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|  | **UNIVERSITAS ATMA JAYA YOGYAKARTA SURVEILLANCE ITINERARY\_Rev02 ISO 9001:2008 Scope : Management of Higher Education** |  |
| [Contact Person : Mr. Dr. Gregorius Sri Nurhartanto, S.H., LL.M.; Mrs. Ir. Lucia Asdra Rudwiarti, M.Phil.Ph.D.( 0815-8866-909 ); Mr. B. Bambang Riyanto, S.H., M.Hum. (0817 262 840) ; Mrs. Pratiwi Budiharta(081 2298 6874 Address : Jl. Babarsari 44, Yogyakarta 55281, Indonesia Telp. : 0274-487711 Email : kp2ma@mail.uajy.ac.id; asdralucia@yahoo.com; bambangrie@yahoo.co.id](mailto:kp2ma@mail.uajy.ac.id) |

**Day 1: Tuesday, June 6, 2017**

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| **Time (A)** | **Team A Activities** | **Time (B)** | **Team B Activities** | **Time (C)** | **Team C Activities** |
| 09:00 – 09:30 | **Opening Meeting** | | | | |
| 09:30 – 10:00 | Fakultas Teknik (FT) : - Dekanat | 09:30 – 11:00 | Kantor Keuangan (KKEU) | 09:30 – 10:00 | Magister Manajemen |
| 10:00 – 11:00 | - Program Studi Arsitektur  (incl. learning process, laboratory) | 10:00 – 11:00 | Magister Hukum |
| 11:00 – 12:30 | - Program Studi Teknik Sipil (incl. learning process, laboratory) | 11:00 – 12:30 | Kantor Administrasi Akademik (KAA) | 11:00 – 12:30 | Magister Teknik Informatika |
| 12:30 – 13:15 | **Break/Lunch** | | | | |
| 13:15 – 14:00 | Pasca Sarjana : - Direktur | 13:15 – 14:00 | Kemahasiswaan dan Alumni (KKACM) | 13:15 - 14:00 | Fakultas Ekonomi (FE) : - Dekanat |
| 14:00 – 15:30 | - Magister Arsitektur | 14:00 – 15:30 | Rektorat | 14:10 – 15:00 | * Program Studi Akuntansi   (incl. learning process, laboratory) |
| 15:30 – 17:00 | - Magister Teknik Sipil | 15:30 – 17:00 | KHSP / Kantor Humas Sekretariat dan Protokol (Management Responsibility, Resource Management, etc) | 15:00 – 17:00 | - Program Studi ilmu Ekonomi |

**Day 2 : Wednesday, June 7, 2017**

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| **Time (A)** | **Team A – Activities** | **Time (B)** | **Team B – Activities** | **Time (C)** | **Team C - Activities** |
| 08:30 – 09:30 | Fakultas Teknobiologi (FTB) : - Dekanat | 08:30 – 09:30 | Fakultas Teknik Industri (FTI) : - Dekanat | 08:30 – 09:30 | Fakultas Ilmu Sosial dan Ilmu Politik (FISIP) : Dekanat |
| 09:30 – 11:00 | - Program Study Biologi (incl. learning process, laboratory) | 09:30 – 11:00 | - (new) Program Studi Sistem Informatika) | 09:30 – 11:00 | - Program Studi Sosiologi |
| 11:00 – 12:30 | Kantor Pemeliharaan Sarana dan Prasarana (KPSP) | 11:00 – 12:30 | - Program Studi Teknik Informatika (incl. learning process, laboratory) | 11:00 – 12:30 | - Program Studi Komunikasi |
| 12:30 – 13:15 | **Break/Lunch** | | | | |
| 13:15 – 15:00 | LPPM | 13:15 – 15:00 | - Program Studi Teknik Industri  (incl. learning process, laboratory) | 13:15 – 15:00 | Library/Perpustakaan |
| 15:00 – 17:00 | Kantor Sumber Daya Manusia (KSDM) | 15:00 – 17:00 | Kantor Kerjasama dan Promosi (KKP) | 15:00 – 17:00 | Kantor Sistem Informasi (KSI) |

**Day 3 : Thursday, June 8, 2017 (Half - Day)**

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| **Time (A)** | **Team A – Activities** | **Time (B)** | **Team B – Activities** | **Time (C)** | **Team C - Activities** |
| 08:30 – 12:00 | KP2MA / QMR (internal audit, improvement, control of record & documents) | 08:30 – 11:30 | Fakultas Hukum (FH) : - Dekanat - Program Studi Ilmu Hukum (incl. learning process, laboratory) | 08:30 – 11:30 | Kantor Pelatihan Bahasa dan Budaya (KPBB) |
| 12.00 -13.00 | **Break/Lunch** | | | | |
| 13:00 – 13:30 | **Report Preparation** | | | | |
| 13,30 | **Closing meeting** | | | | |

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| Note: 1. The element 4, 5, 6, 8 and the understanding of Quality Policy & Objectives will be assessed simultaneously at the various departments. |
| 2. Document and data control will be checked throughout the audit process in all departments being audited. |
| 3. The above itinerary serves as general guideline. Changes in sequence and duration for each department may change depending on situation during audit. |
| 4. Use of Logo, Complaints, and follow up of previous reports are checked at QMR or relevant department. |