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|  | **UNIVERSITAS ATMA JAYA YOGYAKARTA SURVEILLANCE ITINERARY\_Rev02ISO 9001:2008Scope : Management of Higher Education** |   |
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**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. |