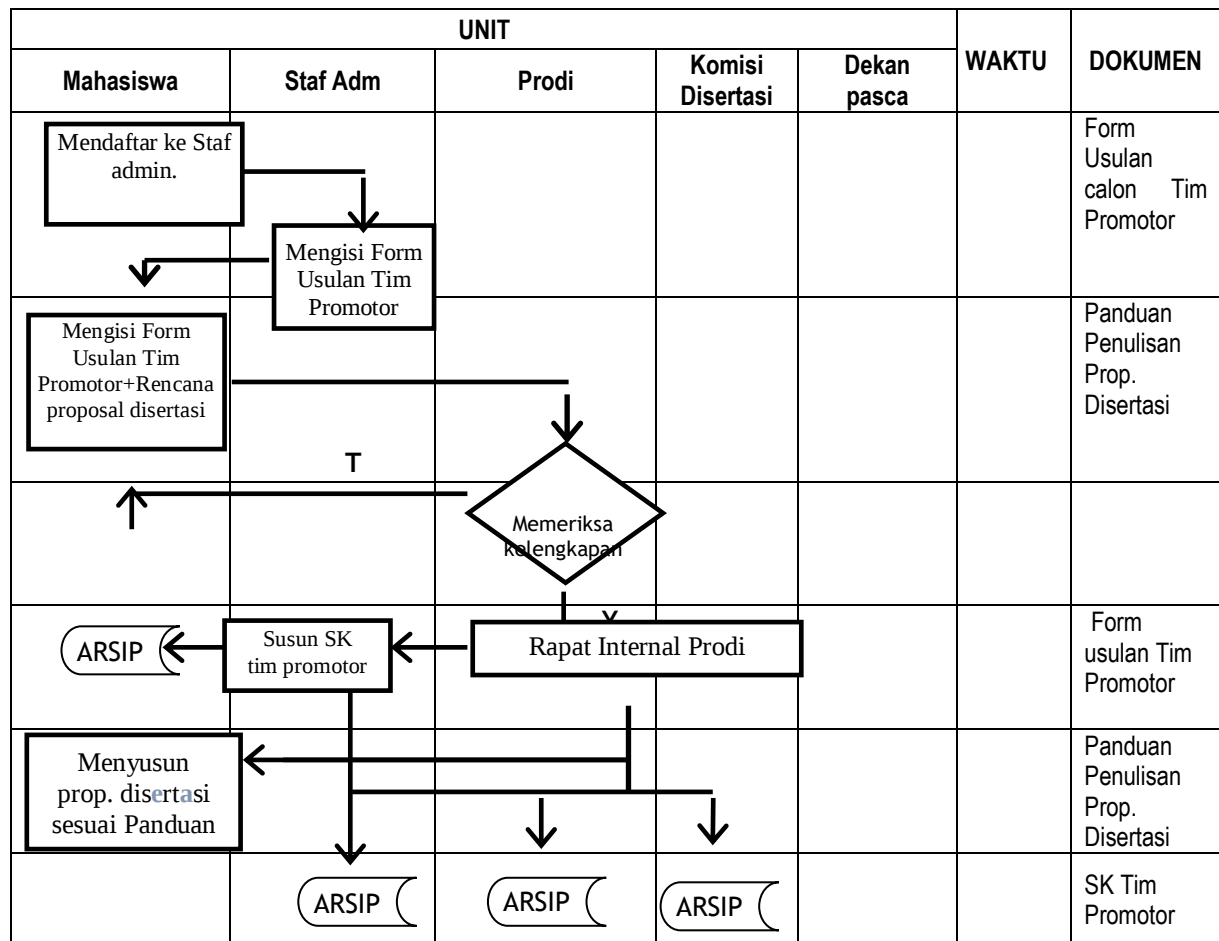
6. Procedure

- a. The student fills out and submits the Proposed Supervisory Committee Form (for Promoter and Co-Promoter) along with an initial draft of the dissertation proposal to the Administrative Staff of the Doctoral Program (S3) in Linguistics, Faculty of Cultural Sciences (FIB UNS).
- b. The completed Proposed Supervisory Committee Form, along with the dissertation proposal draft, is forwarded to the Study Program.
- c. The Study Program management holds an internal meeting with the Dissertation Committee to prepare the proposed Promotor Team, based on the required academic rank, position, field of expertise, and supervision workload as stipulated in the Academic Regulations of FIB UNS regarding the qualifications of Promoters and Co-Promoters.
- d. The proposed Promotor Team is then submitted to the Administrative Staff of the Doctoral Program (S3) in Linguistics, FIB UNS, to be processed into an Official Appointment Decree (SK) issued by the Dean of the Faculty of Cultural Sciences, UNS.
- e. The Official Appointment Decree (SK) for the Promotor Team is distributed to the student through the Administrative Office of the Doctoral Program (S3) in Linguistics, FIB UNS.
- f. The student consults with the appointed Promotor Team to prepare the dissertation proposal in accordance with the Dissertation Proposal Writing Guidelines.

7. Related Documents

- a. Proposed Supervisory Committee Form
- b. Dissertation Proposal Plan Form
- c. Promotor Team Proposal Form
- d. Official Appointment Decree (SK) of the Promotor Team
- e. Dissertation Proposal Writing Guidelines (FPD-PP-01)

6. Bagan Alir



 DOCTORAL STUDY PROGRAM FIB UNIVERSITAS SEBELAS MARET	STANDARD OPERATING PROCEDURE	Document No.	
		Date of Issued	: 12 September 2015
Title	: Dissertation Proposal Seminar	Revision No.	:
Approved by	: Head of Doctoral Study Program FIB UNS	Page	:

1. Objectives

- a. To standardize the procedure for conducting dissertation proposal seminars.
- b. To provide guidance for administrators and students of the Doctoral Program Faculty of Cultural Sciences, Sebelas Maret University (FIB UNS) in conducting dissertation proposal seminars.
- c. To create a forum for students to receive feedback and improve their dissertation proposals based on input from seminar participants.

2. Scope

This procedure applies to the dissertation proposal seminar activities for students of the Doctoral Program in Linguistics, FIB UNS.

3. Definitions

- a. A Dissertation Proposal is a research plan prepared by a doctoral student in FIB UNS, outlining the intended research framework and data collection methods for the dissertation.
- b. A Dissertation Proposal Seminar is a scientific meeting organized by the Study Program to help doctoral students refine their dissertation proposals before advancing to the comprehensive examination stage.
- c. An Internal Meeting is a meeting held by the study program with designated participants to discuss the progress and results of doctoral students' dissertation stages.

