

**PROCEDURE MANUAL
WEBSITE MANAGEMENT**



**Master Program in Biomedical Sciences
Faculty of Medicine Universitas Brawijaya
2015**



**Master Program in Biomedical Sciences
Faculty of Medicine Universitas Brawijaya
2015**

Document Code	:	
Revision	:	-
Date	:	14 June 2015
Reviewed by	:	Secretary of Master Program in Biomedical Sciences
Controlled by	:	Quality Assurance Unit of Master Program in Biomedical Sciences
Approved by	:	Head of Master Program in Biomedical Sciences

MPBS UB		Reviewed by	Approved by
-	14 June 2015	Secretary of Master Program in Biomedical Sciences, dr. Dian Nugrahenny, M.Biomed	Head of Master Program in Biomedical Sciences Prof. Dr. dr. Sumarno DMM, SpMK (K)

Table of Content:

Document Code	ii
Table of Content:	iii
Objectives	1
Scope	1
Definition	1
Related Party	1
Internal Control System	1
Required Document	1
Related Units	1
Details of Procedure	2
FLOWCHART	3

PROCEDURE MANUAL: WEBSITE MANAGEMENT

Objectives

To improve efficient and effective management of website to ensure fast and continuous update regarding activities and information of Master Program in Biomedical Sciences to stakeholders (student, lecturer, employer, and other concerned party).

Scope

Website management covers all activities concerning website of Master Program in Biomedical Sciences, i.e. determining which information / activities to upload, determining which document to upload, updating the uploaded document, protecting important document, etc.

Definition

Website management is a system to collect and verify all information shared to the public via website of Master Program in Biomedical Sciences. Shared information includes activities of study program (academic activities, research activities, community service activities, quality assurance activities, etc) which is deemed important to disseminate. Website management also revolves on maintaining public image of Master Program in Biomedical Sciences by showing the profile at glance.

Related Party

Website management team of study program, head of study program, secretary of study program, quality assurance unit, student, lecturer, supporting staff.

Internal Control System

Person in charge : Vice Dean II (General & Finance)

Technical implementer : Quality Assurance Unit

Required Document

All documents / documentation regarding activities in academic, research and community service conducted by students, lecturers and supporting staff of Master Program in Biomedical Sciences.

Related Units

Study Program, Faculty (PSIK), Universitas Brawijaya

Details of Procedure

1. Study program and/or website management team collects data about activities conducted by students, lecturer and supporting staff
2. Website management team of study program arranges the obtained information from study program. The team will also conduct consultation with head and secretary of study program as well as QAU to ensure quality and validity of the draft
3. Website management team uploads the verified draft to the website
4. For prominent activities, the team can additionally inform website management team of faculty to create link between website of faculty and website of study program for wider dissemination.

FLOWCHART