4. References

- a. Law of the Republic of Indonesia No. 12 of 2012 on Higher Education.
- b. Government Regulation of the Republic of Indonesia No. 66 of 2010, amending Government Regulation No. 17 of 2010 on the Management and Implementation of Education.
- c. Decree of the Minister of National Education of the Republic of Indonesia No. 112/O/2004 on the Statute of Sebelas Maret University.
- d. Rector's Regulation of Sebelas Maret University No. 579/UN27/HK/2011 on the Main Policies for Managing and Implementing Higher Education at Sebelas Maret University.
- e. Regulation of the Minister of National Education No. 17 of 2010 on the Prevention and Management of Plagiarism in Higher Education.
- f. Rector's Regulation of Sebelas Maret University No. 553/H27/Pp/2009 on Competency-Based Learning in the Credit System (SKS).
- g. Academic Handbook, Faculty of Cultural Sciences, Sebelas Maret University, 2012.
- h. Guidelines for Dissertation Proposal Writing, Faculty of Cultural Sciences, Sebelas Maret University.

- i. Academic Regulations/SOP Book of the Study Program. BAN-PT 2009, Doctoral Program Accreditation Guidelines, Book IV: Guide to Completing the Accreditation Form, 7th Edition, January 2010, Jakarta.

5. Facilitator

- a. Dean, Faculty of Cultural Sciences, Sebelas Maret University.
- b. Academic Administration Office.
- c. Financial Administration Office.
- d. Study Program.
- e. Dissertation Committee.
- f. Supervisory Committee (Promotor Team).

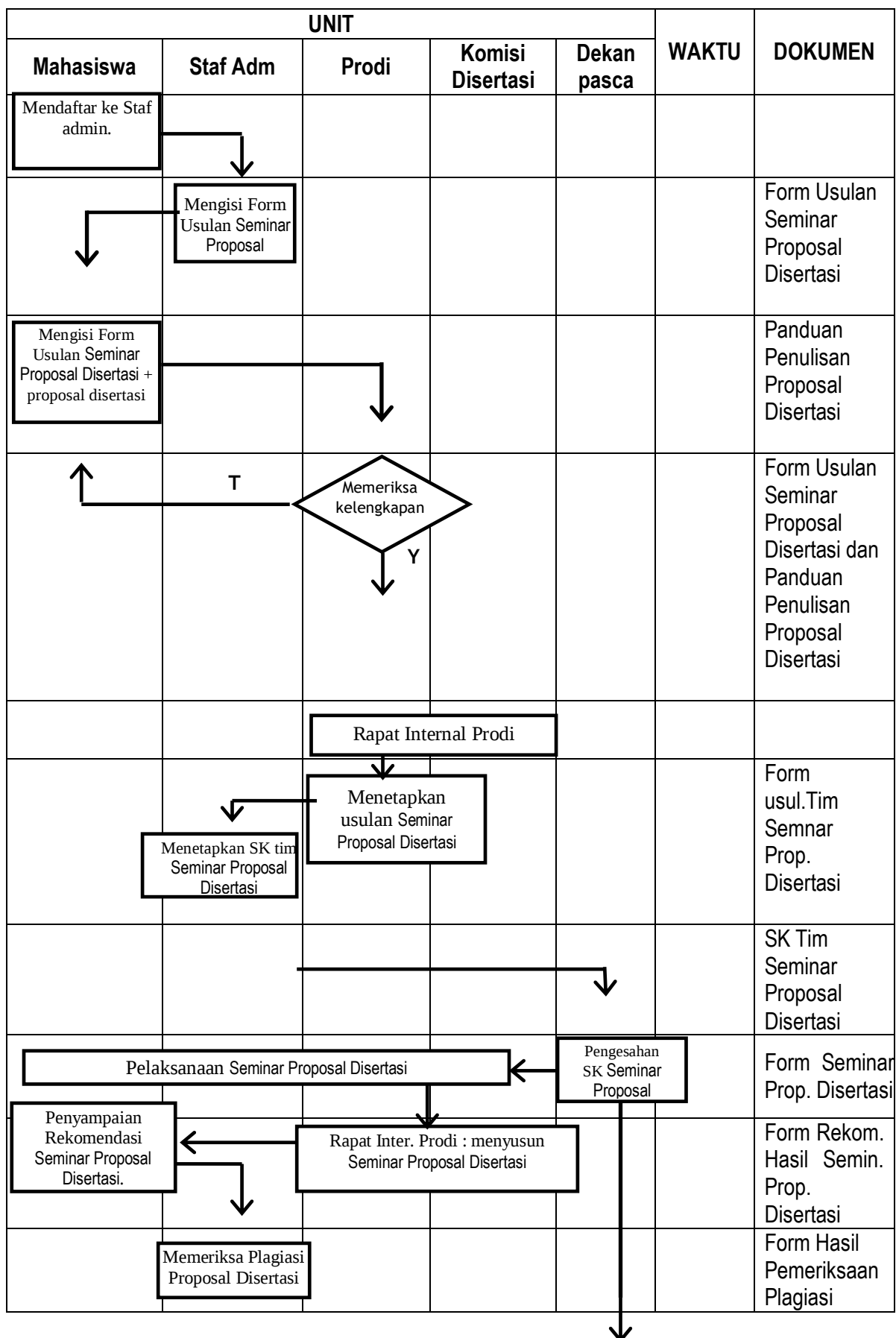
6. Procedures

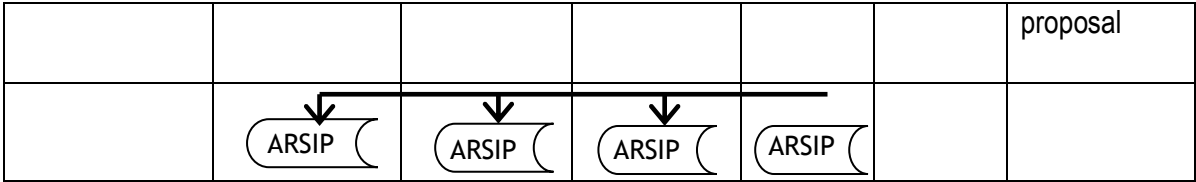
- a. The student fills out and submits the Dissertation Proposal Seminar Request Form along with the dissertation proposal signed by the Supervisory Committee to the administrative staff.
- b. The request form and proposal are forwarded to the relevant Study Program.
- c. The Head of the Study Program holds an internal meeting with the Dissertation Committee to determine the seminar schedule, venue, and organizing team, and forwards this information to the administrative staff.
- d. The administrative staff proposes the seminar organizing team to the Dean of FIB UNS, prepares and distributes the seminar invitations, delivers the proposal manuscripts to the organizing team, and announces the seminar to students who wish to attend.
- e. The administrative staff prepares the venue and necessary documents for the dissertation proposal seminar, which is chaired by the Head of the Study Program.
- f. The seminar organizing team conducts an internal meeting immediately after the seminar to discuss the results. The outcomes are then conveyed to the student for revision and preparation for the comprehensive examination.
- g. The student submits the revised proposal to the administrative staff for a plagiarism check, which is required before the comprehensive examination.

7. Related Documents

- a. Dissertation Proposal Seminar Request Form
- b. Dissertation Proposal Writing Guidelines
- c. Seminar Organizing Team Proposal Form
- d. Decree (SK) of the Dissertation Proposal Seminar Team
- e. Dissertation Proposal Evaluation Form
- f. Recommendation Form for Dissertation Proposal Seminar Results
- g. Plagiarism Check Result Form
- h. Logbook

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 DOCTORAL STUDY PROGRAM FIB UNIVERSITAS SEBELAS MARET	STANDARD OPERATING PROCEDURE	Document No.	
		Date of Issued : 12 September 2015	
Title	: Seminar of Dissertation Research Results	Revision No.	:
Approved by	: Head of Doctoral Study Program FIB UNS	Page	:

1. Objectives

- a. To standardize the procedure for conducting the Dissertation Proposal/Comprehensive Examination.
- b. To provide guidance for administrators and students of the Doctoral Program in Faculty of Cultural Sciences, Sebelas Maret University (FIB UNS), in conducting the Dissertation Proposal/Comprehensive Examination.
- c. To create a forum for the Study Program Management to assess the feasibility of the dissertation proposal in terms of its substance (object, method, results, and expected output).

2. Scope

This procedure applies to the Dissertation Proposal/Comprehensive Examination activities for students of the Doctoral Program in FIB UNS. The scope of the examination includes evaluating the student's capacity to master relevant theories in their field of interest and the substantive feasibility of their dissertation proposal.

3. Definitions

- a. The Proposal/Comprehensive Examination is a forum organized by the Study Program to assess the feasibility of a dissertation proposal based on its substance (object, method) and to evaluate the doctoral student's capability to complete the program successfully.
- b. The Logbook is a record or documentation of the research process prepared by the doctoral student. It contains information on research activities, methods used, implementation results, and significant observations encountered during the research process.

4. References

- a. Law of the Republic of Indonesia No. 12 of 2012 on Higher Education.
- b. Government Regulation of the Republic of Indonesia No. 66 of 2010, amending Government Regulation No. 17 of 2010 on the Management and Implementation of Education.
- c. Decree of the Minister of National Education of the Republic of Indonesia No. 112/O/2004 on the Statute of Sebelas Maret University.

- d. Regulation of the Minister of National Education No. 17 of 2010 on the Prevention and Management of Plagiarism in Higher Education.
- e. Rector's Regulation of Sebelas Maret University No. 579/UN27/HK/2011 on the Main Policies for Managing and Implementing Higher Education at Sebelas Maret University.
- f. Rector's Regulation of Sebelas Maret University No. 553/H27/Pp/2009 on Competency-Based Learning in the Credit System (SKS).
- g. Academic Handbook of the Faculty of Cultural Sciences, Sebelas Maret University, 2012.
- h. Guidelines for Dissertation Proposal and Writing, Faculty of Cultural Sciences, Sebelas Maret University.
- i. Academic Regulation/SOP Book of the Study Program.
- j. BAN-PT 2009. Doctoral Program Accreditation Guide, Book IV: Guide to Completing the Accreditation Form, 7th Edition, January 2010, Jakarta.

5. Facilitator

- a. Dean of the Faculty of Cultural Sciences, Sebelas Maret University.
- b. Academic Administration Office (Dissertation Affairs).
- c. Financial Administration Office.
- d. Study Program.
- e. Dissertation Committee.

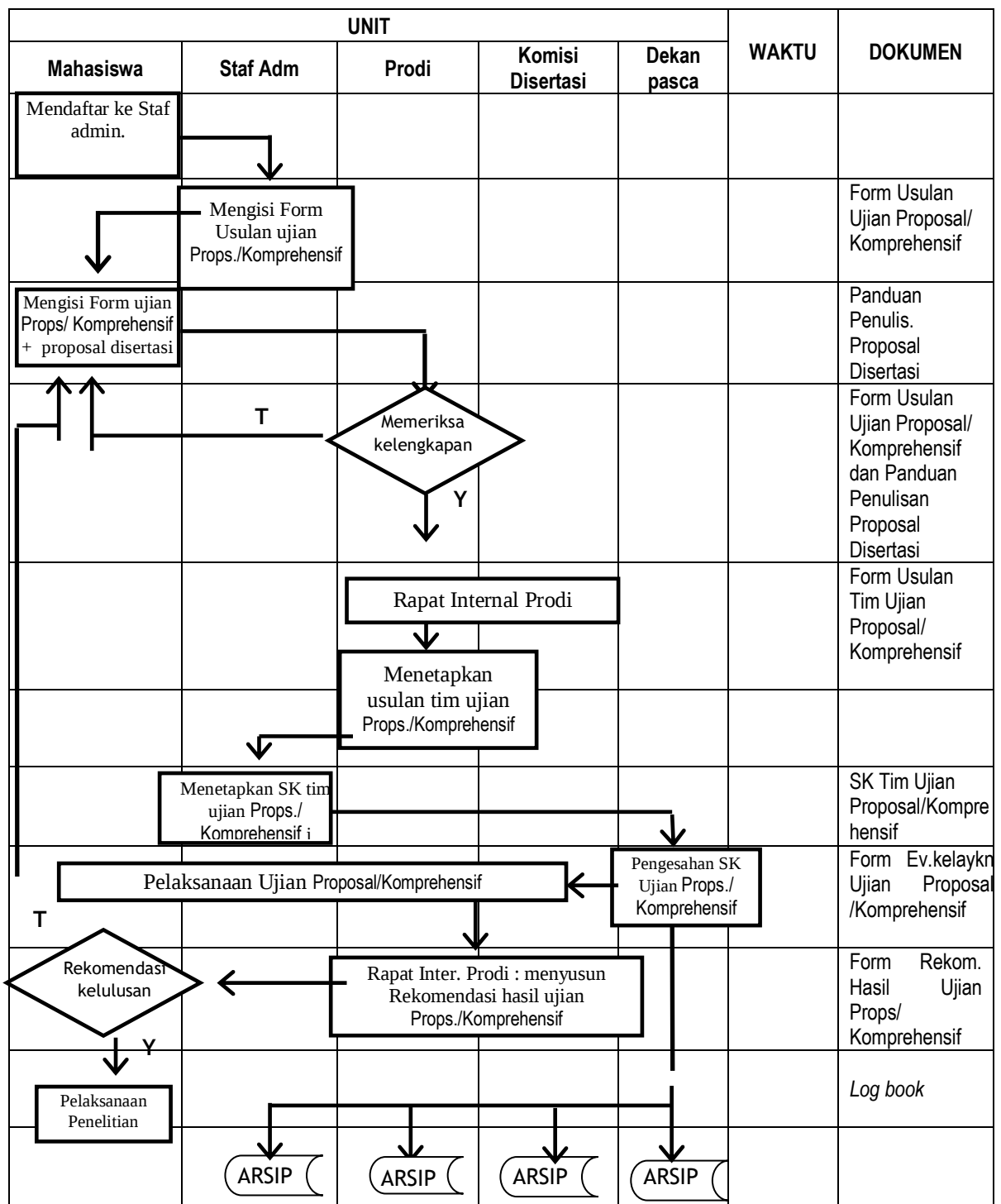
6. Procedure

- a. The student fills out and submits the Proposal/Comprehensive Examination Request Form and the dissertation proposal signed by the Supervisory Committee to the Administrative Staff.
- b. The Administrative Staff sends the completed request form and signed proposal to the Study Program Management and forwards the proposal to the IT Department for a plagiarism check.
- c. The Study Program Management holds an internal meeting with the Dissertation Committee to determine the examination schedule, venue, and examination team, and then informs the Administrative Staff.
- d. The Administrative Staff processes the Official Decree (SK) for the Comprehensive Examination Committee, prepares the official invitation letters, and distributes them.
- e. The Administrative Staff prepares the venue and necessary materials for the Comprehensive Examination, which is chaired by the Head of the Study Program (or an appointed representative).
- f. The Examination Committee holds an internal meeting immediately after the examination to discuss the results and recommendations.
- g. The recommendations (pass / pass with conditions / fail) are conveyed to the student for follow-up.
- h. Students who do not pass may retake the examination no sooner than one week after the previous test.
- i. Students who pass are required to collect and fill out the Research Logbook (FIB UNS) provided by the Administrative Staff.

7. Record

- a. Proposal/Comprehensive Examination Request Form.
- b. Dissertation Proposal Writing Guidelines.
- c. Proposal/Comprehensive Examination Committee Proposal Form.
- d. Official Decree (SK) of the Proposal/Comprehensive Examination Committee.
- e. Proposal/Comprehensive Examination Evaluation Form.
- f. Recommendation Form for the Proposal/Comprehensive Examination Results.
- g. Research Logbook.

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 DOCTORAL STUDY PROGRAM FIB UNIVERSITAS SEBELAS MARET	STANDARD OPERATING PROCEDURE	Document No.	
		Date of Issued : 12 September 2015	
Title	: Seminar of Dissertation Research Results	Revision No.	:
Approved by	: Head of Doctoral Study Program FIB UNS	Page	:

1. Objectives

- To standardize the procedure for conducting the Dissertation Research Results Seminar.
- To provide guidance for administrators and students of the Doctoral Program in Linguistics, Faculty of Cultural Sciences, Sebelas Maret University (FIB UNS), in organizing the Dissertation Research Results Seminar.
- To create a forum for students to improve and refine their dissertation manuscripts based on feedback received during the seminar.

2. Scope

This procedure applies to the activities of the Dissertation Research Results Seminar for students of the Doctoral Program in Linguistics, FIB UNS.

3. Definitions

The Dissertation Research Results Seminar is an internal academic forum organized by the Study Program to assist doctoral students in improving their dissertation manuscripts through a structured scientific discussion session.

4. References

- Law of the Republic of Indonesia No. 12 of 2012 on Higher Education.
- Government Regulation of the Republic of Indonesia No. 66 of 2010, amending Government Regulation No. 17 of 2010 on the Management and Implementation of Education.
- Decree of the Minister of National Education of the Republic of Indonesia No. 112/O/2004 on the Statute of Sebelas Maret University.
- Regulation of the Minister of National Education No. 17 of 2010 on the Prevention and Management of Plagiarism in Higher Education.

- e. Rector's Regulation of Sebelas Maret University No. 579/UN27/HK/2011 on the Main Policies for Managing and Implementing Higher Education at Sebelas Maret University.
- f. Rector's Regulation of Sebelas Maret University No. 553/H27/Pp/2009 on Competency-Based Learning in the Credit System (SKS).
- g. Academic Handbook of the Faculty of Cultural Sciences, Sebelas Maret University, 2012.
- h. Guidelines for Dissertation Proposal and Writing, Faculty of Cultural Sciences, Sebelas Maret University.
- i. Academic Regulations/SOP Book of the Study Program.
- j. BAN-PT 2009. Doctoral Program Accreditation Guidelines. Book IV: Guide to Completing the Accreditation Form. 7th Edition, January 2010, Jakarta.

5. Facilitator

- a. Dean of the Faculty of Cultural Sciences, Sebelas Maret University.
- b. Academic Administration Office.
- c. Financial Administration Office.
- d. Study Program.
- e. Dissertation Committee.
- f. Supervisory Committee (Promotor Team).

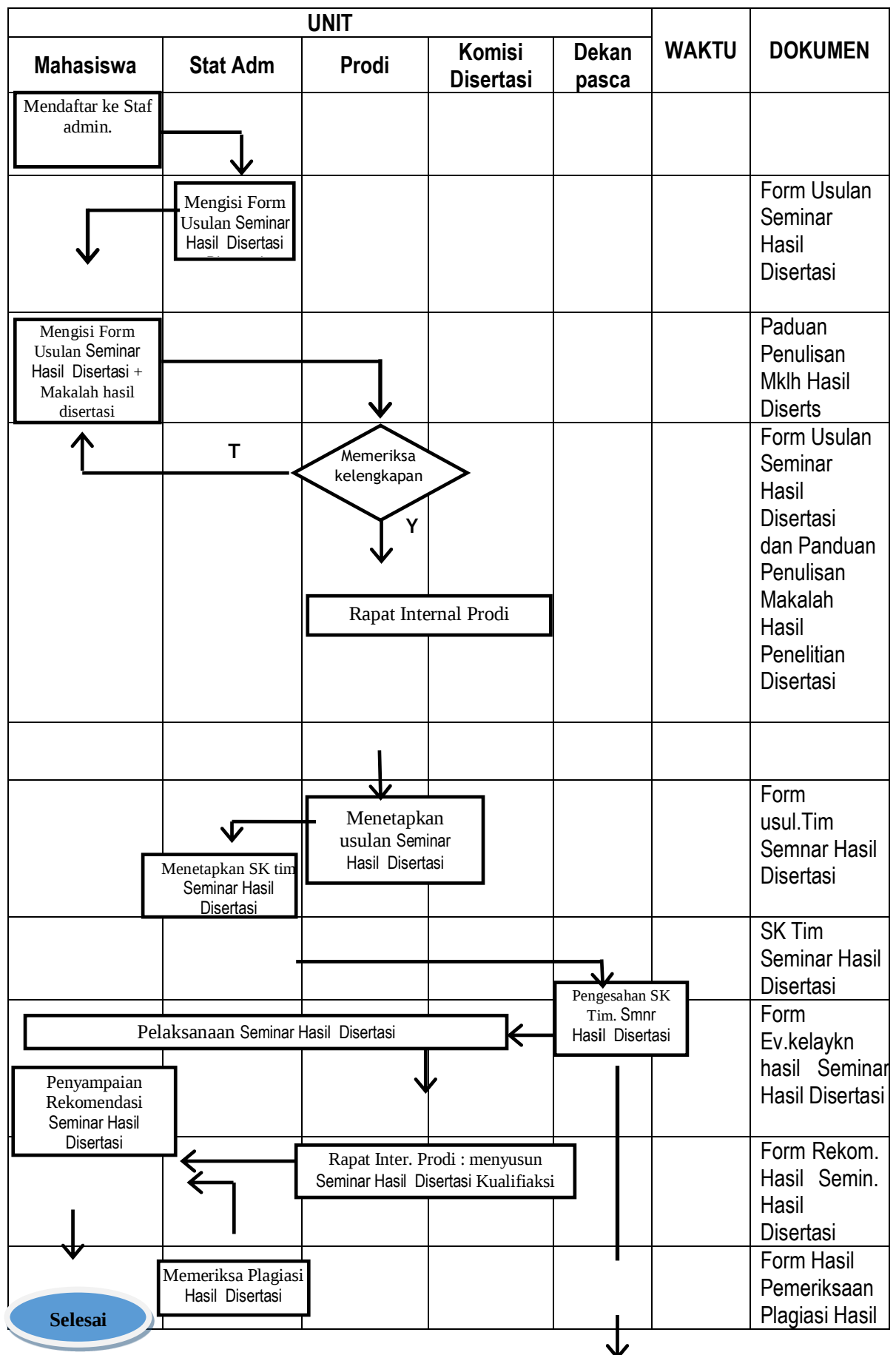
6. Procedure

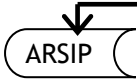
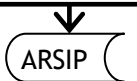
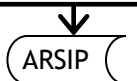
- a. The student completes the Dissertation Research Results Seminar Request Form, attaching the dissertation manuscript and seminar paper, both signed by the Promoter and Co-Promoter, and submits them to the Administrative Staff.
- b. The request form and attachments (dissertation manuscript and seminar paper) are forwarded to the Doctoral Program in Linguistics, FIB UNS.
- c. The Study Program Management holds an internal meeting with the Dissertation Committee to determine the seminar schedule, venue, and organizing team, then informs the Administrative Office.
- d. The Administrative Staff processes the Official Decree (SK) for the Seminar Organizing Team, prepares and distributes invitations to the team members, provides the seminar paper, and announces the seminar to students.
- e. The Administrative Staff prepares the venue and all required materials for the seminar, which is chaired by the Head of the Study Program or an appointed representative.
- f. The Seminar Organizing Team holds an internal meeting immediately after the seminar to discuss the results.
- g. The meeting results are conveyed to the student for follow-up and revision of the dissertation manuscript before being evaluated by the Dissertation Feasibility Assessment Committee.
- h. The student submits the revised dissertation manuscript or seminar paper to the Administrative Staff for plagiarism checking at the ICT Division of FIB UNS.

7. Related Documents

- a. Dissertation Research Results Seminar Request Form.
- b. Guidelines for Writing the Dissertation Research Results Paper.
- c. Seminar Organizing Team Proposal Form.
- d. Official Decree (SK) of the Dissertation Research Results Seminar Team.
- e. Dissertation Research Results Seminar Evaluation Form.
- f. Recommendation Form for Dissertation Research Results Seminar.
- g. Plagiarism Check Result Form for Dissertation Manuscript.
- h. Logbook.

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						Disertasi
						

 DOCTORAL STUDY PROGRAM FIB UNIVERSITAS SEBELAS MARET	STANDARD OPERATING PROCEDURE	Document No.	
		Date of Issued : 12 September 2015	
Title	: Dissertation Feasibility Assessment	Revision No.	:
Approved by	: Head of Doctoral Study Program FIB UNS	Page	:

1. Objectives

- To standardize the procedure for conducting the Dissertation Feasibility Assessment.
- To provide guidance for administrators and students of the Doctoral Program in Faculty of Cultural Sciences, Universitas Sebelas Maret (FIB UNS), in carrying out the Dissertation Feasibility Assessment.

2. Scope

This procedure applies to the Dissertation Feasibility Assessment activities for students of the Doctoral Program at FIB UNS.

3. Definition

- The Dissertation Feasibility Assessment is the stage in which the dissertation manuscript is evaluated by an appointed assessment team authorized by the Dean of FIB UNS. The team provides opinions and feedback on the substance and quality of the dissertation to determine its eligibility for the dissertation examination.
- The Dissertation Feasibility Assessment Team is a group appointed by the Dean of FIB UNS based on recommendations from the Doctoral Program in Linguistics. The team's task is to provide comments and suggestions on all aspects of the dissertation that are relevant to its academic quality.

4. References

- Law of the Republic of Indonesia No. 12 of 2012 on Higher Education.
- Government Regulation of the Republic of Indonesia No. 66 of 2010, amending Government Regulation No. 17 of 2010 on the Management and Implementation of Education.
- Decree of the Minister of National Education of the Republic of Indonesia No. 112/O/2004 on the Statute of Sebelas Maret University.
- Regulation of the Minister of National Education No. 17 of 2010 on the Prevention and Management of Plagiarism in Higher Education.
- Rector's Regulation of Sebelas Maret University No. 579/UN27/HK/2011 on the Main Policies for Managing and Implementing Higher Education at Sebelas Maret University.
- Rector's Regulation of Sebelas Maret University No. 553/H27/Pp/2009 on Competency-Based Learning in the Credit System (SKS).
- Academic Handbook of the Faculty of Cultural Sciences, Sebelas Maret University, 2012.
- Dissertation Proposal and Writing Guidelines, Faculty of Cultural Sciences, Sebelas Maret University.

- g. Academic Regulations/SOP Book of the Study Program.
- h. BAN-PT 2009. Doctoral Program Accreditation Guidelines. Book IV: Guide to Completing the Accreditation Form. 7th Edition, January 2010, Jakarta.

5. Facilitator

- a. Dean of the Faculty of Cultural Sciences, Sebelas Maret University.
- b. Academic Administration Office.
- c. Financial Administration Office.
- d. Study Program.
- e. Dissertation Committee.
- f. Supervisory Committee (Promotor Team).

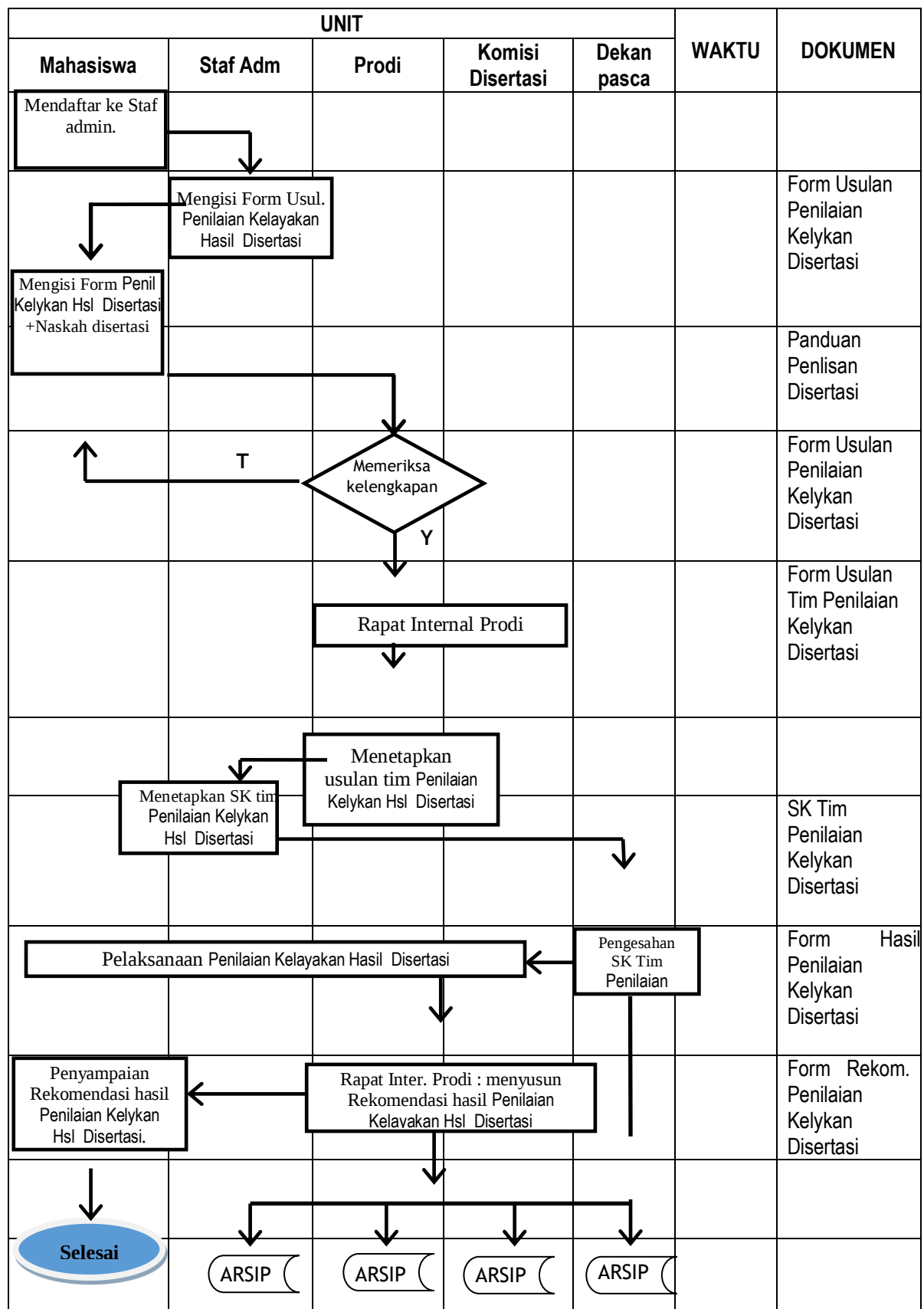
6. Procedure

- a. The student prepares the dissertation manuscript in accordance with the FIB UNS Dissertation Writing Guidelines.
- b. The student completes the Dissertation Feasibility Assessment Request Form, attaching the revised dissertation (based on feedback from the Dissertation Seminar) signed by the Promoter and Co-Promoter, and submits it to the Administrative Staff.
- c. The proposal and supporting documents are forwarded to the Doctoral Program in Linguistics, FIB UNS.
- d. The Program Management holds an internal meeting with the Dissertation Committee to determine the Dissertation Feasibility Assessment Team, which is then submitted to the Administrative Staff for the issuance of the Official Appointment Decree (SK).
- e. The Administrative Staff prepares a cover letter and delivers the assessment materials to the appointed team, including the dissertation manuscript and the Official Appointment Decree issued by the Dean of FIB UNS.
- f. The Dissertation Feasibility Assessment Team provides detailed comments and suggestions, indicating the specific pages, paragraphs, and sentences related to each comment. The feedback should be comprehensive enough for the Study Program to evaluate the dissertation's quality. Special attention should be given to originality and critical insight demonstrated in the dissertation.
- g. The Assessment Team conducts the feasibility evaluation of the dissertation manuscript within the time frame specified in the FIB UNS Academic Guidelines.
- h. After completing the assessment, the team holds an internal meeting to determine the final results of the evaluation, which may include the following outcomes: *feasible*, *feasible with revisions*, or *not feasible and returned to the Supervisory Committee*.
- i. The meeting is chaired by the Head of the Study Program or a designated representative. The results are then communicated to the student for follow-up in preparation for the dissertation defense.

7. Related Documents

- a. Dissertation Feasibility Assessment Request Form
- b. Dissertation Writing Guidelines.
- c. Proposal Form for the Dissertation Feasibility Assessment Team.
- d. Official Appointment Decree (SK) of the Dissertation Feasibility Assessment Team.
- e. Dissertation Feasibility Evaluation Form.
- f. Recommendation Form for Dissertation Feasibility Assessment Results.

8. Bagan Alir



 PROGRAM FIB UNIVERSITAS SEBELAS MARET	PROSEDUR OPERASIONAL BAKU	No. Dokumen	007/POB-DS/JMP/2012
		Tanggal Terbit : 12 September 2012	
JUDUL	: UJIAN DISERTASI/ UJIAN TERTUTUP	No. Revisi	: 0
Disahkan Oleh	: Dekan Program FIB	Halaman	: 1 dari 3

 DOCTORAL STUDY PROGRAM FIB UNIVERSITAS SEBELAS MARET	STANDARD OPERATING PROCEDURE	Document No.	
		Date of Issued : 12 September 2025	
Title	: Closed Examination (Defense)	Revision No.	:
Approved by	: Head of Doctoral Study Program FIB UNS	Page	:

1. Objectives

- To standardize the procedure for conducting the Dissertation Examination (Closed Defense).
- To provide guidance for administrators and students of the Doctoral Program at Faculty of Cultural Sciences, Universitas Sebelas Maret (FIB UNS), in organizing the Dissertation Examination/Closed Defense.

2. Scope

This procedure applies to the activities of the Dissertation Examination/Closed Defense for students of the Doctoral Program at FIB UNS.

3. Definition

- The Dissertation Examination/Closed Defense is the final stage in the dissertation process, where the doctoral student of the Linguistics Program, FIB UNS, is required to defend their dissertation substantively before an examination committee.
- The Dissertation Examination Committee is appointed through an Official Decree (SK) issued by the Dean of FIB UNS.
- External Examiners are appointed through an Official Decree (SK) issued by the Dean of FIB UNS as part of the examination team.

4. References

- Law of the Republic of Indonesia No. 12 of 2012 on Higher Education.
- Government Regulation of the Republic of Indonesia No. 66 of 2010, amending Government Regulation No. 17 of 2010 on the Management and Implementation of Education.

- c. Decree of the Minister of National Education of the Republic of Indonesia No. 112/O/2004 on the Statute of Sebelas Maret University.
- d. Regulation of the Minister of National Education No. 17 of 2010 on the Prevention and Management of Plagiarism in Higher Education.
- e. Rector's Regulation of Sebelas Maret University No. 579/UN27/HK/2011 on the Main Policies for Managing and Implementing Higher Education at Sebelas Maret University.
- f. Rector's Regulation of Sebelas Maret University No. 553/H27/Pp/2009 on Competency-Based Learning in the Credit System (SKS).
- g. Academic Handbook of the Faculty of Cultural Sciences, Sebelas Maret University, 20
- h. Guidelines for Dissertation Proposal and Writing, Faculty of Cultural Sciences, Sebelas Maret University.
- i. Academic Regulations/SOP Book of the Study Program.
- j. BAN-PT 2009. Doctoral Program Accreditation Guidelines. Book IV: Guide to Completing the Accreditation Form. 7th Edition, January 2010, Jakarta

5. Facilitator

- a. Dean of the Faculty of Cultural Sciences, Sebelas Maret University.
- b. Academic Administration Office (Dissertation Affairs).
- c. Financial Administration Office.
- d. Study Program.
- e. Supervisory Committee (Promotor Team).

6. Procedure

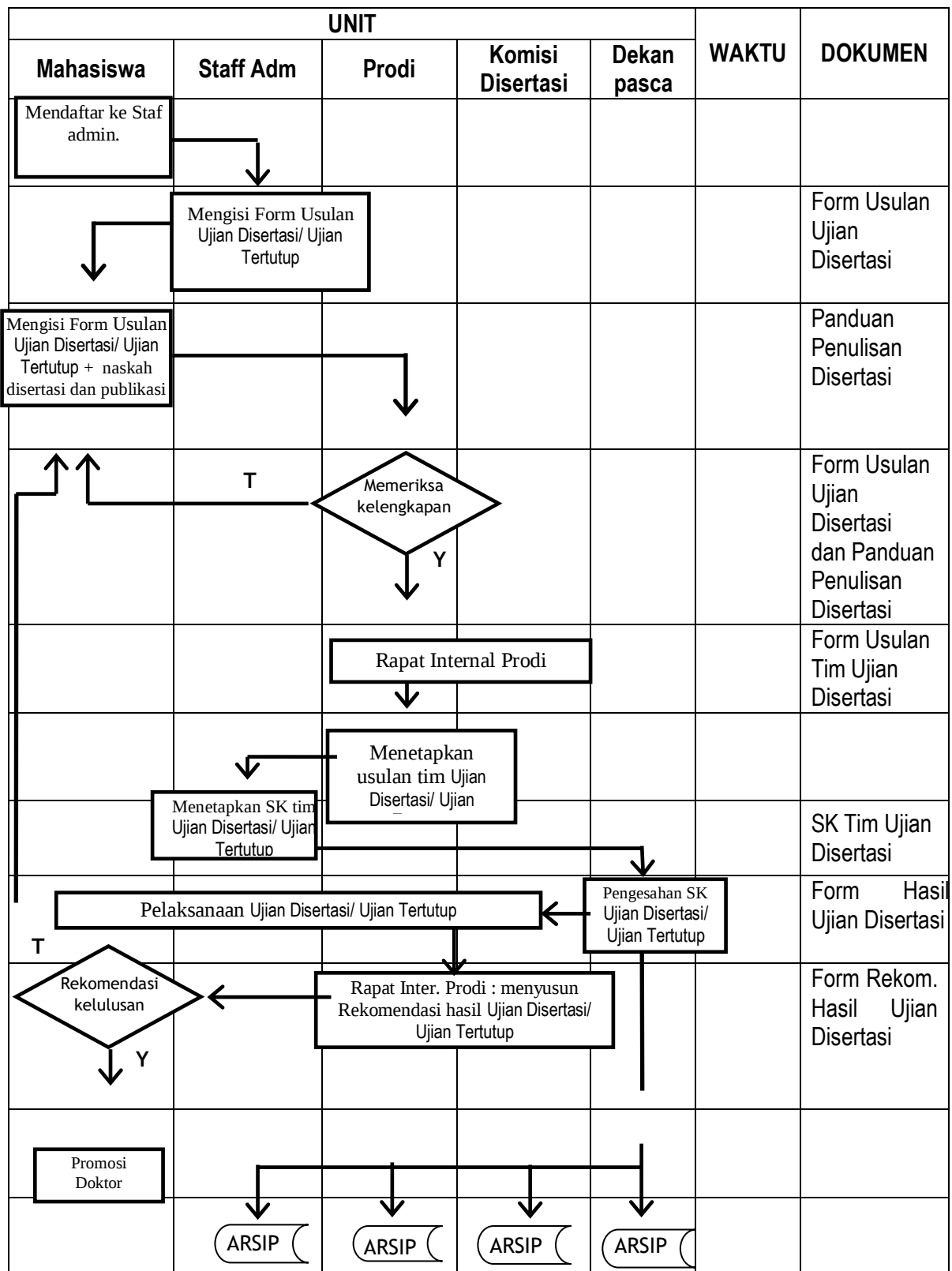
- a. The student submits the completed Dissertation Examination Request Form, the dissertation manuscript, and the abstract/summary signed by the Promotor Team, along with proof of publication (at least proof of submission to a reputable international journal), to the Administrative Staff.
- b. The Administrative Staff forwards all documents to the Study Program and submits the abstract/summary for a plagiarism check to the IT Department.
- c. The Study Program Management holds an internal meeting with the Dissertation Committee to determine the schedule, venue, and Dissertation Examination Committee, and submits the results to the Administrative Staff.
- d. The Administrative Staff processes the Official Decree (SK) for the Dissertation Examination Committee, prepares invitation letters, and distributes them to all examiners.
- e. The Administrative Staff prepares the venue and all necessary materials for the examination. The examination is chaired by the Dean of FIB, Universitas Sebelas Maret (or a designated representative).
- f. The Dean of FIB Universitas Sebelas Maret (or a designated representative) announces the examination results (pass/fail) to the student for follow-up.
- g. Upon completion of the examination:
 - i. Students who pass may proceed with the **Doctoral Promotion process** after revising their dissertation manuscript based on examiners' feedback.
 - ii. Students who fail return to their supervisors for further guidance and may reapply for the examination no sooner than **two weeks after the previous defense**

7. Related Documents

- a. Dissertation Examination Request Form.
- b. Dissertation Writing Guidelines.
- c. Dissertation Examination Committee Proposal Form.
- d. Official Decree (SK) of the Dissertation Examination Committee.
- e. Dissertation Examination Evaluation Form.
- f. Recommendation Form for Dissertation Examination Results.

8. Bagan Alir

Diagram Alir Ujian Disertasi/ Ujian Tertutup adalah sebagai berikut:



 DOCTORAL STUDY PROGRAM FIB UNIVERSITAS SEBELAS MARET	STANDARD OPERATING PROCEDURES	Document No.	
		Date of Issued : 12 September 2015	
Title	: Open Examination (Public Defense/ Promotion)	Revision No.	:
Approved by	: Head of Doctoral Study Program FIB UNS	Page	:

1. Objectives

- c. To standardize the procedure for conducting the Open Examination (Public Defense/ Promotion).
- d. To provide guidance for administrators and students of the Doctoral Program at Faculty of Cultural Sciences, Universitas Sebelas Maret (FIB UNS), in organizing the Open Examination/ Public Defense/ Promotion.

2. Scope

This procedure applies to the activities of the Open Examination/ Public Defense/ Promotion for students of the Doctoral Program at FIB UNS.

3. Definition

- d. The Open Examination/ Public Defense/ Promotion is the final stage in the dissertation process, where the doctoral student of FIB UNS, is required to defend their dissertation substantively before an examination committee and invited public audience.
- e. The Open Examination Committee is appointed through an Official Decree (SK) issued by the Dean of FIB UNS.
- f. External Examiners are appointed through an Official Decree (SK) issued by the Dean of FIB UNS as part of the examination team.

9. References

- a. Law of the Republic of Indonesia No. 12 of 2012 on Higher Education.
- b. Government Regulation of the Republic of Indonesia No. 66 of 2010, amending Government Regulation No. 17 of 2010 on the Management and Implementation of Education.
- c. Decree of the Minister of National Education of the Republic of Indonesia No. 112/O/2004 on the Statute of Sebelas Maret University.
- d. Regulation of the Minister of National Education No. 17 of 2010 on the Prevention and Management of Plagiarism in Higher Education.
- e. Rector's Regulation of Sebelas Maret University No. 579/UN27/HK/2011 on the Main Policies for Managing and Implementing Higher Education at Sebelas Maret University.
- f. Rector's Regulation of Sebelas Maret University No. 553/H27/Pp/2009 on Competency-Based Learning in the Credit System (SKS).
- g. Academic Handbook of the Faculty of Cultural Sciences, Sebelas Maret University, 20

- h. Guidelines for Dissertation Proposal and Writing, Faculty of Cultural Sciences, Sebelas Maret University.
- i. Academic Regulations/SOP Book of the Study Program.
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- e. Supervisory Committee (Promotor Team).

11. Procedure

- a. The student submits the completed Dissertation Examination Request Form, the dissertation manuscript, and the abstract/summary signed by the Promotor Team, along with proof of publication (at least proof of submission to a reputable international journal), to the Administrative Staff.
- b. The Administrative Staff forwards all documents to the Study Program and submits the abstract/summary for a plagiarism check to the IT Department.
- c. The Study Program Management holds an internal meeting with the Dissertation Committee to determine the schedule, venue, and Dissertation Examination Committee, and submits the results to the Administrative Staff.
- d. The Administrative Staff processes the Official Decree (SK) for the Dissertation Examination Committee, prepares invitation letters, and distributes them to all examiners.
- e. The Administrative Staff prepares the venue and all necessary materials for the examination. The examination is chaired by the Rector of Universitas Sebelas Maret (or a designated representative).
- f. The Rector (or a designated representative) announces the examination results (pass/fail) to the student for follow-up.
- g. Upon completion of the examination:
 - i. Students who pass may proceed with the **Graduation** after revising their dissertation manuscript based on examiners' feedback.
 - ii. Students who fail return to their supervisors for further guidance and may reapply for the examination no sooner than **two weeks after the previous defense**

12. Related Documents

- a. Form Usulan Promosi Doktor
- b. Panduan Penulisan Ringkasan Disertasi
- c. Form usulan Tim Promosi Doktor
- d. SK Tim Promosi Doktor

1. Bagan Alir

